



Belize Companies and Corporate Affairs Registry

CHECKLIST- REGISTRATION OF A COMPANY WITH LIABILITY

(COMPANY LIMITED BY SHARES)

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 of a company incorporation. 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.	Memorandum & Articles of Association: 1 copy for the registry and as many copies for the client
5.	Valid ID [Social Security Card or Passport] for Subscribers, 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> .
6.	Proof of Address: for Subscribers, 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
7.	Central Bank Approval Letter to hold shares for non-residents. <i>This does not apply to residents</i> .