

## EXPORT DOCUMENTS

**Currency Declaration Form (also known as Exchange Regulation Form or XCH2 Form)** - issued by the Central Bank of Belize and must be filled out to address the treatment of financial transactions between residents and non-residents involved in exports.

**Customs Declaration Form (Form C100)** - prepared by a customs broker and must be submitted to Belize Customs & Excise Department for all goods and merchandise being exported from Belize.

**Commercial Invoice** - prepared by the exporter or their customs broker which takes into account requirements for commercial invoice in the export destination.

**Export License/Permit** - granted by the Belize Bureau of Standards that grants the licensee the right to export to a specific country. This application is done online and sent to the Bureau of Standards.

\*For Marine Products an Export Permit is granted by the Belize Fisheries Department.

**Certificate of Origin** - certified by the Belize Customs and Excise Department and used to certify the origin of the exported good. There are two forms, one for the exportation of goods to CARICOM, and the other for the exportation of goods to the European Union.

**Sanitary and Phytosanitary Certificate** - issued by the Belize Agricultural Health Authority (BAHA) and are essential for the exportation of plant, animals, animal products, and food products.

\*Note: An Export License, Customs Declaration Form, Commercial Invoices, Currency Declaration Form, and Certificate of Origin are compulsory for all goods being exported. In Addition:

- For Food, plant or animal products a Sanitary and Phytosanitary certificate is necessary.
- For Marine Products a Fisheries Export Permit is needed with the addition of a CITES Certificate for Conch.
- For Wood or Forest products a Export License from the Forest Department is needed. Rose Wood and Mahogany in addition to the Forestry Export License a CITES Certificate is also required

## CONTACT INFORMATION

### **Belize Bureau of Standards**

Constitution Drive  
3rd Floor Diamonds Building  
City of Belmopan, Cayo  
Phone: +501-822-0446

### **Belize Customs & Excise Dept.**

Customs House, Port Loyola,  
Belize City  
Phone: +501-223-7092/93

### **Belize Fisheries Dept.**

Princess Margaret Dr,  
Belize City  
Phone: +501-224-4552

### **Central Bank of Belize**

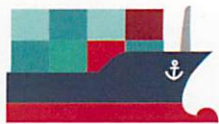
Gabourel Lane  
Belize City  
Email: [info@centralbank.org.bz](mailto:info@centralbank.org.bz)  
Tel: +501-223-6194

### **Belize Agriculture and Health Authority**

Belize City - St. Joseph Street  
Tel: +501-224-4794/4457 OR  
Cayo District - Central Farm  
Tel: +501-824-4899/4872



# EXPORT PROCESS & DOCUMENTS



01

## IDENTIFY EXPORT MARKET/BUYERS

Typically done through trade shows, trade mission or referrals.



## NEGOTIATE FOR EXPORT CONTRACT

02

Starts with a business offer. Samples are shipped and later purchase order is confirmed.

03

## PREPARE GOODS FOR EXPORT

Proper labeling and packaging of goods must be done according to standards. Final arrangements with shipping lines must be confirmed.



## PROCESS EXPORT DOCUMENTS & TRANSPORT GOODS

04



SEE MORE DETAILS ON REVERSE SIDE