



Dear Clients,

LMRA announces that starting from 19th September 2016, will start accepting the new work permit applications for the over 60 expatriates through the Expatriate Management System (EMS) electronically, the following points should be considered:

1. The service will be applied to work permits excluding investors work permits.
2. Any application submitted before 19th September will be processed manually and LMRA will contact the client once it is ready.

عملائنا الأعزاء،

تعلن هيئة تنظيم سوق العمل أنها وبدءاً من تاريخ 19 سبتمبر 2016 ستتوقف عن استلام طلبات استصدار تصاريح العمل للعمالة الأجنبية التي تجاوزت 60 عاماً للعمل وستنتقل من نظام التقديم اليدوي إلى اعتماد النظام الإلكتروني وفق الضوابط التالية:

1. تنطبق هذه الخدمة على تصاريح العمل للعمالة الأجنبية ويستثنى منها تصاريح المستثمرين.
2. سيتم البت في الطلبات التي تم تقديمها قبل تاريخ 19 سبتمبر 2016 بالنظام السابق حسب الأنظمة المعمول بها.



| | |
|---|---|
| How can I apply for over 60 work permit application through Expatriate Management System? | كيف يمكنني أن أتقدم بطلب تصريح العمل للعامل الذي تجاوز 60 سنة من خلال نظام العمالة الوافدة؟ |
| How to apply for New Work Permit? | كيفية التقدم بتصاريح عمل جديدة؟ |
| Firstly: Choose "Apply new work permit" function in EMS and fill the work permit electronic form. | أولاً: اختر خاصية التقدم بتصاريح عمل جديدة من خلال نظام العمالة الوافدة واملأ الإستمارة الإلكترونية لبيانات تصريح العمل. |
| Secondly: The system will notify you that the expatriate is over 60 years and requires pre-approval before vetting the work permit application as shown below: | ثانياً: بعد الإنتهاء سيبين لك النظام بأن العمال قد تجاوز 60 سنة وبأن العامل يحتاج موافقة مسبقة قبل البت في طلب تصريح العمل كما هو مبين أدناه: |

Expatriate Management System

Health Details

The Expat is over 60 years old

Are you using a Private Clinic in Bahrain for expat health check? Yes No

Health Center:

Health Centre *

Center Name

GAMCA (Gulf Approved Medical Centres Association)

You can now view the expatriates medical report before through our website. Please view before submitting, [Click Here](#)

GAMCA Slip Number *

Over Age Approval

Are you aware that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications? Yes No

© 2007 Labour Market Regulatory Authority. All rights reserved.



Thirdly: You should accept that the expatriate is over 60 years and needs pre-approval.

ثالثاً: يجب عليك الموافقة بأن العامل يتجاوز 60 سنة ويحتاج لموافقة مسبقة.

Expatriate Management System

Health Details

The Expat is over 60 years old

Are you using a Private Clinic in Bahrain for expat health check? Yes No

Health Center

Health Center *

Center Name

GAMCA (Gulf Approved Medical Centres Association)

You can now view the expatriates medical report before through our website. Please view before submitting. [Click Here](#)

GAMCA Slip Number *

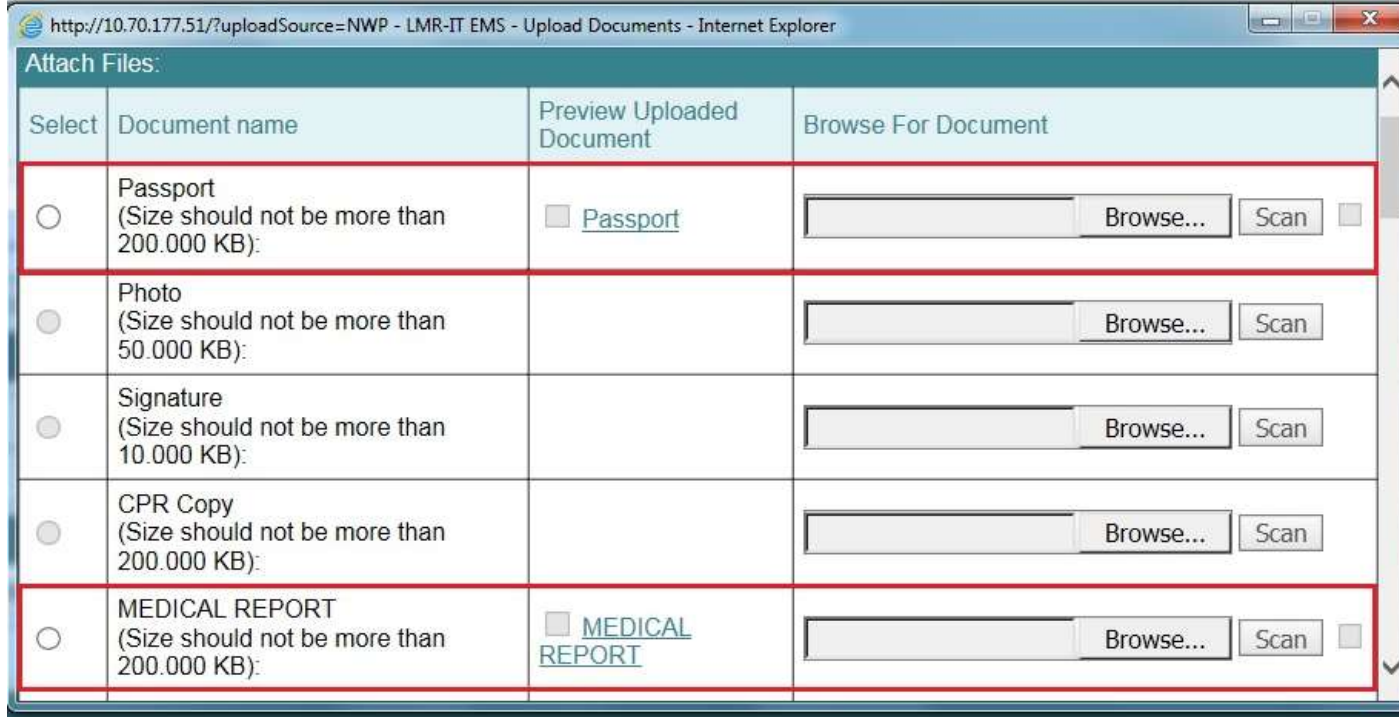
Over Age Approval

Are you aware that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications? Yes No

© 2007 Labour Market Regulatory Authority. All rights reserved.

Fourthly: You should upload the New Work Permit **mandatory documents**.

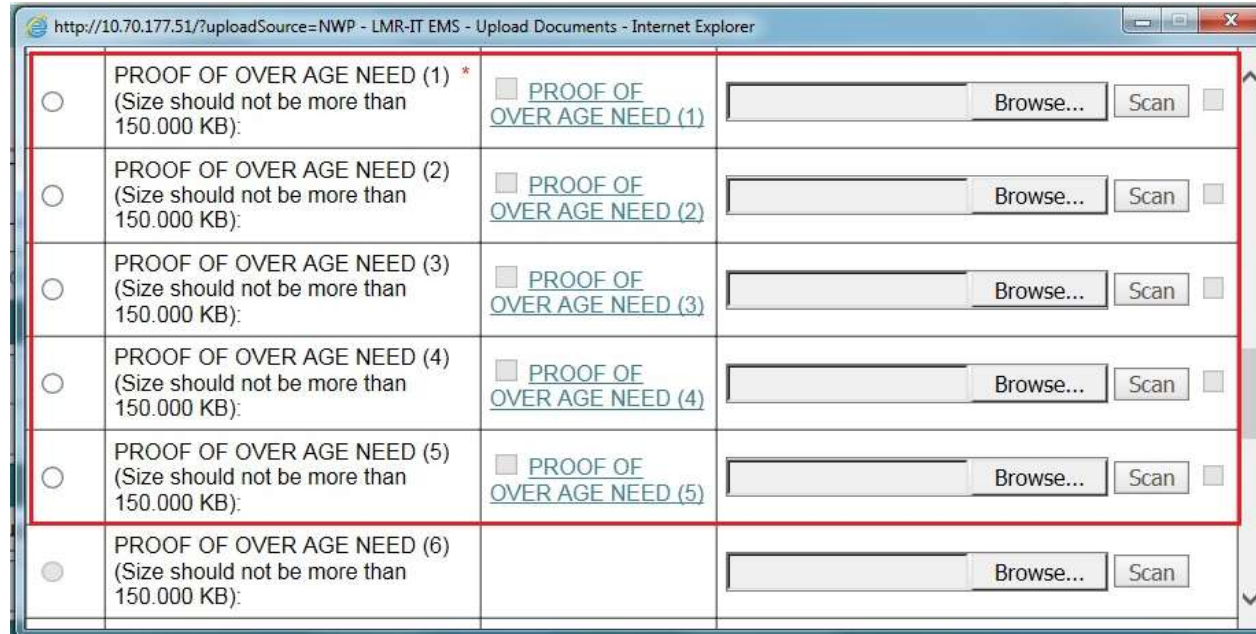
رابعاً: يجب عليك تحميل المستندات المطلوبة لتصريح العمل



| Select | Document name | Preview Uploaded Document | Browse For Document |
|-----------------------|--|---|--|
| <input type="radio"/> | Passport (Size should not be more than 200.000 KB): | <input type="checkbox"/> Passport | <input type="text"/> Browse... <input type="checkbox"/> Scan |
| <input type="radio"/> | Photo (Size should not be more than 50.000 KB): | | <input type="text"/> Browse... <input type="checkbox"/> Scan |
| <input type="radio"/> | Signature (Size should not be more than 10.000 KB): | | <input type="text"/> Browse... <input type="checkbox"/> Scan |
| <input type="radio"/> | CPR Copy (Size should not be more than 200.000 KB): | | <input type="text"/> Browse... <input type="checkbox"/> Scan |
| <input type="radio"/> | MEDICAL REPORT (Size should not be more than 200.000 KB): | <input type="checkbox"/> MEDICAL REPORT | <input type="text"/> Browse... <input type="checkbox"/> Scan |

Fifthly: You should upload the **necessary documents** that proof the need to issue the work permit for the over 60 expatriate such as the certificate of expertise, education qualification, the latter from the employer specifying the needs, and any other documents that support the request.

خامساً: يجب عليك تحميل **المستندات التي تبين الحاجة الفعلية** لطلب تصريح العمل للعامل الذي تجاوز 60 سنة كشهادات الخبرة والمؤهلات العلمية والخطاب الذي يبين أسباب الحاجة الفعلية من صاحب العمل وغيرها من المستندات التي تدعم هذا الطلب.



| Document Type | Description | Document Type | File Selection | Scan |
|-----------------------|--|---|--------------------------------|-------------------------------|
| <input type="radio"/> | PROOF OF OVER AGE NEED (1) * (Size should not be more than 150.000 KB): | <input type="checkbox"/> PROOF OF OVER AGE NEED (1) | <input type="text"/> Browse... | <input type="checkbox"/> Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (2) (Size should not be more than 150.000 KB): | <input type="checkbox"/> PROOF OF OVER AGE NEED (2) | <input type="text"/> Browse... | <input type="checkbox"/> Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (3) (Size should not be more than 150.000 KB): | <input type="checkbox"/> PROOF OF OVER AGE NEED (3) | <input type="text"/> Browse... | <input type="checkbox"/> Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (4) (Size should not be more than 150.000 KB): | <input type="checkbox"/> PROOF OF OVER AGE NEED (4) | <input type="text"/> Browse... | <input type="checkbox"/> Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (5) (Size should not be more than 150.000 KB): | <input type="checkbox"/> PROOF OF OVER AGE NEED (5) | <input type="text"/> Browse... | <input type="checkbox"/> Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (6) (Size should not be more than 150.000 KB): | | <input type="text"/> Browse... | <input type="checkbox"/> Scan |



Sixth: Submit the application, note that the Responsible person/Authorized person will be notified once the application is approved or rejected through the email and SMS.

سادساً: التقدم بالطلب، علماً بأنه سيتم إشعار صاحب العمل/ مقدم الطلب في حال قبول أو رفض الطلب عن طريق البريد الإلكتروني والرسائل النصية.

New Work Visa Confirmation

Expat is IN Bahrain:

• If the expat is IN Bahrain, LMRA will issue the Work Visa after paying the fees, provided there are no active offenses on the CR.

With regard to the expat's address, please note the following:

- If the address provided is invalid, the application will be sent back. Repeated error will result in the application being rejected.
- If zero address has been entered, the proper address MUST be updated within 30 days from the date of arrival (or from date of enrolment if expat is in Bahrain). Failure to do so will result in future applications being withheld.

Your application has been successfully submitted to LMRA

| | |
|------------------------|-------------------------------------|
| Application ID | 8887888 |
| Submission Date | 16-8-2016 9:33 |
| Permit Period (Months) | 24 |
| Employer No | 123456 |
| Employer Name | BBK |
| Applicant CPR | 788881888 |
| Applicant Name | MUHAMMAD SALMAN MOHAMMED ALMUMBARAK |
| Applicant Phone | 17287288 |
| Expat Name | KAMAL RAJ |
| Expat Passport | 1234ABCD |
| Expat Nationality | AUT |

Print

Go back to main page



| | |
|--|---|
| How to renew the Work Permit for the over 60 years expatriate? | كيفية تجديد صاريح عمل للعمالة التي تجاوزت 60 سنة؟ |
| Firstly: Choose "Renew work permit" function in EMS and select the expatriate that you need to apply renewal for. | أولاً: أختار خاصية تجديد تصاريح عمل من خلال نظام العمالة الوافدة واختر العامل المراد تجديد تصريح عمله. |

Renew Permits

Notice:

Dear valued customer, in order to enhance the renewal process we have implemented back-end enhancements. No changes are needed from your end but you may find that the primary worker's renewal certificate gets ready before his dependents' and that is normal. After you obtain and print the primary worker's renewal certificate you will get the dependents' certificates issued within 3 business days. If for any reason the certificates are not ready after 3 business days, kindly submit an e-support ticket through this link: <http://services.lmra.bh/esupport/> Thank you.

Search (Expat Info Search) Expat CPR# (Status Search) - Select One - Advanced>>

Search Show only Key Accounts

Check All Clear All Page 1 of 1 Previous || Next || First || Last

| # | Expat CPB# | App Id | Sponsor | Expat Name | Expiry Date | Permit Type | Permit Period (Month) | Status Date | Status | Applied Via |
|-------------------------------------|------------|--------|---------|------------|-------------|-------------|-----------------------|-------------|---------------|-------------|
| <input checked="" type="checkbox"/> | | | | | 03-09-2016 | Employment | 24 | 14-08-2016 | TO_BE_RENEWED | Online |

Rows: 15 Go Total Application Count : 1 Page 1 of 1 Previous || Next || First || Last

Submit for Renewal Back



Secondly: The system will notify that the expatriate is over 60 years and require pre-approval before vetting the work permit application as shown below.

ثانياً: سيبين لك النظام بأن العمال قد تجاوز 60 سنة وبأن العامل يحتاج موافقة مسبقة قبل البت في تجديد التصريح كون العامل تجاوز 60 سنة كما هو مبين أدناه:

Renewal Confirmation

Check All Clear All

| # | ExpatCPRNo | Expat Name | Permit Type | Permit Period <small>Hint</small> | Amount To Be Paid | Violations | Over age pre-approval documents |
|-------------------------------------|------------|------------|-------------|-----------------------------------|----------------------|--|---|
| <input checked="" type="checkbox"/> | ██████████ | ██████████ | Employment | 24 Months | 344 000 | Kindly note that that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications. A notification will be sent once it is processed. | <input type="button" value="Upload Documents"/> |
| Authorizer CPR * | | | | | <input type="text"/> | <input type="button" value="..."/> | |



Thirdly: You should upload the necessary documents that proof the need to issue the work permit for the over 60 expatriate such as the certificate of expertise, education qualification, the latter from the employer specifying the needs, and any other documents that support the request.

ثالثاً: يجب عليك تحميل المستندات التي تبين الحاجة الفعلية لطلب تصريح العمل للعامل الذي تجاوز 60 سنة كشهادات الخبرة والمؤهلات العلمية والخطاب الذي يبين أسباب الحاجة الفعلية من صاحب العمل وغيرها من المستندات التي تدعم هذا الطلب.

Renewal Confirmation

Check All Clear All

| # | Expatriate No | Expatriate Name | Permit Type | Permit Period <small>Hint</small> | Amount To Be Paid | Violations | Over age pre-approval documents |
|-------------------------------------|---------------|-----------------|-------------|-----------------------------------|-------------------|--|---------------------------------|
| <input checked="" type="checkbox"/> | XXXXXXXXXX | XXXXXXXXXX | Employment | Select One Months | | Kindly note that that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications. A notification will be sent once it is processed. | Upload Documents |

Note: Please activate the ActiveX control above. Otherwise, you won't be able to upload the documents.

ActiveX control help

Attach Files:

| Select | Document name | Preview Uploaded Document | Browse For Document |
|-----------------------|---|---|-------------------------------------|
| <input type="radio"/> | PROOF OF OVER AGE NEED (1) * (Size should not be more than 150.000 KB) | <input type="checkbox"/> PROOF OF OVER AGE NEED (1) | <input type="text"/> Browse... Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (2) (Size should not be more than 150.000 KB) | <input type="checkbox"/> PROOF OF OVER AGE NEED (2) | <input type="text"/> Browse... Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (3) (Size should not be more than 150.000 KB) | <input type="checkbox"/> PROOF OF OVER AGE NEED (3) | <input type="text"/> Browse... Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (4) (Size should not be more than 150.000 KB) | | <input type="text"/> Browse... Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (5) (Size should not be more than 150.000 KB) | | <input type="text"/> Browse... Scan |
| <input type="radio"/> | PROOF OF OVER AGE NEED (6) | | |



Fourthly: Select the permit period and submit the application, note that the Responsible person/Authorized person will be notified once the application is approved or rejected through the email and SMS.

رابعاً: اختيار مدة التصريح المطلوب والتقدم بالطلب، علماً بأنه سيتم إشعار صاحب العمل/ مقدم الطلب في حال قبول أو رفض الطلب عن طريق البريد الإلكتروني والرسائل النصية.

Renewal Payment

| -NOTICE- | -تنبيه- |
|---|--|
| <p>To complete the renewal process for your worker and issuance of the work permit all required payments must be made within 30 days of the expiration date or within 30 days of submission of the application date, whichever is earlier, or wait for over age worker request processing, where you will be notified with the acceptance or rejection of the application by e-mail. In addition, if the work permit issued for the same worker is expired he will not be eligible to work until permit fees are paid</p> | <p>إكمال عملية تجديد العامل و إصدار تصريح العمل بشأن هذا العامل يجب سداد الرسوم المقررة لهذا التصريح المطلوب خلال 30 يوم من تاريخ انتهاء صلاحيته أو خلال 30 يوم من تاريخ تقديم هذا الطلب أيما أقرب أو الإنتظار لحين أتمت في طلب الموافقة للعمالة التي تجاوزت السن القانوني للعمل. علماً بأنه سيتم إشعاركم حال قبول أو رفض الطلب من خلال البريد الإلكتروني. كما أنه إذا كان تصريح العمل الصادر بشأن هذا العامل منتهي الصلاحية لايجوز استخدام العامل قبل سداد رسوم إصدار هذا التصريح</p> |

| ExpatCPRNo | Expat Name | Permit Type | Permit Period | Invoice NO | Amount To Be Paid |
|------------|------------|-------------|---------------|------------|-------------------|
|------------|------------|-------------|---------------|------------|-------------------|

Total Renewal Amount To Be Paid : 0.0

Print

Close



How to apply for Transfer from employer to another for over 60 years expatriate?

كيفية التقديم بطلبات الانتقال من صاحب عمل إلى صاحب عمل آخر للعمالة التي تجاوزت 60 سنة؟

Firstly: Choose "Transfer from employer to another" function in EMS and fill the work permit electronic form.

أولاً: أختار خاصية الانتقال من صاحب عمل إلى صاحب عمل آخر من خلال نظام العمالة الوافدة واملأ بيانات تصريح العمل.

Apply Expatriate Local Transfer

| | | | |
|--|-----------------------------------|--|---|
| Employer Type: COMMERCIAL | New Employer CR No: [Redacted] | Sponsor Search: [Redacted] | Applicant CPR #: [Redacted] |
| Permit Type: Employee | Permit Period (Months): 24 Months | Is the current employer willing to approve transferring the expat to your CR?: Yes | Is the expat required to give a notice to the current employer as per the employment contract?: YES |
| Resignation application date: 01-09-2016 | Transfer Date: [Redacted] | Select Number of months: One Month | Please note that the current employer did not allow the transfer yet. To avoid sending the application back, it should be allowed within 1 Hours. |
| Transfer Status: To be Allowed | | | لنحتفظ عندما يار صاحب العمل الحالي ان يسمح بالتقال العائلي بعد، يجب الرجوع الطلب على صاحب العمل الحالي التراجع بالتقال العائلي خلال 1 ساعة من وقت لتبم الطلب. |

Continue Cancel

Message from webpage

Kindly confirm that the permit period for Primary Expat and Dependent will be for 24 Months

OK Cancel

Read and accept the declaration

Maximum notice period as per LMRA rules is 30 days. LMRA will consider the above chosen period. Please note that the default notice period as per LMRA rules is 30 days. Important Note

- Expatriate worker should not leave Bahrain until the new employer issued him/her a new Work Visa. Leaving the country without doing so will result in rejecting the work visa application automatically.
- The old employer will be credited for any Work Visa remaining period for the expatriates who has invoice created through LMRA.

© 2017 Labour Market Regulatory Authority. All rights reserved.

تنبه الى:
• يجب على العامل الأجنبي ألا يهجر المملكة حتى يتسنى له تصريح عمل باسم صاحب العمل الجديد. سيتم إلغاء التصريح تلقائياً في حالة المغادرة.
• ستكون مستعندت باقي مدة الإقامة لصاحب العمل السابق للعامل الذي أصدرت لهم تصاريح عمل من قبل الهيئة.

دليل تقديم تصاريح العمل للعمالة التي تجاوزت 60 سنة
New work permit over 60 years applying guide



هيئة تنظيم سوق العمل
Labour Market Regulatory Authority

Secondly: The system will notify that the expatriate is over 60 years and require pre-approval before vetting the work permit application as shown below:

ثانياً: بعد الإنتهاء سيبين لك النظام بأن العمال قد تجاوز 60 سنة وبأن العامل يحتاج موافقة مسبقة قبل البت في تصريح كون العامل تجاوز 60 سنة كما هو مبين أدناه:

| Old Sponsor Details | | New Sponsor Details | |
|---|---------------------------------|------------------------------|--|
| Old Sponsor CR/UNIT Number | ----- | New Sponsor CR/UNIT Number | ----- |
| Old Sponsor Name | ----- | New Sponsor Name | ----- |
| Current Occupation | MANAGER (INVESTMENTS AND LOANS) | Intended Occupation | S05 DIRECTOR OF ADMINISTRATION & FINANCIAL # |
| Current Occupation (Arabic) | مدير استثمار وقروض | Intended Occupation (Arabic) | مدير الشؤون الإدارية والمالية |
| Expatriate Old Salary | ----- | Expatriate New Salary | ----- |
| Passport Details | | | |
| Passport Number | 517941264 | Valid Until (dd-mm-yyyy) | 00-05-2025 |
| Primary Expatriate Details | | | |
| Expatriate Address in Bahrain | | | |
| Building Number | 140 | Building Name | |
| Flat Number | | Block No. | 319 |
| Road Name | | Town | MANAMA / ALHOORA |
| P.O. Box | | E-mail address | 0 |
| Phone number in Bahrain | | Fax Number | |
| Old Sponsor Address (MOIC) | | | |
| Building Number | 43 | Building Name | |
| Road Number | 383 | | |
| Block Number | 305 | | |
| P.O. Box Number | 597 | | |
| | | | MANAMA CENTER |
| List Of Expatriate Dependents & Domestic | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Over Age Approval | | | |
| Are you aware that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications? <input type="radio"/> Yes <input checked="" type="radio"/> No | | | |
| <input type="button" value="Upload Documents"/> <input type="button" value="Print"/> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/> | | | |

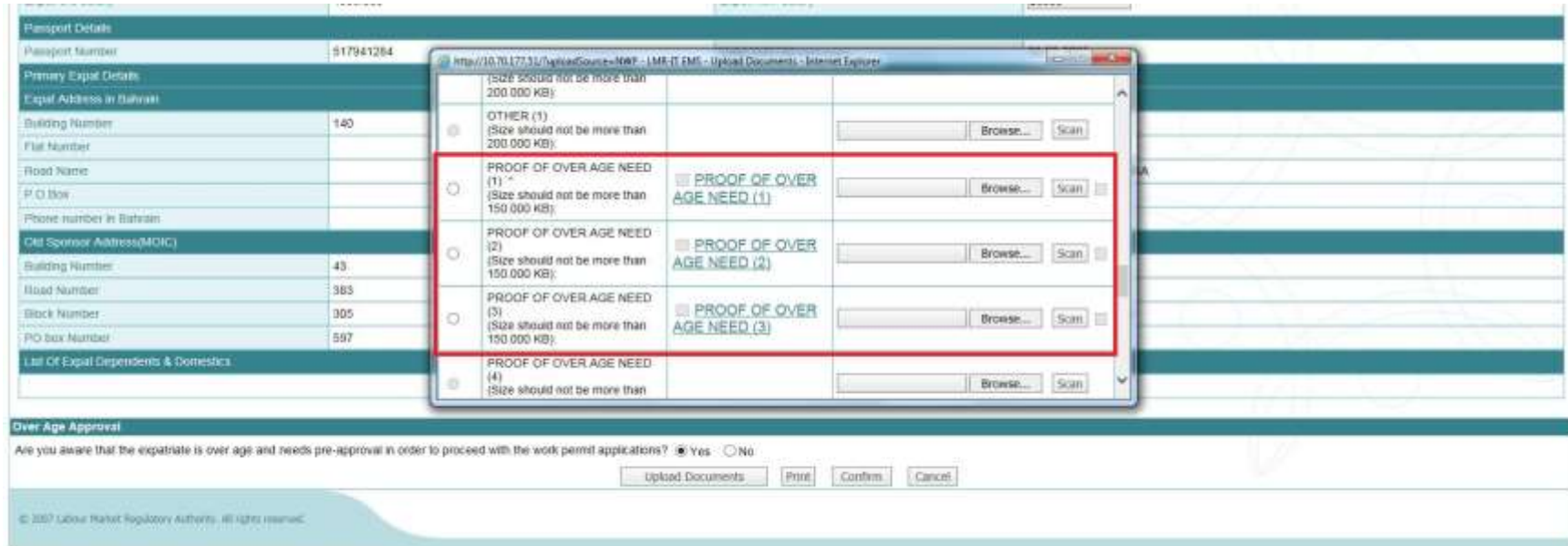
Message from webpage

You should be aware that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications.

OK

© 2007 Labour Market Regulatory Authority. All rights reserved.

| | |
|--|---|
| <p>Thirdly: You should accept that the expatriate is over 60 years and needs pre-approval</p> | <p>ثالثاً: يجب عليك الموافقة بأن العامل يتجاوز 60 سنة ويحتاج لموافقة مسبقة.</p> |
| <p>Fourthly: You should upload the Work Permit mandatory documents in addition to the necessary documents that proof the need to issue the work permit for the over 60 expatriate such as the certificate of expertise, education qualification, the letter from the employer specifying the needs, and any other documents that support the request.</p> | <p>رابعاً: يجب عليك تحميل المستندات المطلوبة لتصريح العمل وتحميل المستندات التي تبين الحاجة الفعلية لطلب تصريح العمل للعامل الذي تجاوز 60 سنة كشهادات الخبرة والمؤهلات العلمية والخطاب الذي يبين أسباب الحاجة الفعلية من صاحب العمل وغيرها من المستندات التي تدعم هذا الطلب.</p> |



Passport Details

Passport Number: S17941284

Primary Expat Details

Expat Address in Bahrain

Building Number: 140

Flat Number

Road Name

P.O. Box

Phone number in Bahrain

Old Sponsor Address(MOIC)

Building Number: 43

Road Number: 383

Block Number: 305

PO box Number: 597

List Of Expat Dependents & Domestic

Over Age Approval

Are you aware that the expatriate is over age and needs pre-approval in order to proceed with the work permit applications? Yes No

Upload Documents Print Confirm Cancel

© 2007 Labour Market Regulatory Authority. All rights reserved.



Fifthly: Submit the application, note that the Responsible person/Authorized person will be notified once the application is approved or rejected through the email and SMS.

خامساً: التقدم بالطلب، علماً بأنه سيتم إشعار صاحب العمل/ مقدم الطلب في حال رفض الطلب أو قبوله من خلال البريد الإلكتروني والرسائل النصية.

The screenshot displays the Expat Management System interface. At the top left is the LMRA logo and name in Arabic and English. The top right shows the system name 'Expat Management System' and a 'Logout' button. Below the header, a message states: 'Following expats have been successfully Applied for mobility'. A table lists the application details:

| Application ID | CPR Number | Expat Name |
|----------------|------------|-----------------|
| 3096154 | 620237180 | MICHAEL WIGGINS |

Below the table are 'Return' and 'Print' buttons. The footer contains the copyright notice: '© 2007 Labour Market Regulatory Authority. All rights reserved.'