# KINGDOM OF BAHRAIN EXCISE REGISTRATION MANUAL

MAY 2023

**VERSION 1.0** 

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# 1. Purpose of this manual

The purpose of this manual is to provide Excise payers with the necessary guidance needed to navigate the online Excise portal and an overview of different types of applications that Excise payer can submit and required steps to be followed.

This manual is intended to provide general information only and does not represent exhaustive or legally binding guidelines.

# 2. Excise Registration

Registration for Excise is mandatory for entities involved in commercial production, importing and storage of Excise goods within Bahrain as stipulated in article (7) of Excise Executive Regulation. Entity that is liable for Excise registration must not conduct any excisable activity in Bahrain if they are not registered with NBR for Excise.

Upon successful Excise registration, the new registrant is provided an Excise registration certificate containing a unique Excise account number for conducting excisable activity.

Excise registration application is submitted by the Excise payer online via NBR portal and must be approved by the NBR. The effective date of registration will be specified in the Excise certificate, after which the Excise payer can conduct any excisable activity. Deregistration can only be executed successfully once all obligations have been cleared by the VAT payer.

# 2.1. New Excise Registration

Importer, local producer or storage company who conduct any commercial excisable activity within the Kingdom of Bahrain should register for Excise with NBR. Please refer to the steps below when registering for Excise in Bahrain for the first time.

1. Create a profile by accessing the NBR website using the following link: <u>https://www.nbr.gov.bh</u>. The registration portal should be accessed via Google Chrome for optimal utilization.





2. The applicant will then be required to sign up for an account.

	الجهنجان الوطاني الايتراك اخت National Bureau for Revenue	Use Google Chrome for optimum website performance	) or o
	Login Please provide your User ID and Password to Login		
User ID.			
Plassword			
	Log in		
	Forgot your password/ User ID? <u>Click here</u>		
	New User? Welcome, please sign up here		
	Sign Up		

Once the sign-up details have been filled in and confirmed, two emails will be received from the NBR: one will confirm the User ID requested and the other will provide a temporary login password. The user will be prompted to change this temporary password, and upon completion, will be successfully logged in to the portal. If you are already registered with NBR for other obligations (VAT), please skip the above steps.
3. After logging in, the registration process may be initiated.

National Bureau for Revenue		Welcome Excise Payer 🗮
	Register with NBR	
7 0%		•
	Start with VAT registration	
J 0%		
	Start with Excise registration	

The applicant will be required to answer a question regarding the category of excisable products they are dealing in.



الجهاز الولى للإيران الت National Bureau for Revenue	<b>W</b>			Welcome Excise Payer	۵ (	=
	2 Questionnaire	A <sup>tti</sup> NBR Registration		Excise Registration		
	Do you import or possess under Excise suspension arrans - Tobacco and its derivatives - Energy drinks - Carbonated drinks	gement or produce any of the following categories of Excise goods?*	No			

After reviewing the conditions of registering for Excise with the NBR, the applicant must confirm to agree to the instructions; only then the applicant can fill out the application form.

الجهار الوطق الإنزاد الت National Bureau for Revenue	<b>V</b>		Welcome Excise Payer	@ ≡
	Questionnaire	요 <sup>m</sup> NBR Registration	Excise Registration	
Ins	tructions			
1.	This registration modules captures all general	information about the entity and the business activities		
2.	This module must be kept up to date with all la	atest information		
3.	You may fill in / view / update any information	field in this module		
4.	For data fields that cannot be edited, please up	pdate details with MOICT to be reflected here		
5.	Fields marked as * are mandatory			
6.	You may save application draft at any point			
7.	You must fill in mandatory fields before procee	eding to next page		
8.	You can only submit your application(s) after c	complèting all registration modules		
9.	Please refer to the FAQ section in case of any	queries		
, D	I declare that I have read, understood and agree to t	the instructions above *		
Previous Step			G Save ♥	Next Step

The applicant will be required to fill in the information related to their entity such as identification number, address details, business activity details and they may enter bank account details which are optional.



duestomare	8" N	BR Registration	Excise Registration
🕞 General Details	Besinets Address	Economic Activities	<b>≜9</b> ★≡ Bank Details
General Details		710)*	
t-			
Austria Azerbaijan			
Bahamay			
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Bahran Bangladesh-		Commercial nome*	Month H
Bahtan Bangladesh Barbados. Belarus		Commercial come *	AVCTT E
Bahran Bangiadesh Barbados Belarus Belgium		Compercial come *	Harry E
Bahren Bangladesh Barbados. Belaros Belgum Belze		Compercial Asme *	E

In the "excise registration" section of the application, the application includes the following sections along with the relevant documents:

 Company details: the applicant will be required to confirm the business activity that is excisable of the activities under their registration.

#### Required documents:

- Commercial Registration Certificate of all branches engaged in excise activities.

Bank details – IBAN, bank name and owner, SWIFT code

#### Required documents:

- Official document issued by the bank that shows the full company name and IBAN.
- Contact details Phone number, email address, verification of information

#### Required documents:

- Contact person identification.
- If the contact person is an **authorized signatory** of the Commercial Registration, include a signed letter confirming that the mobile number and email address entered in the contact details section belong to the authorized signatory of the Commercial Registration.
- If the contact person is **not an authorized signatory** of the Commercial Registration, include an authorization letter for the contact person confirming that they are an employee of the company and confirming the contact number and email address provided (this letter must be stamped and signed by an authorized signatory).
- Manufacturer details: Name, address, contact person name, contact number, email address.



In case excisable goods are manufactured by more than one manufacturer, details of all manufacturers should be added.

 Excise activity details: applicant will be required to confirm the excise activities and excise products categories they will be dealing with

### Required documents:

Applicant will be required to download a specific excel file and fill it with a list of the excisable products they will be dealing with and uploading the completed file.

E ••	estionnaire	ප්	NBR Registration	Excise Registration	
Company Details	Gontact Details	Manufacturer Details	C+ Excise Activity Details	Review And Submit	En Declaration
✓ Import of	excise goods		<ul> <li>Tobacco and its derivatives</li> </ul>		
<ul> <li>Production</li> </ul>	of excise goods		Carbonated Drinks		
✓ Possession	n of exclse goods under tax suspensio	n arrangement	Energy Drinks		
Excise product deta	ults				
Please downloa provided.	d the excel template and fill in the	details of the product and manufa	acturer that you would be dealing with. U	pon filling up the excel, upload the	excel in the space
Please downloa provided. Download th	d the excel template and fill in the is template Excise Product List Te	details of the product and manufa	acturer that you would be dealing with, U	con filling up the excel, upload the	e excel in the space
Please downloa provided. Download thi Re-upload fill	d the excel template and fill in the is template Excise Product Ligt Te ed excel here* Uptoa	details of the product and manufa mplate	acturer that you would be dealing with. U	oon filling up the excel, upload the	excel in the space .
Please downloa provided. Download thi Re-upload fill Product Categor	d the excel template and fill in the is template Excise Product List Te ed excel here* Uploa y Product Code	details of the product and manufa mplate Product Description	unit RSP (BHD) (excl. VAT end Excise)	bón fiiling úp the excel, upload the Rate (%) Manufactur	e excel in the space

- Review and submit: applicant will be able to review and submit the application and make any changes if required.
- Declaration: the applicant is required to fill and save declaration of correctness of the provided information.

Once completed, the applicant will be able to submit the application.



E Our	Sonnaire	8 <sup>°</sup> ™	R Registration	Cế Excl	se Registration
2 Company Details	Coveland Defails	Manufacturer Details	C Excele Activity Details	Enview And Sulams	Eg Declaration
Declaration	<b>N</b> dare that the above-mentioned infor	rmation is true and correct to the best i	of my knowledge and certify that I am a	uthorized to complete this form for the	excise Nable
Declaration	<b>n</b> clare that the above-mentioned info	rmation is true and correct to the best i	of my knowledge and certify that I am a Last Name * Last Name	uthorized to complete this form for the	excise liable

<u>Note:</u> In each section, the applicant will be required to upload relevant attachments. If the appropriate documents are not included, and/or the requested information has not been filled in correctly, the applicant will be unable to move forward with the application.

The application should be saved on an ongoing basis.

The Applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.

Satisfield Devise for Former	Welcome Excise Payer 🛛 🕅 🗮
Confirmation of New Excise Registration.         Thanks for New Excise Registration         Confirmation remains the been sent to your remail and portal correspondence inbox         Development         Trackson         Development         Development         Development	

NBR shall process the registration application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.



In case the new registration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore, the applicant should submit another registration application.

4. After the NBR has processed and approved the registration, the applicant should expect to receive SMS and email confirmation of the registration. The Excise registration certificate can be accessed by clicking "My Documents" on the home page of the portal. The certificate is an official confirmation of your Excise registration. If the NBR does not approve an application, the applicant should expect to receive an SMS and email either requesting additional information on the application (which can then be resubmitted) or rejecting the registration application.

# 2.2. Amendment of registration details

After approval, if there are any changes in the information provided while registering for Excise which related to business activity, the Excise payer should apply for a change request application and changes must be reflected in registration details 30 days prior to the change date. Furthermore, the NBR shall process the change application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the amendment. The Excise payer must ensure the Excise registration details reflect the latest information at all times.

To access the application to amend excise registration details, excise payer should log in to their account on the NBR portal and click on "Update Excise Registration Details" tile:





Then the excise payer can proceed with making the required changes to their excise registration details which will contain a section similar to the initial registration application as detailed in section 2.1 of this manual.

# 2.3. Excise Deregistration

Excise registrant can deregister from Excise at any time by submitting a request on the NBR portal. To proceed with the deregistration application, excise payer must ensure the following is completed:

- All active Excise warehouses registered to the applicant, if any, are cancelled.
- All liabilities pending with NBR are fulfilled (if applicable) whether in a debit/payable position or credit/refund position.

Note: NBR has the right to deregister the excise payer in case any of the activities registered has not been performed for a period of one year from the registration date.

Excise payer can initiate excise deregistration application through the NBR portal by following the below steps:

My Documents	Review Request	User Service Request	Summary of Taxpayer account	Excise Warehouse Licensing	Excise Returns	Update Excise Registration Details	VAT Registration
R	0	0	-				
Excise Goods List	Excise goods movement						

1. Clicking on the "User Service Request" tile.

2. Click on the "create new service" button.



National Durrent For Reve	Uner-Service Harperst					Welcome Excise Payer 👘
	Search			Q Select Period ~ Not field	Create New Sen	nce 🔐 🛨
	Beferenze number	Period	Passanyy Dece	Аналиния Турн	Action	
	Fair Anth					

3. Select "Excise Tax De-Registration" from the drop-down list.

		Cancel of Domestic Reverse Charge Mechanism		National Annual
National Income for Revenue:		Cancel Deferral of VAT payment on Smport of goods		
		Excise Tax De-Registration		The Designation of the local division of the
		Change VAT Return form Type	S	
	Adversion of the local date of	VAT Payer Agent/Rep Appointment.		
	100	Request Deferral of VAT payment on Import of goods		
		VAT Payer Deregistration Request		
		Group Registration Application		
		Request Domestic Reverse Charge Mechanism		
		VAT and ET Ad-hos Refund		8
		Request for Ruling		
		Withdrawal of an application		
		Potes		
			OK	

The applicant will be redirected to the instructions page of the application which they will have to accept in order to proceed to the next step of the application.



i Instructions	Deregistration dellaits	Wantouse Lisense	Declaration
Instructions			
Review the conditions below and confirm agreeme	nt by checking the box.		
1 Please fill the requested information for er	ich step. This application cannot be successfully submitted until	all of the mandatory fields and attachments have been completed.	
<ol> <li>For applications on behalf of a company, th information is incorrect or incomplete, per</li> </ol>	via form should be completed by an official contact person of the safties will be applied as per the Excise Law without interfering w	company and signed by a person who has authority to sign off on be ith any penalties applied by other regulations in the Kingdom of Bahr	Half of the company. If the provided sin,
3. NBR reserves the right to request financial	statements and business records of the company for review.		
4. An Excise deregistration may be rejected a	n accordance with the cases listed in the Excise law.		
C declare that I have read, understood and agree	to the instructions above		

The applicant will be able to view the details of their registration.

General Details			Eg becanation
	Electronis Address.	Economic Activities	Decomposituation default
General Details			
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2100187558		210018755600005	
ldwimdowtoni qiqe		historification (compared	
GA (stablistanced humbry		inut	
Commental name			
DUIS PAYER :			

In the "deregistration details" section, the applicant will be required to select a reason for deregistration from the list and upload the supporting documents for the selected reason for deregistration.

The selected "proposed effective date of deregistration" should not be a date in a previous filing period, for example if an application is submitted in March the selected date cannot be in the month of February.



NASINAL 💓 Reference number			Welcome Excise Payor
tentruction:	Deregistration details.	Wiektope Lamp	E Decanation
Dennad Dokan	Electronis Address.	Transition Activities	Deregistration details
Deregistration details			
Reason for deregistration			
Please specify the reason for the deregistration	application by choosing one of the following options "		
Cessartion of economic attivities for 12 comecu	live mointes		
Request by Excise Player			
Others (ii any)			
Proposed effective date of derogistration *			
B 0 🦉	Attachment		
Note: In case you don't agree with above info	ormation, please amend your details with MOICT or NBR		

The application should be saved on an ongoing basis. Once completed, the applicant will be able to submit the application.

National Burrow for Revenue			Welcome Excise Payer 👩 🚍
ininactions	Doropathalites' delaids	Warthouse License	Declaration
Declaration			
V herein deckne that the above-mentioned info	trimation is true and courses to the best of my knowledge and belief		
Thereby certify that I am authorized to complete	ië this form for the Existable person		
Evel Institute*		Last Name *	
First Name		Last Name	
Astenrahcation Type *		Strephantsch Barriant *	
Passport	2	0900000	
Country of nationality *	44		
Date of Birth."		Uan-	
01/04/1991		14/04/2024	
R Previous Step	s	ubmit 🔚	Save .

The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.



Update of Excise Goods List

2012 2020 D Y Y Y Retensor surfase - 6000000011 Board Retensor Y Retensor surfase - 6000000011	Welcome Excise Poyer	â	=
NBR acknowledges the receipt of your Deregister Excise Payer form. You will receive a notification of the results on your contact details.         Declaration flumber : \$500000592? Please retain this number for future reference and communication Receipt data: 16(04/902)         Tou would receive asknowledgement and invoice details, if any, in a separate correspondence.         DOWNLOAD CONFIRMATION RECEIPT DOCUMENT			

NBR shall process the cancellation application within fifteen days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

In case the deregistration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore the applicant should submit another deregistration application.

# 3. Update of Excise Goods List

The Excise goods list maintained by NBR is a detailed list of all excisable products permitted to be circulated as Excise goods within the Kingdom of Bahrain.

The Excise goods list is periodically updated by NBR to reflect the latest price and product information.

Any Excisable activity must be conducted exclusively on Excise products listed in the Excise goods list.

If the importer, local producer or storage company wishes to deal with additional products which fall under the Excise product categories that are not listed on the Excise goods list, they must request NBR to add the new products to the Excise goods list before dealing with such products. Such entities must not import or produce or store unregistered Excise goods before NBR has registered the products on the Excise goods list.

The types of amendments done on the Excise goods list by NBR can be any of the following:

• **New product registration:** Inclusion of a new Excisable product to the Excise goods list along with all associated details.



• **Price/product details update:** Amendment of the existing product details including or exclusively the base price of Excise products.

Processes related to update of the excise goods list are detailed below:

### 3.1. New Product Registration

Excise payer can add one or more products to the Excise goods list. Please refer to the steps below when registering a new Excise product:



1. Clicking on the "Excise Goods List" tile.

2. The applicant will be redirected to the following screen where they will be required to click on "Add a new product or suggest amendment" button.



Update of Excise Goods List

	Excise Goods			G ***	nd Excue Goods List					E Farrant R	equed
Excise go	oods list	RT / FILTER		View Adapted	ol dampet	OFF		Download	Add a	new product or si	uggest amendment
Unique	Code Category	Brend Name	Irem Hiame	Excise %	Base Frite (EHD)	Entire Amount (BHD)	Total Frice (DHD)	Start Date	End Date	Duty free	Rev Meterial
1	CARBONATED DRINKS	HVIL UP	SIZH LEVEL OF SZONE	sów	0.361	0.191	0.572	01/01/2018	)H/12/9999	740	the
	CARBONATED DRINKS	DRFEPPER	DR PEPPER ZERO SUSINC	-50%	0.845	0.340	1.041	91/01/2018	3171270000	No	lina .
1	CARBONATED DRINKS	/EVERTREE	FEVER TREE MEDITERRANEAN TONIC WATER SOUNL	50m	1.143	0.372	1.716	91/01/2018	31/12/0000	No	No
19	CARBONIATED DRDWS	FEVERTREE	PEVER TREE ELDERFLOWER TONIC. WATER SOOMS	\$76	1.140	0.572	1.719	pi/81/2018	31/12/9999	No	his
	CAREONATED DROWS	COCA-COLA	COKE LIGHT CAN YEARE	99	400	D DAG	0.148	01/H/2018	31/10/000		here
1 m	millionarianen ministra	iora inia	restriction	-	1 Aug	-ñ ñei	-0.191	ArtsVIVera	service and a service of the service	/64m	14-1-1

3. The applicant is required to select "New product registration".

National Dureau for Re	Amend Excee Goods Lis	9									Welcome	Excise Payer 🔝 🗮
	Dictione Connects				9.	mend Encise Goods	List			11	Renner Respond	
	Type of amendment											
	Company*	Brand Minne <sup>®</sup>	Producer*	× (tere	Niene *	Entre W*	Base Price (BHD)*	Factor	Tatal Price Pradu (BHD) re	n 10s of any sension felored printed	Used for products other exclude p	
	No long -							(\$99453)				
	Reason for product registration*											
	Other comments											
Previous Step	p										5	Save 😽 Next Step

Then they are required to add new products by selecting one of the following options:

- **Bulk addition** by clicking on "**Download the template**", filing the excel template with details of products intended for registration and uploading the excel template to the portal.
- Addition by single product by clicking on "add another amendment" and manually entering details of the products intended for registration.

**Note:** the applicant will be able to submit a request for a maximum of 100 products per one application and will only be able to submit a new application once the previous application is approved by NBR.



After adding the products to the application, the applicant will be required to review and submit the request.

		Animed Excess Good	to Lette		E Review Reques	4
Continued Data	-			-	(Š)	đ
Domments					0	Edit
leason for product registration * Add a new product						
) ther comments Add the vitamin product to the warehouse						

The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.

SSALENCE 💓		Welcome Excise Payer 🦙 🗮
	Acknowledge the receipt of the excise goods list amendment request	
	Fam: 40000001587 sufmtBrd Succession	

NBR shall process the new product registration application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

In case the new product registration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.



Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore, the applicant should submit another new product registration application.

# 3.2. Price/Product Details Update

Excise payer can update product details/price for one or more products in the Excise goods list by following the steps below:

1. Clicking on the "Excise Goods List" tile.

My Documents	Review Request	User Service Request	Summary of Taxpayer account	Excise Warehouse Licensing	Excise Returns	Update Excise Registration Details	Ø VAT Registration
D Excise Goods List	Excise goods movement						

2. Applicant will be redirected to the following screen where they will be required to click on "Add a new product or suggest amendment" button.

-Search	Q SO	RT / FILTER		Varyy Adapted	cit duriget	OFF		Download	Add a	new product or s	uggest amendment
- Unique Co	de Catagory	Brend Name	Zourn Hiame	Exclusi %	Base Frice (BHD)	Extine Amount (DHD)	Total Frica (DHD)	Start Date	End Data	Duty free	Rev Meterial
	CARBONATED DRINKS	HEVEL UP	SIZH LEVEL OF SIZHIE	50%	0.361	0.191	0.572	91/01/2018	)H/12/9999	No	the art
	CARBONATED DRINKS	DRFEPPER	DR PEPPER ZERO SOONC	:50%	0.845	0.340	1.041	01/01/2018	317/12/0000	No	Na
	CARBONATED DRINKS	(EVERTREE	FEVER TREE MEDITERRANEAN TONOC WATER SOOML	50m	1.143	0.372	1.715	01/01/2018	31/12/0000	No	No
(1) (1)	CARBONIATED DRIDWS	FEVERTREE	PRVER TREE ELDERFLOWER TONIC WATER SOOMS	\$2%	1.140	0.572	1.715	01/01/2018	31/12/9999	No	htte
00	CARBONIATED DRDWS	COCA-EDLA	CORE LIGHT CAN YOME	99	696	0.046	0.141	01/H/2018	31/10/000	.54	heu
27 m	material area namina	-rora inia-	restriction	-	-they	- ñiñes	ò i ri	Artal/Wess	serie (contrasts	Aire.	-



3. Applicant is required to select "Product details/ price update".

Amend Excele Godds Liss						Welcom	e Lucise Payer 🙃
Excee Greets			Amend Excise Go	ods Last		Review Rogaest	
Type of amendment							
		×	Cancel	Download the template	Upload	+ Add another amendment	
Minigalar Castler Contegory	Based of Brand Name *	Item Name *	Producer*	Bese Price Exclusion (BHD)* (BHD)*	Tatal Price Used for products (BPID) <sup>a</sup> softer according	en of Proposed effective data"	
Neidera							
Reasons for product information/g	price update*						
Other comments							
							1 10mm 1 10

Then they are required to add new products by selecting one of the following options:

- **Bulk update** by clicking on "**Download the template**", filing the excel template with details of products intended for amendment and uploading the excel template to the portal.
- **Update by single product** by clicking on "**add another amendment**" and manually entering details of the products intended for amendment.
  - In this option, the applicant will be required to manually enter the "unique code" of the product, then they will click "edit" button to proceed with the amendment as shown below.

al Bureau for Rever	1 <b>V</b>	Amend Excise Goods List			_					_		We	come Excise Payer  🕅	3
		i Lacise Goodi				Amend Ex	cise Goods	i Lini				Farmer Resault		
T	ype of a	mendment												
				per calle	×	Cancel	*	Download the te	emplate	<u>1</u>	Upload	+ Add another amendm	ent	
	Unique Cester*	Category*	Decision Applied	Brand Name *	Item Name	Presidencer*		Base Price (Dec) *	Decise Account (BHD)*	Total Price (BHC)*	Used for production of other activation grants	Proposed effective date*		
	704	ficional	00	1	- Arring	SCHOL M.		100	.044	44		<b>.</b> Ø		
Re	easons for p	rodurt information/pri	ce updøte*											
DI	ther comme	ints												
Fé	ields marke	d with * are mandato	ry											
Previous Step										_			H save 😻 I	

In any "Price/Product Detail Update" request, only the following will be editable and may be updated:



- Brand
- Producer
- Item name
- Base price
- Proposed date of update

**Note:** applicant will be able to submit a request for a maximum of 100 products per one application and will only be able to submit a new application once the previous application is approved by NBR.

After adding the products to the application, the applicant will be required to review and submit the request.

AR. 🏂		
Linite Gredi:	Assemblizzan Direth Lat	Rested Request
P community		A
E Comments		Edit
Reasons for product information/price update*		
Update the price of product		
Other comments		
$\overline{\mathbf{z}}_{\rm c}$ ) is considered in the information provided is consist and a coarsis $\ast$		

The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.

Update of Excise Goods List



National Barress for Bernerster		Welcone Excise Payer 👩 🗮
	Acknowledge the receipt of the excise goods list amendment request	
	Tetineng Numer - 4000001051 Gas - 1164/2023 DOWNLOAD THE ACKNOWLEDGEMENT LETTER	
	Form. 400000001569, submitted successibility	

NBR shall process the new product registration application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

In case the new product registration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore, the applicant should submit another new product registration application.

### 3.3. Access and viewing of Excise goods list

The latest Excise goods list can be accessed on NBR <u>website</u> by the general public. Additionally, Excise payers can also access the Excise goods list from their NBR portal by clicking on "Excise Goods List" tile.



My Documents	Review Request	2+ User Service Request	Summary of Taxpayer account	Excise Warehouse Licensing	Excise Returns	Update Excise Registration Details	Ø VAT Registration
D Excise Goods List	Excise goods movement						
	movement						

While accessing the Excise goods list, a selective view of the products can be created by using functionalities like search/filter/sort available. In particular:

- **Search**: Allows to search and display products using any of the values input by the user Unique Product Code, Product Category, Brand Name, and Item Name
- Filter: Allows to view a filtered list of Excise products based on the parameters chosen by Unique Product Code, Product Category, Brand Name, Item Name, Excise % applied, Base Price, Excise Amount, and Total Price.
- Sort: Allows to sort the entire or filtered Excise goods list of products in an ascending or descending order based on parameters selected by user – Base price, Excise amount, Total Price, and Unique Product Code.

Along with viewing the Excise goods list, the filtered or entire list of Excise products can be downloaded in PDF.

# 4. Excise Warehouses

Excise warehouses are designated establishments permitted by NBR for production, transfer or storage of locally produced or imported Excise goods without attracting Excise dues.

Goods placed in an Excise warehouse fall under Excise suspension arrangement and hence are not liable for Excise during the period they are housed in the Excise warehouse.

Excise goods become liable for Excise the moment they are released from Excise warehouses and hence must be declared, and Excise must be paid on such goods.

The following conditions must be satisfied for successful approval of Excise warehouse license:

• The entity owning the establishment to be licensed must be registered for Excise



- Location of the establishment must be within the Kingdom of Bahrain but outside Bahrain Customs jurisdictions.
- If the establishment is involved in production of Excise goods and registered with MOIC, it must have an active Industrial license issued by MOIC.

### 4.1. Applying for a new Excise warehouse license

Please refer to the steps below when applying for an excise warehouse license for the first time.

1. Log in to your account by accessing the NBR website using the following link: <u>https://www.nbr.gov.bh/</u>

National Bureau for Revenue	
Welcome to The National Bureau for E-services	Revenue
NBR Portal Login	Workshop Registration VAT Payment

2. Upon logging in, please click on the "Excise warehouse licensing" tile to initiate the application.



My Documents	Review Request	User Service Request	Summary of Taxpayer account	Excise Warehouse Licensing	Excise Returns	Update Excise Registration Details	Ø VAT Registration
P Excise Goods List	Excise goods movement						

3. After reviewing the conditions of excise warehouse licensing, the applicant must confirm to agree to the instructions; only then the applicant can fill out the application form.

Natural Burnas for Revense	Welcome Excise Payer  🏠 🗮
Instructions	Excer Warfreider List
Instructions         Kindly read the below instructions before completing proceeding with Excise warehouse licensing         Please RIP for expansion diversion for each step.         Inside marked with * are mandattery         Inside marked with * are mandattery         The form cannot be Succentully submitted until all the mandatory requirements have been completed.         Please RIP for to the FAQ Section in case bit any queries.         Index that I have read, understood and agree to the instructions above *	
	😽 Next Str

4. The applicant must click on the "add new warehouse" button to proceed with the application.



iii indecional	1		Excise Warehouse List	
				+ Add New Warehouse
Existing Warehouses				
Facine Warnhouse Name	Engine Data			
Ho ama				
Application Drafts				
Druh Nems	Lawy Mindlifted Dame	Report		
Ng gan a				

CHECKING WATCH Watchburge License			Welcome Excise Payer 🍙 🚍
a Matructions	Warehouse Details	Truccul gazantes etemsites	Detaination
Instructions			
Kindly read the below instructions before proceed	ling with New warehouse license application :		
1. Please fill the requested information for each	o stiege		
2. There are 3 sections to this application - "We	rehouse details", "Financial guarantee information" and "D	eclaration-	
.3. Fields marked as * are mandatory			
4 You may save application draft at any point			
5. Drafts not submitted within ±0 days will be a	utomatically deleted by the system		
6. You must fill in mandatory fields before proc	eeding to next page		
7. Please refer to the FAQ Section in case of a	oy queries.		
$ \vec{v}  $ I declare that I have read, understood and agree	e to the instructions above		
Excise Taxpayer and Busin	ess Details		
TIN		Applicant Legal Name	
2100167483		Evend Pays -	
Contraction of the local data and the local data an			
Revious Step			🗐 save 💙 Next S

As shown in the instructions page above, the application includes the following three sections along with the relevant documents:

 Warehouse details: excise payer details, categories of products intended to be held at the warehouse & warehouse address.

Required documents:

- Proof of warehouse address.



fil instantions	Fill Warehouse Details	Enancial managine information	fill Detautes
			0
Excise Taxpayer and Business De	etails		
TIN		Applicant Legal Name	
21001E/AK8		Lacbe Payer	
CR Number		Commercial Name	
		Esc ISE FAVER	
Evenine Reported Republics		Industrial Intense Humber	
110018748000000			
Personal ID Type		Contact Number	
DTHTR IDENTIFICATION RUMOTH		Votoreni	
Personal ID Namber		Email Address	
1020566/100		Exclision with the second seco	
Excise goods categories to be stored in the warehouse			

National Bureau for Revenue	256			Welcome Excise Payer 🏠 🚍
i minateres	() Warehouse Details		Treast participation elementary	Declaration
Tobacco and its derivatives 🛞 Carbonaled Drinks 🛞	Energy Drinks 🛞	~	Storage of Excise Goods	2
Please Enter the Warehouse Address				
Han/Shop Nec*			Building*	
58			Manama Complex	
Road/Street.*			Country*	
Barrett Street			Bahrain	
Bock*			Proposed effective date of license registration*	
34			14/04/2023	
Town*				
Manama				
Preof of Warehouse Address *	ment.		Note: In case you don't agree with above information, please amo Fields marked with * are mandatory	end your excise registration details.
(Please attach proof if address is manually filled	1			
$\mathcal{A}^{\prime}$ . I confirm that the above information is correct	t and would like to proceed			
A Previous Step				🕼 Sava 😺 Next Step

 Financial guarantee information: details of products intended to be held at the warehouse.

### Required documents:

- Applicant to download a specific template from the application, fills the template with information related to the products intended to be held at the warehouse and uploads it to the portal.



Instructions		
Fill in the following information for calculation of	of the financial guarantee	
1. Download the excel template provided for	declaring the product hul.	
2 Fill is all the information asked in excel terr	nj2ksne.	
<ol><li>Upload the filled-in excel in the space provi</li></ol>	ided.	
4. You can save the application draft and acce	ess it later and continue with upholiding the filled excel.	
5. Drafts not submitted within 30 days will be	automatically defend by the system	
<ol><li>You must fill in mendatory fields before pro</li></ol>	occoding to next page	
<ol><li>Please refer to the FAQ Section in case of</li></ol>	any queries	
Download the template	Excise product list Template New license.xls	
Re-upload Filled Excel here*	Upload	

The applicant will be able to review the product details and may ask NBR for financial assistance related to the financial guarantee amount. If the applicant asks NBR for financial assistance, they have to provide sufficient reasoning for their request.

The final decision on granting assistance lies with NBR, and if approved, translates into a discount on the calculated amount of financial guarantee.

1. 1.							
Excise Produce	t Summary	supload excise product even		Reupload excise pro	duct excel		
Product Catagory	Product cade	Product Description	Lines (652) (10412)	Encine Wate (%)	Est. Quantity to be hold in Essize warshouse	Ert. Quantity to be comuni- within one marsh	nd Est. Quanticy to be held ander Exclus suspension in one mently
D1-Tobleco and its demonwes	31	NA FARMER GRAPHS WITH MENT PACKET 250GM (MERP ON BOX)	0.000	100%-	200000	10000	10000
Are you in need of Financ	ial assistance?						
Are you in need of financ Yes No. Heave explain your need	ial assistance? Ior financial assistance*			_			
Are you in need of finance Ves No. Please caption your need in	ial assistance? Ny financial assistance*						

 Declaration: The applicant answers questions and provides documents related to the questions.

Required documents:



- Proof of financial position, such as audited financial statement or inhouse financial statements.
- Proof the warehouse meets all security and safety conditions, such as certification by civil defense.
- Applicant must not have been sentenced to a crime against honor and honesty.

Questions.	Personne	Pr	
') are you, in a insating financial posieron/*	. Yes		Ø Attachment
2 Main you down previously constructed an efficient preyer charter I can led you served have 1*	in No		
3 Book the warmings mixed all security and latery constitues poched by MOLCT, incuring mitipation of konderny and disense effects?*	s Yes No		Attachment
${\bf v}'$ . I confirm that the above information is correct a	nd would like to proceed		

In each section, the applicant will be required to upload relevant attachments. If the appropriate documents are not included, and/or the requested information has not been filled in correctly, the applicant will be unable to move forward with the application.

The application should be saved on an ongoing basis.

Once completed, the applicant will be able to submit the application. The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.



all Barrans for Revenue	Warehouse application number - 50000004356	Welcome Excise Paye	· 61
	<b>Confirmation of Warehouse License.</b> There you for Submitting the New Warehouse Userne Application. Confirmation Final and SMS has been duly sent to your registered email ID and mobile number and also you can download the acknowledgement from the My Prease keep this Reference number for all future communication with NBR. Prease keep this Reference number for all future communication with NBR. Prease Keep this Reference number for all future communication with NBR. Prease New Horizon Stress Stre		

NBR shall process the registration application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

In case the new registration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore, the applicant should submit another registration application.

# 4.2. Renewal of Excise warehouse license

The renewal of license application can be initiated within a period of **90 days** before expiry of the current license, and Licensee can initiate renewal of application through the NBR portal by following the below steps:

1. Clicking on the "Excise warehouse licensing" tile.



My Documents	Review Request	User Service Request	Summary of Taxpayer account	Excise Warehouse Licensing	Excise Returns	Update Excise Registration Details	VAT Registratio
P Excise Goods List	Excise goods movement						
	Excise goods movement						

2. After reviewing the conditions of excise warehouse licensing, the applicant must confirm to agree to the instructions; only then the applicant can fill out the application form.

Sites Manual in Revena	Welcome Excise Payer 🚓 🗮
(1) Instructions	Evclow Wavefmann Lid
In the form of the below instructions before completing proceeding with Excise warehouse licensing A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information for earth size A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the requested information of any question.  A plane fill the request information of any question.  A plane fill the requested information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill the request information of any question.  A plane fill	
	V Next Step

3. The following screen will appear showing details of warehouses under the excise payer's account. To renew warehouse license, excise payer should click on "Renew license" action.



(b) instructions.		Excise Wanthouse List
		+ Add New Watebourse
Existing Warehouses		
Encline Waterhouse Name	Durry Date	Actions
Dutite our writing, 210018748387WW6.001	14/04/2023	Einew Ukense   Update Stense   Tanoli Ucense   "View Ucense
Application Drafts		
Draft frame	Lass Modified Dura	Asima
fair dana		

4. New application to renew license will be created, the applicant will be required to receive instructions to proceed to the next section of the application.

or Revenue			Welcome Excise Payer L
instructions	Matthouse Details	Financial guarantee information	Declaration
Instructions			
Kindly read the below instructions befor	e proceeding with New warehouse license application	on :	
1. Please fill the requested information	in for each step		
2. There are 3 sections to this applica	tion – "Warehouse details", "Financial guarantee inform	nation" and "Declaration"	
3. Fields marked as # are mandatory			
4. You may save application draft at a	ny point		
5. Drafts not submitted within 30 day	s will be automatically deleted by the system		
6. You must fill in mandatory fields be	of one-proceeding to next page		
7. Please refer to the FAQ Section in	case of any queries.		
✓ I declare that I have read, understood	d and agree to the instructions above		
Excise Texpeyor and E	Pusiness Details		
Excise Taxpayer and E	busiliess Details		

Applicant will be required to review details of warehouse registration and may amend information specific to the warehouse such as categories of products held at the warehouse, and warehouse address.

NBR requires applicants to provide supporting documents for all changes made to the warehouse license.



instructions	Warehouse Details	Financial guarantee information	Declaration
Excise Taxpayer and	Business Details		
TEN		Applicant Legal Name	
2100187483		Eacore Payer	
CR Number		Commercial Name	
		EXCLSE PAYER	
Excise Account Number		Industrial License Number	
210018748300005			~
Personal ID Type		Contact Number	
OTHER IDENTIFICATION NUMBER		102/03/05/0	
Personal ID Number		Email Address	
20305967100		INCISEPAYIRIIGMAIL.COM	
Excise goods categories to be stored in	the warehouse		
Category*		Warehouse Purpose*	

Once the excise payer confirms warehouse details are accurate, they may proceed to the next section of the application by clicking on "next step" button.

in Instructions	Warehouse Details	Financial guarantee information	Declaration
Excise goods categories to be stored in	the warehouse		
Category *		Warehouse Purpose "	
Tobacco and its derivatives 🛞		Storage of Excise Goods	4
✓ Tobacco and its derivatives			
Carbonated Drinks			
Energy Drinks			
the galley the			
32		2	
Road/Street*		Country+	
Barrett Street		Bahrain	
Block *			
8			
Town*		Date of Warehouse Registration	
Manama		(7/04/2023	
License Start Date		License Expiry Dete	
17404/2020		1740.4 DUTT	



In Financial guarantee information section, the applicant will be required to provide details of products to be held at the warehouse.

### Required documents:

- Applicant to download a specific template from the application, fills the template with information related to the products to be held at the warehouse and uploads it to the portal.

National Bureau for Revenue	ber - 360000004369		Welcome Excise Payer 👩 🗮
instructions	A Wasehouse Details	Financial guarantee information	Declaration
Instructions Fill in the following information for c 1. Download the excel (emplate p 2. Fill in all the information asked)	alculation of the financial guarantee rovided for declaring the product list. In excel template.		
<ol> <li>Upload the filled-in excel in the</li> <li>You can Gave the application driving</li> <li>Drafts not submitted within 30</li> <li>Trafts not submitted within 30</li> <li>You must fill in mandatory field</li> <li>Please refer to the FAQ Section</li> </ol>	space provided. afr and access ii later and continue with uploading the filled excel. days will be automatically deleted by the system is before proceeding to next page. In In case of any queries.		
Download the template     Re-upload Filled Excel here*	Excise Product List Renew license.xls Upload		
Revious Step			🔚 Saver 😽 Next Step

The applicant will be able to review the product details and may ask NBR for financial assistance related to the financial guarantee amount. If the applicant asks NBR for financial assistance, they have to provide sufficient reasoning for their request.

The final decision on granting assistance lies with NBR, and if approved, translates into a discount on the calculated amount of financial guarantee.

Excise Pro	oduct Sun	nmary			R	eupload excise produ	ct excel		
Product Catagory	Product code	Prease click reupload e	Unit RSP (BHD)	Encine Mate (%)	Total Quantity of Production	Total Quantity of Gross Sale	Total Quantity of Export	Total Quantity of DAMAGES	Total Quantity of Warehouse Stuck
01-Toblacco and its derivatives	31	AL FAICHER GRAPES WITH MENT PACKET 250GM (MSRP ON BOXI	0.990	IDOw	1200	1200	1200'.	1200	1200
Are you in need o	f financial assista	ince?							
Yes	io.								
Distance excelption to	our need for financial	assistance *							
erease exprain y									



In Declaration section the applicant will be required to answer questions and provide documents related to the questions.

#### Required documents:

- Proof of financial position, such as audited financial statement or inhouse financial statements.

- Proof the warehouse meets all security and safety conditions, such as certification by civil defense.

Questions.	Response	Pro	at
1 Are you in a healthy financial position?*	Ves. No		Attachment.
3. Have you been previously construints of an affirme projudiculation from and not rediscalizated to	Ves No		
3.Boes the watchcase meet all security and safety conditions specified by MEECT, ensuring molescolor of accidents and disasters effects?*	16 IS		Ø Attachment

In each section, the applicant will be required to upload relevant attachments. If the appropriate documents are not included, and/or the requested information has not been filled in correctly, the applicant will be unable to move forward with the application.

The application should be saved on an ongoing basis.

Once completed, the applicant will be able to submit the application. The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.



EISENUSIA 🤯	Warehouse application number - 36000004369 -	Welcome Excise Payer	-
	Confirmation of Warehouse License. That you for Submitting the Renew Warehouse License Application. Confirmation Email and SMS has been duly sent to your registered email ID and mobile number and also you can download the acknowledgement from the My document section on taxpayer portal. Place keep this Reference number for all future communication with NBR. Reference Number: 3500000486; Drift ModZata		
	Form: 36000004596 suferrated successfully		

NBR shall process the registration application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

If Excise warehouses are not renewed before expiry, then the license stands expired and the establishment is no longer qualified as an Excise suspension arrangement.

Not being classified as an Excise suspension arrangement entails that all Excise goods in the warehouse become liable for Excise as soon as the license expires.

### 4.3. Amendment of Excise warehouse license details

The licensee must ensure the Excise warehouse license details always reflect the latest information regarding business activities of the warehouse. Licensee may choose to change their license details at any point by logging onto the NBR portal and following the below steps:

1. Clicking on the "Excise warehouse licensing" tile



My Documents	Review Request	User Service Request	Summary of Taxpayer account	Excise Warehouse Licensing	Excise Returns	Update Excise Registration Details	VAT Registration
P Excise Goods List	Excise goods movement						
s	Excise goods movement						

2. After reviewing the conditions of excise warehouse licensing, the applicant must confirm to agree to the instructions; only then the applicant can fill out the application form.

	Watsame Ensise Payer 🔝 🚍
instructions	Extense Versethouve List
Terrenting	
Instructions	
Kindly read the below instructions before completing proceeding with Excise warehouse licensing	
1. Please III the requested information for each step	
<ol><li>Field's marked with # are mandatory</li></ol>	
3. The form cannot be successfully submitted until all the mandatory requirements have been completed	
4 Please refer to the FAQ Section in case of any queries.	
✓ I declare that I have read, understood and agree to the Instructions above *	
	100
	V Next Step

3. The following screen will appear showing details of warehouses under the excise payer's account. To update warehouse details, excise payer should click on "update license" action.



		👔 Excree Warehouse List
		+ Add New Warehouse
Existing Warehouses		
Enslar Warnhorson Name	б култу Бики	Access
Excess www.tocce.2100107483ETW9L001	14(04)(2024	Update License   Cancel License   Minw License
Application Drafts		
Druft Name	Lawy Mandriff and Disease	Active
Nadata		

4. New application to update license details will be created, the applicant will be required to receive instructions to proceed to the next section of the application.

National Bureau for Revenue T			Welcome Excise Pay	
i mstructions	Trinnistante Dolatio	Submission		
Restructions  Instructions before proceeding with update lice  row may choose to edit any of the data field that are editable. For  rices may choose to edit any of the data field that are editable. For  rices may choose to edit any of the data field that are editable. For  rices may choose to edit any of the data field that are editable. For  rices are refer to the FAQ Section in case of any queries.      I declare that I have read, understood and agree to the instructions of	ense details application. narry fields that are locked please update the details with the MOICT or MBR to appear corre(3).	Buterson		
			El Save	😽 Next Step

The applicant will be able to amend information specific to the warehouse such as industrial license number, category of products held at the warehouse, warehouse purpose, warehouse address and details of products held at the warehouse.

NBR requires applicants to provide supporting documents for all changes made to the warehouse license.



(instruction)	(i) Warehouse Details	i seese
Excise Taxpayer and Business Details		
TIN	Applicant Legal Name	
#3601W7483	Loose Fayer	
CR Number	Commercial Name	
	EXCESS PAYER	
Extine Account Number	Industrial Userna Parekie	
±30018/44000005	1	· · · · · · · · · · · · · · · · · · ·
Personal ID Type	Contact Number	
	102030650	
Personal ID Number	Ernall Address	
00178968075	EXCERTANCE OF GAMALCOME	
Excise goods categories to be stored in the warehouse		
Casegory*	Warefuszer Furpeze *	
Tobacco and its derivatives 🛞	Storage of Excise Goods	· · ·

In case the applicant would like to amend details of products held at the warehouse, they must click on "Edit product list", download excel file, make the requested amendments and upload the amended excel file.

Instructions	Warehouse Details	fabrosen
Tobacco and its derivatives 🛞	Storage of Excise Goods	
Please Enter the Warehouse Address		
Fist/Shop No *	Building *	
58	Manama Complex	
Road/Street *	Country *	
Barrett Street	Bahrain	-
Block*	Excise Product List	
34	Relation Product List	
Town *		154
Manama		
Fred di Warehouse Address *	Note:-Please with the fields that you can acces For the remaining items, if you do not agree w NBR registration details. Fields marked with * are mandatory	s. Th above information please update your MOICT and/or
(Please attach proof if address is manually filled)		
$\mathscr{A}^{(i)}$ . ) confirm that the above information is correct and would like to proceed "		
Instructions		

only registered excise products will be accepted as part of the amendments. If an excise product is not registered with NBR, the applicant will have to apply to register the product then they will be able to include it as part of the products under their warehouse.



i Instructions		Warehouse Details	i saman
Block*		Excise Product List	
34		Existing Product List Edit Product L	st
Town*			
Manama			
Procif of Warehouse Address * 🧭 🗚	Attachment	Note: Please edit the fields that you can access For the remaining items, if you do not agree wi NBR registration details.	, th above information please update your MOICT and/or
(Please attach proof if address is manually	filled)	ricius marxeu with - are manuatory	
<ul> <li>L confirm that the above information is c</li> </ul>	correct and would like to proceed *		
Instructions			
1 Download the existing product list			
2 Edit information directly in excel			
3 Uplined the filled-in excel in the space (	provided		
4 Please refer to the FAQ Section in ca	ne of any queries		
Download existing list	Excise Product List.xls		
Re-upload Filled Excel here*	Upload Excise Product Excer		

Note: changes to products details, may lead to recalculation of financial guarantee.

The applicant will be able to review the product details and may ask NBR for financial assistance related to the financial guarantee amount. If the applicant asks NBR for financial assistance, they have to provide sufficient reasoning for their request.

The final decision on granting assistance lies with NBR, and if approved, translates into a discount on the calculated amount of financial guarantee.

Interes arcaru bicos u aci	ions ureass is misimulanty million		6	Warehouse Details			Solvessen
Excise Product	t Summary ry below. Please click re	t and would like to proceed * upload excise product excel		Reupload excise pro	duct excel		
Product Category	Product cade	Product Description	sinia Asif (ilinis)	Radian Balin (%)	Exc. Quantity to be held in Excise warehouse	Est. Quantity in he consumed within one manth	Est. Quantity to be held under Excluse surgements in other membris
01-Tobacco and its derivatives	-ir	AL FAXHER GRAPES WITH MINT PACKET BOOM (MERP ON BOX)	1	100ys	Losto)	10000	10900
Yes No.	er financial assistance *						



Once completed, the applicant will be able to submit the application.

National Darasa Foi Revenue		Welcome Excise Payer 🚓 🗮
interction:	Victorian Debails	Submiseion
Summary		
You made the following updates to license. Please click "Back" to edit	t the fields before submitting	
Category *		
Tobacco and its demvatives (8)		
Excise Product List		
you covermate champes in Exclusi Frontiad.		
Reviews Step	Stant	E se

The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.

Automate from Revenue application number +62000001107	Welcome Exclus Payer 🛛 🔝
Confirmation of Warehouse License. Think you for Submitting the New Warehouse Greene Application. Confirmation Email and SMS has been duly sent to your registered email JD and mobile number and does keep this Reference number for all future communication with NBR. Please keep this Reference number for all future communication with NBR. Reference Number 1900001197 Dir thio40001 DOWNLOAD THE WAREHOUSE LICENSE CONFIRMATION	I also you can download the acknowledgement from the My

The Excise payer should apply for a warehouse change request application and changes must be reflected in warehouse details 30 days prior to the change date. Furthermore, the NBR shall process the change application within thirty days from the date of its submission and shall notify the applicant of its decision to approve or reject the amendment. The Excise payer must ensure the Excise warehouse registration details reflect the latest information at all times.



# 4.4. Cancellation of warehouse license

Licensee can initiate cancellation of Excise warehouse by submitting application on the NBR portal. To proceed with warehouse cancelation application, applicant must settle any outstanding liabilities (if applicable) whether in a debit/payable position or credit/refund position.

If any of the following conditions are satisfied, then the Excise warehouse license must be cancelled:

- Failure to use the Excise warehouse for the purpose it is licensed for, for a period exceeding 90 days
- Expiry of CR of the license applicant's company

Note: NBR holds the right to cancel Excise warehouse license of any licensee. The licensee shall be notified of the reason for license cancellation if such a decision is taken by NBR

Licensee can initiate cancellation of warehouse license application through the NBR portal by following the below steps:



4. Clicking on the "Excise warehouse licensing" tile

5. After reviewing the conditions of excise warehouse licensing, the applicant must confirm to agree to the instructions; only then the applicant can fill out the application form.



National Bureau for Revenue	Welcome Excise Payer 🔗 🗮
i Instructions	Excade YukiAnAyase List
Instructions	
Kindly read the below instructions before completing proceeding with Excise warehouse licensing	
1. Please fill the requested information for each step	
2. Fields marked with * are mandatory	
3. The form cannot be successfully submitted until all the mandatory regultements have been comp	loted
4. Please refer to the FAQ Section In case of any queries.	
$\mathscr{A}'$ . I declare that I have read, understood and agree to the instructions above "	
	Stephend Step

6. The following screen will appear showing details of warehouses under the excise payer's account. To cancel warehouse license, excise payer should click on "Cancel license" action.

Revenue		~
instructions.		Excise Warehouse List
		+ Add New Warehouse
Existing Warehouses		
Excise Wardhouse Name	Expiry Date	Actions
Excise wavehouse_2100187483ETWHL003	17/04/2023	Renew License   Update License   Cancel License   View License
Eaclose warehouse_3100187483ETWHLOOA	17/64/2024	Update License   Cantel License   View License
Application Drafts		
Drolt Nume	Last Middified Date	Actions
No data		

7. A new application to cancel license will be created, applicant will be required to receive instructions to proceed to the next section of the application.



instructions	Warebouse Delaws	Documents:	Submission
Instructions			
Kindly read the below instructions b	fore proceeding with Cancel license application		
1. Please keep the following read	before proceeding with cancellation of license		
Proof substantiating car	se of cancellation		
- List of all praducts in wa	rehouse under Exclse suspension as of current date		
- Proof of filing of Excise	eturns and payments		
2. Cancellation of warehouse app	ications will be picked up by NBR once Exclse returns for the	surrent period are filed by Excise payer	
3. Fields marked as * are mandat	ary.		
4. Please refer to the FAQ section	In case of any queries.		
✓ I declare that I have read, unders	tood, and agree to the instructions above		

The following screen will be displayed with the details of the warehouse license.

Lesifucions	Warehouse Details	Documents.		Submourn
Warehouse Details				
TIN CR Number Excise Account Number Personal ID Type	1100167483 210016748300005 Other Identification Number	Applicant Legal Name Commercial Name Industrial Learne Number Consect Number	EXCLISE PAYER EXCLISE PAYER 1020/050	
Contact Details Name of Contact Contact Number	Excise Payor 10203066	Job Description E-mail Address	EXCISEPAY/HERMANLCON	
Warehouse Details Warehouse Number Date of Warehouse Registration Watehouse Purpose	21001874838TWelc003 17/04/2023 Storage of Goods	Start of Licensing Period Oute of Werefinance Expiry	47/04/2023 17/04/2023	
Warehouse Address Plat/Shop No. Block Block Building Enad(Scoot	57 8 2 Bernard Street	Excise Gouds Categories to be store Toblacco and its derivatives	d in the warshouse	
Councy	Manama	Existing Product List	Existing Product List.xts	

Applicant will be required to fill in the relevant section with details of cause of cancellation and attach supporting documents for the cause of cancellation.



Instituciones	÷	Documents	Submourn
Please provide the following inform	nation		
Cause of cancellation *	tes] I		
Attach supporting documents	Attachment		
Effective date of cancellation *			
Are there any Excise goods under Esc	ise suspension in the warehouse as af hoday? Yes	No	

Applicant will be required to answer the following question "Are there any Excise goods under Excise suspension in the warehouse as of today?"

- If the answer is "No", no further documentation will be required

Please provide the following information Gause of cancellation *		
Cause of cancellation *		
	est	
Attack supporting documents	Attachment	
Effective date of cancellation * 16	/04/2023	
Are these any Extite goods under Extite surpensio	in in the warehouse as af today? Yes No.	

- If the answer is "Yes", the applicant will be required to download the specific excel file and fill it with details of the goods held under suspension arrangement.



a Australitions	Warehouse Details	Documents.		Submanue
Rawd/Street Cauminy	Harrett Streen Mariana	Existing Product List	Existing Product List.xls	
Please provide the following inform	nation			
Cause of cancellation *	test			
Attach supporting documents	Attachment			
Effective date of cancellation *	16/04/2023			
Are there any Excise goods under Exc	ise suspension in the warehouse as of today?	Yes No.		
Please provide details of goods in war 1. Download the product list template 2. Declare all goods present under Exce 3. Upload the Illiadin excel in the spore 1. Download existing list Excise pr	rehouse under Excise suspension as of 16/04/2023 re suspension in warehouse as of this date provided roduct_list_template_License_cancellation.xIs			
where the state of	Demons			

Upon uploading the excel file, the applicant may click on "Generate product summary" button to view summary of the products entered in the excel file.



Applicant will be able to review the product summary through the below screen, they may click on the next step to proceed to the next section of the application.



Prease provide details of goods in warehouse under bodie Suspension as of hig/M/2023         1. Dewnload the product list template         2. Declare all pools present under bodie suspension in warehouse as of his date         3. Doublat the filled-in scale in the space provided         3. Doublat the filled-in scale in the space provided         3. Doublat the filled-in scale in the space provided         3. Doublat the filled-in scale in the space provided         3. Doublat the filled-in scale in the space provided         3. Doublat the filled-in scale in the space provided         3. Doublat the filled-in scale in the space in the space in the space cancellation xis         3. Re-uplead filled axed here*       Relyload         Rely base note: You must file returns on the goods declared in the excel in the current filling period for your application to be processed.         Ubdates       Doublates         Deductibles       Suspension         Product warehouse for       Product Suspension
Z. Re-upload filled excel here *     Relupload     Remove       Please hote: You must file returns on the goods declared in the excel in the current filling period for your application to be processed.       Liabelines     Deductibles       Product     Suspension       Product     New Your Suspension
Please note: You must file returns on the goods declared in the excel in the current filling period for your application to be processed.           Liabilities         Deductibles           Deductibles         Re exports         Suspension         Pure Exports           Product         Deductibles         Recent of the current filling period for your application to be processed.
Labelles         Deductbles         Re-exports         Suspension         Pure Exports           Deductbles
Deductibles Product warehouse No. Impust Lipport: role warehouse No. Impust Lipport: Base Price Quantity Rate Berlin due Brand home Item Name Priduct Category
Deductibles Product Warefingste for Laport Base Price Quantity Rate Briding due Brand Name Hern Kame Product.Category
Product Materiences No Impact Elefort: Base Price Quantity Rate Brisis Sue Brand Name Term Varme Product Calegory
Product. Warehouse No. Methods to Base Price Quantity Rate Encise due Brand Name Item Name Product. Category
AL FADRES GRAPHSWITH ALL MARKED ALL MARKED A

In each section, the applicant will be required to upload relevant attachments. If the appropriate documents are not included, and/or the requested information has not been filled in correctly, the applicant will be unable to move forward with the application.

The application should be saved on an ongoing basis. Once completed, the applicant will be able to submit the application.

lesthation;	Northware, Source	Cocurrents	(i) Submission
Please note: You must file returns on the goods d Your application will be picked up by	eclared in the excel in the current filing period for your app NBR ance you have filed the returns for current Eccise per	plication to be processed.	
✓ I have declared all the gootts rel	nairling in the warehouse as of orday.		
I shall submit my Eacise filings fi	in the current period, post which my warehouse cancellation as	pplication will be processed.	
Part Part		Submit	

The applicant will then be redirected to a page that confirms the successful submission of the application as shown below. There the applicant can view the submission or access the form which acknowledges the successful submission of the application. The applicant should also expect to receive an SMS and email confirming the submission.



SALAN THE T	Warehouse application number - 80000001255	Welcome Excise Payer 🙆
	Acknowledgement of Cancel Warehouse License Application Thank you for Submitting the Cancel Warehouse License Application. Thank you for Submitting the Cancel Warehouse License Application. Thank you for Submitting the Cancel Warehouse License Application. We see the submitting the Cancel Warehouse License Application with NBR. We submitting the Cancel Warehouse License Confirmation	
	D <sub>2</sub>	

NBR shall process the cancellation application within fifteen days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

In case the cancellation application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore, the applicant should submit another cancellation application.

