



**MINISTRY OF TOURISM & CIVIL AVIATION**

**Office of the Registrar of Hotels & Tourist Accommodation  
Belize Tourism Board  
P.O. Box 325, No. 64 Corner of Regent and South Streets  
Belize City, Belize.  
Tel: (501) 227-2420 Fax: (501) 227-2423  
Email [dgrant@travelbelize.org](mailto:dgrant@travelbelize.org) Website [www.travelbelize.org](http://www.travelbelize.org)**

***Section 16 - Hotels and Tourist Accommodation Act  
Chapter 285 of the Substantive Laws of Belize  
Revised Edition 2003***

**DECLARATION FOR THE REGISTRATION OF A SERVICE CHARGE SCHEME**

**DO YOU COLLECT AND DISTRIBUTE SERVICE CHARGE?      YES       NO**

***If No, please fill the name of the business, sign the form at the bottom and submit.  
If Yes, kindly fill out the form completely, sign below and submit.***

Name of Hotel & Tourist Accommodation _____ Key/Control No. _____			Percentage of Service Charge collected from Guests _____ %						
Total number of Employees:	Number of Employees participating in the Service Charge Scheme _____	Number of Employees located and working in Belize _____	Number of Employees located and working outside of Belize _____						
Please Specify on which or what Guest Services are the “Service Charges” levied, collected and received			Specify if the Distribution & Manner of Payment of the Service Charge to employees is weekly _____, monthly _____, or within three weeks ____ of the end of the calendar month in which they were collected and received.						
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Weekly</td> <td style="padding: 2px;">Please indicate last &amp; next due date of payment</td> </tr> <tr> <td style="padding: 2px;">Monthly</td> <td style="padding: 2px;">Please indicate last &amp; next due date of payment</td> </tr> </table> <p style="text-align: center; font-size: small;"><i>(Please refer to Section 5 overleaf)</i></p>			Weekly	Please indicate last & next due date of payment	Monthly	Please indicate last & next due date of payment
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Monthly	Please indicate last & next due date of payment								
Please list the Names and Departments of those employees who will benefit from the Service Charge Scheme. Kindly indicate the percentage to be received by each and have employee sign as acknowledgement of same.									
Employee’s Name & Department	%	Signature	Employee’s Name & Department:	%	Signature				

Name & Signature of Proprietor / Employer

Name & Signature of Manager

**Hotels and Tourist Accommodation Act**  
**Chapter 285, Section 16 of the Substantive Laws of Belize**  
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**Part One – Section 2 – “Service Charge” means any money or other thing of value collected or received from a guest or customer of any hotel, tourist accommodation building, restaurant, café, nightclub or other place of entertainment or hospitality, which is in excess of the basic contractual liability of that guest or customer and is, or is purported to be, collected or received in respect of the quality of service afforded to that guest or customer, and without prejudice to the generality of the foregoing, includes any sum, whether calculated on the basis of a fixed percentage or otherwise, levied on the amount charged to such guest or customer and expressed to be in respect of service.**

**Part Three - Section 16 – Distribution of Service Charge**

- 16 – (1) Any Service Charges collected or received by the proprietor or employer from guests or customers shall be distributed among employees in accordance with the provisions of a scheme prescribed or registered under the provisions of this Section, and in the absence of any such scheme, by agreement with the employees.**
- (2) The Registrar may by regulations prescribe a formula to be used by all proprietors or employers, or all proprietors and employees of a certain class, for determining the distribution of Service Charges among employees.
  - (3) Where no regulations have been made in respect of any given proprietor or employer, or any class of proprietors or employers, the registrar may by agreement with that proprietor or employer, or class of proprietor or employers, register a formula to be used by that proprietor or employer, or class of proprietors and employers, for determining the distribution of Service Charges among employees.
  - (4) Any proprietor or employer who fails to comply with a formula imposed upon him by regulations made under subsection (2) or by registration under subsection (3) commits an offence.
  - (5) All Service Charges referred to in this section shall be distributed within three weeks of the end of the calendar month in which they were collected or received.
  - (6) Any proprietor or employer who fails to comply with section (5) commits an offence.
  - (7) **All proprietors or employers in any hotel or tourist accommodation, undertaking, trade or business where service charges to which this section applies are regularly received or collected from guests or customers shall keep accounts recording all such Service Charges received or collected, and the manner in which they were distributed.**
  - (8) Without prejudice to any other powers, the Registrar may upon demand inspect any accounts kept pursuant to subsection (7).
  - (9) Any proprietor or employer who fails to keep the accounts required under subsection (7), or who does not permit the Registrar to inspect them upon demand pursuant to subsection (8), commits an offence.
  - (10) Every person who commits an offence against this Section or any regulation made there under shall be liable to the same penalties as prescribed in Section 27 (1)