



Office of the Registrar General

Authorised Corporate Service Providers

Role &
Responsibilities



Types of ACSPs



Individuals

&



Firms

Who can be an ACSP?



Attorneys-at-law

&



Accountants

Process to be recognised as an ACSP

Every person, firm or company who wishes to be recognised as an ACSP must submit an Application Form, accompanied by the following certificates to the Companies Registry:

- 1 Registration certificate from the Financial Intelligence Unit of Trinidad and Tobago; **and**
- 2 A current practising certificate or receipt for the current year and the practising certificate issued for the previous year pursuant to the Legal Profession Act Chap 90:03; **or**
- 3 Practising certificate issued by ICATT or ACCA.

Responsibilities of ACSPs

The Non-Profit Organisations (Electronic Filing) Regulations, 2023 (LN 160 of 2023)

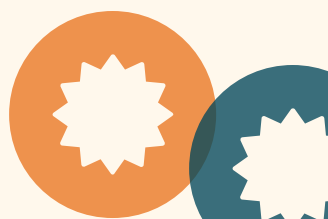
The Companies (Electronic Filing) Regulations, 2023 (LN 161 of 2023)

The Registration of Business Names (Electronic Filing) Rules, 2023 (LN 162 of 2023)

Identity

Verification

- ▶ Receiving, examining & maintaining copies of **valid photo IDs**.
- ▶ Receiving and maintaining a **headshot of each client holding one form of ID**.
- ▶ Preparing and maintaining **verification statements**.



Responsibilities of ACSPs

The Non-Profit Organisations (Electronic Filing) Regulations, 2023 (LN 160 of 2023)

The Companies (Electronic Filing) Regulations, 2023 (LN 161 of 2023)

The Registration of Business Names (Electronic Filing) Rules, 2023 (LN 162 of 2023)

Identity Verification

▶ Making the identity documents available for **inspection** by the Registrar General, law enforcement or pursuant to Court order.

▶ Notifying the Registrar where identity documents are **lost, misplaced or found to be fraudulent**.

Responsibilities of ACSPs



Authorised Signatory



Effective 14th October 2024



ACSPs are now authorised to sign documents on behalf of clients under the following Acts:

- Companies Act, Ch 81:01
- Registration of Business Names Act, Ch 82:85
- Non-Profit Organisations Act, 2019

Responsibilities of ACSPs

Authorised
Signatory

Signature by an Individual ACSP:

[NAME OF ACSP], Authorised Corporate Service Provider on behalf of [NAME OF CLIENT, TITLE OF CLIENT, NAME OF COMPANY/BUSINESS/NPO].

E.g. Jane Doe, Authorised Corporate Service Provider on behalf of Alex Doe, Director, Doe and Associates Limited.

Responsibilities of ACSPs

Authorised
Signatory

Signature by a Firm ACSP:

*[NAME OF AUTHORISED ATTORNEY/ACCOUNTANT],
[NAME OF FIRM], Authorised Corporate Service
Provider on behalf of [NAME OF CLIENT, TITLE OF
CLIENT, NAME OF COMPANY/BUSINESS/NPO].*

E.g. Jane Poe, Poe & Poe, Authorised Corporate
Service Provider on behalf of Alex Doe,
Director, Doe and Associates Limited.

Responsibilities of ACSPs

Authorised
Signatory

Process to submit applications, as an ACSP, through CROS:

- The ACSP & the client must have CRAs.
- The client must appoint the ACSP as an Agent.
- The ACSP will login using the appropriate Agent Role to submit the transaction(s).
- The email confirmation of the submission will be sent to the **clients**.
- The ACSP may sign & deliver the documents to the Companies Registry for stamping.



Office of the Registrar General

**For more
information &
updates, visit the
Companies
Registry Website**

legalaffairs.gov.tt