

## INACTIVE EMPLOYER / CLOSURE OF BUSINESS

- An Employer must notify the Social Security Board once their business is temporary or permanently closed.
- A 'CLOSURE' application form must be submitted to the Social Security Board branch office.
- The actual date of inactivity or closure of the business must be provided as this information will be used to calculate any amounts to be paid or payable at the time contributions are due.
- The Employer or Employer's Representative must provide a reason for inactivity or closure.
- Failure to submit the correct closure date and reason for closure may lead to court action, garnishment or distress, i.e. if an employee claims a benefits and there is incorrect information on behalf of the employer.
- The total contributions payable up to the date of business inactivity or closure must be paid in full to avoid any delays in claims and payments to employees

## CONNECT WITH US:

### SSB Branch Offices:

#### **Belize City**

+501.223.6677/ +501.224.5025

#### **Belmopan**

+501.822-0085/ +501.822.0086

#### **Corozal**

+501.422.2276/ +501.422.3305

#### **Dangriga**

+501.522.2101/ +501.522.3393

#### **Independence**

+501.523.2083

#### **Orange Walk**

+501.322.2217/ +501.322.0220

#### **Punta Gorda**

+501.722.2076

#### **Placencia**

+501.523.3619

*(Tuesday/Thursday)*

#### **San Pedro**

+501.226.2625/ +501.226.3659

#### **Santa Elena**

+501.824.2178/ +501.824.2708

- 📌 **ssbbelize**
- 🌐 **[www.socialsecurity.org.bz](http://www.socialsecurity.org.bz)**
- ✉ **[info@socialsecurity.org.bz](mailto:info@socialsecurity.org.bz)**
- 📞 **+501.639.5745 (Messages Only)**
- 📺 **SocialSecurityBoard,Belize**



SOCIAL SECURITY BOARD

# EMPLOYERS



An Employer is any person, business or organization who employs a person or persons (including spouse) fourteen (14) years and older to work eight or more hours in a contribution week (Monday to Sunday).

An Employer shall not employ any person who has not been registered with Social Security Board. Only registered persons in possession of a valid social security card indicating that such card is "**Valid for Employment**" should be employed.

## TO REGISTER:

Registration for the below ownership types and categories must be done in person at any Social Security Board branch office or online:

1. Register within seven (7) days of employing your first employee.
2. Submit a complete application form to Social Security Branch Office.
3. Submit a listing of all employees. The listing may be provided within fourteen (14) days after registration or at the time of application submission by completing the **Employer List (RIA) Form**.

Upon registration, the employer is provided with a unique registration number for each business. This number must be used for all future transactions and correspondence with the Social Security Board.

## DOCUMENTS: ORIGINAL OR CERTIFIED TRUE COPY

- All documents submitted must either be in the English or Spanish language. Documents not written in English or Spanish must be accompanied with a true translation of the original document.
- A clear and certified copy of documents will be accepted where the Employer resides abroad and is unable to provide the original document.
- Certified refers to a verified document by way of affidavit or statutory declaration of the secretary, president, or chairman of the company, or of the translator or otherwise as may be prescribed as a true copy or a correct translation.

## REQUIRED DOCUMENTS:

### PROOF OF IDENTIFICATION:

- Valid Social Security Card, Passport, or Voters' Identification Card for owner, partner, director, shareholder and/or subscriber.

### PROOF OF ADDRESS:

- Utility bill for the business in Belize.
- Utility bill for the business owner, partner, director, shareholder and subscriber's home in Belize or abroad.

*Where the individual does not have a utility bill in their name but is renting or residing with someone then, said person(s) must submit the following:*

1. *Rental Agreement or a completed statutory declaration form from the landlord signed by a Justice of the Peace with an affixed \$1.50 postage stamp; and*
2. *A valid Photo ID Social Security Card or Passport from the landlord; and*
3. *Original Belize utility bill in the landlord's name.*

### BUSINESS REGISTRATION DOCUMENTS:

Optional if business is not required for business registration under the Laws of Belize.

- Articles of Association
- Business Tax Certificate
- Certificate of Registration
- Certificate of Incorporation
- General Sales Tax Certificate
- Memorandum of Association
- Tax Identification Number (TIN) Letter
- Trade License Certificate

### AUTHORIZED REPRESENTATIVE:

An Employer's Representative must provide a valid Photo ID and a Letter of Authority to conduct business on the Employer's behalf.

## CATEGORIES & OWNERSHIP TYPES

### INDIVIDUAL:

- **Sole Proprietor:** A business that is owned and run by one individual.
- **Partnership:** A business where two or more people share ownership.

### COMPANY:

- **Cooperative:** A business, or other organization which is owned and run jointly by its members.
- **Foreign Owned:** A business which is registered to operate in Belize but the company who owns the business headquarter is not in Belize.
- **Limited Liability:** A privately held commercial enterprise that has one or more registered employees is a form of incorporation that limits the amount of liability undertaken by the company's shareholders.
- **Non-Governmental Organization (NGO):** A non-profit group that functions independently of any government.
- **Church:** A place of worship where one or more persons are employed in insurable employment.
- **Quasi-Government:** Authorities, districts, commissions, corporations, and municipal departments that are essentially owned by the Government of Belize.

### GOVERNMENT:

A ministry or department that is owned by the Government of Belize.