



**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 for sanitisation from **Tuesday September 14, 2021**. This sanitisation process shall take **one (1) day** to complete, following which, in office operations will resume. The Commission's interim operational measures will continue wherein:

- (i) Staff of the Commission will function remotely during the Relevant Period thus minimising any disruption in normal operations;
- (ii) 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](mailto:ttsec@ttsec.org.tt);
- (iii) If you opt to submit electronically, all required signatures **must** be included otherwise the submission will be deemed incomplete;
- (iv) There is no need to follow up an electronic submission with a physical submission of the identical document;
- (v) 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](mailto:accounts@ttsec.org.tt) for the relevant instructions;
- (vi) The Commission's **Drop-Off Box** remains unavailable during this time. We apologise for any inconvenience.

Registrants are encouraged to visit our website at [www.ttsec.org.tt](http://www.ttsec.org.tt) for any further notices that may be issued.

**September 14<sup>th</sup> 2021**  
**Chief Executive Officer (Ag.)**