



Veni Apwann

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Quick Start Guide to Registering as a Non-profit Company

In Trinidad and Tobago the Civil Society Sector refers to a range of groups such as Community Based Organisations (CBOs): Youth, Sport and Cultural Groups, Councils, Faith-Based Organisations (FBOs), Non-Profit Organisations, Non-Governmental Organisations (NGOs). These groups publicly promote their cause or interest for their members or others. In order to conduct their business with different stakeholders such as the Public, Government Ministries, Corporations, Funders, Banks, etc. civil society groups can choose to register **with**:

1. **The Ministry of Legal Affairs**
2. **The Ministry of Community Development**
3. **The Ministry of Sport**
4. **Tobago House of Assembly**, Division of Community Development and Culture.



Registration is as follows with:

1. **Ministry of Legal Affairs**

Registration under the Companies Registry (Companies Act Chap. 81:01) results in the group being **incorporated as a non-profit company**. The group becomes a legal entity and operates under the Act.

Step 1: Obtain name approval (*Three working days to collect response*)

- **Form 25** –Application for Name Approval/Name Reservation
- **Filing fee:** \$25.00

Note: You must then complete stages 2 and 3 within 20 days.

Step 2: Obtain approval of draft Articles of Incorporation

(*Three working days to collect response*)

- Form 2- Complete and submit with Form 25- A photocopy of the approved Name
- A covering letter addressed to the Registrar of Companies, stating that the draft Articles of Incorporation is attached for approval.

Approval of draft means you can proceed to Step 3.

If not approved, make the necessary amendments and re-submit.

Step 3: Incorporate the Non- Profit Company by submitting:

(*Three working days to collect response*)

Complete in **duplicate** originals, block capital letters, black or blue ink

- Form 2-Approved Articles of Incorporation by the Registrar
- Form 25- Approved and valid.
- Form 4- Notice of address
- Form 8 – Notice of Directors (as stated in the Articles of Incorporation)
- Form 27- Notice of Secretary
- **Filing fee: \$660.00**
- Collect the Certificate of Incorporation with the original receipt. **CONGRATULATIONS you are incorporated as a not for profit Company!**
- Forms are available at the website: www.legalaffairs.gov.tt Detailed instructions at the [Registrar General Offices.](#)



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2. Ministry of Community Development:

Village councils, community council, women's group etc. can register as a **as a community based or non-governmental** group with this Ministry.

- Collect registration forms at your Ministry of Community Development District office
- Complete and attach the following documents:
 - Write a letter to the Ministry of Community Development, Supervisor 1 (your District, e.g. St. George East) Administrative District requesting registration.
 - Copy of the constitution/ Rules and Regulations
 - List of members of the organisation
 - Financial statement/ Bank account/name of bank and signatories
 - History of the group
 - Projects already completed
 - Projections of projects and plans for the next year
 - The group will be placed on 3 to 6 months' probation.An assigned Officer will attend General Executive Meetings when the necessary guidance, training and information are communicated.

3. Ministry of Sport:

Pre-requirements:

- The mission and activities of the group must be consistent with the objectives of the National Sports Policy.
- The group must engage in one or more sporting activities.
- The group must be financially self-reliant. Income and expenditure statements to show income is generated from several sources: Fund raisers, sponsorships, benefactors etc.

Each new sport club is required to submit a Constitution and complete a Sport Club Application Form.

- A decision on the application for registration will normally be available within two weeks, and the Sport Club will be notified in writing to the Club's secretary. Certificates will be provided once a club is registered.

Ministry of Sport, 12 Abercromby Street, Port of Spain, Trinidad, West Indies
Tel. (868) 625-5622/4

4. Tobago House of Assembly, Division of Community Development and Culture.

Registration forms can be collected at the District Office of Community Development and Culture, 11 Main Street, Scarborough Tobago, West Indies Tel. (868) 639-4009



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Which registration is best for your organisation?

Non-profit registration:	Ministry registration:
This is the only registration which grants legal status of a not for profit organisation. It is recognised by funders and other stakeholders both locally and internationally.	Technically this registration does not grant the organisation any legal status, however, it is considered sufficient by many international agencies (e.g. UNDP Global Environment Fund, Small Grants Programme) and corporate social responsibility programmes to make them eligible for grant funding
You are liable to pay corporation tax (currently at a rate of 25%) on whatever 'chargeable profit' they report at the end of their financial year.	Banks will open a bank account for a non-profit based on this status.
You are liable for the Green Fund levy	May be limited to the access of international funding
Required to file the Annual Return of Directors within 3 weeks of the anniversary date of incorporation or penalties are applied	
Required to file changes in the directorship or secretaries within three weeks or penalties are applied	
Minimum of 3 Directors required	