



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 63

Caroni, Trinidad, Tuesday 20th August, 2024—Price \$1.00

No. 121

1064

APPOINTMENT OF MUSLIM MARRIAGE OFFICER

(Muslim Marriage and Divorce Act, Chap. 45:02)

THE UNDERMENTIONED member of the Muslim Community has been appointed a Marriage Officer for the purpose of the Muslim Marriage and Divorce Act, Chap. 45:02.

By Command

R. ARMOUR
Minister of Legal Affairs

27th February, 2024.

<i>Name</i>	<i>Where Residing</i>	<i>Association</i>
Siddiqui Sulaman	No. 4 Baksh Avenue, Uquire Road Freeport	Freeport Uquire Muslim Organization Masjid No. 86 Uquire Road Freeport

1065

MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 16th January, 2024 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purposes of the Marriage Act, Chap. 45:01.

By Command

R. ARMOUR
Minister of Legal Affairs

16th January, 2024.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Pentecostal Assemblies of the West Indies (PAWI)	Gartlyn Amlyn Arthur-Chance	Light Pole No. 30 Cocrico Avenue, Buccoo Development, Tobago	Holistic Transformation Ministries William Trace, Louis d'Or Land Settlement, Tobago
Elohim Life Transformation Ministries	Lester Fenton Thom	Light Pole No. 7 Nelson Road Extension Mission Road, Freeport	Elohim Life Transformation Ministries Prim-Robe Drive Southern Main Road Chase Village, Chaguanas
Association of Independent Ministries	Nathaniel Silvano Manning	No. 2 Benjamin Lane Enterprise Chaguanas	Redemption Deliverance Freedom Tabernacle John Street, Enterprise Chaguanas

NOTIFICATION OF MERGER OF LOCAL PUBLIC ASSISTANCE BOARD

Central Public Assistance Board Meeting**Date: July 25, 2024**

Resolution: The Merger of the Local Public Assistance Districts of St. Andrew and St. David

Recognising that the Social Welfare Division was established to assist in empowering the vulnerable in Trinidad and Tobago to enjoy a better quality of life by providing financial and social assistance in accordance with existing pieces of legislation and policies;

Recognising that the Public Assistance Act, Chapter 32:03 is the parent legislation that governs the operations of the Social Welfare Division;

Recognising that Section 7 of the Public Assistance Act, Chapter 32:03 allows for the subdivision of Trinidad and Tobago into Local Public Assistance Districts;

Recognising that the Public Assistance Act, Chapter 32:03 makes provision for the establishment of the Central Public Assistance Board [Section 4(1)] and Local Public Assistance Boards [Section 8(1)]. The Boards are charged with the responsibility to administer the delivery of social assistance in accordance with the Act and approved policy instruments;

Recognising that Local Public Assistance Districts shall be such areas as may from time to time be fixed and defined by the Central Public Assistance Board by resolution to be approved by the Minister and published in the Gazette [Section 7(2)];

Acknowledging that in accordance with Section 7 of the Public Assistance Act, the following areas have by Resolution (194/1952) of the Board been fixed and defined as Local Public Assistance Districts:

1. the Local Public Assistance District of St. George West;
2. the Local Public Assistance District of St. George East;
3. the Local Public Assistance District of Caroni;
4. the Local Public Assistance District St. Andrew;
5. the Local Public Assistance District of St. David;
6. the Local Public Assistance District of Nariva/Mayaro;
7. the Local Public Assistance District of Siparia;
8. the Local Public Assistance District of La Brea and Cedros;
9. the Local Public Assistance District of San Fernando;
10. the Local Public Assistance District of Princes Town; and
11. the Local Public Assistance District of Tobago;

Acknowledging that Cabinet, by Minute No. 1694 of December 9, 2010, decided (inter alia) at Section (c), that "in accordance with the provisions of Section 7(2) of the said Act, County St. Andrew and County St. David be one (1) Local Public Assistance District by resolution to be approved by the Minister and published in the Gazette";

Recognising that notwithstanding the establishment of two (2) Local Public Assistance Districts as well as the appointment of two (2) separate Local Public Assistance Boards,

historically, only one administrative arrangement was deemed necessary and put in place to service the two Local Public Assistance Districts;

Expressing concern that currently, the same Chairman and Secretary have dual responsibility for both Local Public Assistance Districts and Local Public Assistance Boards, creates anomalies, administrative burden and unnecessary expenditure and resources;

Recognizing that due to its population size and the current caseload, only one officer services the St. David Local Public Assistance District (which comprises of the remote areas such as Cumana, Toco, L'Anse Noire, Sans Souci, Monte Video, Matelot and Grande Riviere);

Bearing in mind, all of the above mentioned factors, a decision was taken by the Minister with responsibility for Social Welfare not to reconstitute the Local Public Assistance Board of St. David after the expiration of the tenure of this Local Board in 2023; and

Reaffirming the need for an effective and efficient social protection system and the need for value for money, it has become necessary to merge the Local Public Assistance Districts of St. Andrew and St. David to be constituted as one Local Public Assistance District, to be named the Local Public Assistance District of Sangre Grande;

Be it Resolved that:

The Local Public Assistance Districts of St. Andrew and St. David be merged into one Local Public Assistance District to be known as the Local Public Assistance District of Sangre Grande and shall be governed by one Local Board, with singular administrative arrangements.

**Central Public Assistance Board
Special Meeting
Resolution of the Board**

Section 4(1) of the Public Assistance Act Chapter 32:03 makes provision as follows:

- For the purposes of this Act there shall be established a Board to be called "The Central Public Assistance Board".

Further Section (2) of the said Act provides for the following:

- The Board shall consist of the Director (Social Welfare) who shall be Chairman, and not more than eight other members to be nominated by a Minister, who shall hold office during his pleasure and for a period of not more than three years.

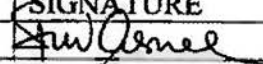

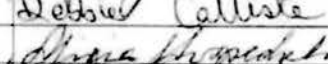
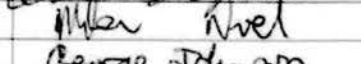
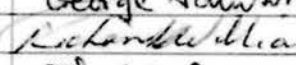
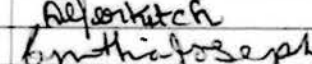
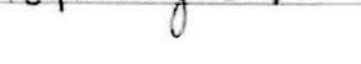


Further Section 7(1) and (2) of the said Act provides for the following:

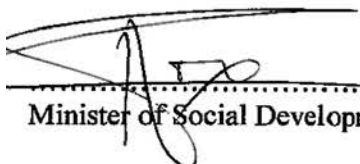
- For the purposes of this Act, Trinidad and Tobago shall be divided into Local Public Assistance Districts.
- Local Public Assistance Districts shall be such areas as may from time to time be fixed and defined by the Board by resolution to be approved by the Minister and published in the *Gazette*.

At a Special Meeting of the Central Public Assistance Board held on July 25, 2024, in keeping with Section 7(2) of the Public Assistance Act, Chapter 32:03, it was unanimously resolved that:

The Local Public Assistance Districts of St. Andrew and St. David be merged into one Local Public Assistance District to be known as the Local Public Assistance District of Sangre Grande and shall be governed by one Local Board, with singular administrative arrangements

IN WITNESS WHEREOF, the members have executed the resolution effective as 25th day of July 2024.

NAME	POSITION	SIGNATURE	DATE
ELIZABETH VILLARUEL	CHAIRMAN		25/07/2024
ARCHDEACON KENLY BALDEO	MEMBER		25.07.2024
DEBBIE CALLISTE	MEMBER		25-07-2024
ALICIA HOSPEDALES	MEMBER		25-07-2024
MARLON NOEL	MEMBER		25.07.2024
GEORGE JOHNSON	MEMBER		25/7/2024
RICHARD WILLIAMS	MEMBER		
DENISE MERKITCH	MEMBER		25/07/2024
CYNTHIA JOSEPH	MEMBER		25/07/2024


Minister of Social Development and Family Services



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

In the Matter of the Contravention of Section 63(a) of the Securities Act Chapter 83:02 of the laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the Securities (General) By-Laws 2015

By

ANSA Merchant Bank Limited

ORDER OF THE COMMISSION

Dated this ^{29th} day of *July*, 2024

WHEREAS Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“**the Act**”) and By-Law 47(c) of the Securities (General) By-Laws 2015 (“**the By-Laws**”) impose certain obligations on a Reporting Issuer with respect to the filing of its Annual Report;

AND WHEREAS ANSA Merchant Bank Limited (“**the Respondent**”), filed with the Commission its Annual Report for its financial year ended December 31, 2023, past the due date of April 29, 2024.

AND WHEREAS staff of the Commission (“**the Staff**”) advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-laws by failing to file the aforementioned document, within the prescribed timeframe.

AND WHEREAS the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by filing its Annual Report with the Commission past the due date and agreed to pay the consequential administrative fine of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00).

AND UPON the Chief Executive Officer considering the submissions by the Staff and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

IT IS HEREBY ORDERED THAT:

1. ANSA Merchant Bank Limited (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-laws.
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00) within twenty-eight days of making this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Imtiaz Hosein
Chairman



Ayanna Sylvester-Antoine
Corporate Secretary



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

In the Matter of the Contravention of Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the Securities (General) By-Laws 2015

By

Development Finance Limited

ORDER OF THE COMMISSION

Dated this 29th day of July, 2024

WHEREAS Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“**the Act**”) and By-Law 47(c) of the Securities (General) By-Laws 2015 (“**the By-Laws**”) impose certain obligations on a Reporting Issuer with respect to the filing of its Annual Report;

AND WHEREAS Development Finance Limited (“**the Respondent**”), filed with the Commission its Annual Report for its financial year ended December 31, 2023, on April 30, 2024, past the due date of April 29, 2024.

AND WHEREAS staff of the Commission (“**the Staff**”) advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-laws by failing to file the aforementioned document, within the prescribed timeframe;

AND WHEREAS the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by filing its Annual Report with the Commission past the due date and agreed to pay the consequential administrative fine of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00);

AND UPON the Chief Executive Officer considering the submissions by the Staff and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

IT IS HEREBY ORDERED THAT:

1. Development Finance Limited (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-laws.
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00) within twenty-eight days of making this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Imtiaz Hosein
Chairman



Ayanna Sylvester-Antoine
Corporate Secretary



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

In The Matter of the Contravention of Section 63(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the Securities (General) By-Laws, 2015

By

Mortgage Participation Fund

ORDER OF THE COMMISSION

Dated this 29th day of July, 2024

WHEREAS Section 63(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 47(c) of the Securities (General) By-Laws, 2015 (“the By-Laws”), require a Reporting Issuer to file its Annual Report with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”), within the prescribed timeframe;

AND WHEREAS Mortgage Participation Fund (“**the Respondent**”), filed its Annual Report for the financial year ended December 31, 2023, with the Commission, past the due date April 29, 2024;

AND WHEREAS staff of the Commission advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws, by failing to file the aforementioned document within the prescribed timeframe;

AND WHEREAS the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws and agreed to pay the consequential administrative fine;

AND UPON the Board of Commissioners considering the submissions in the matter and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

IT IS HEREBY ORDERED THAT:

1. Mortgage Participation Fund (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00), within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two (2) daily newspapers of general circulation in Trinidad and Tobago.



Imtiaz Hosein
Chairman



Ayanna Sylvester-Antoine
Corporate Secretary



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

In the Matter of the Contravention of Section 63(a) of the Securities Act Chapter 83:02 of the laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the Securities (General) By-Laws 2015

By

Point Lisas Industrial Port Development Corporation Limited

ORDER OF THE COMMISSION

Dated this 29th day of July, 2024

WHEREAS Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“**the Act**”) and By-Law 47(c) of the Securities (General) By-Laws 2015 (“**the By-Laws**”) impose certain obligations on a Reporting Issuer with respect to the filing of its Annual Report;

AND WHEREAS Point Lisas Industrial Port Development Corporation Limited (“**the Respondent**”), filed with the Commission its Annual Report for its financial year ended December 31, 2023, on April 30, 2024, one (1) day past the due date of April 29, 2024.

AND WHEREAS staff of the Commission (“**the Staff**”) advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-laws by failing to file the aforementioned document, within the prescribed timeframe;

AND WHEREAS the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by filing its Annual Report with the Commission past the due date and agreed to pay the consequential administrative fine of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00);

AND UPON the Chief Executive Officer considering the submissions by the Staff and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

IT IS HEREBY ORDERED THAT:

1. Point Lisas Industrial Port Development Corporation Limited (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-laws.
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00) within twenty-eight days of making this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Imtiaz Hosein
Chairman



Ayanna Sylvester-Antoine
Corporate Secretary

**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

In The Matter of a Contravention of Section 64(1)(a), (b) and (c) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago

By

Telecommunications Services of Trinidad and Tobago Limited

ORDER OF THE COMMISSION

Dated this 29th day of July, 2024

WHEREAS of Section 64(1)(a), (b) and (c) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago, (“the Act”), imposes certain obligations on a Reporting Issuer with respect to material changes in their affairs;

AND WHEREAS Telecommunications Services of Trinidad and Tobago Limited (“the Respondent”), following Standard & Poor’s Global Ratings adjustment of the Respondent’s global scale issuer credit and issue-level ratings effective October 23, 2023, filed a Material Change Report, with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”), published a Notice in two daily newspapers and filed copies of the published notice with the Commission, past the respective due dates;

AND WHEREAS staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 64(1)(a), (b), and (c) of the Act by failing to file and publish the aforementioned documents, respectively, within the prescribed timeframes;

AND WHEREAS the Respondent acknowledged that it was in contravention of Section 64(1)(a), (b) and (c) of the Act and entered into a settlement agreement with the Staff (“the Settlement Agreement”);

AND WHEREAS pursuant to the Settlement Agreement which was approved by the Settlement Panel and the Board of Commissioners the Respondent shall pay to the Commission the sum of Thirty-Nine Thousand One Hundred Fifty Trinidad and Tobago Dollars (TT\$39,150.00) within twenty-eight (28) days of the making of this Order;

AND UPON the Board of Commissioners considering the submissions in the Settlement Agreement dated June 11, 2024 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

IT IS HEREBY ORDERED THAT:

1. Telecommunications Services of Trinidad and Tobago Limited (“the Respondent”) has contravened Section 64(1)(a), (b) and (c) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Thirty-Nine Thousand One Hundred Fifty Trinidad and Tobago Dollars (TT\$39,150.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Imtiaz Hosein
Chairman



Ayanna Antoine
Corporate Secretary



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

**In The Matter of the Contravention of Section 63(a) of the Securities Act, Chapter 83:02
of the Laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the
Securities (General) By-Laws, 2015**

By

Trinidad and Tobago Mortgage Bank Limited

ORDER OF THE COMMISSION

Dated this 29th day of July, 2024

WHEREAS Section 63(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 47(c) of the Securities (General) By-Laws, 2015 (“the By-Laws”), require a Reporting Issuer to file its Annual Report with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”), within the prescribed timeframe;

AND WHEREAS Trinidad and Tobago Mortgage Bank Limited (“**the Respondent**”), filed its Annual Report for the financial year ended December 31, 2023, with the Commission, past the due date April 29, 2024;

AND WHEREAS staff of the Commission advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws, by failing to file the aforementioned document within the prescribed timeframe;

AND WHEREAS the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws and agreed to pay the consequential administrative fine;

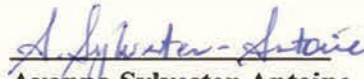
AND UPON the Board of Commissioners considering the submissions in the matter and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

IT IS HEREBY ORDERED THAT:

1. Trinidad and Tobago Mortgage Bank Limited (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of One Thousand Trinidad and Tobago Dollars (TT\$1,000.00), within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two (2) daily newspapers of general circulation in Trinidad and Tobago.



Imtiaz Hosein
Chairman



Ayanna Sylvester-Antoine
Corporate Secretary



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT

2022-2023

CARONI (1975) LIMITED

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

PUBLISHED WITH THE APPROVAL OF THE MINISTER OF FINANCE

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA"), Caroni (1975) Limited is required to publish by law updated statements which list the documents and information existing within Caroni (1975) Limited and are generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents and information held by Caroni (1975) Limited;
2. A legal right for each person to have official information relating to him/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; and
4. Upon receipt of a Notice of Refusal, the legal right to complain in writing to the Ombudsman and to apply to the High Court for Judicial Review of decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of Caroni (1975) Limited

MISSION STATEMENT

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

The Mission of CARONI (1975) LIMITED is to organize and deploy the human, financial and physical resources in a manner to provide quality service and support to the former employees with respect to the agreed terms and conditions of the Voluntary Separation of Employment Programme (VSEP) commitments.

VISION STATEMENT

To satisfy key stakeholders by successfully discharging the Company's legal obligations on behalf of the Government of Trinidad and Tobago.

Caroni (1975) Limited is a Company incorporated in Trinidad and Tobago on the 26th day of March 1975 under the Companies Ordinance Chapter 31 No. 1 of the Laws of Trinidad and Tobago and continued under Section 343 of the Companies Act 1995. The undertaking of its predecessor Caroni Limited was vested in the Company by virtue of Caroni (1975) Limited Vesting Act Chapter 64:07 of the Laws of Trinidad and Tobago.

In 2002 the Government of the Republic of Trinidad and Tobago (GORTT) took the decision to restructure the Sugar Industry in Trinidad and Tobago. As a result, the GORTT decided to close all operations of Caroni (1975) Limited.

In February 2003, Caroni (1975) Limited implemented a Voluntary Separation of Employment Programme (VSEP) for approximately 7866 daily-paid and 1154 monthly-paid employees in all areas of its business activities. The VSEP became effective for the daily-paid employees on August 15 2003 subsequent to an Industrial Court Order No. 9 of 2003 which was executed on July 11th 2003 between the All Trinidad General Workers' Trade Union and Caroni (1975) Limited. On August 2 2003, the VSEP for monthly-paid employees became effective under the terms and conditions as stipulated in the February 2003 VSEP offer.

As a consequence of the VSEP in August 2003, Caroni (1975) Limited became a non-operational Company falling under the remit of Corporation Sole, the Minister of Finance, with responsibility for managing and ensuring that the commitments made in the VSEP offer to the former employees were fulfilled. The commitments of the VSEP became the responsibility of Caroni (1975) Limited as the executor of the Industrial Court Order. Caroni (1975) Limited retained former employees who possessed the relevant skill sets along with institutional memory as part of a Transitional Team to manage the delivery of the commitments to the former employees.

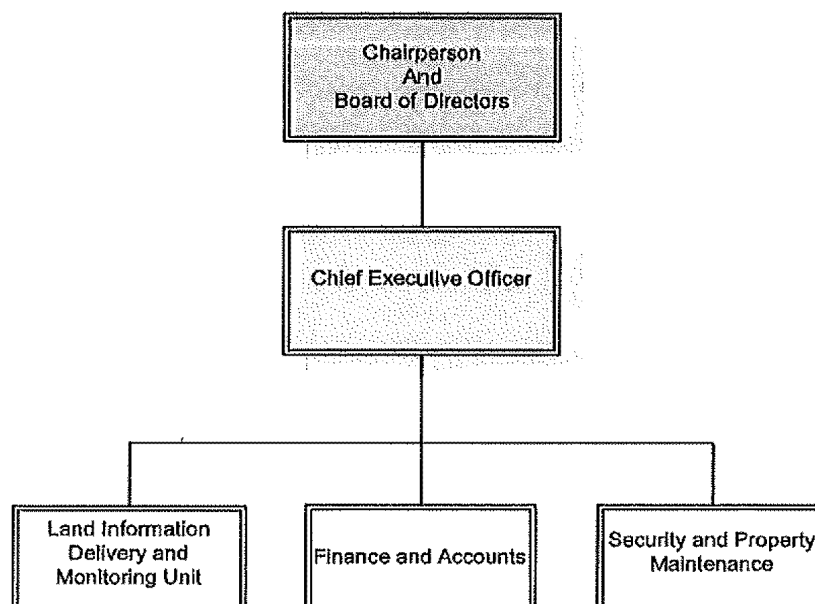
Caroni (1975) Limited and Orange Grove National Company Limited (Divestment Act No. 25 of 2005) which was proclaimed on June 01 2006 provided for the transfer to and vesting of the real

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

estate undertakings of Caroni (1975) Limited and Orange Grove National Company Limited to the State. By virtue of Section 6 of the Act, the Republic of Trinidad and Tobago became the relevant party to contracts in respect to the real estate undertakings which were previously under Caroni (1975) Limited and Orange Grove National Company Limited. Under the State Lands Act, the Commissioner of State Lands took possession of and is charged with the care and letting and collection of rents of all lands which by virtue of any Act become vested in the State.

The Board of Directors which is elected by the Company's Shareholders at its Annual General Meeting reports to the Minister of Finance who is responsible for the Company. The Board of Directors is responsible for directing the management of the business and affairs of the Company and for exercising the powers of the Company through the employees and agents of the Company. The Chief Executive Officer (CEO) is responsible for the implementation and administration of policies which are formulated by the Board of Directors.

The Company is structured as shown in the Organizational Chart:



The Board of Directors is the representative of the shareholder and controls the overall direction of the Company.

Its Directors are:

Ms. Michelle Durham-Kissoon	-	Chairperson
Ms. Sharon Mohammed	-	Director
Ms. Starriegold Kallie-Naipaul	-	Director
Ms. Seeta Beedasia	-	Director
Mr. Junior Atwarie	-	Director

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

The Management Team is responsible for the management of the Company.

Its members are:

- Chief Executive Officer
- Acting Officer in Charge of Land Information, Delivery and Monitoring Unit
- Acting Team Leader of Finance and Accounts
- Acting Officer in Charge of Security and Property Maintenance

Office of the Chief Executive Officer

The Office of the Chief Executive Officer is responsible for the following functions:

- To facilitate the fulfillment of the commitments under the Industrial Court Order No. 9 of 2003;
- To give direction and to manage all matters relating to the day to day operations and financial management of Caroni (1975) Limited;
- To effectively manage the human resources; and
- To provide corporate secretarial services.

Land Information, Delivery and Monitoring Unit

The Land Information, Delivery and Monitoring Unit is responsible for the following functions:

- Facilitation of related commitments under the Industrial Court Order No. 9 of 2003;
- Records Management; and
- Monitoring of VSEP residential lands

Finance and Accounts

The Finance and Accounts Department is responsible for the following functions:

- Financial Accounting;
- Accounts Receivable/Payable; and
- Procurement and Contracts Administration

Security and Property Maintenance Department

The Security and Property Maintenance Department is responsible for the following functions:

- Security of Offices and Surroundings;
- Maintenance and repairs of Office Buildings and grounds; and
- Compliance with Health and Safety Procedures and the Environment

Section 7(1)(a)(ii)

Categories of documents in the possession of Caroni (1975) Limited

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

1. Caroni (1975) Limited and Orange Grove National Company Limited (Divestment Act No. 25 of 2005);
2. Industrial Court Order No. 9 of 2003;
3. Minutes of Meetings of the Board of Directors and Minutes of the Annual General Meetings;
4. Financial records and audit files;
5. Files dealing with matters relating to the purchase of supplies, services and equipment, post 2003;
6. Internal and external correspondence files;
7. Maps and leases;
8. Legal opinions and related matters;
9. Files dealing with administrative support and general administration of the operations of Caroni (1975) Limited post 2003; and
10. Personnel files detailing inter alia staff movements, human resource and industrial relations issues post 2003.

Section 7(1)(a)(iii)**Material prepared for publication or inspection**

1. Caroni (1975) Limited annual audited financial statements.

The public may inspect and/or obtain copies of the above material between the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

Address: Caroni (1975) Limited
Brechin Castle
Couva

Telephone: 868-636-2346 / 868-636-9912

E-mail: chmansec@gmail.com

Section 7(1)(a)(iv)**Literature available by subscription**

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

This section is not applicable to Caroni (1975) Limited at this time.

Section 7(1)(a)(v)**Procedure to be followed when accessing a document from Caroni (1975) Limited****HOW TO REQUEST INFORMATION:**

- *General Procedure*

Our policy is to answer all requests for information whether oral or written. 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 applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) that can be downloaded from the Government's FOIA website: www.foia.gov.tt.

- *Addressing Request*

To facilitate the prompt handling of your request, please address it to the Designated Officer of Caroni (1975) Limited named in Section 7(1)(a)(vi).

- *Details in the Request*

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

TIME LIMITS

- *General*

The FOIA stipulates a time limit of thirty (30) calendar days to decide whether to approve or refuse access to documents requested. The Company will determine whether to grant a request for access to information as soon as practicable but no later than thirty (30) calendar days as required by Section 15 of the Act.

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

Every effort will be made to comply with the statutory time frame, but where it appears that processing requests may take longer the Company will consult with the applicant and collaboratively agree on a timeframe. Since there is a possibility that requests may be incorrectly addressed and routed, an applicant may wish to call or write to confirm that the Company has received the application.

- *Time allowed*

The Company will determine whether to grant your request for access to information as soon as practicable but no later than 30 days 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.

RESPONDING TO YOUR REQUEST

- *Retrieving Documents*

Prior to the commencement of the FOIA old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time period for keeping records before documents may be destroyed. However, all efforts will be made to locate and retrieve documents.

- *Furnishing Documents*

An applicant is entitled to copies of information that the Company has in its possession. The Company is required to furnish only one copy of a document. If the Company cannot make a legible copy of a document, the Company may not attempt to reconstruct it. Instead, the Company will furnish the best copy possible and note its quality in the reply.

Please note the Company is not compelled to do the following:

- (a) Create new documents. For example, the Company is not required to write a new programme so that a computer will print information in the format the applicant prefers.
- (b) Perform research for the applicant.

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

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

to be given in the form of printed copies or copies in some form such as a digital storage (compact disks, flash drives), or other material, the applicant shall pay the prescribe fee incurred for the duplication of the said material (subject to approval)

Section 7(1)(a)(vi)**Officer in Caroni (1975) Limited responsible for the information:****The Designated Officer is**

Mr. Lionel Wayne De Chi
Chief Executive Officer
Caroni (1975) Limited
Brechin Castle
Couva
Email: ceo.caroni@gmail.com
Tel: 868-636-2346 /868-636-9912

All communications should be addressed as follows:

Designated Officer - Freedom of Information
Caroni (1975) Limited
Brechin Castle
Couva

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

There are no Advisory Boards, Councils, Committees and other bodies in Caroni (1975) Limited that fall within this Section of the FOIA.

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

A Reading Room Facility does not exist at Caroni (1975) Limited at this time.

Policy of Caroni (1975) Limited for provision of copies of documents:

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

- Certain provision of documents may be subject to a small charge to cover administrative costs, where requests require large amounts of paper. This is to be determined at the discretion of the Company.

SECTION 8 STATEMENTS**Section 8(1)(a)(i)**

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

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 that apply under this section are as follows:

1. The Public Procurement and Disposal of Public Property Regulations;
2. Attendance and Punctuality Policy;
3. State Enterprises Performance Monitoring Manual;
4. Memorandum and Articles of Association;
5. Leave Administration Policy and Procedure;
6. Incident Reporting Policy; and
7. Health, Safety and Environment.

Section 8(1)(b)

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

SECTION 9 STATEMENTS

The following documents may fall into the categories set out in Section 9 of the Act.

Section 9(1)(a)

A report or a statement containing the advice or recommendations, of a body or entity established within Caroni (1975) Limited

- Procurement and Disposal Advisory Committee Report

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

Section 9(1)(b)

A report or a statement containing the advice or recommendations:

- (i) of a body or entity established outside Caroni (1975) Limited by or under a written law;**
- (ii) 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 Caroni (1975) Limited or to the responsible Minister for Caroni (1975) Limited.**

There are no statements or reports at this time.

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of Caroni (1975) Limited:

Report containing advice and/or recommendations from:

1. The Procurement and Disposal Advisory Committee Report

Section 9(1)(d)

A report or a statement containing the advice or recommendations, of a committee established within Caroni (1975) Limited to submit a report, provide advice or make recommendations to the responsible Minister for Caroni (1975) Limited or to another officer of Caroni (1975) Limited who is not a member of the committee.

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

Section 9(1)(e)

A report (including a report concerning the results of studies, surveys or tests) prepared for Caroni (1975) Limited by a scientific or technical expert, whether employed within

1073—Continued

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

Caroni (1975) Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.

There are no reports under this subsection at this time.

Section 9(1)(f)

A report prepared for Caroni (1975) Limited by a consultant who was paid for preparing the report.

1. Audit reports

Section 9(1)(g)

A report prepared within Caroni (1975) Limited and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on the feasibility of establishing a new or proposed Government policy, programme or project.

There are no reports or statements containing advice or recommendations under this section at this time.

Section 9(1)(h)

Reports on the performance or efficiency of Caroni (1975) Limited, or of an office, division or branch of Caroni (1975) Limited, whether the report is of a general nature or concerns a particular policy, programme or project administered by Caroni (1975) Limited.

1. Audit Financial reports

Section 9(1)(i)

A report containing:

- (i) **Final plans or proposals for the re-organization of the functions of Caroni (1975) Limited;**

UPDATED PUBLIC STATEMENT 2022-2023 OF CARONI (1975) LIMITED—CONTINUED

- (ii) **The establishment of a new policy, programme or project to be administered by Caroni (1975) Limited, or**
- (iii) **The alteration of an existing policy programme or project administered by Caroni (1975) Limited, whether or not the plans or proposals are subject to approval by an officer of Caroni (1975) Limited, another public authority, the responsible Minister for Caroni (1975) Limited or Cabinet.**

There are no plans or proposal at this time.

Section 9(1)(j)

A statement prepared within Caroni (1975) Limited and containing policy directions for the drafting of legislation.

There are no statements containing advice or recommendations under this section.

Section 9(1)(k)

A report of a test carried out within Caroni (1975) Limited on a product for the purpose of purchasing equipment.

There are no reports on this subsection at this time

Section 9(1)(l)

An environmental impact statement prepared within Caroni (1975) Limited.

There are no statements containing advice or recommendations under this section at this time.

Section 9(1)(m)

A valuation report prepared for Caroni (1975) Limited by a valuator, whether or not the valuator is an officer of Caroni (1975) Limited.

There are no valuation reports with respect to Caroni (1975) Limited responsibility at the Company at this time.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**PUBLIC STATEMENT
FIRST PUBLICATION - 2023 OF
SUGAR MANUFACTURING COMPANY LIMITED**

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

PUBLISHED WITH THE APPROVAL OF THE MINISTER OF FINANCE

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (“FOIA”), the Sugar Manufacturing Company Limited (SMCL) is required to publish by law updated statements which list the documents and information existing within the Sugar Manufacturing Company Limited and are generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents and information held by SMCL;
2. A legal right for each person to have official information relating to him/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; and
4. Upon receipt of a Notice of Refusal, the legal right to complain in writing to the Ombudsman and to apply to the High Court for Judicial Review decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of the SMCL

MISSION STATEMENT

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

The Mission of the SUGAR MANUFACTURING COMPANY LIMITED is to execute the instructions of the Government of the Republic of Trinidad and Tobago (GORTT) to wind down all operations of the Company leading towards liquidation.

VISION STATEMENT

To successfully transfer and dispose the assets and close the Company on behalf of the Government of the Republic of Trinidad and Tobago.

In 2002, the GORTT took the decision to restructure the Sugar Industry in Trinidad and Tobago and as a result, closed all sugar manufacturing operations of Caroni (1975) Limited. The business of the sugar manufacturing was established under a new corporate entity: Sugar Manufacturing Company Limited.

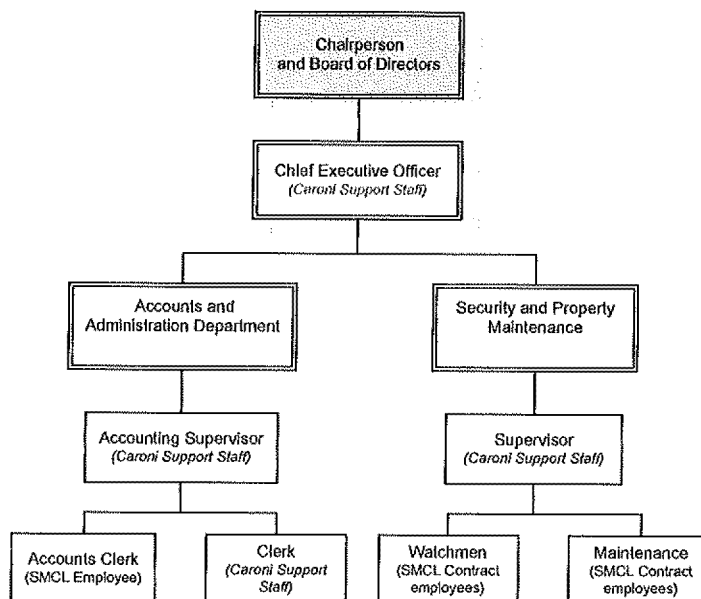
SMCL was incorporated on the 30th day of July 2003 and started the operations of sugar manufacturing in 2004. In 2007, the GORTT ceased the processing of sugar manufacturing and in April 2010, the Company became non-operational.

As a consequence of cessation of the sugar manufacturing, SMCL fell under the remit of the Minister of Finance with the responsibility for overseeing the closure of the Company. The Board of Directors was established by Cabinet, letter dated April 6, 2010.

The Board is responsible for directing the management of the business and affairs of the Company and for exercising the powers of the Company through the employees and agents of the Company. The Chief Executive Officer (CEO) is responsible for the implementation and administration of policies which are formulated by the Board of Directors.

The Company is structured as shown in the Organizational Chart:

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED



The Board of Directors is the representative of the GORTT and controls the overall direction of the Company.

Its Directors are:

Ms. Michelle Durham-Kissoon - Chairperson
 Ms. Sharon Mohammed - Director
 Ms. Starriegold Kallie-Naipaul - Director

The Management Team is responsible for the management of the Company.

Its members are:

Chief Executive Officer
 Accounting Supervisor - Finance and Accounts (support staff of Caroni (1975) Limited)
 Supervisor - Security and Property Maintenance (support staff of Caroni (1975) Limited).

Office of the Chief Executive Officer

The Office of the Chief Executive Officer is responsible for the following functions:

- To give directions and to manage all matters relating to the financial management of SMCL;
- To implement the decisions of the GORTT to transfer the remaining assets; and
- To effectively manage the human resources.

Accounts and Administration Department

The Accounts and Administration Department is responsible for the following functions:

- Financial Accounting;

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

- Accounts Receivable/Payable;
- Preparation and filing of Statutory requirements;
- Procurement and Contracts Administration.

Security and Property Maintenance Department

The Security and Property Maintenance Department is responsible for the following functions:

- Security of SMCL Offices and Surroundings at Usine Ste Madeleine;
- Maintenance and repairs of Office Buildings and grounds; and
- Compliance with Health and Safety Procedures and the Environment

Section 7(1)(a)(ii)

Categories of documents in the possession of SMCL

1. Caroni (1975) Limited and Orange Grove National Company Limited (Divestment Act No. 25 of 2005);
2. Minutes of Meetings of the Board of Directors;
3. Financial records and annual management account files;
4. Files dealing with matters relating to the purchase of supplies, services and equipment, post 2010;
5. Internal and external correspondence files;
6. Maps and leases;
7. Legal opinions and related matters;
8. Files dealing with administrative support and general administration of the operations of SMCL post 2010; and
9. Personnel files detailing inter alia staff movements and human resource.
10. Minutes of the Technical Committee on the Disposal of assets of Sugar Manufacturing Company Limited.

Section 7(1) (a) (iii)

Material prepared for publication or inspection

1. SMCL annual financial management reports.

The public may inspect and/or obtain copies of the above material between the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

Address: Sugar Manufacturing Company Limited
c/o Caroni (1975) Limited
Brechin Castle
Couva

Telephone: 868-636-2346 / 868-636-9912

E-mail: chmansec@gmail.com

Section 7(1)(a)(iv)

Literature available by subscription

This section is not applicable to SMCL at this time.

Section 7(1) (a) (v)

Procedure to be followed when accessing a document from SMCL

HOW TO REQUEST INFORMATION:

- *General Procedure*

Our policy is to answer all requests for information whether oral or written. 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 applicant must therefore, complete the appropriate form (Request for Access to Official Documents) that can be downloaded from the Government's FOIA website: www.foia.gov.tt.

- *Addressing Request*

To facilitate the prompt handling of your request, please address it to the Designated Officer of SMCL named in Section 7(1) (a) (vi).

- *Details in the Request*

Applicant 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

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

sought from the applicant. If you are not sure how to write your request or what details to include, communicate with the Designated Officer.

TIME LIMITS

- *General*

The FOIA sets a time limit of thirty (30) calendar days for the SMCL to decide whether to approve or refuse access to documents/ information requested. The SMCL will determine whether to grant a request for access to information as soon as practicable but no later than 30 calendar days as required by Section 15 of the FOIA.

Every effort will be made to comply with the statutory time frame, but where it appears that processing requests may take longer, the SMCL will consult with the applicant and collaboratively agree on a time frame. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the SMCL has received a request.

- *Time allowed*

The Company will determine whether to grant your request for access to information as soon as practicable but no later than 30 calendar days 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.

RESPONDING TO YOUR REQUEST

- *Retrieving Documents*

Prior to the commencement of the FOIA old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time period for keeping records before documents may be destroyed. However, all efforts will be made to locate and retrieve documents.

- *Furnishing Documents*

An applicant is entitled to copies of official documents that the Company has in its possession, custody or power. The Company is required to furnish only one copy of a document. If the

1074—Continued

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

Company cannot make a legible copy of a document, the Company may not attempt to reconstruct it. Instead, the Company will furnish the best copy possible and note its quality in the reply.

Please note the Company is not compelled to do the following:

- (a) Create new documents. For example, the Company is not required to write a new programme so that a computer will print information in the format the applicant prefers.
- (b) Perform research for the applicant.

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 form such as a digital storage (compact disks, flash drives), or other material, the applicant shall pay the prescribe fee incurred for the duplication of the said material(subject to approval).

Section 7(1)(a)(vi)**Officer in SMCL responsible for the information:****The Designated Officer is**

Mr. Lionel Wayne De Chi
Chief Executive Officer
Sugar Manufacturing Company Limited
c/o Caroni (1975) Limited
Breachin Castle
Couva
Email: ceo.caroni@gmail.com
Tel: 868-636-2346 /868-636-9912

All communications should be addressed as follows:

Designated Officer - Freedom of Information
Sugar Manufacturing Company Limited

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

c/o Caroni (1975) Limited
Brechin Castle
Couva

Section 7(1)(a)(vii)

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

There are no Advisory Boards, Councils, Committees and other bodies in SMCL that fall within this Section of the FOIA.

Section 7(1)(a)(viii)

Library/Reading Room Facilities

A Reading Room Facility does not exist at SMCL at this time.

Policy of SMCL for provision of copies of documents:

- Certain provision of documents may be subject to a small charge to cover administrative costs, where requests require large amounts of paper. This is to be determined at the discretion of the Company.

SECTION 8 STATEMENTS

Section 8(1)(a)(i)

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

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 that apply under this section are as follows:

1. Public Procurement and Disposal of Public Property Regulations;
2. Attendance and Punctuality Policy;

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

3. State Enterprises Performance Monitoring Manual;
4. Memorandum and Articles of Association;
5. Leave Administration Policy and Procedure;
6. Incident Reporting Policy; and
7. Health, Safety and Environment.

Section 8(1)(b)

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

SECTION 9 STATEMENTS

The following documents may fall into the categories set out in Section 9 of the Act.

Section 9(1)(a)

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

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

Section 9(1)(b)

A report or a statement containing the advice or recommendations:

- (i) of a body or entity established outside SMCL by or under a written law;
- (ii) 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 SMCL or to the responsible Minister for SMCL.

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

Section 9(1)(c)

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

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

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

Section 9(1)(d)

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

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

Section 9(1)(e)

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

Project Management Report on the Disposal of Assets of Sugar Manufacturing Company Limited

Section 9(1)(f)

A report prepared for SMCL by a consultant who was paid for preparing the report.
Project Management Report on the Demolish/ Dismantle/ dispose of the former Sugar Manufacturing Compound at Usine Ste Madeleine.

Section 9(1)(g)

A report prepared within SMCL 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.

1074—Continued

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

A report was conducted by WSP Caribbean Limited with regards to the proposed Government project to Demolish/ Dismantle/ Dispose of the former Sugar Manufacturing Factory Compound at Usine Ste Madeleine.

Section 9(1)(h)

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

1. Financial management reports.

Section 9(1)(i)

A report containing:

- (i) Final plans or proposals for the re-organization of the functions of SMCL;**
- (ii) The establishment of a new policy, programme or project to be administered by SMCL, or**
- (iii) The alteration of an existing policy programme or project administered by SMCL, whether or not the plans or proposals are subject to approval by an officer of SMCL, another public authority, the responsible Minister for SMCL or Cabinet.**

There are no plans or proposal at this time.

Section 9(1)(j)

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

There are no statements containing advice or recommendations under this section.

PUBLIC STATEMENT FIRST PUBLICATION 2023 OF THE SUGAR
MANUFACTURING COMPANY LIMITED—CONTINUED

Section 9(1)(k)

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

There are no reports on this subsection at this time

Section 9(1)(l)

An environmental impact statement prepared within SMCL.

There are no statements containing advice or recommendations under this section at this time.

Section 9(1)(m)

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

A valuation report with respect to the assets of SMCL was done in 2016 by the Commissioner of Valuations and another in 2015 by a contracted valuator, both are not an officer of SMCL.



UPDATED PUBLIC STATEMENT
OF THE OFFICE OF THE OMBUDSMAN 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, Chap. 22:02 ('FOIA') the Office of the Ombudsman (hereinafter referred to as the 'Office') being a Public Authority is required by law to publish the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public:

- (1) A legal right for each person to access information held by the Office;
- (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.

The following information is published with the approval of the Ombudsman of Trinidad and Tobago.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE OFFICE OF THE OMBUDSMAN

Establishment of the Office of the Ombudsman

The Office was established in 1976 under Section 91 (1) of the Constitution of the Republic of Trinidad and Tobago, Chap. 1:01 ('the Constitution') which states *"There shall be an Ombudsman for Trinidad and Tobago who shall be an officer of Parliament and who shall not hold any other office of emolument whether in the public service or otherwise now engage in any occupation for reward other than the duties of his office"* for the purpose of exercising its functions.

The Office commenced operations in 1977 with the passage of the Ombudsman Act ('the Ombudsman Act'), Chap. 2:52 and the appointment of its first Ombudsman. At present there are three (3) offices located at:

- **Port of Spain (Head Office)**- International Waterfront Centre, Level 12, Tower D, 1A Wrightson Road, Port of Spain
- **San Fernando:** 1st Floor, FinGroup Place 11-13 Kelshall Street, San Fernando
- **Tobago:** Caribana Building, Bacolet Street, Scarborough, Tobago

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

Functions of the Office

The functions of the Office are set out in law as follows hereunder.

- Section 93 (1) of the Constitution which states “...the principal function of the Ombudsman shall be to investigate any decision or recommendation made, including any advice given or recommendation made to a Minister, or any act done or omitted by any department of Government or any other authority.”
- Section 38A (1) of the FOIA which states “A person aggrieved by the refusal of a public authority to grant access to an official document may, within twenty-one (21) days of receiving notice of refusal under Section 23(1) complain in writing to the Ombudsman and the Ombudsman shall, after examining the document if it exists, make such recommendations with respect to the granting of access to the document as he thinks fit within thirty (30) days or as soon as practicable thereof.”

Powers of the Office

The powers of the Office are set out in the sections of the Constitution as follows hereunder.

- 97 (1) *The Ombudsman shall have the powers of the High Court to summon witnesses to appear before him and to compel them to give evidence on oath and to produce documents relevant to the proceedings before him and all persons giving evidence at those proceedings shall have the same duties and liabilities and enjoy the same privileges as in the High Court.*
- (2) *The Ombudsman shall have power to enter and inspect the premises of any department of government or any authority to which section 93 applies, to call for, examine and where necessary retain any document kept on such premises and there to carry out any investigation in pursuance of his functions.*

Vision Statement

A Public Administrator that is accountable, fair and transparent for the benefit of all who access public services in Trinidad and Tobago

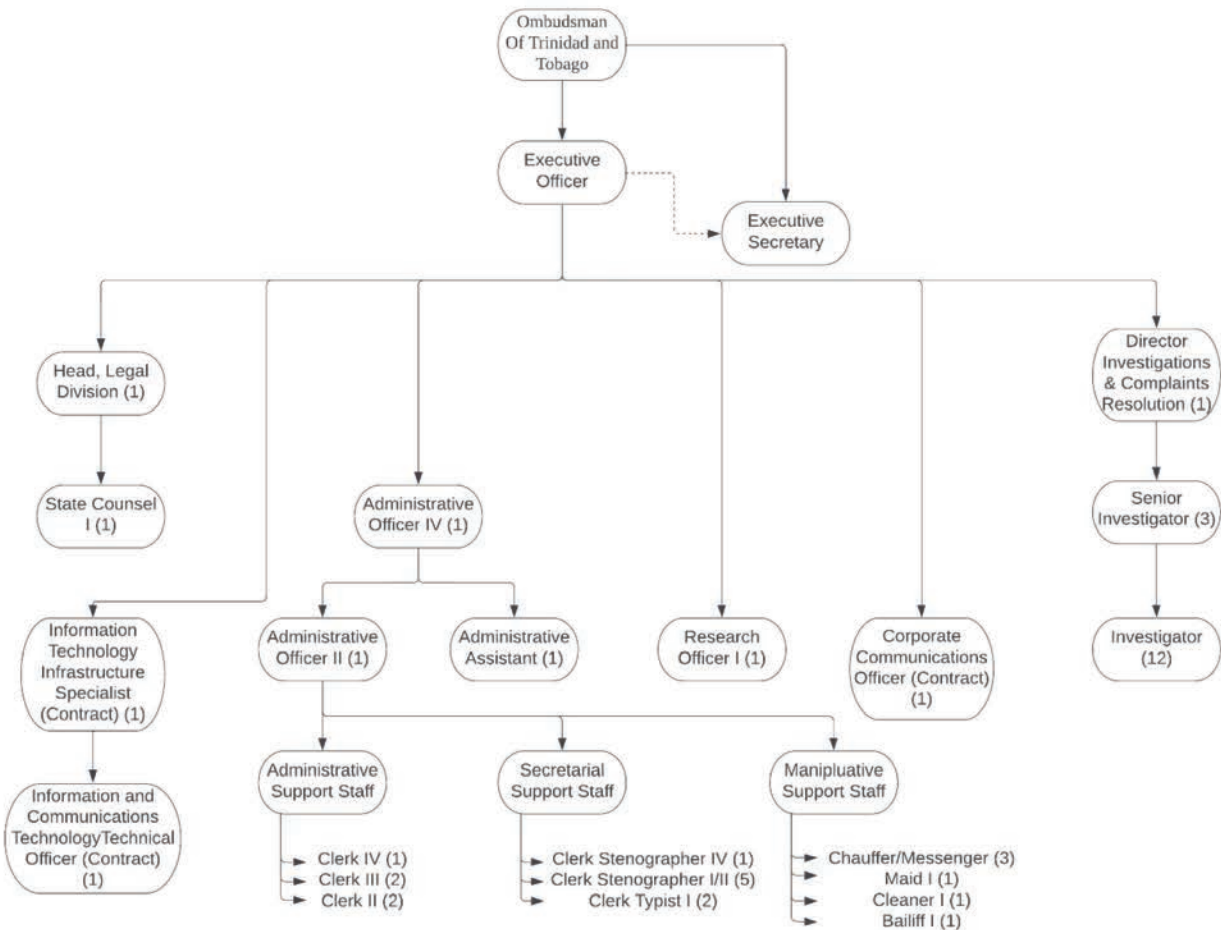
Mission Statement

The Office of the Ombudsman of the Republic of Trinidad and Tobago will:

- Investigate and seek remedies to complaints of administrative injustice in an impartial and ethical manner (Problem Solving)
- Educate the public on their rights and responsibilities (Public Education)
- Advocate improvements in standards of service delivery in the public sector of Trinidad and Tobago (Advocacy)

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

ORGANIZATIONAL CHART OF THE OFFICE OF THE OMBUDSMAN



The Office comprises one (1) Ombudsman and the following offices/units:

- Executive Officer
- Legal
- Investigations
- Information Technology
- Communications
- Research
- General Administration

The Office of the Executive Officer

The Executive Officer serves as the Administrative Head of the Office with responsibility for developing Human Resource Management policies and strategies for implementation as well as providing oversight of the Office’s financial requirements.

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

Legal

The Legal Unit has responsibility for providing the Office with advice on the legal aspects of matters being investigated and on recommendations arising therefrom as well as FOI matters. It also conducts legal research into the laws of Trinidad and Tobago, writes opinions, and gives advice on points of law relevant to complaints received by the Ombudsman.

Investigations

The Investigations Unit investigates complaints from members of the public against government departments and agencies, determines effective remedies/resolutions, and negotiates strategies to implement solutions with the complainant and with senior officials within the department/agency concerned.

Information Technology

This unit provides managerial oversight and technical support in the operations and maintenance of the ICT infrastructure of the Office.

Communications

This unit:

- Establishes and maintains positive public perception of the Office of the Ombudsman through media relations and online customer service delivery (social media community management);
- Engages in public awareness initiatives through traditional and new media to sensitise the public about the services of the Office of the Ombudsman
- Hosts public education campaigns to educate the public about their rights and best practices in conducting their affairs with government ministries, departments and state agencies

Research

The Research Unit organizes and executes research programmes and performs specialized research activities that are pertinent to the administrative procedures, policies, rules, roles and functions of public sector bodies which fall within the remit of the Ombudsman's jurisdiction.

General Administration

This unit is tasked with managing and directing the work of the General Administrative Support Services Unit of the Office. It consists of three (3) sections that perform the functions of:

- **Office Management**
- **Registry/Records Management**
- **Administrative**
- **Certain accounting functions**

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

SECTION 7(1) (a) (ii)**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE OFFICE**

a. Files, Records, Manuals, Documents:

- Files dealing with administrative documents and for the operations of the Office
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with the accounting and financial management function of the Office
- Financial Records (cheques, vouchers, receipts, journals, salary records etc.)
- Files dealing with the appointment of the Ombudsman
- Files dealing with training
- Files pertaining to complaints made pursuant to the investigative function of the Office
- Files dealing with circulars, memoranda, notices, etc.
- Correspondence files
- Files dealing with official functions, conferences and events attended by the Office
- Files dealing with matters relating to the procurement of goods and services
- Policy Documents
- Cabinet Documents (Notes and Minutes)
- Inventory files
- Records and documents relating to the strategic review of the Office
- Contracts, agreements, leases, deeds, concessions and licences
- News releases, speeches and presentations produced by the Office
- Minutes/Agendas of Meetings

b. Publications:

- Annual Reports
- Special Reports
- Published Statements
- Journals
- Brochures/ Flyers
- Newspapers and clippings therefrom
- Books

c. Forms:

- Complaint Forms
- Freedom of Information Act Forms

d. Audio Visuals:

- Reels and Tapes

1075—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

SECTION 7(1) (a) (iii)**MATERIAL PREPARED FOR PUBLICATION OR INSPECTION**

The public may inspect and, where applicable, obtain copies of the following materials between the hours of **8:30 a.m. and 3:30 p.m., Monday to Friday (except public holidays)** at its Head Office located at:

The Office of the Ombudsman
International Waterfront Centre,
Level 12, Tower D,
1A Wrightson Road,
Port of Spain
Tel: (868) 624-3121

- The Constitution of the Republic of Trinidad and Tobago, Chap. 1:01
- The Ombudsman Act, Chap. 2:52
- The Freedom of Information Act, Chap. 22:02
- Complaint forms
- Brochures and flyers
- Annual Reports
- Public Notices

Where appropriate, the public can access these documents on the Office's website at www.ombudsman.gov.tt for further information. Electronic versions of the Trinidad and Tobago Gazette may be accessed via the website: <http://news.gov.tt/content/e-gazette>.

SECTION 7(1) (a) (iv)**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Office has no literature available by subscription at this time.

SECTION 7(1) (a) (v)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE OFFICE**General Procedure

In order for applicants to enforce the rights provided by the FOIA, **requests must be made in writing to the Office**. The appropriate form must be completed (*the Request for Access to Official Documents form*). It is available at the Head Office's reception desk or it may be downloaded from the website www.foia.gov.tt.

The following information **must** be provided on the *Request for Access to Official Documents* form:

- Name of applicant (full name)
- Contact information
- Information requested and format to provide the information

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer - **see Section 7 (1) (a) (vi)**.

When a request is submitted, the Designated Officer will acknowledge that it has been received and is being considered. 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 there is doubt or uncertainty concerning the submission of a request (i.e. what details to include), prospective applicants should communicate with the Designated Officer/s.

The Office will notify the applicant of the outcome of the request within **thirty (30) days** of the receipt of the request. If it appears that processing the request may take longer than the statutory limit of thirty (30) days, where practicable, a request for additional time will be made to the Applicant. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to sections 38A and 39 of the FOIA.

REQUESTS NOT HANDLED UNDER THE FOIA

- Documents with information that is open to public access;
- A document that is available for purchase by the public;
- A document that is available for inspection that is in a registry maintained by the Registrar General or other public authority;
- A document that is stored for preservation or safe custody, being a duplicate of a document of a public authority.

Additionally, there are certain documents that may be exempt from disclosure, as prescribed by the Act. These include inter alia:

- Cabinet documents
- Law enforcement documents
- Documents relating to trade secrets
- Documents affecting personal privacy
- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

Fees and Charges

No fee shall be charged for the making of a request for access to an official document except as prescribed by the Freedom of Information (Fees and Charges) Regulations.

SECTION 7(1) (a) (vi)**OFFICERS IN THE OFFICE RESPONSIBLE FOR:**

- The initial receipt of and action upon notices under Section 10

1075—Continued

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

- Requests for access to documents under Section 13
- Applications for the correction of personal information under Section 36 of the FOIA.

The Designated Officer for the Office is:

Ms. Renata Ramlochan
State Counsel I
International Waterfront Centre,
Level 12, Tower D,
1A Wrightson Road,
Port of Spain
Tel: (868) 624-3121; ext.206
Email: feedback@ombudsman.gov.tt

The Alternate Officer is:

Mr. G.H. Weekes
Administrative Officer IV (Ag.)
International Waterfront Centre,
Level 12, Tower D,
1A Wrightson Road,
Port of Spain
Tel: (868) 624-3121; ext. 225
Email: feedback@ombudsman.gov.tt

SECTION 7(1) (a) (vii)**ADVISORY BOARD, COUNCIL, COMMITTEES AND OTHER BODIES**

At present, there are no bodies that fall within the meaning of this section.

SECTION 7(1) (a) (viii)**LIBRARY/READING ROOM FACILITIES**

At present, the Office does not have a library or reading room that is available for use by the public. Members of the public can view material available for inspection by the public at the front desk in the lobby of the Head Office located at International Waterfront Centre, Level 12, Tower D, 1A Wrightson Road, Port of Spain, between the hours of 8:30 a.m. and 3:30 p.m. Monday to Friday (except public holidays).

SECTION 8 STATEMENTS**SECTION 8(1) (a) (i, ii) and 8 (1) (b)**

These subsections are not applicable to the Office at this time.

UPDATED PUBLIC STATEMENT OF THE OFFICE OF THE OMBUDSMAN—CONTINUED

SECTION 9 STATEMENTS**SECTION 9(1) (a, b, c, d, g, i, j, k, l, m)**

These subsections are not applicable to the Office at this time.

SECTION 9(1) (e)

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

- Market and Opinion Research International (MORI) Caribbean in collaboration with the Ministry of Public Administration - Client Satisfaction Survey 2010
- Vendor Evaluation Report for acquisition of new Case Management System

SECTION 9(1) (f)

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

- Strategic Plan 2000-2003; 2008-2011; 2014-2017; 2023-2027
- SWOT Analysis for the Office revised 22 November 2008
- The Environmental Scan for the Office revised 22 November 2008

SECTION 9(1) (h)

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

- Strategic Plan 2000-2003; 2008-2011; 2014-2017; 2023-2027
- Annual Reports 1977-2022

SECTION 9(1) (i)

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

- Training Plan 2023-2025
- Proposal to create a sub-accounting unit
- Proposal to create Regulations in accordance with the Ombudsman Act, Chapter 2:52, Section 12

DATE: AUGUST 2024