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| **Form INV2 Project Concept Note Guideline**  **Introduction**  Dear Prospective Client,  Greetings from our team at BelizeINVEST, a unit of the Belize Trade and Investment Development Service (BELTRAIDE), serving as the national investment promotion and business development agency, under the Ministry responsible for Investment, Trade and Commerce of the Government of Belize.  In further facilitating your development interest in Belize, we hereby request the completion of the following **Form** **INV2 - Project Concept Note Guideline**. This form serves as an initial tool that is intended to enable our team to further determine applicable support services and investment incentives per standing legislations and the priority sectors for investment.  Please note that your technical responses and any documents submitted as a part of the project concept are kept confidential. Additionally, kindly note that concepts submitted must be legally permitted in accordance with the laws of Belize. This form does not seek to grant any approvals herein as each investment may be subject to further feasibility studies and/or due diligence in advancement.  We look forward to working with you in advancing your development interest in the best way possible.  Sincerely,  Team BelizeINVEST (BELTRAIDE)  **Project Concept Note Checklist**  Please note that the following supplementary documents are required for the project concept note submission:   |  |  | | --- | --- | |  | Completed Form INV2 – entails the completion of the following Form INV2 and the required components indicated herein. | |  | Contact Passport Biodata Page – entails providing a clear color copy of the passport biodata page for the official project contact as indicated in the project concept note. | |  | Shareholder(s) Passport Biodata Page(s) – entails providing a clear color copy of the passport biodata page for the primary listed shareholder(s) / project principal(s) (i.e. the natural persons) as indicated in the project concept note. If no company has been incorporated to date, this requirement is not applicable at this time; however, the requirement above still stands. |   Additional optional supplementary documents and annexes can be submitted in supporting the project concept indicated within the form.  Date Completed: Click here to enter a date. |

**\* = Required Fields**

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| **Part 1** | **\* Official Project Contact Details** | |
| **\* Full Name**: First Name, Middle Name, Last Name | | |
| **\* Email Address**: Enter Text Here | | **SKYPE ID**: Enter Text Here |
| **\* Work Phone**: Enter Text Here | | **\* Mobile Phone**: Enter Text Here |
| **\* Home City / Country:**  Enter Text Here | | |
| **Position**: Enter Text Here | | **Company Name**: Enter Text Here |
| **Briefly elaborate the company’s background and previous track record:**  Begin Typing Here | | |
| **Briefly describe the company’s core economic activities including product / service offerings:**  Begin Typing Here | | |

Kindly provide a clear color copy of the **passport biodata page** for the contact person indicated above

**\*(Required)**

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| **Part 2** | **Ownership Profile (Where Available)** | | | |
| **\* Company Established in Belize to date?** Choose an item. | | | | |
| **If “Yes” to the above, kindly provide the below:** | | | | |
| **Company Name**: Enter Text Here | | | **Year Established**: Enter Text Here | |
| **Company Type:** Chapter 250 – Company Incorporated in Belize Chapter 247 – Company Registered in Belize | | | | |
| **SHAREHOLDER IDENTIFICATION** | | | | |
| **Full Name:** | | **Nationality:** | | **Number of Shares / Percentage:** |
| 1. Ex: John Smith | | Ex: American | | Ex: 5,000 shares |
| 2.Enter Text Here | | Enter Text Here | | Enter Text Here |
| 3. Enter Text Here | | Enter Text Here | | Enter Text Here |
| 4. Enter Text Here | | Enter Text Here | | Enter Text Here |
| 5. Enter Text Here | | Enter Text Here | | Enter Text Here |
| 6. Enter Text Here | | Enter Text Here | | Enter Text Here |

Kindly provide a clear color copy of the **passport biodata page(s)** for the primary listed shareholder(s) / project principal(s) indicated above (i.e. the natural persons).

**\*(Required where a company has been established)**

Kindly Submit Certificate of Incorporation or Certificate of Registration **(Where Available)**

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| **Part 3** | **\* Project Overview** |
| **\* Name / Title of Proposed Project:** Enter Text Here | |
| **\* DESCRIPTION OF UNDERTAKING** | |
| **\*Describe the scope of the project and associated business model**  Begin Typing Here | |
| **\* Describe the products / services to be offered**  Begin Typing Here | |
| **\*Describe the inputs and source of inputs required to offer the above**  Begin Typing Here | |
| **\* Describe the intended project location and competitive advantages (where available)**  Begin Typing Here | |

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| **\* MARKETING STRATEGY** |
| **\*Describe the current market demand for the product or service in providing a project justification**  Begin Typing Here |
| **\* Identify the primary target market for the product / service indicated above**  Begin Typing Here |
| **\* Target Market Distribution:**   |  |  | | --- | --- | | **Market** | **Percentage (%)** | | (1) Local (Belize) | 00 **%** | | (2) Foreign (Export) | 00 **%** | | **(3) Total** | **100%** | |

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| **\* PHASES OF DEVELOPMENT** | | |
| **Phase** | **Activities** | **Total Est. Capital Investment (BZD)** |
| 1. | Ex: Planning, Infrastructure Works, Construction, etc. | $ 00.00 |
| 2. | Enter Text Here | $ 00.00 |
| 3. | Enter Text Here | $ 00.00 |
| 4. | Enter Text Here | $ 00.00 |
| 5. | Enter Text Here | $ 00.00 |
|  | **Total Project Investment Size (BZD)** | **$ 00.00** |
| Note that 1 USD = 2 BZD | | |
| **\* Estimated Project Commencement Date:** Click here to enter a date. | | |
| **\* Estimated Timeframe of Development:** XX months / XX years (Construction to Operation) | | |

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| **\* ECONOMIC BENEFITS** |
| **\*** **Kindly describe the socio-economic benefits of the project to Belize inclusive of but not limited to the following:**  Corporate Social Responsibility (CSR) Initiatives  Knowledge / Technology Transfer through Training  Local Market Expansion / Diversification  Positive Direct / Indirect Impacts of the Project to Belize  Other contributions to the community and / or society  Begin Typing Here |
| **\* Total Estimated Employment:**   |  |  | | --- | --- | | **Employment** | **Number of Jobs** | | (1) Local (Belizean) | 00 | | (2) Foreign | 00 | | **(3) Total** | **00** | |

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| **Part 4** | **\* Investment Status Overview** | |
| **\* Primary Drivers to Invest in Belize:**  Access to New Markets Cost Reductions Competitive Advantages Other: (Specify Here) | | |
| **\* FINANCIAL STATUS** | | |
| **\* Investment Details:**   |  |  | | --- | --- | |  | **Total (BZD)** | | (1) Total Capital Available | 00.00 | | (2) Total Capital Outstanding | 00.00 | | **(3) Total Project Investment** | **00.00** |   **Note: 1 USD = 2 BZD** | | **\* Sources of Financial Capital:** (matching Total Investment)  Owner’s Personal Funds: BZD $(Insert Total Here)  Equity Contributions: BZD $(Insert Total Here)  Debt Contributions: BZD $(Insert Total Here)  Other: (Specify Here) BZD $(Insert Total Here)  **Note: 1 USD = 2 BZD** |
| **Note:** Proof of **source of funds** will need to be provided and addressed to BELTRAIDE to advance any given investment incentive application. These can include the following but are not limited to:   1. Official banker reference(s) with closing balance 2. Official letter(s) validating line(s) of credit 3. Other supporting documents to be specified by the Developer | | |

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| **\* PROPERTY DETAILS** | | |
| **Status:**  Available  Not Available  In Progress | **Scope (where available):**  Property Size: (in Acres) - (Specify Here)  Property Location: (Specify Here)  Property Type: (Specify Here)  Can include commercial, agricultural, industrial or a combination of the above. | **Access to Property via:**  Lease Agreement  Title  Other: (Specify Here)  Name of Owners: (Specify Here) |
| **Note:** Where **proof of access to property** is available, kindly attach supporting documentation. | | |
| **Any Additional Clearances and Supporting Documents for the Project:**  This entails any additional justifications that make the project viable and competitive as a venture in Belize. These can include:  Environmental Clearance from the Department of Environment (DOE) for the project  Central Building Authority Clearance for the project  Property Detail Designs via Master Plans / Renderings  Letters of Support from Government or associated entities  Letters of Intent (LOI) from current or prospective clients  Feasibility Studies Conducted  Other Supporting Documents: (Specify Here) | | |

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| **Part 5** | **\* Support Seeking Consideration from the Government of Belize (GOB)** | |
| **\* Business Development Support:** (To seek)  Business Establishment Guidance  Project Validation Research and Support  Connections with Project Specific Stakeholders in Belize  Access to Human Resources / Skillsets  Market Access / Trade Support  Other: (Specify Here) | | **\* Investment Incentive / GOB Support**  None  Fiscal Incentives Program  Export Processing Zone Program  Other Customized Government Support: (Specify Here) |
| **Note:** The Government of Belize (GOB) through BELTRAIDE and the Ministry responsible for Investment, Trade and Commerce offers various investment incentive programs for priority investment sectors. These can apply to your project and would require the completion of the Program’s respective application checklist. Kindly contact our team at [investment@belizeinvest.org.bz](mailto:investment@belizeinvest.org.bz) for more information on investment incentives. Below is a summary of the two (2) main programs administered by BELTRAIDE:  **(1) Fiscal Incentives Program** – Grants customs duty exemptions, inclusive of solely the import duty and revenue replacement duty for a development period to be approved by Cabinet in the priority sectors for investment. Materials that can be imported include: building materials and supplies, specialized tools, plan, machinery and equipment, fixtures and fittings, office equipment and appliances, utility and transport vehicles, agricultural machinery and supplies, raw material and packaging material, marine crafts, aircrafts and spare engines and spare parts.  **(2) Export Processing Zone Program** – Grants a full-fledged tax holiday including customs duty exemptions for a period to be approved by the EPZ Committee. The EPZ program places key emphases on value-adding activities for the export market such as agro-processing, manufacturing, assembling and data processing.  Kindly indicate specifically any other areas of Government Support being sought for the project in Part 5 above if applicable. | | |

Thank you for completing the form above. Our team will be contacting you shortly on the next steps.