



CENTRAL BANK OF BAHRAIN

Form 1 (Phase 2): Application for a License (Application for a license to carry out regulated banking services in the Kingdom of Bahrain)



Form 1 (Phase 2): Application for a License

Table of Contents

	Current Issue Date
Instructions	07/09/06
Declaration	07/09/06
Contact Information	07/09/06
Checklist	07/09/06
Section I Licensee Details	07/09/06
Section II Legal Status	07/09/06
Section III Management Background and Details	07/09/06
Section IV Financial Resources	07/09/06



Form 1 (Phase 2): INSTRUCTIONS

**PLEASE NOTE: THIS FORM IS TO BE COMPLETED ONLY IF “IN PRINCIPLE”
APPROVAL HAS BEEN PROVIDED BY THE CBB BASED ON THE INFORMATION
SUBMITTED IN PHASE 1**

1. The application process for a conventional bank license consists of two parts: Phase 1 and Phase 2. For Phase 1, applicants for a license must submit a duly completed “Form 1 (Phase 1): Application for a License”, under cover of a letter signed by an authorised signatory of the applicant. If CBB is satisfied that the requirements under Phase 1 have been met, and has issued an “in principle” approval for a license, Phase 2 in the application process consists of submitting additional documentation, under cover of a duly completed “Form 1 (Phase 2)”. All the documentation required under Phase 2 must be submitted within six months of the “in principle” approval being issued. These application forms should be completed by referring to Volume 1 (conventional bank) of the CBB Rulebook, in particular Module LR (Licensing Requirements).
2. Complete all sections as fully as possible, attaching supporting documentation and continuation sheets where appropriate. The application should be written in ink in BLOCK CAPITALS or typed.
3. Failure to provide all the required information may result in significant delays in processing. The CBB does not accept responsibility for any loss caused to the applicant by any delay.
4. All documentation provided to the CBB must be in either the Arabic or English languages. Any documentation in a language other than English or Arabic must be accompanied by a certified English or Arabic translation thereof (see Paragraph LR-3.1.11).
5. If any question is not applicable given your particular circumstances, please clearly indicate by marking ‘N/A’, with an explanation as to why it does not apply. Please provide a full explanation for any question that cannot be answered at this stage. Please note that failure to provide the required information may prejudice an application and will cause delay.
6. The **original** completed form, together with supporting documentation, should be submitted to:

The Director, Licensing & Policy Directorate
Central Bank of Bahrain
PO Box 27
Manama
Kingdom of Bahrain
7. Queries may be addressed to the Director, on +973 17 547605 (telephone), +973 17 537554 (fax) and albassam@CBB.gov.bh (e-mail).
8. As part of Phase 2, the CBB will review the application and (within 30 calendar days of all Phase 2 documentation having been submitted in a form acceptable to the CBB), duly advise the applicant in writing when it has:
 - (a) granted a license; or
 - (b) refused a license, stating the grounds on which the application has been refused and the process for appealing against that decision.
9. New licenses must start their operations within 6 months of their license being issued, failing which their license may be cancelled (refer Paragraph LR-3.1.16).
10. Applicants are reminded that it is an offence under the CBB Law 1973 (and any regulations issued there under), to provide the CBB any information that is false or misleading in connection with the submission of this application or any related information.



Form 1 (Phase 2): DECLARATION

We certify that we have read and understood the provisions of the CBB Law 1973 (and any regulations issued there under). In particular, (i) we are aware that it is an offence under the above law fraudulently or negligently to provide to the Central Bank of Bahrain any information which is false or misleading in connection with an application for a license or otherwise; and (ii) we are aware that it is an offence to carry on the business for which a license is hereby sought without such license being granted.

We certify that the information given in answer to the questions above is complete and accurate to the best of our knowledge and belief and that there are no other facts relevant to this application of which the CBB should be aware. We also confirm that no business of the type for which this license is now sought will be carried on by us prior to obtaining such license.

We undertake to inform the CBB of any changes material to the application that may arise while the CBB is considering the application (see Volume 1 of the CBB Rulebook, LR-3.1.12). We further undertake that, in the event that the institution is granted the license which is hereby sought, we will notify the CBB of any material changes to or affecting the completeness or accuracy of, the information provided in Form 2 as soon as possible, but in any event no later than 21 days from the day that the changes come to our attention.

This declaration must be signed by at least two major proposed controllers (with an interest in the future licensee in excess of 10%). In the case of corporate controllers, the declaration must be signed by two directors and bear the corporate seal.

WHERE PROPOSED CONTROLLER IS AN INDIVIDUAL:

_____	_____	_____
Name of applicant (please print name)	Signature of applicant	Date
_____	_____	_____
Name of applicant (please print name)	Signature of applicant	Date

WHERE PROPOSED CONTROLLER IS A CORPORATE BODY:

_____	_____	_____
Director (print name)	Signature of director	Date
_____	_____	_____
Director (print name)	Signature of director	Date
_____	_____	_____
Director (print name)	Signature of director	Date
_____	_____	_____
Director (print name)	Signature of director	Date



Form 1 (Phase 2): Contact Information

Please provide full contact details of person(s) with whom the CBB can communicate with, regarding this application.

Name: _____

Title: _____

Capacity¹: _____

Tel: _____

Fax: _____

E-mail: _____

¹ (e.g., professional adviser to the applicant, proposed director of applicant)



Form 1 (Phase 2): Checklist

Document	Attached	
1. Draft of Memorandum of Association (cf. Section II.1(a))	Yes	No
2. Draft of Articles of Association (cf. Section II.1 (b))	Yes	No
3. Applications for Approved Person Status (Form 3) (cf. Sections III.1 and III.2)	Yes	No
4. Letter of guarantee from applicant's major shareholder / head office (cf. Section IV.1 and 2)	Yes	No



Form 1 (Phase 2): Section I – Licensee Details

1. Proposed name of licensee:



Form 1 (Phase 2): Section II – Legal Status (commercial registration)

1. Please provide draft copies of:

		Attached	
(a) Memorandum of Association; and	(a)	Yes	No
(b) Articles of Association (LR-3.1.8 (b))	(b)	Yes	No



Form 1 (Phase 2): Section III – Management Background and Details

1. Please complete an Application for Approved Person Status (Form 3) for each individual (other than members of the Board of directors, submitted as part of Phase 1) applying to undertake a controlled function of the new licensee. (LR-3.1.8 (a))

Senior Manager (HC-2.1.9)	Attached		
	Yes	No	Not Applicable
Compliance Officer (HC-2.1.2)	Attached		
	Yes	No	Not Applicable
Money Laundering Reporting Officer (MLRO) (HC-2.1.2)	Attached		
	Yes	No	Not Applicable
Financial Instruments Trader (HC-2.1.11)	Attached		
	Yes	No	Not Applicable

2. Please provide an Application for Approved Person Status (Form 3) in respect of the proposed General Manager (who must be resident in Bahrain) (HC-2.1.8).

Attached

Yes No Not Applicable

3. Is the proposed General Manager already a resident of Bahrain?

Yes No

If no, please provide date and reference of the application for a residence permit.



Form 1 (Phase 2): Section IV – Financial Resources

IV. Financial Resources

(For Bahrain incorporated applicants only)

1. Please provide a letter of guarantee from the applicant's major shareholder, confirming its willingness to support the proposed licensee in case of need (LR-3.1.8 (c)).

Attached

Yes

No

(For branch applicants only)

2. Letter of guarantee from major shareholder or head office. (LR-3.1.8 (d))

Attached

Yes

No

Not Applicable