



# CENTRAL BANK OF TRINIDAD & TOBAGO

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January 20, 2017

**CIRCULAR LETTER  
TO ALL INSURANCE COMPANIES**

**REF: CB-OIFI-214/2017**

## KEY PERSONNEL REPORTING

The Central Bank of Trinidad and Tobago (the Central Bank), by virtue of Section 64(1)(a) of the Insurance Act, Chapter 84:01 (the Act), requires all insurance companies to furnish the Inspector of Financial Institutions with the following information:-

1. The Directors of the Company, specifying the Managing Director;
2. The Officers of the Company specifying the Corporate/Company Secretary;
3. An Organizational Chart which outlines the structure of the organization as well as the relevant positions and names of each Officer;
4. The External Auditor of the Company;
5. The Appointed Actuary of the Company;
6. The Controllers of the Company (where they are not the Director/Managing Director of the Company);
7. A list of countries other than Trinidad and Tobago in which the Company writes business;
8. A list of the Individual Shareholders holding 5% or more of the Company, and their respective percentage shareholdings held;
9. A list of the Corporate Shareholders holding 5% or more of the Company, and their respective percentage shareholdings held; and
10. A list of subsidiary companies including their addresses and the respective percentage shareholdings owned.

Companies are advised that Personnel Questionnaire and Declaration (PQD) forms (available on the Central Bank's website at <http://www.central-bank.org.tt/content/applications-licensing-and-registration-0>) must be completed for all persons listed in 1, 2, 4 and 5 above, where there has been a material change since the last submission of PQD forms. This information may include, without limitation, a change in qualifications, designation or addresses. Similarly, Corporate Questionnaire Declaration (CQD) forms must also be completed for corporate entities listed in 5 above, where there has been a material change since the last declaration.

The above information is to be submitted on an annual basis as at December 31st of each year. Given the foregoing, kindly complete and submit the attached schedule by **January 31, 2017** in both soft and hard-copy. Soft copies must be submitted electronically to [lmurray@central-bank.org.tt](mailto:lmurray@central-bank.org.tt).

Companies are reminded that changes to the schedule of persons required to be fit and proper on account of promotions, transfers or new appointments should be communicated to the Central Bank in accordance with the relevant provisions of the Act.

Your usual co-operation is anticipated and we ask that you acknowledge receipt of this circular letter by signing, dating and returning a copy of the letter.

Yours sincerely

Michelle Chong Tai-Bell