



Central Bank of Trinidad and Tobago

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April 9, 2020

Circular Letter to Financial Institutions:

Licensed under the Financial Institutions Act, 2008

Registered under the Insurance Act Chap 84:01

Bureaux De Change

Payments System Providers and Payments System Operators

Home Mortgage Bank; Trinidad and Tobago Mortgage Finance;

Agricultural Development Bank

Ref: CB-OIFI-835/2020

CLARIFICATION ON ELECTRONIC SUBMISSIONS OF CORRESPONDENCE TO THE FINANCIAL INSTITUTIONS SUPERVISION DEPARTMENT DUE TO COVID-19 MEASURES

The Central Bank of Trinidad and Tobago (“Central Bank”) refers to Circular Letter # CB-OIFI-747/2020 dated March 26, 2020 regarding the subject matter, which requires institutions to ensure that all electronic submissions are affixed with the electronic signature of at least one authorised signatory and that they continue to be submitted by email using PGP (Pretty Good Privacy) encryption technology.

The Central Bank provides further clarity on the requirements regarding electronic submissions as follows:

Licensees shall submit their returns via PGP email, accompanied by a signed, scanned letter from the signatory, confirming:

1. that he/she has approved the emailed document, AND
2. that the hard-copy, signed document will be delivered to the Bank at such time as the current situation has run its course.

Please be guided accordingly.

Yours sincerely

A handwritten signature in blue ink that reads "Patrick Solomon".

Patrick Solomon

INSPECTOR OF FINANCIAL INSTITUTIONS