



An RBC<sup>®</sup> Company

## COVID – 19 WISE OFFICE UPDATE

May 14, 2021

Dear Valued Client:

### NO WALK – IN CLIENT TRAFFIC AT WISE OFFICE

In light of the increased COVID-19 cases in Trinidad and Tobago, we wish to emphasize that **NO WALK-IN TRAFFIC** would be allowed at our office:

- Clients wishing to visit our office for In Person Meetings **must make an appointment and complete the RBC Health Pre-Screener Form** which can be obtained when scheduling your meeting with a member of our Sales Team. **Note these appointments are limited at this time and the Sales Person would determine if there is any other medium we can assist you.**
- Clients wishing to drop off documents, cheques, share certificates etc. **must complete the RBC Health Pre-Screener Form and present to the security upon entry of the building.** To make this process easier please contact a member of our Sales Team prior to arrival as you would not be allowed into the office.
- All visitors would have to adhere to all public health and safety standards including the wearing of mask, social distancing and sanitizing.

You can call a member of our Sales Team to schedule appointments and assistance in any other matter.

Officer	Position Title	E-Mail Address	Extension	Mobile Number
Ramsahai, Rickhi	Senior Manager – Investment Sales	rickhi.ramsahai@wisett.com	81019	728-6067
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Pantin, Clarissa	Manager – Investment Sales	clarissa.pantin@rbc.com	81013	466-6580
Ramlal, Natasha	Manager – Investment Sales	natasha.ramlal@rbc.com	81012	706-8666
Douglas, Alana	Manager – Investment Sales	alana.douglas@rbc.com	80181	753-8295

The health and safety of all employees, clients, vendors and communities is our top priority and your cooperation will be greatly appreciated as we continue to strive to keep everyone safe.

Yours Sincerely,  
Adrian Manmohan  
Head

#### West Indies Stockbrokers Limited

Member of the Trinidad and Tobago Stock Exchange Limited

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