



Belize FSC

Financial Services Commission





Registering & Filing Annual Returns as a Non-Profit Organisation (NPO)

Step-by-Step Guide

April 23rd, 2025

Outline



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Legal Framework for NPOs in Belize



- Non-Profit Organisations Act & its subsequent amendment
 - Non-Profit Organisations (Record Keeping Threshold) Order, 2025
 - Non-Profit Organisations (Accounting Requirements for Specified Classes) Order, 2025
- The Belize Companies Act
- *Guidance on Best Practices for Non-Profit Organisations to Mitigate the Risk of Terrorism Financing Abuse*

Defining an NPO



In Belize, a Non-Profit Organisation, or NPO, is a **company or body of persons**, whether **incorporated or unincorporated**, or a trust or **other legal arrangement**:

- Established primarily for the promotion of **charitable, philanthropic, religious, cultural, educational, social or fraternal purposes**, or other activities or programmes.
- For the benefit of the public or a section of the public within Belize or elsewhere.
- Which raises or disburses funds within Belize or elsewhere, for that purpose or object.

Registering an NPO



- Own property
- Enter into contracts
- Open bank account(s) in the organization's name.
- Access to grants & funding
- Builds public trust & confidence
- Legitimacy and credibility
- Advocacy efforts to influence social, environmental, and economic reforms.
- Other benefits

Requirements to Register an NPO



- As per section 6(1) and Schedules I and II of the Non-Profit Organisation Act No.14 of 2023 the application requirements include:
- Completed Registration form
- Required information and supporting documents

Requirements to Register an NPO



- a) The identity, address and other contact information of a controller and other senior officers or members of the management personnel of the Non-Profit Organisation;
- b) Copies or particulars of the trust, trust deed and any other organisational documents;
- c) Copies of the constitution, the memorandum of association and the articles of association of the Non-Profit Organisation;
- d) The declared purposes of the Non-Profit Organisation;
- e) Information with respect to the location of the funds and other property of the Non-Profit Organisation and its banking arrangements;

Requirements to Register an NPO



- f) The source or anticipated source of contributions or funds;
- g) How contributions or funds are to be applied;
- h) Any other evidence which reflects the organisational structure and functions of the Non-Profit Organisation;
- i) The proposed geographical area(s) of operation of the Non-Profit Organisation;
- j) The financial year of the Non-Profit Organisation.

Registration via OBRS (Incorporated Entities)



- All Companies that have a Non-Profit Organisation status must register via the OBRS. For guidance on how to create an account in the system kindly visit the following link:
<https://www.youtube.com/watch?v=wFjjP5jttDk&t=147s>.
- *NOTE* In order to successfully create an account and register the entity and all members must have a valid Belize Social Security Number which is verified by the system.
- If one member does not have a valid Belize Social Security card, the business name or company must be registered by a licensed Registered Agent. Please visit the following link to view a list of all agents:
<https://bccar.bz/services/list-of-licensed-registered-agents/>

Registration via OBRS (Incorporated Entities)



- After creating the account, the registration can be completed under the respective “Company Name” tab by entering the entity’s details. Upon registration, no document should be uploaded in the system.
- If the application is in order the registration will be approved and a new certificate with a 9-digit company number will be issued.

Annual Filing via OBRS (Incorporated NPOs)



- All entities must submit an annual return via the OBRS. The annual return must be filed within 4 months of the end of the Non-Profit Organisation's financial year.
- The available payment options for self-represented entities are: DigiWallet, E-kyash or Belize Bank Online [Self-service option].
- Upon approval of the annual return, a detailed extract of the entity will be issued.

Registration via email (Unincorporated NPOs)



- Complete the Non-Profit Organisation Registration Form. Kindly visit the BCCAR's website to download the form. <https://bccar.bz/1-non-profit-organisation-registration-form-schedule-1-1/>
- Email the completed form along with valid IDs, recent proof of address and other supporting documents to: inquiries@bccar.bz
- The registry personnel will vet the documents and if the Registry is satisfied, the payment instruction will be provided.
- The client should email the proof of payment. Once payment is verified, the registration certificate will be prepared and emailed to the client.
- The client can request to pick up the certificate at either the Belmopan or Belize City office.

Annual Filing (Unincorporated NPOs)



- Complete the Non-Profit Organisation Annual Report Form. Kindly visit the BCCAR's website to download the form. <https://bccar.bz/non-profit-organisation-annual-return-form-schedule-5/>
- Email the completed form along with supporting documents to: inquiries@bccar.bz
- The registry personnel will vet the documents. If the Registry is satisfied, the payment instructions will be provided.
- The client should email the proof of payment. Once payment is verified, a good standing certificate will be prepared and emailed to the client.
- The client can request to pick up the certificate at either the Belmopan or Belize City office.

Associated Fees



Incorporated NPO

- New Company Registration
Fee: BZD\$300.00
- Company Annual Return
Fee: BZD\$200
- NPO registration fee: No cost
- The NPO annual filing fee:
No cost
- Material changes: BZD\$50.00.
- Certificate of Good Standing
subject to a fee of BZD\$30.00

Unincorporated NPO

- NPO registration fee is
BZD\$100.00
- The NPO annual filing fee is
BZD\$100.00.



Registration Form Walkthrough

5 Minute Break

Annual Return Filing Walkthrough

Suspension and/or cancellation of an NPO

- Pursuant to section 12(1)(a) & (b) of the Non-Profit Organizations Act, the Non-Profit Organisation Registrar may cancel or suspend the registration of a Non-Profit Organisation if:
 - i. The Non-Profit Organisation ceased to operate or exist; and
 - ii. If the Non-Profit Organisation submits a written request for its registration to be cancelled or suspended.

Suspension and/or cancellation of an NPO



- Pursuant to section 12(1)(c) of the Non-Profit Organizations Act, the Non-Profit Organisation Registrar may cancel or suspend the registration of a Non-Profit Organisation if, following the conclusion of an investigation, it is proven that the organisation has:
 - i. Engaged in or is engaging in wrongdoing;
 - ii. Failed, without reasonable cause, to comply with any requirement of the Non-Profit Organizations Act or any regulations made thereunder; or
 - iii. Failed, without reasonable cause, to pay any prescribed fees required for registration.

Prevention of suspension and/or cancellation of an NPO



- Some best practices for the prevention of suspension and/or cancellation include:
 - i. Continued adherence to the requirements set forth in the Non-Profit Organisation Act & other legal requirements in Belize;
 - ii. Staying informed about legislative changes & best practices;
 - iii. Timely filings; and
 - iv. Maintaining accurate & transparent financial records reflective of your organisation's activities.

Question and Answer Segment



Thank You!

Contact Us

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