



Government of the Republic of Trinidad and Tobago

Ministry of Finance

Advisory To 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 Eligible Payees of CLICO and BAT who hold Executive Flexible Premium Annuities (EFPAs) where the Principal Balance is TT\$75,000 or Less.

Processing of Payment Application Forms

1) The Ministry of Finance advises that processing of payments for these clients will commence in accordance with the Distribution Schedule below.

Surname	Dates of Processing
A-B	March 10, 11, 14, 15
C-F	March 16, 17, 18, 21
G-J	March 22, 23, 24, 25
K-L	March 28, 29, 31 April 1
M-O	April 4, 5, 6, 7
P-R	April 8, 11, 12, 13
S-V	April 14, 15, 18, 19
W-Z	April 20, 21, 26, 27

Persons who are unable to make these appointed dates are kindly requested to visit the Processing Centres after April 27th, 2011.

2) **Completed Application Forms** MUST have the accompanying documents and information upon submission at the Processing Centres

- Valid Identification (ID Card, Passport, Driver's Permit) [copy required]
- Original Contract (If lost, a Declaration of Lost Policy Form witnessed by a Commissioner of Affidavits)
- Release of Assignment duly stamped by the Board of Inland Revenue (If Applicable)
- Notarized Letter and ID for Clients residing abroad
- Power of Attorney (Where Applicable)
- Deed of Assignment and Declaration of Trust [to be completed and signed at the Processing Centres]
- Signed Statutory Declaration Form (and witnessed by a Commissioner of Affidavits)
- For Contracts where there are joint owners ("AND/ OR," "AND"), all owners MUST sign
- Contact Information (E-Mail, Phone - Mobile and/or Residential)
- Official documentation with respect to owner's Bank, Branch and Bank account number

3) Processing Centres

Agency	Address	Telephone
CLICO Head Office	# 29 St. Vincent Street, Port of Spain	671-7224
Chaguanas Branch Office	# 24 Mulchan Seuchan Road, Chaguanas	671-4261-2 /671-9772/672-2118-20
Cipero Street Branch Office	#124 Cipero Street, Gooding Village, San Fernando	653-9629/653-9683/653-226 657-6425/657-9710
Tobago Branch Office	Cor. Northside Rd. & Claude Noel Highway, Scarborough	639-6106/639-1576
Tunapuna Branch Office	# 10 Eastern Main Road, Tunapuna	663-0745/662-5379/662-3695 662-4412
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 \$75,000 or less a separate application form must be submitted
- * Monies that are to be paid to Contract Owners will be deposited directly into their Bank Account
- * Cheques will be issued to Contract Owners or Eligible Payees if they do not have a local bank account
- * All foreign currency funds will be paid in TT dollar equivalent
- * BAT customers in Tobago and San Fernando will be processed at the CLICO centres in those areas.
- * The closing date for applications will be **September 30th, 2011**

For further information please contact **CLICO HOTLINE** at: 671 – 7224; **BAT HOTLINE** at 674 - 7876 during office business hours

from 8.00am – 4.00pm (Monday – Friday).