



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



Know the facts.

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



REMINDERS OF BTB's PROCESSES

- 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.



REMINDERS OF BTB's PROCESSES

- 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 touropervisor@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.



ACCESSING THE TOUR OPERATOR APPLICATION FORM

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

Operator Application Form

Tour Operator Forms:

- Tour Operator Application Form
- Tourism Gold Standard Application Form
- Standard Operating Procedures Template
- Tour Operator Modification Form
- Tour Operator Vehicle-Vessel Agreement
- Tour Operator Detail Employee Template
- Tour Operator Tour Package Template



TOUR OPERATOR NEW APPLICATION FORM



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

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: 666-6666

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

| | |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application Form (signed and dated) |
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | Copy of your Proof of Citizenship or Permanent Residency |
| <input type="checkbox"/> | Original Police Record for all owners and/or shareholders |
| <input type="checkbox"/> | Completed Employee Template |
| <input type="checkbox"/> | Completed Tour Guide Template |
| <input type="checkbox"/> | Completed Tour Package Template (one template per tour) |
| <input type="checkbox"/> | Valid Tour Operator Insurance (Full Policy) – For ALL tours being offered |
| <input type="checkbox"/> | Valid Tour Operator Trade License (if the business is located in a town or city) |
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | Two (2) clear photographs of the business (one interior & one exterior) |
| <input type="checkbox"/> | One (1) passport-size photo of each owner/shareholder (certified by Justice of the Peace) |
| <input type="checkbox"/> | Original declaration stating that owner(s) have not filed bankruptcy within the past 5 years |
| <input type="checkbox"/> | Detailed Emergency Plan |
| <input type="checkbox"/> | Copy of deposit slip/payment receipt of \$250.00 from the bank |

Renewal Application

| | |
|--------------------------|--|
| <input type="checkbox"/> | Completed Application Form (signed and dated) |
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | Copy of your Proof of Citizenship or Permanent Residency |
| <input type="checkbox"/> | Original Police Record for all owners and/or shareholders |
| <input type="checkbox"/> | Completed Employee Template |
| <input type="checkbox"/> | Completed Tour Guide Template |
| <input type="checkbox"/> | Completed Tour Package Template (one template per tour) |
| <input type="checkbox"/> | Valid Tour Operator Insurance (Full Policy) – for ALL tours being offered |
| <input type="checkbox"/> | Valid Tour Operator Trade License (if the business is located in a town or city) |
| <input type="checkbox"/> | 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

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

SECTION 4 - TERMS & CONDITIONS

ALL LICENSED TOUR OPERATORS SHALL:

- Utilize only licensed tour guides and tour operators to execute tours.
- Maintain valid, licensed, and insured tour and safety equipment per the schedule below:
 - Fire Extinguisher
 - First Aid Kits
 - Seat Belts
 - Life Jacket
 - Flares/Reflectors/Lights
 - Fire Axe (optional)
 - Communication Device
 - Tow Cable
 - Tool Box
 - Flash Light
 - Adequate sealed drinking water.
- Be in possession of valid passenger liability insurance on all equipment and transportation vessels and/or vehicles at all times.
- Be in possession of valid public liability insurance inclusive of all tours executed at all times.
- Take all necessary steps to safeguard Belize's environmental, moral, historical, and cultural integrity.
- Continuously promote Belize as a leading destination for all guests.
- Maintain at all times appropriate personal appearance, hygiene and ensure that their employees do the same.
- Continuously and consistently exercise functions and responsibilities as a tour operator.
- Cooperate at all times with the Belize Tourism Board.
- Cooperate with the Tour Operator Committee whenever necessary for the development of tourism in Belize.
- Do not insult, abuse, or harass a tourist under his/her care, either through word or deed.
- 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.
- 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.
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 2755.
22. Licenses are non-transferable and non-assignable.
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

| | For Official Use Only | Date DD / MM / YYYY | Signature | Comments Actions |
|-------------------------------------|-------------------------|------------------------|---|--|
| <input type="checkbox"/> | Form received by BTB | |  | |
| <input checked="" type="checkbox"/> | Licensing Officer Check | |  | <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete |
| <input type="checkbox"/> | Licensing Manager | |  | <input type="checkbox"/> Approved <input type="checkbox"/> License <input type="checkbox"/> Denied |
| <input type="checkbox"/> | Printing Date | |  | |
| <input type="checkbox"/> | Database Update | |  | |
| <input type="checkbox"/> | Committee Review | |  | |



TOUR OPERATOR DETAILED EMPLOYEE TEMPLATE (ADMIN STAFF)

General Employee Information

Enter your employees' general information below.

| | First Name | Last Name | Nationality | Social Security No. | Permanent/ Temporary | License No. (Driver/Captain) |
|---|------------|-----------|-------------|---------------------|-------------------------|---------------------------------|
| 1 | Romy | Haylock | Belizean | 000045781 | Permanent | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

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

Sharima Archer



2023.08.31
12:48:52 -06'00'

Name of Applicant (Print)

Signature

TOUR OPERATOR DETAILED TOUR GUIDE TEMPLATE

Tour Guide Information

Enter your tour guides' information.

| | First Name | Last Name | Nationality | Social Security No. | Permanent/Temporary | License No. | License Type | Expiration Date |
|---|------------|-----------|-------------|---------------------|---------------------|-------------|--------------|-----------------|
| 1 | Evan | Young | Belizean | 000024568 | Temporary | 026-145 | Gen | July 2024 |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |

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

Name of Applicant (Print)

Signature

TOUR OPERATOR TOUR PACKAGE TEMPLATE

Required per tour:

Tour Number: 1 of 7


| | |
|--|------------------------------|
| Name of Tour | Altun Ha and Old Belize Tour |
| Type of Tour | Archeology/ Other |
| Archeology, Cave Tubing, Manatee Watching, River Tours, Snorkeling, Bird Watching, City Tours, Nature Trails, Sailing, Ziplining/Rappelling, Cave Exploring, Fishing, Rafting/Canoeing, Scuba Dining, 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 safely back at their location | |

| Safety Equipment (List all equipment needed for this tour) | | Confirm |
|---|--------------------------------|-------------------------------------|
| 1 | Fire Extinguisher | <input checked="" type="checkbox"/> |
| 2 | Seat Belts | <input checked="" type="checkbox"/> |
| 3 | Life Jackets | <input type="checkbox"/> |
| 4 | Flare/Reflectors/Lights | <input type="checkbox"/> |
| 5 | Fire Axe (Optional) | <input type="checkbox"/> |
| 6 | Communication Device | <input checked="" type="checkbox"/> |
| 7 | Tow Cable | <input checked="" type="checkbox"/> |
| 8 | Tool Box | <input checked="" type="checkbox"/> |
| 9 | Flash Light | <input type="checkbox"/> |
| 10 | Adequate Sealed Drinking Water | <input checked="" type="checkbox"/> |
| 11 | First Aid Kit | <input checked="" type="checkbox"/> |

| Price (BZD \$) | Tour Duration (HH:MM) |
|----------------------|-----------------------|
| \$100.00 | 6 1/2 hrs |
| Minimum PAX for Tour | Maximum PAX for tour |
| 1 | 15 |

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

Sharima Archr
Name of Applicant (Print)

 2023.08.31
13:18:10 -06'00'
Signature

31st Aug, 2023
Date

TOUR OPERATOR VEHICLE DECAL TEMPLATE

Name of the tour operator: Archer's Tours

Number of Owned Vehicle(s): 1 Number of Rental Vehicle(s): 1

*Copy of a valid Vehicle Certificate Registration/Title and Passenger Liability Insurance.

| | Vehicles Owned (License Plate #) | Vehicles Rented (License Plate #) |
|----|----------------------------------|-----------------------------------|
| 1 | SC-1475 | BZE-0142 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |

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

Sharima Archer

Name of Applicant (Print)



Signature

2023.08.31
13:24:58 -06'00'

31st Aug, 2023

Date

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 VESSEL DECAL TEMPLATE

Name of the tour operator: Archer's Tours

Number of Owned Vessel(s): 1 Number of Rental Vessel(s): 1

*Copy of a valid Vessel Certificate Registration Certificate, Sea Worthiness Certificate and Passenger Liability Insurance.

| | Vessels Owned (Registration #) | Vessels Rented (Registration #) |
|----|--------------------------------|---------------------------------|
| 1 | Sea Bird BZ-7840 | Dreamer SC-6458 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |

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

Sharima Archer

Name of Applicant (Print)



2023.08.31 13:28:52
-06'00'

Signature

31st Aug, 2023

Date

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.

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 _____

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 with short extract about the business


Belize Companies & Corporate Affairs Registry

BELIZE COMPANIES & CORPORATE AFFAIRS REGISTRY

CERTIFICATE OF REGISTRATION

The Belize Companies & Corporate Affairs Registry HEREBY CERTIFIES, pursuant to the BUSINESS NAMES ACT, CHAPTER 247 all requirements in respect of registration have been complied with.

C.A.T. BELIZE MAYALAND TOUR

Registration Number **000017180**


Former Registration Number **25198**

Individual is this day registered in the Register.

Dated this
15 of December 2015
Certificate No. CERT-REG-23/64641



Deputy Registrar
Belize Companies & Corporate
Affairs Registry


Belize Companies & Corporate Affairs Registry

BELIZE COMPANIES & CORPORATE AFFAIRS REGISTRY

SHORT EXTRACT ABOUT BUSINESS NAME

REQUEST INFORMATION

| | |
|----------------------------------|---------------------------------------|
| Business Entity Registration No. | 000017180 |
| Extract Date and Time | 20/04/2023 18:24:28 (time zone GMT-6) |
| Extract Ordered by | Nexus Consultancy Ltd. |

BUSINESS ENTITY PARTICULARS

| | |
|--------------------------|-----------------------------|
| Name | C.A.T. BELIZE MAYALAND TOUR |
| Business Entity Category | Individual |
| Former Registration No. | 25198 |
| Status | Active |
| Registration Date | 15/12/2015 |
| Accounting Date | 30/06 |

REGISTERED OFFICE ADDRESS

| | |
|----------|---|
| Address | Belize, Belize, San Pedro Town, Tres Coco North |
| Contacts | E-mail: c.a.belizemayalandtours@gmail.com Phone Number: [REDACTED] |


GENERAL NATURE OF THE BUSINESS

| | |
|-------------------------|---------------------------------|
| Business Activity Class | 7912 - Tour Operator Activities |
| Description of Activity | |
| Main Activity | YES |

OWNERS

| | |
|-------------|-----------------|
| Full Name | [REDACTED] |
| Nationality | Belizean |
| Relation | From 15/12/2015 |

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.



Deputy Registrar, Belize Companies & Corporate Affairs

1 of 1

Company / Incorporation Certification of Registration with detailed extract about company


Belize Companies & Corporate Affairs Registry

BELIZE COMPANIES & CORPORATE AFFAIRS REGISTRY

CERTIFICATE OF INCORPORATION

The Belize Companies & Corporate Affairs Registry HEREBY CERTIFIES, pursuant to the BELIZE COMPANIES ACT, 2022 all requirements in respect of incorporation have been complied with.

Nina's Pontiki Cruises Limited


Registration Number **000023830**

Private Company is this day incorporated in the Register.

Dated this
13 of June 2023
Certificate No. CERT-REG-23/33913




Deputy Registrar
Belize Companies & Corporate
Affairs Registry


Belize Companies & Corporate Affairs Registry

BELIZE COMPANIES & CORPORATE AFFAIRS REGISTRY

DETAILED EXTRACT ABOUT COMPANY

REQUEST INFORMATION

| | |
|----------------------------------|---------------------------------------|
| Business Entity Registration No. | 000023830 |
| Extract Date and Time | 04/07/2023 18:02:24 (time zone GMT-6) |
| Extract Ordered by | |

BUSINESS ENTITY PARTICULARS

| | |
|------------------------------------|--------------------------------|
| Name | Nina's Pontiki Cruises Limited |
| Business Entity Category | Private Company |
| Representative | |
| Status | Active |
| Registration Date | 13/06/2023 |
| Accounting Date | 30/06 |
| Business Operates Solely in Belize | YES |

REGISTERED OFFICE ADDRESS


| | |
|---------------|--|
| Address | Belize, Belize, Caye Caulker, 5 Front Street |
| E-mail: mail@ | Phone |
| Contacts | Number: |

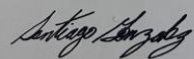
GENERAL NATURE OF THE BUSINESS

| | |
|-------------------------|---|
| Business Activity Class | 9329 - Other Amusement and Recreation Activities N.E.C. |
| Description of Activity | |
| Main Activity | YES |

DIRECTORS

| | | |
|---|-------------|-----------------|
| 1 | Full Name | |
| | Nationality | American |
| | Relation | From 09/06/2023 |
| 2 | Full Name | |
| | Nationality | Belizean |
| | Relation | From 09/06/2023 |




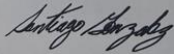

Deputy Registrar, Belize Companies & Corporate Affairs

1 of 2

Company / Incorporation Certification of Registration with detailed extract about company

| | |
|----------------------|-----------------------------|
| SHAREHOLDERS | |
| 1 | Full Name |
| | Nationality |
| | Relation |
| 2 | Full Name |
| | Nationality |
| | Relation |
| SHARE CAPITAL | |
| | Authorized Shares Unlimited |
| | Authorized Shares (Max) |
| | Share Capital Type |
| | Share Capital |
| SHARE DETAILS | |
| 1 | Class of Shares |
| | Number of Shares |
| | Shareholder |
| 2 | Class of Shares |
| | Number of Shares |
| | Shareholder |

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.

 
Deputy Registrar, Belize Companies & Corporate Affairs

2 of 2

Tour Operator Decals



Rented Decals



Tour Operator's License


BELIZE TOURISM BOARD
SECOND SCHEDULE (REGULATION 7)
BELIZE TOURISM BOARD
TOUR OPERATORS REGULATIONS

TOUR OPERATORS LICENSE

NOT TRANSFERRABLE/ASSIGNABLE

LICENSE NO. TO 022-161

WILD WORLD BELIZE

Owned by Christopher Siviter & 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
BELIZE UNTIL THE THIRTY-FIRST DAY OF DECEMBER, 2023.

DATED THIS SIXTEENTH OF AUGUST 2023.


LLOYD ENRIQUEZ
for CHAIRPERSON
TOUR OPERATOR COMMITTEE



CHAA CREEK INLAND EXPEDITIONS LICENSE # TO 092-001

This Tour Operator has been Licensed by the Belize Tourism Board (BTB) to carry out the following specified Tour Packages ONLY:

| Name of Tour | Type of Tour |
|-------------------|-----------------------------------|
| 1. Mainland Tour | ATM Cave- Cave Exploring |
| 2. Mainland Tour | Barton Creek- Cave Exploring |
| 3. Mainland Tour | Xunantunich – Archeology |
| 4. Mainland Tour | Caracol- Archeology |
| 5. Mainland Tour | Cahal Pech- Archeology |
| 6. Mainland Tour | Cave Branch Out Post- Cave Tubing |
| 7. Mainland Tour | Mountain Pine Ridge- Nature Trail |
| 8. Mainland Tour | Pon Poon Vaca Lake- River Tours |
| 9. Mainland Tour | Belize Zoo- Nature Trail |
| 10. Mainland Tour | RTV Safari Tour- Other |
| 11. Mainland Tour | Horseback- Other |

Kindly be reminded that as a licensed operator you are required to uphold the following duties of a tour operator, as per the Tour Operator Regulations (Section 8).

- (a) to utilize only licensed tour guides and tour operators;
- (b) to maintain valid, licensed and insured tour and safety equipment;
- (c) to be in possession of valid passenger liability insurance on all equipment at all times;
- (d) to take all necessary steps to safeguard the environmental, moral, historical and cultural integrity of Belize;
- (e) to maintain at all times, appropriate personal appearances and ensure that their employees do the same;
- (f) to maintain ethical standards at all times in the conduct of business with guests, visitors, and customers and not carry out malpractices which are contrary to the interests of such guests, visitors, and customers;
- (g) to cooperate with the Committee whenever this is necessary for the development of tourism in Belize;

- 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.

(k) It shall be the duty of license holder to comply with any Policy developed and approved by the Board from time to time.

License Expires: December 31, 2023


LLOYD ENRIQUEZ
for CHAIRPERSON
TOUR OPERATOR COMMITTEE

- 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 touropervisor@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

Signature of Applicant

Date

OTHER IMPORTANT NOTES

- 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



BTB'S ENFORCEMENT UNIT

Contact: Mr Herman Blease
enforcement@belizetourismboard.org

Phone: 227-2420 ext. 255
64 Regent Street, Belize City
Belize





Licensing Officers & Assistant

* touroperator@belizetourismboard.org / tourguide@belizetourismboard.org

| Licensing Officer Name | Licensing Officer/ Assistant Email Address & Phone # |
|------------------------------|---|
| Sharima Archer - Officer | Sharima.Archer@belizetourismboard.org PH: (501) 227-2420 ext. 223 |
| Mary Conners- Officer | Mary.Conners@belizetourismboard.org PH: (501) 227-2420 ext. 253 |
| Andrew Estell – Assistant | Andrew.Estell@belizetourismboard.org PH: (501) 227-2420 ext. 231 |



QUESTION AND ANSWER SEGMENT



