



# How to Register a Business in Trinidad and Tobago

## **Step 1** Creation of Companies Registry Account

All persons wishing to use the Companies Registry MUST create an electronic identity within the Companies Registry Online System (CROS).

**IMPORTANT** (All persons who are to be partners, directors, secretaries or controllers in the Business, Company or Non-Profit Organisation must have obtained a Companies Registry Account and have approved their inclusion on the registration/incorporation).

1. Visit the CRA Registration Page
2. Select - Apply for an Individual Account
3. Fill in the required details and follow the account verification instructions
4. Documents required (digital for upload) - Birth certificate, 2 forms of photo ID (passport, national identification card or drivers permit), a headshot of one of the submitted IDs held besides your face, deed poll or other documentation evidencing the change of name, if your name has changed
5. When your information is authenticated, the Registry will create your Companies Registry Account (CRA) and you will receive your login credentials and a unique CRA Identity PIN, which:
  - allows the Registry to know who is logged into the system is used to transact business in CROS
  - represents the electronic signature of individuals authorised to sign documents electronically

Cost: Free

## **Step 2** Name Search

Perform a free preliminary name search to determine availability of proposed name/s via CROS platform.

1. Access the **CROS Login page**
2. Enter your username, password and indicate role for the session as Individual Account
3. On the Homepage select the tab option: Search Services
4. Select - Search the Register
5. Type in the business name you would like to search
6. Select - Search
7. View Search results at the bottom of the page to verify that the name is not registered.

## **Step 3** Name Reservation

Once the proposed name for the business is not registered you can move to request a name approval and reservation for a Company/Business.

1. Select the tab- Incorporation/ Registration Services
2. Click on the button - Name Reservation
3. Review the information and select the relevant option under Purpose of Request:
  - **Option 1** - New Business name reservation Proposed Business Name or Proposed and other names of business
  - **Option 2** - New Company name reservation Incorporation, Amalgamation, other
  - **Option 3** - New External Company name reservation
4. Enter the proposed business name/s to be approved and reserved.
5. Fee: \$20.00TT for sole trader/ partnership; \$25.00TT for a company
6. Receive Name Approval - Confirmation of the Registrar's decision will be sent via e-mail in 3 working days:
  - If the name is approved, it will be reserved for 45 days
  - If further information is requested, respond with the required information
  - If the name is rejected, you will need to redo the previous step and pay the reservation fee



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## **Step 4** Consent

Each and every one of our customers receives personalised assistance from our dedicated support team.

### Individuals

Login → My Account → Approval

Input details:

Type: Yet to Be

Role (e.g. Director, Incorporator)

Name Reservation Number & Company Name

Name - Company Name

### Companies

Director/Secretary logs in → My Company → Approval

Once approved, share:

Type - Yet To Be

Role (e.g. Director, Incorporator)

Identifier - Name Reservation Number

Name - Company Name

Once the approval(s), as above, have been granted, they must provide you with their surname and Account PIN/ company name and Company PIN, respectively, to complete your company incorporation application.

## **Step 5** Registration of a Business/Incorporation of a Company

1. Select the type of registration/ incorporation reserved:

- Business Registration - Sole Trader/ Partnership
  - Complete the Application for Registration of an Individual Form 1 / Partnership Form 2
  - Fee - \$220.00TT
  - Supporting Documents - Board of Inland Revenue Advisory Letter or a notice of assessment for each partner

- Profit Company Incorporation
  - Complete and submit forms for incorporation: Form 1 - Articles of Incorporation, Form 4 - Notice of Address, Form 8 - Notice of Directors
  - Fee - \$520.00TT
  - Supporting Documents - Submit required documents

## **Step 6** Approval & Receipt of Certificate of Registration/Incorporation

1. The individual/ each director will receive confirmation, by email, that the company documents were successfully received.
2. A copy of the completed Application for Registration; or Articles of Incorporation and Notices of Address and Directors will be included with the confirmation email for download.
3. To collect your certificate of incorporation:

### Individuals

- Print and wet-sign the registration form
- Deliver the signed form to the Companies Registry Counter at the Registrar General's Office at the Ministry of the Attorney General and Legal Affairs

### Companies

- Print two copies each of the Articles of Incorporation, Notice of Address and Notice of Directors
- Sign each both copy with original (wet) signatures
- Deliver the signed forms to the Companies Registry Counter at the Registrar General's Office at the Ministry of the Attorney General and Legal Affairs