



CENTRAL BANK OF TRINIDAD & TOBAGO

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CIRCULAR LETTER TO ALL BANKS/NON-BANKS

REF: CB-OIFI-464/2012

Regulatory Reporting Requirements Banks and Non Banks

The Central Bank of Trinidad and Tobago (the Central Bank) wishes to remind all licensees and Financial Holding Companies (FHCs) of section 75(1) of the Financial Institutions Act, 2008 (the Act) which requires each licensee and FHC to deliver to the Central Bank returns within such period and in such form as may be specified by the Central Bank. Accordingly, Appendix 1 details the frequency and timeframe for submission of regulatory returns on an annual, monthly and quarterly basis.

The Central Bank also wishes to remind licensees and FHCs of the regulatory reporting requirements and instructions which provide the criteria for the correct classification of data.

Returns must be submitted in both hardcopy and electronic form. The hardcopy reports are to be forwarded to:-

**The Inspector of Financial Institutions
Attention: The Manager, Policy and Market Conduct Unit
Financial Institutions Supervision Department
Central Bank of Trinidad and Tobago**

The electronic form should be forwarded by e-mail using PGP (Pretty Good Privacy) technology to FIS@central-bank.org.tt.

In addition, the **Monthly Statement of Condition (CB20)** and the **Statement of Income and Expenses (CB40)** must be submitted to the Research Department at cbitreports@central-bank.org.tt

Please note in accordance with the Act, the non submission of certain returns may attract an administrative fine in accordance with the Financial Institutions Order, 2011 which was made effective on August 12, 2011.

Your usual cooperation is appreciated and we ask that you kindly acknowledge receipt by signing and returning a copy of this letter.

Yours sincerely

Carl Hiralal
Inspector of Financial Institutions

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Appendix 1

<i>FINANCIAL INSTITUTIONS SUPERVISION DEPARTMENT</i>			
Reports	Title	Frequency	Timeframe for Submission**
CB 115/1	Country Exposure	Monthly	20 business days
CB100/101/102	Capital Adequacy and Foreign Exchange Risk	Monthly	20 business days
CB100 A& B (for financial groups & FHCs)	Consolidated Prudential Report	Quarterly	20 business days
CB 110	Detailed Listing of Investment Report	Monthly	20 business days
CB105	Large Exposure Report	Quarterly	20 business days
	Fit and Proper Return	Annually	January 31st
	AML/CFT External Audited Report	Annually	4 months after end of financial year end
QS	Quarterly Shareholdings Report	Quarterly	20 business days
CB90	Special Report on Loans and Deposits	Monthly	20 business days
NFI	New Financial Instruments	Monthly	10 business days
	Schedule of Fees and Charges	Annually	January 31st
Fiscal Package (CB 20; CB 40 Reconciliations with Audited Financial Statements, Annual Report, Management Letter)	Annual Statement of Condition & Annual statement of Income and Expenses signed by your auditors.	Annually	20 business days after publication

<i>RESEARCH DEPARTMENT</i>			
Reports	Title	Frequency	Timeframe for Submission**
CB 20	Monthly Statement of Condition	Monthly	20 business days
CB 40	Statement of Income and Expenses	Quarterly	20 business days

** Days due after the end of the reporting period