



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)**

**SHORT TERM INVESTMENT PRODUCTS (STIPs) where the PRINCIPAL BALANCE is TT \$75,000 and Over**

The Government of the Republic of Trinidad and Tobago wishes to advise of its offer to Eligible Payees of CLICO and BAT who hold **Short Term Investment Products (STIPs)** where the **Principal Balance is TT\$75,000 and Over.**

### 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
<b>A-B</b>	Dec: 1, 2, 5, 6, 7, 8, 9
<b>C-D</b>	Dec: 12, 13, 14, 15, 16
<b>E-H</b>	Dec: 19, 20, 21, 22, 23
<b>I-L</b>	Jan 2012: 4, 5, 6, 9, 10, 11
<b>M</b>	Jan 2012: 16, 17, 18, 19, 20, 23
<b>N-Q</b>	Jan 2012: 25, 26, 27, 30
<b>R</b>	Feb 2012: 2, 3, 6, 7, 8, 9
<b>S</b>	Feb 2012: 13, 14, 15, 16, 17, 22
<b>T-Z</b>	Feb 2012: 23, 24, 27

Persons who are unable to make these appointed dates are kindly requested to visit the processing centres after :  
**February 29th, 2012**

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
Tobago Branch Office	Corner Main Road & Robinson Street, Scarborough	657-6425/657-9710 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 – 2.30pm**

### 4) Important information

- **Institutional Policyholders** require:
  1. A Board Resolution which specifies the officers of the company who can conduct this transaction.
  2. A Letter of Introduction from the institution which includes the Identification (ID information) of the representative.
- Values payable were independently validated
- 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.
- Cheques will be issued to contract owners or eligible payees if they do not have a local bank account.
- Holders of the Colonial Life Core Fund Series 6 will be processed at a later date.
- The closing date for applications will be **June 30th, 2012**

For further information please contact **CLICO HOTLINE** at: 671 – 7224 or **BAT HOTLINE** at 674- 7876 during business hours from 8.00am-4:00pm (Monday – Friday) or **EMAIL:** stipsqueries@clico.com **Websites:** www.finance.gov.tt and www.clico.com