

LEGAL NOTICE NO. 275

REPUBLIC OF TRINIDAD AND TOBAGO

THE MUTUAL ADMINISTRATIVE ASSISTANCE IN TAX MATTERS ACT,  
No. 7 OF 2020

REGULATIONS

MADE BY THE MINISTER UNDER SECTION 24 OF THE MUTUAL  
ADMINISTRATIVE ASSISTANCE IN TAX MATTERS ACT AND SUBJECT  
TO NEGATIVE RESOLUTION OF PARLIAMENT

THE MUTUAL ADMINISTRATIVE ASSISTANCE IN  
TAX MATTERS REGULATIONS, 2025

1. This Regulations may be cited as the Mutual Administrative Citation  
Assistance in Tax Matters Regulations, 2025.

2. (1) In these Regulations—

Interpretation

“Account Holder” means the person listed or identified as the holder of a Financial Account by the Financial Institution that maintains the account as further defined in Schedule 1, Section VIII, letter E of the Mutual Administrative Assistance in Tax Matters Act, No. 7 of 2020;

“Act” means the Mutual Administrative Assistance in Tax Matters Act, No. 7 of 2020;

“Entity” means a legal person or a legal arrangement including a body corporate, trust, partnership, collective investment scheme, fund or any other incorporated or unincorporated enterprise, organisation or arrangement either domestic or foreign;

“High-value Account” means a Pre-existing Individual Account with a balance or value that exceeds one million United States dollars (US\$1,000,000) as of 31st December, 2024 or 31st December of any subsequent year;

“Lower Value Account” means a Pre-existing Individual Account with a balance or value as of, the date to be prescribed, that does not exceed one million United States dollars (US\$1,000,000);

“New Account” means a Financial Account maintained by a Reporting Financial Institution opened on or after 1st January, 2025;

- “New Entity Account” means a New Account held by one or more Entities;
- “New Individual Account” means a New Account held by one or more individuals;
- “Nil Report” means the information return, which provides that the Reporting Financial Institution maintains no Reportable Accounts in respect of a given reporting year. The term “Pre-existing Account” means a Financial Account maintained by a Reporting Financial Institution as of 31st December, 2024;
- “Pre-existing Entity Account” means a Pre-existing Account held by one or more Entities;
- “Pre-existing Individual Account” means a Pre-existing Account held by one or more individuals;
- “Reporting Financial Institution” means any Trinidad and Tobago Financial Institution that is not a non-reporting financial institution;
- “Standard” means the Common Reporting Standard, including the Commentary thereon, approved by the Council of the Organisation for Economic Co-operation and Development on 15th July, 2014, which contains reporting and due diligence procedures for the exchange of information on an automatic basis, as amended from time to time;
- “Self-Certification” means a certification by the Account Holder or the Controlling Person of a Passive Non-Financial Entity that provides the status of the Account Holder or the status of the Controlling Person of a Passive Non-Financial Entity and any other information that may be reasonably requested by the Reporting Financial Institution to fulfil its reporting and due diligence obligations under the Act and these Regulations, such as whether the Account Holder is resident for tax purposes in a Reportable Jurisdiction, whether the Account Holder is a Passive Non-Financial Entity, or whether the controlling Person of a Passive Non-Financial Entity is resident for tax purposes in a Reportable Jurisdiction;
- “Reportable Account” means a Financial Account maintained by a Reporting Financial Institution and held by one or more Reportable Persons or by a

Passive Non-Financial Entity with one or more Controlling Persons that is a Reportable Person, provided it has been identified as such pursuant to due diligence procedures consistent with the Standard;

“Reportable Jurisdiction” means a jurisdiction with which an agreement is in place pursuant to which there is an obligation to provide the information specified in Section 1 of the Standard and which is identified in a published list;

“Participating Jurisdiction” means a jurisdiction which has implemented the Standard and with which Trinidad and Tobago has an agreement in place to provide financial account information on an automatic basis;

“Non-Reporting Financial Institution” means any Financial Institution, or other Entity, described in Schedule 1, Section VIII, subparagraph B(1) of the Act or designated by the Minister by Order, that presents a low risk of being used to evade tax, and is treated as a Non-Reporting Financial Institution under the Standard;

“Passive Non-Financial Entity” or “Passive NFE” means any Non-Financial Entity that is not an Active Non-Financial Entity;

“Active Non-Financial Entity” or “Active NFE” means any Non-Financial Entity that meets the criteria specified in Schedule 1, Section VIII, subparagraph D(9) of the Act, including entities with active business operations that are not primarily for holding assets or generating passive income;

“Controlling Person” means the natural person(s) who exercises control over an Entity and in the case of a trust, the term means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust. In the case of a legal arrangement other than a trust, it means persons in equivalent or similar positions.

(2) In these Regulations, other words and expression used herein shall have the meaning respectively assigned to them in the Act or the Standard.

(3) These regulations shall be applied and interpreted in accordance with the Standard.

Review of  
existing  
Individual  
Assets etc.

3. (1) A Reporting Financial Institution shall commence the review of all Pre-existing Individual Accounts and Pre-existing Entity Accounts from 1st January, 2025.

(2) Subject to subregulation (1), a Reporting Financial Institution shall complete—

(a) the review of Pre-existing Individual Accounts for—

(i) High Value Accounts by 30th April, 2026; and

(ii) Lower Value Accounts by 31st December, 2026; and

(b) the review of Pre-existing Entity Accounts by 31st December, 2026.

Reporting  
Financial  
Institution to  
report to  
competent  
authority  
*re:* New  
Accounts and  
High Value  
Accounts

4. (1) A Reporting Financial Institution shall report to the Competent Authority by 31st May, 2026, and by 31st May of any subsequent year the information set out in section 11(2), in respect of New Accounts and High Value Accounts that it maintains and identifies as Reportable Accounts in accordance with the due diligence requirements set out in sections II to VII of Schedule 1 of the Act.

(2) A Reporting Financial Institution shall report to the Competent Authority by 31st May, 2027, and by 31st May of any subsequent year the information set out in section 11(2), in respect of Lower Value Accounts and Pre-existing Entity Accounts that it maintains and identifies as Reportable Accounts in accordance with the due diligence requirements set out in sections II to VII of Schedule 1 of the Act.

(3) A Reporting Financial Institution shall continue reporting to the Competent Authority annually by 31st May the information set out in section 11(2), in respect of the Reportable Accounts until they cease to be Reportable Accounts.

(4) If a Reporting Financial Institution applies the due diligence procedures described in sections II to VII of Schedule 1 of the Act for a calendar year and no Financial Account is identified as a Reportable Account, the Reporting Financial Institution shall file by 31st May a Nil Report, which provides that the Reporting Financial Institution maintains no such Reportable Accounts in respect of such year.

Self-  
Certification

5. (1) A Reporting Financial Institution shall obtain a Self-Certification from an Account Holder or from the Controlling Person of a Passive Non-Financial Entity at the time a New Account is opened using the forms set out in Schedule.

(2) With respect to Individual Accounts, a Self-Certification is valid only if—

- (a) it is signed or otherwise positively affirmed, by the Account Holder;
- (b) it is dated at the latest at the date of receipt; and
- (c) at minimum contains for the Account Holder—
  - (i) the full name;
  - (ii) the date of birth;
  - (iii) the place of birth, where required to be reported;
  - (iv) the permanent residence and mailing address;
  - (v) the jurisdiction or jurisdictions of tax residency;
  - (vi) the taxpayer identification number (TIN) with respect to each Reportable Jurisdiction where it is required to be reported;
  - (vii) a declaration by the Account Holder, or an authorised representative that the information provided is accurate and complete;
  - (viii) a signature by the Account Holder, or an authorised representative; and
  - (ix) the date in which the Self-Certification was signed, transmitted or received.

(3) With respect to Entity Accounts, self-certification is valid only if it is signed or otherwise positively affirmed, by the person with authority to sign for the Account Holder, it is dated at the date of receipt, and it at minimum contains for the Account Holder—

- (a) the full name;
- (b) the Entity classification under the Standard;
- (c) the permanent residence and mailing address;
- (d) the jurisdiction or jurisdictions of tax residency;
- (e) the taxpayer identification number (TIN) with respect to each Reportable Jurisdiction;
- (f) a declaration by the Account Holder, or an authorised representative that the information provided is accurate and complete;
- (g) a signature by the Account Holder, or an authorised representative; and
- (h) the date in which the Self-Certification was signed, transmitted or received.

(4) With respect to the Controlling Person of a Passive Non-Financial Entity, a self-certification is valid only if it is signed or otherwise positively affirmed, by the Controlling Person or person with authority to sign for the Account Holder or the Controlling Person it is dated at the date of receipt, and at minimum contains for each Controlling Person—

- (a) the full name;
- (b) the date of birth;
- (c) the place of birth, where required to be reported;
- (d) the permanent residence and mailing address;
- (e) the jurisdiction or jurisdictions of tax residency;
- (f) the taxpayer identification number (TIN) with respect to each Reportable Jurisdiction, unless the TIN is not required to be reported;
- (g) a declaration by the Controlling Person, the Account Holder, or an authorised representative that the information provided is accurate and complete;
- (h) a signature by the Controlling Person, the Account Holder or an authorised representative; and
- (i) the date in which the Self-Certification was signed, transmitted or received.

Reporting  
Financial  
Institution  
may use  
documentation

6. (1) For the purpose of section 19 of the Act, a Reporting Financial Institution may use documentation collected by service providers, where the Reporting Financial Institution has no doubt about its correctness or reliability.

(2) In any circumstances, compliance with the due diligence and reporting requirements shall remain the responsibility of the Reporting Financial Institution.

Offence of  
non-  
compliance

7. A Reporting Financial Institution that does not comply with these Regulations commits an offence and is liable to the penalty prescribed by section 15 of the Act.

Record-  
keeping by  
Reporting  
Financial  
Institutions

8. (1) A Reporting Financial Institution shall retain records of the steps undertaken and any evidence relied upon for the performance of its due diligence procedures and reporting obligations under these Regulations and the Act for a minimum period of five years from the end of the year to which the records relate.

(2) Records may be kept in paper or electronic form, provided they are readily retrievable and available for inspection by the Competent Authority upon request.

(3) A Reporting Financial Institution shall ensure that all records are protected against unauthorised access, loss, destruction, or tampering.

9. (1) A Reporting Financial Institution shall implement appropriate technical and organisational measures to protect personal data collected under these Regulations against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, or access. Confidentiality and Security of Information

(2) Personal data collected pursuant to these Regulations shall be processed solely for the purposes of complying with the Act and these Regulations and shall not be further processed in any manner incompatible with those purposes.

(3) The Competent Authority may issue guidelines specifying minimum data security standards, consistent with international best practice.

10. (1) The Competent Authority may issue sample forms and Guidelines for the purpose of providing practical guidance in respect of any provision of, and in connection with the administration of these Regulations. Competent Authority may issue sample form and Guidelines

(2) The Guidelines under subregulation (1)—

- (a) shall come into force on a date prescribed by the Competent Authority;
- (b) may be revoked or revised; and
- (c) shall be published in the *Gazette* and in such other manner as the Competent Authority thinks appropriate.

**SCHEDULE 1***(Section 5)***Forms****Entity Self-Certification****Instructions for completion:**

We are obliged under the **Mutual Administrative Assistance in Tax Matters Act, No. 7 of 2020** and the **Mutual Administrative Assistance in Tax Matters Regulations, 2025**, and Guidelines made pursuant to that Act and Regulations, and treaties and agreements entered into by Trinidad and Tobago in relation to the automatic exchange of financial account information for tax matters (AEOI), to collect certain information about each account holder's tax status.

Please complete the sections below as directed and provide any additional information that is requested. Please note that we may be obliged to share this information with relevant tax authorities. Terms referenced in this form shall have the same meaning as applicable under the relevant Trinidad and Tobago Act, Mutual Administrative Assistance in Tax Matters Regulations, Guidance Notes or international agreements.

If any of the information below regarding your tax residence or AEOI classification changes in the future, please ensure you advise us of these changes promptly. If you have any questions about how to complete this form, please refer to the accompanying guidelines for completion or contact your tax advisor.

Please complete in **BLOCK CAPITALS**.



## SCHEDULE 1—CONTINUED

**PART 1: GENERAL****Section 1: Account Holder Information**

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Legal Name of Entity/Branch	Country of Incorporation
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**Current Residence or Registered Address:**

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Number and Street	City/Town
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State/Province/County	Post Code	Country
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**Mailing Address (if different from above):**

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Number and Street	City/Town
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State/Province/County	Post Code	Country
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**Part 2: ENTITY TYPE****Section 2: CRS Classification – Please provide the Account Holder’s Status by ticking one of the following boxes as appropriate:****2.1****(a) Financial Institution – Investment Entity**

- (i) An Invest Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution ☐

**[Note: if ticking this box please also complete Part 2(2) below]**

- (ii) Other Investment Entity ☐

## SCHEDULE 1—CONTINUED

- (b) Financial Institution – Depository Institution, Custodial Institution or Specified Insurance Company ☐

*If you have ticked (a) or (b) above, please provide, if held, the Account Holder's Global Intermediary Identification Number ("GIIN") obtained for FATCA purposes.*

- (c) Active NFE – a corporation, the stock of which is regularly traded on an established security market or a corporation which is a related entity of such a corporation ☐

*If You Are A Related Entity of a regularly traded corporation, please provide the name of the regularly traded corporation that the Entity in (c) is a Related Entity of:*

- (d) Active NFE - a Government Entity or Central Bank ☐  
 (e) Active NFE – an International Organisation ☐  
 (f) Active NFE – other than (c)-(e) (for example, a start-up NFE or a non-profit NFE) ☐  
 (g) Passive NFE [Note: if ticking this box please also complete Part 2(2) below] ☐

**2.2** If you have ticked **1(a)(i)** or **1(g)** above, then please:

- a.** Indicate the name of any Controlling Person(s) of the Account Holder:\*

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- b.** Complete "Controlling Person tax residency Self-Certification form" for each Controlling Person.\*

## SCHEDULE 1—CONTINUED

**PART III: COMMON REPORTING STANDARD****Section 3: Declaration of all Tax Residency**

Please indicate the Entity's place of tax residence (if resident in more than one jurisdiction, please detail all jurisdictions and associated tax reference number type and number).

For the purpose of the Common Reporting Standard (CRS), all matters in connection with residence are determined in accordance with the CRS and its commentaries.

If an entity has no residence for tax purposes, please indicate the jurisdiction in which its place of effective management is situated. Please indicate not applicable if jurisdiction does not issue or you are unable to procure a tax reference number or functional equivalent and indicate the reason below.

<b>Jurisdiction(s) of Tax Residency</b>	<b>Tax Reference Number Type</b>	<b>Tax Reference Number (e.g. TIN)</b>

If applicable, please specify the reason for no-availability of a tax reference number:

**PART IV: DECLARATION AND SIGNATURE****Section 4: Entity Declaration and Undertakings**

I/We declare (as an authorised signatory of the Entity) that the information provided in this form is, to the best of my/our knowledge and belief, accurate and complete. I/we undertake to advise the recipient promptly and provide an updated Self-Certification form within thirty days where any change in circumstances occurs, which causes any of the information contained in this form to be inaccurate or incomplete. Where legally obliged to do so, I/we hereby consent to the recipient sharing this information with the relevant tax information authorities.

**SCHEDULE 1—CONTINUED**

I/we acknowledge that it is an offence to make a Self-Certification that is false in a material particular.

Authorised Signature: \_\_\_\_\_ Authorised Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART IV: CONTROLLING PERSON**

**(Please complete for each Controlling Person who is a natural person)**

**Section 6 – Identification of a Controlling Person****6.1 Name of Controlling Person:**

Family Name or Surname(s): \_\_\_\_\_

First or Given Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

**6.2 Current Residence Address:**

Line 1 (e.g. House/Apt/Suite Name, Number, Street)

\_\_\_\_\_

Line 2 (e.g. Town/City/Province/Country/State)

\_\_\_\_\_

Country: \_\_\_\_\_

Postal Code/Zip Code: \_\_\_\_\_

**6.3 Mailing Address: (Please complete if different from 6.2)**

Line 1 (e.g. House/Apt/Suite Name, Number, Street)

\_\_\_\_\_

## SCHEDULE 1—CONTINUED

Line 2 (e.g. Town/City/Province/Country/State)

Country: \_\_\_\_\_

Postal Code/Zip Code: \_\_\_\_\_

6.4 Date of birth 1(dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

6.5 Place of birth

Town or City of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

6.6 Please enter the legal name of the relevant entity Account Holder(s) of which you are a Controlling Person:

Legal name of **Entity 1** \_\_\_\_\_Legal name of **Entity 2** \_\_\_\_\_Legal name of **Entity 3** \_\_\_\_\_**Section 7 – Jurisdiction of Residence for Tax Purpose and related Taxpayer Reference****Number or functional equivalent (“TIN”)**

Please complete the following table indicating:

- (i) where the Controlling Person is tax resident;
- (ii) the Controlling Person’s TIN for each jurisdiction indicated, 3; and
- (iii) if the Controlling Person is a tax resident in a jurisdiction that is a Reportable Jurisdiction(s), then please also complete section 10 “Type of Controlling Person”.

<b>Jurisdiction(s) of Tax Residency</b>	<b>Tax Reference Number Type</b>	<b>Tax Reference Number (e.g. TIN)</b>

## SCHEDULE 1—CONTINUED

If applicable, please specify the reason for non-availability of a tax reference number:

**Section 8 – Type of Controlling Person**

*(Please only complete this section if you are tax resident in one or more Reportable Jurisdiction)*

<b>Please provide the Controlling Person's Status by ticking the appropriate box</b>	<b>Entity 1</b>	<b>Entity 2</b>	<b>Entity 3</b>
a. Controlling Person of a legal person – control by ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Controlling Person of a legal person – control by other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Controlling Person of a legal person – senior managing official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Controlling Person of a trust – settlor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Controlling Person of a trust – trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Controlling Person of a trust – protector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Controlling Person of a trust – beneficiary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Controlling Person of a trust – other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Controlling Person of a legal arrangement (non-trust) – settlor equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Controlling Person of a legal arrangement (non-trust) – trustee equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Controlling Person of a legal arrangement (non-trust) – protector equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Controlling Person of a legal arrangement (non-trust) – beneficiary equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Controlling Person of a legal arrangement (non-trust) – other equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SCHEDULE 1—CONTINUED

**Controlling Person Declaration and undertakings:**

- I acknowledge that the information contained in this form and information regarding the Controlling Person(s) and any Reportable Account(s) may be reported to the tax authorities of the jurisdiction in which this account(s) is/are maintained and exchange with tax authorities of another jurisdiction(s) in which [I/the Controlling Person] may be tax resident pursuant to international agreements to exchange financial account information.
- I certify that either (a) I am the Controlling Person, or I am authorised to sign for the Controlling Person, of all the accounts(s) held by the entity Account Holder to which this form relates; or (b) I am authorised by the Account Holder to make this declaration.
- **I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.**
- I acknowledge that it is an offence to make a Self-Certification that is false in a material particular.
- I undertake to advise the recipient within thirty days of any change in circumstances which affects the tax residency status of the individual identified in Part IV of this form or causes the information contained herein to become incorrect, and to provide the recipient with a suitably update Self-Certification and Declaration within thirty days of such change in circumstances.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Note:** If you are not the controlling Person, and not authorised to sign the Declaration on behalf of the Account Holder, please indicate the capacity in which you are signing the form on behalf of the Controlling Person. If signing under a power of attorney or other equivalent written authorisation, on behalf of the controlling person, please attach a certified copy of the power of attorney or written authorisation.

Capacity: \_\_\_\_\_

## SCHEDULE 1—CONTINUED

**2. INDIVIDUAL SELF-CERTIFICATION*****Instructions for Completion***

We are obliged under the Automatic Exchange of Financial Account Information (Common Reporting Standard) legislation which are based on the OECD Common Report Standard and Guidance Notes made pursuant to that legislation and the Multilateral Convention on Mutual Administrative Assistance in Tax Matters, to collect and report certain information about each account holder's tax residency. Please note that if it is found that an account holder's tax residency is located abroad, we may be legally obliged to share this information and other financial information with respect to your financial account(s) with the relevant tax authorities.

Terms referenced in this Form shall have the same meaning as applicable **under the Mutual Administrative Assistance in Tax Matters Act No. 7 of 2020, the Mutual Administrative Assistance in Tax Matters Regulations, 2025, the Mutual Administrative Assistance in Tax Matters Guidelines** and the Multilateral Convention on Mutual Administrative Assistance in Tax Matters.

If any of the information below regarding your tax residence or AEOI classification changes in the future, please ensure you advise us of these changes promptly. If you have any questions please contact your tax advisor.

Please note that in the case of joint account holders, each account holder must complete a separate Self-Certification form.



## SCHEDULE 1—CONTINUED

**Part 1 – Identification of Individual Account Holder:**

Name of Account Holder	Date of Birth (dd/mm/yyyy)	Country of Birth
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**Permanent Residence Address:**

Street	Postal Code	City/Town
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State/Province/County	Country
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**Mailing address (if different from above):**

Street	Postal Code	City/Town
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State/Province/County	Country
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**Section 2: Declaration of Tax Residency**

I hereby confirm that I am, for the purposes of that country's tax system, resident in the following countries (indicate the tax reference number type and number applicable in each country).

Jurisdiction(s) of Tax Residency	Tax Reference Number Type	Tax Reference Number (eg. TIN)

Please indicate not applicable if the jurisdiction does not issue or you are unable to procure a tax reference number or functional equivalent. If applicable, please specify the reason/s for non-availability of the tax reference number.

## SCHEDULE 1—CONTINUED

**Section 3: Declaration and Undertakings**

I declare that the information provided in this form is, to the best of my knowledge and belief, accurate and complete. I undertake to advise the recipient promptly and provide an updated Self-Certification form within thirty days where any change in circumstances occurs, which causes any of the information contained in this form to be inaccurate or incomplete. Where legally obliged to do so, I hereby consent to the recipient sharing this information with the relevant tax information authorities.

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Signature

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Date (dd/mm/yyyy)

Made this 6th day of August, 2025.

D. TANCOO  
*Minister of Finance*