



Trinidad and Tobago Securities and Exchange Commission

Notice of Temporary Operational Arrangements

The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) has taken note of the provisions of, the Emergency Powers Regulations, 2021, Legal Notice 142 of 2021, made by the President of the Republic of Trinidad and Tobago on the 16th day of May 2021 and to previous Regulations related to COVID-19 issued pursuant to the Public Health Ordinance Chapter 12, No. 4. In light of these Regulations the Commission advises registrants in particular, and the public in general of the following, effective **May 24th, 2021**:

- (i) The Commission has instituted temporary operational arrangements which commenced on **April 30th, 2021 and which will continue until further advised (the “Relevant Period”)**;
- (ii) The Staff of the Commission have been functioning remotely and will continue to do so over the Relevant Period. There will be limited operations at the Commission’s physical offices located at Levels 22-23, Tower D, International Waterfront Centre, 1 Wrightson Road, Port of Spain;
- (iii) It is recommended that filings and correspondence be delivered by **ELECTRONIC SUBMISSION** during the Relevant Period. Submissions can be made to the Commission’s email address: ttsec@ttsec.org.tt;
- (iv) All required signatures **must** be included in electronic submissions otherwise the submission will be deemed incomplete;
- (v) There is no need to follow up an electronic submission with a physical submission of the identical document;
- (vi) Persons who need to make payments to the Commission are encouraged to do so electronically using Automated Clearing House (ACH) or Wire Transfer facilities. Those persons are kindly asked to email our Accounts Department at accounts@ttsec.org.tt for the relevant instructions;
- (vii) The Commission’s **Drop-Off Box** remains available for persons who cannot submit electronically and it is located on **Level 23** of the Commission’s offices, during the hours of **8:00am to 4:00pm**. Please note though that this drop-off box will be cleared periodically, so there may be delays in responding to mail received in this manner over the Relevant Period¹.
- (viii) Members of the public are encouraged to visit our website at www.ttsec.org.tt for any further notices that may be issued.

May 24th 2021

Chief Executive Officer (Ag.)

¹ All submissions are still required by the statutory due dates (where applicable) and the Commission will take note of the date submissions are received.