



# CENTRAL BANK OF TRINIDAD & TOBAGO

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December 29, 2011

**CIRCULAR LETTER  
TO ALL INSURANCE COMPANIES & ATTIC**

**REF: CB-OIFI-3136/2011**

## **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 where applicable:-

1. The Directors of the Company, specifying the Managing Director.
2. The Secretary of the Company.
3. The External Auditor of the Company.
4. The Name of the Appointed Actuary of the Company.
5. Controllers of the Company (excluding the Directors and/or Managing Director of the Company).
6. Countries other than Trinidad and Tobago in which the Company writes business.
7. Shareholders holding 5% or more of the Company and the percentage shareholding held.
8. Parent and subsidiary companies including addresses and percentage shareholding.

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 on the schedule, where there has been a material change since the last submission of PQD forms. This information may include, without limitation, changes in qualifications or changes in addresses.

The above information is to be submitted on an annual basis as of December 31<sup>st</sup> of each year. Given the foregoing, kindly complete and submit the attached schedule by **January 31, 2012**.

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.

Kindly acknowledge receipt by signing and returning the enclosed copy of this letter.

Yours sincerely

Wendy Ho Sing

**Deputy Inspector of Financial Institutions**