



Government of the Republic of Trinidad and Tobago

# Ministry of Finance

## Advisory To Clients Of Colonial Life Insurance Company (Trinidad) Limited (CLICO)

The Government of the Republic of Trinidad and Tobago wishes to advise of its Offer to Eligible Payees of CLICO who hold "COLONIAL LIFE CORE FUND SERIES 6 or CSI 6" where the Investment Fund Balance is TT\$75,000 or Less.

### 1) Processing of Payment Application Forms

The Ministry of Finance advises that processing of payments for these clients will commence in accordance with the following Distribution Schedule.

Persons who are unable to make these appointed dates are kindly requested to visit the Processing Centres after July 22, 2011.

Surname	Dates of Processing
A-B	June 21, 22, 24
C-F	June 27, 28, 29
G-J	June 30, July 1, 4
K-L	July 5, 6, 7
M-O	July 11, 12, 13
P-R	July 14, 15, 18
S-Z	July 19, 20, 21

### 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 Certificate (If lost, a Declaration of Lost Certificate 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 Trust [ to be completed and signed at the Processing Centres]
- Signed Statutory Declaration Form ( and witnessed by a Commissioner of Affidavits)
- For Certificates 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	653-9629/653-9683/653-226 657-6425/657-9710
Tobago Branch Office	Cor. Northside Rd. & Claude Noel Highway, Scarborough	639-6106/639-1576
Tunapuna Branch Office	# 10 Eastern Main Road, Tunapuna	663-0745/662-5379/662-3695 662-4412

Processing Centres  
Opening Hours:  
Monday – Friday:  
8.00am – 3.00pm

### 4) Important Information

- Values payable were independently validated
- For each Certificate \$75,000 or less a separate application form must be submitted
- Monies that are to be paid to Certificate Owners will be deposited directly into their Bank Account
- Cheques will be issued to Certificate Owners or Eligible Payees if they do not have a local bank account
- The closing date for applications will be **November 30th, 2011**