

Checklist on Requirements for Renewal of an IFS¹ Licence

Applications for the renewal of a licence:

Instructions:

- A. *Y and N/A stands for Yes & Not Applicable, respectively;*
- B. *The application for the renewal of an IFS licence must be submitted electronically to applications@ifsc.gov.bz. An application will be considered **'not received'** if it is forwarded to an email address other than applications@ifsc.gov.bz.*
- C. *The relevant supporting documentation must be arranged in the sequence outlined below, as applicable.*
- D. *Applications for renewal of an IFS licence must be **complete**.*

Name of Licensee (the 'Applicant'):		Tick (✓) one of the two options		Official Use Only
		Y	N/A	
No.	Items			
1	Cover letter signed by the applicant's Director, stating the type(s) of licence(s) being applied for renewal, together with the licence duration and whether the renewal fee(s) will be paid upfront or annually, providing that the Director General approves the licence(s) for a fixed period exceeding one (1) year.			
2	Notarised Licence Renewal Application Form (A)			
3	Licence Renewal Application Form (B) (must accompany ALL relevant annexures to this Form)			

¹ See the Schedule of the International Financial Services Commission Act, Chapter 272, Revised Edition 2011 for the list of international financial services, save and except a licence to act as a Manager and/or administrator of Mutual Funds which is not subject to renewal.

4	Copies of Due Diligence Checks (Attach full details of the reason for any negative search)			
5	Other Requirements:			
	i. Applicant's Certificate of Good Standing issued by the relevant corporate and company affairs registry in Belize			
	ii. Completed Payment Information Form (PIF) and annex relevant supporting documentation to the PIF (if appropriate).			

Note:

1. The applicant entity or individual must be fully in compliance with its reporting obligations.
2. A late application fee of five percent (5%) will apply where an applicant does not submit its complete application package on or before 31st December. For example, if the licence fee for the relevant service/activity being applied for is US\$5,000.00, a late application fee of US\$250.00 will apply in the case in which the Commission receives the complete application package any time in January. Where the complete application package is received in February, the late application fee for February will be $\$5,250.00 \times 0.05 = 262.50$, bringing a total of US\$512.50 late application fee, after adding both late application fees for January and February.

OFFICIAL USE ONLY	
Application Status: Complete	Incomplete
General comments and observations:	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
Received By: _____ Date: _____	