



Service Level Agreement (Sharia Research Department)

Introduction

The Sharia Procedures Services Center is committed to achieving customer satisfaction by providing efficient and effective services. These services shall be delivered in a timely manner adhering to the timeframes specified in the table below, based on the type of service and the availability of the required conditions and documents submitted by the customer. The timeframe mentioned is not applicable if the service involves a third party, such as the judiciary or other government entities.

Service Completion Levels

	Sharia Research Department	Service Requirements	Fee	Service Processing Time	How to Submit a Request
1	The Religious Ordinance	<ol style="list-style-type: none"> 1. Death certificate issued by the eGovernment Authority. 2. Identity Card or passport of the deceased and the heirs. 3. The Sharia-compliant will issued by the Sharia court, if available. 4. In the case of a deceased person who does not hold Bahraini nationality, a legal heir certificate certified by the government of their home country or an official letter from the embassy must be provided, stating the following: Names, number of heirs, and their 	No service fee	15 minutes	<ul style="list-style-type: none"> • The applicant must be an heir or a legal representative. • The form and all attachments must be submitted in a single file via email to: sr@moj.gov.bh • Upon submission of the request, an official confirmation of receipt is issued, and the applicant is formally notified of the scheduled date for the approval of the transaction. • On the appointed date, one of the heirs or their official representative, along with two



		degree of kinship to the deceased.			male witnesses who are familiar with the deceased and the heirs, must be present.
2	Religious Ordinance merger (munasakha)	<ol style="list-style-type: none"> 1. Religious Ordinances for the deceased. 2. All pages of the property document, upon request [property merger (munasakha)]. 3. Concessions or donations, if any. 4. Identity Card for each heir (if the Identity Card number is not included in the estate). 			<ul style="list-style-type: none"> • The applicant must be an heir or legal representative. • The form and attachments must be sent in a single file in PDF format via email to: sr@moj.gov.bh • Upon submitting the request: Confirmation of receipt is provided, and the applicant is notified of the date of approval of the transaction. • When requesting [property merger (munasakha)]: One of the heirs or their official representative must be present, along with the original property document, on the specified date.
3	Waiver in a Religious Ordinance	<ol style="list-style-type: none"> 1. Religious Ordinance. 2. Identity Card of the assignor and the beneficiary (the assignor and the assignee). 3. Title deed of the transferred property (e.g. property document, commercial register). 4. Official power of attorney, which must stipulate the right to waive, for anyone who 			<ul style="list-style-type: none"> • The applicant must be a principal or an official agent. • After submitting the application, an appointment will be scheduled to appear at the Sharia Court. <p>Sunni division: Only the transferor (assignor) must be present.</p>



		wishes to delegate their agent to sign on their behalf.			In the Jaafari division: The attendance of all parties (the executor and the beneficiary) is required.
4	Sharia-compliant gift	<ol style="list-style-type: none"> 1. Identity Cards of the donor and the beneficiary (donor and donee). 2. Title deed of the gifted property (e.g., property document, commercial register). 3. Proof of kinship between the donor and the recipient (for real estate gifts only). 4. Clarifications: (For spouses: Marriage contract), (for mother and children: Birth certificate of children), (for cousins: Birth certificates of both the donor and the donee). 5. Official power of attorney, which must stipulate the right to gift, for anyone wishing to delegate their agent to sign on their behalf. 6. If the property is mortgaged: A letter of approval for the donation must be obtained from the mortgagor. 7. If the property can only be acted on following approval by a government or private entity, an approval must be obtained from this same entity 			<ul style="list-style-type: none"> • The applicant must be a principal or an official agent. • After submitting the application, an appointment will be scheduled to appear at the Sharia Court. <p>Sunni division: Only the executor (the donor) must be present.</p> <p>In the Jaafari division: The attendance of all parties (the executor and the beneficiary) is required.</p>



5	Temporary Real Estate (umra)	<ol style="list-style-type: none"> 1. All pages of the property document. 2. Identity Card or passport of the executor and the beneficiary. 3. Proof of kinship between the executor and the beneficiary. 4. Official power of attorney, stipulating the right of conditional gift (umra), for those who wish to delegate their agent to sign on their behalf. 5. If the property is mortgaged or subject to conditional disposal: It is necessary to obtain approval from the relevant authority, stating that there is no objection to issuing the Temporary Real Estate (umra) document. 		<ul style="list-style-type: none"> • The applicant must be: Principal or official agent. • The form and attachments must be sent in a single file in PDF format via email to: sr@moj.gov.bh • Upon submitting the request: Upon receipt of the application, the customer is notified of the legalization date of the transaction. • At the appointed time: Sunni division: Only the executor is required to be present. In the Jaafari division: Presence of both parties, the executor and the beneficiary (the person on whom the property is conditionally gifted). After receiving the conditional gift (umra) document, the applicant must submit a request to register the conditional gift (umra) in the property document at the "Survey and Land Registration Bureau" <u>within one year</u> from the date of its documentation before the court.
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6	The Sharia-compliant will	<p>6. The title deed of the bequeathed assets (property document, etc.)</p> <p>7. Identity Card or passport of the testator and legatees (executor).</p> <p>8. Official power of attorney, stipulating the right to make a will, for those who wish to appoint their agent to sign on their behalf.</p> <p>9. If the property is mortgaged or subject to conditional disposal, It is necessary to obtain approval from the relevant authority, stating that there is no objection to issuing the will document.</p> <p>10.</p>			<ul style="list-style-type: none"> The applicant must be: Principal or official agent. The form and attachments must be sent in a single file in PDF format to: sr@moj.gov.bh Upon submitting the request: The references are confirmed upon receipt, and the date of approval of the legalization will be communicated to the applicant.
7	Endowment	<p>11. Identity Card or passport of the parties.</p> <p>12. Title deed of the property to be executed (property document).</p> <p>13. Official power of attorney, if the parties wish to delegate their agents to sign on their behalf.</p> <p>14. If the endowment is charitable: Attach a letter addressed to the Minister of Justice, Islamic Affairs, and Waqf, requesting approval for the endowment. The letter must include: The</p>			<ul style="list-style-type: none"> The applicant must be Principal or official agent. To submit an application, send the form or inquiry to: sr@moj.gov.bh



		<p>type of property to be endowed.</p> <p>The beneficiaries of the endowment.</p> <p>The parties responsible for managing and supervising the proceeds.</p>			
8	<p>Request the issuance of an authenticated replica of a legal document</p>	<p>Identity Card or passport of the parties.</p>			<ul style="list-style-type: none"> • The applicant must be Principal or official agent. • Receive the copy in person.