

REGISTRATION OF A COMPANY WITH LIABILITY

(COMPANY LIMITED BY SHARES OR GUARANTEE)

Instructions: Kindly review the below checklist to ensure you have met all the requirements to register a company with liability. We encourage you to read the Companies Act 250, revised edition 2011 to understand the full requirements and obligations. For inquiries on fees and vetting of documents, kindly email info@belizecompaniesregistry.gov.bz. Please include the company name in the subject of the email. Once everything is in order, you will be provided with a bill and banking details for payment. Proof of payment and all supporting documents must then be emailed to orders@belizecompaniesregistry.gov.bz for processing.

REQUIREMENTS CHECKLIST

- Cover Letter** requesting the incorporation, who is requesting it and state where you will be picking up the certificate from: Belize Companies and Corporate Affairs Registry in Belmopan or Belize International Corporate Affairs Registry in Belize City.
- Completed **Name Availability form**. Provide up to three company name options in order of preference.
- Memorandum & Articles of Association:** 1 copy for the registry and a second copy to be certified for the client if requested at an additional cost.
- Valid ID** [Social Security Card or Passport] for **Subscribers, Shareholders and Directors**. The ID *must be a clear copy*.

Where the subscriber/ shareholder/director is a company a valid ID of the authorised representatives. The ID *must be a clear copy*.

- Proof of Address:** for Subscribers, Shareholders and Directors.

Example: **Utility Bill, Rental Agreement, etc.** The *Utility bill must be recent, within the past 3 months*.

Where the shareholder/subscriber/director's does not have a utility bill in his or her name but is renting or living with someone else then:

The said person(s) will then need to submit the following:

- (i) A completed a **statutory declaration form** from the landlord signed by a Justice of the Peace;
- (ii) an ID from the landlord and;
- (iii) a copy of a utility bill in the landlord's name

- Proof of application to Central Bank** for non-residents to hold shares or for non-residence to become member in a company limited by Guarantee. *This does not apply to residents*.
- Additional step for company limited by guarantee:**
Letter addressed to Minister of Finance requesting permission to dispense the word "Limited" from the company name under section 20 of the Companies Act.
- Proof of payment** as per fee schedule or as calculated by the registry officer when documents are emailed to info@belizecompaniesregistry.gov.bz for vetting. Include deposit slip/ online transfer receipt, banking details (Name of account holder and bank the transfer is being made from) and purpose of payment. Eg: ABC Company Incorporation.

