

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

[Section 194(1)]

**ANNUAL RETURN OF A COMPANY FOR PROFIT INCORPORATED,
CONTINUED OR AMALGAMATED UNDER THE ACT**

1. Name of Company..... 2. Company No.

3. Registered Office of Company

4. (a) Anniversary Date of Incorporation Continuance Amalgamation

4. (b) Share Capital			Issued by Company in the last financial period		Purchased/Redeemed by Company in the last financial period	
Class of Shares	Number issued and outstanding	Amount of stated capital	Number of shares	Amount of stated capital	Number of shares	Reduction of stated capital
.....
.....
.....

5. **AUTHORIZED SHARE CAPITAL, IF ANY**

Class of Shares	Number of Shares in each Class
1.
2.
3.
4.

6. List of persons holding shares in the company on the day of, 20, and of persons who have held shares therein at any time since the date of the last return, or (in the case of the first return) of the incorporation, continuance or amalgamation of the company, showing their names and addresses and an account of the shares so held.

7. Total amount of the indebtedness of the Company in respect of all mortgages and charges of the kind which are required to be registered with the Registrar under the Companies Act.....\$

8. The directors of the company as of the date of the Annual Return are:

Name	Address	Occupation
.....
.....
.....
.....

9. The secretary/assistant secretary(ies) of the company as of the date of the Annual Return is/are:

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

10. Date	Name and Title	Signature
.....
.....

THE COMPANIES ACT, 1995

ANNUAL RETURN OF A COMPANY FOR PROFIT INCORPORATED,
CONTINUED OR AMALGAMATED UNDER THE ACT

FORM 28

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

State full address of registered office of company.

Item 4

State the anniversary of incorporation, continuance or amalgamation under the Act. Tick the appropriate box. N.B.—this Return is due “not later than the thirty days after each anniversary date of its continuance, incorporation or amalgamation” under the Act [section 194(1)].

In the case of a company being continued, state “Not Applicable” or “N/A” in Item 4(b).

Item 5

State class(es) of shares by distinctive name or other form of designation and total number of shares in each class.

Item 6

- (i) State same date as at Item 4 above.
- (ii) State full name of each shareholder, whether a natural person or a corporation.
- (iii) State address (if a natural person) or registered office (if a corporation).
- (iv) State occupation/calling (if a natural person) or status (i.e., “corporation”/“limited” or “unlimited liability company”) (if a corporation).
- (v) State class of shares as per 5 above and number held by each existing shareholder at date of Return.
- (vi) State particulars of shares transferred since the date of the last return or since the date of incorporation, continuance or amalgamation of the company by persons who are still shareholders or who have ceased to be shareholders, as the case may be.

In either case, state the following:

- the number of shares transferred.
- the relevant class(es) of the shares transferred.
- the date of registration of each transfer of shares.
- Insert the name of the *transferee* (the person to whom the shares have been transferred) in the “Remarks” column immediately opposite the particulars of each transfer. N.B.—the particulars of transfer should be placed opposite the name of the *transferor* (the person who has transferred the shares) and not opposite that of the transferee.

Item 8

With respect to each director:

- (a) set out first given name, middle name and family name;
- (b) state full address; and
- (c) specify other 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 directorship or directorships, particulars of that other directorship or at least one of those other directorships should be stated. In the case of an individual who has no other business occupation or directorship of any kind, state “Not applicable” or “N/A”.

Item 9

- (a) (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.
- (b) In the case of (a)(i), state full address, in the case of (a)(ii), state principal place of business or registered office, as the case may be
- (c) (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).

Signature

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

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.