BCCAR
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

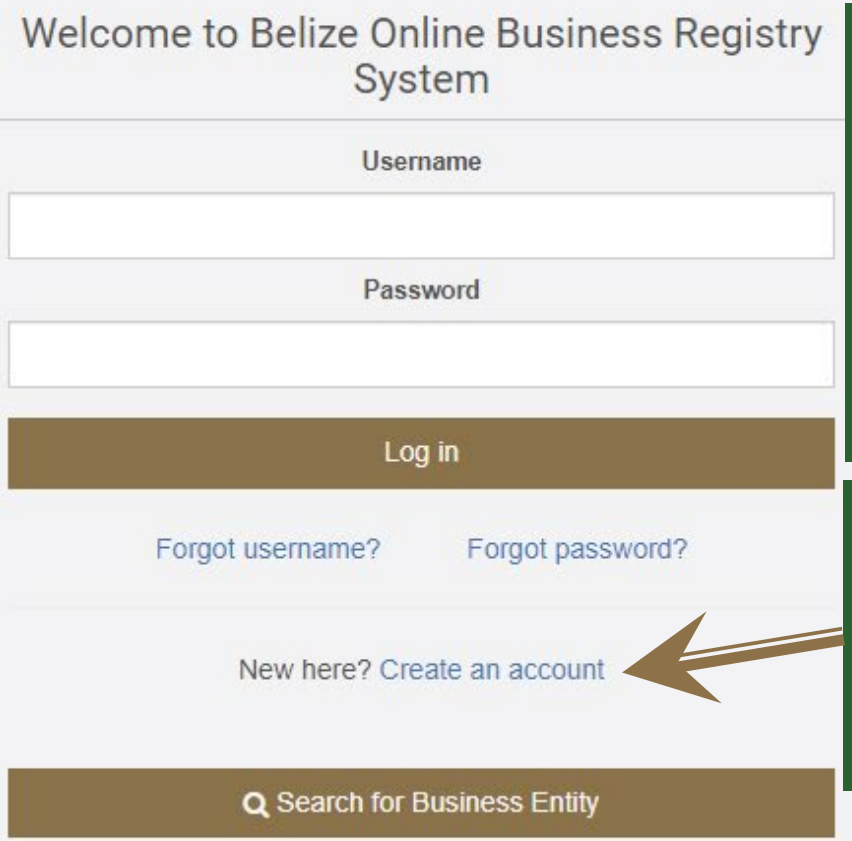
Step 11 • Make payment

Company Incorporation!

BCCAR
Belize Companies & Corporate Affairs Registry
ONLINE BUSINESS REGISTRY SYSTEM

Step 1

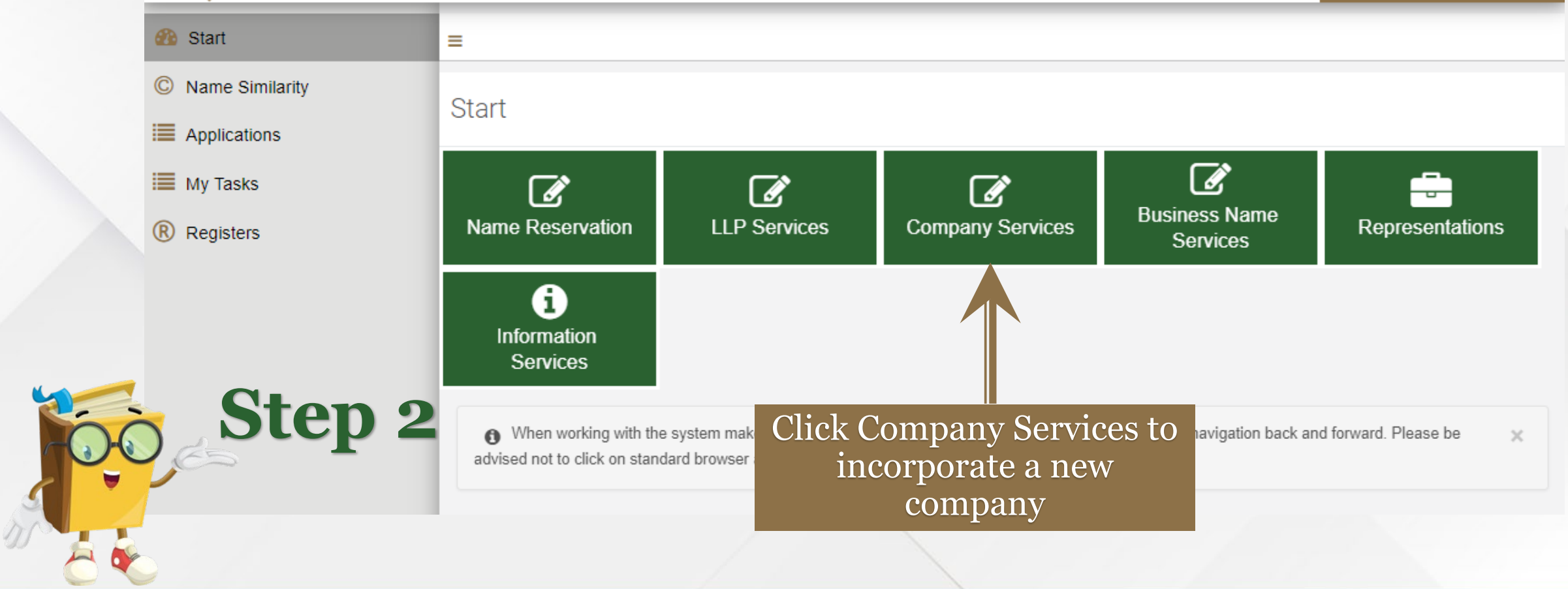
Start by logging into your OBRS account **www.obrs.bccar.bz**



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.



Step 2

Click Company Services to incorporate a new company

BCCAR
Belize Companies & Corporate Affairs Registry
ONLINE BUSINESS REGISTRY SYSTEM

Welcome,

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

Services

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

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

Proceed | Save | Delete | Back

Applicant / Contact Person

User Name

Middle Name

E-mail Address

Last Name

Ordinance

Act * : Belize Companies Act, 2022

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

Please select act and event according to the details that will be provided in this changed after payment.

Business Entity Particulars

Registration No.

Active Business in Belize * : Yes / No

Name Reserved * : 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.

Active Business in Belize * — Yes / No

Name Reserved * — Yes / No

Business Operates Solely in Belize * — Yes / No

Registration No. as Company Name * — Yes / No

Name Reservation No.

Business Entity Type: Company

Business Entity Category * : Private Company

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 * : testing purposes

Suffix * : Corp.

Foreign Character Name: Leave this field blank if you are not using Foreign Character Name.

Company Liability * : Limited by Shares

- 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 * : 6000000

Address

Country	City/Town/Village *	First Line *	Third Line
Belize	belize city	#1010 Blue Marline Ave.	
District *	**Zip/Postal Code**	**Second Line**	**P.O. Box**
Belize			

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***.

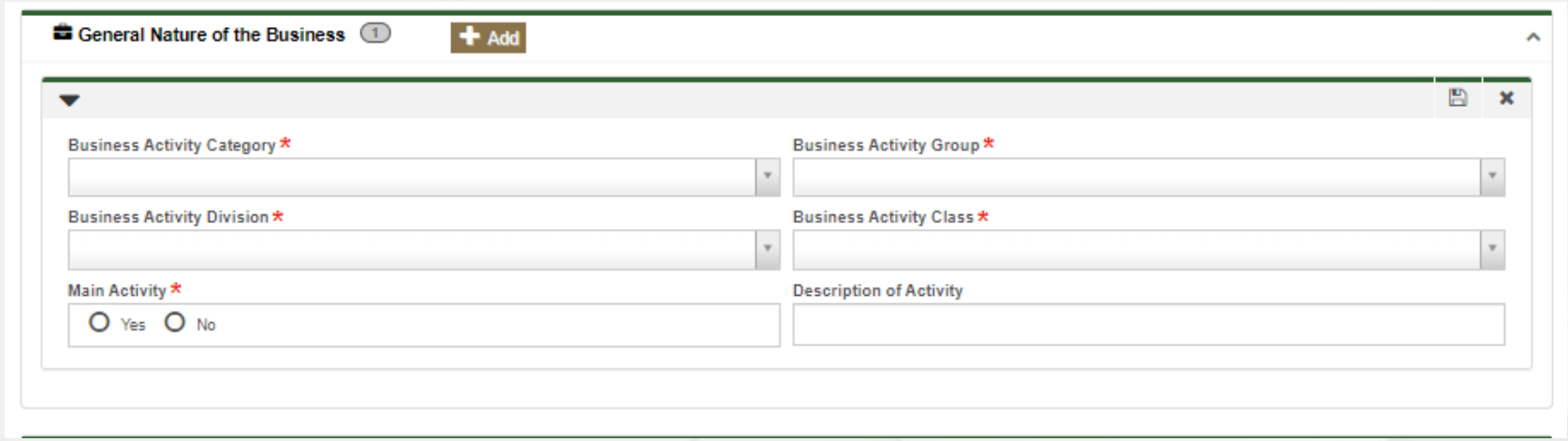
Select the type of liability.

Input your formal business address, include building number.

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

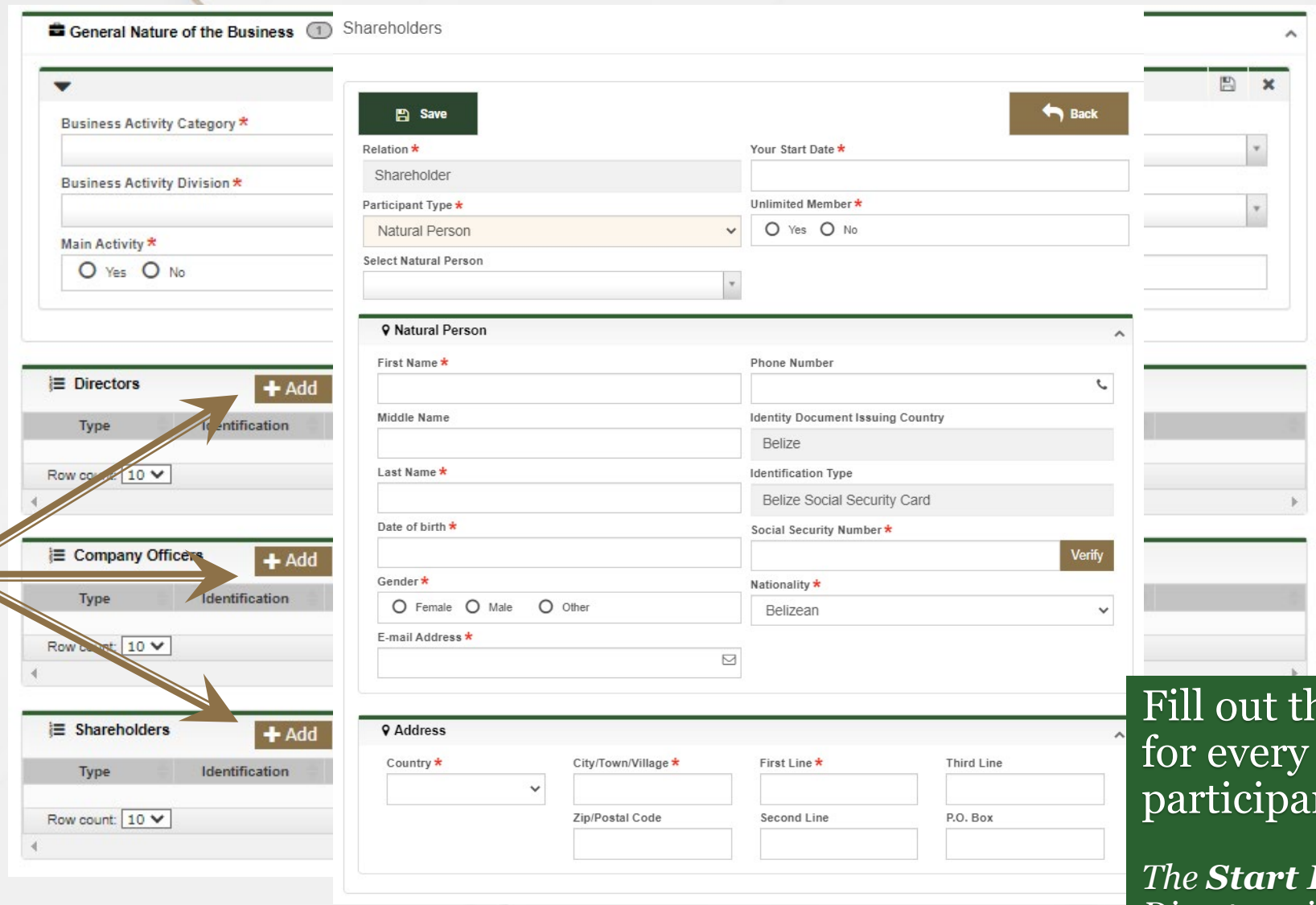
Find a breakdown of the business nature as ISIC in most search engines.

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



Step 6

Enter the General Nature of Business



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

Step 7

Input all company participants

Fill out this form for every participant type.

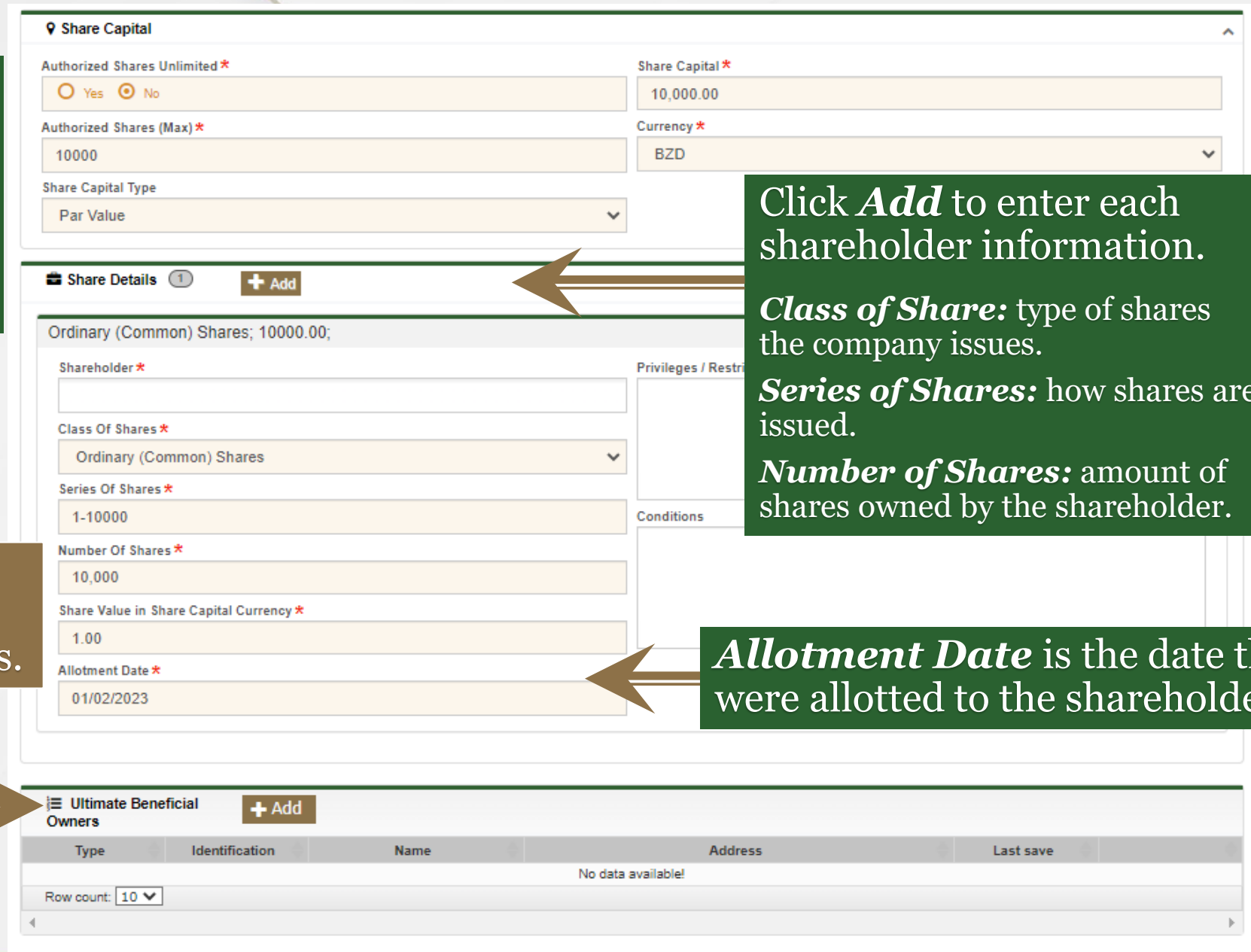
*The **Start Date**, for Directors, is the date they were appointed, and in the case of Shareholders, it is when they were allotted shares.*

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.



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

Class of Share: type of shares the company issues.

Series of Shares: how shares are issued.

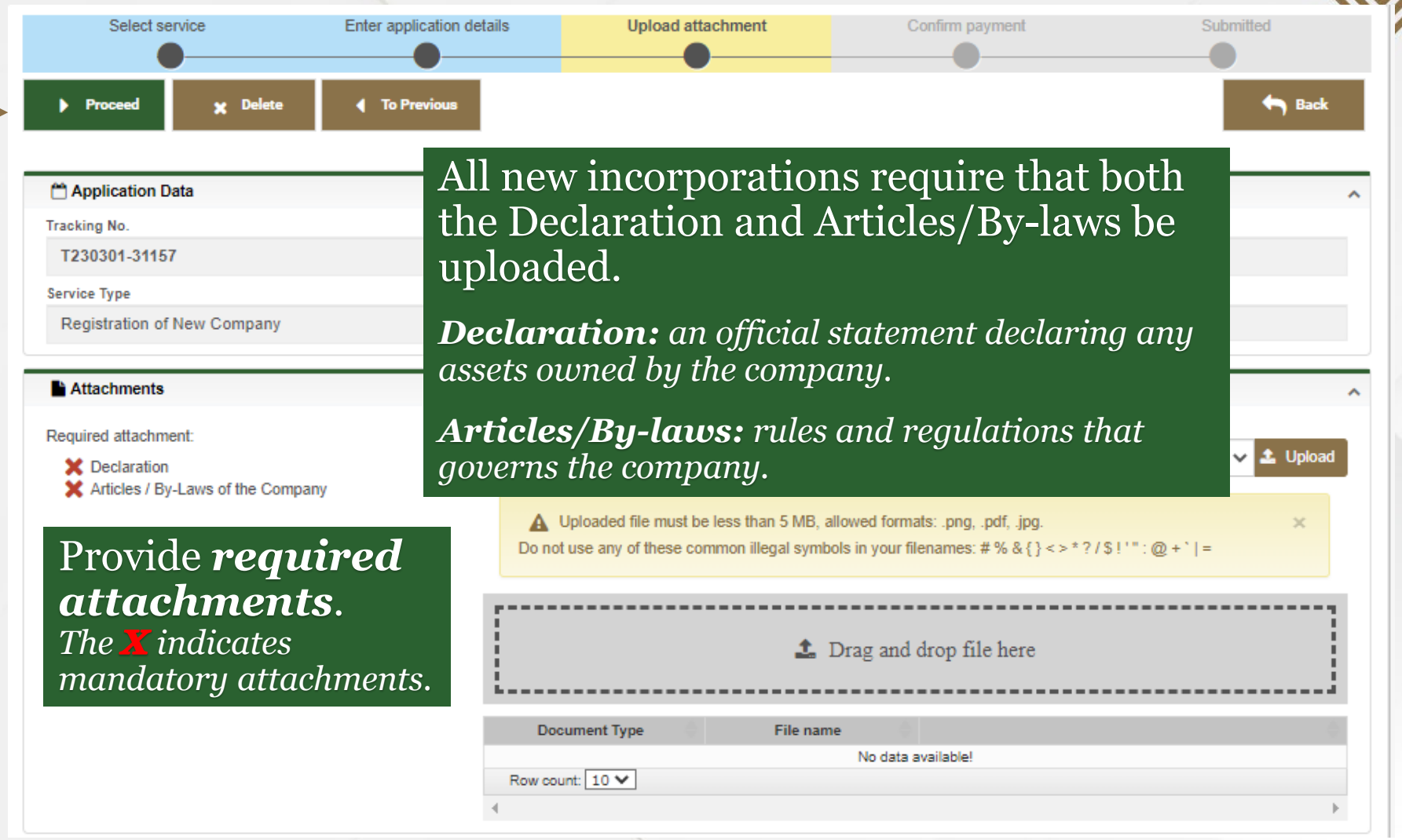
Number of Shares: amount of shares owned by the shareholder.

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

Step 9

Upload documents

Click ***Proceed*** to continue.



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.*

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.*

Step 10

Select Payment method

Choose a payment method.

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

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:

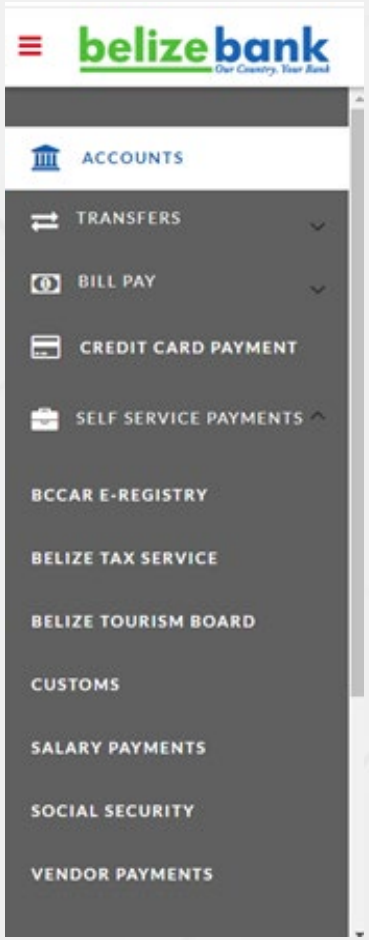
A link will be generated for your unique transaction. Click on the link and proceed to make payment.

For PC:

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

Step 11

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.

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

Payment confirmation

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?	- Yes No
Service Type	Registration of New Company	Is Cancelled?	Yes No

Search Clear

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

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

Access receipt

Payment transaction

Payment Method

belizebank Self Service

Payment Order Number

PO-230302-00690

Payment Status

Paid

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

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

This window also provides access to the payment order.

View

<< < 1 >

Showing 1-1 records of 1

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 retuned to the applicant to provide additional requirements.

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

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?	- Yes No
Service Type	Registration of New Company	Is Cancelled?	Yes

Search Clear

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	Edit

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

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

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

Providing additional information

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

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?	- Yes No
Service Type	Registration of New Company	Is Cancelled?	Yes 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

Displays the result of the application.

The explanation for the decision is provided here.

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

Registration of New Company

Back

Decision

Decision	Rationale
Approve	

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

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

Congratulations! View certificate

BCCAR
Belize Companies & Corporate Affairs Registry

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.

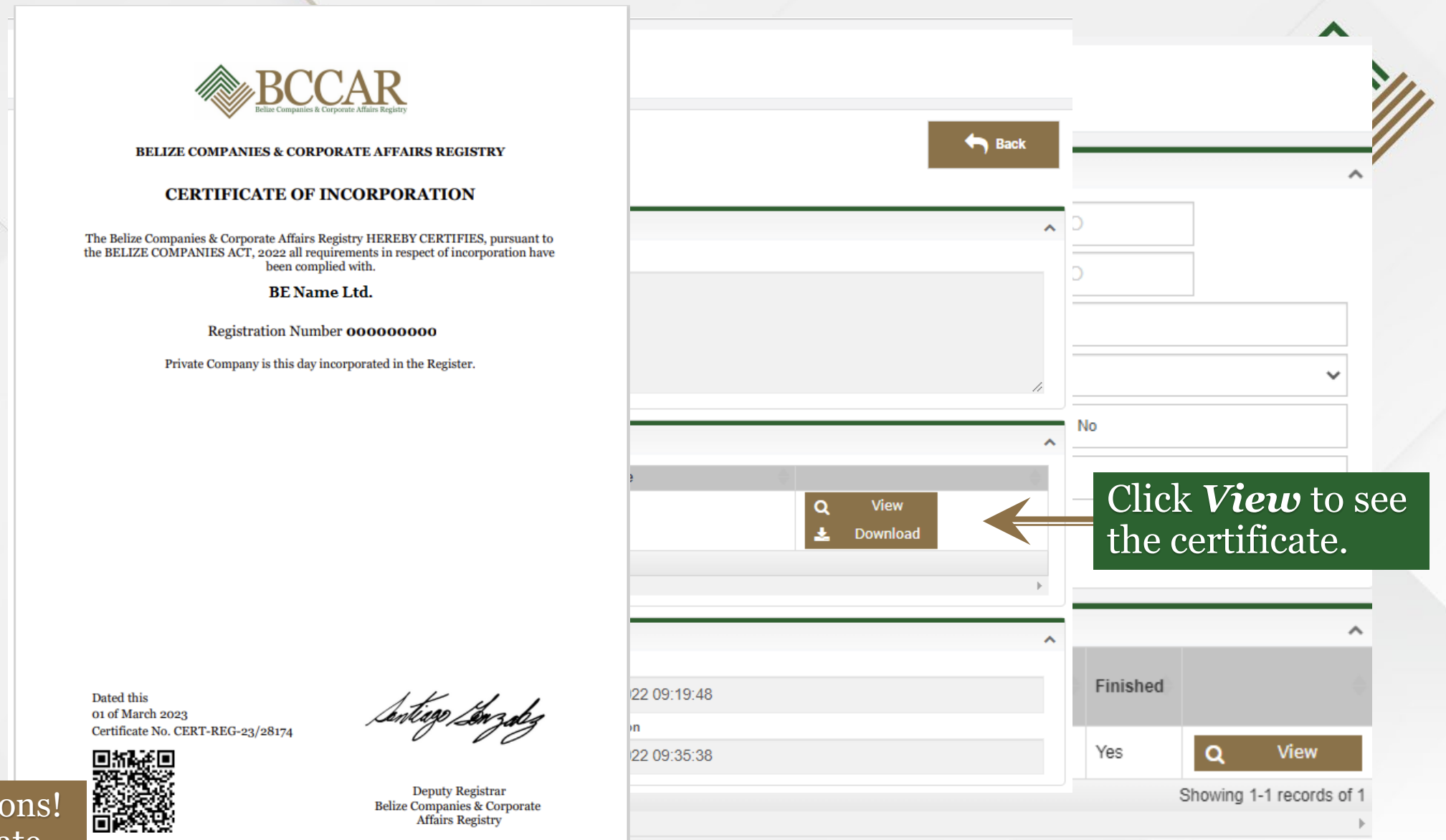
BE Name Ltd.

Registration Number **oooooooooo**

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



Click ***View*** to see the certificate.

BCCAR
Belize Companies & Corporate Affairs Registry

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