

LEGAL NOTICE NO. 237

REPUBLIC OF TRINIDAD AND TOBAGO

THE PARTNERSHIP ACT, CHAP. 81:02

RULES

MADE BY THE MINISTER OF LEGAL AFFAIRS UNDER SECTION 20E OF
THE PARTNERSHIP ACT

THE PARTNERSHIP ACT (PRESCRIBED FORMS AND FEES)
RULES, 2024

1. These Rules may be cited as the Partnership (Prescribed Forms ^{Citation}
and Fees) Rules, 2024.

2. The Forms contained in Schedule I, are the forms required to be ^{Forms for}
prescribed by Rules by the Minister of Legal Affairs under section 20C, ^{section 20C}
of the Act.

3. (1) The forms prescribed by Rules shall be submitted— ^{Requirements}
^{for forms}
- (a) on good quality white paper approximately 8.5 inches by 11 inches in size;
 - (b) printed or typewritten; and
 - (c) legible and suitable for scanning.

(2) Where an item of information required to be disclosed in a form does not apply, it shall be so indicated by the phrase “not applicable” or by the abbreviation “N/A”.

(3) Where information is set out in response to one item in a document, it may be referred to in response to any other item in that document by a cross reference.

(4) Where—

- (a) any provision required to be set out in a form furnished to the Registrar is too long to be set out in the space provided in the form; or
- (b) an agreement or other document is to be incorporated by reference in and to be part of the form,

the person completing the form may, subject to subrule 3, incorporate the provision, agreement or other document in the form by setting out in the space provided in the form, the following sentence:

“The annexed Schedule is incorporated in this Form.”,
and by annexing the provision, agreement or other document to the form as the Schedule.

(5) A separate Schedule is required in respect of each item that is incorporated in a form by reference, pursuant to subrule (1).

4. The fees payable under the Act are set out in Schedule II.

^{Fees}

SCHEDULE I

(Rule 2)

REPUBLIC OF TRINIDAD AND TOBAGO

THE PARTNERSHIP ACT, CHAP. 81:02

[Section 20C(1), (2)]

FORM I

STATEMENT IN RESPECT OF
BENEFICIAL OWNERSHIP OF A FIRM

1. Name of Firm _____

2. Business No. _____

(Pursuant to Registration of Business Names Act, Chap. 82:85)

3. Partners who are Individuals:

3.1. Particulars of Partners -

Name	
Address	
Nationality	
Occupation	
Form of Identification	
Identification Number	
Country of Issue	
Expiry Date	

3.2. Beneficial Ownership Status -

I, the above-named Partner, confirm that -

(Select the option that is applicable)

I am a beneficial owner of the Firm for the following reason(s):

a natural person who is a partner of the firm;

a natural person who exercises ultimate effective control over the firm, the particulars of which are -

a natural person on whose behalf a transaction is being conducted, the particulars of which are -

- o I am not a beneficial owner of the Firm and, the following person is a beneficial owner of the Firm on the basis indicated:

Name	
Address	
Nationality	
Occupation	
Nature of Beneficial Interest <i>(Select the option that is applicable)</i>	a natural person who is a partner of the firm;
	a natural person who exercises ultimate effective control over the firm, the particulars of which are -
	a natural person on whose behalf a transaction is being conducted, the particulars of which are -

4. Partners who are Corporations -

4.1. Particulars of the Partner and particulars of a Director or Secretary of the Corporation -

Corporate Name	
Registered Office Address	
Jurisdiction of Incorporation/Formation	
Status	

Name of Officer of the Corporation		
Title of Officer of the Corporation	Director	Secretary
Form of Identification		
Identification Number		
Country of Issue		
Expiry Date		

4.2. Beneficial Owner Status -

I, the above-named, confirm on behalf of the Corporation stated above, that the following person(s) is/are beneficial owner(s) of the Firm pursuant to section 20A(d)(i) of the Partnership Act, Chap. 81:02:

Name	
Address	
Nationality	
Occupation	

5. Individuals who are not partners but are beneficial owners of the firm -

5.1. Particulars of the beneficial owner -

Name	
Address	
Nationality	
Occupation	

Form of Identification	
Identification Number	
Country of Issue	
Expiry Date	

5.2. Beneficial Owner Status –

I, the above-named, confirm that I am a beneficial owner of the Firm, for the following reason(s)-

a natural person who exercises ultimate effective control over the firm, the particulars of which are -

a natural person on whose behalf a transaction is being conducted, the particulars of which are -

Dated the _____ day of _____, _____.

Name:

Title:

THE PARTNERSHIP ACT, CHAP. 81:02

FORM 1

**STATEMENT IN RESPECT OF
BENEFICIAL OWNERSHIP STATUS OF THE FIRM**

Instructions

Items 1, 2

State the full name of the Firm and the business number as set out in the Certificate of Registration (if a business number has been assigned.)

Item 3

To be completed where the statement is being submitted by a partner of the firm who is an individual (natural person).

Item 3.1

State the particulars of the partner who is an individual -

- (a) state the first name(s), middle name(s) and surname(s) (no abbreviations), the full address, occupation and nationality of the partner; and
- (b) state the form of identification submitted by the partner whether the national identification card, driver's permit or passport and the number of the form of identification submitted, the country the identification card was issued in and the expiry date of the identification document.

Item 3.2

- (a) indicate whether the individual is a beneficial owner of the firm;
- (b) where the individual is a beneficial owner set out the basis upon which the individual is considered a beneficial owner; and
- (c) where the individual is not a beneficial owner set out the particulars of the individual(s) known by the partner to be a beneficial owner of the firm and the basis upon which the individual(s) is/are considered a beneficial owner.

Item 4

To be completed where the statement is being submitted by a partner of the firm that is a corporation.

Item 4.1

State the particulars of the partner that is a corporation and the particulars of the director or secretary of the corporation who is completing the statement on behalf of the corporation -

- (a) state the corporate name (no abbreviations) and registered office address of the corporation;
- (b) state the jurisdiction of incorporation or formation of the corporation;
- (c) indicate the status of the corporation e.g. limited or unlimited liability corporation incorporated under the laws of Trinidad and Tobago, or elsewhere;
- (d) state the full name of the officer of the corporation inclusive of their first given name(s), middle name(s), and surname(s). (no abbreviations);
- (e) state whether the role or designation of the officer of the corporation acting for and on behalf of the corporation is that of a director or secretary; and
- (f) state the form of identification submitted by the officer whether the national identification card, driver's permit or passport, the number of the identification document submitted, the country of issue of the identification document and the expiry date of the identification document.

Item 4.2

In accordance with section 20A(d)(i) of the Partnership Act, Chap. 81:02, state the particulars of the beneficial owner(s) of the corporation, as determined pursuant to section 337A of the Companies Act, Chap. 81:01 or section 4 of the Securities Act, Chap. 83:02.

State the first name(s), middle name(s) and surname(s) (no abbreviations) the full address, occupation as applicable and nationality of each beneficial owner of the corporation, that is a partner of the firm.

Item 5

To be completed where the statement is being submitted by an individual (natural person) who is a beneficial owner of the firm and is not a partner of the firm.

Item 5.1

- (a) state the first name(s), middle name(s) and surname(s) (no abbreviations), the full address, occupation and nationality of the individual; and
- (b) state the form of identification submitted by the individual whether the national identification card, driver's permit or passport and the number of the form of identification submitted, the country the identification card was issued in and the expiry date of the identification document.

Items 5.2

Set out the basis upon which the individual is considered a beneficial owner.

Signature -

The person making the statement shall sign the form. In the case of a partner that is a corporation, the director or secretary completing the statement shall sign on behalf of the corporation, indicating the capacity in which they are signing.

REPUBLIC OF TRINIDAD AND TOBAGO

THE PARTNERSHIP ACT, CHAP. 81:02

FORM 2

[Section 20C(5)]

RETURN OF BENEFICIAL OWNERSHIP

1. Name of Firm _____
2. Business Number _____
3. Statement under section 20C received on the following date(s): _____
4. Particulars of beneficial owner(s) of the Firm -

(a) Particulars of individual(s) becoming beneficial owner(s) of the Firm -

Name	Address	Occupation	Nationality	Nature of Beneficial Interest	Date of becoming beneficial owner

(b) Particulars of individual(s) ceasing to be beneficial owner(s) of the Firm -

Name	Address	Occupation	Nationality	Nature of Beneficial Interest	Date of ceasing to be beneficial owner

(c) Change of particulars (information) of existing beneficial owners of the Firm -

Name /Particulars of Change of Name	Address and Date of Change	Occupation and Date of Change	Nationality and Date of Change

5. List of beneficial owners of the Firm as of this date -

Name _____ Address _____

Occupation _____ Nationality _____

Nature of beneficial interest -

a natural person who is a partner of the firm;

a natural person who exercises ultimate effective control over the firm, the particulars of which are -

a natural person on whose behalf a transaction is being conducted, the particulars of which are -

Name _____

Address _____

Occupation _____

Nationality _____

Nature of beneficial interest -

a natural person who is a partner of the firm;

a natural person who exercises ultimate effective control over the firm, the particulars of which are -

a natural person on whose behalf a transaction is being conducted, the particulars of which are -

DECLARATION OF ACCURACY OF PRESENTED INFORMATION

I, the undersigned, declare that the information contained in this form is to the best of my knowledge, information and belief, true and correct.

6. Date	Name and Title	Signature
---------	----------------	-----------

THE PARTNERSHIP ACT, CHAP. 81:02

FORM 2

RETURN OF BENEFICIAL OWNERSHIP

Instructions

Items 1, 2

State the full name of the Firm and the business number as set out in the Certificate of Registration (if a business number has been assigned).

Item 3

State the date(s) the statement(s), together with any supporting documentation was/were received by the firm.

Item 4(a)

State the particulars of each partner who became a beneficial owner, including -

- (i) the first name(s), middle name(s) and surname(s) (no abbreviations), the full address, occupation and nationality of the partner; and
- (ii) a description of the nature of the beneficial interest and the date the individual became a beneficial owner.

Item 4(b)

State the particulars of each partner who ceases to be a beneficial owner, including -

- (i) the first name(s), middle name(s) and surname(s) (no abbreviations), the full address, occupation and nationality of the partner; and
- (ii) a description of the nature of the beneficial interest and the date the individual ceased to be a beneficial owner.

Item 4(c)

- (i) state the full name of the beneficial owner(s) including the first name(s), middle name(s) and surname(s) of the beneficial owner to whom the change(s) apply and set out the particulars of any change of name, including the new name, and the date of change and by virtue of what authority or document the change of name was effected;

- (ii) the address needs to be stated only if there is a change in the location or address. Please state the date the change was effected.

State the full address including the building number and, if a multi-unit dwelling, unit number and the date on which the change became effective;

- (iii) the occupation needs to be stated only if there is a change. State the new occupation of the beneficial owner and the date on which the change became effective; and

- (iv) the nationality needs to be stated only if there is a change. State the nationality and the date on which the change became effective.

Item 5

State the particulars of each individual who is a beneficial owner of the firm.

Signature -

A partner shall sign the return.

NOTE: The Partnership Act, Chap. 81:02 [as amended by (The Miscellaneous Provisions (Trustees, Exchequer and Audit, the Minister of Finance (Incorporation) Act, Proceeds of Crime, Income Tax, Companies, Partnerships, Securities, Tax Information Exchange Agreement, the Non-Profit Organisations and Mutual Administrative Assistance in Tax Matters) Act, 2024, and the Miscellaneous Provisions (Global Forum) Act No. 15 of 2024] requires the disclosure, of the beneficial ownership information and any changes thereto with penalties for non-compliance.

REPUBLIC OF TRINIDAD AND TOBAGO

THE PARTNERSHIP ACT, CHAP. 81:02

FORM 3

[Section 20C (7)]

ANNUAL RETURN BY A FIRM

1. Name of Firm _____
2. Business Number _____
3. The general nature of the business _____
4. Principal place of business _____
5. Anniversary Date of Registration _____

(Pursuant to Registration of Business Names Act, Chap. 82:85)

6. The Partners of the Firm as at the date of this return are -

Name	Address/Registered Office	Occupation/Status	Nationality/ Jurisdiction of Incorporation/ Formation

7. The Beneficial Owner(s) of the Firm as at the date of this return is/are -

Name	Address	Occupation	Nationality

DECLARATION OF PARTNER MAKING THE RETURN

I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, information and belief, true and correct.

Date	Name and Title	Signature

THE PARTNERSHIP ACT, CHAP. 81:02

FORM 3

ANNUAL RETURN BY A FIRM

Instructions

- Items 1, 2
State the full name of the Firm and the business number as set out in the Certificate of Registration (if a business number has been assigned.)
- Item 3
State the general nature of the business i.e. the primary activities and usual operations.
- Item 4
State the full address of the principal place of business of the firm.
- Item 5
State the anniversary date of registration of the business. N.B. this return is due "not later than the thirty days after each anniversary date of its registration". [Section 20C (7)]
- Item 6
State the partners of the firm as of the date of this return, including -
 - (a) the full name of each partner, whether a natural person including their first name(s), middle name(s) and surname(s) or a corporation;
 - (b) their full address (if a natural person) or registered office (if a corporation);
 - (c) their occupation (if a natural person) or status (if a corporation, limited or unlimited liability incorporated under the laws of Trinidad and Tobago, (or elsewhere) and;
 - (d) the nationality of the partner (if a natural person) or the jurisdiction of the incorporation/the formation of the partnership.

Item 7

- State the particulars of the beneficial owners of the firm at the date of this return including the -
- (a) full name of the beneficial owner first name(s), middle name(s), surname(s) (no abbreviations);
 - (b) full address of the beneficial owner;
 - (c) full occupation of the beneficial owner, and
 - (d) nationality of the beneficial owner.

Signature -

A partner shall sign the return.

SCHEDULE II

(Rule 4)

TABLE OF FEES

COLUMN 1	COLUMN 2	COLUMN 3
1.	FILING OF RETURN OF BENEFICIAL OWNERSHIP	\$40.00
2.	FILING OF ANNUAL RETURN BY A FIRM	\$40.00
3.	ANY OTHER DOCUMENT REQUIRED TO BE FILED AND ANY OTHER CERTIFICATE REQUIRED TO BE ISSUED	\$40.00

Made this 15th day of November, 2024.

R. ARMOUR
*Attorney General and
Minister of Legal Affairs*