



Companies Act, Cap. 250

Fees Adjustment Guide

Effective October 18, 2021



BCCAR

BELIZE COMPANIES AND CORPORATE AFFAIRS REGISTRY



Purpose of fees adjustment



Simplification to document processing



Improve service delivery



Reduce incorporation cost



Delivery of services digitally



Legal Instruments

The fees adjustment is guided by:

- S.I. 109 of 2021 COMPANIES (PRESCRIPTION OF FEES FOR SERVICES) ORDER, 2021.
- S.I. 110 of 2021 COMPANIES (VARIATION OF FEES) ORDER, 2021.
- S.I. 18 of 2021 STAMP DUTIES (AMENDMENT), ACT 2021.



Implementation Date

The new fees will be implemented on **October 18, 2021.**

New Fees

COMPANIES SERVICES	FEES [BZD]
Incorporation of a domestic company limited by share capital	\$300.00
Incorporation of a domestic company limited by guarantee	\$300.00
Change of Company Name	\$100.00
Overseas Registration	\$400.00
Increase of share capital of a domestic company limited by share capi	\$50.00
Increase of members of a domestic company limited by guarantee-	
Increase up to 100 members	\$10.00
Increase greater than 100 members	\$500.00
Removal of defunct company from Register	\$116.00
Annual Return of a company limited by shares	\$100.00
Annual Return of a company limited by guarantee	\$50.00
Annual Return of an overseas company	\$300.00
Penalty Fee (Transfer of Shares)	\$55.00
Certificate of Good Standing	\$25.00
Filings (Domestic and Overseas Companies)-	
Miscellaneous Filing fee	\$25.00
Amalgamation of Additional Company and amalgamation agreement	\$200.00
Application to Restore Company Name to the Register	\$200.00
Articles of Re-organization - Arrangement (Overseas Companies)	\$25.00
Certificate of Registration of a Mortgage or Charge	\$100.00
Court Order	\$25.00
Directors' Resolution	\$25.00
Extraordinary Resolution	\$25.00
Filing of Transfer of Shares Instrument	\$25.00
Financial Statements	\$25.00



New Fees

COMPANIES SERVICES	FEES [BZD]
Forfeiture of Shares (First Call)	\$25.00
Forfeiture of Shares (Second Call)	\$25.00
Particulars of Memorandum of Satisfaction	\$25.00
Minutes of Meeting	\$25.00
Notice of Appointment Of Directors	\$25.00
Notice of Appointment Of Liquidator	\$25.00
Notice of Appointment of Receiver	\$25.00
Notice of Change in Situation of Registered Office	\$25.00
Notice of Company Secretary	\$25.00
Particulars of Mortgage or Charge	\$100.00
Prospectus or Statement in lieu	\$25.00
Rectification of Register of Mortgages	\$25.00
Registration of Enforcement of Security	\$25.00
Release of Liquidator	\$25.00
Resolution	\$25.00
Return of Allotments	\$50.00
Return of Final Winding Up by Liquidator	\$25.00
Share Certificate	\$25.00
Special Resolution	\$25.00
Statutory Declaration by Director - Forfeiture	\$25.00
Statutory Declaration	\$25.00
General Fees	
Certified Copy	\$15.00
Uncertified Copy	\$15.00
Letter of Incumbency	\$75.00
Public Inspection /Walk Ins	
	\$5.00 per company file
Full Search	\$75.00
Duplicate copy of a certificate of Incorporation	\$50.00
Name availability Search	\$50.00





New procedures

1. Incorporation

WALK-IN request must be submitted in duplicate: for hard copies: 1 copy for the Registry, 1 copy for the walk-in client. Documents to be received upon completion: Certificate of Incorporation, Sealed M&A.

Registry will seal pages: Cover Page, 1st page of Memo & Arts, Authorized Capital, Director's and Signature.

ONLINE request the client will receive a scanned copy of the Certificate of Incorporation, BCCAR Emboss Seal on Cover Page, 1st page of Memo & Arts, Authorized Capital, Director's and Signature.

Client can still request Certified Copies \$15 per document

Changes to New Registration Procedure: (1) No Stamp duty on M&As; (2) No Compliance Letter will be issued

CERTIFIED REQUEST SAMPLE



BELIZE COMPANIES AND CORPORATE AFFAIRS REGISTRY
BELMOPAN, BELIZE

CERTIFICATE OF INCORPORATION

IN THE MATTER OF THE COMPANIES ACT, Chapter 250 of the Substantive
Laws of Belize, Revised Edition 2011;

AND IN THE MATTER of the application for registration and for a Certificate of
Incorporation for [REDACTED]

IT IS HEREBY CERTIFIED THAT

[REDACTED]

is this day registered and incorporated as a limited liability company pursuant to
the provisions of the aforesaid Companies Act.

GIVEN under my hand and the seal of the Belize Companies and Corporate Affairs
Registry this 3 September, 2021.

A Certified True Copy

Santiago Gonzalez
For Registrar of Companies and Corporate Affairs
Belize Companies and Corporate Affairs Registry
Date: September 3rd, 2021



Santiago Gonzalez
SANTIAGO GONZALEZ
DEPUTY REGISTRAR
FOR REGISTRAR OF COMPANIES AND CORPORATE AFFAIRS

BELIZE

THE COMPANIES ACT, CHAPTER 250 OF THE
LAWS OF BELIZE REVISED EDITION, 2011.

PRIVATE COMPANY LIMITED BY SHARES

MEMORANDUM OF ASSOCIATION

-OF-

[REDACTED]

1. The name of the Company is [REDACTED].
2. The registered office of the Company will be situated at [REDACTED].
3. The objects for which the Company is established are:-
 - (1) To acquire by purchase, exchange or otherwise, either for an estate in fee simple or for any limited interest, any lands and premises of any tenure, whether subject or not to any charges or incumbrances, and to hold or to sell, let, alienate, mortgage, charge or otherwise deal with all or any of such lands or premises; to let on lease any such premises or parts of them and to provide services and facilities for the occupiers or tenants of those premises;
 - (2) To carry on the business as a resort, hotel, restaurant, motel, holiday camp, leisure centre, condominium and apartment-house proprietors;
 - (3) To establish and provide all kinds of facilities and amenities for customers and others, and in particular club rooms, reading and writing rooms, games and sports accommodation, changing rooms, lockers and safe deposits, telephones, stores and shops;

SIGNATURE

A Certified True Copy

Santiago Gonzalez
For Registrar of Companies and Corporate Affairs
Belize Companies and Corporate Affairs Registry
Date: September 2nd, 2021



STAMP



Example of Seal/ Emboss documents



FORM OF ANNUAL LIST OF MEMBERS AND SUMMARY OF A
COMPANY HAVING A SHARE CAPITAL

(FORM E)

As required by section 27 of the Companies Ordinance, Chapter 250
Of the laws

Page

1. Summary of Share Capital and Shares
 2. List of Persons holding shares
 3. Names and Address of Persons who are Directors
 4. The Private Company Certificate
-

2021



New procedures



2. Overseas Company Registration

WALK-IN request must be submitted in duplicate: for hard copies: 1 copy for the Registry, 1 copy for the walk-in client. Documents to be received upon completion: Certificate of Incorporation.

ONLINE request the client will receive a scanned copy of the Certificate of Incorporation

Client can still request Certified Copies \$15 per document



New procedures

3. All Amendments and filings

WALK-IN request must be submitted in duplicate: for hard copies: 1 copy for the Registry, 1 copy for the walk-in client [BCCAR Emboss Seal].

ONLINE request the client will receive a scanned copy with the BCCAR Emboss Seal on filing

Client can still request Certified Copies \$15 per document



New Procedures

4. Mortgages & Charges

WALK-IN request must be submitted in duplicate: for hard copies: 1 copy for the Registry, 1 copy for the walk-in client. Documents to be received upon completion: Certificate of Mortgage and the BCCAR Emboss Seal on the filing

ONLINE request the client will receive a scanned copy of the Certificate of Mortgage and the BCCAR Emboss Seal on the filing

Client can still request Certified Copies \$15 per document

New procedures



5. Annual Returns

WALK-IN request must be submitted in duplicate: for hard copies: 1 copy for the Registry, 1 copy for the walk-in client [BCCAR Emboss Seal]

ONLINE request the client will receive a scanned copy of the BCCAR Emboss Seal on Cover Page.

Client can still request Certified Copies \$15 per document

New procedures



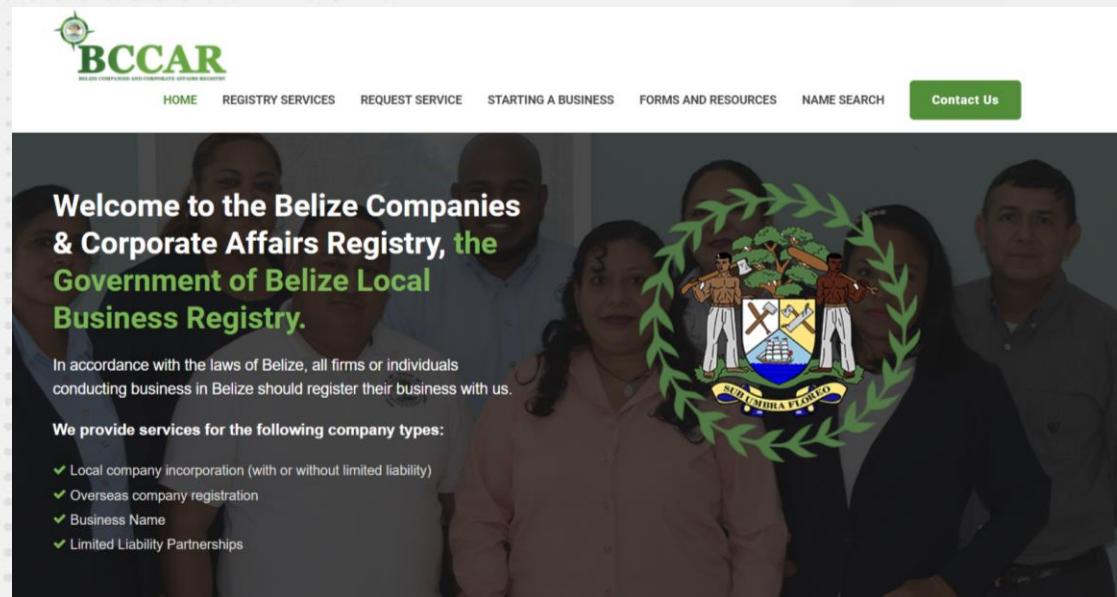
6. Certified Copies- can be requested for any service:

Eg: \$15 for Memorandum of Association, \$15 Articles of Association, \$15 for any resolution, \$15 Certificate of Incorporation, \$15 for any document. There will be no counting of pages since the fee will be a set fee and the client will no longer wait at the office for certified copies.

Where to find a copy of the new fees schedule and SIs



- You can find the new fees schedule and statutory instruments on our website: www.belizecompaniesregistry.gov.bz





BCCAR

BELIZE COMPANIES AND CORPORATE AFFAIRS REGISTRY



SEND US AN EMAIL!

info@belizecompaniesregistry.gov.bz

Our services are **ONLINE!**



OUR NEW LOCATION:
Ground Floor of the Gian C. Gandhi Building
6130 Iguana Avenue, City of Belmopan.



www.belizecompaniesregistry.gov.bz

Follow us!

