

REGISTRATION OF A LIMITED LIABILITY PARTNERSHIPS



Instructions: Kindly review the below checklist to ensure you have met all the requirements to register a Limited Liability Partnership. We encourage you to read the Limited Liability Partnerships Act Cap 258, 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 partnership 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 registration and who is requesting it. Kindly also 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.
- Partnership **Agreement**.
- Proof** of Financial Provision (Bond).
- Statutory declaration** by designated partner.
- Personal particulars** of each partner.
- Declaration on oath** by each by each partner that he has not or the previous three years been convicted of any offense involving dishonesty, dealing with illegal drugs or money laundering in Belize or elsewhere.
- Valid ID** [Social Security Card or Passport] for **Partners**.
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 partners.

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 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: Arnold and Neal Limited Liability Partnership registration.

