



Accounting Records Declaration Form

This form should be completed by a director or manager of the Company.

Company Name: _____

1. Belize Law require that Accounting Records of each Company/ Business are kept within Belize at its registered office.

i. Person responsible for maintaining the accounting records:

Name: _____

Position: _____

Contact Number: _____

Email Address: _____

I, the undersigned, hereby declare and confirm that the information provided in this form is true, complete, and accurate to the best of my knowledge and belief. I further acknowledge, in accordance with the applicable laws of Belize, that:

- i. If the Company does not have a registered office in Belize, its accounting records must be kept at the office of its registered agent in Belize.
- ii. The accounting records must be accurate, reliable, and sufficient to explain and document the Company's financial transactions and financial position.
- iii. The Company is required to maintain and retain its accounting records and supporting documentation for not less than five (5) years following the closure of an account, the end of a transaction, or the termination of a business relationship, as applicable.
- iv. If any information provided in this form changes, including the location where the accounting records are maintained or the person responsible for maintaining the records, I will notify the Registered Agent promptly and, where applicable, within fourteen (14) days.
- v. The accounting records must be maintained in a manner that is easily retrievable and must be provided to the registered office or Registered Agent, as applicable, so that they may be made available to a competent authority in Belize upon request within the time specified in such request.

- vi. The Company may be subject to annual statutory filing obligations in Belize, including the filing of a Financial Statement Return, Annual Tax Return, Business Tax Returns, and/or other prescribed filings, as applicable to the Company's legal, regulatory, and tax status, notwithstanding that the Company may be dormant or inactive.

Name: _____

Signature: _____

Position/Capacity: _____ **Date:** _____

FOR INFORMATION PURPOSES ONLY

Types of Records to Maintain at Your Registered Office Address

If your company conducts any operational business and generates income in Belize, the following records should be maintained:

- **Financial statements (e.g., income statement, balance sheet)**
- **General and subsidiary ledgers**
- **Sales slips, invoices, and receipts**
- **Contracts related to financial obligations or business transactions**
- **Records of assets and liabilities**
- **Logs of sums received and expended**
- **Records of purchases and sales of goods/services**