



LICENSE RENEWAL CHECKLIST

Completed notarised License Renewal Application Form.

Where proof of identification (ID) previously supplied to the Commission has expired, a copy of a valid proof of ID must be submitted (*A notarised Belize Passport or Belize Social Security Card for an applicant sole practitioner or Director(s), Shareholder(s), Beneficial Owner(s), Partner(s), Manager(s) and Officer(s) who are residents in Belize. For non-residents, a notarised and apostilled passport*).

Copy of updated proof of address for the applicant Beneficial Owner(s), Partners), Manager(s) and Officer(s) of the applicant company (*if the last proof of address on record exceeds two (2) years from the date of its submission*).

Where applicable, a copy of the Certificate(s) of Good Standing for any directorship/shareholding post held in the applicant company by a corporate entity incorporated/registered outside Belize.

Evidence of due diligence checks carried out by the registered agent forwarding the application and attaching a report with full details of adverse assessment findings against the licensee, its Director(s), Shareholder(s) and Beneficial Owner(s), Partner(s), Manager(s) and Officer(s) and any affiliated companies.

Completed Payment Information Form. *The prescribed renewal fee(s) should be settled only upon receipt of an invoice from the Commission.*