



P.O. Box 5455, Factory Road, Ste. Madeleine, Trinidad, W.I
Phone: (868) 698-2737, (868) 225-4400, Fax: (868) 698-0166
Email: cepep.info@cepep.gov.tt; Website: www.cepep.gov.tt

MEMORANDUM

TO: All Contractors

FROM: Mr. Keith Eddy
Chief Executive Officer

DATE: March 18, 2020

SUBJECT: Online Submission of Payroll Documentation

With reference to the subject at caption, with effect from March 31, 2020, all payroll documents are to be submitted online to the Finance Department. All Contractors are asked to scan the **signed typed written** payroll documents and send to cepep.finance@cepep.gov.tt.

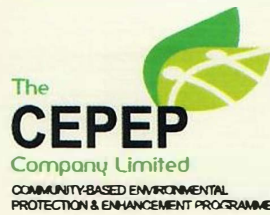
Guidelines are attached for ease of reference.

Please be guided accordingly.

Keith Eddy
Chief Executive Officer

Chairman: Ms. Marilyn Michael
Directors: Mr. Dereck Ambrose, Mr. Sabeer Ali, Ms. Phyllis Wickham,
Mr. Rajcoomar Bhagaloo, Ms. Heather Tardieu, Mr. Glen Roach, Ms. Cheryl Ann Ryan-
Mohammed

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Guidelines/Instructions

1. Complete the payroll forms electronically, sign and print.
2. Scan the **signed completed** documents. (for most printers it's a simple process, insert documents in printer and press scan)
3. Once the documents have been scanned, **save as a PDF document.**
4. Email scanned PDF document to cepep.finance@cepep.gov.tt

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