TOUR OPERATOR

2023
Meet Your Licensing Team

Mr. Lloyd Enriquez  
Cruise & Capacity Development  
Director  

Mrs. Varsha Clarke-Martinez  
Cruise & Capacity Development  
Manager  

Mr. Andrew Estell  
Licensing Assistant  

Ms. Mary Connors  
Licensing Officer  

Mrs. Sharima Archer  
Licensing Officer
TOUR GUIDES VS TOUR OPERATORS

Guides:

1. Guides the tour and educates tourists about attractions in Belize
2. Assist with providing accurate information, to tourists and guests
3. Needs to work under a tour operator
4. No insurances required (tour operators cover guides, guests, and vehicles/vessels)

Operators:

1. Packages, markets, and execute tours
2. Can provide services to guests such as meals, lodging, and other related services
3. Are required to employ licensed tour guides
4. Must have valid insurance for tours, equipment, and passenger liability insurance
As of December 31st, 2022 Gold Standard is no longer mandatory for Tour Operators.

All tour operator licenses expire on December 31, each year.

All tour operators who, have not submitted a renewal by 1st January each year will not appear on the BTB website and would therefore not be able to conduct tours.

No tour operator will be allowed to work with an expired license.
BTB no longer accepts any physical application forms with supporting documents.

BTB no longer accepts incomplete documents from any stakeholder.

Tour Operator Application submissions should be sent to touroperator@belizetourismboard.org. Please note that BTB is no longer using the email licensing@belizetourismboard.org.

All payments are made via the bank and a copy of the payment receipt should be submitted with your application.

The license can be picked up at the office or mailed out COD to the tour operator upon email request. Kindly provide a letter of authorization to anyone authorized to pick up your license.
➢ All tour guides must display a valid tour guide license when conducting a tour.

➢ Tour guides must accompany the guests to sites/attractions and should adhere to the guest-to-guide ratio.

    Land Tours – 1 to 15 guests  Marine Tours – 1 to 8 guests  Caves - 1 to 8 guests

➢ All tour guides must be employed under a tour operator.

➢ All tour operators and tour guides should be familiar with the Belize Tourism Board Act, Chapter 275, Tour Guide Regulations.
The tour operator application form along with all other forms can be accessed via our website: https://belizetourismboard.org/tourism-resources/tourism-application-forms/

- www.belizetourismboard.org
- Licensing
- Tour Operator
- Operator Application Form +
- Tour Operator Application Form
TOUR OPERATOR APPLICATION FORM

Application Type: [ ] New  [ ] Renewal

SECTION 1 - General Tour Operator Information
Enter your tour operator name, location details, and contact information.

Tour Operator Name: Archer's Tours
Owner(s) Name(s): Sharima Archer
Address: 64 Regent Street
City/Town: Belize City
District: Belize
Office Number: 227-2420
Cell Number: 666-6668
Email Address: archerstours@gmail.com
Website: www.archerstours.com

SECTION 2 - AGENT INFORMATION
Enter the main contact person's details.

Agent's Full Name: Andrew Estell
Home Number: 227-4521
Cell Number: 444-4444
Email Address: andrewestell16@gmail.com
## SECTION 3.1 - MANDATORY REQUIREMENTS CHECKLIST

Use the corresponding checklist to ensure you have met all the requirements for your application.

### New Application
- Completed Application Form (signed and dated)
- Copy of Business or Company Certificate of Registration with a short extract about the business or detailed extract about the Company issued by the Company Registry (Full document)
- Copy of your Proof of Citizenship or Permanent Residency
- Original Police Record for all owners and/or shareholders
- Completed Employee Template
- Completed Tour Guide Template
- Completed Tour Package Template (one template per tour)
- Valid Tour Operator Insurance (Full Policy) – For ALL tours being offered
- Valid Tour Operator Trade License (if the business is located in a town or city)
- Original recommendation letter, issued within 3 months from the date of submission, from an individual/entity within the tourism community who is in good standing with BTB
- Two (2) clear photographs of the business (one interior & one exterior)
- One (1) passport-size photo of each owner/shareholder (certified by Justice of the Peace)
- Original declaration stating that owner(s) have not filed bankruptcy within the past 5 years
- Detailed Emergency Plan
- Copy of deposit slip/payment receipt of $250.00 from the bank

### Renewal Application
- Completed Application Form (signed and dated)
- Copy of Business or Company Certificate of Registration with a short extract about the business or detailed extract about the Company issued by the Company Registry (Full document)
- Copy of your Proof of Citizenship or Permanent Residency
- Original Police Record for all owners and/or shareholders
- Completed Employee Template
- Completed Tour Guide Template
- Completed Tour Package Template (one template per tour)
- Valid Tour Operator Insurance (Full Policy) – for ALL tours being offered
- Valid Tour Operator Trade License (if the business is located in a town or city)
- Copy of deposit slip/payment receipt of $250.00 from the bank
SECTION 3.2 - ADDITIONAL DOCUMENTS REQUIREMENT CHECKLIST

Use the checklist below to include the following documents if applicable.

Mandatory if Applicable

- Certified partnership agreement evidencing distribution of shares if the business had one or more owners who are not Belizean or Permanent Residents.
- Copy of a Certificate of Good Standing for the current year
- Complete the Vehicle Decal Template with a copy of the Vehicle Certificate of Registration and Passenger Liability Insurance (Full Policy)
- Complete the Vessel Decal Template with a copy of the Vessel Registration Certificate, Sea Worthiness Certificate, and Passenger Liability Insurance (Full Policy)
- Rental agreement and owner’s biodata passport (if vessel or vehicle is rented)

SECTION 4 - 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 the schedule below:
   g. Communication Device  h. Tow Cable  i. Tool Box  j. Flash Light  k. Adequate sealed drinking water.
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 Belize’s environmental, moral, historical, and cultural integrity.
6. Continuously promote Belize as a leading destination for all guests.
7. Maintain at all times appropriate personal appearance, hygiene 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. Do not insult, abuse, or harass a tourist under his/her care, either through word or deed.
12. Do 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.
SECTION 4 - TERMS & CONDITIONS (CONT.)

ALL LICENSED TOUR OPERATORS SHALL:

14. Not offer for sale or otherwise any illicit drugs or illegal commodities 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.
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 2755.
22. Licenses are non-transferable and non-assisable.
23. Any changes to your Account Register’s information must be communicated to the BTB in writing. Any Operator who fails to complete the re-renewal process by December 31 for each year, and continues to operate is deemed to be operating illegally. As per Sec on 9(2) Tour Operators Regulations SJ. No. 12 of 2006, the Belize Tourism Board (Tour Operator) Regulations, it is an offense to operate without a valid license and a person found guilty of a said offense 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.
SECTION 5 - 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 on pages 3 and 4.

i. Print Name: Sharima Archer

ii. Signature: _______________________________ 2023.08.31 11:58:53 -06'00'

iii. Date: 31st August, 2023

iv. Business Stamp/ Company Seal

FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>For Official Use Only</th>
<th>Date (DD/MM/YYYY)</th>
<th>Signature</th>
<th>Comments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form received by BTB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensing Officer Check</td>
<td></td>
<td></td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Licensing Manager</td>
<td></td>
<td></td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Printing Date</td>
<td></td>
<td></td>
<td>Approved</td>
<td>License</td>
</tr>
<tr>
<td>Database Update</td>
<td></td>
<td></td>
<td></td>
<td>Denied</td>
</tr>
<tr>
<td>Committee Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TOUR OPERATOR

**DETAILED EMPLOYEE TEMPLATE (ADMIN STAFF)**

## General Employee Information

Enter your employees' general information below.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Nationality</th>
<th>Social Security No.</th>
<th>Permanent/Temporary</th>
<th>License No. (Driver/Captain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Romy</td>
<td>Haylock</td>
<td>Belizean</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
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<td>8</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that all the information provided above is true and accurate.

Sharima Archer

Name of Applicant (Print)  Signature

2023.08.31
12:48:52 - 06'00'

tour operator employees
## Tour Guide Information

Enter your tour guides’ information.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Nationality</th>
<th>Social security No.</th>
<th>Permanent/Temporary</th>
<th>license No.</th>
<th>license Type</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evan</td>
<td>Young</td>
<td>Belizean</td>
<td>000024568</td>
<td>Temporary</td>
<td>026-145</td>
<td>Gen</td>
<td>July 2024</td>
</tr>
</tbody>
</table>

I certify that all the information provided above is true and accurate.

__________________________________________________________  _______________________
Name of Applicant (Print)                                      Signature
TOUR OPERATOR

TOUR PACKAGE TEMPLATE

Name of Tour: Altun Ha and Old Belize Tour
Type of Tour: Archeology/Other

Description of Tour:
(Entire process flow including pick-up, drop-off points, and sites visited)

8:00 AM - Pick up the guests from their location
8:30 AM - Stop for breakfast at Gwen Kitchen
9:30 AM - Head to Altun Ha
10:00 AM - Altun Ha tour begins
11:30 AM - Altun Ha tour ends and head out for lunch
12:00 PM - Lunch at Old Belize
1:30 PM - Old Belize Museum Tour
2:00 PM - Museum Tour ends
2:30 PM - Drop-off guests safety back at their location
# Safety Equipment

<table>
<thead>
<tr>
<th></th>
<th>(List all equipment needed for this tour)</th>
<th>Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire Extinguisher</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Seat Belts</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>Life Jackets</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Flare/Reflectors/Lights</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fire Axe (Optional)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Communication Device</td>
<td>✓</td>
</tr>
<tr>
<td>7</td>
<td>Tow Cable</td>
<td>✓</td>
</tr>
<tr>
<td>8</td>
<td>Tool Box</td>
<td>✓</td>
</tr>
<tr>
<td>9</td>
<td>Flash Light</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Adequate Sealed Drinking Water</td>
<td>✓</td>
</tr>
<tr>
<td>11</td>
<td>First Aid Kit</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Price (BZD $)</th>
<th>Tour Duration (HH:MM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$100.00</td>
<td>6 1/2 hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Minimum PAX for Tour</th>
<th>Maximum PAX for tour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>15</td>
</tr>
</tbody>
</table>

I hereby confirm that all information provided is true and correct according to the law of Belize.

Name of Applicant (Print): Sharma Archr
Signature: [Signature]
Date: 31st Aug, 2023
**ADDING A VEHICLE**

- The tour operator should provide, by email a complete Tour Operator Vehicle Decal Template with ALL the relevant information for the vehicle.
- This request can be done anytime during the year and is processed within 3 to 5 business days.

### TOUR OPERATOR
**VEHICLE DECAL TEMPLATE**

<table>
<thead>
<tr>
<th>Vehicles Owned (License Plate #)</th>
<th>Vehicles Rented (License Plate #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SC-1475</td>
<td>BZE-0142</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td>3</td>
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<td>19</td>
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<tr>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

I certify that all the information provided is true and correct according to the law.

Sharina Archer

2023-08-31
13:24:58-06:00
31st Aug, 2023
**ADDING A VESSEL**

- The tour operator should provide, by email, a complete Tour Operator Vessel Decal Template with ALL the relevant information for the vessel.
- This request can be done anytime during the year and is processed within 3 to 5 business days.

### TOUR OPERATOR VESSEL DECAL TEMPLATE

<table>
<thead>
<tr>
<th>Name of the tour operator:</th>
<th>Archers Tours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Owned Vessel(s):</td>
<td>1</td>
</tr>
<tr>
<td>Number of Rental Vessel(s):</td>
<td>1</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Vessels Owned (Registration #)</th>
<th>Vessels Rented (Registration #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sea Bird BZ-7840</td>
<td>Dreamer SC-6458</td>
</tr>
</tbody>
</table>

I certify that all the information provided is true and correct according to the law.

Sharima Archer  
Name of Applicant (Print)  
Signature  
31st Aug., 2023  
Date
LETTER OF AUTHORITY

I, ___________________________ of ___________________________
(Full Name as on identification) (Address)

with attached identification ___________________________
(valid passport or social security and number)

hereby authorize that my vehicle/vessel, with registration ___________________________
(registration or license number)

and insurance policy #____________________ dated ___________________________

and can be used for the transportation of guests under licensed Tour Operator ___________________________
(Owned and operated by ___________________________)

(Name of Registered Tour Operator)

DATED this ____________ day of _________________, 2021.

______________________________                         ___________________________
(Name in block letters of vehicle owner) (Signature of vehicle owner)

______________________________                         ___________________________
(Name in block letters of Tour Operator owner) (Signature of Tour Operator owner)

• The form should be submitted by the tour operator and not the tour guide.
• Input all information requested.
• Provide a copy of the owner’s ID.
Business Certification of Registration

C.A.T. BELIZE MAYALAND TOUR

Registration Number: 000017180
Former Registration Number: 25367
Individual is this day registered in the Register.

Dated this 15th of December 2015
Certificate No. CERT-REG-23/5441

Deputy Registrar,
Belize Companies & Corporate Affairs Registry
Company / Incorporation Certification of Registration with detailed extract about company
Company / Incorporation Certification of Registration with detailed extract about company

<table>
<thead>
<tr>
<th>SHAREHOLDERS</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full Name</td>
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</tr>
<tr>
<td>Nationality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
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<tr>
<td>Nationality</td>
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</tr>
<tr>
<td>Relation</td>
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</table>

<table>
<thead>
<tr>
<th>SHARE CAPITAL</th>
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</thead>
<tbody>
<tr>
<td>Authorized Shares Unlimited</td>
</tr>
<tr>
<td>Authorized Shares (Max)</td>
</tr>
<tr>
<td>Par Value</td>
</tr>
<tr>
<td>Share Capital</td>
</tr>
<tr>
<td>Share Capital (Par Value)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHARE DETAILS</th>
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</thead>
<tbody>
<tr>
<td>Class of Shares</td>
</tr>
<tr>
<td>Number of Shares</td>
</tr>
<tr>
<td>Shareholder</td>
</tr>
<tr>
<td>Class of Shares</td>
</tr>
<tr>
<td>Number of Shares</td>
</tr>
<tr>
<td>Shareholder</td>
</tr>
</tbody>
</table>

NOTE: Information printed from the Register is true and complete as per extract generation date and time. Please be advised to refer to Online Business Registry System for an up-to-date information regarding given business entity.
Rented Decals

TROPICAL EXCURSION & TOURS
(TO 02-113)
D-10164
Expiration Date: (December 31st, 2023)

SIRENIAN BAY RESORT & VILLAS
(TO 05-115)
Everything’s Gonna Be Alright
SC-1020
Expiration Date: (December 31st, 2023)
TOUR OPERATORS LICENSE

NOT TRANSFERRABLE/ASSIGNABLE
LICENSE NO. TO 022-161

WILD WORLD BELIZE

Owned by Christopher Sliviter & Wilfred Garbutt and
located at #1 Rockstone Pond Village, Belize
District, Belize

BEING QUALIFIED TO OPERATE, AND HAVING PAID THE FEE OF
TWO HUNDRED AND FIFTY DOLLARS, IS HEREBY LICENSED
UNDER THE BELIZE TOURISM BOARD (TOUR OPERATORS)
REGULATIONS, 1999, TO OPERATE AS A TOUR OPERATOR OFFERING
THE SPECIFIED TOUR PACKAGES AS PER THE ATTACHMENT, IN

DATED THIS SIXTEENTH OF AUGUST 2023.

LLOYD ENRIQUEZ
Chairperson
Tour Operator Committee
Tour Operators are only authorized to conduct the tours for which tour package templates are submitted.

The submitted tours are listed on the Tour Listing which is issued with the license.

Each vehicle/guide should have a copy of the tour listing for the tour operator when conducting tours to evidence that you are authorized to conduct the specific tour.
• The Tour Listing can be updated at any time during the year.

• To add a new tour to your list, kindly email your new tour package template to touroperator@belizetourismboard.org
TOUR OPERATOR REPLACEMENT FORM

SECTION 1 - General Tour Operator Information
Enter your tour operator name, location details, and contact information.

Tour Operator Name:
Owner(s) Name(s):
Address:
City/Town:
District:
Office Number:
Cell Number:
Email Address:
Website:

SECTION 2 - Tour Operator License Replacement Requirements
Ensure you have included the below requirements.

1. □ Police Report not older than 3 months
2. □ Payment of $50.00 BZD replacement license fee
SECTION 3 - Decal Replacement Requirements
Ensure you have included the below requirements for a decal replacement.

1. [ ] Police Report not older than 3 months
2. [ ] Complete vehicle decal template with a copy of the Vehicle Certificate of Registration and Passenger Liability Insurance (Full Policy)
3. [ ] Complete Vessel Decal Template with a copy of the Vessel Registration Certificate, Sea Worthiness Certificate, and Passenger Liability Insurance (Full Policy)
4. [ ] Rental Agreement and owner's biodata (if vessel or vehicle is rented)
5. [ ] Payment of BZE $10.00 each for replacement of decal fee

SECTION 4 - Declaration
Carefully read and sign the declaration below.

I hereby declare the following reason(s) for a license or decal replacement:

I deem my previous tour operator license or decal irretrievable and hereby apply for new license and decal for the current license period being year 20____. I hereby undertake to indemnify the Belize Tourism Board for any consequential issues that may arise from the use of the replacement license or decal in the place of the original.

Signature of Applicant

Date

Tour Operator Replacement
• Ensure that all mandatory fields on ALL pages of the application form are completed. Kindly ensure to submit all pages of the forms in PDF Format when applying or renewing.

• The tour operator fee remains at $250 per year. This fee is one of the requirements for your tour operator application. The payments should be made to your bank (online) bill pay and a copy of the payment should be submitted with your application with all the other supporting documents.

• For any email sent to the BTB, stakeholders are reminded to include the name of their Tour Operator in the subject line of the email. example  TOP – Archer’s Tours

• Applications would generally take 1 week to be processed once a complete application is submitted with ALL supporting documents.
ENFORCEMENT TEAM
IDENTIFYING APPROVED TOUR OPERATORS, TOUR GUIDES, VEHICLES & VESSELS
Some of the items checked during Enforcement Visits

- Tour Guide License
- Decals (owned or rented)
- Insurance – Passenger Liability
- Seaworthiness Certificate (vessels)
- Your tour Listing
- First Aid Kit
Contact: Mr Herman Blease
enforcement@belizetourismboard.org
Phone: 227-2420 ext. 255
64 Regent Street, Belize City
Belize
<table>
<thead>
<tr>
<th>Licensing Officer Name</th>
<th>Licensing Officer/ Assistant Email Address &amp; Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharima Archer - Officer</td>
<td><a href="mailto:Sharima.Archer@belizetourismboard.org">Sharima.Archer@belizetourismboard.org</a>&lt;br&gt;PH: (501) 227-2420 ext. 223</td>
</tr>
<tr>
<td>Mary Conners-Officer</td>
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QUESTION AND ANSWER SEGMENT
Thank you!!