

STANDARD CONDITIONS AND LICENSING CRITERIA
FOR A
REPRESENTATIVE OFFICE LICENSE

A Representative Office may only (i) gather financial, economic and commercial information, (ii) carry out general promotional activities, and (iii) provide general assistance of a non-specific nature to resident and non-resident customers of overseas offices. Any other activity, including the establishment/marketing of Collective Investment Schemes, requires the prior specific written permission of the Agency.

Standard Conditions:

1. **Management and Staffing** – Representative Office licensees must be managed by a management team who are, in BMA’s opinion, “fit & proper” in accordance with BMA’s requirements.

Employees must have sufficient knowledge, experience, skills and training in relation to their particular areas of responsibility.

2. **Premises and Administration** – suitable to premises must be maintained in Bahrain.
3. **Information** – the Representative Office shall submit the Agency such information as the Agency may require. This currently includes details of management personnel. Annual accounts of the head office and of the group if appropriate, may also be required to be submitted to the Agency.
4. **Conduct of Activities** – all activities shall be conducted professionally, properly, in an orderly manner and in accordance with the circulars, notices and directions of the Agency.
5. **General** – licenses are subject to the provisions of the BMA Law 1973. The Agency may apply such conditions, and impose such additional requirements, as it considers appropriate.
6. **License Fee** – currently BD 2,000 per annum payable to the Agency on issue and on 1st January of each year. The Agency may use its discretion to charge a pro-rata fee in the first year subject to a minimum fee of BD 1,000.

Licensing Criteria (in addition to the above requirements):

In considering the application, the Agency shall have regard to (amongst other matters)

- ?? the reputation and financial standing (including financial standing on a consolidated basis) of the applicant,
- ?? the consolidated supervisory arrangements, if any, for the applicant in any other jurisdiction and the opinion of the relevant supervisory authority therefore,
- ?? the previous track-record of the applicant, its owners and management, both as regards probity and in relation to the activities to be undertaken, and
- ?? the suitability of the proposal and the effect on the banking and financial sector in Bahrain of the applicant being granted a license.