



EDFIS/C/030/2013  
25<sup>th</sup> July 2013

**Chief Executive Officer**  
Ancillary Service Providers  
Manama  
Kingdom of Bahrain

Dear Sir,

**Change to the Due date and Collection Process for the Payment of the Annual License Fee**

As advised last December, for 2014 and the following years, the due date for the payment of the Central Bank of Bahrain ('CBB') annual license fee has now been changed to 1<sup>st</sup> December of the previous year for which the annual fee is due. As a result the 2014 annual license fee must be paid to the CBB by 1<sup>st</sup> December 2013.

In addition, all licensees will be required to pay the annual fees by direct debit and must complete the Direct Debit Authorisation Form attached and submit this form to the CBB by 15<sup>th</sup> September 2013 at the latest.

Should you have any queries regarding the above change, you may contact the normal supervisory point of contact or the CBB Rulebook team at ([rulebook@cbb.gov.bh](mailto:rulebook@cbb.gov.bh)).

Yours faithfully,

**Abdul Rahman Al Baker**



**CBB Direct Debit Authorisation Form  
For Payment of Annual License Fees**

In accordance with the CBB Law and Rulebook, all CBB licensees are subject to an annual fee which must be remitted by way of direct debit by **1<sup>st</sup> December in the years prior to the years for which the annual fee is payable.** The amount of the annual fee is prescribed by Resolution.

All licensees must complete this form and sign the authorisation in order for the annual fees to be credited directly to the CBB account. No cheques are accepted by the CBB for the payment of the annual fees. **The completed form must be sent by 15<sup>th</sup> September at the latest by e-mail to [acsinfo@cbb.gov.bh](mailto:acsinfo@cbb.gov.bh)**

**Licensee Name:** \_\_\_\_\_

**Licensee Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_ **Bank Account Number:** \_\_\_\_\_

We authorise the bank named above to debit our account on an annual basis on 1<sup>st</sup> December or the nearest working day thereto, as instructed by the Central Bank of Bahrain for the annual licensing fees, up to a maximum amount of BD500.

We will ensure that sufficient funds are available in the above account to meet our obligation in full as a licensee of the Central Bank of Bahrain ("CBB"). Should there be any changes to these instructions, we will inform the CBB accordingly. Should such funds not be available in the account, we understand that we may be subject to financial penalties or other enforcement action under the CBB Law.

**N.B. To be signed by the Chief Executive / General Manager of the licensee.**

\_\_\_\_\_  
(Name of Signing Officer)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**CORPORATE STAMP**