



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

TOUR GUIDE ASSOCIATION REGISTRATION FORM

Please read the following instructions carefully before completing your application:

- 1) All applying associations must submit a completed application form along with all required supporting documents to tourguide@belizetourismboard.org in order to be considered for recognition by the Belize Tourism Board (BTB).
- 2) Upon receipt and review of all required materials, the BTB will assess the submission and make appropriate recommendations regarding recognition status.
- 3) Recognition is valid for two (2) years. However, associations must maintain current and valid documentation at all times, as these may be requested at any time by the BTB.
- 4) Failure to provide up-to-date documentation upon request may result in the revocation of recognition before the two-year term is completed.
- 5) Only recognized associations are authorized to issue recommendation letters for the BTB Tour Guide Licensing Process.

SECTION 1 – General Information

Enter the association name, details, and contact information.

Association Name:

Existed before 2022: Yes No **Year Operation Commenced:**

Previous Name of Association:

Address:

Town/District:

Mailing Address:

Email Address:

Office Number:





SECTION 2 - Executive Membership Information

Enter accurate and up-to-date information for each executive member, ensuring all fields are filled clearly for official record keeping and communication purposes.

	Name	Physical Address	Position	Phone Number	Email Address	Term Duration	Date Elected
1							
2							
3							
4							
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12							
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15							





SECTION 3 - Association Membership Information

Enter the details of all current active members associated with this application.

	Member Name	Address	Tour Guide #	Phone Number	Signature
1					
2					
3					
4					
5					
6					
7					
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9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					





SECTION 3 - Association Membership Information (continued)

Enter the details of all current active members associated with this application.

	Member Name	Address	Tour Guide #	Phone Number	Signature
21					
22					
23					
24					
25					
26					
27					
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31					
32					
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35					
36					
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40					





SECTION 3 - Association Membership Information (continued)

Enter the details of all current active members associated with this application.

	Member Name	Address	Tour Guide #	Phone Number	Signature
41					
42					
43					
44					
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SECTION 4- MANDATORY REQUIREMENTS CHECKLIST

Below are the criteria necessary to register an Association with the BTB. Kindly ensure all supporting documents are submitted.

GENERAL
1. Completed Application Form (signed and dated)
2. 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)
3. PNG or JPEG copy of Association Logo or Emblem
4. Complete Association membership information (<u>use template</u>) with a copy of valid ID for each listed member (minimum threshold for membership is 25 Tour Guides).
CODES OF CONDUCT
5. Association must adapt and submit to the BTB Code of Conduct by which the membership is expected to abide. This should include: A. That all members must comply with any guidelines or recommendations issued the BTB or its Licensing Committees. B. The Code of Conduct should be aligned to the Laws of Belize and to the policies set by local regulatory agencies.
CONSTITUTION/BY-LAWS
6. Submit a copy of established Constitution, By Laws, or Articles of Association and these should include the following information: A. Purpose of Existence B. Elections Date C. Quorum D. Description of Duties and Responsibilities of the Board members E. Terms of the Office for the Committee; its duties and functions; and provisions for filling vacancies F. Conflict Resolution G. Minimum number of meetings H. Amendments to By-Laws I. New Members application process J. Penalties to members for offenses committed K. Fees L. Classification of members (if available) M. Voting Power N. Threshold on composition of membership O. Terms of Office for the Executive P. Conduct of business, meetings and relevant minutes and documentation Q. Financial administration and accounting systems



SECTION 4- MANDATORY REQUIREMENTS CHECKLIST (cont.)

Below are the criteria necessary to register an Association with the BTB. Kindly ensure all supporting documents are submitted.

MEETINGS
7. Copy of Meeting minutes and scheduled meeting dates should be provided. At minimum quarterly meetings should be held.
MANAGEMENT
8. Address and Photos of place of operation should be provided. It should be accessible to membership during normal working hours or at a time agreed upon by the Association.
RECORD KEEPING
9. The Association should submit the following records upon request (<u>done on a 6 months or yearly basis</u>): <ul style="list-style-type: none">- Financial Reports- Membership Application- Membership Profiles- Association Activities- Meeting Agenda and Meeting documents
CAPACITY BUILDING & PROFESSIONAL DEVELOPMENT
10. Copy of Budget <u>and</u> scheduled training of membership for a 2-year period.
11. Copy of <u>scheduled</u> Community Service, Mentorship, and Internships for member's development.

All supporting documents should be submitted in along with the PDF ApplicationForm to complete the application process.



SECTION 5 – DECLARATION

I declare that all information provided in this application is true, accurate and complete to the best of my knowledge. I have not withheld any information and understand any falsification is illegal and will disqualify my application.

Following should be completed by the President of the Association

Printed Name:

Signature Name:

Date:

FOR OFFICIAL USE ONLY

	For Official Use Only	Date DD / MM / YYYY	Signature	Comments Actions	
	Licensing Officer			Approved	Denied
	Director of Cruise & Capacity Development			Approved	Denied

Completed application should be submitted at Tourguide@belizetourismboard.org

