

## APPLICATION PROCESS FOR INDIVIDUALS

- (1) An individual wishing to become an Approved Mentor is required to submit a letter to the TTSE indicating his or her interest;
- (2) The letter should shall be accompanied by the supporting documents set out at item (3) below in order for the application to be considered;
- (3) The letter to the TTSE along with supporting documents shall be addressed to the Chief Executive Officer of the TTSE which shall include, but is not limited to:
  - (i) Letter requesting to be an Approved Mentor;
  - (ii) A certified copy of a Certificate of Character issued by the Trinidad and Tobago Police Service or designated foreign jurisdiction. This should be within six (6) months of the issue date;
  - (iii) Applicant's Curriculum Vitae setting out work history, education, and skills;
  - (iv) Completed Fit and Proper questionnaire and/or Letter of No Objection issued by any local or foreign regulator or assessed and approved as Fit and Proper in accordance with the TTSE's Fit and Proper Questionnaire;
  - (v) Two (2) copies of a valid photo identification document certified by a Commissioner of Affidavit or Notary Public issued by the government of Trinidad and Tobago or designated foreign jurisdiction;
  - (vi) Documents indicating that he or she is in good financial standing which, shall include at a minimum:
    - (a) A letter from a local or foreign Entity charged with the responsibility of advising that there is no record, notice or proceeding that has been lodged against the Applicant as an undischarged bankrupt;
    - (b) A letter from a banking institution indicating that the Applicant is in good financial standing; and
    - (c) Tax clearance certificates indicating that the Applicant is in compliance with government tax requirements.

## POST APPLICATION PROCESS

(4) Upon receiving the documents required by (3) above, the following steps shall be taken by the TTSE:

- (i) The TTSE shall acknowledge receipt of the application and accompanying documents within seven (7) business days of receiving the said application;
- (ii) TTSE Management shall review the completed application and make a recommendation to the TTSE Board or persons delegated by the TTSE Board to consider such applications within thirty days (30) business days of receiving the application;
- (iii) The Applicant shall be informed of the TTSE's decision within seven (7) business days of said decision being made; and
- (iv) In the event that an Applicant has not been approved by the TTSE, he or she may reapply after a period of six (6) months has lapsed from the date of his/her initial application or a new Applicant may apply to the TTSE by satisfying the minimum requirements in accordance with TTSE Rule 700(1) and also complying with the requirements outlined above.