

FORM 4

REPUBLIC OF TRINIDAD AND TOBAGO

THE NON-PROFIT ORGANISATIONS ACT, NO. 7 of 2019

(Section 15(1))

**NOTICE OF CHANGE IN THE PARTICULARS
REGISTERED BY A NON-PROFIT ORGANISATION**

1. Name of non-profit organisation
Registration No.....

NEW ORGANISATIONAL DETAILS

2. Notice is given that the following changes took place with respect to the non-profit organisation:

Name of Non-Profit Organisation:	Date of Change:
Physical Address:	Date of Change:
Mailing Address:	Date of Change:
Telephone Number:	Date of Change:
E-mail Address:	Date of Change:
Declared Purposes and Activities:	
Date of Change:	

NEW CONTROLLER DETAILS

3. Notice is given that the following changes took place with respect to the controller(s) of the non-profit organisation:

Given Name(s) & Surname/Particulars of change of name	Address and Date of Change	Occupation and Date of Change	Nationality and Date of Change

4. Notice is given that on the day of 20....., the following person(s) became controller(s) of the non-profit organisation:

Full Name	Address	Occupation	Nationality	Telephone Number	E-mail Address

5. Notice is given that on the day of 20....., the following person(s) ceased to be controller(s) of the non-profit organisation:

Full Name	Address	Occupation	Nationality	Telephone Number	E-mail Address

6. The controller(s) of the non-profit organisation is/are:

Full Name	Address	Occupation	Nationality	Telephone Number	E-mail Address

7. Notice is given that on the day of 20....., the constituting the non-profit organisation was amended.

8. Documents attached are: *(Please tick (✓) the appropriate box)*
- (a) copy of constituent document(s), as amended, of the non-profit organisation
- (b) copy of photo identification of the controller

Date	Name and Title	Signature

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FORM 4

INSTRUCTIONS

With respect to the non-profit organisation-

Item 1

Set out the full name of the non-profit organisation and the registration number as indicated in its Certification of Registration.

Item 2

- (a) The name of the non-profit organisation needs to be stated only if there is a change in the name:
State the full name of the non-profit organisation and the date on which the change became effective;
- (b) The physical address needs to be stated only if there is a change in the location or address:
State the full address of where the non-profit organisation is situated and the date on which the change became effective;
- (c) The mailing address needs to be stated only if there is a change in the address:
State the full mailing address and the date on which the change became effective;
- (d) The telephone number needs to be stated only if there is a change in the number:
State the telephone number and the date on which the change became effective;
- (e) The e-mail address needs to be stated only if there is a change:
State the e-mail address and the date on which the change became effective; and
- (f) The declared purposes and activities needs to be stated only if there is a change:
Set out the objective(s) and activity(ies) the non-profit-organisation carries on.

With respect to each controller-

Item 3

- (a) State the first given name, middle name and family name of the controller(s) to whom the change(s) apply(ies) to and set out the particulars of any change of name, including the new name, date of change and by virtue of what authority the change of name was effected;
- (b) The address needs to be stated only if there is a change in the location or address:
 - (i) State the full street address, including the building number and, if a multi-dwelling unit, unit number; and
 - (ii) State the effective date of the change;

- (c) The occupation needs to be stated only if there is a change:
- (i) Specify the occupation clearly. Where possible, specify area of speciality, e.g. *electrical engineer*; and
 - (ii) State the effective date of the change;
- (d) The nationality needs to be stated only if there is a change:
- (i) State the nationality; and
 - (ii) State the effective date of the change.

Items 4, 5 and 6

- (a) State the first given name, middle name and family name of the controller;
- (b) State the full street address, including the building number and, if a multi-dwelling unit, unit number of the controller;
- (c) Specify the controller's occupation clearly. Where possible, specify area of speciality, e.g. *electrical engineer*;
- (d) State the nationality of the controller;
- (e) State the telephone number of the controller; and
- (f) State the e-mail address of the controller.

Item 7

Indicate the effective date of any change in the constituent documents of the non-profit organisation and specify the document which has been amended.

Item 8

Indicate whether the notice is accompanied by a copy of the constituent document(s) of the non-profit organisation with up-to-date amendments and/or a copy of a valid photo identification of the controller(s) whose particulars have been changed.

Signature

The controller or authorized officer of the non-profit organisation or, in the case of a non-profit company a director or authorized officer of the company, shall sign the notice indicating the capacity in which he is signing.

SCHEDULE 2

(Rule 4)

TABLE OF FEES

**I. FILING OF APPLICATION FOR REGISTRATION
FOR A NON-PROFIT ORGANISATION**

Name Search	\$10.00
List of Designated Individuals or Entities Search	\$10.00
Filing of Application	\$40.00
Certificate of Registration of Non-Profit Organisation	\$40.00