



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 63

Caroni, Trinidad, Tuesday 27th August, 2024—Price \$1.00

No. 123

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Prevention of Corruption Act, the Proceeds of Crime Act, the Anti-Terrorism Act, the National Insurance Act, the Financial Intelligence Unit of Trinidad and Tobago Act, the Income Tax Act, the Corporation Tax Act, the Petroleum Taxes Act, the Registration of Business Names Act, the Companies Act, the Tax Information Agreements (United States of America) Act, the Non-Profit Organisation Act, the Tax Information Exchange Agreements Act, the Mutual Administrative Assistance in Tax Matters Act, the Miscellaneous Provisions (Trustees, Exchequer and Audit, the Minister of Finance (Incorporation) Act, Income Tax, Companies, Partnerships, Securities, Tax Information Exchange Agreements, the Non-Profit Organisations and Mutual Administrative Assistance in Tax Matters) Act and the Miscellaneous Provisions (Registrar General, Companies, Registration of Business Names and Non-Profit Organisations) Act, 2024.”—(\$54.00).

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SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part B—

- Traffic Restriction (Temporary Provisions) (Sixty-Second Anniversary of Independence Celebrations in Scarborough, Tobago) Order, 2024—(Legal Notice No. 152 of 2024).
- Traffic Restriction (Temporary Provisions) (Republic of Trinidad and Tobago Sixty-Second Anniversary of Independence Celebrations) Order, 2024—(Legal Notice No. 153 of 2024).
- Traffic Restriction (Temporary Provisions) (Pan on D' Avenue) Order, 2024—(Legal Notice No. 154 of 2024).
- Traffic Restriction (Temporary Provisions) (Commemoration of the Opening of the 2024–2025 Law Term of the Supreme Court of Juicature) Order, 2024—(Legal Notice No. 155 of 2024).
- Proclamation (No. 8) of 2024—(Legal Notice No. 156 of 2024).
- Common External Tariff (Suspension) (No. 4) Order, 2024—(Legal Notice No. 157 of 2024).
- Common External Tariff (Variation of Duty) (No. 4) Order, 2024—(Legal Notice No. 158 of 2024).

Legal Supplement Part C—

Bill entitled “An Act to amend the Prevention of Corruption Act, the Proceeds of Crime Act, the Anti-Terrorism Act, the National Insurance Act, the Financial Intelligence Unit of Trinidad and Tobago Act, the Income Tax Act, the Corporation Tax Act, the Petroleum Taxes Act, the Registration of Business Names Act, the Companies Act, the Tax Information Agreements (United States of America) Act, the Non-Profit Organisation Act, the Tax Information Exchange Agreements Act, the Mutual Administrative Assistance in Tax Matters Act, the Miscellaneous Provisions (Trustees, Exchequer and Audit, the Minister of Finance (Incorporation) Act, Income Tax, Companies, Partnerships, Securities, Tax Information Exchange Agreements, the Non-Profit Organisations and Mutual Administrative Assistance in Tax Matters) Act and the Miscellaneous Provisions (Registrar General, Companies, Registration of Business Names and Non-Profit Organisations) Act, 2024.”

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:
Miscellaneous Provisions (Global Forum) Bill, 2024.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

27th August, 2024.

B. CAESAR
Clerk of the House

1092

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 RANDALL MITCHELL a member of the Senate who is a Minister, to act in the Office of the Honourable FOSTER CUMMINGS, Minister of Youth Development and National Service, with effect from 30th August, 2024 and continuing during the absence from Trinidad and Tobago of the said the Honourable Foster Cummings, M.P., in addition to the discharge of his normal duties.

C. MAHAHDEO
*Secretary to Her Excellency
the President*

20th August, 2024.

1093

RE-APPOINTMENT AS MEMBERS OF THE BOARD OF COMMISSIONERS FOR THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION (T&TEC)

IT IS HEREBY NOTIFIED, in accordance with the provisions of Section 4 of the Trinidad and Tobago Electricity Commission Act, Chap. 54:70, that Cabinet has agreed to the re-appointment of the following persons as members of the Board of Commissioners for the Trinidad and Tobago Electricity Commission (the Commission), for a period of two (2) years, with effect from the date of their Instruments of Appointment which is 15th May, 2024:

MR. ROMNEY THOMAS	Chairman
MR. ANTHONY PEYSON	Deputy Chairman
MS. JANET RICHARDS	Commissioner
MR. ANDREW ALVES	do.
MR. RAPHAEL AJODHIA	do.

N. DUKE
*Permanent Secretary
Ministry of Public Utilities*

1094

APPOINTMENT AND REVOCATION OF DEPUTY CHAIRMAN OF NALIS BOARD

IN ACCORDANCE with the requirements of the National Library and Information System Authority (NALIS) Act, Chap. 40:01, notice is hereby given of the recent changes to the NALIS Board. The appointment of Ms. Jacqueline Charles, Deputy Chairman, to the Board NALIS on 12th December, 2022 was revoked on 15th May, 2024. Ms. CHARLEEN PHILLIP has been appointed to the Board effective 15th May, 2024 and will serve as its Deputy Chairman until 27th December, 2025.

D. GOODMAN
*Manager, Corporate Communications
National Library and Information System Authority (NALIS)*

1095

VACANCY FOR THE OFFICE OF ASSISTANT TREASURY OFFICER (RANGE 31C) TREASURY DIVISION
MINISTRY OF FINANCE

APPLICATIONS are invited from suitably qualified persons for the office of Assistant Treasury Officer (Range 31C), Treasury Division, Ministry of Finance.

Persons wishing to obtain further information/apply can access the Advertisement, Application Form, Job Specification and the Application Checklist at the Ministry of Finance and on the websites of the Service Commissions Department at www.scd.org.tt and at www.finance.gov.tt.

Applicants are asked to adhere to the guidelines outlined in the Application Checklist (on the website) in order to be considered.

A list of shortlisted applicants will be posted on the Ministry of Finance's website.

Applications must be submitted no later than 13th September, 2024 to the Permanent Secretary, Ministry of Finance as outlined on the website.

*Permanent Secretary
Ministry of Finance*

1096

NOTICE OF VACANCY FOR THE OFFICE OF HEALTH SECTOR ADVISER (RANGE 68)
MINISTRY OF HEALTH

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Health Sector Adviser (Range 68), Ministry of Health.

Particulars relating to the office are outline below:

Minimum Experience and Training Requirements:

Extensive (over 8 years) experience in human resource management including considerable experience (4 to 8 years) gained at senior managerial level; and training as evidenced by the possession of a recognised degree in Management or Public Administration; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class serves as adviser to the Permanent Secretary on all aspects of Health Sector Human Resource Management matters in the Regional Health Authorities (RHAs). Work involves providing professional advice on organizational and human resource policies and guidelines for all RHAs, contributing to the development and review of health sector management strategies and conducting negotiations with RHAs on Industrial Relations matters. Duties are assigned by the Permanent Secretary. Work is performed with a considerable degree of initiative, innovativeness and independent judgment within the framework of established policies and procedures and is reviewed by the Permanent Secretary through discussions, reports and meetings.

Salary:

Range 68: \$19,122.00 per month (2013).

Kind of Work

Highly responsible professional work as an adviser on all work in the field of Health Sector Management as related to the Regional Health Authorities (RHAs)

Examples of Work

Advises the Permanent Secretary on Health Sector Human Resource Management matters.

Acts as Health Sector Human Resource Management Consultant to Technical Heads and Senior Executives of the Regional Health Authorities (RHAs) on Health Sector Human Resource management matters.

Represents the Ministry at certain outside and inter-ministry activities and meetings and reports on the same to the Permanent Secretary.

Develops organizational and human resource policies and guidelines for the RHAs and monitors the implementation thereof.

Participates in the development and review of an overall health sector management strategy for the Ministry.

Reviews and monitors health sector management strategies and its implementation throughout the RHAs.

Conducts negotiations with the RHAs on the Industrial Relations matters.

Provides advice on human resource and organizational matters, on assessment and development of Annual Services Agreements (ASAs) and RHAs' business plans.

Collaborates with Technicals Heads, relevant RHAs personnel and stakeholders in the health and wider public sector such as PAHO, UWI, Medical Board, Nursing council and Trade Unions in determining organizational structures for clinical and primary health care.

Prepares special briefs, reports and notes on RHA matters for the Permanent Secretary.

Directs the development and maintenance of a national database on RHAs pensions membership, staff establishment and skills as inputs to the Ministry's strategic planning.

Serves as a resource person at conferences, seminars and workshops, both nationally and internationally.

Performs other related work as may be required.

Required Knowledge, Skills and Abilities

Extensive knowledge of the principles and practices of human resource management.

Extensive knowledge of the Health Sector Reform Programme.

Extensive knowledge of the legislation, rules and regulations pertaining to the RHAs.

Extensive knowledge of government policies and procedures relating to human resource management.

Considerable knowledge of public administration.

Considerable knowledge of national labour laws, regulation and policies.

Considerable knowledge of organizational theory and behaviour.

Considerable knowledge of collective bargaining practices and procedures. Knowledge of the services provided by the RHAs.

Skill in the development of organizational structures.

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NOTICE OF VACANCY FOR THE OFFICE OF HEALTH SECTOR ADVISER (RANGE 68)
MINISTRY OF HEALTH—CONTINUED

Required Knowledge, Skills and Abilities—Continued

Ability to render professional advice on health sector Human Resource Management matters.

Ability to communicate effectively both orally and in writing.

Ability to analyse data and made appropriate recommendations.

Ability to solve problems, conduct meetings/negotiations with persuasiveness, tact and diplomacy.

Ability to establish and maintain effective working relationships with associates, other public officers and representatives of recognized associations/unions.

Minimum Experience and Training

Extensive (over 8 years) experience in human resource management including considerable experience (4 to 8 years) gained at senior managerial level; and training as evidenced by the possession of a recognized degree in Management or Public Administration; or any equivalent combination of experience and training.

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers who hold permanent appointments must send their applications through their Heads of Department for endorsement/recommendation and submission to The Permanent Secretary, Ministry of Health. Interested officers, who hold temporary appointments, must also send their applications through their Permanent Secretaries/Head of Department for submission to The Permanent Secretary, Ministry of Health.

Copies of relevant documents **must** accompany **All** applications as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by the Permanent Secretary, Ministry of Health on or before but not later than 13th September, 2024 to: (Attention: Mr. S. Boodhram, Deputy Permanent Secretary) Permanent Secretary, Ministry of Health 4–6 Queen's Park East, Port-of-Spain.

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at:

The Ministry of Health; and on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of Health at www.health.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF HEALTH: 13th September, 2024.

Officers who have applied previously and who still wish to be considered for appointment to the post are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE PERMANENT SECRETARY WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.

A. ALI
*Permanent Secretary
Ministry of Health*



**ASSEMBLY LEGISLATURE
TOBAGO HOUSE OF ASSEMBLY
Jerningham Street, Scarborough, Tobago.
Telephone: 639-2616 / 639-2103
Email: aslegsec@tha.gov.tt**

Public Statements 2021 of the Assembly Legislature in compliance with sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i):

Statement setting out the particulars of the organization and the functions of the public authority.

The Assembly Legislature Secretariat was established in December, 1980 after the re-establishment of the Tobago House of Assembly by Act# 37 of 1980. Its function was further defined by Act # 40 of 1996. In 2008 the Secretariat became a separate entity, the organisation is now known as the Assembly Legislature.

➤ **OVERVIEW:**

The Assembly Legislature of the Tobago House of Assembly (THA) provides secretarial, administrative and support services to the legislative arm of the THA. This entity is required by statute to facilitate the convening of regular sittings of the Assembly. The Members debate and make decisions at the policy level on matters related to the affairs of Tobago.

The Assembly Legislature also provide office accommodation, goods and services and financial support to Members for the efficient operation of their electoral district offices.

VISION:

A highly efficient Assembly Legislature, serviced by suitably trained and motivated staff, committed to providing professional support services in a non-partisan manner and in an

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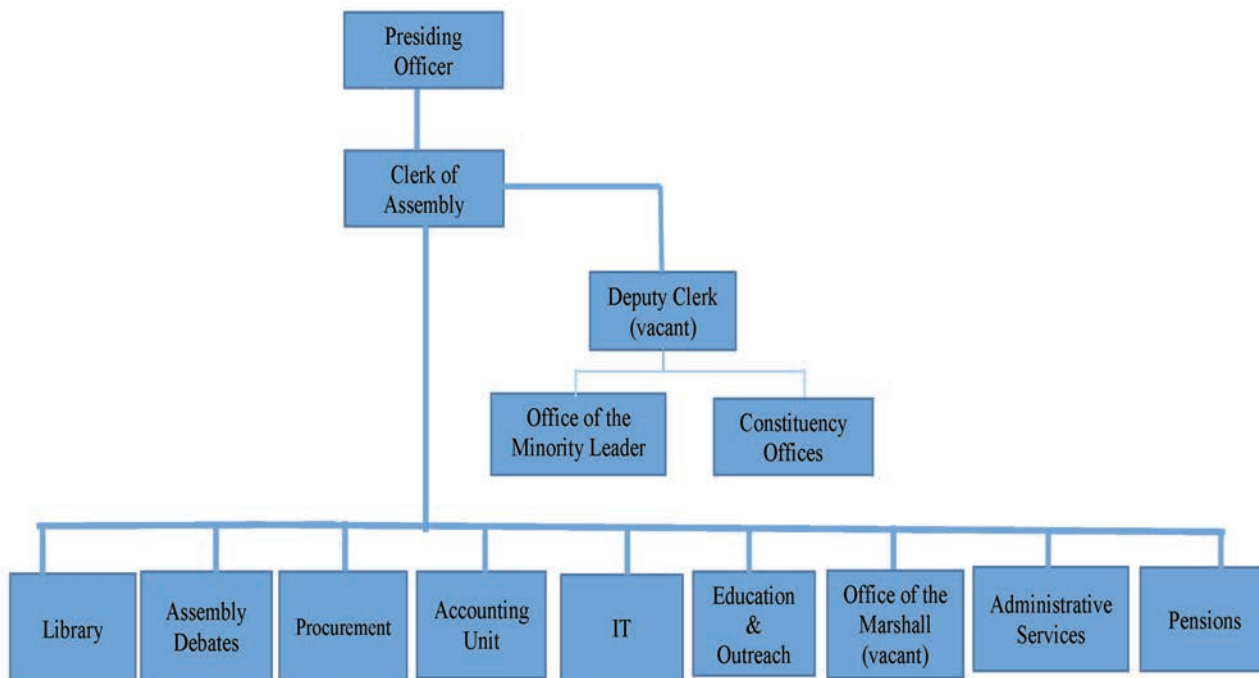
ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

environment which facilitates the development and effective utilization of Tobago’s physical resources and provides relevant services to the people of Tobago.

➤ **MISSION:**

The Assembly Legislature is established to provide members of the Tobago House of Assembly with professional procedural support and efficient administrative services in an apolitical manner, in order that they may effectively perform their functions and; to contribute to optimizing the tenets of democracy on the island, through awareness and education of the people.

**ASSEMBLY LEGISLATURE
ORGANISATIONAL CHART**



ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

The Assembly Legislature comprises fourteen (14) units listed below:

1. Office of the Presiding Officer
2. Office of Clerk of the Assembly
3. Office of the Deputy Clerk of the Assembly (*vacant- position not classified by C.P.O*)
4. Administrative Services Unit
5. Accounting Unit
6. Procurement Unit
7. Office of the Marshall of the Assembly (*vacant- position not classified by C.P.O*)
8. Assembly Debates Unit
9. Information Technology Unit (IT)
10. Library and Information Centre
11. Office of the Minority Leader
12. Constituency Office.
13. Outreach
14. Pensions

Office of the Presiding Officer

The Presiding Officer presides at all meetings of the Assembly at which he is present, and has power to regulate the conduct of business in all matters not provided for in the Standing Orders of the Assembly.

Office of Clerk of the Assembly

The Clerk is responsible for the efficient discharge of such functions as fall to be discharged by him under the Rules and Standing Orders of the Assembly or as may be assigned to him by the Presiding Officer. The Clerk keeps the minutes of the proceedings of the Assembly and of its Committees.

Office of the Deputy Clerk

The Deputy Clerk is responsible for taking the minutes of the proceedings of the Assembly and its Committees. He is also responsible for overseeing the functions and operations of the Minority Leader's Office and the Constituency Offices and any other functions assigned to him by the Clerk.

Office of the Minority Leader

The Assembly Legislature provides support for the office of the Minority Leader. This include accommodation, office equipment, and payment off assigned staff in accordance with Executive Committee Minutes 449 of 2005.

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ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED**Constituency Office**

All fifteen (15) constituencies of the Tobago House of Assembly contain at least one Constituency Office. The Assembly Legislature is responsible for outfitting each office and pays assigned staff as outlined in the, 'Constituency Operations Manual', of the Tobago House of Assembly.

Administrative Services

The unit is responsible for efficient human resource management and office management. This includes the provision of adequate staffing, training, performance appraisals and record keeping.

Accounting Unit

This unit is responsible for the management of financial resources allocated to the Assembly Legislature in accordance with financial rules, regulations and accounting standards.

Procurement Unit

Responsible for the procurement of goods and services in accordance with public procurement policies and regulations. The unit also develops strategies for low value and low risk procurement.

Office of the Marshall

This unit plays a critical supporting role as it relates to meetings of the Assembly. The role includes the coordination of security, housekeeping, catering and audio-visual recording of debates, as well as the delivery of correspondence to and on behalf of Members of the Assembly, in and out of the Chamber. The post of the Marshall has not yet been classified by the (CPO), at present, the Clerk of the Assembly delegates the duties to various members of staff.

Assembly Debates

Responsible for generating accurate permanent records of all proceedings of the Assembly and of its Select Committees.

Information, Communication and Technology Unit

Responsible for implementation, maintenance and support (technical and user) for all internal departments, as well as the Constituency Offices and office of the Minority Leader. ICT functions include Server Administration, Networking, Website Design and Maintenance, Cyber Security, Computer Maintenance, Live Streaming of Plenary Sittings, Committee Meetings and Digitizing of Hansard Records.

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ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED**Library and Information Centre**

Caters to the research and information needs of Members of the Assembly, staff of the Assembly Legislature, Divisions of the Tobago House of Assembly and members of the public.

Education and Outreach

This unit encourages civic mindedness through engagement with Assembly Legislature's internal and external stakeholders, using Tobago's Legislative history and the Legislature's current functions as the primary source of content. The unit conducts school tours, study tours and hosts an annual Youth Assembly Debate.

Pensions

Preparation of Pension and Leave Records for serving and former Members of the Assembly.

Section 7 (1) (a) (ii): Statement of the categories of documents that are maintained in the Assembly Legislature possession.

1. Files dealing with administrative documents for the operations of the Assembly Legislature
2. Personnel files, which detail all staff engagements to date, inclusive of job applications, leave, retirement etc.
3. General files dealing with all operations of the Assembly Legislature e.g insurance for vehicles.
4. Files dealing with accounting functions of the Assembly Legislature.
5. Financial records
6. Files relating to the procurement of goods and services
7. Executive Council Minutes
8. Legislation and legal documents
9. Minutes and agenda of meetings
10. Pamphlets
11. Files dealing with circulars, memoranda and etc.
12. Committee Reports of the Tobago House of Assembly
13. Committee Reports of the Parliament of Trinidad and Tobago
14. Hansard
15. Sessional Papers
16. Internal and external correspondence files
17. Policy and procedure documents
18. Books

ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

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

1. Hansard Records -available upon request at the Library
2. Committee Reports-available upon request at the Library
3. Live Streaming of Plenary Sittings- www.tobagolegislative.org
4. Social Media Content
5. Audio and Video Recording of Plenary Sittings

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

Not applicable at this time

**Section 7 (1) (a) (v): Procedure to be followed when accessing a document from Assembly
Legislature**

How to request information:

- General Procedure

Our policy is to answer all requests, both oral and written, for information. A special request form is available at the Assembly Legislature for members of the public to apply for Hansard documents.

However, in order to have the rights given to you by the FOIA (for example to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore complete the form (Request for Access to Official Documents) accessed on line via: www.foia.gov.tt.

- Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Assembly Legislature (see Section 7 (1) (a) (vi)).

- Details in the Request

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

ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

Requests not handled under FOIA

- A request under FOIA may not be processed to the extent that it asks for information, which is readily available to the public, through Legislature website, brochures, pamphlets, reports etc.

Responding to your Requests

- Retrieving Documents

The Assembly Legislature is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in National Archives or another storage centre, may have to be retrieved in order to process your request. In such an instance the Assembly Legislature may direct the applicant to the entity in possession of the information.

- Furnishing documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to construct 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.

Time Limits

- General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your requests may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

- Time allowed

We 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.

Section 7 (1) (a) (vi)

Officers in the Assembly Legislature 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 correction of personal information under section 36 of the FOIA.

The Designated Officer is:

Mrs. Paulett Fraser-Berkley
Library Assistant II (Ag.)
Assembly Legislature
Jerningham Street, Scarborough
Tel: 639-2103, 639-2616
email: aslegsec@tha.gov.tt

The Alternate Officer is:

Ms. Dalia O'Neil
Executive Assistant
Assembly Legislature
Jerningham Street, Scarborough
Tel: 639-2103, 639-2616
email: aslegsec@tha.gov.tt

Section 7 (1) (a) (vii)

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

Plenary Sittings on the fourth Thursday of every month at 1:30 p.m

Special Meetings of the Assembly as convened by the Presiding Officer.

The Chamber

Assembly Legislature

Jerningham Street.

Scarborough,

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ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED**Tobago.****Section 7 (1) (a) (viii)****Library/Reading Room Facilities**

This section is located in

The Basement of the Assembly Legislature Building.

Jerningham Street.**Scarborough,****Tobago.****SECTION 8 STATEMENTS****Section 8 (1) (a) (i)**

A statement of documents containing interpretations or particulars of written laws or scheme administered by the Assembly legislature, not being particulars contained in another written law.

Information can be accessed from Ministry of Legal Affairs Website at <http://legalaffairs.gov.tt/LRC.aspx> and the Assembly Legislature website <https://www.tobagolegislature.org>

- Freedom of Information Act Chapter 22.02
- Tobago House of Assembly Act Chapter 25.03
- Standing Orders of the Tobago House. Amended 2015
- Financial Rules of Tobago House of Assembly 2001
- Occupational Safety and Health Act Chapter 88.08
- Tobago House of Assembly Constituency Manual

Section 8 (1) (a)

A statement of manuals, rules of procedures, policy records of decisions, letters of advice to persons outside the public authority or similar documents containing rules, policies, guidelines, practices or precedents.

- Guide to Strangers Pamphlet
- Tobago House of Assembly Members Superannuation Benefits Regulations

Section 8 (1) (b)

A statement of documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes that are administered by

ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

the Assembly Legislature, which are provided for the use and guidance of the Assembly Legislature or its officers, where a member of the public might be directly affected by that enforcement.

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

SECTION 9 STATEMENTS

Section 9(1) (a)

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

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

Section 9 (1) (b)

A statement of documents that is a report or statement containing advice or recommendations:

- **Of a body or entity established outside the Assembly Legislature by or under a written law; 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 Assembly Legislature, or to the responsible Secretary with line responsibility for the Assembly Legislature.**

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

Section 9 (1) (c): A statement of documents that is a report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Assembly Legislature.

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

Section 9 (1) (d): A statement containing the advice or recommendation, of a committee established within the public authority.

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

Section 9 (1) (e): A statement of documents that is a report (including a report concerning the results of studies, surveys or tests) prepared for the Assembly Legislature by a scientific or technical expert, whether employed within the Assembly Legislature or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

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ASSEMBLY LEGISLATURE TOBAGO HOUSE OF ASSEMBLY
PUBLIC STATEMENTS 2021—CONTINUED

Section 9 (1) (f): A statement of documents that is a report prepared for the Assembly Legislature by a consultant who was paid for preparing the report.

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

Section 9 (1) (g): A statement of documents that is a report prepared within the Assembly Legislature and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, Programme or project.

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

Section (9) (1) (h): A statement of documents that is a report on the performance or efficiency of the Assembly Legislature, or of an office, department or branch of the Assembly Legislature, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Assembly Legislature.

- Annual Administrative Report of the Assembly Legislature 2021
- Project Status Reports
- Financial Reports

Section (9) (1) (i): A statement of documents that is a report containing:

- Final plans or proposals for the re-organisaton of the functions of the Assembly Legislature;
- The establishment of a new policy, programme or project to be administered by the Assembly Legislature; or
- The alteration of an existing policy programme or project administered by the Assembly Legislature, whether or not the plans or proposals are subject to approval by an officer of the Assembly Legislature, another public authority, the Secretary with line responsibility for the Assembly Legislature, or Executive Council.

Section 9 (1) (j): A statement of documents that is a statement prepared within the Assembly Legislature and containing policy directions for the drafting of Legislation.

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

Section 9 (1) (k): A statement of documents that is a report of a test carried out within the Assembly Legislature on a product for the purpose of purchasing equipment.

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

Section 9 (1) (l): An environmental impact statement prepared within the public authority.

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

Section 9 (1) (m): A statement of documents that is a valuation report prepared for the Assembly Legislature by a valuator, whether or not the valuator is an officer of the Assembly Legislature.

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



TAX APPEAL BOARD

(SUPERIOR COURT OF RECORD)

27 FREDERICK STREET, PORT-OF-SPAIN TRINIDAD, WEST INDIES.

registrar@gov.tt. Phone: (868) 623-1330

PUBLIC STATEMENT OF THE TAX APPEAL BOARD OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) Chapter 22:02

In accordance with Sections 7, 8 and 9 of the *Freedom of Information Act*, Chapter 22:02 (FOIA) of the Laws of the Republic of Trinidad and Tobago, the Tax Appeal Board of Trinidad and Tobago (hereinafter called "The Tax Appeal Board") is required 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 Tax Appeal Board;
- 2) A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Statement on the function and structure of the Tax Appeal Board

The Tax Appeal Board is established by the *Tax Appeal Board Act* of the Republic of Trinidad and Tobago Chapter 4: 50 which, by virtue of Section 3 (1) provides as follows: "An Appeal Board (to be known as the Tax Appeal Board) is hereby established for the purpose of exercising the jurisdiction conferred upon it by this Act or by any other written law."

Mission Statement:

To elucidate tax disputes on a basis that is impartial, fair and affordable to the relevant stakeholders of this jurisdiction in an independent approach that will augment voluntary conformity and public declaration in the veracity and efficacy of the service offered by this Court.

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PUBLIC STATEMENT OF THE TAX APPEAL BOARD OF TRINIDAD AND TOBAGO—CONTINUED

Vision Statement:

To be a vibrant, premiere and independent Court for the resolution of tax disputes, worthy of public trust and confidence, utilizing relevant information technology in the local, regional and international jurisdictions.

Jurisdiction

Section 3 of the *Tax Appeal Board Act* deals with the establishment and jurisdiction of the Tax Appeal Board:

(1) An Appeal Board (to be known as the Tax Appeal Board) is hereby established for the purpose of exercising the jurisdiction conferred upon it by this Act or by any other written law.

(2) The Appeal Board shall consist of a Chairman and such other members as may be appointed under or in pursuance of section 4 of whom one may be the Vice-Chairman

(3) The Appeal Board shall be a Superior Court of Record and have an official seal which shall be judicially noticed.

(4) The Appeal Board shall have jurisdiction to hear and determine—(a) appeals from the decision of the Board of Inland Revenue upon objections to assessment under the Income Tax Act; (b) 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; (c) such other matters as may be prescribed by or under this Act or any other written law.

Composition

By virtue of Section 3(2) of the said Act, the Appeal Board shall consist of a Chairman and such other members as may be appointed under or in pursuance of Section 4 of whom one may be the Vice-Chairman.

The Appeal Board presently consists of:

- i. The Honourable Chairman: H.H. Judge Dr. Anthony D.J. Gafoor
- ii. One Ordinary Members: H.H. Roland Hosein,
- iii. Registrar: Mr. Dushant Persad Maharaj

Court Sittings

The Tax Appeal Board sits regularly at 27 Frederick Street, Port of Spain.

Court Offices and the Registry

The Registry of the Appeal Board is located at 27 Frederick Street, Port of Spain. The Registry is open from 8:30 am to 4:00 pm Monday to Friday. The Registrar is responsible for the operations of the Court and Registry including filing, processing, and custody of Court records.

Effect of functions on the public

The Tax Appeal Board carries out a function that directly impacts the members of the public by the exercise of its jurisdiction to hear and determine tax disputes and other relevant matters falling within its purview.

Section 7 (1) (a) (ii)**Categories of Documents in the Possession of the Tax Appeal Board**

- Administrative files used in the daily operations of the Tax Appeal Board;
- Files which concern staff appointments, job applications, transfers, resignations, deaths,

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PUBLIC STATEMENT OF THE TAX APPEAL BOARD OF TRINIDAD AND TOBAGO—CONTINUED

retirement, leave and vacation files.

- Documentation related to the accounting and financial management function of the Tax Appeal Board;
- Financial records
- Correspondence
- Decisions from 1966 to present
- Notes of evidence
- Documentation relating to the procurement of supplies, services and equipment;
- Personnel records containing information on job specifications, job applications, staff appointments, promotions, transfers, applications for vacation leave, resignations, retirements and deaths;
- Cabinet Documents;
- Policy Documents;
- Procedural Guidelines and Manuals;
- Records of Human Resource Development and Training;
- Contract documents and incidental material;
- Statistical Reports of Court matters;
- Circulars, Memoranda, Notices and Bulletins;
- Legislation and Legal Instruments; and
- Safety Advisories.

Section 7 (1) (a) (iii)**Materials Prepared for Publication or Inspection**

The Tax Appeal Board Annual Reports are available at the Tax Appeal Board's website www.taxappealboard.gov.tt

Pursuant to Section 8 of the Tax Appeal Board Act Chap 4:50, appeals are heard in camera unless the Board otherwise directs. Therefore, decisions of the Court are appropriately redacted. It must be noted that Rule 20 (2) of the Tax Appeal Board Rules provides that where the hearing of an appeal or application has been held in camera, no such report shall contain— (a) the name of the appellant or any other particulars which, in the opinion of the Court or the Chairman, are likely to identify the appellant, if the appellant objects thereto; (b) any other particulars which, in the opinion of the Court or the Chairman, can be omitted from the report without affecting its usefulness or value.

The public can refer to the Library's online catalogue for details on Court judgments and current library holdings or contact/ visit the Library directly at:

The Library
Tax Appeal Board
27 Frederick Street, Port of Spain
Tel. (868) 627-3314, ext. 215, 218
Email: txabttlibrary@gov.tt

Section 7 (1) (a) (iv)**Literature Available by Subscription**

Members of the public may subscribe for the following material:

- A listing of judgments which are available on subscription, either through e-mail or hard copy.

Contact or write to:

The Library
Tax Appeal Board
27 Frederick Street, Port of Spain
Tel. (868) 627-3314, ext. 215, 218

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Email: txabttlibrary@gov.tt

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Tax Appeal Board****How to Request Information:**

As a general policy, all requests for information are to be answered. However, in order for the FOIA request to be processed, it must be made in writing. The Applicant must therefore contact the Office of the Registrar for information that is not readily available for members of the public. To facilitate such requests, applicants should provide details that would allow for the identification and location of the records that are requested. The requests should take the requisite written format and be accompanied by a form of acceptable national identification of the applicant pursuant to the FOIA.

Addressing Requests

Requests will be acknowledged as official when made in the prescribed form pursuant to the Freedom of Information Act Section 13.

Time Limit

The Act sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. **If a decision is taken to grant access to the requested information, one will be permitted to inspect the document.** The Tax Appeal Board will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Tax Appeal Board will acknowledge the request and advise the applicant of its status.

Requests not handled under the Act

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority.

Details in the Request

Applicants should provide sufficient information which will enable the duly appointed Officer and/ or Registrar to identify the document(s) being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with the duly appointed Officer and/ or Registrar.

Fees and Charges

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

Section 7 (1) (a) (vi)

The Administrative Assistant Duly, an Appointed Officer and/ or the Registrar in the Tax Appeal Board are 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.

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PUBLIC STATEMENT OF THE TAX APPEAL BOARD OF TRINIDAD AND TOBAGO—CONTINUED

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

At this time, there are no bodies in the Tax Appeal Board that fall within the meaning of this section of the FOIA.

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

Information in the public domain can be accessed at the library or through the Court's website at www.taxappealboard.gov.tt. One may make enquiries at the Court's library at:

The Library
Tax Appeal Board
27 Frederick Street, Port of Spain
Tel. (868) 627-3314, ext. 215, 218
Email: txabttllibrary@gov.tt

The Library of the Tax Appeal Board is open from Monday to Friday 8:30 am to 4:00 pm. Access to the library is open to Judges and other Judicial Officers as well as administrative staff of the Board and other Court users.

SECTION 8 STATEMENTS**8 (1) (a) (i) Documents containing interpretations or particulars of written laws or schemes administered by the Tax Appeal Board, not being particulars contained in another written law.**

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

The following internal documents can be made available for inspection only upon request to the duly appointed Officer and/ or Registrar:

- Judgments of the Tax Appeal Board
- Legal Notices

The following documents are made available online via the Court's website www.taxappealboard.gov.tt

- Tax Appeal Board Form G
- Tax Appeal Board Newsletters
- Practice Directions
- Annual Reports
- Brochures

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

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PUBLIC STATEMENT OF THE TAX APPEAL BOARD OF TRINIDAD AND TOBAGO—CONTINUED

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

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

SECTION 9 STATEMENTS

9. (1) This section applies, in respect of a public authority, to any document that is—

(a) a report, or a statement containing the advice or recommendations, of a body or entity established within the public authority;

- There are no reports to be published under this section

(b) a report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, 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;

- There are no reports to be published under this section

(c) a report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority;

- There are no reports to be published under this section

(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;

- There are no reports to be published under this section

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

- There are no reports to be published under this section

(f) a report prepared for the public authority by a consultant who was paid for preparing the report;

- There are no reports to be published under this section

(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;

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PUBLIC STATEMENT OF THE TAX APPEAL BOARD OF TRINIDAD AND TOBAGO—CONTINUED

- There are no reports to be published under this section

(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;

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

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

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

(j) a statement prepared within the public authority and containing policy directions for the drafting of legislation;

- This section is not applicable to the Tax Appeal Board at this time.

(k) a report of a test carried out within the public authority on a product for the purpose of purchasing equipment;

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

(l) an environmental impact statement prepared within the public authority

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

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

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

**Registrar
Tax Appeal Board**