



Tenancy Application General Notes, Guidelines and Instructions

How to Apply for Land or Serviced Facilities at the Bahrain Logistics Zone

STEP 1 Obtain application (enclosed or at www.transportation.gov.bh), review eligibility and selection criteria.

STEP 2 Submit application and supporting documentation (details in “Application Contents”).

STEP 3 Allow for two weeks for a response from the selection committee.

I. Application Contents

Application forms can be downloaded at the following internet address www.transportation.gov.bh. A completed application packet submittal should include:

1. **Application form:** A completed and signed application form. Submitting forms digitally is encouraged. Please submit to blz_application@mtt.gov.bh
2. **Financial information:** Audited financial statements for the past three years.
3. **Company information:** Annual reports and/or business plans as applicable to demonstrate competence and other materials including descriptions of activities and operations and list of clients and work completed.
4. **Additional information:** Any additional relevant information to support your application that has not been included in the application form.

Important Notes

- Please complete all sections of the application form to ensure that your application is assessed in an accurate and thorough manner.
- Any incomplete application forms and corresponding attachments could result in the processing delays or rejection of your application.
- If more space is required, please attach extra sheets. All information provided in the application will be dealt with strict confidentiality.
- Company’s current registration and commercial licenses should reflect the type of activities/business the company is proposing to carry out in the Bahrain Logistics Zone.

2. Application Process

All companies interested in applying to the Bahrain Logistics Zone should adhere to the following guidelines:

- **Application submittal:** Applications will be accepted every business day between 10am and 2 pm. Completed application packets with corresponding attachments should be submitted to:

Director of Logistic Zones
Ministry of Transportation and Telecommunications
P.O. Box 75315, Hidd, Kingdom of Bahrain
Tel: +973 1733 7954 Fax: +973 1735 9564

- **Evaluation Period:** All applications received will be reviewed and evaluated by an evaluation committee.
- **Application Decisions:** Official letters communicating decisions regarding applications will be sent to companies. Applicants will be either accepted, waitlisted or rejected in the Bahrain Logistics Zone.
- **Accepted:** Companies that move on to further discussions with PMA about specific plot/facilities location and lease agreement negotiation if accepted, companies will be subject to lease agreement terms and conditions.
- **Waitlisted:** Companies that may be accepted if negotiations with other accepted companies fail and space becomes available.
- **Rejected:** Companies that are not successful in obtaining space at the Bahrain Logistics Zone.

3. Questions & Inquiries

For any questions, inquiries and or/clarification regarding the application form or process, please contact:

Bahrain Logistics Zone
Ports and Maritime Affairs
Ministry of Transportation and Telecommunications
P.O. Box 75315, Hidd, Kingdom of Bahrain
Phone: +973-1733 7954, Fax: +973-1735 9564
Email: blz_application@mtt.gov.bh

Section I: General Company Information

I.1 Company Contacts

Company Name:	
Address:	
City:	
State/Province:	
Country:	
Phone Number:	
Fax Number:	
Email:	
Website:	

I.2 Mailing Address (if different from above)

Address:			
City:			
State/Province:		Country:	

I.3 Company Representative (please provide details of a legal company representative)

Name:			
Position:			
Telephone:	Office:	Mobile:	Fax:
Email:			

I.4 License Type (please mark)

Trading <input type="checkbox"/>	Services <input type="checkbox"/>	Industrial <input type="checkbox"/>	Others (please specify) <input type="text"/>
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I.5 Registration

Type:			
Number:			
Date:		Place of Registration:	

I.6 Legal Identity (please mark)

Joint Stock Company <input type="checkbox"/>	Single Person Company <input type="checkbox"/>
Limited Partnership by Shares <input type="checkbox"/>	Holding Company <input type="checkbox"/>
Limited Liability Company <input type="checkbox"/>	Other <input type="text"/>

I.7 Officer

CEO / Managing Director:		Chief Operations Officer:	
Chief Financial Officer:		Legal Counsel:	

I.8 Years in Operation

<input type="text"/>

Section 2: Proposed Requirements in the Zone

2.1 Physical Requirements

(please specify the type and areas in m² of facilities that will be needed in the zone)

[input areas in m ²]	Required Area for Development	Year 5 (projected)	
		Pre-Built Serviced	Self-Build
Land*			
Warehouse			
Office Space			

* Land Lease periods will be for 20 years

2.2 Proposed Date of Commencement

(please specify expected start dates)

Construction (if self-build):	Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Operations:	Start Date:	<input type="text"/>		

2.3 Utilities Requirements

(please specify the capacity requirements for utilities in the zone)

	Projected Annual Consumption
Portable Water (m ³ / month)	
Industrial Water (m ³ / month)	
Total Electric Load (kVA)	

(if any special consideration for utility requirements are needed, please attach additional explanation)

2.4 Proposed Tenure Required:

Lease Tenure (in years)	<input type="text"/>
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2.5 Proposed Activities in the Zone:

Section 3: Information on Company Operations

3.1 Proposed Employment in the Zone

	First Year of Operations		Year 5 (projected)	
	Bahraini	Foreign	Bahraini	Foreign
Executives				
Supervisors				
Other Skilled				
Un-Skilled				

3.2 Investments Expected in the Zone

	First Year of Operations	Year 5 (projected)
(Bahraini Dinars)		
Construction Costs (if self-build)		
Equipment / Machinery Costs		
Working Capital		
Other		

3.3 Expected Cargo / Load Movement

(please specify the capacity requirements for utilities in the zone)

	First Year of Operations		Year 5 (projected)	
	Containers / TEUs		Containers / TEUs	
	Import	Export/Re-export	Import	Export/Re-export
Through KBS Sea Port				
Through Bahrain Airport				
By Road				
Total				

Volume to be warehoused per week:

Tones or m² per week - At full capacity

3.4 Machinery / Equipment to be used in the Zone *

Name / Type	First Year of Operations	Year 5 (projected)

* if more space is required, please attach list of machine / equipment to the application form

3.5 Trading Patterns

(please provide list of top 5 countries for which cargo is being imported from or exported to as a percent of total goods handled or a % of total revenues)

Country	Import	Export

Section 3: Information on Company Operations (Continued)

Please rank your proposed operations in this zone in comparison to your total operations world-wide:

< 5% of Operations 5-15% of Operations 16 - 30% of Operations > 30% of Operations

Section 4: Environment, Health Safety and Security

4.1 Materials, Goods and Products handled in the Zones

4.2 Effluents and Wastes Produced in the Zone

(please specify the capacity requirements for utilities in the zone)

Will your operations produce any kind of effluents and wastes?

Yes

No

	Types / Materials
Air	
Liquids	
Solids	

4.3 Internal Environmental, Health and Safety Standards

Does your company have any existing Environment, Health Safety and Security procedures in place?

Yes

No

4.4 Other Environment, Health and Safety Concerns

(please mark and specify accordingly)

1. Will your proposed operations have any anticipated environmental, health, safety or security concerns?

Yes

No

2. Will your proposed operations involve the import / export storage of any types of chemicals, gases, radioactive or materials requiring special handling?

Yes

No

Section 4: Environment, Health Safety and Security (continued)

3. Will your proposed operations involve the import/export storage of any types of internationally / locally prohibited or restricted items?

Yes

No

4.5 Legal Concerns

Does your company have any pending legal lawsuits, legal concerns or violations of any kind?

Yes

No

Section 5: Declarations

5.1 Declarations

I hereby declare that the information contained in this form and any supporting attached documents are accurate and truthful to the best of my knowledge.

I hereby declare that I fully understand the requirements as mentioned in this application and any supplementary documents provided with this application.

I hereby declare that I am authorized to sign on behalf of the applying company in this application as evidenced by the attached "Signatory Authorization" letter.

I hereby acknowledge that the Ministry of Transportation has the right, at any time, to request any additional information or documents necessary with regards to this application.

Application Completed by:

Name:

Signature:

Position/Designation:

Date:

Official Use Only

Time and Date Received:

Received By: