

THE COMPANIES ACT, 1995  
[Section 178(4)(b), (c)]

**NOTICE OF SECRETARY/ASSISTANT SECRETARY(IES)**

**OR**

**NOTICE OF CHANGE OF SECRETARY/ASSISTANT SECRETARY(IES)**

1. Name of Company ..... 2. Company No. ....
3. Notice is given that on the ..... day of ....., 20 ....., the following individual(s), corporation(s), firm(s) was/were appointed Secretary/Assistant Secretary(ies)\*

Name	Address/Registered Office/ Principal Place of Business	Occupation/ Status*

4. Notice is given that on the ..... day of ....., 20 ....., the following individual(s), corporation(s), firm(s) ceased to hold office as Secretary/Assistant Secretary(ies)\*

Name	Address/Registered Office/ Principal Place of Business	Occupation/ Status*

5. The Secretary/Assistant Secretary(ies) as of this date is/are:

Name	Address/Registered Office/ Principal Place of Business	Occupation/ Status*

6. Date	Signature	Title

THE COMPANIES ACT, 1995

NOTICE OF SECRETARY/ASSISTANT SECRETARY(IES)

FORM 27

INSTRUCTIONS

*Format*

Documents required to be sent to the Registrar pursuant to the Act must conform to regulation 3 of the Regulations under the Act.

*Items 1, 2*

Set out the full legal name of the company and, except where a number has not been assigned, state the company number.

*Item 3*

- (a) Set out date of appointment.
- (b) (i) In the case of an individual, set out first given name, middle name and family name.  
(ii) In the case of a firm or corporation, set out the registered name.
- (c) In the case of (b)(i), state full residential address, and in the case of (b)(ii), state principal place of business or registered office, as the case may be.
- (d) (i) In the case of an individual, specify other business occupation clearly. Where possible, specify area of speciality e.g., electrical engineer. In the case of an individual who has no business occupation, but who holds any other secretaryship or secretaryships, particulars of that other secretaryship or at least one of those other secretaryships should be stated. In the case of an individual who has no other business occupation or secretaryship of any kind, state "Not applicable" or "N/A".  
(ii) in the case of a firm or corporation set out status e.g., "firm of accountants" or "company incorporated under the laws of Trinidad and Tobago" (or elsewhere).

*Item 4*

- (a) Set out date individual firm or corporation (as the case may be) ceased to hold office.
- (a) Set out particulars as at item 3 above.

*Item 5*

- (a) Set out particulars as at items 3 and 4 above.

*Item 6*

A director or authorised officer of the company shall sign a notice.

Completed documents, in duplicate, and the prescribed fees are to be filed at the office of the Registrar 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.