**TEMPLATE - NOTIFICATION LETTER -**

Date

Inspector of Financial Institutions

Financial Institutions Supervision Department

Central Bank of Trinidad and Tobago

Eric Williams Plaza, Independence Square,

PO Box 1250

Port of Spain

Dear Sir

**Designated Alternate Compliance Officer**

In accordance with Regulation 3(9) of the Financial Obligations Regulations, 2010 (as amended) (“FOR”), please note that [Name of Alternate] has been designated as the Alternate Compliance Officer of [Company Name] effective Day-Month-Year.

Additional information on [Name of Alternate] is appended on the form attached for your consideration.

Please do not hesitate to contact us if additional information is required.

Yours sincerely

**Notification of The Designated Alternate Compliance Officer**

**Applicant Details**

Name of Financial Institution:

Name of Designated Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position Title (Substantive Role):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the Officer’s duties related to substantive role:

Employment History (last 5 years):

AML/CFT Training (last 5 years):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Officer Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company’s Stamp**