


## Annex III

### Draft Application for voluntary Disclosure

<p align="center"><b><u>APPLICATION FOR VOLUNTARY DISCLOSURE</u></b></p> <p>Instructions:</p> <p>i) This form will take about 10 minutes to complete.</p> <p>(ii) You will need the following information for the form</p> <ul style="list-style-type: none"> <li>• Taxpayer Registration Number (TRN)</li> <li>• Entry Details</li> </ul> <p>(iii) Please complete this form and return it via fax, email, hand or post.</p>			<p><i>Belize Customs &amp; Excise Department</i>          Customs House, Port Loyola,          P.O. Box 146,          Belize City, Belize, C.A          E-mail: <a href="mailto:cusnet@btl.net">cusnet@btl.net</a></p> <p>Telephone: 501-223-7092/93          Fax: 501-223-709</p> <p>Website: <a href="http://www.customs.gov.bz">http://www.customs.gov.bz</a></p>
<b>PART I PARTICULARS (Fill in where applicable)</b>			
Company Name :			
Company Address:		Telephone No :	Fax No :
		(Office)	
		(Mobile)	
		(Broker's Tel.#)	
Authorized Person Name :		Designation :	Email :
Broker's Name and Business Address :		TIN / Social Security No :	
<b>PART II DISCLOSURE DESCRIPTION (where applicable &amp; attach separate annexes if necessary)</b>			
Brief description of error(s)/omission			
Declaration No.	Amount short-paid to the Belize Customs and Excise Department	Declaration No.	Amount short-paid to the Belize Customs and Excise Department

	Duty (BZ\$)	GST (BZ\$)	Other Taxes and Fees (BZ\$)		Duty (BZ\$)	GST (BZ\$)	Other Taxes and Fees (BZ\$)

Total amount short-paid/over-paid (BZ\$) :

**PART III DECLARATION**

I .....  
 [Full name of Authorized Person in BLOCK letters]  
 declare that the information given in this form is true and complete.

Signature :	Company Stamp (if applicable):	Date :
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**PART IV FOR OFFICIAL USE**

Unit :	Officer-in-charge :
Unit Ref No. :	Signature & Date :

## **Annex IV**

### **Communication Plan Outline**

The Communication Plan shall include the following (list not all inclusive):

- Identification of key stakeholders internally and externally.
- Key Messages for use by Management.
- Memorandum from the Comptroller to all staff officially launching Trusted Trader Program and Identifying Chairperson and Trusted Trader Task Force.
- Memorandum from Comptroller to key stakeholders announcing the Trusted Trader approach by BCED, identifying benefits to Stakeholders and Soliciting Cooperation.
- Development of a Trusted Trader Fact Sheet and Common Questions and Answers.
- Dissemination of the Trusted Trader Implementation Schedule.
- Regular memoranda, newsletters and updates on the progress of Implementation for external stakeholders and staff alike.
- Feedback mechanism for staff and external stakeholders.
- Utilization of the Help/Customer Service Desk to provide information to the general public and key stakeholders.