

CIRCULAR MEMORANDUM

File No FM: 3/2/189

FROM : Comptroller of Accounts

TO : Permanent Secretaries, Heads of Departments, Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01

DATED : November 15, 2021

SUBJECT : **Interim Amendments to the payment procedures for the UNIMED Group Health Plan for Monthly Paid Officers in the Civil and Teaching Services of the Public Service of Trinidad and Tobago**

Reference is made to Comptroller of Accounts Circular No. 4 dated 2004 March, 31 **re: Introduction of a contributory Group Health Plan for members of the Civil Service, Tobago House of Assembly and Heads of Statutory Authorities subject to Statutory Authorities Act, Chapter 24:01** wherein you were informed of the payment procedures for the submission of UNIMED Group Health Plan cheques to the Plan Administrator (M & M Insurance Broking Services Limited).

2. The procedure outlined in paragraph 16 (i) states:

“All cheques issued for the month together with deposit slips completed in triplicate must be deposited in favour of M&M Insurance Broking Services Limited at any branch of the RBTT Bank on or before the end of the third working day of the following month”.

3. It has been brought to our attention that due to the **COVID 19** safety protocols implemented by Commercial Banks, including the temporary discontinuation or reduction in services such as in-person deposit of cheques, Ministries and Departments have reported difficulties in depositing their cheques in a timely manner. This has resulted in delays in deposits into the Plan Administrator’s bank account.

/2.4. To ...

4. To address this issue, as an interim measure, Ministries and Departments are asked to submit UNIMED Group Health Plan monthly paid cheques along with the cheques listing directly to the office of M & M Insurance Broking Service Limited at the following address:

M & M Insurance Broking Services Limited
39 Boissiere Village
Maraval

5. Further, Ministries and Departments are reminded of the requirement to submit the cheque listing (which provides details of employees' names and amounts) together with the cheque for the members' contributions. Ministries and Departments are encouraged to submit the cheque listing via email to the following email address:

ebenefits@mminsure.com

6. Should you require any further clarification, please contact the Treasury Director, Financial Management Branch, Treasury Division at 627 9700 ext. 2913.

7. All Accounting Officers, Permanent Secretaries, Heads of Department, Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 must ensure that the contents of this Circular Memorandum are brought to the attention of all relevant personnel in their Ministry/Department.

CATHERINE LABAN
COMPTROLLER OF ACCOUNTS