

**HOW TO REGISTER A NON-PROFIT ORGANISATION  
PURSUANT TO THE NON-PROFIT ORGANISATIONS ACT, 2019**

**STEP 1: Apply for registration of the Non-Profit Organisation (“NPO”)**

Please submit:

- Form 1 – Application for Registration
- A completed AML/CFT/PF Risk Assessment Questionnaire
- Copies of the constituent documents of the non-profit organisation
- A copy of photo identification of the controller making the application in the form of a valid national identification card or passport
- Application fee - \$100.00 (non-refundable)

Please complete Forms in **BLOCK (CAPITAL)** letters **type-written** and submit in person to the Companies Registry.

**Processing time:** thirty (30) business days

**NOTE:** An applicant may be refused registration on the following grounds:

- The applicant does not qualify to be a NPO based on the definition of NPO;
- The information contained in the application form is incomplete or incorrect;
- The NPO is a designated individual or entity under section 22B of the Anti-Terrorism Act or any order made under section 4 of the Economic Sanctions Act;
- The controller is disqualified under section 19 of the Non-Profit Organisations Act;
- The name of the NPO is prohibited under section 6(2)(e) of the Non-Profit Organisations Act; or
- The NPO was previously registered and the registration was cancelled.

**STEP 2: Check results of application for registration**

Upon receipt of confirmation of:

1. the approval of the application, visit the office of the Registrar General to collect the Certificate of Non-Profit Organisation Registration; or
2. the refusal of the application, written reasons may be provided to the Registrar General, within thirty (30) days of the date of the notice of refusal, as to why the application should be approved.

**Availability of Forms**

FORM	AVAILABILITY
Form 1	❖ Website: <a href="http://www.legalaffairs.gov.tt">www.legalaffairs.gov.tt</a> ❖ Government Printery: 55-57, Eteck Park, Frederick Settlement, Caroni.
AML/CFT/PF Risk Assessment Questionnaire	❖ Website: <a href="http://www.legalaffairs.gov.tt">www.legalaffairs.gov.tt</a>

**NOTE:** The certificate of registration is valid for 5 years from the date of issue and must be renewed no later than one month after the certificate expires.

**HOW TO REGISTER A NON-PROFIT ORGANISATION  
PURSUANT TO THE NON-PROFIT ORGANISATIONS ACT, 2019**

**STEP 1: Apply for registration of the Non-Profit Organisation (“NPO”)**

Please submit:

- Form 1 – Application for Registration
- A completed AML/CFT/PF Risk Assessment Questionnaire
- Copies of the constituent documents of the non-profit organisation
- A copy of photo identification of the controller making the application in the form of a valid national identification card or passport
- Application fee - \$100.00 (non-refundable)

Please complete Forms in **BLOCK (CAPITAL)** letters **type-written** and submit in person to the Companies Registry.

**Processing time:** thirty (30) business days

**NOTE:** An applicant may be refused registration on the following grounds:

- The applicant does not qualify to be a NPO based on the definition of NPO;
- The information contained in the application form is incomplete or incorrect;
- The NPO is a designated individual or entity under section 22B of the Anti-Terrorism Act or any order made under section 4 of the Economic Sanctions Act;
- The controller is disqualified under section 19 of the Non-Profit Organisations Act;
- The name of the NPO is prohibited under section 6(2)(e) of the Non-Profit Organisations Act; or
- The NPO was previously registered and the registration was cancelled.

**STEP 2: Check results of application for registration**

Upon receipt of confirmation of:

1. the approval of the application, visit the office of the Registrar General to collect the Certificate of Non-Profit Organisation Registration; or
2. the refusal of the application, written reasons may be provided to the Registrar General, within thirty (30) days of the date of the notice of refusal, as to why the application should be approved.

**Availability of Forms**

FORM	AVAILABILITY
Form 1	❖ Website: <a href="http://www.legalaffairs.gov.tt">www.legalaffairs.gov.tt</a> ❖ Government Printery: 55-57, Eteck Park, Frederick Settlement, Caroni.
AML/CFT/PF Risk Assessment Questionnaire	❖ Website: <a href="http://www.legalaffairs.gov.tt">www.legalaffairs.gov.tt</a>

**NOTE:** The certificate of registration is valid for 5 years from the date of issue and must be renewed no later than one month after the certificate expires.

