

KINGDOM OF BAHRAIN

EXCISE REGISTRATION MANUAL

MAY 2023

VERSION 1.0

Updated on: 28 July 2026



الجهان الوطنى للإيرادات
National Bureau for Revenue

Contents

1.	Purpose of this manual.....	1
2.	Excise Registration	1
2.1.	New Excise Registration	1
2.2.	Amendment of registration details	7
2.3.	Excise Deregistration	8
3.	Update of Excise Goods List.....	12
3.1.	New Product Registration	13
3.2.	Price/Product Details Update	16
3.3.	Access and viewing of Excise goods list	19
4.	Excise Warehouses.....	20
4.1.	Applying for a new Excise warehouse license	21
4.2.	Renewal of Excise warehouse license	27
4.3.	Amendment of Excise warehouse license details.....	33
4.4.	Cancellation of warehouse license	39

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.

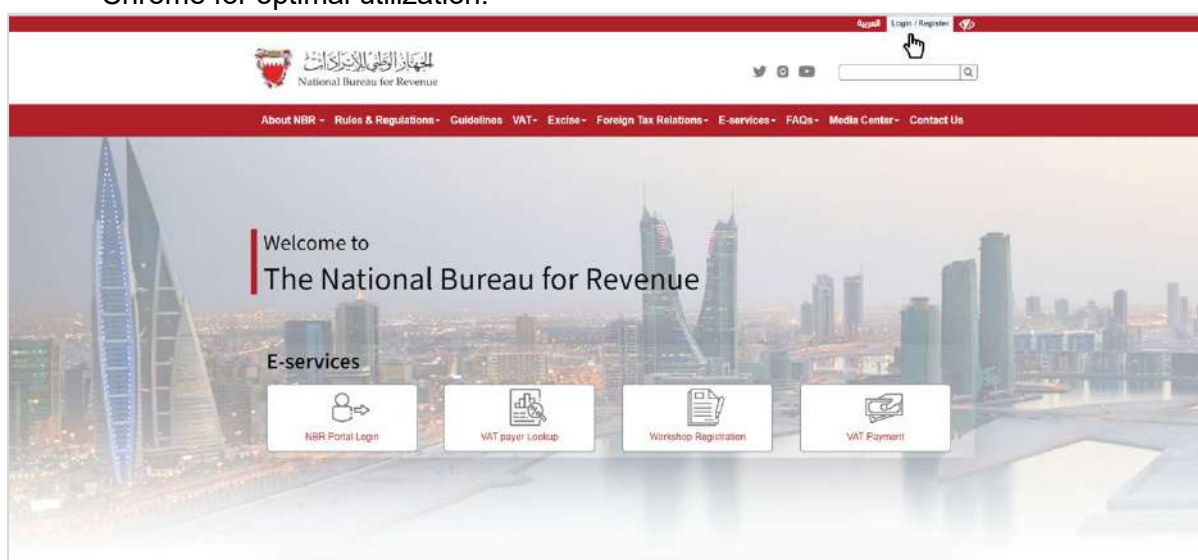
Upon successful Excise registration, the new registrant is provided an Excise registration certificate containing a unique Excise account number for conducting excisable activity.

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.

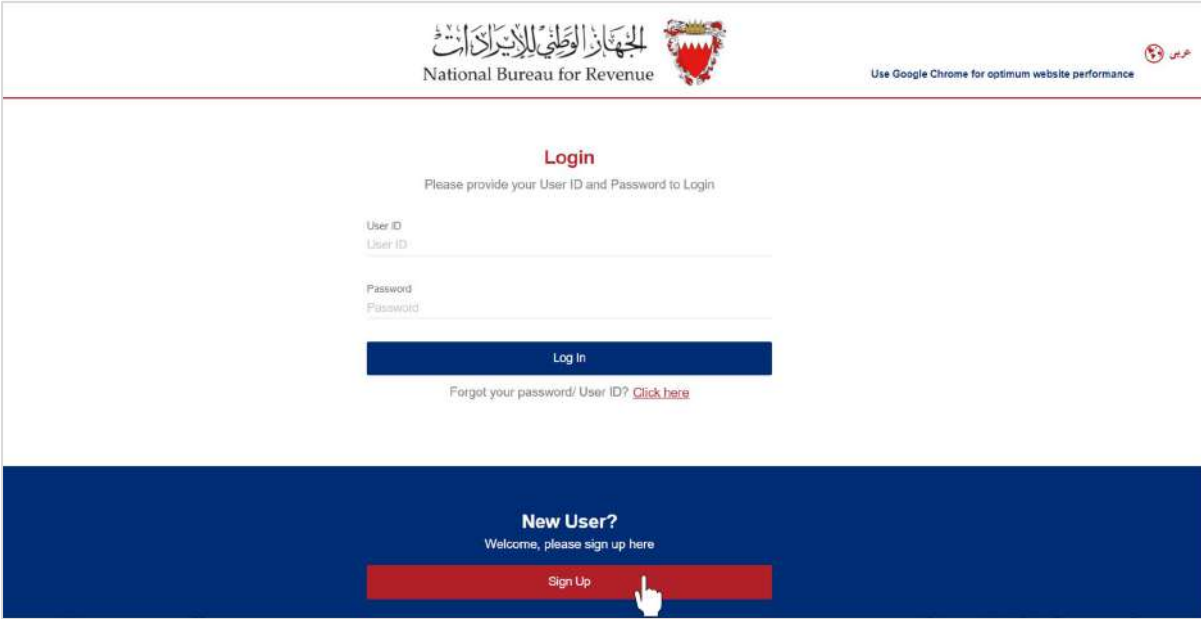
2.1. New Excise Registration

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: <https://www.nbr.gov.bh>. The registration portal should be accessed via Google Chrome for optimal utilization.



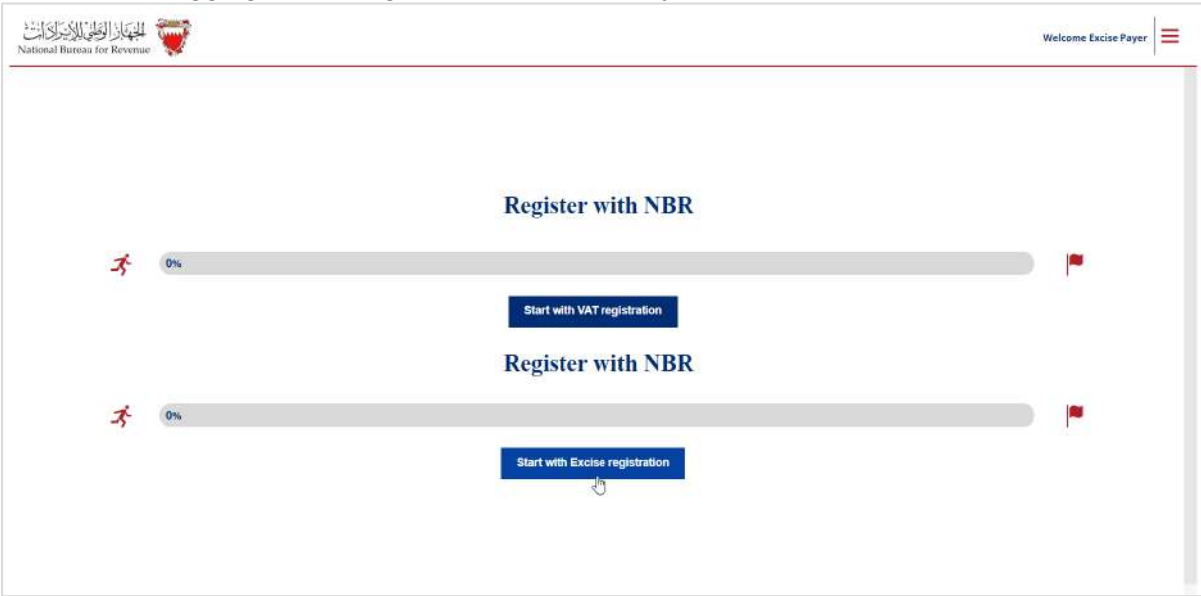
- The applicant will then be required to sign up for an account.



The screenshot shows the National Bureau for Revenue website. At the top, there is a header with the bureau's name in Arabic and English, and a note to use Google Chrome for optimum performance. Below the header, there is a 'Login' section with a prompt to provide User ID and Password. There are input fields for 'User ID' and 'Password', and a 'Log In' button. A link for 'Forgot your password/ User ID?' is also present. Below the login section, there is a 'New User?' section with a prompt to sign up. A red 'Sign Up' button is highlighted with a mouse cursor.

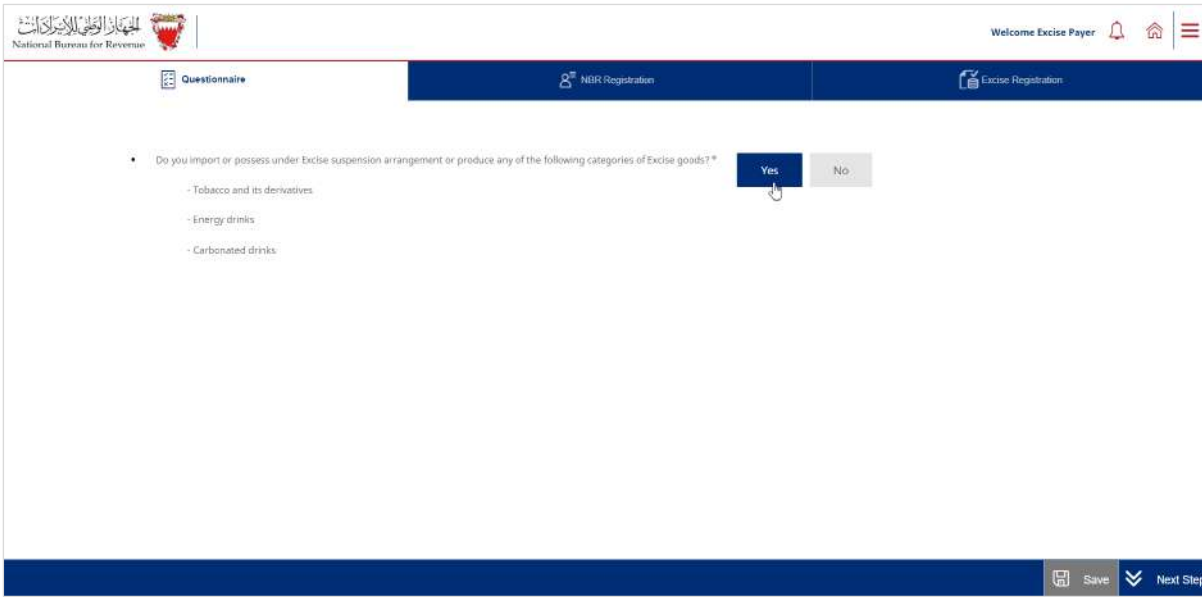
Once the sign-up details have been filled in and confirmed, two emails will be received from the NBR: one will confirm the User ID requested and the other will provide a temporary login password. The user will be prompted to change this temporary password, and upon completion, will be successfully logged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

- After logging in, the registration process may be initiated.



The screenshot shows the registration progress page. At the top, there is a header with the bureau's name in Arabic and English, and a 'Welcome Excise Payer' message. Below the header, there is a 'Register with NBR' section. It features a progress bar at 0% and a button labeled 'Start with VAT registration'. Below this, there is another 'Register with NBR' section, also with a progress bar at 0% and a button labeled 'Start with Excise registration'. A mouse cursor is pointing at the 'Start with Excise registration' button.

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



Questionnaire

Welcome Excise Payer

NBR Registration

Excise Registration

Do you import or possess under Excise suspension arrangement or produce any of the following categories of Excise goods? *

- Tobacco and its derivatives
- Energy drinks
- Carbonated drinks

Yes No

Save Next Step

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.



Questionnaire

Welcome Excise Payer

NBR Registration

Excise Registration

Instructions

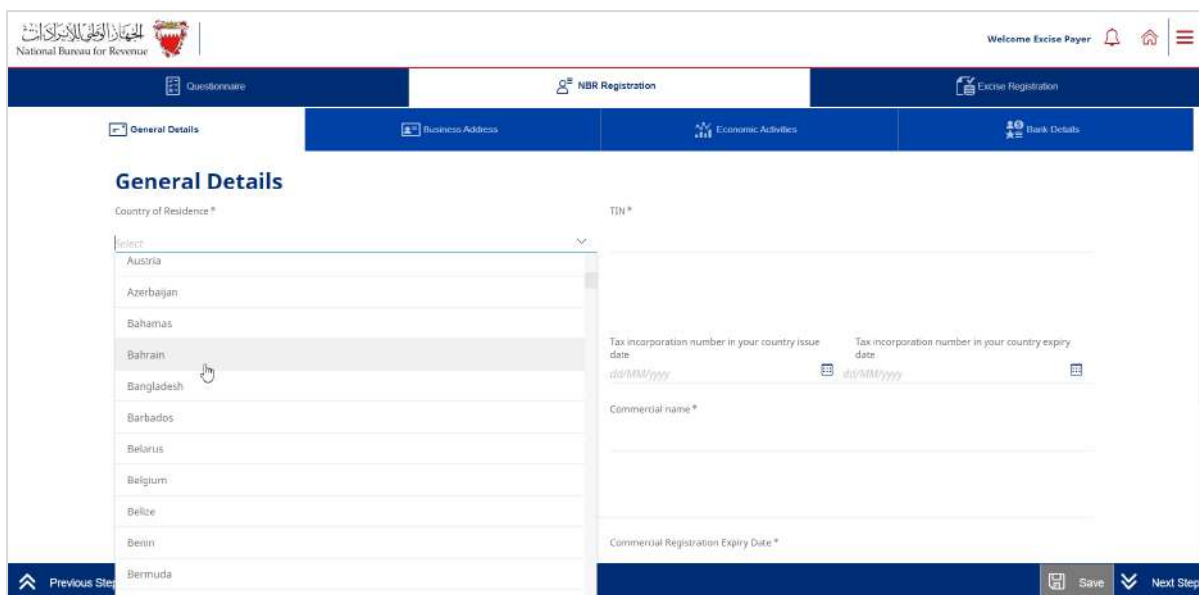
- This registration modules captures all general information about the entity and the business activities
- This module must be kept up to date with all latest information
- You may fill in / view / update any information field in this module
- For data fields that cannot be edited, please update details with MOICT to be reflected here
- Fields marked as * are mandatory
- You may save application draft at any point
- You must fill in mandatory fields before proceeding to next page
- You can only submit your application(s) after completing all registration modules
- Please refer to the [FAQ section](#) in case of any queries

☒ I declare that I have read, understood and agree to the instructions above *

Previous Step

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.



The screenshot shows the 'General Details' section of the 'Excise Registration' application. The form includes a dropdown menu for 'Country of Residence' with a list of countries including Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, and Bermuda. Other fields include 'TIN', 'Tax incorporation number in your country issue date', 'Tax incorporation number in your country expiry date', 'Commercial name', and 'Commercial Registration Expiry Date'. Navigation buttons for 'Previous Step', 'Save', and 'Next Step' are visible at the bottom.

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).

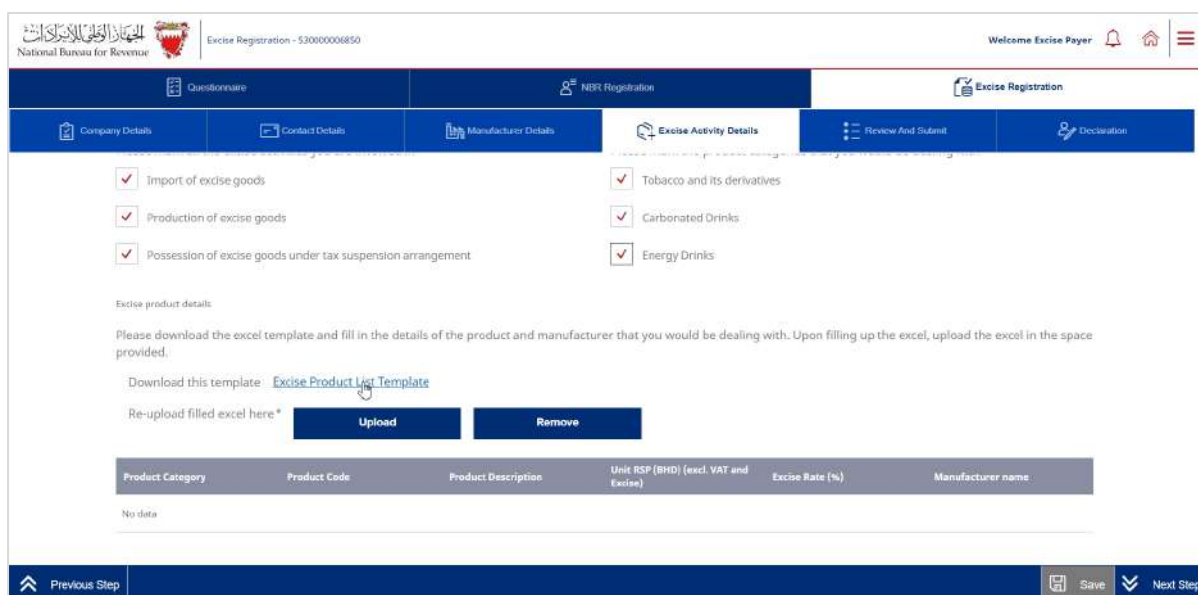
- Manufacturer details: Name, address, contact person name, contact number, email address.

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

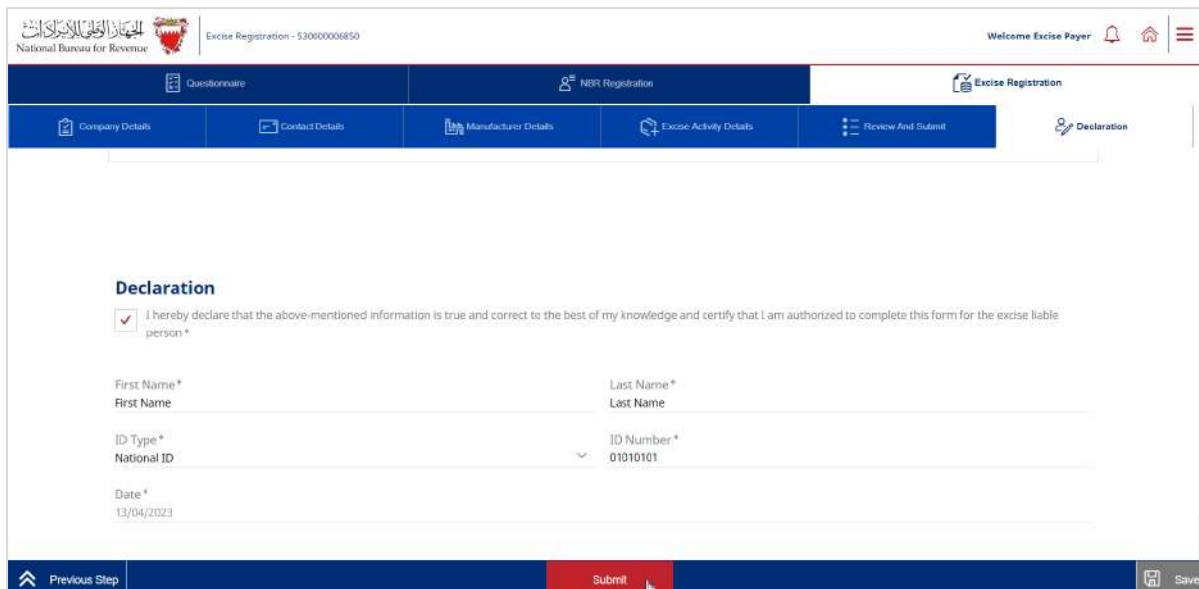
Required documents:

- 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.



- 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.

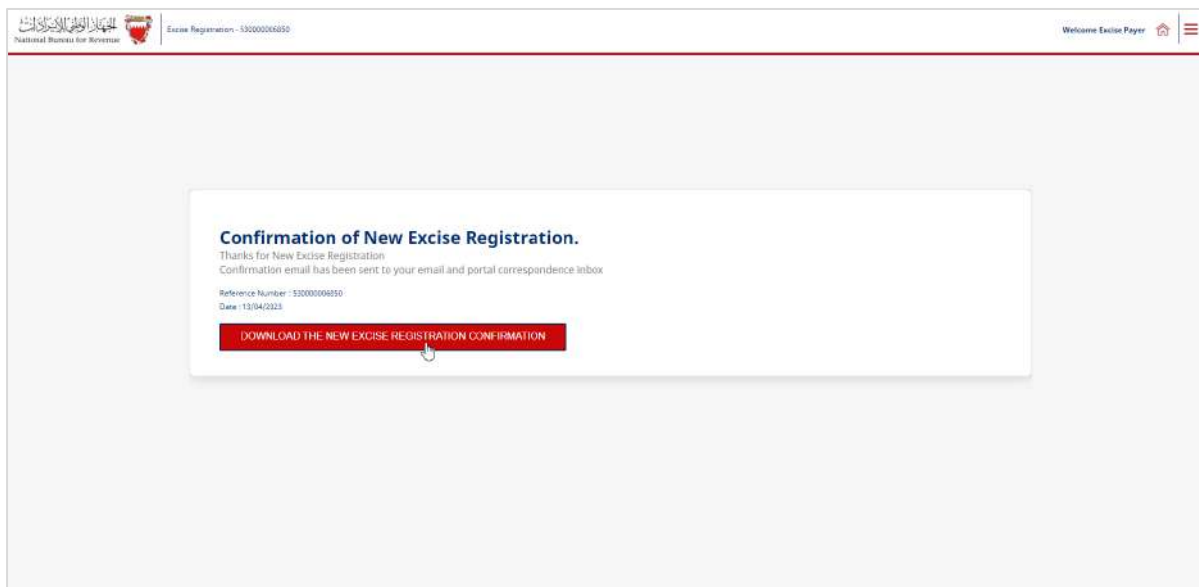


The screenshot shows the 'Declaration' step of the Excise Registration process. The header includes the National Bureau for Revenue logo, the text 'Excise Registration - 530000006850', and a 'Welcome Excise Payer' message. The navigation bar contains links for 'Questionnaire', 'NBR Registration', 'Excise Registration', 'Company Details', 'Contact Details', 'Manufacturer Details', 'Excise Activity Details', 'Review And Submit', and 'Declaration'. The main content area displays a declaration form with a checked checkbox stating: 'I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and certify that I am authorized to complete this form for the excise liable person*'. Below this are input fields for 'First Name*', 'Last Name*', 'ID Type*' (set to 'National ID'), 'ID Number*' (set to '01010101'), and 'Date*' (set to '13/04/2023'). At the bottom, there are 'Previous Step', 'Submit', and 'Save' buttons.

Note: 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.



The screenshot shows the 'Confirmation of New Excise Registration' page. The header is identical to the previous screenshot. The main content area features a white box with the title 'Confirmation of New Excise Registration.' followed by 'Thanks for New Excise Registration' and 'Confirmation email has been sent to your email and portal correspondence inbox'. Below this, it displays 'Reference Number: 530000006850' and 'Date: 13/04/2023'. A red button labeled 'DOWNLOAD THE NEW EXCISE REGISTRATION CONFIRMATION' is at the bottom of the box.

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.

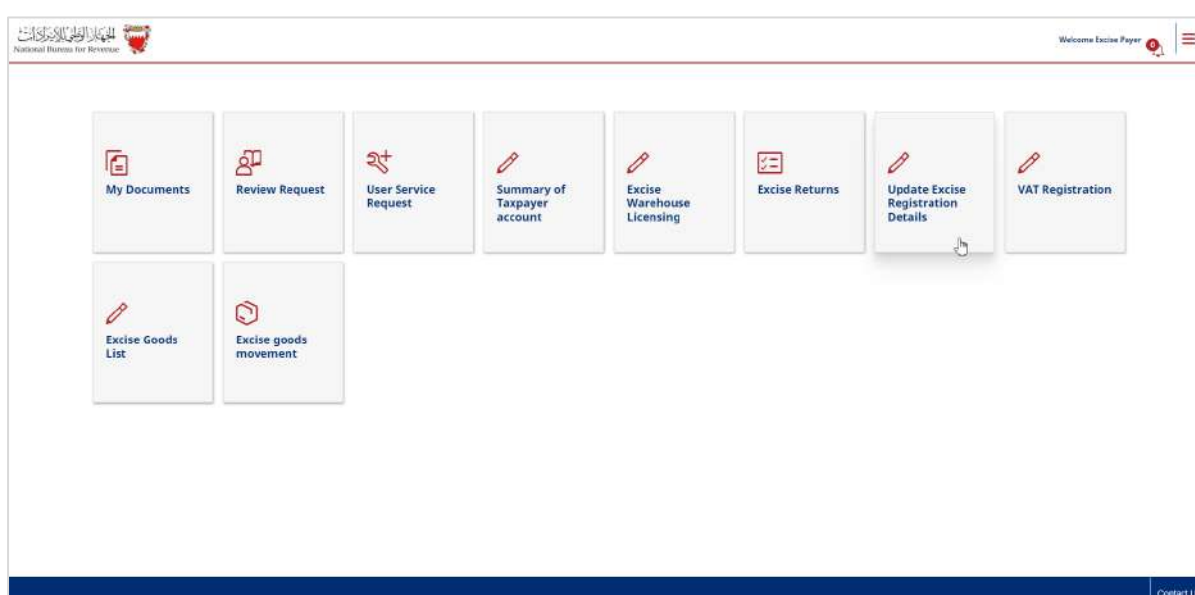
Note: The applicant can modify the application and resubmit within 30 calendar days from the date of rejecting the application for further amendments. Otherwise, the system will auto cancel the application due to failure to submit it on time and therefore, the applicant should submit another registration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

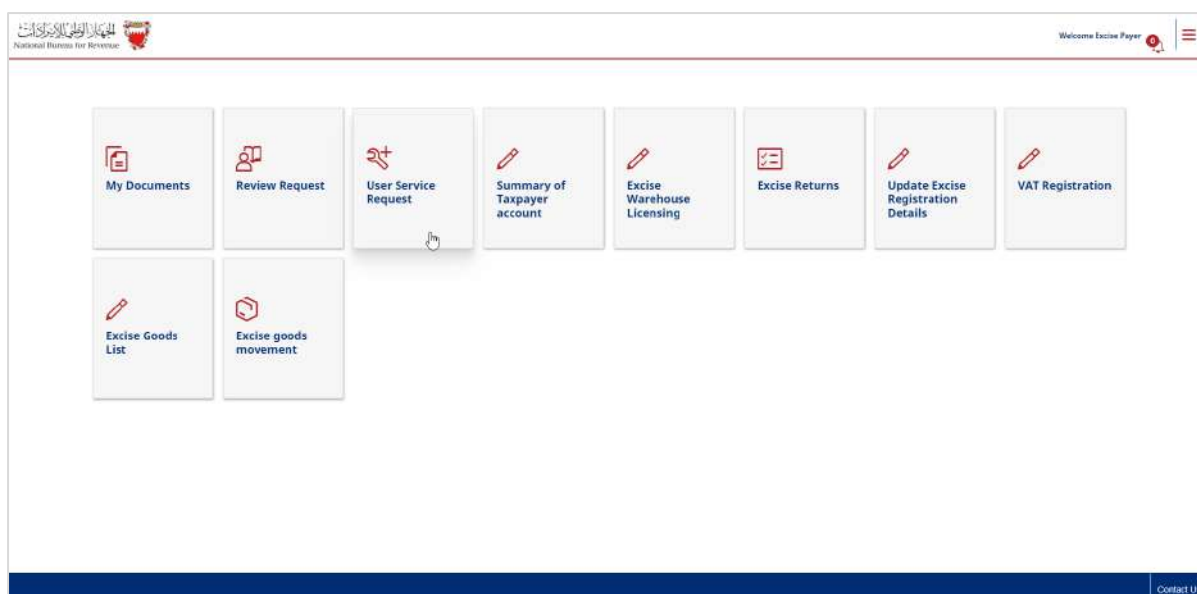
Excise registrant can deregister from Excise at any time by submitting a request on the NBR portal. To proceed with the deregistration application, excise payer must ensure the following is completed:

- 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.

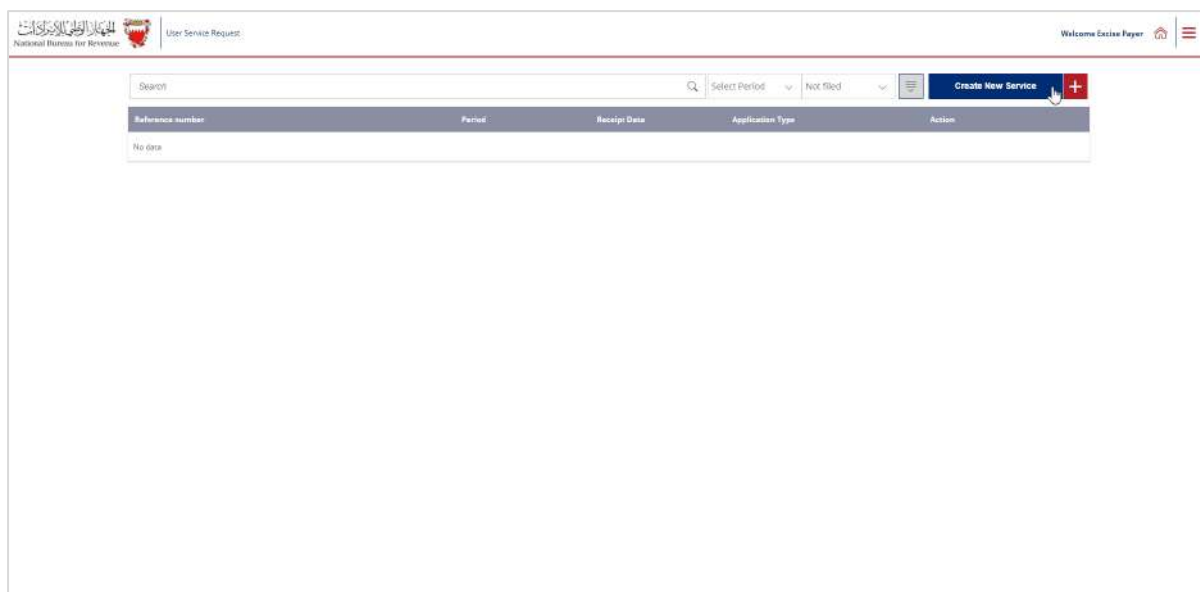
Note: NBR has the right to deregister the excise payer in case any of the activities registered has not been performed for a period of one year from the registration date.

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

1. Clicking on the “User Service Request” tile.

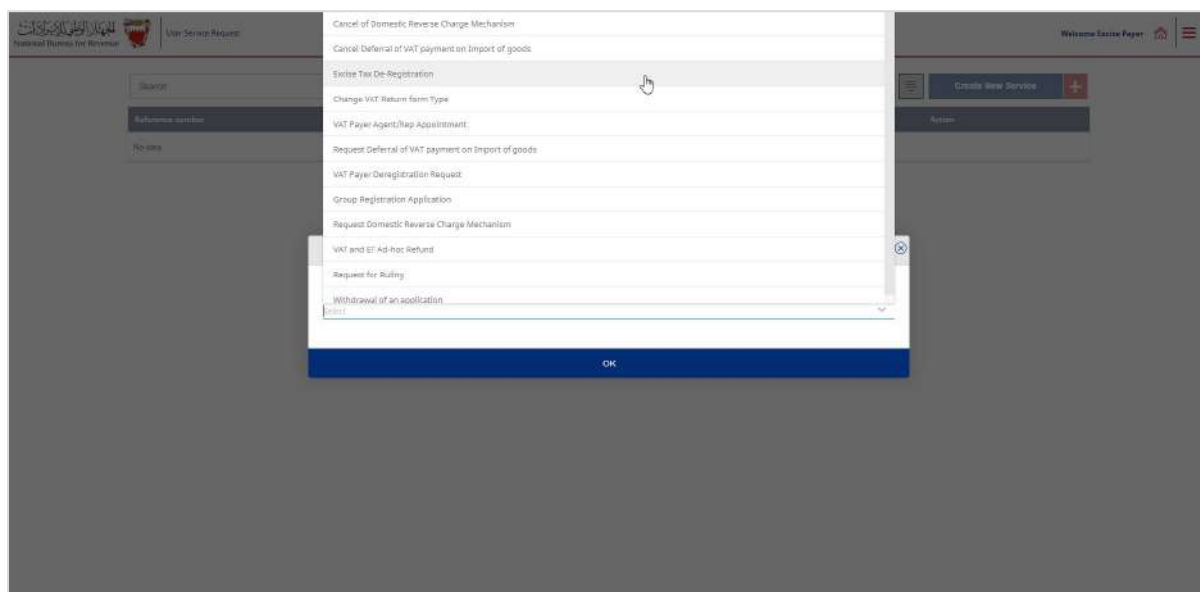


2. Click on the “create new service” button.



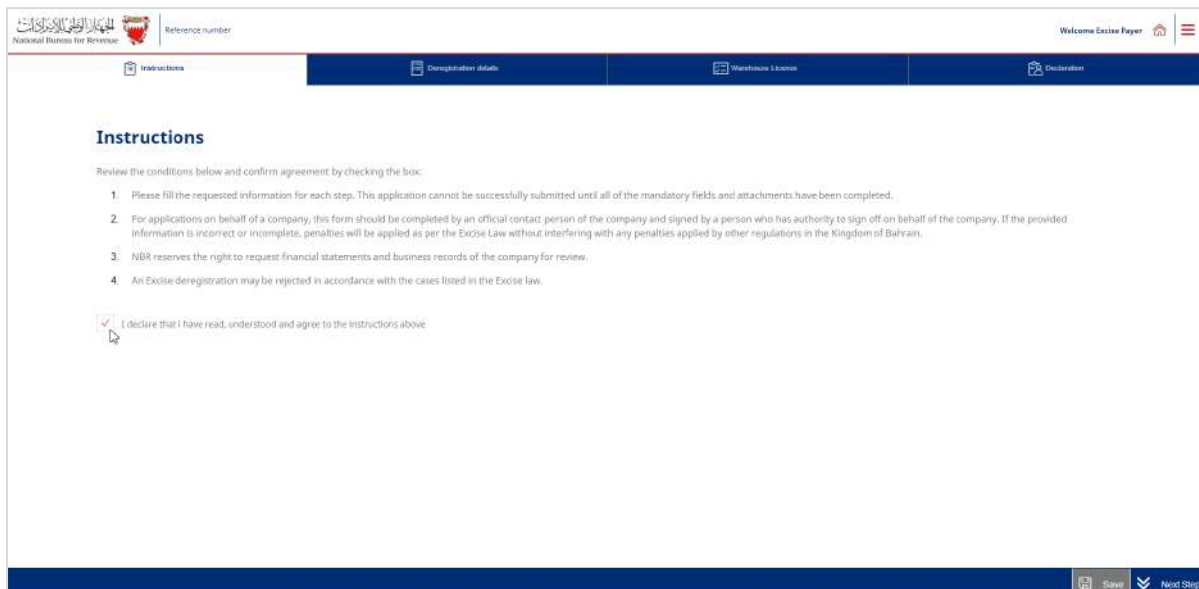
The screenshot shows the 'Excise Payer' portal interface. At the top, there is a header with the National Bureau for Revenue logo and a 'User Service Request' link. Below the header, there is a search bar and a 'Select Period' dropdown menu. A table with columns 'Reference number', 'Period', 'Receipts Data', 'Application Type', and 'Action' is displayed, showing 'No data'. A 'Create New Service' button with a red plus icon is visible on the right side of the table.

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



The screenshot shows the 'Excise Payer' portal interface with a dropdown menu open. The dropdown menu lists various services, and 'Excise Tax De-Registration' is highlighted. The list includes: Cancel of Domestic Reverse Charge Mechanism, Cancel Deferral of VAT payment on Import of goods, Excise Tax De-Registration, Change VAT Return form Type, VAT Payer Agent/Rep. Appointment, Request Deferral of VAT payment on Import of goods, VAT Payer De-registration Request, Group Registration Application, Request Domestic Reverse Charge Mechanism, VAT and ET Ad-hoc Refund, Request for Ruling, and Withdrawal of an application. An 'OK' button is visible at the bottom of the dropdown menu.

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.



The screenshot shows the 'Instructions' page of the Excise Registration portal. The header includes the National Bureau for Revenue logo, a reference number field, and a 'Welcome Excise Payer' message. The main navigation bar has four tabs: 'Instructions' (active), 'Deregistration details', 'Warehouse License', and 'Declaration'. The 'Instructions' section contains a list of four points regarding the application process and a declaration checkbox. At the bottom right, there are 'Save' and 'Next Step' buttons.

Instructions

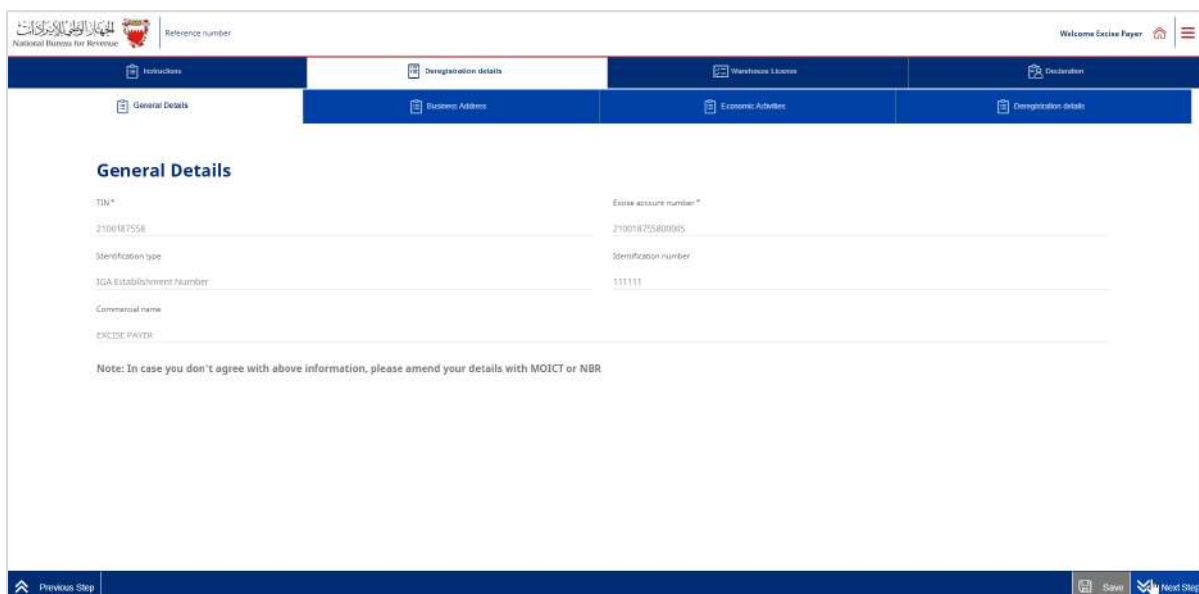
Review the conditions below and confirm agreement by checking the box:

1. Please fill the requested information for each step. This application cannot be successfully submitted until all of the mandatory fields and attachments have been completed.
2. For applications on behalf of a company, this form should be completed by an official contact person of the company and signed by a person who has authority to sign off on behalf of the company. If the provided information is incorrect or incomplete, penalties will be applied as per the Excise Law without interfering with any penalties applied by other regulations in the Kingdom of Bahrain.
3. NBR reserves the right to request financial statements and business records of the company for review.
4. An Excise deregistration may be rejected in accordance with the cases listed in the Excise law.

☒ I declare that I have read, understood and agree to the instructions above.

Save Next Step

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



The screenshot shows the 'Deregistration details' page of the Excise Registration portal. The header is identical to the previous page. The main navigation bar has four tabs: 'Instructions', 'Deregistration details' (active), 'Warehouse License', and 'Declaration'. The 'Deregistration details' section contains a 'General Details' sub-section with a form for entering registration information. At the bottom left, there is a 'Previous Step' button, and at the bottom right, there are 'Save' and 'Next Step' buttons.

General Details

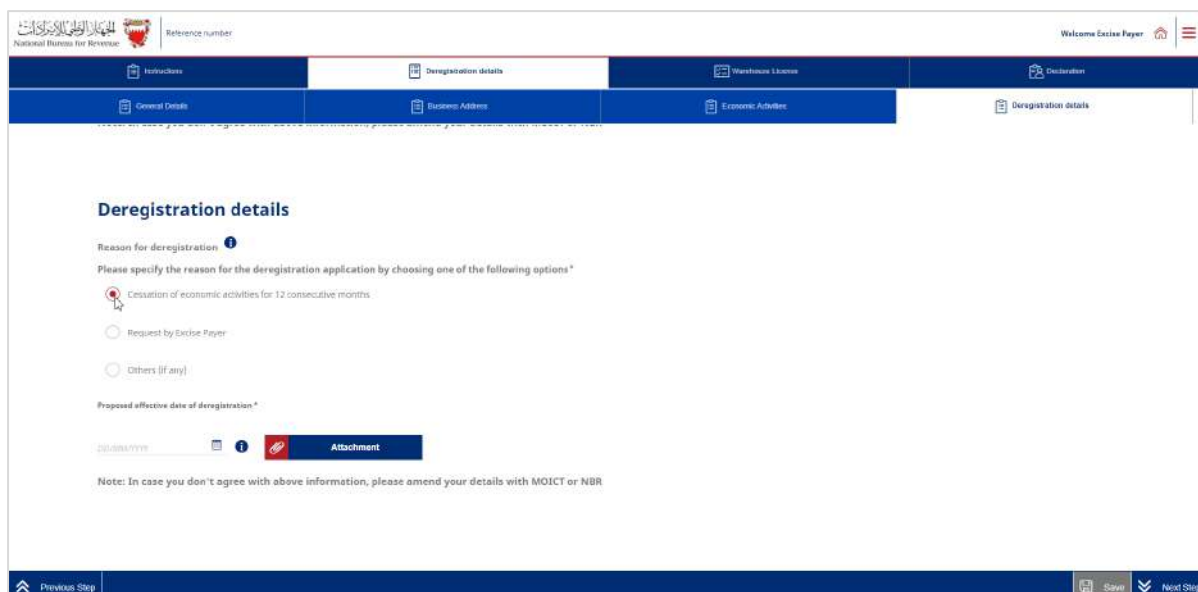
TIN*	Excise account number*
2100187558	210018755800005
Identification type	Identification number
BGA Establishment Number	111111
Commercial name	
EXCISE PAYER	

Note: In case you don't agree with above information, please amend your details with MOICT or NBR

Previous Step Save Next Step

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.

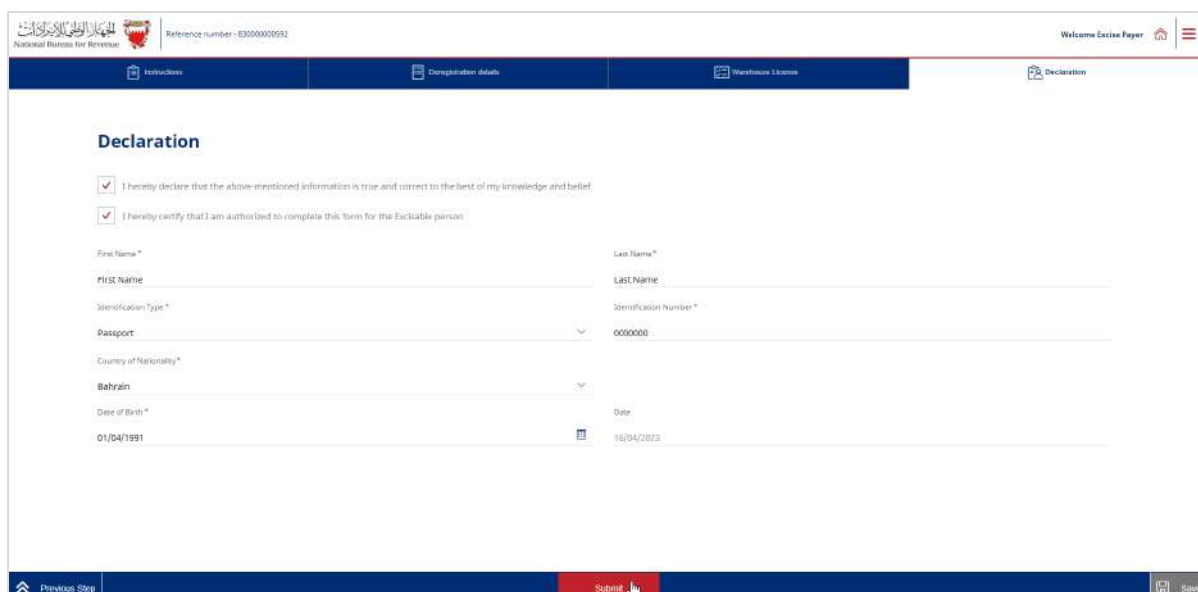
The selected “proposed effective date of deregistration” should not be a date in a previous filing period, for example if an application is submitted in March the selected date cannot be in the month of February.



The screenshot shows the 'Deregistration details' form. At the top, there is a header with the National Bureau for Revenue logo, a reference number, and a 'Welcome Excise Payer' message. Below the header is a navigation bar with tabs for 'Instructions', 'Deregistration details' (active), 'Warehouse License', and 'Declaration'. Under 'Deregistration details', there are sub-tabs for 'General Details', 'Economic Address', 'Economic Activities', and 'Deregistration details' (active).

The main content area is titled 'Deregistration details'. It includes a section for 'Reason for deregistration' with a dropdown menu showing 'Cessation of economic activities for 12 consecutive months' selected. Below this are radio buttons for 'Request by Excise Payer' and 'Others (if any)'. There is a field for 'Proposed effective date of deregistration' with a calendar icon and an 'Attachment' button. A note at the bottom states: 'Note: In case you don't agree with above information, please amend your details with MOICT or NBR'. At the bottom of the form, there are buttons for 'Previous Step', 'Save', and 'Next Step'.

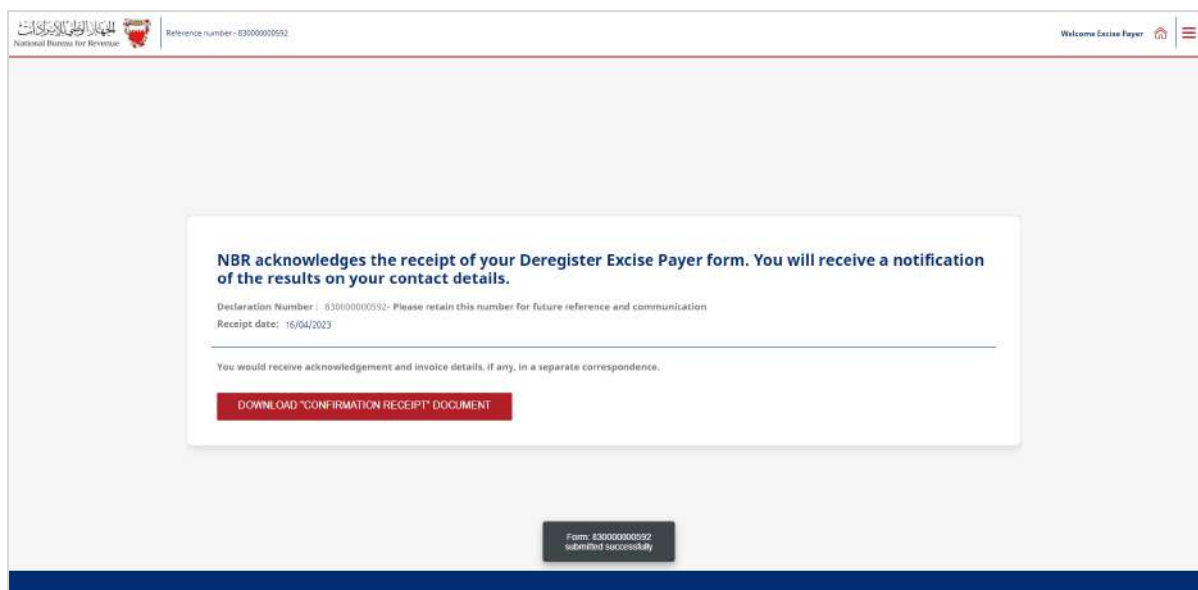
The application should be saved on an ongoing basis. Once completed, the applicant will be able to submit the application.



The screenshot shows the 'Declaration' form. At the top, there is a header with the National Bureau for Revenue logo, a reference number, and a 'Welcome Excise Payer' message. Below the header is a navigation bar with tabs for 'Instructions', 'Deregistration details', 'Warehouse License', and 'Declaration' (active).

The main content area is titled 'Declaration'. It includes two checkboxes: 'I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief' and 'I hereby certify that I am authorized to complete this form for the Excisable person'. Below these are fields for 'First Name', 'Last Name', 'First Name', 'Last Name', 'Identification type', 'Identification number', 'Passport', 'Country of Nationality', 'Date of Birth', and 'Date'. At the bottom of the form, there are buttons for 'Previous Step', 'Submit', and '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.



The screenshot shows the NBR website interface. At the top, there is a header with the NBR logo and name on the left, a reference number 'Reference number: 630000000592' in the center, and a 'Welcome Excise Payer' message with a home icon on the right. The main content area features a white box with the following text: 'NBR acknowledges the receipt of your Deregister Excise Payer form. You will receive a notification of the results on your contact details.' Below this, it states 'Declaration Number : 630000000592- Please retain this number for future reference and communication' and 'Receipt date: 16/04/2023'. A red button labeled 'DOWNLOAD "CONFIRMATION RECEIPT" DOCUMENT' is present. At the bottom of the page, a dark blue bar contains a small grey box with the text 'Form: 630000000592 submitted successfully'.

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.

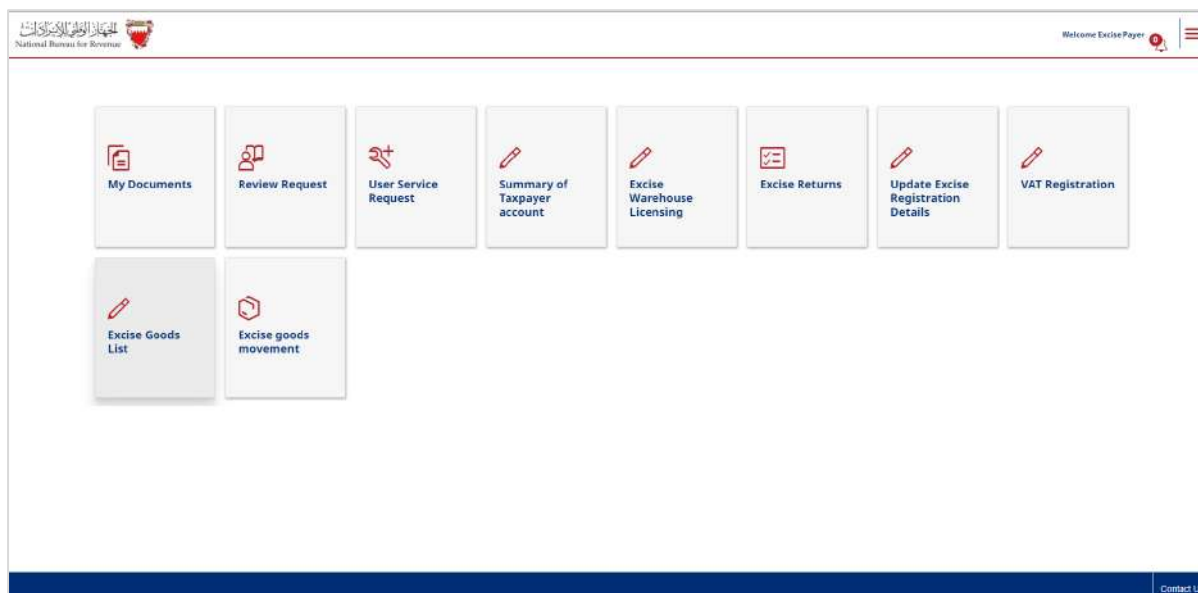
- **Price/product details update:** Amendment of the existing product details including or exclusively the base price of Excise products.

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

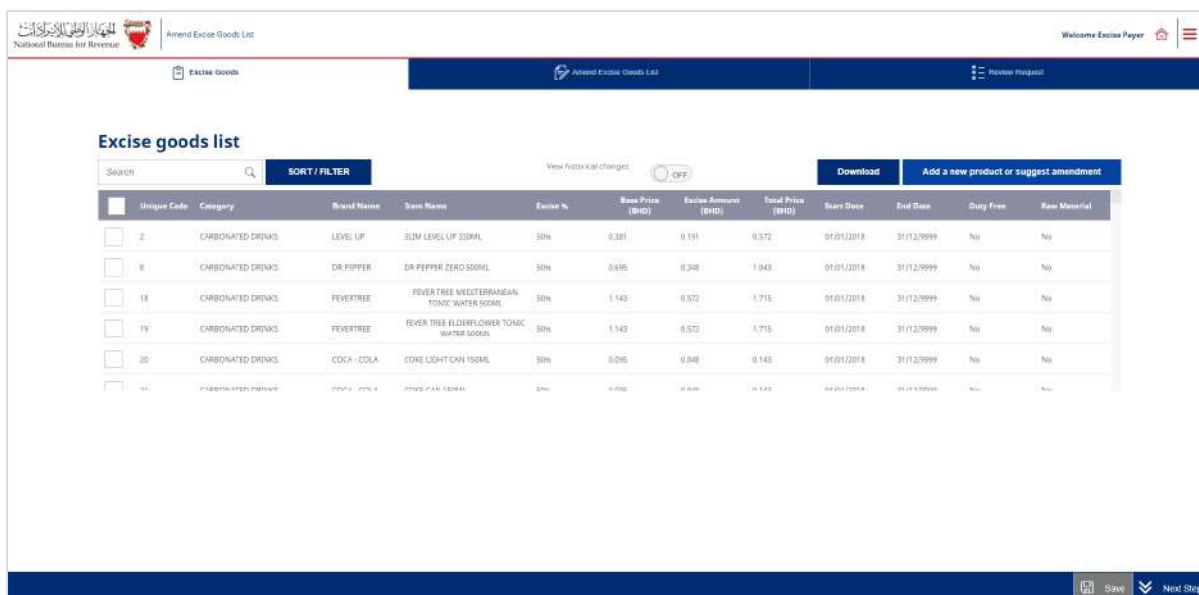
3.1. New Product Registration

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.



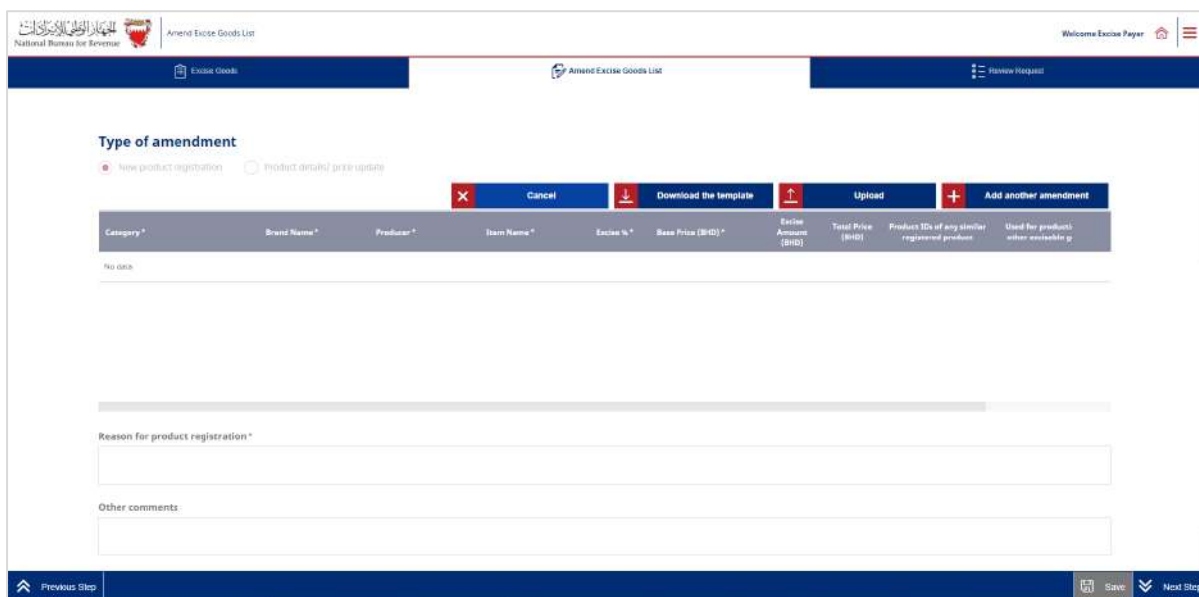
2. The applicant will be redirected to the following screen where they will be required to click on “Add a new product or suggest amendment” button.



The screenshot shows the 'Amend Excise Goods List' portal. At the top, there's a navigation bar with 'Excise Goods' and 'Amend Excise Goods List' tabs. Below the navigation bar, there's a search bar and a 'SORT / FILTER' button. A table titled 'Excise goods list' displays various products with columns: Unique Code, Category, Brand Name, Item Name, Excise %, Base Price (BHD), Excise Amount (BHD), Total Price (BHD), Start Date, End Date, Duty Free, and Raw Material. The table lists several carbonated drinks and a flavored water product.

Unique Code	Category	Brand Name	Item Name	Excise %	Base Price (BHD)	Excise Amount (BHD)	Total Price (BHD)	Start Date	End Date	Duty Free	Raw Material
2	CARBONATED DRINKS	LEVEL UP	SLIM LEVEL UP 330ML	50%	0.381	0.191	0.572	01/01/2018	31/12/9999	No	No
8	CARBONATED DRINKS	DR PEPPER	DR PEPPER ZERO 330ML	50%	0.455	0.348	0.843	01/01/2018	31/12/9999	No	No
18	CARBONATED DRINKS	FEVERTREE	FEVERTREE MEDITERRANEAN TONIC WATER 500ML	50%	1.543	0.572	1.715	01/01/2018	31/12/9999	No	No
19	CARBONATED DRINKS	FEVERTREE	FEVERTREE ELDERFLOWER TONIC WATER 500ML	50%	1.543	0.572	1.715	01/01/2018	31/12/9999	No	No
20	CARBONATED DRINKS	CDCA - COLA	CDCA LIGHT CAN 150ML	50%	0.095	0.048	0.143	01/01/2018	31/12/9999	No	No
40	FLAVORED WATER	PPPL - PPPL 8	PPPL FLAV. WATER	0%	0.000	0.000	0.000	01/01/2018	31/12/9999	No	No

3. The applicant is required to select “New product registration”.



The screenshot shows the 'Amend Excise Goods List' portal. At the top, there's a navigation bar with 'Excise Goods' and 'Amend Excise Goods List' tabs. Below the navigation bar, there's a 'Type of amendment' section with two radio buttons: 'New product registration' (selected) and 'Product details/price update'. Below this, there's a table with columns: Category, Brand Name, Product, Item Name, Excise %, Base Price (BHD), Excise Amount (BHD), Total Price (BHD), Product IDs of any similar registered products, and Used for products when available. The table is currently empty. Below the table, there's a 'Reason for product registration' field and an 'Other comments' field. At the bottom, there's a 'Previous Step' button and a 'Next Step' button.

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.



National Bureau for Revenue

Amend Excise Goods List - 40000001367

Welcome Excise Payer

Excise Goods

Amend Excise Goods List

Carbimazole Tablets

Penicillins

Paracetamol

PERITAMAL ROSE LX

HP

0.350

0.160

0.540

170

✓

Comments

Edit

Reason for product registration*

Add a new product

Other comments

Add the vitamin product to the warehouse

☒ I acknowledge that the information provided is correct and accurate.*

Previous Step

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.



HM Revenue & Customs

National Business for Revenue

Welcome Excise Payer

Acknowledge the receipt of the excise goods list amendment request

Reference Number : 400000001587
Date : 13/04/2023

[DOWNLOAD THE ACKNOWLEDGEMENT LETTER](#)

Form 400000001587
submitted successfully

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

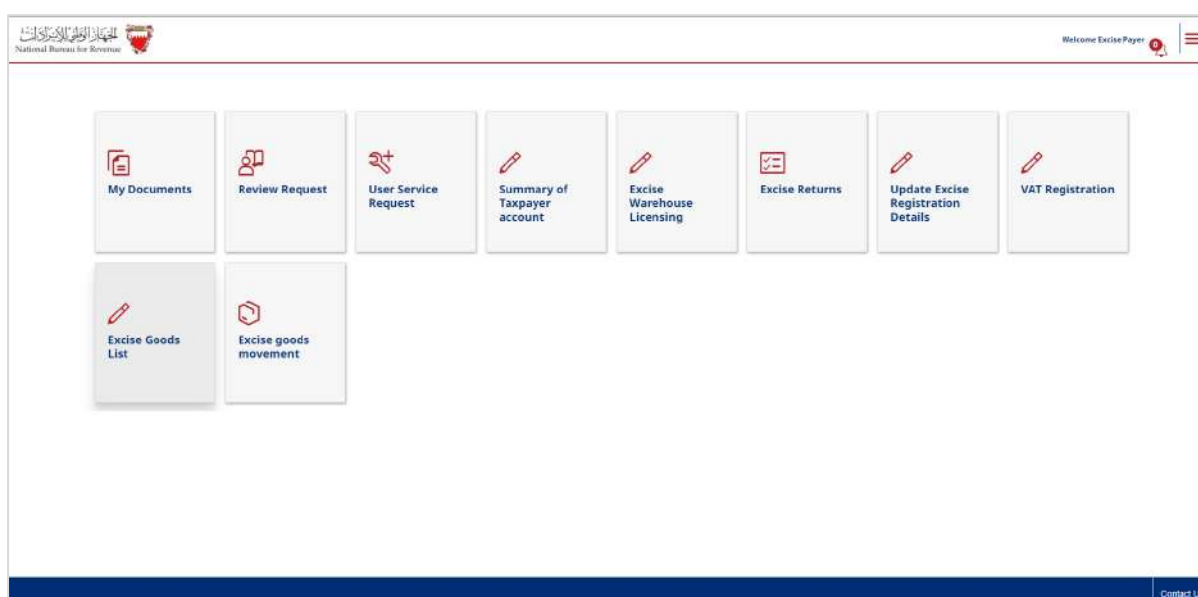
In case the new product registration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

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.

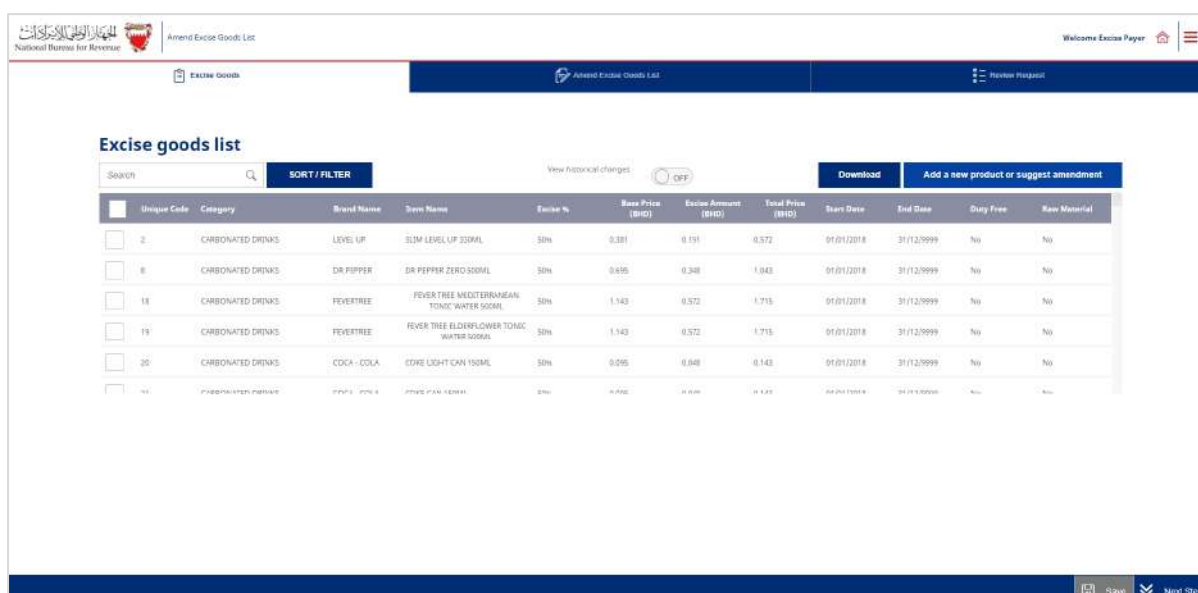
3.2. Price/Product Details Update

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

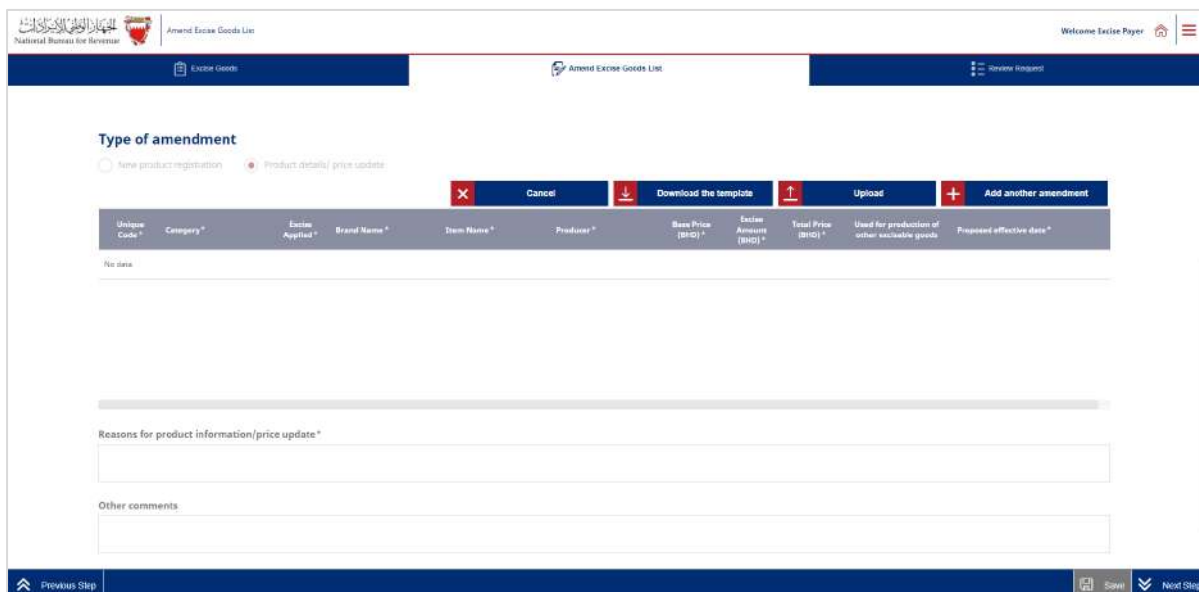
1. Clicking on the “Excise Goods List” tile.



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.



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



Type of amendment

☐ New product registration
 ☒ Product details/ price update

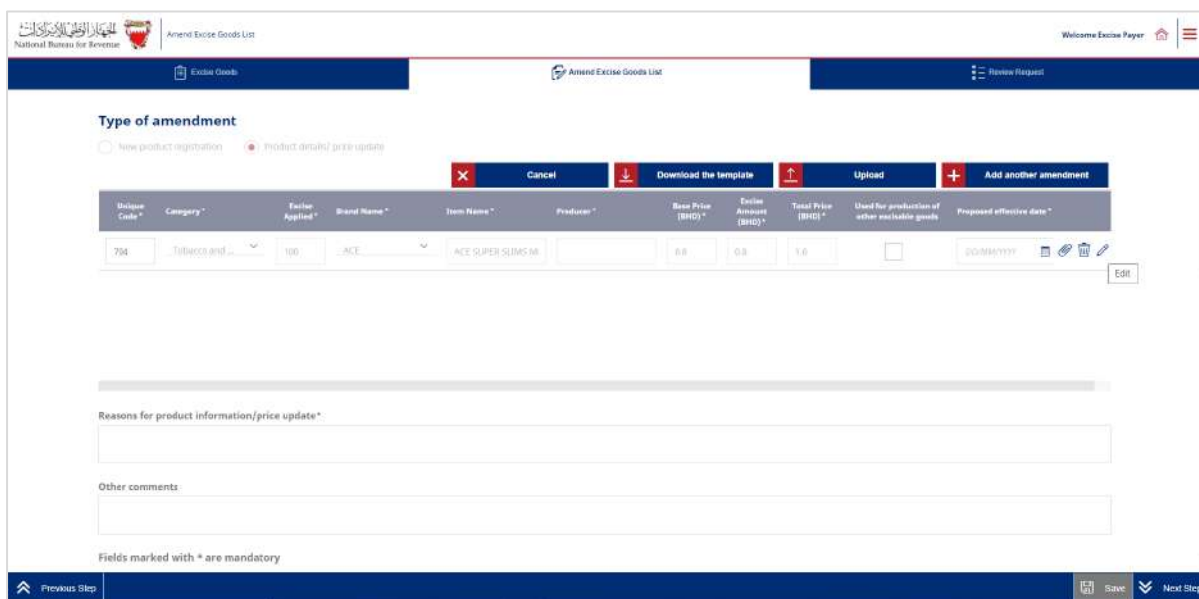
Unique Code *	Category *	Excise Applied *	Brand Name *	Item Name *	Producer *	Base Price (BHD) *	Excise Amount (BHD) *	Total Price (BHD) *	Used for production of other excisable goods	Proposed effective date *
No data										

Reasons for product information/price update *

Other comments

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.



Type of amendment

☐ New product registration
 ☒ Product details/ price update

Unique Code *	Category *	Excise Applied *	Brand Name *	Item Name *	Producer *	Base Price (BHD) *	Excise Amount (BHD) *	Total Price (BHD) *	Used for production of other excisable goods	Proposed effective date *
794	Tobacco and ...	100	ACE	ACE SUPER SLIMS SM	ACE	0.8	0.8	1.6	☐	30/04/2022

Reasons for product information/price update *

Other comments

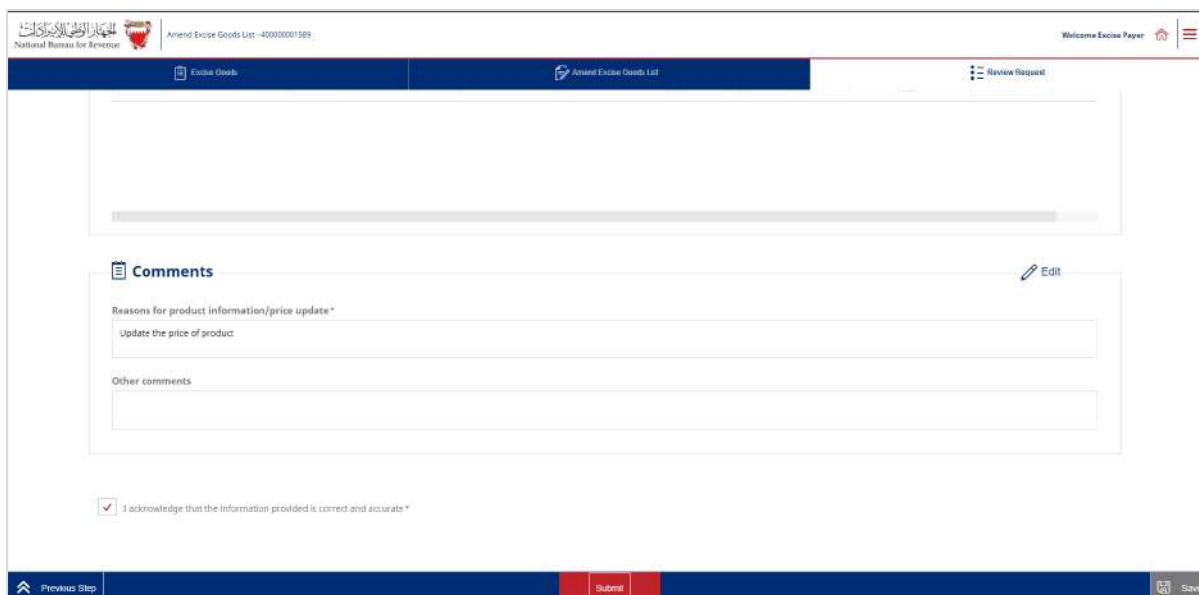
Fields marked with * are mandatory

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

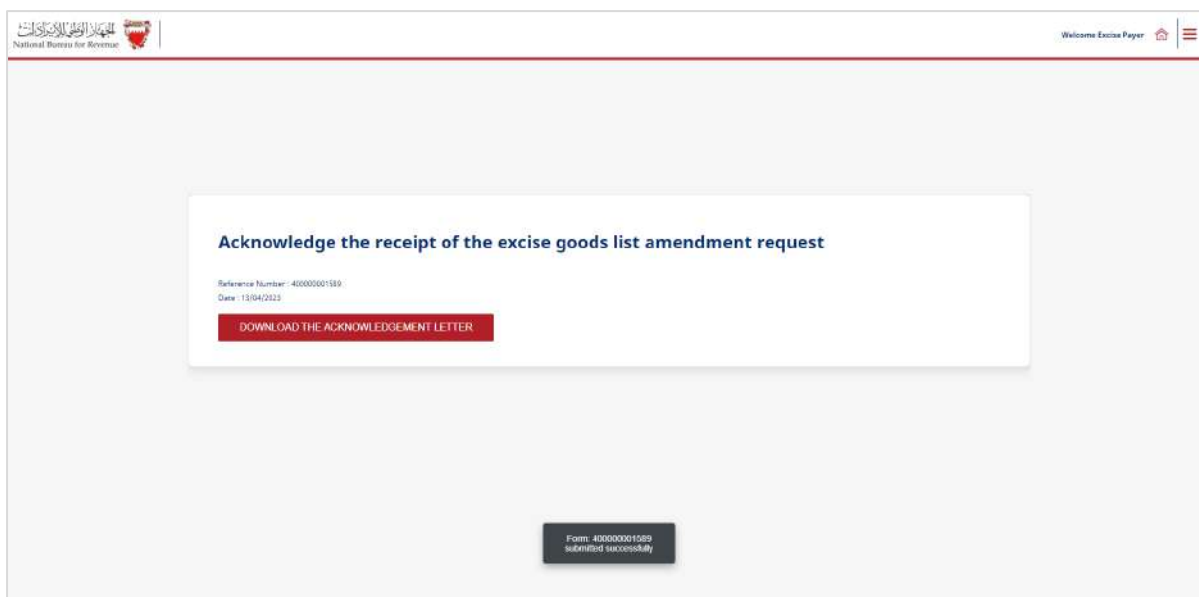
- Brand
- Producer
- Item name
- Base price
- Proposed date of update

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.



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.



The screenshot shows the NBR portal interface. At the top, there is a header with the NBR logo and the text 'National Bureau for Revenue'. On the right, it says 'Welcome Excise Payer' with a home icon and a menu icon. The main content area features a white box with the title 'Acknowledge the receipt of the excise goods list amendment request'. Below the title, it displays 'Reference Number: 40000001589' and 'Date: 13/04/2023'. A red button labeled 'DOWNLOAD THE ACKNOWLEDGEMENT LETTER' is positioned below the reference number. At the bottom center of the page, a dark grey box contains the text 'Form: 40000001069 submitted successfully'.

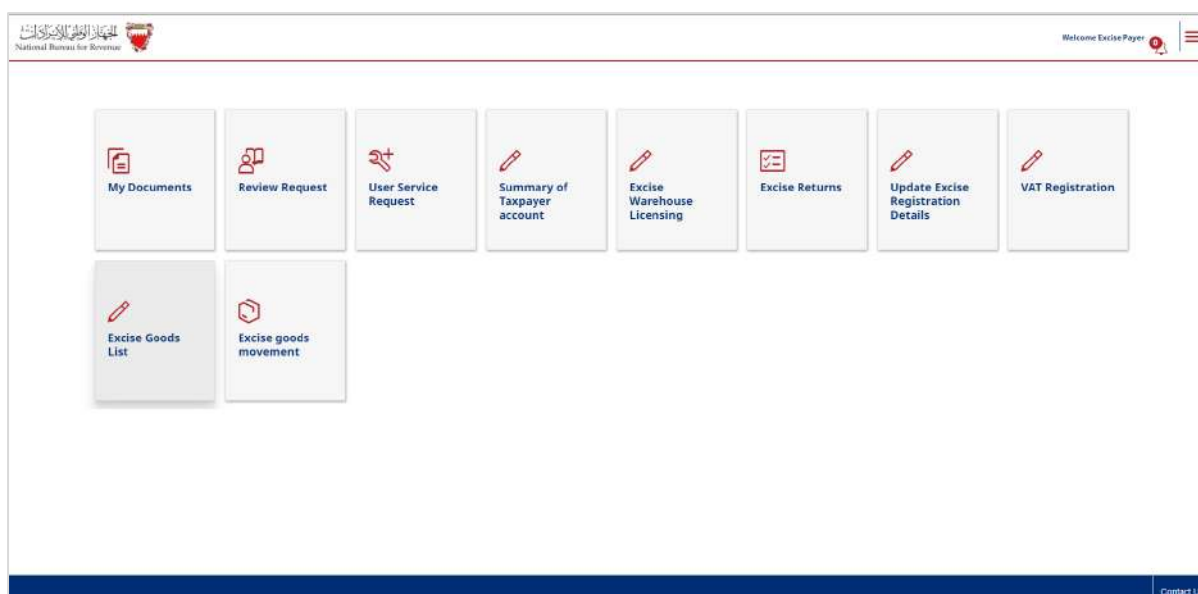
NBR shall process the Price/Product Detail Update application within seven working days from the date of its submission and shall notify the applicant of its decision to approve or reject the application.

In case the Price/Product Detail Update 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 Price/Product Detail Update application.

3.3. Access and viewing of Excise goods list

The latest Excise goods list can be accessed on NBR [website](#) 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.



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:

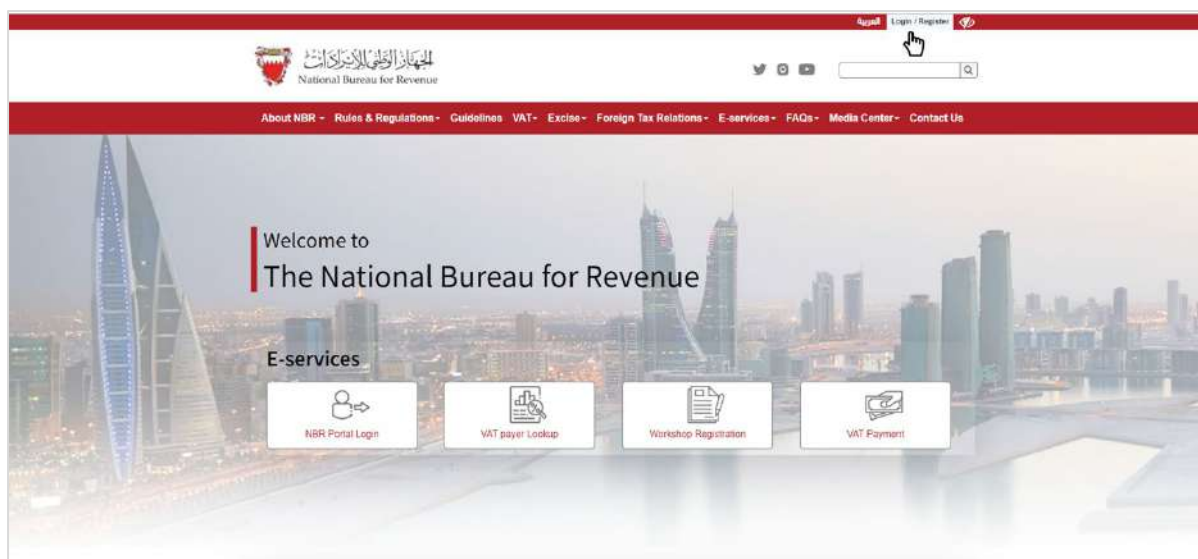
- The entity owning the establishment to be licensed must be registered for Excise

- 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.

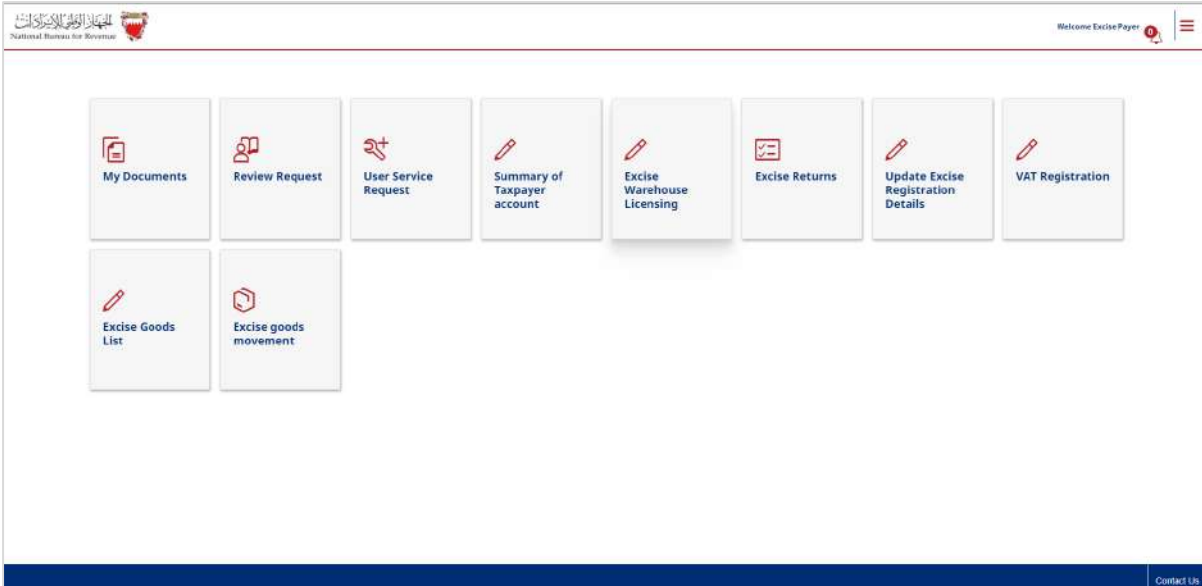
4.1. Applying for a new Excise warehouse license

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:
<https://www.nbr.gov.bh/>

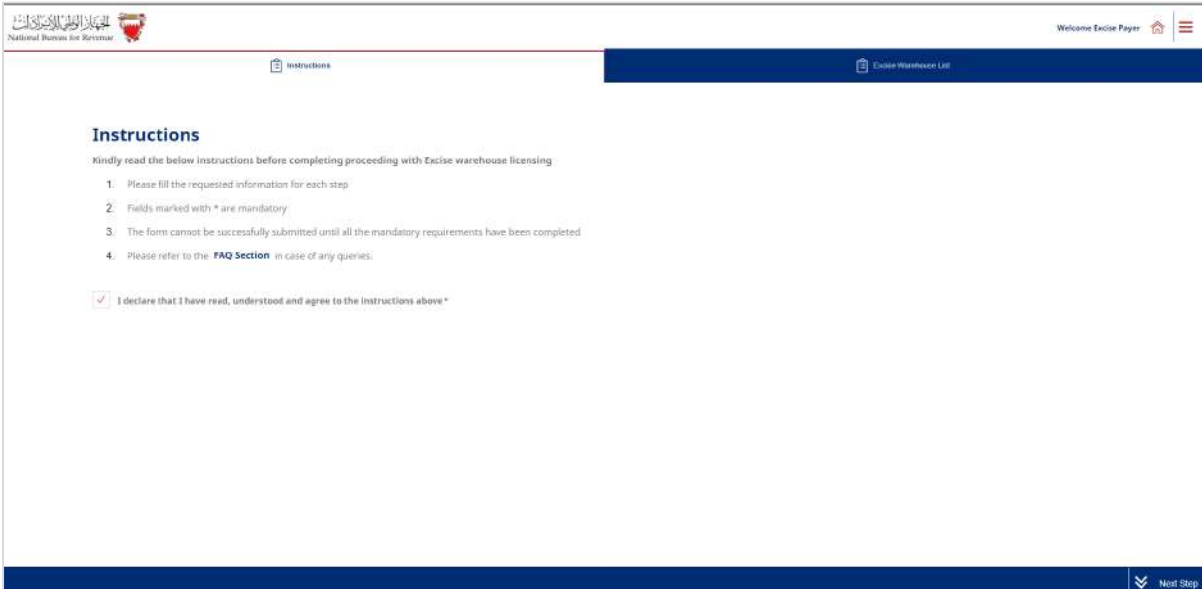


2. Upon logging in, please click on the “Excise warehouse licensing” tile to initiate the application.



The screenshot shows the 'Welcome Excise Payer' dashboard. It features a grid of service tiles with icons and labels: 'My Documents', 'Review Request', 'User Service Request', 'Summary of Taxpayer account', 'Excise Warehouse Licensing', 'Excise Returns', 'Update Excise Registration Details', 'VAT Registration', 'Excise Goods List', and 'Excise goods movement'. A 'Contact Us' link is visible in the bottom right corner.

- 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.



The screenshot shows the 'Instructions' page for 'Excise Warehouse List'. It includes a list of instructions for completing the application, a declaration checkbox, and a 'Next Step' button.

Instructions

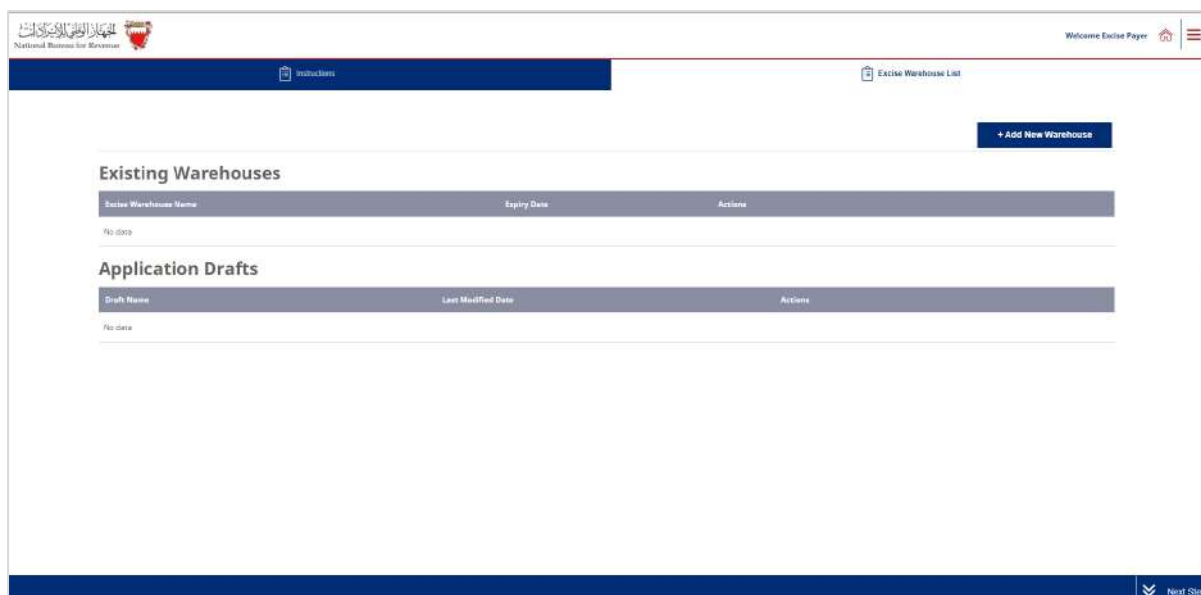
Kindly read the below instructions before completing proceeding with Excise warehouse licensing

- Please fill the requested information for each step
- Fields marked with * are mandatory
- The form cannot be successfully submitted until all the mandatory requirements have been completed
- Please refer to the **FAQ Section** in case of any queries

☒ I declare that I have read, understood and agree to the instructions above *

[Next Step](#)

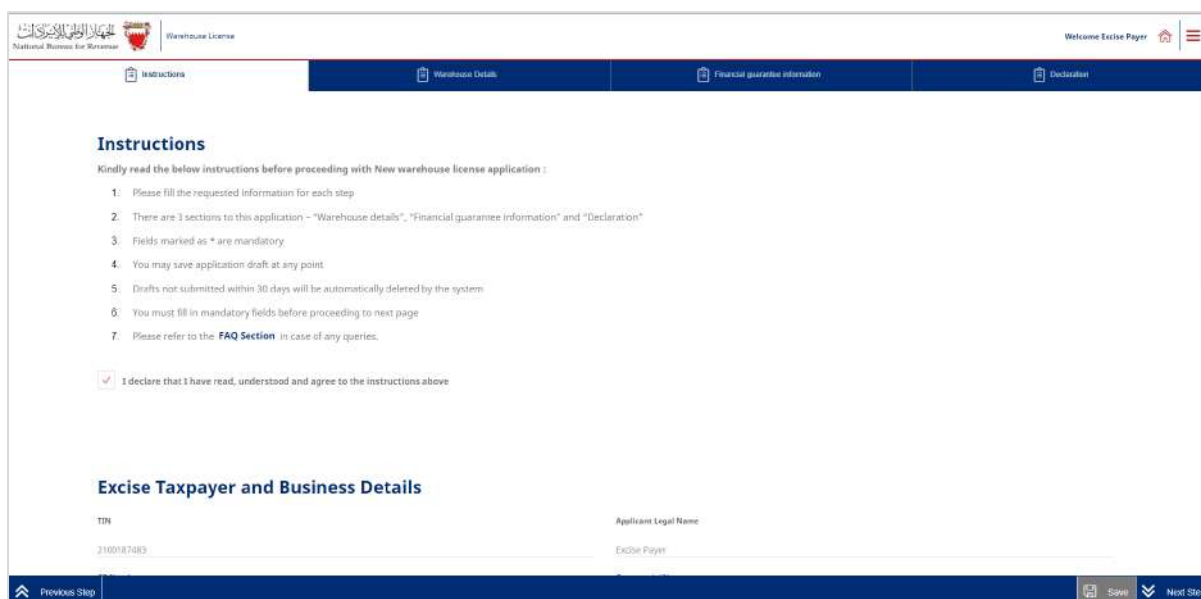
- The applicant must click on the “add new warehouse” button to proceed with the application.



The dashboard shows the 'Excise Warehouses' section with a '+ Add New Warehouse' button. It contains two tables: 'Existing Warehouses' and 'Application Drafts', both currently showing 'No data'.

Excise Warehouse Name	Expiry Date	Actions
No data		

Draft Name	Last Modified Date	Actions
No data		



The 'Instructions' page provides guidance for the warehouse license application process, including a checklist of steps and a declaration checkbox.

Instructions

Kindly read the below instructions before proceeding with New warehouse license application :

- 1: Please fill the requested information for each step
- 2: There are 3 sections to this application - "Warehouse details", "Financial guarantee information" and "Declaration"
- 3: Fields marked as * are mandatory
- 4: You may save application draft at any point
- 5: Drafts not submitted within 30 days will be automatically deleted by the system
- 6: You must fill in mandatory fields before proceeding to next page
- 7: Please refer to the **FAQ Section** in case of any queries.

☒ I declare that I have read, understood and agree to the instructions above

Excise Taxpayer and Business Details

TIN: 2100187483

Applicant Legal Name: _____

Excise Payer: _____

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.

Excise Taxpayer and Business Details

TIN 2100167483	Applicant Legal Name Excise Payer
CR Number 210016748300005	Commercial Name EXCISE PAYER
Excise Account Number 210016748300005	Industrial License Number
Personal ID Type OTHER IDENTIFICATION NUMBER	Contact Number 70200056
Personal ID Number 20301967100	Email Address EXCISEPAYER@GMAIL.COM
Excise goods categories to be stored in the warehouse Category *	Warehouse Purpose *

Previous Step Save Next Step

Warehouse application number - 36000000456

Tobacco and its derivatives Carbonated Drinks Energy Drinks

Storage of Excise Goods

Please Enter the Warehouse Address

Plot/Shop No.* 58	Building* Manama Complex
Road/Street* Barrett Street	Country* Bahrain
Block* 34	Proposed effective date of license registration* 14/04/2023
Town* Manama	

Proof of Warehouse Address * Attachment

(Please attach proof if address is manually filled)

☒ I confirm that the above information is correct and would like to proceed

Note: In case you don't agree with above information, please amend your excise registration details.
Fields marked with * are mandatory

Previous Step Save 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.

Warehouse application number - 36200004356

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Instructions

Fill in the following information for calculation of the financial guarantee

1. Download the excel template provided for declaring the product list.
2. Fill in all the information asked in excel template.
3. Upload the filled-in excel in the space provided.
4. You can save the application draft and access it later and continue with uploading the filled excel.
5. Drafts not submitted within 30 days will be automatically deleted by the system.
6. You must fill in mandatory fields before proceeding to next page.
7. Please refer to the [FAQ Section](#) in case of any queries.

[Excise product list Template New license.xls](#)

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.

Warehouse application number - 36200004356

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Excise Product Summary

To edit the product summary below, Please click reupload excise product excel

Product Category	Product code	Product Description	Units BSH (BHD)	Excise Rate (%)	Est. Quantity to be held in Excise warehouse	Est. Quantity to be consumed within one month	Est. Quantity to be held under Excise suspension in one month
01-Tobacco and its derivatives	31	AL FAKHER GRAPES WITH MINT PACKET 250GM (MSRP ON BOX)	2,000	100%	200000	10000	10000

Are you in need of financial assistance?

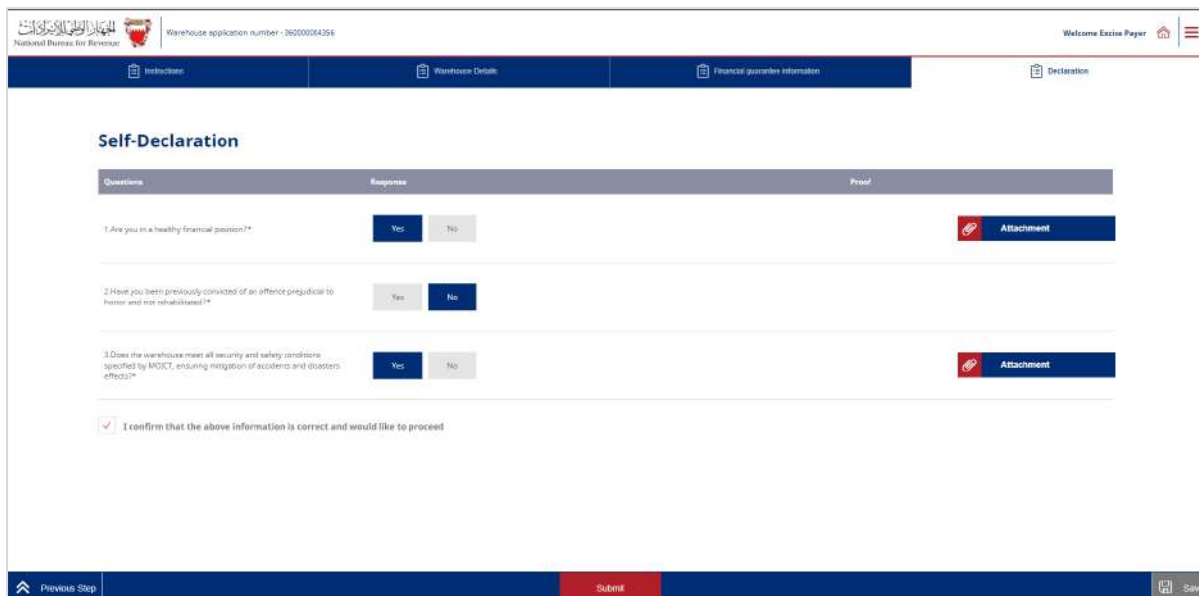
Please explain your need for financial assistance *

☐ I confirm that the above information is correct and would like to proceed

- **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.



Warehouse application number : 362000284356

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Self-Declaration

Questions	Response	Proof
1. Are you in a healthy financial position?*	☒ Yes ☐ No	Attachment
2. Have you been previously convicted of an offence prejudicial to honor and not rehabilitated?*	☐ Yes ☒ No	
3. Does the warehouse meet all security and safety conditions specified by MOCT, ensuring mitigation of accidents and disasters effects?*	☒ Yes ☐ No	Attachment

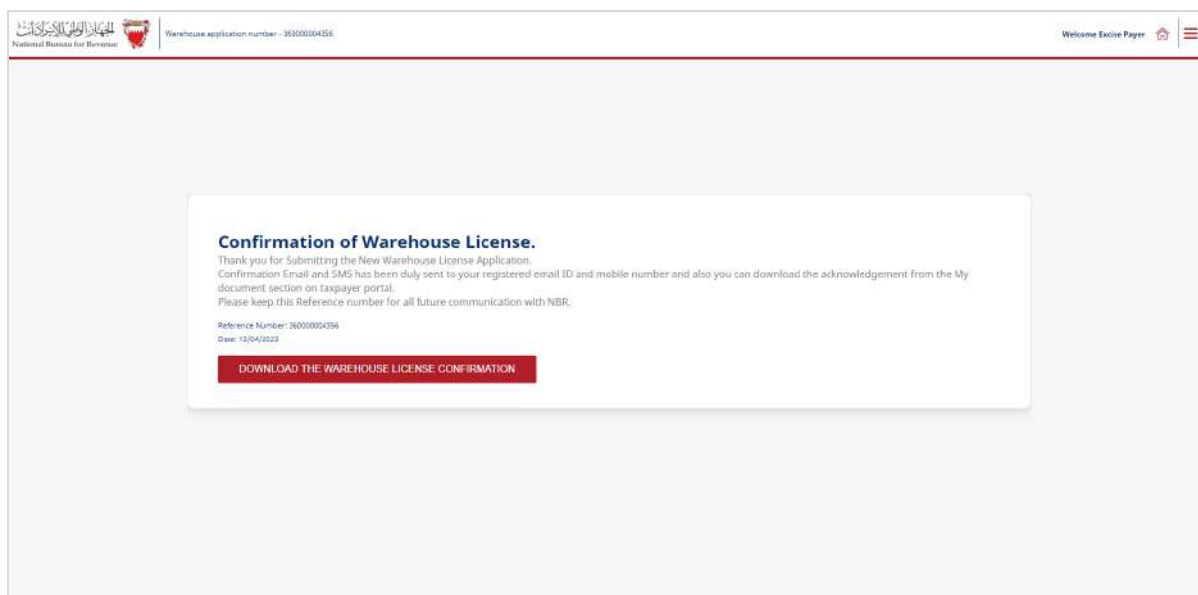
☒ I confirm that the above information is correct and would like to proceed

Previous Step Submit Save

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.



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.

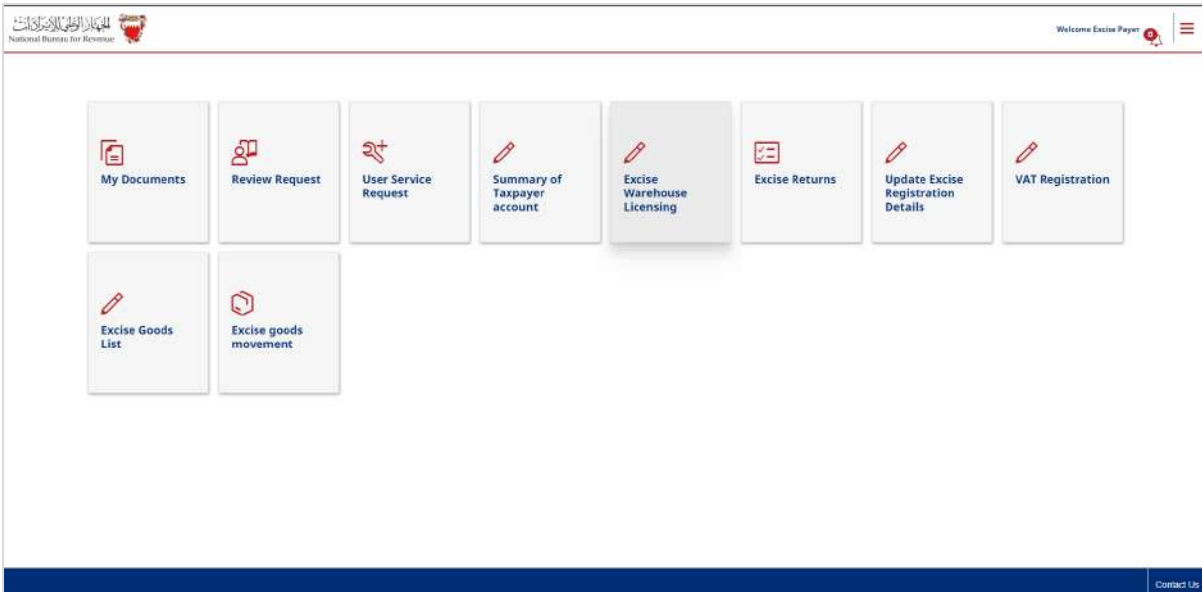
In case the new registration application has been rejected for additional required information, the applicant should review the comments, attach the required additional documents, and amend the entered data if the request requires that.

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

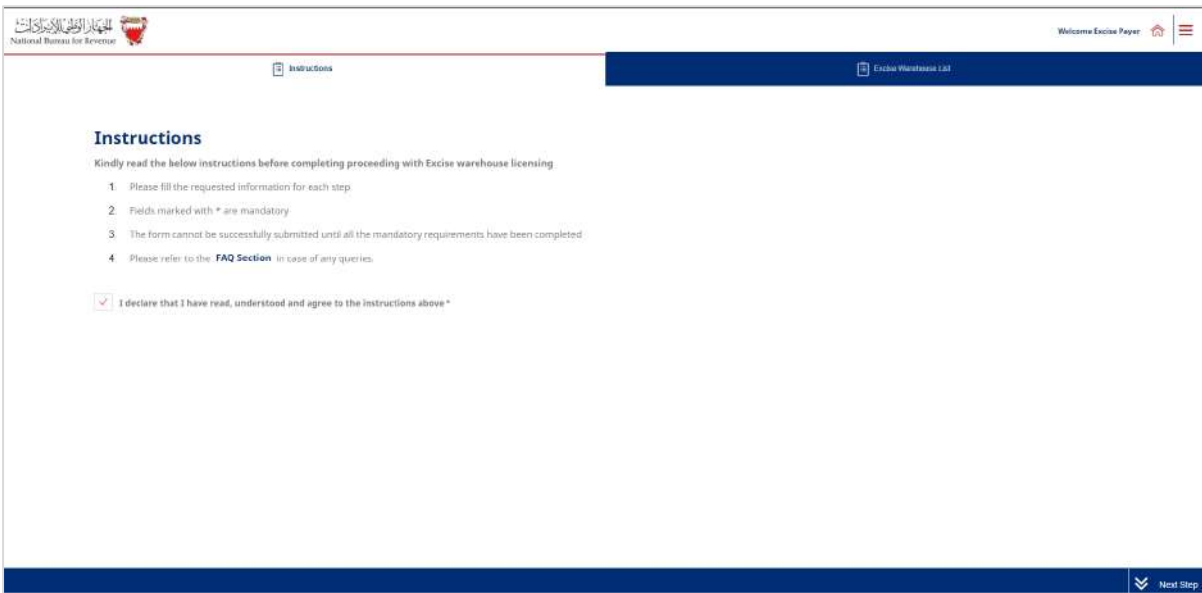
The renewal of license application can be initiated within a period of **90 days** before expiry of the current license, and Licensee can initiate renewal of application through the NBR portal by following the below steps:

1. Clicking on the “Excise warehouse licensing” tile.



The screenshot shows the 'Welcome Excise Payer' dashboard. It features a grid of icons for various services: My Documents, Review Request, User Service Request, Summary of Taxpayer account, Excise Warehouse Licensing (highlighted), Excise Returns, Update Excise Registration Details, VAT Registration, Excise Goods List, and Excise goods movement. A 'Contact Us' link is visible in the bottom right corner.

- 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.



The screenshot shows the 'Instructions' page for Excise Warehouse Licensing. It includes a list of instructions for the applicant to read before proceeding. A checkbox is present for the applicant to declare that they have read, understood, and agree to the instructions.

Instructions

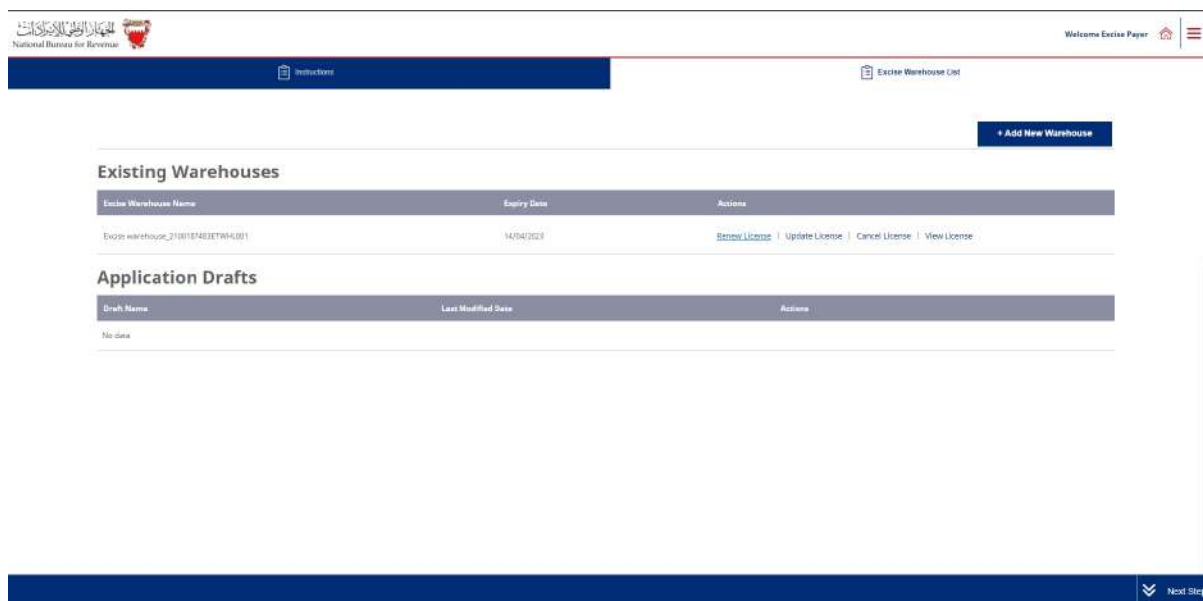
Kindly read the below instructions before completing proceeding with Excise warehouse licensing.

- Please fill the requested information for each step.
- Fields marked with * are mandatory.
- The form cannot be successfully submitted until all the mandatory requirements have been completed.
- Please refer to the **FAQ Section** in case of any queries.

☒ I declare that I have read, understood and agree to the instructions above *

[Next Step](#)

- 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.

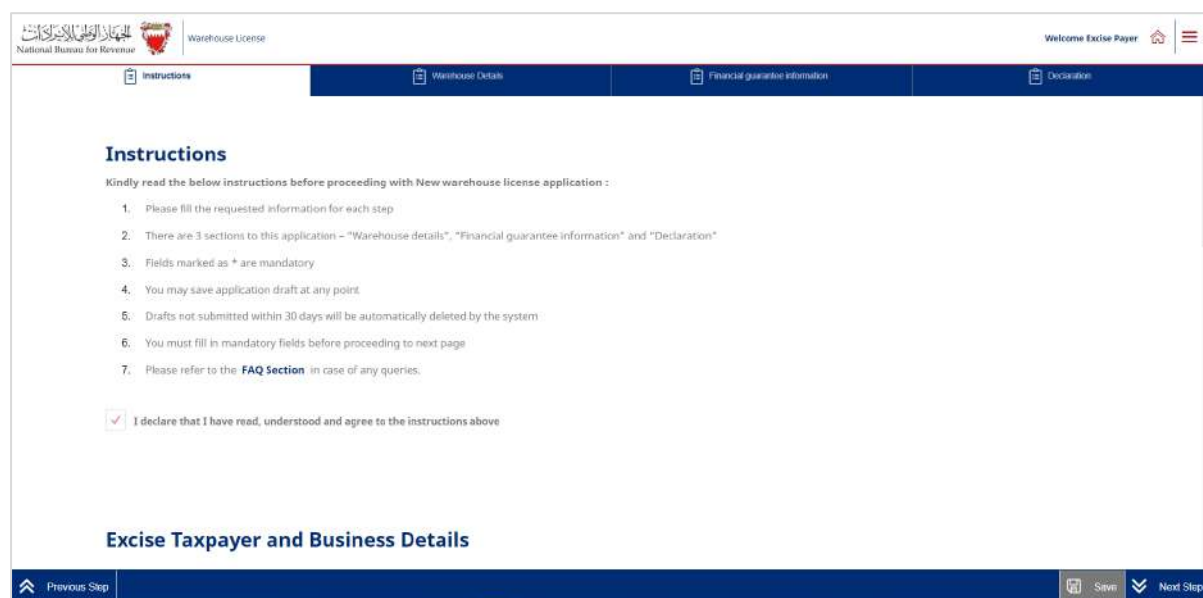


The screenshot shows the 'Excise Warehouse List' page. At the top, there is a header with the National Bureau for Revenue logo and a 'Welcome Excise Payer' message. Below the header, there is a navigation bar with 'Instructions' and 'Excise Warehouse List' tabs. A '+ Add New Warehouse' button is located in the top right corner. The main content area is divided into two sections: 'Existing Warehouses' and 'Application Drafts'. The 'Existing Warehouses' section contains a table with columns for 'Excise Warehouse Name', 'Expiry Date', and 'Actions'. One row is visible with the name 'Excise warehouse_2100107403ETWA4001' and an expiry date of '14/04/2023'. The 'Application Drafts' section contains a table with columns for 'Draft Name', 'Last Modified Date', and 'Actions', but it shows 'No data'.

Excise Warehouse Name	Expiry Date	Actions
Excise warehouse_2100107403ETWA4001	14/04/2023	Review License Update License Cancel License View License

Draft Name	Last Modified Date	Actions
No data		

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.



The screenshot shows the 'Warehouse License' page. At the top, there is a header with the National Bureau for Revenue logo and a 'Warehouse License' title. Below the header, there is a navigation bar with 'Instructions', 'Warehouse Details', 'Financial guarantee information', and 'Declaration' tabs. The main content area is titled 'Instructions' and contains a list of instructions for the applicant. At the bottom, there is a checkbox for the applicant to declare that they have read, understood, and agree to the instructions above. Below the instructions, there is a section titled 'Excise Taxpayer and Business Details'.

Instructions

Kindly read the below instructions before proceeding with New warehouse license application :

1. Please fill the requested information for each step
2. There are 3 sections to this application – "Warehouse details", "Financial guarantee information" and "Declaration"
3. Fields marked as * are mandatory
4. You may save application draft at any point
5. Drafts not submitted within 30 days will be automatically deleted by the system
6. You must fill in mandatory fields before proceeding to next page
7. Please refer to the **FAQ Section** in case of any queries.

☒ I declare that I have read, understood and agree to the instructions above

Excise Taxpayer and Business 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.

Warehouse License

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Excise Taxpayer and Business Details

TIN
2100187483

Applicant Legal Name
Excise Payer

CR Number
EXCISE PAYER

Commercial Name
EXCISE PAYER

Excise Account Number
210018748300005

Industrial License Number

Personal ID Type
OTHER IDENTIFICATION NUMBER

Contact Number
10203050

Personal ID Number
20305987100

Email Address
EXCISEPAYER@GMAIL.COM

Excise goods categories to be stored in the warehouse

Category * Warehouse Purpose *

Previous Step Save Next Step

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.

Warehouse License

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Excise goods categories to be stored in the warehouse

Category * Warehouse Purpose *

Tobacco and its derivatives

☒ Tobacco and its derivatives

☐ Carbonated Drinks

☐ Energy Drinks

Storage of Excise Goods

32

2

Road/Street *

Country *

Barrett Street

Bahrain

Block *

8

Town *

Date of Warehouse Registration

Manama

17/04/2023

License Start Date

License Expiry Date

17/04/2023

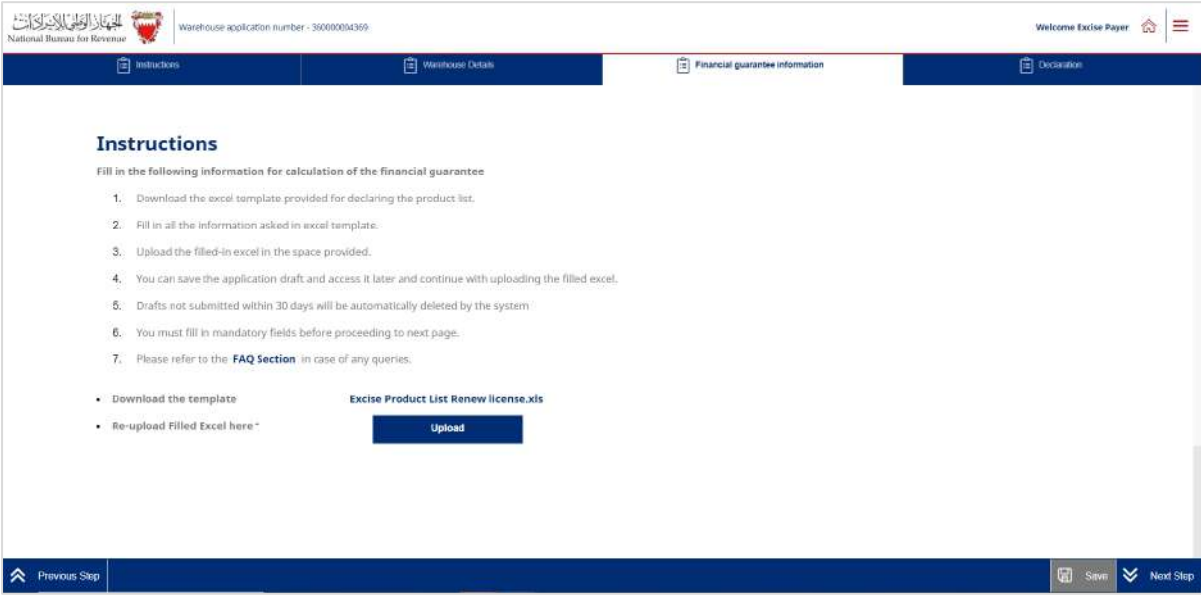
17/04/2023

Previous Step Save Next Step

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.



Warehouse application number - 36000004369

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Instructions

Fill in the following information for calculation of the financial guarantee

1. Download the excel template provided for declaring the product list.
2. Fill in all the information asked in excel template.
3. Upload the filled-in excel in the space provided.
4. You can save the application draft and access it later and continue with uploading the filled excel.
5. Drafts not submitted within 30 days will be automatically deleted by the system.
6. You must fill in mandatory fields before proceeding to next page.
7. Please refer to the [FAQ Section](#) in case of any queries.

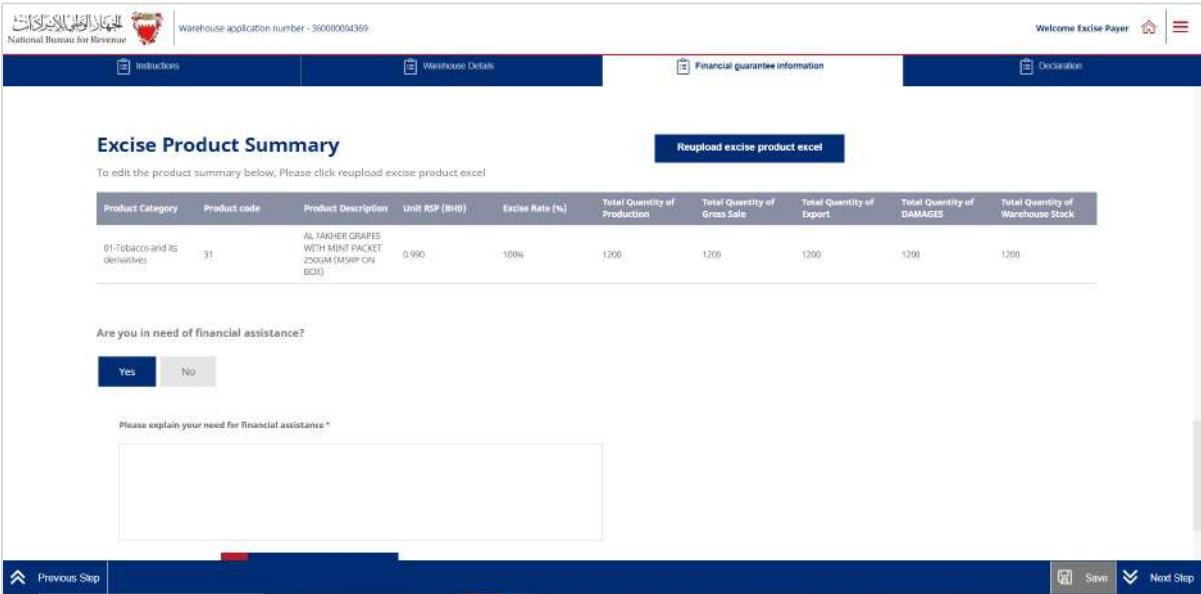
- Download the template [Excise Product List Renew license.xls](#)
- Re-upload Filled Excel here *

Upload

Previous Step Save 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.



Warehouse application number - 36000004369

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Excise Product Summary

[Reupload excise product excel](#)

To edit the product summary below, Please click reupload excise product excel

Product Category	Product code	Product Description	Unit RSP (BHD)	Excise Rate (%)	Total Quantity of Production	Total Quantity of Gross Sale	Total Quantity of Export	Total Quantity of DAMAGES	Total Quantity of Warehouse Stock
01-Tobacco and its derivatives	31	AL FAKHER GRAPES WITH MINT PACKET 250GM (MSRP GIN BQD)	0.990	100%	1200	1200	1200	1200	1200

Are you in need of financial assistance?

Yes No

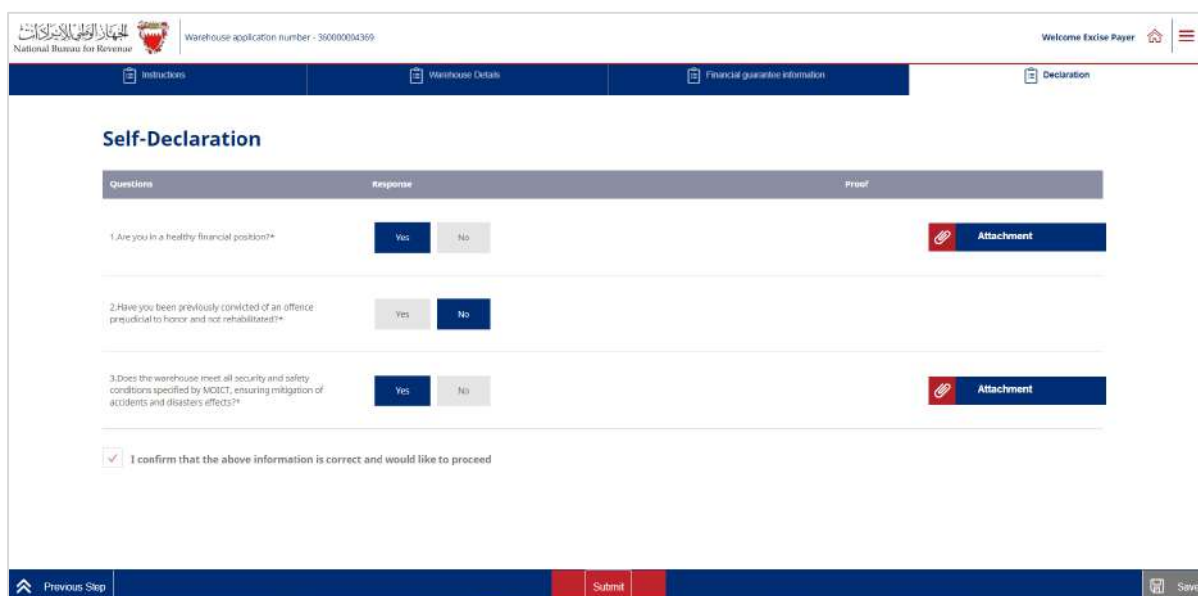
Please explain your need for financial assistance *

Previous Step Save Next Step

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.



Warehouse application number - 36000004359

Welcome Excise Payer

Instructions Warehouse Details Financial guarantee information Declaration

Self-Declaration

Questions	Response	Proof
1. Are you in a healthy financial position?*	Yes No	Attachment
2. Have you been previously convicted of an offence prejudicial to honor and not rehabilitated?*	Yes No	
3. Does the warehouse meet all security and safety conditions specified by MOICT, ensuring mitigation of accidents and disasters effects?*	Yes No	Attachment

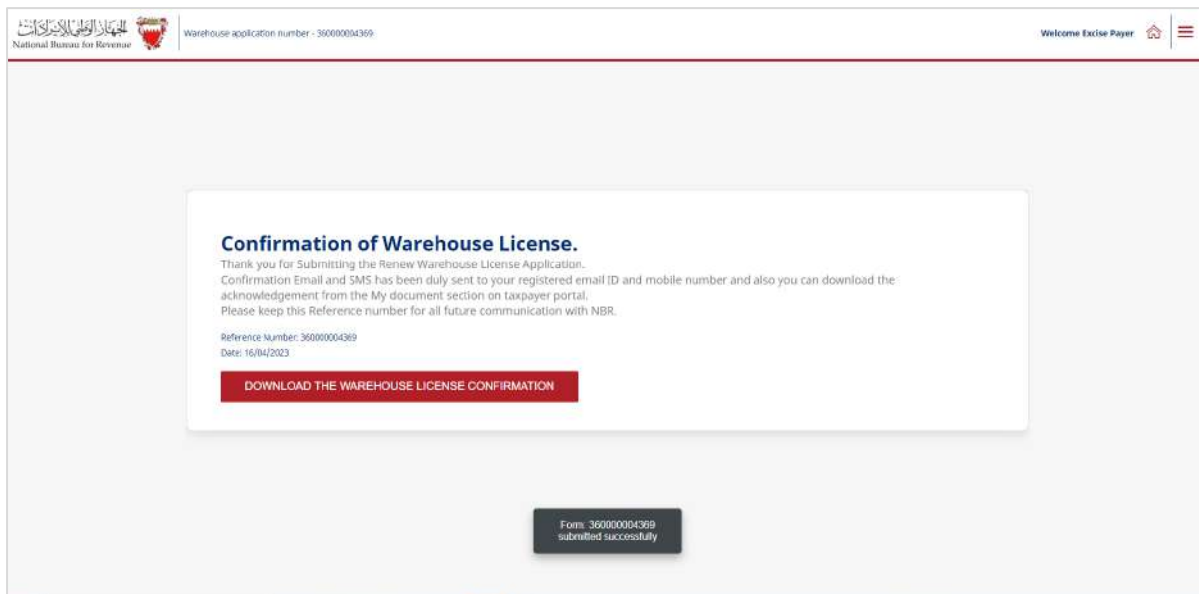
☒ I confirm that the above information is correct and would like to proceed

Previous Step Submit Save

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.



Warehouse application number - 360000004369

Welcome Excise Payer

Confirmation of Warehouse License.

Thank 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.
 Please keep this Reference number for all future communication with NBR.

Reference Number: 360000004369
 Date: 16/04/2023

[DOWNLOAD THE WAREHOUSE LICENSE CONFIRMATION](#)

Form: 360000004369 submitted 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.

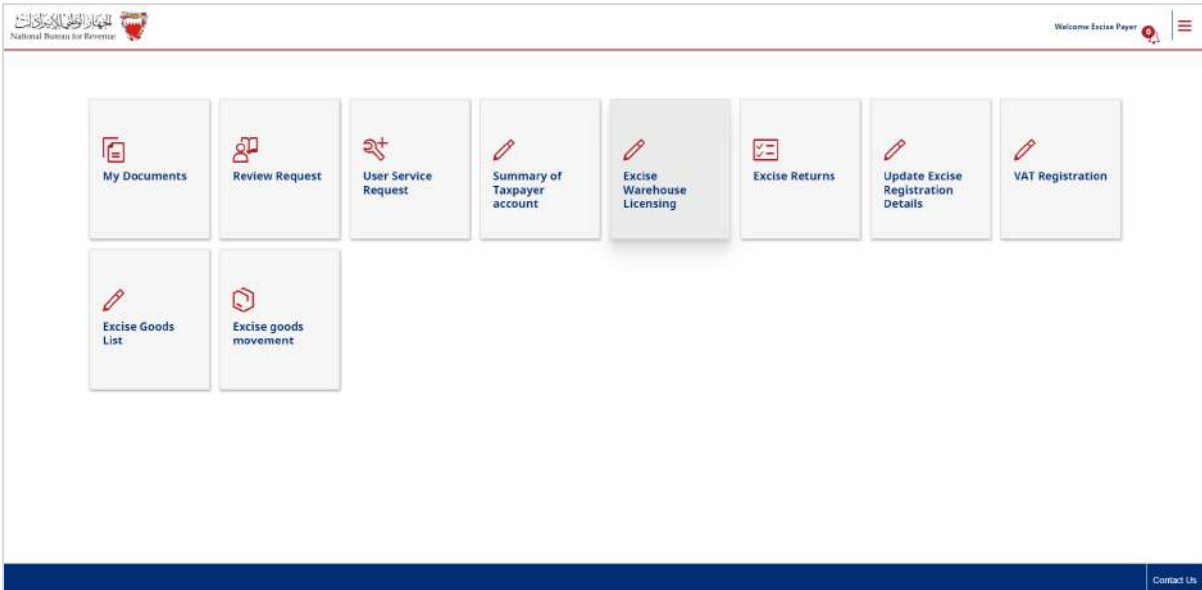
If Excise warehouses are not renewed before expiry, then the license stands expired and the establishment is no longer qualified as an Excise suspension arrangement.

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

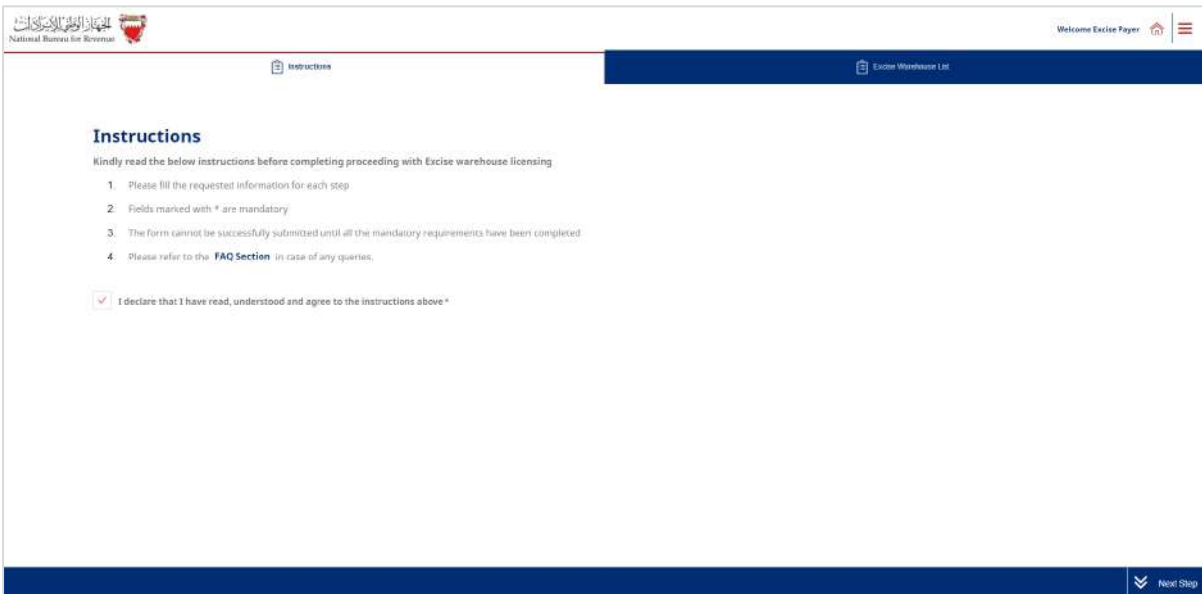
The licensee must ensure the Excise warehouse license details always reflect the latest information regarding business activities of the warehouse. Licensee may choose to change their license details at any point by logging onto the NBR portal and following the below steps:

1. Clicking on the “Excise warehouse licensing” tile



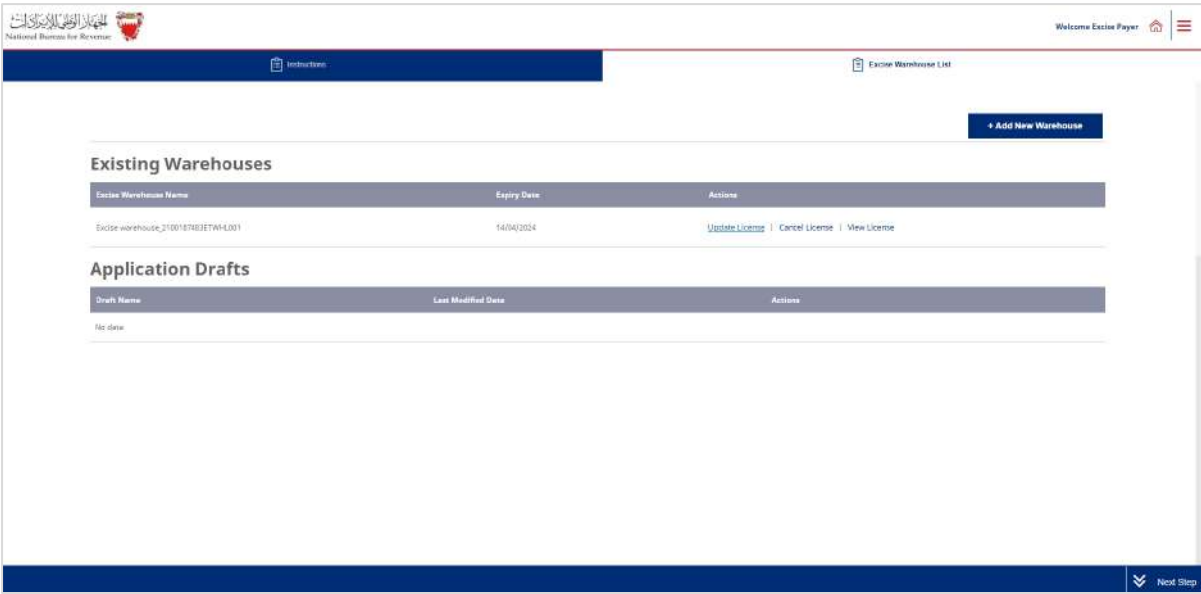
The screenshot shows the 'Welcome Excise Payer' dashboard. The header includes the National Bureau for Revenue logo and a 'Welcome Excise Payer' message with a notification icon and a menu icon. The main area contains a grid of service tiles: 'My Documents', 'Review Request', 'User Service Request', 'Summary of Taxpayer account', 'Excise Warehouse Licensing' (highlighted), 'Excise Returns', 'Update Excise Registration Details', 'VAT Registration', 'Excise Goods List', and 'Excise goods movement'. A 'Contact Us' link is in the bottom right corner.

- 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.



The screenshot shows the 'Instructions' page for Excise Warehouse Licensing. The header includes the National Bureau for Revenue logo and a 'Welcome Excise Payer' message. The main content area is titled 'Instructions' and contains the following text: 'Kindly read the below instructions before completing proceeding with Excise warehouse licensing'. It lists four instructions: 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 requirements have been completed. 4. Please refer to the **FAQ Section** in case of any queries. Below the instructions is a checkbox labeled 'I declare that I have read, understood and agree to the instructions above *', which is checked. A 'Next Step' button is in the bottom right corner.

- 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.

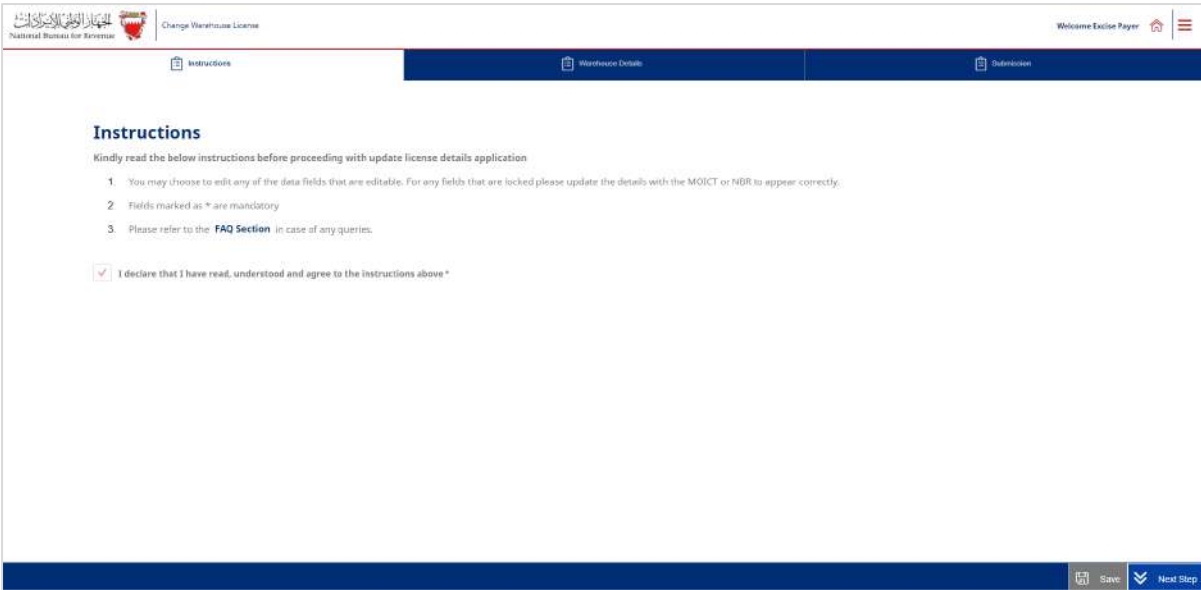


The screenshot shows the 'Existing Warehouses' and 'Application Drafts' section of the Excise Payer portal. The 'Existing Warehouses' table lists one warehouse with the name 'Excise warehouse_210018703ETW-L001' and an expiry date of '14/04/2024'. The 'Application Drafts' table is currently empty, showing 'No data'.

Excise Warehouse Name	Expiry Date	Actions
Excise warehouse_210018703ETW-L001	14/04/2024	Update License Cancel License View License

Draft Name	Last Modified Date	Actions
No data		

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.



The screenshot shows the 'Instructions' section for updating warehouse license details. It includes a list of instructions and a declaration checkbox.

Instructions

Kindly read the below instructions before proceeding with update license details application

1. You may choose to edit any of the data fields that are editable. For any fields that are locked please update the details with the MOICT or NBR to appear correctly.
2. Fields marked as * are mandatory
3. Please refer to the [FAQ Section](#) in case of any queries.

☒ I declare that I have read, understood and agree to the instructions above *

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.

Change Warehouse License

Welcome Excise Payer

Instructions Warehouse Details Submission

Excise Taxpayer and Business Details

TIN
2100187483

CR Number
210018748300005

Excise Account Number
210018748300005

Personal ID Type
20001957100

Personal ID Number
20001957100

Excise goods categories to be stored in the warehouse

Category*
Tobacco and its derivatives

Warehouse Purpose*
Storage of Excise Goods

Applicant Legal Name
Excise Payer

Commercial Name
EXCISE PAYER

Industrial License Number

Contact Number
16203054

Email Address
EXCISEPAYER@GMAIL.COM

Please Enter the Warehouse Address

Previous Step Save Next Step

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.

Change Warehouse License - 570000001/07

Welcome Excise Payer

Instructions Warehouse Details Submission

Tobacco and its derivatives

Storage of Excise Goods

Please Enter the Warehouse Address

Flat/Shop No*
58

Road/Street*
Barrett Street

Block*
34

Town*
Manama

Proof of Warehouse Address*  Attachment

(Please attach proof if address is manually filled)

☒ I confirm that the above information is correct and would like to proceed*

Building*
Marilyn Complex

Country*
Bahrain

Excise Product List

[Existing Product List](#) [Edit Product List](#)

Note: Please edit the fields that you can access.
For the remaining items, if you do not agree with above information please update your MOICT and/or NBR registration details.
Fields marked with * are mandatory

Instructions

Previous Step Save Next Step

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.

Change Warehouse License - 670000001107

Welcome Excise Payer

Instructions

Block *

3d

Town *

Manama

Proof of Warehouse Address *

Attachment

(Please attach proof if address is manually filled)

☒ I confirm that the above information is correct and would like to proceed *

Instructions

1. Download the existing product list
2. Edit information directly in excel
3. Upload the filled-in excel in the space provided
4. Please refer to the **FAQ Section** in case of any queries.

• Download existing list **Excise Product List.xls**

• Re-upload Filled Excel here * **Upload Excise Product Excel**

Warehouse Details

Existing Product List: **Edit Product List**

Note: Please edit the fields that you can access.
For the remaining items, if you do not agree with above information please update your MOICT and/or NBR registration details.
Fields marked with * are mandatory

Previous Step **Save** **Next Step**

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.

Change Warehouse License - 670000001107

Welcome Excise Payer

Instructions

(Please attach proof if address is manually filled)

☒ I confirm that the above information is correct and would like to proceed *

Excise Product Summary

To edit the product summary below, Please click **Reupload excise product excel**

Product Category	Product code	Product Description	Unit RSP (BHD)	Excise Rate (%)	Est. Quantity to be held in Excise warehouse	Est. Quantity to be consumed within one month	Est. Quantity to be held under Excise suspension in one month
01-Tobacco and its derivatives	31	AL FAHHER GRAPES WITH MOHT PACKET 250G (NOSP-ON BOX)	2	100%	200000	10000	10000

Are you in need of financial assistance? *

YES **NO**

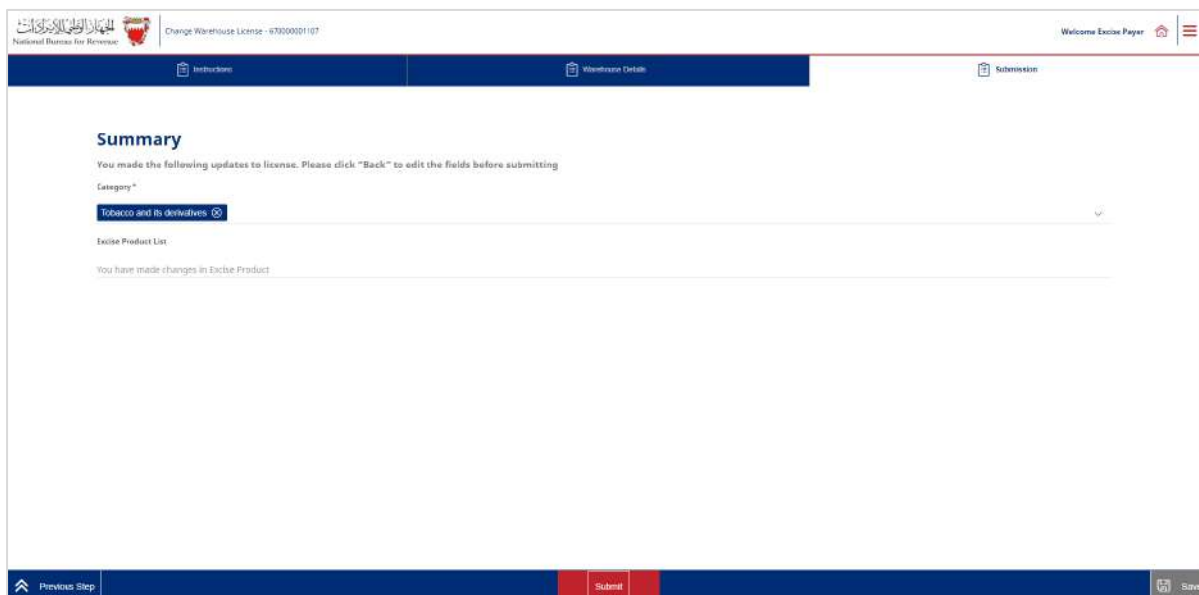
Please explain your need for financial assistance *

Attach Documents **Attachment**

☐ I confirm that the above information is correct and would like to proceed

Previous Step **Save** **Next Step**

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



Summary

You made the following updates to license. Please click "Back" to edit the fields before submitting

Category *

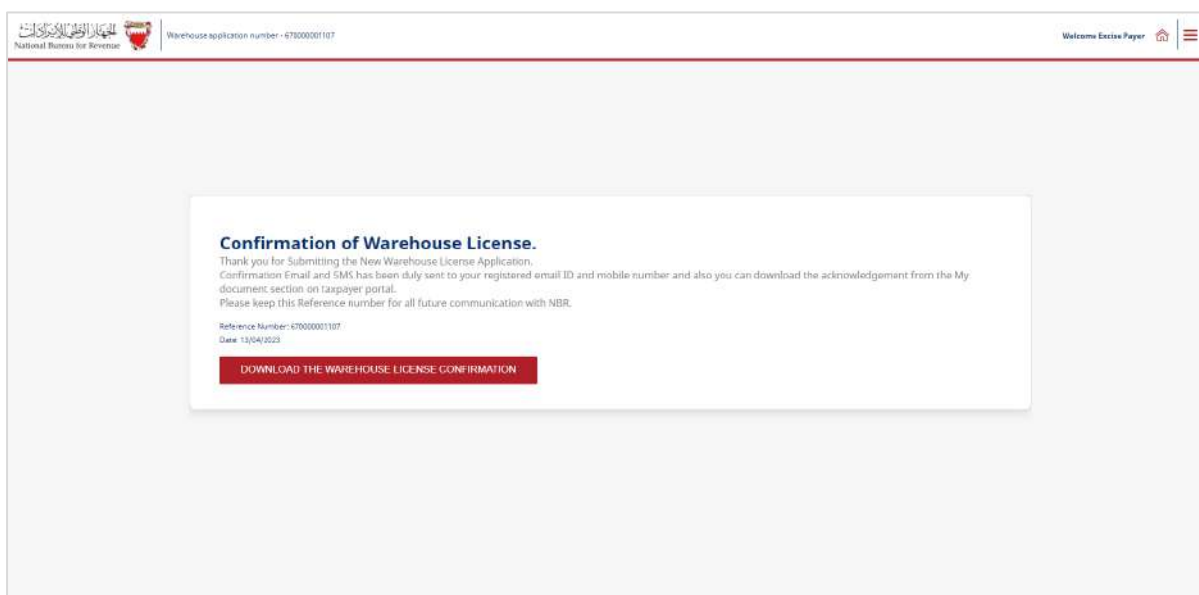
Tobacco and its derivatives

Excise Product List

You have made changes in Excise Product

Previous Step Submit 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.



Confirmation of Warehouse License.

Thank you for Submitting the New 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.
Please keep this Reference number for all future communication with NBR.

Reference Number: 670000001107
Date: 13/04/2023

DOWNLOAD THE WAREHOUSE LICENSE CONFIRMATION

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 cancellation application, applicant must settle any outstanding liabilities (if applicable) whether in a debit/payable position or credit/refund position.

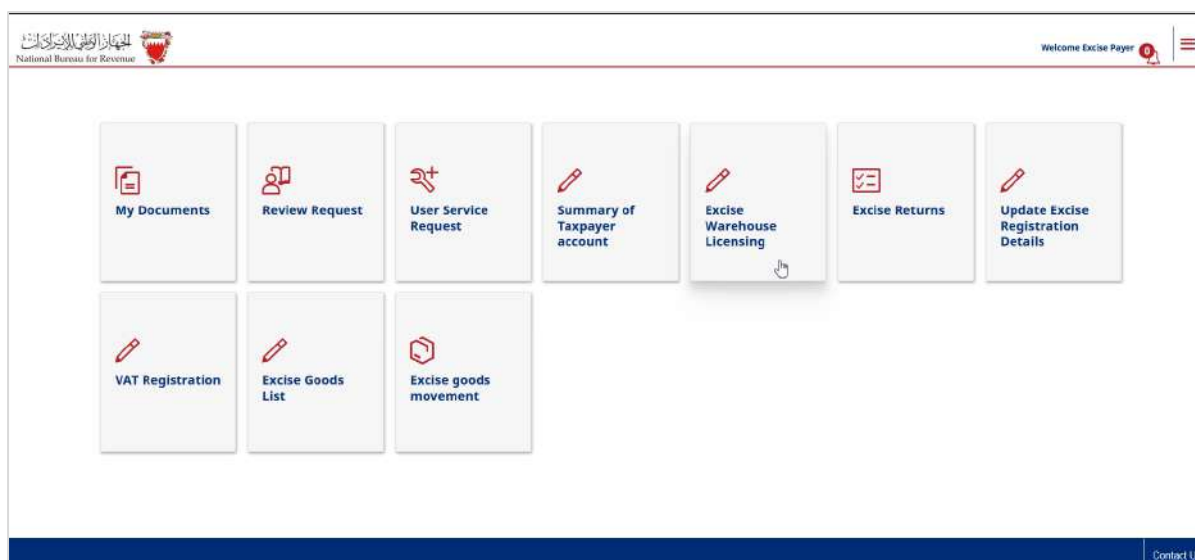
If any of the following conditions are satisfied, then the Excise warehouse license must be cancelled:

- 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

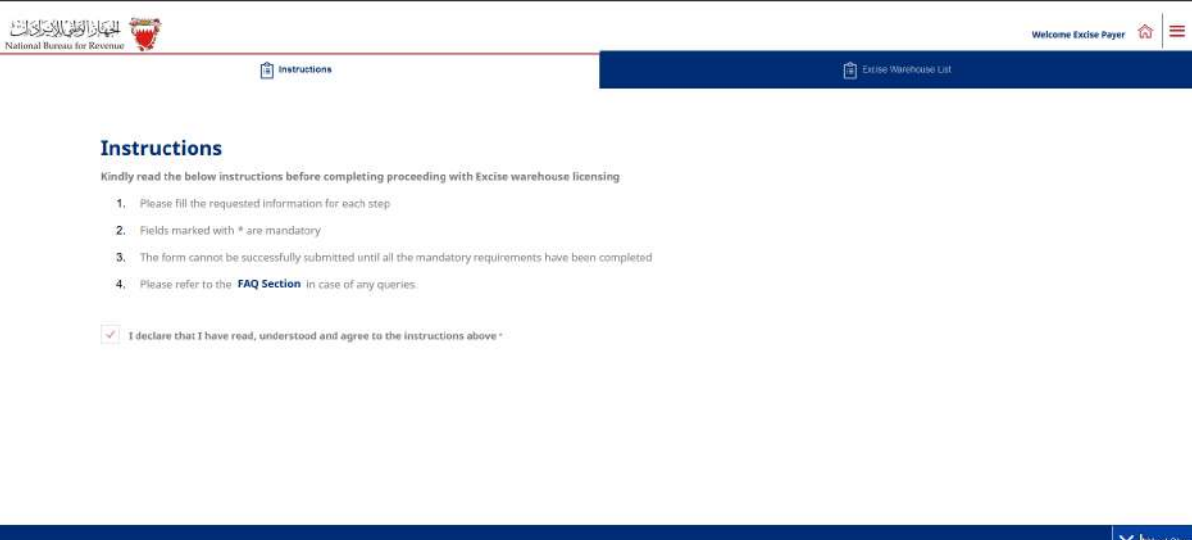
Note: NBR holds the right to cancel Excise warehouse license of any licensee. The licensee shall be notified of the reason for license cancellation if such a decision is taken by NBR

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.



Instructions

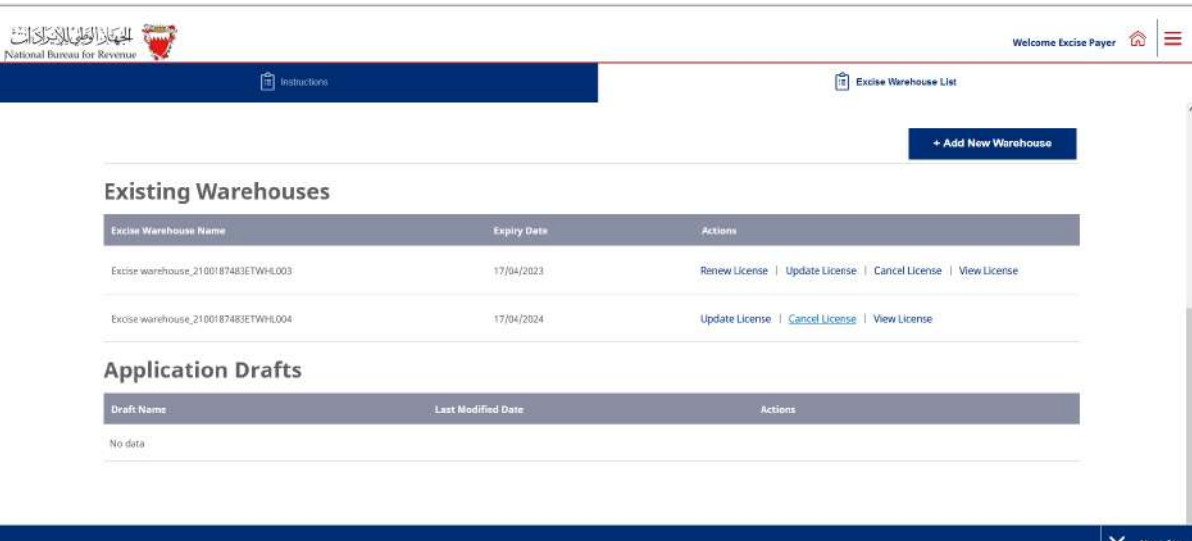
Kindly read the below instructions before completing proceeding with Excise warehouse licensing

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 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 *

[Next 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.



Existing Warehouses

Excise Warehouse Name	Expiry Date	Actions
Excise warehouse_2100187483ETWH003	17/04/2023	Renew License Update License Cancel License View License
Excise warehouse_2100187483ETWH004	17/04/2024	Update License Cancel License View License

Application Drafts

Draft Name	Last Modified Date	Actions
No data		

[Next Step](#)

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.

Warehouse License Cancellation

Welcome Excise Payer

Instructions Warehouse Details Documents Submission

Instructions

Kindly read the below instructions before proceeding with Cancel license application

- Please keep the following ready before proceeding with cancellation of license
 - Proof substantiating cause of cancellation
 - List of all products in warehouse under Excise suspension as of current date
 - Proof of filing of Excise returns and payments
- Cancellation of warehouse applications will be picked up by NBR once Excise returns for the current period are filed by Excise payer.
- Fields marked as * are mandatory
- Please refer to the **FAQ section** in case of any queries.

☒ I declare that I have read, understood, and agree to the instructions above

Next Step

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

Warehouse License Cancellation

Welcome Excise Payer

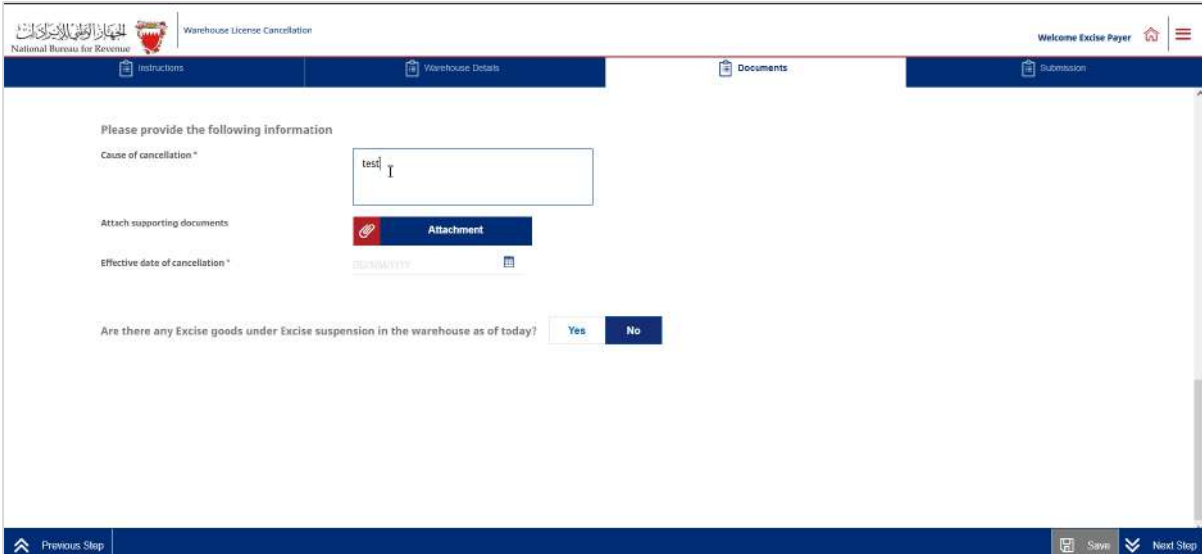
Instructions Warehouse Details Documents Submission

Warehouse Details

TIN	2100187483	Applicant Legal Name	EXCISE PAYER
CR Number		Commercial Name	EXCISE PAYER
Excise Account Number	210018748300005	Industrial License Number	
Personal ID Type	Other Identification Number	Contact Number	10203050
Personal ID Number	20305987100	E-mail Address	EXCISEPAYER@GMAIL.COM
Contact Details			
Name of Contact	Excise Payer	Job Description	
Contact Number	10203066	E-mail Address	EXCISEPAYER@GMAIL.COM
Warehouse Details			
Warehouse Number	2100187483ETWHL003	Start of Licensing Period	17/04/2023
Date of Warehouse Registration	17/04/2023	Date of Warehouse Expiry	17/04/2023
Warehouse Purpose	Storage of Goods		
Warehouse Address		Excise Goods Categories to be stored in the warehouse	
Flat/ Shop No.	32	Tobacco and its derivatives	
Block	8		
Building	2		
Road/Street	Barrett Street		
Country	Manama	Existing Product List	Existing Product List.xls

Previous Step Save Next Step

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.



Warehouse License Cancellation

Welcome Excise Payer

Instructions Warehouse Details Documents Submission

Please provide the following information

Cause of cancellation *

Attach supporting documents  Attachment

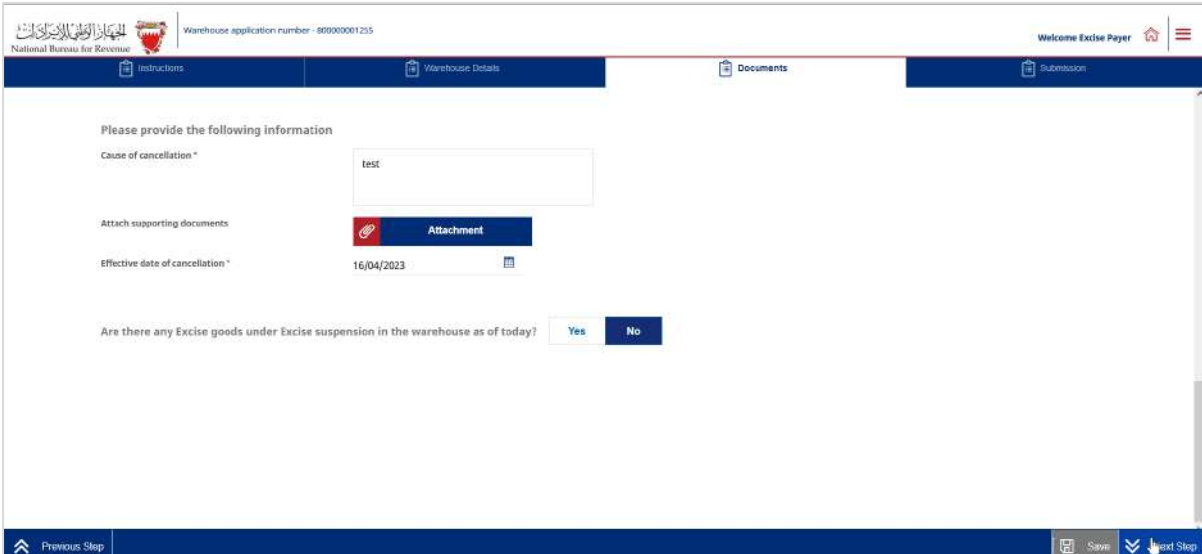
Effective date of cancellation *

Are there any Excise goods under Excise suspension in the warehouse as of today?

Previous Step Save Next Step

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



Warehouse application number - 809000001255

Welcome Excise Payer

Instructions Warehouse Details Documents Submission

Please provide the following information

Cause of cancellation *

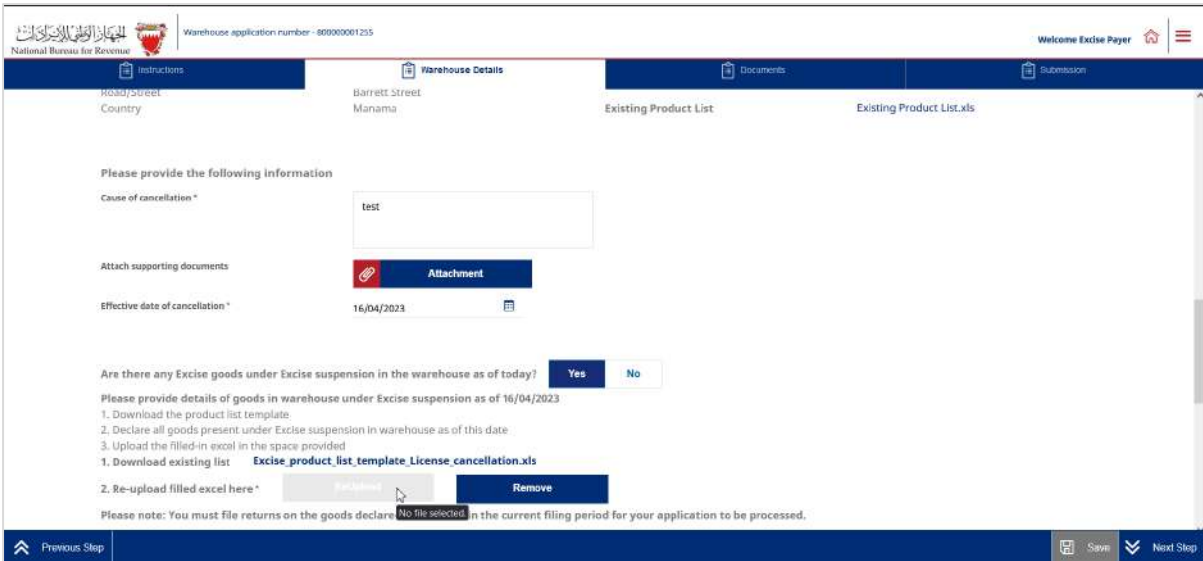
Attach supporting documents  Attachment

Effective date of cancellation *

Are there any Excise goods under Excise suspension in the warehouse as of today?

Previous Step Save Next Step

- 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.



Warehouse application number - 809000061255

Welcome Excise Payer

Instructions Warehouse Details Documents Submission

Warehouse Details

Barrett Street
Manama

Existing Product List Existing Product List.xls

Please provide the following information

Cause of cancellation *

test

Attach supporting documents

Attachment

Effective date of cancellation *

16/04/2023

Are there any Excise goods under Excise suspension in the warehouse as of today? Yes No

Please provide details of goods in warehouse under Excise suspension as of 16/04/2023

1. Download the product list template

2. Declare all goods present under Excise suspension in warehouse as of this date

3. Upload the filled-in excel in the space provided

1. Download existing list [Excise_product_list_template_License_cancellation.xls](#)

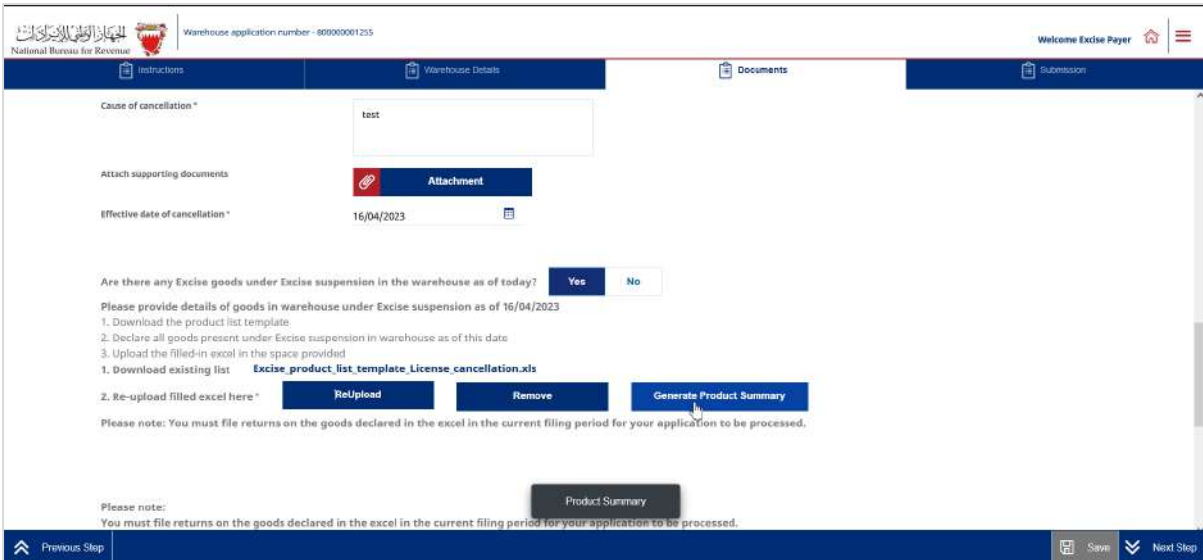
2. Re-upload filled excel here *

ReUpload Remove

Please note: You must file returns on the goods declared in the excel in the current filing period for your application to be processed.

Previous Step Save Next Step

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.



Warehouse application number - 809000061255

Welcome Excise Payer

Instructions Warehouse Details Documents Submission

Warehouse Details

Barrett Street
Manama

Existing Product List Existing Product List.xls

Please provide the following information

Cause of cancellation *

test

Attach supporting documents

Attachment

Effective date of cancellation *

16/04/2023

Are there any Excise goods under Excise suspension in the warehouse as of today? Yes No

Please provide details of goods in warehouse under Excise suspension as of 16/04/2023

1. Download the product list template

2. Declare all goods present under Excise suspension in warehouse as of this date

3. Upload the filled-in excel in the space provided

1. Download existing list [Excise_product_list_template_License_cancellation.xls](#)

2. Re-upload filled excel here *

ReUpload Remove Generate Product Summary

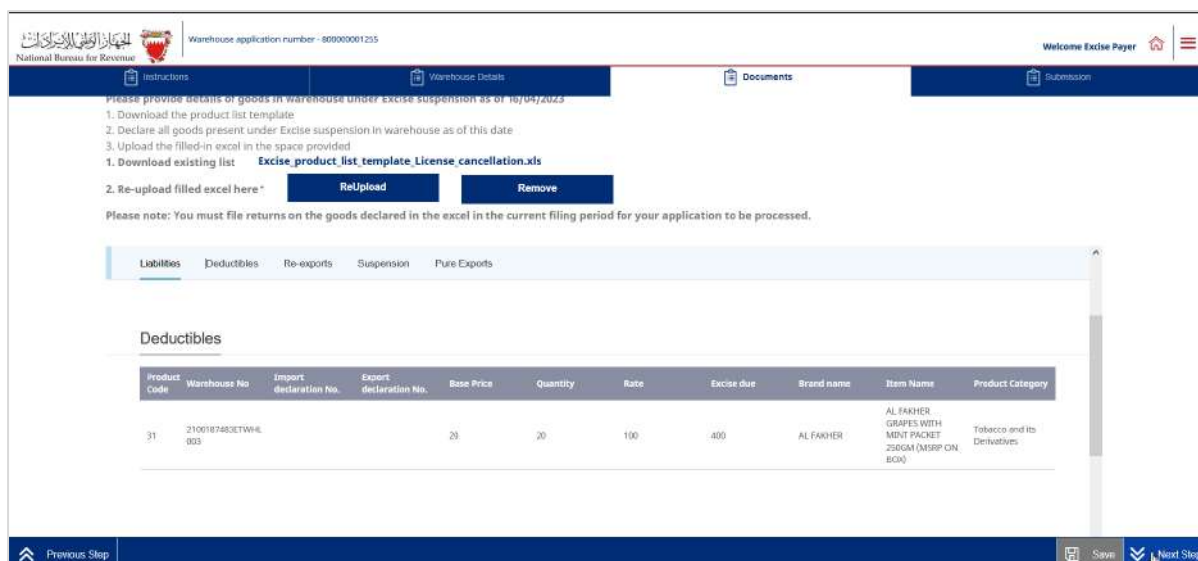
Please note: You must file returns on the goods declared in the excel in the current filing period for your application to be processed.

Product Summary

Please note: You must file returns on the goods declared in the excel in the current filing period for your application to be processed.

Previous Step Save Next Step

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.



Warehouse application number - 909000061255

Welcome Excise Payer

Instructions | Warehouse Details | Documents | Submission

Please provide details of goods in warehouse under excise suspension as of today/tomorrow

- Download the product list template
- Declare all goods present under Excise suspension in warehouse as of this date
- Upload the filled-in excel in the space provided

1. Download existing list [Excise product list template License cancellation.xls](#)

2. Re-upload filled excel here *

[ReUpload](#) [Remove](#)

Please note: You must file returns on the goods declared in the excel in the current filing period for your application to be processed.

Liabilities | Deductibles | Re-exports | Suspension | Pure Exports

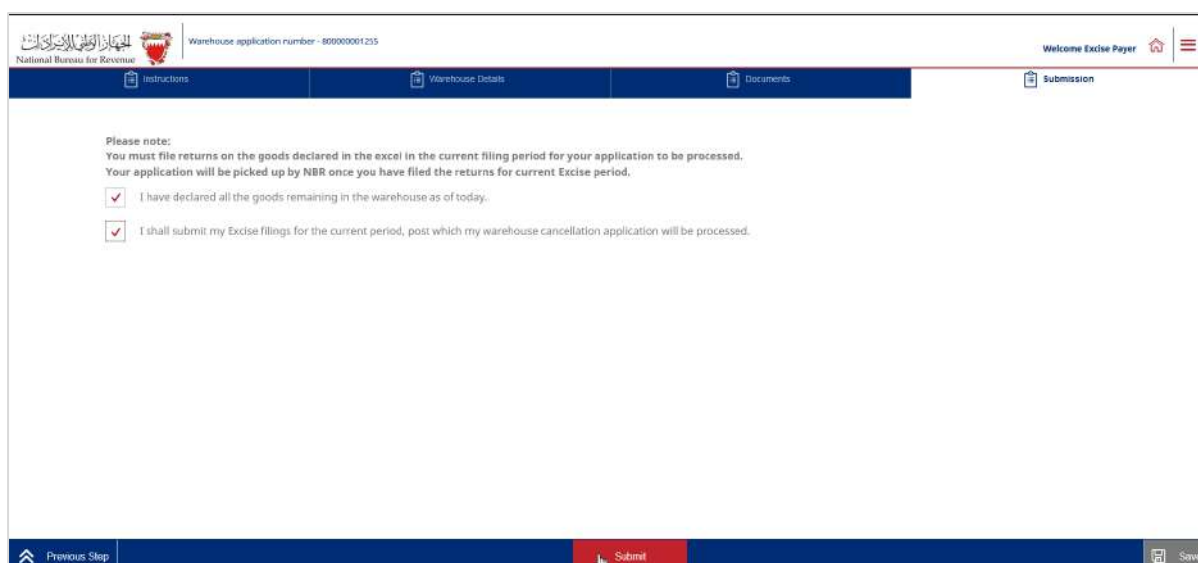
Deductibles

Product Code	Warehouse No	Import declaration No.	Export declaration No.	Base Price	Quantity	Rate	Excise due	Brand name	Item Name	Product Category
31	2100187483ETW46-003			25	20	100	400	AL FAKHER	AL FAKHER GRAPES WITH MINT PACKET 250GM (MSPR ON BOX)	Tobacco and its Derivatives

[Previous Step](#) [Save](#) [Next Step](#)

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.



Warehouse application number - 909000061255

Welcome Excise Payer

Instructions | Warehouse Details | Documents | Submission

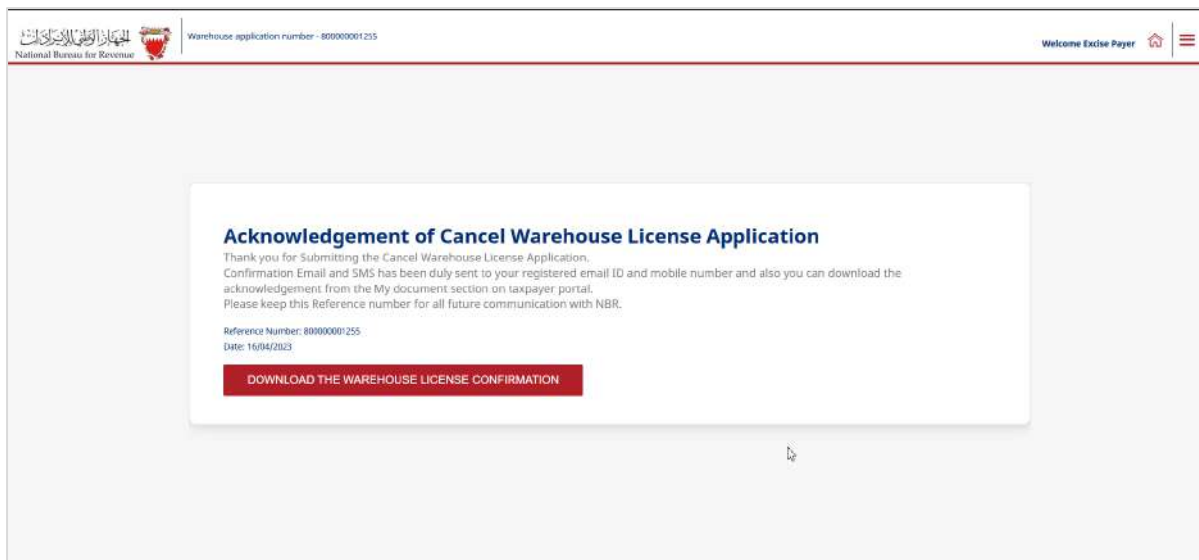
Please note:
You must file returns on the goods declared in the excel in the current filing period for your application to be processed.
Your application will be picked up by NBR once you have filed the returns for current Excise period.

☒ I have declared all the goods remaining in the warehouse as of today.

☒ I shall submit my Excise filings for the current period, post which my warehouse cancellation application will be processed.

[Previous Step](#) [Submit](#) [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.



Warehouse application number - 809000001255

Welcome Excise Payer

Acknowledgement of Cancel Warehouse License Application

Thank you for Submitting the Cancel 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. Please keep this Reference number for all future communication with NBR.

Reference Number: 809000001255
Date: 16/04/2023

[DOWNLOAD THE WAREHOUSE LICENSE CONFIRMATION](#)

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.

