

LMRA



هيئة تنظيم سوق العمل

# Registration & Data Cleansing procedures guide

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

On the basis of the jurisdiction and role conferred by law upon LMRA, regarding the control, regulation and issuing work permits, and for the sake of implementation of its plan in time as per scheduled LMRA shall launch the second stage of the plan, by offering its services from January 2008. In accordance with Act No. (19) 2006 regarding regulations of the labour market. LMRA started offering its services as from the second of May 2007, by issuing and renewing work permits for all foreigners employed by public sector and by January 2008 LMRA shall issue and renew work permits for foreign employees employed by all the companies of the private sector.

The LMRA shall act as a central authority, through which, all the transactions carried by different relevant institutions will be coordinated. This process will include receiving work permit applications, entry visas to the Kingdom, residence visas, issue of ID cards, medical tests procedure, collecting fees, and following up all required procedures in coordination with relevant authorities.

LMRA is facilitating all its services for the private sector, which will start in January 2008. In order to get the maximum benefits of our services, all private sector companies should continuously update its foreign employees' data on our database. All companies should insure that the registration data exactly coincide with the formal registrations in other relevant authorities. Note that the calculation of monthly fees depends on such data. Therefore, LMRA emphasises the importance of the presentation of correct information about foreign labour. The accuracy and correctness of bills issued by LMRA depend upon adherence to such instructions.

LMRA started registration for the private sector in August 2007. Individual businesses' owners are required to attend in person or through an authorised agent, with a valid power of attorney, issued at a date, not exceeding five years at the time of application. Persons, authorised to sign on behalf of companies, should come to one of the customer service desks at the LMRA headquarters.

Hopefully, this shall be a satisfactory and successful explanation to the procedure, conditions of registration and data cleansing. Your cooperation is highly appreciated in order to offer you the best services promptly and competently.

## Firstly: Registration (Public Sector)

To ease the procedures of issuing and renewing work permits, all ministries and governmental organisations, should register at LMRA according to the following steps:

1. A letter of authorisation from the ministry / organisation stating the employee responsible of its transaction and the limits of such authorisation.
2. Fill the ministries and governmental organisations application form.
3. A copy of the authorised ministry / organisation official CPR card.
4. A copy of the official in charge and authorised persons CPR card.

### Note:

Every governmental department has a unit code issued by the Central Informatics Organisation (CIO) and another unit code issued by the General Directorate for Nationality, Passports and Residence (GDNPR). Please contact, the following officials, in case of non-existence of the code(s):

- The Director General of the Statistics and Population Record - Central Informatics Organisation (CIO)

And/ Or

- The Assistant Under-secretary of the Nationality, Passports, and Residence - Ministry of Interior

## Registration (Private Sector)

For private sector registration, please provide the following documents:

1. Most recent electricity bill.
2. A certificate from the specialised authority authorising the nature of the business of employer such as fishermen or farmers (non commercial or governmental institutions).
3. Bank account number.
4. A letter from the owner of the organisation to nominate the authorised persons.
5. Copy of the Commercial Registration (CR).

## Cont.: Registration and data cleansing procedures

### Individual business:

1. The owner shall attend in person or shall be represented by an authorised agent, with a valid power of attorney, the authorisation validity should not exceed five years from its date of issue.
2. Fill the application form prepared by LMRA.
3. Present a copy of the ID / CPR card of the owner.
4. Present a copy of the Commercial Registration (CR), of main and other branches, if any.
5. Fill the authorisation form (if the owner wishes to authorise somebody on his / her behalf).
6. The authorised agent, should come in person.
7. Present a copy of the ID / CPR card of the authorised agent.

### Companies:

1. The authorised agents should personally attend.
2. Fill the application form prepared by LMRA.
3. Present a copy of the authorised person ID / CPR card
4. Present a copy of the Commercial Registration (CR), of main and other branches, if any.
5. Fill the authorisation form prepared by LMRA.
6. Present a certificate from the Commercial Registration (CR) showing the names of authorised persons.

Authorised agent privileges can be chosen by these pre-defined privileges:

- Data entry and applying for work visas privileges.
- Fees payment and visa printing privileges.
- Data entry, applying for work visas, fees payment, visa printing and visa cancellation.

**Note: Upon registration, please supply the LMRA with the data of the your foreign employees' dependants in your organisation and proof of relationship of each dependant to the foreign employees.**

## Secondly: Data Cleansing (Public and Private Sector)

After the completion of the registration process, LMRA will provide each company with a password. Each company will be able to verify the correctness of the foreign employees' data by accessing the Expat Management System (EMS) through the LMRA website (www.lmra.bh). If the information is incorrect, do as following:

1. Report to the General Directorate of Nationality, Passports & Residence (GDNPR) to correct foreign employees' data related to passport details.
2. Check the data on the LMRA website after two weeks from reporting to the General Directorate of Nationality, Passports & Residence (GDNPR).

Documents required from each company or corporation

1. The most recent copy of the foreign employee's passport and family members, joining him / her (attached to his / her passport).
2. The most recent copy of the foreign employee's CPR card and the family members joining him (Back & Front).
3. The most recent Residence Permit (RP) of the foreign employee and dependants joining him.
4. In case of attached children on parent's passport, a copy of the relevant page of mother's or father's passport should be presented.
5. A copy of the pages containing the name of the father or spouse (For Indian and Pakistani Nationals only).

**Note:** To facilitate issue of residence visas of foreign employees' children, during the launch of LMRA services on January 2008, it is requested to inform the foreign employees to do the following:

1. Issue a separate passport for each dependant.
2. Dependant exceeding 18 years shall be granted residence visas in case they join a recognised university in the Kingdom of Bahrain, and applications should be presented directly to the General Directorate of Nationality, Passports & Residence (GDNPR)

## Data cleansing steps using the Expatriate Management System (EMS)

1. Login to the Expatriate Management System (EMS) through the LMRA's website (www.lmra.bh) - e-Services section, on the login page type your username and password in the specified text boxes and click (Login).  
Your password will be provided to you by the LMRA.
2. Upon login your unit (Company / Organisation) number should appear, clicking on it will take you to the system's main page.
3. The employer can search for the foreign employee by his / her CPR number.
4. If the employee found, the customer should select a transaction: (Figure 1)
  - Cleanse
  - Mark as dead
  - Mark as Bahraini
  - Mark as exit
  - Mark as runaway
5. Employers should specify the relation of expats under the organisation by selecting (Relationship with Primary Applicant) which could be:
  - **Worker:** (Figure 1)
    - Self (An foreign employee employed under a Governmental organisation, Commercial Register or Non-Commercial Non-Governmental organisation)
    - Domestic
  - **Dependent:** (Figure 2)
    - Husband / Wife
    - Father / Mother
    - Child

Expatriate Work Details					
Occupation Code	24905	Occupation Description (English)	GENERAL ENGINEER	Occupation Description (Arabic)	مهندس عام
Workpermit Number	333333	RP Issue Date	22-02-2006	RP Expiry Date	15-03-2008
NOC Number		NOC Start Date	11-01-1998	NOC Expiry Date	14-04-1998
Is input currently in Bahrain?		Departure Date	24-09-2005		
Relation With Primary Applicant	<input type="text" value="-- Select One --"/>	Primary worker CPR Number	<input type="text"/>		
Relation Type	<input type="text" value="Self Domestic"/>	Father/Husband Name	<input type="text" value="M. MUMJASMY"/>		
Transaction Type	<input type="radio"/> Cleanse	<input type="radio"/> Mark as dead	<input type="radio"/> Mark as Bahraini	<input type="radio"/> Mark as exit	
<input type="button" value="View/Upload Documents"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>					

Figure 1

Relation With Primary Applicant	<input type="text" value="-- Select One --"/>	Primary worker CPR Number	<input type="text"/>		
Relation Type	<input type="text" value="Father"/>	Father/Husband Name	<input type="text" value="M. MUMJASMY"/>		
Transaction Type	<input type="radio"/> Husband	<input type="radio"/> Mark as dead	<input type="radio"/> Mark as Bahraini	<input type="radio"/> Mark as exit	
<input type="button" value="View/Upload Documents"/> <input type="button" value="Submit"/> <input type="button" value="Close"/>					

Figure 2

Note: If the expatriate is of an Indian or Pakistani nationality, please enter the father's name. Otherwise enter the husband's name if the wife is a dependant and does not work.

6. The employer should upload the required documents, based on the selected transaction (on step 4) and the No-Objection Certificate (NOC) issued by the GDNPR. (Figure 3)
7. After adding your comments, the transaction can now be submitted and the employee's status will change to (Submitted for data cleansing).
8. The information will be received by one of the LMRA's data cleansing staff to verify the documents and update the data on the system. If the data had been approved, the employee's status will change to (Ready for Golive). If not, the transaction will be rejected and sent back to the employer with LMRA's justifications.
9. If the employee's data was not found on the database, the employer should fill the (Missed Expat) form. (Figure 4)

Attach Files		
Select	Document name	Browse For Document
<input type="radio"/>	Expat CPR * (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Passport (Expat Name and Passport Number) * (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Passport (Latest RP stamped) * (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Copy of Passport2 (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Other (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Qualification 1 (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Qualification 2 (Size should not be more than 250 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Certificate of Expertise (Size should not be more than 250 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>
<input type="radio"/>	Passport (Father/Spouse Name) * (Size should not be more than 150 000 KB)	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Scan"/>

Figure 3

Missed Expat	
Expat CPR*	<input type="text" value="00000000"/>
Passport*	<input type="text"/>
Passport Sequence Number	<input type="text" value="0"/>
Nationality*	-- Select One --
Passport Type	ORDINARY/OFFICIAL PASSPORT
Relation With Primary Applicant	Self
Primary worker CPR Number	<input type="text"/>

Figure 4

## Required documents per data cleansing transaction

Transaction	Required Documents
Cleanse Expat.	<ul style="list-style-type: none"> <li>• Copy of employee's CPR card</li> <li>• Copy of the passport page that shows the employee's name and passport number. (The passport should not be expired)</li> <li>• Copy of passport page showing father / spouse name (For Indian &amp; Pakistani Nationals)</li> <li>• Copy of the passport page which contains the latest stamped Residence Permit (RP) - The RP should not be expired before (1/6/2006)</li> <li>• Other pages of the passport (Optional)</li> <li>• Qualification 1 (Optional)</li> <li>• Qualification 2 (Optional)</li> <li>• Certificate of expertise (Optional)</li> </ul>
Mark as Dead	<ul style="list-style-type: none"> <li>• Copy of employee's CPR card</li> <li>• Copy of death certificate</li> <li>• Copy of employee's passport</li> <li>• Other pages of the passport (Optional)</li> </ul>
Mark as Bahraini	<ul style="list-style-type: none"> <li>• Copy of CPR card</li> <li>• Copy of the employee's old passport</li> <li>• Copy of the new Bahraini passport</li> </ul>
Mark as Exit	<ul style="list-style-type: none"> <li>• Copy of employee's CPR card</li> <li>• Copy of the cancelled Residence Permit (RP)</li> </ul>
Mark as Runaway	<ul style="list-style-type: none"> <li>• Ministry of Labour's "Runaway" certificate</li> <li>• Copy of the employee's CPR</li> <li>• Copy of the employee's of passport</li> <li>• Copy of the transaction's applicant CPR card</li> <li>• Other pages of the passport (Optional)</li> </ul>

When registering dependent please provide the primary employee's CPR card.