



PRIME Instant Offices and Business Centre

A PRIME foundation
for your business

Introduction

PRIME was the first company in Bahrain to offer office and business services for the domestic and international market, and we remain Bahrain's leading provider of fully serviced offices and business support. Our unrivalled facilities, business knowledge and local contacts mean you have all you need for business success under one roof.

You may want a meeting room for a few hours, a business base for a day, a fully functioning office for a year, a virtual presence, or expert assistance and advice about doing business and living in Bahrain. In each case, we can help. We can also assist with all aspects of setting up a new business. You'll find our prices are competitive, and we do all we can to ensure your wishes are met, smoothly, promptly and efficiently.





Who we work with

Our clients are from all over the world, in sectors as diverse as finance, IT, energy and construction. They include many well-known multi-nationals, but we also work with small businesses and individual professionals.

Whether you're here temporarily or long-term, and wherever in the world you're from, PRIME has all you need for doing business successfully in Bahrain.

To discuss your business requirements, please call us on +973 17 570 400 or email us at contact@primeinstantoffices.com





Comprehensive business services

Our services include:

- **Business support**
Advice and expert solutions for all aspects of business administration, from setting up to registration formalities, taxation, payroll and book keeping, preparation of financial reports, legal requirements and more.
- **Bahrain visas**
We can obtain work visas and legal documents for businesses and professionals, as well as their families and staff, for nationals of any country in the world.
- **Serviced offices**
A wide selection of office space suitable for anything from a brief business trip to a major long term presence.
- **Virtual offices**
A cost-effective alternative, with all you need to run a local business remotely.
- **Support services**
We can offer secretarial and legal support, plus marketing, hospitality, transport, chauffeur service, office cleaning and more.
- **Videoconferencing**
Advanced audio-visual solutions that allow you to connect with anyone, anywhere.

Our offices and facilities are flexible enough to be tailored to your specific needs and fully equipped to support businesses of all types and sizes, small or large, local or international.

A PRIME location

Our serviced offices are conveniently located in the heart of the diplomatic and business area of Manama, just 10 minutes from Bahrain's International Airport and even closer to many leading hotels and restaurants, government ministries and major banks.

There are three floors of offices available. We can set you up with a serviced office instantly, fully equipped with workstations, executive chairs, direct dial telephones and wi-fi, providing everything that's necessary to get to work.

Our offices and facilities are flexible enough to be tailored to your specific needs and fully equipped to support businesses of all types and sizes, small or large, local or international. Better still, you can rent an office for as little as a day and for as long as you want.

There are no set-up costs. Rental prices include access to all facilities, building and utility charges, 24/7 building security, cleaning and maintenance.



PRIME facilities

- Full-time Business Centre Manager and support team.
- Full-time Receptionist and Office Assistants to greet your visitors, handle your incoming calls, take care of your faxes and mail, and run any errands you may have.
- Full time Messenger and Chauffeur.
- Mail delivery and collection from our post box.
- Fully equipped offices with access to colour printer, fax machine, copier and scanner.

Our unrivalled office facilities come with many additional benefits to let you concentrate on your core business while we take care of the details.

- Large conference room, plus a meeting room on each floor.
- High-speed wireless internet access.
- Digital PABX telecom system, with conference call and remote voicemail facility.
- Communal kitchen, plus coffee and tea service.
- Daily office cleaning.
- 24 hour access to your office with your own key and secure front door code.
- Parking facilities.





PRIME business support services

As well as first-class office facilities, we possess, or have access to, expert knowledge and skills in all necessary support services, including all you need to work, set up a business or open an office in Bahrain. This includes opening local bank accounts, registering local trademarks and sourcing and vetting local staff, as well as more permanent offices and residential accommodation.

We can assist with new company registration and renewals, process share transfers, organise trustees, nominees and corporate securities, as well as liquidation, if required.

Our services aren't limited to the legal and corporate fields either. We also provide services such as marketing, design, corporate hospitality, concierge and secretarial support, and courier arrangements.

PRIME is an affiliated partner of the Bahrain Ministry of Industry and Commerce, and also has a close association with one of Bahrain's leading law firms, Zu'bi & Partners. This means we can fast track registration, renewals, and many other corporate legal services quickly and efficiently.

Fully equipped conference room

For presentations, brainstorming sessions or board meetings, take advantage of our conference room to make a great impression. The conference room can be booked by the hour and features:

- Laptop computer and projector.
- Interactive digital white board.
- Flip charts.
- Teleconferencing and videoconferencing.
- Catering for business breakfasts, lunches and so on.

In addition, there is a small meeting room on each floor.

Advanced videoconferencing

Reduce travel costs, save time and connect with your clients or colleagues anywhere in the world, with our state-of-the-art Polycom video conferencing system:

- Secure video connection guarantees high quality audio and video resolution and access to the largest network of public access studios.
- Our gold level supplier status with Eye Network and other leading global service providers ensures a trouble-free connection with anyone, anywhere and at any time.
- Available for use outside of normal office hours to talk to people in different time zones.
- Facility to record your videoconference to DVD.





Visa processing and related services

Working in, living in and visiting Bahrain all require a visa, and most visas have to be sponsored. PRIME can assist with this, facilitating work and residency permits, six month temporary / project visas, business visas, work visas, tourist visas, domestic visas (for example for a maid, nanny or driver), Saudi Arabian visas and more. We also offer a VIP airport meet and greet service.

Accounting, book keeping and payroll management

We have a team of qualified accountants who can provide services such as book keeping, preparation of financial statements, monthly payroll processing and payroll accounting.

Corporate secretarial services

We can ensure that your company is compliant with Commercial Companies Law, with services such as holding of the company's statutory records, maintaining the shareholders register, convening the Annual General Meeting of the company and the filing of the audited financial statements.

Translation services

We provide fast, professional English/Arabic translation for all types of documents and across all industries. Whether it's a 200 page manual, an employment contract, a Power of Attorney, or even a simple email or newspaper article, no job is too big or too small.

What our clients say...

“PRIME set up our operations here in a minimal amount of time and with limited manpower. With the aid of their legal services and the ongoing support of their qualified staff, we have been able to shorten our learning curve dramatically and start operating in the shortest possible timeframe.”

Gordon Ham

Regional Manager, Middle East, TETRA International Inc.

“We found our first few months were very much assisted by being located in PRIME Instant Offices. Aside from getting the basics right, PRIME were also very helpful in guiding us on local practices in a number of different areas.”

Giles R. Ward

Regional Director, MENA, ACE Insurance

“The personalized service, quality of its people and first-class delivery is at the top of all service firms we use around the world. I would choose PRIME many times over any other service company of its type. Thank you to the PRIME team for their outstanding professionalism.”

Rafael Bello

Managing Partner, Bella Vista Holding Company

“With PRIME Instant Offices, we have felt as comfortable as if we were seated in our Paris headquarters. PRIME has achieved a quality of service without fault whilst meeting the most demanding administrative and logistic requirements of their clients.”

Kambiz Behzadi

Gulf Area Director, Bouygues Batiment International

Contact us now for details

To discuss your requirements, enquire about availability of office space, discuss rates, or to schedule a viewing, please call us on +973 17 570 400 or email us at contact@primeinstantoffices.com

Affiliates

Ministry of Industry and Commerce, Kingdom of Bahrain

Zu'bi & Partners Attorneys & Legal Consultants

Tel: +973 17 538 600

www.zubipartners.com

contact@zubipartners.com

Memberships

Arab-British Chamber of Commerce

Bahrain Chamber of Commerce

Bahrain French Business Club (CAFB)

Bahrain American Chamber of Commerce (Amcham)

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