



Understanding CROS Requirements for Your Business



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What is the new Companies Registry Online System (CROS)?

Let's talk about what you know
and what you need to know.

Officially launched February 1, 2023 in Trinidad and
Tobago





CROS' system aims

To facilitate paperless transactions at the Companies

To revolutionize the way, we do business.

Intended to make doing business easier.

Allows for remote and convenient access to information anytime, twenty-four hours a day, seven days a week.

To keep in line with our government's goal to create a digital society.



Who must register?

01

Every person whose name is on a record maintained by the Registrar General Department, Companies Registry

02

Every person who wishes to use the platform, must create an electronic identity in CROS.

03

Mandatory for Directors, Alternate Directors, Secretaries, Assistant Secretaries, Power of Attorney, Companies and Agents.



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All persons must provide the following:



Full name and any former name



Nationality



Date of birth



Occupation



Phone number,
E-mail address



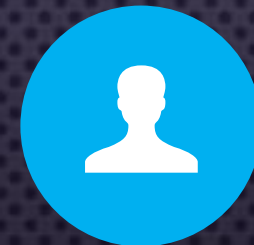
Current address
and postal address



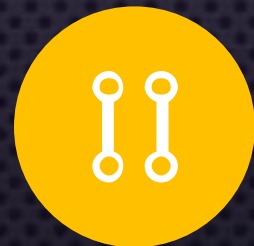
What documentation must be provided in support of the application?



Two forms of photo identification



Headshot



Proof of name change (where applicable)



Republic of
TRINIDAD
and
TOBAGO

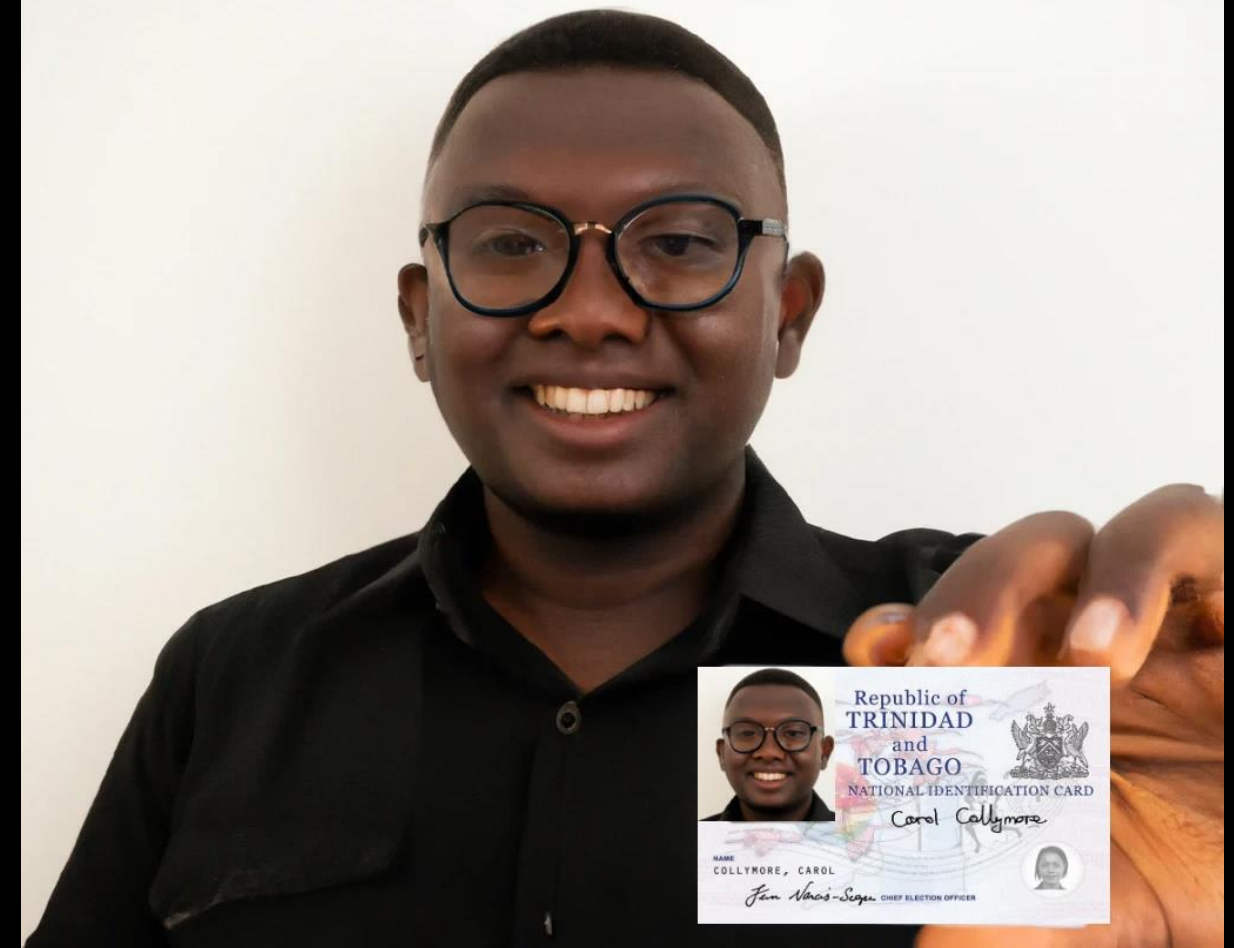


NATIONAL IDENTIFICATION CARD

Carol Collymore



NAME
COLLYMORE, CAROL



S
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CHECKLIST



COMPANIES

- **COMPANY'S TELEPHONE NUMBER**
- **UNIQUE EMAIL ADDRESS (NOT USED PREVIOUSLY)**

AGENTS

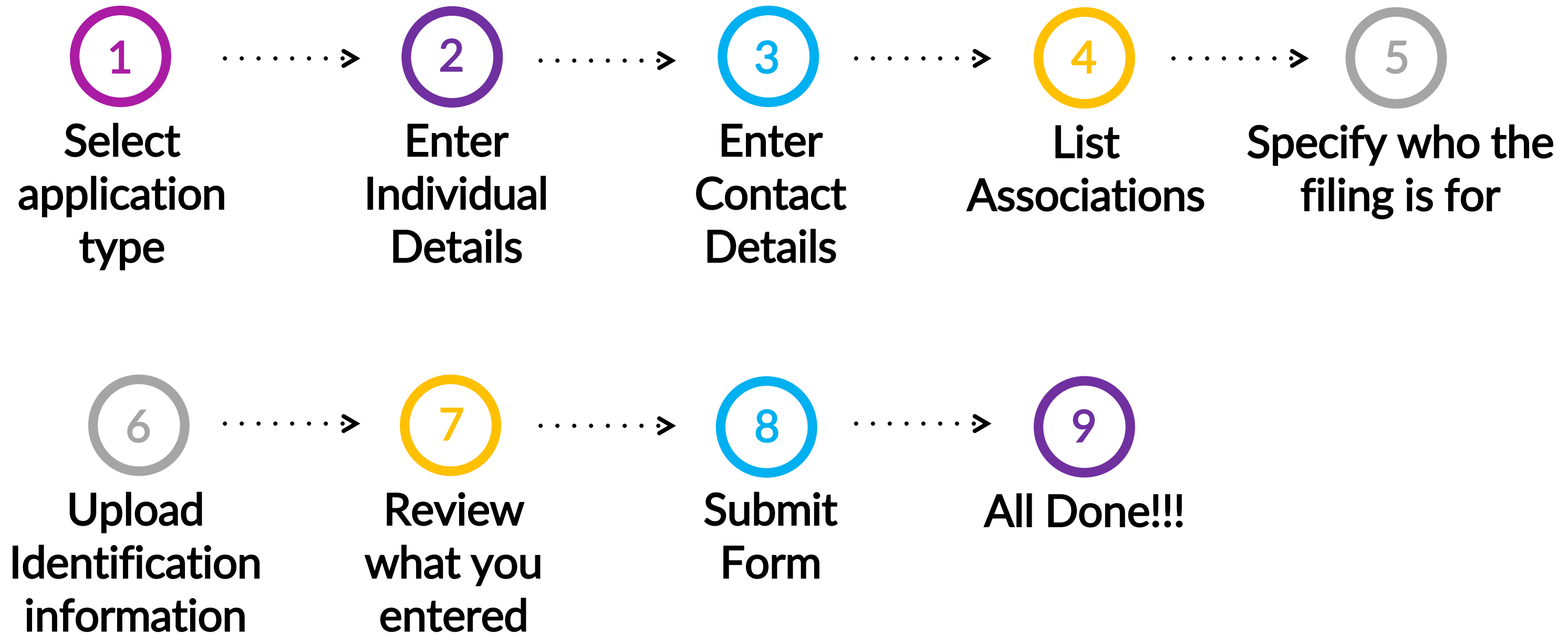
- **INDIVIDUAL OR COMPANY PIN,**
- **COMPLETE NAME OF AGENT AND**
- **DURATION OF TIME**



Let's see what it looks like!



The Registration Process



Register for a Companies Registry Account

Every person whose name is on a record maintained by the Companies Registry, or who wishes to use the facility, must create an electronic identity in the Companies Registry Online System (CROS). Registration is the first official step that confirms your identity and provides you with a personal identification number for the account (Account PIN) for use within CROS.

Registration is free.

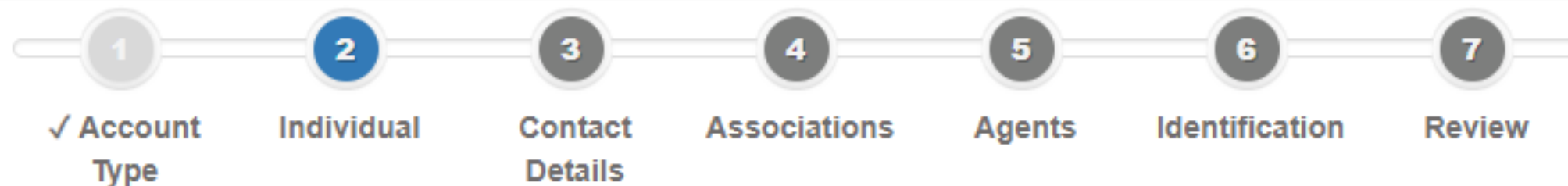
All questions must be answered.

Please answer questions accurately; failure to do so may delay the creation of your account.

[Apply for an Individual Account](#)

protected by reCAPTCHA
[Privacy](#) - [Terms](#)





Apply for an Individual Account

Details of the Individual

* NATIONALITY AT BIRTH?

Current Personal Details

Please enter your current details.

* CURRENT FIRST NAME

CURRENT MIDDLE NAME(S)

Current Personal Details

Please enter your current details.

* CURRENT FIRST NAME

CURRENT MIDDLE NAME(S)

* CURRENT SURNAME

* DATE OF BIRTH

* OCCUPATION

* CURRENT NATIONALITY

* GENDER

Birth Details

* IS YOUR CURRENT NAME DIFFERENT FROM YOUR BIRTH NAME(S)?

- Yes
 No

Mother's Details

* FIRST NAME

MIDDLE NAME(S)

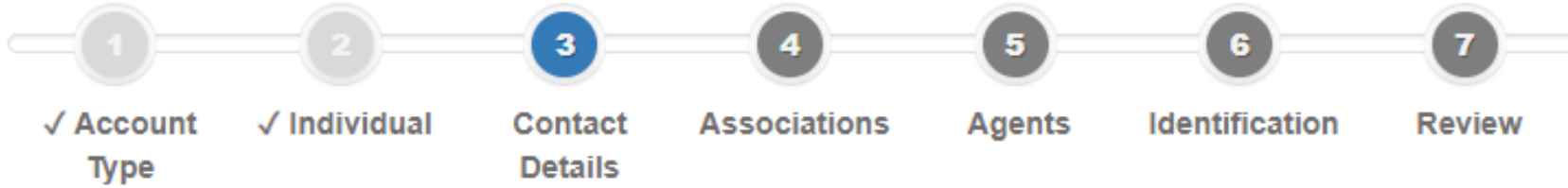
* SURNAME

* MAIDEN NAME

Start Over

< Prev

Next >



Contact Details

*** PHONE NUMBER**

Enter a Phone Number or Mobile Phone Number

*** MOBILE PHONE NUMBER**

Enter a Phone Number or Mobile Phone Number

The email address submitted will be the Companies Registry Account username for the entity. Please provide an email address that has not already been registered with the Companies Registry. Any email correspondence to the entity from the Companies Registry will come to this email address.

*** EMAIL ADDRESS**

Email Address is a mandatory field.

*** CONFIRM EMAIL ADDRESS**

Confirm Email Address is a mandatory field.

Current Residential Address

*** COUNTRY OF USUAL RESIDENCE?**

- Trinidad and Tobago
- Other

APARTMENT UNIT, BUILDING NAME

*** NUMBER, STREET NAME**

e.g. House Number, Mile Mark or Light Pole Number

Building Number, Street Name is a mandatory field.

AREA / COMMUNITY

*** TOWN / CITY**

POSTAL CODE

*** COUNTRY**

*** IS THE POSTAL ADDRESS THE SAME AS THE CURRENT RESIDENTIAL ADDRESS?**

- Yes
- No

Postal Address

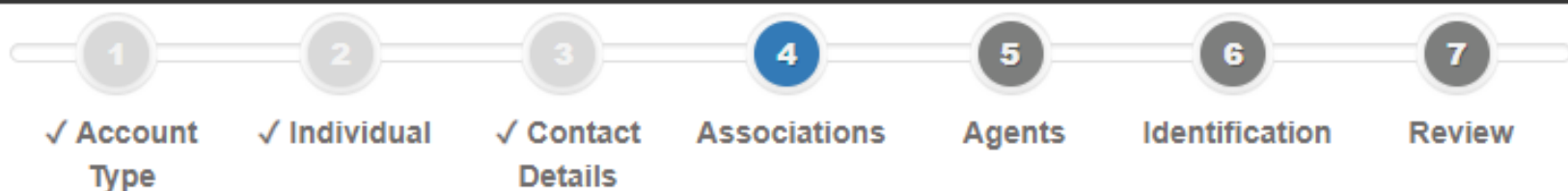
*** IN WHAT COUNTRY IS YOUR POSTAL ADDRESS?**

- Trinidad and Tobago
- Other

Start Over

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Next >



Associations

To be completed **ONLY** where you hold any of the roles/positions stated below.

- Director (Profit, Non-Profit, External Companies)
- Secretary (Profit, Non-Profit Companies)
- Individual / Partner (Businesses)
- Controller (Non-Profit Organisations)
- Shareholder (Profit Companies)
- Beneficial Owner (Profit Companies)

You will not be able to transact business in respect of a Company/Business, using Companies Registry Online System (CROS), unless your association with that Company/Business is first received and approved by the Companies Registry.

Please enter the Company/Business Identifier of each Company/Business and/or any Non-Profit Organisation that you have an association with, and select the Add Association button.

If you do not know the Company/Business Identifier you can find it using the link below.

[The Companies Registry search.](#)

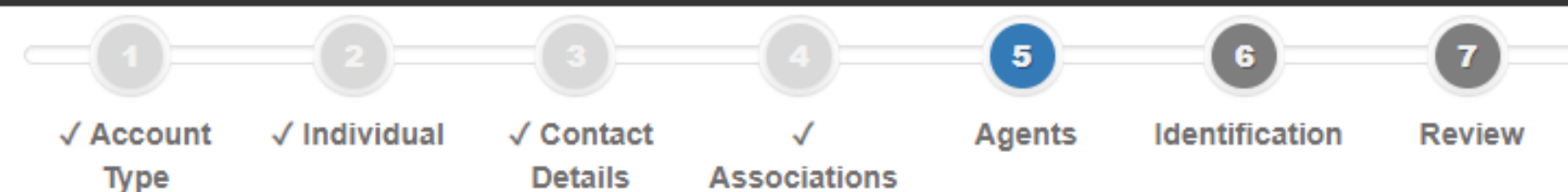
COMPANY/BUSINESS IDENTIFIER

Add Association

Start Over

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Next >



Authorised Agents

Please list all of the agents authorised to act on your behalf.

If you cannot add an agent please check with the agent that they have created a Companies Registry Account.

SURNAME / COMPANY / BUSINESS

PIN

EXPIRY DAYS

Add Agent

Start Over

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Next >



Upload your Identity Documents

Please upload proof of your own identity.

You must upload:

- Two of any of the following valid forms of identification
 - Trinidad and Tobago National Identification Card
 - Trinidad and Tobago Drivers Licence
 - Trinidad and Tobago Passport
 - Overseas National Identification Card
 - Overseas Drivers Licence
 - Overseas Passport
- A headshot with one Photo ID held beside your face

Each file must not be larger than 10MB and must be one of the following types: bmp, jpeg/jpg, tiff/tif, png, doc/docx, or pdf.

Forms of Identification

If you are the holder of a passport please supply a copy of the pages which contain your identity details.

If you are not the holder of a passport please select an alternate form of identification.

Identification 1

* TYPE OF IDENTIFICATION

Overseas Passport

* IDENTIFICATION NUMBER

Please enter identification number

* UPLOAD COPY OF IDENTIFICATION

Attach ID

Browse...

Identification 2

* TYPE OF IDENTIFICATION

* IDENTIFICATION NUMBER

Please enter identification number

* UPLOAD COPY OF IDENTIFICATION

Attach ID

Browse...

Head Shot

A clear photo of yourself holding one of the submitted forms of identification next to your face.

* DOCUMENT TYPE

Headshot with Photo ID

* UPLOAD DOCUMENT

Attach head shot with photo id

Browse...

Start Over

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Next >



**Review the Information you
entered and submit your
application**





Application Complete

Thank you for registering for a Companies Registry Account.

Your application has been received and will be reviewed by Companies Registry staff.

You will receive an email with your Companies Registry Account details.

[Exit](#)

[New Application](#)



Let's Recap



The Registration Process in Review

1

Stage 1

- Only one selection available: Individual

2

Stage 2

- Insert information as requested from Birth Certificate.

3

Stage 3

- Insert your email and telephone numbers and address

4

Stage 4

- Here you are asked to list the companies with which you are associated.

5

Stage 5

- You list the agents who are to be doing your filings on / the Company's behalf.

6

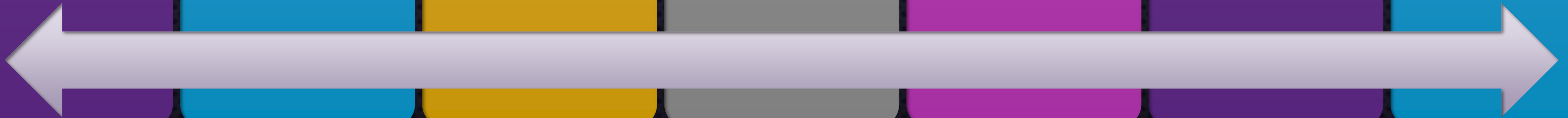
Stage 6

- You then would be asked to upload your two forms of IDs here and your headshot.

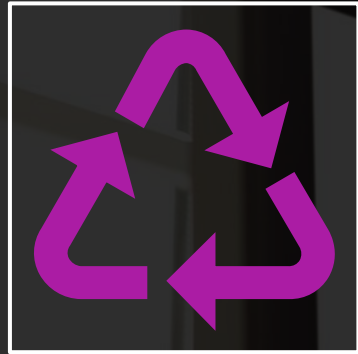
7

Stage 7

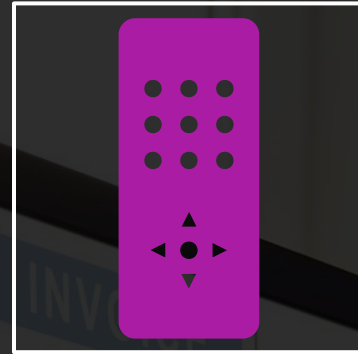
- Your final page for the application is where you review the inputted information, then submit your application



CROS Benefits



User-friendly



Facilitates electronic,
remote access.



Twenty-four-hour basis
and real time
notifications.

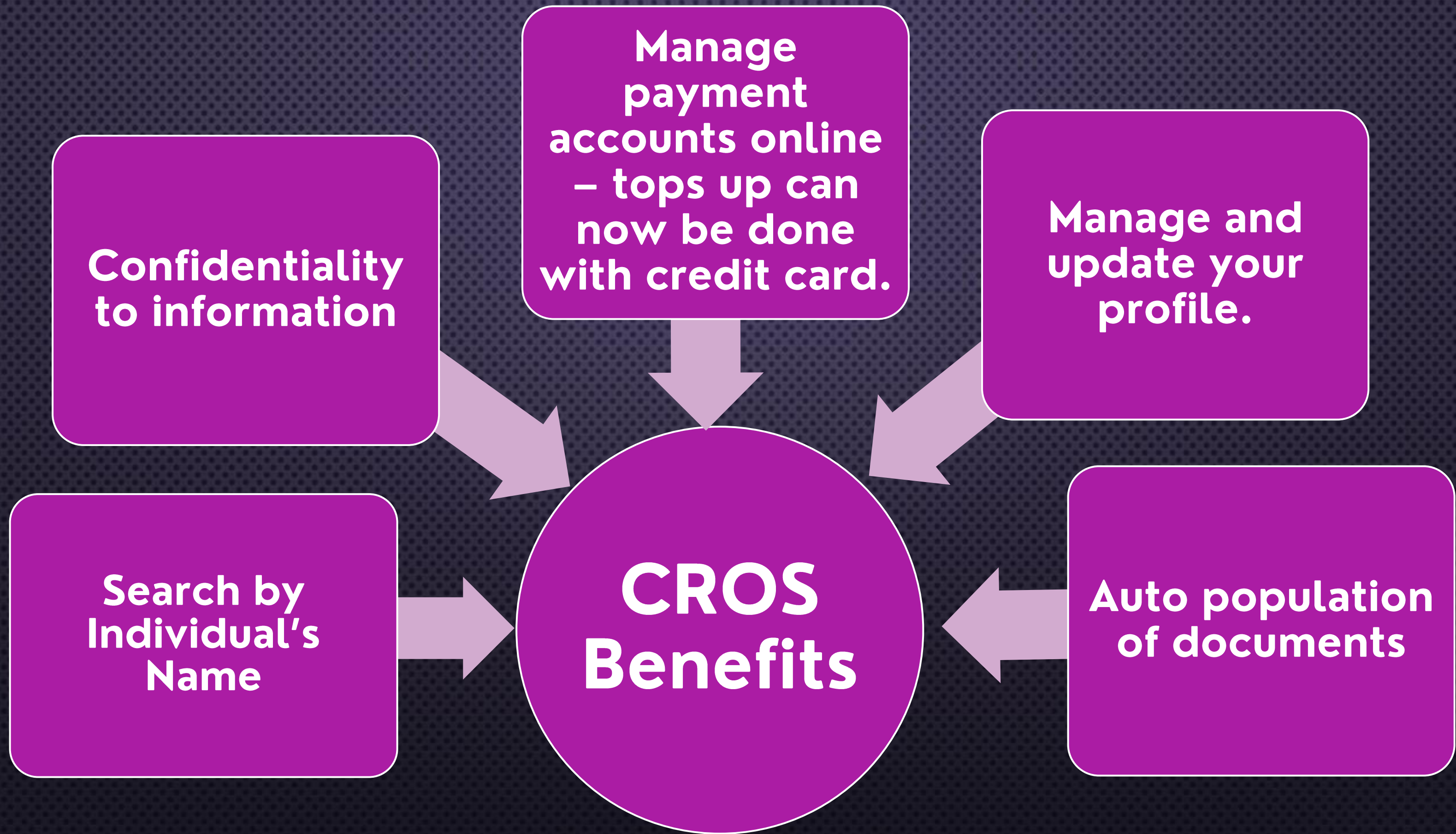


Document downloads
from system. (Company
searches continue)

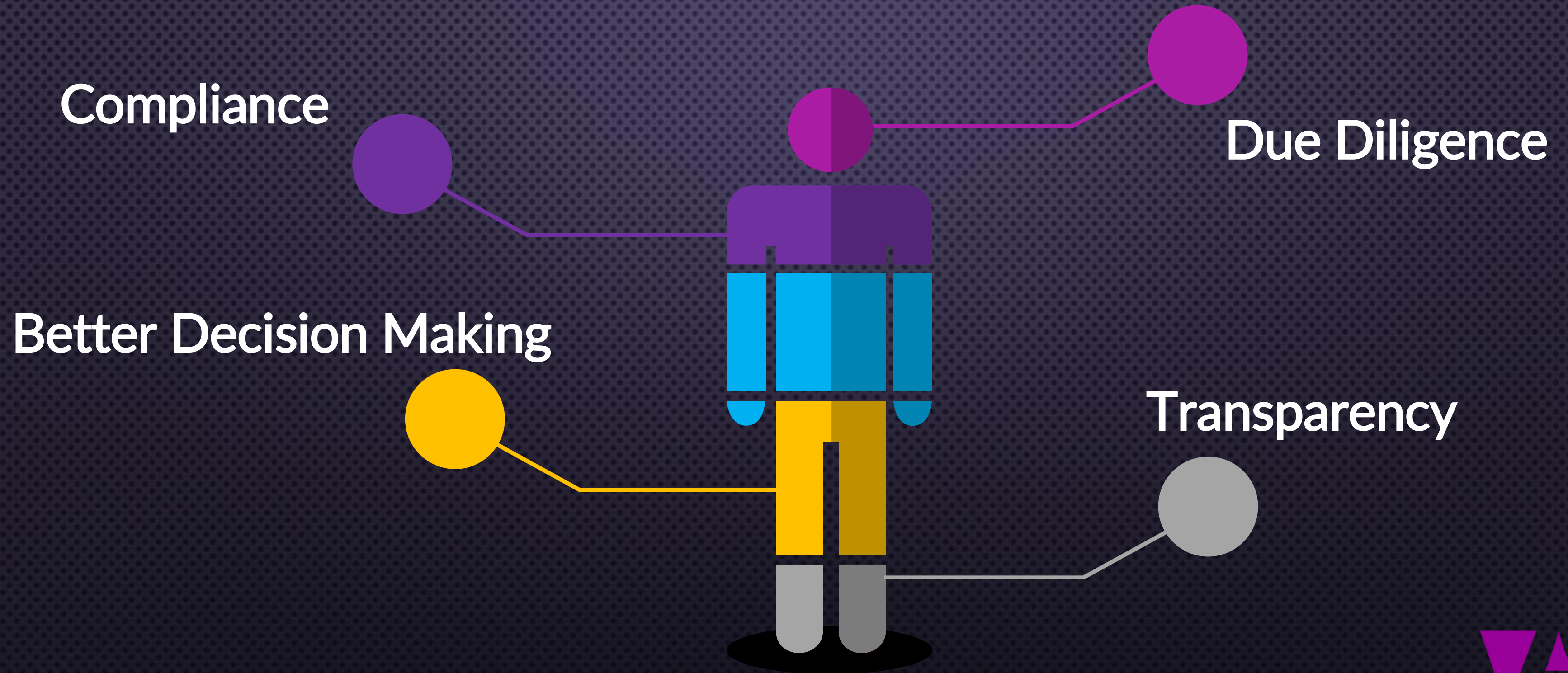


Document upload.

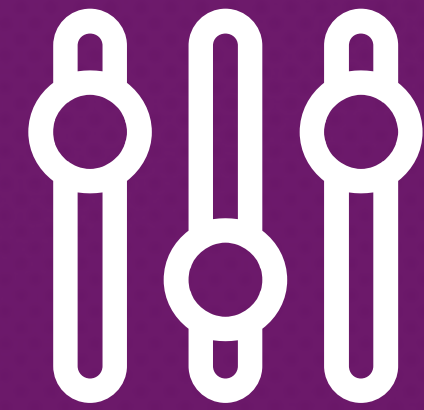




NEW FEATURE: Individual searches



Let's take a look





Authorised Corporate Service Providers

www.aegistt.com

Section 507 of Companies Act Effective May 26, 2023

The Companies (Electronic Filing) Regulations, 2023

Empowerment of the Registrar:

- to collect certain information for access to (CROS).
- to determine what documents that are required to be submitted.
- to waive one of the identity documents required upon a request in writing being made.
- to waive the need for providing Birth certificates.

Regulation 4

- Allows persons to use an Authorised Corporate Service Provider to submit a verification statement in lieu of his identification documents.

Who can Apply?

- Chartered Accountants
- Lawyers
- Firms (Lawyers and Accountants)
- Companies

Documents to accompany application

- Financial Intelligence Unit of Trinidad and Tobago Certificate and,
- A practicing Certificate ICATT and ACCA (for Accountants)
- Practising Certificate (for lawyers)

Documents to accompany application

Cont'd



In the case of Firms and Companies,

- a) Name of firm/ company**
- b) Principle Office of firm/ company**
- c) Service address of firm/ company**
- d) E-mail address of firm/ company**
- e) Certificate of registration of firm or;**
- f) Certificate of incorporation of company**
- g) Names of Attorneys or Accountants within the said firm/ company**
along with copies of their certification documents

Responsibilities of Authorised Corporate Service Providers

- i. Maintain copies of IDs – 6-year requirement
- ii. Make documents available for INSPECTION when requested
 - By the Registrar
 - for the purposes of law enforcement
 - pursuant to an order of the Court



What's Beyond Registration?



LIFE AFTER CROS REGISTRATION

Online Access

Paperless
Transactions

Post Incorporation
of Filing

Managing your
account

Access to Auto
populated
Documents

Incorporation of
Companies/
Registration of
External
Companies

Updating Individual/
Company Profile

Search by
Individual's Name





Thank You!

VAEGIS