



# CENTRAL BANK OF TRINIDAD & TOBAGO

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March 20, 2020

## CIRCULAR LETTER TO:

ASSOCIATION OF TRINIDAD AND TOBAGO INSURANCE COMPANIES (ATTIC)  
TRINIDAD AND TOBAGO INSURANCE INSTITUTE (TTII)  
TRINIDAD AND TOBAGO ASSOCIATION OF INSURANCE  
FINANCIAL ADVISORS (TTAIFA)  
INSURANCE BROKERS ASSOCIATION OF TRINIDAD AND TOBAGO (IBATT)  
ASSOCIATION OF CARIBBEAN COMMONWEALTH LOSS ADJUSTERS

**REF: CB-OIFI-667/2020**

## ELECTRONIC SUBMISSION OF INTERMEDIARIES' APPLICATIONS

In light of the current COVID-19 pandemic and related operational challenges experienced by a number of insurers, the Central Bank of Trinidad and Tobago ("Central Bank") has received requests to temporarily consider the electronic submission of renewal applications for insurance intermediaries.

The Central Bank wishes to advise all insurers and intermediaries that effective March 20, 2020 the electronic submission of renewal and new applications will be accepted. In this regard, the Central Bank has established the following e-mail address: [Intermediaries\\_Registration@central-bank.org.tt](mailto:Intermediaries_Registration@central-bank.org.tt) to receive scanned applications for registration of agents, brokers, salesmen and adjusters. In order to facilitate the processing of these electronic submissions, please be guided by the following:

1. All documents relative to the application (new or renewal) must be legibly scanned in 'portrait' layout before being submitted.
2. As it relates to salespersons and agents, the Insurer must certify the electronic documents being submitted.
3. Physical documents are still required to be submitted to the Central Bank, but can be couriered within two (2) weeks of the submission of the electronic application.
4. Renewal certificates will be issued with the condition that the physical documents are submitted to the Central Bank within the timeline set out in paragraph 3. This **does not** apply to 'new' (first time) registrants, who will be required to submit the physical documents prior to the certificate being issued.
5. Intermediaries may pay their registration fees either at the Central Bank's Banking Hall or via electronic payments in accordance with the following instructions:

Bank a/c Number at Central Bank to be credited	1-55440-000-00-00-00
Details of Payment	Company's name/individual name etc.
Central Bank's Routing	010100110
Central Bank's Swift Code	CBTTTTPS (use for RTGS payments)

6. Evidence of payment (electronic or physical) must be included with each application.
7. The Central Bank reserves the right to vary from the above procedure on a case by case basis as the circumstances may warrant.

**Circular Letter To:**  
Trinidad and Tobago Association of Insurance  
Association of Caribbean Commonwealth Loss Adjusters  
ATTIC, TTI, TTAIFA, IBATT

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March 20, 2020

The temporary change in procedure has become necessary as the Central Bank continues to assess its preventative measures to mitigate against undue exposure of its staff, licensees, registrants and members of the public to the COVID-19 virus as well as increase its operational efficiency.

Please email any queries on the above procedure to [Intermediaries\\_Registration@central-bank.org.tt](mailto:Intermediaries_Registration@central-bank.org.tt).

Please be guided accordingly.

Yours sincerely



Patrick Solomon  
**INSPECTOR OF FINANCIAL INSTITUTIONS**