

## 1 Get A CR

Apply for a commercial registration (CR). Visit Ministry of Industry, Commerce & Tourism site <https://www.sijilat.bh>. You will receive an inactive CR Number.

## 2 Get preliminary Approval

**Submit again on sijilat using the CR No. and choose the type of health activity you will operate and upload the required documents**

1. Application form (available on <http://www.nhra.bh>.)
2. Copy of the inactive CR
3. Letter naming the authorized contact person
4. Project proposal (available template <http://www.nhra.bh>.)
5. Architectural drawing.

## 3 Proceed with your project

Proceed with completion of the project according to approved condition and standards, and finalize other required approvals from the concerned ministries or authorities such as environment, civil defence and municipality.



## 4 Inspection

**When the project reaches the final stages, the applicant must submit an inspection request for HCF department to visit the facility, the form is available on (<http://www.nhra.bh>.) and attach the following documents:**

- Medical equipment approval granted by engineering & safety advisor in NHRA
- Municipality approval, Civil Defense approval & approval by the public Authority for the Protection of Marine Resources, Environment and Wildlife if providing Radiation Services.
- Ministry of interior approval for providing 24 hour services.

## 6 Operating the facility

The facility may only start operating after being fully equipped and all professionals who will be working in the facility has been licensed by professional license department.

The facility should prepare the internal policies and procedures including its mission organisational structure, job description for all employees, their specialties, duties, and rights, staff uniforms and the facility working hours.

## 5 Final approval and license

You will be granted the final approval & license after completing and passing the final inspection, and paying the final fees, According to resolution No. (20) for the year 2016.

The applicants could apply for professional & medical director licenses at this stage.

The license will be cancelled if the facility is not operated within 6 month without justifiable reasons, according to law 21 for 2015.

