



ST. KITTS BRANCH  
**Financial SERVICES**  
Regulatory  
Commission

To: Regulated Entities and Persons  
From: The Director, FSRC  
Subject: General Notice  
Date: 20 March, 2020



As part of the Financial Services Regulatory Commission's (FSRC's) response to the Corona Virus (COVID-19) pandemic, there will be changes to the office procedures when accessing and processing documents.

All regulated entities and persons are asked to limit visits to the FSRC office and to contact the FSRC via telephone to verify that documents are ready for collection. Kindly make cash payments to the FSRC in the exact amount due.

Please note the following changes that will be enforced until 30 April 2020:

1. All reporting forms, applications, documents and audited financial statements should be sent **ELECTRONICALLY ONLY** via email to [info@fsrc.kn](mailto:info@fsrc.kn) and copied to the usual contact persons for each regulated sector; and
2. On-site examinations and follow-up examinations are suspended for the month of April 2020.

Regulated Entities and Persons are required to establish and implement a contingency plan should a National shutdown be mandated.

Please be guided accordingly as we remain informed by the Health Authorities for official information.

We apologize for any inconvenience.

Regards