

Process Flow for Share Solution

FAHDAN
BUSINESS SOLUTIONS

شريكك الشامل في طول الأعمال
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Sub: Procedure for CR Share Transfer

Dear Valued Client

Warm greetings from Fahdan Business Solutions!

We would like to thank you for choosing our organization and for giving us an opportunity to submit you this proposal to act as your business solution consultant.

FBS is 16+ year old business Solutions Company offering a variety of services to help you set-up, grow, and expand your business in the middle east. We are engaged in every aspect of the business. We are Bahrain based firm, innovators in business support solutions with the capability and experience to advise and assist investors competently in all stages of a business lifecycle. Because success will be for those who dare to change and embrace progress, we at Fahdan group always look forward to achieving what is better, and have never hesitated to adopt the latest challenges, entering new sectors and fields in order to be your future partners.

Detailed Process Flow For Share Transfer

Summary of Timeline:



**The tentative dates mentioned above are subject to normal approval procedures*

→ Step 1
Preparation of Draft Board Resolution

Duration: Same Day as Document Receipt

- The draft Board Resolution will be prepared by our team based on the provided company details and share transfer requirements.
- We will share these drafts with you for review and signature.


Documents Required:

From the Main Company	From the New Partner Company
Signed Board Resolution (authorizing the transfer of shares)	Signed Board Resolution (approving the partnership and share transfer)
Commercial Registration (CR) and Extract	Commercial Registration (CR) and Extract
Initial Memorandum of Association (MOA) and any subsequent Amendments	Initial MOA and its Amendments
CPR Copies (of the current partners and authorized signatories) and Passport Copies	Passport Copies of new director(s)
Ekey (or equivalent) of the authorized signatory / POA to us / Authorization Letter to appoint a professional body to process the application	CPR - If Available


Note: If the new partner company is a foreign entity, all documents must be

Apostilled or attested by the Ministry of Foreign Affairs (MOFA) and the Bahrain Embassy in the respective country.	The original documents should be delivered or couriered to Bahrain for further attestation.
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If It's an Individual:



Passport Copies of new Partner(s)



CPR Copy If Available



GCC ID If Available

→ Step 2 Submission of Application to the Ministry of Industry, Commerce, and Tourism (MOIC)

Duration: Same Day as Document Receipt

After receiving the complete set of documents from both companies (the main company and the new partner), we will:

- Submit the Share Transfer Application to the MOIC.
- Initiate the required procedures for the Commercial Registration (CR) share transfer.

→ Step 3 MOIC Review of Documents and Request for Additional Information

Duration: Varies (typically 2-5 working days)

- The MOIC will review the submitted documents and:
 - Confirm if everything is in order.
 - Request any additional documentation or clarifications, if required.

We will handle any additional document requests and promptly provide them to the MOIC by Coordinating with the Client.

→ Step 4 Drafting the Amended Memorandum of Association (AMOA)

Duration: 2-3 Working Days

- Once the MOIC provides feedback or approval for the initial documents, we will proceed to:
 - Draft the Amended Memorandum of Association (AMOA) reflecting the changes in shareholding and partnership details.
- The draft AMOA will be shared with you for review and approval



Step 5

Signing the AMOA and Sale Declaration in Front of a Notary Public

Duration: 1-2 Working Days

- The AMOA and Sale Declaration will need to be signed by all partners involved.
- All partners must be present in front of a Notary Public to authenticate the signatures on these documents.

Important: Ensure all partners are available for this step to avoid delays.



Step 6

Upload the AMOA and Sale Declaration to the MOIC for Final Approval

Duration: 1-2 Working Days

- After notarization, we will upload the signed **AMOA** and Sale Declaration to the **MOIC** system.
- The **MOIC** will conduct its final review and approve the updated documents.
 - If the MOIC requests any further revisions, we will promptly address them.



Step 7

Final Payment and Completion of Procedure

Duration: 2-3 Working Days

- Once the MOIC gives its final approval, you will need to make the final payment as per the agreed terms.
- After receiving the payment, we will:
 - Finalize the share transfer process.
 - Complete all remaining formalities and provide you with the updated Commercial Registration (CR) and other necessary documents.

Commercial

Estimated Government Expenses		
Sl No.	Expenses	Amount (BHD)
1	Notary Fee for MOA & Share Declaration <ul style="list-style-type: none"> If DOA + Declaration = 150BD If AMOA + Declaration = 100BD 	150 BD
2	MOIC Final Fee <ul style="list-style-type: none"> If only change Partner = 20BD If change Partner, Director & Authorized Signatory = 60BD 	60 BD
3	Optional – Professional Body Fee	100 BD
Total Government Expenses		310 BD
Fahdan Professional Fees		180 BD

Thanks, and looking forward!

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Country Manager

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