



# **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 fee ('ALF') to all its licensees. Details on how the ALF is calculated for particular license categories are included in each Rulebook Volume: the ALF for Volume 4 licensees is specified in Section AU-6.2.
2. Rule AU-6.2.1 specifies that investment firm licensees must pay the relevant annual license fee to the CBB, on 1<sup>st</sup> December of the preceding year for which the fee is due. Rule AU-6.2.10 states that investment firm licensees must complete and submit Form ALF to the CBB, no later than 15<sup>th</sup> October of the preceding year for which the fee is due.
3. Payment of the annual fee is done by direct debit and all licensees must complete in accordance with Paragraph AU-6.2.10A the direct debit form found on the CBB Website

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

4. Rules AU-6.2.3 to AU-6.2.9A set out the detailed calculations to be applied, for each Category of investment firm licensee. Licensees are asked to refer to these, and to Section AU-6.2 generally, prior to completing this form.
5. Only the original completed form and where applicable the external auditor's certification letter, should be sent to:  
**Director, Financial Institutions Supervision**  
Central Bank of Bahrain  
P.O. Box 27  
Manama  
Kingdom of Bahrain
- 5(a) A PDF version of the completed Form ALF, the latest audited financial statements used in the calculation of the fee and the external auditor's certification letter should also be sent by e-mail to [acsinfo@cbb.gov.bh](mailto:acsinfo@cbb.gov.bh).
6. 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](mailto:lic.fees@cbb.gov.bh) (e-mail).
7. Please ensure that the completed form and its attachments are received by 15<sup>th</sup> October of the preceding year for which the fee is due. Failure to do so may be viewed as a breach of the licensee's licensing conditions (see Rule AU-2.8.4) and subject to late filing penalties for date sensitive requirements as outlined in Section EN-5.3A.



***Late Payment Penalties***

8. Article 129 of the CBB Law provides the CBB the power to impose financial penalties on licensees. Licensees that fail to submit their license fee **by 1<sup>st</sup> December** are subject to late payment penalties, **as outlined in Section EN-5.3A**, as follows:
- (a) For category 1 investment firm licensees, the financial penalty for late filing is BD 40 per day;
  - (b) For category 2 investment firm licensees, the financial penalty for late filing is BD 30 per day; and
  - (c) For category 3 investment firm licensees, the financial penalty is BD 20 per day.
9. 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.

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)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**Form ALF: Calculation Sheet**

Licensee Name: \_\_\_\_\_

License Category (please tick one): Category 1 ☐ Category 2 ☐ Category 3 ☐

Locally incorporated SPV: (Please indicate number of SPVs): ☐

Attached fee due for (specify applicable calendar year): \_\_\_\_\_

**The** following attachment **is** provided

External auditor certification letter ☐  
[not required if paying the maximum fee ('cap') for the applicable license category]

<b>Summary Calculation Sheet</b> <b>[TO BE COMPLETED IF PAYING AN AMOUNT LESS THAN THE MAXIMUM FEE FOR THE APPLICABLE LICENSE CATEGORY]</b> <b>(All numbers to be reported in BD and unconsolidated – i.e. pertaining to the licensee only, excluding its subsidiaries)</b>	
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. Investment Firm License Fee Liability [i.e. line 6 * 0.25%]	
<b>8. Investment Firm License Fee Payable</b>	
<b>9. SPV License Fee Payable (BD1000 per SPV)</b>	
<b>10. Total License Fees Payable (line 8 + line 9)</b>	

**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 2014 year on 1<sup>st</sup> December 2013**, are to be based on the 2012 F/S – where the year end is 31<sup>st</sup> 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-6.2.7).
- 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: The License Fee Liability is the product of line 6 (Relevant Operating Expenses) multiplied by 0.25%.
- 10: The License Fees Payable is the same as the License Fee Liability, subject to the minimum and maximum amounts payable by the license category concerned and any license fee due for SPVs. The minimum and maximum amounts payable by investment firm licensees are:  
 Category 1: BD 6,000 (minimum) and BD 24,000 (maximum);  
 Category 2: BD 4,000 (minimum) and BD 12,000 (maximum); and  
 Category 3: BD 1,000 (minimum) and BD 4,000 (maximum).  
 For example, a Category 3 investment firm licensee with a License Fee Liability of BD 500 would pay the minimum license fee for that Category of BD 1,000. A Category 3 firm with a License Fee Liability of BD 5,000 would pay the maximum licensee fee for that Category of BD 4,000. A Category 3 firm 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 THE MAXIMUM FEE]  
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.