



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 62

Caroni, Trinidad, Monday 28th August, 2023—Price \$1.00

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1410

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Approval in Respect of New Drugs—(Legal Notice No. 263 of 2023).

1411

APPOINTMENT AS A LAY-ASSESSOR

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting President of the Republic of Trinidad and Tobago in exercise of the power vested in him, under the provisions of section 42(3) and section 42(5) of the Equal Opportunity Act, Chap. 22:03, has appointed Mrs. LENORE HARRIS, as Lay-assessor, for a period of three (3) years, with effect from 22nd August, 2023.

22nd August, 2023.

C. JACKMAN-WALDRON
*Secretary to His Excellency
the Acting President*

1412

REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 78(1) of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has revoked, with effect from the afternoon of 22nd August, 2023, the authority conferred on the Honourable Minister of Finance, Mr. COLM IMBERT, M.P., by Instrument dated 16th August, 2023, to perform the functions of the Prime Minister.

23rd August, 2023.

C. JACKMAN-WALDRON
*Secretary to His Excellency
the Acting President*

1413

OFFICE OF THE PRIME MINISTER

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration Circular Memorandum No. E: 26/06 dated 25th August, 2006, the undermentioned notice is published for general information:

Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Ms. Denise Drakes	Secretary to the Prime Minister	Office of the Prime Minister	21st May, 2024	Compulsory Retirement



Government of the Republic of Trinidad and Tobago
Ministry of Tourism, Culture and the Arts

Freedom of Information Act

Updated Public Statement 2023

In Compliance With Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, CHAP. 22:02

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the Ministry of Tourism, Culture and the Arts ("MTCA") is required by law to publish and annually update the statements which list 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 official documents (with exemptions) held by the MTCA.
2. A legal right for each person 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 FOIA.
4. 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

By Trinidad and Tobago Gazette (Extraordinary) Vol. 59 No. 158 dated the 9th day of September, 2020, the Culture and the Arts Division of the former Ministry of Community Development, Culture and the Arts was merged with the former Ministry of Tourism, into a single entity, the MTCA. Consequently, responsibility for the following Statutory Bodies and other entities was assigned to the MTCA

Business and Departments of Government

Tourism

- Hotel Development
- Tourism and Tourism Products
- Tourism Policy Culture and the Arts
- Carnival
- Creative Arts
- Cultural Products and Centres
- Culture
 - Cultural Organisations
 - National Days and Festivals
 - Steel Bands
 - Tassa
 - National Philharmonic Orchestra

Statutory Boards and Other Bodies:

- Carnival Institute
- NAPA Hotel
- Naparima Bowl
- National Academy for the Performing Arts
- National Carnival Commission
- National Museum and Art Gallery
- National Steel Symphony Orchestra
- National Theatre Arts Company
- Queen's Hall
- Southern Academy for the Performing Arts
- Stollmeyer's Castle

Wholly Owned Enterprises:

- Tourism Trinidad Limited

The **MTCA** is the government agency charged with the responsibility of transforming Trinidad and Tobago into a premier tourist destination as well as the promulgation of its many cultural and artistic forms. This is achieved through, inter alia, policy and strategic interventions, research, monitoring and evaluating trends, product development and partnership with industry stakeholders and building alliances, so as to enhance the contribution to the socio-economic progress of the nation.

As part of its mandate, the MTCA is entrusted with the oversight of the tourism development process in Trinidad and Tobago. MTCA's mission includes the formulation of policy and strategy to guide, regulate, oversee, and foster the sustainable development of the tourism as well as culture and the arts sectors. These objectives are to be accomplished through effective public, private, and community partnerships, towards enhancing the socio-economic development of Trinidad and Tobago. Responsibilities of the MTCA include:

- i. Provision of leadership and strategic direction in tourism development;
- ii. Formulation of a national tourism policy and sub-policies to guide tourism development in Trinidad and Tobago, via the widest consultative process;
- iii. Collaboration with relevant Agencies, Organizations, Ministries, Associations and Community Groups on matters related to tourism development;
- iv. Maintaining a collaborative relationship with Tobago, through a memorandum of understanding (MoU), with regard to tourism initiatives that can contribute to the overall benefit of the tourism industry, and by extension, to the country;
- v. Monitoring and evaluation of the tourism industry's performance;
- vi. Monitoring the implementation of the revised National Tourism Policy and ensuring that strategies and programmes are in sync with the National Development Strategy: Vision 2030 and other relevant national policies;
- vii. Providing oversight of the operations of Tourism Trinidad Limited (TTL) and other relevant tourism entities;
- viii. Facilitating the timely release of funds to TTL and other relevant tourism entities, and monitoring allocations and expenditure;
- ix. Research and planning in relevant areas to inform policy formulation and provide advice;
- x. Building and managing a database of tourism statistics for key segments of the tourism industry;
- xi. Provision of an enabling regulatory environment to support tourism development and growth;
- xii. Facilitating and monitoring the administration of tourism incentives and concessions in accordance with the Tourism Development Act, Chap. 87:22;
- xiii. Building public awareness of tourism among nationals through various media to re-orient attitudes towards customer service excellence; and
- xiv. Identification, development and implementation of the relevant and appropriate legislative and regulatory framework for the industry.

Further, by virtue of the aforementioned ministerial merger, one of the agencies under the MTCA is the Culture Division, which focuses on the development of Trinidad and Tobago's many cultural and artistic forms. The Culture Division collaborates with and gives support to the work of Cultural Organisations, Community Groups, Non-Governmental Organisations ("NGO's"), Artistes and Cultural Workers. The Culture Division also supports policy development and implementation for the Cultural Sector.

The Culture Division also focuses on the development of Trinidad and Tobago's Culture Sector; seeking to appropriately leverage the country's rich and diverse cultural heritage which provides a mechanism for human development. The Division also seeks to promote the creation of cultural products and the development of cultural industries, which contribute significantly to the national Gross Domestic Product (GDP) by, inter alia, partnering with and providing support to the work of NGO's, Community Groups, Artistes and Cultural Workers. Consequently, the Culture Division is divided into the following five (5) Teams, which directly correspond to its major strategic objectives:

- Festival Development - which manages the Culture Division's major productions and events;
- Development of Cultural Industries - which manages the National Registry of Artists and Cultural Workers and the Mentoring by the Masters Programme;
- Development of Competencies in the Visual, Literary, and Performing Arts - which manages the Music Schools in the Community and the Cultural Camps;
- Heritage Preservation - which manages the Cultural Archives and the National Days and Festivals Exhibition Series;
- Grants Secretariat - which processes applications for the Culture and Creative Arts Fund, National Days and Festivals Fund and General Sponsorship Requests.

The MTCA is comprised of the following Units:

Core Units

- Investment Facilitation and Monitoring
- Monitoring and Evaluation
- Project Management and Facilities Unit
- Research and Planning
- Tourism Advisory Unit

Support Units

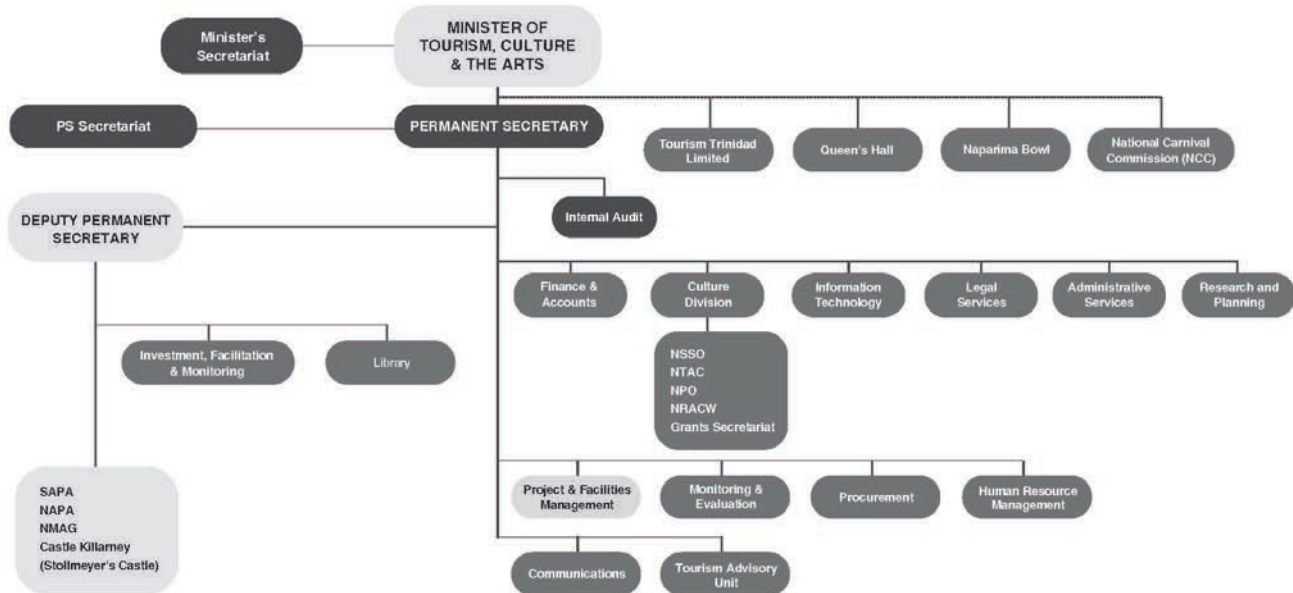
- Corporate Communications
- General Administration
- Finance and Accounts
- Human Resource Management
- Information and Communication Technology
- Internal Audit
- Legal Services
- Library

The staff of the MTCA comprises establishment officers, contract officers, and short term officers and is headed by:

- Minister of Tourism, Culture and the Arts
- **Senator the Honourable Randall Mitchell**
- Permanent Secretary
- **Mrs. Simone Thorne-Mora Quinones**

MINISTRY OF TOURISM, CULTURE AND THE ARTS
 UPDATED PUBLIC STATEMENT 2023—CONTINUED

See Organisational Chart as appended below.



Section 7 (1) (a) (i)
Functions of the Units of the MTCA:

CORE UNITS

The Investment Facilitation and Monitoring Unit is primarily responsible for the facilitation of investment activities within the tourism sector, through the administration of the Tourism Development Act, Chap. 87:22. In addition, this Unit is responsible for monitoring of the investment incentives offered and its related activities and overseeing financing mechanisms which have been established to increase the competitiveness of the industry. These functions are facilitated through the timely processing of applications for incentives and the issuance of: interim approval, additional interim approval, and final approval of tourism projects. This exercise is carried out in collaboration with TTL for projects in Trinidad and the Division of Tourism, Culture, Antiquities and Transportation, Tobago House of Assembly (THA) for projects in Tobago. The Unit also plays a role in Education and Awareness and works alongside the Corporate Communications Unit in this respect. Additionally, the Unit provides technical advice to the Honorable Minister and to the Permanent Secretary and also has a reporting role.

The Project Management and Facilities Unit is a core unit in the MTCA which manages the development and implementation of upgrade works to the sites and attractions under the remit of the MTCA. The Unit also provides oversight for the Facilities Management Function at the eleven (11) sites vested under the MTCA. These sites include: Maracas Beach Facility, Manzanilla Beach Facility, La Vigie Paramin Lookout Facility, Las Cuevas Beach Facility, La Brea Pitch Lake Facility, Vessigny Beach Facility, River Estate Museum and Waterwheel (Diego Martin), Fort George (Port of Spain), Fort Picton (Laventille), Lopinot Historical Complex and Galera Point Lighthouse Facility.

The Research and Planning Unit plays a key role towards achieving the MTCA's mandate of facilitating the development of the tourism and culture industries in Trinidad and Tobago. This Unit is involved in research and data collection to facilitate the planning and policy formulation process and provides technical advice to the Honorable Minister and to the Permanent Secretary. This Unit also has a reporting role for the MTCA to external Ministries, including but not limited to, the Ministry of Finance and the Ministry of Planning and Development, with regard to the state of the industry's performance as well as the achievements of the Ministry and related State Agencies under the MTCA's purview. The Research and Planning Unit also facilitates the development of a number of Public Sector Investment Programme (PSIP) projects, monitoring the programmes' implementation against set goals and outputs and has an overall control function as it relates to the PSIP.

The Tourism Advisory Unit works with stakeholders in Trinidad and Tobago's tourism sector to formulate Policies and Sub-policies that guide and ensure the sustainable development of the sector. This Unit collaborates with stakeholders, State Agencies, and other Ministries to ensure that the needs of the local tourism sector are considered in all areas of policy development. The Unit also develops Technical Briefs, Position Papers and Concept Notes for the tourism sector and provides technical input and advice to other Ministries, Department and Agencies, which require the Ministry's opinion on matters and concerns relating to tourism.

SUPPORT UNITS

The Corporate Communications Unit is charged with the responsibility of public awareness, corporate communications, media relations and related project execution.

The Finance and Accounts Unit is responsible for ensuring that the financial resources of the MTCA are prudently managed in keeping with the MTCA's mandate and in accordance with the Exchequer and Audit Act, Chap. 69:01. The functions of this Unit range from the application for the release of funds from the Ministry of Finance to the provision of an account to Parliament at the end of the financial year for all funds appropriated.

The General Administration Unit provides timely administrative services in the areas of records/inventory management, messenger and mail support, procurement of office machines and supplies, staff safety and comfort, and facilities management.

The Human Resource Management Unit is responsible for ensuring compliance with Public Service Rules, Regulations, and Guidelines, in the management of the functions relevant to Human Resource Planning, Recruitment and Selection and Performance Management. In addition, this Unit is responsible for Training and Development to facilitate opportunities to upgrade and retool staff skill sets and Employee Relations to administer compensation and benefits.

The Information and Communication Technology Unit has the responsibility for the effective design, implementation, maintenance, and strengthening of institutional technologies that improve service quality, and increase efficiency/effectiveness in the operations of core and administrative units.

The Internal Audit Unit has the responsibility to assist management in the effective discharge of its responsibilities, by furnishing objective recommendations and pertinent comments on the soundness of the accounting and operational controls within the MTCA. Additionally, this Unit is tasked with ensuring that there is strict compliance with the Financial Regulations, Instructions, and relevant guidance circulars.

The Legal Services Unit has the primary responsibility to advise the Honourable Minister, the Permanent Secretary and other senior officers of all Divisions and Units under the MTCA on the legal aspects and issues involved in or arising from the discharge of their official duties.

The Library Unit has the responsibility for acquiring and providing information and resources, tools, and services for research and exploration in varying formats.

Section 7 (1) (a) (ii)
Categories of Documentation in the possession of the MTCA:

The official documentation of the MTCA relates to a diverse range of policy matters, administration and other matters that fall under the scope of responsibilities of the MTCA. These documents include:

- Files dealing with administrative support and general administrative documents for the operations of the MTCA;
- Personnel files, which detail all Staff Appointment, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation, etc.;
- Files dealing with Accounting and Financial Management functions of the MTCA;
- Financial Records (cheques, vouchers, vote books, pay records, etc.);
- Files dealing with matters related to the procurement of supplies, services and equipment;
- Cabinet Documents;
- Maps, charts, photographs/compact discs/diskettes/tapes/catalogues/forms;
- News Releases and Speeches;
- Policy, Plans, Guidelines, Position Papers and Procedure Documents;
- Registers of Internal and External Correspondence Files;
- Customer Investment Files;
- Legislation and Legal Instruments;
- Reports including the areas of Statistical, Annual/Quarterly, Audit, Consultants/Technical, Valuation, Accident, etc.;
- Books, Booklets, Leaflets, Pamphlets, Brochures, Newspaper Clippings and Posters, Periodicals and Publications;
- Files dealing with Training – Local and Technical and Foreign Cooperation;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.;
- Files dealing with Official Functions, Conferences and Events hosted and attended by officials of the MTCA;
- Inventories and Listings;

1414—Continued

**MINISTRY OF TOURISM, CULTURE AND THE ARTS
UPDATED PUBLIC STATEMENT 2023—CONTINUED**

- Files dealing with Tourism Production Development;
- Certificates generated for and dealing with Artists, Cultural Workers, and Cultural Organisations attesting to their bona fide as active practitioners in the Creative Sector;
- Files submitted as proof of citizenship, as a legal entity and samples of work for Artists, Cultural Workers, and Cultural Organisations in the Creative Sector; and
- Files dealing with programming related to training and capacity building in the Arts and Cultural Sectors.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection:

The public may inspect and/or obtain copies of the following material on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. at the MTCA's Corporate Office:

- Reports, Guidelines and Publications on tourism related matters;
- Investment Incentives in the Tourism Sector;
- Tourism Wrap Up;
- National Tourism Policy;
- Policy and Guidelines for the Administration of Grants and Sponsorships; and
- Tourism Sector Resilience COVID-19 Protocols for the Trinidad and Tobago Tourism Sector 2021.

Ministry of Tourism, Culture and the Arts

Levels 8-10 Tower C
International Waterfront Complex
1A Wrightson Road
Port of Spain

The Ministry of Tourism Culture and the Arts Home Page is accessible at the website <http://www.mtca.gov.tt>

Information on the Culture Division is also accessible at the following website: <http://www.culture.gov.tt>

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 MTCA:

How to Request Information

General Procedure

The MTCA's 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 MTCA 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 your request to the Designated Officer of the MTCA. 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 MTCA.

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 or available within the public domain.

Responding to your Request

Retrieving Documents

The MTCA is required to furnish copies of official documents only when they are in our possession or we can retrieve them from storage.

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, Chap. 69:01.

Furnishing Documents

An applicant is, subject to the provisions of the FOIA, entitled to copies of information which the MTCA has in its possession, custody or power. The MTCA is 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 the MTCA to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, the MTCA 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, you 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 recourses that are open to him/her.

Fees and refunds

Section 17(1) of the FOIA 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 MTCA are 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: Director, Legal Services Unit
Name: Ms. Candice Hicks
Address: Level 9, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain
Telephone: 624-1403 Ext. 238
Fax Number: 624-6737

The Alternative Officer is:

Job Title: Administrative Officer IV (Ag.)
Name: Mrs. Hemragie Ramdhanie
Address: Level 10, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain
Telephone: 226-8687 Ext. 16412
Fax: 624-6737

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 MTCA that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The Library/Reading Room is open to members of the public on Tuesdays and Thursdays from 9:00 a.m. to 3:00 p.m. and is located on Level 8, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

There is also the Heritage Library which is open to members of the public by appointment, on Monday to Friday from 8:00 a.m. to 4:00 p.m. also located on Level 8, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

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

- 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.
- Observance of any and all applicable COVID-19 Regulations and protocols and/or any and all applicable Regulations/protocols/guidelines issued by the Ministry of Health.

SECTION 8 STATEMENTS

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:

- The Tourism Development Act, Chap. 87:22
- The Caribbean Community (Removal of Restrictions) Act No. 2 of 2005
- Finance Act [as amended]
- Freedom of Information Act, Chap. 22:02
- Judicial Review Act, Chap. 7:08
- The Revised Treaty of Chaguaramas
- Civil Service Act, Chap. 23:01
- Exchequer and Audit Act, Chap. 69:01
- Income Tax Act, Chapter 75:01
- The Corporation Tax Act, Chapter 75:02
- Pensions Act, Chap. 23:52
- Public Service Commission Regulations 1966
- Workmen's Compensation Act, Chap. 88:05
- Occupational Safety and Health Act, Chap. 88:08
- The Customs Act, Chapter 78:01
- The Fiscal Incentives Act, Chapter 85:01
- Copyright Act, Chap. 82:80
- Naparima Bowl Act, Chap. 40:51
- National Carnival Commission of Trinidad and Tobago Act, Chap. 42:01
- Queen's Hall Act, Chap. 40:50

1414—Continued

**MINISTRY OF TOURISM, CULTURE AND THE ARTS
UPDATED PUBLIC STATEMENT 2023—CONTINUED**

- The National Museum and Art Gallery Act, Chap 40:52
- National Carnival Bands Association (Incorporation) Act [Act No. 27 of 2007]
- National Academy for the Performing Arts No. 5 of 2022
- Southern Academy for the Performing Arts No. 6 of 22
- Revised Laws of the Republic of Trinidad and Tobago
- Guidance on FOIA Implementation
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Procurement Policies and Guidelines
- Public Procurement and Disposal of Public Property Act No. 1 of 2015 (as amended) and its Regulations-
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme
- Public Health Regulations, Guidelines and Protocols

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.

- Policies and procedures documents
- Assessment Committee for the National Registry of Artists and Cultural Workers Policy Document
- Field of Endeavour Glossary of Terms for the National Registry of Artists and Cultural Workers
- Handbooks, manuals
- The Artist Registry Handbook (National Registry of Artists and Cultural Workers)
- Application Guidelines for Applicants Community for Revival and Empowerment (CARE) Culture and Creative Arts Fund (CCAF) National Days and Festivals Fund (NDFP)
- Internal directives
- Strategic Plans

Section (8) (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public may 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.

- Tourism Sector Resilience COVID-19 Protocols for the Trinidad and Tobago Tourism Sector 2021.

SECTION 9 STATEMENTS

Section 9 (1) (a)

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

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

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the MTCA 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 MTCA or to the responsible Minister of the MTCA.

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 MTCA.

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

Section 9 (1) (d)

A report or a statement containing the advice or recommendations of a committee established within the MTCA to submit a report, provide advice or make recommendations to the responsible Minister of the MTCA or to another officer of the MTCA 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.

- Customer Satisfaction Survey by Earle Global Alliance Limited – The Hotel Guest Satisfaction Index Reports for the following years: 2003, 2004, 2005, 2006.
- Customer Satisfaction Survey by Mary King and Associates Limited - The Hotel Guest Satisfaction Index Reports for the following year 2007.
- Final Report on Developing a Safe Healthy and Green Tourism Industry in Trinidad and Tobago.
- Culturing Development: The Dynamic Significance of the Arts and Cultural Industries by The Management and Policy Institute, 2013.
- The Sport Tourism Sub-Policy (August 2021).

Section 9 (1) (f)

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

- Tourist Accommodation – Situational Report (Nov. 2005).
- Tourism Accommodation – Final Report (May 2006);
- North Post Heritage and Recreation Park: Business and Resource Mobilisation Plan (July 2007);
- Banwari Archaeological Site Business Plan: Community Based Tourism Initiative – Siparia (July 2007);
- Devil's Woodyard Recreation Park Business Plan: Community Based Tourism Initiative – Princes Town (July 2007);
- Development of a Strategic Master Plan for the Sugar Heritage and Village Museum Initial & Report – Draft (June 2014);
- Trinidad and Tobago Tourism Regulation & Licensing Authority Draft Bill (2017); and
- Culturing Development: The Dynamic Significance of the Arts and Cultural Industries (2014)

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.

- A Report on Cruise Tourism or Home Porting for

Trinidad and Tobago – Leisure Hospitality and Tourism International;

- Towards Improvement and Excellence: Report of Carnival Observations 2012 – 2014 – Culture Division, 2014; and
- Carnival Blueprint - Culture Division, 2014.

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 Ministry of Tourism, Culture and the Arts Trinidad and Tobago Administrative Reports for fiscal 2008 – 2021
- The Culture Division Annual Administrative Reports 2010-2021.

Section 9 (1) (i)

A report containing (a) fiscal plans or proposals for the re-organization 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.

- National Tourism Policy of Trinidad and Tobago, 2010
- Tourism Road Map for Tourism Sector Development (2016-2010) for Trinidad
- Revision of the National Tourism Policy (2021-2030)
- National Policy on Culture and the Arts of Trinidad and Tobago, 2020
- National Cultural Recognition Policy of Trinidad and Tobago, 2020
- Sport Tourism Sub-Policy of Trinidad and Tobago (STP).

Section 9 (1) (j)

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

- Incorporation of the National Academy for the Performing Arts (NAPA) and the Southern Academy for the Performing Arts (SAPA) as Bodies Corporate in Trinidad and Tobago Policy, 2019.

Section 9 (1) (k)

A report of a test carried out within the MTCA 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 MTCA.

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

Section 9 (1) (m)

A valuation report prepared for the MTCA by a valuator, whether or not the valuator is an officer of the Ministry of Tourism, Culture and the Arts.

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

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE 2023

Public Statement of Natpet Investments Company Limited

In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) Chapter 22:02

(UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act Chapter 22:02 (FOIA), the Natpet Investments Company Limited (Natpet) is required by law to publish updated statements that list the documents and information generally available to the public.

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2. A legal right for each person to have official information relating to himself/herself 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 FOIA.
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.

Natpet Investments Company Limited (Natpet) publishes the following statement as approved by the Minister of Energy and Energy Industries:

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Natpet Investments Company Limited

Natpet commenced operations as a wholly owned subsidiary of Trinidad & Tobago National Petroleum Marketing Company Limited (NP) on 06 December 1993 but its plant was decommissioned and a new plant was built in its current location at Sea Lots, which was opened on 26 April 2004.

Natpet's Mission is to maintain a consistently high level of accuracy, efficiency and safety in the filling of LPG cylinders, and to provide a reliable service to its customers.

Natpet is contracted by NP to provide the services of an LPG (Liquified Petroleum Gas) Filling Plant Operator. On behalf of NP, Natpet supplies and delivers LPG in filled 100lb and 20lb cylinders to NP's authorised distributors and, to a lesser extent, Natpet supplies sundry customers with the product. The functions of the business may be sub-divided into the Filling, Testing and Refurbishment plants that comprise its operations, but the core business of Natpet is the bottling and distribution of LPG.

Approved Structure - Major Responsibility Centres are:

1. Administration
2. Workshop
3. NP Cylinder Facility (NPCF)
4. Filling Plant
5. Testing Plant
6. Refurbishment Plant

There is one (1) Committee that is operational, listed as follows:

- Joint Health, Safety, Security and Environmental Committee (JHSSEC)

Natpet's registered office is located at NP House, National Drive, Sea Lots, Port-of-Spain

The Board of Directors is appointed by NP and controls the overall direction of the Company.

Its Members as at May 2023 are:

- | | | |
|-------------------|---|----------|
| Mr. Sahid Hosein | - | Chairman |
| Mr. Marcus Knaggs | - | Director |
| Ms. Nadine Nabie | - | Director |
| Ms. Melanie Trim | - | Director |
| Mr. Elson James | - | Director |

Natpet employs a workforce of approximately forty-two (42) persons and is headed by the Manager Natpet. Natpet's approved Organization Structure consists of six (6) major responsibility centres, monitoring and executive functions under the Manager Natpet. As at May 2023, there are thirty-four (34) Permanent employees, five (5) Temporary employees, three (3) Contract employees and no Casual employees.

Please see the attached approved Organizational Structure for Natpet.

Natpet considers feedback from the public gathered through its parent company's Core Business Support, Corporate Communications and Customer Services Departments in guiding its formulation of policy.



IGNITE YOUR PASSION

PUBLIC STATEMENT OF NATPET INVESTMENTS COMPANY LIMITED—CONTINUED

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE 2023

Section 7 (1) (a) (ii)

Categories of Documents in the possession of Natpet

1. Files dealing with organizational support and administrative/contractual documents for the operations of Natpet.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial Agreements and Terms and Conditions of Employment.
4. Files dealing with training – local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of Natpet.
6. Financial Records (cheques, vouchers, invoices, receipts, journals, etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment.
8. Maps/Charts/Photographs.
9. News Releases, speeches originating in Natpet.
10. Policy and Procedure Documents.
11. Internal and External correspondence files.
12. Customer files.
13. Documents relating to Information Technology Strategy.
14. Legislation and Legal Instruments relevant to Natpet.
15. Legal Opinions and related matters.
16. Minutes/Agenda of meetings.
17. Files dealing with internal Circulars, Memoranda, Notices, Bulletins, etc.
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Internal and External Audit, Consultants', Technical, Corporate, Valuation, Accident, Feasibility studies and Surveys etc.
19. Files on Marketing Policies, Pricing Strategies and Price Build-ups.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
21. Inventories.
22. Files on Standards and Benchmarks.
23. Complaint/suggestion files.
24. Registers/ Logs/Certificates/Permits/Licenses, etc.
25. Files dealing with engineering, construction and maintenance of Natpet's facilities.

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8am – 3pm (Mon-Fri) on normal working days at: 623-1300/625-1364 ext. 589.

The public may inspect the following materials:

- Annual Financial Statements
- Delegation of Authority
- Employees' Handbook
- Health, Safety & Environmental Policy Statement

General information is also available on the Company's website, www.np.co.tt

Section 7 (1) (a) (iv)

Literature available by subscription

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

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from Natpet

Natpet's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The following procedure should be followed when making a request:

How to request information:

1. General Procedure
Applicants may obtain an FOIA application form (*Request for Access to Official Documents*) from the Government FOIA Unit on its website address: www.foia.gov.tt in order to access information that is not readily available to the public.
2. Addressing Requests
To facilitate prompt handling of your request, please address it to the Designated Officer of the Company (see Section 7 (1) (a) (vi)).
3. 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, please communicate with the Designated Officer (as named in section 7 (1) (a) (vi)).
4. Requests not handled under the FOIA
A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public.
5. Furnishing Documents
Copies of documents are only furnished when they are in our possession, custody or power. Prior to the commencement of the Freedom of Information Act Chapter 22:02, 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, for example, The Exchequer and Audit Act, Chapter 69:01. 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:
 - a. 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.
 - b. Perform research for you.



IGNITE YOUR PASSION

PUBLIC STATEMENT OF NATPET INVESTMENTS COMPANY LIMITED—CONTINUED

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE 2023

A request is deemed to be received when the original of the completed request form is received by the Designated Officer or the Company Secretary, and a written acknowledgement is issued.

6. Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status.

Upon any consultation between the applicant and the Designated Officer, time is suspended in the computation of the thirty-day period (Sec. 21(7)).

Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.

Section 7 (1) (a) (vi)

Officers in the Public Authority responsible for:

1. The initial receipt of and action upon notices under Section 10;
2. Requests for access to documents under Section 13; and
3. Applications for corrections of personal information under Section 36 of the FOIA.

The Designated Officer is:

Ms. Beena Poliah,
Company Secretary,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 432
Email: bpoliah@np.co.tt

The Alternate Officer is:

Ms. Marla Pacheco,
Legal Officer - NP,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 412
Email: mpacheco@np.co.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)

There are no bodies at Natpet that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Certain information may be readily accessed in our library or through our website at www.np.co.tt. General enquiries may be made to our Administrative Assistant at telephone number 623-1300/625-1364 Ext 589.

The Library is located on the 1st Floor of NP House, Phase II at Sea Lots, Port-of-Spain and is open to the public on normal working days between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.

- Users will be liable for any damage caused to NP's property through the said user's willful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Reading Room.

Provision of copies of documents that are readily available to the public

- Natpet, at its discretion, may charge for photocopies at \$2.00 per page.
- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision.

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 the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, Natpet may charge duplication fees in accordance with its normal replication policy.

Section 8 Statements

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

- Arbitration Act Chapter 5:01
- Bankruptcy and Insolvency Act Chapter 9:70
- Companies Act Chapter 81:01
- Consumer Protection and Safety Act Chapter 82:34
- Conveyancing and Law of Property Act Chapter 56:01
- Copyright Act Chapter 82:80
- Customs Act Chapter 78:01
- Electronic Transactions Act Chapter 22:05
- Environmental Management Act Chapter 35:05
- Equal Opportunities Act Chapter 22:03
- Freedom of Information Act Chapter 22:02
- Health Surcharge Act Chapter 75:05
- Industrial Relations Act Chapter 88:01
- Insurance Act Chapter 84:01
- Integrity in Public Life Act Chapter 22:01
- Land and Building Taxes Act Chapter 76:04



PUBLIC STATEMENT OF NATPET INVESTMENTS COMPANY LIMITED—CONTINUED

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE 2023

- Legal Notice No. 106 of 2023 – Partial Proclamation
- Legal Notice No. 106 of 2023 – Partial Proclamation – Public Procurement and Disposal of Public Property Act 2015 (as amended)
- Legal Notice No. 150 of 2015
- Legal Notice No. 150 of 2015 – Partial Proclamation – Public Procurement and Disposal of Public Property Act 2015 (as amended)
- Liquor Licences Act Chapter 84:10
- Maternity Protection Act Chapter 45:57
- Mediation Act Chapter 5:32
- Minimum Wages Act Chapter 88:04
- Miscellaneous Provisions (Registrar General, Registration of Deeds, Conveyancing and Law of Property Act, Real Property Ordinance, Stamp Duty and Registration of Title to Land) Act, 2020
- National Insurance Act Chapter 32:01
- Occupational Safety and Health Act Chapter 88:08
- Patents Act Chapter 82:76
- Patents and Designs Act Chapter 82:83
- Pensions Act Chapter 23:52
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Pharmacy Board Act Chapter 29:52
- Protection Against Unfair Competition Act Chapter 82:36
- Public Procurement and Disposal of Public Property (Amendment) Act 2016
- Public Procurement and Disposal of Public Property (Amendment) Act 2020
- Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Evaluation) Regulations 2021
- Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Miscellaneous) Regulations 2021
- Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations 2021
- Public Procurement and Disposal of Public Property (Pre-Qualification & Pre-Selection) Regulations 2021
- Public Procurement and Disposal of Public Property (Procurement Methods and Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations 2021
- Public Procurement and Disposal of Public Property (Record of Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Retention and Disposal) Regulations 2021
- Public Procurement and Disposal of Public Property Act 2015
- Real Property Act Chapter 56:02
- Registration of Deeds Act Chapter 19:06
- Retrenchment and Severance Benefits Act Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Stamp Duty Act Chapter 76:01
- Standards Act Chapter 82:03
- Tax Appeal Board Act Chapter 4:50
- The Companies (Amendment) Act 2019
- The Companies (Amendment) Act 2022
- The Corporation Taxes Act Chapter 75:02
- The Exchequer and Audit Act Chapter 69:01
- The Finance Act
- The Income Tax Act Chapter 75:01

- The Petroleum Act Chapter 62:01 and Regulations
- The Property Tax Act Chap 76:04
- The Public Procurement and Disposal of Public Property Act
- The Registration of Titles to Land (Amendment) Act, 2018
- The Valuation of Land (Amendment) Act 2018
- Town and Country Planning Act Chapter 35:01
- Trade Descriptions Act Chapter 82:04
- Trade Disputes and Protection of Property Act Chapter 88:03
- Trade Marks Act Chapter 82:81
- Unfair Contract Terms Act Chapter 82:37
- Value Added Tax Act Chapter 75:06
- Workmen's Compensation Act Chapter 88:05

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.

- Cylinder Management Procedure
- HSE Consequence Management Policy
- NATPET HSE Policies and Procedures
- NATPET Quality (Policy) Manual
- Procedure for 20lb Cylinder Testing and Refurbishment
- Procedure for 100lb Cylinder Refurbishment and Testing
- Procedure for Cylinder Rejection
- Procedure for Cylinder Valve Repairs
- Procedure for Dealing with Absenteeism and Tardiness
- Procedure for Decanting 20lb Cylinders.
- Procedure for Decanting 100lb Cylinders
- Procedure for Handling Customer Complaints
- Procedure for Inventory Management
- Procedure for Preparation of the Company's Budget
- Procedure for Pressure Testing 20lb Cylinders
- Procedure for Pressure Testing 100lb Cylinders
- Procedure for Purchasing
- Procedure for Supply Management
- Procedure for Testing 20lb Cylinders
- Procedure for the Preparation of Payroll

General information is also available on the Company's website, www.np.co.tt.

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.

At this time, there are no statements to be published under this sub-section.

PUBLIC STATEMENT OF NATPET INVESTMENTS COMPANY LIMITED—CONTINUED

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE 2023

Section 9 Statements**Section 9 (1) (a)**

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

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority 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 public authority or to the responsible Minister of that public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.

At this time, there are no further reports or statements under this sub-section.

Section 9 (1) (d)

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

At this time, there are no reports or statements under this sub-section.

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.

At this time, there are no reports under this sub-section.

Section 9 (1) (f)

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

At this time, there are no reports under this sub-section.

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.

At this time, there are no reports under this sub-section.

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.

At this time, there are no reports under this sub-section.

Section 9 (1) (i)

A report containing * (1) final plans or proposals for the re-organization of the functions of the public authority, * (2) the establishment of a new policy, programme or project to be administered by the public authority, or * (3) 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.

At this time, there are no reports under this sub-section.

Section 9 (1) (j)

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

At this time, there are no statements under this sub-section.

Section 9 (1) (k)

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

At this time, there are no reports under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time, there are no statements under this sub-section.

Section 9 (1) (m)

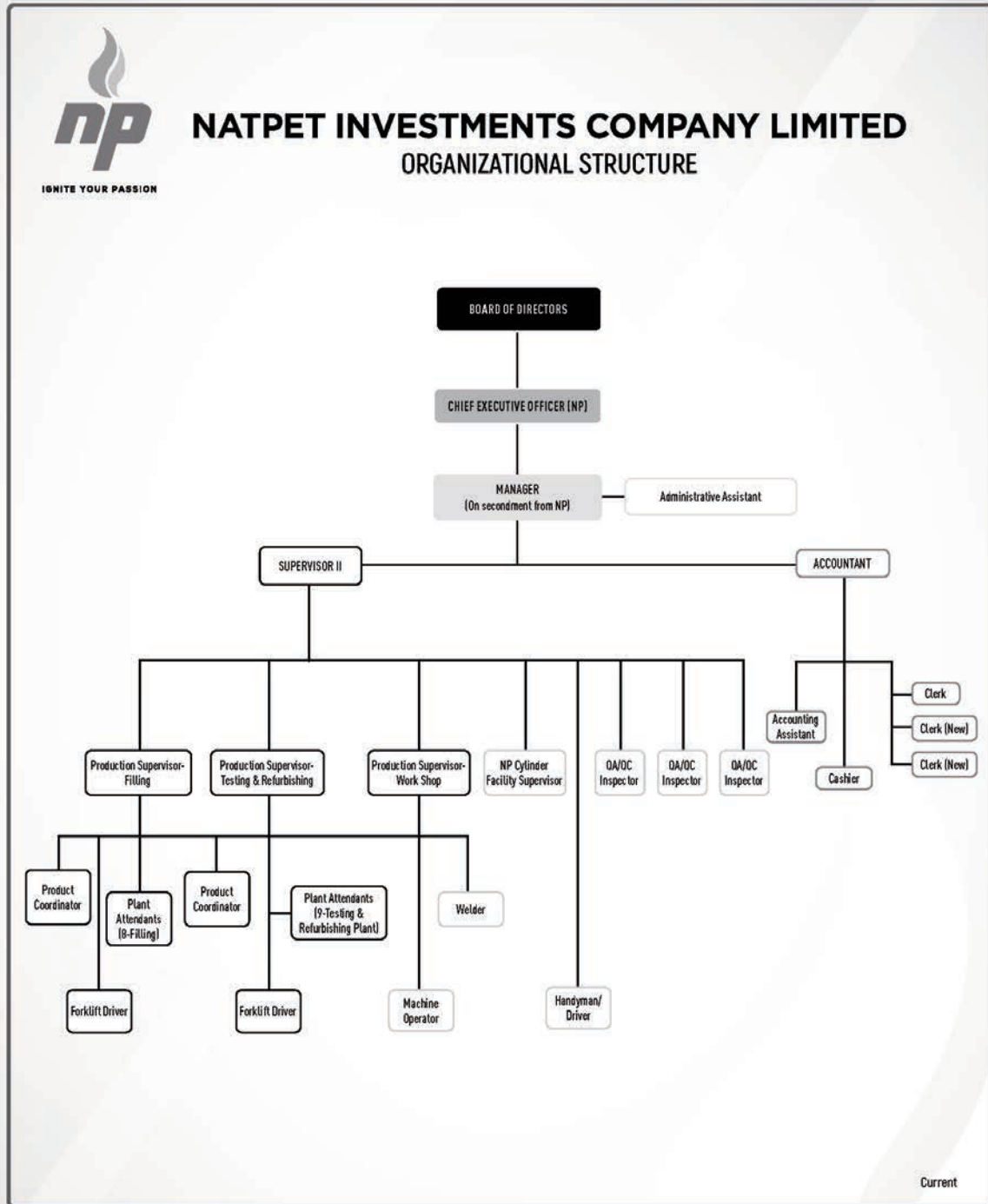
A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

At this time, there are no reports under this sub-section.



PUBLIC STATEMENT OF NATPET INVESTMENTS COMPANY LIMITED—CONTINUED

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE 2023



1416

LOSS OF PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
DENNIS PETER JOHN ROMAIN ...	3371217
DIANNE VALERIE ALLEN ...	3452010
ALLISON CARRINGTON ...	X007647
PATRICIA MC CLEAN ...	3509355

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1417

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
DESTA FRANCIS ...	6843615
FREDERICK WALLACE ...	3368288

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1418

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
MAHENDRA SEENATH ...	3485273
ZWADE FIGARO ...	3501971
PATRICIA ANN SERRETTE ...	3358650
ANEESHA CARRINGTON ...	3547994
ISA AMMON ...	3508964

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1419

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
KISHAWN JAMES ...	3488064
JODY JAMES ...	3532550
NICOLE NATHANIEL-CLARKE ...	3430892

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1420

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
SHASTRI RAJARAM ...	3422690
CHARADE RODULFO ...	3521776
ESTER WEEKES-WILLIAMS ...	3442213
DEVON SOTIO ...	3486381
DEVON SOTIO ...	3523712

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1421

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
GERALD ROLAND VILLAROEL ...	4166874
GERALD ROLAND VILLAROEL ...	4150826
ROSHAN ALI ...	4169598
CANDACE SOLOMON ...	3400593
FREDERICA GUERRA ...	3515879

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1422

LOSS OF PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO POLICIES—CONTINUED

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
SATESH SINGH	3503902
SATESH SINGH	3503903
BERT JOEL NICOME	9400-082

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1423

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
MICHELE GOBIN	3378512
LATOYA SPRINGER	3458447
LATOYA SPRINGER	6836901
BRIAN WILTSHIRE	4051304

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1424

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
KERN D'LANOR MAHARAJ	3497097
SHARON ERICA WILSON	3397591
NATALIE FRANCIS	3397623

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1425

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
DWAYNE ZACHARY CLARKE	3441829
SHERRICA GRAHAM	3500408
JAMEL COOSEELAL	3423944

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1426

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
BYRON BHOLAI	3440641
NAIOMI RUTH RAMSUBHAG	3407536
DEAN DUEMONTE	3467589

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

91-93, St. Vincent Street
Port-of-Spain.

1427

SPECIAL LICENSING SESSION
(Liquor Licences Act, Chap. 84:10)

REGION OF SANGRE GRANDE

NOTICE is hereby given that by lawful authority under the provision of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the District Sangre Grande, by Brandon West that it is his intention to apply to the Licensing Committee at the Sangre Grande District Court on WEDNESDAY THE 13TH DAY OF SEPTEMBER, 2023 at 1.00 o'clock in the afternoon for a new licence to carry on a business of a Special Hotel, for the premises situate at Lot No. E, Light Pole No. 26, Paria Main Road, Mission Village, Toco in the said district.

Dated this 14th day of August, 2023 at the Sangre Grande District Court.

A. DOUGAN-KIDNEY
Secretary, Licensing Committee
Region of Sangre Grande