

Welcome,
I'm **Obi** your
virtual guide



BCCCAR
Belize Companies & Corporate Affairs Registry

How to incorporate your company in OBRS





Step 1

•Log into your Account In OBRS- www.obrs.bccar.bz

Step 2

•Click on company services to start your incorporation

Step 3

•Select registration of a New Company

Step 4

•Select the Ordinance of your Company

Step 5

•Fill in the Business Entity Particulars

Step 6

• Select the General Nature of Business

Step 7

•Fill in the Business Entity Participants details

Step 8

• Fill in the Share Capital and Share details

Step 9

• Upload Mandatory documents

Step 10

• Select payment Method

Step 11

• Make payment

Company
Incorporation!



Step 1

Start by logging into
your OBRS account
www.obrs.bccar.bz

Welcome to Belize Online Business Registry
System

Username

Password

Log in

[Forgot username?](#)

[Forgot password?](#)

New here? [Create an account](#)






Search for Business Entity

NOTE: Your *Username* and *password* will be emailed to you.







Check Spam/Junk mail.

If you do not have an account, click on *Create an account* to sign up for one.



-  Start
-  Name Similarity
-  Applications
-  My Tasks
-  Registers

Start


 Name Reservation	 LLP Services	 Company Services	 Business Name Services	 Representations
 Information Services				



Click Company Services to incorporate a new company

Step 2



 When working with the system make sure you use the navigation back and forward. Please be advised not to click on standard browser buttons.

- Start
- Name Similarity
- Applications
- My Tasks
- Registers



Services



 Proceed

Click *Proceed* to continue.

 Back

Services *

- Registration of New Company
- Amendment of Company
- Filing of Annual Return for Company
- Filing of Documents about Company
- Dissolution of Company
- Re-registration of Company
- Registration of Charge Creation, Variation or Cessation for Company

Select *Registration of New Company*.

Step 3





Step 4

Select the relevant *Act*. In this instance *Belize Companies Act, 2022*.

Go to *Ordinance*

Select the *Event*:

Service Type: Registration of New Company

Buttons: Proceed, Save, Delete, Back

Applicant / Contact Person

User Name: _____

E-mail Address: _____

Middle Name: _____

Last Name: _____

Ordinance

Act *
Belize Companies Act, 2022

Event *
Registration of Foreign Company
Incorporation of a Company
Consolidation
Continuation

Business Entity Particulars

Registration No.: _____

Name Reserved *
 Yes No

Active Business in Belize *
 Yes No

Business Operates Solely in Belize *
 Yes No

If the name was reserved select **Yes**.

Then enter the **Name reservation number**.

If there is no reservation enter the **Business Entity Name**.

Step 5

Fill in the Business Entity Particulars

Business Entity Particulars

Registration No.

Name Reserved * Yes No

Registration No. as Company Name * Yes No

Name Reservation No.

Business Entity Type

Business Entity Category *

⚠ Do not include suffix, e.g. Limited, Ltd. or other, in the data field "Name" or "Name Reserved". Choose suffix from the drop down list "Suffix" below. The suffix will be added to the Name and displayed on the Certificate of Registration.

Name *

Suffix *

Foreign Character Name

Company Liability *

Limited by Guarantee - Authorised to Issue Shares
Limited by Guarantee - Not Authorised to Issue Shares
Limited by Shares
Unlimited - Authorised to Issue Shares
Unlimited - Not Authorised to Issue Shares

Phone Number *

Address

Country

City/Town/Village *

First Line *

Third Line

District *

Zip/Postal Code

Second Line

P.O. Box

Indicate whether your Business Entity is **Active in Belize** and if it **Operates Solely in Belize**.

Select the company liability type. *If the company has shares, you will be required to provide information on share(s) and shareholder(s).*

Select the **Suffix**.

Select the type of liability.

Input your formal business address, include building number.





the *General Nature of the Business* based on the company's actual operations.

Find a breakdown of the business nature as ISIC in most search engines.

More details of activities can be included in the Articles of Association.

General Nature of the Business 1 + Add

Business Activity Category * Business Activity Group *

Business Activity Division * Business Activity Class *

Main Activity * Description of Activity

Yes No

Step 6

Enter the General Nature of Business



Click **Add** and input information (if any).

Step 7

Input all company participants

The screenshot displays a web application interface for managing company participants. On the left, there are three lists: 'Directors', 'Company Officers', and 'Shareholders', each with an 'Add' button. Three arrows point from these 'Add' buttons to a larger 'Shareholders' form on the right. The form is titled 'General Nature of the Business' and 'Shareholders'. It includes a 'Save' button and a 'Back' button. The form is divided into several sections: 'Natural Person' (with fields for First Name, Middle Name, Last Name, Date of birth, Gender, E-mail Address, Phone Number, Identity Document Issuing Country, Identification Type, Social Security Number, and Nationality) and 'Address' (with fields for Country, City/Town/Village, Zip/Postal Code, First Line, Second Line, Third Line, and P.O. Box). There are also radio buttons for 'Unlimited Member' (Yes/No) and 'Main Activity' (Yes/No).

Fill out this form for every participant type.

*The **Start Date**, for Directors, is the date they were appointed, and in the case of Shareholders, it is when they were allotted shares.*





Information entered here must be reflected in the **Share Capital** as listed in the company's Articles/By-laws



Step 8

Enter Share Capital and Shares details.

Click **Add** to enter each of the **Ultimate Beneficial Owners** of the company.

Share Capital

Authorized Shares Unlimited *
 Yes No

Authorized Shares (Max) *
10000

Share Capital Type
Par Value

Share Capital *
10,000.00

Currency *
BZD

Share Details + Add

Ordinary (Common) Shares; 10000.00;

Shareholder *

Class Of Shares *
Ordinary (Common) Shares

Series Of Shares *
1-10000

Number Of Shares *
10,000

Share Value in Share Capital Currency *
1.00

Allotment Date *
01/02/2023

Ultimate Beneficial Owners + Add

Type	Identification	Name	Address	Last save
No data available!				

Row count: 10

Click **Add** to enter each shareholder information.

Class of Share: type of shares the company issues.

Series of Shares: how shares are issued.

Number of Shares: amount of shares owned by the shareholder.

Allotment Date is the date the shares were allotted to the shareholder.



Click *Proceed* to continue.

Select service Enter application details **Upload attachment** Confirm payment Submitted

▶ Proceed ✕ Delete ◀ To Previous ↶ Back

Application Data

Tracking No.
T230301-31157

Service Type
Registration of New Company

Attachments

Required attachment:

- ✕ Declaration
- ✕ Articles / By-Laws of the Company

⚠ Uploaded file must be less than 5 MB, allowed formats: .png, .pdf, .jpg.
Do not use any of these common illegal symbols in your filenames: # % & { } < > * ? / \$! ' " : @ + ' | =

📁 Drag and drop file here

Document Type	File name
No data available!	

Row count: 10 ▼

All new incorporations require that both the Declaration and Articles/By-laws be uploaded.

***Declaration:** an official statement declaring any assets owned by the company.*

***Articles/By-laws:** rules and regulations that governs the company.*

Provide *required attachments*.
The **X** indicates mandatory attachments.

Step 9

Upload documents





Start
Name Similarity

Payment



[▶ Proceed](#) [✕ Delete](#) [◀ To Previous](#) [↶ My Tasks](#)

Application

Tracking No. T230201-19216	Created on 01/02/2023 08:43:19
Service Type Registration of New Company	Submitted on

Payment order

Fee	Amount, BZD	Amount, USD
Registration Fee	300.00	150.00
Total	300.00	150.00

FX Rate: 1.0000 USD = 2.0000 BZD

Payment transaction

Payment Method *

⚠ If you choose payment option "Belize Bank Self Service", click button [Proceed], leave OBRS and login to Belize Bank online banking to complete the payment. If you choose payment option "Ekyash", click button [Proceed], wait for the QR code, scan it with Ekyash application and after successful payment application cannot be withdrawn and refund will not be granted.

Application Documents

Document Type	File name	View	Download
Payment Order	PO-230221-00507.pdf	View	Download
Articles of Incorporation / By-Laws of the Company	PII-23-00038559.pdf	View	Download
Application Documents	PII-23-00038565.pdf	View	Download

I agree with privacy and liability terms acceptance agreement

Click **Proceed** to submit your application.

After your application is successfully submitted, OBRS will redirect you to the **Applications Section**. There you can view the application's created and submitted date.

Choose a payment method.

Step 10

Select Payment method

Read carefully the **Privacy and Liability Terms Acceptance Agreement** before marking the checkbox.





Take
Note

The payment options for natural persons include:

- Belize Bank online payment
(*Belize Bank account required*)
- Belize Bank E-Kyash
(*bank account not required*).

Upon selecting your preferred form of payment, OBRS generates a Payment Order (PO). Finally, OBRS generates a receipt once payment is complete.





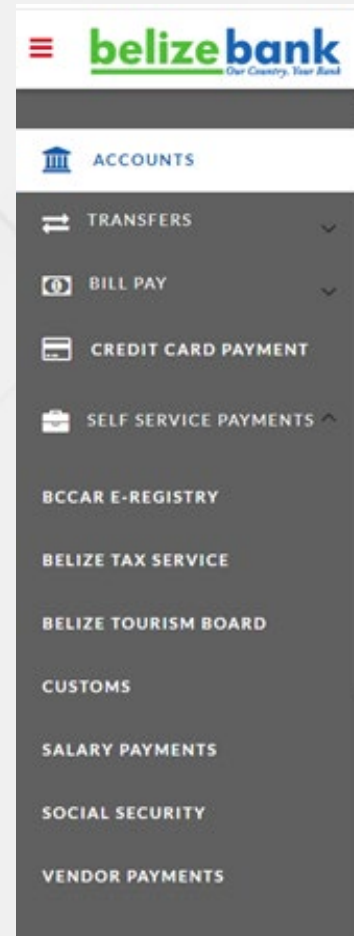
Belize Bank E-Kyash Option.

For mobile device:

A link will be generated for your unique transaction. Click on the link and proceed to make payment.

For PC:

A QR code will be generated for your unique transaction. Scan with your mobile device to proceed to make payment.



Belize Bank online (web) or mobile app.

Go to the ***Self-service Payments*** drop-down and select ***BCCAR E-Registry***.

The ***payment order (PO) number*** must be entered as the ***Order ID***.

Click ***Verify*** to display the fee before proceeding to make payment.

Step 11

Make payment



Once the payment is successful, a receipt is generated in OBRS and an email is sent notifying the user that the payment is confirmed.

Applications

Filter

Tracking No.	Identification code for individual application	Created on	FROM	TO
Business Entity Registration No.		Submitted on	FROM	TO
Former Registration No.		Applicant		
Business Entity Name		Task Name		
Object Type		Is Finished?	<input type="radio"/> - <input checked="" type="radio"/> Yes <input type="radio"/> No	
Service Type	Registration of New Company	Is Cancelled?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

List


Tracking No.	Created on	Submitted on	Service Type	Registration No.	Former Registration No.	Business Entity Name	Applicant	Task Name	Finished	
T220829-01948	29/08/2022 09:19:48	29/08/2022 09:35:38	Registration of New Company	000000243		BE Name	Anonymous		Yes	<input type="button" value="View"/>

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 records of 1




Payment confirmation

To view or download a copy of the receipt, go to **Application**, identify the application from the list and click **View**.



Payment transaction

Payment Method


Payment Order Number
PO-230302-00690

Payment Status
Paid

Application Documents

Document Type	File name	
Payment Receipt	PR-230302-00696.pdf	View Download
Payment Order	PO-230302-00690.pdf	View Download

Row count: 10

Showing 1-1 records of 1

Click *View* to see the receipt or *Download* to save the file on your computer.



This window also provides access to the payment order.

Access receipt





Once payment is made, the application is then processed by BCCAR.

After processing the application is either:

- Approved
- Rejected
- Additional details/documents and/or payment is required

If BCCAR finds that the application is incomplete, it will be returned to the applicant to provide additional requirements.

**Take
Note**



Applications that are returned for further action are accessed through *Applications*.

Applications

Filter

Tracking No.	<input type="text" value="Identification code for individual application"/>	Created on	<input type="text" value="FROM"/>	<input type="text" value="TO"/>
Business Entity Registration No.	<input type="text"/>	Submitted on	<input type="text" value="FROM"/>	<input type="text" value="TO"/>
Former Registration No.	<input type="text"/>	Applicant	<input type="text"/>	
Business Entity Name	<input type="text"/>	Task Name	<input type="text"/>	
Object Type	<input type="text"/>	Is Finished?	<input type="radio"/> - <input checked="" type="radio"/> Yes <input type="radio"/> No	
Service Type	<input type="text" value="Registration of New Company"/>	Is Cancelled?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Click on *Edit* to complete the application and follow the previous steps to resubmit the application.

List

Tracking No.	Created on	Submitted on	Service Type	Registration No.	Former Registration No.	Business Entity Name	Applicant	Task Name	Finished	
T220829-01948	29/08/2022 09:19:48	29/08/2022 09:35:38	Registration of New Company	000000243		BE Name	Anonymous		Yes	<input type="button" value="Edit"/>

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 records of 1

Providing additional information

The **Task Name** indicates the step that needs to be redone.



Applications

Go to *Applications* to check if the application is completed.

Filter

Tracking No.	Identification code for individual application	Created on	FROM	TO
Business Entity Registration No.		Submitted on	FROM	TO
Former Registration No.		Applicant		
Business Entity Name		Task Name		
Object Type		Is Finished?	<input type="radio"/> - <input checked="" type="radio"/> Yes <input type="radio"/> No	
Service Type	Registration of New Company	Is Cancelled?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

[Search](#) [Clear](#)

Click *View* to see the results of the application

List

Tracking No.	Created on	Submitted on	Service Type	Registration No.	Former Registration No.	Business Entity Name	Applicant	Task Name	Finished	
T220829-01948	29/08/2022 09:19:48	29/08/2022 09:35:38	Registration of New Company	000000243		BE Name	Anonymous		Yes	View

<< < 1 > >> Go to page: 1 Row count: 10 Showing 1-1 records of 1



Check application status

Registration of New Company

The explanation for the decision is provided here.

← Back

Decision

Decision

Approve

Rationale

If the application is approved the product will become available to view and download.

Documents

Document Type	File name	
Certificate of Incorporation	CERT-REG-22/69699.pdf	View Download

Row count: 10

Application Data

Tracking No.	Created on
T220829-01948	29/08/2022 09:19:48
Service Type	Submitted on
Registration of New Company	29/08/2022 09:35:38

Finished

Yes



View

Showing 1-1 records of 1

GO to page: 1 Row count: 10

Displays the result of the application.





BELIZE COMPANIES & CORPORATE AFFAIRS REGISTRY

CERTIFICATE OF INCORPORATION

The Belize Companies & Corporate Affairs Registry HEREBY CERTIFIES, pursuant to the BELIZE COMPANIES ACT, 2022 all requirements in respect of incorporation have been complied with.

BE Name Ltd.

Registration Number **00000000**

Private Company is this day incorporated in the Register.

Dated this
01 of March 2023
Certificate No. CERT-REG-23/28174



Deputy Registrar
Belize Companies & Corporate
Affairs Registry

Scan the QR code to verify that the Business Entity is registered.



Congratulations!
View certificate

The screenshot shows a web interface with a search bar at the top. Below it, a table lists search results. The first result is highlighted, and a 'View' button is visible next to it. An arrow points from a text box to this 'View' button. Other elements include a 'Back' button, a 'Download' button, and a 'Showing 1-1 records of 1' indicator at the bottom.

Click *View* to see the certificate.



Communication Platforms:

BCCAR Website- www.bccar.bz

Online Business Registry System- www.obrs.bccar.bz

Inquiries can be submitted to- inquiries@bccar.bz

Customer Service hotline- +501-223-4701

WhatsApp number(messages only)- +501-615-8761

