



FISCAL INCENTIVES APPLICATION

REGULAR PROGRAM

CHAPTER 54 LAWS OF BELIZE

A properly binded project proposal must be submitted in triplicate (3 copies) to the **Belize Trade and Investment Development Service (BELTRAIDE)** with the following supporting documents:

APPLICATION FORMAT

- I. Formal letter of application addressed to the Executive Director, BELTRAIDE
- II. Table of Contents
- III. Principals
- IV. Company Formation
- V. Corporate Vision and Mission Statements
- VI. Detailed Description of Project Undertaking
- VII. Marketing Plan / Description of Target Market
- VIII. Phases and Timeline of Project Development
- IX. Economic Benefits
- X. Architectural Concept Layout and Master Plan
- XI. Organizational Structure
- XII. Land Documentation
- XIII. List of Items for Duty Exemption
- XIV. Financing Requirements and Capital Investments
- XV. Financial Projections (Five Years Income Statement, Balance Sheet, P&L)
- XVI. Appendices
 - a. Environmental Checklist and/or Environmental Impact Assessment
 - b. Certificate of Incorporation, Memorandum and Articles of Association
 - c. Banker's References
 - d. Any other Supporting Documents (licenses, permits, etc)
- XVII. Commercial References

Fee Structure¹:

APPLICATION FEES		
Investment Size	Fee (\$BZD)	Fee (\$USD)
Below \$500,000.00	\$7,000.00	\$3,500.00
\$500,000.00 - \$1 Million	\$15,000.00	\$7,500.00
Above \$1 Million – \$5 Million	\$20,000.00	\$10,000.00
Above \$5 Million	\$30,000.00	\$15,000.00
PROCESSING FEES		
Annual Administration and Monitoring Fee	\$1,000.00	\$500.00
Publication Fee (two weeks)	\$800.00	\$400.00
Amendment Fee	\$3,500.00	\$1,750.00

Annual Administration and Monitoring Fee is payable upon approval and subsequently no later than January 31st of each year thereafter for the duration of the concession.

Publication Fee is payable upon approval for notification in a widely circulated newspaper.

An Amendment Fee is applicable only in instances where amendments or changes are requested for a statutory instrument.

Note:

- An invoice will be prepared stipulating ALL FEES payable immediately following notification of approval.
- Payments can be done via a company cheque or deposited into BELTRAIDE's Belize Bank Account No. 500-8547.
- All fees are NON-REFUNDABLE.

¹ Fees implemented under SI Number 19 of 2005, published 5th February, 2005.

PROTOCOL FOR FISCAL INCENTIVE APPLICATION

1. **Formal letter** of application addressed to Executive Director, BELTRAIDE. (All applications are to be properly binded in triplicate.)
2. **Table of Contents** depicting contents of project proposal.
3. **PRINCIPALS**
 - a. Name, Address and Nationality of Shareholders
 - b. Contact numbers and email address of “Official Contact Person”.
N.B. If an applying company has a company entity as one of its shareholders, the names of the principals of that company entity has to be submitted as well.
4. **COMPANY FORMATION**
 - a. Capital authorised and issued and affiliation to other firm(s).
5. **VISION and MISSION STATEMENTS**
 - a. Vision – should focus on the desired outcome of the project. It should inspire, energize, and create a vivid picture of the company’s ultimate goal.
 - b. Mission – represents the company’s purpose for existence. It may include socially meaningful and measurable criteria of moral & ethical positions, public image, target market, products/services being offered, and geographic region.
6. **DESCRIPTION OF UNDERTAKING**
 - a. Present as much details as possible regarding the operations of the business. When did the business start? What is the company’s core business? How does the company perform its core business? What products and services are offered? Describe the location of the business and its advantages. List the competitive advantages of the business.
 - b. In case of a manufacturing project, the articles to be manufactured, the manufacturing processes; type of machinery (new or used), and sketch of factory layout. State the expected level of output at the end of the first year of production. Estimate expected “Annual Output” at full production in quantity and value.
 - c. In case of an agricultural project: the commodities to be produced, the acreage involved, operational maintenance plans of the farm, sketch layout of the farm including buildings, sheds, roads, and acreage under production. State any special or innovative farming methods/techniques. State irrigation methods and describe use of fertilizers.
 - d. In case of hotels and accommodations: state the number of rooms, describe the layout of the rooms, explain any support services offered (i.e. restaurant, bar, internet, pool, gym, tours, trails, etc.). Architectural concept layout of facility.
 - e. Blueprints, photographs, architectural plans, concept layout regardless of type of project.

7. **MARKETING PLAN / DESCRIPTION OF TARGET MARKET**

- a. Discuss the product or service
- b. Explain pricing mechanism and strategy
- c. Explain promotional efforts (TV, radio, newspapers, magazines, internet, etc.)
- d. State the location of the business
- e. State current market share
- f. List export markets (if any)
- g. Discuss how products will be distributed within country, list agents.
- h. Detail specific target market – description and demographics of actual persons being targeted.
- i. Strategic positioning of the company and branding image of product/service – where and how will the company be positioned in the minds of the target market. Will you be high quality provider, or low-cost quality provider, low-cost provider, etc. How do you want the target market to view the company??

8. **PHASES and TIMELINE OF PROJECT DEVELOPMENT**

In a table format, detail the timeframe for each stage of development. For example set a timeframe for: land purchase, site preparation, initiate construction of building no. 1 and 2, initiate construction of factory and warehouse, complete construction, furnishing of facility, begin operations, any other future plans.

9. **ECONOMIC BENEFITS**

(A) Employment

- What is the expected employment at the end of the first year of operation and employment at full capacity?
- State any training arrangements/opportunities for employees.
- State housing arrangements for employees.
- State number of employees during Construction Phase.
- State number of Full Time and Part Time employees.
- State seasonal employees if any.
- State indirect employment created if applicable.
- If foreign expertise is needed please state:
 - I. how many employees;
 - II. the period of time they will work in the country;
 - III. and their field of specialisation.

(B) Estimated Foreign Exchange Earnings and/or Savings being generated. This is an estimate of all payments received in foreign currencies.

N.B. State in US dollars.

(C) Estimate of **Annual Payroll/Salaries to workers (in BZD\$).**

(D) Estimate **Annual Social Security Contributions (in BZD\$).**

(E) Estimate **Annual General Sales Tax Payments (in BZD\$).**

(F) Estimate **Annual Business Tax Payments (in BZD\$).**



10. ARCHITECTURAL LAYOUT and MASTER PLAN

- Insert copy of architectural concept layout of the facility.

11. ORGANIZATIONAL STRUCTURE

- Insert organizational chart showing hierarchy of the organization.

12. LAND DOCUMENTATION

- Insert copy of **Land Certificate** and **map** showing exact location.
- If land is not property of the company then present signed agreement between land owner and company showing arrangements to use property through rent or lease.

13. LIST OF ITEMS FOR DUTY EXEMPTION

- Insert comprehensive and detailed list of ALL items being sought for duty exemption under the Fiscal Incentives Program. *Note that not all items sought may be allowed for exemption*.
- Present in a **TABLE FORMAT** with three columns: **ITEM, QUANTITY,** and **UNIT COST.** (E.g. – Cement, 500 bags, \$23.00). **This list will need to be submitted electronically in Microsoft Excel Spreadsheet format.**

14. FINANCING REQUIREMENTS and CAPITAL INVESTMENTS

- Indicate source of funds whether loan or from personal savings.
- Insert Banker's Reference on official letterhead of financial institution.
- Indicate financing budget for investment purposes. (see sample list below, not all categories may apply).

✓ Purchase of Land	✓ Fixtures and Fittings
✓ Site Developments and Improvements	✓ Raw Materials for processing
✓ Buildings	✓ Office Equipment
✓ Infrastructure	✓ Vehicles
✓ Building Materials	✓ Boats and Aqua Sport Equipment
✓ Machinery and Equipment	
- State any royalties, commissions, or fees payable to external interests in connection with the project.

15. FINANCIAL PROJECTIONS

- Projections are to be prepared by a Certified Accountant.
- Prepare and insert a **Five-year Projected Income Statement, Statement of Cash Flows,** and **Balance Sheet.**
- Ensure that **Utilities, Payroll, General Sales Tax, Business Tax, Hotel Tax (if applicable), Social Security Contributions, and Marketing expenses** are included in income statements.





16. APPENDICES

(A) ENVIRONMENTAL CHECKLIST

- All applications must go through the environmental screening process, therefore the ENVIRONMENTAL CHECKLIST must be included in this submission.
- If an ENVIRONMENTAL IMPACT ASSESSMENT (EIA) has been done regarding the project then attach.
- “Environmental Clearance” **MUST** be obtained from the Department of the Environment.

(B) INCORPORATION DOCUMENTS – insert Certificate of Incorporation, Memorandum and Articles of Association.

(C) BANKER’S REFERENCES

(D) ANY OTHER SUPPORTING DOCUMENTS (Licenses, Permits, Etc.)

17. COMMERCIAL REFERENCES

- Including Bank(s), Solicitor(s), Accountant(s), etc.

1) Name:

Address:

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2) Name:

Address:

.....

3) Name:

Address:

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