



CENTRAL BANK OF TRINIDAD & TOBAGO

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January 28, 2011

**CIRCULAR LETTER
TO ALL INSURANCE COMPANIES**

REF: CB-OIFI-84/2011

Key Personnel Reporting

The Central Bank of Trinidad and Tobago (the Central Bank), by virtue of Section 64(1)(a) of the Insurance Act, Chap. 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 (where they are not a Director/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
8. Parent and subsidiary companies showing 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/financial_stability/3044.pdf) 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 31st of each year. Given the foregoing, kindly complete and submit the attached schedule pertaining to December 31, 2010 by **February 11, 2011**. If you have already submitted the above schedule for December 31, kindly disregard this request.

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 of this letter by signing and returning a copy of this letter.

Yours sincerely

**Carl Hiralal
Inspector of Financial Institutions**