

**APPLICATION FORM
COMPANY INCORPORATION
(Profit)**

Please tell us a little about yourself and the proposed company. This information is required in accordance with the Companies Act, Chapter 81:01.

SECTION A: DIRECTOR'S / INCORPORATOR'S INFORMATION

(Note: a minimum of two (2) directors is required)

1) Director 1

- a. Director's full name *(as on ID presented. Please attach, in jpeg format, a copy of ID of each Company Director (National Identification, Driver's Permit or Passport) to this form)*

- b. Contact no. _____ 3a. Email address _____

- c. Director's residential address

- d. Director's mailing address *(if different from 3 above)*

- e. Director's occupation *(Note: If Director is a director of another incorporated company or owner of a registered business, please state the name of the company / business) e.g. Director, ABC Limited.*

2) Director 2

- a. Director's full name *(as on ID presented. Please attach, in jpeg format, a copy of ID of each Company Director (National Identification, Driver's Permit or Passport) to this form)*

- b. Contact no. _____ 3a. Email address _____

- c. Director's residential address

- d. Director's mailing address *(if different from 3 above)*

- e. Director's occupation *(Note: If Director is a director of another incorporated company or owner of a registered business, please state the name of the company / business) e.g. Director, ABC Limited.*

3) Director 3

- a. Director's full name *(as on ID presented. Please attach, in jpeg format, a copy of ID of each Company Director (National Identification, Driver's Permit or Passport) to this form)*

- b. Contact no. _____ 3a. Email address _____

- c. Director's residential address

- d. Director's mailing address *(if different from 3 above)*

- e. Director's occupation *(Note: If Director is a director of another incorporated company or owner of a registered business, please state the name of the company / business) e.g. Director, ABC Limited.*

4) Director 4

- a. Director's full name *(as on ID presented. Please attach, in jpeg format, a copy of ID of each Company Director (National Identification, Driver's Permit or Passport) to this form)*

- b. Contact no. _____ 3a. Email address _____

- c. Director's residential address

- d. Director's mailing address *(if different from 3 above)*

- e. Director's occupation *(Note: If Director is a director of another incorporated company or owner of a registered business, please state the name of the company / business) e.g. Director, ABC Limited.*

5) Director 5

- a. Director's full name *(as on ID presented. Please attach, in jpeg format, a copy of ID of each Company Director (National Identification, Driver's Permit or Passport) to this form)*

- b. Contact no. _____ 3a. Email address _____

- c. Director's residential address

- d. Director's mailing address *(if different from 3 above)*

- e. Director's occupation *(Note: If Director is a director of another incorporated company or owner of a registered business, please state the name of the company / business) e.g. Director, ABC Limited.*

SECTION B: PROPOSED COMPANY INFORMATION

1. Company type: Profit Non-Profit External

2. Company Sub-type: Public Non-public

3. Proposed company name (see general guidelines for company names below)

Alternative name 1: _____

Alternative name 2: _____

4. Liability of members: By Guarantee By Shares By shares and Guarantee

5. Share restrictions (if applicable) (Note: e.g. Shareholders to have first preference to purchase upon new issue or transfer of shares.)

6. Variation of pre-emption rights (if applicable) (Note: If pre-emption rights under Section 38 of the Act with respect to the issue of shares are to be varied, state the nature of such variation).

7. Restriction(s) of power of directors to amend bye-laws (if applicable).

8. No. of Directors: (Note: a minimum of two (2) directors is required)

a. Fixed no. _____

b. Range: Minimum no. of directors _____ 8. Maximum no. of directors _____

9. Restrictions (if any) on business the company may carry on.

10. Any other provision(s) to be included in the Articles. (Note: should cover exclusions or amendments to the provisions in the Companies Act, Chap. 81:01.)

11. No. of intended employees

0-5

6-20

21-50

51-100

101-250

over 250

12. Main area of business activity _____

13. Class of shares:

a. Ordinary

b. Preference

c. Differential Value Share (DVR)

d. Other (please specify) _____

14. Maximum no. of shares, in each class, the company is authorized to issue

a. Ordinary: _____

b. Preference: _____

c. DVR: _____

d. Other (please specify) _____

15. Rights attached to shares:

a. Preference: _____

b. DVR: _____

c. Other (please specify): _____

16. Address of Principle office in Trinidad and Tobago

Incorporator's / Director's signature

Date

GUIDELINES FROM THE MINISTRY OF LEGAL AFFAIRS CHOOSING A COMPANY NAME

1. What is a company name?

A company name is the name attached to an incorporated undertaking to distinguish it from other businesses and corporate entities, particularly those involved in the same activities.

Companies must be registered under the Companies Act, Chapter 81:01 (2016 Revised Laws of the Republic of Trinidad and Tobago). Non-profit companies can be registered under the Companies Act Chapter 81:01 and companies so registered are deemed to be duly registered under the Non-Profit Organization Act.

2. How to register a company

- a. Step 1 - Reserving the company name
- b. Step 2 – Incorporating the company.

3. You should choose a unique and distinctive name. The name must meet certain requirements before it is approved by the Registrar of Companies:

- a. The name must be distinctive, i.e. a word or words which enables people to be able to tell your business or company apart from other businesses or companies engaged in the same activities. In other words, the name must not be likely to cause confusion with the name(s) of any existing registered company or trademark. For example “B.A. Enterprises” may not be approved as it is not distinctive enough.
- b. Try to incorporate your personal name or a combination of your First, Middle and Last name into your company name to increase the chances of approval, e.g. “Cerbay Tax Accounting Company Ltd..”
- c. The name must not contain any obscene words or expressions.
- d. The name must not suggest or imply a connection to any Government, organization or person unless the appropriate written consent is obtained and provided to the Registrar. Such words include “National”, “Commonwealth”, “Caricom” or “Bank”.
- e. The name must not include the words “Co-operative”, “Co-op”, “Credit union” or “Friendly Society” as such institutions are registered / incorporated under legislation other than the Registration of Business Names Act and the Companies Act.
- f. The name should not consist of general words, especially if they are used with names. For example, “Smith Services” is not likely to be approved, while “James Smith Tailoring Services” is more likely to be accepted.
- g. The Registrar of Companies has a general discretion to disallow any proposed name which he considers to be objectionable.

Should you have any further questions or concerns, please feel free to contact us at 709-2688 or admin@bayleysconsultingservices.com.

