

**“REPUBLIC OF TRINIDAD AND TOBAGO**

THE COMPANIES ACT, CHAP. 81:01

(Section 333)

**FORM 23**

**EXTERNAL COMPANY**

**ANNUAL RETURN**

1. Name of Company.....  
Return for year ending.....  
Address of Registered or Head Office.....  
.....Company No. ....  
Address of Principal Office in Trinidad and Tobago.....  
..... Date of Registration.....
2. National Insurance System (NIS) Employer Registration Number.....
3. Corporation Tax File Number .....
4. If either or both numbers mentioned at items 2 and 3 above cannot be supplied, please state the reason(s).....
5. Number of Employees.....
6. Corporate Structure –
  - (a) jurisdiction in which incorporated;
  - (b) date and manner of incorporation;
  - (c) period fixed for duration of Company; and
  - (d) extent to which liability of shareholders limited.

7.

Class of Shares	Authorized Capital	Subscribed Capital	Paid-up or Stated Capital	Number of Shares Company is authorized to issue	Nominal or Par Value of Shares, if any

8. The shareholders of the company as at this date are –

Name	Address/ Registered Office	Occupation/Status	Nationality/ Jurisdiction of Incorporation/ Formation	Class of shares and Number held at date of Return

9. Membership Interest, if any –

Percentage of Membership Interest	Amount of stated capital

10. The members of the company as at this date are -

Name	Address/ Registered Office	Occupation/ Status	Nationality/ Jurisdiction of Incorporation/ Formation	Percentage of Membership Interest

8. The beneficial owners of the company as at this date are –

Name	Address	Occupation	Nationality

9. Has there been any change in the corporate instruments?

Yes       No

If yes, have they been filed?

Yes       No

10. Name(s) and address(es) of Attorney(s) appointed under section 323 -

.....

11. Director(s) of the Company -

Name	Address	Occupation

12. The Authorised Officer of the company as at this date is -

Name	Address	Occupation	Nationality

13. Date	Name and Title	Signature

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**ANNUAL RETURN**

**Instructions**

*Item 1*

Set out full legal name of the company. State the year for which the annual return is being made. Set out required addresses in full, such as street, number and, if multi-office building, room number and postal code. Set out the number of the Company and its date of registration as indicated in its Certificate of Registration.

*Item 2*

State the National Insurance System (NIS) Employer Registration Number.

*Item 3*

State the company's Corporation Tax File Number.

*Item 4*

If either or both numbers mentioned at items 2 and 3 above cannot be supplied, please state the reason(s).

*Item 5*

State the number of employees employed by the company as of the date of this return.

*Item 6*

Give date, jurisdiction and manner of incorporation and particulars of its corporate instruments, including the period, if any, fixed by its corporate instruments for its duration. With respect to jurisdiction, in the case of countries which are federal states, be as specific as possible, e.g., "The State of North Carolina, United States of America".

*Item 7*

State particulars required by section 318(1)(j) of the Act.

*Item 8*

State the number of shareholders as at the date of this return, detailing name(s), addresses/registered office, occupation/status, nationality/jurisdiction of incorporation and the class of shares and number held.

*Item 9*

State the particulars of membership interest including the percentage of membership interest and the amount of stated capital.

*Item 10*

State the members of the company as at the date of this return detailing name(s), addresses/registered office, occupation/status, nationality/jurisdiction of incorporation and the percentage of membership interest.

*Item 11*

Set out information of all beneficial owners of the company as defined under section 337A of the Act, as at the date of this return, detailing name(s), address(es), occupation(s) and nationality(ies).

*Item 12*

Indicate whether there has been any change in the corporate instruments of the Company during the year for which the return is being made and if so, whether such change has been filed. Tick the appropriate box.

*Item 13*

Set out the name(s) and business address(es) of the Attorney(s) in full as appointed under section 323 of the Act.

*Item 14*

With respect to each director, set out full name, address and occupation.

*Item 15*

State the name, address, occupation and nationality of the authorised officer.

*Signature -*

A director or authorised officer of the company shall sign a return or, respectively an authorised corporate service provider on their behalf, indicating the capacity in which he is signing.

Completed documents, in duplicate, and the prescribed fees are to be filed at the Office of the Registrar General and one set of the duplicate originals would be returned to the company or its representative with the endorsement. "Registered" and the date of registration.";

- (i) in the instructions for Form 24 in Item 6, by inserting –
  - (A) after the word “officer”, the words “of the Company or, respectively, an authorised corporate service provider on their behalf”; and
  - (B) after the word “application”, the words “to certify the contents of the application”;
- (ii) in Form 25–
  - (A) by inserting after Item 3, the following item:
    - “3A. Main Area of Business  
Activity.....”;
    - and
  - (B) in the instructions for Form 25, by deleting all the words from the words “Completed documents in duplicate” to the words “date of registration”;
- (iii) in the instructions for Form 26 in Item 6, by inserting after the word “application” where it first occurs, the words “to certify the contents of the application”;
- (iv) in the instructions for Form 27, in Item 6, by deleting the words “shall sign a notice” and substituting the words “or, respectively, an authorised corporate service provider on their behalf shall sign a notice to certify the contents of the notice indicating the capacity in which he is signing.”;
- (v) by deleting Forms 28 and 29 and substituting the following new Forms 28 and 29:

