BELIZE NETWORK OF NGOs

COMPLIANCE

Registration Checklist & Step-by-Step Guide

A BNN Member Resource · 2026 Edition

This guide walks a new or re-registering organization through registration with the Belize Companies & Corporate Affairs Registry (BCCAR) using the Online Business Registration System (OBRS).

Before You Begin — Document Checklist

Gather the following before starting your OBRS application:

- Proposed organization name (and one or two alternates).
- Statement of purpose / mission and objectives.
- Governing document — constitution or bylaws (see the BNN Sample Bylaws).
- List of board members / directors with roles and contact details.
- Registered physical address in Belize.
- Identification for key officers.
- Contact email and phone for the organization.

Step-by-Step

1. Create an OBRS account (or sign in) at the BCCAR online portal.
2. Select the correct registration type — NGO or NPO (company). See the NGO vs. NPO Comparison Guide if unsure.
3. Reserve your organization name and confirm availability.
4. Complete the organization details: purpose, address, contact information.
5. Enter your board / director information and upload your governing document.
6. Review all entries carefully for accuracy.
7. Pay any applicable registration fees through the platform.
8. Submit and retain your confirmation / registration number.

After You Register — Ongoing Obligations

- File annual reports with BCCAR/FSC on schedule (see the BNN Compliance Calendar).
- Maintain an active, properly constituted board.
- Keep financial records and prepare for audit if you cross your threshold (NGO: BZD 25,000 / NPO: BZD 500,000).
- Update the registry promptly when officers, address, or governing documents change.

Common Pitfalls

- Choosing a structure without understanding the audit threshold implications.
- Incomplete or inconsistent board information.
- Missing the annual reporting window.
- Letting the registered address or officer list fall out of date.

This resource provides general guidance only and is not legal, financial, or professional advice. NGO/NPO requirements and thresholds in Belize may change — always confirm current obligations with the Belize Companies & Corporate Affairs Registry (BCCAR) and the Financial Services Commission (FSC).