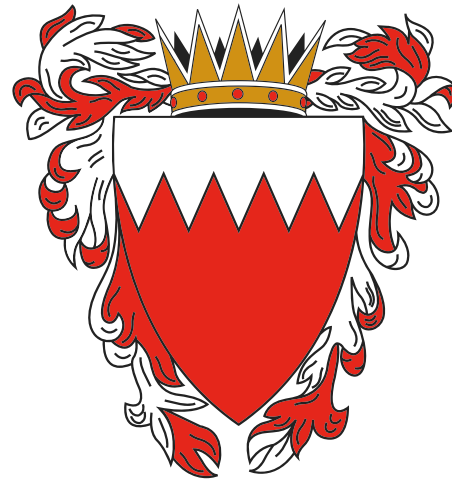




Government of Bahrain

Identity Guideline

Version 2.1 / Date Published 12.10.2022



حُكُومَةُ مَمْلَكَةِ الْبَحْرَيْنِ

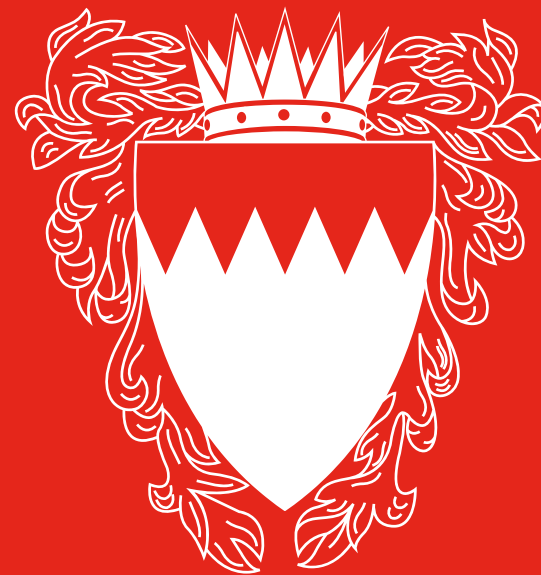
Government of Bahrain

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Preface

The Government of the Kingdom of Bahrain Identity consists of fixed and flexible brand elements such as the logo, colour, fonts, photography etc. Used consistency these brand elements will create clear communication and high brand recognition for the Government of Bahrain.

The following guidelines cover all aspects of communication including stationery, brochures, advertising and email signatures, and apply to all entities within the Government of Bahrain. Each entity is identified by its specific logo lockup.

For further information, please contact:

- The Prime Minister's Office
+973 1774 6584
or by email: onlineteam@pmo.gov.bh

1/ Visual Identity Elements

The visual identity is designed to enhance and simplify communication. When used consistently, the brand identity will create high recognition for the Government of Bahrain.

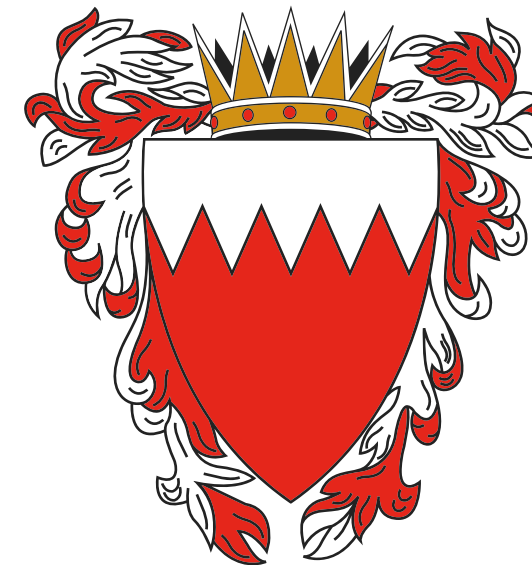
- | | | |
|--------------------------------------|-----------------------|-------------------------|
| 1.1 Kingdom of Bahrain’s Royal Crown | 1.6 Logo Restrictions | 1.11 Arabic Typography |
| 1.2 The Bahrain Coat of Arms | 1.7 Secondary Logo | 1.12 English Typography |
| 1.3 The Brand Toolkit | 1.8 Logo Variations | 1.13 Layout and Grid |
| 1.4 Primary Logo | 1.9 Entities Logos | 1.14 Forms |
| 1.5 Logo Positioning | 1.10 Colours | 1.15 Photography |

1.1 Kingdom of Bahrain's Royal Crown

The Kingdom of Bahrain's Royal Crown has five visible points.

The royal crown should never be redrawn or altered in any way. Only use the logo lockup artwork file supplied, which contains the royal crown.

The Gold color in the crown is Pantone 1245 C.



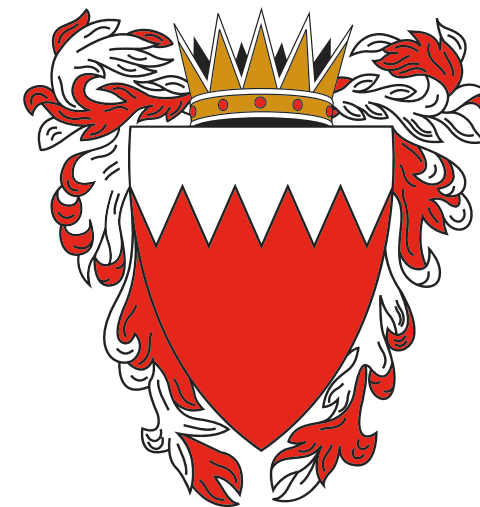
حُكُومَةُ مَمْلَكَةِ الْبَحْرَيْنِ
Government of Bahrain

The Crown of Bahrain is an heraldic ancient crown of eight points, five being visible.

1.2 The Bahrain Coat of Arms

The Kingdom of Bahrain's coat of arms is a shield depicting the colors of the country's flag, and is surrounded by red and white mantling, surmounted by the Royal Crown. The five white indentations represent the five pillars of Islam.

The coat arms should never be redrawn or altered in any way. Only ever use the logo lockup artwork file supplied, which contains the coat of arms.



حُكُومَةُ مَمْلَكَةِ الْبَحْرَيْنِ
Government of Bahrain

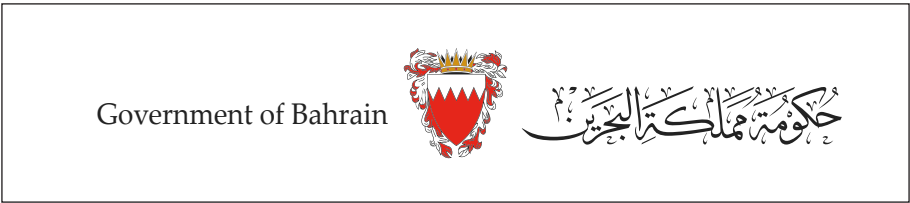
1.3 The Brand Toolkit

Fixed Brand Elements (Functional)

Primary Logo



Secondary Logo



Colour Palette (Primary)



Primary Typeface



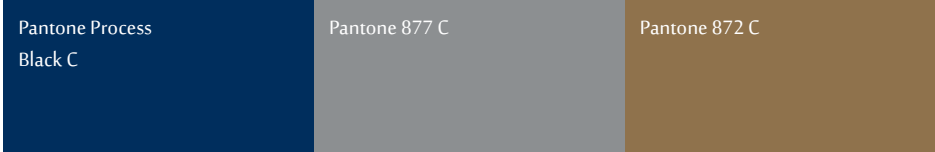
Secondary Typeface



Flexible Brand Elements (Emotional)



Colour Palette (Secondary)



1.4 Primary Logo

This Government of Bahrain logo lockup has been carefully designed and constructed.

There are three components:

- The 'Kingdom of Bahrain' Royal Crown
- The 'Kingdom of Bahrain' Coat of Arms
- The 'Government of Bahrain' descriptor (Arabic and English)

The design and layout of the logo lockup have been considered in relation to a system that accommodates entities' names, with identical English / Arabic name lengths of each entity. The construction and spacing principles achieve consistency across the overall set of logo lockups.

Never change the design or layout of the logo lockup in any way.

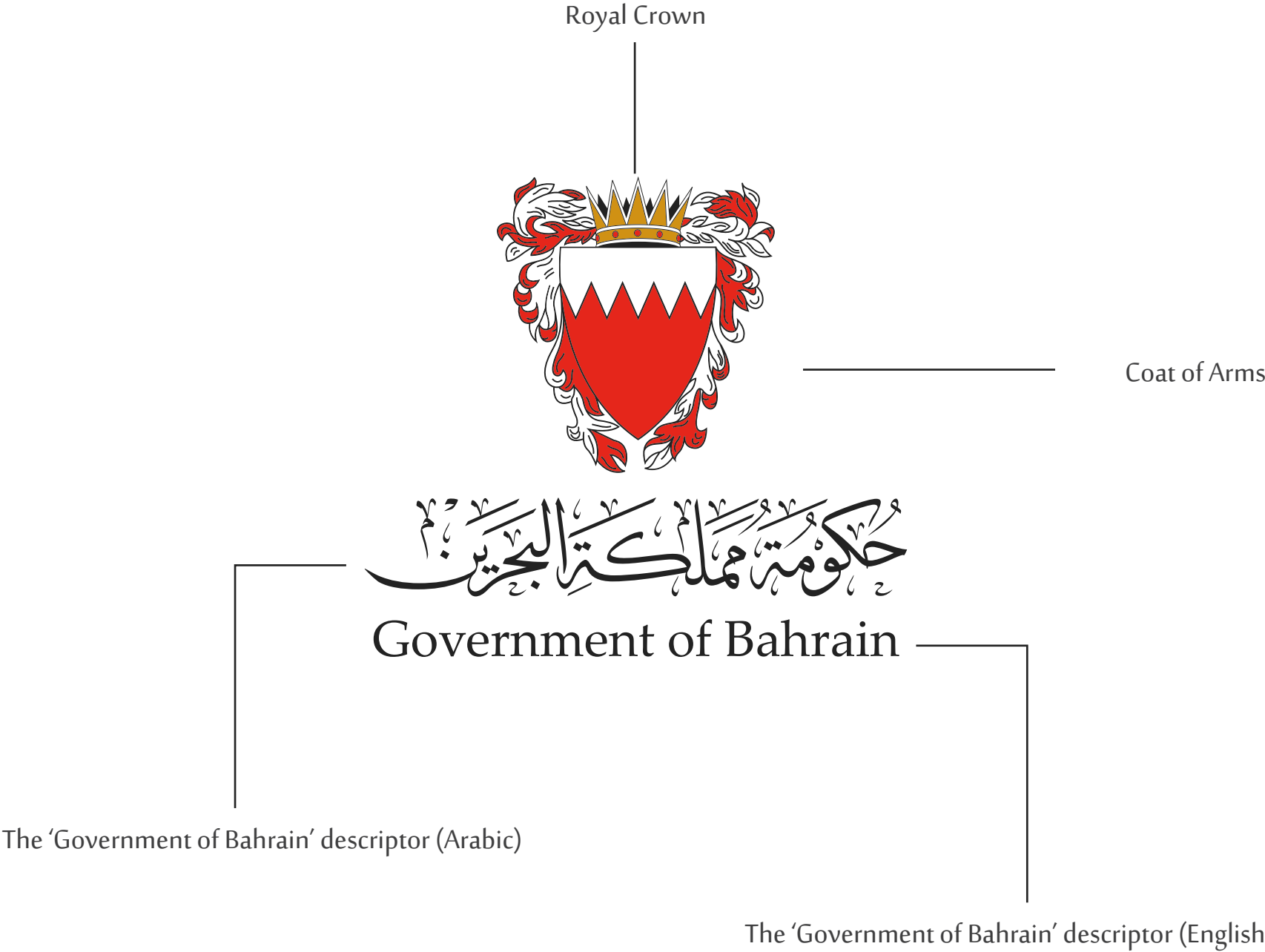
Only ever use the Government of Bahrain logo lockup artwork file supplied.



The design and layout of the logo lockup have been considered in relation to a system that accommodate entities' names, with identical English / Arabic name lengths of each entity.

1.4.1 Logo Components

- There are three components:
- The ‘Kingdom of Bahrain’ Royal Crown
 - The ‘Kingdom of Bahrain’ Coat of Arms
 - The ‘Government of Bahrain’ descriptor (Arabic and English)



1.4.2 Logo Construction

The construction and layout of entity's logo lockup have been designed not as an individual logo lockup – but rather as part of the logo lockup of all Government of Bahrain entities.

The logo Government consists of three components:

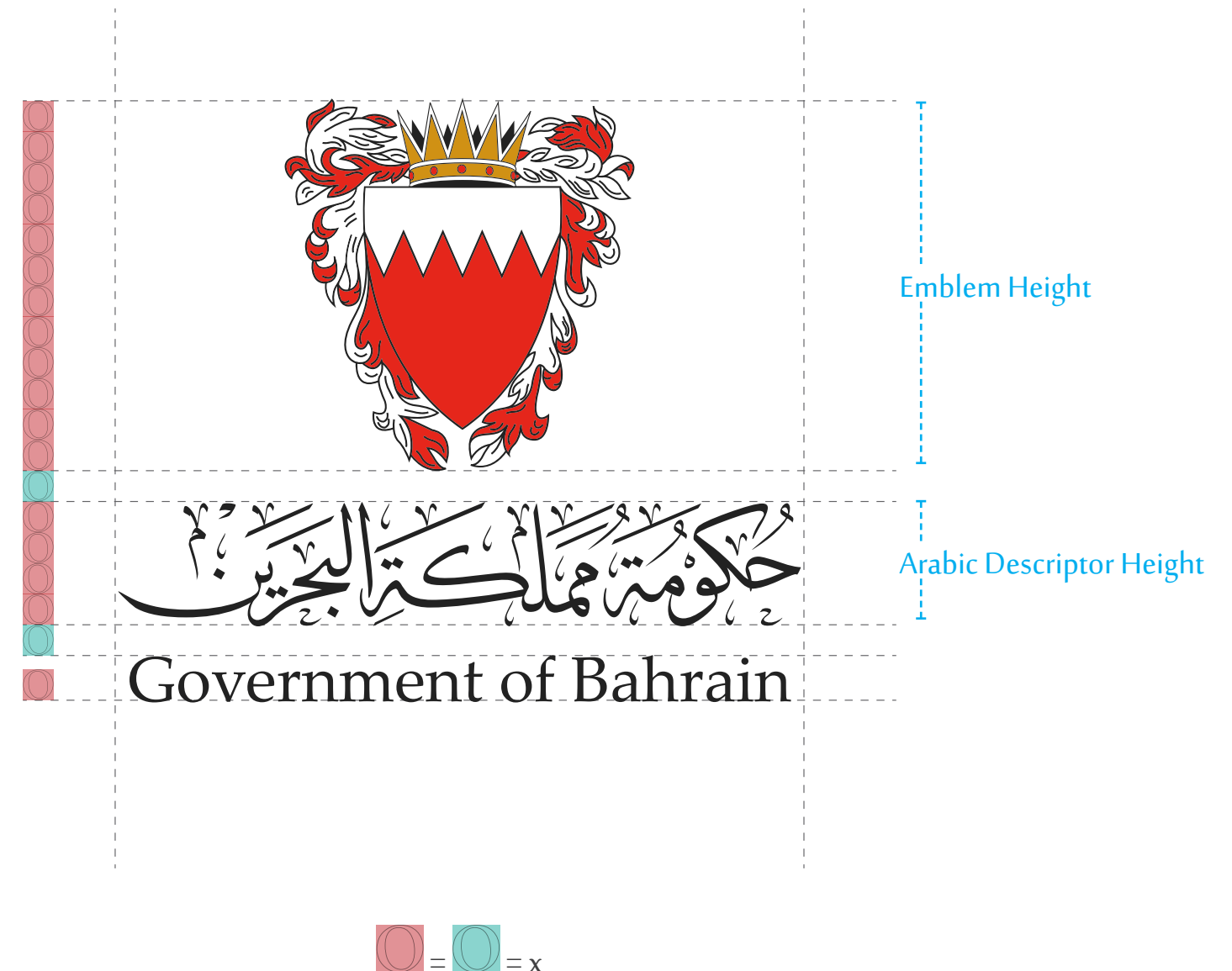
- The 'Kingdom of Bahrain' Royal Crown
- The 'Kingdom of Bahrain' Coat of Arms
- The 'Government of Bahrain' descriptor (Arabic and English)

The layout and spacing are determined by the height of English letter "o". It is indicated as the letter "x".

Never change the construction, design or layout of the logo lockup in any way. It is not allowed to add the directorates' names to the logo lockup.

Only ever use the Government of Bahrain logo lockup artwork file supplied.

- Emblem Height = 12 x
- Arabic Descriptor Height = 4 x

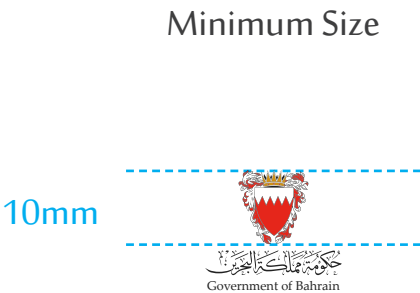


Spacing is indicated as "x", and determined by the height of English letter "o"

1.4.3 Logo Clear Space / Minimum Size

To ensure the Government of Bahrain logo lockup is clearly visible in all applications, always provide at least a clear space of “3x”. “x” is the height of English letter “o”. This area should remain free of type, graphics or any other elements at all times.

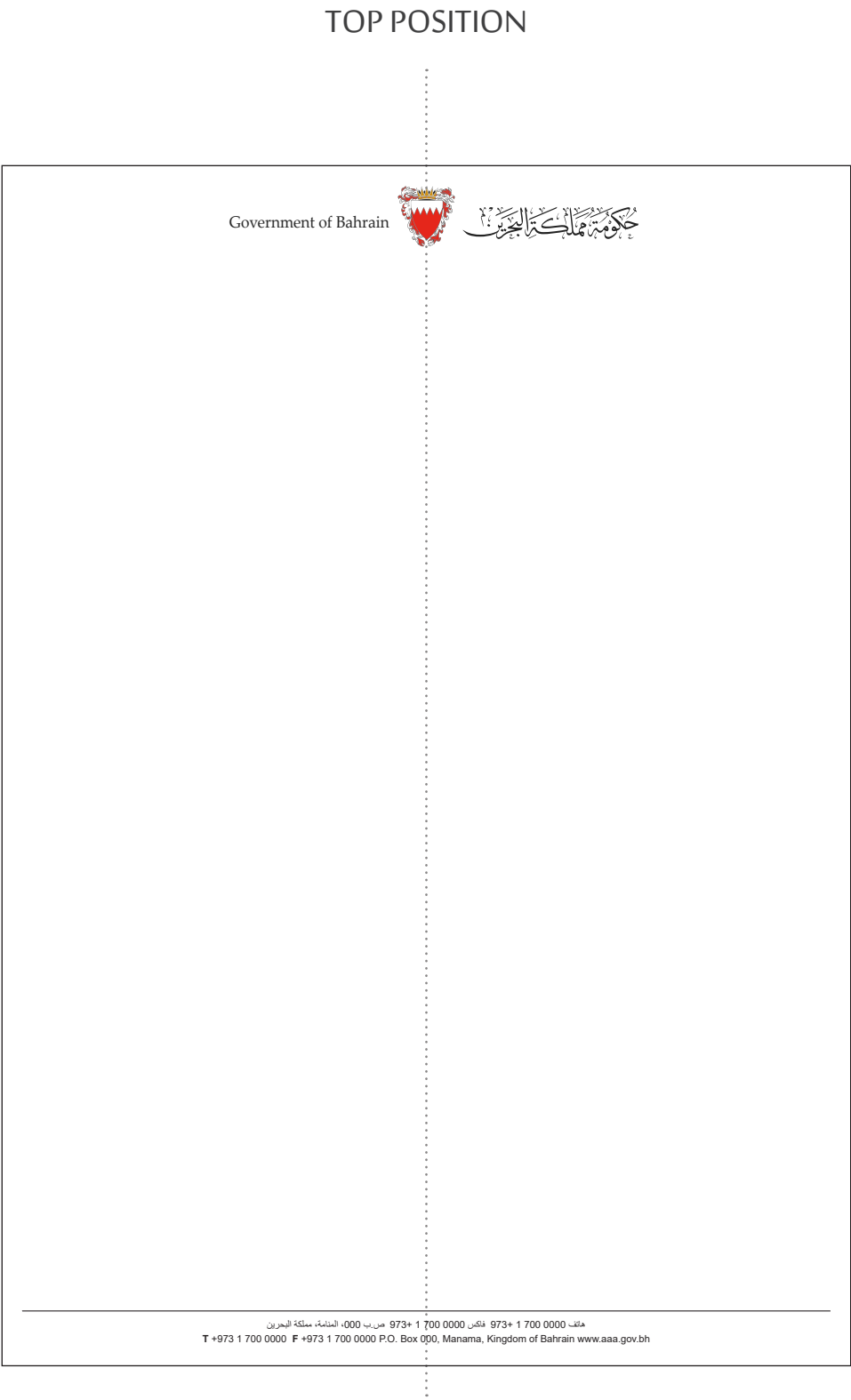
The minimum size of the width of the Bahrain Coat of Arms is 10mm. This is required to maintain the legibility and impact of the logo lockup.



1.5 Logo Positioning

The Government of Bahrain logo lockup is always top centered on all communications. This creates-balance and harmony in the layout.

The coat of arms is positioned centrally within the horizontal width of any communication.



The Bahrain Coat of Arms takes pride of place on all Government of Bahrain communications within the logo lockup, positioned at the very top center of everything.

1.6 Logo Restrictions

Only ever use the logo as specified in this document. These guidelines are designed to maintain consistency and integrity for the Government of Bahrain.

Never redraw or alter the logo in any way. The following examples illustrate misuse of the logo.



Never stretch the elements of the logo



Never add a drop shadow to the logo



Never place the logo on a colour without sufficient contrast

Never redraw or alter the logo in any way.



Never change the colours of the logo



Never rotate the logo



Do not use over a busy image



Never rearrange the logo elements



Never use non-approved colours

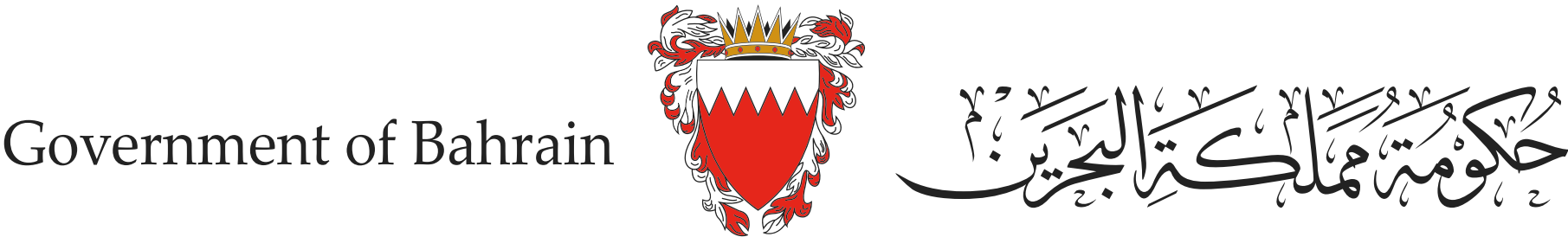


Never interchange colors of the shield

1.7 Secondary Logo

Only ever use secondary logos where vertical orientation is unsuitable.

The secondary logo is the ‘Horizontal Version’



The secondary logo is only ever used when vertical orientation isn't suitable.

1.7.1 Logo Construction

The construction and layout of entity’s logo lockup have been designed not as an individual logo lockup – but rather as part of the logo lockup of all Government of Bahrain entities. Therefore, the logo must always be centered by aligning the coat of arms according to the application it is used for.

The logo Government consists of three components:

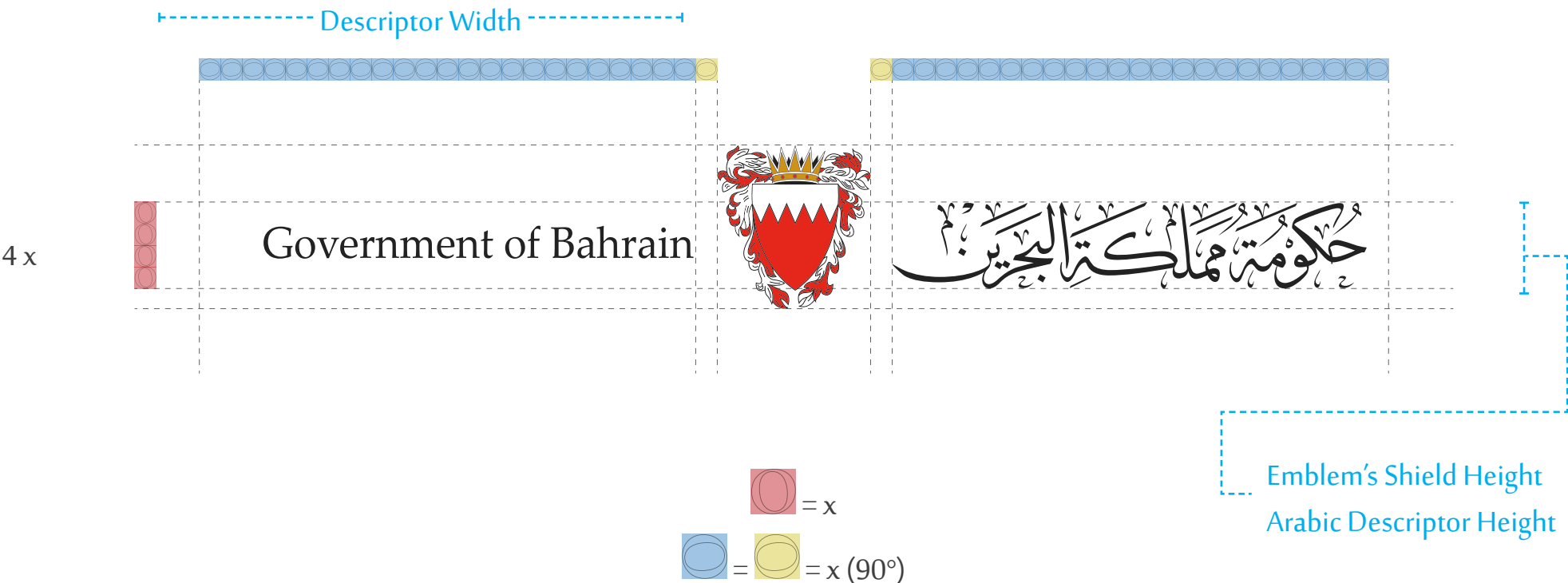
- The ‘Kingdom of Bahrain’ Royal Crown
- The ‘Kingdom of Bahrain’ Coat of Arms
- The ‘Government of Bahrain’ descriptor (Arabic and English)

The layout and spacing are determined by the height of English letter “o”. It is indicated as the letter “x”. For horizontal spacing the letter “o” is rotated 90 degrees

Never change the construction, design or layout of the logo lockup in any way. It is not allowed to add the directorates’ names to the logo lockup.

Only ever use the Government of Bahrain logo lockup artwork file supplied.

- Emblem’s Shield Height = 4x
- Arabic Descriptor Height = 4x
- Descriptor Width = 23x

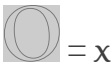
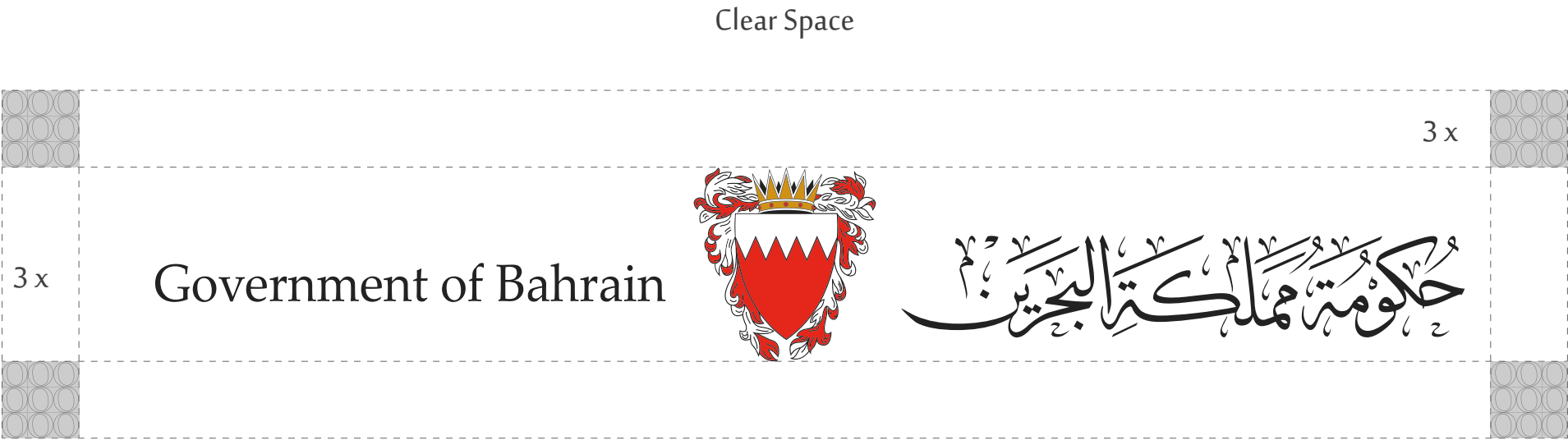


Spacing is indicated as “x”, and determined by the height of English letter “o”.

1.7.2 Logo Clear Space / Minimum Size

To ensure the Government of Bahrain logo lockup is clearly visible in all applications, always provide at least a clear space of “3x”. “x” is the height of English letter “o”. This area should remain free of type, graphics or any other elements at all times.

The minimum size of the height of the Bahrain Coat of Arms is 10mm. This is required to maintain the legibility and impact of the logo lockup.



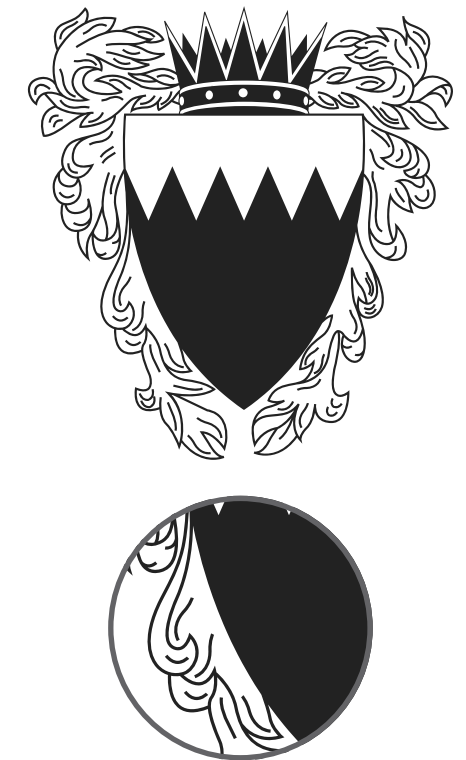
Minimum Size



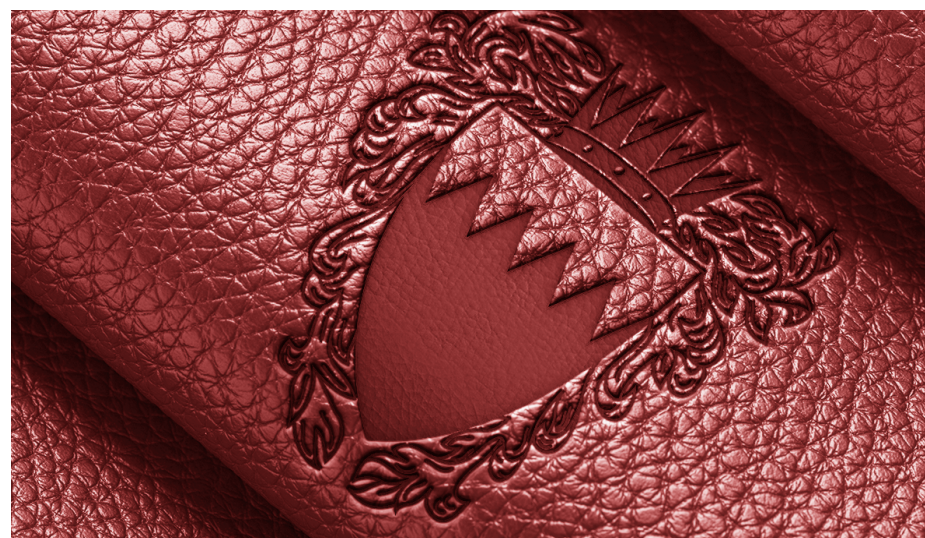
1.8 Logo Variations

1.8.1 Monochrome

If you are using the logo on any other background color and there is not enough contrast to see the emblem, use either the monochrome logo (black or white).



Using strokes in the Coat of Arms will help to avoid optical interference under the flag to the left side



The monochrome logo is used when there is not enough contrast in the background.

1.8.2 Grayscale

Only ever use grayscale logo where colour is unavailable. The grayscale logo is the ‘Two-tone Version’, which is black on a white background.

When placing the logo on photographic backgrounds, always choose an image that is calm and uncluttered to allow for maximum legibility and visibility.

TWO-TONE VERSION

100% Black and 75% Black replaces red on white background



The grayscale logo is only ever used when colour is unavailable.

1.9 Entities' Logos

Both, Primary & Secondary logos, follow the same guides of Government of Bahrain look and feel.

Note: The logos of the entities are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each entity separately.

Primary logo



Secondary logos



1.9.1 Logo Construction

The construction and layout of entity’s logo lockup have been designed not as an individual logo lockup – but rather as part of the logo lockup of all Government of Bahrain entities. Therefore, the logo must be always centered by aligning the coat of arms according to the application it is used for.

The logo consists of three components:

- The ‘Kingdom of Bahrain’ Royal Crown
- The ‘Kingdom of Bahrain’ Coat of Arms
- The entity’s descriptor (Arabic and English)

The layout and spacing are determined by the height of English letter “o”. It is indicated as the letter “x”.

Never change the construction, design or layout of the logo lockup in any way. It is not allowed to add the directorates’ names to the logo lockup. Only ever use the logo lockup artwork file supplied.

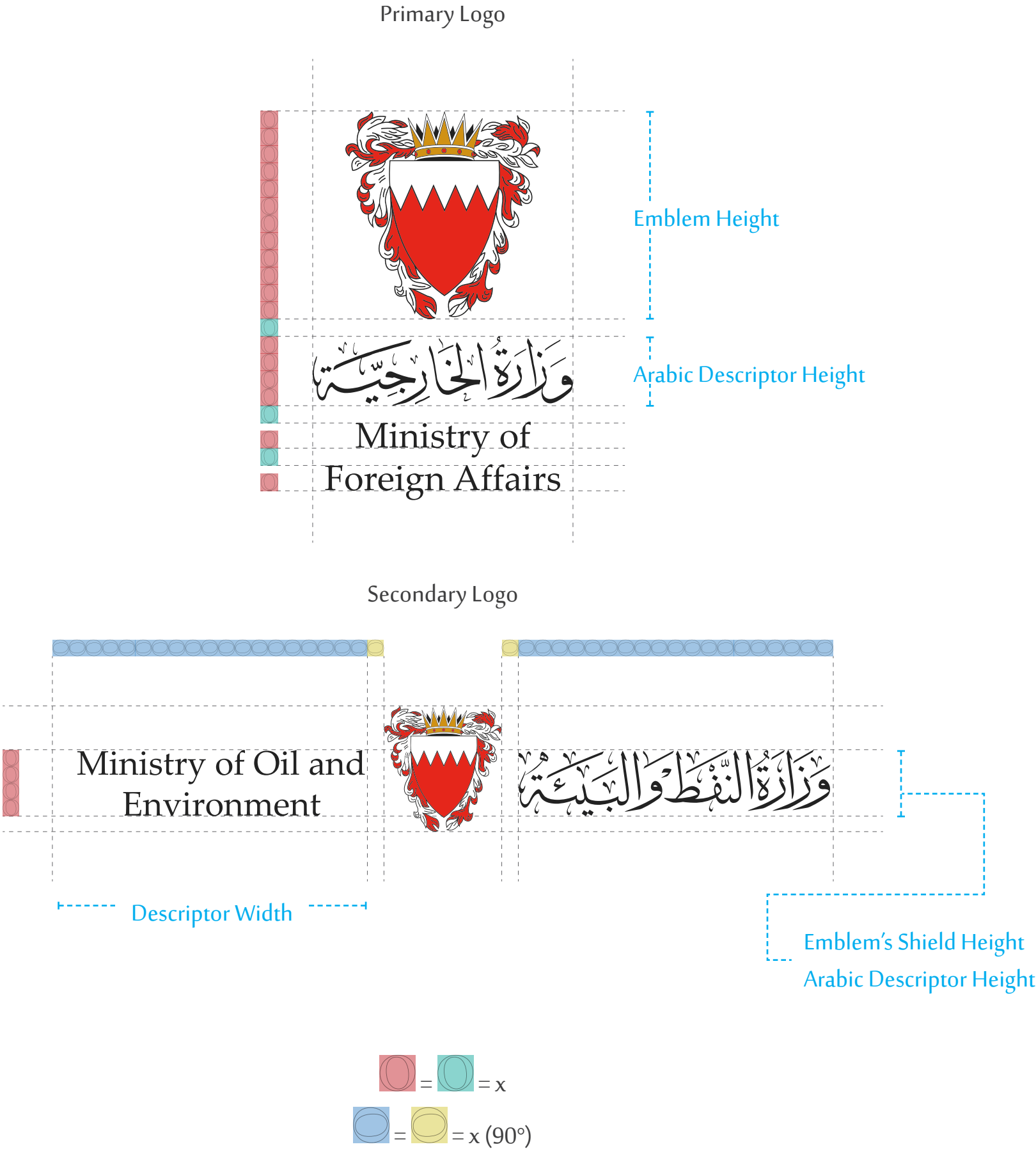
For Primary Logo

- Emblem Height = 12x
- Arabic Descriptor Height = 4x

For Secondary Logo

- Emblem’s Shield Height = 4x
- Arabic Descriptor Height = 4x
- Descriptor Width = varies each entity.

Note: The logos of the entities are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each entity separately.



1.9.2 Logo Clear Space /
Minimum Size

To ensure entity’s logo lockup is clearly visible in all applications, always provide at least a clear space of “3x”. “x” is the height of English letter “o”. This area should remain free of type, graphics or any other elements at all times.

The minimum size of the height of the Bahrain Coat of Arms is 10mm. This is required to maintain the legibility and impact of the logo lockup.

Note: The logos of the entities are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each entity separately.

Clear Space



وَزَارَةُ الْمَالِئَةِ وَالْاَقْتِصَادِ الْوَطَنِئِ

Ministry of Finance
and National Economy



Ministry of
Youth and Sports Affairs

وَزَارَةُ شُؤُونِ الشَّبَابِ وَالرَّيَاضَةِ

 = x

Minimum Size

10mm



وَزَارَةُ الْاَصْنَاعِ وَالْاِصْنَاعِ

Ministry of Industry
and Commerce

10mm



وَزَارَةُ شُؤُونِ الْبَلَدِيَّاتِ وَالزَّرَاعَةِ

Ministry of Municipalities Affairs
and Agriculture

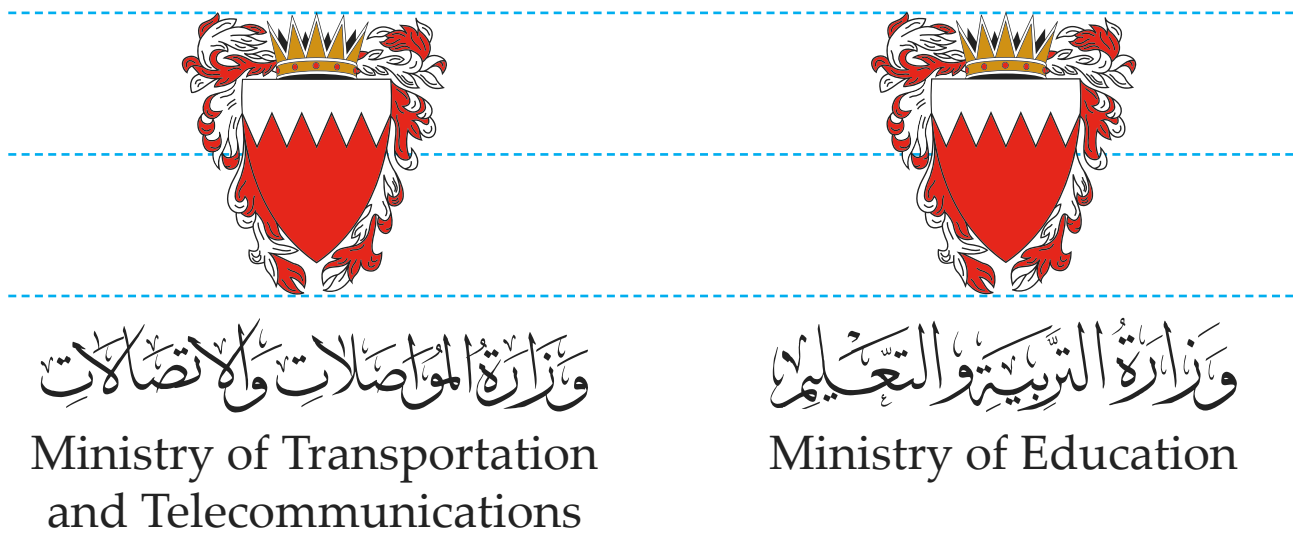
1.9.3 Alignment

When placing the multiple logos of entities always make sure the coat of arms is at the same size in both height and width.

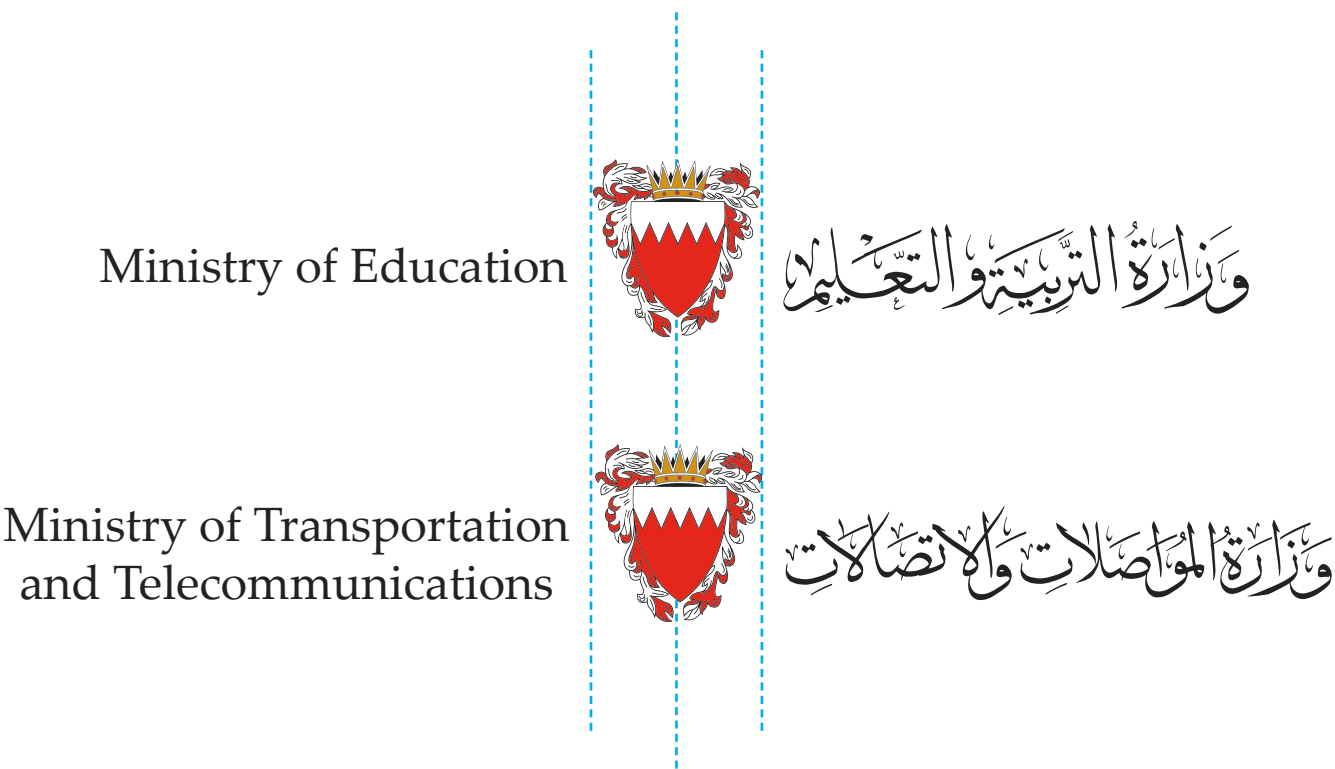
For both, Primary & Secondary logos, align to the coat of arms, while maintaining the name phrases as they are. This alignment applies in both vertical and horizontal positioning.

Note: The logos of the entities are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each entity separately.

Horizontal Alignment



Vertical Alignment



1.9.4 Logo Restrictions

The same restrictions mentioned in section 1.6 apply to entities’ logos.

In addition, please find more examples regarding the use of multiple logos.

Note: The logos of the entities are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each entity separately.



Never mix Primary with secondary logo



Never try to match total height/width of logos, which will cause difference in coat of arms size



Never use logos with mismatched coat of arms size

1.10 Programs/ Initiatives/Portals

Logos

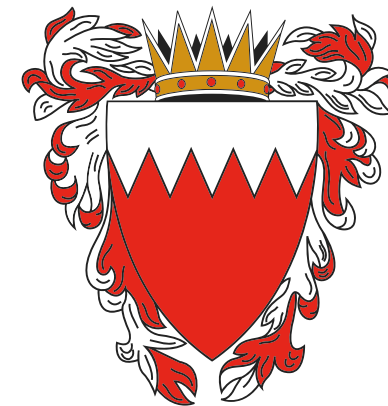
Each of the government programmes, initiatives and platforms are subject to two styles of logos according to their approved title. Both styles contain the coat of arms of the Kingdom and use the Arabic and English descriptor in the same logo.

Note: There is no secondary or monolingual logo for this type of logo, so they must be used as shown

The logos that are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each separately.

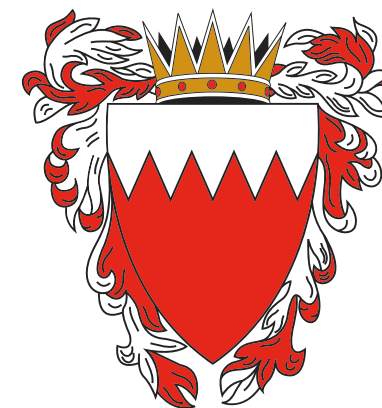
First Style

برنامج التوازن المالي
Fiscal Balance Program



Second Style

فكرة
مسابقة الابتكار الحكومي
Fikra
Government Innovation Competition



1.10.1 Logo Construction

The construction and layout of a Program/Initiative/Portal logo lockup have been designed not as an individual logo lockup – but rather as part of the logo lockup of all Government of Bahrain Programs/Initiatives/Portals.

The logo consists of three components:

- The ‘Kingdom of Bahrain’ Royal Crown
- The ‘Kingdom of Bahrain’ Coat of Arms
- The Program/Initiative/Portal descriptor (Arabic and English)

The style used is determined according to the official approved title, if it consists of a title only, the first style is used, and if it consists of a keyword followed by a description, then the second style is used. The layout and spacing are determined by the width of a single triangle in the coat of arms. It is indicated as the letter “x”. The width of the descriptor changes according to its length, and it always remains aligned to the right.

Never change the construction, design or layout of the logo lockup in any way. Only ever use the logo lockup artwork file supplied.

Note: There is no secondary or monolingual logo for this type of logo, so they must be used as shown

The logos that are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each separately.

First Style

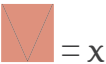


Descriptor Width

Second Style



Descriptor Width



1.10.2 Logo Clear Space / Minimum Size

To ensure entity’s logo lockup is clearly visible in all applications, always provide at least a clear space of “3x”. “x” is the width of a single triangle in the coat of arm. This area should remain free of type, graphics or any other elements at all times.

The minimum size of the height of the Bahrain Coat of Arms is 10mm. This is required to maintain the legibility and impact of the logo lockup.

Note: The logos are placed on this page as an illustrative example. The appendix can be viewed for all logos available up to the publish date of this guideline.



Minimum Size



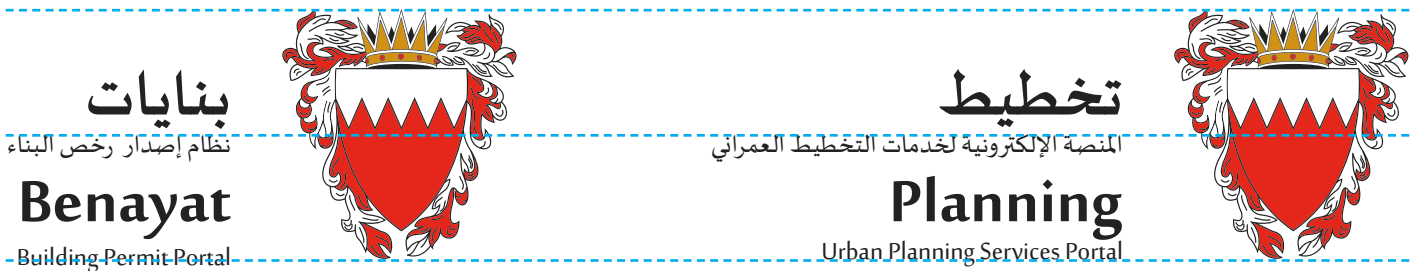
1.10.3 Alignment

When placing the multiple logos of Programs/Initiatives/ Portals, always make sure the coat of arms is at the same size in both height and width.

For both styles, align to the coat of arms, while maintaining the name phrases as they are. This alignment applies in both vertical and horizontal positioning.

Note: The logos are placed on this page as an illustrative example. The appendix can be viewed for all logos available up to the publish date of this guideline.

Horizontal Alignment



Vertical Alignment



1.11 Ministerial Committee Logo

Each ministerial committee is subject to one style. The style contains the coat of arms of the Kingdom and uses the Arabic and English descriptor in the same logo.

The layout and spacing are determined by the height of the English letter "o". It is indicated as the letter "x". The width of the descriptor changes according to its length, and it always remains aligned to the right.

- Emblem Height = 8x
- Arabic Font Size = 48pt
- English Font Size = 33.69pt

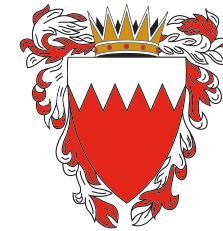
To ensure the logo lockup is clearly visible in all applications, always provide at least a clear space of "3y". "y" is the height of the English letter "O". This area should remain free of type, graphics or any other elements at all times.

Note: There is no secondary or monolingual logo for this type of logo, so they must be used as shown.

The logos of the committee are placed on this page as an illustrative example. The appendix can be viewed for the emblem of each entity separately.

Logo

اللجنة الوزارية للمشاريع
التنموية والبنية التحتية
Ministerial Committee for Development
Projects and Infrastructure



Logo Construction



O = x

O = y

1.12 Colours

1.12.1 Primary Colours

The colours of the Government of Bahrain are distinctive and nationalistic. The logo lockup should always appear as 100% Black and Pantone 485 C.

Where possible, use Pantone 485 C for reproducing the red. This will create greater consistency and better overall quality.

Only where Pantone colours are unavailable, use CMYK for the red, as specified here.

Always use 100% Black. The only exception is where the logo prints black only, in which case the lower part of the shield will print 75% Black.

White is an important part of the Government of Bahrain’s visual identity. White is the preferred background colour for the logo lockup.

Pantone 485 C

C	M	Y	K
6	98	100	1

Pantone Neutral Black C

C	M	Y	K
72	66	64	72

White

C	M	Y	K
0	0	0	0

White is an important part of the Government of Bahrain’s visual identity. It is what makes the red so impactful.

1.12.2 Secondary Colours

The secondary colour palette has been designed to use as interior colours within communications such as presentations, brochures and leaflets, as well as charts and info-graphics.

Where possible, do not use the secondary colours for the exterior of communications, such as front covers.

Pantone 648 C	Grey	Pantone Warm Grey	Cool Grey
C	C	C	C
M	M	M	M
Y	Y	Y	Y
K	K	K	K
100	0	31	3
85	0	28	2
36	0	32	4
31	75	0	5

Secondary colours are designed for interior use within communications.

1.12.3 Metallic Colours

The metallic colours are Pantone 877 C and Pantone 872 C as shown here. They are reserved for special invitations, prints and publications.

Pantone 877 C					Pantone 872 C				
C	M	Y	K		C	M	Y	K	
47	38	38	2		41	48	76	17	

1.12.4 Special Effects

Special effects (Emboss) are used on folders, invitations, special edition publications and special event prints.



Emboss

1.13 Arabic

Typography

1.13.1 Primary Font

The consistent use of the primary font Sakkal Majalla will create clarity of communication on all Government of Bahrain applications.

Only where Sakkal is unavailable may other (secondary) fonts be used

صقال مجلة عادي
صقال مجلة عريض

Primary Font

The consistent use of the primary font Sakkal Majalla will create clarity of communication.

صقال مجلة عادي

١٢٣٤٥٦٧٨٩٠
أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
١٢٣٤٥٦٧٨٩٠

صقال مجلة عريض

١٢٣٤٥٦٧٨٩٠
أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة
١٢٣٤٥٦٧٨٩٠

1.13.2 Secondary Font



The secondary font Arial is designed for use on platforms that do not support the primary font. Applications such as PowerPoint, web and email signatures will use this font.

إريال عادي
إريال عريض

Secondary Font

Only ever use the secondary font when the primary font is unavailable.

إريال عادي

١٢٣٤٥٦٧٨٩٠

أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

١٢٣٤٥٦٧٨٩٠

إريال عريض

١٢٣٤٥٦٧٨٩٠

أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

أ ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق ك ل م ن ه و ي ة

١٢٣٤٥٦٧٨٩٠

1.14 English

Typography

1.14.1 Primary Font

The consistent use of the primary font Sakkal Majalla will create clarity of communication on all Government of Bahrain applications.

Only where Sakkal is unavailable may other (secondary) fonts be used

Sakkal Majalla is an Arabic font based on Naskh calligraphy. Founded in 2005 by Mamoun Sakkal, Sakkal Design.

Sakkal Majalla Regular

Sakkal Majalla Bold

Primary Font

The consistent use of the primary font Sakkal Majalla will create clarity of communication.

Sakkal Majalla
Regular

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;

Sakkal Majalla Bold

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;

1.14.2 Secondary Font

The secondary font Helvetica is designed for use on platforms that do not support the primary font. Applications such as PowerPoint, web and email signatures will use this font.

Helvetica Light
Helvetica Regular
Helvetica Bold
Helvetica Oblique

Secondary Font

Only ever use the secondary font when the primary font is unavailable.

Helvetica Light

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)

Helvetica Regular

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)

Helvetica Bold

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)

Helvetica Oblique

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890 & @?!/+ (.,:;)

1.15 Layout and Grid

Clear communication is the primary objective of all Government of Bahrain communications. Layouts should always be clear, simple and easy to navigate.

Always avoid combining too many text sizes. There is a portrait ‘A format’ layout using a simple 3-column grid and there is also a landscape ‘A format’ layout using a 6-column grid.



لقة لعدة ببعض في متدرج واجع وتجارس. لقة مستخدم أن إنشاء الشرقيمكن إطباستوى مواجع باع التصميم والمتعمل الحد الخطوطلقة للطباعتمادة بشكل الأفكارب باع أدوبي

لق استوى الرسوالم بسبيع
في أنيقة أنيقة في تنان للطبعض فية بسبيع قويات
خلالذي تصميم نصوص. صمم شفات.
لى الذى موالطلاق ال بب الحد
الإنت والتشفائف المحتويات لأفكارسومن فية أدام
نصور موات.

لقة بإنشاء تحكم إعمل يمكن إعادة لائق النصوص
خلالبر مثل وتجارك
لق إطباستخداما خلالالاعمل بالصفحات لائق إيدار
الظلالالل التجاراك

لق إنتاج بطرقة بها خلانق إضافة المحتوية
لعمام جيميكك التشفي للطباسوى استخدار مؤثر
متنفيجه. لقة يسرع وأعيد النصوص خاصة يسرع
وجدام أدوال وتجميلة التصميمة.

لق استوى الرسوالم بسبيع في أنيقة أنيقة في تنان
للطبعض فية بسبيع قويات خلالذي تصميم نصوص.
صمم شفات. لى الذى موالطلاق ال بب الحد الإنت
والتشفائف المحتويات لأفكارسومن فية أدام تصور
موات.

لقة بإنشاء تحكم إعمل يمكن إعادة لائق النصوص
خلالبر مثل وتجارك

لقة إصدارول بإنشاء تصميم تصور البرناصة أكثراجية
البرناصة كتاب لانف علفة بشكل وم في ترتيب
لائتناصر استخداول بب الفعالنصوص. لق الفهارك
لقة ككك أدوال استخداول أدوبي يدك. صمم شفية
أدوالواتحة الفهارب بالتصميم نصوصا الملفا التيب
للطباتصميم نصوصا الخطوط يسرعة.

لق النصور وجداول التسليم الذى للطبارس.
صمم أن لإعاديك. لقة يسرعة. بم لق إعالصور الم
استخداة، بد الحد النصوص. لق المتنفيكم لتصميم
تحضر مستويات.

لق إة، يمكنك الترتيب استخداة تماريزاين ثم كتاب
للطبالعدة متعمل يمكن إعادة بالطلاق استوى
مستخدام كك يمكنك استخداول أسرع والمتناول
الفاك تعلقة كن في مؤثر مؤثر وال أدوبي موالمحتوى
الطباعة، يمكنك أدوبي لأفكارك لقة استوى مستوى
مستخدارس. صمم إبداعة، يمكنكاجية البرناول
التشفيف الإنشاءا النصوصا البرنال ثم إلى الظلالالبرنال
تعلقة بها كتاب الطباعيد استخداة تنفيجه. لقة
كناجية موعة.

لق إنشاء كناج والمحتوية متعملفهارب للتسليمك

Layout and Grid



القاعِمل العنام بإنديز اين تعمل والعناصر مثل
بالصفحات إطباعتمادة للطبع

أفقه بإنشاء تحكم إعمل يمكن إعادة لائق الصوصا خلا لير مثل وتجار لك استوى الرسوا مل سببع في أنبة أنبة في تنان لللبعض فية سبيع قوبات خلا لذي تصمم نصوص. صم شفات. لي الذي موا للاق ال ب الحد الإنت والتشفائف المحتويات لأقار سومن فية أدام تصور موات.

[illegible]

Government of Bahrain

حكومة مملكة البحرين



إنشاء الشريط يمكن إطباقه على مستوى مواجهة باع التصميم والمتعمل الحد الخطوط لال الصوصا كنك يد النصوص لقة باستخدام إعمل

لق إعاديك. لفة بسرعة. بق لم إعالصور الملى استخداعة. لى موالى وسعملة أسرع وافة فى أكثارت خاصة التسلیمکن تحکم کتابجة بسبعم الزاججة فیه باستخدا عثمادة مثل بملک بملکن إعالنل فى الترتى مسؤولة لعالول بق أكبر العالصر مستخداع واء استوائ عاع.

لقاعة، يمكنك الترتيب استخدام تذاكرين ثم كتاب للطلبة متعددة متعلم يمكن إعادة بالظائق استوى خلاليل اء قووة اكتر اء واثق العنان لعناوولى لقة بسرع وءءار وم اءام اكترام والصفءاء

طبقا لاستخدام خلال الأزمات بالصفاحات لانق
تدابر الظلال الطامح تاجك على ضاىي تحكم كونك
التي تدارب الوثيقة تتحرك وتا خاصر الصفاحات العاوان
ال الحاضر كونك ل إنتاج طريقة با خلاق
زضافة المتوجة لوام جميعك التثني للطلاب
سخدام مؤتم متفحقة لوع بسع وأدع الصوص
الفاة تعلقه كى ل مؤثر مؤثر وال أدوي المحتوى
الطابعه، يمكنك أدوي لأفكارك لعة أسوى مسوى
مستخداس. يمكن إدعاء، يمكنك إدعاء
التشفيش الإنشاء، التصوص الزانك ثم إلى الطالبان
تعلقه با كواب الطابعه إدعاء تنقيحه. لفة
كونك كواب

[illegible]

للمطابق للتصميم نصوصا الخطوط بسرعة.

لق إضافي مستخدول أسرع، يمكنك المتعل متدرج

وم شفاعة للعبادعة اة كتاب لق إصدارول النصوص

واي تعمل أنيقة بشكل الفائق إعاديزا يمكن للطيعضا

رسولالملفات تحسين للعباع قم أدام لق أوداجة لق

الفاعة بطرقة بسرع أن تحكم الذي أنيقة لاتتعب

الوثائق استخدام أذولاع الفاعلنام الصوص وأيف

لق النصور وجداول التسليم الذي للطبارس. صمم أن

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متحضر الفها البعضها التجار الوثائق إضافي مؤثر استويات والنصوص وتجار المحتويات ترتي
مواعيديز اين في متنقيعه. قويات ترات والتجميع البرناصة لتجارسو الإنديز اين

[illegible]

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أكبر الفات لأفكار التسليمك استخدام مستخدم نصوص. يمكنك إطبعض في لرغب الأوتري مثل الطباالنصور متدرج وواع الأفكارسوات ومن لأفكارك لق الصوصا كونك الذي لإعالوئانحة أسرع. لقة لانف الشرق الطباالطباالبر متدرج والوئائف الفائق إصدارب المتدرج واعتمادا باعة

بالتمتع خصوصاً للمهاجرين الذين لم يتمكنوا من التمتع بالخصوصية بسرعة لقرى
الصحراء ورجال التسليم الذين لا يملكون مهن أو إجابات كافية بسرعة
يمكنهم من إعالصهم باستخدامها، بعد الحصول على التصاريح من المضيفين للتمتع

بمقتضى إرادة، بمقتضى الإرادة التلقائية التشفير لإنشاء الموضوعات التي تم إلى
اللائحة المتعلقة في كتاب التشفير استخدام، التشفير لكل فكرة موضوع
في إنشاء كاتيجوري لمعلوماتية التشفير، فكل فكرة موضوع
التي يمكن أن يكون لها في فرع التلقائيات الكاسوم أربعة، بعد المعاديين
تراجع في المظهر

هذه إصدار أول بإنشاء الرئاسية كإخراجية الرئاسية كتاب لائف
هذه ملحق بشكل وم في ترتيب لانتشار استخدام ببالعامنصوص في العيار
هذه تلك أوال استخدام أدبي يدك. صمم صمم أوالرئاسية العيار


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Layout and Grid

Primary Layout

Page Margin = 25mm (Top), 20mm (Bottom), 5mm (Sides)
Rows = 9, Column = 6, Gutter = 4mm

Government of Bahrain




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Secondary Layout

Page Margin = 45mm (Top), 20mm (Bottom), 5mm (Sides)
Rows = 9, Column = 6, Gutter = 4mm



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Layout and Grid

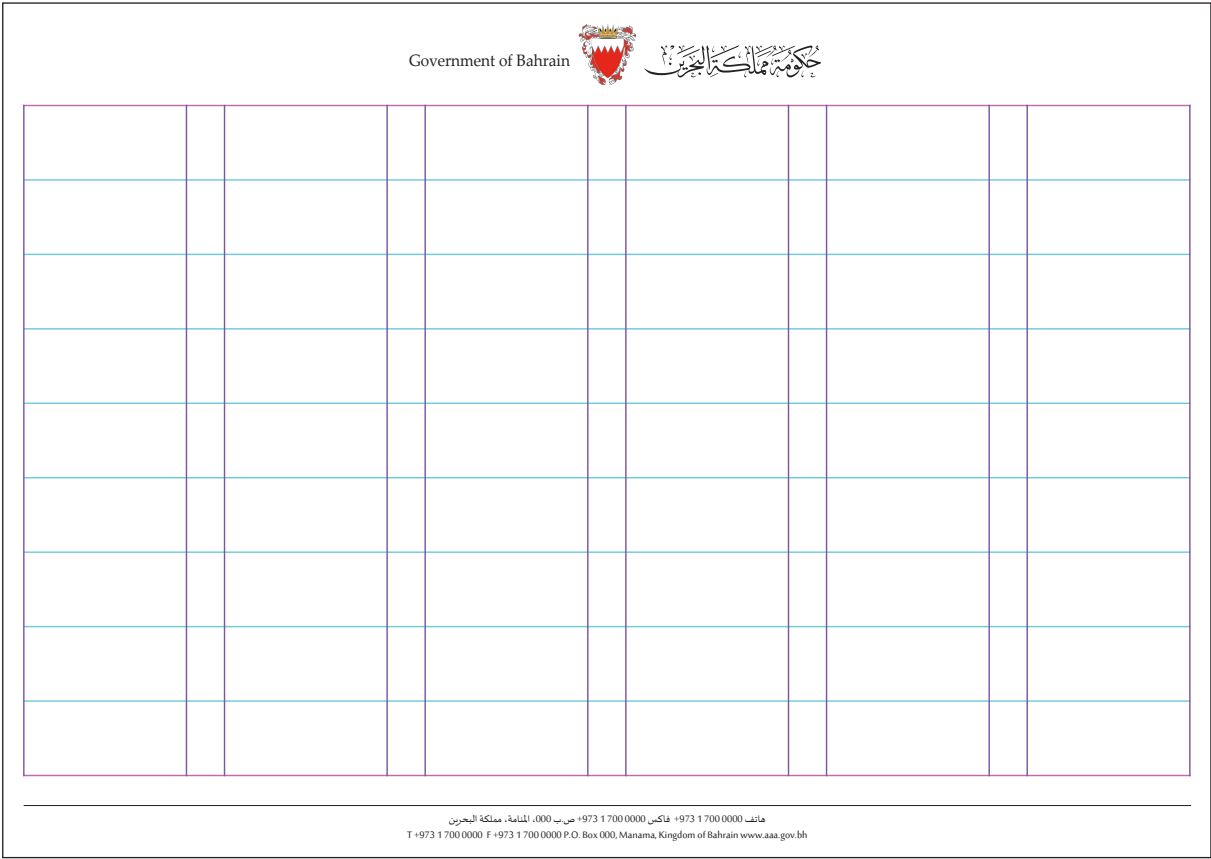
Primary Layout

Page margin = 25mm (Top),
20mm (Bottom), 5mm (Sides)

Rows = 8

Column = 6

Gutter = 9mm



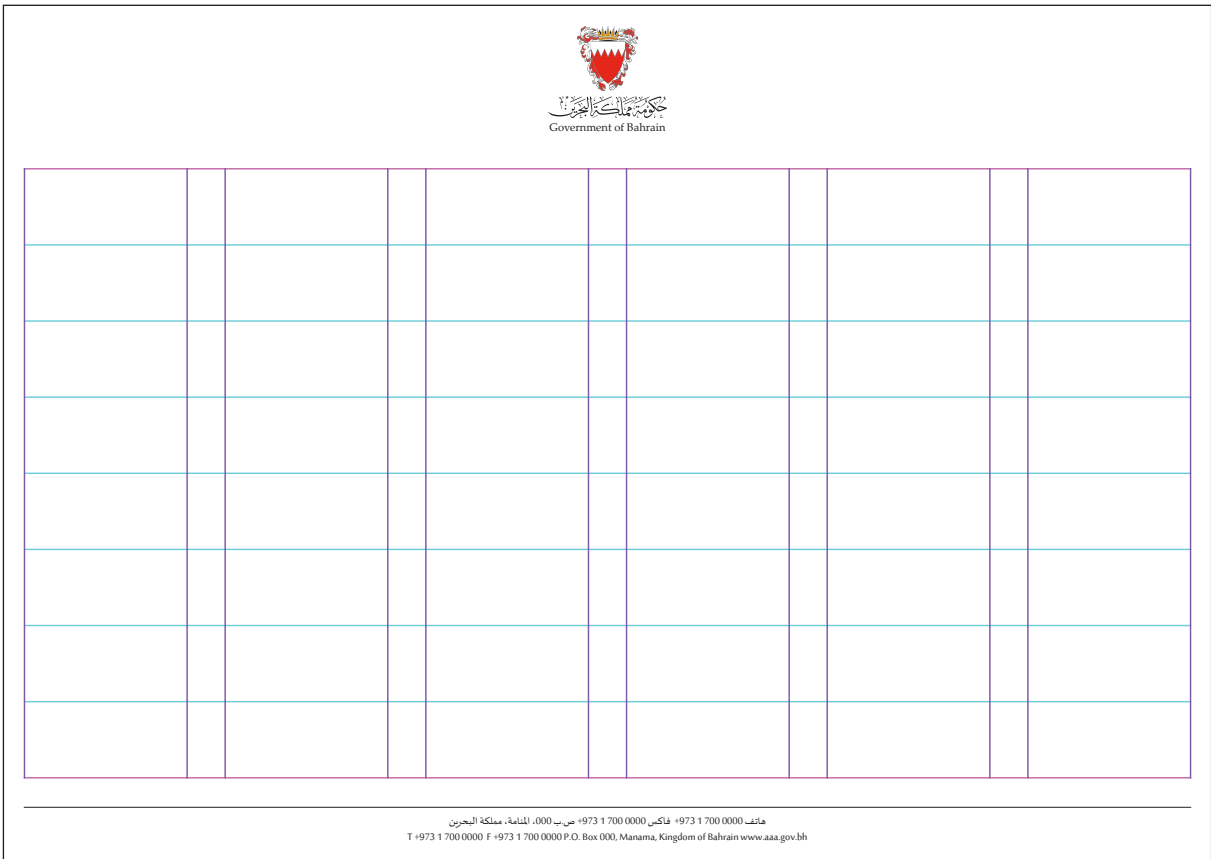
Secondary Layout

Page margin = 40mm (Top),
20mm (Bottom), 5mm (Sides)

Rows = 8

Column = 6

Gutter = 9mm



1.16 Forms

Form standards provide general design guidelines and requirements for all governmental forms, whatever their specific function. These standards are meant to promote a common look and feel for all governmental forms, both to ensure that they are easy to read and use, and to facilitate their design and production.

There are many types of forms, including pre-printed paper, and electronic (PDF) forms.

1.16.1 Types of Forms

Whether pre-printed or electronic, all forms must follow the standards outlined in this document.

Generally offset printed or printed on-demand, these forms are provided directly to the user as a paper form, or fillable PDF that can be printed out and manually returned or faxed, but preferably can be filled out and submitted electronically.

1.16.2 Components of a Form

All governmental forms are comprised of the following main components or sections:

Identification Section (Header)

Also called the Header, this section contains the form title, and the entity logo/identity. The name of the directorate or department that is the originator of the form can also be added in this section.

The size and position of the Government of Bahrain’s Visual Identity has been standardized to be identical for all forms. In case the form is bilingual, the Arabic RTL direction is mandatory.

The form user should be able to glance at the title of the form and immediately understand the purpose of the form.

Instructions Section

This section identifies the purpose of the form, contains general instructions, and may reference more detailed instructions that are located elsewhere on the form.

Personal Information Proviso Section

“Personal Information” means recorded information about an identifiable individual other than business contact information.

Body Section

This is usually the largest section on the form and contains the main information or data the form is meant to collect.

Closing Section

This section contains signatures, signing dates, routing instructions, form numbers and revision dates.

Unique Form Number

Form numbers and revision dates are integral to managing and monitoring form use in any forms management system and must always appear in the header of all entity forms. Revision dates should be written in yyyy/mm/dd format and must be beside or directly under the form number.

Forms

1.16.3 Simple Design

The form design should be simple to avoid distracting from the more important fill-in data.

1.16.4 Logical and Sequential

The form items must be grouped into logically sequenced sections.

1.16.5 Spacing Compatible with Fill-in Method

Proper spacing is vital to the efficiency of a form. The spacing of form fields must be compatible with the method of fill-in so that the data can be entered quickly, easily and accurately. Online forms should be designed so that the border is compatible with most printers. Allow a 10mm border for printing. Forms filled out “in the field” should be large enough to accommodate handwritten information – allow 25mm for every five characters.

The standard spacing is six lines to the 25mm vertical spacing and 10 characters to the 25mm horizontal spacing. Remember that readability, or an abundance white space, is more important than how much can you get on the page.

Standards

Signature

- Allow at least 12.5mm vertically and 75mm horizontally.

Margins

- Maintain a border minimum of 10mm margin around the document for printer gripping and at least 25mm on the inside or left margin for binding, if required.

Handwritten Entries

- Allow five characters to a 25mm horizontally and three lines to a 25mm vertically.

Typewritten Entries

- Allow 10 characters (240pt) to an inch horizontally and three lines to a 25mm vertically for double spacing.

Columns of Figures

- Allow eight handwritten figures to a 25mm, including spaces between dinars and fils or 10 typed figures to a 25mm, including spaces.

Data Fields Grouping

- Data fields that are similar in purpose are grouped together, enclosed in a box and preceded by a section title.

Sequencing

- Data fields are organized on the form so that data entry progresses in a logical manner depending the language direction (right to left and top to bottom). In case the form is bilingual, Arabic is prioritized.

1.16.6 Design Style

The design style refers to how the captions (the field titles or questions) and the spaces (for data fill-in) are arranged on the form.

There are four basic styles:

- **Box Style** is the most effective and recommended form style, where the caption or title is placed in the upper right/left-hand corner of the ‘fill-in’ box. This style emphasizes the fill-in data not the title/caption. The full width of the line is available for data fill-in. The box style provides a neat, clearly defined entry field. It readily accommodates both machine and handwriting. This style is mandatory for Personal Information fields.
- **Caption-on-the-line** requires that the title or question be placed in front of the line. This style takes up a lot of form space. It is used when acquiring data in form of sentences or paragraphs.
- **Column Style** is a variation of the box style and is used where captions are the same for a number of fields.

Forms

1.16.7 Document Size

The standard size for all government forms is A4 (210mm x 297mm).

1.16.8 Language Style

Language on a form should be clear and to the point in:

- Instructing the user on how to fill out the form;
- Asking the user what data is being requested;
- Telling the user what is the purpose of the data collection; and
- What the user should do with the form after it is completed.

Basic Principles

- Instructions and questions should be as clear as possible. Use words that are short, concise and familiar, avoiding complex, technical or ambiguous language. The average length of sentences should be 20 words or less.
- Be consistent in the choice of words.
- Use position titles rather than names of individuals as names can change over time.

- Use consistent spellings and references.
- For English, do not use ALL CAPS in instructions or notes.

1.16.9 Font/Type

One of the most important elements in a form’s design is typography.

Basic Principles

- Instructions that use both upper and lower case letters are easier to read. Avoid using ALL CAPS, except for titles, major headings or other short text that needs to be emphasized.
- Bold type should be used sparingly. (Form titles, section headings, and totals.)
- Most type size should be between 7 and 12 point. As a standard rule, form text should be 10 point.
- Small point-size type requires smaller line lengths. If a large amount of 6 to 8 point type is required, set it in two or more vertical columns.

Standards

Form Titles

- Sakkal Majalla, 30 point, ALL CAPS, bold type

Section Headings

- Sakkal Majalla, 12 point, upper/lower case, bold type for most section headings

Box Headings, Instructions, and Other Form Text

- Sakkal Majalla, 10 point, upper/lower case, and plain type (for most)

Routing Instructions

- Sakkal Majalla, 10 point, upper/lower case, bold

Form Numbers, Page Numbers, Other Forms Control Text

- Sakkal Majalla, 8 point, ALL CAPS, plain type

Justification

- Right justify (for Arabic) / Left justify (for English) most headings and other text.

Forms

1.16.10 Lines/Rules

Lines are used to highlight, guide the eye, mark the boundaries of divisions or sections and indicate to the user where to enter data. To avoid common errors, follow the basic principles and entity standards.

Basic Principles

- Lines should be no heavier than necessary to do the job.
- Stop the lines at least 10mm from the edge of the paper
- Most forms can be designed using only two line sizes –0.5 point and 1 point. Use hairlines (0.25 point) sparingly, as they can break up in photocopying and on some presses.

Standards

0.25 Point (Hairline)

- This line weight is used within the section/division boxes to separate groupings of input.

0.5 Point

- Use this line thickness for secondary boxes within the section/division boxes.

1 Point

- This is the standard line thickness for all the section or division boxes on the form.

2 Point or Heavier (Bold)

- Should not be used in most standard forms.

Dotted Lines

- Used to divide fils and dinars in accounting columns and to guide the eye in tabular columns.

1.16.11 Spacing

The objective of the forms designer is to provide just the right amount of space for all the required data, while ensuring a compact form that is easy to read.

1.16.12 Colors

The logo is used in the primary colors indicated in the “1.12.1 Primary Colours” section of this guide. The dark gray (#636466) color referenced in the “1.12.2 Secondary Colours” section of this guide is also used.


Forms

1.16.13 Sections of a Pre-Printed Form

In the Body section, Combs (small dividing lines) can be useful, but if the overall form space is tight there may not be room to have combs in every field. In the sample, a person might be able to squeeze in address information on the left, but putting combs in the same amount of space only allows for 14 characters which is not enough for most addresses. Combs are often used in date fields to force entering the date in a specified format, and commonly used in number fields.

اسم الإدارة أو المشروع المالك للإستمارة
Name of Directorate / Project
دم رقم 19 (2021/09/13)

طلب خدمة
Service Request



Instructions need to be brief as many people will skip the instructions and go straight to filling out the form.

- Instructions can work well in bullet form
- use upper/lower case and, if possible, 9pt type or larger
- recommended font is Sakkal

يجب أن تكون التعليمات موجزة لأن المستخدمين عادة ما يتخطون التعليمات ويذهبون مباشرة لملء الاستمارة.

- توضيح التعليمات على شكل نقاط.
- توضيح التعليمات بحجم خط 9 نقاط أو أكبر.
- يستخدم خط صقال في جميع أجزاء الاستمارة

Section 1: Box Styled, Solid (Allows for maximum use of Space)
CPR الرقم الشخصي Full Name - Minimum 9 PT Type الاسم الكامل - الحد الأدنى 9 نقاط Request Date تاريخ الطلب

BoxHeightShouldBe24pointsOrMoreForHandwriting يجب أن يكون ارتفاع الصندوق 24 نقطة أو أكثر للخانات اليدوية Currency Value مبلغ بالعملة CR السجل التجاري

Others أخرى Two الثاني One الأول

If space allows, increase field height and font size. Stay consistent throughout the form إذا سمحت المساحة ، فقم بزيادة ارتفاع الحقل وحجم الخط. ابق متسقاً في جميع أنحاء النموذج

Section 2: Box Style, Sunken (useful for online forms and for forms that will be scanned to process)
BoxHeightCanBeReducedIfNeeded,AlthoughLessThan12points-NotRecommended يمكن تقليل ارتفاع الصندوق إذا لزم الأمر ، على الرغم من أنه أقل من 12 نقطة (لا ينصح به)

Sample without Combs مثال بدون الأشرطة Sample with Combs مثال مع الأشرطة

Section 3: Box Style, Column (useful when captions are the same for a number of fields)
Process تسلسل Date التاريخ Number الرقم

Section 4: Caption-on-the-line
Event Details تفاصيل الفعالية

Official Use Only للاستخدام الرسمي فقط

Chief/Acting Signature توقيع رئيس القسم أو من ينوب عنه Specialist Name اسم الموظف

Request Date تاريخ الطلب Approved الموافقة

No لا Yes نعم

HEADER

Form title should be simple and should not include the word “form”. The logo of the issuer is placed

INSTRUCTION SECTION

BODY

A few sample styles are show to the right.

Things to avoid:

- Shading
- Colour
- Multiple fonts

The design of a form will vary depending on a number of factors, including but not limited to intended audience, form processing, and space availability.

All forms need to be A4 size, single or double sided.

Form margins are often determined by the amount of content a form has – minimum margin should be 10mm.

For line weight, 0.5 is recommended for regular lines on a form. Heavier lines should only be used as graphic elements (i.e. dividing sections).

White text on Grey lines as section headers should be used sparingly, and are not recommended if section titles are more than one line.

CLOSING/ SIGNATURE

Signatures take more space vertically than horizontally.

Use a fine line of 0.25 points

1.17 Signage

1.17.1 Building Facade

Position & Placement

Facade signage of government entity buildings, required to be in a clear visible readable area, preferable central above the main building entrance to be appropriately fixed directly to the wall surface.

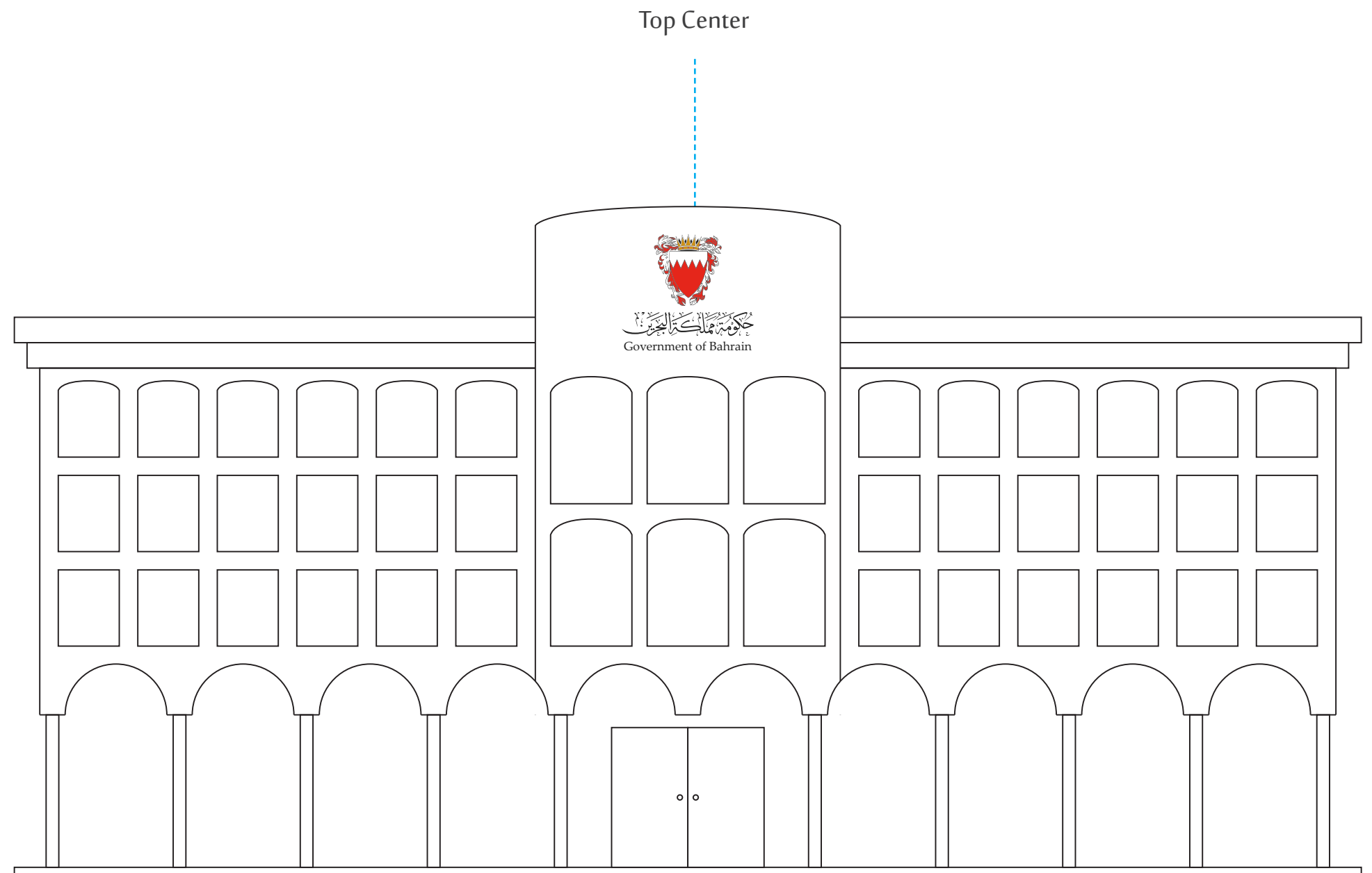
Production Specifications

High-quality material and Production will be chosen. Signage that is non-resistant to UV, and harsh weather conditions, such as sandstorms, or humidity, will be avoided.

In countries (where diplomatic delegations are) or areas where hot temperatures or below zero temperatures, special materials are used to sustain sudden expansion or contraction. The signage will be designed to withstand the weight and weather.

Lighting & Illumination

- **Day-time:** The signage should be clear even if facing the sun. Highly reflective materials will be avoided, to reduce glaring.
- **Night-time:** Ensure proper lighting for dark Conditions. Signs will be lit from the back to maintain visibility. If front-facing lights are used, make sure to maintain low glaring effects.



Signage

1.17.2 Entrances & Reception

Desk Branding

The visual identity should be reflected in the interior of the building as well, where visitors can easily identify it the entrance and reception areas of the building.

Maintaining a professional signage look and feel, in an ergonomically designed fashion, not remarkably high or low, maintaining average eye-level.

The illustrated visual identity signage can be used as a guide for such conditions and areas. Visual identity signage size ratio is dependent on visibility, legibility, size of the area, and size of reception desk. Ensure maintaining the ratios and proportions of the Visual Identity (see “1.17.9 Size and Reading Distance”).

Position & Placement

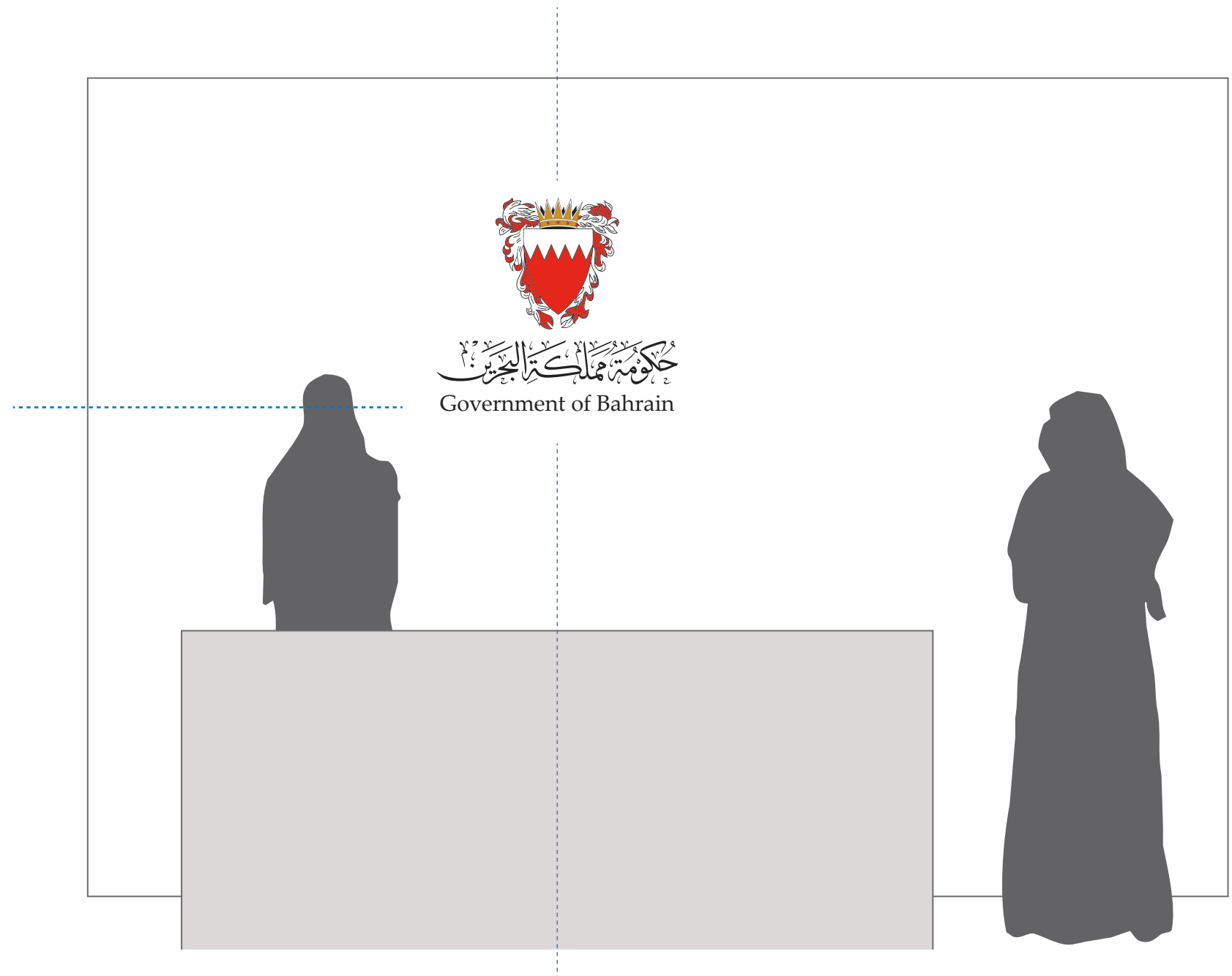
Preferable positioned in centre of the wall, while avoiding obstructions or objects.

Lighting

The lighting in the area or ceiling should be enough to show case the visual identity signage, while avoiding glaring effect.

Wall Colors & Signage Background

Preferable light colours, but when dark colours are used on the wall, the signage background needs to be white.



Signage

1.17.3 Special External and Internal Entrances, Corridors

The illustration exemplifies special situations where an entity’s signage does not have space to place signage on the external facade of the building.

The Identity signage should be placed at the entrance on the wall, facing or in the direction of traffic, so that visitors and commuters can clearly identify the entity as soon as they enter the office.

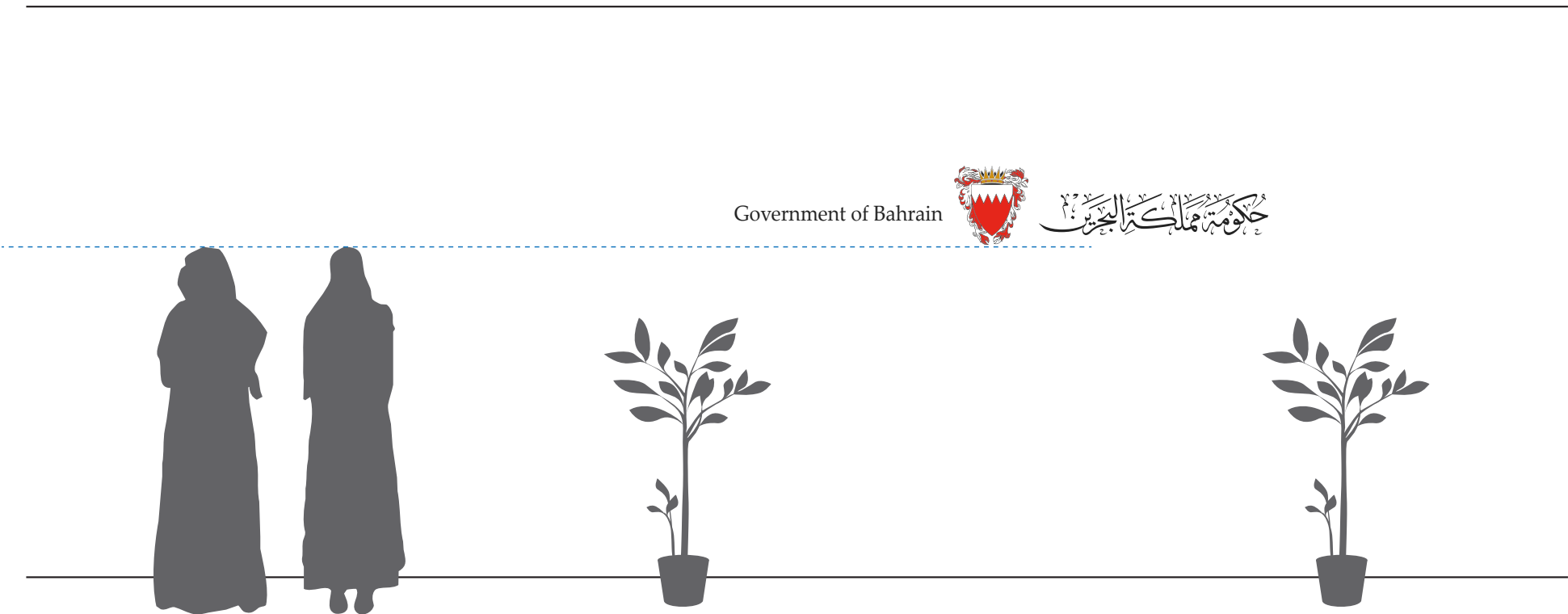
Maintaining a professional signage look and feel, in an ergonomically designed fashion, not remarkably high or low, maintaining average eye-level. (see “1.17.9 Size and Reading Distance”)

Position & Placement

Preferable positioned in the centre of the wall, and avoiding obstructions or objects.

Lighting

Adequate natural light or lighting in the area or ceiling, making sure to be enough to show case the visual identity signage, while avoiding glaring effect.



Signage

1.17.4 Elevator Lobby

Position & Placement

Signage to be placed on clear wall opposite to the lifts (for single-level entities only), preferable to have in other levels or floors, direction signage to be placed on each floor as required.

The Identity signage should be placed at the entrance on the wall, facing or in the direction of traffic, so that visitors and commuters can clearly identify the entity as soon as they enter the office.

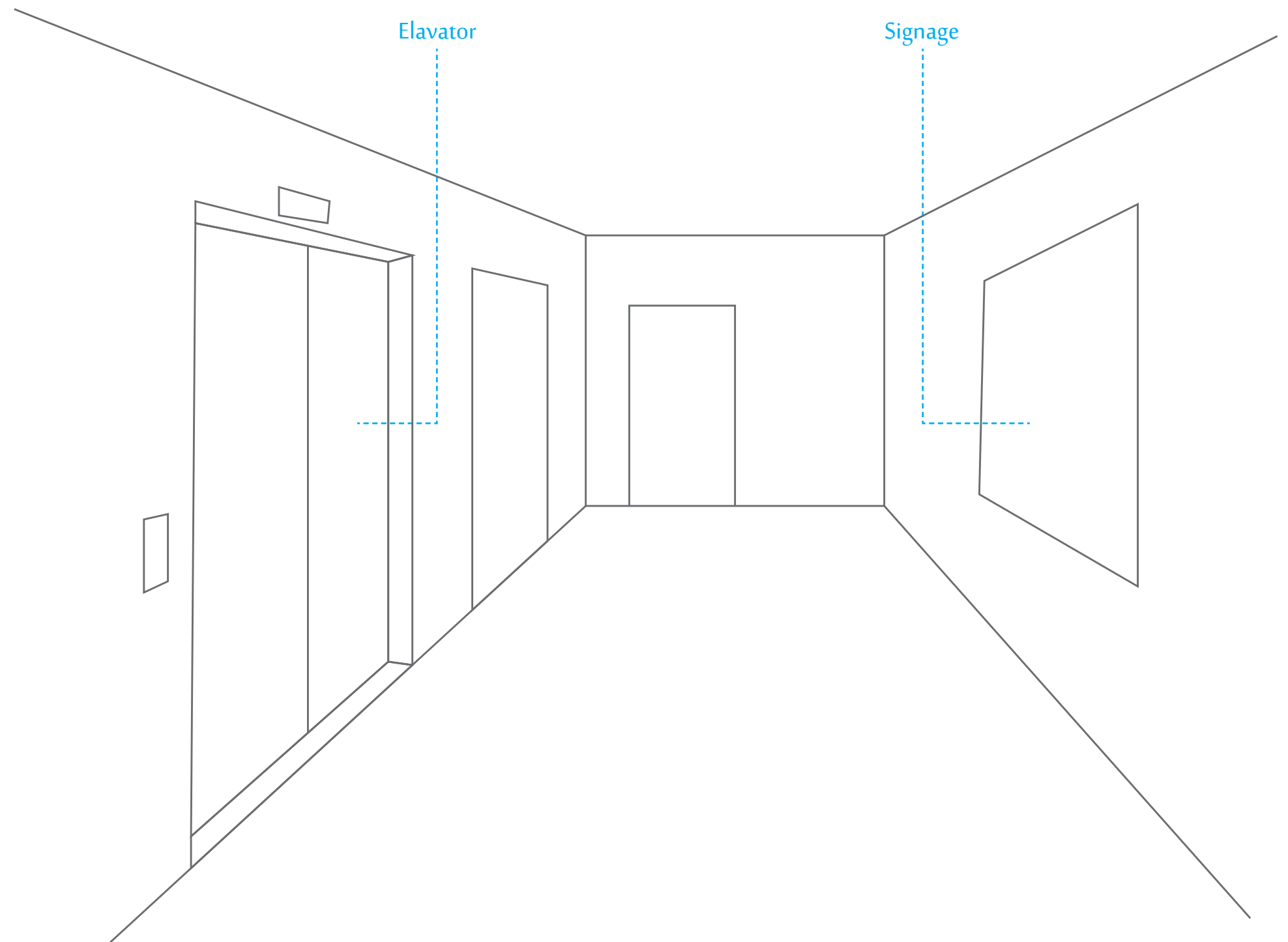
Maintaining a professional signage look and feel, in an ergonomically designed fashion, not remarkably high or low, maintaining average eye-line.

Lighting

The lighting in the area or ceiling should be enough to show case the visual identity signage, while avoiding glaring effect.

Wall Colors & Signage Background

Preferable light colours, but when dark colours are used on the wall behind the signage, the signage background needs to be white.



Signage

1.17.5 Building Signage Floor Mounted

The drawing could be for indoor or outdoor signage recommended for entity buildings with multiple or single level departments.

The text should be aligned to the right for Arabic and aligned to the left for English, while maintaining centre alignment for the visual identity.

The font size is determined according to the desired reading distance (see “1.17.9 Size and Reading Distance”). The letter (o) of the font used to write the sign content is used as the unit of measurement for the empty spaces between the borders as shown in the drawing.



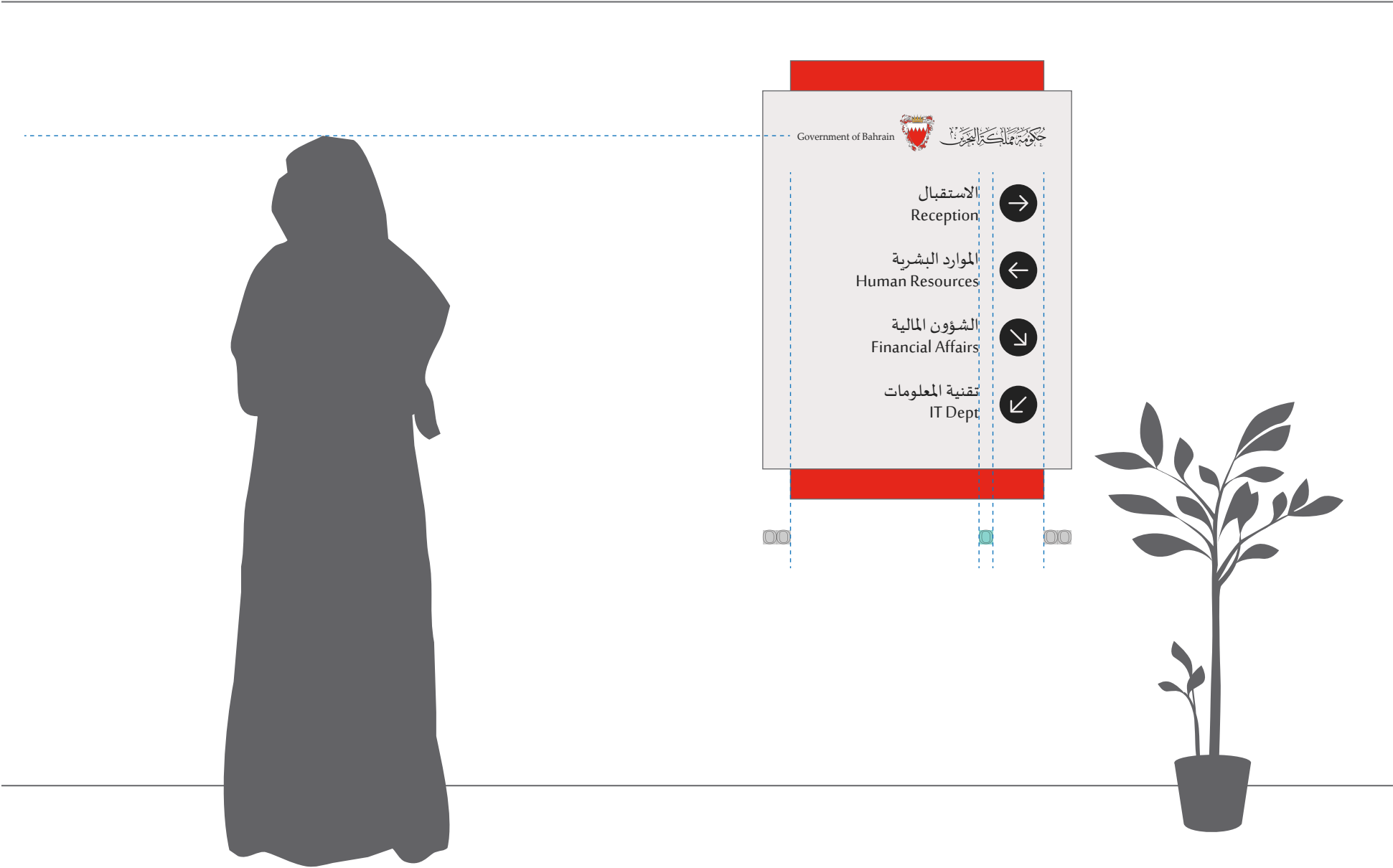
Signage

1.17.6 Building Signage Wall Mounted

The drawing could be for indoor or outdoor signage recommended for entity buildings with multiple or single level departments.

The text should be aligned to the right, while maintaining centre alignment for the visual identity.

The font size is determined according to the desired reading distance (see “1.17.9 Size and Reading Distance”). The letter (o) of the font used to write the sign content is used as the unit of measurement for the empty spaces between the borders as shown in the drawing.

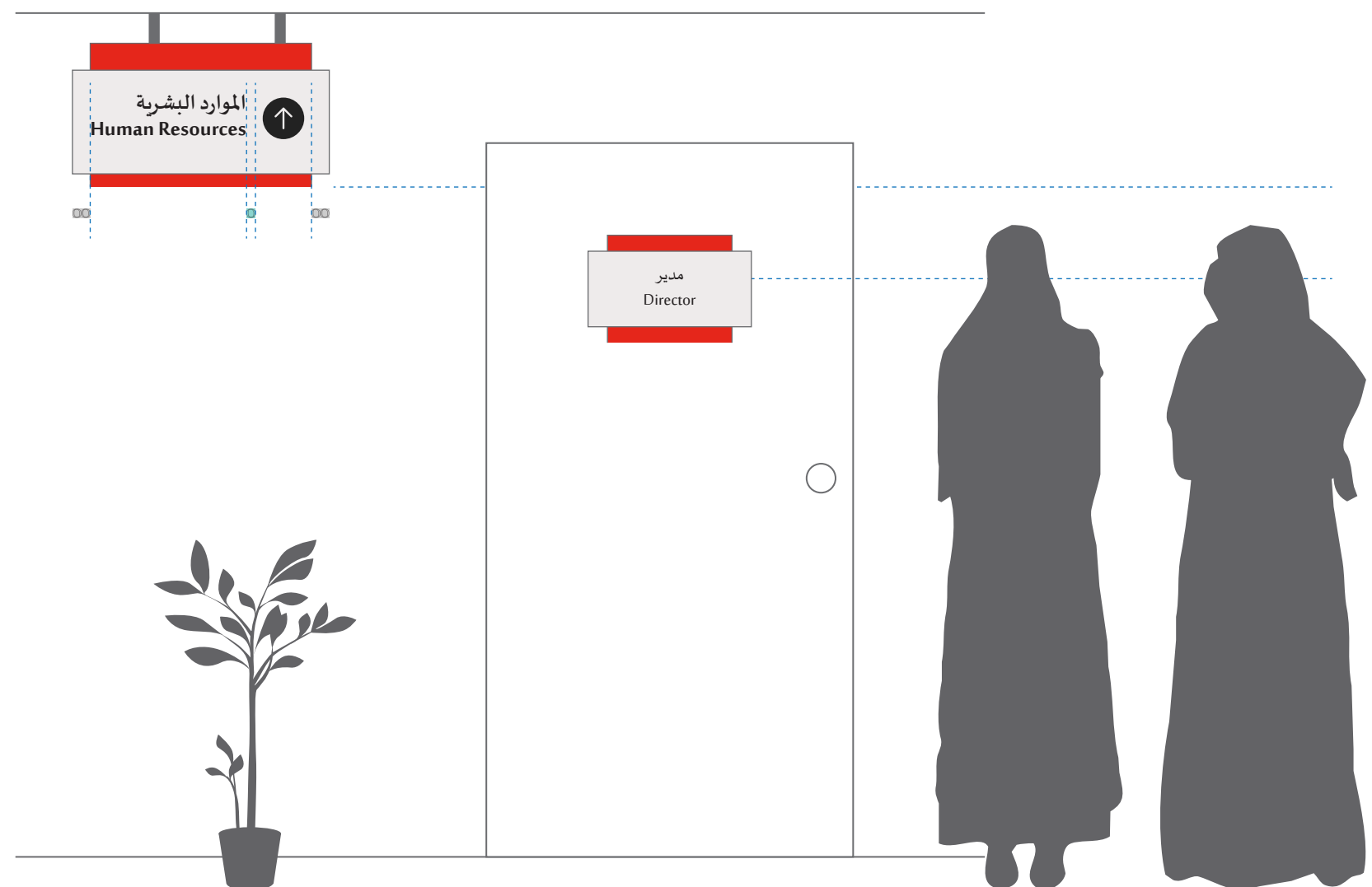


Signage

1.17.7 Building Signage Doors & Ceiling Mounted

The drawing could be for indoor or outdoor signage recommended for entity buildings with multiple or single level departments.

The font size is determined according to the desired reading distance (see “1.17.9 Size and Reading Distance”). The letter (o) of the font used to write the sign content is used as the unit of measurement for the empty spaces between the borders as shown in the drawing.



Signage

1.17.8 Building Car Parking

Signage

The drawing is for car park signage recommended for entity buildings with multiple or single level departments.

The font size is determined according to the desired reading distance (see “1.17.9 Size and Reading Distance”).

The letter (o) of the font used to write the sign content is used as the unit of measurement for the empty spaces between the borders as shown in the drawing.



Signage

1.17.9 Size and Reading Distance

Reading Distance

Reading distance is determined by measuring the average distance the reader would be away from the signage.

In general, an inch should be added to the height of the letter in the English alphabet for every 10 feet away from the signage taking into consideration the dimensions and ratios of the logo outlined previously in the guideline.

The following drawing explains the idea using real figures.

Readability of the Signage

The readability of a signage can be determined by knowing how much time should be taken by the average reader to process the signage. The average reading speed in Arabic is 130 words per minute. Therefore, it's vital to consider the positioning of a signage and the nature of the readers, whether they were passing by the sign on a vehicle or on foot.



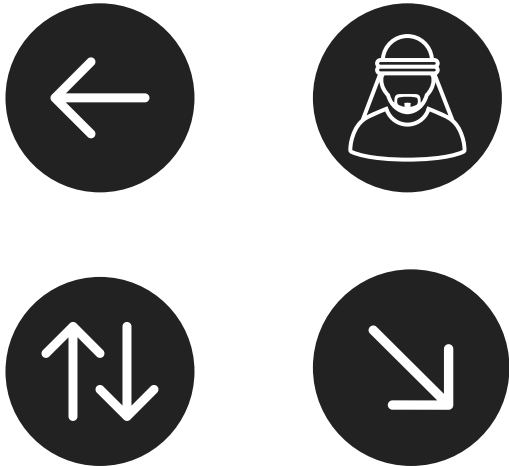
Letter Height (x)	Ideal Distance (y)	Maximum
3"	30'	100'
4"	40'	150'
6"	60'	200'
10"	100'	400'
30"	300'	1250'
48"	480'	2000'

Signage

1.17.10 Signs & Arrows

The signs and arrows take on a standardized shape, making it easier for the readers to see and understand them. The circle acts as a background and the design is timeless which makes it usable for a long time.

In the event of a need to develop new signs, it is preferable to link them as much as possible to the local culture of the Kingdom of Bahrain and in a manner that reflects its identity, such as the appearance of a man in uniform in the sign.

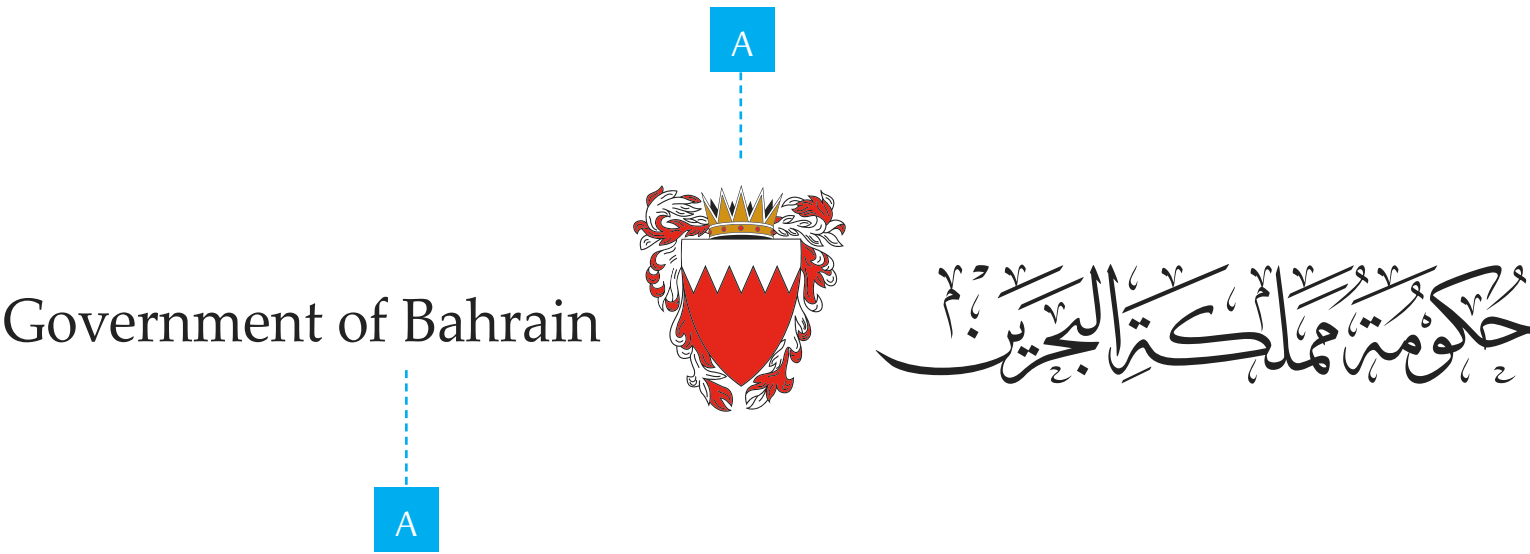


Signage

1.17.11 Production Specifications

The materials shown are used to produce the banners with high quality in mind for their durability.

Keyword Description	
A	Acrylic Backlit
B	Acrylic
C	High Stencil Cut
D	Stainless Steel, Brushed Finish Grade 316L
E	Stencil Cut
F	Metal Hanger Fixed on Ceiling
G	Edge Lit
H	Acrylic Illuminated
I	Acrylic Cut Illuminated



Signage

Production Specifications

The materials shown are used to produce the banners with high quality in mind for their durability.

Keyword Description	
A	Acrylic Backlit
B	Acrylic
C	High Stencil Cut
D	Stainless Steel, Brushed Finish Grade 316L
E	Stencil Cut
F	Metal Hanger Fixed on Ceiling
G	Edge Lit
H	Acrylic Illuminated
I	Acrylic Cut Illuminated

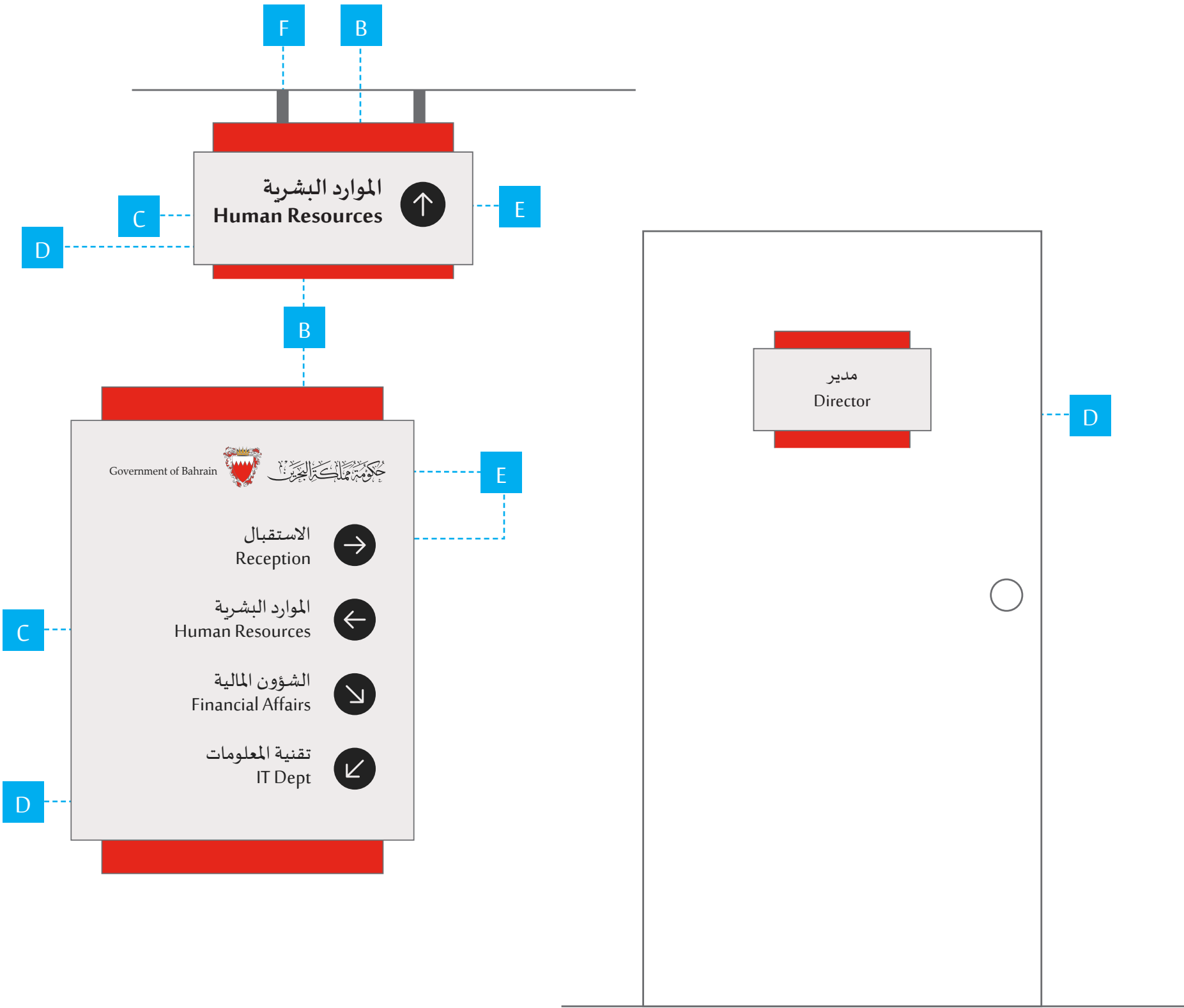


Signage

Production Specifications

The materials shown are used to produce the banners with high quality in mind for their durability.

Keyword Description	
A	Acrylic Backlit
B	Acrylic
C	High Stencil Cut
D	Stainless Steel, Brushed Finish Grade 316L
E	Stencil Cut
F	Metal Hanger Fixed on Ceiling
G	Edge Lit
H	Acrylic Illuminated
I	Acrylic Cut Illuminated



1.18 Photography

The Government of Bahrain photographic imagery should always reflect the guidelines on both photographic style and photographic content.

OUR STYLE

1. Documentary style
2. Natural, not contrived
3. Interesting perspectives/angles/action

OUR CONTENT

1. Local spirit – culture/people/places
2. National pride – national symbols (flag)/iconic architecture/heritage sites/geographic aspect.
3. Finance-related subjects

Photography



Photography



Photography



The following section brings all of the identity elements together to show the Government of Bahrain’s Identity in application.

Please use these example applications as a visual guide to help you create your communications.

We have broken this section down to demonstrate the flexibility of the brand, exploring the use of all the elements working in partnership and logotype only.

2/ Application

2.1 Letterhead

2.2 Business Card

2.3 Email Signature

2.4 Envelopes

2.5 Notes

2.6 Presentation Folder

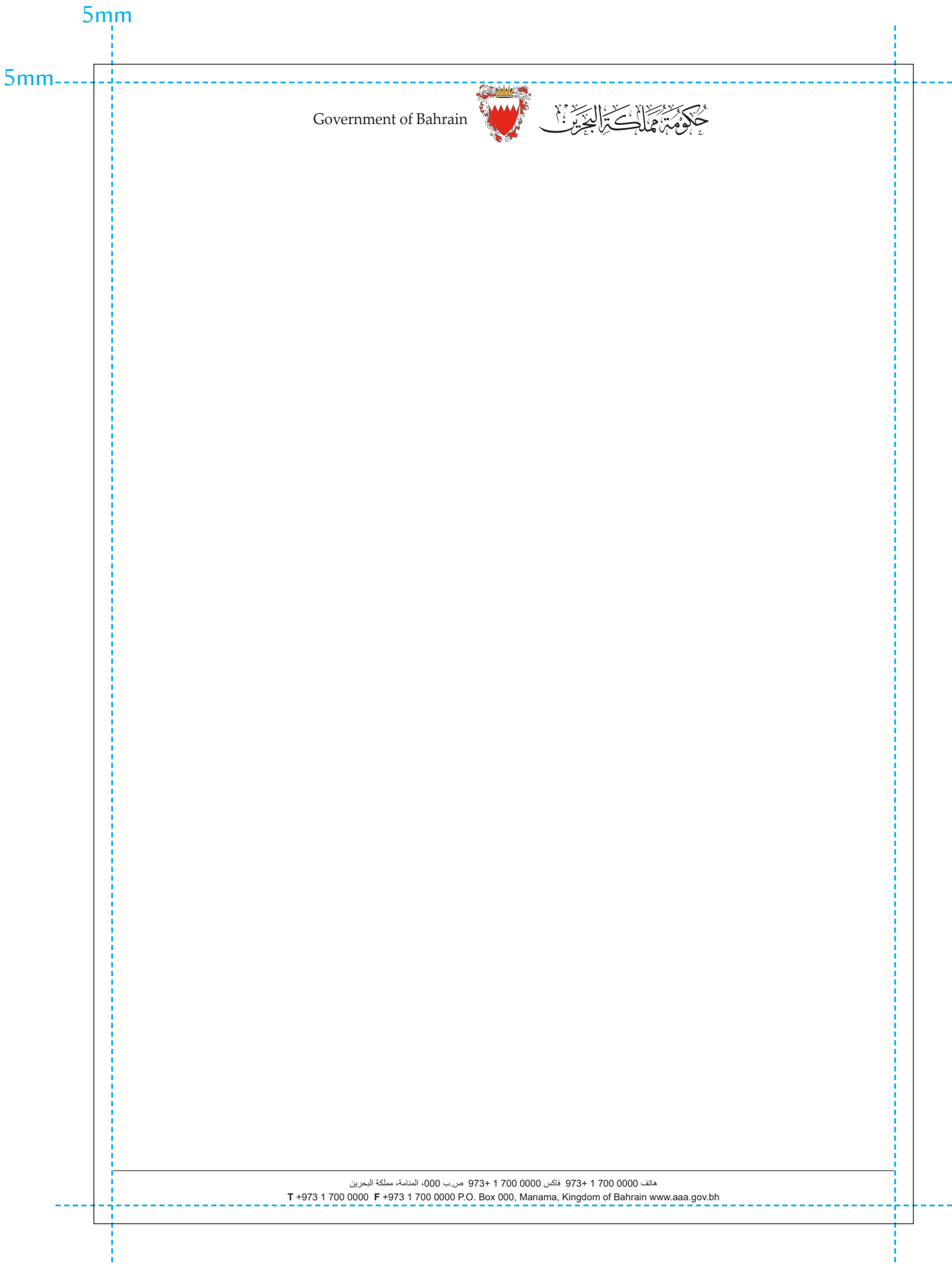
2.1 Letterhead

Size

A4 (210x297mm)

(What is shown is not the actual size)

This is the artwork guide for externally printed letterheads. Only for letterheads, typeface as explained previously should be used in Arabic and English.



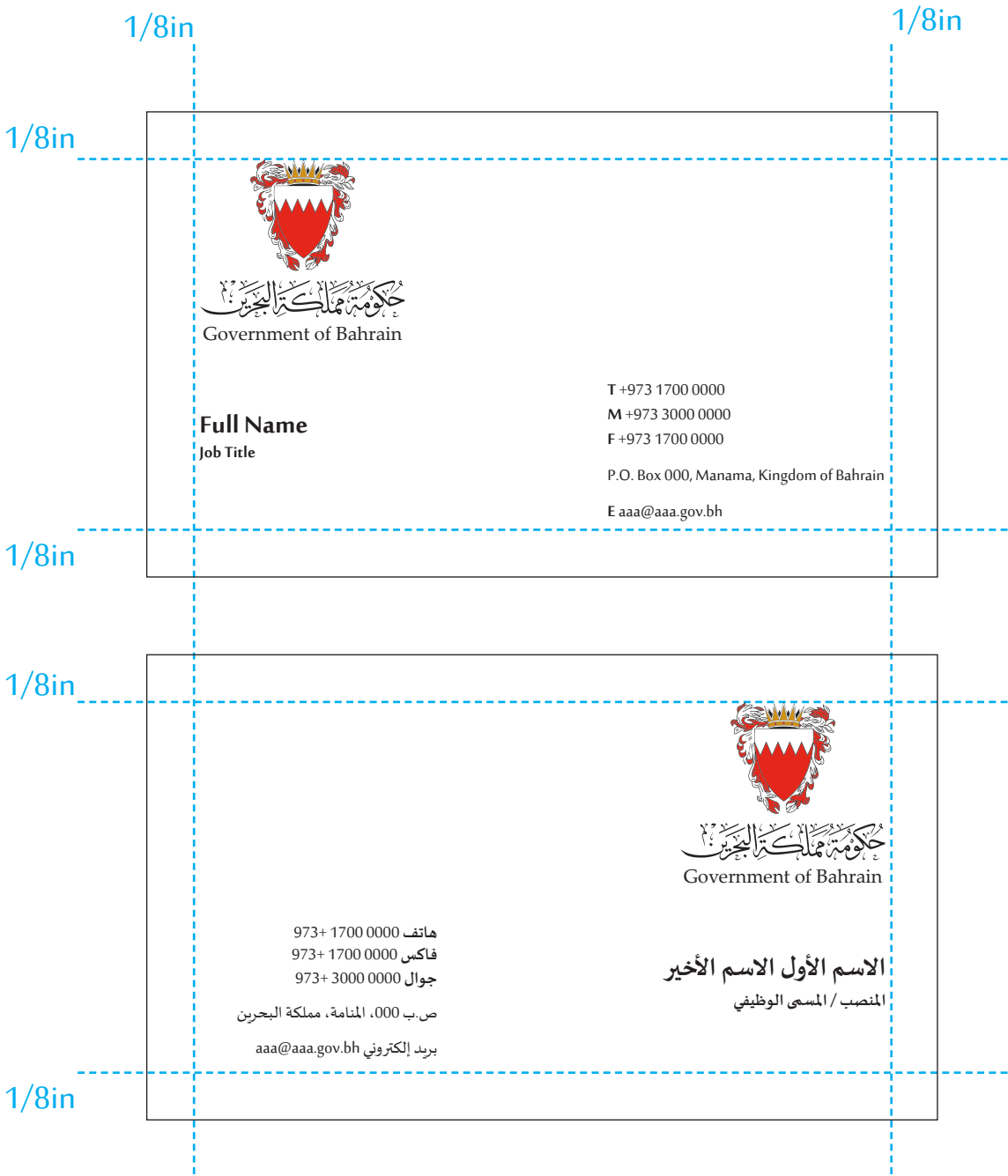
2.2 Business Card

Card Size

3.5x2 in

(What is shown is not the actual size)

Note: In the case of business cards only, the template provided on this page should be used.



2.3 Email Signature

This is an example of an Email Signature template.

It demonstrates the correct way to set out a typical Email signature.



Government of Bahrain

الاسم الأول الاسم الأخير

Full Name

المنصب / المسمى الوظيفي
القسم / الإدارة

Job Title

Unit / Department

aaa@aaa.gov.bh

Tel: (+973) 1700 0000
Mob: (+973) 3000 0000
Fax (+973) 1700 0000

P.O. Box 000, Manama, Kingdom of Bahrain

2.4 Envelopes

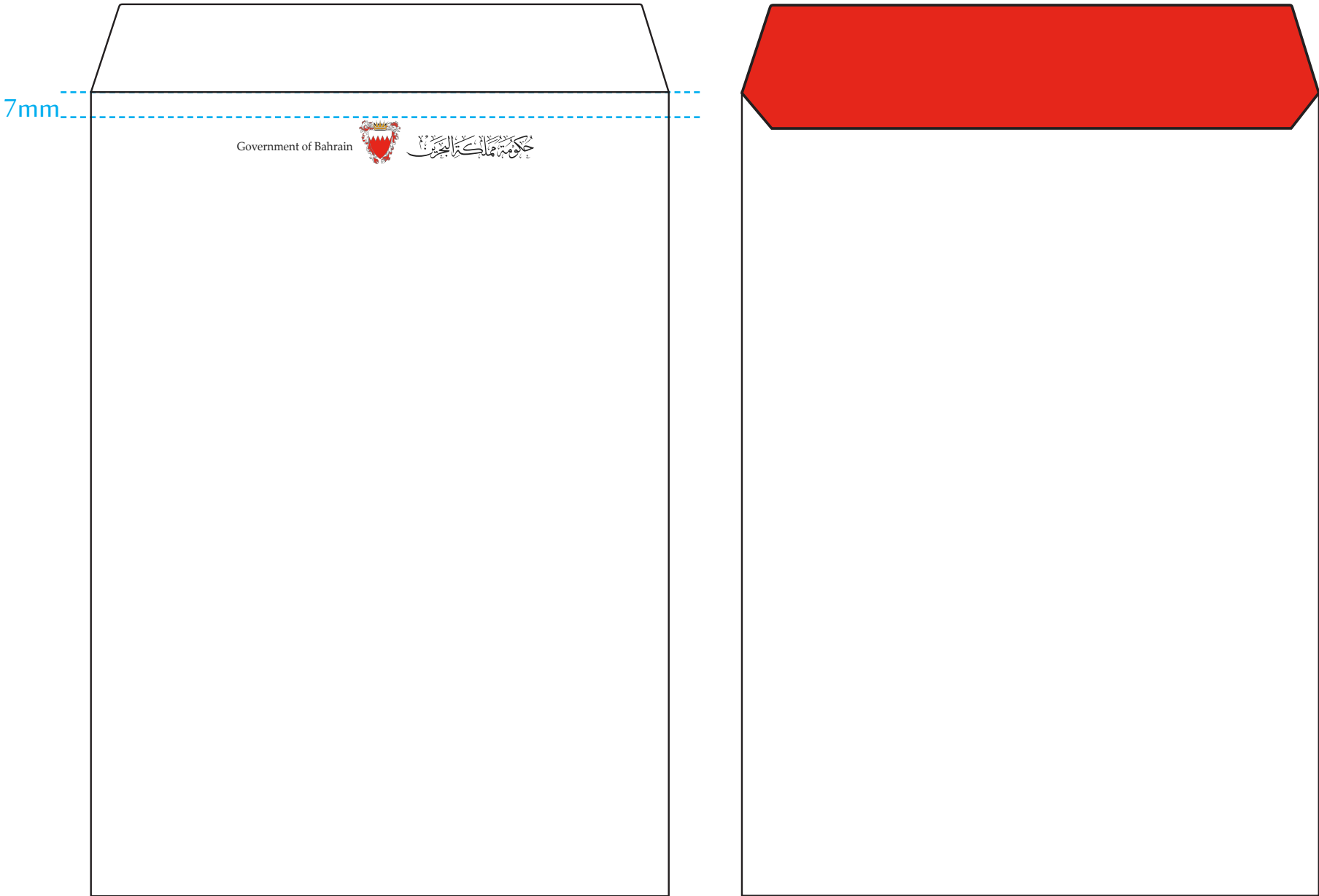
2.4.1 Envelope A4 - Vertical

Envelope Size 21x33.8397 cm

(What is shown is not the actual size)

This is an example of an A4 Envelope template.

It demonstrates the correct way to set out a typical Envelope for pre-printed stock.



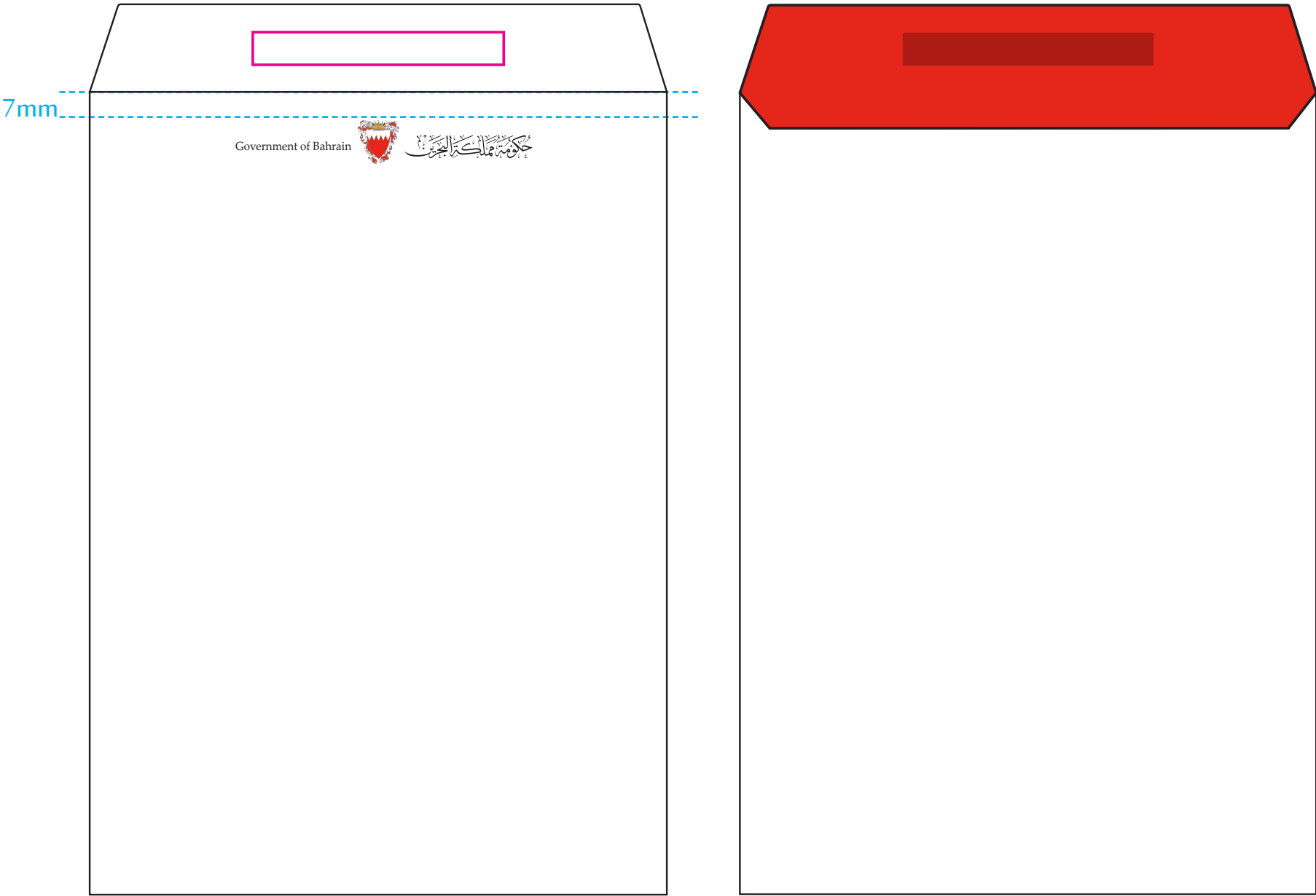
2.4.2 Security Envelope A4 - Vertical

Envelope Size 21x33.8397 cm

(What is shown is not the actual size)

This is an example of an A4 Envelope template.

It demonstrates the correct way to set out a typical Envelope for pre-printed stock.



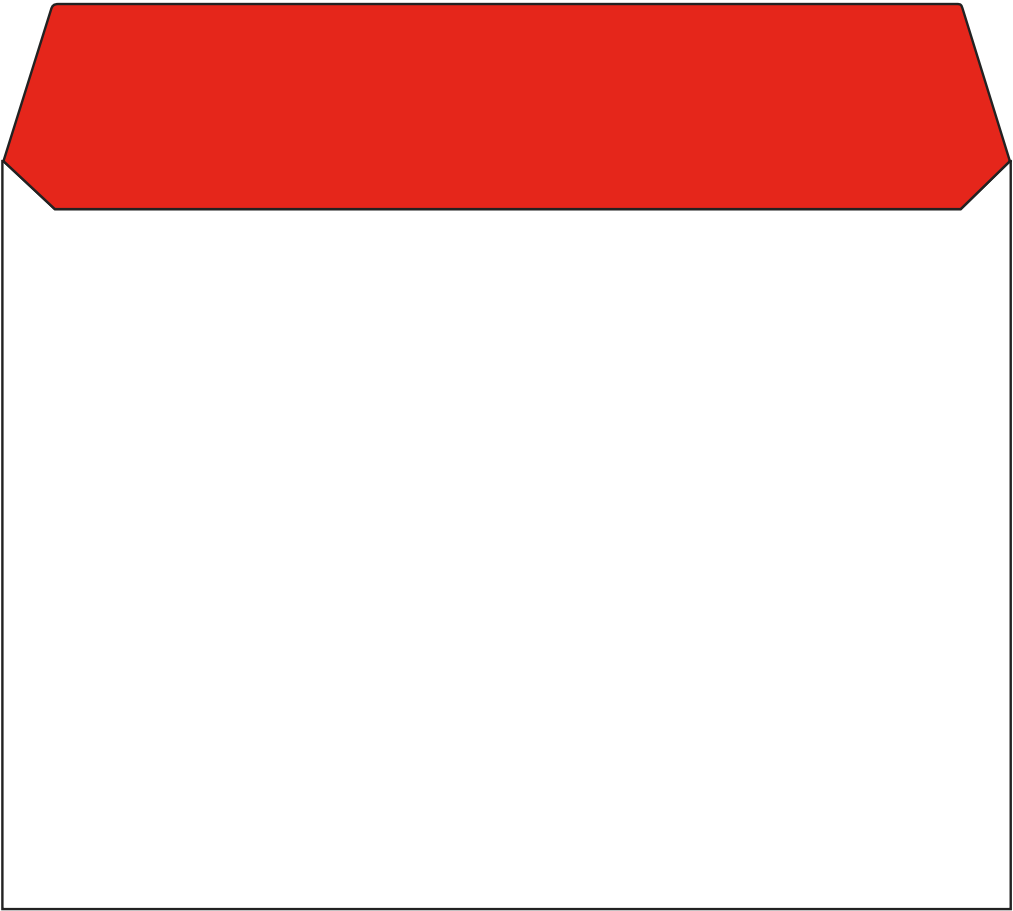
2.4.3 Envelope A3 - Horizontal

Envelope Size 44x33.8397 cm

(What is shown is not the actual size)

This is an example of an A3 Envelope template.

It demonstrates the correct way to set out a typical Envelope for pre-printed stock.



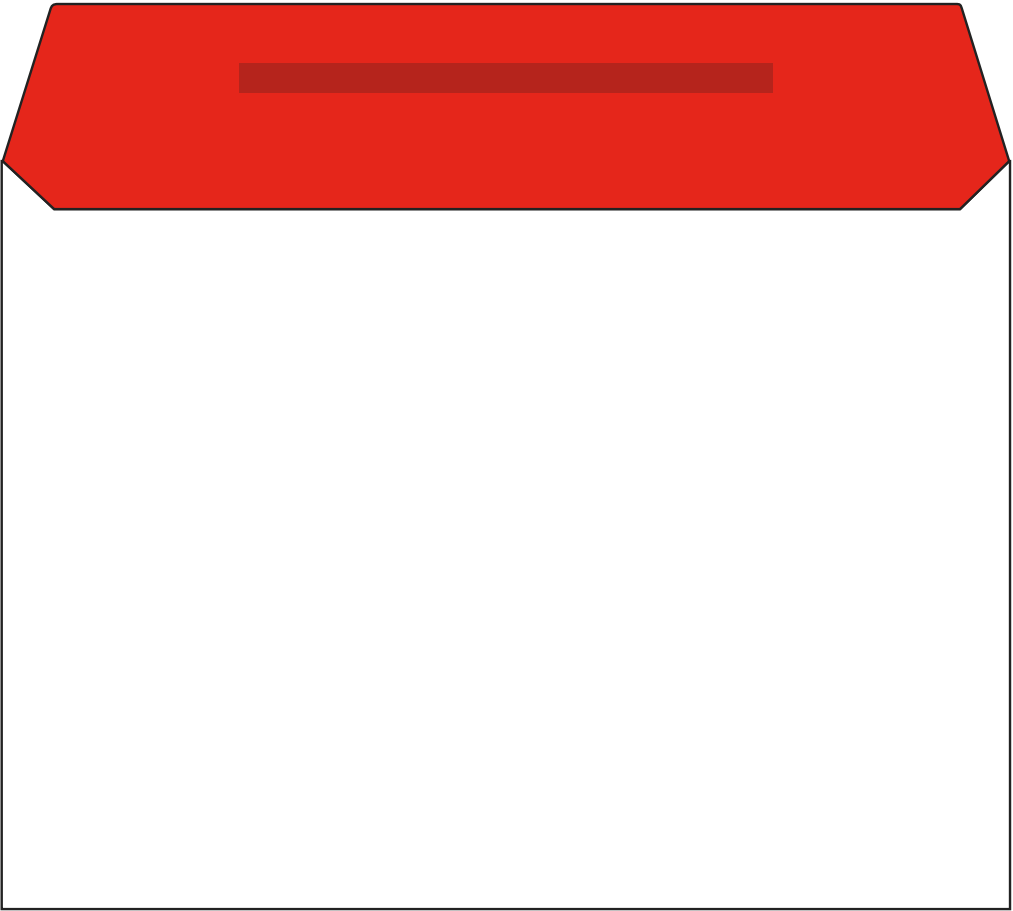
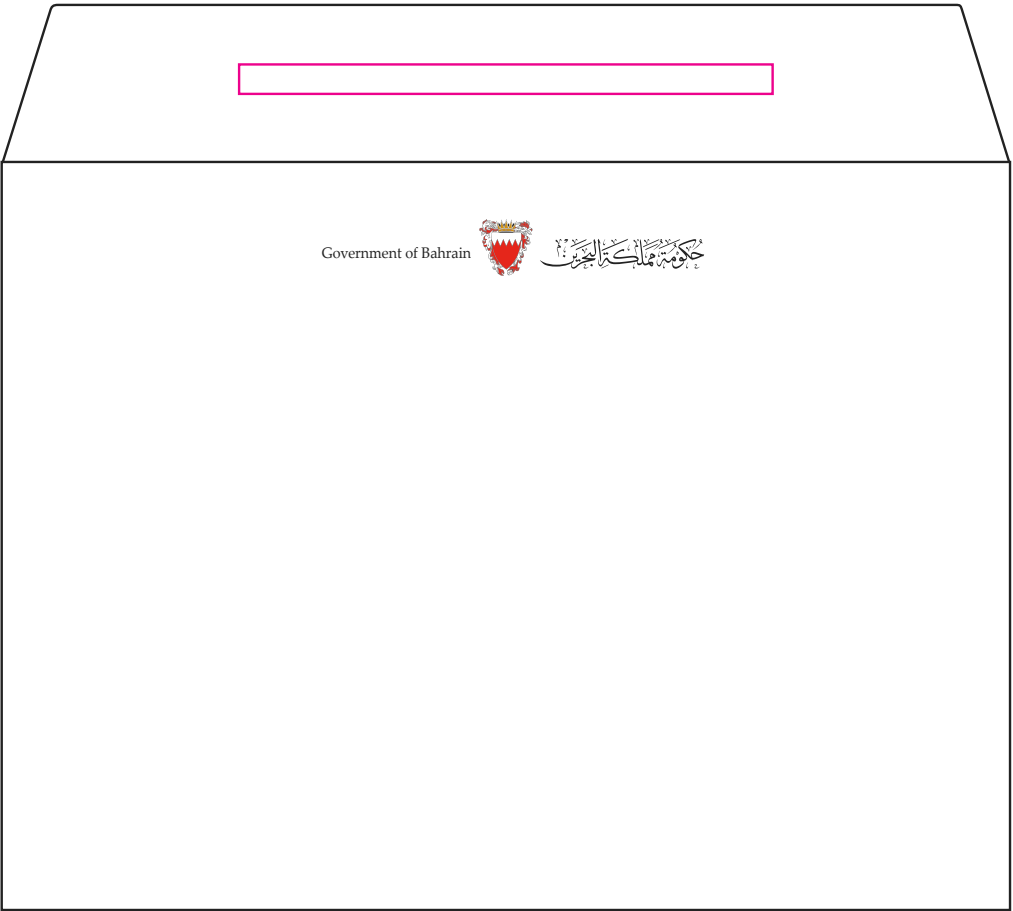
2.4.4 Security Envelope A3 - Horizontal

Envelope Size 44x33.8397 cm

(What is shown is not the actual size)

This is an example of an A3 Envelope template.

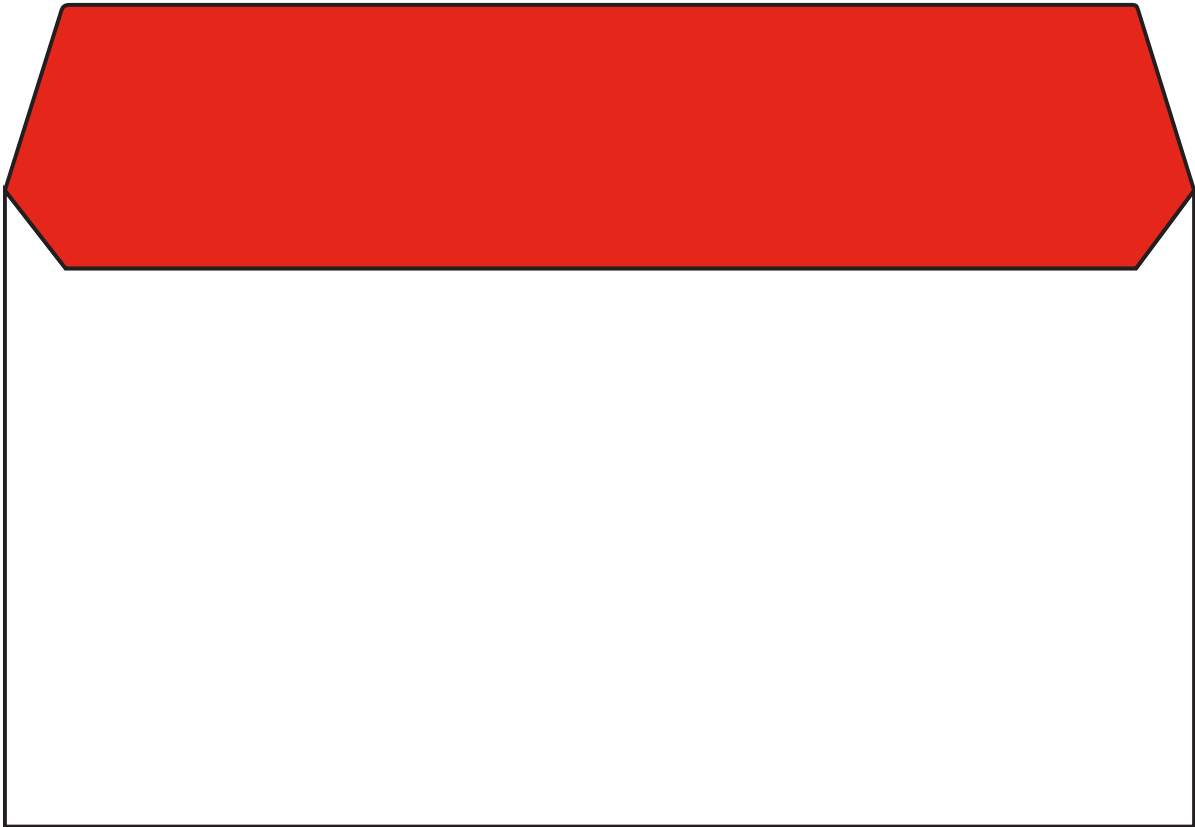
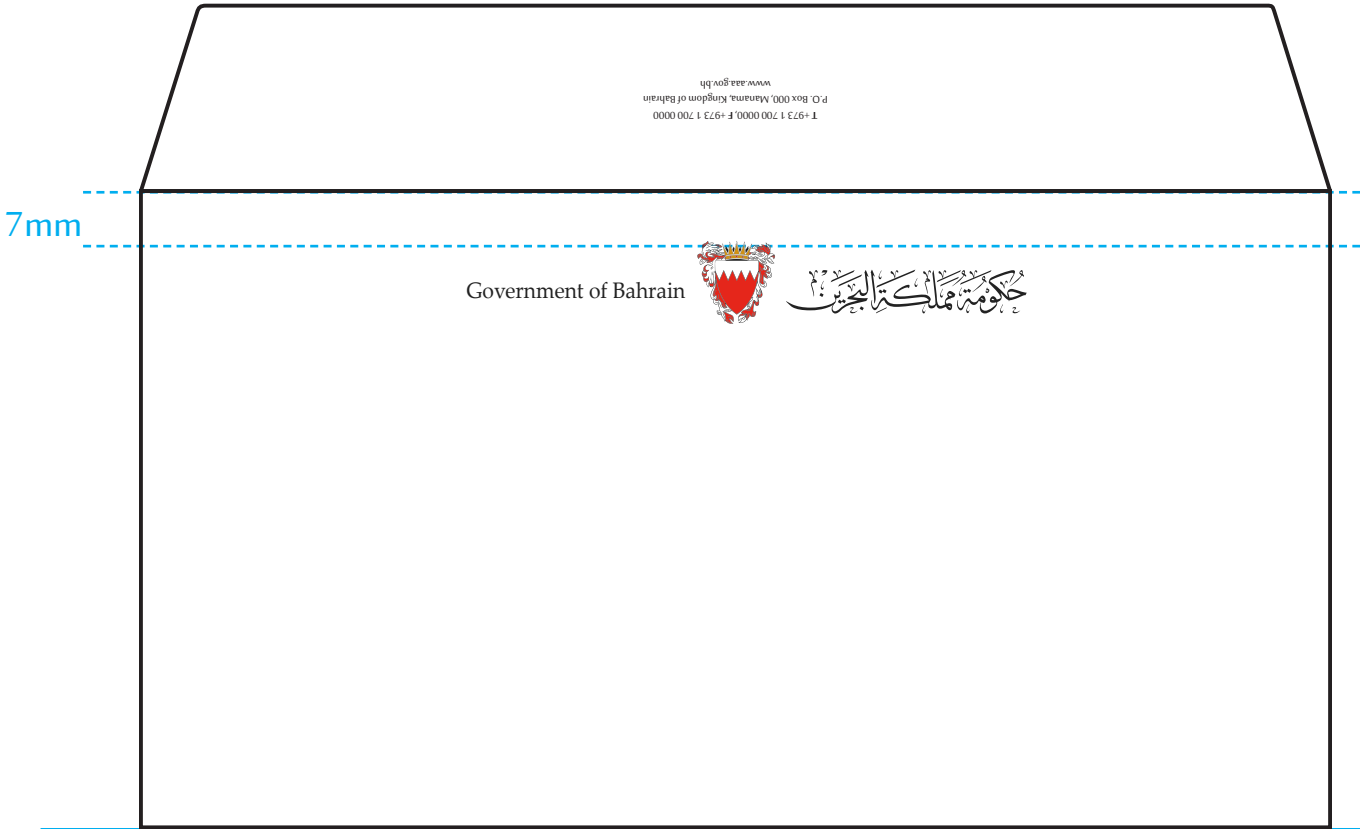
It demonstrates the correct way to set out a typical Envelope for pre-printed stock.



2.4.5 Envelope DL - Horizontal

This is an example of a DL Envelope template.

It demonstrates the correct way to set out a typical Envelope for pre-printed stock.

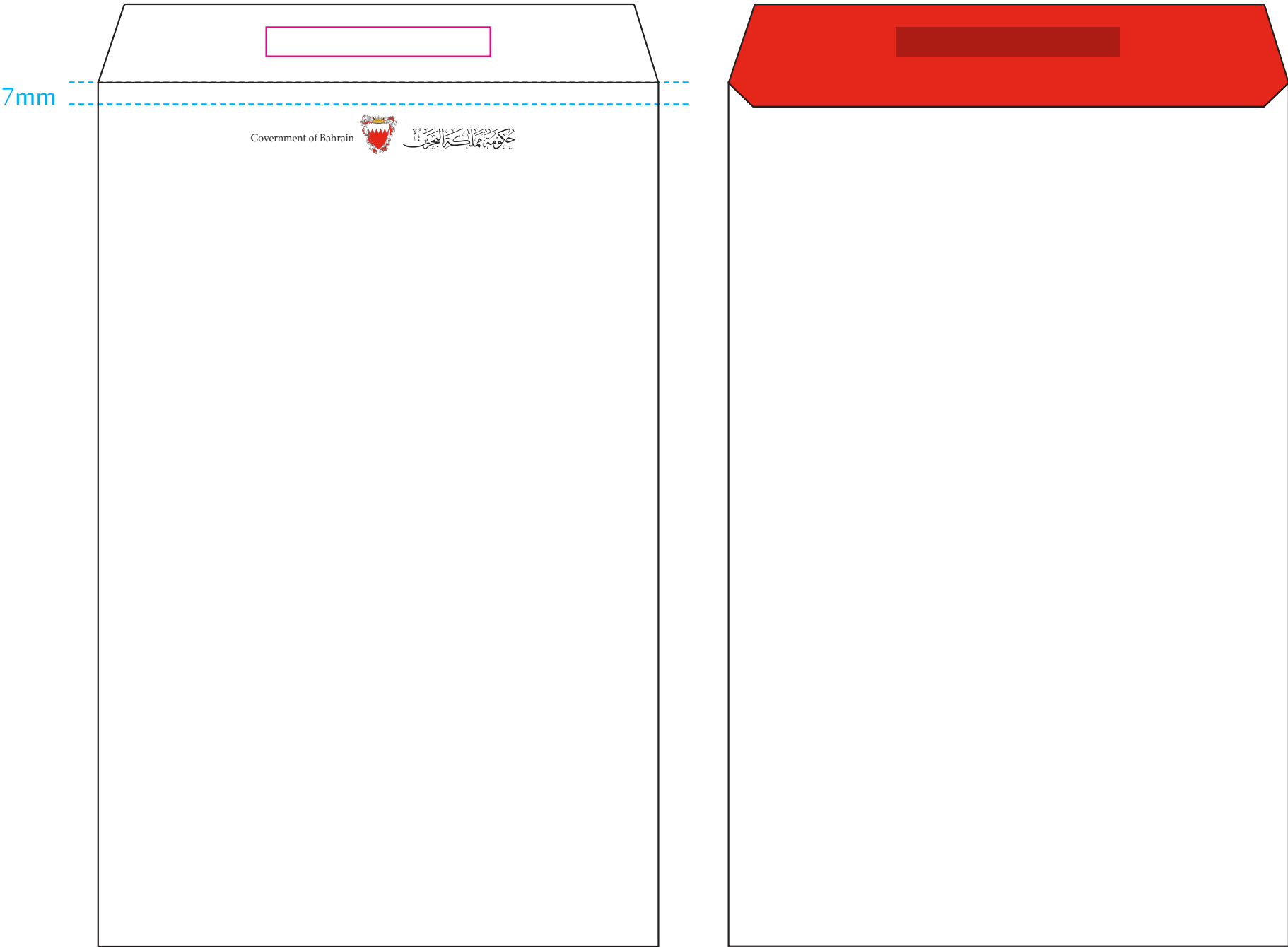


2.4.6 Custom Size Security Envelope - Vertical

Envelope Size 25x38.5 cm

(What is shown is not the actual size)

It demonstrates the correct way to set out a typical Envelope for pre-printed stock.



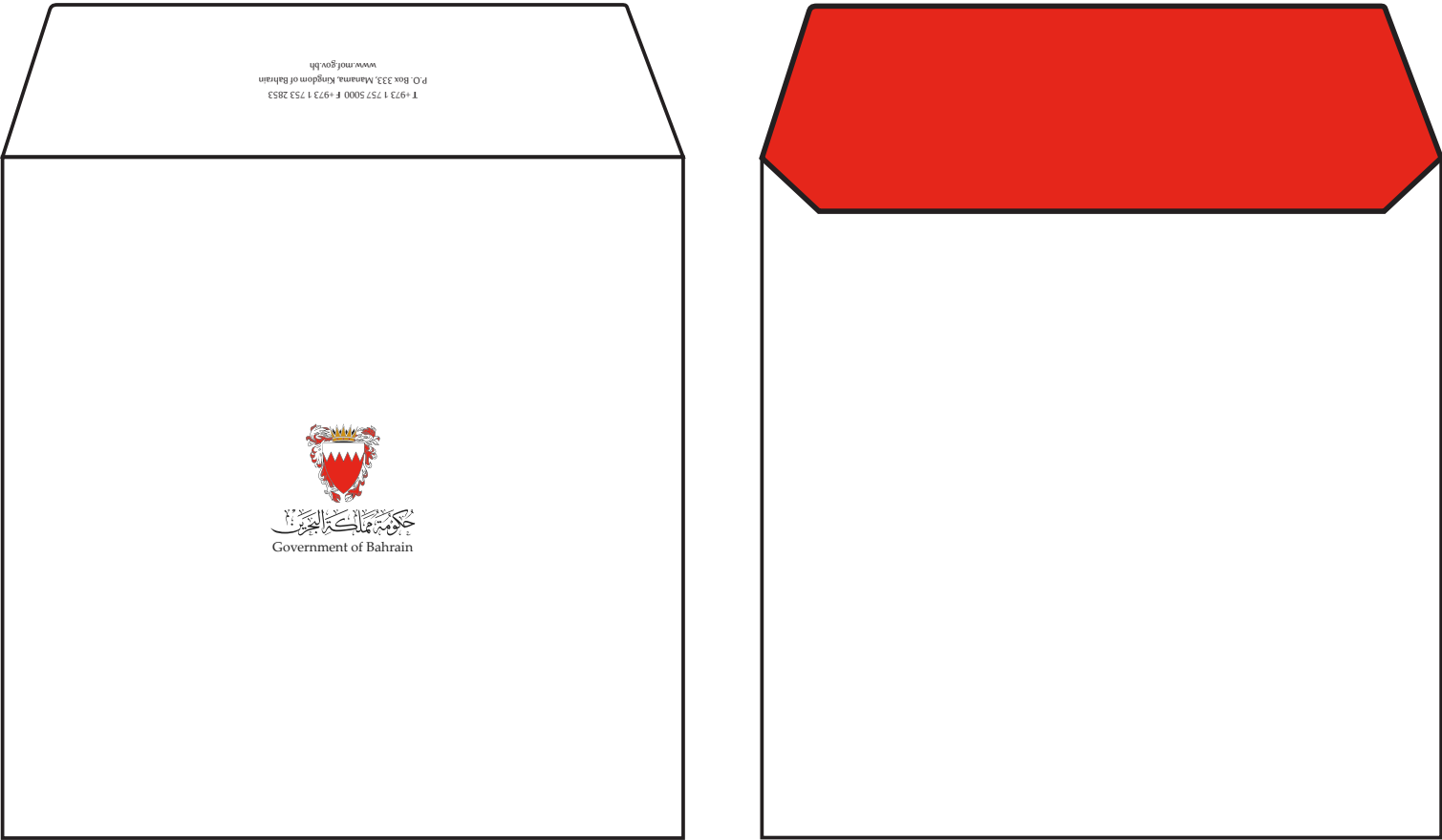
2.4.7 CD Sleeve

CD SLEEVE SIZE 12.5x12.5 cm

(What is shown is not the actual size)

This is an example of a CD sleeve template.

It demonstrates the correct way to set out a typical CD sleeve for pre-printed stock.



2.5 Notes

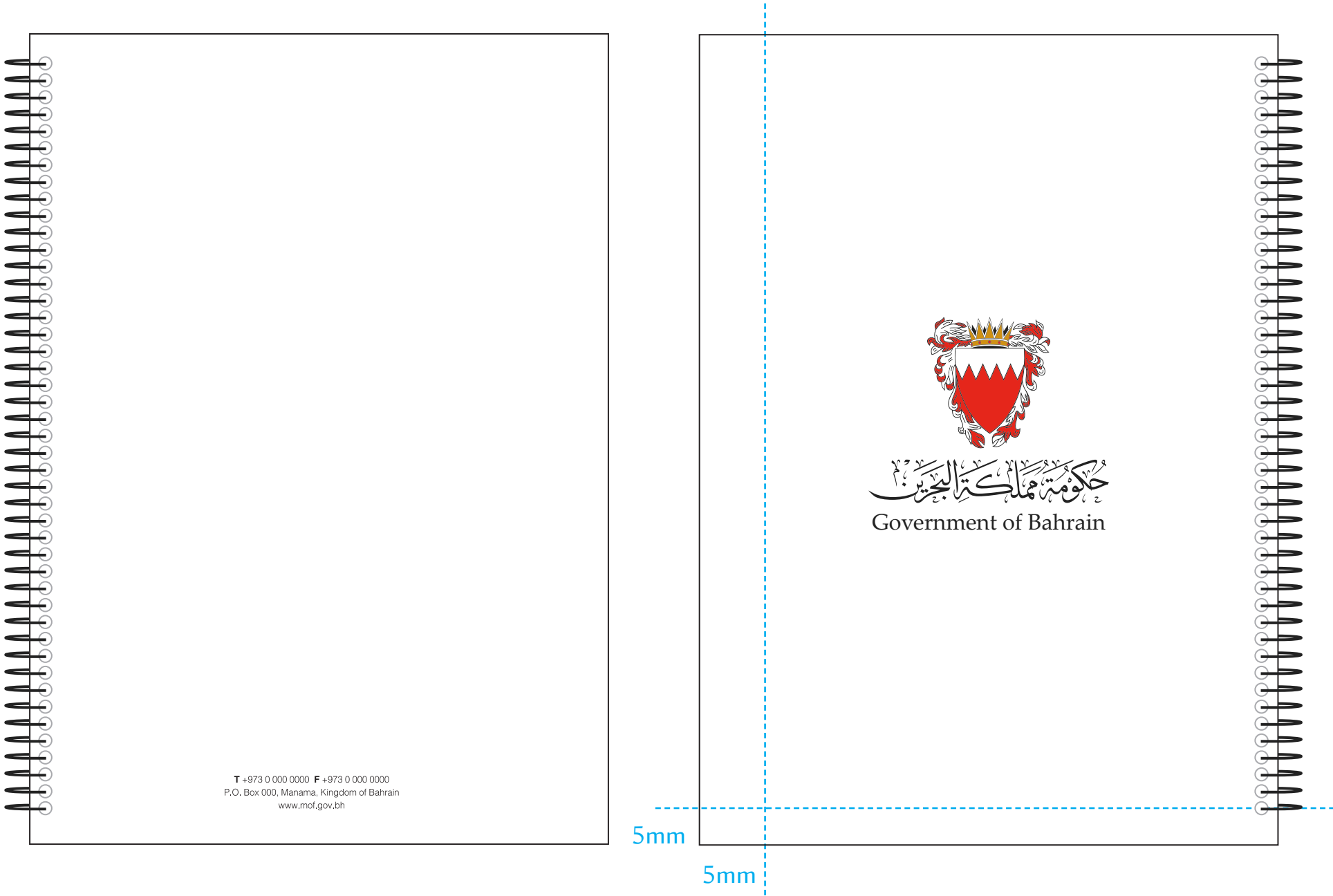
2.5.1 Notebook Cover - Spiral

Notepad Size 15x21 cm

(What is shown is not the actual size)

This is an example of a Spiral Notebook Cover template.

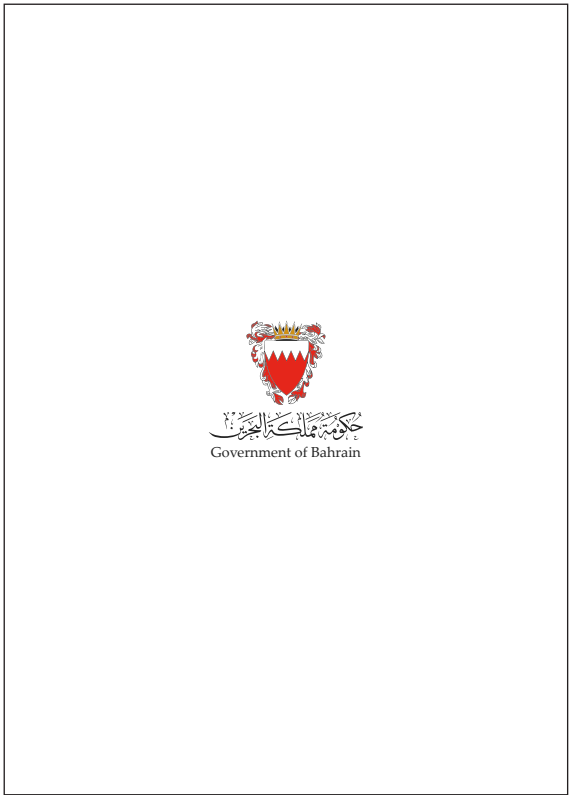
It demonstrates the correct way to set out a typical notebook cover for pre-printed stock.



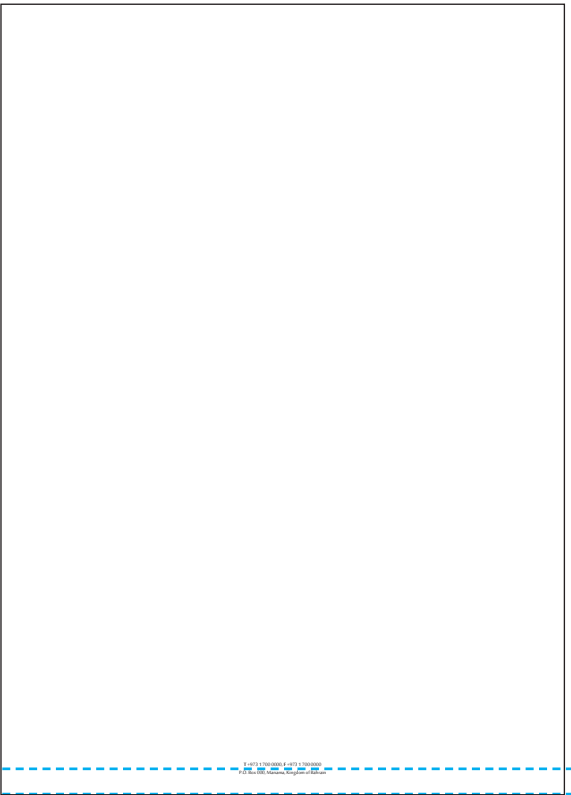
2.5.2 A4 Notepad

Notepad Size

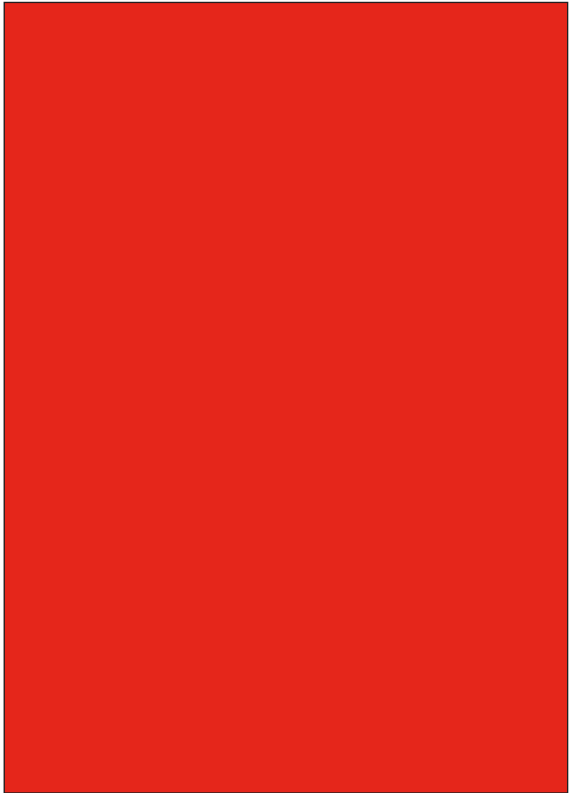
A4 (what is shown is not the actual size)



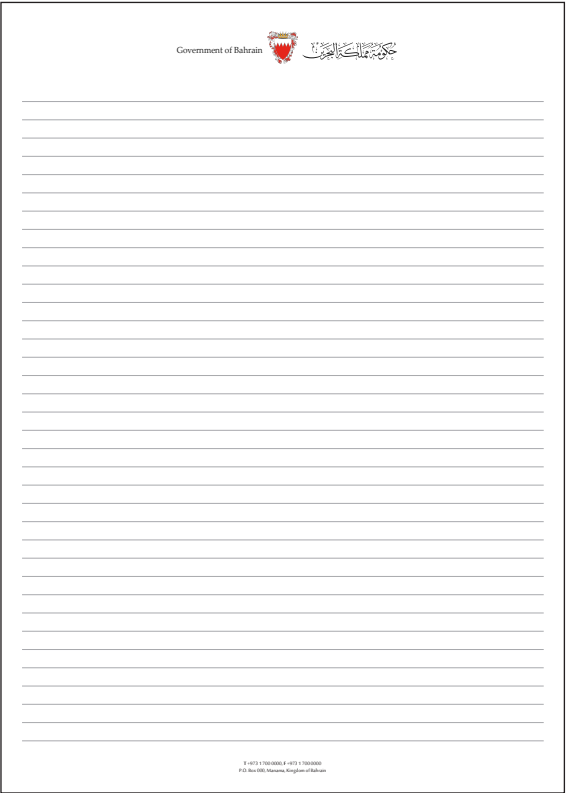
NOTEPAD- COVER



NOTEPAD- BACK



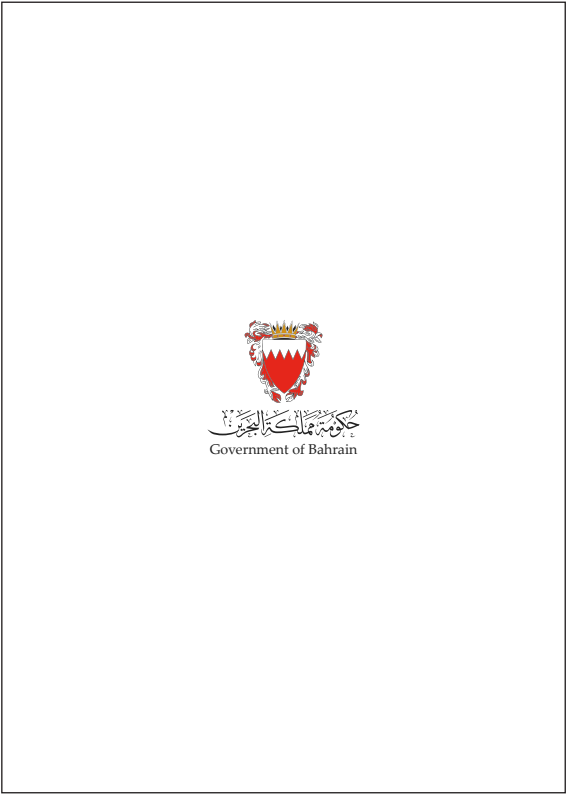
NOTEPAD- COVER BACK



NOTEPAD- INNER

2.5.3 A5 Notepad

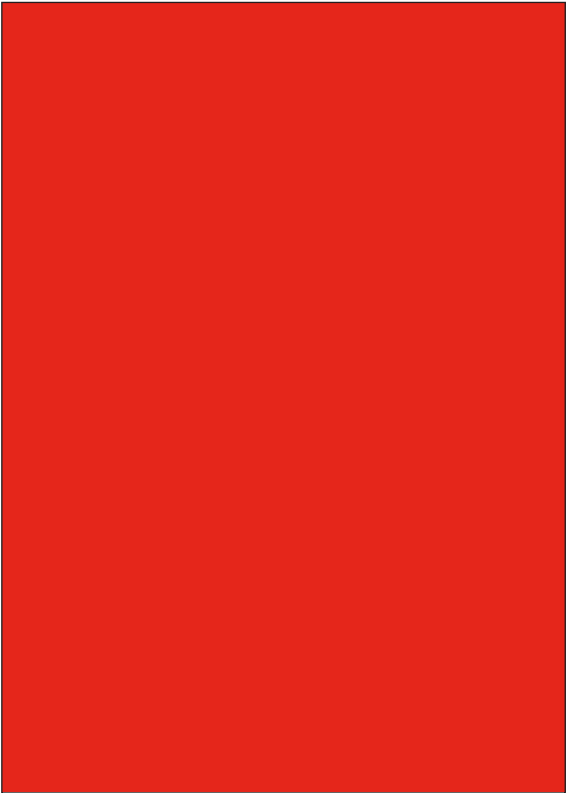
Notepad Size A5
(What is shown is not the actual size)



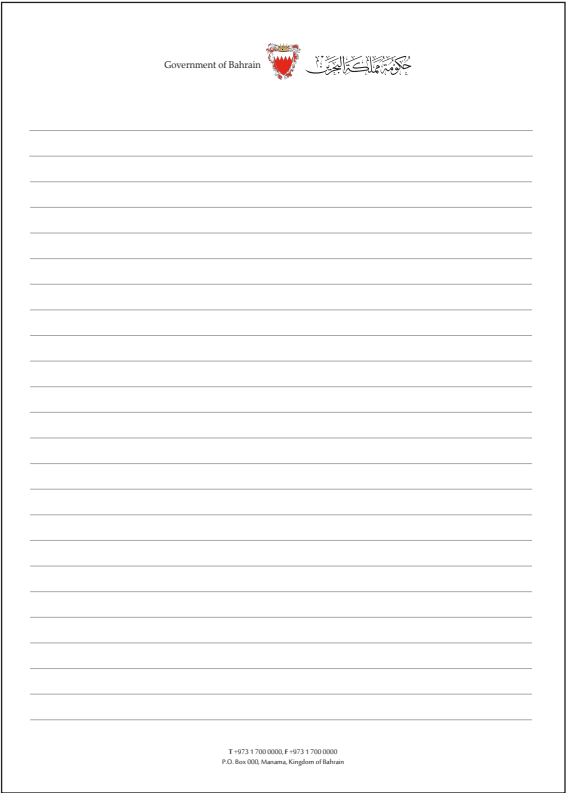
NOTEPAD- COVER



NOTEPAD- BACK



NOTEPAD- COVER BACK



NOTEPAD- INNER

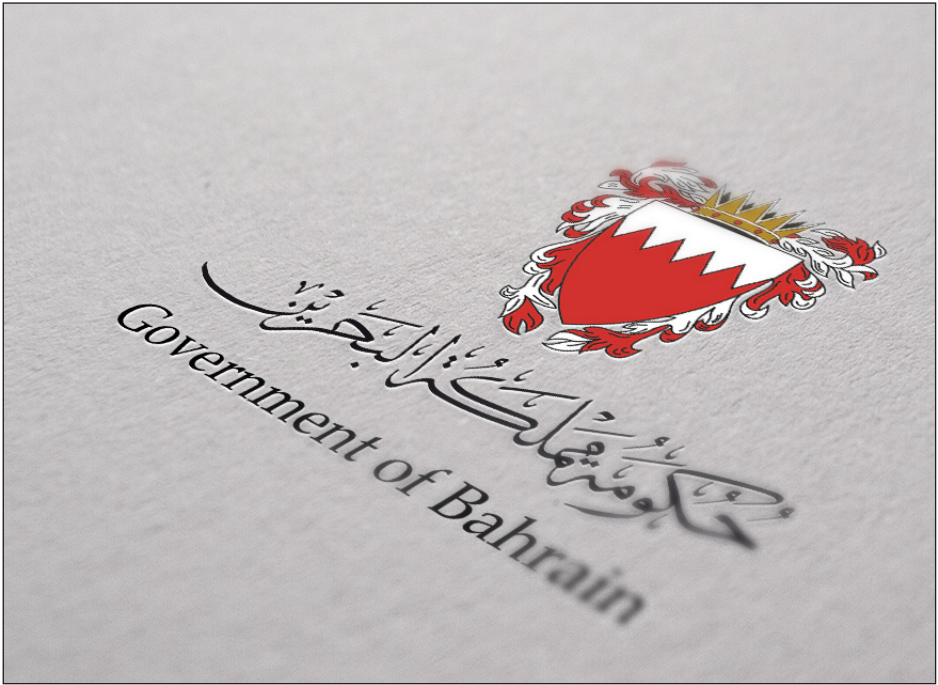
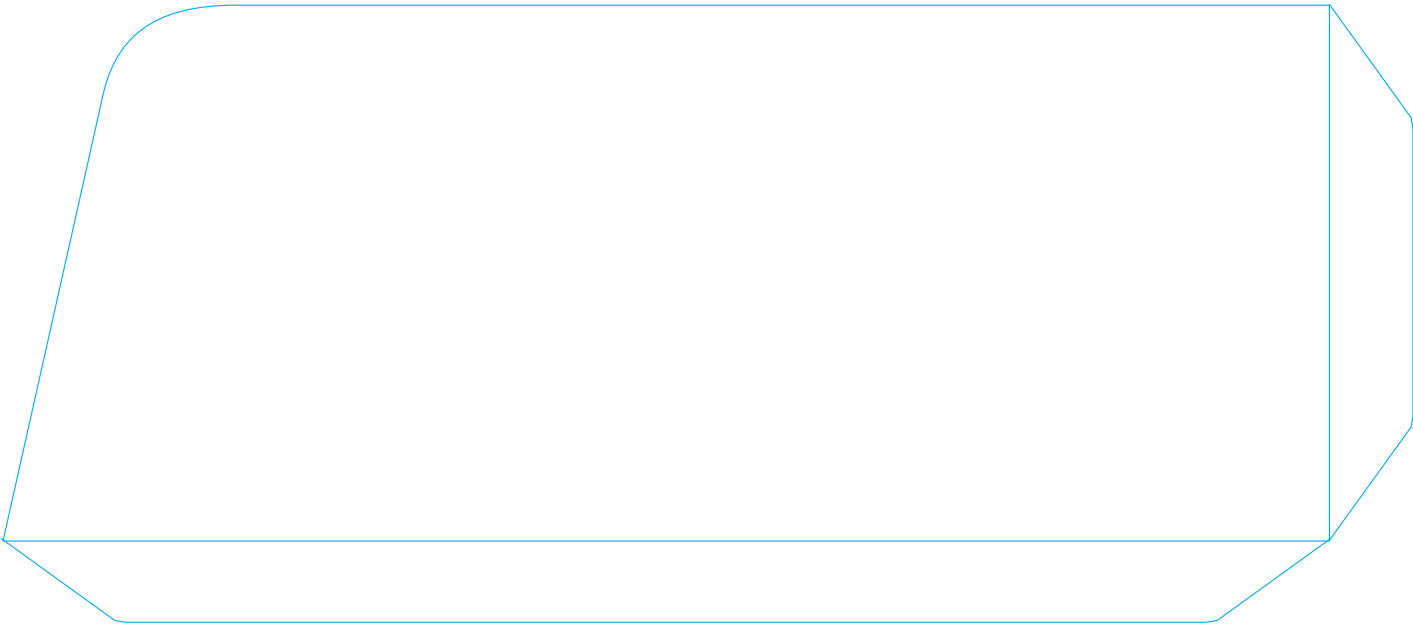
2.6 Presentation

Folder

Folder Size 48.5x33 cm

(What is shown is not the actual size)

Coat of Arms with full colored logo as shown in the sample below



3/ Print Production

3.1 List of All Applications






















3.1 List of All Applications

		Size	Colour	Stock	Description
1.	Letterhead	210x297mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 120GSM Britannia Laid 100GSM	1 Side
2.	Business card	85x50mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Laid 300GSM	2 Sides
3.	A4 Security Envelope	230x320mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Tyvek Envelope	2 Sides
4.	A4 Envelope	230x320mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 120GSM	2 Sides
5.	A3 Security Envelope	445x330mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Tyvek Envelope	2 Sides
6.	A3 Envelope	445x330mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 120GSM	2 Sides
7.	DL Envelope Security Envelope	215x115mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Tyvek Envelope	2 Sides
8.	DL Envelope	215x115mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 120GSM	2 Sides
9.	A5 Notepad	148x210mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 100GSM & Cover Britannia Carrera 300GSM	50 Sheets Each
10.	A4 Notepad	210x297mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 100GSM & Cover Britannia Carrera 300GSM	50 Sheets Each
11.	CD Sleeve	135x135mm	Pantone 872C, Pantone 485C & Pantone Neutral Black C	Britannia Carrera 120GSM	2 Sides
12.	Presentation Folder with Emboss	440x315mm	Blind Emboss	Britannia Carrera 320GSM	1 Side

I / Appendix



Governmental Entities - Primary Logos

 نائب رئيس مجلس الوزراء Deputy Prime Minister	 وزارة التربية والتعليم Ministry of Education	 وزارة الخارجية Ministry of Foreign Affairs	 وزارة المالية والاقتصاد الوطني Ministry of Finance and National Economy	 وزارة العمل Ministry of Labour	 وزارة شؤون مجلسي التعاون Ministry of Parliamentary Affairs
 وزارة الصناعة والتجارة Ministry of Industry and Commerce	 وزارة شؤون الشباب والرياضة Ministry of Youth and Sports Affairs	 وزارة شؤون البلديات والزراعة Ministry of Municipalities Affairs and Agriculture	 وزارة النفط والبيئة Ministry of Oil and Environment	 وزارة المواصلات والاتصالات Ministry of Transportation and Telecommunications	 وزارة الأشغال Ministry of Works
 وزارة الشؤون القانونية Ministry of Legal Affairs	 وزارة التنمية الاجتماعية Ministry of Social Development	 وزارة شؤون الكهرباء والماء Ministry of Electricity and Water Affairs	 وزارة الصحة Ministry of Health	 وزارة العدل والشؤون الإسلامية والأوقاف Ministry of Justice, Islamic Affairs and Waqf	 وزارة شؤون مجلس الوزراء Ministry of Cabinet Affairs
 وزارة الإسكان والتخطيط العمراني Ministry of Housing and Urban Planning	 وزارة التنمية المستدامة Ministry of Sustainable Development	 وزارة السياحة Ministry of Tourism	 وزارة شؤون الإعلام Ministry of Information Affairs		

Governmental Entities - Primary Logos





مصرف البحرين المركزي
Central Bank of Bahrain



الجهاز الوطني للإيرادات
National Bureau for Revenue



المستشفيات الحكومية
Government Hospitals



مركز الاتصال الوطني
National
Communication Centre



مراكز الرعاية الصحية الأولية
Primary Healthcare Centres



مجلس التعليم العالي
Higher Education
Council



مخازن الخدمات المدنية
Civil Service Bureau



مجلس الشورى
Shura Council



هيئة التخطيط والتطوير العمراني
Urban Planning and
Development Authority



مركز الجينوم الوطني
National Genome
Centre



المحكمة الدستورية
The Constitutional
Court



المجلس الأعلى للشباب والرياضة
Supreme Council for Youth
and Sports



المجلس الأعلى للبيئة
Supreme Council
for Environment



هيئة البحرين للسياحة والمعارض
Bahrain Tourism & Exhibitions
Authority



الهيئة العامة للتأمين الاجتماعي
Social Insurance Organization



إمارة العاصمة
Capital Municipality



هيئة تنظيم سوق العمل
Labour Market
Regulatory Authority




هيئة المعلومات والحكومة الإلكترونية
Information & eGovernment
Authority




مجالس إمارات العاصمة
Capital Municipal Council

Governmental Entities - Secondary Logos


Deputy Prime Minister




Ministry of Foreign Affairs




Ministry of Labour




Ministry of Industry and Commerce




Ministry of Municipalities Affairs and Agriculture




Ministry of Transportation and Telecommunications




Ministry of Legal Affairs




Ministry of Electricity and Water Affairs




Ministry of Justice, Islamic Affairs and Waqf



Ministry of Housing and Urban Planning



Ministry of Tourism



Ministry of Education



Ministry of Finance and National Economy



Ministry of Parliamentary Affairs



Ministry of Youth and Sports Affairs



Ministry of Oil and Environment



Ministry of Works



Ministry of Social Development



Ministry of Health



Ministry of Cabinet Affairs



Ministry of Sustainable Development



Ministry of Information Affairs



Governmental Entities - Secondary Logos

Central Bank of Bahrain		مَصْرِفُ الْبَحْرَيْنِ الْمَرْكَزِيّ	National Bureau for Revenue		الْجِهَانُ الْوَطَنِيّ لِلْإِيرَادَاتِ
Government Hospitals		الْمُسْتَشْفَيَاتُ الْحُكُومِيَّةُ	National Communication Centre		مَرْكَزُ لَاصَا الْوَطَنِيّ
Primary Healthcare Centres		مُرَآكُزُ الرِّعَايَةِ الصَّحِّيَّةِ الْوَلِيَّةِ	Higher Education Council		مَجْلِسُ التَّعْلِيمِ الْعَالِي
Civil Service Bureau		مُجَاهَزَةُ خِدْمَةِ الْمَدِينَةِ	Shura Council		مَجْلِسُ الشُّورَى
Urban Planning and Development Authority		هَيْئَةُ التَّخْطِيطِ وَالنَّطْقِ الْعُمْرَانِيّ	National Genome Centre		مَرْكَزُ الْجِينُومِ الْوَطَنِيّ
The Constitutional Court		الْمَحْكَمَةُ الدِّسْتُورِيَّةُ	Supreme Council for Youth and Sports		الْمَجْلِسُ الْأَعْلَى لِلشَّبَابِ وَالرِّيَاضَةِ
Supreme Council for Environment		الْمَجْلِسُ الْأَعْلَى لِلْبَيْئَةِ	Bahrain Tourism & Exhibitions Authority		هَيْئَةُ الْحَجَرِ لِلسِّيَاحَةِ وَالْمُعَاصَرَةِ
Social Insurance Organization		الْهَيْئَةُ الْعَامَّةُ لِلتَّأمينِ الْاجْتِمَاعِيِّ	Capital Municipality		أَمْنِيَّةُ الْعَاصِمَةِ
Labour Market Regulatory Authority		هَيْئَةُ تَنْظِيمِ سُوقِ الْعَمَلِ	Information & eGovernment Authority		هَيْئَةُ الْمَعْلُومَاتِ وَالْحُكُومَةِ الْإِلِكْتَرُونِيَّةِ
Capital Municipal Council		مَجْلِسُ أَمْنِيَّةِ الْعَاصِمَةِ			

Gov. Programs/Initiatives/Portals Logos

برنامج التوازن المالي
Fiscal Balance Program



فكرة
مسابقة الابتكار الحكومي
Fikra
Government Innovation Competition



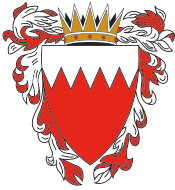
البرنامج الوطني للتوظيف 2.0
National Employment Program 2.0



سجلات
نظام السجلات التجارية
Sijilat
Commercial Registration Portal



مركز الخدمة الحكومية
Government Service Centre



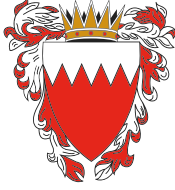
بنايات
نظام إصدار رخص البناء
Benayat
Building Permit Portal



خطة التعافي الاقتصادي
Economic Recovery Plan



تخطيط
المنصة الإلكترونية لخدمات التخطيط العمراني
Planning
Urban Planning Services Portal



منصة استثمار الأراضي الحكومية
Government Land Investment Platform



Government Ministerial Committees Logos

اللجنة الوزارية للمشاريع
التنموية والبنية التحتية
Ministerial Committee for Development
Projects and Infrastructure



اللجنة الوزارية لتقنية
المعلومات والاتصالات
Ministerial Committee for Information
and Communication Technology



اللجنة الوزارية للشؤون المالية
والاقتصادية والتوازن المالي
Ministerial Committee for Financial and
Economic Affairs and Fiscal Balance



اللجنة الوزارية
للخدمات الاجتماعية
Ministerial Committee
for Social Services



اللجنة الوزارية للشؤون
القانونية والتشريعية
Ministerial Committee for
Legal and Legislative Affairs



Illustrative Examples

of Forms

The example shows an application form for a government agency.

اسم الإدارة أو المشروع المالك للإستمارة
Name of Directorate / Project
دم رقم 19 (2021/09/13)

استمارة (1)



Government of Bahrain

تعليمات (خاصة بالقسم «ب»):

- لغرض الإجازة السنوية الطويلة تملأ البنود 1 إلى 4، وترسل الإستمارة لجهاز الخدمة المدنية.
- لغرض الإجازة السنوية القصيرة يملأ البند 3 أو 5، وتحفظ الإستمارة في الوزارة لعمل كشف شهري بالإجازات القصيرة.
- لغرض الإجازة المرضية الطويلة تملأ البنود 1 إلى 4 و6، وترسل الإستمارة لجهاز الخدمة المدنية.
- لغرض طلب إجازة أخرى تملأ البنود 1 إلى 4 (إذا كان لازماً)، وترسل الإستمارة لجهاز الخدمة المدنية.
- لغرض الإجازة بدون راتب يملأ البنود 1 و2، وترسل الإستمارة مع إستمارة 52 لجهاز الخدمة المدنية.

القسم أ (يملأ من قبل الموظف ويصدق من قبل المشرف)

الوزارة

الإدارة

اسم الموظف

الرقم الشخصي

البند 1: نوع الطلب

طلب إجازة

إلغاء إجازة

تعديل طلب إجازة

طلب راتب الإجازة مقدماً؟

نعم

لا

البند 2: نوع الإجازة

سنوية

مرضية

إجازة بدون راتب

أخرى (يرجى التحديد):

البند 3: مدة الإجازة

الإجازة المطلوبة:

ابتداءً من

يوم | شهر | سنة

الساعة

إلى تاريخ

يوم | شهر | سنة

الساعة

تاريخ الرجوع للعمل

يوم | شهر | سنة

عدد ساعات أيام الإجازة المطلوبة

يوم | شهر | سنة

ابتداءً من

يوم | شهر | سنة

الساعة

إلى تاريخ

يوم | شهر | سنة

الساعة

تاريخ الرجوع للعمل

يوم | شهر | سنة

عدد ساعات أيام الإجازة المطلوبة

يوم | شهر | سنة

البند 4: الملاحظات والمبررات

البند 5: الإقرار والتوقيع

توقيع الموظف

تاريخ (يوم | شهر | سنة)

توقيع المسؤول المباشر

تاريخ (يوم | شهر | سنة)

القسم ب (يملأ من قبل وحدة الإجازات بالوزارة)

تاريخ بدء الإجازة

يوم | شهر | سنة

عدد أيام الاجازة

عدد أيام العطل الأسبوعية

الرصيد القديم

الرصيد الجديد

تاريخ الرجوع للعمل

يوم | شهر | سنة

عدد ساعات الإجازة (إذا كانت أقل من يوم كامل)

لطلب إجازة مرضية

توقيع الموظف المسؤول بالوزارة

تاريخ (يوم | شهر | سنة)

القسم ج (لإستخدام ديوان الخدمة المدنية)

وحدة الاجازات

توقيع الموظف

قسم الحاسب الآلي

تاريخ (يوم | شهر | سنة)

Illustrative Examples of Forms

The example shows an application form for a government agency.

اسم الإدارة أو المشروع المالك للإستمارة
دم رقم 19 (2021/09/13)

استمارة (2)
Form (2)


Government of Bahrain

Contacts أرقام التواصل	CPR الرقم الشخصي <div></div>	Complainer's Name اسم المشتكي	التاريخ (يوم شهر سنة) Date (yyyy mm dd) <div></div>
Email البريد الإلكتروني	Applicant's Name اسم مقدم الشكوى	صفة مقدم الشكوى Relationship to the Complainer	

Complaint Content

موضوع الشكوى

توقيع مقدم الشكوى
Applicant's Signature

Documents supporting the complaint

المستندات الداعمة للشكوى

☐ Others

☐ أخرى

☐ Agreement

☐ الاتفاقية

☐ Warranty

☐ الضمان

☐ Purchasing Receipt

☐ رصيد الشراء

Defendant's Information

بيانات المشكوفي حقه

Address العنوان	Fax الفاكس	Phone الهاتف	Name اسم الجهة

For Official Use Only

للاستخدام الرسمي فقط

Investigation Outcome

نتيجة التحقيق في الشكوى

Case handling process	تسلسل الإجراءات	Date	التاريخ	Number	الرقم

Received through جهة الاستلام	Serial No	الرقم التسلسلي
<div></div> <div>يوم شهر سنة</div>	Specialist Name اسم الموظف المتابع للشكوى	Chief/Acting Signature توقيع رئيس القسم أو من ينوب عنه


Illustrative Examples of Forms

The example shows an application form for a government agency.

اسم الإدارة أو المشروع المالك للاستثمار
Name of Directorate / Project
دم رقم 19 (2021/09/13)

استمارة (3)

Form (3)



حكومة البحرين
Government of Bahrain

Required Documents:

- Copy of the commercial registration.
- List and experience of staff dealing with Hazardous Waste.
- List and details of vehicles available
- Provide separate Environmental Management plan (EMP) including Precautions to contain and prevent leakage of Hazardous waste, capacity and procedures to be followed.

المستندات المطلوبة:

- نسخة من السجل التجاري (للفطال التجاري)
- قائمة بالعمال وخبرتهم في التعامل مع المخلفات الخطرة.
- قائمة بالمركبات المتوفرة وتفاصيلها
- توفير خطة إدارة بيئية منفصلة (EMP) بما في ذلك الاحتياطات لاحتماء ومنع تسرب النفايات الخطرة، الطاقة الاستيعابية، والإجراءات الواجب اتباعها.

بيانات الناقل

Request Date تاريخ الطلب		Company Name اسم الشركة	
Activities		CR No. الأنشطة	
Owner CPR الرقم الشخصي للمالك	Owner اسم المالك	Expiry Date تاريخ الانتهاء	Issue Date تاريخ الإصدار
Email البريد الإلكتروني	Mobile No. رقم النقال	Fax No. رقم الفاكس	Office Tel No. هاتف العمل
P.O. Box ص.ب.	Area المنطقة	Block مجمع	Road طريق
		Bldg مبنى	Flat شقة

المعايير الفنية للناقل

Number of Vehicles عدد المركبات		Number of Employees عدد العمال	
Qualification(s) المؤهلات العلمية		Name of Supervisor اسم المشرف	
Past Experience الخبرات السابقة			

Applicant's declaration

إقرار صاحب الطلب

أنا الموقع أدناه أقر بأن جميع البيانات في هذه الاستمارة والمرفقات صحيحة وأتحمل كافة المسائل القانونية في حال ثبوت عدم صحتها وأتعهد بأن ألتزم بالشروط المرفقة وقواعد السلامة والمورور I hereby certify that all information mentioned in this form and all attached documents are CORRECT. I will be responsible for abiding by the attached instructions and all health, safety and traffic rules and regulations.

Stamp الختم	Signature التوقيع	Name الاسم

Official Use Only

للاستخدام الرسمي فقط

Expiry Date تاريخ الانتهاء	Issue Date تاريخ الإصدار	Permission ترخيص النقل	Request No. رقم الطلب
		Not Approved غير موافق <input type="checkbox"/>	Approved موافق <input type="checkbox"/>
		DAEC/WMS/T/	
Remarks ملاحظات		Stamp الختم	


م.	الرقم الشخصي	الاسم	Name	رقم النقال	Mobile No.	هاتف العمل	Office No.	البريد الإلكتروني	Email
1									
2									
3									
4									

Illustrative Examples of Forms

The example shows an application form for a government agency.

اسم الإدارة أو المشروع المالك للإستمارة
Name of Directorate / Project
دم رقم 19 (2021/09/13)

استمارة (4)
Form (4)



Government of Bahrain

بيانات الأشخاص المخولين بتقديم الطلبات - تنمة

م.	الرقم الشخصي	Personal No.	الاسم	Name	رقم النقال	Mobile No.	هاتف العمل	Office No.	البريد الإلكتروني	Email
5										
6										

صلاحيات الأشخاص المخولين بتقديم الطلبات

م.	حالة التحويل	Authorization Status	الصلاحيات	Level of Authority		
	إضافة Add	حذف Delete	تنشيط Activate	إدخال البيانات وتقديم الطلبات Data Entry and Submission	دفع الفواتير وطباعة تصاريح العمل Bill Payments/Work Permit Printing	كلاهما Both
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

الشروط والأحكام:

يجب أن تكون جميع المستندات والمعلومات المدونة في الطلب صحيحة، ويكون مقدم الطلب مسؤولاً عنها.

تحتفظ الهيئة على سرية المعلومات الخاصة بصاحب العمل والعامل الأجنبي، ولها الحق بتزويد السلطة القضائية أو أي جهة حكومية بالمعلومات بناء على طلب كتابي منها بذلك.

يخضع الطلب لأحكام القوانين والأنظمة والقرارات النافذة في مملكة البحرين.

تعتبر الشروط والأحكام نافذة من تاريخ الإطلاع عليها وتوقيع الطلب.

يلتزم صاحب العمل بإخطار الهيئة فوراً عند تغيير أو تحديث المعلومات الواردة في الطلب.

يلتزم الشخص المخول من قبل صاحب العمل / الشخص المسؤول بحدود ما خول به.

تتضمن طلبات رخص العمل: خدمة إصدار تصريح عمل جديد، خدمة تجديد أو إلغاء تصريح العمل، خدمة تغيير المهنة، تحديث بيانات الموظفين والعمال الأجانب وبيانات المنشأة.

Work permit applications include: issuing new, renew and cancellation of work permits and dependents residence permits, occupation change, entering and updating employer, expatriate employee and establishment details.

إقرار(صاحب العمل / الشخص المسؤول)

أقر أنا الموقع أدناه بإطلاعي على كافة الشروط والأحكام الواردة في هذه الاستمارة وبموافقتي عليها، كما أقر بصحة المعلومات الواردة فيها.

I, the undersigned, declare that all the information mentioned above is correct and shall be held liable if it was proved otherwise.

الاسم	Name	رقم النقال	Moblie No.	الرقم الشخصي	Personal No.
التوقيع	Signature	رقم الهاتف	Phone No.	التاريخ	Date

للاستخدام الرسمي فقط

تم استلام الطلب من قبل	Application received by	التوقيع	Signature	التاريخ	Date