

OVERSEAS REGISTRATION



Instructions: Kindly review the below checklist to ensure you have met all the requirements to register an overseas company. We encourage you to read the Companies Act 250, 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 requested company 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.
- ✓ Completed **Name Availability form**.
- ✓ 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;
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)
- ✓ **Certificate of Good Standing and/or Certificate of Incumbency** where the overseas company is not a newly formed company in its respective jurisdiction.
- ✓ **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.
- ✓ **List** of Directors and Secretary of the company.
- ✓ **Valid ID** [Social Security Card or Passport] for **Shareholders and Directors**. 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 Shareholders and Directors.
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: United Overseas company registration.

