



REQUIRED ATTACHMENTS

LISTED BUSINESSES

REGISTRATION DOCUMENT CHECKLIST

- A covering letter addressed to the Director of the FIUTT;

Director
Financial Intelligence Unit of Trinidad and Tobago
Level 25, Tower D
International Waterfront Complex
1A Wrightson Road
Port of Spain
- Completed FIUTT Registration Form for Supervised Entities (complete all fields);
- Proof of incorporation or business registration certificate (where applicable);
- Completed and signed Compliance Officer Fit & Proper Questionnaire for the designated Compliance Officer and Alternate Compliance Officer;
- FIUTT's Fit and Proper Declaration form to be completed by legal or beneficial owners, directors, partners and senior officers;
- Completed Registration Risk Assessment Questionnaire (RRAQ);
- Proof of address (utility bill or letter of authorisation with ID, if you hold tenancy);
- Board of Inland Revenue (BIR) Advice Letter (where applicable);
- VAT Registration Certificate (where applicable);
- Management accounts for persons or businesses already in operations or estimates of income if in business for less than a year;
- Copy of a valid government issued identification document for all legal owners, beneficial owners, directors, partners and senior officers. (*Drivers' License, Passport or National Identification Card*);
- A police certificate of character issued by the Trinidad and Tobago Police Service (TTPS) within six (6) at the time the application is made to the FIUTT;
- At least one personal and professional reference from a person who can vouch for the individual's conduct and character (if requested by the FIUTT); and
- Any other supporting documents or information required that the FIUTT deems relevant to complete the FIUTT's assessment of an applicant's fitness and propriety.



REQUIRED ATTACHMENTS

NON- REGULATED FINANCIAL INSTITUTIONS

REGISTRATION DOCUMENT CHECKLIST

- A covering letter addressed to the Director of the FIUTT;

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Financial Intelligence Unit of Trinidad and Tobago
Level 25, Tower D
International Waterfront Complex
1A Wrightson Road
Port of Spain
- Completed and signed Compliance Officer Fit and Proper Questionnaire for the designated Compliance Officer and Alternate Compliance Officer;
- FIUTT's Fit and Proper Declaration form to be completed by legal or beneficial owners, directors, partners and senior officers;
- Completed Registration Risk Assessment Questionnaire (RRAQ);
- Proof of incorporation or business registration certificate (where applicable);
- Proof of address (utility bill or letter of authorisation with ID, if you hold tenancy);
- Board of Inland Revenue (BIR) Advice Letter (where applicable);
- VAT Registration Certificate (where applicable);
- An Organisational structure chart (clear and up to date that shows the hierarchy, reporting lines and the roles and responsibilities of each position);
- Business profile outlining services, target market, and risk management framework;
- Most recent audited financial statement or income projection for a three (3) year period;
- Copy of a valid government issued identification for all legal owners, beneficial owners, directors, partners and senior officers. (*Drivers' License, Passport or National Identification Card*);
- A police certificate of character issued by the Trinidad and Tobago Police Service (TTPS) within six (6) at the time the application is made to the FIUTT;
- At least one personal and professional reference from a person who can vouch for the individual's conduct and character (if requested by the FIUTT); and
- Any other supporting documents or information required that the FIUTT deems relevant to complete the FIUTT's assessment of an applicant's fitness and propriety.