



keypoint

Corporate advisory
services

Keypoint is one of the GCC's most comprehensive providers of business advisory services. Our services - including accounting solutions, corporate advisory, investment administration & share registry services, trust services, IT consulting, tax services, human capital solutions, management consulting and financial regulatory compliance advisory - are valued by a wide range of clients, from large multinationals and financial services and insurance institutions to family-managed conglomerates and small and medium-sized enterprises.

Corporate advisory services

Whether starting a new business, expanding an existing one, or setting up a trust or holding vehicle, we help clients select and establish the most appropriate legal entity, along with the required regulatory approvals and licenses, while also supporting the entity's ongoing corporate administration.

Keypoint's corporate advisory services (CAS) function helps clients find the solutions they need. At Keypoint, we are committed to helping our clients achieve their goals by providing the highest quality, commercially-focused legal and business advice. Our unique approach - working seamlessly with clients to provide innovative solutions - is enhanced by our willingness to challenge existing thinking and push boundaries – while remaining compliant with local law and leading practice. We are registered as a professional body with Bahrain's Ministry of Industry, Commerce & Tourism (MOICT).

Our clients benefit from our wealth of knowledge and experience accumulated from working with clients in different industries, particularly the financial services sector, and our relationships with regulators. Our staff are trained and contractually bound to maintain strict confidentiality over client matters.

Our office in the Bahrain Financial Harbour, opposite MOICT's Bahrain Investors Center allows us to respond quickly and effectively to business needs. We have a solid track record of providing solutions to our clients and exceeding their expectations. Our success is derived from the strength of our relationships and expertise of our people.

Good corporate governance is an essential ingredient in all successful companies. With the focus on formal corporate governance codes in the region continuously growing, Bahrain companies are expected to adhere to Bahrain's Code of Corporate Governance. The 'comply or explain' approach means that companies must keep abreast of legislative developments and consider the implications of their actions. The increased focus on governance and transparency has given company secretaries a much more proactive role in ensuring companies comply with statutory requirements as well as implementing leading corporate governance practice.

Our services

We provide a wide range of corporate advisory services to clients establishing businesses in Bahrain with the Bahrain Commercial Companies Law (BCCL) and other regulations.

We also work with existing businesses to restructure their legal structures to support commercial and legal success. Cost-effective results, professionalism, and efficiency are the keystones of our service.

Business structuring & restructuring

Establishing a legal structure that is efficient, appropriate and acceptable is critical to a successful business. At Keypoint, we draw on our wealth of knowledge and experience to provide the information clients need to make an informed decision. A range of legal structures are currently available.

We can compare these legal structures, outlining their advantages and disadvantages, capital structures, ongoing regulatory obligations, and maintenance costs to enable clients to choose the most appropriate business structure.

Our CAS team also helps businesses to restructure where an original legal structure is no longer fit for purpose, reorganising legal, ownership and operational structures in response to growth or some other significant change. This includes reviewing existing business structures and recommending optimal structures which are better aligned with the needs of the business.

Regulatory approvals & incorporation of legal entities

The Kingdom of Bahrain has a sound and comprehensive regulatory framework, designed to facilitate the establishment and ongoing operations of various business activities. Activities requiring prior government approval include financial services and insurance providers, manufacturers and health-care, education and engineering services providers.

While the financial services industry is regulated by the Central Bank of Bahrain (CBB), other activities are regulated by one or more governmental authorities. We advise clients of required approvals, help make contact with relevant authorities, and liaise with regulators when applying for approvals.

Our experience and established contacts give clients access to complete and accurate information and offer the direction needed to expedite the process.

Licensing requirements

Bahrain's financial services industry is regulated by the CBB, widely acknowledged as the region's leading regulator. Its licensing requirements are comprehensive, rigorous, and generally aligned with other global financial centres. We have worked closely with the CBB to secure licenses for many of Bahrain's financial institutions, including Islamic and conventional commercial, retail and wholesale banks; insurance companies; and investment and investment advisory firms.



We put your business first

Using our experience and extensive knowledge of CBB regulations, we advise on the most appropriate license category and on each category's requirements. Our relationships with key decision makers across the CBB, developed over many years, help ease the filing and liaison process.

Constitutional documents

Company memoranda, articles of association and similar constitutional documents need to comply with the regulator's requirements. Having established numerous companies over the last 12 years, we can quickly draft documents for all types of businesses that meet clients' needs and regulatory requirements and accelerate approvals.

While English is accepted as Bahrain's language of business, certain statutory records, including a company's constitutional documents, must be maintained in Arabic (with an option to include an English translation). Many of our professionals are bilingual and are well-versed in preparing legal and other documents in both Arabic and English.

Our team is well-versed and experienced in all the formalities of the incorporation process. With an office at the heart of the Bahrain Investors Center and strong relationships with key decision makers, we complete the incorporation process smoothly and quickly.

Changes to corporate records & information

For a business to be successful, it needs to adapt. Our range of services addresses all corporate amendments, including share transfers and increases or decreases in share capital, as well as changes to business activities, directors, registered office addresses and other constitutional documents changes, in accordance with the BCCL.

Corporate governance

As Bahrain increasingly emphasises corporate governance principles, legal and administrative frameworks which maintain an open economy conducive to economic growth continue to evolve. We interact closely with the regulators to keep abreast of changes to legislation affecting businesses in the Kingdom. Keypoint can advise on all of the statutory obligations for your business, at inception and ongoing, whatever the nature of your business. By outsourcing your governance needs to Keypoint, key decision makers can focus on core competences and meeting company objectives.

Our broad range of services allows us to provide dedicated resources to carry out company secretarial responsibilities, specifically tailored to meet your needs.



Where business happens

Board meetings

Our CAS team supports successful board activities – including ensuring board meetings comply with regulatory requirements – by:

- Advising on the structure of the board of directors and the roles of executive and non-executive directors
- Advising on board charters
- Advising on directors' roles and responsibilities and accountability
- Assisting with convening board meetings and executive committees, as and when required, including preparing and circulating notices, agendas and minutes
- Preparing board resolutions for signing
- Administering formalities regarding changes in directors and authorised signatories
- Maintaining statutory registers, including registers of shareholders and debenture holders and directors' interests
- Maintaining governance pack for each financial year, containing all resolutions, minutes, registers and company details
- Advising shareholders of their right to re-elect board members

Shareholder meetings

Our CAS team supports successful shareholder meetings by:

- Advising directors of the correct procedures for convening shareholders' meetings
- Assisting with convening shareholders' meetings (including annual general assemblies), such as preparing and circulating notices, agendas and minutes
- Filing required documentation with the relevant authorities
- Assisting with replies to enquiries from regulators

Liquidations

From time to time, shareholders may decide to discontinue activities and liquidate a company. Liquidation tends to be a lengthy process that involves liaising with regulators and a range of company stakeholders. Keypoint can advise on all the formalities required by local laws and regulations. We can act as the liquidator, and complete procedures and formalities.

Transfers of property titles

Real estate development is a core economic activity in Bahrain. Bahrain permits non-citizens to own properties in certain locations. As a result, there is a high volume of transfers of ownership of properties. Dealing with authorities to finalise transfers can be time-consuming. Our CAS team has the experience and expertise needed to facilitate and accelerate this process, liaising with the various government authorities to complete transfer formalities.

Translation services

Although English is the language of business in Bahrain, there are often occasions when organisations need important documents translated quickly and confidentially into and from Arabic. Our multi-national team of translators, based both in Bahrain and in the Hashemite Kingdom of Jordan, efficiently provide seamless translations of a wide variety of commercial and personal documents.



Your business is our priority



Our people

The key source of our strength is our people. Our team is committed to quality client service, providing timely and accurate responses and solutions to any given scenario.

Senior members of our CAS team include:



Mohammed Ashraf
Executive Director
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Mohammed Ashraf has led Keypoint's CAS function since the firm's inception in 2006.

Mohammed's experience of helping shape leading companies has established him as one of Bahrain's most sought out advisors. The Ministry of Justice and Islamic Affairs recently appointed Mohammed as a private notary, one of only four advisors in the Kingdom of Bahrain empowered to notarise documents in English.

He is also a key advisor to a number of regional businesses and leading families, assisting them with both commercial matters and succession planning.

Mohammed plays a significant role in developing and maintaining relationships with government authorities, including the Central Bank of Bahrain and the Ministry of Industry, Commerce and Tourism.



Sawsan Mohammed
Executive Manager
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Sawsan, who has been with Keypoint since 2006, leads assignments while also supervising staff workflow processes.

Fluent in both Arabic and English, she has a bachelor's degree in accounting from the University of Bahrain and has previously worked in both the legal and professional services sectors.

Sawsan has wide technical knowledge and expertise. Her current areas of focus include company formation, licensing and regulatory approvals, company restructuring and amendments, liquidations, agreements, reviewing constitutional documents and regulatory compliance.

Your success is our business



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