



Trinidad and Tobago Securities and Exchange Commission

Market Outreach Series- Material Change REGISTRATION PROCESS

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Trinidad Hilton and Conference Centre

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OUTLINE

- Proposed Registration Process
- Categories of Registration – the Securities Industry Act, 1995 (“SIA 1995”) and the Securities Act, 2012 (“SA 2012”)
- Checklists for the Registration of Persons
- Proposed Registration Timelines for Persons

OUTLINE (Continued)

- Categories of Registration of Securities
- Checklists for the Registration of Securities
- Proposed Registration Timelines for Securities
- Factors Impacting the Registration Process
- The Way Forward

PROPOSED REGISTRATION PROCESS – KEY FEATURES

1. Applications for registration must be fully completed when submitted to the Commission together with the applicable registration fees.
2. Checklists are available on the Commission's website and a copy of the completed or marked off checklist is to be included in the application package.*
3. Applicants are asked to submit electronic copies (Microsoft Word) of the application documents (legal and disclosure).

PROPOSED REGISTRATION PROCESS – KEY FEATURES (Continued)

4. Applicants are asked to provide the name and email address of the person assigned to be the primary point of contact for the application.
5. The Commission to acknowledge receipt within 48 hours.
6. The Commission to assign a unique identifying code to each application/matter.
7. The Commission to establish timelines for processing matters by category.



CATEGORIES OF REGISTRATION OF PERSONS

SIA 1995	SA 2012
Reporting Issuer	Reporting Issuer
Dealer	Broker-Dealer
Securities Company	
Investment Adviser	Investment Adviser
Underwriter	Underwriter
Broker	Registered Representative
Trader in Securities	
	Sponsored Broker-Dealer*
	Sponsored Investment Adviser*
	Substantial Shareholders*
	Branch Offices*

CHECKLISTS - PERSONS

- <http://www.ttsec.org.tt/registration.php?mid=60>

The screenshot shows the Trinidad and Tobago Securities and Exchange Commission (TTSEC) website. The header includes the TTSEC logo, the text "TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION", and the tagline "Building stakeholders' confidence in the local capital market". A search bar is located in the top right. The navigation menu includes "Home", "About Us", "Investor Education", "Registration" (highlighted), "Publications and Research", "Legal Framework", "AML-CFT", "Media Room", and "Useful Links". The main content area is titled "Registration" and describes the commission's oversight for over 200 registrants. A breadcrumb trail indicates the current page: "You are here: Home » Registration & Renewal Process » Registration » Checklists for Registration of Companies and Individuals". The page is divided into three columns. The left column lists navigation options under "In this section". The middle column, titled "Checklists for Companies and Individuals", lists registration types: Broker, Dealer, Trader in Securities, Investment Adviser, Underwriter, Securities Company, and Reporting Issuer. Below this list is a text box: "Select a Registration Type from the list above to view the corresponding checklist." The right column contains three promotional boxes: "Read the TTSEC BLOG", "Follow Us on Facebook", and "Investor Education Programme". A fourth box at the bottom right is partially visible, titled "Investor Complaint Form". The TTSEC logo is also present in the bottom right corner of the page.

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Home About Us Investor Education **Registration** Publications and Research Legal Framework AML-CFT Media Room Useful Links

Registration

The TTSEC registers and has oversight for more than 200 registrants, 300 securities including equities, debt instruments, collective investment scheme and derivatives.

You are here: Home » Registration & Renewal Process » Registration » Checklists for Registration of Companies and Individuals

In this section

- Registered Companies, Individuals & Securities
- Registered Securities
- List of Registrants
- Registration & Renewal Process
 - Checklists for Registration of Securities
 - Checklists for Registration of Companies and Individuals**
 - Renewal of Registration Checklist

Checklists for Companies and Individuals

- [Broker](#)
- [Dealer](#)
- [Trader in Securities](#)
- [Investment Adviser](#)
- [Underwriter](#)
- [Securities Company](#)
- [Reporting Issuer](#)

Select a Registration Type from the list above to view the corresponding checklist.

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Investor Complaint Form



PROPOSED REGISTRATION TIMELINES¹ (PERSONS)

Category of Registration	Proposed Processing Time (working days)
Reporting Issuer	21
Broker-Dealer	21
Investment Adviser	21
Underwriter	21
Registered Representative	10 ²

¹ These timelines represent the time taken to review a complete application.

² Does not apply where a registered representative's application is being considered simultaneously with that of a company's first time application for registration.



CATEGORIES OF REGISTRATION OF SECURITIES

- Equity
- Fixed Income
- Securitized Instruments
- Collective Investment Schemes

CHECKLISTS - SECURITIES

- <http://www.ttsec.org.tt/registration.php?mid=57>

The screenshot shows the website for the Trinidad and Tobago Securities and Exchange Commission (TTSEC). The header features the TTSEC logo, the organization's name, and the tagline "Building stakeholders' confidence in the local capital market". A search bar is located in the top right. The navigation menu includes links for Home, About Us, Investor Education, Registration (highlighted), Publications and Research, Legal Framework, AML-CFT, Media Room, and Useful Links. The main content area is titled "Registration" and provides an overview of the commission's oversight. A breadcrumb trail indicates the current page location. On the left, a sidebar lists various registration categories. The main content area displays a checklist for registration, with a list of links for Securities, Local Mutual Funds, Foreign Mutual Funds, and Prospectuses of Collective Investment Schemes (PDF). A text box prompts users to select a registration type to view the checklist. On the right, there are social media links for the TTSEC blog and Facebook, and a link to the Investor Education Programme. The TTSEC logo is also present in the bottom right corner.

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Registration

The TTSEC registers and has oversight for more than 200 registrants, 300 securities including equities, debt instruments, collective investment scheme and derivatives.

You are here: Home » Registration & Renewal Process » Registration » Checklists for Registration of Securities

In this section

- Registered Companies, Individuals & Securities
- Registered Securities
- List of Registrants
- Registration & Renewal Process
- Checklists for Registration of Securities**

Checklist for the Registration of Securities

- [Securities](#)
- [Local Mutual Funds](#)
- [Foreign Mutual Funds](#)
- [Prospectuses of Collective Investment Schemes \(PDF\)](#)

Select a Registration Type from the list above to view the corresponding checklist.

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SECURITIES & EXCHANGE TRINIDAD AND TOBAGO COMMISSION

Proposed Registration Timelines³ (Securities)

Category of Registration	Proposed Processing Time (working days)
Equity – pursuant to an ESOP	10
Equity – pursuant to IPO	24
Collective Investment Scheme – local	24
Collective Investment Scheme – foreign	31
Fixed Income Security/Securitized Instrument	24
Fixed Income Security/Securitized Instrument – prospectus exempt	21
Limited Offering Confirmation Request	11-16

³ These timelines represent the time taken to review a complete application



FACTORS IMPACTING THE REGISTRATION PROCESS

- Completeness of application received
- Quality of submissions/applications
- Unclear submissions/applications
- Delegated authority
- Documentation review

THE WAY FORWARD

- Work in progress
- Focus on timeliness
- Immediate impact

QUESTIONS & COMMENTS