PUBLIC NOTICE:

Relocation of ACTT's Head Office

Dear Valued Stakeholder

The Accreditation Council of Trinidad and Tobago's (ACTT's) Head Office currently located at the Pan American Life Plaza, St. Vincent Street, Port of Spain, will be relocating to the *Maritime Centre, Level 1, 29 Tenth Avenue, Barataria*.

Key dates:

- Last working day at Pan American Life Plaza — October 28, 2020
- Staff will be working remotely — November 02-30, 2020
- Reopening of the Head Office at Maritime Centre — December 01, 2020 (first official day)

In this regard, please note the following:

- ACTT's new telephone numbers at its Head Office will be forwarded in a subsequent correspondence.
- ACTT's email addresses, website address and social media accounts will remain the same.
- All queries or issues arising during the period November 02-30, 2020 are to be sent to info@actt.org.tt. Your e-mail will be forwarded to the respective officer.
- In light of the continued need for vigilance regarding public health, we will not be facilitating walk-in clients when our Head Office opens at the Maritime Centre.

ACTT remains committed to our valued stakeholders in delivering excellent service attributed to our post-secondary and tertiary education mandate. ACTT's Statement on Recognition Express Service (48 hours) and Equivalence Assessment service remain temporarily suspended. You may apply for a Statement on Recognition (minimum 10 working days processing time) through our online portal.

Our team remains ready to assist you during our relocation! Visit www.actt.org.tt, e-mail us via info@actt.org.tt, or through our Facebook inbox and look to our social media feeds for updates.

Thank you for your understanding.

Yours respectfully

ACTT