

## Registration Forms are available at:

- [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt)
- **Government Printery**  
55-57, Eteck Park, Frederick Settlement,  
Caroni

## AML/CFT/PF Risk Assessment Questionnaire is available at:

- [www.legalaffairs.gov.tt](http://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.



MINISTRY OF SOCIAL DEVELOPMENT AND FAMILY SERVICES  
Head Office: CL Financial Building, 39-43 St. Vincent Street, Port of Spain.  
Tel: 623-2608 • Toll Free 800-1673 • Fax: 623-8496 • [www.social.gov.tt](http://www.social.gov.tt)



Government of the Republic of Trinidad and Tobago  
**Ministry of Social Development and Family Services**

## Non-Profit Organisations (NPO) Act

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



## HOW TO REGISTER

# A Non-Profit Organisation

pursuant to the Non-Profit Organisations Act, 2019

**An unincorporated body of persons must submit:**

- 1 A completed registration form (Form1);
- 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);
- 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.**

**An NPO incorporated by an act of parliament must submit:**

- 1 A completed registration form (Form1);
- 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);
- 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 the confirmation of:**

- Approval of the application, collect a certificate of non-profit organisation registration; or
- 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.

## HOW TO REGISTER

# A Non-Profit Organisation

**Incorporated**

**under the Companies Act, Ch 81:01**

**PRIOR TO JUNE 14, 2019 – SUBMIT:**

- A completed registration form (Form1);
- A copy of the certificate of incorporation/continuance, constitution, if any, and by-laws if they were not already filed;
- A completed AML/CFT/PF Risk Assessment Questionnaire;

**NOTE: the completed Questionnaire must be submitted within twelve (12) months of June 14 2019);**

A copy of photo identification of the controller of the NPO (ID card or passport only); and

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:**

- Articles of incorporation; and
- A completed AML/CFT/PF Risk Assessment Questionnaire; &

**2 UPON INCORPORATION, SUBMIT:**

- A completed registration form (Form1);
- 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.