



August 24<sup>th</sup>, 2020

## Belize Companies and Corporate Affairs Registry

We are closely monitoring the updates around the coronavirus (COVID-19) outbreak and we want to ensure that we are taking all the precautionary measures to avoid any risks.

In an effort to reduce the spread of the COVID-19, the Belize Companies and Corporate Affairs Registry hereby informs the general public that effective Tuesday, August 25<sup>th</sup> 2020, our office will be opened on Tuesdays and Thursdays **only** from **8 a.m to 12 p.m. and 1 p.m. to 4:30 p.m.** for picking up, dropping of documents and making payments. **Cashier closes at 3:30pm.**

Kindly note, that the service of company search will be allowed by appointments **only** on Mondays, Wednesdays and Fridays. Appointments can be made by contacting the following number: 822-0421 or email us at [info@belizecompaniesregistry.gov.bz](mailto:info@belizecompaniesregistry.gov.bz).

Also, we ask that instead of visiting our office, you make all efforts to contact us via email at [info@belizecompaniesregistry.gov.bz](mailto:info@belizecompaniesregistry.gov.bz). **The procedure to request a service via email is as follows:**

1. Scanned copies of applications for business names, company incorporation documents, registration of Limited Liability Partnerships and filings (annual returns, notices, etc.) will be accepted via email sent to [info@belizecompaniesregistry.gov.bz](mailto:info@belizecompaniesregistry.gov.bz)
2. Thereafter, applicants are required to submit original applications and filings to the office within 30 days. *This timeline will be reviewed as the current situation develops.*
3. Email requests must clearly outline the services requested. For example:
  - a. Registration of a business name; or
  - b. Filing of 2020 Annual Return, one certified copy, and one Certificate of Good Standing; or

c. Request for a full search on “ABC Company Limited”.

4. Applicants will have the option of submitting payment via bank deposit or online transfer. An email outlining the total fees and bank account details will be sent to applicants. A copy of the bank’s deposit slip or online transfer receipt must be emailed to the office at the above-mentioned address.

5. Upon receipt of payment, documents will be processed and a scanned copy of the receipt and completed documents will be emailed to applicants. **Original certificates and other documents will be available to be picked up on Tuesdays and Thursdays, provided that the office is in receipt of the original applications or filings.**

6. Mortgages or debentures which are required to be filed within 21 days will be extended by an additional 30 days.

7. Transfers of Shares which are required to be filed within 30 days of execution of the document will be extended by an additional 30 days.

We apologize for any inconveniences caused by this change, however the safety of everyone is our priority.