

Keystone Building, Suit 501  
304 Newtown, Barracks,  
Belize City, Belize, C.A.

Telephone - (501) 224-4701  
Whatsapp - (501) 615-8761  
E-mail - inquiries@bccar.bz  
Website - www.bccar.com

6130 Iguana Avenue,  
Mountain View Avenue,  
Belmopan City, Belize, C.A.

## NOTICE OF CHANGE OF PARTICULARS OF NON-PROFIT ORGANISATION

*[Section 6(4)]*

**Notice is hereby given in accordance with the Non-Profit Organisations Act, section 6(4) of the following changes in respect of**

**(Name of NPO)**

**Note: Complete any section(s) below where the information in respect of the NPO has changed.**

### 1. ORGANISATION CONTACT DETAILS

Name of Organisation			
Contact Details of Organisation	Office Telephone(s)	Mobile Phone	Email Address
	Date of Change:	P.O. Box (If any)	Website (if any)
Physical Address			

<b>Non-Profit Organisation Financial Year End (day – month)</b>	
<b>Date of Change:</b>	

### 2. CONTROLLER(S) CONTACT INFORMATION

**NOTE: Please submit information regarding all additional controllers as an attachment as per Appendix 1 below.**

Controller Information	Name	Physical Address		P.O. Box (If any)
	<i>Has the individual had a name change in the last ten years? If yes, please include current and previous names.</i>			
	Office Telephone	Mobile Phone	Position in Organisation	Signature
	Email Address			
	Date of Change:			

### 3. ORGANISATION OPERATING DETAILS

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**In full detail, please describe the PURPOSE of the Organisation:**

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**Date of Change:**

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**In full detail, explain the ACTIVITIES of the Organisation:**

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**Date of Change:**

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**Names, address, telephone numbers and email addresses of senior officers and members of the management personnel. Senior officer includes President, Vice President, Secretary, Treasurer, Managing Partner, Managing Trustee and the like.**

Senior Officer Information	Name <i>Has the individual had a name change in the last ten years? If yes, please include current and previous names.</i>	Physical Address		P.O. Box (If any)
	<b>Office Telephone</b>	<b>Mobile Phone</b>	<b>Position in Organisation</b>	<b>Signature</b>
	<b>Email Address</b>			
	<b>Date of Change:</b>			

**NOTE: Please submit information regarding additional senior officers and members of the management personnel as an attachment as per Appendix 2 below**

#### 4. BANKING ARRANGEMENTS

<b>Name of Bank or other Financial Institution</b>
<b>Address of Bank or other Financial Institution</b>
<b>Date of Change:</b>

**NOTE: Please submit information regarding additional banking arrangements as an attachment as per Appendix 3 below.**

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## 5. OTHER ARRANGEMENTS REGARDING FUNDS AND OTHER PROPERTY

<b>Type of Property or Funds</b>	<b>Arrangements Regarding Property or Funds (Where the funds or other property representing 10% or more of the funds or other property of the NPO is held by an individual or entity on behalf of the Non-Profit Organisation, include details of the name, address and telephone numbers of such individual or entity)</b>	
	<b>Date of Change:</b>	

**NOTE: Please submit information in respect of additional other arrangements regarding funds and property as an attachment as per Appendix 4 below.**

## 6. OTHER SUPPORTING DOCUMENTS

Document Type	Attached	Revoked	Date of Change
Constitution			
Memorandum of Association			
Articles of Association			
Trust Deed			
Other Particulars of Trust			
Other Organisational Documents			
Other Evidence of Organisational Structure and Functions	<b>Document Description</b>		

**NOTE: (1) Attach a copy of any document which has been amended or any relevant new document. (2) Tick where a document has been revoked or an amended or a new document has been added.**

**I hereby declare that the above made statements are true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Name of Controller Completing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

