



## Trinidad and Tobago Securities and Exchange Commission

### Notice to Stakeholders

#### Change to Business Hours & Operations

Issued: March 19<sup>th</sup>, 2020

On March 16, 2020, the Government of the Republic of Trinidad and Tobago announced that a number of measures will be taken in an attempt to contain the spread of the coronavirus ("COVID-19") within Trinidad and Tobago.

Similarly, the Commission is continuing to ramp up its response to COVID-19, as we join the national effort to 'flatten the curve' of this virus in Trinidad and Tobago.

**As a result, the following changes will be implemented effective March 23, 2020:**

#### Change in Office Hours

- The Commission's office hours will now be from to **8 a.m. to 2 p.m.**; Mondays to Fridays, until further notice.

#### Electronic Submissions

- The Commission strongly recommends that registrants make **ALL** submissions electronically to: [ttsec@ttsec.org.tt](mailto:ttsec@ttsec.org.tt)

#### Mail Drop- Off

The following applies to the drop-off of mail at the Commission's head-office.

1. A mail drop off box will be placed in the elevator lobby on Level 23 of Tower D.

2. All couriers or personnel delivering mail will be met by the **Commission's security personnel**, in the elevator lobby entrance, of Level 23.
  
3. A **COVID-19 Visitor Questionnaire** will be issued to each visitor who requires entry to the floor by the Commission's security personnel.
  - a. Kindly note that **if you respond in the affirmative** to any question, on the questionnaire, **you will not be allowed entry into the Commission's office**.
  
4. **Before** placing the mail into the drop-box, the courier and/or other representative of the organisation will be **required to write the date and time on the envelope**.

In the event of any concern and/or question as it relates to these interim measures, please contact the Commission at [ttsec@ttsec.org.tt](mailto:ttsec@ttsec.org.tt) or call us at **624-2991 ext. 1291**.

**Chief Executive Officer**