



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 64

Caroni, Trinidad, Friday 21st November, 2025—Price \$1.00

No. 172

1502

APPOINTMENT TO ACT AS MINISTER OF RURAL DEVELOPMENT AND LOCAL GOVERNMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE VANDANA MOHIT, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable KHADIJAH AMEEN, Minister of Rural Development and Local Government, with effect from 14th November, 2025 and continuing during the absence from Trinidad and Tobago of the said the Honourable Khadijah Ameen, M.P., in addition to the discharge of her normal duties.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

18th November, 2025.

1503

APPOINTMENT AND RESIGNATION OF MEMBERS OF THE BOARD OF MANAGEMENT OF THE CHILDREN'S LIFE FUND AUTHORITY

IN ACCORDANCE with sections 5 and 6 of the Children's Life Fund Act, Chap. 29:01 the public is hereby notified for general information that the following have been appointed as members of the Board of Management of the Children's Life Fund Authority for a term of three (3) years with effect from Friday 24th October, 2025:

DR. KEVON DINDIAL	...	...	...	Chairman
MR. MATTHEW ALLAHAR	...	...	...	Member
MS. DIANNE BAKER-HENRY	...	...	...	do.
MS. NABILA GREENE	...	...	...	do.
DR. RAJINDRA PARAG	...	...	...	do.
MS. AFEISHA PETAL SAMPSON	...	...	...	do.
MS. STEPHANIE TOOLSIE	...	...	...	do.

Further, Cabinet has also accepted the resignation of the undermentioned persons as members of the Board of Management of the Children's Life Fund Authority with effect from Tuesday 2nd September, 2025:

Dr. JOANNE F. PAUL
Dr. OSAFO FRASER
Dr. CAMILLE GREENE
Ms. NICOLE KATHY-ANN HENRY
Dr. RABIA ANISA HYDAL-MOHAMMED
Ms. SHAMANDA O'HARROW-LINCOLN
Ms. STEPHANIE TOOLSIE

Dated this 3rd day of November, 2025.

V. CUMMINGS
CEO
Children's Life Fund Authority

1504

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Masters of the High Court of Justice will sit in Chambers at the Supreme Court at Port-of-Spain on FRIDAY 19TH DECEMBER, 2025 at 8.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Hall of Justice, Port-of-Spain Convocation Hall on Monday 5th January, 2026 at 8.00 o'clock in the forenoon.

All such applications should be made in writing and submitted by emailing it to JuryHOJ@ttlawcourts.org or by delivering it to the Criminal Registry, Hall of Justice, Port-of-Spain.

Dated this 17th day of October, 2025.

S. HUGGINS
*Assistant Registrar, Hall of Justice
Port-of-Spain*

1505

REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union:

BANKING INSURANCE AND GENERAL WORKERS
UNION
No. 85 EIGHTH STREET
BARATARIA

Name and Address of Employer:

THE OCCUPATIONAL SAFETY AND HEALTH AGENCY
CORNER OF EASTERN MAIN ROAD AND
ST. JOHN'S ROAD
ST. AUGUSTINE

TAKE NOTICE that on the 10th November, 2025, the Registration Recognition and Certification Board received from the above-named Claimant Union an Application for Certification of Recognition as the Recognised Majority Union in respect of a bargaining unit for "The Monthly Rated Bargaining Unit 1 Technical Support Staff at the Occupational Safety and Health Agency".

Dated this 12th day of November, 2025.

D. RAGBIR
*Secretary, Registration Recognition
and Certification Board*

1506

REGISTRATION RECOGNITION AND CERTIFICATION BOARD

PRACTICE NOTE NO. 3

17th November, 2025

This Practice Note is issued to provide guidance as to evidence, practice and procedure generally and in connection with:

- (i) Applications made pursuant to Part 3 of the Industrial Relations Act, Chapter 88:01 (the Act),
- (ii) Referrals made under Section 51 and Section 23 of the Act as well as
- (iii) Referrals from the Industrial Court via Section 11(c) of the Act,
- (iv) Petitions under Section 39 of the said Act for the variation of a Bargaining Unit after certification.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

The Board's Jurisdiction is set out in Section 23(1) (a)-(f) of the Act:

23. (1) The Board shall be charged with responsibility for –

- (a) the determination of all Applications, Petitions and matters concerning Certification of Recognition under Part III, including the taking of preferential ballots under section 34 (2);
- (b) the certification of Recognised Majority Unions (RMU) ;
- (c) the recording of the Certification of Recognised Majority Unions in a book to be kept by it for the purpose;
- (d) the making of agency shop orders under Part VI and the conduct of ballots and proceedings in connection therewith ;
- (e) the cancellation of certification of recognition of trade unions; and;
- (f) such other matters as are referred or assigned to it by the Minister under this or any written law.

OUTLINE PROCEDURES

1. Applications for Certification of Recognition:

1.1 An Application for Certification of Recognition (the application) is a two (2) stage process.

1.1.1 In the first stage the Board determines the appropriate Bargaining Unit.

1.1.2 The second stage is colloquially called "the count" where the parties' records are examined to determine whether the Union has more than fifty percent (50%) of the workers in the appropriate Bargaining Unit as members in good standing of the Union as at the effective/relevant date of the application.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

1.2 Stage One

1.2.1 The Union submits its Application on the prescribed Application Form A describing the Bargaining Unit in respect to which certification is sought. In completing the Application Form the Union must:

- 1.2.1.1 define clearly the Bargaining Unit, that is, the jobs for which it is making the application, and for which it must certify based on its records that it has over fifty percent (50%) of workers in good standing in respect of the Bargaining Unit.
- 1.2.1.2 specify the correct legal name of the company and provide evidence of same.
- 1.2.1.3 serve a copy of its application to the Minister of Labour and the Employer.

1.2.2 The Employer replies on the prescribed Form B together with the following information as required therein:

- 1. Name and Address of Claimant Union
- 2. Name and Address of Employer
- 3. The Employer states as follows in respect of the Application:
 - (i) Correct Name of Employer;
Address of Employer;
Address of Employer for Service.
 - (ii) General nature of the Employer's business.
 - (iii) Total number of workers employed in the undertaking(s) or business of which the Bargaining Unit proposed by the claimant Union is a part.
 - (iv) Number of workers comprised in the proposed Bargaining Unit described by the Claimant Union.
 - (v) Detailed description of what the Employer considers to be the appropriate Bargaining Unit that should be established in pursuance of the application.
 - (vi) Number of workers comprised in the Bargaining Unit proposed by the Employer at (v) above.
 - (vii) The Name and Address of any other Trade Union known to the Employer as Claiming to be the bargaining agent on behalf of, or to represent any workers who may be covered by the application.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- (viii) The Employer is, or was, a party to, or bound by a Collective Agreement. A copy to be enclosed.
- (ix) Other relevant statements.

1.2.3 The Board will commence to process the application by requesting both parties to indicate the definition of their proposed Bargaining Unit(s). Should either party raise any objection, the Board may issue a ruling or direction before proceeding further.

1.2.4 If there are no objections, parties will be requested pursuant to Rule 21 of the Registration Recognition and Certification Board Rules Chap 88:01 to meet with the Board's Examiner for a Joint Clarification Meeting. This meeting is to clarify and examine information submitted in connection with the application. Through this process the parties finally propose the Bargaining Unit(s) each considers appropriate.

1.2.5 On conclusion of the clarification process, the said Examiner prepares a Report for submission to the Board.

1.2.6 On written request, parties may view the Report and comment within such period as the Board may determine.

1.2.7 The Board considers the Report and any comment(s) from the parties and determines the appropriate Bargaining Unit(s). The parties are officially informed of the Board's determination of the appropriate Bargaining Unit(s). This concludes the first stage.

1.3 Stage Two: - the "Count"

1.3.1 The Union will confirm the Bargaining Unit(s) as defined by the Board in 1.2.7 above for which the Union wishes to apply for recognition.

1.3.2 The second stage requires the Examiner to check and cross-reference the Employer's staff pay records/documents and the Union's membership records to determine whether the Union has met the prescribed threshold of Union membership in respect of the appropriate Bargaining Unit(s).

1.3.3 Once that threshold which mandates more than fifty percent (50%) of workers comprised in the appropriate Bargaining Unit as members in good standing in the Union has been met, the Board issues under its seal a Certificate of Recognition for the said Bargaining Unit(s) to the Union (the Recognized Majority Union) and the Employer).

1.4 Where more than one application is received for the same Bargaining Unit, the Board shall process the applications in the order in which they were received.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 1.4.1 The application is made when it is received at the Office of the Board. If the application is transmitted electronically at a time that the Board's offices are closed, the application will be deemed to have been made on the next working day.

1.5 Preferential Ballots

- 1.5.1 Where a different Union is already established as the Recognized Majority Union in the Employer organization, then a preferential ballot is conducted to see which Union entity has the greater support. (Section 34 (2) refers) The threshold of Union membership in the appropriate Bargaining Unit being greater than fifty percent is applicable.
- 1.5.2 The Claimant Union is successful once it wins the preferential ballot. In this instance the previous Union's certification for the same Bargaining Unit, (i.e. the Sitting Union), is revoked and replaced by the new Certification of Recognition issued to the Claimant Union and copied to the Employer, the Honourable Minister of Labour and the Industrial Court of Trinidad and Tobago.

Membership in good standing: Section 34

The issue of Membership in good standing arises in two instances, first in relation to applications by Trade Unions for Recognised Majority Union (RMU) status and second where there is no Recognised Majority Union (RMU) and a Trade Union seeks to bring a Trade Dispute before the Court under section 51.

2.1 Applications for Certification of Trade Unions

- 2.1.1 Section 34 of the Act requires the Board to certify as the Recognised Majority Union (RMU) that trade union which it is satisfied has, on the **relevant date**, more than fifty per cent (50%) of the workers comprising the appropriate Bargaining Unit as members in good standing.

- 2.1.1.1 "Relevant date" is not defined in the Act, however by reference to the criteria set out in section 34 (3)(b) it is construed as referring to the date the Application is received at the office of the Board.

2.1.2 **Section 34 (3) provides that:-**

"All questions as to membership in good standing shall be determined by the Board, but a worker shall not be held to be a member in good standing, unless the Board is satisfied that—

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- (a) **The union of which it is alleged the worker is a member in good standing has followed sound accounting procedures and practices;**
- (b) **The particular worker has—**
 - (i) **become a member of the union after having paid a reasonable sum by way of entrance fee and has actually paid reasonable sums by way of contributions for a continuous period of eight weeks immediately before the application was made or deemed to have been made; or**
 - (ii) **actually paid reasonable sums by way of contributions for a continuous period of not less than two years immediately before the application was made or deemed to have been made;**
- (c) **No part of the funds of the union of which it is alleged the worker is a member in good standing has been applied directly or indirectly in the payment of the entrance fee or contributions referred to in paragraph (b); and**
- (d) **The worker should be considered a member in good standing having regard to good industrial relations practice.”**

2.1.3 **Section 34(3)(a)** of the Act does not define “sound accounting procedures and practices.” In determining whether a Union has followed sound accounting procedures and practices the Board considers the following:

- 2.1.3.1 whether the Union’s records, procedures and practices demonstrate transparency in accounting for the receipt, securing and handling of members’ funds through to their utilization for purposes of the Union including where provided for in Union Rules;
- 2.1.3.2 the maintenance and use of an account in the Union’s name at a Bank or other financial institution;
- 2.1.3.3 compliance with financial provisions contained in Union Rules, audit report requirements of the Trade Union Act and other relevant general banking practices e.g. non commingling of funds;
- 2.1.3.4 Records must be clear, accurate and up to date. All criteria must be met to support “sound accounting procedures and practices”.

2.1.4 **Section 34(3)(b):** In determining membership in good standing a Union must show payment of dues by the member covering either:

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 2.1.4.1 the “continuous period of eight (8) weeks (56 calendar days) immediately before the date the application (for Certification of Recognition) was **made or deemed to have been made**” or
- 2.1.4.2 the “continuous period of not less than two years immediately before the date the application was **made or deemed to have been made**”.
- 2.1.4.3 Both continuous periods will be counted up to and including the day immediately before the application is received at the Office of the Board.
- 2.1.4.4 Where the claim of membership in good standing is based upon the payment of contributions for a continuous period of not less than two (2) years immediately before the application was made, the contributions in support thereof must cover the two-year period immediately preceding the date of receipt of the application on the same basis as is required for the 8 week period.
- 2.1.4.5 It is to be noted that the Board cannot check more than a two (2) year period.
- 2.1.5 Where an application is received at the Office of the Board on a Monday, the Saturday and Sunday immediately preceding that Monday will be counted as being part of “the continuous period of eight (8) weeks” (56 calendar days) for which membership in good standing must be shown.
- 2.1.6 For the avoidance of doubt the member must be in good standing i.e. his payments must cover the relevant date and the continuous period referred to above.
- 2.1.7 To facilitate proof that members have paid reasonable sums by way of contributions for the said period of 8 weeks, the application should be received by the Board on the 57th day, that is to say, the day immediately after that 8-week period (56 days) for which membership in good standing must be shown.

2.2 Membership in good standing (Section 51)

Section 51 Referrals arise where there is no Recognized Majority Union (RMU) and an aggrieved worker seeks to report a trade dispute through any Union of which the worker is a member in good standing.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 2.2.1 In dealing with Referrals under Section 51, the continuous period of (8) weeks (56 calendar days) for which membership in good standing must be shown will be counted up to and including the day immediately preceding the receipt by the Ministry of Labour of the report of the dispute in which the question of membership in good standing arose. This is the “relevant date” for the said referral.
- 2.2.2 Once a Referral pertaining to the question as to whether a person is a member in good standing of a Union is received at the Board, the Union is notified. A date is scheduled by the Examiner to whom the matter is assigned to examine the Union’s records to determine the aggrieved’s membership for the prescribed periods.
- 2.3 Records, Documents and Evidence to be produced by the Trade Union and the Employer

Documentation to support the worker being a member in good standing is generally the same in both the Certification procedure and section 51 referrals but in the latter case is limited to the individual(s) specified in the referral. For purposes of satisfying the requirements of Section 34 of the Industrial Relations Act, Chapter 88:01 and of subsection (3)(a) and (b) in particular, the records, documents and evidence to be furnished by the Trade Union and Employer shall be as follows:-

2.3.1 The Trade Union

- 2.3.1.1 An application form for membership in the Union legibly completed and signed by the worker. It must include the date received by the union.
- 2.3.1.2 Acceptable evidence to show that the worker has been admitted into membership of the Union in accordance with the Constitution and/or Rules of the Union e.g. a certificate to such effect issued by an authorised Union Official.
- 2.3.1.3 Evidence/Receipts that show that the applicant paid the required entrance fee and contributions by:
- 2.3.1.3.1 Entries on a Union’s Collection Sheet which must include the name of each worker, the actual dates monies were received by the Collector showing the periods and dates covered by the individual payments;
- 2.3.1.3.2 The Collection Sheet must be legibly signed and dated by the Collector, and the entries therein must be made out by the Collector or other persons who collected monies from the workers.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 2.3.1.4 Cash Book/Day Book/Petty Cash Book/Cash Book(s) inclusive of Petty Cash entries with corresponding Disbursement Vouchers.
- 2.3.1.5 Union's Bank Account Statement and/or Deposit Slips (including global deposits where the deposit relates to different Members' accounts in which case a separate sheet should identify amounts in respect of each account and each Member) for stated periods.
- 2.3.1.6 Receipts or Receipt Books showing that:-
 - 2.3.1.6.1 Monies collected by the Collector (or other person who collected same) were received in the Union's office and the actual date of such receipt;
 - 2.3.1.6.2 Copy of receipts issued to each worker in respect of payments made by the individual showing the quantum and purpose of such payment.
- 2.3.1.7 Audit Certificates for the calendar year immediately past or as directed by the Board.
- 2.3.1.8 A certified list (separate from the Collection Sheet above mentioned) set out in alphabetical order of the Union's members in respect to the said Application who are in the appropriate Bargaining Unit.
- 2.3.1.9 A certified copy of the current Union Rules.
- 2.3.1.10 There should be no erasures on Application Forms or in Books of Accounts and any corrections should be crossed and duly initialed.
- 2.3.2 The Employer
 - 2.3.2.1 Pay sheets or Pay Records for stipulated periods of all workers in the appropriate Bargaining Unit.
 - 2.3.2.2 Such other documents which may be necessary to prove that such workers were employed during the periods stipulated.
 - 2.3.2.3 Where there are no signatures on the pay sheets or pay records above-mentioned, copies of any document containing the signatures of such workers.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 2.3.2.4 A certified list set out in alphabetical order of workers whose positions are in the determined Bargaining Unit.
- 2.3.3 Where records and transactions are electronically made and kept a printed copy of such records duly certified under the Stamp or Seal and the signature of an Officer of the Employer or Union shall be submitted.
- 2.3.4 Payment of dues is evidenced by receipts issued to the worker, records of such payment kept by the union, and records of deductions and transmission to the union's Bank or other account by the employer or worker's instruction.
- 2.3.5 Casual Worker

In order for a person, who is considered to be a casual worker, to be eligible to be counted for purposes of Union representation and recognition that person must satisfy the following criteria:-

- 2.3.5.1 Must be employed by the specific Employer on the relevant date (i.e. the date the Application was received by the Board).
- 2.3.5.2 Must have worked for that Employer for at least one hundred and thirty (130) days within the year immediately preceding the date the Application was received by the Board.

3. Referral under Section 23 (1) (f) of the Act -Worker within the meaning of the Act (Section 2(3) (e))

- 3.1 A referral may arise where an Employer raises the question whether a person is excluded from being considered to be a worker under Section 2(3)(e) of the Act.
- 3.2 Referrals on the issue of "worker" are accepted from the Ministry of Labour, the Industrial Court, High Court and higher Courts.
- 3.3 Once a Referral is received at the Board, the parties are notified.
- 3.4 Each party is requested to submit its Evidence and Arguments, and Replies to the other party's submissions. (Witness Statements are not required / accepted at this stage. Directions may be later issued by the Board where oral evidence is required).
- 3.5 The parties are requested to attend a Joint Clarification Meeting to clarify their respective positions and comment on each other's positions.

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 3.6 On conclusion of the clarification process the Secretary submits a Report to the Board.
 - 3.6.1 On written request, parties may view the Report and comment within such period as the Board may determine. These comments and the Board Report are sent to the Board for a determination.
- 3.7 On review of the Secretary's Report and any comment(s) made by the parties to the matter, the Board may:
 - 3.7.1 act upon the Report to determine the matter,
 - 3.7.2 refer the matter for further Clarification, or
 - 3.7.3 schedule Directions for a hearing before a Committee of the Board.
 - 3.7.3.1 During such Directions, parties may be given the opportunity to provide further Evidence and Arguments along with any Witness Statements.
- 3.8 At the conclusion of any hearing the Committee transmits its findings to the Board for a determination on the issue as to whether or not the person is a "worker" within the meaning of the Act.
- 3.9 The Secretary will notify parties and the referring body of the Board's determination.

4. Evidential Burden

With respect to a Section 51 proceeding, although the Employer raises the question, the evidential burden is reversed as the aggrieved's records pertaining to membership resides with the Union. This is the only instance that the evidential burden is reversed:

- 4.1 For the "worker" issue the burden of adducing evidence sufficient to support any issue or objection raised or referred rests with the party making the Application or raising the issue or objection.
- 4.2 The other party shall in all instances have the right of reply.

5. Mode of Application for other Applications and Petitions

There are no prescribed Statutory Forms for proceedings before the Board other than those set out in the original Rules and Regulations in the Schedule to the Act [for Applications for Certification and in the case of applications for Agency Shop Orders for which particulars are set out in Section 73(1)].

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 5.1 Petitions and other Applications may be addressed to the Secretary of the Board on the letterhead of the Employer, Union or their Representatives with the authorized signature of the respective Applicant that is, the Employer, Union, their Attorneys or other Representative. The following particulars are required:-
 - 5.1.1 The registered legal name and address of the Employer and the Union.
 - 5.1.2 The nature of the Petition or Application and the provision of the Act, Rule or Regulation under which it is made.
 - 5.1.3 Any other information considered necessary.
- 5.2 Specifically, Petitions for variation of a Bargaining Unit (Section 39) whether made by Employer, Union or both parties must clearly state the reason(s) for the variation request and the correct name of the position(s) in respect of which the Petition is made.
 - 5.2.1 The Employer must provide the correct name of the petitioned positions, along with relevant job descriptions and an organization chart current as at the date of the Petition.
 - 5.2.2 A copy of the Petition and associated documents is served on the Respondent for comment. The Petition would be provided with the Respondent's comment.
 - 5.2.3 Joint Clarification meetings take place before an Examiner at the end of which a Report is prepared for the Board.
 - 5.2.4 On written request parties may view the Report and comment within such period as the Board may determine.
 - 5.2.5 Any comments and the Board Report are sent to the Board for its review and determination. After determination the parties would be officially informed. Where the petition is successful the parties would be given an Order which delineates the Bargaining Unit.

6. Agency Shop Orders

- 6.1 The relevant procedure is as detailed in Section 73 of the Act:
- 6.2 A recognised majority union may at any time apply to the Board for an agency shop order, and the application shall state —
 - 6.2.1 the name and address of the Union and of the Employer;

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

- 6.2.2 the Bargaining Unit in respect of which the agency shop order is sought;
 - 6.2.3 the constitution of the union and in particular the provisions thereof relating to the levying, imposing of payment of dues, subscriptions or levies; and
 - 6.2.4 the amount of money payable by members of the union for dues, subscriptions and levies, and the times at which those amounts become due and payable.
- 6.3 A copy of the application must be served by the union on the employer within twenty-four (24) hours of the making of the application.
- 6.4 Where the Board is satisfied that it is proper to make an agency shop order it shall first make a provisional order for the purpose. Within twenty-eight (28) days thereafter the Board shall take a ballot to determine the number of workers in the Bargaining Unit for which the union is certified who are in favour of the making of a final order on the relevant date determined in accordance with section 36(2).
- 6.5 Where two-thirds or more of the workers in the Bargaining Unit for which the union is certified vote in favour of the making of a final order, the Board shall confirm the terms of the provisional order and thereupon the agency shop order shall enter into force.

7. **General Guidelines**

- 7.1 Electronic communication and digital documentation submission will be permitted provided that original hardcopy documents are subsequently submitted within seven (7) days or such often time as the Board directs.
- 7.2 Where a request for an extension of time to submit Evidence and Arguments or Replies is made to the Board, the request must be copied to the other party. Where this is not the case, the Board will write the other party for their comments prior to considering the request.
- 7.3 No party shall be granted more than three (3) requests for extension of time in any matter. The Board shall retain the right to determine the length of any extension of time granted to any party.
- 7.4 Where meetings are required as part of the process, parties must confirm in writing the agreed meeting date. In the event of failure to show/cancellation by either party, the Board shall at its discretion move the process to the next stage.
- 7.5 A sworn affidavit may be accepted where the spelling of an aggrieved's name is not correctly reflected on documentation received by the Board, or where the aggrieved's maiden or middle name is used on Union or Employer records but not in Referral documentation.

1506—Continued

REGISTRATION RECOGNITION AND CERTIFICATION BOARD
PRACTICE NOTE NO. 3—CONTINUED

7.5.1 The Board may give directions as to the time for action to be taken by parties and Secretary.

7.6 Where a party or parties repeatedly fail to respond to the Board's requests for submission of documentation, clarification meetings etc., the Board may issue said party with a summons. Should the party fail to respond to the summons, the Board shall proceed to determine the matter in question at its discretion.

This Practice Note replaces the Previous Practice Notes 1 and 2 issued by the Board on 1st July, 1975 and 7th April, 2008.

Issued by the authority of the Board.


Darron Ragbir
Secretary

17th November, 2025

1507

NOTICE

SCOTIALIFE OF TRINIDAD AND TOBAGO LIMITED

Statement of Unclaimed Death Benefits to be paid to the Central Bank of Trinidad and Tobago
for fiscal year ending 31st October, 2025

Policy #	Date of Issue	First Name	Last Name	Last Known Address	Date of Death
U00135235	14-Apr-10	Sylvanie	Nurse	Mc Coney Street, Dinsley Village, Tacarigua	25-Aug-12
D00136259	4-Jun-10	Eastlyn	Thomas	LP 4 Eagles Crest, St Lucien Road, Diego Martin	13-Feb-14

Entitled Persons or Their Legal Representatives Shall Submit a Claim Within Sixty (60) Business Days from The Date of this Publication.

Email: insurancecarett@scotiabank.com or Call: (868) 612-4307/612-4315/612-3910/612-4375