NON-PROFIT ORGANISATIONS ACT

ACT NO. 7 OF 2019

Act 7 of 2019
Amended by
13 of 2019
*25 of 2020
*1 of 2024
*4 of 2024
*15 of 2024

(**See* notes on page 2)

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Note on Commencement

At the time of revision of this Act sections 5(2), 16, 17(3)–(6), 18(4), 19*(d)*, 19*(f)*, 20–23 and the amendments to the Companies Act, Chap. 81:01 at paragraph B in the Schedule to this Act were awaiting proclamation.

Note on Omissions

Non-Profit Organisations (Extension of Time) Orders made under section 27 have been omitted. *See*—The current Edition of the *Consolidated Index of Acts and Subsidiary Legislation* for these Orders.

Note on Schedule

The Schedule to this Act has been omitted as all amendments made to the various pieces of legislation contained in that Schedule have now been duly incorporated into the respective Acts, exclusive of the amendments to the Companies Act, Chap. 81:01 at paragraph B which have not yet been proclaimed.

Note on Act No. 25 of 2020

The amendments made to this Act by Act No. 25 of 2020 took effect on 22nd December 2020 by LN 409/2020.

Note on Act No. 1 of 2024

Amendments made to this Act by Act No. 1 of 2024 took effect on 14th October 2024 by LN 183/2024.

Note on Act No. 4 of 2024

Amendments made to this Act by Act No. 4 of 2024 took effect on 12th August 2024 and 14th October 2024 by Legal Notices 136/2024 and 184/2024 respectively.

Note on Act No. 15 of 2024

Amendments made to this Act by Act No. 15 of 2024 took effect on 14th October 2024 by LN 185/2024.

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ACT NO. 7 OF 2019

NON-PROFIT ORGANISATIONS ACT

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ACT NO. 7 OF 2019

NON-PROFIT ORGANISATIONS ACT

7 of 2019.

An Act to provide for the registration of non-profit organisations, the establishment and maintenance of a register of non-profit organisations, the obligations of non-profit organisations and for related matters.

*[ASSENTED TO 23RD APRIL 2019]

PART ONE

PRELIMINARY

Short title.

1. This Act may be cited as the Non-Profit Organisations Act.

Commencement.

2. Sections 1 to 4, 5(1), 5(3), 5(4), 5(5), 6 to 15, 17(1) and (2), 18(1) to (3), 19*(a)* to *(c)*, *(e)* and *(g)*, 24 to 29 and the Schedule exclusive of the amendments to the Companies Act, Chap. 81:01 at paragraph B, came into operation on the 14th day of June 2019.

Interpretation. [25 of 2020 1 of 2024 4 of 2024 15 of 2024].

3. (1) In this Act, unless the context otherwise requires—

"AML/CFT/PF" means Anti-Money Laundering/Countering the Financing of Terrorism/Financing the Proliferation of weapons of mass destruction;

"authorised corporate service provider" means an attorney-at-law or accountant who is registered with the Registrar General to perform functions pursuant to the Non-Profit Organisations (Electronic Filing) Regulations, 2023 and who has been authorised to act on behalf of and to bind a controller;

"beneficial owner" means in respect of a non-profit organisation subject to this Act, a controller;

"business day" means any day on which institutions licensed under the Financial Institutions Act are open for the conduct of business in Trinidad and Tobago;

Ch. 79:09.

See section 2 for dates on which various sections came into force. (LN 115/2019).

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"cash" includes coins and notes in any currency, postal orders, cheques of any kind including travellers' cheques, bankers' drafts, bearer bonds, bearer shares and bearer negotiable instruments and other bearer negotiable instruments in any currency;

"certificate of registration" means a Certificate of Non-Profit Organisation Registration issued by the Registrar General under section 6;

"constituent document" includes any statute, letters patent, memorandum of association, articles of association, articles of incorporation, articles of amendment, certificates of incorporation, certificates of continuance, certificate of amendment, Bye-laws, regulations, constitution, trust deed, constituent documents of a parent body or affiliate of the non-profit organisation, charter evidencing any membership or affiliation to which a non-profit organisation has subscribed or other instrument that governs or regulates the affairs of a non-profit organisation;

"control", in relation to a non-profit organisation, means the power of a person to—

(a) elect a majority of the directors of a non-profit company, where the non-profit organisation is established as a non-profit company;

(b) secure that the business and affairs of a non-profit organisation are conducted in accordance with his wishes; or

(c) directly or indirectly exercise dominant influence over the conduct of the business and affairs of a non-profit organisation;

"controller" means a natural person who exercises ultimate effective control, over a non-profit organisation directly, indirectly or through other means and includes—

(a) in respect of a legal person in a chain of control the beneficial owner of the legal person indentified under section 337(A) of the Companies Act or reporting entity under section 4 of the Securities Act; and

Ch. 81:01.
Ch. 83:02.

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(b) in respect of a trust or other form of legal arrangements in a chain of control, the beneficial owner of the trust or other form of legal arrangement identified under section 10A of the Trustees Ordinance;

*"Financial Action Task Force" means the task force established by the Group of Seven, to develop and promote national and international policies to combat money laundering and terrorist financing;

"Financial Intelligence Unit" means the Financial Intelligence Unit established under the Financial Intelligence Unit of Trinidad and Tobago Act; Ch. 72:01.

"financial year" means the financial year of a non-profit organisation of a period of twelve months;

"gross annual income" in relation to a non-profit organisation, means any—

(a) income from the provision of goods and services;

(b) rental income;

(c) interest or other income received from investments;

(d) donations, grants or subventions;

(e) loans; and

(f) other income, cash or monetary worth of property and assets acquired,

received by the non-profit organisation in a financial year;

"IFRS" means International Financial Reporting Standards issued by the International Accounting Standards Board and as adopted by the Institute of Chartered Accountants of Trinidad and Tobago;

"Minister" means the Minister to whom responsibility for legal affairs is assigned;

"non-profit company" has the meaning assigned to it under the Companies Act; Ch. 81:01.

See section 3 of the Anti-terrorism Act, Chap. 12:07.

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"non-profit organisation" means a body of persons, whether incorporated or unincorporated, which—

(a) is established primarily for the promotion of a patriotic, religious, philanthropic, charitable, educational, cultural, scientific, literary, historical, artistic, social, professional, fraternal, sporting or athletic purpose, or some other useful object and raises or disburses funds for that purpose or object;

(b) carries on its business without pecuniary gain to its members or officers except as reasonable compensation for services rendered; and

(c) restricts the use of any of its profits or other accretions to the promotion of its purpose or object;

"Official Receiver" means the Official Receiver designated under section 462 of the Companies Act; Ch. 81:01.

"property" means assets of any kind, whether tangible or intangible, moveable or immovable, however acquired and legal documents or instruments in any form, including electronic or digital, evidencing title to, or interest in, such assets, including but not limited to cash, bank credits, payment cards, payment instruments, travellers' cheques, bank cheques, money orders, shares, securities, bonds, drafts, letters of credit whether situated in Trinidad and Tobago or elsewhere, and includes a legal or equitable interest, whether full or partial, in any such property, precious metals, oil and other natural resources and their refined products, modular refineries and related material and other economic resources which may be used to obtain funds, goods or services;

"register" means the register of non-profit organisations established and maintained by the Registrar General under section 9;

"Registrar General" refers to the Registrar General or any officer acting in that capacity, and includes any person duly authorised by the Registrar General in accordance with section 3(1) of the Registrar General Act; Ch. 19:03.

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"Regulations" means Regulations made under section 25;

"Rules" means Rules made by the Registrar General under section 26; and

"Supervisory Authority" means the competent authority responsible for ensuring compliance by financial institutions and listed business with requirements to combat money laundering.

(2) For the purposes of this Act, where a non-profit organisation is not a legal person, each controller of that non-profit organisation shall be responsible for carrying out the obligations of the non-profit organisation under this Act.

Registrar General may require use of electronic system for documents. [4 of 2024].

3A. (1) The Registrar General may determine that any document required to be—

(a) submitted or delivered to; or

(b) received by, filed with or registered by,

the Registrar General, pursuant to this Act, may be so submitted, delivered or received, filed or registered via an electronic system identified, established or maintained by the Registrar General for that purpose and that document may be in electronic form.

(2) Where a document is submitted, delivered to or received, filed or registered by the Registrar General via an electronic system identified, established or maintained by the Registrar General for that purpose, that document, endorsed as required, with the word "Registered", may be provided in electronic form, to the person registering.

PART TWO

SUPERVISION AND REGISTRATION OF NON-PROFIT ORGANISATIONS

Supervisory Authority of non-profit organisations.

4. (1) The Financial Intelligence Unit shall be the Supervisory Authority (hereinafter referred to as the "Supervisory Authority") and shall—

(a) be responsible for the AML/CFT/PF supervision of non-profit organisations with a

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gross annual income exceeding five hundred thousand dollars; and

(b) in relation to non-profit organisations, have the powers and duties conferred on it by this Act, the Financial Intelligence Unit of Trinidad and Tobago Act and any other written law.

(2) Notwithstanding subsection (1), section 18B of the Financial Intelligence Unit of Trinidad and Tobago Act does not apply to non-profit organisations.

(3) Where a non-profit organisation under subsection (1) is registered under this Act, the Supervisory Authority shall, using a risk based approach, determine the level of supervision required for the non-profit organisation under the Financial Intelligence Unit of Trinidad and Tobago Act.

Ch. 72:01.

Application for registration as non-profit organisation. [4 of 2024 15 of 2024].

5. (1) A person shall not operate a non-profit organisation in Trinidad and Tobago unless the non-profit organisation is registered under this Act.

(2) A person who contravenes subsection (1) commits an offence and is liable on conviction on indictment to a fine of fifty thousand dollars and to imprisonment for seven years.

(3) An application for registration as a non-profit organisation shall be made by a controller of a non-profit organisation to the Registrar General in the form prescribed by Rules.

(4) An application for registration as a non-profit organisation under subsection (3) shall include the following:

(a) a form containing—

(i) the name, address, telephone number and e-mail address of the non-profit organisation;

(ii) the declared purposes and activities of the non-profit organisation;

(iii) the name, occupation, nationality, address, telephone number and e-mail address of each person who is a controller of the non-profit organisation;

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(iv) the mailing address of the non-profit organisation;

(v) the name and address or name or address of the branches or other locations of the non-profit organisation;

(vi) the name and address of any parent body or affiliate of the non-profit organisation;

(vii) the status of the non-profit organisation whether that of a body corporate or an unincorporated body;

(viii) the name, occupation or status, address, nationality or jurisdiction of incorporation or formation of each person who is a founder of the non-profit organisation;

(ix) the name, occupation or status, address, nationality or jurisdiction of incorporation or formation of each person who is a member of the non-profit organisation;

(x) the beneficiaries or class of beneficiaries; and

(xi) the basis on which each person is a controller;

(b) copies of the constituent documents of the non-profit organisation;

(c) a copy of photo identification of the controller making the application of the non-profit organisation in the form of a valid national identification card or passport;

(d) a completed AML/CFT/PF risk assessment questionnaire;

(e) a fee prescribed by Rules; and

(f) such other information as may be prescribed by Rules.

(5) A society registered under the Friendly Societies Act is exempted from the requirement to be registered as a non-profit organisation under this Act. Ch. 32:50.

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(6) A non-profit company which is deemed to be registered as a non-profit organisation under this Act shall, submit to the Registrar General the documents and fee referred to at subsections (4)*(a)*, *(c)*, *(e)* and *(f)*.

Power to grant or renew registration. [4 of 2024 15 of 2024].

6. (1) Where the Registrar General is satisfied that an applicant has met the requirements of this Act for registration, he shall—

(a) approve the registration of the applicant in thirty business days; and

(b) issue to the non-profit organisation a Certificate of Non-Profit Organisation Registration in the form prescribed by Rules which may be printed, electronically affixed or otherwise mechanically reproduced.

(2) The Registrar General may refuse to register an applicant as a non-profit organisation if—

(a) the applicant does not qualify to be a non-profit organisation within the definition of a non-profit organisation under section 3;

(b) the information contained in the application for registration is incorrect or incomplete;

(c) the non-profit organisation is a designated individual or entity under section 22B of the Anti-Terrorism Act or any order made under section 4 of the Economic Sanctions Act;

Ch. 12:07.

Ch. 81:05.

(d) a person named as a controller is disqualified under section 19;

(e) the name of the non-profit organisation—

*(i) is the same or similar to a name of a registered non-profit organisation, any other person, association, partnership, firm, or any registered trade mark or any well-known trade mark as determined under section 13A of the Trade Marks Act and the use of that name would be likely

Ch. 82:81.

*The Trade Marks Act, Chap. 82:81 has been repealed and replaced by Act No. 8 of 2015.

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to confuse or mislead, unless the non-profit organisation, person, association, partnership or firm consents in writing to the use of that name in whole or in part;

(ii) is primarily a geographic name used alone unless the applicant establishes to the satisfaction of the Registrar General that the name has, through use, acquired and continues to have a secondary meaning;

(iii) suggests or implies a connection with the State, or the Government or of any ministry, department, branch, bureau, service, agency or activity of the Government, unless consent in writing to the proposed name is duly obtained from the appropriate Minister;

(iv) contains the word or words "credit union", "co-operative", or "co-op" when it connotes a co-operative venture;

(v) suggests or implies a connection with a university or a professional association recognised by the laws of Trinidad and Tobago unless the university or professional association concerned consents in writing to the use of the proposed name;

(vi) is a name, in the opinion of the Registrar General, for any reason, objectionable; or

(f) where the non-profit organisation, having been previously registered under this Act has been cancelled under section 10.

(3) Where the Registrar General refuses to register an applicant under section 5, the Registrar General shall, within fourteen days of such refusal, issue a notice to the applicant and provide reasons in writing within fourteen days thereafter.

(4) Where an applicant receives a notice under subsection (3), he may within thirty days of the date of the notice

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provide the Registrar General with written reasons as to why his application should be approved.

(5) Upon receipt of reasons under subsection (4) the Registrar General shall determine whether the registration should be granted and a notice shall be sent to the applicant accordingly.

7. ***(Repealed by Act No. 15 of 2024).***

Non-profit companies.

8. (1) A non-profit company registered under the Companies Act is deemed to be duly registered as a non-profit organisation under this Act.

(2) The Registrar General shall enter a non-profit company under subsection (1) on the register.

Establishment of a register of non-profit organisations. [25 of 2020 4 of 2024].

9. (1) A register of non-profit organisations shall be established and maintained by the Registrar General.

(2) The register shall include the following information with respect to a non-profit organisation:

(a) its name, address, telephone number and e-mail address;

(b) its purpose and activities;

(c) the name, occupation and address of each person who is a controller of the non-profit organisation;

(d) the date of its registration as a non-profit organisation, the date of its renewal of registration, and if applicable, the date on which its registration was cancelled; and

(e) such other information prescribed by Rules.

(3) The Registrar General shall on his own motion provide a copy of the register to the Supervisory Authority or when requested by the Supervisory Authority.

(4) A person who has paid the fee prescribed by Rules may, during normal business hours, examine, make copies of or extracts from, the register.

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(5) The Registrar General shall not disclose information under section 5(4) which is not contained in the register except—

(a) to the Supervisory Authority;

(b) for the purposes of law enforcement for Court proceedings; or

(c) pursuant to an order of the Court.

(6) A person who requires a copy of or an extract from the register to be certified may apply to the Registrar General for such certification and pay the prescribed fee.

(7) Where a copy of or extract from the register of non-profit organisations is certified to be a true copy or extract it shall, in all proceedings, be received into evidence.

(8) A copy of or extract from the register shall be certified to be a true copy by the signature of the Registrar General whether printed, electronically affixed or otherwise mechanically reproduced.

Cancellation of registration. [25 of 2022].

10. (1) The Registrar General may cancel the registration of a non-profit organisation if—

(a) the non-profit organisation failed, without reasonable cause—

(i) to keep proper financial accounts and records in accordance with section 13; or

(ii) to submit audited financial accounts and records in accordance with section 14;

(b) it is proven in Court that the non-profit organisation breached a duty owed to itself or any of its contributors;

(c) it is proven in Court that the non-profit organisation committed a criminal offence which carries a penalty of a term of imprisonment of three years or more;

(d) the non-profit organisation is found guilty of an offence under the Proceeds of Crime Act, Ch. 11:27.

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Ch. 12:07. Anti-Terrorism Act, Financial Intelligence Unit
Ch. 72:01. of Trinidad and Tobago Act, or any other written law by which the recommendations of the
Ch. 11:27. Financial Action Task Force are implemented;

(e) the non-profit organisation is a designated individual or entity under section 22B of the
Ch. 81:05. Anti-Terrorism Act or any order made under section 4 of the Economic Sanctions Act; or

(f) the non-profit organisation is struck off the Companies register under section 461 or 489 of
Ch. 81:01. the Companies Act.

(2) Where the Registrar General determines that the registration of a non-profit organisation should be cancelled in accordance with subsection (1), the Registrar General shall give notice giving reason for the cancellation, in writing to the non-profit organisation that its registration shall be cancelled upon the expiration of thirty days, or such longer period as the Registrar General may determine, from the date of the notice, unless within that period the non-profit organisation submits written reasons to the satisfaction of the Registrar General as to why its registration should not be cancelled.

(3) Where the Registrar General is in receipt of written reasons under subsection (2), the Registrar General shall consider those reasons and make a determination within twenty-one days from the date of receipt of those reasons.

(4) Where the Registrar General decides not to cancel the registration of a non-profit organisation, he shall, as soon as is practicable, notify the non-profit organisation in writing.

(5) Where the registration of a non-profit organisation is cancelled—

(a) the Registrar General shall, as soon as is practicable, notify the non-profit organisation, the Supervisory Authority and such other persons as may be prescribed by Regulations of that cancellation; and

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(b) the non-profit organisation shall not conduct business as a non-profit organisation nor solicit cash, donations, grants, subventions, or property.

Updating the register. [25 of 2020].

11. (1) The Registrar General shall update the register if the registration of a non-profit organisation is cancelled or surrendered pursuant to this Act, and the Registrar General shall publish notice thereof in the *Gazette* and one daily newspaper in general circulation in Trinidad and Tobago.

(2) The Registrar General shall inform the Supervisory Authority when a non-profit company is struck off the Companies register under section 461 or 489 of the Companies Act, and shall update the register accordingly.

Appeals. [15 of 2024].

12. (1) An applicant under section 5 whose registration is refused may appeal that decision to a Judge of the High Court.

(2) ***(Repealed by Act No. 15 of 2024).***

(3) A non-profit organisation whose registration is cancelled under section 10 may appeal that decision to a Judge of the High Court.

PART THREE

OBLIGATIONS OF NON-PROFIT ORGANISATIONS

Keeping financial accounts and records.

13. A controller of a non-profit organisation shall ensure that proper financial accounts and records of the following are kept:

(a) all sums of cash received and expended and the matters in respect of which the receipt and expenditure relate;

(b) all gifts, sales and purchases of property;

(c) all sums of cash raised through fundraising;

(d) non-monetary transactions of property as may be prescribed by Regulations;

(e) all assets and liabilities; and

(f) any other matter that may be prescribed by Regulations.

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Audit.
[25 of 2020].

14. (1) A non-profit organisation with a gross annual income exceeding ten million dollars shall have its financial accounts and records audited and reported on, in accordance with IFRS, annually by a qualified auditor.

(2) Upon the completion of an audit of the financial accounts and records of a non-profit organisation, a qualified auditor shall submit his report to a controller of the non-profit organisation.

(3) A controller of a non-profit organisation shall submit the audit report under subsection (2) to the Registrar General when requested by the Registrar General.

(4) The Registrar General shall provide on his own motion a copy of the audit report of a non-profit organisation to the Supervisory Authority or when requested by the Supervisory Authority.

(5) For the purposes of this section, "qualified auditor" means an auditor who is a member of, and is in good standing with the Institute of Chartered Accountants of Trinidad and Tobago.

Change of Particulars.
[4 of 2024].

15. (1) A controller of a non-profit organisation shall notify the Registrar General, in the form prescribed by Rules, of any change in the particulars referred to in section 5(4) within thirty days of such change.

(1A) Where the controller of a non-profit organisation notifies the Registrar General of a change in accordance with subsection (1), and the change is in respect of the name of the non-profit organisation to which any of the provisions of section 6(2) applies, the Registrar General may refuse to register the change of name.

(1B) Where the Registrar General has received a notice under subsection (1) and is satisfied that the change of name is permitted, he shall issue a certificate of the change of name to the non-profit organisation.

(1C) Where the change notified under subsection (1) is in respect of the change from an unincorporated body to a body

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corporate the Registrar General shall issue a certificate of change of status to the non-profit organisation.

(2) The Registrar General shall enter in the register any change in the particulars referred to in section 9(2).

(3) A certificate issued under this section shall, in all proceedings, be received into evidence.

Failure to notify Registrar General. [15 of 2024].

16. Where contrary to a provision of this Part, a controller fails, within the time specified for so doing, to notify the Registrar General under section 15 or to submit to the Registrar General any document, the Registrar General is entitled to collect from the controller a penalty of three hundred dollars for every month, or part thereof, that the controller fails to notify the Registrar General.

Surrender of Registration. [4 of 2024].

17. (1) A non-profit organisation which—

(a) wishes to voluntarily surrender its registration as a non-profit organisation; or

(b) is no longer in operation,

shall notify the Registrar General in writing—

(c) in respect of paragraph *(a)*, three months prior to surrender; and

(d) in respect of paragraph *(b)*, within three months after such cessation.

(2) Where the Registrar General receives notice under subsection (1), he may approve the surrender of the registration of the non-profit organisation.

(3) Within six months after receiving approval to surrender its registration, a non-profit organisation shall distribute its property in accordance with section 20.

(4) Within twenty-one days after the distribution of its property in accordance with subsection (3), a non-profit organisation shall—

(a) file with the Registrar General a statutory declaration in the form prescribed by Rules; and

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(b) surrender its certificate of registration to the Registrar General.

(5) A controller of a non-profit organisation who knowingly and without reasonable cause contravenes subsection (3) or (4) commits an offence and is liable on summary conviction to a fine of one hundred thousand dollars and to imprisonment for ten years.

(6) Where a non-profit organisation surrenders its certificate of registration, the non-profit organisation shall not conduct business as a non-profit organisation nor solicit cash, donations, grants, subventions or property.

(7) Where a non-profit organisation ceases operations on the death of the controller, an interested party shall, within three months of the death, make a declaration, accompanied by supporting documents, to the Registrar General notifying of the death of the controller and the ceasing of operations.

Records. [25 of 2020].

18. (1) A controller of a non-profit organisation shall ensure that records of the following are kept:

(a) its purposes and activities;

(b) the identity of the controllers, senior officers, directors and trustees of the non-profit organisation; and

(c) the source of its gross annual income.

(2) A non-profit organisation shall retain—

(a) the records under subsection (1); and

(b) the financial accounts and records under section 13,

for a period of six years or such other period as may be prescribed by Regulations.

Ch. 72:01.

(3) Where the Supervisory Authority in exercising its powers under section 18G of the Financial Intelligence Unit of Trinidad and Tobago Act determines that a non-profit organisation is not keeping the records required under this section it shall issue a notice to the non-profit organisation requiring it to provide the records within such time as the Supervisory Authority determines.

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(4) A controller of a non-profit organisation who knowingly and without reasonable cause contravenes subsection (1) or (2) commits an offence and is liable on summary conviction to a fine of fifty thousand dollars and to imprisonment for seven years.

Disqualification of controller of a non-profit organisation. Ch. 1:27. Ch. 12:07.

19. A person who—

(a) is found guilty of a summary offence under the Proceeds of Crime Act or the Anti-Terrorism Act;

(b) is sentenced to imprisonment or is convicted of an offence involving fraud or dishonesty, whether in Trinidad and Tobago or elsewhere;

(c) is a designated individual or entity under section 22B of the Anti-Terrorism Act or any order made under section 4 of the Economic Sanctions Act; Ch. 12:07. Ch. 81:05.

(d) is found guilty of an offence under this Act;

(e) is less than eighteen years of age;

(f) is mentally ill, within the meaning of the Mental Health Act; or Ch. 28:02.

(g) is an undischarged bankrupt, having been adjudged or otherwise declared bankrupt under any law in force in Trinidad and Tobago or elsewhere,

shall be disqualified from acting as a controller of a non-profit organisation.

Distribution of property upon surrender.

20. (1) Before a non-profit organisation, which is not a non-profit company, surrenders its registration as a non-profit organisation, the non-profit organisation shall apply to the Official Receiver for the property of the non-profit organisation to be distributed to such other non-profit organisation with a similar purpose as determined by the members.

(2) Where the Official Receiver approves an application under subsection (1), the non-profit organisation shall, after satisfaction of all its debts and liabilities, give or transfer any remaining property to such other non-profit organisation as approved by the Official Receiver.

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(3) Before a non-profit organisation which is a non-profit company surrenders its registration as a non-profit organisation, the non-profit organisation shall dispose of its property in accordance with section 316 of the Companies Act.

Ch. 81:01.

Forfeiture of property upon cancellation. [15 of 2024].

21. (1) Where the registration of a non-profit organisation is cancelled under section 10(1)*(d)* or *(e)*, the property of the non-profit organisation shall be treated in accordance with the forfeiture provisions of the Proceeds of Crime Act and Anti-Terrorism Act, as the case may be.

Ch. 11:27.
Ch. 12:07.

(2) Where the registration of a non-profit organisation is cancelled under section 10(1)*(a)*, *(b)*, *(c)*, or *(f)*, or 21D the Attorney General may make an application to a Judge of the High Court for an order of forfeiture in respect of the property of a non-profit organisation.

(2A) Where an application to be restored is not submitted by the non-profit organisation to the Registrar General in accordance with section 21D(6), the Attorney General may make an application to a Judge of the High Court for an order of forfeiture in respect of the property of a non-profit organisation.

(3) The Attorney General shall be required to name as respondents to an application under subsection (2) only those persons who are known to own or control the property that is the subject of the application.

(4) The Attorney General shall give notice of an application under subsection (2) to the respondents named in the application, in such manner as the Judge may direct.

(5) A Judge may order that the property of a non-profit organisation be forfeited to the State, and the order shall be published in the *Gazette* and one daily newspaper in general circulation in Trinidad and Tobago at least once a week for two weeks.

(6) The property of a non-profit organisation forfeited to the State shall be given or transferred to such other non-profit organisation as determined by the Judge.

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(7) On an application under subsection (2), a Judge may require notice to be given to any person not named as a respondent who in the opinion of the Judge, appears to have an interest in the property, and any such person shall be entitled to be added as a respondent to the application.

(8) Where a Judge is satisfied that a person has an interest in the property which is the subject of an application under subsection (2), the Judge shall order that the interest shall not be affected by the order made under subsection (5) and the order shall also declare the nature and extent of the interest in question.

(9) A person who claims an interest in property that has been forfeited and who has not been named as a respondent or been given notice under subsection (7) may make an application to the High Court to vary or set aside an order made under subsection (5), not later than sixty days after the day on which the forfeiture order was made.

(10) Pending the determination of an appeal against an order of forfeiture made under this section, any person appointed to manage, control or otherwise deal with the property under this section shall continue in that capacity.

Obligations in respect of beneficial ownership information. [1 of 2024 15 of 2024].

21A. (1) A non-profit organisation shall—

(a) identify and obtain information as to all controllers of the non-profit organisation, together with any supporting documentation, whether they existed before or after the commencement of this section;

(b) verify the identity of all controllers by conducting adequate due diligence procedures as required by the laws of Trinidad and Tobago; and

(c) verify that the information obtained is and remains current and correct.

(2) Where a non-profit organisation fails to—

(a) take reasonable steps to ascertain and obtain information as to all the controllers of the non-profit organisation;

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(b) verify the identity of all controllers of the non-profit organisation; or

(c) ensure that the information it maintains in respect of the controllers of the non-profit organisation is current and correct,

the non-profit organisation commits an offence and is liable on summary conviction to a fine of fifty thousand dollars.

(3) A non-profit organisation shall not remove beneficial ownership information from its register for a period of six years after—

(a) the person ceases to be a beneficial owner; or

(b) the dissolution of the non-profit organisation.

Registrar General to monitor beneficial ownership information. [1 of 2024 15 of 2024].

21B. For the purposes of this Part, the Registrar shall take reasonable steps to regularly monitor the filings by non-profit organisations of beneficial ownership information.

Annual returns. [1 of 2024 15 of 2024].

21C. (1) A controller shall, not later than thirty days after each anniversary date of the registration of the non-profit organisation under this Act, submit to the Registrar General a return in the prescribed form containing the prescribed information made up to such anniversary date and accompanied by the prescribed fee.

(2) A controller who contravenes subsection (1) commits an offence and is liable on summary conviction to a fine of ten thousand dollars and to imprisonment for three years and for every day the offence continues a further fine of three hundred dollars.

(3) Notwithstanding subsection (1), a controller of a non-profit company, incorporated prior to the commencement of this Act, shall not later than thirty days after the anniversary date of its incorporation under the Companies Act, submit to the Registrar General a return in the prescribed form containing the prescribed information made up to such anniversary date and accompanied by the prescribed fee.

Notice advising of default. [1 of 2024 15 of 2024].

21D. (1) Where a non-profit organisation fails without reasonable cause to send any return, notice, document or prescribed fee to the Registrar General, as required pursuant to

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this Act, the Registrar General shall send to the non-profit organisation a notice advising of the default and stating that—

(a) on the day following the expiration of thirty days after the date of the notice, unless the default is remedied, the registration of the non-profit organisation shall be suspended for a period of thirty days; and

(b) on the day following the expiration of the time mentioned in paragraph *(a)* unless the default is remedied, the registration of the non-profit organisation shall be cancelled.

(2) The Registrar General shall publish a notice in the *Gazette* and by other means approved by Registrar General, where the suspension or cancellation under subsection (1) occur.

(3) Where the default is remedied by the non-profit organisation during the period of suspension, the Registrar General shall publish a notice to that effect in the *Gazette* and by other means approved by the Registrar General and upon the publication of the notice, the suspension of the registration of the non-profit organisation shall cease.

(4) A non-profit organisation whose registration is suspended or cancelled may appeal that decision to a Judge of the High Court.

(5) The rights of the creditors of a non-profit organisation are not affected by the suspension or cancellation of its registration under this Act.

(6) Where the registration of a non-profit organisation is cancelled under subsection (1) it may, within six months of the cancellation, apply to the Registrar General to be restored by submitting—

(a) all outstanding notices, returns and documents;

(b) an application in the prescribed form; and

(c) payment of the prescribed fees and all applicable penalties.

(7) The Registrar General may, upon receipt of the application described at subsection (6), resume the status of

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registration of the non-profit organisation as if its registration had not been cancelled and issue a certificate in the prescribed form.

(8) Where the status of registration of the non-profit organisation is restored, the Registrar General shall publish a notice to that effect in the *Gazette* and by other means approved by the Registrar General.

PART FOUR

OFFENCES

Non-solicitation of public funds.

22. (1) A non-profit organisation that solicits or causes to be solicited contributions from the public or the State, whether locally or internationally, whilst not registered under this Act, commits an offence and is liable on summary conviction to a fine of fifty thousand dollars.

(2) A controller of a non-profit organisation who without reasonable cause contravenes subsection (1) commits an offence and is liable on summary conviction to a fine of fifty thousand dollars and to imprisonment for seven years.

(3) This section shall not apply to a person or group of persons who carry out a single event to raise funds for charitable purposes.

(4) In this section, "contributions" means the receipt of cash, donations, gifts, grants and subventions.

Liability of a controller.

23. (1) A controller of a non-profit organisation who knowingly or recklessly makes or provides a false document, financial accounts or records, or audited financial accounts or records which are required under this Act commits an offence and is liable on summary conviction to a fine of fifty thousand dollars and to imprisonment for seven years.

(2) Any controller of a non-profit organisation who knowingly or recklessly authorises, acquiesces in, or permits the contravention of this Act which constitutes an offence by a non-profit organisation, commits that offence and is liable to be proceeded against and punished accordingly, unless otherwise expressly provided.

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PART FIVE

MISCELLANEOUS

Notice to non-profit organisation.

24. Any notice required by this Act to be sent to a non-profit organisation shall be sent in writing, by prepaid post or personally delivered, to the registered address of the non-profit organisation.

Regulations. [25 of 2020].

25. (1) The Minister to whom responsibility for finance is assigned may make Regulations in relation to the Supervisory Authority in order to carry into effect the provisions of this Act.

(2) The Minister to whom responsibility for legal affairs is assigned may make Regulations in relation to the Registrar General in order to carry into effect the provisions of this Act.

(3) Regulations made under this section shall be subject to negative resolution of Parliament.

Ch. 3:01.

(4) Notwithstanding section 63 of the Interpretation Act, Regulations made pursuant to this Act may prescribe penalties not exceeding ten thousand dollars and six months imprisonment for offences committed thereunder on summary conviction.

Rules.

26. (1) The Registrar General may, with the approval of the Minister to whom the responsibility for the Registrar General's Department is assigned, make Rules prescribing forms, fees and other matters relating to the registration of non-profit organisations under this Act.

(2) Notwithstanding section 63 of the Interpretation Act, Rules made under subsection (1) may prescribe penalties not exceeding two thousand dollars for offences committed thereunder on summary conviction.

Transitional. [13 of 2019 4 of 2024].

27. (1) Subject to subsection (2), a non-profit organisation, other than a non-profit company, which was in operation immediately before the date of commencement of this Act, may continue to carry out its activities without registration under this Act for a period of eighteen months or such longer period as the Minister may by Order determine.

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(2) A non-profit organisation under subsection (1) shall, before the expiration of the period referred to in subsection (1) or any extension of that period, as the case may be, apply to be registered as a non-profit organisation under this Act.

Ch. 75:02.

(2A) Where the non-profit organisation was exempt from corporation tax under section 6(1) of the Corporation Tax Act, immediately before the date of commencement of this Act, the non-profit organisation shall, provide the Registrar General with a copy of the letter of approval of the exemption granted by the Minister with responsibility for finance.

(2B) A non-profit organisation which obtains an exemption from corporation tax after the date of commencement of the Act, shall provide to the Registrar General a copy of the letter of exemption.

Ch. 81:01.

(3) A non-profit company registered under the Companies Act immediately before the commencement of this Act shall submit a completed AML/CFT/PF risk assessment questionnaire to the Registrar General within twelve months of the commencement of this Act or such longer period as the Minister may by Order determine.

(4) Any matter or proceedings commenced in any Court in relation to a non-profit organisation immediately before the date of commencement of this Act shall be continued, completed and enforced as if this Act was not in force.

Guidelines under Ch. 72:01. [25 of 2020].

28. For the purposes of its functions under this Act, the Supervisory Authority may exercise its powers under section 8(3)*(i)* and section 18F(2) of the Financial Intelligence Unit of Trinidad and Tobago Act to issue guidelines in respect of non-profit organisations.

Consequential Amendments.

29. The Acts referred to in the First Column of the Schedule are amended as set out in the Second Column of the Schedule.

***SCHEDULE**

(OMITTED)

**See* Note on Schedule at page 2.

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SUBSIDIARY LEGISLATION

NON-PROFIT ORGANISATIONS (PRESCRIBED FORMS AND FEES) RULES

[139/2019 236/2024].

made under section 26(1)

z

1. These Rules may be cited as the Non-Profit Organisations (Prescribed Forms and Fees) Rules. Citation.

2. The Forms contained in the Schedule 1 to these Rules are the forms required to be prescribed by Rules by the Registrar General under sections 5, 6, 7(2) and 15(1) of the Act. Forms for sections 5, 6, 7(2) and 15(1).

3. (1) The forms prescribed by this rule shall be submitted— Requirements for forms.

(a) on good quality white paper approximately 8.5 inches by 11 inches in size;

(b) in printed or typewritten; and

(c) in a legible manner and suitable for microfilming and photocopying.

(2) Where an item of information required to be disclosed in a form does not apply, it shall be so indicated by the phrase "not applicable" or by the abbreviation "N/A".

(3) Where information is set out in response to one item in a document, it may be referred to in response to any other item in that document by a cross reference.

(4) Where—

(a) any provision required to be set out in a form furnished by the Registrar is too long to be set out in the space provided in the form; or

(b) an agreement or other document is to be incorporated by reference in and is to be part of the form, the person completing the form may, subject to subrule (3), incorporate the provision,

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agreement or other document in the form by setting out in the space provided in the form the following sentence:

"The annexed Schedule is incorporated in this Form.", and by annexing the provision, agreement or other document to the form as that Schedule.

(5) A separate Schedule is required in respect of each item that is incorporated in a form by reference, pursuant to subrule (1).

Fees.

4. The fees payable under the Act are set out in Schedule 2.

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SCHEDULE 1

(Rule 2).
[Section 5(3)
236/2024].

REPUBLIC OF TRINIDAD AND TOBAGO

THE NON-PROFIT ORGANISATIONS ACT, No. 7 of 2019

FORM 1

APPLICATION FOR REGISTRATION

Organisational Details

1. Name of Non-Profit Organisation (NPO)_____

2. Status of the NPO _____

3. Telephone Number_____ Email Address_____

4. Principal Address _____

5. Mailing Address_____

6. Does the NPO operate at more than one office/location in Trinidad and Tobago?
   YES/ NO
   If yes, provide the name and address of each branch/location -

Branch/Location Name	Address

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SCHEDULE 1—*Continued*

7. The declared purposes and activities of the NPO –

_____
_____
_____

8. Does the NPO have a parent body or is the NPO affiliated with any other NPO (local or international)?

_____

If yes, state the name(s) and address(es) of those NPOS -

Full Name	Address

Controller(s) Details

9. The controller(s) of the NPO is/are –

Full Name _____ Address _____

Occupation _____ Nationality _____

Telephone No. _____ Email Address _____

Basis on which he is a controller -

_____

Full Name _____ Address _____

Occupation _____ Nationality _____

Telephone No. _____ Email Address _____

Basis on which he is a controller -

_____

Member(s) Details

10. The Member(s) of the NPO is/are—

Full Name _____ Address _____

Occupation/Status _____ Nationality/ Jurisdiction of Incorporation/ Formation _____

Telephone No. _____ Email Address _____

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Founder(s) Details

11. The Founder(s) of the NPO is/are –

Full Name		Address	
Occupation/Status		Nationality/ Jurisdiction of Incorporation/ Formation	
Telephone No.		Email Address	

Beneficiary(ies) Details

12. The Beneficiary(ies)/ Class of Beneficiary(ies) of the NPO is/are -

13. Documents attached are -

□(a) Copies of constituent documents of the Non-Profit Organisation;

□(b) Copy of photo identification of the controller(s); and

□(c) Completed AML/CFT/PF risk assessment questionnaire.

DECLARATION OF CONTROLLER MAKING THE APPLICATION

I, the undersigned, declare that I am duly authorised by this Non-Profit Organisation to complete and submit this application, that the information contained in this form is to the best of my knowledge true and correct and I do state as true and correct that none of the signatories to this application is an individual described in section 19 of the Non-Profit Organisations Act, 2019.

Date_____ Name and Title _____

Signature_____

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SCHEDULE 1—*Continued*

THE NON-PROFIT ORGANISATIONS ACT, No. 7 OF 2019

FORM 1

APPLICATION FOR REGISTRATION

Instructions

With respect to the non-profit organisation –

Item 1

Set out the full name of the non-profit organisation.

Item 2

State whether the non-profit organisation is incorporated or unincorporated.

Item 3

State the telephone number and email address at which the non-profit organisation may be contacted.

Item 4

State the full principal address of the non-profit organisation.

Item 5

State the full mailing address of the non-profit organisation.

Item 6

Indicate whether the non-profit organisation operates multiple offices /locations in Trinidad and Tobago. Provide the particulars of each branch/location.

Item 7

Set out the objective(s) and activity(ies) that the non-profit organisation carries on or proposes to carry on.

Item 8

State whether the non-profit organisation is a subsidiary of any local or international parent body(ies) or has any affiliations with other local or international non-profit organisations. Provide particulars of the parent body or other non-profit organisation.

Item 9

With respect to each controller of the non-profit organisation –

(a) state the first given name, middle name and surname name of the controller;
(b) state the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;
(c) specify the controller's occupation clearly. Where possible, specify the area of speciality e.g. electrical engineer;

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(d) state the nationality of the controller;
(e) state the telephone number(s) of the controller;
(f) state the e-mail address of the controller; and
(g) state the basis upon which the person should be considered a controller.

Item 10

With respect to each member of the non-profit organisation, state –

(a) the full name of each member, whether a natural person or a corporation;
(b) the address (if a natural person) or registered office (if a corporation) including the building number and, if a multi-unit building, unit number;
(c) the occupation/calling (if a natural person) or status e.g., "corporation/limited or unlimited liability company" (if a corporation); and
(d) the nationality (if a natural person) or jurisdiction of incorporation/formation (if a corporation) e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere).

Item 11

With respect to each founder of the non-profit organisation, state –

(a) the full name of each founder, whether a natural person or a corporation;
(b) the address (if a natural person) or registered office (if a corporation) including the building number and, if a multi-unit building, unit number;
(c) the occupation/calling (if a natural person) or status e.g., "corporation/limited or unlimited liability company" (if a corporation); and
(d) the nationality (if a natural person) or jurisdiction of incorporation/formation (if a corporation) e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere).

Item 12

State the full name, address, occupation and nationality of each beneficiary or class of beneficiary(ies) of the non-profit organisation.

Item 13

The statement must be accompanied by a copy of each of the constituent documents of the non-profit organisation with up-to-date amendments, a copy of a valid photo identification of the controller making the application and a completed AML/CFT/PF risk assessment questionnaire.

Signature -

The controller making the application shall sign the statement.

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SCHEDULE 1—*Continued*

(Section 6).

FORM 2

REPUBLIC OF TRINIDAD AND TOBAGO

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 OF 2019

CERTIFICATE OF REGISTRATION OF NON-PROFIT ORGANISATION

.....
Registration No.

.....
(Name of Non-Profit Organisation)

I HEREBY CERTIFY that the above-mentioned Organisation was registered as a non-profit organisation under—

☐ section 6 of the Non-Profit Organisations Act, Chap. 72:02;
☐ section 8 of the Non-Profit Organisations Act, Chap. 72:02.

.....
Registrar General

.....
Date of Registration

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FORM 3 [Section 7(2)].

REPUBLIC OF TRINIDAD AND TOBAGO

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 OF 2019

APPLICATION FOR RENEWAL OF REGISTRATION

ORGANISATIONAL DETAILS

1. Name of non-profit organisation .....

2. Registration No. .....

3. Physical Address .....

4. Mailing address .....

5. Telephone number ..... **6.** E-mail address .....

7. The declared purposes and activities of the non-profit organisation .....

.....

CONTROLLER(S) DETAILS

8. The controller(s) of the non-profit organisation is/are:

Full Name	Address	Occupation	Nationality	Telephone Number	E-mail Address	Signature

9. Has there been any change in the constituent documents of the non-profit organisation?

☐ Yes ☐ No

10. If yes, have they been filed?

☐ Yes ☐ No

DECLARATION OF CONTROLLER MAKING THE APPLICATION

I, the undersigned, declare that I am duly authorised by this non-profit organisation to complete and submit this application, that the information contained in this form is to the best of my knowledge true and correct and I do state as true and correct that none of the signatories to this application is an individual who is described in section 19 of the Non-Profit Organisations Act, Chap. 72:02.

Date	Name and Title	Signature

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SCHEDULE 1—*Continued*

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 OF 2019

APPLICATION FOR REGISTRATION

FORM 3

INSTRUCTIONS

With respect to the non-profit organisation—

Item 1

Set out the full name of the non-profit organisation.

Item 2

State the registration number of the non-profit organisation.

Item 3

State the full address of where the non-profit organisation is situated.

Item 4

State the full mailing address of the non-profit organisation.

Item 5

State the telephone number where the non-profit organisation may be contacted.

Item 6

State the full e-mail address of the non-profit organisation.

Item 7

Set out the objective(s) and activity(ies) the non-profit organisation carries on or proposes to carry on.

With respect to each controller—

Item 8

(a) State the first given name, middle name and family name of the controller;

(b) State the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;

(c) Specify the controller's occupation clearly. Where possible, specify area of speciality, e.g., *electrical engineer*;

(d) State the nationality of the controller;

(e) State the telephone number of the controller;

(f) State the e-mail address of the controller; and

(g) The controller shall sign the form.

Items 9 and 10

Indicate whether there has been any change in the constituent documents of the non-profit organisation during the previous period of registration.

Signature

The controller making the application shall sign the statement.

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REPUBLIC OF TRINIDAD AND TOBAGO

THE NON-PROFIT ORGANISATIONS ACT, No. 7 OF 2019

FORM 4

NOTICE OF CHANGE IN THE PARTICULARS REGISTERED BY A NON-PROFIT ORGANISATION

[Section 15(1) 236/2024].

1. Name of Non-Profit Organisation (NPO) _____

   Registration No. _____

New Organisational Details

2. Notice is given that the following changes took place with respect to the NPO -

Name of NPO:	Date of Change:
Physical Address:	Date of Change:
Mailing Address:	Date of Change:
Telephone Number:	Date of Change:
Email Address:	Date of Change:
Status from Unincorporated to Body Corporate:	Date of Change:
Declared Purposes and Activities:	Date of Change:

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SCHEDULE 1—*Continued*

2A. Notice is given that the NPO has been incorporated by virtue of –

- ☐ the Companies Act, Chap. 81:01;
- ☐ any other written law.

3. Notice is given that on the ..... day of ..... 20....., the .....

..... constituting the non-profit organisation was amended.

New Controller Details

4. Notice is given that the following changes took place with respect to the controller(s) of the NPO:

Full Name/Particulars of change of name	Address and Date of Change	Occupation and Date of Change	Nationality and Date of Change	Nature of Control and Date of Change

5. Notice is given that on the ..... day of ..... 20....., the following person(s) became controller(s) of the NPO:

Full Name	Address	Occupation	Nationality	Telephone Number	Email Address	Basis on which he is a controller

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6. Notice is given that on the ..... day of ..... 20....., the following person(s) ceased to be controller(s) of the NPO:

Full Name	Address	Occupation	Nationality	Telephone Number	Email Address

7. The controller(s) of the NPO is/are -

Full Name	Address	Occupation	Nationality	Telephone Number	Email Address

New Member Details

8. Notice is given that the following changes took place with respect to the members of the NPO :

Full Name/Particulars of change of name	Address and Date of Change	Occupation and Date of Change	Nationality and Date of Change

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SCHEDULE 1—*Continued*

9. Notice is given that on the ……. day of …….. 20……., the following person(s) became member(s) of the NPO :

Full Name	Address	Occupation	Nationality	Telephone Number	Email Address

10. Notice is given that on the ……. day of …….. 20……., the following person(s) ceased to be member(s) of the NPO :

Full Name	Address	Occupation	Nationality	Telephone Number	Email Address

11. The members(s) of the NPO is/are –

Full Name	Address	Occupation	Nationality	Telephone Number	Email Address

New Beneficiary Details

12. Notice is given that the following changes took place with respect to the beneficiary(ies)/ class(es) of beneficiary(ies) of the NPO -

Date of Change _____

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Particulars of change _____

_____

_____

13. Documents attached are- (*Please tick (√) the appropriate box*)
☐ *(a)* copy of constituent document(s), as amended, of the non-profit organisation;
☐ *(b)* copy of photo identification of the controller whose particulars have been changed.

14.

Date	**Full Name and Title**	**Signature**

_____

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SCHEDULE 1—*Continued*

THE NON-PROFIT ORGANISATIONS ACT, No. 7 OF 2019

FORM 4

NOTICE OF CHANGE IN THE PARTICULARS REGISTERED BY A NON-PROFIT ORGANISATION

Instructions

With respect to the non-profit organisation-

Item 1

Set out the full name of the non-profit organisation and the registration number as indicated in its Certificate of Registration.

Item 2

(a) the name of the non-profit organisation needs to be stated only if there is a change in the name - state the full name of the non-profit organisation and the date on which the change became effective.

(b) the physical address needs to be stated only if there is a change in the location or address - state the full address of the non-profit organisation and the date on which the change became effective.

(c) the mailing address needs to be stated only if there is a change in the address - state the full mailing address and the date on which the change became effective.

(d) the telephone number needs to be stated only if there is a change in the number - state the telephone number and the date on which the change became effective.

(e) the email address needs to be stated only if there is a change - state the email address and the date on which the change became effective.

(f) the date on which the change of status became effective needs to be stated only if there is a change.

(g) the declared purposes and activities need to be stated only if there is a change - set out the objective(s) and activity(ies) the non-profit-organisation carries on.

Item 2A

State whether the non-profit organisation was incorporated by virtue of the Companies Act, Chap. 81:01 or any other written law.

Item 3

Indicate the effective date of any change in the constituent documents of the non-profit organisation and specify the document which has been amended.

With respect to each controller-

Item 4

(a) state the first name(s), middle name(s) and surname(s) of the controller(s) to whom the change(s) applies and set out the particulars of any change of name, including the new name, date of change, and by virtue of what authority the change of name was effected.
(b) the address needs to be stated only if there is a change in the location or address -
    (i) state the full street address, including the building number and, if a multi-dwelling unit, unit number; and
    (ii) state the effective date of the change.
(c) the occupation needs to be stated only if there is a change -
    (i) specify the occupation clearly. Where possible, specify area of specialty, e.g. electrical engineer; and
    (ii) state the effective date of the change.
(d) the nationality needs to be stated only if there is a change –
    (i) state the nationality; and
    (ii) state the effective date of the change.
(e) the nature of control needs to be stated only if there is a change –
    (i) state whether control is exercised directly, indirectly or through other means; and
    (ii) state the effective date of change.

Item 5

(a) state the first name(s), middle name(s) and surname(s) of the controller;
(b) state the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;
(c) specify the controller's occupation clearly. Where possible, specify area of specialty, e.g. electrical engineer;
(d) state the nationality of the controller;
(e) state the telephone number of the controller;
(f) state the email address of the controller; and
(g) state the basis on which the person is to be considered a controller.

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SCHEDULE 1—*Continued*

Items 6 and 7

(a) state the first name(s), middle name(s) and surname(s) of the controller;
(b) state the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;
(c) specify the controller's occupation clearly. Where possible, specify area of specialty, e.g. electrical engineer;
(d) state the nationality of the controller;
(e) state the telephone number of the controller; and
(f) state the email address of the controller.

With respect to each member-

Item 8

(a) state the first name(s), middle name(s) and surname(s) of the member(s) to whom the change(s) apply(ies) and set out the particulars of any change of name, including the new name, date of change, and by virtue of what authority the change of name was effected.
(b) the address needs to be stated only if there is a change in the location or address -
    (i) state the full street address, including the building number and, if a multi-dwelling unit, unit number; and
    (ii) state the effective date of the change.
(c) the occupation needs to be stated only if there is a change -
    (i) specify the occupation clearly. Where possible, specify area of specialty, e.g. electrical engineer; and
    (ii) state the effective date of the change.
(d) the nationality needs to be stated only if there is a change -
    (i) state the nationality; and
    (ii) state the effective date of the change.

Items 9, 10 and 11

(a) state the first name(s), middle name(s) and surname(s) of the member;
(b) state the full street address, including the building number and, if a multi-dwelling unit, unit number of the member;
(c) specify the member's occupation clearly. Where possible, specify area of specialty, e.g. electrical engineer;
(d) state the nationality of the member;
(e) state the telephone number of the member; and
(f) state the email address of the member.

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Item 12

State the first name(s), middle name (s) of the beneficiary or class of beneficiary(ies) to whom the change applies and set out the particulars of any change of name, including the new name, and by virtue of what authority the change of name was effected, the address, occupation or nationality and the effective date of change.

Item 13

Indicate whether the notice is accompanied by a copy of the constituent document(s) of the non-profit organisation with up-to-date amendments and/or a copy of a valid photo identification of the controller(s) whose particulars have been changed.

Signature -

The controller shall sign the notice indicating the capacity in which he is signing.

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SCHEDULE 1—*Continued*

[236/2024]. **REPUBLIC OF TRINIDAD AND TOBAGO**

THE NON-PROFIT ORGANISATIONS ACT, No. 7 OF 2019

(Section 15)

FORM 5

CERTIFICATE OF REGISTRATION OF CHANGE OF PARTICULARS

_____
Registration No.

_____
(Name of Non-Profit Organisation)

I HEREBY CERTIFY

☐ the change of name of the above-mentioned Organisation from ……
……to……

☐ the change of status of the above-named Organisation to an incorporated body of persons,

was this day registered pursuant to section 15(2), of the Non-Profit Organisations Act, 2019.

_____
Registrar General

_____
Date of Registration

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REPUBLIC OF TRINIDAD AND TOBAGO [236/2024].

THE NON-PROFIT ORGANISATIONS ACT, No. 7 of 2019

(Section 21C)

FORM 6

ANNUAL RETURN BY A NON-PROFIT ORGANISATION

1. Name of Non-Profit Organisation _____
2. Non-Profit Organisation Number _____
3. Address of Non-Profit Organisation _____

   _____
4. Anniversary Date of Registration _____
5. The controller(s) of the Non-Profit Organisation at the date of this return is/are –

   _____
   Full Name _____ Address _____
   _____
   Occupation _____ Nationality _____
   Telephone No. _____ Email Address _____
   Basis on which he is a controller -
   _____

   _____
   Full Name _____ Address _____
   _____
   Occupation _____ Nationality _____
   Telephone No. _____ Email Address _____
   Basis on which he is a controller -
   _____

   _____
   Full Name _____ Address _____
   _____
   Occupation _____ Nationality _____
   Telephone No. _____ Email Address _____
   Basis on which he is a controller -
   _____

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SCHEDULE 1—*Continued*

6. The Members(s) of the Non-Profit Organisation at the date of this return is/are –

Full Name _____ Address _____

Occupation/Status Nationality/Jurisdiction of Incorporation/Formation

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status Nationality/Jurisdiction of Incorporation/Formation

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status Nationality/Jurisdiction of Incorporation/Formation

Telephone No. _____ Email Address _____

7. The Founder(s) of the Non-Profit Organisation at the date of this return is/are –

Full Name _____ Address _____

Occupation/Status Nationality/Jurisdiction of Incorporation/Formation

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status Nationality/Jurisdiction of Incorporation/Formation

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status Nationality/Jurisdiction of Incorporation/Formation

Telephone No. _____ Email Address _____

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8. The Beneficiary(ies)/ Class of Beneficiary(ies) of the Non-Profit Organisation at the date of this return is/are –

_____
_____
_____
_____

DECLARATION OF CONTROLLER MAKING THE APPLICATION

I, the undersigned, declare that the information contained in this form is to the best of my knowledge, information and belief, true and correct.

Date	Full Name and Title	Signature

_____

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SCHEDULE 1—*Continued*

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 OF 2019

FORM 6

ANNUAL RETURN

Instructions

Items 1, 2

Set out the full legal name of the non-profit organisation, and except where a number has not been assigned, state the non-profit organisation number.

Item 3

State the full address of the registered office of the non-profit organisation.

Item 4

State the anniversary date of registration of the non-profit organisation.

Item 5

With respect to each controller of the non-profit organisation –

(a) state the first given name, middle name and family name of the controller;
(b) state the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;
(c) specify the controller's occupation clearly. Where possible, specify the area of speciality e.g. electrical engineer;
(d) state the nationality of the controller;
(e) state the telephone number(s) of the controller;
(f) state the email address of the controller; and
(g) state the basis upon which the person is considered a controller.

Item 6

With respect to each member of the non-profit organisation, state the –

(a) full name of each member, whether a natural person or a corporation;
(b) address (if a natural person) or registered office (if a corporation) including the building number and, if a multi-unit building, unit number;
(c) occupation/calling (if a natural person) or status e.g., "corporation/limited or unlimited liability company" (if a corporation); and
(d) nationality (if a natural person) or jurisdiction of incorporation/formation (if a corporation) e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere).

Item 7

With respect to each founder of the non-profit organisation, state the –

(a) full name of each founder, whether a natural person or a corporation;
(b) address (if a natural person) or registered office (if a corporation) including the building number and, if a multi-unit building, unit number;
(c) occupation/calling (if a natural person) or status e.g., "corporation/limited or unlimited liability company" (if a corporation); and

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(d) nationality (if a natural person) or jurisdiction of incorporation/formation (if a corporation) e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere).

Item 8

State the full name, address, occupation and nationality of each beneficiary or class of beneficiary(ies) of the non-profit organisation.

Signature -

The controller shall sign the notice indicating the capacity in which he is signing.

REPUBLIC OF TRINIDAD AND TOBAGO [236/2024].

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 OF 2019

(Section 21D)

FORM 7

APPLICATION FOR RESTORATION

1. Name of Non-Profit Organisation _____
2. Non-Profit Organisation Number _____
3. Address of Non-Profit Organisation _____
4. Date of Cancellation of Registration _____
5. The controller(s) of the Non-Profit Organisation at the date of this application is/are –

Full Name _____ Address _____
Occupation _____ Nationality _____
Telephone No. _____ Email Address _____
Basis on which he is a controller -

Full Name _____ Address _____
Occupation _____ Nationality _____
Telephone No. _____ Email Address _____
Basis on which he is a controller -

Full Name _____ Address _____
Occupation _____ Nationality _____
Telephone No. _____ Email Address _____
Basis on which he is a controller -

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SCHEDULE 1—*Continued*

6. The Members(s) of the Non-Profit Organisation at the date of this application is/are-

Full Name _____ Address _____

Occupation/Status _____ Nationality/Jurisdiction of Incorporation/Formation _____

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status _____ Nationality/Jurisdiction of Incorporation/Formation _____

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status _____ Nationality/Jurisdiction of Incorporation/Formation _____

Telephone No. _____ Email Address _____

7. The Founder(s) of the Non-Profit Organisation at the date of this application is/are –

Full Name _____ Address _____

Occupation/Status _____ Nationality/Jurisdiction of Incorporation/Formation _____

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status _____ Nationality/Jurisdiction of Incorporation/Formation _____

Telephone No. _____ Email Address _____

Full Name _____ Address _____

Occupation/Status _____ Nationality/Jurisdiction of Incorporation/Formation _____

Telephone No. _____ Email Address _____

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8. The Beneficiary(ies)/Class of Beneficiary(ies) of the Non-Profit Organisation at date of this application is/are - _____
_____
_____
_____

DECLARATION OF CONTROLLER MAKING THE APPLICATION

I, the undersigned, declare that the information contained in this form is to the best of my knowledge, information and belief, true and correct.

Date	Name and Title	Signature

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SCHEDULE 1—*Continued*

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 OF 2019

APPLICATION FOR RESTORATION

FORM 7

Instructions

Items 1, 2

Set out the full name of the non-profit organisation and the non-profit organisation number (if a number has been assigned).

Item 3

State the principal address of the non-profit organisation.

Item 4

State the effective date of cancellation as indicated on the *Gazette* publication or elsewhere, by other means approved by the Registrar.

Item 5

With respect to each controller of the non-profit organisation –

(a) state the first name(s), middle name(s) and surname(s) of the controller;
(b) state the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;
(c) specify the controller's occupation clearly. Where possible, specify the area of speciality e.g. electrical engineer;
(d) state the nationality of the controller;
(e) state the telephone number(s) of the controller;
(f) state the e-mail address of the controller; and
(g) state the basis upon which the person is considered a controller.

Item 6

With respect to each member of the non-profit organisation, state the –

(a) first name(s), middle name(s) and surname(s) of each member, whether a natural person or a corporation;
(b) address (if a natural person) or registered office (if a corporation) including the building number and, if a multi-unit building, unit number;
(c) occupation/calling (if a natural person) or status e.g., "corporation/limited or unlimited liability company" (if a corporation); and
(d) nationality (if a natural person) or jurisdiction of incorporation/formation (if a corporation) e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere).

Item 7

With respect to each founder of the non-profit organisation, state the –

(a) full name of each founder, whether a natural person or a corporation;
(b) address (if a natural person) or registered office (if a corporation) including the building number and, if a multi-unit building, unit number;
(c) occupation/calling (if a natural person) or status e.g., "corporation/limited or unlimited liability company" (is a corporation); and
(d) nationality (if a natural person) or jurisdiction of incorporation/formation (if a corporation) e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere).

Item 8

State the full name, address, occupation and nationality of each beneficiary or class of beneficiary(ies) of the non-profit organisation.

Signature -

The controller shall sign the notice indicating the capacity in which he is signing.

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REPUBLIC OF TRINIDAD AND TOBAGO [236/2024].

THE NON-PROFIT ORGANISATIONS ACT, No. 7 of 2019

(Section 21D)

FORM 8

CERTIFICATE OF RESTORATION

_____
Registration No.

_____
Name of Non-Profit Organisation

I HEREBY CERTIFY that the above-named Non-Profit Organisation was restored to the register of Non-Profit Organisations, pursuant to section 21D, of the Non-Profit Organisations Act, 2019.

_____
Registrar General

_____
Date of Restoration

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(Rule 4).
[4 of 2024
236/2024].

SCHEDULE 2

TABLE OF FEES

1. FILING OF APPLICATION FOR REGISTRATION FOR A NON-PROFIT ORGANISATION	
Name Search	$10.00
List of Designated Individuals or Entities Search	$10.00
Filing of Application	$40.00
Certificate of Registration of Non-Profit Organisation	$40.00
2. FILING OF APPLICATION FOR RENEWAL OF REGISTRATION FOR A NON-PROFIT ORGANISATION	
List of Designated Individuals or Entities Search	$10.00
Filing of Application	$40.00
Certificate of Resignation of Non-Profit Organisation	$40.00
3. FILING OF NOTICE OF CHANGE OF PARTICULARS	$40.00
4. ANY OTHER DOCUMENT REQUIRED TO BE FILED	$40.00
5. ANY OTHER CERTIFICATE REQUIRED TO BE ISSUED	$40.00
6. EXAMINATION OF THE REGISTER KEPT BY THE REGISTRAR GENERAL IN RESPECT OF EACH NON-PROFIT ORGANISATION	$20.00
7. CERTIFIED COPY OF OR EXTRACT FROM REGISTER KEPT BY THE REGISTRAR GENERAL IN RESPECT OF EACH NON-PROFIT ORGANISATION	$100.00
8. CERTIFICATE OF NON-PROFIT ORGANISATION REGISTRATION	$40.00
9. FILING OF ANNUAL RETURN	$40.00
10. FILING OF APPLICATION FOR RESTORATION	
Filing of Application	$200.00
Certificate of Restoration	$40.00

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NON-PROFIT ORGANISATIONS (ELECTRONIC FILING) REGULATIONS

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation.
2. Interpretation.
3. Identification submission.
4. Use of a verification statement.
5. Authorised corporate service provider.
6. Responsibilities of an authorised corporate service provider.
7. Suspension.
8. Cancellation of registration as an authorised corporate service provider.
9. Issue of user account unique identifier.
10. Protection of identity documents.
11. Providing false documents or information.

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[160/2023].

NON-PROFIT ORGANISATIONS (ELECTRONIC FILING) REGULATIONS

made under section 25 and subject to negative resolution of Parliament

Citation.

1. These Regulations may be cited as the Non-Profit Organisations (Electronic Filing) Regulations.

Interpretation.

2. For the purposes of these Regulations—

"authorised corporate service provider" means an Attorney-at-law or an accountant who receives identity information for a person for submission to the Registrar and—

(a) whose application to the Registrar to become an authorised corporate service provider has been granted under regulation 5;

(b) who has not since ceased to be an authorised corporate service provider by virtue of regulation 8; and

(c) whose status as an authorised corporate service provider is not for the time being suspended by virtue of regulation 7;

"FIUTT" means the Financial Intelligence Unit of Trinidad and Tobago established under the Financial Intelligence Unit of Trinidad and Tobago Act;

Ch. 72:01.

"verification statement" means a statement, in the form approved by the Registrar, issued by an authorised corporate service provider; and

"user account unique identifier" means a Companies Registry Online System Personal Identification Number issued by the Registrar.

Identification submission.

3. (1) The Registrar may determine that any document required to be submitted, delivered to or received by, filed or registered by the Registrar, under the Act be so submitted, delivered or received, filed or registered via an electronic system identified, established or maintained by the Registrar for that purpose and shall be in electronic form.

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(2) A person wishing to file any record with, or access any document using the electronic system identified in subregulation (1) shall apply to the Registrar for a user account unique identifier by submitting the following:

(a) two forms of identification such as, his driver's licence, national identification or passport;

(b) a headshot, holding one of the submitted forms of identification next to his face;

(c) nationality information;

(d) in the case of a Trinidad and Tobago national, his Birth Certificate Pin Number;

(e) his usual residential address and postal address;

(f) contact details, inclusive of e-mail address and telephone number; and

(g) such other information required by the Registrar.

(3) An application under subregulation (2) shall be made in accordance with Guidelines of the Registrar.

(4) The Registrar may waive one of the identity document requirements set out in subregulation (2)*(a)* upon submission of a request for same, in writing.

Use of a verification statement.

4. A person wishing to apply for a user account unique identifier pursuant to regulation 3(2) may submit a verification statement in lieu of his identification documents.

Authorised corporate service provider.

5. (1) A person wishing to act as an authorised corporate service provider may apply to the Registrar in the form approved by the Registrar.

(2) Where the applicant under subregulation (1) is an individual, the application shall include—

(a) the name, nationality and date of birth of the applicant;

(b) the service address of the applicant;

(c) the e-mail address of the applicant; and

(d) the part of Trinidad and Tobago in which the applicant is usually resident.

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(3) An application under subregulation (1) shall be accompanied by—

(a) a Financial Intelligence Unit of Trinidad and Tobago Certificate; and

(b) in the case of an Attorney-at-law, the Current Practicing Certificate or Practicing Certificate receipt for the current year and the Practicing Certificate issued for the previous year, issued under the Legal Profession Act; or

Ch. 90:03.

(c) in the case of an accountant, a practicing Certificate in accordance with the Chartered Accountants Practicing Regulations [Institute of Chartered Accountants of Trinidad and Tobago (ICATT)] or certification from the Association of Chartered Certified Accountants (ACCA).

(4) Where the applicant under subregulation (1) is a firm the application shall include—

(a) the name of the firm;

(b) the principal office of the firm;

(c) the service address of the firm;

(d) the e-mail address of the firm;

(e) the certificate of registration of the firm, issued pursuant to the Act; and

(f) the name(s) of the attorneys or accountants within the said firm along with copies of the documents referred to in subregulation (3).

(5) Where the Registrar is satisfied that an applicant under subregulation (1) or (4) meets the requirements of subregulations (2) and (3), he may issue an Authorised Corporate Service Provider Certificate to him.

Responsibilities of an authorised corporate service provider.

6. The holder of an Authorised Corporate Service Provider Certificate shall—

(a) maintain copies of the identity documents of the person whose identity he certified, in his

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possession for a period of six (6) years after the cancellation of the user account unique identifier; and

(b) make the documents under paragraph *(a)* available for inspection by the Registrar, upon notification in writing to the email address of the authorised corporate service provider, or for the purposes of law enforcement or pursuant to an order of the Court.

Suspension.

7. (1) Where the identity documents, held by the holder of an Authorised Corporate Service Provider Certificate, have been lost or misplaced, or found to be fraudulent, the authorised corporate service provider shall, within fourteen days, notify the Registrar.

(2) The Registrar, on receipt of a notification under subregulation (1), may suspend—

(a) the user account unique identifier in respect of the person whose identity documents were lost or misplaced, until the valid identity documents are resubmitted; and

(b) the Authorised Corporate Service Provider Certificate of the holder unless reasonable grounds are provided.

Cancellation of registration as an authorised corporate service provider.

8. Where the holder of an Authorised Corporate Service Provider Certificate is no longer practicing as an attorney, accountant or is no longer registered with the FIUTT, he shall within fourteen days of him no longer practicing or being registered with the FIUTT, notify the Registrar who shall cancel the registration of the authorised corporate service provider.

Issue of user account unique identifier.

9. Where a person meets the requirements of regulation 3(2), the Registrar may issue to him a user account unique identifier which will enable him to file any record as required by the Registrar to be electronically filed or access any document under the Act.

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Protection of identity documents.

10. The Registrar shall not make available for public inspection, any identity documents submitted pursuant to regulation 3(2).

Providing false documents or information.

11. An applicant under regulation 5 who provides false document or false information or fails to give notification to the Registrar commits an offence and is liable on summary conviction to a fine of ten thousand dollars and imprisonment for a term of six months.

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