



BELIZE TOURISM BOARD

P.O.BOX 325, 64 Regent Street, Belize City, Belize, C.A.

TOUR OPERATOR APPLICATION FORM

Application Type:		BTB Control ID #	<small>(Issued By the BTB)</small>
Tour Operator Name:	<small>(Name as printed by Companies Registry)</small>		
Owner(s) Name(s): <small>(As printed on ID)</small>			
Previous Name (If Any):			
Physical Address:			
Town/District:			
Mailing Address:			
Email Address:			
Website:			
Office Number:			
Cell Number:			
Yearly Investment (BZD\$):	<small>(past 12 months)</small>	Original Investment (BZD\$):	

Requirements for ALL Renewing Tour Operator Applicants

1. Completed Application Form (signed and dated)
2. Proof of citizenship or Permanent Residency. (It is required that an entity applying for a Tour Operator License MUST be majority owned by Belizeans or permanent residents of Belize).
3. **Original** Police Record of **all** owners or shareholders (dated within 6 months from date of submission and signed by Applicant)
4. **Certified** copy of Certificate of Good Standing and **certified** copy of allotment of shares dated within 3 months of submission of application (Applicable to Companies)
5. Partnership Agreement evidencing distribution of shares if business has more than one owner (Applicable to Business Names)
6. Detailed list of employees and licensed tour guides (as per attached BTB form)
7. **Detailed** list of tour packages (as per attached BTB form-one form per tour)
8. Checklist of all safety equipment to carry out tours (as per attached BTB form)
9. **Valid** license, registration and Passenger Liability Insurance for **each** vessel and/or vehicle (If vessel or vehicle is rented/hired, a copy of the rental agreement with owner's biodata passport page must be submitted)
10. Public Liability Insurance/Tour Operator Insurance
11. Detailed Emergency Plan
12. Tour Operator Trade License (if business/company is physically located in town or city)
13. Two (2) clear photographs of the business (the interior and the exterior)
14. License Fee of \$250.00 when application is approved.

Requirements for all New Applicants IN ADDITION TO 1-14 ABOVE

1. Copy of Business Name Registration (Applicable to business names)
2. Copy of Memorandum and Articles of Association (Applicable to companies)
3. Copy of Certificate of Incorporation (Applicable to companies)
4. Copy of allotment of shares dated within 3 months from date of submission of application (Applicable to companies)
5. **Original** recommendation letter, dated within 3 months from date of submission, from an individual/entity/association within the tourism community who is in good standing with the BTB
6. Two (2) passport size photos of each owner/shareholder **certified** by a Justice of the Peace
7. **Original** declaration stating that owner(s) have not filed bankruptcy within the past five years.

To avoid delays, please ensure to:

- (i) Fill in information in ALL fields
- (ii) Date and sign the application
- (iii) Date and sign EACH form/template
- (iv) Include **ALL** supporting documentation

TERMS & CONDITIONS:

ALL LICENSED TOUR OPERATORS SHALL:

- 1.Utilize only licensed tour guides and tour operators to execute tours.
- 2.Maintain valid, licensed and insured tour and safety equipment per schedule below:

a.Fire Extinguisher.	e.Flares/Reflectors/Lights.	i.Tool Box.
b.First Aid Kits.	f.Fire Axe (optional).	j.Flash Light.
c.Seat Belts.	g.Communication Device.	k.Adequate sealed drinking water.
d.Life Jackets.	h.Tow Cable.	
- 3.Be in possession of valid passenger liability insurance on all equipment and transportation vessels and/or vehicles at all times.
- 4.Be in possession of valid public liability insurance inclusive of all tours executed at all times.
- 5.Take all necessary steps to safeguard the environmental, moral, historical and cultural integrity of Belize.
- 6.Continuously promote Belize as a leading destination to all guests.
- 7.Maintain at all times appropriate personal appearances and ensure that their employees do the same.
- 8.Continuously and consistently exercise functions and responsibilities as a tour operator.
- 9.Cooperate at all times with the Belize Tourism Board.
- 10.Cooperate with the Tour Operator Committee whenever necessary for the development of tourism in Belize.
- 11.Not insult, abuse or harass a tourist under his/her care, either through word or deed.
- 12.Not induce or encourage a tourist under his/her care to do anything contrary to the laws of Belize which goes against good customs and morals.
- 13.Not carry out or attempt to carry out his/her functions under these Regulations while under the influence of alcohol or illicit drugs.
- 14.Not offer for sale or otherwise any illicit drugs or illegal commodity to tourists.
- 15.Not engage in any activity detrimental to the environmental integrity or archaeological or cultural heritage of Belize.
- 16.Report any abuses or infractions of the laws relating to tourism by any person or tour operator to the BTB or Tour Operator Committee.
- 17.Testify, if requested, before any relevant authority of any abuses to any guest under your care.
- 18.Adhere to and meet all obligations as required under the 'Belize Standard Code of Practice for Recreational Scuba Diving Services, Compulsory Standard Order 2016' (BZ CP 5: 2016) for those offering scuba diving tours and services.
- 19.Adhere to and meet all obligations as required under the 'Belize Health and Safety Policy Manual for Archaeological Sites – Health and Safety Mandatory Standards Order 2014' for those offering tours to Archaeological reserves in Belize.
- 20.Adhere to and comply with any policy guidelines developed or licensing criteria established by the BTB or Tour Operator Committee respectively from time to time.
- 21.The Tour Operator Committee reserves the right to revoke licenses if the holder breaches any conditions set out in SI Chapter 275S.
- 22.Licenses are non-transferable and non-assignable.
- 23.Any changes to the information on your Account Register must communicated to the BTB in writing.

Any Operator who fails to complete the entire renewal process by December 31, 2017 and continues to operate is deemed to be operating illegally. As per Section 9(2) Tour Operators Regulations S.I. No. 12 of 2006, the Belize Tourism Board (Tour Operator) Regulations, it is an offence to operate without a valid license and a person found guilty of said offence is liable on summary conviction to a fine not exceeding five thousand dollars or to imprisonment for a term not exceeding six months, or to both such fine and term of imprisonment.

DECLARATION

I/we declare that the information provided in this application is true and correct and that I/we fully understand and will abide by the Terms and Conditions stated above.

i. Applicant's Name (Print)

ii. Applicant's Signature

iii. Date

iv. Business Stamp/Company Seal

FOR OFFICIAL USE ONLY

<input checked="" type="checkbox"/> For Official Use Only	Date	Print Name/Signature	Comments/Actions
<input type="checkbox"/> Form Received by BTB			
<input type="checkbox"/> Licensing Officer Check			
<input type="checkbox"/> Licensing Manager Recommendation			
<input type="checkbox"/> Registrar Approval			
<input type="checkbox"/> Database Update			
<input type="checkbox"/> Decision Feedback			

Application Fee Paid: BZD \$

Date Paid:

Receipt No:

License Fee Paid: BZD \$

Date Paid:

Receipt No:

License Date:

License #:

License Year #:

Control ID #:

TOUR OPERATOR DETAIL EMPLOYEE TEMPLATE

General Employee Information:

#	First Name	Last Name	Age	Nationality	Social Security #	License # (Driver/Captain)	Period Working
1							
2							
3							
4							
5							
6							
7							
8							

Tour Guide Information:

#	First Name	Last Name	Age	Nationality	Social Security #	Permanent/ Temporary	License #	License Type	Period Working
1									
2									
3									
4									
5									
6									
7									
8									

I Certify that:

❖ All the information provided is true and correct.

Name of Applicant (Print)

Signature

TOUR OPERATOR SAFETY EQUIPMENT CHECKLIST

According to Section 6(d) of the Belize Tourism Board (Tour Operators) Regulations, all applicants must have the appropriate tour and safety equipment essential for their particular tour operations as set out in the Third Schedule.

Kindly confirm that you have all the listed safety items below with a check mark:

	Safety Equipment Description	Confirm (✓)
1	Fire Extinguisher	
2	Seat Belts	
3	Life Jackets	
4	Flares/Reflectors/Lights	
5	Fire Axe (optional)	
6	Communication Device	
7	Tow Cable	
8	Tool Box	
9	Flash Light	
10	Adequate sealed drinking water	
11	First Aid Kit (Gauze pads, adhesive bandages, bandage scissors, adhesive tape, resuscitation equipment, dressings, cotton, safety pins, plastic Bags, Antibiotic ointment, Denatured alcohol)	

I hereby confirm that I have all the above equipment and that it must be on each tour according the law of Belize.

Name of Applicant (Print)

Signature

Please note:

The BTB, Tourism Police, Park Managers, and Rangers will be conducting checks of tours to ensure that you have these safety equipment. Any person who fails to adhere commits an offense and shall be liable to the penalties of the law.

TOUR OPERATOR TOUR PACKAGE TEMPLATE

Required Per Tour
Tour # _____ of _____

Name of Tour				
Type of Tour				
Archeology	Cave Tubing	Manatee Watching	River Tours	Snorkeling
Bird Watching	City Tours	Nature Trails	Sailing	Ziplining / Rappelling
Cave Exploring	Fishing	Rafting/Canoeing	Scuba Diving	Other
Description of Tour (Entire process flow including pick-up, drop-off points, and sites visited)				
Required Transport Equipment				
Transportation/Equipment Description (List all equipments needed for tour)	Owned/Rented	Attachments (Yes/No)	# of Sticker Request	
Emergency Plan per tour (Procedure to take in the case of an accident or emergency)				
Price (BZD \$)			Tour Duration (HH:MM)	
Minimum PAX for Tour			Maximum PAX for Tour	

I confirm that all the information provided is true and correct.

Name of Applicant (Print)

Signature