ACCOUNT MODIFICATION REQUEST FORM

Date Submitted: (dd/mm/yy) ___________________

To: Registrar of Hotels and Tourist Accommodation, I / We hereby submit a modification request to update the information registered for my/our Accommodation License issued to operate under the Hotels and Tourist Accommodation Act, Chapter 285 of the Substantive Laws of Belize – Revised Edition 2011.

Section 10 – Where any change occurs in any matter or thing relating to a hotel or tourist accommodation which necessitates any amendment of the particulars in the registration entry relating to such hotel or tourist accommodation, the registered proprietor shall forthwith give notice of such changes in writing to the Registrar and if such changes affect the license, shall return the license to the Registrar to enable him to make the necessary amendment in the register and the license.

Please complete all required information in PRINT. Mark an X for fields requesting update. Documentations are required for the changes made.

1. Type of Modification Request: (circle option) General Info | Contact Info | Temp Closure | Deregistration

2. General Information: (Mandatory Section: Fill all fields)

☐ a) Name of Hotel or Tourist Accommodation

☐ b) Location of Property: Street Address District

☐ c) Type or Category of Accommodation

☐ d) Total Registered Rooms or Units Number of New Units Requested

New Rooms Inspected: Yes | No Total New Registered Rooms or Units

3. Contact Information: (Section required if selected modification type)

☐ a) Mailing Address: PO Box Street Address District

☐ b) Accommodation Office No. Mobile No.

☐ c) Accommodation Website Email

☐ d) Name of the appointed Manager or Management Entity

☐ e) Management Phone No. Email

☐ f) Name of Owner / Ownership Company

☐ g) Owner(s) Phone No. Email

4. Temporary Closure: (Section required if selected modification type)

a) Date to commence Temporary Closure: (dd/mm/yy)

b) Date of reopening: (dd/mm/yy)

c) Reason for Temporary Closure

(Note: Filing a monthly nil return report will still be required)

Names of Proprietor(s) or Shareholders % of the Share(s) Nationality of the Proprietors or Shareholders Country of Residence

1. 

2. 

3. 


5. Deregistration: (Section required if selected modification type)
   a) Commencement date of Deregistration: (dd/mm/yy) _____________________________________________
   b) Reason for Deregistration:
      □ Personal Reason(s) ________________________________
      □ Sale of Property: New Owner Name ________________________
         New Owner Contact No. ___________________________ Email: ________________________________
      □ Business Not Profitable
      □ Insolvency
      □ Other: ______________________________________
      Official Use: Involuntary Reason:
      □ Non-compliance with taxes: QA comments __________________________
      □ Non-compliance with standards: Audit comments __________________________
   c) Do you have any outstanding taxes and fees?      Yes | No
      If yes, specify outstanding: Taxes ______________ Penalties ______________ Other _______________
      Specify outstanding period(s) _________________ Year ___________________
      Comments: ______________________________________
      (Note: A closing audit by BTB is required for verification and the original license must be returned to BTB)

6. Other Comments: _____________________________________________________________________________
   _________________________________________________________________________________________

Declaration   (An Authorization letter is required if a third party submits form)
I / We declare that the above given information is true and correct to the best of my/our knowledge.

Owner/Proprietor: Print Name ______________________ Signature ____________________ Date _______________
Manager:              Print Name ______________________ Signature ____________________ Date _______________
Business Stamp / Corporate or Company Seal:

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* Deregistration Required steps
Note: When completed, kindly submit this form to both Licensing at licensing@belizetourismboard.org and Taxes at taxes@belizetourismboard.org.