



Registrar General's Department

PUBLIC NOTICE TO ALL NON-PROFIT ORGANISATIONS

The Non-Profit Organisations Act, 2019, which came into operation on June 14, 2019, states that a person shall not operate a Non-Profit Organisation ("NPO") in Trinidad and Tobago unless the NPO is registered under that Act.

How To Register A Non-Profit Organisation Pursuant To The Non-Profit Organisations Act, 2019

AN UNINCORPORATED BODY OF PERSONS – SUBMIT:

1. a completed registration form (Form 1);
2. a completed AML/CFT/PF Risk Assessment Questionnaire;
3. copies of the constituent documents of the NPO;
4. a copy of photo identification of the controller of the NPO (ID card or passport only); and
5. the application fee of TT\$100.00 (non-refundable).

AN NPO INCORPORATED BY AN ACT OF PARLIAMENT – SUBMIT:

1. a completed registration form (Form 1);
2. a completed AML/CFT/PF Risk Assessment Questionnaire;
3. copies of the constituent documents of the non-profit organisation;
4. a copy of photo identification of the controller of the NPO (ID card or passport only); and
5. the application fee of TT\$100.00 (non-refundable).

Processing time: Thirty (30) business days
NOTE: NPOs operating prior to June 14, 2019, must register **within eighteen (18) months** of that date.

Upon receipt of confirmation of:-

1. approval of the application, collect a Certificate of Non-Profit Organisation Registration; or
2. refusal of the application, written reasons may be provided to the Registrar General, within thirty (30) days of the date of the notice of refusal, as to why the application should be approved.

AN NPO INCORPORATED UNDER THE COMPANIES ACT, CH. 81:01

PRIOR TO JUNE 14, 2019 – SUBMIT:

1. a completed registration form (Form 1);
2. a copy of the Certificate of Incorporation/Continuance, constitution, if any, and by-laws if they were not already filed;
3. a completed AML/CFT/PF Risk Assessment Questionnaire
(NOTE: the completed Questionnaire must be submitted within twelve (12) months of June 14, 2019);
4. a copy of photo identification of the controller of the NPO (ID card or passport only); and
5. a copy of the letter of approval of exemption from corporation tax, where applicable, issued to the NPO.

ON OR AFTER JUNE 14, 2019 – NOTE:

1. IN ORDER TO QUALIFY FOR APPROVAL FOR INCORPORATION SUBMIT:
 - a) articles of incorporation; and
 - b) a completed AML/CFT/PF Risk Assessment Questionnaire; and
2. UPON INCORPORATION, SUBMIT:
 - a) a completed registration form (Form 1); and
 - b) a copy of photo identification of the controller of the NPO (ID card or passport only).

UPON SUBMISSION, please collect a Certificate of Non-Profit Organisation Registration after five (5) business days.

FORMS	AVAILABILITY
Registration Form	<ul style="list-style-type: none"> • Website: www.legalaffairs.gov.tt • Government Printery: 55-57, Eteck Park, Frederick Settlement, Caroni.
AML/CFT/PF Risk Assessment Questionnaire	<ul style="list-style-type: none"> • Website: www.legalaffairs.gov.tt

All forms must be completed in **BLOCK (CAPITAL) letters** or **type-written**, and submitted in person to the Companies Registry, Registrar General's Department, Ministry of the Attorney General and Legal Affairs.

The Non-Profit Organisations Act, 2019 gives the following definition of a non-profit organisation:

"A body of persons, whether incorporated or unincorporated, which - (b) carries on its business without pecuniary gain to its members or officers except as reasonable compensation for services rendered; and

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

raises or disburses funds for that purpose or object;