To hire and process employees it is vital that you register your new establishment with the Labour Market Regulatory Authority (LMRA) first. To do so, simply follow the steps outlined below.

What is the LMRA?
The Labour Market Regulatory Authority (LMRA) is an entity that regulates and controls work permits for foreign workers in Bahrain and the self-employed, in addition to issuing licenses for manpower and recruitment agencies.

### REQUIRED DOCUMENTS

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Copy of Passport and ID Card</td>
</tr>
<tr>
<td>2</td>
<td>Commercial Registration (CR) Certificate</td>
</tr>
<tr>
<td>3</td>
<td>Power of attorney (POA) or BR for the authorized person or legal office to open your LMRA account</td>
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</tbody>
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### REQUIRED STEPS

**STEP 01**
Visit the LMRA in-person to enrol your biometric details and to initiate the steps below. To expedite the process, we recommend that you go through the Executive Service Centre in the LMRA.

During your visit you will need to:

- **A** Visit the EMS system web page and fill out the required fields
- **B** Upload the required documents (mentioned above)
- **C** Submit the registration
- **D** Print the registration form

**STEP 02**
After your submission:

- **A** You will be notified by email and SMS on the approval of your credentials
- **B** Then, you can take advantage of the EMS System

### WEBSITE
http://lmra.bh/portal/en/home

### LMRA KEY WEBSITES
Expat Management System

### CONTACT DETAILS
Bahrain Hotline: +973 17 506055
When hiring employees to help take your business further it's essential to issue new work permits for them with the LMRA. Here's your easy guide on how you can apply.

### APPLY FOR NEW WORK PERMITS

**REQUIRED DOCUMENTS**

1. Employee’s passport
2. Offer letter or work contract template between the employer and the foreign employee (signed by both parties)
3. Medical check-up report for the foreign employee
4. Employee ID Card (if available)

**REQUIRED STEPS**

01. **Login to the LMRA EMS system and start the process of applying for a new work permit**
02. **Submit the required information for the new employee**
03. **Submit all required documents including the medical check-up report**
04. **Submit the application**
05. **Once the application is approved, print the work permit from the EMS system then take it to the Nationality, Passports and Residence Affairs (Immigration Office)**
06. **Make an online appointment for biometric data collection**
07. **Obtain the ID Cards with the Central Informatics Organization (CIO)**

**WEBSITE**

http://lmra.bh/portal/en/home

**KEY WEBSITES**

Bahrain Services
Expat Management System
Create your eKey

**CONTACT DETAILS**

Bahrain Hotline: +973 17 506055
As you grow your business, your workforce will need to grow too. So, when you require an increase in the ceiling of work permits for your company, simply follow the steps below to issue a request to the LMRA and get up to 6 or 10 work permits depending on your activity.

**REQUIRED DOCUMENTS**

1. Commercial Registration (CR)
2. Recent Bank Statement (last 3 months)
3. Latest Electricity Bill (last 3 months) *Should not be a disconnection notice
4. Photos from the interior and the exterior of the establishment premises
4. Workload Document

**REQUIRED STEPS**

01. Visit the EMS System website
02. Log in to the EMS system
03. Create an application for ceiling increase
04. Upload and submit all required documents along with proof of work volume (contracts and agreements)
05. Apply to add new employees
06. LMRA will verify and confirm the addition of work permits.

**KEY LMRA SERVICES**

1. Issuing Work Permits
2. Issuing Dependents Residency Permit
3. Employment Ceiling Increment
4. Employee Transfer
5. Bahrainisation Calculator

**WEBSITE**

http://lmra.bh/portal/en/home

**LMRA KEY WEBSITES**

Expat Management System

**CONTACT DETAILS**

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