



**DIPLOMAT**  
**MANAGEMENT**  
**SERVICES CO W.L.L**  
Reliable, Resourceful and Responsible

# COMPANY PROFILE

AUTH. AGENT OF SAUDI EMBASSY

AUTH. LMRA REGISTRATION CENTRE



# COMPANY OVERVIEW

**Diplomat Management Service Co. W.L.L.** is a distinguished expert in Government relations services (GRO) and Global visa assistance provider in the Kingdom of Bahrain. With extensive experience exceeding 40 years, the company is recognized for its professionalism and commitment to delivering essential services related to local government authorities and foreign embassies in Bahrain.

Our objective is to become the premier provider of government relations services and global visa assistance in the Kingdom, leveraging decades of expertise to deliver seamless, professional, and reliable solutions for our clients. We strive to uphold the highest standards of integrity and efficiency, ensuring exceptional service and fostering long-term partnerships with our valued clients.







# VISION

To be recognized as the premier provider of government relations services and global visa assistance in the Kingdom, delivering unparalleled efficiency in navigating complex governmental processes.





# MISSION

To deliver exceptional and secure services that go beyond our client's expectations. With our experienced team, we are dedicated to maintaining the highest levels of confidentiality and responsibility, ensuring every client is fully satisfied with our work.



# CORE SERVICES



Handling and processing formalities with Bahrain authorities



Global visa assistance



Saudi visa services



Management and administration consultancy



Meet and assist service at Bahrain airport



Document attestation services

# 40+ YEARS

With over four decades of expertise, we have developed a deep understanding of government relations, document attestation, and global visa assistance, establishing ourselves as a trusted leader in the industry.

## SKILLED TEAM

Our team comprises highly experienced professionals with over 10 years of expertise, ensuring you receive reliable and efficient service.

## COMPREHENSIVE SERVICES

We provide extensive services related to government relations and associated tasks, catering to corporate and individual clients. Our comprehensive offerings serve as a one-stop solution for all your government relations needs.

## RELIABLE PARTNER

Our long-standing presence in the industry reflects our dedication to delivering dependable and timely services, enabling clients to achieve their objectives without unnecessary delays.

## PERSONALIZED SOLUTIONS

We customize our services to meet your unique needs, ensuring that our solutions align with your goals.



# HANDLING AND PROCESSING FORMALITIES WITH **BAHRAIN** **AUTHORITIES**

## **LMRA SERVICES**

- Employment visa - new/renewal
- Family visa - new/renewal
- Job title change
- Monthly admin fee payment service
- Data updates
- Offense removal
- Biometric assistance
- Pre-employment medical checkup assistance
- Higher ceiling
- Work permit for Golden Visa holder - new/renewal/cancellation
- E-ticket assistance

## **CENTRAL INFORMATICS ORGANIZATION SERVICES**

- Processing of new/renewal/lost Bahrain CPR
- CPR update
- Establishment/unit registration certificate
- Address confirmation certificate for GCC nationals

## **GOSI DEPARTMENT SERVICES**

- Monthly invoice payment service
- Company registration
- Employment registration/termination
- Bahrainization certificate
- Salary update
- Offense removal
- Other GOSI-related services upon request





## MINISTRY OF INDUSTRY & COMMERCE SERVICES

- Company registration (renewal)
- Add or remove signatories
- Company address change
- Obtain an original copy of the commercial registration certificate and registration extract
- Company registration - update contact details
- Offense removal
- Audit report submission
- UBO registration and renewal
- ESR report submission
- Activity renewal

## MINISTRY OF INTERIORS SERVICES

- Driving license - new/transfer/renewal/update
- Vehicle ownership transfer/update
- International driving license
- Vehicle passing and annual registration renewal
- Bahrain driving license - update
- Good conduct/police clearance certificate





## **ELECTRICITY AND WATER SERVICES**

- New electricity account opening
- Electricity disconnection service
- Electricity transfer and update

## **BAHRAIN MUNICIPALITY SERVICES**

- Municipality letter
- Lease agreement registration
- Municipality account opening and closing
- Update municipality account

## **BAHRAIN CHAMBER OF COMMERCE (BCCI) SERVICES**

- Company registration
- Membership renewal
- Add and remove authorized persons/signatories
- Certificate of origin

## **IMMIGRATION DEPARTMENT SERVICES**

- Opening file/grace period extension for newborn baby
- Visit visa and extension
- Bahrain passport (new and renewal)
- Business visa and extension
- Transferring of residence permit and re-entry from old to new passport
- Residence permit correction
- Family joining for parents and in-laws
- Exit permit
- E-visa
- Immigration certificates – residency permit history/travel history/latest entry
- Bahrain multiple entry visa for KSA Iqama holders
- Bahrain family joining visa for dependents of KSA Iqama holders

## **OTHER SERVICES**

- Travel insurance through a third-party
- Hotel and flight booking (dummy) through a third party
- Document translation through a third-party







# MANAGEMENT AND ADMINISTRATION CONSULTANCY

As a trusted Management and Administration Consultant, we provide consultation services on the requirements and policies to comply with government regulations, enabling the client's management to make the right decisions at the right time.

## DOCUMENT ATTESTATION SERVICES

Our Document Attestation Services provide comprehensive authentication of your educational and commercial documents, ensuring they are recognized for official use both locally and internationally. We manage the entire attestation process, including verification from relevant authorities such as Ministry of Education, Ministry of Foreign Affairs, Chamber of Commerce and Embassies.





# MEET AND ASSIST SERVICE AT BAHRAIN AIRPORT

We arrange Meet and Assist Service at Bahrain Airport through the concerned service provider and this ensures a smooth and hassle-free airport experience for travelers. For both arrival and departure passengers, we ensure to get personalized assistance with check-in, baggage handling, and navigating through airport formalities. Whether for business or leisure, we offer a seamless service designed to enhance comfort and convenience at every step.







## GLOBAL VISA **ASSISTANCE**

We assist in obtaining visas through the embassies and representative offices available in the Kingdom, including but not limited to the UK & US, and Schengen countries (such as France, Greece, Spain, Switzerland, Germany, Austria, Portugal, and Netherlands etc), India, Egypt, China, Russia, Japan, Algeria, Morocco, Jordan, Iraq, Turkey, Canada, Malaysia, and Singapore. In addition, we process e-visas for foreign countries, including but not limited to the UAE, KSA, Oman, Turkey, India, and the UK, ensuring a smooth visa application process.

## SAUDI VISA **SERVICES**

Our Saudi Visa Services offer comprehensive support for individuals and businesses seeking visas to travel to Saudi Arabia. We provide expert guidance throughout the application process, ensuring that all required documents are properly prepared and submitted. Whether you need a work visa, business visa, family visit visa, tourist visa, cargo/transport visa, or escort visa, we streamline the process to make it as smooth and efficient as possible. With our in-depth knowledge of Saudi visa regulations, we help you navigate the complexities and secure your visa with ease.



# SELF SPONSORSHIP VISA SERVICES

We offer assistance in obtaining self-sponsored residence permits for individuals and their families with long-term validity. This visa category is available to property owners, investors, and retirees seeking to establish residency in Bahrain.

# GOLDEN VISA SERVICES

Our team facilitates the application process for Bahrain's prestigious Golden Visa, catering to individuals and their families. Eligibility is determined based on the specific criteria set for each applicant, and we provide comprehensive support throughout the process.





www.dmsbahrain.com

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## Contact us

### Corporate office

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