



Belize Companies and Corporate Affairs Registry

CHECKLIST- OVERSEAS REGISTRATION

Instructions: Kindly review the below checklist to ensure you have met all the requirements to register a overseas company. We encourage you to read the Companies Act 250, revised edition 2011 to understand the full requirements and obligations of an overseas 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.	A certified copy of the charter, statutes or memorandum and articles of the company or other instrument constituting or defining the constitution of the company, and if the instrument is not written in the English language, a certified translation thereof; <i>Note: the expression, "certified" means verified by affidavit or statutory declaration of the secretary, president or chairman of the company, or of the translator or otherwise as may be prescribed as a true copy or a correct translation. Section 251 (11) (b)</i>
5.	Certificate of Good Standing and/or Certificate of Incumbency where the overseas company is not a newly formed company in its respective jurisdiction.
6.	List of the names and addresses of some one or more persons resident in Belize authorised to accept on behalf of the company service of process and any notices required to be served on the company.
7.	List of Directors and Secretary of the company.
8.	Valid ID [Social Security Card (front and back) or Passport] for Shareholders and Directors . The ID <i>must be a clear copy</i> . Where the subscriber/ shareholder/director is a company a valid ID of the authorised representatives. The ID <i>must be a clear copy</i> .
9.	Proof of Address: for Shareholders and Directors. Example: Utility Bill, Rental Agreement, etc. The <i>Utility bill must be recent, within the past 3 months</i> . 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.