



REGISTRAR GENERAL'S DEPARTMENT COMPANIES REGISTRY ONLINE SYSTEM (CROS)

PUBLIC ADVISORY

CROS REGISTRATION CAUTION - SHARING YOUR PERSONAL INFORMATION WITH PRIVATE ENTITIES

The Registrar General's Department ("the Department") takes notice of private online sites and agents purporting to provide CROS registration and filing services.

In this regard, the Department reminds members of the public of the following:

1. There is no fee to register for CROS; the Companies Registry Account (CRA) application has no cost attached.
2. Application for a CRA is made online; the application form is available via the Companies Registry website at www.legalaffairs.gov.tt, and is accessible from any device. The process is user-friendly and is available on a twenty-four (24) hour basis.
3. The Department has published a "how to register for CROS" video on its online platforms, and further assistance can be accessed through the CROS Help Desk via croshelpdesk@gov.tt.
4. To meet the Department's Know Your Customer (KYC) requirements, clients must submit proof of their identity including ID card verification, face verification, and /or document verification.
5. A CRA registration station is available at the Department's Head Office, Port of Spain, and sub-offices at San Fernando, Arima and Tobago.
(Persons interested in this service, must have their identity documents readily available.)
6. The Department has stringent security measures in place for the protection of personal identification information, inclusive of encryption technology, confidentiality agreements, and legislative sanctions for breach or misuse of stored information.

Please be advised that, if you are unable to personally complete your CROS registration or access the Department's in-house Help Desk, you should be **cautious** in engaging the services of private individuals or entities to act as an agent on your behalf. Due diligence should be undertaken to ensure that an agent is **reputable and trustworthy** because of the risk of your personal information being retained and misused.

Personal information / documentation required to register for CROS is as follows:

- Two (2) forms of valid ID - Identification Card/Driver's Permit/Passport;
- Birth Certificates;
- Marriage Certificates;
- Deed Poll;
- Email address; and
- Residential and postal address.

We encourage members of the public to continue to be mindful of the value of their personal information and we advise that you do **not** share your CROS log in credentials (i.e. username and password) to protect yourself from fraud.

Please feel free to visit any one of the Department's locations for any assistance required.

REGISTRAR GENERAL'S DEPARTMENT LOCATIONS

1 NORTH (HEAD OFFICE)
AGLA Tower, Government Plaza,
Corner of London & Richmond Streets,
PORT OF SPAIN

2 SOUTH
#9 Leotaud Street,
SAN FERNANDO

3 EAST
Pennywise Building, 2nd Floor,
#10-10A Devenish Street,
ARIMA

4 TOBAGO
Caroline Building No.2,
#11 Hamilton Street,
SCARBOROUGH

CROSTT