



TRINIDAD AND TOBAGO GAZETTE

VOL. 64

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THE FOLLOWING HAVE BEEN ISSUED:

ACT No. 12 of 2025—"An Act to Regulate the Conduct of Business concerning Virtual Assets and Virtual Asset Service Providers"—(\$24.30).

ACT No. 14 of 2025—"An Act to make Provisions of a Financial Nature and other Related Matters"—(\$31.50).

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SUPPLEMENTS TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as Supplements to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part A—

ACT No. 12 of 2025—"An Act to Regulate the Conduct of Business concerning Virtual Assets and Virtual Asset Service Providers".

ACT No. 14 of 2025—"An Act to make Provisions of a Financial Nature and other Related Matters".

Legal Supplement Part B—

Motor Vehicles and Road Traffic (Amendment to the Ninth Schedule) (No. 3) Order, 2025—(Legal Notice No. 471 of 2025).

Customs (Amendment) Regulations, 2025—(Legal Notice No. 472 of 2025).

Customs (Container Examination Station) (Amendment) Regulations, 2025—(Legal Notice No. 473 of 2025).

Motor Vehicles and Road Traffic (Amendment) (No. 2) Regulations, 2025—(Legal Notice No. 474 of 2025).

Priority Bus Route (Special Roads Toll) (Amendment) Regulations, 2025—(Legal Notice No. 475 of 2025).

Delegation of Functions (Motor Vehicles Tax, Value Added Tax and Customs Duty) (Revocation) Order, 2025—(Legal Notice No. 476 of 2025).

Motor Vehicles and Road Traffic (Amendment to the Fourth Schedule) Order, 2025—(Legal Notice No. 477 of 2025).

Customs (Remittance of Customs Duty) Order, 2025—(Legal Notice No. 478 of 2025).

Customs (Remittance of Customs Duty) (Amendment) Order, 2025—(Legal Notice No. 479 of 2025).

Births and Deaths Registration (Amendment) Order, 2025—(Legal Notice No. 480 of 2025).

Detention Order, 2025—(Legal Notice No. 481 of 2025).

Detention Order, 2025—(Legal Notice No. 482 of 2025).

Detention Order, 2025—(Legal Notice No. 483 of 2025).

Detention Order, 2025—(Legal Notice No. 484 of 2025).

Open General Licence 2025—(Legal Notice No. 485 of 2025).

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ASSENT TO ACTS

THE UNDERMENTIONED ACT enacted by Her Excellency the President with the advice and consent of the Senate and House of Representatives has been assented to by Her Excellency and is published as a Supplement to this *Trinidad and Tobago Gazette*:

<i>Number of Act</i>		<i>Short Title of Act</i>		<i>Date of Assent</i>
12 of 2025	...	The Virtual Assets and Virtual Asset Service Providers Act, 2025	...	23rd December, 2025.
14 of 2025	...	The Finance Act, 2025	...	23rd December, 2025.

24th December, 2024.

B. CAESAR
Clerk of the House

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PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

ACKIE-ROBINSON, ELMA: LETTERS OF ADMINISTRATION of the estate of **ELMA ACKIE-ROBINSON** otherwise **ELMA ACKIE** otherwise **ELMA ROBINSON** of 14, Job Avenue, Calder Hall, Tobago, who died on the 6th day of March, 2019, by **Danalee Kemba Carisa Robinson-Boatswain** of Ottley Street, Scarborough, Tobago, her daughter and one of the persons entitled to share in the estate;

ACRES, MERVYN: LETTERS OF ADMINISTRATION of the estate of **MERVYN ACRES** of 16, Churchill Roosevelt Highway, Arima, Trinidad, who died on the 22nd day of February, 2024, by **Denise Acre** of the same place, his lawful widow and relict;

ALI, HASSAN: PROBATE of the Will dated the 23rd day of March, 2019, of **HASSAN ALI** of Lot No. 30, Phase 4-1, Patrick Pamphille, Malabar, Arima, Trinidad, who died on the 28th day of April, 2019, by **Kazim Omar Ali** otherwise **Kazim Ali** of the same place, the sole executor named in the Will;

BAIN-CARUTH, ELKE: PROBATE of the Will dated the 5th day of April, 2023, by **ELKE BAIN-CARUTH** of Light Pole No. 61, Boy Cato Road, Off Madras Road, Cunupia, Trinidad, who died on the 7th day of April, 2023, by **Nycolette Hewitt** of 28, Dindial Street, Jerningham Junction Road, Cunupia, Trinidad, the sole executrix named in the Will;

BARCLAY, GREGOR FRASER: LETTERS OF ADMINISTRATION of the estate of **GREGOR FRASER BARCLAY** of 18, Walnut Drive Extension, Bregon Park, d'Abadie, Arima, Trinidad, who died on the 9th day of June, 2024, by **Salvacion C. Rabe-Barclay** of the same place, his lawful widow and relict;

BENOIT, GEORGE: LETTERS OF ADMINISTRATION with Will dated the 15th day of October, 1996, annexed of the estate of **GEORGE BENOIT** of 21, Blue Bell Avenue, Coral Gardens, Buccoo, Tobago, who died on the 17th day of March, 2022, by **Geselle Archie** and **Curtis Archie**, both of 28, Chatham Street, Plymouth, Tobago, the residuary devisees and/or legatees named in the Will;

BHOLA, FRANKLYN: LETTERS OF ADMINISTRATION of the estate of **FRANKLYN BHOLA** of Light Pole No. 141, North Oropouche Road, Sangre Grande, Manzanilla, Trinidad, who died on the 30th day of May, 2021, by **Carolyn Bhola-Soodeen** of Light Pole No. 46, Cumuto Main Road, Wallerfield, Arima, Trinidad, his daughter and one of the persons entitled to share in the estate;

BOBB, ELAINE: PROBATE of the Will dated the 26th day of March, 2013, of **ELAINE BOBB** of 15, Tulip Drive, Pleasantville, San Fernando, Trinidad, who died on the 3rd day of August, 2017, by **Joan Bobb** otherwise **Joan Wendy Bobb** of the same place, the sole executrix named in the Will;

BOODOO, SAMDAYE: LETTERS OF ADMINISTRATION of the estate of **SAMDAYE BOODOO** otherwise **SAMDAYE BOODHOO** otherwise **SAMDAYE MARAJ** otherwise **BALAH** of 44, Race Course Road, Carapo, Arima, Trinidad, who died on the 28th day of February, 2020, by **Sherryanna Boodoo** of 46, Race Course Road, Carapo, Arima, Trinidad, her daughter and one of the persons entitled to share in the estate;

BRAMADATH, JAIDATH: LETTERS OF ADMINISTRATION of the estate of **JAIDATH BRAMADATH** of 55, Sunflower Crescent, Wellington Road, Debe, Naparima, Trinidad, who died on the 27th day of June, 2025, by **Linda Bramadath** otherwise **Linda Maharaj** of the same place, his lawful widow and relict;

BRIBAL, DEOSARAN: LETTERS OF ADMINISTRATION of the estate of **DEOSARAN BRIBAL** of Lot No. 5, Ramkissoon Trace, Warren Road, Bejucal, Cunupia, Trinidad, who died on the 10th day of April, 2025, by **Naymawatie Bribal** of the same place his lawful widow and relict;

BROWN, VERONICA: LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 24th day of May, 1988, annexed of the estate of **VERONICA BROWN** of 2A, Weekes Trace Off Mission Road, San Juan, St. Ann's, Trinidad, who died on the 13th day of December, 2010, by **Tristan Baptiste** of the same place, one of the beneficiaries named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

CHADEE, DESMOND: LETTERS OF ADMINISTRATION of the estate of **DESMOND CHADEE** of 40, Lady-Bird Crescent, Pleasantville, San Fernando, Trinidad, who died on the 14th day of July, 2025, by **Yucklan Chadee** of the same place, his lawful widow and relict;

CHARLES, ALPHANSUS: PROBATE of the Will dated the 25th day of November, 2013, of **ALPHANSUS CHARLES** of 76, Cedar Hill Road, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 7th day of April, 2023, by **Paula Elizabeth Charles-Licorish** of the same place, the sole executrix named in the Will;

CHARLES, MOREL: LETTERS OF ADMINISTRATION of the estate of **MOREL CHARLES** of 20, Armour Street, Princes Town, Savana Grande, Trinidad, who died on the 21st day of May, 1984, by **Richard Patrick Charles** of the same place, his son and one of the persons entitled to share in the estate;

CORDNER, KENNETH PERCY: PROBATE of the Will dated the 2nd day of June, 2022, of **KENNETH PERCY CORDNER** otherwise **KENNETH PERCY AUGUSTINE CORDNER** otherwise **KENNETH AUGUSTINE CYRENIUS PERCY CORDNER** of 9, Invererne Road, Cocoyea Village, San Fernando, Trinidad, who died on the 19th day of April, 2025, by **Inge Ronny Kendra Cordner** otherwise **Inge Cordner** of the same place, the sole executrix named in the Will;

DANIEL, ANTHONY KELVIN JOSEPH: LETTERS OF ADMINISTRATION of the estate of **ANTHONY KELVIN JOSEPH DANIEL** of 17, Arima old Road, Arouca, Tacarigua, Trinidad, who died on the 15th day of February, 2015, by **Alicia Catherine Daniel** of 106, Honey Creeper Drive, Bon Air Gardens, Arouca, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;

DANIEL, JOYCELYN: PROBATE of the Will dated the 9th day of November, 2020, of **JOYCELYN DANIEL** otherwise **JOYCELYN ELIZABETH DANIEL** otherwise **JOYCELYN BARROW-DANIEL** of 13, 5th Street East, Cassleton Avenue, Trincity, Tacarigua, Trinidad, who died on the 28th day of December, 2022, by **Neisha Daniel** of the same place, the sole executrix named in the Will;

DE FREITAS, BEATRICE: LETTERS OF ADMINISTRATION of the estate of **BEATRICE DE FREITAS** of 15, Hamel Smith Street, Success Village, Laventille, St. Ann's, Trinidad, who died on the 16th day of April, 2023, by **Brian Christopher De Freitas** of 4, Koon Koon Street, Malabar, Arima, Trinidad, her son and the only person entitled to the estate;

DEONATH, REYNOLD: LETTERS OF ADMINISTRATION of the estate of **REYNOLD DEONATH** of 1, Extension, Leslie Avenue, Friendship Village, San Fernando, Trinidad, who died on the 1st day of September, 2025, by **Gemma Baidwatee Deonath** of the same place, his lawful widow and relict;

DOOKIE, ANTHONY: LETTERS OF ADMINISTRATION of the estate of **ANTHONY DOOKIE** of Light Pole No. 14c, Church Street, Kelly Village, Caroni Village, Caroni, Trinidad, who died on the 27th day of July, 2021, by **Kamini Dookie** of the same place, his lawful widow and relict;

DOOKIE, LINDA: LETTERS OF ADMINISTRATION of the estate of **LINDA DOOKIE** of Bush Street North, Charles Drive, Petit Bourg, St. Ann's, Trinidad, who died on the 1st day of September, 2017, by **Chandra Ramoutar** of 1, Neverson Street, Bridge Road, San Juan, Laventille, St. Ann's, Trinidad, her sister and one of the persons entitled to share in the estate;

DRAYTON, DAISY: LETTERS OF ADMINISTRATION with Will dated the 1st day of December, 1988, annexed of the estate of **DAISY DRAYTON** of Light Pole No. 91, Morne Coco Road, Petit Valley, Diego Martin, Trinidad, who died on the 15th day of February, 2010, by **Margaret Ann Drayton** of 17, Nathaniel Critchlow Drive, Real Spring, Valsayn, Tacarigua, Trinidad, the lawfully appointed attorney of **Richard Drayton**;

DURHAM, LOTY: LETTERS OF ADMINISTRATION of the estate of **LOTY DURHAM** otherwise **LOTTY DURHAM** of 12, De Nobriga Street, Mon Repos, San Fernando, Trinidad, who died on the 27th day of October, 2011, by **Elizabeth Yvonne Durham-Brunton** of 864, Crissy Street, Block 5, Palmiste, San Fernando, Trinidad, her daughter and one of the persons entitled to share in the estate;

EDMUND, CLEMENT: PROBATE of the Will dated the 15th day of June, 2020, of **CLEMENT EDMUND** of 76, Grant Trace, Morne Diablo, Penal, Siparia, Trinidad, who died on the 2nd day of January, 2021, by **Heather Edmund** otherwise **Heather Hunte-Edmund** of the same place, the sole executrix named in the Will;

FORTE, LENNOX: LETTERS OF ADMINISTRATION of the estate of **LENNOX FORTE** of 19, Newbold Street, Mon Repos, San Fernando, Trinidad, who died on the 30th day of January, 1999, by **Lennox Percival Forte** of 79, Elizabeth Park, Agostini Street, St. Joseph, Tacarigua, Trinidad, his son and one of the persons entitled to share in the estate;

GANGER, UTRAJ: LETTERS OF ADMINISTRATION of the estate of **UTRAJ GANGER** of 68, Main Road, Tabaquite, Montserrat, Trinidad, who died on the 20th day of October, 2023, by **Keisha Carleen Ganga-Bhagirati** otherwise **Keisha Ganga-Bhagirati** of the same place, his daughter and one of the persons entitled to share in the estate;

GOPEN, CLIFTON CHARLES: LETTERS OF ADMINISTRATION *de bonis non* of the estate of **CLIFTON CHARLES GOPIE** otherwise **CHARLES CLIFTON GOPIE** otherwise **FREDERICK GOPIE** otherwise **C. A. F. GOPIE** of 23, Duncan Village, Southern Main Road, San Fernando, Trinidad, who died on the 14th day of February, 1992, by **Denise Gopie** of 81, Manahambre First Branch Street, Princes Town, Savanna Grande, Trinidad, his daughter and one of the persons entitled to share in the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

GORDON, HERMAN: PROBATE of the Will dated the 2nd day of April, 2014, of **HERMAN GORDON MAZELY** otherwise **HERMAN MAZELY** of 34, Western Circle, Westmoorings, Diego Martin, Trinidad, who died on the 26th day of June, 2025, by **Jeffrey Mazely** otherwise **Jeffrey Joseph Mazely** of the same place, the sole executor named in the Will;

JAGESSAR, DHROOP: LETTERS OF ADMINISTRATION of the estate of **DHROOP JAGESSAR** of 8, Digits Trace, Clarke Road, Penal, Siparia, Trinidad, who died on the 19th day of February, 2019, by **Balmattee Biessar** of the same place, his lawful widow and relict;

JAGGERNAUTH, SURISH: LETTERS OF ADMINISTRATION of the estate of **SURISH JAGGERNAUTH** of 2, St. Andrews Street, Couva, Trinidad, who died on the 9th day of October, 2022, by **Chelsey Lakshmi Jaggernauth** of the same place, his daughter and one of the persons entitled to the estate;

JANKEE, SKEEPERSAD: LETTERS OF ADMINISTRATION of the estate of **SEEPERSAD JANKEE** of 15, Main Road, Caparo, Chaguanas, Trinidad, who died on the 4th day of April, 2025, by **Charmaine Jankee** of the same place, his daughter and one of the persons entitled to share in the estate;

JOSEPH, LENORA: PROBATE of the Will dated the 18th day of August, 2023, by **LENORA JOSEPH** of 33, Calcutta Road, 2, Freeport, Chaguanas, Trinidad, who died on the 1st day of August, 2024, by **Vikki Wilson** of the same place, the sole executrix named in the Will;

KHAN, KAREN: LETTERS OF ADMINISTRATION of the estate of **KAREN KHAN** of 61, Baltazar Street, Tunapuna, Tacarigua, Trinidad, who died on the 6th day of April, 2019, by **Marlon Khan** of the same place, her son and one of the persons entitled to share in the estate;

LAKE, CURTIS OLIVER: LETTERS OF ADMINISTRATION of the estate of **CURTIS OLIVER LAKE** of 16, Henry Pierre Street, St. James, Port-of-Spain, Trinidad, who died on the 8th day of September, 2018, by **Jeanette Jessica Lake** of the same place, his lawful widow and relict;

LEWIS, VANESSA: LETTERS OF ADMINISTRATION of the estate of **VANESSA LEWIS** of Light Pole No. 12B, Harding Place, Cocorite, Diego Martin, Trinidad, who died on the 18th day of July, 2024, by **Richard Taitt** of Building 1, Apartment 12, Breezy Heights, Mt. Hope, St. Ann's, Trinidad, her lawful husband;

LINTON, SHIRLEY: LETTERS OF ADMINISTRATION of the estate of **SHIRLEY LINTON** otherwise **SHIRLEY CYNTHIA LINTON** otherwise **SHIRLEY CYNTHIA BRATHWAITE** otherwise **SHIRLEY BRAITHWAITE** of 31, Mahogany Drive, Malabar Road, Arima, Trinidad, who died on the 21st day of December, 2024, by **Jacqueline Laurencia** St. Hilaire Linton of the same place, her daughter and one of the persons entitled to share in the estate;

MAHADEO, SUNDERDAI: PROBATE of the Will dated the 15th day of June, 2020, of **SUNDERDAI MAHADEO** of 72, Old Southern Main Road, Edinburgh, Chaguanas, Trinidad, who died on the 4th day of September, 2020, by **Reshma Maharaj** of 12, Phyllis Lane, Enterprise Street, Longdenville, Chaguanas, Trinidad, the sole executrix named in the Will;

MANPHOO, GOOLCHARAN: LETTERS OF ADMINISTRATION of the estate of **GOOLCHARAN MANPHOO** of 134, Solomon Street, Cedar Hill, Princes Town, Savana Grande, Trinidad, who died on the 24th day of June, 2012, by **Sudash Manphoo** of Light Pole No. 67-1, Buen Intento Extension, Princes Town, Savana Grande, Trinidad, his son and one of the persons entitled to share in the estate;

MARSHALL-NEAVES, DAWN BEVERLY: LETTERS OF ADMINISTRATION of the estate of **DAWN BEVERLY MARSHALL-NEAVES** otherwise **DAWN MARSHALL-NEAVES** otherwise **DAWN MARSHALL** otherwise **DAWN NEAVES** of 54A, Hill View Extension, La Puerta Avenue, Diego Martin, Trinidad, who died on the 7th day of July, 2022, by **Sinead Afeisha Gabriella Neaves** of the same place, her daughter and one of the persons entitled to share in the estate;

MC BURNIE, ANDREL: PROBATE of the Will dated the 27th day of February, 2022, of **ANDREL MC BURNIE** otherwise **ANDREL ALFRED VIVIAN MC BURNIE** otherwise **AUDIEL ALFRED VIVIAN MC BURNIE** otherwise **ANDREL ALFRED VIVIAN MC BURNETT** otherwise **ANDREL MC BURNETT** of 5, Fairfax Road, St. Francois Valley Road, Belmont, Port-of-Spain, Trinidad, who died on the 1st day of June, 2004, by **Marlene Mc Burnie** of Unit 17, Homeland Gardens, Saddle Road, San Juan, St. Ann's, Trinidad, the sole executrix named in the Will;

MC BURNIE, OLIVE: PROBATE of the Will dated the 16th day of June, 2004 of **OLIVE MC BURNIE** otherwise **OLIVE ELEITHA BURNIE** of Light Pole No. 5, Team Drive, Petit Valley, Diego Martin, Trinidad, who died on the 20th day of August, 2006, by **Marva Mc Burnie** of the same place, the sole executrix named in the Will;

MITCHELL, PETRONILLA CLAUDIA: LETTERS OF ADMINISTRATION of the estate of **PETRONILLA CLAUDIA MITCHELL** of 1, Evergreen Drive, Dorrington Gardens, Diego Martin, Trinidad, who died on the 9th day of January, 2011, by **Judy Valarie Bobb** of the same place, her niece and one of the persons entitled to share in the estate;

MOHAMMED, FAIZ: LETTERS OF ADMINISTRATION of the estate of **FAIZ MOHAMMED** of 15, Lengua Settlement, Realize Road, Princes Town, Savana Grande, Trinidad, who died on the 26th day of September, 2023, by **Ameena Nazida Mohammed** of 17, Lengua Settlement, Realize Road, Princes Town, Savana Grande, Trinidad, his daughter and one of the persons entitled to share in the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

MOHAMMED, FAIZAL NEAL: PROBATE of the Will dated the 24th day of November, 2020, of **FAIZAL NEAL MOHAMMED** of 53-3, Akaloo Gardens, Mon Plasir Road, Cunupia, Trinidad, who died on the 31st day of January, 2021, by **Bibi Nafeeza Mohammed** of the same place, the sole executrix named in the Will;

MOHAMMED, SHAFFRALI: LETTERS OF ADMINISTRATION with Will dated the 5th day of April, 2010, annexed of the estate of **SHAFFRALI MOHAMMED** of Light Pole No. 56, Yaraba Road, Carlsen Field, Chaguanas, Trinidad, who died on the 29th day of September, 2022, by **Dilchan Balgobin** of the same place, the sole beneficiary named in the Will;

MOHANSINGH, ROOKMIN: LETTERS OF ADMINISTRATION of the estate of **ROOKMIN MOHANSINGH** otherwise **ROOKMIN** otherwise **ROOKMIN MAHADEO** otherwise **ROOKMIN MOHAN SINGH** of Fourth Street Extension, Dinsley Village, Tacarigua, Trinidad, who died on the 19th day of November, 1992, by **Baran Mohansingh** otherwise **Baran Mohan Singh** of 44, Windy Hill, Bon Air North, Arouca, Tacarigua, Trinidad, his son and one of the persons entitled to share in the estate;

MOORE, MARLON ALLAN: LETTERS OF ADMINISTRATION of the estate of **MARLON ALLAN MOORE** otherwise **MARLON A. MOORE** otherwise **MARLON MOORE** otherwise **MARLON CLAYTON JOSEPH MATAMORS** of 616, Nautilus Circular, Bon Air West, Arouca, Tacarigua, Trinidad, who died on the 20th day of September, 2020, by **Andy Matamora** otherwise **Andy Matamoro** of the same place, his brother and one of the persons entitled to share in the estate;

MURPHY, LEONESA: LETTERS OF ADMINISTRATION with Will dated the 7th day of November, 2010, of **LEONESA MURPHY** otherwise **LEONESA JOHN** of 27, George Street, Glamorgan, Parish of St Mary, Tobago, who died on the 10th day of August, 2021, by **Glenroy Murphy** of the same place, one of the residuary devisees and/or legatees named in the Will;

MURRAY, KENNETH IRVIN: PROBATE of the Will dated the 13th day of December, 2012, of **KENNETH IRVIN MURRAY** of 24, American Avenue, Glencoe, Diego Martin, Trinidad, who died on the 31st day of October, 2019, by **Michelle Majella Deane** otherwise **Majella Deane** otherwise **Majella Murphy** of the same place, the other executor named in the Will;

PANTIN, CHRISTOPHER EMMANUEL: LETTERS OF ADMINISTRATION of the estate of **CHRISTOPHER EMMANUEL PANTIN** of Upper Irving Street, Petit Bourg, San Juan, St. Anns, Trinidad, who died on the 14th day of July, 2024, by **Cheryl Pantin** of the same place, his mother and the only person entitled to the estate;

PATY, ELIZABETH ANN: LETTERS OF ADMINISTRATION with Will dated the 30th day of October, 2019, annexed of the estate of **ELIZABETH ANN PATY** otherwise **ELIZABETH PATY** of 65, Pearl Parkway, Diamond Vale, Diego Martin, Trinidad, who died on the 27th day of March, 2023, by **Robert Stephen Paty** of the same place, the residuary devisee and/or legatee named in the Will;

PETERS, MALCOLM: LETTERS OF ADMINISTRATION of the estate of **MALCOLM PETERS** of 28, Ashland Avenue, Valsayn North, Valsayn, Tacarigua, Trinidad, who died on the 29th day of August, 2023, by **Flor Deliz Bravo Garth-Peters** of the same place, his lawful widow and relict;

PHAGOOG, MARTIN: PROBATE of the Will dated the 20th day of June, 2020, of **MARTIN PHAGOOG** of 17, Scarlet Ibis Circular, La Paille Gardens, Caroni Village, Caroni, Trinidad, who died on the 2nd day of April, 2022, by **Mala Phagoo** of the same place, the sole executrix named in the Will;

PRIMUS, LYDIA: LETTERS OF ADMINISTRATION of the estate of **LYDIA PRIMUS** otherwise **LYDIA ADRIENNE PRIMUS** of 11, Almond Boulevard, Carib Gardens, Arima, Trinidad, who died on the 23rd day of July, 2024, by **Fabien Alfonso** of Light Pole No. 53, Johnny Street, Cleaver Road, Arima, Trinidad, her lawful husband;

RAMCHARAN, SOOKDEO: LETTERS OF ADMINISTRATION of the estate of **SOOKDEO RAMCHARAN** of 47, Comprehensive Road, Seventh Avenue, Malick, Barataria, San Juan, St. Ann's, Trinidad, who died on the 17th day of November, 2021, by **Veronica Ramcharan** of the same place, his daughter and the only person entitled to the estate;

RAMKISSOON, POORAN: LETTERS OF ADMINISTRATION of the estate of **POORAN RAMKISSOON** of 109B, Cunapo Southern Main Road, Rio Claro, Charuma, Trinidad, who died on the 19th day of August, 2025, by **Andra Sati Ramkissoon** otherwise **Andra S. Ramkissoon** of the same place, his lawful widow and relict;

RAMLAL, KAIMRAJ: LETTERS OF ADMINISTRATION of the estate of **KAIMRAJ RAMLAL** of 781, St. Croix Road, Barrackpore, Naparima, Trinidad, who died on the 28th day of November 2023, by **Doolar Ramlal** of 51, Vernon Joseph Street, St. Joseph Village, San Fernando, Trinidad, his brother and one of the persons entitled to share in the estate;

RAMPAUL, SANICCHARIE: LETTERS OF ADMINISTRATION of the estate of **SANICCHARIE RAMPAUL** of 8, Circular Drive, Petit Morne Settlement, St. Madeleine, Naparima, Trinidad, who died on the 18th day of January, 1998, by **Jasso Moolchand** of the same place, her daughter and the only person entitled to the estate;

RAMROOP, SHIVAN SHELDON KEVIN: LETTERS OF ADMINISTRATION of the estate of **SHIVAN SHELDON KEVIN RAMROOP** 71, Green Street, Tunapuna, Tacarigua, Trinidad, who died on the 18th day of December, 2024, by **Leela Jagat-Ramroop** of the same place, his lawful widow and relict;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

RATTAN, KENNY: PROBATE of the Will dated the 3rd day of November, 2022, by **KENNY RATTAN** otherwise **KENNY RENALDO RATTAN** of Light Pole No. 295, Syne Village, Penal, Siparia, Trinidad, who died on the 23rd day of February, 2023, by **Christal Talia Rattan** of the same place, the sole executrix named in the Will;

RICHARDS, HUBERT: LETTERS OF ADMINISTRATION of the estate of **HUBERT RICHARDS** of Light Pole No. 186C, Laventille Extension Road, Never Dirty, Morvant, St. Ann's, Trinidad, who died on the 23rd day of February, 2024, by **Stephanie Richards** of the same place, his lawful widow and relict;

ROBERTS, RUSSLIN: LETTERS OF ADMINISTRATION of the estate of **RUSSLIN ROBERTS** of 37, Lexus Boulevard, Harmony Hall, Marabella, Naparima, Trinidad, who died on the 21st day of July, 2024, by **Arianna Kristen Harrilal** of the same place, her daughter and one of the persons entitled to share in the estate;

SAMLAL, GANGADAI: PROBATE of the Will dated the 15th day of February, 2018, of **GANGADAI SAMLAL** of 81, Bejucal Road, Cunupia, Trinidad, who died on the 13th day of January, 2019, by **Kenny Samlal** of the same place, the alternate executor named in the Will;

SCOTT, SHARON NATASHA: LETTERS OF ADMINISTRATION of the estate of **SHARON NATASHA SCOTT** of Light Pole No. 66/6, Berridge Trace, Harris Village, South Oropouche, Siparia, Trinidad, who died on the 4th day of September, 2023, by **Arthur Herbert Scott** of the same place, her father and the only person entitled to the estate;

SEEPERSAD, SHIRLEY: LETTERS OF ADMINISTRATION of the estate of **SHIRLEY SEEPERSAD** otherwise **SHIRLEY JAGDIP** of 43, Pharaoh Avenue, Corinth Settlement, Ste. Madeleine, Naparima, Trinidad, who died on the 6th day of August, 1996, by **Krishna Seepersad** of the same place, her son and one of the persons entitled to share in the estate;

SINGH, BHARAT: PROBATE of the Will dated the 17th day of November, 2015, of **BHARAT SINGH** otherwise **BARRATSINGH** of 2, Corner of Ramnarine Street and Waterloo Road, Bank Village, Carapichaima, Chaguanas, Trinidad, who died on the 31st day of July, 2024, by **Chandaye Jankie Singh** and **Savitri Nadera McLauchlin** both of the same place, the executrices named in the Will;

SMALL, CHARLES: PROBATE of the Will dated the 30th day of September, 1994, of **CHARLES SMALL** of 5, Mount Hope Road, San Juan, St. Anns, Trinidad, who died on the 15th day of May, 2013, by **Carmila Octavia Small-Almandoz** otherwise **Octavia Carmila Small-Almandoz** otherwise **Octavia Small-Almandoz** of 2, Balata Avenue, Santa Rosa Heights, Arima, Trinidad, the sole executrix named in the Will;

SMALL, DOROTHY: LETTERS OF ADMINISTRATION of the estate of **DOROTHY SMALL** of 234, Riseland Trace, Patience Hill, Tobago, who died on the 8th day of February, 2023, by **Juliet Dolores Small** of the same place, her daughter and one of the persons entitled to share in the estate;

SOOKRADGE, GEORGE: PROBATE of the Will dated the 19th day of March, 2007, of **GEORGE SOOKRADGE** of 429, Circular Drive, Lange Park, Chaguanas, Trinidad, who died on the 19th day of May, 2024, by **Sandra Maria Sookadge** of the same place, the sole executrix named in the Will;

ST. LOUIS, ANN: LETTERS OF ADMINISTRATION of the estate of **ANN ST. LOUIS** of 115, Edinburgh Road, Carlsen Field, Chaguanas, Trinidad, who died on the 1st day of January, 2025, by **Estric Enrique St. Louis** otherwise **Estric St. Louis** of the same place, her son and one of the persons entitled to share in the estate;

SYLVIA, NECKLES: PROBATE of the Will dated the 18th day of March, 2020, by **SYLVIA NECKLES** of Opposite Light Pole No. 3, St. Michael Road, Tacarigua, Trinidad, who died on the 23rd day of March, 2020, by **Leon Neckles** of 4, Unity Crescent, Paradise East, Trincity, Tacarigua, Trinidad, and **Tsahai Nurse** of Building 3, Apartment 3A, El Dorado Heights, Target Road, El Dorado, Tacarigua, Trinidad, the executors named in the Will;

WARRIS, SHAMSHOON: PROBATE of the Will dated the 21st day of October, 2003, of **SHAMSHOON WARRIS** otherwise **SHAMSHOON KULSOOM WARRIS** of 7, Kairi Road, Valsayn, Tacarigua, Trinidad, who died on the 19th day of February, 2025, by **Haffiz Warris** of 10, Windsor Road, Valsayn, Tacarigua, Trinidad, the sole executor named in the Will;

and unless a Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 25th day of December, 2025.

K. PRESCOTT
Acting Registrar, Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 17TH DECEMBER, 2025

Previous Week \$000	Assets	This Week \$000
External Assets:		
26,725,800	Balances, Investments, etc. 26,057,422	
4,327,999	Subscriptions to I.M.F. 4,327,999	
7,230,306	I.M.F.—S.D.R. Holdings 7,230,306	
<hr/> 38,284,105		<hr/> 37,615,727
Trinidad and Tobago Government Securities:		
179,591	Treasury Bills (Face Value) 179,591	
22	Marketable Securities 22	
<hr/> 179,613		<hr/> 179,613
Other Assets:		
3,500	Trinidad and Tobago Dollar Securities 88,500	
2,598,305	Other Assets 2,717,716	
<hr/> 2,601,805		<hr/> 2,806,216
83,845		83,845
<hr/> 41,149,368		<hr/> 40,685,401
<i>Liabilities and Capital Account</i>		
Currency in Circulation:		
8,617,243	Notes 8,725,646	
280,692	Coins 280,760	
<hr/> 8,897,935		<hr/> 9,006,406
Demand Liabilities:		
14,854,558	Commercial Banks 14,702,533	
465,104	Financial Institutions (Non-Banking) 462,571	
(9,053,260)	Government and Governmental Organisations (7,807,120)	
131,834	International Organisations 168,590	
1,931,429	Foreign Currency 1,931,599	
681,321	Other 566,117	
<hr/> 9,010,986		<hr/> 10,024,290
Other Liabilities:		
7,106,626	Government S.D.R. Allocations 7,106,626	
8,552,355	Other Liabilities 6,957,579	
5,981,466	Specific Provisions 5,990,500	
<hr/> 21,640,447		<hr/> 20,054,705
Capital and Reserves:		
800,000	Capital Paid-up 800,000	
800,000	General Reserve Fund 800,000	
<hr/> 1,600,000		<hr/> 1,600,000
<hr/> 41,149,368		<hr/> 40,685,401

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES

GOVERNMENT OF THE REPUBLIC OF TRINIDAD & TOBAGO
Updated Public Statement of the Ministry of Energy and Energy Industries

FREEDOM OF INFORMATION STATEMENT UPDATE

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT CHAPTER
22:02

In accordance with sections 7, 8 and 9 of the **Freedom of Information Act Chapter 22:02** ('FOIA') the Ministry of Energy and Energy Industries ('MEEI') is required by law to publish this statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:

- 1) A legal right for each person to access information held by the MEEI;
- 2) A legal right for each person to have personal information relating to himself/herself amended where it is held by MEEI and such information is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1)(a)(i)

MEEI: FUNCTIONS

The main policy goal for the energy sector is to optimally utilise the country's hydrocarbon resources ensuring its efficient administration in order to obtain the greatest returns to the country for the benefit of all citizens. The energy sector is primarily administered by the MEEI whose portfolio encompasses the following:

- 1) management and regulation of oil and gas operations, upstream, downstream, and marketing activities and the petroleum services industry;
- 2) development and implementation of a wide range of policies related to the energy sector viz. fiscal, environmental, pricing and industry;
- 3) policy management and control of state-owned energy-based companies; and
- 4) management and regulation of the minerals sector.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

The following State Enterprises fall under the portfolio of MEEI:

Wholly Owned Enterprises

- The National Gas Company of Trinidad and Tobago Limited
- Trinidad and Tobago National Petroleum Marketing Company Limited
- Trinidad and Tobago Upstream Downstream Exploration Operating Company Limited
- Trinidad Petroleum Holdings Limited

Majority Owned Enterprises

- Alutrint Limited
- Alutech Limited

Indirectly Owned Enterprises

- Atlantic LNG Company of Trinidad and Tobago Atlantic LNG 2/3 Company of Trinidad and Tobago Unlimited
- Atlantic LNG 4 Company of Trinidad and Tobago Unlimited
- Eastern Caribbean Gas Pipeline Company Limited
- EIF Exploration Trinidad B.V.
- The Guaracara Refining Company Limited (Guaracara)
- Heritage Petroleum Company Limited
- La Brea Industrial Development Company Limited
- Liquid Fuels Company of Trinidad and Tobago Limited
- National Agro Chemical Limited
- National Energy Corporation of Trinidad and Tobago Limited
- NATPET Investments Company Limited
- NATSTAR Manufacturing Company Limited
- NGC CNG Company Limited
- NGC E&P Investments Limited
- NGC E&P (Barbados) Limited
- NGC E&P Investments (Barbados) Limited
- NGC E&P Netherlands Coöperatief U.A
- NGC Green Company Limited
- NGC NGL Company Limited
- NGC Petrochemicals Limited
- NGC Pipeline Company Limited (NPL)
- NGC Trinidad and Tobago LNG Limited (formerly NGC LNG (Train 4) Ltd.)
- Paria Fuel Trading Company Limited
- Petroleum Company of Trinidad and Tobago Limited
- Petrotrin EAP Services Limited
- Petrotrin Panama Incorporated
- Phoenix Park Gas Processors Limited
- South East Coast Consortium National Reafforestation Programme

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

- Phoenix Park Gas Processors Limited
- Total E&P Trinidad B.V.
- Trinidad and Tobago Limited LNG Limited [formerly NGC LNG (Train 4)]
- Trinidad and Tobago Marine Petroleum Company Limited
- Trinidad and Tobago NGL Limited
- Trinidad Nitrogen Company Limited
- Trinidad Northern Areas Limited
- TRINTOC Services Limited
- (Teak, Samaan, Pou)

MEEI DIVISIONS AND UNITS

MEEI comprises eight (8) Divisions as follows:

- Commercial Evaluation
- Contracts Management
- Energy Research and Planning
- Downstream Petroleum Management
- Minerals
- Resource Management
- Petroleum Operations Management
- Energy Information Management and Technology Division

There are also eight (8) Units that provide support services to these Divisions and to the rest of the MEEI namely:

- Accounts
- Administration
- Communications
- Human Resources
- Internal Audit
- Legal
- Production Sharing Contract (PSC) Audit
- Monitoring and Evaluation

COMMERCIAL EVALUATION DIVISION

Areas of Responsibility:

1. Fiscal & Economic Modelling

- To develop economic models of PSC and Exploration and Production (E&P) licences that calculate Financial Obligations, Royalty, Government's Share of profit petroleum, Petroleum taxes and free cash flow to the Contractor.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

- To provide commercial support and reviews.
- To advise on petroleum taxation, legislation and fiscal policies.
- To advise on financial obligations in the PSC.
- To advise on fiscal incentives with respect to oil & gas projects.

2. Commercial Evaluation

- To review & advise on commercial aspects of contract proposals.
- To develop and implement systems which meet administration obligations for contracts.
- To evaluate the commercial and fiscal terms offered under competitive bid rounds, PSCs and Exploration and Production (E&P) Licences.
- To evaluate the financial capability of both state and international energy companies.

3. Development of New Business Opportunities

- To review and provide comments on new energy sector projects in the upstream, midstream, and downstream.
- To review and advise on commercial aspects of development plans submitted by energy companies.

4. Negotiations

- To participate in the negotiation of PSCs and E&P Licences.

CONTRACTS MANAGEMENT DIVISION

Areas of Responsibility:

1. To monitor PSCs and E&P Licences, ensuring company compliance with terms and conditions.
2. To manage the technical and commercial aspects of administration of PSCs and E&P Licences.
3. To monitor the Minister's share of Profit Petroleum and other financial obligations under the PSC.
4. To manage stakeholder interface with upstream contractors.

ENERGY RESEARCH & PLANNING DIVISION

The ERPD provides the platform for strategic planning and oversight for Trinidad and Tobago's energy sector by scanning, monitoring and evaluating global energy activities. The Division continuously assesses the socio-economic impacts of energy activities and makes recommendations on optimal resource development and investments.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

The Division is the repository of information for the MEEI and leads research on international energy developments, conducts technology and market studies, prepares technical reports and economic reviews, tracks global technology (including renewables, alternatives and disruptive technology) and develops domestic and international energy statistics to inform policy.

ERPD undertakes quantitative economic, statistical, and financial analysis of the domestic sector. The Division services regional and international commitments by preparing reports on domestic sector developments, analyzing and disseminating national energy statistics, supporting international organisations, shaping regional/international policy, and representing the MEEI in stakeholder fora to promote energy diplomacy.

The Division monitors State Energy Companies operations as well as capital spending by tracking projects funded under the Public Sector Investment Programme (PSIP) and the Infrastructure Development Fund (IDF), ensuring alignment with national priorities and timely delivery.

Areas of Responsibility:

1. Planning

- Analyze socio-economic impact of energy sector activities.
- Identifying resource development in determining investment opportunities.
- Monitor and review upstream, midstream, and downstream energy sector developments.
- Monitor energy sector performance by reviewing indicators, comparing actual and planned performance, and recommending corrective measures as needed.
- Conduct comparative analysis on global energy trends and develop strategies aligned with the MEEI's strategic plan.

2. Research

- Gather intelligence and investigate new international energy sector developments.
- Engage in technological development and energy products market studies.
- Prepare reports, technical papers and economic reviews.
- Monitor global technology developments in areas including renewable, alternative and disruptive technologies in energy.
- Analyze manpower skill requirements in the energy sector.
- Develop and analyze domestic and international energy statistics.
- Direct and oversee the conduct and summary of research, guiding data collection on prices, global supply and demand, and political/economic instability to support strategy and planning.

3. Quantitative Evaluation and Analysis

- Develop economic/statistical and financial analysis of the domestic energy sector.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

- Engage in National Energy Balance modelling and development.
- Collate and compile National Production and Prices data, prepare the National Energy Statistics and the national Energy Balance and other reports, for Cabinet as well as local, regional, and international stakeholders.

4. Secretariat Functions

- Implement Local Content Policy and provide administrative support to the Permanent Local Content Committee.
- Represent the MEEI on the Work Permit Advisory Committee chaired by the Ministry of Homeland Security.
- Manage the Secretariat of the Standing Committee on Energy.
- Provide administrative support to the Secretariat for the Extractive Industries Transparency Initiative.
- Collate the MEEI's contribution to the National Budget, review documents and follow up on required actions for the National Budget.
- Perform all routine functions to ensure that obligations and commitments to international stakeholders are satisfied, these include: US Department of Energy (US DOE), the World Bank, the International Monetary Fund (IMF), the Organisation of American States (OAS), the Caribbean Community (CARICOM), the Latin American and Caribbean Energy Organisation (OLACDE); Gas Exporting Countries Forum (GECAF); World Energy Council (WEC), World Petroleum Council (WPC), Joint Organisations Data Initiative (JODI).

5. Servicing Regional and International Commitments

- Prepare reports on domestic energy sector development.
- Analyze and disseminate national energy sector statistics.
- Provide technical and secretarial support to international organisations and develop regional/international energy sector policies and relationships.
- Analyze, collate, prepare and submit energy sector reports for input into the final submission for international rating agencies' annual review of the domestic economy.
- Represent and participate in local, regional and international conferences and seminars to promote energy diplomacy.
- Service international energy commitments of Trinidad and Tobago and liaise with ministries and agencies (local, regional, and international) to request and provide relevant data.
- Represent the MEEI on committees, working groups and stakeholder meetings; participate in discussions, share information, and provide recommendations and advice.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

6. Expenditure

- Monitor projects funded under the Public Sector Investment Programme (PSIP).
- Monitor projects funded under the Infrastructure Development Fund (IDF).
- Manage the MEEI's PSIP portfolio and Local Content programme interfaces, ensuring alignment to plan and timely reporting.

7. Administrative Reports

- Prepare the Annual Administrative Report of the MEEI in accordance with Section 66D of Act No. 29 of 1999, cited as the Constitution (Amendment) Act 1999.
- Request from all State Energy Companies under the purview of the MEEI their Annual Administrative Reports and to submit these reports to the Cabinet.

DOWNSTREAM PETROLEUM MANAGEMENT DIVISION

Areas of Responsibility:

Downstream Retail Marketing Group

1. Revenue

- To compute Ex-refinery Prices.
- To administer the Petroleum Production Levy and Subsidy Act.
- To calculate Royalty.
- To monitor local and international crude oil prices.
- To administer the Petroleum Impost.

2. Refining/Terminalling

- To monitor Guaracara's refinery operations.
- To monitor terminalling operations by Paria Fuel Trading Company Limited.

3. Retail Marketing and Distribution

- To administer the Wholesale and Retail Marketing Licences.
- To administer the Marine Bunkering Licence.
- Peddling operations.
- Liquefied Petroleum Gas (LPG) for domestic fuel use.
- To administer the Compressed Natural Gas (CNG) Licences.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

4. Subsidy Verification

- To determine a control system for clients who purchase and use subsidised diesel in their vessels and businesses.
- To audit the diesel supply chain.
- To verify the accuracy of purchases and sales of subsidised fuel by the service stations, marinas and peddlers on a monthly basis
- To ensure customers' compliance with the Wholesale Marketing Licence and the Retail Marketing Licence.
- To create and maintain a database of all applicants seeking approval to purchase diesel at the subsidised price from MEEI.
- To review applications submitted for approval to purchase diesel at the subsidised price.
- To create and maintain a statistical database which identifies the hourly fuel consumption rate of engines in the various vessels and machinery.

Supply and Transmission Group

- Forecast & Monitor Gas Supply and Demand
- Gas revenue estimates forecast/history
- Production monitoring and Gas statistics
- Proper Management of Data and Information Resources
- Field Development Plans
- Pipeline application and licensing process

Downstream Gas Utilisation Group

- To maximize revenue from the marketing of petrochemicals.
- To promote the development of downstream gas-based industries/plants.
- Diversify the Energy Sector.
- Proper Management of Data and Information Resources.
- Maintain stakeholder relationships.

LNG Group

- Monitoring the LNG Value Chain.
- Monitoring Atlantic LNG's Operations.
- Conducting critical analysis of Contractual Arrangements along the LNG Value Chain.
- Analysing and Assessing the Global LNG Outlook.
- Representing Trinidad and Tobago in the Gas Exporting Countries Forum.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

MINERALS

The Minerals Sector of Trinidad and Tobago is governed by the Minerals Act Chapter 61:03 (the Act) and the Minerals (General) Regulations made thereunder (the Regulations). In accordance with this legislation, the Minister of Energy and Energy Industries, under whose portfolio the mining sector falls, is responsible for the general administration of the Act and Regulations, and the Director of Minerals is responsible for the implementation of the Act.

Minerals Advisory Committee

The Minerals Advisory Committee ('MAC') is an independent statutory committee established under Section 15 of the Act, and includes representatives of various Ministries/Departments and the Tobago House of Assembly. The Permanent Secretary serves as Chairman, and the Director of Minerals serves as Deputy Chairman, of the MAC. The duties of the MAC, as listed under Section 16 of the Act include to:

- a) Advise the Minister on matters of general policy with respect to exploration, mining, processing, import and export of minerals and other minerals related matters;
- b) Receive and consider applications for licences and to make recommendations thereof to the Minister;
- c) Advise the Minister on the establishment of mining zones and the establishment of mining blocks therein;
- d) Advise the Minister on the quantum of performance and rehabilitation bonds;
- e) Advise the Minister on matters of the environment as they relate to mines;
- f) Review the provisions of the Act and the Regulations from time to time and make recommendations to the Minister as may be considered necessary; and
- g) Advise the Minister on all such matters that may be referred to it.

The Minerals Division currently comprises of three (3) Sections –

(i) Exploration and Development Section

The functions of this Section are mainly to conduct Geological surveys in order to locate mineral deposits and to determine their economic potential use.

(ii) Operations Section

The function of the Section is mainly to regulate the Minerals industry. The aim is to ensure/enforce compliance with the Act, the Regulations and licences, and also includes addressing complaints/illegal mining and related activities.

(iii) Director of Minerals Secretariat

The functions of the Director of Minerals Secretariat Unit include:

- a. Administratitve, planning, budgeting, performance measurement, performance management, and reporting functions;
- b. Minerals audit functions; and
- c. MAC Secretariat functions.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

RESOURCE MANAGEMENT DIVISION

Areas of Responsibility:

1. Acreage Management

- To characterise and optimise Reservoir usage.
- To reserve and determine oil and gas audits.
- To conduct studies on Enhanced Oil Recovery.
- To help determine the existence of any Cross-Border reserves.

2. Exploration and Development Planning

- To evaluate technical and commercial potential of open acreage.
- To conduct and manage Licensing Rounds.
- To generate external acreage enhancement projects.
- Input in Law of the Sea negotiations and related matters.

3. Research and Development

- To improve policies with respect to areas for research & development.
- To conduct research on emerging technology in resource management.

PETROLEUM OPERATIONS MANAGEMENT DIVISION

Areas of Responsibility:

- To evaluate newly built, modified and repaired facilities for approval purposes.
- To research and develop Health, Safety and Environment (HSE) guidelines, codes and standards.
- To ensure compliance with environmental laws, regulations and international conventions and prevent the State incurring environmental liabilities.
- To approve the use of oilfield and industrial chemicals and manage quality control.
- To approve decommissioning/ abandonment of facilities.
- To inspect and audit petroleum operations.
- To investigate accidents / incidents.
- To manage the National Oil Spill Contingency Plan (NOSCP).
- To approve measurement systems and methods of measurement.
- To monitor loading of crude oil onto tankers for export.
- To ensure the calibration of gas meters, Lease Automatic Custody Transfer (LACT) units and crude oil storage tanks.
- To audit service station fuel specifications.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

ENERGY INFORMATION MANAGEMENT AND TECHNOLOGY DIVISION

The Energy Information Management and Technology Division is responsible for the provision of secure information management systems and communication technologies that facilitate the collection, collation, storage and retrieval of all energy related information in all media formats. The Division includes the Energy Data Operations and the Information Technology functional teams, as well as Library services.

With respect to data, this division seeks:

- To manage technical data and seismic records of the MEEI.
- To improve the quality of MEEI data reporting.
- To maintain an energy data repository.
- To enable secure accessibility of industry data to the MEEI's authorized internal and external stakeholders.

With respect to Geographic Information Systems, the division seeks:

- To manage spatial datasets such as well coordinates, seismic data, mineral and geological data and concession blocks.
- To verify geospatial data.
- To analyse and query spatial data.
- To prepare maps and other publications.
- To scan, print, digitize and store maps.

Energy Data Operations

This group is responsible for establishing and enforcing Data Standards that govern how our systems receive consistent data, and for defining the business rules which guide the processing, transformation and output creation of energy related data. This Unit group comprises the following three (3) teams:

- Draughting Office Team - Responsible for the MEEI's Geographical Information Systems (GIS) as well as the production of all energy related Maps and Spatial Graphics.
- Data Processing Team- Responsible for receiving all incoming data from licensees and operators. It also supports the generation of monthly, quarterly and annual statistics for internal use, and for approval by the Permanent Secretary for external use.
- Data Management Team - Responsible for the storage, retrieval, curation and dissemination of MEEI's records archive, collection, which contains submissions by licensees and contractors, including but not limited to Seismic Data, Well Data, Technical Reports and Production Data.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

Information Technology

This group has the overall responsibility of providing and managing information and communication systems and technologies employed by MEEI. The security, functionality and progressive operation of these systems must be strategically aligned with the objectives of the MEEI. The group is comprised of the following three (3) teams:

- Network and Infrastructure
- Solution Development and Implementation
- Service Delivery and Support

Library Services

This group is responsible for organizing and maintaining an information service comprising resource material that is primarily relevant to the work of the MEEI. The library operates from two (2) physical locations as follows:

- The Head office in Port of Spain, where the collection covers a range of information items on the technical, social and economic aspects of the local, regional and international energy and minerals industry; and
- The South Office, where a smaller, more specialized, technical collection of energy-related information is available.

The library is also available for use by the general public, which includes other government agencies, energy companies, local and international researchers and students.

Library/Reading Room Facilities:

Information can be accessed from our libraries in both the MEEI North and South Offices located at Level 24, International Waterfront Centre, #1 Wrightson Road, Port-of-Spain and Maska Building, South Trunk Road, La Romaine respectively. Both libraries are open to the public from **Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m.** In order to better serve your information needs, it is highly recommended that requests be made in advance, either by **telephone at 225-4334 ext. 2439** or by email to **librarypos@energy.gov.tt**.

The policy of MEEI for provision of copies of documents held in the public domain is that the documents are for reference use in the library and are not available for loan to the general public.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

ACCOUNTING UNIT

The general roles and functions of MEEI's Accounting Unit are basically the same as for other Government Ministries or Departments. The Accounting Unit is Responsible for:

1. Processing the MEEI's payroll.
2. Processing the payment of expenses relating to the MEEI after ensuring the proper authorization in accordance with the Exchequer and Audit Ordinance.
3. Collects, records and accounts for all revenue received from Royalty, lease payments, Petroleum Impost, levy, license fees, administrative fees and charges and other miscellaneous payments.
4. Payment of taxes to Board of Inland Revenue on behalf of companies in respect of Production Sharing Contracts.
5. To provide support to the Accounting Officer with the effective discharge of accounting functions and responsibilities by providing information and relevant accounting statements.

There are functions however, that are unique to the MEEI that the Unit performs. These are:

- To collect and account for all MEEI's revenues;
- To ensure proper compliance with the Exchequer and Audit Ordinance before processing payment of any MEEI expenses;
- To record all revenues received and payments made e.g. lease payments, administrative charges, payment of licence fees etc.; and
- To record revenues collected from royalty, petroleum impost and subsidy.

ADMINISTRATION UNIT

Areas of Responsibility:

This Unit provides a range of administrative and internal services (office management, file/document registry, facilities services and support and customer service, that support the business goals of the Ministry and contributes to its efficiency. In addition to the making of official travel arrangements for officers.

Procurement Unit

The Procurement Unit is a subset of the Administration unit that is responsible for the prequalification of suppliers and the procuring of all goods and services for the Ministry. Additionally, the disposal of unserviceable items.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

COMMUNICATIONS UNIT

This Unit is responsible for broadcasting pertinent MEEI activity and information to the general public through various channels such as newspaper, social media, television and radio. MEEI's website activity is also monitored and updated by this Unit.

Areas of responsibility:

- To cover all communications with external and internal stakeholders.
- To transmit consistent general and “tailored” messages.
- To produce key presentations, press releases, conferences and events newsletters, website content, and leadership team presentations.
- To pinpoint marketing opportunities for investors.
- To inform the public of MEEI policies, programmes, services and activities.
- To ensure that all information about MEEI in the public domain is accurate, reliable, complete, timely and comprehensible.
- To receive feedback and address concerns, issues, views and expectations of the public about MEEI's duties, products and services.
- To ensure that MEEI is transparent, proactive, accessible, responsive and answerable to all its stakeholders.

HUMAN RESOURCES UNIT

This Unit is responsible for managing, planning, organizing and advising on all matters relevant to staff in the MEEI.

Areas of responsibility:

- Manages the functions in the MEEI in accordance with the Public Service Commission Regulations, Civil Service Regulations and policies and guidelines as outlined by the Chief Personnel Officer and the Director of Personnel Administration; Manages the recruitment process and the onboarding of staff in the MEEI;
- Manages training and development of staff during the course of employment;
- Manages the Performance Appraisal System;
- Manages the disciplinary process in the MEEI;
- Facilitates labour relations activities as provided for by law;
- Provides a supportive environment through trust and open communication;
- Develops Human Resource policies and procedures; and
- Maintains records for all members of staff, which includes information on promotions, transfers, leave and confidential reports.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

INTERNAL AUDIT UNIT

This Unit provides independent and objective advisory services to the Accounting Officer on improving the financial management of the MEEI. It also ensures the efficient, effective, economical and ethical manner of operation of the MEEI's finances in accordance with the financial legislative laws by which we are governed.

Areas of Responsibility:

The scope of internal audit processes covers the areas of risk, control and governance. These are comprised of the policies, procedures and operations that were designed to:

- Establish and monitor the achievement of MEEI's policy and service objectives;
- Identify, assess and manage the risks in achieving those objectives;
- Ensure the economical, effective and efficient use of resources;
- Ensure compliance with established policies (including behavioural and ethical expectations), procedures, laws and regulations;
- Safeguard the assets of MEEI from all losses, including those arising from fraud, irregularity or corruption; and
- Ensure the integrity and reliability of information, accounts and data, including internal and external reporting and accountability processes.

LEGAL SERVICES UNIT

This Unit advises the MEEI on all legal issues within the energy sector, gives specialized petroleum law advice, and provides general legal advice to the other Divisions and Teams/Units of the MEEI.

Areas of Responsibility:

The Legal Services Unit:

- prepares energy and energy related contracts, licences, memoranda, other agreements and contracts;
- provides advisory opinions to the MEEI on all legal matters relating to the oil, gas, minerals and renewable energy sectors as well as in areas of Human Resource Management and General Administration as required;
- participates as part of MEEI's team in the negotiation of PSCs, licences and other contractual arrangements between the State and international oil and gas companies as well as agreements with other governments; and
- prepares preliminary drafts of relevant petroleum legislation and amendments thereto to the Chief Parliamentary Counsel as required.

The Attorneys from the Legal Services Unit also serve on various Cabinet appointed and other Committees as nominated.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

PSC AUDIT UNIT

Areas of Responsibility:

The main objective of this Unit is to provide assurance to the Minister that contractors/companies are compliant with the PSCs by ensuring that:

- Contractors maintain adequate accounting records in accordance with generally accepted accounting practices in the international petroleum industry;
- Contractors have satisfied their financial obligations, to the Minister, under the Contracts;
- Claimed costs qualify for cost recovery under the terms of the Contract and Accounting Procedures. The claimed amounts are supported by adequate audit evidence and are properly classified;
- All sales of petroleum products by the Contractors are made at ‘arms-length’ prices (in accordance with sales agreements) and that all amounts are brought to account; and
- The Minister’s share of Profits are calculated and accounted for in accordance with the provisions in the PSCs.

MONITORING AND EVALUATION UNIT

Areas of Responsibility:

The main objective of this Unit is the development and implementation of the MEEI’s Monitoring and Evaluation Framework in line with the principles of Results-Based Management as outlined in the National Monitoring and Evaluation Policy of Trinidad and Tobago. The Unit’s responsibilities are as follows:

- to monitor and evaluate programmes and projects related to the National Development Agenda within the MEEI and any agencies under the purview of the MEEI;
- to lead the development and implementation of monitoring and evaluation systems for the MEEI including designing frameworks and procedures, preparing reports on monitoring and evaluation findings that are compatible with the requirements of the National Performance Framework (to the Ministry of Planning and Development) and reviewing the performance of the PSIP and IDF projects of the MEEI;
- to participate in the preparation of strategic plans for the MEEI;
- to establish effective monitoring and evaluation partnerships through:
 - i. the establishment of monitoring and evaluation task forces to fulfil specific short-term monitoring and evaluation objectives and technical working groups;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

- ii. the conducting of joint study tours and joint evaluations and the participation at conferences and meetings etc;
- to instil a culture of monitoring and evaluation within the MEEI through the development and implementation of an advocacy and communication plan; and
- to direct, supervise and monitor the implementation of monitoring and evaluation systems while ensuring that timely decisions on corrective actions are made and implemented.

MEEI: STRUCTURE

The MEEI organisational structure at present is shown in the Organizational Chart attached as Appendix I.

EFFECT OF MEEI FUNCTIONS ON MEMBERS OF THE PUBLIC

The work of the MEEI impacts the Gross Domestic Product of Trinidad and Tobago and ultimately the standard of living of every citizen of the country. The sustainability of the sector and the optimisation of economic returns are therefore of paramount importance to MEEI and the country as a whole.

In its energy strategy for the longer term, MEEI is also pursuing the promotion of renewable energy development in the diversification of energy sources of Trinidad and Tobago.

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of the MEEI:

a. Files, Records, Manuals and Documents

1. Cabinet documents.
2. Policy and procedure documents.
3. News releases, speeches etc. originating in the MEEI.
4. Maps, charts, compact and digital disks, diskettes, tapes, photographs, abstracts and catalogues.
5. Documents relating to the strategic review of MEEI.
6. Legislation and legal instruments.
7. Reports - annual, statistical, audit, consultants, technical, corporate etc.
8. Pamphlets, brochures, posters, newspaper clippings, and bulletins.
9. Minutes and agenda of meetings.
10. Books and journals.
11. Registers, approvals, licenses, contracts, etc.
12. Financial Records (schedule of accounts, cheques, vouchers, receipts, cash books, pay records, invoice orders, journals, vote books, salary records, requests for release of funds, application for credit on the Exchequer Account, monthly

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

expenditure statements, annual statement of budgetary proposals, annual financial statements, projections of expenditure etc.)

13. Files dealing with matters relating to the procurement of supplies, services and equipment, and asset management
14. Audit files
15. Files dealing with contracts for services and consultancy services

b. Publications:

1. Periodicals
2. Newsletters
3. Surveys
4. Reports
5. Published Statements

c. Forms:

1. Freedom of Information Act Request Forms

SECTION 7 (1) (a) (iii)

Material prepared for publication or inspection:

The Library at the Port of Spain office has a catalogue of information available at the MEEI. While the library does not offer photocopying service, the public may inspect the material between the hours of **9.00am to 3.00pm Monday to Friday** at:

The Library, Level 24
MEEI
International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel. 225-4334 Ext. 2439
Fax: 225-5764
E-mail: librarypos@energy.gov.tt

The Library
MEEI South Office
Maska Building
South Trunk Road
La Romaine
Tel. 225-4334 Ext. 3314
Email: nmohammed@energy.gov.tt

SECTION 7 (1) (a) (iv)

Publications available from MEEI:

The following publications are available to Members of the public on the MEEI website at www.energy.gov.tt

- The Consolidated Monthly Bulletin of the MEEI
- The Annual Report of the MEEI
- Annual Schedule of Planned Procurement Activities FY 2024-2025

SECTION 7 (1) (a) (v)

The procedure to be followed when accessing documents from the MEEI

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

How to request information:

(1) General Procedure

Our policy is to respond to all requests for information, however in order to reserve all rights given by the FOIA, (e.g. the right to challenge a decision if a request for information is refused) a request in writing must be submitted by using the Request for Access to Official Documents form. This form is available on MEEI's website.

(2) Details in Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicants. If there is any doubt in relation to how a request must be detailed, MEEI's Designated FOI Officer (as named in section 7 (1) (a) (vi)) can be contacted for assistance.

(3) Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it seeks information that is readily available in the public domain, either from the MEEI or from another public authority, for example brochures and pamphlets etc.

(4) Responding to requests

MEEI is required to furnish copies of documents only when they are in our possession or can be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents would therefore be impossible. Various laws, regulations and manuals give the time periods for preserving records before they can be destroyed.

(5) Furnishing documents

An applicant is entitled to copies of information we have in our possession, custody or power. MEEI is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, MEEI will not attempt to reconstruct it; instead, the applicant will be furnished with the best copy possible and note its quality in our reply. MEEI is not compelled to do the following:

- a) create new documents; or
- b) perform research on behalf of applicants.

(6) Time limits

The FOIA institutes a time limit of thirty (30) days to make the decision whether or not to disclose the documents requested by the applicant. Where there is failure to meet this deadline, the FOIA gives the applicant the right to proceed as if the request had been

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

denied. Every effort will be made to comply with the time limits, but if it appears that processing the requests may take longer than the statutory limit, MEEI will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be wrongly addressed or routed, the applicant may wish to call or write to ascertain the status of the request and confirm that it has been received.

(7) Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, MEEI may charge duplication fees in accordance with its normal replication policy.

SECTION 7 (1) (a) (vi)

Officers in the MEEI responsible for:

- a) the initial receipt of and action upon notices under section 10
- b) requests for access to documents under section 13; and
- c) applications for corrections of personal information under section 36 of the FOIA, are as follows:

The Designated FOI Officer is:

Ms. Indira Ramkissoon-Rambharose
Senior State Counsel
Level 25, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 225-4334 Ext. 2551
Fax: 225-5764
E-mail: iramkissoon@energy.gov.tt

The two Alternate FOI Officers are:

Mrs. Arlene Holder
Senior State Counsel
Level 25, International Waterfront Centre
#1 Wrightson Road
Port of Spain
Tel: 225-4334 Ext. 2506
Fax: 225-5764
E-mail: alawrence@energy.gov.tt

Ms. Nazeema Mohammed
Librarian I
South Office
Maska Building
South Trunk Road, La Romain
Tel: 225-4334 Ext. 3314
E-mail: nmohammed@energy.gov.tt

SECTION 7 (1) (a) (vii)

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

At the present time there are no Advisory Boards, Councils, Committees and other bodies that fall within the meaning of this section of the FOIA.

SECTION 7(1) (a) (viii)

Library/Reading Room Facilities:

Information can be accessed from our Libraries in both the North and South MEEI Offices. General enquiries may be made of our Librarian, who can be reached at **225-4334 ext. 2439**. The library/reading room in MEEI's Head Office is located on Level 24, International Waterfront Centre, #1 Wrightson Road, Port-of-Spain and it is open to the public from Monday to Friday between the hours of 9:00 am and 3:00 pm.

The policy of MEEI for provision of copies of documents held in the public domain is that the provision of such documents is to be subject to a small charge to cover administrative costs.

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

With respect to documents containing interpretations or particulars of written laws and schemes administered by the public authority, the following legislation as amended apply:

1. Petroleum Act Chapter 62:01 and Regulations;
2. Petroleum Production Levy and Subsidy Act Chapter 62:02;
3. Petroleum Taxes Act Chapter 75:04;
4. Income Tax (In Aid of Industry) Act Chapter 85:04;
5. Income Tax Act Chapter 75:01;
6. Unemployment Levy Act Chapter 75:03;
7. Minerals Act Chapter 61:03 and Regulations;
8. Asphalt Industry Regulation Act Chapter 87:50;
9. Mining Compensation Act, Chapter 61:02;
10. Geological Survey Act, Chapter 60:02;
11. Exchequer and Audit Act Chapter 69:01;
12. Fiscal Incentives Act Chapter 85:01;
13. Freedom of Information Act Chapter 22:02;
14. Occupational Safety & Health Act Chapter 88:08;
15. Environmental Management Act Chapter 35:05;
16. Corporation Taxes Act Chapter 75:02;
17. The Oil Pollution of Territorial Waters Act Chapter 37:03
18. The Standards Act, Chapter 82:03;
19. Oil Pollution of the Sea Act Chapter 37:01;
20. Marine Areas (Preservation and Enhancement) Act Chapter 37:02;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

22. State Lands Act, Chap. 57:01;
23. Town and Country Planning Act, Chap. 35:01;
24. Forests Act, Chap. 66:01;
25. Water and Sewerage Act, Chap. 54:40;
26. Constitution of the Republic of Trinidad and Tobago Chapter 1:01;
27. Freedom of Information Act, Chapter 22:02;
28. Civil Service Act, Chapter 23:01;
29. Public Service Commission Regulations, 1966;
30. Industrial Relations Act, Chapter 88:01;
31. Financial Regulations, 1965;
32. Exchequer and Audit Act, Chapter 69:01;
33. Pensions Act, Chapter 23:52;
34. Public Procurement and Disposal of Public Property (Amendment and Validation) Act, Act 13 of 2023;
35. Public Procurement and Disposal of Public Property Regulations 2021;
36. Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations 2024; and
37. Legal Notices.

Some of these documents can be purchased from the Government Printery or accessed online via <https://www.ttparliament.org>.

SECTION 8 (1) (a) (ii)

The manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents that apply under this section are as follows:

- 1) A Guide to obtaining a work permit in Trinidad and Tobago;
- 2) Underground storage tank systems – Guidelines for the installation and use of underground storage tank systems;
- 3) Above ground storage of diesel and kerosene – Guidelines for the aboveground;
- 4) LPG Storage – Guidelines and application procedure for LPG storage;
- 5) Road Tank Wagons – Guidelines for the transportation of petroleum by road wagons (draft);
- 6) Handling and storage of petroleum products – General guidelines for handling and storage of petroleum products – and combustible liquids;
- 7) Code of Practice for Drilling and Production Rigs Operating in Trinidad and Tobago;
- 8) Information requirements for Approval of Fixed Offshore Platforms;
- 9) Information Requirements of MEEI-Data required for drilling Exploratory Wells;
- 10) Instructions for the Preparation of Tax Claims for Useless Footage/Abandoned Interval and Qualifying Sidetrack for Certification by MEEI;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

- 11) MEEI's Final Document – Definitions of Drilling Terminology;
- 12) Lahee Classification of Exploration & Development Wells;
- 13) Draft Guidance on the Sustainability Incentive and Investment Tax Credit;
- 14) MEEI guidelines for abandoning wells;
- 15) Requirements for Geophysical Surveys for Oil & Gas Deposits;
- 16) Guidelines for Evaluation of Exploratory Wells;
- 17) MEEI Templates for Mining Licence Applications: Mine Design Plans, Rehabilitation Plans, Health and Safety Plans;
- 18) MEEI Requirements for Pipeline Hydrotest Discharge Permit;
- 19) Decommissioning and Abandonment Guidelines for Energy Sector Assets;
- 20) Procedure for the Approval for the use of Oilfield and Industrial Chemicals and the Chemical Approval Request Form;
- 21) Guidelines to Operators for the Approval of a Waterflood and Water Alternating Gas (Wag) Projects;
- 22) Guidelines to Operators for the Approval of a CO₂ Injection Project;
- 23) Guide to MEEI approval for Development Plans;
- 24) Workover Definitions;
- 25) Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments;
- 26) Functions Delegated by the Public Service Commission;
- 27) Functions Devolved by the Chief Personnel Officer;
- 28) Guidelines for Contract Employment in Government Ministries, Departments, and Statutory;
- 29) Authorities, subject to Statutory Authorities Act, Chapter 24:01, issued by the Personnel Department;
- 30) Annual Budget Documents of the Republic of Trinidad and Tobago;
- 31) Comprehensive Handbook on Procurement Retention & Disposal;
- 32) Basic Procurement Handbook;
- 33) Preparation of Handbook & Special Guidelines for Approval;
- 34) General Guidelines for Simplified Procurement;
- 35) Cloud Computing Policy;
- 36) National ICT Plan 2018-2022 ICT Blueprint; and
- 38) Business Continuity Management Policy for the Public Service.

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes, the following will apply:

- Role of the Certified Verification Agent: Onshore and Offshore Pipelines and Facilities

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established with MEEI:

- Accident/Incident Reports.
- Oil Spill Contingency Plans.

SECTION 9 (1) (b)

A report or a statement containing the advice or recommendations:

- Of the body or entity established outside MEEI by or under a written law; or
- By a Minister of Government of either public authority for the purpose of submitting a report or reports, providing advice or making recommendations to MEEI or to the responsible Minister of MEEI.

There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (c)

A report or a statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of MEEI:

- Accident /Incident reports.
- Inspection reports

SECTION 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MEEI to submit a report, provide advice or make recommendations to the responsible Minister of MEEI or to another officer of MEEI who is not a member of the committee:

- National Oil Spill Contingency Plan for Trinidad and Tobago.

SECTION 9 (1) (e)

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND
ENERGY INDUSTRIES—CONTINUED

A report (including any report concerning the results of studies, surveys or tests) prepared for the MEEI by a scientific or technical expert, whether employed within MEEI or not, including a report expressing the opinion of such an expert on scientific or technical matters:

- Reports from CARIRI's Petroleum Testing Laboratory on samples submitted by MEEI for analyses. A list of laboratory analyses that have been conducted can be obtained from MEEI.
- Natural Gas Reserves Estimate Audit & Updates.

SECTION 9 (1) (f)

A report prepared for the MEEI by a consultant who was paid for preparing the report:

- MEEI Strategy and Action Plan 2003-2010 prepared by Accenture.
- MEEI Proposed Organization Structure 2013 prepared by Inflection Consulting.

SECTION 9 (1) (g)

A report prepared within the MEEI and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project:

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (h)

A report on the performance or efficiency of the MEEI, or of an office, division or branch of the MEEI, whether the report is of a general nature or concerns a particular policy, programme or project administered by the MEEI:

- There are no reports or statements to be published under this section at this time.

SECTION 9 (1) (i)

A report containing:

- final plans or proposals for the re-organization of the functions of the MEEI;
- the establishment of a new policy, programme or project to be administered by the MEEI; or
- the alteration of an existing policy programme or project administered by the MEEI, whether or not the plans or proposals are subject to approval by an officer of the MEEI, another public authority, the responsible Minister of the MEEI or Cabinet.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED

1. MEEI Strategy and Action Plan 2003-2010 prepared by Accenture.
2. MEEI Strategic Planning 2007-2010 prepared by Evolve Partners LLP.
3. Trinidad and Tobago Energy Sector Local Content and Participation Policy Framework.

SECTION 9 (1) (j)

A statement prepared within MEEI and containing policy directions for the drafting of legislation:

- The Minerals Policy White Paper for Trinidad and Tobago.

SECTION 9 (1) (k)

A report of a test carried out within the MEEI on the product for the purpose of purchasing equipment:

- There are no reports to be published under this section at this time.

SECTION 9 (1) (l)

An environmental impact statement prepared within the MEEI:

- There are no environmental impact statements to be published under this section at this time.

SECTION 9 (1) (m)

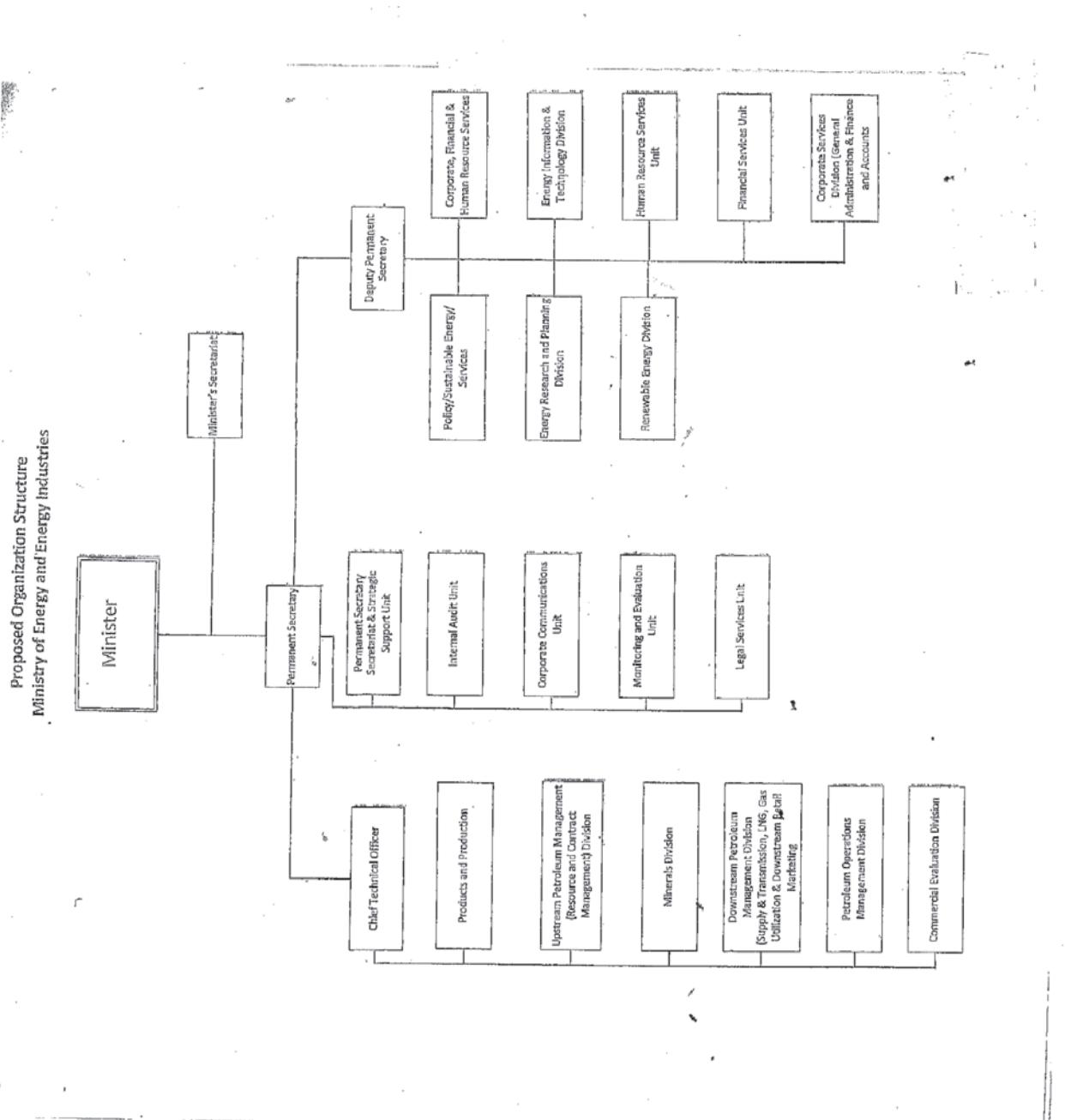
A valuation report prepared for MEEI by a valuator, whether or not the valuator is an officer of the MEEI.

- There are no reports to be published under this section at this time.

THE MINISTRY OF ENERGY & ENERGY INDUSTRIES 2025 STATEMENT

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF ENERGY AND ENERGY INDUSTRIES—CONTINUED





PUBLIC STATEMENT OF QUEEN'S HALL

UPDATED PUBLIC STATEMENT OF QUEEN'S HALL 2025

IN COMPLIANCE WITH SECTIONS 7, 8, and 9 OF
THE FREEDOM OF INFORMATION ACT, Chap. 22:02

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the Queen's Hall is required by law to publish and annually update the statements which list the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access official documents (with exemptions) held by the Queen's Hall.
- A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect, or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Functions and Structure of the Queen's Hall

The Queen's Hall Act, Chap 40:50 provides for "the establishment of a Concert Hall in the Ward of St. Ann's and for the management and control thereof." Chap 40:50 also establishes Queen's Hall as a body corporate and places responsibility for its management, control and maintenance with the Queen's Hall Board.

CORPORATE STRUCTURE

Queen's Hall is a semi-autonomous agency which reports to the Ministry of Culture and Community Development. Queen's Hall was built in 1959 through the efforts of the music community led by Mrs. May Johnstone, a music teacher and is partially funded by the Government of Trinidad and Tobago. It is designed as a multi-purpose facility to accommodate theatrical presentations and various community activities.

The Hall is managed by the Queen's Hall Board led by the Chairman and supported by a General Manager. The Board carries out its mandate through the establishment of policy direction. Implementation of Board Policy and direction is the responsibility of the Executive.

The composition of the Board under the former Ministry of Tourism, Culture and The Arts was appointed with effect from May 9th 2024 to April 2025 is as follows:

Dr. Helmer Hilwig	-	Chairman
Ms. Candice Hicks	-	Deputy Chairman
Ms. Charlene Griffith	-	Member
Mr. Victor Prescod	-	Member
Ms. Karla Gonzales	-	Member
Mr. John Thomas	-	Member
Ms. Lissa-Anne Edwards	-	Member
Ms. Michele Isaac-Constantine-	-	Member
Ms. Sunita Cindy Lemet	-	Member

By Trinidad and Tobago Gazette (Extraordinary) Vol. 64 No. 81 dated 23rd day of May 2025, the Community Development Division of the Ministry of Sport and Community Development, was merged with the Culture and Arts Division of the then Ministry of Tourism, Culture and the Arts, into a new single entity, that is, the Ministry of Culture and Community Development ("MCCD")

A new Board under the MCCD was appointed with effect from September 17th 2025 as follows:

Ms. Janice Learmond-Criqui	-	Chairman
Ms. Nydika Sylvester	-	Deputy Chairman
Mr. Nigel Gokool	-	Member
Ms. Avis Bruce	-	Member
Mr. Keenan Munro	-	Member
Ms. Isha Khan	-	Member
Ms. Alicia Alexander	-	Member
Mr. Nigel C. Watson	-	Member

The Executive is comprised of the General Manager, the Operations Manager and the Heads of Department – Lead Security, Legal Officer, Supervisor Public Procurement, Senior Human Resource Analyst, Accounts Co-ordinator, Maintenance Co-ordinator, Front of House Co-ordinator and Technical Co-ordinator.

VISION

"Our Vision is to create an organization which would facilitate a deep and lasting appreciation of all forms of the Arts among all sectors of society and promote the nurturing and development of excellence in the Performing Arts."

MISSION

"Our Mission is to provide a state-of-the-art facility in which all forms of the Arts will find a home. The Hall will be staffed with professionally trained personnel and will be available to clients at reasonable cost"

The Board has set up the following Committees through which it functions:

- Communication and Marketing
- Audit
- Human Resource, Industrial Relations, Legal and Governance
- Finance
- Project and Events

SERVICES/PRODUCTS PROVIDED

Queen's Hall operates as a performing art facility which members of the community utilise to exhibit various artistic productions. Queen's Hall strives to maintain a high quality of service to its clients and makes every effort to provide the following facilities and equipment for rental to its clients:

- Auditorium and Lobby area with seating for seven hundred and fifty (750) persons
- Garden Theatre with seating capacity for one thousand and eight hundred (1,800) persons
- Conference Room with seating capacity for sixty (60) persons
- Theatre equipment for Stage, Lighting and Audio and Visual
- Parking facilities for one hundred and ninety-seven (197) vehicles
- Live Streaming

REPORTING FUNCTIONS

Monthly financial reports are submitted to the Queen's Hall Board, the MCCD and to the Ministry of Finance. Quarterly Development Programme reports are sent to the MCCD.

OVERALL STRATEGIC OBJECTIVE

To position Queen's Hall as the premier national performing arts venue in Trinidad and Tobago, contributing to the development of creative and cultural industries while ensuring operational excellence, financial stability and community engagement.

PROCUREMENT OF RESOURCES

Strategic Objective

- To ensure that all procurement activities at Queen's Hall are conducted in accordance with the principles of accountability, transparency, integrity, and value for money, as mandated by the Office of Procurement and in accordance with the Public Procurement and Disposal of Public Property Act 2015 (as amended).

- This objective seeks to establish and maintain a robust procurement framework that promotes fairness, equity, and competition while ensuring that goods, works, and services are acquired efficiently, economically, and sustainably to support the operational, cultural, and strategic goals of Queen's Hall.

Tendering Procedures

Queen's Hall's procurement procedures are governed by the prevailing public procurement laws, policies, procedures and good practice with a view to ensuring transparency, accountability and value for money.

MARKETING

Strategic Objectives

- To promote Queen's Hall as the Concert Hall of choice for the performing arts
- To provide communications to the wider community on the role of Queen's Hall in the enrichment of the lives of the nation and the performing arts community of Trinidad and Tobago

HUMAN RESOURCE

Strategic Objective

- To attract, develop, and retain a highly skilled, motivated, and performance-driven workforce that upholds the values of professionalism, excellence, and service, in alignment with Queen's Hall's mandate as the national performing arts institution.

This objective emphasizes building a culture of accountability, continuous learning, and employee engagement to ensure that Queen's Hall maintains operational efficiency, supports artistic innovation, and delivers exceptional experiences to all stakeholders.

FUNCTIONS OF THE UNITS OF THE QUEEN'S HALL CORE UNITS

The Structure comprises:

- Office of the General Manager
- Office of the Operations Manager
- Administrative Support Units
- Technical Units

THE GENERAL MANAGER has overall responsibility for managing Queen's Hall in accordance with the policies approved by the Board. The General Manager implements the decisions of the Board, supervises the administrative and technical operation of the facility organizing and directing the work of supervisory staff. The General Manager also manages the approved budget and monitors the accounting procedures.

THE OPERATIONS MANAGER is responsible for ensuring that the quality of the Queen's Hall services meet or exceed customer expectations. The Operations Manager provides oversight on all contracted services, maintenance and development projects. The Operations Manager has direct supervision over the Front of House, Maintenance and Technical Departments. The Operations Manager also directly assists the General Manager in preparing, tracking and monitoring annual budgets for recurrent and developmental draft estimates. This is a senior management position and the incumbent will act as General Manager in his/her absence.

THE ADMINISTRATIVE SUPPORT UNITS consist of Bookings, Legal, Procurement, Human Resource, Accounts, Information Technology, General Administrative Services, Health and Safety which provide support to the office of the General Manager and Operations Manager in planning, organising, directing and coordinating the technical and administrative support functions of the organisation.

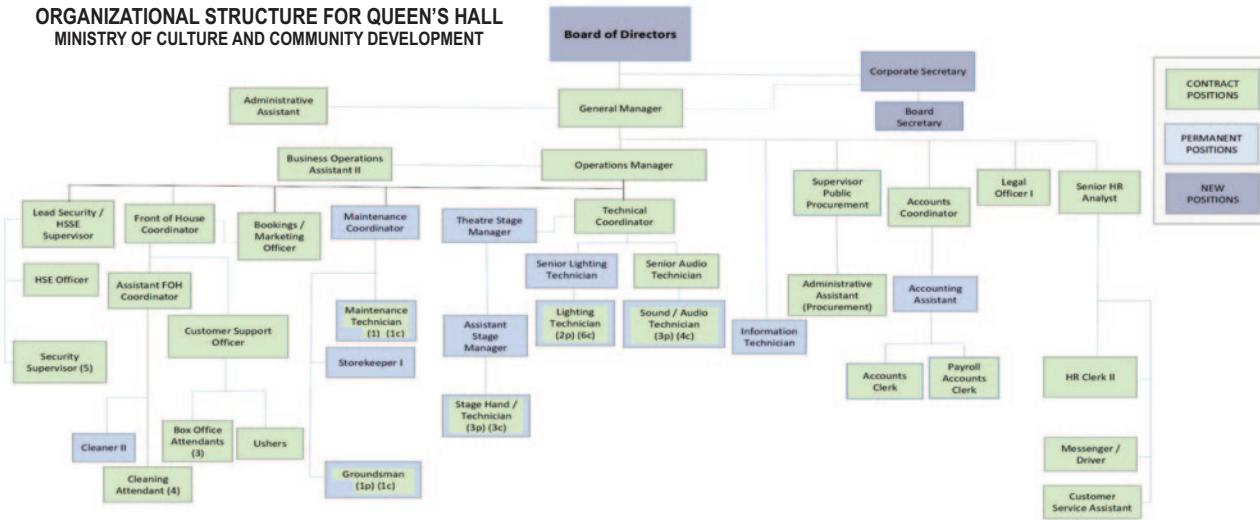
THE MARKETING & BOOKINGS UNIT is responsible for the Queen's Hall corporate image, education and awareness, branding, advertising and public relations. This includes the provision of information to key internal and external stakeholders on a timely basis.

THE LEGAL UNIT is responsible for keeping Queen's Hall's operations compliant with all relevant laws and regulations. In the capacity of internal legal counsel the Unit safeguards the interests of the organisation and, where necessary, manages legal proceedings. The Legal Unit also oversees the contract management portfolio of Queen's Hall and provides legal advice/opinions with a view to mitigating exposure to risks.

THE PROCUREMENT UNIT is responsible for the acquisition of goods, services and works for Queen's Hall while ensuring that its procurement activities/processes are executed in a manner that is consistent with all relevant procurement policies and laws in particular the Public Procurement and Disposal of Public Property Act No. 1 of 2015 (as amended) and its concomitant Regulations.

1771—Continued

UPDATED PUBLIC STATEMENT OF QUEEN'S HALL 2025—CONTINUED

ORGANIZATIONAL STRUCTURE FOR QUEEN'S HALL
MINISTRY OF CULTURE AND COMMUNITY DEVELOPMENT

THE HUMAN RESOURCE UNIT is responsible for managing all Human Resources and industrial relations functions relative to manpower planning; staff compensation; training and development and employee relations.

THE ACCOUNTING UNIT is responsible for the financial management of Queen's Hall. It ensures that accurate financial information is reported to the Board and Queen's Hall stakeholders in a timely manner.

THE GENERAL ADMINISTRATIVE SERVICES UNIT provides front of house services, which includes Ushers, Box Office and Cleaning services.

THE INFORMATION TECHNOLOGY UNIT provides technical and network support services to Queen's Hall. The IT Unit is also responsible for keeping abreast of the use of data and new technologies by remaining at the forefront of digital technology, understanding our audiences to provide live video streaming services for interaction with real and virtual spaces to connect the performers with their audience.

THE HEALTH AND SAFETY AND SECURITY SERVICES UNIT is responsible for all health and safety systems, equipment, procedures, compliance with the Occupational Safety and Health Act, Chap 88:08 and Health and Safety Standards. The Unit is responsible for conducting annual risk assessments, internal audits, emergency response drills and safety training for staff. This Unit also oversees all security services provided in-house and by external contractors.

THE TECHNICAL UNITS are responsible for the coordination and operation of the technical facilities in particular the sound, lighting and rigging of the theatre in keeping with the technical requirement of the clients.

THE AUDIO UNIT is responsible for all sound production shows held at Queen's Hall, including the configuration of microphones, speakers and control equipment, as well as the production of any necessary tracks.

THE LIGHTING UNIT is trained to work safely with electricity and to work closely with Queen's Hall Clients in interpreting the ideas of the Director, the Designer and other departments such as Make-up and Costume.

THE STAGE UNIT provides all technical assistance from rehearsals right through to performances. The stage crew liaises with the lighting, sound, wardrobe and make-up departments and works closely with the director and producer to ensure the smooth running of the productions.

THE MAINTENANCE UNIT is responsible for conducting routine inspections of Queen's Hall's premises and equipment. They perform preventative maintenance and handle basic repairs and maintenance, oversee contractors when professional repairs are required and diagnose mechanical issues with a view to correcting them.

THE STORES UNIT monitors and maintains current inventory levels, initiate requisitions to the Named Procurement Officer to ensure that goods are purchased in a timely manner. The Unit also records purchases, maintains dataset, performs physical count of inventory and reconciles actual stock count to Computer Maintenance Management System (CMMS).

The major stakeholders of the Queen's Hall include:

- Patrons of Arts Foundation
- All Performing Arts Groups
- Cultural Organisations
- Local and International Artistes
- Government Ministries
- Non-Profit Organisations
- Faith-Based Organisations
- Corporate Organisations
- Producers
- Collective Management Organisations
- Members of the Public
- Local, Regional and International Visitors
- Trinidad and Tobago Police Service
- Trinidad and Tobago Fire Services
- Contractors
- Members of the Media
- Schools

- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
- Files dealing with Functions, Conferences and Events hosted at Queen's Hall;
- Inventories and Listings; and
- Minutes of Meetings of the Queen's Hall Board.

SECTION 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of event flyers, playbills and programmes on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office:

Queen's Hall, 1-3 St. Ann's Road, St. Ann's

SECTION 7 (1) (a) (iv)

Literature Available by Subscription

We currently have no material available for subscription

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Queen's Hall

How to Request Information

• General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to exercise the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents) which is available from the Designated Officer of the Queen's Hall or at the website (www.foia.gov.tt) for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Queen's Hall. See Section (7) (1) (a) (vi).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with the Designated Officer of the Queen's Hall.

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public being already available within the public domain.

Responding to your Request

Retrieving Documents

The Queen's Hall is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

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UPDATED PUBLIC STATEMENT OF QUEEN'S HALL 2025—CONTINUED

Note

Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations, and manuals give the time periods for keeping records before they may be destroyed e.g. the Exchequer and Audit Act Chapter 69:01.

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

Time Limits

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by Queen's Hall to comply with the time-frame set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, the Queen's Hall will advise the applicant by letter and ask for an additional period of time to provide the information. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies. Applicants whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative resources that are open to him/her.

Fees and refunds

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)**OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES****Officers in the Queen's Hall responsible for:**

- The initial receipt of an action upon notices under Section 10
- Requests for access to documents under Section 13
- Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: General Manager
 Name: Mr. Garfield George
 Address: 1-3 St. Ann's Road, St. Ann's
 Telephone: 298-9089 Ext 2220
 Fax Number: 624-2619
 Email address: ggeorge@queenshalltt.com

The Alternative Officer is:

Job Title: Legal Officer
 Name: Ms. Kadisha Williams
 Address: 1-3 St. Ann's Road, St. Ann's
 Telephone: 298-9089 Ext 2450
 Fax: 624-2619
 Email address: kwilliams@queenshalltt.com

SECTION 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (Where meetings, minutes are open to the public)**

At present there are no bodies within the Queen's Hall that fall within the meaning of this section of the FOIA.

SECTION 7 (1) (a) (viii)**Library/Reading Room Facilities**

Queen's Hall documents that exist in the public domain can be accessed through the Reading Room facility. This facility is open to members of the public on Tuesdays and Thursdays from 9:00a.m. to 3:00p.m. and is located in the Queen's Hall Administrative Building at 1-3 St. Ann's Road, St. Ann's. Additionally, information in the public domain can also be accessed from the Queen's Hall's Home Page at website <http://www.queenshalltt.com>

All members of the public will be required to adhere to the rules and regulations outlined for the use of this reading room facility:

- Observance of any and all applicable Regulations/protocols/guidelines issued by the Ministry of Health and any Queen's Hall's usage protocols/guidelines.
- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the Reading Room facility.

SECTION 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the Queen's Hall to submit a report, provide advice or make recommendations to the responsible Minister of Culture and Community Development or to another officer of the Queen's Hall who is not a member of the committee.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no reports to be published under this subsection at this time.

SECTION 9 (1) (f)

A report prepared for the public authority by a paid consultant.

There are no reports to be published under this subsection at this time.

SECTION 9(1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed government policy, programme or project.

There are no reports to be published under this subsection at this time.

SECTION 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

The Queen's Hall Trinidad and Tobago Administrative Reports for Fiscals 2025

SECTION 9 (1) (i)

A report containing (a) fiscal plans or proposals for the reorganization of the functions of the public authority (b) the establishment of a new policy, programme or project to be administered by the public authority, or (c) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

There are no reports to be published under this subsection at this time.

SECTION 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (k)

A report of a test carried out within the Queen's Hall on a product for the purpose of purchasing equipment.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (l)

An environmental impact statement prepared within the Queen's Hall.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (m)

A valuation report prepared for the Queen's Hall by a valuator, whether or not the valuator is an officer of the Queen's Hall.

Annual Fixed Assets Register (2025)

Annual Administrative Reports (2005)

SECTION 9 (1) (b)

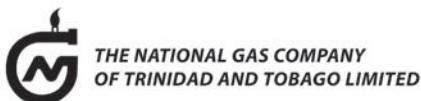
A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Queen's Hall by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Queen's Hall or to the responsible Minister of that public authority.

There are no statements to be published under this subsection at this time.

SECTION 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Queen's Hall.

There are no statements to be published under this subsection at this time.



Freedom of Information Act

The Public's Right to Access Information under the Freedom of Information Act Relating to NGC and its Operations FOIA Public Statement 2025

The Freedom of Information Act, Chap. 22:02 ("the Act") gives members of the public:

1. A legal right to access information held by a public authority (as defined in the Act).
2. A legal right to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the Act.
4. A legal right to refer matters to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Act.

The National Gas Company of Trinidad and Tobago Limited ("NGC") is required by virtue of the Act, to publish certain information for the benefit of the public. This includes information regarding the structure and functions of NGC and a list of the categories of documents held by NGC. It also requires NGC to identify those documents which are eligible/available for public access under the Act and sets out how to obtain the same.

The following information satisfies the legislative requirements of the Act and is an Updated Public Statement pursuant to Section 7(1)(b) of the Act.

The following information has been approved by the Minister of Energy and Energy Industries.

STATEMENTS UNDER SECTION 7 OF THE ACT

(1) SECTION 7(1) (A) (I)

Corporate Particulars and Function

NGC is a wholly owned state enterprise incorporated on 22nd August 1975 as a limited liability company under the Companies Ordinance Chapter 31 No.1 and continued as a company on 17th April 1998 under the Companies Act Chapter 81:01 of the laws of the Republic of Trinidad and Tobago. Its registered office is at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas.

Listed below are NGC's wholly/majority owned subsidiary companies:

- National Energy Corporation of Trinidad and Tobago Limited ("National Energy")
- La Brea Industrial Development Company Limited ("LABIDCO")
- NGC Pipeline Company Limited ("NPCL")
- NGC NGL Company Limited ("NGC NGL")
- Trinidad and Tobago LNG Limited ("TTLNG")
- NGC E&P Investments Limited ("NGC E&P")
- NGC CNG Company Limited ("NGC CNG")
- Trinidad and Tobago NGL Limited ("TTNGL")
- Phoenix Park Gas Processors Limited ("PPGPL")
- NGC Caribbean Investments Limited ("NCIL")
- NGC Petrochemicals Limited ("NPL")
- NGC Trinidad and Tobago LNG Limited ("NGC LNG")
- Downstream Petrochemical Research and Development Company Limited ("DOWNSTREAM")
- NGC E&P Investments (Barbados) Limited ("NGC E & PIN")
- NGC E&P (Barbados) Limited ("NGC E & PB")
- NGC Group Captive Insurance (Barbados) Limited ("CAPTIVE")
- NGC LNG Processors Limited ("NLPL")
- NGC Exploration and Production Limited ("NGC EPL")
- NGC Integrated Investments Limited ("NGC IIL")
- NGC Equity Holdings Limited ("NEHL")

- NGC Investments Holdings Limited ("NIHL")

NGC also holds diverse minority interests in companies which operate either directly, or indirectly, within the energy sector.

For a full listing of all NGC's shareholdings and equity interests, please see NGC's website at www.ngc.co.tt.

The scope of business of NGC and its subsidiary companies is:

- Purchase and sale of natural gas
- Transmission and distribution of natural gas, including pipeline construction and maintenance
- Processing, fractionation and marketing of natural gas liquids ("NGLs")
- Natural gas market development and merchandising, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments
- Port, marine and site infrastructure development and management
- Equity investment management and shareholdings
- Marketing of compressed natural gas ("CNG")
- Liquefied natural gas ("LNG") production
- Energy marketing and trading
- Strategic partnerships, locally, regionally and internationally across the gas value chain.

Decision Making Powers

NGC is governed by a Board of Directors appointed by NGC's sole shareholder/beneficial owner, the Corporation Sole. The current constitution of the Board of Directors is as follows:

- Mr. Gerald I. Ramdeen – Chairman
- Mr. Ramnarine Bedassie (Deputy Chairman)
- Professor David Alexander
- Dr. Rampersad Motilal
- Ms. Rohini Ramai-Peters
- Mr. Nazim Sarjad
- Mr. Steve R. Seetahal
- Mr. Joseph Toney

Six (6) Board Sub-committees assist in formulating and guiding the business and policies of NGC:

- The Audit Committee ("AC")
- The Finance and Investment Committee ("FIC")
- The People, Leadership and Culture Committee ("PLCC")
- The Tenders Committee ("TC")
- The Operations Committee ("OC")
- The Sustainable Development and Strategic Branding Committee ("SDSBC")

During the period 2025, NGC's Leadership Team ("LT") comprised Mr. Edmund Subryan, as President (Ag), five (5) Vice Presidents, one (1) Senior Manager and two (2) Managers as follows:

- President
- Vice President, Legal and Corporate Affairs

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THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT—CONTINUED



**THE NATIONAL GAS COMPANY
 OF TRINIDAD AND TOBAGO LIMITED**

- Vice President, Commercial
- Vice President, Operations
- Vice President, Finance, Technology and Risk
- Vice President, Technical Services
- Senior Manager, Supply Chain Management
- Manager, People, Leadership and Culture
- Manager, Corporate Communications

Details regarding NGC's current Leadership Team are available on NGC's website www.ngc.co.tt.

Company Structure

The five (5) operating Groups within NGC, are:

- **Commercial** which manages upstream gas supply operations; upstream non-operating joint ventures; mid/downstream petrochemical and non-petrochemical gas sales operations; power and Light Industrial and Commercial customer gas sales operations; LNG and petrochemical shareholder management; commercial assurance and analytics; market intelligence; energy efficiency management; energy marketing and trading operations and gas business development (organic and inorganic).
- **Finance, Technology and Risk** whose functions include financial planning and reporting; treasury and risk; financial operations; financial investments; technology and innovation and records management.
- **Legal and Corporate Affairs** which provides corporate and commercial legal services to protect the company against risk and liability and oversees the work of the Corporate Governance and Compliance Division of the company.
- **Operations** whose main functions include natural gas transportation and distribution; gas gathering and pipeline operations; maintenance and asset integrity assurance of its assets; value assurance and molecular efficiency optimisation; field engineering and maintenance projects.
- **Technical Services** provides technical services to support the planning and execution of capital and operational projects and the existing operations. These technical services also support growth initiatives locally, regionally and internationally.

There are also four (4) independent Divisions:

- **Corporate Communications** provides strategic and operational sustainability, brand, communications, corporate social responsibility ("CSR"), and stakeholder relations services to the company.
- **People, Leadership and Culture (nee Human Resources)** provides compensation and benefits; organisational development; performance and training; recruitment and talent management; industrial and employee relations; and office management services.
- **Group Internal Audit** provides independent, objective assurance and consulting services designed to add value and improve the Company's (and the NGC Group's) operations.
- **Office of Strategy Management** functions include business intelligence, planning and alignment, and strategic initiatives, to facilitate development, alignment, and execution of strategy at all levels while applying the requisite quality assurance in monitoring the corporate objectives and strategic risks.
- **Supply Chain Management** provides projects, engineering and operations support; procurement; contract administration; inventory; logistics; warehousing and supply chain management services in accordance with the requirements of the Public Procurement and Disposal of Public Property Act 2015 (as amended).

Effect of Scope of Business on Members of the Public

FOIA Public Statement 2025

The Vision and Mission of NGC and its main operating subsidiaries are as follows:

Vision: To be recognised as a global leader in the development of sustainable energy-related businesses.

Mission: To create exceptional value from the natural gas and related energy businesses through our people and strategic partnerships.

The Core Values of the NGC Group, which guide its business practices and activities are as follows:

- Integrity
- Employee Engagement
- Excellence
- Safety and Environmental Preservation
- Transparency
- Customer Focus
- Corporate Social Responsibility/Corporate Sustainability

NGC creates national value for Trinidad and Tobago through its activities along the natural gas value chain. A value chain is a chain of activities that processes raw material through a number of intermediate stages to a marketable end product. However, in the course of its business, NGC does not normally deal directly with members of the general public in relation to the formulation of policy in, or the administration of, the Public Authority. NGC's activities may however potentially impact individuals through the social value of the value chain (i.e. job creation, skills development and positive impact on communities and NGC's CSR activities).

(1) SECTION 7(1) (a) (ii)

Categories of documents which are likely to be in the possession of NGC:

NGC maintains records that relate to its administrative functions, support services and its technical operations (with respect to its core business activities). These records are generally categorised as follows:

1. **General Administrative and Support Services**
 - a. Records related to property, risk management and office services
2. **Intra-Governmental Correspondence**
 - a. Communication with ministries and other Public Authorities
 - b. Reports to the Central Statistical Office and other governmental institutions
3. **Committee Deliberations**
 - a. Minutes and reports of committees and other internal bodies
4. **Legal Activities**
 - a. Records of decisions, legislation, policies and procedures, contracts (including speciality contracts such as deeds), documents pertaining to litigation and other legal proceedings.
5. **Business Activities**
 - a. Business plans, proposals, reviews, reports
 - b. Records related to development, planning and general management of projects
 - c. Records relating to human resource management operations
 - d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities

1772—Continued

THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT—CONTINUED



**THE NATIONAL GAS COMPANY
 OF TRINIDAD AND TOBAGO LIMITED**

- e. Records of programmes and relations with pipeline communities
- f. Records relating to information resource management facilities, services and technology
- g. Records relating to marketing and business promotions
- h. Performance and audit assessments and analyses
- i. Consultancy, technical, valuation, assessment and various reports which support business decisions
- j. Policies, procedures and manuals, e.g. safety manuals, evacuation procedures etc.
- k. Speeches and presentations to public forums, conferences
- l. Records related to the management of corporate events

6. **Financial and Accounting Operations**

- a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
- b. Reports to Government, audited financial accounts laid in Parliament and other public financial entities
- c. Accounting records
- d. Records related to control and systems optimisation
- e. Annual financial reports

7. **Commercial Activities**

- a. Records related to contract management (*which may be subject to confidentiality clauses*)
- b. Records related to asset and value management
- c. Strategy and planning records

8. **Technical Operations**

- a. Records related to the purchase and sale of natural gas, building and physical infrastructure, including port and marine operations of National Energy and estate management operations of LABIDCO.

9. **Health, Safety, Environment and Security**

- a. Records related to total recordable injuries for contractors and employees and environmental impacts.

(3) SECTION 7(1) (a) (iii)

Documents prepared for publication and inspection

The following publications and other general information are available on NGC's website www.ngc.co.tt.

If in stock and available, the public may also be able to make requests to obtain copies of the said materials between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday at:

The National Gas Company of Trinidad and Tobago Limited
 Corporate Communications Division
 Orinoco Drive
 Point Lisas Industrial Estate
 Point Lisas
 Phone: (868) 636-4662, 4680
 Fax: (868) 679-2384

Namely:

- GASCO News Magazine (Quarterly)
- NGC's Sustainability Report (Annually)
- The Corporate Sustainability Review (Annually)
- Various pamphlets, leaflets, booklets, videotapes and brochures relating to natural gas and the natural gas industry
- Annual Reports
- Beyond the Pipeline (Semi-Annually)
- Speeches and presentations to public forums, conferences etc.

(4) SECTION 7(1) (a) (iv)

FOIA Public Statement 2025

Documents available by way of subscription

NGC does not currently publish any documents that are available by way of subscription.

(5) SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the Act

How to request information

1. Requests for public documents and public services under the Act will be entertained between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday (except on public holidays).
2. All requests for access to documents that are not readily available in the public domain are to be made, in writing, on the *Request for Access to Official Document(s) Form* (pursuant to Section 13 of the Act) that is available from the FOIA Designated Officer ("Designated Officer") or FOIA Alternate Designated Officer ("Alternate Designated Officer") or from the FOI Unit, Ministry of Communications at their website: www.foia.gov.tt.
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer or Alternate Designated Officer, in writing, in the form of a letter.
4. To ensure prompt handling of requests, please address all requests to the Designated Officer or Alternate Designated Officer of NGC. Contact information for the Designated Officer or Alternate Designated Officer is always available on NGC's website. Both the Designated Officer and Alternate Designated Officer can also be contacted at foia@ngc.co.tt.
5. Requests will be acknowledged as official only when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated Officer or Alternate Designated Officer to identify the document(s) being requested.
7. The general policy is to answer all requests for information, both oral and written, in like manner. However, in order to derive the rights given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing (and these will be the only requests viewed as official requests under the Act).
8. If insufficient information is provided regarding the information being requested, clarification will be sought from the applicant.
9. If the applicant is not sure how to write his/her request or what details to include therein, prior communication with the Designated Officer or Alternate Designated Officer, or the FOI Unit, Ministry of Communications, at their website: www.foia.gov.tt is recommended.
10. A request under the Act will not be processed to the extent that it asks for information, which is readily available to the public, either from this public authority or from another public authority, for example, by way of brochures, reports, etc. Where possible, the applicant will be directed to these public sources.

Time Permitted

1. Applicants will be notified within thirty (30) calendar days or before whether or not their request is approved. Requests may also be partially approved.
2. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer or Alternate Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.
3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and will resume on the day the applicant confirms or alters the request.
4. An applicant whose request for documents is refused will be notified, in writing, of the reasons for refusal. The applicant will

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**THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT—CONTINUED**



FOIA Public Statement 2025

be informed of alternative recourses that are open to him/her in light of the refusal.

5. Subject to the above item 3, if NGC fails to meet the thirty (30)-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
6. If it appears that processing the applicant's request may take longer than the thirty (30) day statutory limit, NGC will acknowledge the receipt and advise the applicant of its status and may request a formal extension of time to deliver the requested information (which must be approved by the applicant).
7. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer or Alternate Designated Officer has received the request and to ascertain its status.
8. NGC will count the delivery date of the request as the date it was received by mail or the date it was delivered to the Designated Officer or Alternate Designated Officer via e-mail.

Fees and Charges

1. Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.
2. Details of charges for duplication of documents will be determined based upon individual requests by applicants.
3. Applicants will be required to complete an official company invoice before funds are paid to the cashier.

(6) SECTION 7(1) (a) (vi)

The Designated Officer and/or Alternate Designated Officer in NGC is responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act
2. Requests for access to documents under Section 13 of the Act
3. Application for correction of personal information under Section 36 of the Act

The Designated Officer is:

Alicia Neebar
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868) 636-4662/4680 ext. 1563
Fax: (868) 636-9405
Email: foia@ngc.co.tt or alicia.neebar@ngc.co.tt

The Alternate Designated Officer is:

Shivani Ramroop
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868) 636-4662/4680 ext. 1710
Fax: (868) 636-9405
Email: foia@ngc.co.tt or shivani.ramroop@ngc.co.tt

(7) SECTION 7(1) (a) (vii)

Advisory boards, councils, committees and other bodies
(where meetings/minutes are open to the public)

At this time, there are no bodies that fall within the limits of this Section of the Act.

(8) SECTION 7(1) (a) (viii)

Reading room facilities

Information in the public domain can be accessed through our website at www.ngc.co.tt. General information enquiries can be made to the Manager - Corporate Communications Division at (868) 636-4662/4680. Ext. 2102.

Subject to any safety protocols or access requirements in existence at the time, documents may be viewed between 9:30 a.m. and 3:00 p.m. Monday to Friday (except public holidays) in the designated reading area located at:

Administration Building
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility.

STATEMENTS UNDER SECTION 8 OF THE ACT

The following in-house documents can be made available for inspection upon request:

1. Safety policy and procedures
2. Recruitment policy
3. Visitors' security policy
4. Third party accident/injury policies and procedures
5. Information management policies and procedures

These documents fall under the following categories:

1) SECTION 8(1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law

2) SECTION 8(1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents

3) SECTION 8(1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes

STATEMENTS UNDER SECTION 9 OF THE ACT

At NGC, the following documents may fall into the categories set out in Section 9 of the Act:

1) SECTION 9(1) (a)

A report or statement containing the advice or recommendations, of a body or entity established within NGC.

- i. Policies and procedures relating to:

- a. The issuing and evaluation of tenders and contracts
- b. Personnel administrative matters
- c. Information technology

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THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT—CONTINUED



FOIA Public Statement 2025

- d. Lease acquisition
- e. Governance issues
- ii. Accident/Incident reports
- iii. Pipeline inspection reports
- iv. Environment and safety reports and recommendations

2) SECTION 9(1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside of NGC by or under written law, or by a Minister of Government or other public authority for the purpose of submitting reports, providing advice or making recommendations to NGC or to the responsible Minister.

At this time, we have no such statements/reports.

3) SECTION 9(1) (c)

A report or statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of NGC.

- i. Reports containing advice and /or recommendations from:
 - a. People, Leadership and Culture Committee
 - b. Operations Committee
 - c. Tenders Committee
 - d. Audit Committee
 - e. Finance and Investment Committee
 - f. Sustainable Development and Strategic Branding Committee.

4) SECTION 9(1) (d)

A report, or statement, containing the advice or recommendations of a committee established within NGC, to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of NGC who is not a member of the committee.

- i. Accident/incident reports
- ii. Pollution claims
- iii. Periodic financial data reports

5) SECTION 9(1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for NGC by a scientific or technical expert, whether employed within NGC or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- i. Feasibility studies
- ii. Environmental Impact Assessments
- iii. Pre-lay and post-lay surveys
- iv. Scientific tests relating to natural gas

6) SECTION 9(1) (f)

A report prepared for NGC by a consultant who was paid for preparing the report.

- i. Environmental Impact Assessments
- ii. Consultancy reports
- iii. Means and assets/investigative reports
- iv. Financial reports and audits
- v. Health, Safety and Security reports
- vi.

7) SECTION 9(1) (g)

A report prepared within NGC and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.

- i. Feasibility studies
- ii. Environmental Impact Assessments

8) SECTION 9(1) (h)

A report on the performance or efficiency of NGC, or of an office, division or branch of NGC, whether the report is of a general nature or concerns a particular policy, programme or project administered by NGC.

- I. Financial reports
- II. Audit reports
- III. Project status reports

9) SECTION 9(1) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of NGC, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by NGC, whether or not the plans or proposals are subject to approval of an officer of NGC, another public authority, the responsible Minister, or Cabinet

- i. Budgets
- ii. Business Plans
- iii. Strategic Plans

10) SECTION 9(1) (j)

A statement prepared within NGC and containing policy directions for the drafting of legislation.

At this time, we have no such statements.

11) SECTION 9(1) (k)

A report of a test carried out within NGC on a product for the purpose of purchasing equipment.

At this time, we have no such statements

12) SECTION 9(1) (l)

An environmental impact statement prepared within NGC.

At this time, we have no such statements.

13) SECTION 9(1) (m)

A valuation report prepared for NGC by a valuator, whether or not the valuator is an officer of NGC.

- i. Valuation reports
- ii. Actuarial reports

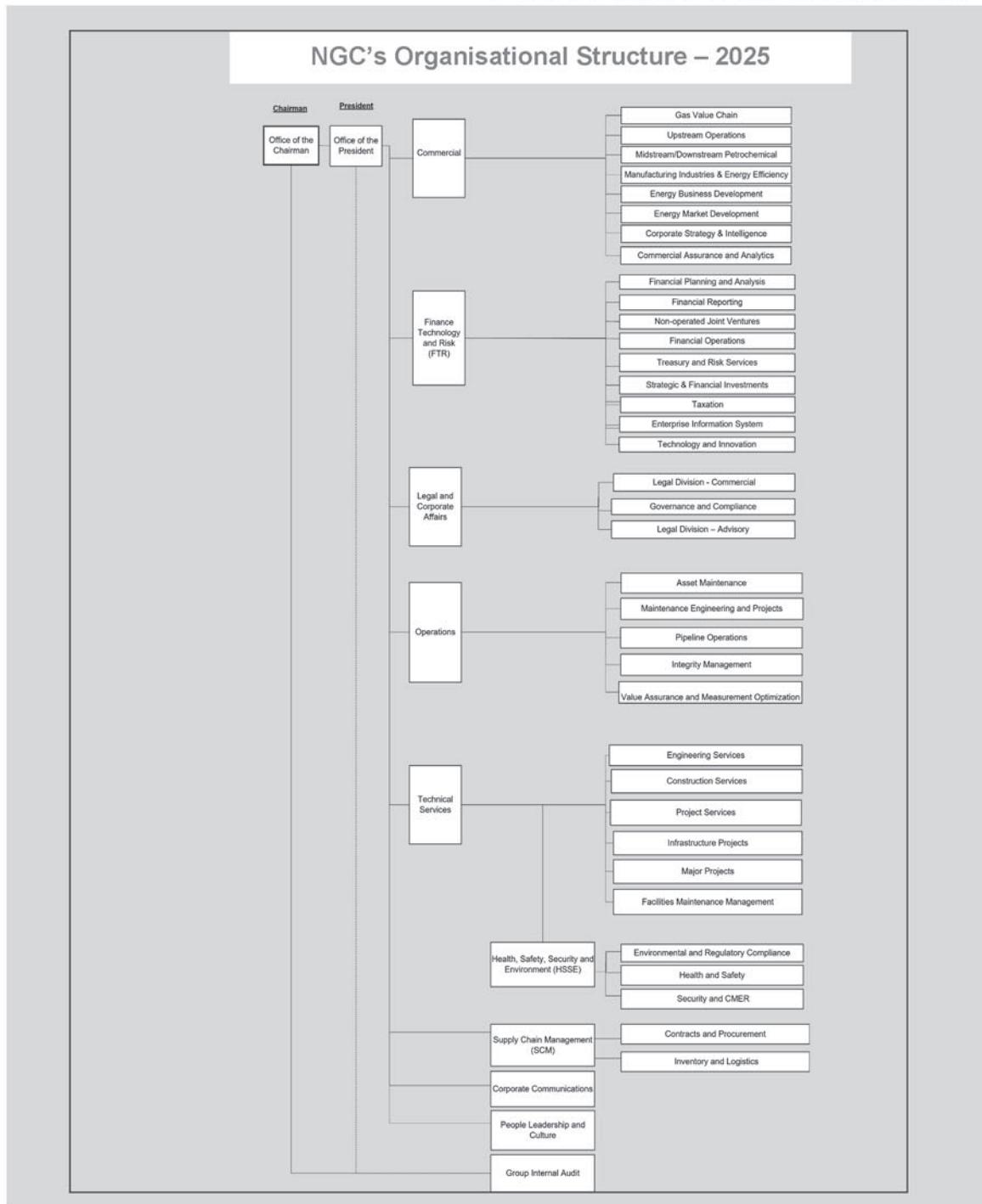
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THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT—CONTINUED



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

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1773

LOSS OF TATIL LIFE INSURANCE LIMITED POLICIES

PURSUANT to section 208 of the Insurance Act, 2018, the following policies were reported lost or destroyed:

<i>Name of Insured</i>	<i>Policy Number</i>
BELINDA L. ALVES ...	U00113668
DARREN M. JOSEPH ...	U00121384
KATHLEEN L. AUSTIN ...	U0067347
MERLE M. WILLIAMS ...	U0068401
RAVI TAKLALSINGH ...	U0072605
SHELDON RAMDASS ...	U00102847

TATIL LIFE INSURANCE LIMITED

11A, Maraval Road
Port-of-Spain.

1774

TRANSFER OF LICENCES
(*Liquor Licences Act, Chap. 84:10*)

CITY OF PORT-OF-SPAIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Deputy Chairman of the Licensing District for the City of Port-of-Spain, by Cecil Jr. Tudor of Lot No. 48, Villas of Les Boix Development, Morne Coco Road, Maraval, that it is his intention to apply to the Licensing Committee at the Port-of-Spain Magistrates' Court on THURSDAY THE 8TH DAY OF JANUARY, 2026 at 9.00 o'clock in the forenoon at a virtual session for a transfer of the Licence to carry on the trade of a Spirit Grocer now held by Bertram Ford and National Flour Mills Credit Union of No. 27-29 Wrightson Road, Port-of-Spain and in respect of premises situate at No. 27-29 Wrightson Road, Port-of-Spain.

Dated this 9th day of December, 2025.

S. RAMSARAN
Deputy Chairman, Licensing Committee
City of Port-of-Spain

1775

BOROUGH OF DIEGO MARTIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Deputy Chairman of the Licensing Committee for the Borough of Diego Martin, by Dion Quong Sing and Irla Grant Marchan of Light Pole No. 175, Western Main Road, Point Cumana, Carenage, that it is their intention to apply to the Licensing Committee at the Port-of-Spain Magistrates' Court on FRIDAY THE 9TH DAY OF JANUARY, 2026 at 9.00 o'clock in the forenoon at a virtual session for a transfer of the Licence to carry on the trade of a Spirit Retailer now held by Irla Grant Marchan of Mc Kenzie Drive, Point Cumana, Carenage and in respect of premises situate at La Horquette Branch Road and Western Main Road, Point Cumana, Carenage.

Dated this 12th day of December, 2025 at the Port-of-Spain Magistrates' Court.

B. NARINE
Deputy Chairman
Licensing Committee
Borough of Diego Martin

1776

BOROUGH OF ARIMA

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Borough of Arima, by Sheldon Bharat of No. 10 Enterprise Street, Longdenville, Chaguanas, that it is his intention to apply to the Licensing Committee at the Arima District Court on WEDNESDAY THE 31ST DAY OF DECEMBER, 2025 at 1:00 o'clock in the afternoon for a transfer to them of the Spirit Retailer's Licence now held by Charles Sookhan in respect of premises situate at No. 343 Green Street, Arima.

Dated this 17th day of December, 2025 at the Arima District Court.

K. TOOLARAM
Secretary, Licensing Committee
Borough of Arima

1777

BOROUGH OF CHAGUANAS

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Borough of Chaguanas, by Wenchun Li of No. 377 Bonne Aventure Road, Gasparillo, that it is his intention to apply to the Licensing Committee, c/o Trinidad North District Court, Chaguanas, on MONDAY THE 19TH DAY OF JANUARY, 2026 at 8.30 a.m. for a transfer of a Spirit Grocer Licence now held by Neil Ramcharan, in respect of premises situate at 51, Heritage Drive, Chin Chin Road, Cunupia, in the said District.

Dated this 22nd day of December, 2025.

S. NANAN
Secretary, Licensing Committee
Borough of Chaguanas

1778

REGION OF COUVA/TABAQUITE/TALPARO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Region of Couva/Tabaquite/Talparo, by Charad Ganessingh of No. 69 Main Road, Caparo, that it is his intention to apply to the Licensing Committee at the Couva Magistrate's Court on THURSDAY THE 8TH DAY OF JANUARY, 2026 at 1.00 o'clock in the afternoon for a transfer to him of the Spirit Retailer's Licence now held by Cheryl Ramdeo in respect of premises situate at No. 69 Main Road, Caparo, in the said Region.

Dated this 16th day of December, 2025.

K. KHAN
Secretary, Licensing Committee
Region of Couva/Tabaquite/Talparo