



Government of the Republic of Trinidad and Tobago  
**MINISTRY OF FINANCE**

**Inland Revenue Division (IRD) and Customs and Excise Division (C&ED)  
Employee Profile Form**

Dear Team Member,

As part of its commitment to good governance and improved delivery of services to the people of Trinidad and Tobago, the Government has taken a decision to establish a Revenue Authority that will be the institution for administering revenue collection. The new institution will subsume the functions of the Inland Revenue and Customs and Excise Divisions.

The Government has taken a policy decision that staff from the two existing agencies will have the option to transition to the proposed Trinidad and Tobago Revenue Authority (TTRA) if they so desire, or remain in the Public Service on terms and conditions no less favourable than those they now enjoy.

In order to implement this decision a Staff Mapping exercise is needed. The purpose of this exercise is to begin the process of ensuring that the interests of staff are protected as best as possible and to map the resources that will be available to the TTRA and the rest of the Public Service. **Please note that all information will be held in the strictest confidence.**

We are requesting that all completed forms be submitted by **Monday 5<sup>th</sup> February, 2018**. Blank forms can be obtained from [www.finance.gov.tt](http://www.finance.gov.tt) (Tab – The Proposed TTRA)

**INSTRUCTIONS:**

1. Please complete this form in **BLOCK LETTERS** using black or blue ink.
2. Should you have any further enquiries please e-mail us at: [ttra.finance@gov.tt](mailto:ttra.finance@gov.tt) or call the Strategic Management and Execution Office of the Ministry of Finance at 612-9700 ext. 2622 or 2625

**1.0 Employee Profile:**

1.1. Full Name .....  
Last Name First Name Middle Name

1.2. E-mail.....

1.3. Mobile Number: ..... *(This would only be used for the efficient and real-time sharing of information with you)*

1.4. Engagement Type (Circle one): Permanent Temporary Contract Daily Paid

1.5. What is your Substantive Position?.....

1.5.1. Number of Years: .....

1.6. What is your Current Position?.....

1.6.1. Number of Years: .....

1.7. What is the location of your Current Posting (Unit and Office Address)?

.....

**2.0 Qualification and Skills**

**Please list your three (3) highest qualifications**

2.1. Qualification:..... Year Attained.....

2.2. Qualification:..... Year Attained.....

2.3. Qualification:..... Year Attained.....

**Professional Development**

2.4. List any Professional Development courses you have undertaken in the last five (5) years:

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.....  
.....  
.....

**Other Experience**

2.5. Please list any other experience you possess, that you believe should be considered:

.....  
.....  
.....

**Skills**

2.6. Please list any additional skills that you believe should be considered:

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.....  
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*(You may attach pages to list additional relevant information)*

**3.0 Interest in Transition**

3.1. Please indicate in numerical order, your preference in the transition process. Where one (1) is your first choice:

- Transition to TTRA.....
- Remain in the Public Service.....
- Resignation or Retirement.....
- Other (specify).....

#### **4.0 Submission of Forms:**

- Completed forms can be submitted via e-mail to: [ttra.finance@gov.tt](mailto:ttra.finance@gov.tt).
- These forms can also be deposited in locked boxes which will be placed in the following locations:

<b>INLAND REVENUE DIVISION OFFICES</b>	
<b>IRD (Trinidad House)</b> St. Vincent Street PORT OF SPAIN	<b>Rio Claro DRO</b> Naparima Mayaro Road - opposite Recreation Ground RIO CLARO
<b>IRD Building (New)</b> Government Campus Plaza Wrightson Road PORT OF SPAIN	<b>Sangre Grande</b> 400 Eastern Main Road Damarie Hill GUAICO
<b>St. George West DRO</b> ANSA McAL Building - Corner of St. Vincent Street & Independence Square South PORT OF SPAIN	<b>Chaguanas</b> 20 Ramsaran Street - 4 buildings from Market Street CHAGUANAS
<b>Ministry of Finance</b> Ground Floor Eric Williams Financial Building PORT OF SPAIN	<b>Siparia DRO</b> High Street SIPARIA
<b>Tunapuna DRO</b> Tunapuna Administrative Complex Corner Centenary Street and Eastern Main Road TUNAPUNA	<b>La Brea DRO</b> High Road LA BREA
<b>Arima East Regional Office</b> 6 Prince Street ARIMA	<b>Point Fortin DRO</b> 12-14 Techier Main Road POINT FORTIN
<b>San Fernando DRO</b> Independence Avenue - between the Social Welfare Building and the D.P.P. Office SAN FERNANDO	<b>Princes Town DRO</b> High Street PRINCES TOWN
<b>South Regional Office</b> 52 Ciperio Street SAN FERNANDO	<b>Tobago Regional Office</b> Victor E Bruce Financial Complex 14-16 Wilson Road SCARBOROUGH

**Inland Revenue Division (IRD)  
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<b>INLAND REVENUE DIVISION OFFICES</b>	
<b>Couva DRO</b> Railway Road COUVA	<b>Roxborough DRO</b> Roxborough Main Road - next to the Court House ROXBOROUGH
<b>Mayaro DRO</b> Corner Manzanilla Mayaro Road and Guayaguayare Mayaro Road MAYARO	

<b>CUSTOMS &amp; EXCISE DIVISION OFFICES</b>	
<b>Custom House (Port-of-Spain)</b> Government Campus Plaza Ajax Street Wrightson Road PORT OF SPAIN	<b>Point Lisas Industrial Estate</b> Point Lisas COUVA
<b>Chaguaramas (Crews Inn)</b> Crews Inn, Point Gourde Bay Point Gourde Road CHAGUARAMAS	<b>San Fernando</b> Custom House San Fernando Street SAN FERNANDO
<b>Piarco Air Services</b> El Socorro SAN JUAN	<b>Custom House (Tobago)</b> Customs Street, Scarborough TOBAGO
<b>Amerijet</b> Golden Grove Road PIARCO	