



EDBS/KH/C/55/2018  
19<sup>th</sup> August 2018

**The CEO/General Manager**  
All Ancillary Service Providers,  
Financing Companies,  
Microfinance Institutions,  
Representative Offices,  
Manama  
Kingdom of Bahrain

Dear Sir,

**CBB Rulebook: Volume 5 (All Specialised Licensees)**  
**July 2018 Quarterly Update**

The July 2018 quarterly update to Volume 5 has now been incorporated in the website version of the Rulebook.<sup>1</sup>

**Changes for July 2018**

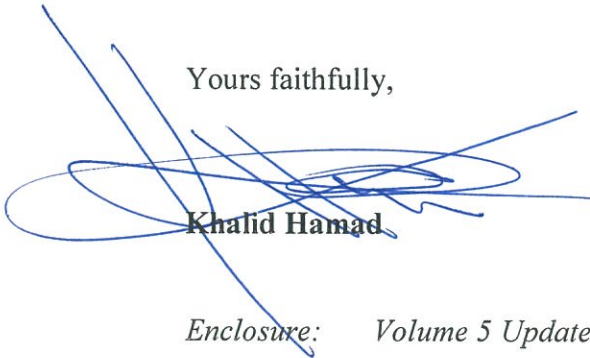
The changes for July 2018 are listed in the attached table.

All Specialised Licensees must ensure that all relevant staff are informed of the latest amendments and that where needed, appropriate action is taken to ensure full compliance. Licensees which are not in full compliance must notify the CBB with immediate effect and provide an action plan for compliance on a quarterly basis.

**Further Information**

Should you have any queries regarding these updates, you may contact the normal supervisory point of contact or the CBB Rulebook team at e-mail: [rulebook@cbb.gov.bh](mailto:rulebook@cbb.gov.bh).

Yours faithfully,



**Khalid Hamad**

*Enclosure: Volume 5 Update Table.*

<sup>1</sup> Volume 5 can be accessed from [www.cbb.gov.bh](http://www.cbb.gov.bh) : from the Home page, select 'Regulatory Functions' and then 'Laws & Regulations' and CBB Rulebook. Alternatively, use the 'Quick Links' facility on the Home page to access the Volume 5.

## CBB Rulebook (Volume 5) – July 2018 Quarterly Update

PART A FOLDER Common Modules			
Module Code	Module Title	Summary of Changes and Printing Instructions	
FC	Financial Crime	FC-1.1.2	Deleted sub-paragraph (a).
		FC-1.9	Amended Section title deleting the threshold.
		FC-1.9.2	Amended Paragraph deleting the threshold.
		FC-1.10.1	Deleted sub-paragraph (a).
		FC-1.10.3	Deleted Paragraph.
		FC-1.10.8	Deleted Paragraph.

PART A FOLDER Financing Companies Modules			
Module Code	Module Title	Summary of Changes and Printing Instructions	
BC	Business Conduct	BC-3.1.28A	Added new Paragraph on existing “Early Repayment” requirements.
OM	Operational Risk	OM-2.9.2	Amended Paragraph to include call centres for third party outsourcing of functions/services containing customer information.
		OM-2.9.2A	Added a new Paragraph to require licensees to notify customers about any outsourcing arrangements where customer information is shared with a third party service provider.

PART A FOLDER Specific Microfinance Institutions Modules			
Module Code	Module Title	Summary of Changes and Printing Instructions	
PD	Public Disclosure	PD-1.2.3	Amended Paragraph on ‘Publication of Annual Audited Financial Statements’ time frame.



## CBB Rulebook (Volume 5) – July 2018 Quarterly Update

PART B FOLDER		
CBB AUTHORISATION FORMS		
Form 1 Application for a License	Amended email of “the Licensing Directorate”.	Amended License payment method.
Form 2 Application for Authorisation of Controller		
Form 3 Application for Approved Person Status		

