



EDBS/KH/126/2013  
9<sup>th</sup> July 2013

**The General Manager**  
All Bank Representative Office Licensees  
Manama  
Kingdom of Bahrain

Dear Sir,

**CBB Rulebook: Volume 5 (Specialised Licensees: Representative Office) – July 2013 Update**

The July 2013 quarterly update to Volume 5 has now been incorporated in the website version of the Rulebook.<sup>1</sup>

This letter highlights changes introduced this quarter. Licensees are required to note any policy changes. In addition, recipients who wish to update their hard copy folders should access the Central Bank of Bahrain ('CBB') website and print off the relevant pages for insertion into their folder.

All changes are highlighted in colour in the PDF versions of the Modules included on the CBB's website. All changes to the text of the previous version of Volume 5, however minor, are highlighted. The searchable version of the Rulebook, in addition, allows users to list changes and compare different versions of the Rulebook.

<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.

## Part A Modules

### *Contents Pages and Module History*

The contents page for each Module shows the date each section was last changed and provides a good reference tool to keep track of the latest updates along with the Module History.

### **Changes for July 2013**

The changes for July 2013 are listed in the attached table.

### **Change to the Due date and Collection Process for the Payment of the Annual License Fee (Section AU-5.2 Updated accordingly)**

As advised last December, for 2014 and the following years, the due date for the payment of the annual license fee has now been changed to 1<sup>st</sup> December of the previous year for which the annual fee is due. As a result the 2014 annual license fee must be paid to the CBB by 1<sup>st</sup> December 2013.

In addition, all licensees will be required to pay the annual fees by direct debit and must complete the Direct Debit Authorisation Form and submit this form to the CBB by 15<sup>th</sup> September 2013 at the latest. The Direct Debit Authorisation Form is available under Part B, Reporting Forms of Volume 5 (Specialised Licensees) of the CBB Rulebook and is available on the CBB Website.

### **Further Information**

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

  
Yours faithfully,

**Khalid Hamad**

Enclosure: Volume 5 Update Table.

## CBB Rulebook (Volume 5) – July 2013 Update

<b>PART A FOLDER Specific Representative Office Modules</b>		
<b>Module Code</b>	<b>Module Title</b>	<b>Summary of Changes and Printing Instructions</b>
AU	Authorisation	AU-5.2: Amended due date and collection process for annual license fee.
GR	General Requirements	GR-6.5.14: Amended numbering of referred appendix.

<b>PART B FOLDER</b>		
<b>CBB Reporting Forms</b>		
Form ALF	Annual License Fee	No longer required for representative offices.
	Direct Debit Authorisation Form	New form.
<b>Supplementary Information</b>		
BR-10	Appointed Experts' Report	Renumbered Appendix