

# REGISTER YOUR INDUSTRIAL FACILITY IN THE INDUSTRIAL REGISTER

To take advantage of a host of business benefits and to stay in compliance, it is important that you register your industrial establishment in the Industrial Register with Industry Affairs at the Ministry of Industry and Commerce (MOIC). To register, simply follow the steps below.

## REQUIRED STEPS

In order to start the industrial registration application, you would need to activate the eKey for employer/owner ID card.

STEP  
01



Login to the Industrial Services System website using your activated e-key

STEP  
02



Fill in an application to register the industrial establishment in the Industrial Register

STEP  
03



Submit requested information

STEP  
04



The Industrial Development Directorate will issue the certificate valid for one (1) year subject to annual renewal

## TAKE ADVANTAGE OF INDUSTRIAL SYSTEM SERVICES

1

Industrial Registration

2

Industrial License  
Amendment

3

Industrial License and  
Registration Search

4

Duty Exemption  
Application

5

Made in Bahrain Mark

### WEBSITE

[www.industry.bh](http://www.industry.bh)

### CREATE YOUR eKEY

[Create Here](#)

### CONTACT DETAILS

Bahrain Hotline: 80008001

# APPLY FOR A DUTY EXEMPTION

Your business can thrive with exemptions on duties that you can apply for via the Industrial Services System, a web platform controlled by Industry Affairs at the Ministry of Industry and Commerce (MOIC).

## REQUIRED DOCUMENTS

1

Copy of audited report for the consumed spare parts & raw material from an external local firm (only in case if duty exemption for spare parts is required)

2

Copy of audited report for the consumed raw materials\* from an external audit firm (\*if required, only for certain raw materials)

3

Machinery and equipment catalogue and pictures

4

Product's HS Code List

5

Contact details of the company's authorised individual

## REQUIRED STEPS

STEP  
01



Activate eKey for employer's or owner's ID card.

STEP  
02



Login to the Industrial Affairs Online Service either 4 months before the arrival of the shipment or 4 months before the expiry of existing exemptions

STEP  
03



Fill in and submit the requested information

STEP  
04



Industrial Development Directorate will verify the application and will send an initial deposit guarantee letter based on applicant request

STEP  
05



Deposit the Bank Guarantee (5% of the shipment)

STEP  
06



Submit the clearance documents to Customs and clear the shipment

STEP  
07



Cabinet of Ministers will issue the resolution of exemption to approve for exemption

STEP  
08



Resolution is circulated to Customs Affairs for implementation

STEP  
09



You, the applicant, will receive the exemption and can collect your deposit back

## TAKE ADVANTAGE OF INDUSTRIAL SYSTEM SERVICES

1

Industrial Registration

2

Industrial License Amendment

3

Industrial License and Registration Search

4

Duty Exemption Application

5

Duty Exemption Amendment

6

Duty Exemption Renewal

7

Made in Bahrain Mark

### WEBSITE

[www.industry.bh](http://www.industry.bh)

### KEY WEBSITES

[Create your eKey](#)

[Bahrain HS Codes](#)

### CONTACT DETAILS

Bahrain Hotline: 80008001