



Name of Licensee or Registered Person: _____



CENTRAL BANK OF BAHRAIN

Annual License Fee Form (Form ALF)



Form ALF: INSTRUCTIONS

1. Article 180 of the CBB Law sets out the CBB's powers to charge fees. Based on these provisions, the CBB charges an annual license and registration fee ('ALF') to all its licensees and registered persons. Details on how the ALF is calculated for particular license or registration categories are included in each Rulebook Volume: the ALF for Volume 3 licensees and registered entities is specified in Section AU-6.3.
2. Rule AU-6.3.1 specifies that insurance licensees and registered persons must pay the relevant annual licensee to the CBB, **on 1st December of the preceding year for which the fees are due.** Rule AU-6.3.11 states that insurance licensees, subject to Paragraph AU-6.3.4, must complete and submit Form ALF (Annual License Fee) to the CBB, **no later than 15th October of the preceding year for which fees are due.**
3. **Payment of annual fees is done by direct debit and all licensees must complete the direct debit form found on the CBB Website and completed in accordance with Paragraph AU-6.3.11B.**

The amount transferred to the CBB should cover the full amount of the licensee fee. Any other charges must be borne by the licensee.

- 4A. Depending on the type of insurance license or registration, the annual fee is either a fixed amount or a percentage of relevant operating expenses. The following fixed amounts apply:
 - (a) For insurance firms, other than captive insurance firms, the annual licensing fee is BD 6,000;
 - (b) For captive insurance firms, the annual licensing fee is BD 1,000;
 - (c) For insurance brokers, that are single person companies, the annual licensing fee is BD 175;
 - (d) For registered actuaries, the annual registration fee is BD 25;
 - (e) For unincorporated individual loss adjusters, the annual registration fee is BD 175;
 - (f) For incorporated loss adjusters, the annual registration fee is BD 1,200;
 - (g) For unincorporated appointed representatives, the annual registration fee is BD 25; and
 - (h) For incorporated appointed representatives, the annual registration fee is based on the number of designated individuals within the corporate entity that are the representatives of the insurance firm. For incorporated appointed representatives that have:
 - (i) 1 to 10 designated individuals, the fee is BD500;
 - (ii) 11 to 20 designated individuals, the fee is BD 1000; and
 - (iii) More than 20 designated individuals, the fee is BD1500..
- 4B. Paragraph AU-6.3.4 notes that insurance brokers, other than Bahraini single person companies, all insurance consultants and all insurance managers must pay an annual licensing fee based on 0.25% of their relevant operating expenses. To calculate the license fee required, Form ALF must be completed in full by these licensees.
5. Rule AU-6.3.4 sets out the detailed calculations to be applied, for insurance brokers, other than Bahraini single person companies, all insurance consultants and all insurance managers. Licensees are asked to refer to this Paragraph, and to Section AU-6.3 generally, prior to completing this form.



Form ALF: INSTRUCTIONS (continued)

6. The original completed **form and** where **applicable the** external auditor's certification letter, should be sent to:

Director, Insurance Supervision

Central Bank of Bahrain

P.O. Box 27

Manama

Kingdom of Bahrain

- 6(a) A PDF version of the completed Form ALF, **the latest audited financial statements used in the calculation of the variable fee, where applicable, and the auditor's certification letter** should also be sent by e-mail to acsinfo@cbb.gov.bh.
7. Licensees may address any queries to the Accounts Directorate, on +973 17 547 365 (telephone), +973 17 531 930 (fax) and lic.fees@cbb.gov.bh (e-mail).
8. Please ensure that the completed form and its attachments are received by **15th October of the preceding year for which fees are due**. Failure to do so may be viewed as a breach of the licensee's licensing conditions (see Rule AU-2.8.4).

Late Payment Penalties

9. Article 129 of the CBB Law provides the CBB the power to impose financial penalties on licensees. Licensees that fail to submit their license fees **by 1st December** are subject to late payment penalties **as outlined in Section EN-5.3B**, as follows:
- (a) Where the insurance firm's gross premiums written are less than or equal to BD 10 million, the financial penalty for late filing is BD 20 per day;
 - (b) Where the insurance firm's gross premiums written are greater than BD 10 million but less than or equal to BD 30 million, the financial penalty for late filing is BD 50 per day;
 - (c) Where the insurance firm's gross premiums written are greater than BD 30 million, the financial penalty for late filing is BD 100 per day;
 - (d) For newly licensed insurance firms who have yet to provide audited financial statements, the financial penalty is BD 20 per day;
 - (e) For insurance brokers, insurance consultants, insurance managers, loss adjusters, actuaries and individual appointed representatives the financial penalty is BD 10 per day;
 - (f) For incorporated appointed representatives that have 1 to 10 individuals, the financial penalty is BD 10 per day;
 - (g) For incorporated appointed representatives that have 11 to 20 individuals, the financial penalty is BD 15 per day; and
 - (h) For incorporated appointed representatives that have more than 20 individuals, the financial penalty is BD 20 per day.
10. Applicants are also reminded that providing to the CBB any information which is false or misleading, or omitting to provide significant information which should have been provided to the CBB, may similarly be viewed as a breach of the licensee's licensing conditions (see Rule AU-2.8.2).



Form ALF: Certification

N.B. To be signed by the Chief Executive / General Manager of the licensee.

Name of Licensee or Registered Person: _____

I certify that the information submitted in this Form ALF is accurate and complete to the best of my knowledge and belief.

I am aware that providing to the CBB any information which is false or misleading, or omitting to provide significant information which should have been provided to the CBB, may constitute a breach of this licensee's licensing conditions.

(Name of Signing Officer)

(Name of Licensee or Registered Person)

(Signature)

(Date)



**Form ALF: Payment Made of FIXED annual fee
for Type of License or Registration**

This Form ALF is being filed for the payment of the following FIXED amount annual fee (please tick applicable fee):

- (a) For insurance firms, other than captive insurance firms, the annual licensing fee is BD 6,000; ☐
- (b) For captive insurance firms, the annual licensing fee is BD 1,000; ☐
- (c) For insurance brokers, that are single person companies, the annual licensing fee is BD 175; ☐
- (d) For registered actuaries, the annual registration fee is BD 25; ☐
- (e) For unincorporated individual loss adjusters, the annual registration fee is BD 175; ☐
- (f) For incorporated loss adjusters, the annual registration fee is BD 1,200; ☐
- (g) For unincorporated appointed representatives, the annual registration fee is BD 25; and ☐
- (h) For incorporated appointed representatives, the annual registration fee is based on the number of designated individuals within the corporate entity that are the representatives of the insurance firm. For incorporated appointed representatives that have:
- (i) 1 to 10 designated individuals, the fee is BD500; ☐
- (ii) 11 to 20 designated individuals, the fee is BD 1000; and ☐
- (iii) More than 20 designated individuals, the fee is BD1500 ☐



Form ALF: Calculation Sheet for VARIABLE Fee
(Only Required for Insurance Brokers, Insurance Consultants and Insurance Managers)

Licensee Name: _____

License Category (please tick one):

Insurance broker ☐ Insurance consultant ☐ Insurance manager ☐

Attached fee due for (specify applicable calendar year): _____

The following attachment is provided:

External auditor certification letter ☐
[not required if paying the maximum fee of BD 3,000]

Summary Calculation Sheet (all numbers to be reported in BD)	
[TO BE COMPLETED IF PAYING AN AMOUNT LESS THAN THE MAXIMUM FEE OF BD 3,000]	
(All numbers to be reported in BD and unconsolidated – i.e. pertaining to the licensee only, excluding its subsidiaries)	
1. Total Operating Expenses	
2. Training Costs	()
3. Charitable Donations	()
4. CBB fees paid	()
5. Non-executive Directors' remuneration	()
6. Relevant Operating Expenses [i.e. line 1 – (2+3+4+5)]	
7. License Fee Liability [i.e. line 6 * 0.25%]	
8. License Fee Payable*	

(*New licensees should refer to Section AU-6.3 for minimum applicable fee.)

Notes (numbers refer to line items above):

- 1: Total operating expenses covers all establishment expenses of the licensee, as recorded in the latest audited financial statements. (As an example the fees paid for the year 2014 on 1st December 2013, are to be based on the 2012 F/S – where the year end is 31st December). For the avoidance of doubt, these expenses exclude depreciation, provisions, interest expense, and dividends paid.
- 2 to 5: List separately these adjustment items (see Rule AU-6.3.8).
- 6: Relevant Operating Expenses are the product of Total Operating Expenses (line 1) minus the sum of the adjustments made (lines 2 to 5 inclusive).
- 7: License Fee Liability is the product of line 6 (Relevant Operating Expenses) multiplied by 0.25%.
- 8: The License Fee Payable is the same as the License Fee Liability, subject to the minimum and maximum amounts payable by the license category concerned. The minimum and maximum amounts payable by licensees under Paragraph AU-6.3.4 are BD 500 (minimum) and BD 3,000 (maximum). For example, a licensee with a License Fee Liability of BD 300 would pay the minimum license fee of BD 500. A licensee with a License Fee Liability of BD 5,000 would pay the maximum licensee fee of BD 3,000. A licensee with a License Fee Liability of BD 2,500 would pay BD 2,500 as a license fee.



Form ALF: External Auditor Certification

**[NOT REQUIRED TO BE COMPLETED IF PAYING A FIXED FEE OR THE
MAXIMUM FEE OF BD 3,000]**

Form of words for auditor certification letter (addressed to licensee concerned):

We have performed procedures agreed with you and enumerated below with respect to the attached CBB Form ALF (‘the form’), to be submitted in accordance with CBB Rulebook requirements. Our engagement was undertaken in accordance with the International Standard on Related Services Applicable to agreed-upon procedures Engagements. The procedures were performed solely to assist you in ensuring that the amounts reported in the form have been extracted from the audited financial statements of [XYZ licensee] (the ‘Licensee’) for the year ended [insert date] or underlying accounting records of the Licensee. These procedures are summarised as follows:

1. We have agreed the amounts reported in the form to the audited financial statements of the Licensee for the year ended [enter date];
2. For those amounts not directly traceable from the audited financial statements of the Licensee for the year ended [enter date], we have agreed them to the underlying accounting records of the Licensee; and
3. We have verified the arithmetical accuracy of the form.

We report our findings below:

We confirm that the amount reported in the form for Total Operating Expenses, [enter amount], is in agreement with the audited financial statements of the Licensee for the year ended [enter date].

We further confirm that the following amounts reported in the form agree to the underlying accounting records of the Licensee for the year ended [enter date].

Particulars	Amount (BD)
Training Costs	
Charitable Donations	
CBB fees paid	
Non-executive Directors’ remuneration	

We also found that the arithmetical calculations in the form were accurate.

The above procedures do not constitute either an audit or a review made in accordance with the International Standards on Auditing or International Standards on Review Engagements. Had we performed additional procedures or had we performed an audit or review in accordance with the International Standards on Auditing or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

This report is solely for the purpose set forth in the first paragraph and is only for the information of the Licensee and CBB. This report should not be used for any other purpose or be distributed to any other parties. This report relates only to the information reported in the form for [enter year] and does not extend to any financial statements of the Licensee taken as a whole.