

Service Level Agreement

(Enforcement)

Introduction

The Notary and Enforcement Directorate is committed to achieving customer satisfaction by providing efficient and effective services with prompt delivery. The service processing time, specified in the table below, depends on the type of service, the availability of required documents, and customer requirements. The aforementioned timeframe is not applicable if the service involves third parties, such as the judiciary or other government authorities, depending on the jurisdiction .

Service Completion Levels

	Enforcement Service	Service Requirements	Fee	Service Processing Time	How to Submit a Request
1	The service of documenting marriage contracts concluded outside the court through the officiant	 Original application form for the issuance of the marriage contract document received from the officiant. Original premarital medical examination certificate and a copy for the Ministry of Justice, Islamic Affairs and Waqf. Originals of all documents on which the notary relied in the application form to issue the marriage contract document. 	No service fee	15 Minutes	Personal attendance at the Sharia procedures department in the Sharia court building in Riffa - Al Hunainiyah to submit the papers for documentation and to receive the marriage contract after issuance.
1	Issuing a statement based on an existing enforcement request	Submit a Statement Request Form.	No service fee	1-3 Working Days	The eGovernment National Portal: <u>www.bahrain.bh</u>

KINGDOM OF BAHRAIN Ministry of Justice, Islamic Affairs and Waqf



مملككة البَحـــرَينَ وَزَرَقُ الْعَدْلِ وَالْشُؤُوْلِ الْمُسْدَ ، ١

2	Enforcing the decisions of the enforcement courts	 Submit an enforcement request. Executing the operative provision of the ruling by a specialist in Sharia law enforcement. 	No service fee	1-3 Working Days	The eGovernment National Portal: <u>www.bahrain.bh</u>
3	Receiving and delivering in-kind deposits	 Depositing "res judicata" in the executed ruling. Handing over "res judicata" in the executed ruling. 	No service fee	working day	Notary and execution Directorate
4	Authorization of powers of attorney	Copy of the power of attorney to be authorized.	No service fee	working day	The eGovernment National Portal: <u>www.bahrain.bh</u>
5	Authorization of execution requests	 Copy of the Execution Deed. Applicant's address, phone number, and email. Notifying the debtor of the deed and attaching evidence indicating the success or failure of the notification, in accordance with Article No. (1) of Resolution No. (20) of 2022. Applicant's bank account certificate approved by the bank. Addresses, personal numbers or records, phone numbers, and emails of those against whom the bond to be executed was issued. Certified translation of the submitted documents (if the documents are in a foreign language). If the judgment is foreign, a copy of the Execution Deed 	BD 4	1-3 Working Days	The eGovernment National Portal: www.bahrain.bh



منابعة البسين وَالْرَوْالْعَدْلِ وَالْشِوْ وَلْنِابَهُ سِالْمِيْ رَفَا وَقَافِ

	issued by the Kingdom of
	Bahrain, given an executive
	format, must be included
	along with the foreign
	judgment. (Attaching the
	remaining required documents
	from 1 to 6).
	8. In the event of submitting a
	request to fulfill the amount of
	the executive instrument
	(convicted person), the
	following must be attached:
	a. Copy of the Execution Deed
	to be fulfilled.
	b. Applicant's address, phone
	number, and email.
	c. Addresses of the persons in
	whose favor the Execution
	Deed to be fulfilled was
	issued, along with their
	mobile phone numbers and
	email addresses.
	9. Attach the appeal or cassation
	ruling, if it exists, by including a
	copy of the court ruling with
	the execution request and
	attaching the remaining
	required documents from 1 to
	6.