

# BUSINESS NAME REGISTRATION



**Instructions:** Kindly review the below checklist to ensure you have met all the requirements to register a business name. We encourage you to read the Business Name Act Cap 247, revised edition 2011 to understand the full requirements and obligations. For inquiries on fees and vetting of documents, kindly email [info@belizecompaniesregistry.gov.bz](mailto:info@belizecompaniesregistry.gov.bz). Please include the requested business 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](mailto:orders@belizecompaniesregistry.gov.bz) for processing.

## REQUIREMENTS CHECKLIST

**Cover Letter** requesting the business name registration service, 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 business name options in order of preference.

Completed: **Form 1 [ Individual/Sole Proprietor]** OR **Form 2 [ Partnership]** OR **Form 3 and Form 11 [Company]** *Form 11 is to be used when a corporation is involved.*

**Valid ID** [Social Security Card or Passport] for the person registering the Business name. The ID *must be a clear copy*.

**Proof of Home Address:** for the person registering the Business name.

Example: **Utility Bill, Rental Agreement, etc.** The *utility bill (light, water, cable) must be recent, within the past 3 months.*

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:** *Foreigners will need to apply with a Belizean partner or someone with a Permanent Residence (granted by the Department of Immigration) to be able to register a Business Name.*

**Proof of payment** as per fee schedule or as calculated by the registry officer when documents are emailed to [info@belizecompaniesregistry.gov.bz](mailto: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: Arrow Business name registration.

