



The National Insurance Board
of Trinidad and Tobago

PUBLIC ADVISORY

SCALED DOWN OPERATIONS AT NATIONAL INSURANCE SERVICE CENTRE, TOBAGO

Dear Customers,

We sincerely regret any inconvenience that you may have experienced following the closure of the Tobago Service Centre however, this became necessary due to problems with the sewer line at the NIBTT Mall. The situation was an inconvenient one, but more importantly the health of our employees and our customers was at risk. We could not allow our employees to operate nor our customers to be exposed to insanitary conditions.

Since the discovery of the problem, we have taken urgent steps toward achieving the following–

- Ensuring the health and safety of our employees
- Seeking temporary accommodations for the Tobago Service Centre
- Undertaking remedial work at the present Tobago Service Centre

The NIBTT provides a very important service to you our customers. As such, without further delay, the Tobago Service Centre will be relocated to the **Conference Room of the NIBTT Mall from Monday 16th July, 2012, and will operate during the hours of 8:00am and 2:00pm.**

The following services will be available:

- Life Certificate Collection
- Claim Application Form Assistance/Collection
- Customer Advice
- Update of Social Welfare Forms
- Conduct of Employer Audits
- Contribution Payment – Cheques only

Alternative arrangements will be made available at a later date for transacting other business with the NIBTT. However, if you are in Trinidad, you may visit one of our other thirteen (13) Service Centres.

If you have any other enquiries you can contact us via the NIS hotline at 663-4NIS (4647) or the following email addresses:

- pr@nibtt.net
- claims@nibtt.net

Please be assured that we are employing all options for the swift resumption of normal operations at the Tobago Service Centre.

We thank you for your patience and co-operation as we continue to work towards restoring full services in Tobago.

Sincerely,

The National Insurance Board of Trinidad and Tobago

More Than Just a Pension Provider

www.nibtt.net | Hotline: 663-4NIS (4647) | info@nibtt.net | seminars@nibtt.net