



FISCAL INCENTIVE PROGRAM

QUICK FACTS

The **Fiscal Incentive Program** aims to encourage genuine investment in Belize for both existing and prospective investors through the granting of Customs **duty exemptions**. The Program provides a legal and fiscal framework to stimulate productive economic activities that will ultimately contribute to the overall development of Belize.

APPLICATION FORMAT:

A project proposal must be bounded and submitted in 4 copies to BELTRAIDE. Supporting documents* include but are not limited to the following:

- Formal Letter of Application to the Executive Director
- Copy of Articles of Association and Memorandum of Association
- Excel Listing of Items requested for Duty Exemption
- Economic Benefits, Financial Statements, Environmental Checklist, local Banker's Reference/Statement, Phases of Development, etc.

*Contact BELTRAIDE for a comprehensive Application Protocols sheet.

DURATION OF APPLICATION PROCESS:

Approximately **60 working days**, upon full compliance of the stipulated Application Format.

CUSTOMS DUTY EXEMPTION

ELIGIBLE CATEGORIES	INELIGIBLE ITEMS
Building Materials & Supplies	Ammunition & Firearms
Specialized Tools	Articles of Woods
Plant, Machinery & Equipment	Forest Derivatives
Fixtures & Fittings	Expendables & Consumables (vary)
Office Equipment & Appliances	Management Vehicles
Utility & Transport Vehicles	Salvaged Vehicles
Agricultural Machinery & Supplies	
Raw Material & Packaging Material	
Marine Crafts	
Aircrafts & Spare Engines	
Spare Parts for qualified sectors	

COSTS OVERVIEW

CAPITAL INVESTMENT SIZE	APP/PROCESS. FEE	PUBLICATION FEE	ANNUAL ADMIN FEE
Below/Equal BZ\$100,000	BZD 100	BZD 400	BZD 100
Over BZ\$100,000 – BZ\$200,000	BZD 200	BZD 400	BZD 100
Over BZ\$200,000 – BZ\$300,000	BZD 500	BZD 400	BZD 100
Over BZ\$300,000 – BZ\$499,999	BZD 7,000	BZD 800	BZD 1,000
Over BZ\$500,000 – BZ\$1 million	BZD 15,000	BZD 800	BZD 1,000
Over BZ\$1 million – BZ\$5 million	BZD 20,000	BZD 800	BZD 1,000
Over BZ\$5 million	BZD 30,000	BZD 800	BZD 1,000

SME Program: The business can be a natural/legal person or an unincorporated entity. The business must have at least 51% Belizean ownership; employs not more than 15 persons; have an annual turnover not exceeding BZ\$500,000

REGULAR Program: Must be an incorporated entity under the Laws of Belize.

WHO QUALIFIES?

- (1) Company must be registered in Belize.
- (2) Business activities must provide benefits to the economy of Belize.
- (3) Government endorsed economic activities include the following:
 - * Tourism related activities
 - * Aquaculture, Fisheries
 - * Health Care
 - * Manufacturing
 - * Auto Rental
 - * Agriculture, Agro-processing, Forestry
 - * Arts, Crafts, Culture
 - * Computer, Information Technology
 - * Handicraft, Woodcarving, Jewellery Production

WHO DISQUALIFIES:

- * Security Companies
- * Condominium Development
- * Casinos
- * Time Shares / Fractional
- * Wholesalers / Retailers

For more information, visit our website www.belizeinvest.org.bz or feel free to contact us at (501) 822-3737 / 822-0175 or e-mail us at beltraide@belizeinvest.org.bz
 You can also find us at the address: #14 Orchid Garden Street, City of Belmopan, Belize, C.A.



**FISCAL INCENTIVE (SME) PROGRAM
CHAPTER 54 LAWS OF BELIZE**

A properly bounded Project Proposal must be submitted in **4 copies** to the **Belize Trade and Investment Development Service (BELTRAIDE)** with the following supporting documents:

Project Proposal Checklist

	Project Proposal Item	Status
1.	Table of Contents	
2.	Formal Letter of Application addressed to the Executive Director of BELTRAIDE	
3.	Executive Summary	
4.	Company Profile	
5.	Principals/Shareholders	
6.	Detailed Description of Undertaking, including Architectural Concept Layout & Master Plan	
7.	Marketing Plan	
8.	Phases and Timeline of Development	
9.	Economic Benefits <ul style="list-style-type: none"> a. Financial Projections (2 Year Income Statement, Balance Sheet, Cash Flow) b. Financing Requirements & Capital Investments c. Employment Numbers 	
10.	List of Items for Duty Exemption (Print & Electronic Copy)	
11.	Supplementary Documents (licenses, permits, commercial references, etc.) <ul style="list-style-type: none"> a. Land Documentation (Certificate or Lease Agreement) b. Environmental Clearance letter from the Department of the Environment c. Incorporation Documents (Certificate of Incorporation, Memorandum and Articles of Association) d. Banker's Reference and Statement (recent) e. Other (Building Permits, other permits, Licenses etc.) 	

PROJECT PROPOSAL CONTENTS

In compiling the proposal, kindly ensure that information provided is **accurate and complete**. The timeframe for revision greatly depends on the **thoroughness of the information** provided. More importantly, Government needs to be convinced that the **economic and social benefits** justify the granting of a Development Concession. Therefore, kindly note that protocols with uncertainties will be prompted for further elaboration.

The Project Proposal must include the following items:

- 1. Table of Contents.**
- 2. Formal letter of application addressed to the Executive Director of BELTRAIDE,** briefly justifying consideration for a stated period of development concession.
- 3. Executive Summary** giving a one-page summary highlighting all key aspects in the proposal.
- 4. Company Profile**
 - Company name and complete address
 - Sector/Industry
 - Product/Service (including capability/ capacity)
- 5. Principals / Shareholders**
 - Name, Address, Nationality, and the number of shares held by each Principal/Shareholder.
 - Copy of passport of all Principals/Shareholders of the Company.
 - Contact numbers and email address of the “Official Contact Person”.
 - If an applying Company has a Company entity as one of its shareholders, the names of the corresponding Principals of that Company entity must also be submitted as well.
- 6. Description of Undertaking**

Present as much details as possible regarding the operations of the business.
Some questions to answer:

 - When did the business start?
 - What is the company’s core business?
 - What products and services are offered?
 - Describe the location of the business and its advantages.
 - List the competitive advantages of the business.

- **Include Architectural Layout and Master Plan**
 - Insert copy of architectural concept layout of the facility (e.g., blueprints, site plans, floor plans.)
- **Guide for Specific Projects**
 - 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.
 - In case of an **agricultural project**: the commodities to be produced, the acreage involved, 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.
 - In case of **hotels and accommodations**: state the number of rooms, describe the layout of the rooms, estimated cost per room (Average Daily Rate or Average Rental Rate), explain any support services offered (i.e. restaurant, bar, internet, pool, gym, tours, trails, etc.).

7. Marketing Plan

- Discuss the product or service
- State the location of the business (attaching the respective area map, indicating where the premise is located and why the location is ideal)
- Discuss how products will be distributed.
- Provide description and demographics of target market.

8. Phases and Timeline of Development

In a table format, detail the timeframe for each stage of development and indicate the **capital investment** for each stage.

Sample:

	Month 1	Month2	Month 3	Month 4	Month Z
Site Preparation	X				
Facility Construction		X	X		
Purchase Machinery				X	
Furnishing of Facility				X	
Commence Operation					X

9. Economic Benefits

This includes the benefits that the proposed project will bring to Belize through employment, community development, education and training opportunities, revenues paid in to the Government, and income.

- **Five-year Projected Income Statement, Statement of Cash Flows, and Balance Sheet.**
- Indicate **source of funds** and insert **Banker's Reference** on official letterhead of financial institution, showing proof of stated source of funds.)

In a table format, summarize the following based on your financial projections:

Financial Projection Summary Table

Economic Benefits	Year1 (BZ\$)	Year 2 (BZ\$)
Payroll only		
Social Security Contributions		
PAYE Tax		
Business Tax		
General Sales Tax		
Hotel Tax		
Local & Int'l Marketing Efforts		
Foreign Exchange Earnings		
	Investment to Date	Year 1 (BZ\$)
		Year 2 (BZ\$)
Capital Investment		

Employment Projections

	# To Date	Year 1	Year 2
# Full-Time Employment			
# Part-Time Employment			

- **Other Community/social Interventions (if applicable)**

Outline activities/interventions indicating corporate social responsibility

10. List of Items seeking Duty Exemption

- Insert a comprehensive and detailed list of **ALL items** being sought for duty exemption under the Fiscal Incentives Program. Items description should be as specific as possible. Items not on this list will **not be allowed** for duty exemption.
- Rates of Duty must be included in the table. Consult with a Customs Broker for the corresponding rate for each of the items.
- *Note that not all items sought will be allowed for exemption, for example, wooden items and expendables.*

Present in a **TABLE FORMAT** with columns (sample):

CATEGORY	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE (BZ\$)	TOTAL PRICE (BZ\$)	RATE OF DUTY	TOTAL ESTIMATED DUTY (BZ\$)
Machinery & Equipment	Labeling Machine	each	2	3,000	6,000	5%	300
Building Materials & Supplies	Electrical wire	rolls	10	500	5,000	5%	250
Transport Vehicles	15-Seater Passenger Van	each	1	20,000	20,000	10%	2,000

11. Supplementary Documents

- **Land Documentation**
 - Insert copy of **Land Certificate** and **map** showing exact location.
 - If land is not property of the company, present signed agreement between land owner and company showing proof of arrangements to use property through **rent** or **lease**.
- **Environmental Checklist**
 - “Environmental Clearance” **MUST** be obtained from the Department of the Environment and attached to the Project Proposal.
 - All applications must go through the environmental screening process; therefore, the *ENVIRONMENTAL CHECKLIST* must be included in this submission.
- **Incorporation Documents**
 - Include Certificate of Incorporation, Memorandum and Articles of Association.
- **Commercial References (if applicable)**
 - Such as, Bank(s), Solicitor(s), Accountant(s), etc.
 - References can be submitted via independently sealed envelopes
- **OTHER (Building Permits, Other Permits, Licenses, Etc.)**
 - Trade License, Hotel License, Logging Permit, etc.

FEE STRUCTURE

APPLICATION FEES	
Investment Size	Fee (\$BZD)
Below/Equal BZ\$100,000	\$100.00
Over BZ\$100,000 – BZ\$200,000	\$200.00
Over BZ\$200,000 – BZ\$300,000	\$500.00
PROCESSING FEES	
Annual Administration and Monitoring Fee	\$100.00
Publication Fee (two weeks)	\$400.00

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. This applies to extension of time only.

Note:

- An invoice will be prepared stipulating **ALL FEES** payable immediately following notification of approval.
 - Payment of Application Fee: at Government's Treasury account (18017/12108/130/24)
 - Payment of Processing Fees: at BELTRAIDE's Belize Bank Account No. 500-8547.
- All fees are NON-REFUNDABLE.

ENVIRONMENTAL CHECKLIST

PURPOSE OF CHECKLIST

The **Department of the Environment (D.O.E.)** requests all public and private agencies, corporations and individual persons to consider the environmental impacts of a proposed project before making decisions.

In accordance with the Environmental Protection Act, an **Environmental Impact Assessment (E.I.A.)** must be prepared for all project proposals with potential adverse impacts on the quality of the environment.

The purpose of this checklist is to provide information to assist the proponent and the Government of Belize to identify impacts of a project proposal and to take adequate and practical measures to mitigate any adverse environmental effects that may result from the development. This checklist will also help the D.O.E decide whether an E.I.A. is required for the proposal.

INSTRUCTIONS FOR APPLICANTS

This environmental checklist asks you to describe some basic information about your proposal. The D.O.E. will use this checklist to determine whether the environmental impacts of your proposal are significant, requiring preparation of an E.I.A. Please answer the questions briefly, with the most precise information you know, or give the best description you can.

You must answer each question accurately and carefully, to the best of your knowledge. In most cases, you should be able to answer the questions from your own observations or project plans without the need to hire experts. If a question does not apply to your proposal, write "DOES NOT APPLY".

Complete answers to the questions now may avoid unnecessary delays in processing the application. Some questions ask about governmental regulations, answer these questions if you can, but if you encounter problems governmental agencies can assist you. The questions on the checklist encompass your entire project proposal, even if you plan to develop over an extended period of time or on separate parcels of land. You are required to attach any additional information that will help describe your proposal or its environmental effects. The D.O.E., to which you must submit this checklist, may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impacts.

TO BE COMPLETED BY THE APPLICANT

EVALUATION FOR AGENCY USE ONLY

Section I: BACKGROUND

1. Name of the proposed Project:

2. Name of Applicant:

3. Address and Phone Number of Applicant and Contact Person:

4. Date Checklist Prepared:

5. Proposed Timing or Schedule (Details of Project Phasing)

6. Do you have plans for future additions, expansion, or further activity related to or connected with the proposal? If yes explain.

7. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

8. Do you know whether applications are pending for government approvals of other proposals directly affecting the project and/or land area covered by your proposal? If yes, explain.

9. Give a complete description of you proposal, including proposal. State the size of the site and the size of the project to be developed.

10. List any governmental approvals or permits that will be needed for your proposal, if known.

11. Submit sufficient information for the D.O.E. to understand the precise location of you proposed project. If the proposal is to occur over a large area, provide the range or

boundaries of the site(s). Include: legal description, site plan, vicinity map, and topographic map, if reasonably available. (Attach available information to this question).

Section II: ENVIRONMENTAL ELEMENTS

1. EARTH

- a. General description of the site. For example: flat, rolling, hilly, steep slopes, mountains, specify other.
- b. What are the steepest slopes on the site (approximate percent of slope)?
- c. What general types of soils are found on the site (e.g. clay, sand, gravel, peat, mulch)? If you know the classification of agricultural soils, specify them and note any prime farmland.
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.
- e. Describe the purpose, type, and approximate quantities of any filling or grading proposed. Indicate type of fill and source.
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.
- g. Provide a cross sectional diagram of the soil profile.
- h. Proposed measures to reduce or control erosion, or other impacts to the Earth if any.

2. AIR

- a. What type of emissions to the air would result from the development during construction and when completed (e.g. dust, automobile, odors, industrial wood smoke). If any, generally describe and give quantities if known.
- b. Are there any off-shore sources of emissions or odor that may affect your proposal? If so, generally describe.
- c. Proposed measures to reduce/control emissions or other impacts to air, if any.

3. SURFACE WATER

- a. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.
- b. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.
- c. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.
- d. Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

- e. Does the proposal lie within a 10-year flood plain? If so, note location on the site plan.
- f. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

GROUND WATER

- a. Will ground water be withdrawn, or will water be discharged into ground water? Give general description, purpose, and approximate quantities if known.
- b. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (e.g. domestic sewage, industrial, containing the chemicals agricultural etc.). Describe the general size of the systems, the number of systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

WATER RUN OFF (Including Storm Water)

- a. Describe the source of runoff (including storm water) and the method of collection and disposal, if any (including quantities, if known). Where will the water flow? Will this water flow into other waters? If so describe.
- b. Could waste material enter ground or surface water? If so, generally describe.
- c. Proposed measures to reduce or control surface, ground, and runoff water impacts, if any. (attach type written response)

4. PLANTS

- a. List types of vegetation found on the site. Including: deciduous trees, evergreen trees, shrubs, grass, pasture crop or grain, wet soil plants, other types specify.
- b. What kind and amount of vegetation will be removed or altered?
- c. List threatened or endangered species known to be on or near the site.
- d. Show proposed landscaping, use of native plants, or other measures to preserve/enhance vegetation on the site, if any.

5. ANIMALS

- a. List any birds and animals which have been observed on or near the site or are known to be on or near the site. E.g. Birds, Mammals, Reptiles, Amphibians, Fish.
- b. List any threatened or endangered species known to be on or near the site.
- c. Is the site part of a migration route? If so, explain.
- d. Proposed measures to preserve or enhance wildlife, if any.

6. ENERGY and NATURAL RESOURCES

- a. What kinds of energy (electric, bottled gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.
- b. Would your project affect the potential use of solar energy by plans on adjacent properties? If so, generally describe.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

7. ENVIRONMENTAL HEALTH

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, which could occur as a result of this proposal? If so, describe.
- b. Describe special emergency services that might be required.
- c. Proposed measures to reduce or control environmental health hazards, if any.

NOISE

- a. What types of noise exist in the area which may affect your project (e.g. traffic, equipment operation, other)?
- b. What types and levels of noise would be created by or associated with the project on a short-term or long-term basis. (e.g. traffic, construction operation, other)? Indicate what hours noise would come from the site.
- c. Proposed measures to reduce or control noise impacts, if any.

8. LAND and SHORELINE USE

- a. What is the current use of the site and adjacent properties?
- b. Has the site been used for agriculture? If so, explain.
- c. Describe any structures on site.
- d. Will any structure be demolished? If so, explain.
- e. What is the current land use classification of the site?
- f. What is the current comprehensive plan designation of the site?
- g. If applicable, what is the current shoreline master program designation of the site?
- h. Has any part of the site been classified as an "environmentally sensitive area"? If so, specify.
- i. Approximately how many people will reside and/or work in this completed project?
- j. Approximately how many people would the completed project displace?

- k. Proposed measures to avoid or reduce displacement impacts, if any.
- l. Proposed measures to ensure the proposal is compatible with surrounding land uses and plans, if any.

9. HOUSING

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.
- c. Proposed measures to reduce or control housing impacts, if any.

10. AESTHETICS

- a. What is the tallest height of any proposed structure (s) not including antennae; what is the principal exterior building material being proposed?
- b. What views in the immediate vicinity would be altered or obstructed?
- c. Proposed measures to reduce or control aesthetic impacts, if any.

11. LIGHT and GLARE

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?
- b. Could light or glare from the finished project be a safety hazard or interfere with views?
- c. What existing off-site sources of light or glare may affect your proposal?
- d. Proposed measures to reduce or control light or glare impacts, if any.

12. RECREATION

- a. What designated and informal recreational opportunities are in the immediate vicinity?
- b. Would the proposal displace any existing recreational uses? If so, describe.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

13. HISTORIC and CULTURAL PRESERVATION

- a. Are there any places or objects listed on, or proposed for, national, or local preservation registers known to on or next to the site? If so, generally describe.
- b. Generally describe any landmarks or evidence of historic, archeological, scientific, or cultural importance known to be on or next to the site.
- c. State proposed measures to reduce or control impacts, if any.

14. TRANSPORTATION

- a. Identify public streets and highways serving the site, and describe proposed distance of the existing street system. Show on site plans, if any.
- b. Is the site currently served by public transit? If not, what is the approximate distance to the nearest transit stop?
- c. How many parking spaces would the completed project have? How many would the project eliminate?
- d. Will the proposal require any new roads or streets, or improvements to existing roads and streets, not including driveways? If so, generally describe (indicate whether public or private).
- e. Will the project use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.
- f. How many vehicular trips per day would be generated by the completed project? If known, indicate when peak volumes would occur.
- g. Proposed measures to reduce or control transportation impacts, if any.

15. PUBLIC SERVICES

- a. Would the project result in an increased need for public services (e.g. fire protection, police protection, health care, schools, other)? If so, generally describe.
- b. State proposed measures to reduce or control direct impacts on public services, if any.

16. UTILITIES

- a. Please indicate utilities currently available at the site: electricity, fuel, water, refuse service, telephone, sanitary sewer, septic system, other.
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

17. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the Department of the Environment is relying on them to make its decision.

Signature: _____

Print Name: _____

Date: _____