



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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APPOINTMENT TO ACT AS THE PRESIDENT OF THE INDUSTRIAL COURT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with Chief Justice, in exercise of the power vested in her by section 4(4) of the Industrial Relations Act, Chap. 88:01, has designated HIS HONOUR MR. HERBERT SOVERALL, Vice-President, to act as President of the Industrial Court, with effect from 9th February, 2024, during the absence from Trinidad and Tobago of Her Honour MRS. HEATHER SEALE, President of the Industrial Court and continuing until the President of the Court is again able to carry out such functions. The appointment is made to the General Services Division.

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

29th January, 2024.

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NOTICE OF THE LAYING IN PARLIAMENT OF STATUTORY INSTRUMENTS THAT ARE SUBJECT TO NEGATIVE RESOLUTIONS

NOTICE is hereby given that the Minimum Wages (Amendment) Order, 2023, (Legal Notice No. 390 of 2023 published in the *Trinidad and Tobago Gazette* on the 22nd day of December, 2023) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 19th day of January, 2024, and in the Senate on the 23rd day of January, 2024.

B. CAESAR
Clerk of the House

K. MOTTLEY
Acting Clerk of the Senate

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NOTICE is hereby given that the Criminal Procedure Rules, 2023, (Legal Notice No. 377 of 2023 published in the *Trinidad and Tobago Gazette* on the 12th day of December, 2023) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 19th day of January, 2024, and in the Senate on the 23rd day of January, 2024.

B. CAESAR
Clerk of the House

K. MOTTLEY
Acting Clerk of the Senate



Trinidad and Tobago Creative
Industries Company Limited
#47 Long Circular Road,
St. James

The Updated 2023 Public Statement of the Trinidad and Tobago Creative Industries Company Limited ('CreativeTT') in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) Chap. 22:02, the Trinidad and Tobago Creative Industries Company Limited ('CreativeTT') is required by law to publish and annually update the following statement which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

1. for each person to access information held by the CreativeTT;
2. for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. to obtain reasons for adverse decisions made by the CreativeTT regarding an applicant's request for information under the FOIA;
4. to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The CreativeTT publishes this statement as at 11th December 2023 in accordance with Sections 7, 8 and 9 of the FOIA and this Statement has been updated reflecting changes at the CreativeTT as at 11th December 2023.

SECTION 7 - STATEMENTS

Section 7(1) (a) (i)

Functions and Structure of CreativeTT.

CreativeTT is a wholly owned State enterprise and the parent company of three (3) subsidiaries - Trinidad and Tobago Music Company Limited (MusicTT), Trinidad and Tobago Film Company Limited (FilmTT) and Trinidad and Tobago Fashion Company Limited (FashionTT); established by The Government of the Republic of Trinidad and Tobago through the Ministry of Trade and Industry. The main business of CreativeTT as a parent company, is to facilitate the business development and functioning of its three subsectors - Music, Film and Fashion.

Vision Statement of CreativeTT

To stimulate and facilitate the business development and export activities of the Creative Industries in Trinidad and Tobago.

Mission Statement of CreativeTT

To generate national wealth and, as such, to be responsible for the strategic and business development of the three (3) niche areas and subsectors under its purview - Music, Film, Fashion

Management of CreativeTT

CreativeTT, the Parent Company, is governed by a Board of Directors consisting of a Chairman and six (6) directors, all appointed by the President of the Republic of Trinidad and Tobago. The Chief Executive Officer is appointed by the Board. The Chairman of the Board reports to the Minister in the Ministry of Trade and Industry.

Responsibilities of MusicTT

The Trinidad and Tobago Music Company Limited (MusicTT) was established in 2014 with the mandate to stimulate and facilitate the business development and export

activity of the music industry in Trinidad and Tobago to generate national wealth. As a subsidiary of CreativeTT, MusicTT provides industry-wide strategic direction and action plans toward the development of the music industry as well as guidance and access to music education and capacity development, especially in the business and monetization of local music and protection of the same.

Responsibilities of FilmTT

The Trinidad and Tobago Film Company Limited (FilmTT) was established in 2006 to facilitate the growth and development of the film and audio-visual sector in Trinidad & Tobago. As a subsidiary of CreativeTT, FilmTT works on all aspects of film sector development, promotes Trinidad & Tobago as a film production location, and provides Film Commission services to local and incoming productions. FilmTT's mission is to maximize the economic and creative potential of Trinidad and Tobago's screen industries for the benefit of the country and its people.

Responsibilities of FashionTT

The Trinidad and Tobago Fashion Company Limited (FashionTT) was established in 2013 with the mandate to stimulate and facilitate the business development and export activity of the fashion industry in Trinidad and Tobago to generate national wealth. As a subsidiary of CreativeTT, FashionTT provides structured and extensive capacity building support in training and export for local fashion industry stakeholders.

CreativeTT's management consists of the CreativeTT Parent Board, three (3) Subsidiary Boards - Music, Film and Fashion, and a Chief Executive Officer (CEO) ('currently vacant'). The Board of Directors are appointed by the Minister of Trade and Industry.

The members of CreativeTT Parent Board are:

- Calvin Bijou (Chairman)
- John Arnold
- Dionne Mc Nicol Stephenson
- Laura Narayansingh
- Roy Gomez
- Rajkavir Singh
- Heeralal Rampartap

The organizational structure of CreativeTT consists of six (6) support functions:

- Legal Department
- Corporate Services Department
- Finance and Accounting Department
- Facilitations Department
- Marketing and Communications Department
- Procurement Unit

The Head of each department reports directly to the Chief Executive Officer.

Chief Executive Officer (CEO)

The CEO is responsible for providing the highest quality of strategic leadership and management for CreativeTT and its subsidiaries (FashionTT, FilmTT, MusicTT) in the oversight of its day-to-day functioning and direction in accordance with CreativeTT's Vision and Mission and the Strategic Direc-

tion of CreativeTT as directed by its Board of Directors.

In collaboration with the General Managers of each subsidiary, the CEO establishes and builds the Creative industries by creating and delivering industry value for its stakeholders and provide sustained profitable growth of the organization. The CEO facilitates the integration of the diverse work being undertaken as well as assist in innovation and transformative work, delivering on sector strategy which considers the national priorities and public policy objectives. The CEO, with the Board of Directors executes policy and strategic plans to ensure efficient management of the organization including its staff.

Internal Auditor

The Internal Auditor reports administratively to the CEO, operationally to the Audit Committee and is responsible for providing the Board and Management of CreativeTT and its subsidiaries (FashionTT, FilmTT, MusicTT) with independent assurance and consulting in the areas of controls, risk management and governance processes.

Legal Department

This department is responsible for maintaining standards of sound corporate governance, support the Board in its risk management, and maintain compliance with corporate, secretarial and legal requirements for CreativeTT and its subsidiaries - MusicTT, FilmTT and FashionTT.

Corporate Services Department

This department is responsible for the sites, staff, and operations to ensure the continuous and successful functionality of the company. It also oversees the organization of the corporate office and the development and maintenance of company business practices, policies and procedures, personnel files, and associated functions of each.

Finance & Accounting Department

The role of this department is to oversee and coordinate all financial operations of CreativeTT and its Subsidiaries, and ensure that accurate financial information is reported in a timely manner.

Facilitation Department

This department is responsible for the administration of the application and approval processes for industry rebates and incentives as well as to provide support on the Public Sector Investment Programmes.

Marketing and Communications Department

The role of this department is to develop and implement the marketing and promotional aspects of the strategic plan in order to enhance the company's corporate image and manages its relationship with key stakeholders.

Procurement Unit

This department liaises with all Subsidiaries and Departments, as necessary, and is responsible for coordinating the procurement activities of the company in compliance with applicable procurement laws, regulations, policies and procedures. This unit involves strategic planning, ven-

dor management, and collaboration with various teams to optimize the procurement process. It is responsible for coordinating the procurement activities of CreativeTT, and the subsidiaries - FilmTT, FashionTT and MusicTT in compliance with applicable procurement laws, regulations, policies and procedures.

The management structure of each Subsidiary consists of the Subsidiary Board of Directors and the General Manager (GM) with the GM maintaining a dotted line of reporting to the CEO of CreativeTT. In the absence of a CEO, the GM reports directly to the Board of Directors. Each Subsidiary is supported by a Project Department.

The members of the MusicTT Board and General Manager are:

- John Arnold (Chairman)
- Martin Raymond
- Francis Escayg
- Melissa Jimenez (GM)

MusicTT General Manager

The GM reports to the MusicTT Board and collaborates with the CreativeTT CEO. The main responsibility is to implement and execute strategic plans, programmes and activities, and simultaneously provide data and new opportunities for industry development and commercialization within the music sector. The GM also oversees the general operations of the company and develops its budgets.

MusicTT Business Development Department

This department garners information and data from stakeholders, industry regulators and other entities to facilitate evidence-based decision making, inform business development strategies and enable achievement of approved strategic plans for the company.

MusicTT Project Department

This department is responsible for the coordination, implementation, management, monitoring, evaluation and reporting on all projects/programmes undertaken by the Company.

The members of the FilmTT Board and General Manager are:

- Dionne Mc Nicol Stephenson (Chairman)
- Lorraine O'Connor
- Richard Chin Fatt
- Leslie-Ann Wills-Caton (GM)

FilmTT General Manager

The GM reports to the FilmTT Board and collaborates with the CreativeTT CEO. The main responsibility is to implement and execute strategic plans, programmes and activities, and simultaneously provide data and new opportunities for industry development and commercialization within the film sector. The GM also oversees the general operations of the company and develops its budgets.

FilmTT Business Development Department

This department garners information and data from stakeholders, industry

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**UPDATED 2023 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO
CREATIVE INDUSTRIES COMPANY LIMITED ('CREATIVETT')**

regulators and other entities to facilitate evidence-based decision making, inform business development strategies and enable achievement of approved strategic plans for the company.

FilmTT Project Department

This department is responsible for the coordination, implementation, management, monitoring, evaluation and reporting on all projects/programmes undertaken by the Company.

The members of the FashionTT Board and General Manager are:

- Jason Lindsay (Chairman)
- Laura Narayansingh
- Lisa Sinanan
- Lisa-Marie Daniel (GM)

FashionTT General Manager

The GM reports to the FashionTT Board and collaborates with the CreativeTT CEO. The main responsibility is to implement and execute strategic plans, programmes and activities, and simultaneously provide data and new opportunities for industry development and commercialization within the fashion sector. The GM also oversees the general operations of the company and develops its budgets.

FashionTT Business Development De-

partment

This department gathers information and data from stakeholders, industry regulators and other entities to facilitate evidence-based decision making, inform business development strategies and enable achievement of approved strategic plans for the company.

FashionTT Project Department

This department is responsible for the coordination, implementation, management, monitoring, evaluation and reporting on all projects/programmes undertaken by the Company.

Section 7 (1) (a) (ii)

Categories of Documents maintained by CreativeTT (Files, Records, Manuals, Documents): -

1. General administrative documents for the routine functions of CreativeTT
2. Personnel files, which detail all staff appointments, job applications, job specifications, etc.
3. Accounting and financial management files of CreativeTT and its subsidiaries
4. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)

5. Circulars, memoranda, notices, bulletins

6. Files dealing with official functions, workshops and events hosted by CreativeTT

7. Matters relating to the procurement of supplies, services and equipment

8. Internal and external correspondence files

9. Complaint/suggestion files

10. Inventory records

11. Contracts, memorandum of agreements, service level agreements, legal opinions and related matters

12. Memberships

13. Minutes/Agenda of meetings

14. Annual Reports

15. Archival documents

16. Policy and Procedure Documents

17. Acts and Legal notices

18. Manuals

19. Other Forms - Bomb Threat Checklist, Employee Incident Report, Employee Emergency Contact

Section 7(1)(a)(iii)

Material prepared for publication or inspection

- CreativeTT Financial Statements

The public may inspect material between the hours of 8:30 a.m. and 3:45 p.m. on normal working days of Monday to Friday at CreativeTT's office situated at:

#47 Long Circular Road,
St. James.
Tel: 628-1156
E-mail: info@creativett.gov.tt

Forms

1. Freedom of Information Act forms

Section 7(1)(a)(iv)

Literature available by subscription
CreativeTT offers no literature by way of subscription services.

Section 7 (1) (a) (v)

Procedure to be followed when a request for access to a document is made to CreativeTT

General Procedure

In order to have the rights given to applicants under the FOIA, an applicant must make their request in writing by submitting:
1. A completed Request for Access to Official Documents Form, which can be accessed from CreativeTT's website at www.creativett.co.tt or the Freedom of Information Unit's website at <http://www.foia.gov.tt>.

**For more information, visit
www.creativett.co.tt/foia.**

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REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

And

IN THE MATTER OF

TRINIDAD LMKR LIMITED T 5183 (95)

IN VOLUNTARY LIQUIDATION, MEMBERS' WINDING UP

The following resolutions were duly passed as special resolutions of the Company, on the 19th day of January, 2024.

1. "The Company be wound up voluntarily by way of a members' voluntary winding up.
2. That Mr. Brian Hackett of PricewaterhouseCoopers Advisory Services Limited of 11-13, Victoria Avenue, Port-of-Spain, be and is hereby appointed Liquidator for the purposes of the winding up".

Dated the 29th day of January, 2024.

IFTIKHAR ATIF KHAN
Director

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REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01

(Pursuant to section 429)

MEMBERS' VOLUNTARY WINDING UP

NOTICE OF APPOINTMENT OF LIQUIDATOR

NAME OF COMPANY: TRINIDAD LMKR LIMITED

COMPANY No.: T 5183 (95)

NATURE OF BUSINESS: PETROLEUM IT COMPANY

ADDRESS OF REGISTERED OFFICE: Second Floor, CIC Building
122-124, Frederick street
Port-of-Spain

LIQUIDATOR'S NAME AND ADDRESS: MR. BRIAN HACKETT
PricewaterhouseCoopers
Advisory Services Limited of
11-13, Victoria Avenue
Port-of-Spain

DATE OF APPOINTMENT: 19th January, 2024

BY WHOM APPOINTED: LMKR HOLDINGS