

## *The TTCD Registrar Department*

The Trinidad and Tobago Central Depository Limited has established a Registrar Department that offers transfer agent and registrar services. The TTCD maintains the register of shareholders, processes stock transfers and addresses inquiries from shareholders, brokers and clearing agents.

### ***Types of Transactions***

Choosing the right transfer agent is extremely important. This is why the TTCD prides itself in being able to provide efficient and effective service to its customers.

Services rendered include:

- Transfer and transaction inquiries
- Processing and reissuance of lost share certificates
- Confirmation/Reporting/Estate inquiries
- Certificate Issuance and/or Cancellation
- Shareholder information and updates
- Maintenance of ESOP Register
- Provision of reports such as shareholder lists, audit confirmations, proxy reports, etc.
- Monthly maintenance of Register of Members
- Preparation and dispatch of dividends to shareholders
- Dispatch of reports, accounts and notices of Annual General Meetings (AGM) to shareholders
- Registration for AGM
- Provide Sixth Schedule for the filing of Annual Returns with the Registrar of Companies
- Execution of Corporate Actions such as Share Issues, Bonus Issues, Rights Issues, Dividend, etc.
- Quick and efficient responses to queries and processes.
- Reconciliation of dividends previously paid.

You may can contact us at:

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Registrar Department  
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**The  
Trinidad and Tobago  
Central Depository  
Limited**

**REGISTRAR  
SERVICES**

## Registrar Requirements

**The following are requirements for:**

### 1) Name Change

- Deed Poll or Marriage Certificate or Divorce Document
- Photo identification (reflecting name change)

### 2) Address Change

- Photo identification (preferably reflecting address)
- Recent Utility Bill (no later than three (3) months, showing new address, not necessarily in customer's name)

*If not in the customer's name, an authorization letter from the name on bill and identification card are required.*

### 3) Direct Deposit to Bank Account

- Photo identification
- Complete Bank Mandate form indicating - Name of Bank, Address of Bank, Bank Account Number

*Forms can be collected at client's Broker or TTCD*

### 4) Lost Certificate

- Indemnity form completed by shareholder and witnessed by a Commissioner of Affidavits
- Photo identification
- Receipt from daily newspaper for publishing lost certificate information for one day or copy of advertisement.

*Documents should be dated no more than six (6) months*

**Signed instructions from the shareholder or bondholder must be submitted with requests for the transactions listed above.**

In the event that any of the above transactions are being conducted on behalf of the shareholder or his / her estate, the following documents are also required:

- Letters of Administration/Grant of Probate (in the case of a deceased shareholder)
- Power of Attorney (in the absence of the shareholder)
- Death Certificate (where any shareholder including joint shareholder is deceased)

*All documents presented must be originals. Copies must be signed, certified or notarized as being a true copy of the original.*

Shareholders based outside of Trinidad & Tobago must submit notarized documents or resealed documents as applicable.

## Share Certificate Transfer

The following documents must be provided in the case of:

### Deceased shareholder (single ownership)

- Original share certificates
- Original Letters of Administration/Grant of Probate
- Death Certificate
- 2 Photo ID's
- Stock Transfer Form (to be signed by executor)

**Only executors can transfer shares.**

### Surviving shareholder (joint ownership)

- Original share certificates
- Original death certificate
- 2 Photo ID's
- Stock transfer form (to be signed by survivor)

**Only the surviving party can transfer shares**

### Joint ownership to single.

- Original share certificates
- 2 Photo ID's (for both parties)
- Stock transfer form (to be signed by both parties)
- Statutory Declaration witnessed by Commissioner of Affidavits requesting change of ownership
- Evidence that Stamp Duty has been paid

### Single ownership to joint (must be 18 & over)

- Original share certificate
- 2 Photo ID's (for both parties)
- Stock transfer form (to be signed by original owner)
- Statutory Declaration witnessed by Commissioner of Affidavits requesting transfer to joint parties
- Evidence that Stamp Duty has been paid

### As a Gift

- Original share certificate
- 2 Photo ID's (for grantor and recipient)
- Stock transfer form
- Statutory Declaration witnessed by Commissioner of Affidavits requesting transfer to recipients
- Evidence that Stamp Duty has been paid

**A Recent Utility Bill (not older than 3 months) is required for all transfers.**

## Registrar Services

Currently The Trinidad and Tobago Central Depository Limited Registrar Department acts as Registrar or Paying Agent for the following companies listed on the Trinidad and Tobago Stock Exchange:

- Agostini's Limited
- Angostura Holdings Limited
- ANSA McAL Limited
- ANSA Merchant Bank Limited
- Berger Paints Trinidad Limited
- CLICO Investment Fund
- Calypso Macro Index Fund
- First Citizens Bank Limited
- Guardian Holdings Limited
- Guardian Media Limited
- Massy Holdings Ltd.
- National Enterprises Limited
- National Flour Mills Limited
- One Caribbean Media Limited
- Point Lisas Industrial Port Development Corporation Limited
- Prestige Holdings Limited
- Readymix (West Indies) Limited
- Republic Financial Holdings Limited
- Scotiabank of Trinidad and Tobago Limited
- Trinidad and Tobago NGL Limited
- Trinidad Cement Limited
- The West Indian Tobacco Company Limited
- Unilever Caribbean Limited

The TTCD is also the Sub-Registrar for:

- Sagicor Financial Corporation (Barbados)
- GraceKennedy Limited (Jamaica)