

FORM 7.

REGISTRATION OF BUSINESS NAMES ACT

No. of Certificate .....

Statement pursuant to Section 8 of the above Act of Nature of Change in the Particulars registered by a Firm and Date of Change.

The following is a Statement of a change (and of the date of such change) which has been made or has occurred in the particulars registered in respect of:—

Here insert business name of Firm.

.....  
.....  
.....  
.....

Here insert nature and date of change.

.....  
.....

Dated the ..... day of ..... 19 .....

Signature .....

For instructions as to signing see Note.

NOTE.—This Statement must be signed by the Persons, and when signed must be delivered to the Registrar General within fourteen days after any change in any of the particulars registered or within such longer period as the Minister may on application being made in any particular case, whether before or after the expiration of such fourteen days, allow.

Failure without reasonable excuse to furnish the required Statement of any change in the particulars registered within the specified time will, in addition to any disability imposed by the Act, entail liability on conviction to a fine of two hundred dollars for every day during which the default continues, and any statement which contains any matter which is false in any material particular to the knowledge of any person signing it will entail liability on conviction to a fine of one thousand dollars and to imprisonment for three months.

**SCHEDULE**

Registration of Business Names Act Chap. 82:85  
Statement pursuant to section 8 of the above Act of Nature of Change in the Particulars registered by an  
**Individual or Firm** and date of change

**(To be completed in Block Letters or Typewritten)**

Business Registration Number:.....

The following is a statement of a change (and of the date of such change) which has been made or has occurred in the particulars registered in respect of: .....  
(Insert Name of Business)

Please tick (✓) the appropriate box(es) to indicate the general nature of change(s)

- Removal of Proprietor(s)                       Addition of Proprietor(s)                       Change of Name of Business  
 Change of Principal place of business     Change of Nature of Business                       Change of Proprietor(s) Details

(Provide a detailed description of the Particulars you are changing by completing the appropriate section below.)

**1. Removal of Proprietor(s)** (Please enter details as shown on our records)

Given Names:		Surname:	
Residential Address:		Date of Change:	
Given Names:		Surname:	
Residential Address:		Date of Change:	

**2. Addition of Proprietor(s)** (Please enter details as shown on our records)

Given Names:		Surname:	
Residential Address:		Date of Change:	
Occupation:	Nationality:	BIR #:	
Given Names:		Surname:	
Residential Address:		Date of Change:	
Occupation:	Nationality:	BIR #:	
Given Names:		Surname:	
Residential Address:		Date of Change:	
Occupation:	Nationality:	BIR #:	

**3. Existing Proprietor(s):** (Please complete this section if changes are made to item 1 or 2 above)

Names of existing Proprietors	
1.	2.
3.	4.
5.	6.

**4. Change of Name of Business** (Please enter details as shown on our records)

Former Name of Business:	
New Name of Business:	Date of Change:

**5. Change of Principal Place of Business** (Please enter details as shown on our records)

Former Address of Business:		
New Address of Business:		Date of Change:

**6. Change of Nature of Business** (Please give a concise description of the nature)

The Nature of Business has been amended to now read:-	

**7. Change of Proprietor(s) details** (Please enter details as shown on our records)

Name of Proprietor (change(s) applies to):			
<b>New Details of Proprietor</b>			
First Name:	Middle Name:	Surname:	
Change of name was effected by: (Please tick (✓) the appropriate box)	<input type="checkbox"/> Deed Poll <input type="checkbox"/> Marriage <input type="checkbox"/> Other .....		Date of Change:
Residential Address:			Date of Change:
Occupation:			Date of Change:
Nationality:			Date of Change:

Dated the ..... day of ..... 20.....

Signature(s): .....

Name(s): .....

Signature(s): .....

Name(s): .....

- Signatures a) Where a change has been made to items 1 or 2, a signature is required from each person ceasing, continuing and commencing to carry on business  
 b) Where a change has been made to items 3, 4, 5 and 6 a signature is required from each proprietor.

**How to lodge this Schedule**

- This schedule must at all times be annexed to the prescribed Form 6 or 7 under section 8 of the Registration of Business Names Act. Chap 82:85 and in the space provided for the Statement of change on the form, the following sentence must be inserted - "The annexed Schedule is incorporated in this Form"  
 Form 6 – where a change is to be made to a Business registered as an Individual  
 Form 7 – where a change is to be made to a Business registered as a Firm
- The Statement and Schedule must be delivered within fourteen (14) days after any change in any of the Particulars registered to :  
 The Registrar General,  
 Registrar Generals Department,  
 Companies Registry,  
 Registration House,  
 72-74 South Quay,  
 Port of Spain.

**CHECKLIST OF SUPPORTING DOCUMENTS**

<input checked="" type="checkbox"/>	Changes in Registration Particulars	Supporting Documents Required
<input type="checkbox"/>	Business Name	The original Name Search/Name Approval as approved by the Registrar of Companies
<input type="checkbox"/>	Admission of Proprietor(s)	An original and official document from the Board of Inland Revenue showing the file number of each of the proprietor(s), e.g. Advice of Assignment of File Number or Nature of Assessment.
<input type="checkbox"/>	Change in the Proprietor(s) Name	Marriage Certificate, Deed Poll, Copy of Identification
<input type="checkbox"/>	Deceased Proprietor(s)	Death Certificate, Letters of Administration, Grant of Probate