

List of Registrars/Paying Agent Services

The TTCD Limited Registrar Services 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 (TTSE SME Market)
- CLICO Investment Fund
- Calypso Macro Index Fund
- Endeavour Holdings Limited (TTSE SME Market)
- 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 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

Registrar Services



**THE TRINIDAD AND TOBAGO
CENTRAL DEPOSITORY
LIMITED**



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About the TTCD

The TTCD was established by the TTSE to facilitate the safekeeping of certificates and to enable investors buying and selling shares on the TTSE to settle such transactions through a computerized system. The TTCD consists of two Departments: Central Securities Depository and Registrar Department.

The Registrar Services Department

The Trinidad and Tobago Central Depository Limited has established a Registrar Services Department (RSD) that offers transfer agent and registrar services. The RSD offers a distinct scope of services to companies which are exploring ways to raise capital.

Types of Transactions

The TTCD prides itself in being able to provide efficient and effective service to its customers.

Range of Services Offered:

- Transfers and Transaction inquiries, including managing and responding to shareholders' queries
- Processing and re-issuance 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
- Provision of 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, etc.
- Management of Dividends:
 - Processing of Dividend Payments and Payments to security holders
 - Re-issuing of Dividend Cheques

Account Registrar Requirements

The following are requirements for:

Name Change

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

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.

Direct Deposit to Bank Account/Bank Mandate

- Photo identification
- Completed Bank Mandate form

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 their 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)



IMPORTANT TO NOTE

- Forms can be found on our website www.stockex.co.tt or may be collected at your broker's office or at The TTCD.
- 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

It is important to note that a TTCD broker Account is required to be opened, prior to requesting any of the transfer below.

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)

Note: 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)

Note: Only the surviving party can transfer shares

Joint Ownership to Single Ownership

- 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 years & 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 Utility Bill (not older than 3 months) is required to be submitted for all services.**