



THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED  
[www.ngc.co.tt](http://www.ngc.co.tt)



# NOTICE

## We are working from home

This is to advise that effective Wednesday 18th March 2020, The National Gas Company of Trinidad and Tobago Limited (NGC) has implemented a 'Work from Home' arrangement for non-essential employees until **30th April 2020**.

**Suppliers, contractors and customers are requested to refrain from visiting our offices during this period. The following measures have been put in place to facilitate submissions of invoices and queries on receivables.**

**All suppliers/contractors** kindly submit all outstanding invoices via email to [accounts.payablehelpdesk@ngc.co.tt](mailto:accounts.payablehelpdesk@ngc.co.tt) and copy the respective personnel from the user department responsible for procurement of the good or service. Please ensure that the purchase order number is stated on the invoice and the invoice is in PDF format.

**All upstream gas suppliers and joint venture partners** kindly submit all outstanding invoices and correspondence to [businessventures@ngc.co.tt](mailto:businessventures@ngc.co.tt)

**All gas sales customers** kindly direct any queries on receivables to [receivables@ngc.co.tt](mailto:receivables@ngc.co.tt)

These measures are in keeping with NGC's recognition that in employing measures to manage the spread of the COVID-19 virus, we have an obligation to ensure that the wider national community is least impacted.

