

### EXECUTIVE SUMMARY MODULE



MODULE

ES:

#### Executive Summary

#### **Table of Contents**

|      |           |   | Date Last<br>Changed |
|------|-----------|---|----------------------|
| ES-A | Introduct | ion   | Changed              |
|      | ES-A.1    | Purpose                                     | 10/2009              |
|      | ES-A.2    | Module History                              | <mark>07/2010</mark> |
| ES-1 | Structure | and Summary of Volume 4                     |                      |
|      | ES-1.1    | Structure of Volume 4 (Investment Business) | <mark>07/2010</mark> |
|      | ES-1.2    | Module UG (User's Guide)                    | 07/2007              |
|      | ES-1.3    | Module AU (Authorisation)                   | <mark>07/2010</mark> |
|      | ES-1.4    | Module PB (Principles of Business)          | 07/2007              |
|      | ES-1.5    | Module HC (High-level Controls)             | <mark>07/2010</mark> |
|      | ES-1.6    | Module AA (Auditors and Actuaries)          | <mark>07/2010</mark> |
|      | ES-1.7    | Module GR (General Requirements)            | <mark>07/2010</mark> |
|      | ES-1.8    | Module CA (Capital Adequacy)                | 10/2009              |
|      | ES-1.9    | Module BC (Business Conduct)                | 04/2006              |
|      | ES-1.10   | Module CL (Client Assets)                   | 04/2006              |
|      | ES-1.11   | Module RM (Risk Management)                 | 07/2007              |
|      | ES-1.12   | Module FC (Financial Crime)                 | 04/2006              |
|      | ES-1.13   | Module TC (Training & Competency)           | <mark>07/2010</mark> |
|      | ES-1.14   | Module GS (Group Supervision)               | 04/2006              |
|      | ES-1.15   | Module BR (CBB Reporting)                   | <mark>07/2010</mark> |
|      | ES-1.16   | Module PD (Public Disclosure)               | 04/2006              |
|      | ES-1.17   | Module EN (Enforcement)                     | 04/2006              |
|      | ES-1.18   | Module DP (Dispute Procedures)              | 04/2006              |
|      | ES-1.19   | Module CP (Compensation)                    | 04/2006              |
|      | ES-1.20   | Sector Guides (Modules C1, C2, C3 and IF)   | 04/2006              |
| ES-2 | Implemen  | ntation and Transition Rules                |                      |
|      | ES-2.1    | 30 April 2006                               | 07/2007              |
|      | ES-2.2    | 1 July 2006                                 | <mark>07/2010</mark> |
|      | ES-2.3    | 1 January 2007                              | <mark>07/2010</mark> |
|      | ES-2.4    | 1 January 2008                              | 10/2009              |
|      | ES-2.5    | Module TC – Training and Competency         | <mark>07/2010</mark> |



| MODULE  | ES:   | Executive Summary |
|---------|-------|-------------------|
| CHAPTER | ES-A: | Introduction      |

#### ES-A.1 Purpose

#### Executive Summary

- ES-A.1.1 The purpose of this Module is to:
  - (a) Provide an overview of the structure of Volume 4 (Investment Business);
  - (b) Provide a summary of each Module; and
  - (c) Outline the transition rules for the implementation of Volume 4.
- ES-A.1.2 The Central Bank of Bahrain ('CBB'), in its capacity as the regulatory and supervisory authority for all financial institutions in Bahrain, has as its mission:
  - (a) To ensure monetary and financial stability in the Kingdom of Bahrain; and
  - (b) To regulate, develop and maintain confidence in the financial sector.
- ES-A.1.3 As the single regulator, the CBB ensures the consistent application of regulatory standards in banking, insurance and capital markets, as well as encourages an open and cooperative approach in dealing with financial institutions.
- ES-A.1.4 The supervision of the investment business sector in the Kingdom pays particular regard to the standards set by the International Organisation of Securities Commissions (IOSCO). The CBB plays an important role in meeting stakeholders' expectations the principal stakeholders of the CBB are the Government of the Kingdom of Bahrain, regulated financial institutions, their clients, IOSCO and other relevant international organisations.
- ES-A.1.5 To carry out its responsibilities in relation to the investment business sector, the CBB has four supervisory objectives, namely to:
  - (a) Promote the stability and soundness of the sector;
  - (b) Provide an appropriate degree of protection to investors and clients of <u>investment</u> <u>firms;</u>
  - (c) Promote transparency and market discipline; and
  - (d) Reduce the likelihood of <u>investment firms</u> being used for financial crime (including money laundering activities).

#### Legal Basis

**ES-A.1.6** This Module contains the CBB's Directive relating to transition rules and is issued under the powers available to the CBB under Article 38 of the Central Bank of Bahrain and Financial Institutions Law 2006 ('CBB Law'). The Directive in this Module is applicable to all <u>investment firm licensees</u> (including their <u>approved persons</u>).

ES-A.1.7 For an explanation of the CBB's rule-making powers and different regulatory instruments, see Section UG-1.1.



| MODULE  | ES:   | Executive Summary |
|---------|-------|-------------------|
| CHAPTER | ES-A: | Introduction      |

#### ES-A.2 Module History

#### **Evolution of Module**

- ES-A.2.1 This Module was first issued in April 2006 by the BMA, as part of the first phase of Volume 4 (Investment Business). Any material changes that have subsequently been made to this Module are annotated with the end calendar quarter date in which the change was made: Chapter UG-3 provides further details on Rulebook maintenance and version control.
- ES-A.2.2 When the CBB replaced the BMA in September 2006, the provisions of this Module remained in force. Volume 4 was updated in July 2007 to reflect the switch to the CBB; however, new calendar quarter dates were only issued for Module ES where the update necessitated changes to substance (as opposed to merely updating 'BMA' to 'CBB', and similar references).
- ES-A.2.3 A list of recent changes made to this Module is provided below:

| Module<br>Ref.   | Change<br>Date | Description of Changes  |
|--|----------------|---|
| ES-A.1   | 07/2007        | New Rule ES-A.1.6 introduced, categorising this Module as a Directive.  |
| ES-1.2   | 07/2007        | Text amended to reflect changes to Module UG.   |
| ES-1.3   | 07/2007        | Text amended to reflect changes to Module AU.   |
| ES-1.4   | 07/2007        | Text amended to reflect changes to Module PB.   |
| ES-1.5   | 07/2007        | Updated to reflect issue of Module HC in July 2007.   |
| ES-1.11  | 07/2007        | Updated to reflect issue of Module RM in July 2007.   |
| ES-1.15  | 07/2007        | Updated to reflect issue of Module BR in July 2007.   |
| ES-2.1,<br>ES-2.3 &<br>ES-2.4  | 07/2007        | Changes to reflect delay in release of Phase 2 contents of Volume 4: implementation deadline for Modules HC, RM and BR – released in July 2007 – now set as 1 January 2008. |
| ES-2.4.1A  | 07/2008        | Further transition period granted for requirements of Chapter BR-1, Prudential Reporting.   |
| ES-A.1.6   | 10/2009        | Reference to registered administrators removed.   |
| ES-1.1.1   | 10/2009        | Reference to administrator removed.   |
| ES-1.1.5   | 10/2009        | Updated to reflect issue of Modules.  |
| ES-1.3   | 10/2009        | Updated to reflect changes to Module AU.  |
| ES-1.3.9   | 10/2009        | Reference to registration of administrators removed.  |
| ES-1.8   | 10/2009        | Updated to reflect changes to Module CA.  |
| ES-2.4.1A  | 10/2009        | Updated to reflect issue of Form QPR.   |
| ES-1.1,<br>ES-1.3,<br>ES-1.5.3,<br>ES-1.6.1,<br>ES-1.7,<br>ES-1.15-3,<br>ES-2.2.7,<br>ES-2.3.2 | 07/2010        | Updated and corrected typos.  |
| ES-1.13  | 07/2010        | Updated to reflect the issuance of Module TC  |
| ES-2.5   | 07/2010        | New section added to reflect transition rules for Module TC.  |



| MODULE  | ES:   | Executive Summary |
|---------|-------|-------------------|
| CHAPTER | ES-A: | Introduction      |

#### ES-A.2 Module History (continued)

#### Superseded Requirements

- ES-A.2.4 This Module does not supersede any previously issued circulars or other regulatory instruments.
- ES-A.2.5 Guidance on the implementation and transition to Volume 4 (Investment Business) is given in Chapter ES-2.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.1 Structure of Volume 4 (Investment Business)

- ES-1.1.1 Volume 4 of the Rulebook covers the investment business sector, i.e. the provision of <u>regulated investment services</u> by <u>investment firm licensees</u>. It also includes requirements regarding <u>approved persons</u>.
- ES-1.1.2 Volume 4 excludes representative offices of <u>overseas investment firm licensees</u>, and <u>ancillary services providers</u>: these activities are covered by separate regulations (see AU-A.1.11 and AU-A.1.12). These regulations will later be incorporated into Volume 5 (Specialised Activities) of the CBB Rulebook, to be released <u>later</u>.
- ES-1.1.3 Volume 4 is made up of two volumes: Part A is the main Volume (comprising a range of Modules that contains all applicable Rules and Guidance), whilst Part B is an appendix Volume (containing a glossary of defined terms, CBB authorisation forms, CBB reporting forms and supplementary information).
- ES-1.1.4 Part A of Volume 4 is organised under the following headings:
  - Introduction
  - High-level Standards
  - Business Standards
  - Reporting Requirements
  - Enforcement and Redress; and
  - Sector Guides
- ES-1.1.5 Including this Executive Summary Module, there are plans to issue 23 Modules for inclusion in Part A of Volume 4 (Investment Business). It is planned to release Volume 4 in two phases: the first phase release was in April 2006, and comprised 11 Modules, including most of the key requirements. Remaining Modules will be issued later.
- ES-1.1.6 Each Module covers a particular subject area such as capital or conduct of business. The requirements are tailored according to the three categories of <u>investment firm</u> <u>licensee</u> provided for under the authorisation rules, reflecting the different risk profiles of these categories. Sector Guide Modules, to be released as part of the second phase release, will summarise the key elements of the requirements for each of these 3 categories of investment firm, as well as summarise the additional requirements applicable to those investment firms operating purely on a Shari'a compliant basis.
- ES-1.1.7 Part B of Volume 4 is organised under the following headings:
  - Glossary
  - Authorisation Forms
  - Reporting Forms
  - Supplementary Information



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.1 Structure of Volume 4 (continued)

- ES-1.1.8 Defined terms used in the Rulebook are underlined; their definitions can be found in the Glossary. Each Volume has its own Glossary, as definitions of terms used apply only to the Volume in question. It is possible for the same term to be used in a different Volume with a different meaning.
- ES-1.1.9 There are three authorisation forms, comprising (i) Form 1 (application for a license); (ii) Form 2 (application for the authorisation of a <u>controller</u>); and (iii) Form 3 (application for <u>approved person</u> status).
- ES-1.1.10 When completed, Volume 4 will also contain 4 reporting forms: (i) Form QPR (Quarterly Prudential Return); (ii) Form AGR (Annual Group Return); (iii) Form STR (Suspicious Transaction Report); and (iv) Form ALF (Annual License Fee).
- ES-1.1.1 Finally, space is provided in Part B of Volume 4 for any supplementary information that may be of use to users of the Rulebook. For the time being, Part B contains various additional documents relevant to the Financial Crime Module, notably a copy of Bahrain's anti-money laundering legislation (Amiri Decree Law No. 4 of 2001). It also includes information related to the Client Assets Module (CL) and Enforcement Module (EN).



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.2 Module UG (User's Guide)

- ES-1.2.1 The User's Guide Module contains introductory material relevant to users of Volume 4. Specifically, it covers (i) the status and application of the Rulebook (with specific reference to Volume 4); (ii) the structure and design of the Rulebook; and (iii) its maintenance, version control and access. These topics are covered in Chapters UG-1 to UG-3 respectively.
- ES-1.2.2 The Module contains mostly Guidance material that is, material that is not binding on licensees, but instead simply helps inform particular Rules or provides other general information. Most of the Guidance material in Module UG consists of general information.
- ES-1.2.3 The only Rules are contained in Sections UG-A.1, UG-1.2 and UG-1.4. Amongst other things, these specify that the Module has the legal status of a Directive, that Rules have a binding effect, and that the contents of Volume 4 apply from its date of issue in April 2006, subject to any transition arrangements specified in Module ES (see Chapter ES-2).



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.3 Module AU (Authorisation)

- ES-1.3.1 Module AU covers (i) the licensing of persons undertaking <u>regulated investment</u> <u>services</u>; and (ii) the approval of persons undertaking <u>controlled functions</u> in licensees (<u>'approved persons</u>').
- ES-1.3.2 The Module sets out when these two types of authorisation are required, and the associated conditions that have to be satisfied in order for authorisation to be granted.

ES-1.3.3 With respect to licensing, an <u>investment firm license</u> is required by all persons undertaking, by way of business, <u>regulated investment services</u> within or from the Kingdom of Bahrain. <u>Regulated investment services</u> are fully defined in Section AU-1.4, but in summary they cover the following activities:

- (a) Dealing in <u>financial instruments</u> as principal;
- (b) Dealing in <u>financial instruments</u> as agent;
- (c) Arranging deals in <u>financial instruments;</u>
- (d) Managing financial instruments;
- (e) Safeguarding <u>financial instruments</u> (i.e. a <u>custodian</u>);
- (f) Advising on financial instruments; and
- (g) Operating a <u>collective investment undertaking</u> (i.e. an <u>operator</u>).
- ES-1.3.4 There are 3 categories of <u>investment firm license</u>, determined by the <u>regulated</u> <u>investment services</u> undertaken. <u>Category 1 investment firms</u> may undertake all <u>regulated investment services</u>. <u>Category 2 investment firms</u> may undertake all <u>regulated investment services</u>, except the activity of dealing in <u>financial instruments</u> as principal. Finally, <u>Category 3 investment firms</u> may only undertake the activities of arranging or advising on <u>financial instruments</u>. Only <u>Category 1 and 2 investment</u> <u>firms</u> may hold <u>client assets</u>.
- ES-1.3.5 A licensee may hold itself out as an <u>Islamic investment firm</u>, but only if all its activities are Shari'a compliant. Islamic investment firms are required to comply with certain additional requirements, such as the need to appoint a Shari'a supervisory Board.
- ES-1.3.6 Module AU also deals with the requirements and conditions for <u>approved persons</u>, i.e. those wishing to undertake a <u>controlled function</u> in an <u>investment firm licensee</u>. <u>Controlled functions</u> are those of:

(a) <u>Director;</u>

- (b) <u>Chief Executive</u> or <u>general manager</u>;
- (c) <u>Head of function;</u>
- (d) Compliance officer;
- (e) Money Laundering Reporting Officer;
- (f) Deputy Money Laundering Reporting Officer (if any);
- (g) Member of Shari'a Supervisory Board;
- (h) Financial instruments trader; and
- (i) Investment consultant or investment adviser.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.3 Module AU (Authorisation) - continued

- ES-1.3.7 The conditions for authorisation of <u>approved persons</u> are set out in Chapter AU-3.
- ES-1.3.8 [This Paragraph deleted 07/2007.]

ES-1.3.9 The Module also outlines (in Chapter AU-5) the information requirements and procedures that must be followed as part of the process for:
(a) Licensing;
(b) <u>Approved persons.</u>

ES-1.3.10 Chapter AU-6 covers the license application fees as well as the annual license fees.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.4 Module PB (Principles of Business)

- ES-1.4.1 The 10 Principles of Business covered in Module PB are a general statement of the fundamental obligations of all CBB <u>investment firm licensees</u> and <u>approved persons</u>. They have the status of Rules; and provide a basis for other, more detailed Rules elsewhere in Volume 4.
- ES-1.4.2 Principles 1 to 10 apply to activities carried out by <u>licensees</u>, including activities carried out through overseas branches. Principles 1 to 8 also apply to <u>approved persons</u>, in respect of the <u>controlled functions</u> for which they have been approved. Principles 9 and 10 also take into account any activities of other members of the group of which the <u>licensee</u> is a member.
- ES-1.4.3 The Principles of Business are:

Principle 1 – Integrity

- Principle 2 Conflicts of Interest
- Principle 3 Due Skill, Care and Diligence
- Principle 4 Confidentiality
- Principle 5 Market Conduct
- Principle 6 Customer Assets
- Principle 7 Customer Interests
- Principle 8 Relations with Regulators/Supervisors
- Principle 9 Adequate Resources
- Principle 10 Management, Systems and Controls



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.5 Module HC (High-level Controls)

- ES-1.5.1 Module HC outlines the requirements that must be met by <u>investment firm licensees</u> with respect to:
  - (a) The role and composition of Boards and Board committees; and
  - (b) Related high-level controls and policies.
- ES-1.5.2 The requirements distinguish between different Categories of <u>investment firm</u> <u>licensee</u>. Because of their limited business activities, and consequent lesser risk to customers, <u>Category 3 investment firms</u> are generally exempted from the requirements of Module HC.
- ES-1.5.3 Module HC applies to <u>Bahraini investment firm licensees</u>, including their overseas branches (where either the same or equivalent provisions to those in Module HC should apply). <u>Overseas investment firm licensees</u> must demonstrate that the same or equivalent arrangements apply to the whole company, and that these arrangements provide for effective high-level controls over activities conducted in the Bahrain branch.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.6 Module AA (Auditors and Auditing Standards)

- ES-1.6.1 Module AA contains requirements regarding the appointment and functions of auditors of <u>investment firm licensees</u>. It also contains requirements dealing with accounting standards to be applied by <u>investment firm licensees</u> and the role of reporting accountants.
- ES-1.6.2 The auditor requirements deal with:
  - (a) The appointment of auditors;
  - (b) The removal and resignation of auditors;
  - (c) Audit partner rotation;
  - (d) Auditor independence; and
  - (e) Restrictions on the relationship between a licensee and its auditor.
- ES-1.6.3 The Module also covers the CBB's requirements regarding access to auditors as well as auditors' access to outsourcing providers. In addition, the Module outlines requirements for licensees to arrange for their auditors to review their quarterly prudential returns, and compliance with Modules CL (Client Assets) and FC (Financial Crime).



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.7 Module GR (General Requirements)

- ES-1.7.1 Module GR covers requirements dealing with areas not covered in other Modules. The areas covered are:
  - (a) Books and records;
  - (b) Corporate and trade names;
  - (c) Dividends;
  - (d) Business transfers;
  - (e) <u>Controllers;</u>
  - (f) <u>Close links</u>;
  - (g) Cessation of business;
  - (h) Appointed representatives; and
  - (i) Professional indemnity coverage.
- ES-1.7.2 The above requirements apply to all categories of investment firm licensee, except for the requirements related to the payment of dividends, which apply to <u>Category 1</u> <u>investment firms</u> and <u>Category 2 investment firms</u> and the professional indemnity requirement, which applies to <u>Category 2 investment firms</u> and <u>Category 3 investment</u> <u>firms</u> only.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.8 Module CA (Capital Adequacy)

- ES-1.8.1 Module CA contains requirements on the minimum levels of capital that must be held by <u>investment firm licensees</u>, as well as what constitutes capital for regulatory purposes. These requirements are tailored to fit the different risk profiles of the different categories of <u>investment firm licensees</u>. The requirements apply to both <u>Bahraini investment firm licensees</u> and <u>overseas investment firm licensees</u> (see Section CA-B.1)
- ES-1.8.2 <u>Investment firm licensees</u> are required to maintain their <u>regulatory capital</u> in excess of their <u>regulatory capital requirements</u> at all times. For Category 1 and 2 firms, their <u>regulatory capital requirement</u> is the higher of their <u>Minimum Capital Requirement</u> and their <u>Risk Based Capital Requirement</u>. For Category 3 firms, their <u>regulatory capital requirement</u> is simply their <u>Minimum Capital Requirement</u>.

#### ES-1.8.3 <u>Minimum Capital Requirements</u> are as follows:

- (a) <u>Category 1 investment firms</u>: BD 1,000,000
  - (b) <u>Category 2 investment firms</u>: BD 1,000,000 if undertaking the activity of safeguarding <u>financial instruments</u> (i.e. <u>custodian</u>), BD 250,000 in all other cases; and
  - (c) <u>Category 3 investment firms</u>: BD 125,000.
- ES-1.8.4 <u>Risk Based Capital Requirements</u> comprise the sum of a firm's Expenditure Requirement, Position Risk Requirement, Counterparty Risk Requirement and Foreign Exchange Risk Requirement. The actual amount of capital that is required to be held varies depending on the size of an institution's cost base and its various exposures. In practice, the <u>Risk Based Capital Requirement</u> of <u>Category 2 investment</u> <u>firms</u>, because they are not allowed to deal in <u>financial instruments</u> as principal (and thus incur position risk), would largely be determined by its Expenditure Requirement (and any currency mismatches between its assets and liabilities).
- ES-1.8.5 Specific requirements relating to underwriting exposures are to be developed later and included as part of the second phase release of Volume 4.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.9 Module BC (Business Conduct)

- ES-1.9.1 This Module sets out minimum standards of good practice to be applied by <u>investment firm licensees</u>, when dealing with their <u>clients</u>. These comprise certain base requirements, supplemented by more detailed requirements in the form of an Investment Business Code of Practice.
- ES-1.9.2 The Investment Business Code of Practice covers various matters, relevant to contact throughout a <u>client</u> relationship. They are:
  - (a) Overarching principles;
  - (b) <u>Client</u> classification;
  - (c) Marketing and promotion;
  - (d) Accepting clients;
  - (e) Suitability;
  - (f) Disclosure of information;
  - (g) Dealing and managing;
  - (h) Reporting to clients;
  - (i) Complaints;
  - (j) Conflicts of interest;
  - (k) Confidentiality; and
  - (l) An appendix, covering various specific matters to be addressed in promotional material, transaction confirmations and the like.
- ES-1.9.3 These requirements may be modified or supplemented over time, in response to evolving market practices or as issues arise.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.10 Module CL (Client Assets)

- ES-1.10.1 This Module provides detailed Rules and Guidance with respect to the holding of <u>client assets</u> by <u>investment firm licensees</u>. They are aimed at ensuring the proper protection of such assets, to restrict the risk of <u>client assets</u> being commingled with <u>investment firm licensee</u> assets (without clients' consent), or otherwise misused.
- ES-1.10.2 As a general rule, <u>client assets</u> are required to be segregated from a firm's own assets, and <u>client money</u> must be held in a <u>client bank account</u>. Various other restrictions and protections apply to <u>client money</u>, whilst the rules also apply certain reconciliation and reporting requirements.
- ES-1.10.3 Finally, the Module also contains certain requirements relating to the provision of custody services (Chapter CL-2), the treatment of assets when held as collateral (Chapter CL-3), controls surrounding the application of client <u>mandates</u> (Chapter CL-4), and rules regarding third party related distribution events (Chapter CL-5).



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.11 Module RM (Risk Management)

- ES-1.11.1 Module RM provides detailed requirements on risk management systems and controls required for <u>investment firm licensees</u>. It builds on the high-level controls requirements contained in Module HC.
- ES-1.11.2 The Module obliges firms to identify the range of risks that they face and to put in place appropriate systems to address those risks. It also requires the establishment of an appropriate framework for identifying, monitoring and managing risks across an investment firm licensee's operations.
- ES-1.11.3 Module RM applies to <u>Bahraini investment firm licensees</u>, including their overseas branches (where either the same or equivalent provisions to those in Module RM should apply). <u>Overseas investment firm licensees</u> must demonstrate that the same or equivalent arrangements apply to the whole company, and that these arrangements provide for effective risk management of activities conducted in the Bahrain branch.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.12 Module FC – Financial Crime

- ES-1.12.1 Module FC implements the Financial Action Task Force (FATF) recommendations on money laundering and special recommendations on terrorism financing that are relevant to the investment business sector in Bahrain.
- ES-1.12.2 The Module contains detailed requirements relating to:
  - (a) Customer identification;
  - (b) Reporting;
  - (c) Staff awareness and training;
  - (d) The appointment of a money laundering reporting officer;
  - (e) Compliance monitoring;
  - (f) Record-keeping arrangements;
  - (g) Segregation of duties;
  - (h) Special measures for non-cooperative countries; and
  - (i) Contact with relevant authorities.
- ES-1.12.3 Item FC (iv) in Part B of Volume 4 (Investment Business) provides further examples of transactions that may be suspicious or unusual.
- ES-1.12.4 In addition, Module FC has a Chapter dealing with financial fraud, which imposes certain basic systems and control, and reporting requirements, in this area. These requirements apply to <u>Category 1 investment firms</u> and <u>Category 2 investment firms</u> only.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.13 Module TC (Training and Competency)

| ES-1.13.1 | Module TC contains requirements that have to be met by investment firm licensees      |
|-----------|---|
|           | with respect to training and competency of individuals undertaking controlled         |
|           | functions (i.e. approved persons) and those appointed as appointed representatives in |
|           | accordance with Module GR (Chapter GR-8).   |

- ES-1.13.2 Module TC provides Rules and Guidance to <u>investment firm licensees</u> to ensure satisfactory levels of competence, in terms of an individual's knowledge, skills, experience and professional qualifications.
- ES-1.13.3 Module TC applies in full to all three categories of <u>investment firm licensees</u> authorised in Bahrain.
- ES-1.13.4 The requirements in the Module cover the recruitment and assessing of competence as well as the training and maintenance of competence. In addition, it includes appendices providing guidance on qualifications and core competencies for <u>controlled</u> <u>functions</u> as well professional bodies and qualifications.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.14 Module GS (Group Supervision)

- ES-1.14.1 This Module is to be issued as part of the second phase release of Volume 4.
- ES-1.14.2 When finalised, the Module will provide detailed rules and guidance addressing group risks, and how these may impact <u>investment firm licensees</u>. These are likely to include restrictions on intra-group transactions, and additional reporting and on-going supervision.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.15 Module BR (CBB Reporting)

- ES-1.15.1 Module BR sets out requirements regarding prudential reporting to the CBB, as well as certain pre- and post-notification requirements. It also describes the information gathering powers of the CBB.
- ES-1.15.2 Module BR, amongst other things, prescribes quarterly prudential reporting to the CBB (Form QPR). All <u>investment firm licensees</u> are required to submit these: however, <u>Category 3 investment firms</u> are only required to complete a subset of the sections included in Form QPR.
- ES-1.15.3 Module BR also obliges all <u>investment firm licensees</u> to seek prior approval for certain events, including proposed changes in the <u>licensee's</u> name, legal status and <u>controllers</u>, as well as other events such as carrying out new <u>regulated investment services</u> or opening new offices overseas.
- ES-1.15.4 Finally, Module BR also requires the post-notification of various events, such as breaches of CBB requirements; legal, regulatory or other proceedings being taken against the <u>licensee</u>; or instances of fraud, errors or other irregularities occurring, that could have a material impact on the <u>licensee</u>.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.16 Module PD (Public Disclosure)

- ES-1.16.1 This Module is to be issued as part of the second phase release of Volume 4.
- ES-1.16.2 When finalised, the Module will contain certain provisions relating to public disclosures, such as the need to publish annual accounts.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.17 Module EN (Enforcement)

- ES-1.17.1 This Module outlines enforcement powers and processes that may be applied by the CBB to address failures by <u>investment firm licensees</u>, <u>approved persons</u> or registered persons. The purpose of such measures is to encourage a high standard of compliance by all those authorised by the CBB, thus reducing risk to licensees' clients, counterparties and the financial system.
- ES-1.17.2 The enforcement measures contained in the Module are of varying severity and will be used in keeping with the CBB's assessment of the contravention, reserving the most serious enforcement measures for the most serious of contraventions.

#### ES-1.17.3 The CBB's enforcement mechanisms include:

- (a) Formal requests for information;
- (b) Investigations;
- (c) Formal warnings;
- (d) Directions;
- (e) Financial penalties;
- (f) Administration;
- (g) Cancellation of license; and
- (h) Cancellation of 'fit and proper' approval.
- ES-1.17.4 A reminder of criminal sanctions contained in the CBB Law is also set out in Chapter EN-10.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.18 Module DP (Dispute Resolution)

- ES-1.18.1 This Module is to be issued as part of the second phase release of Volume 4.
- ES-1.18.2 When finalised, the Module will set out certain basic requirements regarding the treatment of client complaints by <u>investment firm licensees</u>, and the reporting of certain statistics relating to such complaints and their outcomes, to the CBB.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.19 Module CP (Compensation)

ES-1.19.1 This Module provides space, for possible inclusion at a later date, for a description of any investor protection scheme, should such a scheme be developed in cooperation with the industry.



| MODULE  | ES:   | Executive Summary                 |
|---------|-------|-----------------------------------|
| CHAPTER | ES-1: | Structure and Summary of Volume 4 |

#### ES-1.20 Sector Guides (Modules C1, C2, C3 and IF)

- ES-1.20.1 These Modules will be issued as part of the second phase release of Volume 4.
- ES-1.20.2 When finalised, these Modules will provide a summary consisting solely of Guidance material highlighting the key requirements applicable to the different categories of <u>investment firm licensees</u>, as well as to those investment firms that operate solely on Islamic principles.



### MODULEES:Executive SummaryCHAPTERES-2:Implementation and Transition Rules

#### ES-2.1 30 April 2006

| ES-2.1.1 | <u>Investment firm licensees</u> issued a license after 30 April 2006 must<br>comply with the requirements contained in the first phase release of<br>Volume 4 (Investment Business) from the date of issue of their license. |
|----------|---|
| ES-2.1.2 | The earliest effective date of Volume 4 (Investment Business), therefore, is 30 April 2006.   |
| ES-2.1.3 | The first phase release of Volume 4 comprises Modules ES, UG, AU, PB, AA, GR, CA, BC, CL, FC and EN.  |
| ES-2.1.4 | Other implementation deadlines are prescribed in Sections ES-2.2 to ES-2.4.   |



| MODULE  | ES:   | Executive Summary                   |
|---------|-------|-------------------------------------|
| CHAPTER | ES-2: | Implementation and Transition Rules |

#### ES-2.2 1 July 2006

- **ES-2.2.1** Unless otherwise agreed to in writing with the CBB, <u>investment firm</u> <u>licensees</u> issued a license before 30 April 2006 must comply with the requirements contained in the first phase release of Volume 4 (Investment Business) by 1 July 2006, with the exceptions of Modules CA, BC and CL.
- ES-2.2.2 Therefore, for <u>investment firms</u> already licensed when Volume 4 was first issued in April 2006, the first implementation date (unless additional transition arrangements have been agreed with in writing with the CBB) is 1 July 2006. A later implementation deadline is given for Modules CA, BC and CL, on account of the wide scope of their requirements: see Section ES-2.3
- ES-2.2.3 The first phase release of Volume 4 comprises Modules ES, UG, AU, PB, AA, GR, CA, BC, CL, FC and EN.
- ES-2.2.4 Other implementation deadlines are prescribed in Sections ES-2.1, ES-2.3 and ES-2.4.
- ES-2.2.5 On an exceptional basis, the CBB may provide for grandfathering or additional transitional measures for certain firms, where these are faced with difficulties in meeting their implementation deadlines, provided such arrangements do not cause excessive risk to investors or other licensees.

# **ES-2.2.6** <u>Investment firm licensees</u> who were licensed prior to the publication of Volume 4 (Investment Business) do not need to resubmit an application for a license.

ES-2.2.7 Investment firm licensees licensed prior to 30 April 2006 will have their license Category, and the scope of their authorisation, confirmed in an exchange of letters.



| MODULE  | ES:   | Executive Summary                   |
|---------|-------|-------------------------------------|
| CHAPTER | ES-2: | Implementation and Transition Rules |

#### ES-2.3 1 January 2007

## **ES-2.3.1** Unless otherwise agreed to in writing, <u>investment firm licensees</u> issued a license before 30 April 2006 must comply with the requirements contained in Modules CA, BC and CL by 1 January 2007.

ES-2.3.2 In other words, <u>investment firm licensees</u> licensed prior to the introduction of Volume 4 in April 2006 are required to comply with the first phase release of Volume 4 by 1 July 2006, except for Modules CA, BC and CL which have to be complied with from 1 January 2007 onwards (cf. Rules ES-2.2.1 and ES-2.3.1). <u>Investment firm licensees</u> licensed after the introduction of Volume 4 in April 2006, are required to comply with the first phase release of Volume 4 from the date of issue of their licensee (cf. Rule ES-2.1.1).



| MODULE  | ES:   | Executive Summary                   |
|---------|-------|-------------------------------------|
| CHAPTER | ES-2: | Implementation and Transition Rules |

#### ES-2.4 1 January 2008

- ES-2.4.1 Investment firm licensees licensed prior to 1 July 2007 must comply with the requirements contained in Modules HC, RM and BR by 1 January 2008. Licensees issued a license after 1 July 2007 must comply with these Modules (as well as other content of Volume 4 of the CBB Rulebook), from the date of issue of their license.
- **ES-2.4.1A** As the reporting forms under Chapter BR-1, Prudential Reporting, other than the Quarterly Prudential Report which has been issued in March 2009, are under development, <u>investment firm licensees</u> benefit from a further transition period from the requirements of this Chapter. Licensees will be informed at a later date of the implementation date of Chapter BR-1.
- ES-2.4.2 Modules HC, RM and BR were issued in July 2007. Rule ES-2.4.1 means that existing investment firm licensees have therefore a 6-month implementation grace period.

| and a | Central Bank of Bahrain | Volume 4:           |
|-------|-------------------------|---------------------|
|       | Rulebook                | Investment Business |

| MODULE  | ES:   | Executive Summary                   |
|---------|-------|-------------------------------------|
| CHAPTER | ES-2: | Implementation and Transition Rules |

#### ES-2.5 Module TC – Training and Competency

latest.

| ES-2.5.1 | The requirements of Module TC for investment firm licensees are             |
|----------|---|
|          | effective from 1 <sup>st</sup> July 2010.                                   |
|          |   |
| ES-2.5.2 | Where approved persons holding controlled functions and appointed           |
|          | representatives are occupying positions within the investment firm          |
|          | licensee, do not meet the qualifications and core competencies              |
|          | outlined in Appendix TC-1 at the time of the issuance of Module TC,         |
|          | the investment firm licensee must ensure that such individuals will         |
|          | meet the requirements of Module TC by 31 <sup>st</sup> December 2011 at the |
|          |   |