



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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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—

Proclamation No. 4 of 2023—(Legal Notice No. 105 of 2023).

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APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE DR. AMERY BROWNE, a member of the Senate who is a Minister, to act in the office of Senator the Honourable PAULA GOPEE-SCOON, Minister of Trade and Industry, with effect from 18th April, 2023 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Paula Gopee-Scoon, in addition to the discharge of his normal duties.

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

19th April, 2023.

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APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE PAULA GOPEE-SCOON, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable Dr. AMERY BROWNE, Minister of Foreign and CARICOM Affairs, with effect from 20th April, 2023 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Dr. Amery Browne, in addition to the discharge of her normal duties.

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

21st April, 2023.

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APPOINTMENT TO ACT AS MINISTER OF YOUTH DEVELOPMENT AND NATIONAL SERVICE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed MARVIN GONZALES M.P., a member of the House of Representatives who is a Minister, to act in the office of the Honourable FOSTER CUMMINGS, Minister of Youth Development and National Service, with effect from 22nd April, 2023 and continuing during the absence from Trinidad and Tobago of the said Honourable Foster Cummings M.P., in addition to the discharge of his normal duties.

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

21st April, 2023.



Government of the Republic of Trinidad and Tobago
Office of the Attorney General and Ministry of Legal Affairs

PUBLIC NOTICE

Government of the Republic of Trinidad and Tobago

Public Statement of the Office of the Attorney General and Ministry of Legal Affairs as at December 31st 2022

In Compliance with Sections 7, 8 and 9 of

The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Office of the Attorney General and Ministry of Legal Affairs is required by law to publish the following 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 Office of the Attorney General and Ministry of Legal Affairs.
- (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 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.

Section 7 (1) (a) (i)

Function and Structure of the Office of the Attorney General and Ministry of Legal Affairs

Function

The mandate of the Office of the Attorney General and Ministry of Legal Affairs is to provide comprehensive and efficient legal services to the Government of Trinidad and Tobago, the private sector, various agencies, regional institutions and members of the public.

The Ministry's obligations are primarily derived from the constitutional directives given to the Attorney General and Minister of Legal Affairs. These include:

- Responsibility for the administration of legal affairs in Trinidad and Tobago.
- To represent the State in Civil Proceedings, in the name of the Attorney General.
- To act as an independent guardian of the public interest, and to ensure that the rights of all citizens are protected.

Additionally, the Ministry engages in unique service delivery that affects the lives of every citizen of Trinidad and Tobago, with responsibility for the following:

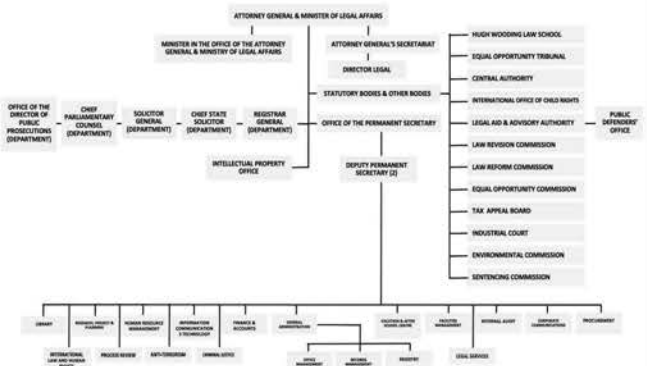
- Registration of births, deaths and marriages and matters pertaining to certificates issued.
- Registration of companies and land titles documents and matters pertaining to the certified copies issued.
- Granting of Intellectual Property Rights, administration of all laws relation to Intellectual Property and educating the public about Intellectual Property.
- Examination of patents, utility certificates, trademarks, industrial designs, geographical indications, layout designs (topographies) of integrated circuits and new plant varieties.
- Preparing, publishing and maintaining revised editions of the Laws of Trinidad and Tobago.

ORGANIZATIONAL STRUCTURE AND STAFFING

The Office of the Attorney General and Ministry of Legal Affairs is headed by the Permanent Secretary and has Eight Hundred and Twenty-Five (825) established and Eight Hundred and Thirty-Four (834) contract positions in sum. These positions comprise clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Departments/Units; as outlined in the organizational chart attached.

Additionally, an extract from the Extraordinary Gazette Vol. 59 No. 158 dated Wednesday 9th September, 2020 listing the Statutory Boards and Other Bodies, which are under the remit of the Ministry is attached.

ORGANIZATIONAL CHART OF THE OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS



Functions of the Divisions of the Office of the Attorney General and Ministry of Legal Affairs

Solicitor General's Department

The Solicitor General's Department is headed by the Solicitor General and performs a critical role in the administration of justice. This Department advises the State on all aspects of Civil Law, it represents the State in both Constitutional and Civil Proceedings, assists in the formulation and execution of Government policy within the limits of the law and vets financial documents related to loan agreements and bond issues on the domestic and international markets.

Chief State Solicitor's Department

The Chief State Solicitor's Department is headed by the Chief State Solicitor and provides legal services to all Government Ministries and Departments, as well as to the members of the public. One of the Department's main function includes the provision of commercial and property law services to both the Government and the public. These services include the preparation of deeds and contracts for commercial enterprises and for the engagement of consultants and other personnel. The Department also instructs the Solicitor General in Civil Litigation Matters.

Registrar General's Department

This Department is headed by the Registrar General and oversees all civil, land & commercial registration in Trinidad & Tobago. The national archive of births, adoptions, marriages and deaths from 1893 is also maintained by the Department. Additionally, all records of land titles are stored and a register of companies/businesses is maintained.



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& Ministry of Legal Affairs



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Office of the Director of Public Prosecutions

The Office of the Director of Public Prosecutions (the Criminal Law Department) is headed by the Director of Public Prosecutions. This Office was created by the Constitution of the Republic of Trinidad and Tobago. It is independent of both political and stakeholder involvement.

The functions of the Department include the following:

- Undertaking Criminal Prosecution in all High Courts (Assizes and Appeal).
- Briefing Counsel in the United Kingdom on the conduct of Appeals before the Judicial Committee of the Privy Council.
- Undertaking prosecutions in complex matters and matters of public interest in the forty (40) Magistrates' Courts throughout the country.
- Formulating prosecution policy.
- Interfacing on a regular basis with Governmental, Non-Governmental and international agencies such as the Police, Defence Force, Customs and Excise, Board of Inland Revenue and Town and Country Planning Division. In addition, there is a great deal of interaction with the Public, the United States Department of Justice, the Crown Prosecutors Service and other prosecuting agencies within the Caribbean Territories.
- Assisting with Extradition requests.
- Proffering indictments before the High Court and preparing and filing other legal documents.

Legislative Drafting Department

This Department is headed by the Chief Parliamentary Counsel. It plays a critical role in the implementation of Government policy and its responsibilities includes the production of technically sound legislation for client Ministries; the advising of the Government of the Republic of Trinidad and Tobago on the Constitution and all legal aspects of legislation and the advising of Parliament on issues relating to Parliamentary procedure and legal matters.

Intellectual Property Office

The Intellectual Property Office was established on December 1, 1997 by the Patents Act, 1996. The Office is headed by the Controller and is responsible for handling the registration of intellectual property rights.

Anti-Terrorism Unit

The primary function of the Anti-Terrorism Unit (ATU) is to fulfil the obligation of the Attorney General and Minister of Legal Affairs under the Anti-Terrorism Act, Chap. 12:07.

Primarily, the ATU makes applications to the High Court for the designation of individuals and entities, both domestically and detailed, on various United Nations Sanctions Lists. It also makes the application for Targeted Financial Sanctions. Further, the ATU works closely with key national agencies relative to Counter Terrorism matters, as well as with international stakeholders.

Vital to the role of the ATU and the fulfilment of the country's obligations are the international standards in respect of terrorism imposed on Trinidad and Tobago as a member state of both the United Nations and Caribbean Financial Action Task Force (CFATF). In the execution of its obligations, the ATU works closely with both the CFATF and Financial Action Task Force.

Attorney General's Secretariat

The Secretariat operates under the sole direction and instruction of the Attorney General and Minister of Legal Affairs. Its core functions are:

- To liaise with foreign Attorneys on litigation matters involving the State of Trinidad and Tobago;
- To assist with the management and monitoring of the work undertaken by both the Office of the Solicitor General and Chief State Solicitor and provide essential support to both Offices, especially, in instances of highly sensitive and critical litigation matters;
- To represent the State in complex constitutional and other civil legal proceedings;

- To lead or participate in negotiations with external parties;
- To assist the Attorney General with day-to-day administrative and procedural functions;
- To provide legal advice on an extensive range of legal matters that are submitted to the Ministry from other Ministries/Departments, Cabinet and Statutory bodies which includes constitutional and civil issues; commercial matters; municipal and international law; legislative matters before Cabinet and Parliament and matters of law reform;
- To draft Instruments of Appointment for Members of various Boards and to draft complex legal documents;
- To assist in the review of Finance Documents as submitted by the Ministry of Finance for positive vetting by the Attorney General and Minister of Legal Affairs; and
- To assist in the review of agreements/contracts submitted by the Ministry of Energy for positive vetting by the Attorney General and Minister of Legal Affairs."

Criminal Justice Unit

The Criminal Justice Unit (CJU) is tasked with the continued transformation and operationalizing of the criminal justice sector. CJU is responsible for spearheading ongoing criminal justice reform projects and performing the following key functions:

- Provide legal advice to the Attorney General and Minister of Legal Affairs and other Government Departments regarding the Criminal Justice System and related matters.
- Review and analyse the existing body of law relating to particular issues relevant to the Justice sector and make recommendations for continuous revisions and amendments to laws;
- Develop policies for justice reform and conduct consultations with key stakeholders;
- Develop mechanisms for the effective management, supervision and support of offenders from charge to completion of sentence and reintegration into society;
- Devise policies aimed at reducing re-offending;
- Prepare documents for submission to Cabinet and Parliament, including Cabinet Notes and Ministerial Responses to Parliamentary Committees;
- Represent the Ministry at local, regional and international levels;
- Collaborate with other Ministries and Criminal Justice entities on re-engineering the Justice system;
- Promote programmes designed to enhance public awareness of Justice initiatives;
- Perform key administrative functions and prepare periodic reports to the Permanent Secretary on the status of all Justice projects;
- Establish and maintain a database of all Criminal Justice projects within the Ministry;
- Undertake any other duty, which the Minister or Permanent Secretary deem necessary for the Unit to conduct.

International Law and Human Rights Unit

The International Law and Human Rights Unit's (ILHRU) primarily focuses on the preparation of country reports for submission to various international organizations in relation to international human rights instruments of which Trinidad and Tobago is a party. The Unit also acts as a peer reviewer for other countries when a request is made to the government from an international organization, such as the United Nations. Further, the ILHRU forms part of national task forces which are charged with Trinidad and Tobago's national policy and legislation in relation to Human Trafficking, refugees and asylum seekers. It sits as one of the government's representatives on the ILO 144 Tripartite Committee in the Ministry of Labour and Small Enterprise Development, as well as the Cabinet appointed Committee for implementation of the Convention on the Rights of Persons with Disabilities.

When necessary, the ILHRU also engages in Public awareness campaigns on various human rights issues as well as the hosting of international conferences and meetings which relate to Human Rights matters.



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Process Review Team

The Process Review Team is tasked with the enhancement of the organizational effectiveness of the Ministry's policies, management systems and practices by addressing deficiencies in respect of work distribution and workflows, tracking and monitoring systems and evaluation and feedback mechanisms within the Ministry. It supports the work of the Attorney General by ensuring the development of a Legislative Agenda and engages in intervention strategies to expedite critical legal matters, which are under the purview of the Civil Law Department, Law Reform Commission and Legislative Drafting Department.

The Team's core objectives are to assist the Attorney General and Minister of Legal Affairs in the execution of specified matters as determined from the Legislative Agenda and to provide advice on legislative and policy reform.

Legal Services Unit

The Legal Services Unit provides legal opinions, oversight and guidance to the Ministry and its agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfils all statutory obligations.

Human Resource Management Unit

This Unit is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so, as to achieve the Ministry's strategic goals and objectives. The functions include recruitment, human resource planning, training and development, performance evaluation management, development of human resource management policies, industrial and employee relations and compensation.

General Administration

This Unit is responsible for the provision of support services to the Ministry by providing office management and registry functions. Office Management is responsible for the procurement of goods and services for the efficient functioning of the Ministry. The Registry maintains and stores all records created for use within the Ministry to ensure business continuity and to adhere to legal compliance.

Research, Project and Planning Unit

The Research, Project and Planning Unit is responsible for assisting in the preparation of policies, programmes and projects in the Ministry and ensuring that these policies, programmes and projects are executed in accordance with the Government's mandate.

This Unit is instrumental in monitoring the budgetary requirements of the various Departments and Units under the purview of the Ministry. Some of the focus areas of the Unit include:

- Oversight of the implementation of the Public Service Investment Programme (PSIP);
- Preparation of annual budgets (mainly capital); and
- Provision of data and advice on ongoing projects to the Attorney General and Minister of Legal Affairs/Minister/ Permanent Secretary.

Finance and Accounts Unit

The functions of this Unit include the following:

- Processing of the Ministry's payroll.
- Processing payments to all suppliers of goods and services to the Ministry.
- Processing payments to the Ministry's Agencies for their operational and capital projects.
- Preparing statutory and other reports for the Ministry of Finance, the Comptroller of Accounts and the Auditor General.

Information and Communications Technology (ICT) Division

The ICT Unit is responsible for the Ministry's IT platform, which allows the Ministry and its support agencies to share information in real-time to its staff and stakeholders.

The ICT Unit provides services in the following areas:

- Systems analysis: i.e. analysing the business needs of the Ministry and its agencies to identify business problems, and recommend possible solutions;
- Systems development: i.e. the development and maintenance of new applications;
- Systems installation: i.e. installation, maintenance and monitoring of the Ministry's computer network, inclusive of the hardware and software; and
- Systems administration: i.e. implementation, training and documentation of new systems and applications.

Facilities Management Unit

The Facilities Management Unit is responsible for the continuous planning, monitoring, rehabilitation and capital replacement of all buildings under the purview of the Ministry. This extends the physical structure of the building, all building services and equipment, the internal structure of the building (including all offices/rooms/facilities, major office and facilities equipment and other electrical and mechanical items) and the external premises, inclusive of pavements around the building and all attachments on the exterior of the building.

Procurement Unit

This Unit is responsible for the acquisition of services in relation to Consultants, Contractors, Goods and Services. In addition to managing the issuance and compliance of contracts, the Unit ensures that all stages of the process reflect the highest standards of integrity, transparency and professionalism.

Corporate Communications Unit

The Corporate Communications Unit is responsible for the creation, implementation and management of all internal and external communication programmes, which are designed to raise awareness of the Ministry's mandate and the activities which are being undertaken to fulfil its mandate. Some of the specific duties of this unit include strategic communication planning, reputation management, image and branding, media relations, digital media management, event planning and management, protocol, stakeholder engagement and internal communications.

Internal Audit

The Internal Audit Unit is responsible for ensuring that the government's accounting system as prescribed by the Ministry of Finance is implemented throughout the Ministry. This involves ensuring that all the Ministry's accounting records are complete, accurate and appropriately secured.

Library Services

The Library provides staff of the Ministry with traditional library services, research facilities, e-document delivery and information consultation services.

Vacation and After School Centre

The Vacation and After School Centre (VASC) was established to assist employees who are parents and guardians of children by providing supervision for children between the ages of three (3) years to fourteen (14) years of age. This supervision is provided before and after school, during the school vacation period, and on occasions when the child's place of education has unexpectedly ended for the day or instances when the child cannot attend school, except in cases of illness



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Statutory Boards and Other Bodies

- Central Authority
- Council of Legal Education
- Environmental Commission
- Equal Opportunity Commission
- Equal Opportunity Tribunal
- Hugh Wooding Law School
- Industrial Court
- International Office of Child Rights
- Law Reform Commission
- Law Revision Commission
- Legal Aid and Advisory Authority
- Sentencing Commission
- Tax Appeal Board

Indirect

- Police Complaints Authority

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES OF THE OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS

Central Authority

The Central Authority Unit (CAU) was established under the Mutual Assistance in Criminal Matters Act, Chap. 11:24. CAU is the designated authority responsible for issuing, receiving and executing Mutual Legal Assistance requests.

Assistance provided under the Act includes but is not limited to:

- Obtaining evidence from persons, or the production of records or documents for use in the foreign country;
- Locating and/or identifying persons;
- Searching and seizing;
- Assistance in arranging the attendance of persons in the requesting country to give evidence or assist;
- Temporary transfer of detained persons to testify or assist;
- Service of documents;
- Identifying and tracing property obtained from specific serious offences;
- Enforcement of foreign confiscation or forfeiture orders, pecuniary penalties and restraint orders; and
- Obtaining restraining orders.

CAU is also responsible for the sharing of confiscated, forfeited or seized assets with other countries and the negotiation of Mutual Legal Assistance agreements, International Cooperation Agreements and Treaties with other countries.

In addition, CAU assists the Attorney General and Minister of Legal Affairs in carrying out his responsibilities under the International War Crimes Tribunal Act, Chap. 11:23, and as such, provides assistance and cooperates with the International Tribunal for the Territory of former Yugoslavia and the International Tribunal for Rwanda.

Council for Legal Education

The Council of Legal Education (Council) has been in existence for over forty (40) years and trains legal practitioners in the Commonwealth Caribbean in fulfilment of its Mission Statement:

"To facilitate the development of competent legal practitioners for the region who, appreciating their responsibility as members of an honourable profession and recognising the needs of their socio-economic environment, are inspired in the pursuit of excellence, the maintenance of high ethical standards, the promotion of social justice and the strengthening of the rule of law."

The Environmental Commission

The Environmental Commission is responsible for resolving environmental disputes arising under the law in a fair, accessible, effective, and efficient manner, interprets, and applies the law consistently, impartially, and

and independently to protect the rights of citizens, while being cognizant of the need for the balancing of economic growth with environmentally sound practices.

Equal Opportunity Commission

The Equal Opportunity Commission (Commission) was established in 2000. The functions of the Commission are as follows:

- Work towards the elimination of discrimination;
- Promote equality of opportunity and good relations between persons of different ethnic and religious backgrounds;
- Receive, investigate and as far as possible, conciliate allegations of discrimination;
- Develop, conduct and foster research and education programmes and other programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations between persons of different races, ethnicities, religions, geographical origins, marital status, gender or physical disabilities; and
- Prepare and publish appropriate guidelines for the avoidance of discrimination.

Equal Opportunity Tribunal

The Equal Opportunity Tribunal ("the Tribunal") is a superior court of record established pursuant to the Equal Opportunity Act, Chap. 22:03. Apart from the jurisdiction and powers conferred on it by the Act, the Tribunal also has all powers inherent in such a court.

The work of the Tribunal is to resolve matters referred to it by the Commission pursuant to section 39 (2) of the Act. In the resolution of matters, the Tribunal is empowered to administer a wide range of remedies including the making of orders, declarations and awards of compensation as it thinks fit.

Hugh Wooding Law School

The Hugh Wooding Law School was established in 1973 and is one of three Law Schools established by the Council of Legal Education to provide professional legal training that leads to the award of the Legal Education Certificate by the Council of Legal Education. The Certificate entitles holders to be admitted to practice in the Commonwealth Caribbean, subject to the laws of each territory.

International Office of Child Rights

The International Office of Child Rights (IOCR) maintains our country's obligations under The Hague Convention on the Civil Aspects of International Child Abduction and ensures that children are returned to their country of habitual residence. It also houses the Civil Child Abduction Authority (CCAA), which was established under the International Child Abduction Act, 2008. This Act provides for the application of The Hague Convention to the Civil Aspects of International Child Abduction in Trinidad and Tobago and provides for matters connected with or related thereto.

The CCAA is a Central Authority established to deal with all matters relating to the civil aspects of international parental child abduction between Trinidad and Tobago and contracting territories. To date, Trinidad and Tobago has partnered with over fifty (50) territories under The Hague Convention. The CCAA is also responsible for discharging the duties which are imposed by the Convention.

Law Reform Commission

The Law Reform Commission was established by the Law Reform Act, Chap. 3:04. By Section 4 of the Act, the Commission is mandated to keep under review all the law applicable to Trinidad and Tobago with a view to its systematic development and reform, including in particular the modification of any branch of the law as far as that is practicable, the elimination of anomalies, the repeal of obsolete and unnecessary enactments, the reduction of the number of separate enactments and generally the simplification and modernisation of the law. In so doing, the Commission is tasked with the following:



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- a. to receive and consider suggestions for the reform of the law which may be forwarded to it (either on the invitation of the Commission or otherwise) by Judges, public officials, lawyers and members of the public generally;
- b. to receive and consider proposals for changes in the law referred to it by the Minister (responsible of Legal Affairs) or recommended by any Law Reform Committee, Association of Lawyers or other learned bodies;
- c. to prepare and submit to the Minister from time to time specific programmes for the examination of different branches of the law with a view to reform including recommendations as to whether such examination should be carried out by the Commission or some other body;
- d. to undertake, in pursuance of any recommendation of the Minister, the formulation of draft Bills relating to the proposals for reform contained in such recommendation;
- e. to undertake, pursuant to any recommendations approved by the Minister, the examination of particular branches of the law and the formulation, by means of draft Bills or otherwise, of proposals for reform therein;
- f. to provide at the instance of the Minister advice and information to Ministries and Departments of Government and Statutory Authorities concerned with proposals for the amendment or reform of any branch of the law; and
- g. to obtain such information in regard to the laws and legal systems of other countries as in the opinion of the Commission is likely to facilitate the performance of any of its functions.

Law Revision Commission

The Law Revision Commission (LRC) was established by the Law Revision Act, Chap. 3:03. By section 4 of the Act, LRC is mandated to prepare, publish and maintain a Revised Edition of the written laws of Trinidad and Tobago. This is carried out in accordance with the powers given under section 16 of this Act, which enables LRC to:

- Omit all written laws, or parts of written laws, which have been repealed, or which have expired, or have become spent;
- Omit all amended written laws, where the amendments have become incorporated into the written laws to which they relate;
- Consolidate into one written law any two or more written laws in pari materia, making such alterations that are necessary in the consolidation of that written law;
- Arrange the written laws, whether consolidated or not in any group or sequence that may be convenient, irrespective of the date of enactment;
- Shorten, simplify, clarify and otherwise alter the phraseology of any written law;
- Correct grammatical and typographical errors, or any clerical or printing errors in any written law, and for that purpose, to make verbal editions, omissions or alterations not affecting the meaning of any written law; and
- Generally, do all things relating to format and method, which may be necessary to perfect the law.

Legal Aid and Advisory Authority

The Legal Aid and Advisory Authority (LAAA) was established by the Legal Aid and Advice Act, Chap. 7:07, on July 1, 1976. The mandate of the LAAA is "...to make legal aid and advice in Trinidad and Tobago readily available to persons of small or moderate means, to enable the cost of legal aid or advice granted to persons to be defrayed wholly or partly out of moneys provided by Parliament, and for purposes connected therewith."

In June 2018, the Public Defenders' Office (Office) was established under the ambit of LAAA. The Office was identified as a key component in the reduction of

the criminal justice backlog that has become systemically endemic. The mission of the Office is to provide legal representation to citizens who cannot access it. The focus of the Office will be on criminal matters at the High Court level, with few exceptions at the Magisterial level.

Sentencing Commission

The Sentencing Commission was established under Section 4 of the Sentencing Commission Act, Chap. 4:32. This Commission undertakes such functions as are prescribed by this Act or any other written law. The functions of the Sentencing Commission are to collect, analyse and disseminate sentencing data; develop sentencing guidelines and principles and ranges of sentencing for specific offences and categories of offences; periodically review sentencing guidelines and provide a framework for the setting of maximum penalties and ranges of sentencing developed; make recommendations regarding the revision of maximum penalties, the nature of particular offences and the categorisation of offences as to degree of seriousness, inter alia.

The Tax Appeal Board

The Tax Appeal Board ("the Board") is a superior Court of record, established under Section 3 of the Tax Appeal Board Act, Chap. 4:50. The Board has jurisdiction to hear and determine:

- Appeals from the decision of the Board of Inland Revenue upon objections to assessment under the Income Tax Act;
- Appeals from such other decisions of the Board of Inland Revenue or of any other person under the Income Tax Act as may be prescribed by or under that Act; and
- Such other matters as may be prescribed by or under this Act or any other written law.

Police Complaints Authority

The Police Complaints Authority (PCA) was established by the Police Complaints Authority Act 2006, Chap. 15:05 to provide civilian oversight of law enforcement in Trinidad and Tobago. It is an independent corporate body mandated, among other things, to independently investigate complaints against police officers involved in criminal offences, police corruption and serious police misconduct.

Effects of Functions on Members of the Public

The work of the Ministry directly impacts on the holistic development of Trinidad and Tobago through the promotion of the rule of law at all levels of society. Moreover, the Ministry, in carrying out its functions ensures the developmental pillars of a modern legal and regulatory framework are implemented and made effective.

The Ministry functions ensure that the individual freedoms and property rights are protected and this in turn impacts on national development.

Further, the work of the Ministry directly impacts on the lives of citizens, as they are provided with vital records, such as birth, deaths and marriage certificates. Opportunities for furthering the development of society are also available, as citizens can register businesses and companies.

The Ministry also enables society to have access to the laws of the country, via its website or purchasing said laws.

Arrangements for Consultation

When the Ministry is addressing legislative matters, which will have a major impact on the national community, the process for public consultation on said matters is usually engaged.

Section 7 (1) (a) (ii)

Categories of Documents maintained by the Office of the Attorney General and Ministry of Legal Affairs

1. General administration files and documents dealing with the operations of the Ministry.



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2. Personnel files which detail staff appointments, job applications, job specifications, promotions, transfers, resignation, retirement, deaths, inter alia.
3. Files dealing with the accounting and financial management function of the Ministry.
4. Financial records.
5. Cabinet documents.
6. News releases or speeches originating in the Ministry.
7. Policy and Procedure documents.
8. Customer files.
9. Training Plans.
10. Legislation and Legal instruments.
11. Legal opinions.
12. Minutes of Meetings.
13. Files dealing with memoranda, circulars bulletins and similar documents.
14. Reports.
15. Complaints files.
16. Periodicals and Publications.
17. Documents

Registrar General's Department

- Register of Births, Deaths and Marriages and Muslim Divorces.
- Register of Deeds, Polls, Bills of Sale, Lis Pendens, Judgements, Wills, Charges, Real Property Act, Vesting Orders and Court Orders.

Intellectual Property Office

- Draft and certified copies of granted industrial property applications (patents, utility certificates, trademarks, industrial designs, geographical indications, layout designs (topographies) of integrated circuits, new plant varieties) access to registers of granted applications upon payment of prescribed fees (unapproved applications are not open to public scrutiny). Copies of certificates can only be provided to rights holders or their agents upon payment of prescribed fees.
- Bibliographic information on all industrial property applications.
- Industrial property statistics, annual technical reports, annual reports, research disclosures.
- New Plant Variety Journals.

Law Revision Commission

- Revised Editions of the Laws of Trinidad and Tobago.
- The Consolidated Index of Acts and Subsidiary Legislation.

Section 7 (1) (a) (iii)

Material prepared for Publication or Inspection

- Register of granted industrial property applications are open for inspection from 10:00 a.m. to 4:00 p.m. Monday to Friday except Public Holidays.
- Documents within the Technical Library of the Intellectual Property Office are open to the public by appointment (an information officer is needed to guide users).
- Draft and certified copies of granted industrial property applications may be obtained upon submission of a letter of request to the Controller and payment of the prescribed fees.
- Copies of public education materials and seminars, where recorded.
- Copies of brochures and leaflets of public education and procedural issues.

Documents for public inspection can be viewed at the following offices:

Registrar General's Department

AGLA Tower, Government Campus Plaza
Corner London and Richmond Streets
Port of Spain
Telephone No.: 223-2452
Between the hours of 8:00 a.m. to 4:00 p.m. Monday to Friday, except public holidays

Intellectual Property Office

Third Floor, Capital Plaza
#11-13 Frederick Street
Port of Spain
Telephone No.: 226-4476
Between the hours of 8:30 a.m. to 4:00 p.m. Monday to Friday, except public holidays

Law Revision Commission

Park Plaza
St. Vincent Street
Port of Spain
Telephone No.: 623-6937, 624-4230/0919

Section 7 (1) (a) (iv)

Literature Available by Subscription

- The Office of the Attorney General and Ministry of Legal Affairs offers no literature by way of subscription services.

Section 7 (1) (a) (v)

Procedure to be followed when a request for access to a document is made to the Office of the Attorney General and Ministry of Legal Affairs.

Applications to the Office of the Attorney General and Ministry of Legal Affairs must be made in writing. The Request for Access to Official Documents form can be downloaded from the website www.foia.gov.tt.

The application should include:

- Name of the Public Authority the information is being requested from;
- Name of the Applicant;
- Address and contact information for the Applicant;
- The information requested and the format in which the information is to be provided;
- Date of the request;
- Signature of the Applicant; and
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the Office of the Attorney General and Ministry of Legal Affairs (see Section 7(1)(a)(vi)). If insufficient information is provided, clarification will be sought from the applicant. If an applicant is unsure as to the completing of the application form, inquiries can be made to the Designated Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Office of the Attorney General and Ministry of Legal Affairs or another public authority, or if the said information is exempted. The Office of the Attorney General and Ministry of Legal Affairs is required to furnish copies of documents only when they are in its possession.

The Office of the Attorney General and Ministry of Legal Affairs is required to furnish only one copy of a document. If a document to be released is not legible, it will not be reconstructed; instead, the best possible copy is to be furnished.

The Office of the Attorney General and Ministry of Legal Affairs will determine whether to grant a request for access to official documents as soon as it is practicable but no later than thirty (30) days from the date of receipt of the document. Acknowledgement of receipt of request to be furnished to the applicant. Every effort will be made to comply with the time frames set out in the FOIA, but where it appears that processing a request may take longer than statutory limit, the Office of the Attorney General and Ministry of Legal Affairs will advise the applicant, by way of letter and ask for an additional period of time to provide the information. If the Ministry fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.



AGLA Tower, Government Plaza,
Corner of London & Richmond Streets,
Port of Spain



223 - AGLA (2452)



www.agla.gov.tt



Office of the Attorney General
& Ministry of Legal Affairs

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Government of the Republic of Trinidad and Tobago
Office of the Attorney General and Ministry of Legal Affairs

PUBLIC NOTICE

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 format, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi)

Procedure to be followed when a request for access to official documents is made to the Office of the Attorney General and Ministry of Legal Affairs.

Officers in the Office of the Attorney General and Ministry of Legal Affairs are responsible for:

1. The initial receipt of and action upon notices under section 10;
2. Processing requests for access to official documents under section 13; and
3. Processing applications for correction of Personal Information under section 36 of the FOIA.

The Designated Officer for the Ministry is:

Mrs. Fareeda Hosein Tallan
Administrative Officer V
Office of the Attorney General and Ministry of Legal Affairs
AGLA Tower, Government Campus Plaza
Corner of London and Richmond Street, Port-of Spain
Telephone No.: 223-2452
Ext. 3434
E-mail: fhtallan@ag.gov.tt

The Alternate Officer for the Ministry is:

Ms. Wendy Durham
Administrative Officer IV (Ag.)
Office of the Attorney General and Ministry of Legal Affairs
AGLA Tower, Government Campus Plaza
Corner of London and Richmond Streets, Port-of Spain
Telephone No.: 223-2452
Ext. 3669
E-mail: wdurham@ag.gov.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, which fall within the meaning of this section at this time.

Section 7 (1) (a) (viii)

Library / Reading Room Facilities

Information in the public domain can be accessed by a request to the relevant Designated Officer and the necessary accommodation will be made available. Additionally, information in the public domain can also be accessed through our website www.agla.gov.tt.

STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the Office of the Attorney General and Ministry of Legal Affairs, not being contained in another written law.

- Public Service Commission Regulations.
- Guidelines for the Administration of the Devolved Functions.
- Service Commission Department Manual of Guidelines and Procedures for the Exercise of Delegated Powers.

- Reports of Government Agencies.
- Medium Term Planning Framework.
- Public Sector Investment Programme (PSIP).
- Reports of meetings attended on programming, monitoring and evaluating the PSIP.
- Monthly, midterm and annual reports on the performance of the PSIP.
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions.
- Documents providing Guidance to the process and procedures in the preparation of the PSIP.
- Building Cost Averages Manual.
- Policies of Sectoral Agencies.
- Estimates of Expenditure, Recurrent and Development Programme.
- Implementation Plan and Action Plans.
- Procurement Policies and Guidelines.
- Financial Regulations and Instructions.
- Guidance on Implementation of FOIA.
- Manual on Financial and Economic Analysis.

Section 8 (1) (a) (ii)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority.

- At this time, the Office of the Attorney General and Ministry of Legal Affairs has no such documents.

Section 8 (1) (b)

Documents on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.

- At this time, the Office of the Attorney General and Ministry of Legal Affairs has no such documents.

Section 9

Statement of Possession of Certain Documents to Be Published

Sections 9 (1) (a) to (g) and (j) to (m)

At this time, the Office of the Attorney General and Ministry of Legal Affairs has no such reports or statements.

Section 9 (1) (h)

1. Audit Reports.
2. Quarterly Reports on the Public Sector Investment Programme Projects.

Section 9 (1) (i)

1. Revised Policy for the Vacation After School Centre.
2. Screening Briefs for Potential New Projects.

OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS



AGLA Tower, Government Plaza,
Corner of London & Richmond Streets,
Port of Spain



223 - AGLA (2452)



www.agla.gov.tt



Office of the Attorney General
& Ministry of Legal Affairs

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2022

Public Statement of Trinidad & Tobago National Petroleum Marketing 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 Trinidad & Tobago National Petroleum Marketing Company Limited (NP) is required by law to publish updated statements that 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 information held by NP.
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.

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) 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 Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972, when the Government of the Republic of Trinidad and Tobago changed the name of BP Caribbean Limited and renamed the ten-year-old company, Trinidad & Tobago National Petroleum Marketing Company Limited. In the ensuing years NP expanded with the acquisition of the marketing assets and operations of Esso Standard Oil S.A. Limited, T&T Oil Company Limited [TRINTOC] (formerly Shell Trinidad Limited) and Texaco Trinidad Limited as the Government moved to nationalise the oil industry.

NP's Mission is to achieve the status: "To provide quality petroleum products and ancillary services in the markets we serve".

NP holds a Vision "To be an established, regional enterprise with a trusted brand of world-class fuels and lubricants and legendary service".

The portfolio of NP encompasses the following:

1. Acquisition, storage, sale and distribution of fuels to service stations, aviation, marine and industrial users;
2. Marketing of fuels including LPG and CNG;
3. Blending and marketing of lubricants brake fluid and grease;

4. Service Station Activities/Convenience Store and other Non-fuel Generating Activities;
5. Contract Blending Activities;
6. Technical and Laboratory Services; and
7. Branch Activities

NP, in addition to its local marketing activity, is also the parent company of six (6) subsidiary companies and has a branch in Dominica. The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refueling facilities. It also markets fuels and lubricants to service stations and other users.

Subsidiary companies:

1. Natpet Investments Company Limited - operates the company's LPG Filling Plant and is responsible for keeping the marketplace adequately supplied with LPG. The LPG Filling Plant is located on the parent company's facilities at Sea Lots, Port-of-Spain.
2. Natpetrol (Saint Maarten) N.V. - a company incorporated under the laws of Saint Martin, which was set up for the purpose of importation, exportation, purchase, sale, supply and trade of petroleum, petrochemical and chemical products but which is not operational at present.
3. Natpet (Saint Maarten) N.V. - a company incorporated under the laws of Saint Martin, which was set up for the purpose of sale, purchase, rental and leasing of immovable property and investment in securities but which is not operational at present.
4. National Agro Chemicals Limited (currently being liquidated) - was set up to supply a wide range of fertilizers, agro chemicals and pesticides to a number of agricultural concerns and farmers throughout the country, and sell a range of industrial chemicals - Xylene, Toluene, and White Spirits to industrial users and oil companies. NACL owned and operated, at Point Lisas, one of the few fertilizer blending plants in the Caribbean. This Company, however, is currently in the process of being liquidated.
5. Liquid Fuels Company of Trinidad and Tobago Limited - was set up as the business entity to operate the facilities created from the completed Liquid Fuels Pipeline and Ancillary Facilities project and will distribute Liquid Fuels on behalf of Paria Fuel Trading Company Limited to their fuel wholesale customers.
6. Natpet Corporation Inc. - a company incorporated under the laws of Guyana, which was set up for the purposes of expanding NP's lubricants and grease business as well as expanding its business activities into other areas such as marine bunkering and other energy-related opportunities. The Company is not yet operational.



For all life's journeys

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2022

Branch:

Trinidad & Tobago National Petroleum Marketing Company Limited –
Dominica Branch

Approved Structure - Major Responsibility Centers and its sub divisions are:

1. Lubricants
Lubricant Production and Sales
Procurement and Warehousing
2. Retail & Industrial Fuels
Service Station Partnership Network
Distribution
3. Aviation & Marine Fuels
Refuelling of Aircraft
Bunkering of Vessels
Cargo Operations
4. Core Business Support
Tobago Operations
Dominica Operations
LPG
Quality Assurance
Laboratory
5. Human Resources & HSSE
Employee/Industrial Relations
Administrative Services
Organisation Development
Health, Safety, Security & Environment
6. Finance, ICT & Supply Chain
Accounting Services
Treasury & Management Accounting
Supply Chain
ICT

Other support, monitoring and executive functions are:

- Internal Audit
- Legal & Company Secretariat
- Corporate Communications
- Engineering & Maintenance Services
- Risk Management
- Business Intelligence

There are a number of Committees that are operational. Where applicable, these Committees comprise of officers of NP and members of the local branch of the Trade Union (OWTU) listed as follows:

Management Tenders Committee
Credit Committee
Joint Health & Safety Committee
Pension Fund Management Committees

NP's Head Office is located at NP House, National Drive, Sea Lots, Port-of-Spain.

The Board of Directors is appointed by NP's shareholder, the Corporation Sole, and controls the overall direction of the company.

Its Members as at January 2023 are:

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

There are six (6) Board Sub-Committees that consider, approve and where necessary make recommendations to the Board of Directors on matters relating to:

- Tenders;
- Audit and Risk Management;
- Finance and Investment;
- Marketing;
- Human Resource; and
- Implementation.

NP employs a workforce of approximately four hundred and sixty-three (463) persons and is headed by a Chief Executive Officer (CEO). NP's approved Organisation Structure consists of six (6) major responsibility centres along with other support, monitoring and executive functions under the Office of the CEO. As at 2023 January, there are three hundred and seventy-three (373) Permanent employees, twenty-five (25) Temporary employees, eleven (11) Contract employees, fifty-two (52) Casual employees and two (2) On-the-Job Trainees.

Please see the attached approved Management structure for NP.

NP considers feedback from the public gathered through its Corporate Communications and Customer Services Departments in guiding its formulation of policy.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of NP.

1. Files dealing with organisational support and administrative/contractual documents for the operations of NP.
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 NP.
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.



For all life's journeys

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TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2022

9. News Releases, speeches originating in NP.
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 NP.
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 NP'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 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at-

NP's Library,
NP House,
National Drive, Sea Lots,
Port-of-Spain

Telephone: (868) 625-1364/8
Fax: (868) 627-4028
Email: customer_service@np.co.tt

The public may inspect the following materials:

- Annual Financial Statements;
- Tenders Procedure Guide for Tenders and Contracts for Works & Services;
- Tenders Procedure Guide for Tenders for the Procurement of Articles;
- Credit Policy & Procedure;
- Employees' Handbook;
- Health, Safety & Environment Pocket Handbook;
- Health, Safety & Environmental Policy Statement;
- Quality Policy Statement; and
- Guidelines for Improving Contractor Health, Safety & Environmental Performance

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

Section 7 (1) (a) (iv)

Literature available by subscription.

NP 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 NP.

NP'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*) available in our Library, Company Secretariat or 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.

A request is to be deemed to be received when the original of the completed request form is received by the Designated Officer, the Manager Legal & Company Secretary's Office or in the Legal Department of the Company 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



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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 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,
Manager Legal & 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 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 NP 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 625-1364 Ext 420.

The Library at NP is located on the 1st Floor of NP House Phase I 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.

- NP 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, NP 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
- Liquor Licences Act Chapter 84:10
- Maternity Protection Act Chapter 45:57
- Mediation Act Chapter 5:32
- Minimum Wages Act Chapter 88:04
- 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



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TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2022

- 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
 - 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 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 Public Procurement and Disposal of Public Property Act
 - 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.
- Access Control Policy (Revised)
 - Accounts Classification Manual
 - Acting Policy
 - Advertising Policy
 - Air Passage Authorization Policy
 - Amendment of Reports Procedure
 - Analysis and Evaluation Procedure
 - Annual Performance Management Policy
 - Anti-Fraud and Corruption Policy (Revised)
 - Anti-Fraud and Corruption Procedure (Revised)
 - Anti-Harassment Policy
 - Appeal and Levelling Policy
 - Blending of Lubricants Procedure
 - Budget Preparation Procedure
 - Bulk Sales of Fuels, Lubricants and Marine Bunkers Procedure
 - Capital Investment Management Policy
 - Career & Succession Planning Policy
 - Career & Succession Planning Procedure
 - Cash Control & Banking Policy
 - Cleaning of Intermediate Bulk Containers Procedure
 - Company Profile
 - Competence, Training and Awareness Procedure
 - Conflict of Interest Policy
 - Context of the Organisation Procedure
 - Control of Contract Blend Customer Property Procedure
 - Control of Monitoring and Measuring Devices Procedure
 - Control of Nonconformance Procedure
 - Control of Records Procedure
 - Corporate Audit Policy (Revised)
 - Corrective and Improvement Action – Laboratory Procedure
 - COVID-19 Business Continuity Plan
 - COVID-19 Exposure Protocol Procedure
 - COVID-19 Re-Entry into the Workplace Guidelines
 - Credit Policy
 - Credit Procedure
 - Customer Property Procedure
 - Customer Related Processes Procedure
 - Data Analysis
 - Data Classification Policy
 - Decanting of Drums – Greases and Lubricants Procedure
 - Delegation of Authority Manual
 - Delivery of Fuel to Ocean Vessels via RTW Procedure
 - Design and Development Procedure
 - Distribution of Fuel Procedure
 - Document Control Procedure
 - Donations Policy
 - Donations Procedure
 - Drafting and Layout of Procedures Procedure
 - Drug and Alcohol-Free Workplace Policy (Revised)
 - Drum Filling of Aviation Products Procedure
 - Education Loan and Study/Examination Leave Policy
 - Electronic Mail Policy
 - Emergency Preparedness and Response Procedure
 - Employee Assistance Programme Policy
 - Employees' Handbook
 - Enterprise Wide Risk Register and Policy
 - Enterprise Wide Risk Register Procedure
 - Ethyl Mercaptan Introduction to LPG Procedure
 - Evaluation of Suppliers Procedure
 - Filling of LPG Cylinders – Tobago Procedure
 - Filtration Equipment Procedure
 - Final Inspection and Testing of Lubricants Procedure
 - Fixed Asset Policy
 - Flexible Work Schedule Policy
 - Fueling and Defueling Aircraft Procedure
 - General Statement Procedure
 - Guidelines for Improving Contractor Health, Safety & Environmental Performance
 - Handling and Storage of Samples received for Testing Procedure
 - Handling of Customer Complaints Procedure
 - Handling of Fuel Contamination Procedure
 - Handling of Inquiries and Aviation Products Procedure
 - Handling, Storage and Preservation Procedure
 - Health and Safety Risk Management Procedure
 - Health, Safety & Environment Pocket Handbook
 - Health, Safety & Environmental Policy Statement
 - Housing Aid Plan Policy
 - HSE – Confined Space Entry
 - HSE – Contractor Code of Practice
 - HSE – Contractor Fleet Management
 - HSE – Energy Isolation and LOTO
 - HSE – Hot Work
 - HSE – Job Safety Analysis
 - HSE Manual Revision 02 (2006)
 - HSE – Permit to Work
 - HSE – Respiratory Protection Program
 - HSE – RTW/Bridger Inspection
 - HSE – Working at Heights
 - Identification of Training Needs Procedure



For all life's journeys

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TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2022

- Improvement Procedure
- Induction Training and Orientation Procedure
- Information Technology Security Policy
- In-Process Inspection and Testing of Lubricants Procedure
- Internal Audit Manual
- Internal Laboratory Audits Procedure
- Internal Management System Audit Procedure
- Internet and E-mail Use Policy
- Introduction to LPG Operations Procedure
- Inventory Management & Control Policy
- Investment Policy
- Key Control Testing Policy
- Key Employee Retention Policy
- Laboratory Management Review Procedure
- Leadership Procedure
- LPG Bobtail Bulk Truck Refueling Procedure
- LPG Cylinder Management Policy (Revised) 2020 April
- LPG Storage Site Initial Procedure
- Maintenance and Calibration Procedure
- Management of Change Procedure
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- Management Review Procedure
- Management System Communications Procedure
- Measurement Uncertainty Procedure
- Medical Boarding Policy
- Medical Plan Policy
- Monitoring and Measurement of Customer Satisfaction Procedure
- Monitoring and Measurement of Product and Processes Procedure
- Monitoring and Measurement Procedure
- Monitoring Competitive Activity Procedure
- Monitoring, Analysis and Evaluation Procedure
- New Business Opportunity Policy
- Nonconforming Work Procedure
- No-Pay Leave Policy (Revised)
- Occupational Health and Safety, Fire Fighting, Security and the Environment Procedure
- Organisation and Administration Procedure
- Overseas Business Travel Policy
- Packaging and Labeling of Lubricants Procedure
- Packaging of Containers for Export Lubricant Orders Procedure
- Payroll Policy
- Permanent Recruitment Policy
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Preparation of Blend Formulation for Lube Oil Blending Plant Procedure
- Preparing and Recording New Lubricant Procedure
- Preservation Procedure
- Preventive Maintenance Procedure
- Pricing Procedure
- Procedure for Blending Operation
- Procedure for Cleaning of Blending Tanks
- Procedure for Drum Assembly
- Procedure for Flushing of Blending Systems
- Procedure for Identification and Traceability
- Procedure for Receipt and Release of Additives
- Procedure for Receiving Base Oils into LOBP Storage
- Procedure for Start-up and Shut-down
- Procedure for Transfer of Base Oils between Bulk Storage
- Processing Payment from Customers Procedure
- Processing Sales Orders for BP Marine Procedure
- Processing Sales Orders for Consignment Customers Procedure
- Processing Sales Orders for Distributors Procedure
- Processing Sales Orders for Port Authority of Trinidad and Tobago Procedure
- Processing Sales Orders for Regional Distributors Procedure
- Processing Tenders for Industrial Sales Customers Procedure
- Procurement Policy
- Production Planning Procedure
- Provision for Obsolete or Damaged Inventory
- Purchase Accounting System Policy
- Purchasing of Spare Parts, Equipment and Supplies Procedure
- Purchasing Procedure
- Quality Policy Statement
- Receipt and Release of Additives into Bulk Liquid Containers Procedure
- Receipt and Replacement of LPG Cylinders Procedure
- Receipt of Bulk Aviation Products Procedure
- Receipt of Bulk LPG via Coastal Vessel Procedure
- Receipt of New LPG Cylinders at NP Cylinder Facility Procedure
- Receiving Base Oils into LOBP Storage Procedure
- Receiving Petroleum Based Products from Coastal Vessels Procedure
- Receiving, Inspection and Testing of Additives and Packaging Materials Procedure
- Receiving, Inspection and Testing of Liquid Petroleum Products Procedure
- Recognition & Reward Policy
- Records Retention Policy
- Remote Access Policy
- Resource Management Procedure
- Responsibility, Authority and Communication Procedure
- Retiree Medical Benefit Policy (Revised)
- Returned Product Policy
- Review of Requests, Tenders and Contracts Procedure
- Rinsing of Blending Systems and Holding Tanks Procedure
- Risk Assessment Policy and Procedure
- Risk Management Policy (Revised)
- Sales Accounting System Policy
- Sales and Accounting Policy
- Sampling, Monitoring and Measurement Procedure
- Scope and Structure of the Management System and Control of the Policy Manual Procedure
- Social Media Policy
- Sponsorship Policy
- Staff Performance Management System
- Storage and Handling of Aviation Products Procedure
- Telecommuting Policy
- Temporary Recruitment Policy
- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for the Procurement of Articles
- Training & Development Policy
- Transfer of Base Oils between Bulk Storage Tanks Procedure
- Transfer of LPG from Horton Sphere to LPG Bullets Procedure
- Transfer of LPG from LPG Bridgers to Horton Sphere Procedure
- Transfer of New 20lb LPG Cylinders for Issuance to LPG Customers Procedure
- Treatment of Articles Procedure
- Treatment of Damaged Goods Procedure
- Treatment of Goods Returned Procedure
- Treatment of Obsolete Inventory Procedure
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised)
- Vacation Employment Policy



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- Verification of EMCEE Conductivity Meters Procedure
- Verification of Hydrometers Procedure
- Verification of Thermometers Procedure
- Whistle Blowing Policy (Revised)
- Whistle Blowing Procedure (Revised)
- White Oils Bulk Purchase for Warehouse 69 Procedure

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.

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

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 reports or statements under this 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 or statements 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.

- Business Process Risk Assessment – November 2001 – Ernst & Young.
- Marine Services – 2002 – Edmond Arneaud.
- Compensation Survey for Management Positions – 2005 – HRC Associates.
- Management Job Evaluation – 2007 – Eastman & Associates.
- Company Wide Job Evaluation Exercise – 2008 – Eastman & Associates.
- Enterprise Risk Management – 2016 June – Ernst & Young.

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.

Risk survey on NP's property at Sea Lots and Piarco employed by foreign insurance broker in 2008.

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-organisation 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.

Budgets and Strategic Plans – Compiled internally – 2001 to 2004, 2005 to 2008, 2006 to 2009 and 2009 to 2010. Budgets - 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023. Strategic Plans – 2009 to 2012, 2013 to 2016, 2018 to 2020, 2020 to 2023.

LPG Cylinder Management Policy (Revised) 2020 April.



TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2022

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.

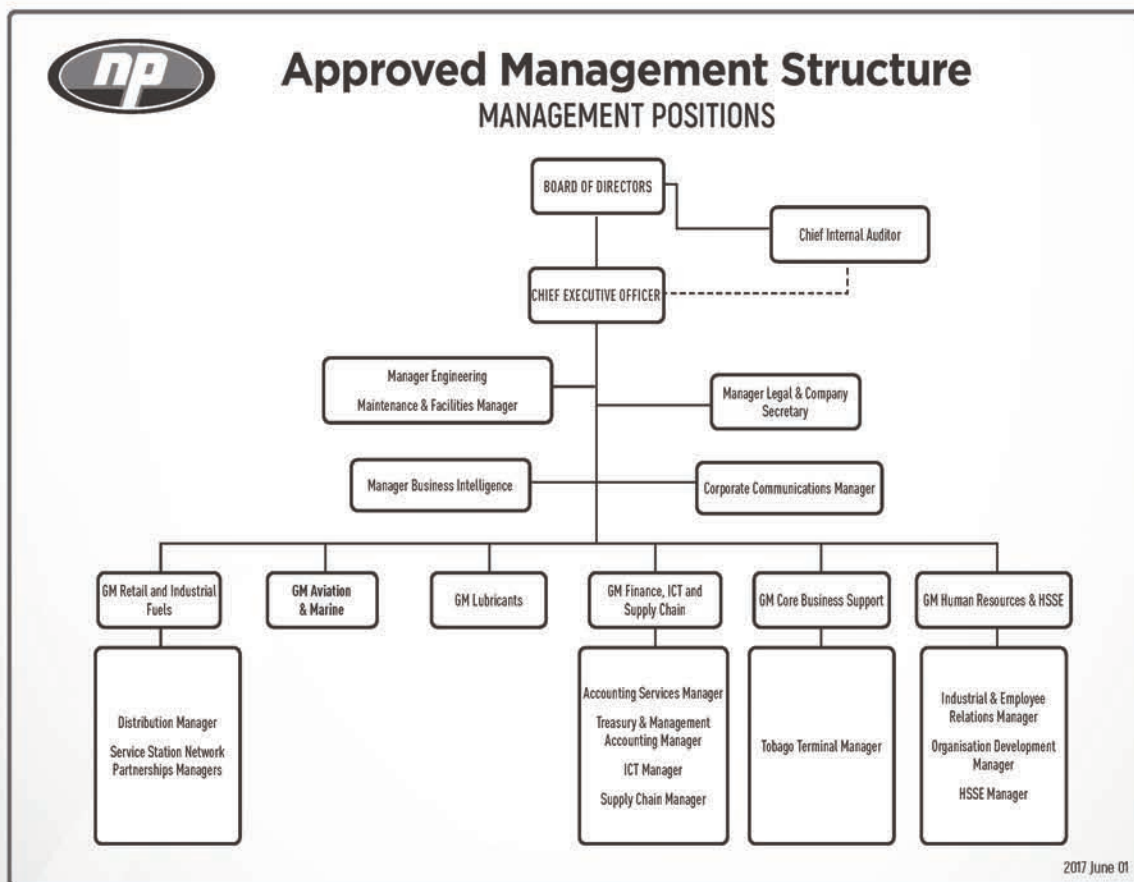
At this time, there are no statements under this sub-section.

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.

Valuation Report in 2008 by Desmond Welch and Associates on NP's property situated at Sea Lots.

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED
FOIA STATEMENT UPDATE 2022



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NOTICE: DORMANT ACCOUNTS FOR OVER SEVEN (7) YEARS
Kindly contact your home branch by July 31st, 2023.

Branch: CORPORATE BANKING UNIT
 Account Title

Last Known Address

Trinsulate 2 Caribbean Limited	LP 812 Corner Sanford Street Southern Main Road California
Saffire Engineering Ltd	67 O'meara Industrial Estate Arima
Theron Aquí	Lot2 Mira Flores Maracas Royal St Joseph
Jennifer Lochan	427 Lamont Street Block 3 PalmisteSan Fernando
WASTECO Caribbean Limited	Unit 8 Rajkumar Street Mission Road
Collarn Financial Advisory Serv Lt	123 Santa Monica Dr Santa Monica Gardens Mausica Arima
Devanand Bahal	485 Penal Rock Road Penal
St Joseph Development Ltd	Suite 105 Precision Place 43 45 W
Caribbean SourcingBuilding Expert L	749 Cunapo Southern Main Navet Village Rio Claro
Terrence Kalloo	59 Marigold Avenue Edinburgh Gardens Chaguanas
Manickchand Limited	242 Mayo Road Palm Tree Villas Eagle Heights Tortuga
Antigua Barbuda Property Developmen	Factory Road Gunthorpes St Georges
Win Radio 1011 Limited	Cor Henry Bonito Streets Lange P
El Mundo Marketing Limited	273 Arena Road Freeport
Anesia Maye	52 Derrick Road Chase Village Cara
Trust Company Guyana Limited	230 Camp South Streets
Mohammed Sarafat Khan	Co Chief Brand Products Uriah Butler Highway Charlieville
Sunplash Productions Limited	31 Action Court Diego Martin
Rev's Mechanical And Engineering Se	1012 Siewnarine Avenue Chase Village Carapichaima
Exeim Caribbean Enterprises Ltd	6 Marshall Street Warrenville Cunupia
Innolvetek Recycling Limited	EP 93 Warren Road Bejucal Cunupia
QMS Limited	4 Ciperó Road Golconda San Fernand
Automotive Service Equipment Trinid	4 Deen Drive Chase Village Chaguanas
Chase Construction Company Limited	32 Maraj Street Perseverence Village Chaguanas
Print Masters Limited	93 Calcutta Road 4 Freeport Junction Carapichaima
Personal Safety Security Training	465 Southern Main Rd Chase Village

Branch: CHAGUANAS
 Account Title

Last Known Address

Aviation Business Limited	South Terminal east Side Piarco International Airport Piarco
Sharleen Dean	22 Cherry Street Edinburgh Gardens
Basdeo Ramlal	210 Papourie Road Diamond Village San Fernando
Hemane SeemongalDass	34A Helen Street Lange Park Chaguanas
Kareem Gomes	609 Edinburgh 500 Chaguanas



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NOTICE: DORMANT ACCOUNTS FOR OVER SEVEN (7) YEARS

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Branch: CHAGUANAS
Account Title

Last Known Address

Shawn Davidson	2921 Mike Hercules Crescent Avenue La Horquetta Arima
Davendra Ramdhan	175 Southern Main Road Couva
Allan Deen	Tunnel Drive Calcutta Settlement Freeport
Rajesh Jadoo	Ep46 Aranguez Main Road San Juan
Wilfredo Omana Sanchez	No 71 Pinewood Ave Ridgeview Heights Tacarigua
Parbatie Baldeo Harripersad	22 Lime Fruit Road Freeport
Robert Eccles	No 2 Ravenala Circle Roystonia Couva
Salic Reesal	187 Mission Road Freeport
Sookdeo Parasram	79 Ravine Sable Road Longdenville
Kalyana Mutchu TA Care Doctor's Off	1A Jerningham Junction Rd Charleville Chaguanas
Charlene Lee Tung	201 Caparo Valley Road Brasso Road Flanagin Town
Martin Wilson	Lp 9 Old Mayaro Road Libertville Rio Claro
Ananta Singh	671 Orbit Street Lange Park Chaguan
Rishi Varun Dipnarine TA Florish En	Cor John And Gaston Streets Montro
Gerard Narinesingh	Lp78 Union Village Claxton Bay
Batra Shyam Lal	Cor Ram Trace Petersfield Main Road Chaguanas
Parbatie Swamber	Koonoo Ave Enterprise Chaguanas
Rekha Walia	28 Mc Bean Local Rd Mc Bean Couva
Ravi Ramcharan	52L Partap Street Tacarigua
Tropical Communication Technology L	16C Chootoo St El Socorro Ext 2 San Juan
Roopnarine Siewnarine	LP 238 Main Road Longdenville Chaguanas
Sirju Deochand	Lp 19 Tableland Road Tableland
Krishnanand Ramlal	15 Bethlem Drive Chase Village Chaguanas
Anakeya Hinds	LP 51 Icacos Village Cedros
Narendra Ramoutar	26 Jaisaree Trace Sum Sum Hill Caxton Bay
Basdai Balkissoon	Cacandee Road Felicity Chaguanas
Pirie Sookar	Ep188 Las Lomas 1 Chin Chin Road Cunupia
GD Entertainment	137 Casuarina Crescent Lange Park Chaguanas
Ashram Ramcharan	LP 176 North Post Road Patna Village Diego Martin
Kelvin Ramdin	4 Southern Main RD Cunupia
Michael Marajh	24 Edinburgh Gardens Phase 3 Chaguanas
Heeralal Harripersad	Lp 76 Freeport Misson Road Freeport
Samuel Wihby	112 Victoria Drive Victoria Gardens Diego Martin
Kadandale Shetty	Lot 28 Vista Park 4th Avenue Beaucarro Road Mc Bean Couva

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Branch: CHAGUANAS
Account Title

Last Known Address

Johanna Vergara Pernia	226 4th Avenue Orchard Gardens Chaguana
Ankiah Kailash	LP 29 El Dorado Road Tunapuna
Randy Gangabissoon	Lot 47 Seechandra Park Esmeralda Ro
Dwarika Vishram	Lp36 Kolahal Road Charlieville Chaguana
Gail V Belgrave	981 Soldado Rd Lange Park Chaguana
Kassiram Dookoo	99 Munroe Road Cunupia
Mahabal Ramdahin	Lp15 Calcutta Settlement Road 2 Freeport
Manish Jain	LP74 Rapsey Street Curepe
Roma Baran	2 KM Cunapo Southern Road Sangre Grande
Amzad Mohammed	4 Paul Street Sange Grande
Muhammad Bilal	536 Caroni Savannah Road Charlieville Chaguana
Clayrun Silcott	EP54 Lawrence Wong Road Silcott Drive Longdenville
John Affenita	88 Sunnyside Blvd Suite 208 Plainview New York
David Richardson	28 Sattar Avenue St Croix Road Pr
Indra Mahabir Maharaj TA Yantracks	35 William Ave Welcome Rd Cunupia
Varindra John	EP5 Rodney Rd Ext 1 Endeavour Chaguana
Moean Juman	LP 61 Lyon Drive Orange Field Carapichaima
Lachhman Ramdass	16 Pierre Road Felicity Chaguana
Valisti Jaikaran	28 Sumaria Trace Charlieville
Sita Rampersad	LP 47 Lendore Village Chaguana
Jennifer Ali	315 Southern Main Rd Cunupia
KC Backhoe Equipment Rental	69 Gran Couva Main RD Preysal VLG Couva
Carlos Ruiz Barboza	226 4th Ave Orchard Gardens Chaguana
Franklyn James	17 Las Lomas No 1 Chin Chin Road Cunupia
Alison SwansonTyson	784 S East Ave Vineland NJ 08360
Himalayan Missionaries T'dad Tobag	Dsm Plaza Old Southern Main Road Chaguana
Sookdai Kayadat	Chrissia Terrace Lendore Village Chaguana
Gomatee MarajAli	32 Gran Couva Main Road Preysal
Gangaram Moonieram	43 Cacandee Road Felicity Chaguana
Mohammed Nizam Odeen	116 Calcutta Road 2 Freeport
Ronald Alonzo Martinez	Apt 302 115 Penco Street Montrose Chaguana
Caparo Sport Club	26 Sandbox Avenue Carlsen Field Villas Phase 2 Chaguana
Arunadale Sinanan	380 Southern Main Road California
Ali Shaliza	42 John Peter Rd Charlieville Chaguana

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Branch: CHAGUANAS
Account Title

Last Known Address

Monormay Sookhai	2 Sewa Dr Todds Road Chaguanas
Naim Mustapha	Corner Don Miguel Road And Fifth Street Barataria
Dolphus Khemraj	EP 61 Harrichand Tr Thompson Road Palmiste Chaguanas
Ramesar Kallap	Lp 10 Church Street Kelly Village Caroni
Pedro Aponte Vicuna	Lot 2 Trafalgar Dr Park View Orchard Gardens Chaguanas
Vigai Vijay Contracting Company Lt	EP11 St Helena Village Piarco
Bissoondath Ramlogan	252 Mayo Road Tortuga
Ramdass Brian Henderson	Cacique Street Princes Town
Pyari Cheng	51 Rowan Street Balmain Village Couva
Gomattie Maye	61 Yaraba Road Carlsen Field Chaguanas
Curt Richards	Lp552 B Southern Mn Road Chase Village
Mohamed J Merchant	63c Lyndon Street Curepe Apt 3
Harry Persaud	LP74 Assaraff Rd Charlieville Chaguanas
Hernan S Marquez	226 4th Avenue Orchard Gardens Chaguanas
Lizabeth Douglas Araque	226 4th Avenue Orchard Gardens Chaguanas
Samdai Bhajan	155 Nolan Street Felicity Chagauans
Marlene Marajh	647 Eastern Avenue Lange Park Chaguanas
Rashid Yahya A	Laltoo Trace Penal
Konan's Trading And Contracting Ltd	12 B La Rosalia Avenue Central ParkCouva
Kiltkenny T Sital	134 Lylelane Street Felicity Chaguanas
Nadira Rahaman	51 Endeavour Road Chaguanas
Naieem Hosein	9 Harmony Drive Lakhan Street Peter's Field Chaguanas
Nujoma Morris	8 12mm Toco Road Matura
Ghanas Boodoo	15 Panchoo Lane San Juan
Yvonne DookeranBunsee	17 Chelsea Farm House Milmans Street London SW 10 0BY
England	
RAMKISSOON SURESH	111 Cunapo Southern Main Road RioClaro
Arban M Cross	9 Cayenne Drive Edinburgh 500 Chaguanas
Rohit Ranchal	54 Charles Street Gasparillo
Nayika Walia Azad	Lot 10 Appos Avenue Farida GardensOrangefield Road
Michael Bholaramsingh	10A Lightbourne Road Samlalsingh Trace Bonaventure
Yodeimar Carolina Delacierta Aceved	The Point Lange Park Chaguanas
Renelle Murray	321 Paria Avenue Lange Park Chaguanas
Zamina MohammedKhan	136 Quarry Village Siparia



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Branch: CHAGUANAS Account Title	Last Known Address
Denesh Ramdin	Ep181 Mission Road Preysal Couva
Rameshwar Tiwari	18 Edinburgh Gardens Chaguanas
Mohamm ed Shanaz	Ghany Trace Warrenville Cunupia
Viviana Carolina Ascanio Acosta	Apt 2 226 4th Avenue Orchard Gardens Chaguanas
Reyes Cassaio	Apt 3 2 Blackthorn Avenue Toronto ON M6N 3H5
Curtis Carr	351 Singh Street Dinsley Village Tacarigua
Central Trinidad Sporting Initiativ	Boundary Road Felicity Chaguanas
Imran Mohammed	LP454 Southern Main Road Chase Village Carapichaima
Bissoondath Ramlogan	252 Mayo Road Tortuga
Mojo's Restaurant And Bar Limited	56 Herrera Trace Friendship Village Ciper Road San Fernando
Caribbean Facilities Corporation Li	LP 22 Xavier Street Extension Chaguanas

Branch: PORT OF SPAIN Account Title	Last Known Address
Lennard Burnley	Lp4a Hotel Road Las Cuevas Village Las Cuevas
LD Pools Ltd	78 Churchill Roosevelt Highway Bamboo Settlement 3 Valsayn
Sandra Basheer	40 Sixth Avenue Barataria
Lucena Sandra	129 Riverside Drive San Fernando
Michael Daniel	40 Ponderosa Crescent La Resource D
Stephen Osborne	7B Phillip Charles Road Petit Valley
Lucena Maria Del Carmen Lucena	Avenida Las Lagrimas Centro Comercial El Indio Locales Aravre Estado Portuguesa
AC Works Limited	2 West Christina Court 3335 Boissierre 1 Maraval
Maya Chriqui	Apt 13 Hildamon Gardens Diego Martin
Merle Donaldson	Apt 2 4 Hamel Smith Terrace Cascade
Kevin Yung	12 Coblenz Gardens Cascade Port Of Spain
Amit Overseas Limited	Lp No51 Maraj Street Longdenville Chaguanas
Robert King	Wrexford Upper East Apt 13 Kings Gate Lane Pembroke HM 04
Ameer Mohammed	Lp18 A Bharath Street St Augustine
Ricardo K Harper	57 Crowne Trace Carenage
Desmond Brown	12 Cabazon Lane Belmont Port Of Spain
Jasodra Downes	Lp 55 Railway Road Cunupia
Melanie Xavier	12025 Richmond Ave Apt 7307 Houston TX 770822492
Anand Ramtahal	66 Macaulay Trace Claxton Bay
Aleema Harrylal	3B Fuller Street Patna Village Diego Martin



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NOTICE: DORMANT ACCOUNTS FOR OVER SEVEN (7) YEARS
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Branch: PORT OF SPAIN Account Title	Last Known Address
Samuel Abiodun Adebisi	4B Alfred Olton Drive Olton Road Arima
Anthony Oakley	PL 00053 Neeranjan Street Sangre Grande
John Mohammed	74 Second Caledonia Road Morvant
Furlonge Colin Brian	86 Main Road Chaguanas
Kenny Deonarinesingh	3739 Rothbury Drive Belle Isle FL328122200
Sharma Maharaj	5 Sunset Cove La Romain On The SeaSan Fernando
Barry Mykoo	5 Cemetery Street Charlieville Chaguanas
Decklon Morris	23 Boss Lane Bhagaloo Street Chaguanas
Ryhanna Seedarnee	LP65 El Chorro Road Maracas Valley
Cocorite Muslim Community	8 Lady Hochoy Circ Cocorite
VQ's General Contracting Company Lt	Unit 25 Cleaver Heights Cleaver Road Arima
Andy Ayin	28 Windsurf Road Westmoorings
Eligio Fernandez Gonzalez	Lot 20 Alfred Crescent Bon Accord Tobago
Stephanie SilvertonRobinson	78 Piarco Old Road Red Hill D'Abadie
Budget Cellular Limited	29 Smart Avenue Lachoos Road Penal

Branch: SOUTH PARK Account Title	Last Known Address
Lianna Salazar	162 Cedar Hill Road Claxton Bay
Gibraiel Ali	8 Sanderling Drive Union Hall San Fernando
Seenath Shivanand	8 Villian Street San Fernando
Dianne Boodlal	27 Craginsh Road Princes Town
Jameson Blondell	20 Betsy Street La Romain San Fernando
Elahie Jane	2 New Settlement Tarouba Road Mara
Environment Changers	107D Circular Road Mt Lambert San Juan
Sookram Indra	181 Southern Main Road Marabella
Frank Liverpool	91 Battoo Ave Marabella
Mervyn Springer	245 Park Lane Union Park West Marabella
Courtney Rosales	90 Battoo Avenue Marabella
Azeem Khan	50 Chandai Ave Friendship Village San Fernando
Jatil Nathu Hari TA Trinfast Market	26 Jones Street Union Park East Marabella
Yohanie Singh Ramgoolam	141 Macaulay JCT Hermitage Vge Clax
Fiaz Ali	13 Fazar Ali Street San Juan
Rajpaul Seepersad	47 Wagner PL FL 1 Irvington Town New Jersey



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Branch: SOUTH PARK
Account Title

Last Known Address

Kelvin Lakhan	715 Quail Vally Drive Palmiste
Juliet Hosein	EP 69 Kokaram Street Delhi Road F
Philmon Morren	52 Mayo Road Williamsville
Allan Boodoo	174 Southern Main Road Bamboo Village La Romaine
Curtis Ramnarine	2830 Caradale Cres Unit 7 St Joseph Village San Fernando
Ugindr Maharaj	3 Westwood Street San Fernando
Jaganath S Maharaj	250 Mahabir Crescent May Street Palmiste San Fernando
Truman Lochan Dass	6569 Point APierre Road San Fernando
Christian Ali	Lot 100 Golconda Housing Development Phase 2 San Fernando
Tanweer Ahmed	42 Pearl Avenue Battoo Lands Marabella
Dress To Impress Fashions Tailorin	41 Southern Main Road Marabella
Simbhoonath Maharaj	LP555 George Village Naparima Mayaro Road Tableland
Timothy Ramdass	277 Sister's Road Hardbargain Willi
Zaheeda Hosein	33 Rosalind Drive Block 6 Palmiste San Fernando
Andrew Jokhan	259 Terrence View Drive Gulf View La Romaine
Jared Solomon	6 Inverene Road Cocoyea San Fernando
Veera Balkissoon	Duff Trace Sisters Road Co Williamsville P O
Jasond Thomas	Lot 274 Road Reserve Harmony Hall
Sudha Sishodia	146 Central Park Couva
Miguel Ramdass	Michael Street Kelly Village Caroni
Rajaram Ramraj	85 Tarouba Road Marabella
Regina Rackal	28 Boodoo Trace Hermitage Road Macaulay
Zabar Baksh	11 Temple Street Bamboo Grove Land Settlement No 2 Valsayn
Amzad Sadar	24 Garth Road Princes Town
Andy Mahadeo	4 Raghoo Street Raghoo Village Diamond San Fernando
Edison Nanan	GP Road Barrackpore
Denmark Poonwasie Singh	386 A Bonne Aventure Gasparillo
Anil Dhanasar	62 Chandai Avenue Friendship Village San Fernando
Surjo Benerjee	15 Wahid Circular Drive Sumadh Gardens San Fernando
Taramatie Manna	19 Arena Gardens Freeport
Yu Ling Yuan	10 Pouchet Street San Fernando
Bhola Anil Kumar	14 Premier Street Gopaul Lands Marabella
Yasmin Ali	Lot 12 Phillip Lane Union Village Claxton Bay
Ricardo Hassanali	20 Wharton Street Vistabella San Fernando
Vinlolly Panan TA Hi Quality Car R	11 Kallou Street La Paille Village Caroni

JMMB Bank
Your best interest at heart.

Call: 800-JMMB (5662)

along with the following extensions:

Chaguanas: 42023 • Tunapuna: 42557 • Port of Spain: 42302 • South Park: 42455

www.jmmb.com/tt infott@jmmb.com



Statement of Accounts published in accordance with Trinidad & Tobago Financial Institutions Act 2008

Under the provisions of Section 76(1) of the Act, the following statement of names and addresses is published by JMMB Bank (T&T) Limited. The sums held on the accounts of the persons named in this statement will be paid to the Central Bank in accordance with the terms of Section 76(4) unless the persons to whom the accounts are payable, or their legal personal representatives, as the case may be, submit a claim to the appropriate branch of the Bank within three months of the date thereof.



NOTICE: DORMANT ACCOUNTS FOR OVER SEVEN (7) YEARS
Kindly contact your home branch by July 31st, 2023.

Branch: SOUTH PARK
 Account Title

Last Known Address

Celestial Investments Ltd	3 Harris Street San Frenando
Discover Technologies General Suppl	73 Rushworth Street San Fernando
JSL Crew And Boating Supplies Limit	109 Abercromby Street Port Of Spain
Mischief Advertising Co Ltd	Ground Floor Arcade Building High Street San Fernando
National Coatings Limited	54 Cayenne Drive Orchard Gardens Chaguanas
Ben Lomond Industrial Safety Solut	119 Ben Lomond Village Williamsville

Branch: TUNAPUNA
 Account Title

Last Known Address

Ryan Deonarine	11 L Prescott Lane Tunapuna
Youth Club Oropune Police	Bldg50B Oropune Gardens Unit C Piarco
Kingsley Herreira	4A 7 El Dorado Heights Tunapuna
Suzan Khan	95 Clover Lane Stoughton Ma 02072 Usa
Mark Hernandez TA MH Tactical Respo	The Crossing Tumpuna Road House 287Arima
Teneil SonnyMohammed	106 Calcutta Road 1 Mc Bean VillageCouva
Richard Hosein	18A Caimite Street Morvant
Circulate Life	9 Cashew Loop The CrossingsTumpunaRoad Arima
Stokely Phillips	52 First Avenue Mount Lambert
And Tobago The Performing Arts Cent	15 Mahraj Pasea Tunapuna
Davendra Ojar	21 Auzonville Road Tunapuna
Lynette Singh	Lot 22 Keron Drive Vega De Oropouche Sangre Grande
Gresha Gonzales	19c Scott Street St Augustine
Antoine Mark	74 Oropune Gardens Piarco
Shammah Ministries	20 King Street St Joseph
Gary Topha	31 Majestic Blvd Millennium PK Trincity
Avinash Jagassar	Lp51 Best Street Dinsley Village Tacarigua
Malinie Benjamin	89 San Louis Road Guaico Sangre Grande
Gunness Rajvinnath	LP 2 Pasea Ext Road Tunapuna
Andy Ramsawak	22 Watts Street Curepe
Faheem Khan	1 Louis Ressal Street Via La SolitaRoad Kelly Village Caroni
Northern Cooling Limited	LP 64 Endeavour Raod Chaguanas
RagoonathNouman Crystal	75 Delhi Road Fyzabad
Nicola Lumsden	1Eight Ave Bon Air Gardens Arouca
Rosana Ramdehal	27 Geranium Street St Augustine
MatthewBennett Marcia	11 Saturn Dr Ext Boys Lane D'abadie
Darryl DeFreitas	4804 Avenue Brooklyn New York
Shanenon Tyler Murray TA Shanenon's	25 Eastern Main Road StJoseph
Narindra Janglee	15 Mohipath Trace St Helena VillagePiarco
Nathanael Johnson	EP54 Tomato Trace River Estate Diego Martin
Miller Claire	Apt 6 La Joya Complex E Main Rd St Joseph
National Super League	135 Eastern Main Road Arouca



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

BOROUGH OF CHAGUANAS

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguana, has appointed MONDAY THE 1ST DAY OF MAY, 2023 at 8.30 in the forenoon in the Trinidad North District Court, Chaguana, as the day, hour and place at which a Special Session will be held to hear and determine the application of Mahindra Boodram of No. 70 Esmeralda Road, Cunupia for a Certificate authorising him to carry on the trade of a Spirit Grocer in respect of premises situate at No. 68 Esmeralda, Cunupia.

Dated this 12th day of April, 2023 at the Trinidad North District Court, Chaguana.

N. LAVIA
*Secretary, Licensing Committee
Borough of Chaguana*

563

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguana, has appointed MONDAY THE 1ST DAY OF MAY, 2023 at 8.30 in the forenoon in the Trinidad North District Court, Chaguana, as the day, hour and place at which a Special Session will be held to hear and determine the application of Sherri-Ann Sieunarine of 50-51, Mora Drive, Home Land Gardens, Cunupia for a Certificate authorising her to carry on the trade of a Spirit Retailer in respect of premises situate at Old Southern Main Road, Cunupia.

Dated this 12th day of April, 2023 at the Trinidad North District Court, Chaguana.

N. LAVIA
*Secretary, Licensing Committee
Borough of Chaguana*

564

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguana, has appointed MONDAY THE 1ST DAY OF MAY, 2023 at 8.30 in the forenoon in the Trinidad North District Court, Chaguana, as the day, hour and place at which a Special Session will be held to hear and determine the application of Russell Bahadoorsingh of 5, Legacy Lange Park, Chaguana for a Certificate authorising him to carry on the business of a Special Restaurant in respect of premises situate at Lot A, Corner Rodney Road, Montrose and Crown Trace, Chaguana.

Dated this 12th day of April, 2023 at the Trinidad North District Court, Chaguana.

N. LAVIA
*Secretary, Licensing Committee
Borough of Chaguana*

565

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguana, has appointed MONDAY THE 1ST DAY OF MAY, 2023 at 8.30 in the forenoon Trinidad North District Court, Chaguana, as the day, hour and place at which a Special Session will be held to hear and determine the application of Wei Zhong Long of Corner Longdenville Old Road and Peyton Place, Longdenville, for a Certificate authorising her, to carry on the trade of a Spirit Grocer in respect of premises situate at Corner Longdenville Old Road and Peyton Place, Longdenville.

Dated this 12th day of April, 2023 at the Trinidad North District Court, Chaguana.

N. LAVIA
*Secretary, Licensing Committee
Borough of Chaguana*

566

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguana, has appointed MONDAY THE 1ST DAY OF MAY, 2023 at 8.30 in the forenoon in the Trinidad North District Court, Chaguana, as the day, hour and place at which a Special Session will be held to hear and determine the application of Alonzo Ragbir of No. 67 Waterloo Road, Bank Village, Carapichaima for a Certificate authorising him to carry on the trade of a Spirit Grocer in respect of premises situate at No. 67 Waterloo Road, Bank Village, Carapichaima.

Dated this 12th day of April, 2023 at the Trinidad North District Court, Chaguana.

N. LAVIA
*Secretary, Licensing Committee
Borough of Chaguana*

567

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Borough of Chaguana, has appointed MONDAY THE 1ST DAY OF MAY, 2023 at 8.30 in the forenoon in the Trinidad North District Court, Chaguana, as the day, hour and place at which a Special Session will be held to hear and determine the application of Andy Persad of No. 35 Fletcher's Road, Todd Road, Chaguana, for a Certificate authorising him to carry on the trade of a Spirit Grocer in respect of premises situate at No.1A Edinburgh Road, Palmiste, Longdenville, Chaguana.

Dated this 12th day of April, 2023 at the Trinidad North District Court, Chaguana.

N. LAVIA
*Secretary, Licensing Committee
Borough of Chaguana*