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Belize Tailor-made Company Registration Procedures, Costs and Annual Renewal Fees

Belize Company mentioned in this article refers to International Business Company (Offshore Company) registered in Belize.

1. Belize Company Registration Procedures

(1) Step 1 – Confirming Order

Kaizen receives confirmation of registering a Belize Company through email or fax. If so requested, we will prepare and sign an engagement letter.

(2) Step 2 – Providing Required Materials

Kaizen receiving the following materials either by fax or scan and email from client:

- (a) Proposed company name, either in English only or Chinese only or both;
- (b) One photocopy of passport and residential addresses proof which issued not more than 3 months and in English (such as utility bill or telephone bill or bank statement) in respect of each shareholder; if shareholder is another corporation, please provide Certificate of Incorporation, latest registered office address proof, latest register of directors, latest register of members and register of ultimate beneficial owners, and the identity and residential address proof of each shareholder or Ultimate Beneficial Owner holding more than 10% of shares in that company;
- (c) One photocopy of passport and residential addresses proof which issued not more than 3 months and in English (such as utility bill or telephone bill or bank statement) in respect of each director; if director is another corporation, please provide Certificate of Incorporation and latest registered office address proof documents;
- (d) The latest organization chart certified by director for identification of ultimate beneficial owners;
- (e) A duly completed and signed Company Incorporation Order Form (Provide by Kaizen).

At the same time, client should wire or transfer the registration fees to Kaizen.

(3) Step 3 – Conducting Name Search

Kaizen checks the availability of the proposed company name. If available, Kaizen proceed to registration; if not available, Kaizen will go back to you for more company names and perform the availability search again.

(4) Step 4 – Preparing Other Materials

After receiving the Certificate of Incorporation from the Registrar of Companies, Kaizen attends to the followings:

- (a) Printing Memorandum and Articles of Association;
- (b) Prepare minutes of First Board Meeting;
- (c) Prepare Application for Allotment of Share(s) for each shareholder;
- (d) Prepare Consent to Act as Director for each director;
- (e) Update Register of Members;
- (f) Update Register of Directors;
- (g) Prepare Share Certificate;
- (h) Carve Common Seal and rubber chop.

(5) Step 5 – Signing Document and Delivering Company Kit

Kaizen sends the incorporation documents to the client though email. Client should sign and return the scan copy to us. Then, We arrange to deliver the above documents/materials (together known as Company Kit) to client.

(6) Step 6 – Confirming Receipt of Document

Upon receipt of the Company Kit, client should check and sign the acknowledgement of receipt and then either fax or scan and email a copy of the duly signed documents to Kaizen.

2. Belize Company Registration Costs

Our registration fee together with the current year maintenance fee for a Belize company with a share capital no more than US\$50,000 is USD1,250, excluding the delivery fee. In particular, the fee covers:

- (1) current year licence fee
- (2) current year registered agent fee
- (3) current year registered office fee
- (4) one company kit
- (5) Application for The Identification number (TIN)
- (6) our incorporation service charges

The registration fee together with current year maintenance fee for a company with a share capital more than USD50,000 is USD2,350.

If Chinese name is required, an extra USD200 will be charged.

3. Time Frame

In general, the whole incorporation process could be finished in 2 weeks. However, the time required may subject to the actual situation of the Belize Authorities. The estimated time required is for reference only.

4. Belize Company Maintenance Costs (Annual Renewal Fees)

The annual maintenance cost for the second year and thereafter for a Belize company with a share capital of no more than USD50,000 for second year onward is USD750 which covers annual licence fee, annual registered agent and annual registered office fees.

The annual maintenance cost for the second year and thereafter for a Belize company with a share capital of more than USD50,000 for second year and thereafter is USD1,900 which covers annual licence fee, annual registered agent and annual registered office fees.

Regardless the date of incorporation, the second-year annual maintenance fee is due for payment on April next year. Annual Maintenance Fee thereafter is due for payment on April each year.

5. Other Services (Optional)

No.	Services	Fees (USD)
1	Hong Kong mailing address (Note 1)	257
2	Certificate of Incumbency	300
3	Certificate of Good Standing	300
4	CPA certification (per set)	154
5	Bank account opening (Note 2)	800

Note:

- (1) A service fee of USD7 plus actual delivery fee will be charged for each batch of mails forwarded.
- (2) This service includes opening one bank account in Hong Kong or Singapore. As the bank has the sole discretion on the approval, the success of account opening is not guaranteed.

For further information of Belize, please visit [Introduction to Belize](#).

If you are interested of setting up a Belize IBC, please refer to [Belize Company Registration Procedures and Fees](#).

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following means:

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