LEGAL NOTICE NO. 851

REPUBLIC OF TRINIDAD AND TOBAGO

THE EXCHEQUER AND AUDIT ACT, CHAP. 69:01

REGULATIONS

MADE BY THE MINISTER UNDER SECTION 45(1) OF THE EXCHEQUER AND AUDIT ACT

FINANCIAL (PRESCRIBED FORMS) REGULATIONS, 2026

Citation

1. These Regulations may be cited as the Financial (Prescribed Forms) Regulations, 2026.

Commencement

2. These Regulations come into operation on the 1st day of January, 2027.

Prescribed Forms

3. The forms required to be prescribed under the sections set out in the First Column of the following Table are set out in the Second Column of the Table of the Schedule:

FIRST COLUMN	SECOND COLUMN
Section	Form
31B(2)	Form 1
31C(2)	Form 2
31C(3)	Form 2
31C(4)	Form 2
31C(5)	Form 2
31C(1)(c)	Form 3
31C(7)	Form 4

Statutory body to pay fee upon delivery of return

4. Where Form 4 is to be delivered under section 31C(7) of the Act, the statutory body shall be required to pay a fee of fifty dollars ($50.00).

SCHEDULE

FORM 1

[Section 31B(2)]

REPUBLIC OF TRINIDAD AND TOBAGO

EXCHEQUER AND AUDIT ACT, CHAP. 69:01

NOTICE TO MEMBERS OF THE STATUTORY BODY TO DECLARE BENEFICIAL OWNERSHIP

(NAME OF STATUTORY BODY)

To: …….

TAKE NOTICE that pursuant to section 31B(1) and 31B(2) of the Exchequer and Audit Act, Chap. 69:01, as amended by Act No. 1 of 2024 and Act No. 15 of 2024 ("the Act"), every statutory body is required to ascertain and obtain information on all beneficial owners of the statutory body existing on or before October 14, 2024 (the commencement date) and to issue notice in the prescribed form to all members appointed on or before the commencement date within thirty (30) days thereof.

Section 31B(3) of the Act also provides that upon receipt of this notice, all beneficial owners of the statutory body shall submit a statement in the prescribed form to the statutory body within thirty (30) days thereof or such other period that the Minister may by Order approve. This notice is accompanied by a copy of the statement to be completed in the prescribed form.

Section 31B(4) and 31B(6) of the Act mandate that a statutory body maintain and update a register of all its beneficial owners and their respective particulars as well as take reasonable steps to verify the information maintained on the register.

In accordance with section 31B(7) of the Act, you are advised that the failure of a statutory body to maintain its register constitutes an offence committed by the statutory Body ***and*** its members for which the penalty is, on summary conviction, ***a fine of ten thousand dollars ($10,000.00) and imprisonment for three years and a further fine of three hundred dollars ($300.00) for every day in which the offence continues.***

You are further advised that in accordance with section 31B(8) of the Act, failure of a statutory body to take reasonable steps to ascertain and obtain all information as to the beneficial ownership of its members, constitutes an offence committed by the statutory body and its members for which the penalty is on summary conviction, a fine of ten thousand dollars ($10,000.00) and imprisonment for three years and a further fine of three hundred dollars ($300.00) for every day in which the offence continues.

SCHEDULE—CONTINUED

FORM 1—Continued

In this regard, it is in the interest of members and beneficial owners to liaise with the statutory body to ensure full compliance with the Act.

Dated this …….. day of ……., 20……

……..

Signature

……

(State designation of position in relation to the statutory body)

FORM 2

[Section 31C(2), 31C(3), 31C(4), 31C(5)]

REPUBLIC OF TRINIDAD AND TOBAGO

EXCHEQUER AND AUDIT ACT, CHAP. 69:01

STATEMENT IN RESPECT OF BENEFICIAL OWNERSHIP OF A STATUTORY BODY

Where the information is required to be set out in relation to more than one party in an item below, additional tables may be added or alternatively, schedules may be incorporated into the form.

1. Name of Statutory Authority _____

2. Particulars of:

- **member; or**
- **beneficial owner.**

Name	
Address	
Nationality	
Occupation	
(1) Form of Identification	
Identification Number	
(2) Form of Identification	
Identification Number	
Certificate of Birth Pin Number	
Country of Issue	
Expiry Date	
Contact number	
Email address	
Date on which beneficial ownership was acquired (if applicable)	
Date on which beneficial ownership ceased (if applicable)	

2.1. Beneficial ownership status –

I, the above-named beneficial owner, confirm that -
(Select the option that is applicable)

- **I am** a beneficial owner of the statutory body for the following reason(s):
  - □ a natural person who owns or controls ten per cent or more of the membership interest in the statutory body through –
    - □ direct ownership; or
    - □ indirect ownership; or

SCHEDULE—CONTINUED

FORM 2—Continued

□ control through other means, the particulars of which are –

_____

_____

□ a natural person who exercises ultimate effective control of the statutory body indirectly or through other means, the particulars of which are –

_____

_____

□ a natural person who holds the position of senior managing official.

2.2. I, the above-named Member, **am not** a beneficial owner of the statutory body given that I do not fall within the categories of persons set out in 2.1 above and, the following person/s is/are a beneficial owner of the statutory body on the basis indicated –

Name		
Address		
Nationality		
Occupation		
Nature of Beneficial Interest *(Select the option that is applicable)*		A natural person who owns or controls ten per cent or more of the membership interest in the statutory body through direct ownership or indirect ownership or control through other means, the particulars of which are – _____ _____
		A natural person who exercises ultimate effective control of the statutory body indirectly or through other means, the particulars of which are – _____ _____
		A natural person who holds the position of senior managing official.

NB:

You are advised that in accordance with section 31C(6) of the Act, failure to submit a Statement to the statutory body, without reasonable cause, constitutes an offence for which the penalty on summary conviction is a ***fine of ten thousand dollars ($10,000.00) and imprisonment for three (3) years and a further fine of three hundred dollars ($300.00) for every day in which the offence continues.***

SCHEDULE—CONTINUED

FORM 2—Continued

You are further advised that the obligation of beneficial owners to inform the statutory body of any *acquisition of, or changes to beneficial ownership is an on-going one, which must* ***be fulfilled within thirty days (30)*** *in* ***either case.***

In this regard, it is in the interest of members and beneficial owners of the statutory body to liaise with the statutory body to ensure full compliance with the Act.

Dated the _____ day of _____, 20_____.

Name:

Title:

FORM 3

[Section 31C(1)(c)]

REPUBLIC OF TRINIDAD AND TOBAGO

EXCHEQUER AND AUDIT ACT, CHAP. 69:01

INITIAL RETURN OF BENEFICIAL OWNERSHIP OF A STATUTORY BODY

Where the information is required to be set out in relation to more than one party in an item below, additional tables may be added or alternatively, schedules may be incorporated into the form.

1. Name of statutory body _____
2. Address of the statutory body _____
3. Composition of the statutory body as at the date of this Return _____
4. State whether the statutory body is required by its enabling legislation to act in accordance with any special or general policy directions and identify the person or office (e.g. Minister, President, etc.) from whom such directions may lawfully be given.

   _____
5. Particulars of individual (s) of the statutory body:

   (a) Particulars of individual(s) **becoming beneficial owners** of the statutory body –

Name	Address	Occupation	Nationality	Telephone number	Email address	Date of becoming beneficial owner

SCHEDULE—CONTINUED

FORM 3—Continued

(b) Particulars of individual(s) **ceasing to be beneficial owners** of the statutory body –

Name	Address	Occupation	Nationality	Telephone number	Email address	Date of ceasing to be a beneficial owner

(c) **Change of particulars** of existing beneficial owners of the statutory body –

Name	Change of particulars	Date of change

6. List of beneficial owners(s) of the statutory body as of this date –

Name _____

Address _____

Occupation _____

Nationality _____

Nature of beneficial interest –

□ A natural person who owns or controls ten per cent or more of the membership interest in the statutory body through –

- o direct ownership; or
- o indirect ownership; or
- o control through other means, the particulars of which are –

SCHEDULE—CONTINUED

FORM 3—Continued

_____

_____

□ A natural person who exercises ultimate effective control of the statutory body indirectly or through other means, the particulars of which are –

_____

_____

□ A natural person who holds the position of senior managing official.

DECLARATION OF ACCURACY OF PRESENTED INFORMATION

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 of Chairperson/ Authorised Officer	Signature

SCHEDULE—CONTINUED

FORM 3—Continued

THE FINANCIAL (PRESCRIBED FORMS) REGULATIONS, 2026

Form 3

RETURN OF BENEFICIAL OWNERSHIP OF A STATUTORY BODY

Instructions

Item 1

Set out the full name of the statutory body.

Item 2

State the full address of the statutory body.

Item 3

State the total number of members currently appointed to the statutory body and the official positions (such as Chairperson, Deputy Chairperson, Member, Commissioners etc.).

Item 4

State 'Yes' or 'No' and if 'Yes', state the person or office from whom directions are lawfully given and briefly cite the relevant section of the enabling legislation.

Item 5(a)

State the particulars of each individual who will become a beneficial owner as at the date of filing of this return.

Item 5(b)

State the particulars of each individual who will cease to be a beneficial owner as at the date of filing of this return.

Item 5(c)

State the full name of the beneficial owner(s) to whom the change(s) apply/applies and set out the particulars of any change.

Item 6

(a) State the particulars of each person whose name is entered in the register of beneficial owners of the statutory body, as at the date of this return and state whether the beneficial owner holds beneficial interest in ten per cent or more of its membership interest directly, indirectly or control through other means (state particulars of the other means); or

(b) State whether the natural person exercises ultimate effective control of the statutory body indirectly or through other means (state particulars of the other means); or

(c) State the senior managing position held by the natural person.

Signature –

A Chairperson or an authorised officer of the statutory body, shall sign the return indicating the capacity in which he is signing.

FORM 4

[Section 31C(7)]

REPUBLIC OF TRINIDAD AND TOBAGO

EXCHEQUER AND AUDIT ACT, CHAP. 69:01

RETURN OF BENEFICIAL OWNERSHIP OF A STATUTORY BODY

Where the information is required to be set out in relation to more than one party in an item below, additional tables may be added or alternatively, schedules may be incorporated into the form.

1. Name of statutory body _____
2. Address of the statutory body _____
3. Composition of the statutory body as at the date of this Return _____
4. State whether the statutory body is required by its enabling legislation to act in accordance with any special or general policy directions and identify the person or office (e.g. Minister, President, etc.) from whom such directions may lawfully be given.

   _____
5. Particulars of individual(s) of the statutory body:

   (a) Particulars of individual(s) **becoming beneficial owners** of the statutory body –

Name	Address	Occupation	Nationality	Telephone number	Email address	Date of becoming beneficial owner

SCHEDULE—CONTINUED

FORM 4—Continued

(b) Particulars of individual(s) **ceasing to be beneficial owners** of the statutory body –

Name	Address	Occupation	Nationality	Telephone number	Email address	Date of ceasing to be a beneficial owner

(c) **Change of particulars** of existing beneficial owners of the statutory body –

Name	Change of particulars	Date of change

6. List of beneficial owners(s) of the statutory body as of this date –

Name _____

Address _____

Occupation _____

Nationality _____

Nature of beneficial interest –

□ A natural person who owns or controls ten percent or more of the membership interest in the statutory body through:

- o direct ownership; or
- o indirect ownership; or
- o control through other means, the particulars of which are -

SCHEDULE—CONTINUED

FORM 4—Continued

_____

_____

□ A natural person who exercises ultimate effective control of the statutory body indirectly or through other means, the particulars of which are –

_____

_____

□ A natural person who holds the position of senior managing official.

DECLARATION OF ACCURACY OF PRESENTED INFORMATION

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 of Chairperson/ Authorised Officer	Signature

SCHEDULE—CONTINUED

FORM 4—Continued

THE FINANCIAL (PRESCRIBED FORMS) REGULATIONS, 2026

Form 4

RETURN OF BENEFICIAL OWNERSHIP OF A STATUTORY BODY

Instructions

Item 1

Set out the full name of the statutory body.

Item 2

State the full address of the statutory body.

Item 3

State the total number of members currently appointed to the statutory body and the official positions (such as Chairperson, Deputy Chairperson, Member, Commissioners etc.)

Item 4

State 'Yes' or 'No' and if 'Yes', state the person or office from whom directions are lawfully given and briefly cite the relevant section of the enabling legislation.

Item 5(a)

State the particulars of each individual who will become a beneficial owner as at the date of filing of this return.

Item 5(b)

State the particulars of each individual who will cease to be a beneficial owner as at the date of filing of this return.

Item 5(c)

State the full name of the beneficial owner(s) to whom the change(s) apply/applies and set out the particulars of any change.

SCHEDULE—CONTINUED

FORM 4—Continued

Item 6

(a) State the particulars of each person whose name is entered in the register of beneficial owners of the statutory body, as at the date of this return and state whether the beneficial owner holds beneficial interest in ten per cent or more of its membership interest directly, indirectly or control through other means (state particulars of the other means); or

(b) State whether the natural person exercises ultimate effective control of the statutory body indirectly or through other means (state particulars of the other means); or

(c) State the senior managing position held by the natural person.

Signature –

A Chairperson or an authorised officer of the statutory body, shall sign the return indicating the capacity in which he is signing.

NB: It is to be noted that a fee of $50.00 is applicable on filing.

NOTE: The Exchequer and Audit Act, Chap. 69:01, requires the disclosure of beneficial ownership information (and any changes), with penalties for non-compliance pursuant to section 31C(8).

Made this 11th day of November, 2026.

D. TANCOO
Minister of Finance

PRINTED AND PUBLISHED BY THE GOVERNMENT PRINTER, CARONI
REPUBLIC OF TRINIDAD AND TOBAGO—2026