

REGISTERING YOUR NEW ESTABLISHMENT

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

1

Copy of Passport and ID Card

2

Copy of Commercial Registration (CR) Certificate

3

Power of attorney (POA) or Board Resolution (BR) for the authorized person or legal office to open your LMRA account on your behalf

REQUIRED STEPS

STEP
01



Visit the LMRA in-person 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 receive a confirmation via email and SMS once the establishment registration is approved.
- B** You will then be redirected to pay the admin fees to complete the establishment registration.
- C** Then, you can take advantage of the EMS System.

*You will need an eKey to access the EMS system.

WEBSITE

lmra.gov.bh/en/home

LMRA KEY WEBSITES

[Expat Management System](#)

CONTACT DETAILS

Bahrain Hotline: +973 17 506055

APPLY FOR NEW WORK PERMITS

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.

REQUIRED DOCUMENTS

1

Employee's passport

2

Signed offer letter or work-contract template (signed by both employer and employee)

3

Medical check-up report for the foreign employee

4

Employee ID Card (if available)

REQUIRED STEPS

STEP
01



Login to the LMRA EMS system and start the process of applying for a new work permit

STEP
02



Submit the required information for the new employee

STEP
03



Submit all required documents including the medical check-up report

STEP
04



Submit the application

STEP
05



Once the application is approved, download and print the official work permit from the EMS system and present the printed permit to the Nationality, Passports and Residence Affairs (Immigration Office).

STEP
06



If the biometric data was not previously collected, book and attend the employee's biometric data collection.

STEP
07



Book an appointment to issue the employee's official ID card through Bahrain.bh.

WEBSITE

lmra.bh/portal/en/home

KEY WEBSITES

www.bahrain.bh

[Expatriate Management System](#)

[Create your eKey](#)

CONTACT DETAILS

Bahrain Hotline: +973 17 506055

INCREASE YOUR WORK PERMITS CEILING

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 of the establishment (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

5

Proof of work volume (e.g., contracts/invoices/customs papers, depending on activity)

REQUIRED STEPS

STEP
01



Visit the [EMS System](#) website

STEP
02



Login to the EMS system

STEP
03



Create an application for ceiling increase

STEP
04



Upload and submit all required documents along with proof of work volume

STEP
05



After submission, you will be notified to pay the admin fee.

STEP
06



LMRA will verify and confirm your application for the ceiling increase. Once approved, you can then apply to add new 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

lmra.gov.bh/en/home

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Expat Management System

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