

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CH. 81:01
[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. Particulars of share warrants or bearer share warrants surrendered to the company pursuant to section 33(7) or cancelled under section 33(10):

Share Warrant/ Bearer Share Warrant	Serial Number(s)	Date of Surrender	Date of Cancellation

11. Particulars of holders and beneficial owners of shares in the company as of the date of the Annual Return:

Names, Addresses and Occupation/ Status of Holder(s) of Shares				Names, Addresses and Occupation of Beneficial Owner(s)				Class of shares and Number held at date of Return	
Given Name(s) & Surnames/ Company Name	Address/ Registered Office	Occupation/ Status	Nationality/ Jurisdiction of Incorporation/ Formation	Given Name(s) & Surnames	Address	Occupation	Nationality	Class of Shares	Number of Shares held

12.	Date	Name and Title	Signature

THE COMPANIES ACT, CH. 81:01

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 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) In the case of an individual, set out first given name, middle name and family name; or
- (b) In the case of a firm or corporation, set out the registered name.
- (c) In the case of (a), state full address, in the case of (b), state principal place of business or registered office, as the case may be.
- (d) 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”.
- (e) 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 10

Set out information as specified (e.g. in the first column state the type of instrument i.e., whether a share warrant or bearer share warrant) if there are no serial numbers available, please indicate “Not applicable” or “N/A”.

Item 11

Please set out all details of beneficial ownership information (as indicated) as at the date of the Annual Return.

NOTE: The Companies Act, Chapter 81:01 (as amended by the Companies Amendment) Act requires the disclosure of beneficial ownership information, (and any changes) with penalties for non-compliance.

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.