



Advisory to Credit Unions & Trade Unions who are clients of Colonial Life Insurance Company (Trinidad) Limited (CLICO) and British American Insurance Company (Trinidad) Limited (BAT)

The Government of the Republic of Trinidad and Tobago wishes to advise of its offer to Credit Unions & Trade Unions who hold Executive Flexible Premium Annuities (EFPAs) and Mutual Funds (CSI 6).

- Application forms** can be downloaded from www.finance.gov.tt or www.clico.com. Applications can be submitted at the processing centres listed below from September 26th, 2011
- Completed Application Forms MUST** have the accompanying documents upon submission at the Processing Centres:
 - Valid Identification of authorized signatories / officers of the company.
 - Original Contract (If lost, a Declaration of Lost Policy Form witnessed by a Commissioner of Affidavit)
 - Release of Assignment duly stamped by the Board of Inland Revenue (if applicable)
 - Deed of Assignment and Declaration of Trust Form or Deed of Trust [to be completed and signed at the Processing Centres]
 - Signed Statutory Declaration Form (witnessed by a Commissioner of Affidavit)
 - Contact Information (E-mail, Phone - mobile and/or business)
 - Official documentation with respect to Bank, Branch and Bank account number
 - Current Board resolution of authorised signatories/officers of the company

3. Processing Centres:

AGENCY	ADDRESS	TELEPHONE
CLICO Head Office	# 29 St. Vincent Street, Port of Spain	671-7224
Cipero Street Branch Office	# 124 Cipero Street, Gooding Village, San Fernando	653-9629/653-9683/653-2226 657-6425/657-9710
Tobago Branch Office	Cor. Northside Rd. & Claude Noel Highway, Scarborough	639-6106/639-1576
British American Head Office	11-13 Fifth Street, Barataria	674-7876

Processing Centres Opening Hours: Monday – Friday: 8.00am – 4.00pm

4. Important Information

- Values payable were independently validated
- For each contract a separate application form must be submitted
- Monies that are to be paid to Contract Owners will be deposited directly into their Bank Account
- BAT customers in Tobago and San Fernando will be processed at the CLICO centres in those areas
- The closing date for application will be March 31st, 2012

For further information please contact
CLICO HOTLINE at 671-7224 or
BAT HOTLINE at 674 – 7876
 during office business hours
 from 8:00 am – 4:00 pm
 (Monday – Friday)