



**Trinidad and Tobago Securities and Exchange Commission
("the Commission")**

Notice to Stakeholders

Commission's Temporary Closure

The Commission hereby advises the public that the physical offices of the Commission located at Levels 22-23 Tower D, International Waterfront Centre, will be closed on **Thursday 17th February, 2022**. Normal office hours will resume tomorrow **Friday 18th February, 2022**.

- (i) It is recommended that filings and correspondence be delivered by **ELECTRONIC SUBMISSION** during the aforementioned period. Submissions can be made to the TTSEC's email address: ttsec@ttsec.org.tt;
- (ii) If you opt to submit electronically, all required signatures **must** be included otherwise the submission will be deemed incomplete;
- (iii) There is no need to follow up an electronic submission with a physical submission of the identical document;
- (iv) 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;
- (v) The Commission's **Drop-Off Box** is available until 4pm.

We apologise for any inconvenience.

February 17th, 2022.
Chief Executive Officer (Ag.)