

**APPLICATION FORM
COMPANY INCORPORATION
(Non-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 three (3) 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) Controller (Any one of the directors can be named the controller)

- a. Controller'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. Controller's residential address

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

- e. Controller's occupation *(Note: If Controller 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.)

_____N/A_____

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).

N/A

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

8. No. of Directors (*Note: a minimum of three (3) directors is required*)

a. Fixed no. _____

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

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

THE ANNEXED SCHEDULE MARKED "A" IS INCORPORATED INTO THIS FORM.

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.)

THE ANNEXED SCHEDULE MARKED "B" IS INCORPORATED INTO THIS FORM.

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: N/A

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

15. Rights attached to shares: N/A

16. Address of Principle office in Trinidad and Tobago

Controller'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.



APPENDIX A

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

(Sections 9 and 309)

ARTICLES OF INCORPORATION

Non-Profit Company

Of

SCHEDULE A – ITEM 4

RESTRICTIONS ON THE UNDERTAKING THAT THE COMPANY MAY CARRY ON:

The undertaking of the Company is restricted to the planning and implementation of programs and activities that build awareness for the medical condition Hydrocephalus and advocate for those living with the condition and their families. These programs and activities may include:

- a. Educational sessions, seminars, workshops and conventions that provide information on Hydrocephalus.
- b. Sourcing resources such as medical supplies and surgical procedures, to assist those in need of same, through various fundraising activities and strategic partnerships.
- c. Sourcing resources such as the provision of special education for children and physical and occupational therapy to assist those in need of same, through various fundraising activities and strategic partnerships.
- d. Therapeutic and motivational sessions and activities that seek to inspire, to build self- esteem and coping skills and to treat generally with the mental health of Hydrocephalus patients and their families.
- e. The hosting of sessions and activities that promote the physical development of those whose physical mobility has been affected by hydrocephalus.
- f. The publicizing of activities through social and mainstream media.

Director/Incorporator

Dated this _____ day of _____ 20_____.

APPENDIX B

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

(Sections 9 and 309)

ARTICLES OF INCORPORATION

Non-Profit Company

Of

SCHEDULE B – ITEM 9

OTHER PROVISIONS

1. The interest of each member in the company shall be transferable and shall not cease on death.
2. Each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member, or within one year after he ceases to be a member, for payment of the debts and liabilities of the company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for adjustment of the rights of contributories among themselves, such amount as may be required, not exceeding two hundred dollars (\$200.00).
3. The number of members with which the company is proposed to be registered is twenty (20).

Director/Incorporator

Dated this _____ day of _____ 20_____.