

Registering a Business for Non-Residents of Trinidad and Tobago

Any person who wishes to incorporate a company in Trinidad and Tobago is required by law to register the business. There are several ways to register a business. They are Sole Proprietorships, Partnerships and Limited Liability Companies.

- [How do I register a business?](#)
- [Step 1: Business Name Reservation](#)
- [Step 2: Registering your Business Name](#)
- [Where can I obtain forms to register a business name?](#)
- [How do I protect my product or idea?](#)
- [Where can I find more information?](#)

How do I register a business?

All businesses - Sole Proprietorships, Partnerships and Limited Liability Companies - must complete the first step in the process, the reservation of a business name. The second step is different for Limited Liability Companies (LLC), which file articles of incorporation.

Step 1: Business Name Reservation

To register a business name your first step is to fill out an Application for Name Approval/Name Reservation Form and submit it to the address of the Companies Registry listed below. A copy of the form can be obtained by following the link at the end of this section. The fee for this process is TT\$25.00.

The Business Name Act prohibits the registration of identical names, so you can't register a business name that another company is already using. You can search the business names public record at the Companies Registry. This will tell you if someone is already using the name you have selected and where the business is located. There are several different search options you may wish to pursue. Each name search costs TT\$20.00.

Companies Registry

Registration House

72-74 South Quay

Port of Spain

Trinidad, West Indies

Tel. (868) 624-1660

Opening hours: 8:00 am to 4:00 pm, Monday to Friday, except public holidays

[Application for Name Approval/Name Reservation Form](#)

Step 2: Registering your Business Name

If you plan to operate as a sole proprietor or a limited liability company, you will need to complete and file the Registration of a Business Name form. This form is to be submitted to the Companies Registry with the applicable fees.

For a Limited Liability Company (LLC), once you have a name reserved you will have to file Articles of Incorporation. You can download and fill out an Articles of Incorporation form by following the link below.

[Articles of Incorporation Form](#)

Where can I obtain forms to register a business name?

Forms can be downloaded from the Ministry of Legal Affairs website by following the link below. Forms are also available free of charge from:

Companies Registry

Registration House

72-74 South Quay

Port of Spain

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Tel. (868) 624-1660

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[Ministry of Legal Affairs Document Centre](#)

How do I protect my product or idea?

Trademarks, Patents and Copyrights

A trademark or service mark is a word, name, symbol, device or combination thereof, adopted and used by a manufacturer, service provider or merchant to identify goods and services in order to distinguish them from others. A patent gives legal recognition of a new product or work of art. For assistance with patents and trademarks you can contact the Intellectual Property Office by following the link below.

[Intellectual Property Office](#)

Where can I find more information?

Registrar General's Office

Registration House

72-74 South Quay

Port of Spain

Trinidad, West Indies

Tel. (868) 624-1660

Opening hours: 8:00 am to 4:00 pm, Monday to Friday, except public holidays

You can find more information on any of the following topics on the Ministry of Legal Affairs website by following the link below:

- Registration of Newspapers
- Incorporation of Companies
- Registration of External Company
- Registration of Business Name
- Change of Particulars of Registration (Business Name)
- Registration of Local Agents of Foreign Governments and Foreign Enterprises
- Request for Copies of Documents
- Searches for Business Registration Documents

Ministry of Legal Affairs website