

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
- Confirmations - Audit / Estate
- Certificate Issuance
- Shareholder information and updates
- Maintenance of ESOP Register
- Provision of reports such as shareholder lists, proxy reports, etc.
- Monthly maintenance of Register of Members
- Preparation and dispatch of dividends to shareholders
- Dispatch of reports and notices for Annual Meetings (AM) to shareholders
- Registration at Annual Meetings
- 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, Stock Split, Dividend, etc.
- Quick and efficient responses to queries and processes.

You may can contact us at:

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Registrar Department
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Trinidad***

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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
- CinemaOne Limited (Small & Medium Enterprise (SME) Market)
- CLICO Investment Fund
- Calypso Macro Index Fund
- First Citizens Bank Limited
- Guardian Holdings Limited
- Guardian Media Limited
- Massy Holdings Ltd.
- MPC Caribbean Clean Energy Limited
- National Enterprises Limited
- National Flour Mills Limited
- One Caribbean Media Limited
- Point Lisas Industrial Port Development Corporation Limited
- Prestige Holdings 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)
- NCB Financial Group Limited (Jamaica)

The TTCD provides Registrar Services for Private Companies:

- Readymix (West Indies) Limited