



## GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

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August 11, 2022

**CIRCULAR LETTER TO:**

Compliance Officers: Listed Businesses (LBs); and  
Non-Regulated Financial Institutions (NRFIs)

***Copied to:***

Art Society of Trinidad and Tobago  
Association of Real Estate Agents  
Automotive Dealers Association of Trinidad and Tobago  
Co-operative Credit Union League of Trinidad and Tobago  
The Law Association of Trinidad and Tobago  
Trinidad and Tobago Automobile Dealers Association  
Trinidad and Tobago Members Club Association  
The Institute of Chartered Accountants of Trinidad and Tobago  
Association of Co-operative Credit Union Presidents of Trinidad & Tobago

**FIUTT REF: CIR/002/2022**

**OBLIGATION TO NOTIFY THE FIUTT OF CHANGES**

Non-Regulated Financial Institutions (“NRFIs”) and Listed Businesses (“LBs”) are reminded of their legal obligation to notify the FIUTT where there is a change to their registered office or principal place of business, or their Directors, Owners, Partners or Compliance Officer.

The FIUTT draws your attention to **Regulation 29(1) of the Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011 which states:**

*“Where a supervised entity changes its registered office or principal place of business it shall within thirty days of such change notify the FIUTT of the new address of its registered office or principal place of business.”*

Further, the FIUTT draws your attention to **Regulation 29A(1) of the Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011** which states:

*“Where a supervised entity changes its Directors, Owners, Partners or Compliance Officer it shall, within thirty days of such change, notify the FIUTT.”*

You may notify the FIUTT of a change in the registered office, principal place of business, Directors, Owners, Partners or Compliance Officer by submitting a letter signed by a Director/Owner/Partner of the NRFI or LB via hand delivery or mail to the office of the FIUTT at Level 25, Tower D, International

Waterfront Complex, 1A Wrightson Road, Port of Spain, or email to the Compliance and Outreach Division at [fiucompliance@gov.tt](mailto:fiucompliance@gov.tt).

Please note that a change in Compliance Officer is only effected by submitting a completed Compliance Officer Fit and Proper Questionnaire for the newly appointed Compliance Officer to the FIUTT via hand delivery, mail or email as indicated above. Kindly have regard to the “**Guidance Note: Appointment and Approval of the Compliance Officer and Alternate Compliance Officer of a Supervised Entity**” available on the FIUTT’s website [www.fiu.gov.tt](http://www.fiu.gov.tt) and accessible at <https://fiu.gov.tt/wp-content/uploads/Guidance-Note-Jan-2018-Appointment-and-Approval-of-CO-and-ACO.pdf>.

Further, please note that pursuant to **Regulations 29(2) and 29A(2)**, where a NRFI or LB fails to notify the FIUTT of any change specified above, the NRFI or LB commits an offence and shall be liable on summary conviction to a fine of twenty thousand dollars.

Yours sincerely,

**Nigel Stoddard**  
**Director (Ag.)**  
**Financial Intelligence Unit of Trinidad and Tobago**