



Republic of Trinidad and Tobago

# Finance News

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## Official Identity Guidelines

The Corporate Communications Unit has launched the Ministry of Finance Official Identity Guidelines with an "Employee Graphics Guide".

The main objectives of this new policy are:

- To ensure that the Ministry's brand is well managed and represented;
- To create a consistent standard insignia of identification for the Ministry; and
- To strengthen our stakeholders' association between the Ministry's services, information and assistance offered.

We urge our internal and external stakeholders to embrace these new changes.

Should you have any questions or require assistance with any aspect of the Employee Graphic Guide, please call the Corporate Communications Unit at: 1-(868)-612-9700 ext. 2805 or 2808.

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## SCAM ALERT!!

FINANCIAL INTELLIGENCE UNIT • MINISTRY OF FINANCE

The Financial Intelligence Unit of Trinidad and Tobago alerts the public of a continuing trend in 'scams' initiated primarily through the Internet. Scam techniques change constantly but retain one common feature – victims are led to believe that they have a chance to obtain a large financial benefit in return for a small up-front payment.

Some scams observed involve **FAKE lottery winnings, conferences, inherited wealth, business opportunities, internet romances, work permit assistance and job offers.**

Citizens of Trinidad and Tobago including senior citizens have fallen victims to these scams and have lost considerable sums.

Anyone who is aware of fraudulent scams should report it immediately to: The Trinidad and Tobago Police Service, Fraud Squad at Telephone: 1(868) 625-2310; 1(868) 623-2644 and 1 (868)652-8594 or Email: fraud@ttps.gov.tt.

## Be wise... S.T.O.P!!!



**STOP SENDING** funds to persons you **DO NOT KNOW.**



**STOP TRANSFERRING** your 'hard earned funds' to persons you **DO NOT KNOW** located in countries abroad based on an email, a letter, a text message, a telephone call or social media contact.



Do not **OFFER** or give your bank account details to persons you do not know. This could be an attempt to use your account for illegal purposes.



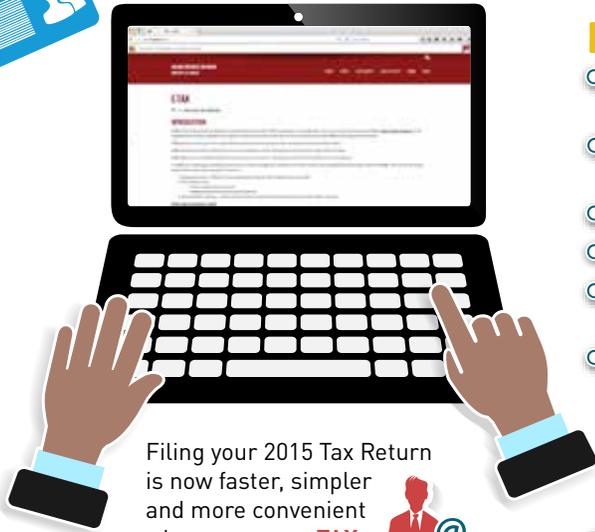
**PREVENT** Money Laundering and Financing of Terrorism. **SAY NO** to persons promising 'free' money. It could be an attempt to steal your money, or to use you to launder money by **FRAUD or TRICKERY!!**

3<sup>rd</sup> May, 2016

Susan S. Francois, Director - Financial Intelligence Unit



## e-TAX is the online portal provided by the Inland Revenue Division (IRD)



Filing your 2015 Tax Return is now faster, simpler and more convenient when you use **e-TAX**.



**e-TAX** provides Taxpayers with 24-hour access, the ability to track the status of your return and faster processing of your refund cheque.



Simply register online with ttconnect and you are on your way.

### Registering with ttconnect

- Go online to [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt) and complete the online registration for a ttconnect ID (for tax purposes).
- Activate your ttconnect ID online via your email. You will then receive online verification that your account has been successfully activated.
- Visit a ttconnect service centre most convenient to you with two forms of ID and verification of your BIR No. (i.e. Notice of Assessment, Advice of BIR, Statement of Account and Tax Clearance).

[Visit ttconnect.gov.tt for more information and to sign up today](http://www.ttconnect.gov.tt)



### Filing the tax

- Gather tax documents to support your claims (e.g. TD4 slips, annuity & tertiary expenses statements etc.)
- Go online to [www.ird.gov.tt](http://www.ird.gov.tt) or access e-tax from the ttconnect website at [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt)
- Key in your ttconnect ID and password
- Create a Tax ID PIN (comprised of 4-6 digits)
- Check your e-mail to acknowledge receipt of Pin's confirmation (This verifies your e-mail address)
- Verify your account using either:
  - \*A Letter ID No. from a recent BIR letter (ID is located on the top right hand corner of the letter)
  - \*Your last return amount (refund/liability)
  - \*Your last payment amount
- Log-in to e-tax with your tax ID Pin & use your tax documents to answer a few questions to complete the filing of the return.



Government of the Republic of Trinidad and Tobago  
MINISTRY OF FINANCE

### IMPORTANT NOTICE



### OUR TELEPHONE NUMBERS HAVE CHANGED

**The Ministry of Finance** and the **Ministry of Planning and Development** Head Offices located at the **Eric Williams Finance Building, Independence Square, Port of Spain** have modernized and streamlined our PBX to make it easier for you to contact us.

We can now be reached at **one number**

**(868) 612-9700**

**We look forward to hearing from you!!**

“ A true friend knows your weaknesses but shows you your strengths; feels your fears but fortifies your faith; sees your anxieties but frees your spirit; recognises your disabilities but emphasises your possibilities. ”

— William Arthur Ward

# Introducing the new Members of our Senior Management Team

## Ms. Lisa Phillips, Permanent Secretary (Ag.) ▶

Ms. Lisa Phillips joined the Ministry of Finance on May 2nd 2016 as Permanent Secretary (Ag.) with responsibility for the Investments and Public Private Partnerships Units of the Ministry. She has over 30 years, Public Service experience.

Ms. Phillips became a qualified Accountant in 1999 and is now a Fellow of the Chartered Association of Certified Accountants.

She enjoys walking, the theatre and attending the cinema in her spare time. Her greatest joy is giving birth to her one and only son.

Welcome to the Ministry of Finance, Ms. Phillips!



## Ms. Yvonne Neemacharan, Deputy Permanent Secretary (Ag.) ▶

Ms. Yvonne Neemacharan joined the Public Service in November 1988 as a Temporary Clerk 1 in the Treasury Division. There she remained a dedicated worker for twenty-seven (27) years holding many job positions until her last stint as Treasury Director, Pensions Management Branch. She was further appointed to act Deputy Permanent Secretary in the Ministry of Social Development and Family Services until her appointment in the Ministry of Finance which took effect from May 2nd 2016.

Ms. Neemacharan loves tennis; for Wimbledon and US Tennis Open know your players and their stats before holding her in a tennis conversation or else **"GAME, SET, MATCH"**. Ms. Neemacharan loves to spend time with her family especially her nieces and nephews. She loves to travel. Her dream destination is Hawaii. E komo mai!

Welcome back home to the Ministry of Finance, Ms. Neemacharan!



## Mrs. Savitree Seepersad, Deputy Permanent Secretary (Ag.) ▶

Mrs. Savitree Seepersad joined the Ministry of Finance in the capacity of Deputy Permanent Secretary (Ag.) on November 2, 2015. Her portfolio includes responsibility for the Double Tax Treaty Unit, Insolvency Unit, Procurement Reform, Public Financial Management Reform and the Central Audit Committee.

Mrs. Seepersad's career spans 31 years. In 2002 she became ACCA qualified and was promoted Treasury Accountant. Since then, she has held various senior posts in the Treasury Division of the Ministry of Finance. Mrs Seepersad is also a Fellow Chartered and Certified Accountant.

She enjoys reading (currently reading "In Charge" by Myles Munroe), movies (comedy...anything for a good laugh), and spending time with her three children and granddaughter. Good entertainment must be paired with good food and for this she turns to her mom's and sister's cooking which she loves. Her form of exercise is taking long walks and she is an avid sports fan (go Germany!!!).

In her own words:

"My relationship with God is the cornerstone of my life. If I have to describe my life in one sentence it would be **"I can do all things through Christ who strengthens me"** Philippians 4:13."

All the best in your new portfolio Mrs. Seepersad!



## Keeping you informed during a crisis



**The Ministry of Finance recognises the importance of disseminating accurate and timely information to all its stakeholders including its employees during a crisis.**

As such the Corporate Communications Unit, is developing the Ministry's first Crisis Communications Plan (CCP), which will provide the procedures for internal and external communications in the event of a crisis. The plan also intends to serve as a supplement for the Ministry's existing plan for Business Continuity.

A key aspect of the CCP is the establishment of a Crisis Communication Team (CCT) headed by the Permanent Secretary. To execute this plan, an emergency call tree will be developed for each department as an easy and effective way to notify staff of a crisis. The emergency call tree is a telecommunication chain that identifies which officer is responsible for notifying the respective staff members of a department.

The Corporate Communications Unit looks forward to the support of all for the successful completion of the Crisis Communication Plan, which will be of benefit to staff.

*Photo reference: <http://www.managementexchange.com/hack/!designed-growth-and-engagement-fixing-invisible-stranglehold-business-success>*



## FIU 6<sup>th</sup> Annual Anti-Money Laundering and Counter Financing of Terrorism Conference

The Financial Intelligence Unit of Trinidad and Tobago ("the FIU"), recently hosted its 6<sup>th</sup> Annual Anti-Money Laundering and Counter Financing of Terrorism Conference, at the Magdalena Grand Resort, Tobago Plantations Estate, Lowlands in Tobago.

The focus of the conference, was "Counter Financing of Terrorism Strategies and Effective Analysis of Suspicious Transactions". Some of the very interesting presentations included:

- "Implementing Counter Financing of Terrorism Strategies";
- "Analysing Suspicious Transactions"; and
- "Adopting a Risk Based Approach to Compliance"

It was targeted to Anti-Money Laundering/Counter Financing of Terrorism, Compliance Officers or their alternates, from Real Estate, Accountants, Attorneys-at-law, Credit Unions, Motor Vehicles Sales, Co-operatives, Banks, Private Members Clubs and Money or Value Transfer Services.

Ms. Susan Francois, Director of the FIU since February 2011, was one of the key facilitators at the conference. Ms. Hilary Dawn Glaisher of Seajade Investments, part of the Real Estate Sector, delivered well researched welcome remarks, to those gathered.

The Tobago 6<sup>th</sup> Annual Anti-Money Laundering and Counter Financing of Terrorism Conference presentations, were well received by the participants.



**Participants attending the 6<sup>th</sup> Annual Anti-Money Laundering and Counter Financing of Terrorism Conference, at the Magdalena Grand Resort, Tobago Plantations Estate, Lowlands in Tobago.**

# All Hail Administrative Professionals!

So, for your hard work and dedication, we say 'Thank you'! Continue to be diligent, professional and be your best at all times.

**Administrative Professionals' Day/Week (previously known as Secretaries Day/Week) is celebrated in many parts of the world to highlight the important role secretaries, receptionists and personal assistants play in organisations.**

This observance was initially held from June 1<sup>st</sup> to 7<sup>th</sup> in 1952, with June 4, 1952 being designated National Secretaries Day. From 1955, the last full week of April was declared National Secretaries Day/Week. In 1981 the observance was changed to 'Professional Secretaries Day/Week' and then finally in 2000, Administrative Professional Day/Week became its fixed name. This name change was made based on the expanding responsibility and job titles of the Administrative Support Staff.

At the Ministry of Finance, the work, support and diligence of the Administrative Professionals (APs) did not go un-noticed. So this year, the Permanent Secretary issued

Certificates of Appreciation to APs. However, the showing of appreciation, did not end there, as APs of the various departments of the Ministry were celebrated during the week of April 25<sup>th</sup> to April 29<sup>th</sup> 2016 at luncheons, picnics and even a down the island get-away tour. Departments such as the Economic Management Division (EMD), Investments Division and Human Resources Unit took their

staff away from the regular office-setting as a measure of appreciation for their hard work and support to the Ministry, while other divisions celebrated in their special way.

The Customs & Excise Division also honoured the vital contribution their professionals continue to make; enabling the organisation to achieve its goals and objectives.



EMD Admin Professionals pose for a picture during their "Down-the-Islands" Adventure.



Customs & Excise Division celebrate their Admin Professionals. Seated front and center is Mr. Glen Singh, Ag. Comptroller of Customs and Excise.

# International Women’s Day Annual 5k Walk/Run

International Women’s Day (IWD) is celebrated on March 8<sup>th</sup> every year. The theme for 2016 was “Pledge for Parity”. An appropriate theme seeing that progress towards gender parity has slowed in many countries.

The Office of the Prime Minister, Gender and Child Affairs Division hosted their Annual IWD 5k Walk/Run on Saturday 9<sup>th</sup> March 2016. The afternoon’s activities included a jump rope competition, a hula-hoop competition and an Aerobics Burnout. The Hula Hoop event earned roars of laughter especially when the men stepped into the ring to show off their skills.



Staff members showing off their medals after the walk.



Proud Permanent Secretary! PS Suite with some participants with the winning trophy, from the IWD walk.

The Walk started opposite Memorial Park and continued through the streets of St. Clair and around the Queen’s Park Savannah. With the sun bearing down on the Ministry

of Finance (MoF) Team, the athletic and competitive participants took off with amazing speed as soon as the whistle was blown, leaving everyone else in their wake.

The positive turnout from the Ministry of Finance (MoF) did not go unnoticed. The MoF was awarded the trophy for the largest participating Ministry.

Staff of the  
**MINISTRY OF FINANCE...**  
In the event of a **CRISIS!!**

**Help Us, Help You.**

**What do  
you do?**

**Who do  
you call?**

**Where do  
you go?**



**Review your  
Division's  
Evacuation Plan.**



**Know your floor/  
fire wardens.**



**Take drills  
seriously.**



**Pay attention to  
all guidelines  
provided.**

For further information please contact:  
Building Management Unit at  
1-(868)- 612-9700 ext. 1401

## Upcoming Events June 2016



### BLOOD DRIVE

**Date:** 8<sup>th</sup> June, 2016

**Location:** La Lune RM, Level 20, EWFB

**Contact Person:** Kavita Sookram

**Contact #:** 612-9700 ext. 2804

### TTconnect Etax/TT BizLink

### REGISTRATION

**Date:** 10<sup>th</sup> June, 2016

**Location:** Caroni RM, Level 20, EWFB

**Contact Person:** Melissa Mattoo /

Nikita Boyce

**Contact #:** 612-9700 ext. 2805/2808

### PUBLIC SERVICE DAY

**Date:** 23<sup>rd</sup> June, 2016

**Location:** TBD

**Contact Person:** Melissa Mattoo /

Nikita Boyce / Avalon Jules

**Contact#:** 612-9700 ext.2805/2808

### HAVE A CHUCKLE:

A motorist was unknowingly caught in an automated speed trap that measured his speed using radar and photographed his car. He later received in the mail a ticket for \$40, and a photo of his car. Instead of payment, he sent the police department a photograph of \$40. Several days later, he received a letter from the police department that contained another picture of handcuffs.

## Managing Your Finances

Now more than ever it's important to properly manage our finances. Here are a few tips that would help.

### OPTIONS 01

#### Identify all your monthly expenses –



Look at your cell phone expenses scale back on your plan. Cut back on the use of the Air Conditioning Unit and the Dryer. Eat out less. Talk to family members so they'll know what expenses are getting cut.

### OPTIONS 02

#### Establish a budget –



Every month take out money for your financial objectives before paying your expenses. Save for emergency cases. In the event of a crisis you have cash on hand.

### OPTIONS 03

#### Utilise a paycheque planner –



For big payments like insurance, mortgage, school payments set aside a certain amount every month for when the money is due.

### OPTIONS 04

#### Diversify Your Income –



Develop a skill you can earn alternative sources of income.



*"The goal here is to reduce expenses with minimal impact on lifestyle. If you cut back too extreme, it'll be difficult to sustain for the future."*

[Money-saving tips for surviving the recession or any financial emergency](#)

[5 Money Saving Tips to Survive a Recession](#)

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### The Finance News is a publication of the Ministry of Finance

We would like to receive your comments and any questions that you have!

To have your event featured please contact the Communications Unit at 612-9700 ext: 2805-9 or email: [comm.finance@gov.tt](mailto:comm.finance@gov.tt)

Persons interested in contributing articles please contact us. We reserve the right to edit articles based on space constraints.

