

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

# LIVE-ABOARD ACCOMMODATION APPLICATION FORM

Application Type: New Renewal **SECTION 1 - General Information** Enter company name. Name of Company: Previous Name (if any): **SECTION 2 - Contact Information** A. Office Details Enter office's details. DISTRICT AREA **Physical Address:** DISTRICT AREA Mailing Address: P.O. Box: \_\_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: **B.** Ownership Information Enter owner's information. Owner(s): Share % **Full Name/Company Name** Phone No. **Nationality Email** 

# C. Management Information

Enter Maritime Agent or Manager details for Live-aboard license.

Manager(s):

| Full Name/Company Name | Nationality | Email | Phone No. |
|------------------------|-------------|-------|-----------|
|                        |             |       |           |
|                        |             |       |           |
|                        |             |       |           |
|                        |             |       |           |
|                        |             |       |           |

# SECTION 3 - Employment Information

Enter employment infortmation and details.

|                                 | Male | Female |
|---------------------------------|------|--------|
| A) Number of Local Employees:   |      |        |
| B) Number of Foreign Employees: |      |        |

## **SECTION 4 - Total Cabin Information**

Enter cabin infortmation and details.

| A) Number of Vessels:      |  |
|----------------------------|--|
| B) Total Number of Cabins: |  |
| C) Total Number of Beds:   |  |

# **SECTION 5 - Required Documents**

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

# **Live-Aboard Requirements**

| Completed Signed Live-aboard Application Form                                    |
|--|
| Certified copy of Business Name Certificate of Registration                      |
| Certified copy of Detailed Extract for Business Name Certificate of Registration |
| Copy of Owner's Passport Biodata Page  |
| Certificate of Incorporation or Registration from the Companies Registry         |
| Certified copy of Certificate of Good Standing from the Companies Registry       |
| Certified copy of Certificate Detailed Extract from Companies Registry           |
| Copy of Passport Biodata Page for all Directors and Shareholders                 |
| Letter of Appointment & Authorization for the Manager                            |
| Manager's ID   |
| Residency or Work Permit for Foreigner (Managers only)                           |
| Emergency Preparedness Plan  |
| Declaration of Service Charge Scheme   |
| Public Liability Insurance   |
| Application Fee and License Fee  |

#### **SECTION 6 - TERMS & CONDITIONS**

- a. Your Live-aboard accommodation license is NOT transferable or assignable.
- b. Your Live-aboard accommodation license expires on October 31st and is to be renewed every 2 years by said date.
- c. You must be able to produce on the vessel:
  - i. Your Live-aboard Accommodation License.
  - ii. A sign requesting each guest to register using the Guest Registration Forms.
- d. Subject to the provisions of this Act, there shall be levied and paid a tax at the rate of 9% of all the accommodation charges in regards to lodging and ancillary services paid or payable.
- e. The BTB requires that on a monthly basis, on or before the 14th of every month, the Monthly Accommodation Tax Return (MATR), and the Guest Registration Forms (GRFs) should be submitted via email to <a href="mailto:taxes@belizetourismboard.org">taxes@belizetourismboard.org</a> to be entered and processed into the BTB system. Payment is also due on or before the 14th of every month and should be submitted via online banking through a transfer or the Bill Pay feature.
  - i. The MATR must be submitted monthly, whether the proprietor had guests or not, or whether the vessel was used or not. If there were no guests then the MATR should reflect a Zero.
  - ii. Your Control ID Number must be entered on your Monthly Accommodation Tax Return. The 8 digit alphanumeric ID consists of 3 alphabets and 5 numerals (e.g. ABD12345)
- f. Where Live-aboard accommodation is in default of the Monthly Tax Filing and/or Payment:
  - i. A Violation Ticket shall be issued in an amount that shall not exceed BZ\$10,000.00.
  - ii. A late penalty of a 10% on such tax will be charged to the Live-aboard accommodation.
  - iii. A further penalty of 5% on such tax will be applied each 30 days' period or part thereof during which such tax (together with late penalty) is in default.
  - iv. It shall be an offence and the Registrar can take the necessary steps, including Court proceedings for tax recovery.
- g. You are to keep proper accounts books and records in Belize, at the Liveaboard's office.
  - i. Maintain a register of guest prescribed by the Registrar with the GRF.
  - ii. Keep full and true accounts for all revenue and expenditures of operations.
  - iii. Retain all reservation and accounting documents for a period not less than five years.
- h. The Registrar or any person acting under the authority of the Registrar:
  - i. Has the power of entry and inspection of premises/vessel at all reasonable hours to inspect and examine premises, books and computer records.
  - ii. Has the power to call for any additional information considered necessary for verification of audit.
  - iii. Has the power to issue an assessment for any undeclared taxes or taxes in default.
  - iv. Can issue a violation ticket for offences committed against the Hotel and Tourist Accommodation Act in which a maximum penalty for an offense shall not exceed BZ\$10,000.00.
- i. Any changes made to the registry of your Live-aboard accommodation license must be communicated in the prescribed Account Modification form to the Registrar of Hotels and Tourist Accommodation no later than 7 days of the change.

#### j. The Registrar may suspend the license of a Hotel and Tourist Accommodation (Live-aboard) who:

- i. fails to renew its license for the current year.
- ii. fails to maintain the register of guests;
- iii. fails to comply with any directions issued by the Registrar from time to time;
- iv. fails to pay accommodation tax by the prescribed dates;
- v. fails to provide information called for by the Registrar;
- vi. fails to display the license, required signs, or any of the information required for guests.
- vii. obstructs any authorized person from inspecting the premises, records, documents or books of account required to be kept by this Act.

### k. The Registrar may cancel or deregister the license of a Live-aboard Tourist Accommodation who:

- i. fails to register the Live-aboard;
- ii. fails to obtain or renew a license;
- iii. fails to pay Live-aboard accommodation tax on the prescribed dates;
- iv. fails to pay correct Live-aboard accommodation taxes;
- v. fails to ensure that the premises/vessel are maintained in keeping with the minimum standards for health, safety, security and service.
- vi. If any of the proprietor's agent or employees are convicted of any criminal offense in relation to the premises under the proprietor's consent, encouragement, knowledge or aid, or if the proprietor knowingly and actively participated in the commission of such offense.

#### I. Upon suspension or cancellation of Live-aboard accommodation license, the Registrar:

- i. Shall inform proprietor of decision and reason with email.
- ii. Shall order Live-aboard tourist accommodation to be closed forthwith or on date specified.
- iii. Shall order the removal of all public signs and advertisements of Live-aboard accommodation.
- iv. Shall issue a public notice advising of the closure of such Live-aboard accommodation.

#### **SECTION 7 - DECLARATION**

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

| ii. Applicant's Signature:      |  |  |
|---------------------------------|--|--|
| iii. Applicant's Position:      |  |  |
| iv. Date:                       |  |  |
| v. Business Stamp/Company Seal: |  |  |

i. Applicant's Name (Print):

A \$25.00 non-refundable application fee must accompany this application.

## FOR OFFICIAL USE ONLY

| For Official Use Only                        | Date DD / MM /YYYY | Signature | Comments   Actions |                 |
|--|--------------------|-----------|--------------------|-----------------|
| Application Received                         |                    |           |                    |                 |
| Application Vetted by Compliance Officer     |                    |           | Complete           | Incomplete      |
| Compliance Controller<br>Review and Approval |                    |           | Recommended        | Not Recommended |
| Registrar Approval                           |                    |           | Approved           | Denied          |
| Database Update                              |                    |           |                    |                 |

| Application Fee Paid (BZD \$): | Date Paid:    | Receipt No.:  |
|--------------------------------|---------------|---------------|
| License Date:                  |               |               |
| License Number:                | License Year: | Control ID #: |