



## Registration of Non-Governmental Organisation Guideline

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<b>Last edited</b>	

## **1. Purpose**

The purpose of this guideline is to provide clear directions and step by step guidance to register a Non-Governmental Organisation (NGO) in the Online Business Registry System (OBRS). As per Section 6(2)(a) of the NGO Act, Cap. 315, R.E. 2020. Before obtaining an NGO status, incorporation of a company by guaranteed membership must be obtained first under the Belize Companies Act, No. 11 of 2022.

## **2. Background**

The Non- Governmental Organisation Registry was transferred to the Financial Services Commission on November 15<sup>th</sup>, 2022 as per NGO (Amendment) Act, Act No. 26 of 2022, Amendment No. 3. On November 28, 2022, BCCAR launched OBRS, a web-based platform that allows users to register a Business Name, Company and Limited Liability Partnership online. BCCAR has since then updated the platform to allow for the registration of NGOs in the same process of incorporating a Company by guaranteed membership.

## **3. Who is the guideline for?**

This guideline is for individuals or legal entities that wish to register an NGO.

## **4. Legislations related to the guideline include:**

- [Non- Governmental Organisations Act, Cap 315, R.E. 2020](#)
- [Belize Companies Act, No 11 of 2022](#)

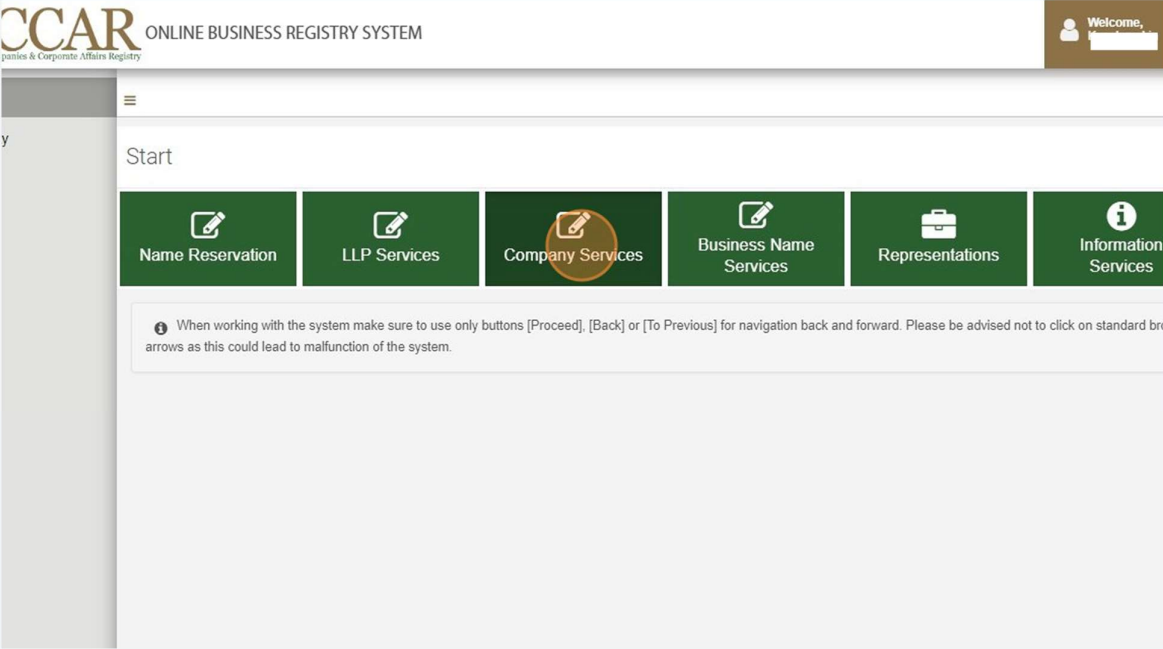
## **5. Step by Step Guide for NGO registration in OBRS:**

- 1 Open [OBRS web page](#) and log in with username & password.  
(The account creation guide can be viewed in our website <https://bccar.bz/services/obrs/>)

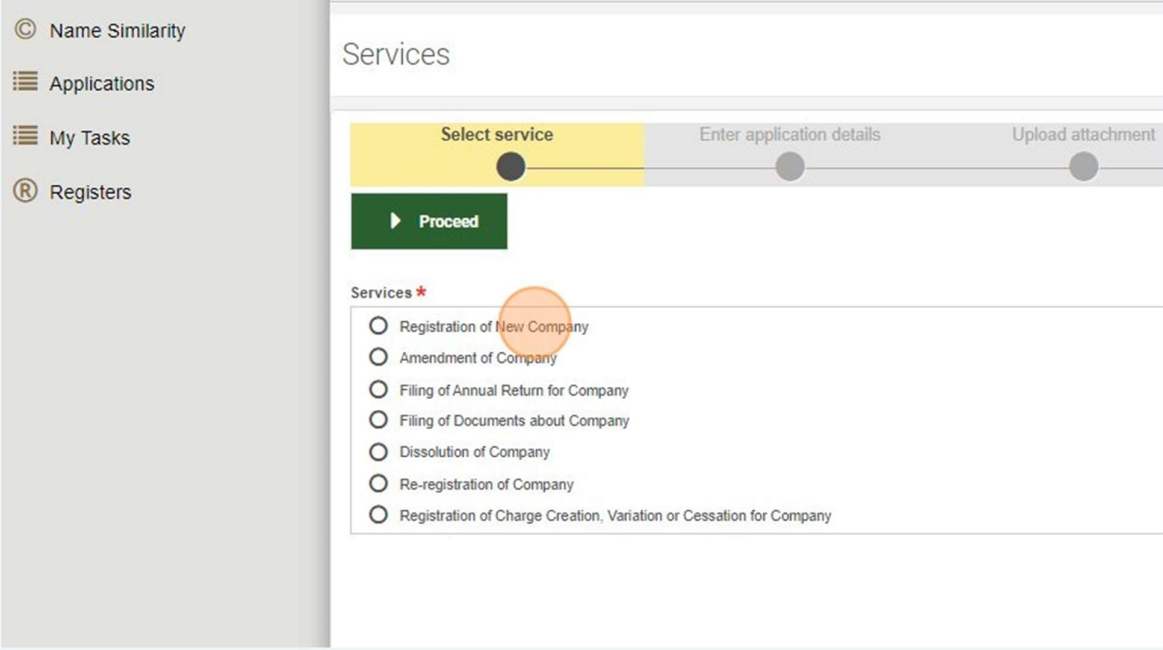


The screenshot shows the login interface for the BCCAR Online Business Registry System. At the top left is the BCCAR logo, which consists of a stylized green and brown geometric design next to the text "BCCAR ONLINE BUSINESS REGISTRY SYSTEM" and "Belize Companies & Corporate Affairs Registry". The main heading reads "Welcome to Belize Online Business Registry System". Below this are two input fields: "Username" and "Password". A brown "Log in" button is positioned below the password field. Underneath the button are two links: "Forgot username?" and "Forgot password?". Further down is a link "New here? Create an account". At the bottom of the form is a brown button with a magnifying glass icon and the text "Search for Business Entity".

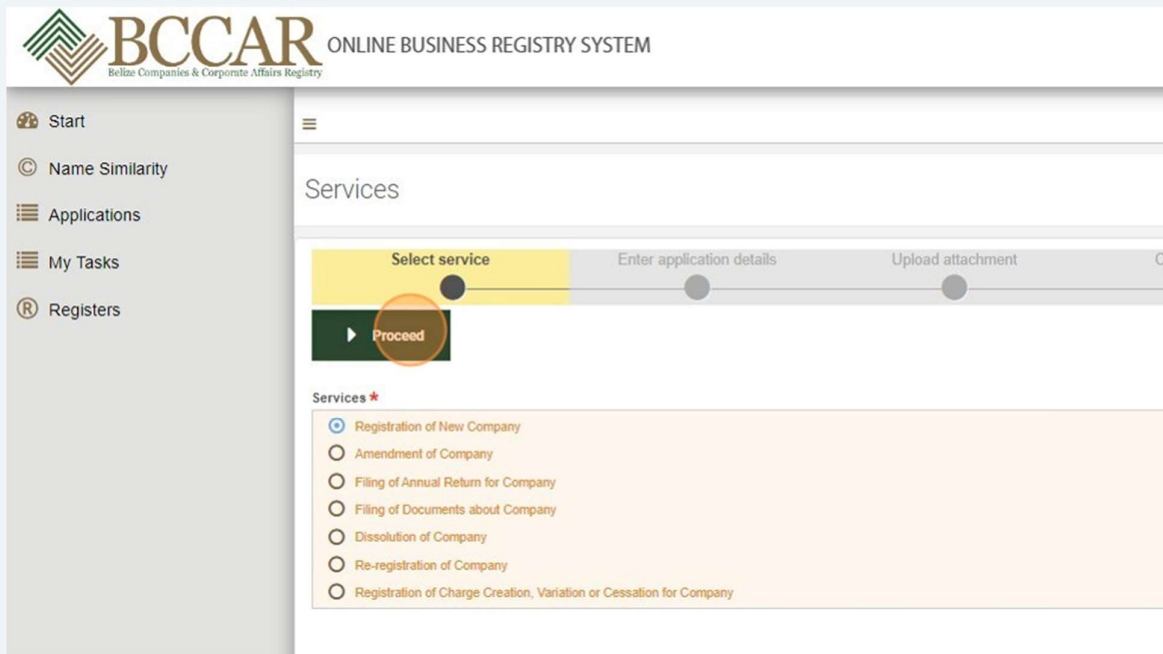
**2** Click on "Company Services".



**3** Select "Registration of New Company",



4 Click on "**Proceed**". An application will be opened to be filled out.



5 Click the drop-down menu to select an **Event\*** (Entity type may differ but the selections for NGO status are: Registration of Foreign Company, Incorporation of a Company & Continuation)

The screenshot shows a web form for company registration. The 'Ordinance' section contains two dropdown menus: 'Act\*' and 'Event\*'. The 'Act\*' dropdown is set to 'Belize Companies Act, 2022'. The 'Event\*' dropdown is highlighted with an orange circle, and a callout box shows its options: 'Registration of Foreign Company', 'Incorporation of a Company', 'Consolidation', and 'Continuation'. A yellow warning message below the dropdowns states: 'Please select act and event according to the details that will be provided in this application. Fee will be calculated according to this event payment.' The 'Business Entity Particulars' section below includes fields for 'Registration No.', 'Name Reserved\*', and 'Name Reservation No.\*', along with radio buttons for 'Active Business in Belize\*' and 'Business Operates Solely in Belize\*'. Navigation buttons for 'Previous', 'Next', and 'Save' are visible at the top of the form.

6 Select **YES** if you have a Name Reservation Number. Select **NO** if you did not complete a Name Reservation. (Name reservation is optional upon incorporation.)

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

**Business Entity Particulars**

Registration No.

Name Reserved \*

Yes  No

Name Reservation No. \*

Business Entity Type

Company

Business Entity Category \*

Do not include suffix, e.g. Limited, Ltd. or other, in the data field "Name"

7 Select **YES** if you wish to use registration number as company name. Select **NO** if you DON'T wish to use registration number as a company name.

Please select act and event according to the details that will be provided in this application. Fee will be calculated according to this event. Event ca payment.

**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

Restricted Word in Use? \*

Yes  No

Name Reservation No.

Business Entity Type

Company

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 \*

**8** Select the **Business Entity Category\*** drop-down menu.

The screenshot shows a registration form with a sidebar on the left containing a 'Registers' button. The main form area has a 'Business Entity Category \*' dropdown menu. A yellow warning box states: 'Do not include suffix, e.g. Limited, Ltd. or other, in the 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.' Below this are fields for 'Name \*', 'Suffix \*', and 'Foreign Character Name' with a note to leave it blank. A callout box highlights the 'Business Entity Category \*' dropdown menu, which is open to show 'Foreign Company (CARICOM)' and 'Private Company' as options.

**9** Select **Private Company**.

The screenshot shows the registration form with the 'Business Entity Category \*' dropdown menu set to 'Private Company'. The form includes fields for 'Registration No.', 'Name Reserved \*' (Yes/No), 'Registration No. as Company Name \*' (Yes/No), 'Name Reservation No.', 'Business Entity Type' (Company), and 'Active Business in Belize \*' (Yes/No). It also has 'Business Operates Solely in Belize \*' (Yes/No) and 'Restricted Word in Use? \*' (Yes/No) sections. A yellow warning box is present, similar to the one in step 8, reminding the user not to include suffixes in the name fields. The 'Name \*' and 'Suffix \*' fields are visible at the bottom.

**10** Insert the name of your entity (Note: 1. Name must be unique, available, and not contain a restricted word. 2. Certificate will be generated based on what is inputted in the application)

**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 \***

|

**Suffix \***

**Foreign Character Name**

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

**Company Liability \***

**11** Select a suffix for your entity. All entities are required to have a suffix.  
(Suffix reference: [Company Name Suffixes](#))

Applications  
My Tasks  
Registers

**Warning:** 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 \*  
NGO testing

Suffix \*

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

Company Liability \*

Registered Office Address

E-mail Address \*

- Suffix \*
- Corp
  - Corp.
  - Corporation
  - Inc
  - Inc.
  - Incorporated
  - Limited
  - Ltd
  - Ltd.
  - Private Trust Company
  - PTC
  - PTC.
  - S.A.
  - Sociedad Anonima
  - Société Anonyme
  - Unlimited
  - Unltd
  - Unltd.
  - Aktiengesellschaft

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Click the **Company Liability\*** drop-down menu. In the case of NGO, kindly select **Limited by Guarantee**.

Suffix \*

Foreign Character Name

Leave this field blank if you are not using 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

13

Select **Yes** as NGO.

BCCAR ONLINE BUSINESS REGISTRY SYSTEM

Welcome, [User Name]

Business Entity Particulars

Proceed Save Delete Back

Registration No. Active Business in Belize \*

Yes  No

Name Reserved \* Business Operates Solely in Belize \*

Yes  No  Yes  No

Registration No. as Company Name \* NGO \*

Yes  No  Yes  No

Name Reservation No. Restricted Word in Use? \*

Yes  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 \*

NGO testing

Suffix \*

Ltd.

Foreign Character Name

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

Company Liability \*

Limited by Guarantee - Not Authorised to Issue Shares

**14** Input **Registered Office Address** information.

The screenshot shows the 'Registered Office Address' section of the BCCAR online business registry system. The form is titled 'Registered Office Address' and contains several input fields:

- Suffix \***: A dropdown menu with 'Ltd.' selected.
- Foreign Character Name**: A text input field with the instruction 'Leave this field blank if you are not using Foreign Character Name.'
- Company Liability \***: A dropdown menu with 'Limited by Guarantee - Not Authorised to Issue Shares' selected.
- E-mail Address \***: A text input field with an orange circle highlighting it.
- Phone Number \***: A text input field.
- Address**: A section with multiple input fields:
  - Country**: A dropdown menu with 'Belize' selected.
  - City/Town/Village \***: A text input field.
  - First Line \***: A text input field.
  - Third Line**: A text input field.
  - District \***: A dropdown menu.
  - Zip/Postal Code**: A text input field.
  - Second Line**: A text input field.
  - P.O. Box**: A text input field.
- General Nature of the Business**: A section with an '+ Add' button.
- Directors**: A section with an '+ Add' button.

At the bottom, there is a table header with columns: Type, Identification, Name, Address, and Last.

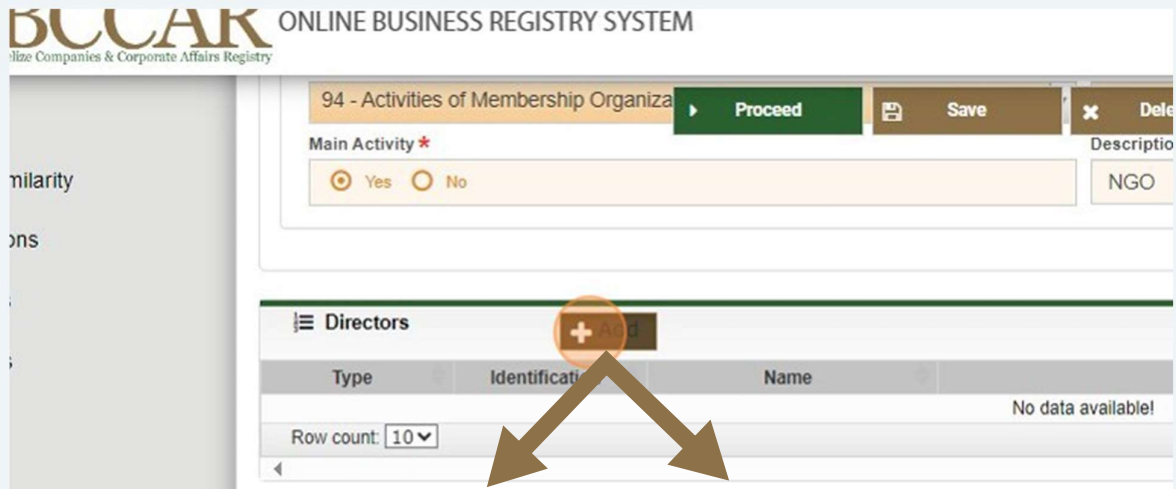
**15** Click "Add" to input General Nature of the Business.

The screenshot shows the 'General Nature of the Business' section of the BCCAR online business registry system. The form is titled 'General Nature of the Business' and contains several input fields:

- Business Activity Category \***: A dropdown menu.
- Business Activity Group \***: A dropdown menu.
- Business Activity Division \***: A dropdown menu.
- Business Activity Class \***: A dropdown menu.
- Main Activity \***: A radio button selection with 'Yes' and 'No' options.
- Description of Activity**: A text input field.

An orange circle highlights the '+ Add' button, and a brown arrow points to the form. The form is also titled 'General Nature of the Business' and includes a 'Belize' dropdown menu at the top.

**16** Click “Add” to onboard **Directors** of the entity (Natural Person/Business Entity).



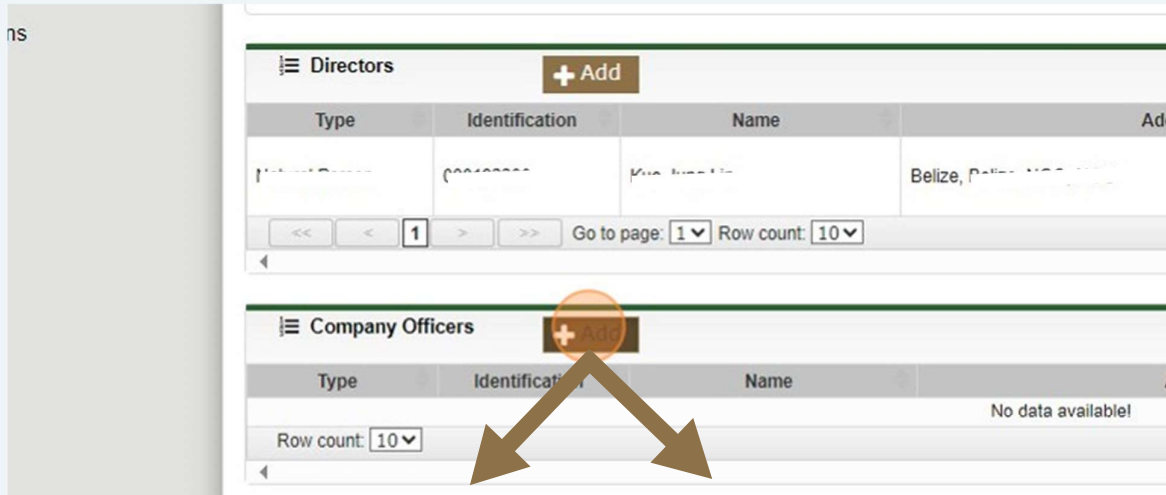
This screenshot shows the 'Directors' form with the 'Entity information' section expanded. The 'Relation \*' dropdown is set to 'Director' and 'Your Start Date \*' is empty. 'Participant Type \*' is set to 'Business Entity'. Below this, there's a 'Select Business Entity' dropdown and a 'Country \*' dropdown set to 'Belize'. The 'Entity information' section includes a 'Business Entity Type \*' dropdown with a list of options: 'Company / LLP / Business Name', 'Foundation', 'LLC', 'Other', and 'Trust'. Below this are fields for 'First Line \*', 'Third Line', 'Second Line', and 'P.O. Box', along with a 'Zip/Postal Code' field.

This screenshot shows the 'Directors' form with the 'Natural Person' and 'Address' sections expanded. The 'Relation \*' dropdown is set to 'Director' and 'Your Start Date \*' is empty. 'Participant Type \*' is set to 'Natural Person'. Below this, there's a 'Select Natural Person' dropdown. The 'Natural Person' section includes fields for 'First Name \*', 'Middle Name', 'Last Name \*', 'Date of birth \*', 'Gender \*' (with radio buttons for Female, Male, and Other), 'E-mail Address \*', 'Phone Number', 'Identity Document Issuing Country' (set to 'Belize'), 'Identification Type' (set to 'Belize Social Security Card'), and 'Social Security Number \*' with a 'Verify' button. The 'Nationality \*' dropdown is set to 'Belizean'. The 'Address' section includes fields for 'Country \*', 'City/Town/Village \*', 'First Line \*', 'Third Line', 'Second Line', and 'P.O. Box', along with a 'Zip/Postal Code' field.

Notes:  
Select participant type as business entity and input information.

Notes:  
Input person's information and social security number and click verify.

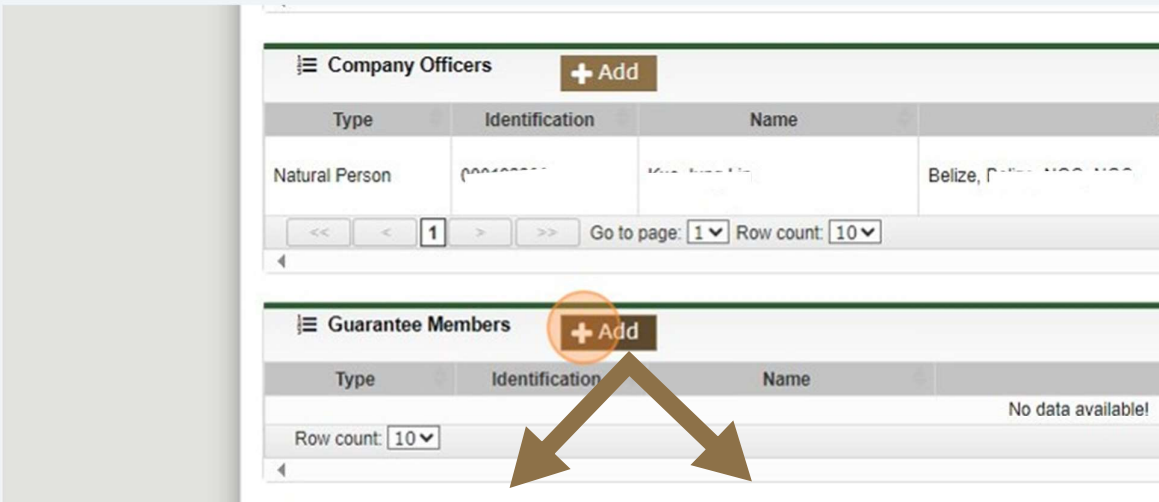
**17** Click “Add” to onboard **Company Officers** of the entity.

A detailed view of the 'Directors' form. It includes fields for 'Relation' (set to 'Director'), 'Your Start Date', 'Participant Type' (set to 'Business Entity'), 'Select Business Entity', 'Country' (set to 'Belize'), and 'Entity information' which includes 'Business Entity Type' (with a dropdown menu open showing options like 'Company / LLP / Business Name', 'Foundation', 'LLC', 'Other', 'Trust') and address fields (First Line, Second Line, Third Line, P.O. Box, Zip/Postal Code). There are 'Save' and 'Back' buttons.A detailed view of the 'Natural Person' form. It includes fields for 'First Name', 'Middle Name', 'Last Name', 'Date of birth', 'Gender' (radio buttons for Female, Male, Other), 'E-mail Address', 'Phone Number', 'Identity Document Issuing Country' (set to 'Belize'), 'Identification Type' (set to 'Belize Social Security Card'), 'Social Security Number' (with a 'Verify' button), and 'Nationality' (set to 'Belizean'). There are 'Save' and 'Back' buttons.

Notes:  
Select participant type as business entity and input information.

Notes:  
Input person's information and social security number and click verify.

**18** Click “Add” to onboard **Guarantee Members** of the entity.



This screenshot shows the 'Directors' form. The 'Entity information' section is expanded, and a dropdown menu for 'Business Entity Type' is open, showing options: 'Company / LLP / Business Name', 'Foundation', 'LLC', 'Other', and 'Trust'. Other fields include 'Relation' (set to 'Director'), 'Participant Type' (set to 'Business Entity'), and 'Country' (set to 'Belize').

Notes:  
Select participant type as business entity and input information.

This screenshot shows the 'Directors' form with the 'Natural Person' and 'Address' sections expanded. The 'Natural Person' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Date of birth', 'Gender' (radio buttons for Female, Male, Other), 'E-mail Address', 'Phone Number', 'Identity Document Issuing Country' (set to 'Belize'), 'Identification Type' (set to 'Belize Social Security Card'), and 'Social Security Number' (with a 'Verify' button). The 'Address' section includes fields for 'Country', 'City/Town/Village', 'First Line', 'Second Line', 'Third Line', 'P.O. Box', and 'Zip/Postal Code'.

Notes:  
Input person's information and social security number and click verify.

**19** Click “Add” to onboard **Ultimate Beneficial Owners** of the Entity.

The screenshot shows two data tables. The first table, 'Guarantee Members', has a table header with columns 'Type', 'Identification', 'Name', and 'Address'. It contains one row with 'Natural Person' as the type and 'Belize, ...' as the name. The second table, 'Ultimate Beneficial Owners', has a table header with columns 'Type', 'Identification', 'Name', and 'Address'. It currently shows 'No data available!'. A red circle highlights the '+ Add' button in the 'Ultimate Beneficial Owners' section, with a green arrow pointing to the 'Directors' form below.

The 'Directors' form contains the following fields and sections:

- Save** (green button) and **Back** (brown button)
- Relation \***: Director
- Your Start Date \***: [Empty field]
- Participant Type \***: Natural Person (dropdown)
- Select Natural Person**: [Empty dropdown]
- Natural Person** section:
  - First Name \***: [Text field]
  - Middle Name**: [Text field]
  - Last Name \***: [Text field]
  - Date of birth \***: [Text field]
  - Gender \***: Radio buttons for Female, Male, Other
  - E-mail Address \***: [Text field with email icon]
  - Phone Number**: [Text field]
  - Identity Document Issuing Country**: Belize (dropdown)
  - Identification Type**: Belize Social Security Card (dropdown)
  - Social Security Number \***: [Text field with **Verify** button]
  - Nationality \***: Belizean (dropdown)
- Address** section:
  - Country \***: [Dropdown]
  - City/Town/Village \***: [Text field]
  - First Line \***: [Text field]
  - Second Line**: [Text field]
  - Third Line**: [Text field]
  - Zip/Postal Code**: [Text field]
  - P.O. Box**: [Text field]

**Notes:**  
Input person’s information and social security number and click verify. (UBO needs to be natural person)

**20** Click "**Proceed**" after the application has been filled out.

NE BUSINESS REGISTRY SYSTEM

Name **Proceed** Save Delete

ame

Finance

ize Companies Act, 2022 Event \*

Please select act and event according to the details that will be provided in this application. Fee will be calculated a

Business Entity Particulars

Select the required attachments from the **Select attachment type** drop-down menu. In the case of Company application with NGO status, the required attachments are:

- 21**
- Articles/By-Laws of the Company
  - NGO Brief (Click on the following link for NGO requirements - [Non- Governmental Organisations - Belize Companies and Corporate Affairs Registry \(bccar.bz\)](http://bccar.bz))

Application Data

Tracking No. T231207-23678 Created on 07/12/2023 16:26:49

Service Type Registration of New Company Submitted on

Attachments

Required attachment:

- Articles / By-Laws of the Company
- NGO Brief

Select attachment type

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: # % & { } < > \* ? / \$ ! ' " : @ + ' | =

Declaration

Articles / By-Laws of the Company

Proof of Address

Property Owner Statement

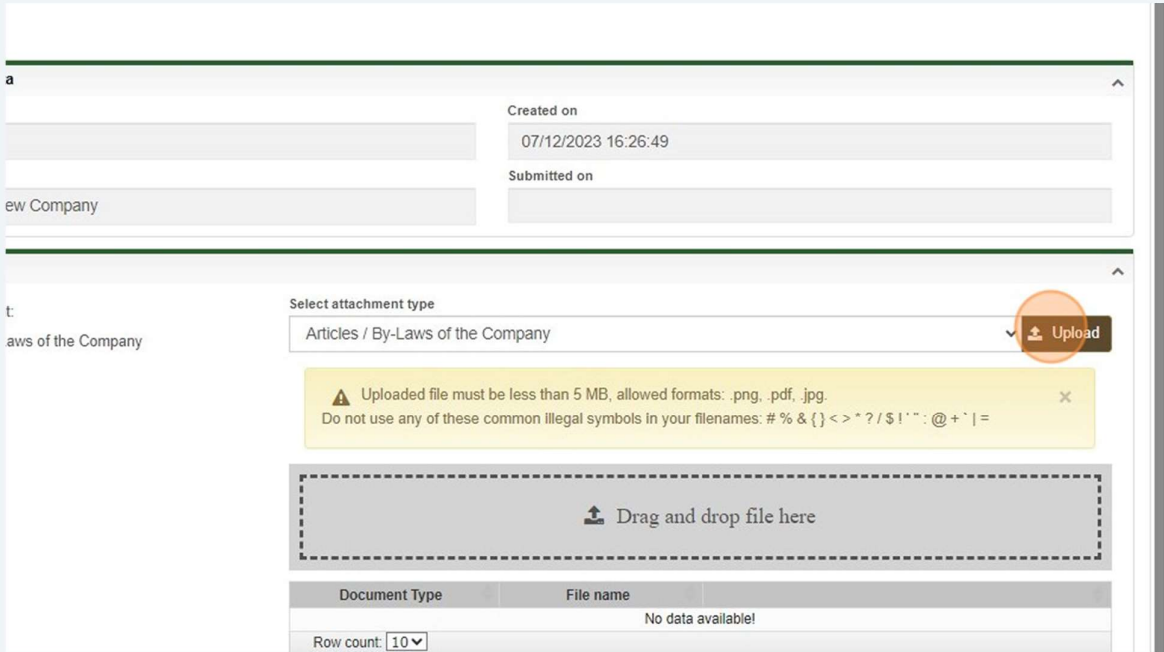
Approval of the Commission

Other Documents

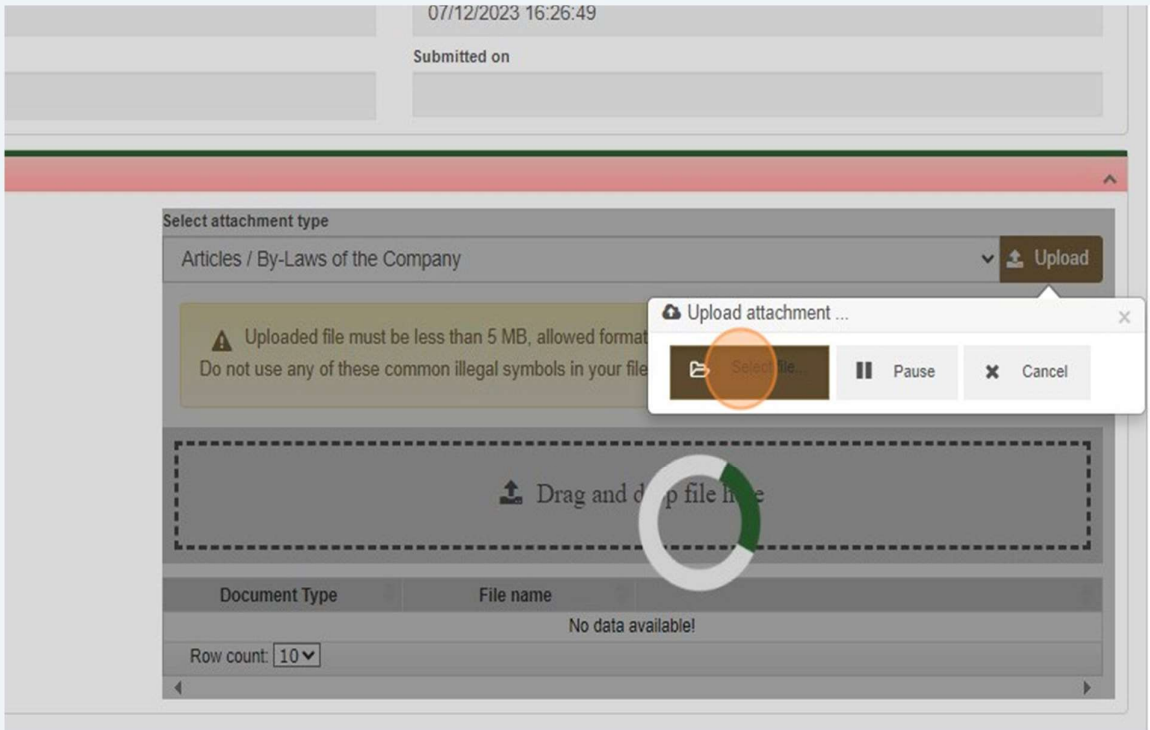
NGO Brief

Row count: 10

**22** Select Required attachment type from drop-down menu & Click **“Upload”**.



**23** Click **“Select file”** and locate your required attachment and it will be uploaded.



**24** Click "Proceed" after required attachments have been uploaded.

**BCCAR** ONLINE BUSINESS REGISTRY SYSTEM  
Belize Companies & Corporate Affairs Registry

Similarity  
ions  
S  
rs

Select service    **Proceed**    Delete    To Previous

Select service    Enter application details    Upload attachment    Confirm payment

**Application Data**

Tracking No.	Created on
T231207-23678	07/12/2023 16:26:49
Service Type	Submitted on
Registration of New Company	

**Attachments**

Required attachment:

- ✓ Articles / By-Laws of the Company
- ✓ NGO Brief

Select attachment type

⚠ 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: # % &

**25** Kindly select preferred payment method.

**Payment transaction**

Payment Method \*

**belize bank Self Service**     **kyash**     **digiWallet**

⚠ If you choose payment option:

- "Belize Bank Self Service", click button [Proceed], leave OBRS and login to B
- "Ekyash", click button [Proceed], wait for the QR code, scan it with Ekyash ap
- "DigiWallet", click button [Proceed], enter a phone number and click button [S

payment window, while waiting for the confirmation code.

Please note that after successful payment application cannot be withdrawn and

**Application Documents**

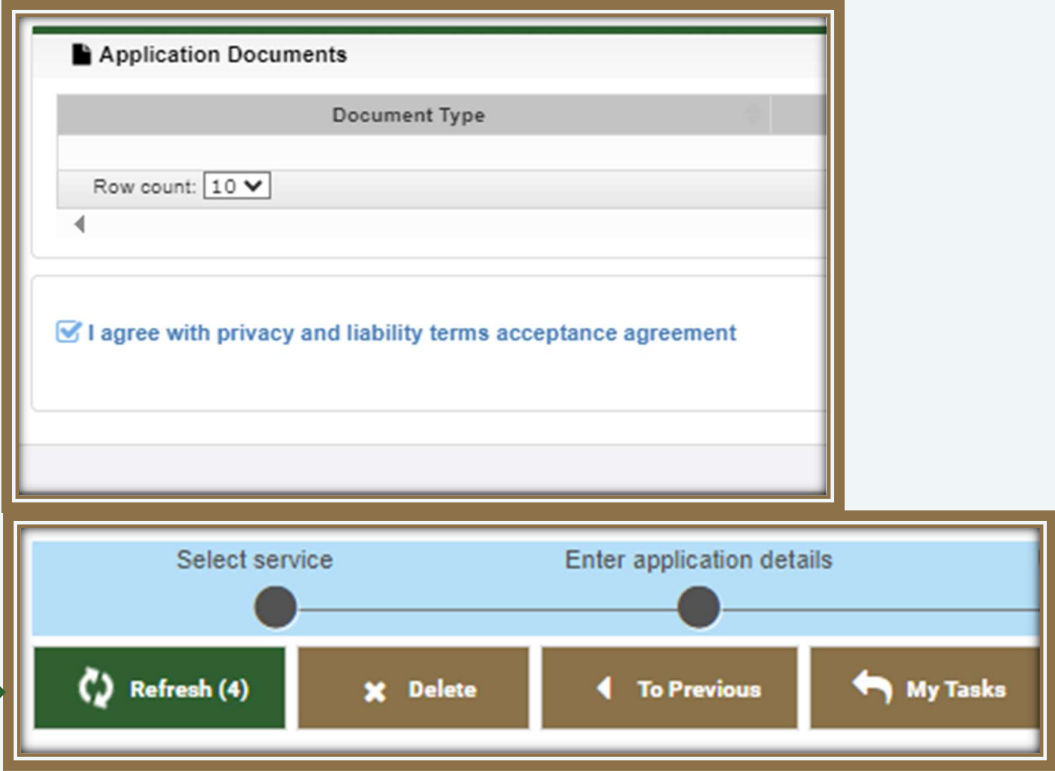
Document Type	
NGO Brief	eve
Articles / By-Laws of the Company	pay

Row count: 10

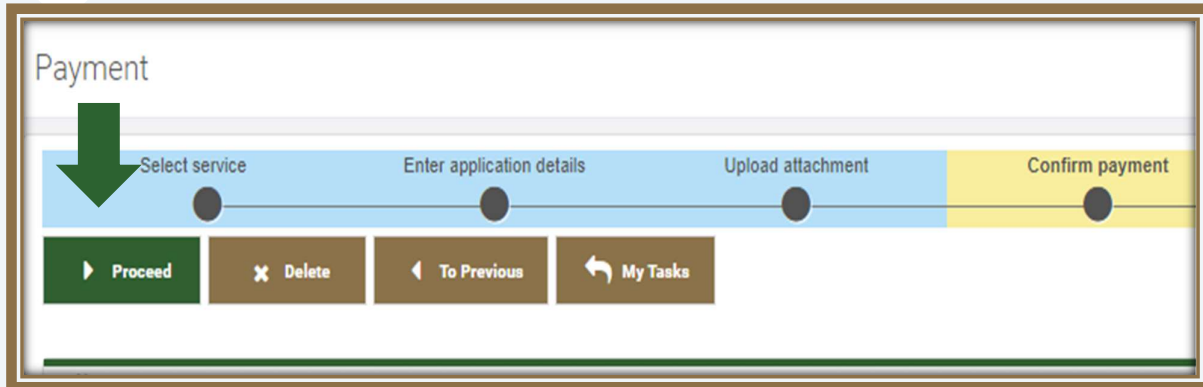
I agree with privacy and liability terms acceptance agreement

26

After selecting your payment method, kindly check on acceptance agreement while the proceed tab shows as **Refresh**.



**27** Click **Proceed** & make payment according to the payment method you selected.



✓ **"Belize Bank Self Service"** - Click button [**Proceed**], leave OBRS and login to Belize Bank Online Banking – Self Service to complete the payment.



✓ **"Ekyash"** - Click button [**Proceed**], wait for the QR code, scan it with the Ekyash application and pay.



✓ **"DigiWallet"** - Click button [**Proceed**], enter a phone number and click button [Send SMS]. You will receive a confirmation code by SMS. Enter the confirmation code and click [**Confirm**]. DO NOT leave payment window while waiting for the confirmation code.

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After payment has been made successfully. Under the **Applications** tab, the application will now have a **Submitted-on** date. Applicant will receive an email notification with application update.

The screenshot shows the 'Applications' section of the BCCAR portal. On the left is a navigation menu with 'Applications', 'My Tasks', 'My Payments', 'Registers', and 'Reports'. The main area contains a 'Filter' form with fields for Tracking No., Business Entity Registration No., Former Registration No., Business Entity Name, Object Type, Service Type (set to 'Registration of New Company'), and Event. Below the filter are 'Search' and 'Clear' buttons. Underneath is a 'List' table with columns for Tracking No., Created on, Submitted on, and Service Type. The 'Submitted on' column for the first entry is highlighted with an orange box.

Tracking No.	Created on	Submitted on	Service Type
T231201-10944	01/12/2023 05:34:21	01/12/2023 05:38:26	Registration of New Company

**29**

After receiving the completed application e-mail notification, kindly log into OBRS. The system-generated documents can then be accessed through the **Applications** or **Registers** tab.

On **Applications** tab – Click view and OBRS-generated documents can be accessed.

On **Registers** tab – Select business entity register, find your entity and select view. OBRS-generated documents will be under attachments.

**PROCESS COMPLETED!**  
 OBRS-generated documents will be saved in OBRS & will be available for download.

OBRS-generated documents:

Certificate of Registration for NGO  
 Certificate of Incorporation for Company