

SCHEDULE I

(Regulation 2)

REPUBLIC OF TRINIDAD AND TOBAGO

THE TRUSTEE ORDINANCE, CH. 4 OF 1939

Section 2A(3)

FORM 1

APPLICATION FOR REGISTRATION OF A TRUST/LEGAL ARRANGEMENT

1. TRUST/LEGAL ARRANGEMENT INFORMATION

1.1. **DATE OF TRUST/LEGAL ARRANGEMENT** _____

1.2. **DEED NUMBER** _____
(if registered pursuant to the Registration of Deeds Act)

1.3. **SUBJECT MATTER OF THE TRUST/LEGAL ARRANGEMENT:**
(Select all that apply)

<input type="checkbox"/>	Money
<input type="checkbox"/>	Property
<input type="checkbox"/>	Shares
<input type="checkbox"/>	Other, please specify:

2. NATURE OF THE TRUST/LEGAL ARRANGEMENT

(Select all that apply)

<input type="checkbox"/>	Express trust governed by the laws of Trinidad and Tobago
<input type="checkbox"/>	Foreign express trust with a trustee resident in Trinidad and Tobago
<input type="checkbox"/>	Foreign express trust formed in respect of a registrable asset in Trinidad and Tobago

PARTIES TO THE TRUST/LEGAL ARRANGEMENT

Please complete all sections below as applicable to the relevant instrument evidencing the trust or legal arrangement. An individual can hold multiple roles; if this is the case, please ensure all relevant roles are indicated.

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.

3. TRUSTEE(S)/ADMINISTRATOR(S)

3.1. Trustee(s)/Administrator(s) who is an /are **individual(s)*** -

Position	Trustee	Administrator
Name		
Address		
Nationality		
Occupation/Status		
Telephone No.		
Email address		

Note: * Delete subitem(s) if not applicable

3.2. Trustee(s)/Administrator(s) who is a/are **legal person(s)*** -

Position	Trustee	Administrator
Name		
Company Number		
Registered Office		
Jurisdiction of Incorporation/ Formation		
Status		
Telephone No.		
Email address		

Note: * Delete subitem(s) if not applicable

3.3. Trustee(s)/Administrator(s) who is a/are **legal arrangement(s)*** -

Position	Trustee	Administrator
Trustee(s)/Administrator		
Settlor(s)/ Equivalent Position		
Protector(s)/ Equivalent Position		
Beneficiary(ies)/class(es) of beneficiaries/ Equivalent Position		
Type of legal arrangement	<input type="radio"/> Trust <input type="radio"/> Other form of legal arrangement: _____ <i>(State the type of legal arrangement)</i>	

Governing Jurisdiction	
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Note: * Delete subitem(s) if not applicable

4. SETTLOR(S)/PERSON(S) IN EQUIVALENT POSITION

4.1. Settlor(s)/ person(s) in an equivalent position who is an/are **individual(s)*** -

Equivalent Position (<i>if applicable</i>)	
Name	
Address	
Nationality	
Occupation	
Telephone No.	
Email address	

Note: * Delete subitem(s) if not applicable

4.2. Settlor(s)/ person(s) in an equivalent position who is a/are **legal person(s)*** -

Equivalent Position (<i>if applicable</i>)	
Name	
Company Number	
Registered Office	
Jurisdiction of Incorporation/ Formation	
Status	
Telephone No.	
Email address	

Note: * Delete subitem(s) if not applicable

4.3. Settlor(s)/ person(s) in an equivalent position who is a/are **legal arrangement(s)*** -

Equivalent Position (<i>if applicable</i>)	
Trustee(s)/Administrator	
Settlor(s)/ Equivalent Position	
Protector(s)/ Equivalent Position	
Beneficiary(ies)/class(es) of beneficiaries/ Equivalent Position	

Beneficiary(ies)/class(es) of beneficiaries/ Equivalent Position	
Type of legal arrangement	<input type="radio"/> Trust <input type="radio"/> Other form of legal arrangement: <i>(State the type of legal arrangement)</i>
Governing Jurisdiction	

Note: * Delete subitem(s) if not applicable

6. BENEFICIARY(IES)/CLASS(ES) OF BENEFICIARIES

7. Documents attached:

	Copy of the instrument evidencing the trust or legal arrangement.
	Copy of the certificate of incorporation/formation/registration of all legal persons which are party to the trust.

8.	DATE	NAME AND TITLE	SIGNATURE

THE TRUSTEE ORDINANCE, CH. 4 OF 1939

FORM 1

APPLICATION FOR REGISTRATION OF A TRUST/LEGAL ARRANGEMENT

Instructions

Definition of Beneficial Owner

Beneficial Owner is defined at section 10A of the Trustee Ordinance, which includes:

- (a) the settlors, trustees, protectors, beneficiaries or class of beneficiaries, or persons in equivalent positions; and
- (b) any other natural person exercising ultimate effective control over the trust/legal arrangement either directly or indirectly, including through a chain of control or ownership.

Format

Documents required to be sent to the Registrar pursuant to the Ordinance must conform to regulation 2 of the Regulations under the Ordinance.

Item 1

Set out the date of the trust or legal arrangement.

Item 1.2

State the deed number if registered pursuant to Registration of Deeds Act.

Item 1.3

Indicate the subject matter of the trust/legal arrangement by ticking the appropriate box. If 'other' is selected, please state the particulars of the other type of subject matter.

Item 2

Indicate the nature of the trust/legal arrangement by ticking the appropriate box.

Item 3.1

With respect to the parties (trustee(s), or administrator(s)) to the trust or legal arrangement who are individuals, the following must be included as applicable to the relevant trust deed -

- (a) indicate whether the position is trustee or administrator;
- (b) state first name (s), middle name (s), and surname (s) of the individual;
- (c) state the address of the individual, including the building number and, if a multi-unit building, unit number;
- (d) state the nationality;
- (e) state occupation/calling. In the case of a natural person who has no business occupation, state "Not applicable" or "N/A";
- (f) state telephone number (s);
- (g) state email address;
- (h) indicate beneficial ownership status by ticking the appropriate box; and
- (i) where the person is a beneficial owner, state the form of identification and identification number that will be attached to the application

If one person holds multiple roles, this must be indicated.

Item 3.2

With respect to the party(ies) (trustee(s), or administrator(s)) to the trust or legal arrangement who is a/legal person(s) the following must be included -

- (a) indicate whether the position is trustee or administrator;
- (b) state the name of the company;
- (c) state the company number;
- (d) state full address of the registered office;
- (e) state jurisdiction of incorporation/formation e.g. "incorporated under the laws of Trinidad and Tobago" (or elsewhere);

- (f) State status e.g. “corporation/limited or unlimited liability company incorporated under the laws of Trinidad and Tobago”;
- (g) State telephone number (s); and
- (h) State email address.

Item 3.3

With respect to the party(ies) (trustee(s), or administrator(s)) to the trust or legal arrangement who is a/are legal arrangement (s) the following must be included -

- (a) indicate whether the position is trustee or administrator;
- (b) state the full name of the trustee/administrator;
- (c) state the full name of the settlor (s) or the person in the equivalent position;
- (d) state the full name of the protector (s) or the person in the equivalent position;
- (e) state the full name of the beneficiaries or class(es) of beneficiaries, or the person in an equivalent position;
- (f) indicate the type of legal arrangement; and
- (g) state the governing jurisdiction.

Item 4.1

With respect to settlor(s)/person(s) in an equivalent position who is an/are individual(s) -

- (a) indicate the equivalent position (if applicable);
- (b) state the first name (s), middle name (s) and surname (s) of the individual;
- (c) state the address of the individual, including the building number and, if a multi-unit building, unit number;
- (d) state the nationality;
- (e) state the occupation of the individual. In the case of a natural person who has no business occupation, state “Not applicable” or “N/A”;
- (f) state the telephone number (s);
- (g) state email address;
- (h) indicate beneficial owner status by ticking the appropriate box; and
- (i) where the person is a beneficial owner, state the form of identification and identification number that will be attached to the application.

Item 4.2

With respect to settlor(s)/person(s) in an equivalent position who is a/are legal person(s) -

- (a) indicate the equivalent position (if applicable);
- (b) state the name of the company;
- (c) state the company number;
- (d) state the full address of the registered office;
- (e) state the jurisdiction of incorporation/formation e.g. “incorporated under the laws of Trinidad and Tobago” (or elsewhere);
- (f) state the status e.g. “corporation/limited or unlimited liability company incorporated under the laws of Trinidad and Tobago”;
- (g) state telephone number(s); and
- (h) state the email address.

Item 4.3

With respect to settlor(s)/person(s) in an equivalent position who is a/are legal arrangement (s) -

- (a) indicate the equivalent position (if applicable);
- (b) state the first full name of the trustee(s) or administrator(s);
- (c) state the full name of the settlor(s) or person in an equivalent position;
- (d) state the full name of the protector(s) or person in an equivalent position;
- (e) state the full name of the beneficiary(ies) or class(es) of beneficiaries or person(s) in an equivalent position;
- (f) indicate the type of arrangement; and
- (g) state the governing jurisdiction.

Item 5.1

With respect to protector(s)/person(s) in equivalent position who is a/are individual (s) -

- (a) indicate the equivalent position (if applicable);
- (b) state first name(s), middle name(s), and surnames(s) of the individual;
- (c) state address of the individual, including the building number and, if a multi-unit building, unit number;
- (d) state the nationality;
- (e) state the occupation of the individual. In the case of a natural person who has no business occupation, state “Not applicable” or “N/A”;
- (f) state the telephone number(s);
- (g) state the email address of the individual;
- (h) indicate beneficial owner status by ticking the appropriate box; and
- (i) where the person is a beneficial owner, state the form of identification and identification number that will be attached to the application

Item 5.2

With respect to protector(s)/person(s) in an equivalent position who is a/are legal person (s) -

- (a) indicate the equivalent position (if applicable);
- (b) state the name of the legal entity;
- (c) state the company number;
- (d) state the address of the registered office;
- (e) state the jurisdiction of incorporation/formation e.g. “incorporated under the laws of Trinidad and Tobago” (or elsewhere);
- (f) state the status e.g. “corporation/limited or unlimited liability company incorporated under the laws of Trinidad and Tobago”;
- (g) state the telephone number(s); and
- (h) state the email address.

Item 5.3

With respect to protector(s)/person(s) in an equivalent position who is a/are legal arrangement (s) -

- (a) indicate the equivalent position (if applicable);
- (b) state the full name of the trustee(s)/administrator(s);
- (c) state the full name of the settlor(s)/ person in an equivalent position;
- (d) state the full name of the protector(s)/person in an equivalent position;
- (e) state the full name of the beneficiary(ies)/class(es) of beneficiaries/person in an equivalent position;
- (f) indicate the type of legal arrangement; and
- (g) state the governing jurisdiction.

Item 6

State the beneficiary(ies)/class(es) of beneficiaries.

Signature -

The trustee or administrator should date the form, state his first name(s) and surname(s), his title and sign the application.

NOTE: The Form 1 - Application for Registration must be accompanied by a completed Form 4 – Return of Beneficial Ownership.

