



November 18, 2016

TTSEC-COM-9896-RC-17/11/2016

Dear Registrant,

Circular Letter Re: Implementation of Micro-Macro Prudential Reporting Framework (MMRF)

By correspondence dated September 13, 2016 the Trinidad and Tobago Securities and Exchange Commission (the Commission) informed registrants that by Order dated September 1, 2016 the Board of Commissioners approved the implementation of the MMRF, its associated eleven (11) forms and accompanying instructions.

The Commission wishes registrants to note the following:

1. The upload platform for the MMRF is now open; forms and accompanying instructions are available on the Commission's website at www.ttsec.org.tt within the 'MMRF Forms' tab.
2. A profile *must* be created before submissions can be made. Instructions for this can be found within the 'MMRF Forms' tab (MMRF Guidance Document). You are advised to register at least a week before November 30, 2016, in order to ensure your timely access to the portal.
3. The forms must be downloaded from the website as at November 16, 2016, to ensure that the most recent version is used.
4. **NO hard copy submissions will be accepted.**

The relevant forms are to be completed by each reporting entity at the end of each calendar quarter and are to be submitted to the Commission within the time period set out in the following table:

Reporting Period	Submission Deadline	No. of days following Calendar Quarter
July – Sept 2016	30 Nov 2016	60
Oct – Dec 2016	28 Feb 2017	60
Jan – Mar 2017	15 May 2017	45
April – Jun 2017	15 Aug 2017	45
July – Sept 2017	31 Oct 2017	30

Trinidad and Tobago Securities and Exchange Commission

For reporting periods after September 2017, all Forms are required to be submitted within thirty (30) days of the end of the applicable reporting period.

Retrospective submissions for the first and second quarters of 2016 are requested to be submitted as follows:

Calendar Quarter	Retrospective Reporting Period	Submission Deadline	No. of days following Calendar Quarter end
Jan - Mar 2017	Jan – Mar 2016	15 May 2017	45
Apr - Jun 2017	Apr – Jun 2016	15 Aug 2017	45

Should there be any technical difficulties, please send an email to mmrf@ttsec.org.tt.

Yours sincerely,



C. Wainwright Iton
Chief Executive Officer