



Belize Companies and Corporate Affairs Registry

CHECKLIST- BUSINESS NAME REGISTRATION

Instructions: Kindly review the below checklist to ensure you have met all the requirements to register a Business Name company. We encourage you to read the Business Name Act Cap 247, revised edition 2011 to understand the full requirements and obligations of Business Name registration. For inquiries on fees and vetting of documents, kindly email info@belizecompaniesregistry.gov.bz. If you know your fees and all documents are in order, kindly provide proof of payment and email orders@belizecompaniesregistry.gov.bz for processing.

	Requirements
1.	Cover Letter requesting the registration & state the total payment [provide proof of payment]
2.	Proof of payment as per fee schedule - deposit slip/ online transfer receipt and banking details (Name of account holder and bank the transfer is being made from)
3.	Completed Name Availability form .
4.	Completed: Form 1 [Individual] OR Form 2 [Partnership] OR Form 3 and Form 11 [Corporation] <i>Form 11 is to be used when a corporation is involved.</i>
5.	Valid ID [Social Security Card (front and back) or Passport] for the person registering the Business name. The ID must be a clear copy .
6.	Proof of Address: for the person registering the Business name. Example: Utility Bill, Rental Agreement, etc. The <i>Utility bill must be recent, within the past 3 months.</i> Where the person registering the Business name 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.
	NOTE: <i>Foreigners will need to apply with a Belizean partner or someone with a Permanent Residence to be able to register a Business Name</i>