



TRINIDAD AND TOBAGO GAZETTE

VOL. 63

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MEDICAL BOARD OF TRINIDAD AND TOBAGO

RETRACTION NOTICE

THE Medical Board of Trinidad and Tobago hereby repeals publication of “Medical Board of Trinidad and Tobago Resolutions adopted at 2022 AGM” in *Gazette* Extraordinary No. 58 dated Tuesday 18th April, 2023, on pages 741 to 744, item No. 540.

On Behalf of the Council of the Medical Board of Trinidad and Tobago.

I. RAMNARINE
Secretary of the Council

2066

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

LETTERS OF ADMINISTRATION of the estate of **JAMAL MUSTAPHA** of Light Pole No. 6, Young Street, Scarborough, Tobago, who died on the 5th day of March, 2015, by **Ahmad Ajmal Mustapha** of the same place, his son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **JAMES SYLVAN CRUICKSHANK** of 66, Grafton Road, Black Rock, Parish of St. George, Tobago, who died on the 3rd day of January, 2015, by **Dimsoy Smyrna Gloria Cruickshank** of the same place, his daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 15th day of November, 2013, of **BEULAH TAYLOR THOMAS** otherwise **BEULAH TAYLOR-THOMAS** otherwise **BEULAH TAYLOR** of 44, Riseland Trace, Carnbee, Tobago, who died on the 26th day of September, 2021, by **Lynda Thomas** of 14, Nursey School Trace, Lambeau, Tobago, the sole executrix named in the Will;

PROBATE of the Will dated the 14th day of October, 2008, of **VICTORIA MEDINA** otherwise **VICTORIA BASILIA MEDINA** otherwise **VICTORIA BASILIA CORRIETTE MEDINA** of Lot No. 7, Medina Avenue, Corner Eastern Main Road and Medina Avenue, d’Abadie, Arima, Trinidad, who died on the 15th day of June, 2023, by **Karen Medina** of 69, Eastern Main Road, d’Abadie, Arima, Trinidad and **Kendra Medina-Lyons** of 37, Les Coteaux Road, Mason Hall, Tobago, the executrices named in the Will;

PROBATE AND LETTERS OF ADMINISTRATION

- LETTERS OF ADMINISTRATION of the estate of **LESLIE MITCHELL NATHANIEL** of 18, Montrose Street, Montrose, Chaguanas, Trinidad, who died on the 17th day of February, 2022, by **Patricia Andrews** of the same place, the surviving cohabitant;
- LETTERS OF ADMINISTRATION of the estate of **WILFRED ALEXANDER SMALL** otherwise **WILFRED SMALL** otherwise **WILFRED PENISTON** otherwise **WILFRED PENNISTON** of 3, Onyx Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 2nd day of January, 2008, by **Michelle Salandy** of 11-3, NUGFW Housing Development, Lopinot Road, Arouca, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 23rd day of January, 2021, of **CAPILDEO SINGH** of Light Pole No. 86, Caratal Road, Cumuto, Tamana, Trinidad, who died on the 19th day of February, 2024, by **Gyttee Singh** of Light Pole No. 71, Caratal Road, Cumuto, Tamana, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **LENNON BAKSH** of 1, Rosemin Drive, Mission Road, San Juan, St. Ann's, Trinidad, who died on the 28th day of October, 2023, by **Stacy Theresa Brown** of 13, Hillside Terrace, El Dorado, Tunapuna, Tacarigua, Trinidad, his mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **LIZSA NATASHA ALI** of 122, Corinth Housing Development, San Fernando, Trinidad, who died on the 4th day of December, 2021, by **Raynaldo Lee Rooplal** and **Reece Liam Rooplal** both of the same place, her sons and the only persons entitled to share in the estate;
- PROBATE of the Will dated the 5th day of June, 2023, of **DEETEE SEWALIA** otherwise **DEETEE DYANTEE SEWALIA** otherwise **DEETEE DYAN SEWALIA** of Corner Harrinauth and Brathwaite Streets, El Dorado, Tacarigua, Trinidad, who died on the 5th day of February, 2024, by **Seema Ena Sewalia** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SHAHEEDA ALI** of 14, Sulaiman Avenue, Chase Village, Carapichaima, Chaguanas, Trinidad, who died on the 31st day of July, 2023, by **Faraz Ali** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **VINCENT LYNCH** of 17, Sandalwood Crescent, Malabar, Arima, Trinidad, who died on the 19th day of October, 2022, by **Gillian Polina Lynch** of the same place, the committee of the property and the affairs of **Umlita Lynch** otherwise **Umlita Best-Lynch** otherwise **Umlita Celsus Lynch**;
- LETTERS OF ADMINISTRATION with Will dated the 11th day of December, 2019, annexed of the estate of **MARIA SMITH** of Light Pole No. 1, Oropouche Road, Valencia, Trinidad, who died on the 3rd day of December, 2022, by **Sharon Holder** of 1, Foster Road, Sangre Grande, Manzanilla, Trinidad, the lawfully appointed attorney of **Tracy Chester Charles**;
- PROBATE of the Will dated the 21st day of February, 2014, of **SAMDAYE RATTAN** of 128, Lyle Lane Street, Felicity, Chaguanas, Trinidad, who died on the 5th day of March, 2016, by **Pirty Rattan** and **Basdai Rattan** both of the same place, the executors named in the Will;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **EDWIN VICTOR GEORGE** of 5B Street, Jacob Settlement, Santa Flora, Erin, Trinidad, who died on the 23rd day of March, 2010, by **Darry Derick Farrier** and **Dale Dianne Farrier-Lewis** both of 9B Street, Jacob Settlement, Santa Flora, Erin, Trinidad, his son and daughter and two of the persons entitled to share in the estate;
- PROBATE of the Will dated the 31st day of October, 2021, of **HENRIQUE PAUL** otherwise **HENRIQUE FITZROY PAUL** of 17A, St. John Street, Tunapuna, Tacarigua, Trinidad, who died on the 3rd day of May, 2022, by **Joan Donatien** otherwise **Joan Claudia Donatien** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 19th day of January, 2016, of **WILLIAM FENWICK CHIN** otherwise **WILLIAM CHIN** otherwise **WILLIAM FENWICK CHIN JUNIOR** otherwise **WILLIAM FENWICK CHIN JR.** otherwise **WILLIAM CHIN JR.** of 122, Jasmine Avenue, Victoria Gardens, Diego Martin, Trinidad, who died on the 30th day of January, 2016, by **Cherisse Huggins** of 9, Longden Street, Port-of-Spain, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ZAINOOL NASSEIR** otherwise **ZAINOOL MOHAMMED NASSEIR** of Light Pole No. 10, El Socorro Road, San Juan, St. Ann's, Trinidad, who died on the 20th day of November, 2022, by **Gail Ann Marie Nasseir** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 27th day of March, 2019, of **MURRAY ATKINSON** otherwise **MURRAY ALVIN ATKINSON** of 6, La Gloria Settlement, New Grant, Princes Town, Savana Grande, Trinidad, who died on the 6th day of June, 2019, by **Rayanna Atkinson Mohammed** otherwise **Rayanna Giselle Atkinson** otherwise **Rayanna Giselle Atkinson Mohammed** of Sonny Ladoo Residential Gardens, Mc Bean Village, Couva, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 15th day of June, 2017, of **DENNIS WINSTON QUAMINA** otherwise **DENNIS QUAMINA** of 21, St. Barbs Road, Belmont, Port-of-Spain, Trinidad, who died on the 22nd day of August, 2017, by **Yolanda Quamina** of 54, Chaitan Avenue, Pierreville, Mayaro, Guayaguayare, Trinidad, the sole executrix named in the Will;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **JEWAN PARTAP SINGH** otherwise **JEWAN SINGH** otherwise **PARTAP JEWAN SINGH** otherwise **PARTAPSINGH** of Light Pole No. 3, Church Street, St. John's Village, Cipero Road, San Fernando, Trinidad, who died on the 8th day of July, 2008, by **Rohinee Jewansingh** of the same place, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 10th day of January, 2019, of **MERLYN ESDELLE** of 52, Egypt Extension, Crown Trace, Enterprise, Chaguanas, Trinidad, who died on the 10th day of April, 2019, by **Niketha Graham** of 11, Scott Trace, Enterprise, Chaguanas, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 16th day of August, 2021, of **ROY RAMNARINE** of 125, La Fortune Estate, La Romain, Naparima, Trinidad, who died on the 19th day of December, 2023, by **Visham Ramnarine** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAMNARINE RAMSINGH** of First Street, Fourth Avenue, Barataria, San Juan, St. Ann's, Trinidad, who died on the 7th day of January, 2019, by **Kumar Ramsingh** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MANESAR CUPID** otherwise **MANESAR EARLINGTON MARCUS CUPID** of Light Pole No. 58, Maraj Trace, Cantaro Village, Santa Cruz, St. Ann's, Trinidad, who died on the 10th day of December, 2021, by **Mia Anesar Emily Cupid** of 5A, Olton Road, Arima, Trinidad, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 20th day of May, 2019, of **COUNTESS CHARLES** otherwise **COUNTESS MYRTLE CHARLES** of 13, Alexander Street, Ste. Madeleine, Naparima, Trinidad, who died on the 2nd day of October, 2022, by **Glynis Petrovanie-Forde** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DOUGLAS MENDEZ** otherwise **DOUGLAS BENJAMIN MENDEZ** of Light Pole No. D69, Delhi Road, Fyzabad, Siparia, Trinidad, who died on the 28th day of March, 2019, by **Lucy Mendez** of the same place, his sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MICHAEL LE BLANC** of 67, Gulf Ridge Circular, Dow Village, South Oropouche, Siparia, Trinidad, who died on the 12th day of April, 2023, by **Lenore Phillip-Le Blanc** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ROGER STEWART** otherwise **ROGER WILLIAM STEWART** of 6, Riverview Gardens, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 23rd day of November, 2023, by **Nicole Patricia Stewart** otherwise **Nicole Stewart** otherwise **Patricia Nicole Stewart** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ELIZABETH ANN HUDLIN** of 2, Harmony Drive, Paradise West, Tacarigua, Trinidad, who died on the 6th day of April, 2024, by **Christian Justin Michael Hudlin** of the same place, her son and the only person entitled to the estate;
- PROBATE of the Will dated the 14th day of September, 2019, of **DAISY MAHARAJ** of 49, Vernon Joseph Street, St. Joseph Village, San Fernando, Trinidad, who died on the 31st day of January, 2024, by **Rabindranath Maharaj** of the same place and **Vidya Bharath Singh** of 34, Immortelle Avenue, Coconut Drive, San Fernando, Trinidad, the executors named in the Will;
- PROBATE of the Will dated the 27th day of June, 2013, of **DOLLY RAMNATH** of 27, Dumfries Road, Hermitage Village, San Fernando, Trinidad, who died on the 17th day of January, 2022, by **Burton Ramdass** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RUDOLPH THEOPHILUS ERWIN JOB** otherwise **RUDOLPH ERWIN JOB** otherwise **RUDOLPH THEOPHILUS JOB** otherwise **RUDOLPH JOBE** otherwise **RUDOLPH JOB** of Light Pole No. 52, Guanapo Avenue, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 8th day of September, 2023, by **Rudolph Ricardo Jr. Job** of Road 2, North Eastern Settlement, Ojoe Road, Sangre Grande, Manzanilla, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **JEWAN PERSAD** otherwise **JEWAN ERROL PERSAD** otherwise **ERROL JEWAN PERSAD** otherwise **ERROL PERSAD** otherwise **ERROL ALLEEM PERSAD** of 2, Massey Street, Cocoyea Village, San Fernando, Trinidad, who died on the 8th day of April, 2016, by **Nezma Rehana Persad** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SAMDAYE PARAG** of 61, Warren Road, Cunupia, Trinidad, who died on the 15th day of February, 2023, by **Dhanpaul Parag** of the same place and **Rajindra Parag** of 886, Mohammed Drive, Gulf View, La Romain, Naparima, Trinidad, her sons and two of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **GAINPAUL SINGH** of Light Pole No. 221, Warren Munroe Trace, Warrenville, Cunupia, Trinidad, who died on the 18th day of May, 1997, by **Heeradaye Gainpaulsingh** otherwise **Heeradaye Singh** of the same place, his daughter and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 23rd day of May, 2024, of **ERNEST ANTHONY DURHAM** otherwise **ERNEST DURHAM** of 15, Imrie Street, Les Efforts East, San Fernando, Trinidad, who died on the 10th day of July, 2024, by **Wendy Metivier-Durham** of 12, Hillview Gardens, 39–51, Seaview Parkway, Gulf View, San Fernando, Trinidad and **Alison Laquis** of 1133, Sugar Ridge Road, Block 7, Palmiste, San Fernando, Trinidad, the executrixes named in the Will;
- PROBATE of the Will dated the 15th day of September, 2019, of **SELWYN ALEXIS** of 99, Poui Street, Homeland Gardens, Cunupia, Trinidad, who died on the 16th day of September, 2019, by **Helen Dulcie Alexis** of 22, Esmeralda Gardens, Hassarath Road, Cunupia, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SELVON HYNDMAN** of 1, Shetland Drive, Ascot Gardens, Arima, Trinidad, who died on the 2nd day of August, 2017, by **Cherryl Hyndman** of 23, Rahaman Gardens, Ramjohn Trace, Cunupia, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SHAFEEZA HOSEIN** of 51, Calcutta Road, 2, Freeport, Chaguanas, Trinidad, who died on the 1st day of November, 2023, by **Zahaid Hosein** of the same place, her lawful husband;
- PROBATE of the Will dated the 17th day of October, 2022, of **ROSE BRATHWAITE SCIPPIO** otherwise **ROSE BRATHWAITE-SCIPPIO** of 15, Cedar Hill Trace Extension, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 9th day of May, 2024, by **Jeffrey Kennedy Clarence Scipio** of 35, Hibiscus Drive, Pleasantville, San Fernando, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MICHAEL GARCIA** of 17, Edinburgh Crescent, Cocoyea Village, San Fernando, Trinidad, who died on the 2nd day of January, 2024, by **Jennifer Purcell-Garcia** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **MARILYN JORDAN** of 64, Lapwing Crescent, Edinburgh 500, Chaguanas, Trinidad, who died on the 17th day of October, 2023, by **Natasha Jordan-Lovell** of 15, St. Francois Valley Road, Morvant, St. Ann's, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DAVID AARON** of 22, Crawford Street, Vistabella, San Fernando, Trinidad, who died on the 26th day of June, 2023, by **Leela Rampersad-Aaron** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 6th day of July, 2022, of **JOYCE CELESTINA ELECTRA MOHAMMED** of 280, New Settlement, Dow Village California, Couva, Trinidad, who died on the 18th day of December, 2022, by **Alicia Althea Diana Mohammed** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SAVITREE RATTAN** of 18, Orange Grove Road, Savannah Drive, Tacarigua, Trinidad, who died on the 29th day of May, 2021, by **Bridget Rattan** of the same place, her daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 29th day of April, 2024, by **MEENA MAHARAJ** of Light Pole No. 84, Phoenix Park Road, California, Couva, Trinidad, who died on the 23rd day of May, 2024, by **Avinash Maharaj** of the same place, the sole executor named in the Will;
- PROBATE of the Will dated the 24th day of August, 2022, of **MAJORIE CYNTHIA HINDS** otherwise **MARJORIE C. HINDS** otherwise **MARJORIE HINDS** otherwise **MAJORIE CYNTHIA HINDS-BLACKMAN** otherwise **MAJORIE CYNTHIA HINDS BLACKMAN** otherwise **MAJORIE HINDS-BLACKMAN** otherwise **MAJORIE HINDS-BLACKMAN** of 52, Eight Avenue, Barataria, St. Ann's, Trinidad, who died on the 6th day of August, 2023, by **Annette Lynch** of 28, Sanora Park, Point Cumana, Carenage, Diego Martin, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 11th day of May, 2020, of **SANDRA MAY ARMSTRONG** otherwise **SANDRA ARMSTRONG** of 40, Coblenz Avenue, Cascade, St. Ann's, Trinidad, who died on the 17th day of March, 2023, by **Dayne Douglas Armstrong** and **Trudy Anne Armstrong** both of Hope Cottage, Ariapita Road, St. Ann's, Trinidad, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **WILLIS LAMY** of 5, Williams Street, Four Roads, Diego Martin, Trinidad, who died on the 13th day of November, 1996, by **Martin Lamy** of the same place, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 27th day of July, 2017, of **NAZIEMOON KHAN** of 271, Arlington Avenue, Cypress Hills, Brooklyn, New York, 11208, United States of America, who died on the 11th day of June, 2019, by **Raymond Kissoon** of 124, Cycad Avenue, Cashew Gardens, Off Edinburgh Road, Longdenville, Chaguanas, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 16th day of February, 2012, of **OSWALD INNIS** of 144, 9th Street, Malick, Barataria, St. Ann's, Trinidad, who died on the 19th day of May, 2017, by **Yvonne Mc Gilchrist** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 10th day of May, 2018, of **EDWARD BELMONTES** otherwise **EDWARD CARL BELMONTES** of 50, Cedar Drive, Pleasantville, San Fernando, Trinidad, who died on the 2nd day of December, 2019, by **Lizabeth Ann Hamilton** of 394, Eustace Draper Street, Malabar, Arima, Trinidad, the sole executrix named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 16th day of August, 2012, of **JOAN ORIS THOMAS** of 145, Flamboyant Crescent, Valencia, Trinidad, who died on the 21st day of July, 2016, by **Brent Patrick Lockett** and **Patrice Noreiga** both of the same place, the executors named in the Will;
- PROBATE of the Will dated the 2nd day of June, 2024, of **JASSODRA BALDEO** of 25, Cashew Drive, Crescent Gardens, d'Abadie, Arima, Trinidad, who died on the 4th day of June, 2024, by **Neelmani Baldeo** of 26/1, Jacob Coat, North Eastern Settlement, Sangre Grande, Manzanilla, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RODERICK SEALES** otherwise **RODERICK WILLIAM ANTHONY SEALES** of 15A, Lange Street, Vistabella, San Fernando, Trinidad, who died on the 4th day of November, 2022, by **Marsha Frontin-Seales** otherwise **Marsha Danielle Frontin-Seales** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **MARCIA RAMDEEN** of 46, Lily Trace, De Gannes Village, Siparia, Trinidad, who died on the 12th day of June, 2021, by **Kerry Leslie Ramdeen** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **PRAIMDATH SEETARAM** of 51, Ian Rawle Drive, Duncan Village, San Fernando, Trinidad, who died on the 12th day of October, 2023, by **Vishnu Seetaram** of 814, Hosein Avenue, Gulf View, San Fernando, Trinidad, his brother and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 31st day of July, 2023, of **ROSTAM ALI** of 48, Cemetery Street, Warner Village, Charleiville, Chaguana, Trinidad, who died on the 6th day of January, 2024, by **Simah Ali** otherwise **Simah Ali-Hosein** of Lot No. 50, Grant Street Extension, Couva, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **NORRIS ROBERTS** otherwise **NORRIS ANTHONY ROBERTS** of 14, Symond Valley Road, St. Ann's, Trinidad, who died on the 27th day of August, 2022, by **Shaneil Yolando Roberts** of the same place, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **CHATERAM SINANAN** of 87, Calcutta Road, Calcutta Road 1, Freeport, Chaguana, Trinidad, who died on the 4th day of June, 2019, by **Gail Roodal-Sinanan** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **TERRANCE EDWARDS** otherwise **TERRENCE EDWARDS** of Light Pole No. 51/19, Edwards Boulevard, Evelyn Street, Ojoe Road, Sangre Grande, Manzanilla, Trinidad, who died on the 27th day of March, 2022, by **Jennifer Mary Edwards** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 5th day of June, 2018, of **MARILYN MARDAI SOOKNANAN** otherwise **MARILYN SOOKNANAN** otherwise **MARILYN SOKNANAN** of 37, Roxborough Lane, Thornhill, Ontario, L4j 4t2, Canada, who died on the 23rd day of September, 2018, by **Reynold Sooknanan** of 117, Coral Drive, Gulf View, La Romain, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DAVID JEREMIAH HARVEY** otherwise **DAVID HARVEY** of 50, Ovid Alley, Laventille Road, East Dry River, Port-of-Spain, Trinidad, who died on the 21st day of October, 2022, by **Randy Nishawn Harvey** otherwise **Randy Harvey** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MARGARET PAUL** of 64, Pipiol Road Santa Cruz, St. Ann's, Trinidad, who died on the 2nd day of February, 2015, by **Rajendra Junior Carmona** of Unit 3, Streatham Court, Streatham Lodge Road Extension, St. Augustine, Tacarigua, Trinidad, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAMDEO RAMLALIA** otherwise **RAMDEO RAMLALIAH** of 159, Tarouba Road, Marabella, San Fernando, Trinidad, who died on the 15th day of October, 2011, by **Maureen Ramlalia** otherwise **Maureen Ramlaliah** of the same place, his sister and the only person entitled to share in the estate;
- LETTERS OF ADMINISTRATION with Will dated the 24th day of January, 1983, annexed of the estate of **SAHADAYE JAGASSAR** otherwise **SAHADAYEA JAGESSAR** otherwise **SADAYAH** otherwise **SUCKEAH** of Ciperio Road, St. John Village, Naparima, Trinidad, who died on the 25th day of August, 1994, by **Ramparie Poonan** otherwise **Rampearie** otherwise **Ramparie Poonan** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ZAID BAKSH** otherwise **ZIAD BAKSH** of 20, Butu Road, Valsayn, Tacarigua, Trinidad, who died on the 30th day of December, 2021, by **Saleem Nabeel Baksh** of the same place, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 21th day of February, 2024, of **MANGAROO SOOKARAN** of 296, Eastern Main Road, Garden Village, Arouca, Tacarigua, Trinidad, who died on the 9th day of April, 2024, by **Rajiv Maharaj** of Light Pole No. 512, Sookaran Trace, Garden Village, Arouca, Tacarigua, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 24th day of July, 2023, of **LAWRENCE LARA** of Light Pole No. 69, Caigal Main Road, Sangre Chiquito, Sangre Grande, Manzanilla, Trinidad, who died on the 25th day of July, 2023, by **Alicia Lara-Francis** of 47, Crescent Court, Paradise Gardens, Tacarigua, Trinidad, the sole executrix named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **NATALIE BELFON** of 3, Alexander Street, Valencia, Trinidad, who died on the 11th day of January, 2021, by **Josanne Belfon-Mc Leod** of 294, Papaya Drive, The Crossings, Phase 1, Tumpuna Road, Arima, Trinidad, her sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **GITA SEECHARAN** of 94, Mantacool Road, George Village, Tableland, Ortoire, Trinidad, who died on the 31st day of July, 2024, by **Ravi Shivanand Seecharan** of the same place, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DARIO WOON SAM** otherwise **DARIO DONALD ANTHONY WOON SAM** of 45, Ness Place, Andalusia, Maraval, Diego Martin, Trinidad, who died on the 21st day of October, 2023, by **Donna Theresa Victoria Govia** otherwise **Donna-Teresa Govia** otherwise **Donna Woon Sam** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 26th day of January, 2000, annexed of the estate of **TAJU RAMAI** of 33, Moolai Trace West, 1¼ Mile, Quinam Road, Penal, Siparia, Trinidad, who died on the 19th day of December, 2001, by **Sylvie Deodath** of 58, Acbar Trace, Siparia Old Road, Avocat, Siparia, Trinidad, the beneficiary with life interest named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **TEEMUL DUBAR** otherwise **TEEMUL RAMSAMOOJ DUBAR** of 4, Sir Lamont Avenue, Phillipine, San Fernando, Trinidad, who died on the 30th day of June, 2023, by **Juliet Dubar** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **RAMHIT RAMJEAWAN** of 21, Patiram Trace, Penal, Siparia, Trinidad, who died on the 20th day of February, 2024, by **Seeta Ramjeawan** of the same place; his lawful widow and relict;
- PROBATE of the Will dated the 14th day of October, 2008, of **HARMOON CATBARAN LALL** of 56, Longden Street, St. Joseph, Tacarigua, Trinidad, who died on the 4th day of April, 2024, by **Doolraj Lall** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ALBERT JOHN RAMPERSAD** otherwise **ALBERT RAMPERSAD** of 2, Blake Street, Biche, Mayaro, Guayauguyare, Trinidad, who died on the 15th day of June, 2024, by **Catherina Ann Rampersad** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 12th day of April, 2023, of **CECILIA ELIZABETH VENTOUR BONEY** otherwise **CECILIA ELIZABETH BONEY** of 8, Flamant Street, Trincity, Tacarigua, Trinidad, who died on the 22nd day of August, 2023, by **Lejay Lett** otherwise **Le Jay Trevell Lett** of 31, Rovera Park, Caparo River, Dam Road, Longdenville, Chaguanas, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SILBERT GIBBS** otherwise **SILBURT GIBBS** otherwise **ETHELBERT GIBBS** of 8, Perseverance Park, Ojoe Road, Sangre Grande, Manzanilla, Trinidad, who died on the 22nd day of January, 1989, by **Helena Gibbs** of Light Pole No. 56/3, Cocorite Drive, Off Farm Road, North Eastern Settlement, Sangre Grande, Manzanilla, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DEBORAH JILLIAN DUFF** of 3, St. Croix Branch Road, Princes Town, Savana Grande, Trinidad, who died on the 22nd day of April, 2023, by **Nigel Duff** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **MARVIN AMBE LOGIE** of Light Pole No. 58, Upper Gonzales Quarry Road Number 1, Prosperity Lane, Belmont, Port-of-Spain, Trinidad, who died on the 14th day of June, 2024, by **Malika Corrigan** of the same place, his sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **HANIFF KHAN** otherwise **HANIFF JUMAN** of 52A, Bush Street, Curepe, Tacarigua, Trinidad, who died on the 26th day of December, 2021, by **Mazmoon Khan** otherwise **Muzmoon Khan** otherwise **Mazoon Khan** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 22nd day of November, 2020, of **RAMDEO RAMSAHAI** of 105, Gunness Trace, Rochard Douglas Road, Barrackpore, Naparima, Trinidad, who died on the 28th day of May, 2021, by **Ramesh Ramsahai** of 83, Gunness Trace, Barrackpore, Naparima, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 29th day of December, 2003, annexed of the estate of **VERE ACHONG** otherwise **VERE THERESA ACHONG** of 302, Regent Towers, Westmoorings, Diego Martin, Trinidad, who died on the 21st day of June, 2006, by **Marc Peter Achong** of 6, Lewis Avenue, Barataria, St. Ann's, Trinidad, one of the residuary beneficiaries and/or legatees named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 12th day of June, 1987, annexed of the estate of **SOOKDEO DOOKIE** of Light Pole No. 7, New Street, Caroni Village, Caroni, Trinidad, who died on the 1st day of November, 2017, by **Lakshmi Amrit Ramcharitar** of 77, Savannah Drive, Trincity, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 14th day of June, 1994, of **DOULATE MANSINGH** of 24, Green Street, Tunapuna, Tacarigua, Trinidad, who died on the 21st day of December, 2013, by **Lalchandra Mansingh** of the same place, the sole executor named in the Will;

2066—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **ZALINA MOHAMMED-PERSAD** of 37, Claude Street, La Romain, Naparima, Trinidad, who died on the 9th day of September, 2022, by **Rajnarine Persad** of the same place, her lawful husband;
- PROBATE of the Will dated the 23rd day of April, 2015, of **PEARL SHEPPARD** otherwise **PEARL VIRGINIA ALIBEY-SHEPPARD** otherwise **PEARL ALIBEY** of 26, Geridot Crescent, Diamond Vale, Diego Martin, Trinidad, who died on the 29th day of April, 2023, by **Ray Anthony Sheppard** of 9, Furness Withy Private Road, Success Village, Laventille, St. Ann's, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 31st day of July, 1997, of **JOSEPH LLOYD** of 38½ Mile Mark, Naparima-Mayaro-Road, Mafeking Village, Mayaro, Guayaguayare, Trinidad, who died on the 3rd day of March, 2001, by **Analisa Jenniel Mykoo** of Light Pole No. 1006, Naparima-Mayaro-Road, Mafeking Village, Mayaro, Guayaguayare, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 19th day of September, 2023, of **JULIEN DE GANNES** of 27, Carnelian Street, Union Hall, Cross Crossing, San Fernando, Trinidad, who died on the 27th day of February, 2024, by **Raabia Taaliba Stevie Brewster** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ANTOINETTE IRENE WOODING** otherwise **ANTOINETTE WOODING** of 45, Farah Street, San Fernando, Trinidad, who died on the 12th day of January, 2024, by **Alicia Isa Wooding** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MATHIEU JAMES** otherwise **MATHIEU CAMPBELL JAMES** of Light Pole No. 2, Sobo Junction, La Brea, Trinidad, who died on the 14th day of June, 2015, by **Godwin Stephen Peters** otherwise **Stephen Peters** of 4, Gaskin Bay Road, Village Street 4, Bon Accord, Tobago, his brother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DONALD STEPHENS** of 62, Christian Drive, Plaisance Park, San Fernando, Trinidad, who died on the 16th day of January, 2001, by **Lennox Stephens** of 11, Mora Avenue, Coconut Drive, San Fernando, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAMNARINE RAMADHIN** of 1149, San Fernando-Siparia-Erin-Road, Penal, Siparia, Trinidad, who died on the 2nd day of July, 2024, by **Sati Bhanmatie Ramadhin** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **LATCHMEDATH MARAJ** of 173, Ciperio Road, Victoria Village, San Fernando, Trinidad, who died on the 7th day of May, 2024, by **Parbatie Rambarran-Maraj** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **GANGEE MATAGOOLAM** of Light Pole No. 72, Pierreville Street, Mayaro, Guayaguayare, Trinidad, who died on the 19th day of May, 2011, by **Hansraj Matagoolam** of 100, Basta Hall Village, Couva, Trinidad, **Tootaram Matagoolam** and **Vashti Basdai Maharaj** both of Lot No. 6A, La Rosalia Avenue, Central Park, Balmain, Couva, Trinidad and **Madhoe Matagoolam** of Light Pole No. 67, Rivulet Road, Point Lisas, Couva, Trinidad, his brothers and sisters respectively and four of the persons entitled to share in the estate;
- PROBATE of the Will dated the 12th day of September, 2014, of **HILLARY ADOLPHUS GRIFFITH** otherwise **HILLARY GRIFFITH** of 326B, Southern Main Road, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 4th day of March, 2023, by **Valerie Griffith-Steadman** otherwise **Valerie Steadman** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MARTIN VICTOR MOORE** of Lot No. 9, Watts Street, St. Augustine, Tacarigua, Trinidad, who died on the 20th day of February, 2022, by **Petranilla Scobie Moore** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ESAU JONATHAN STOUTE** otherwise **ESAU J. STOUTE** otherwise **ESAU STOUTE** otherwise **ESUA STOUTE** of 20, Bernard Julien Circular, Tarouba, Marabella, Naparima, Trinidad, who died on the 19th day of December, 2022, by **Keanu Esau Alexander Stoute** otherwise **Keanu Stoute** of Lot No. 125, Gloria Mclean, Malabar, Phase 4–1, Arima, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **VERONICA GREAVES** of Light Pole No. 50, Nanlal Trace, Lawrence Wong Road, Longdenville, Chaguanas, Trinidad, who died on the 29th day of January, 2022, by **Winston Greaves** of the same place, her lawful husband;
- PROBATE of the Will dated the 16th day of January, 2024, of **ADRIANA VERONICA JULIEN** otherwise **ADRIANA JULIEN** of Light Pole No. 12A, Eastern Quarry, Laventille, St. Ann's, Trinidad, who died on the 14th day of July, 2024, by **Cheryl Mc Kay-Greaves** otherwise **Cheryl Cynthia Mc Kay** otherwise **Cheryl Cynthia Mc Kay-Greaves** otherwise **Cheryl Greaves** of the same place, the sole executrix named in the Will;

2066—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of **COUNCIL HARRICOO** of Light Pole No. 1, Brazil Village, Brazil Lome Trace, Brazil, San Rafael, Trinidad, who died on the 3rd day of September, 2002, by **John Bhagwatee Harricoo** otherwise **Bhagwattee John Harricoo** of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of **HEATHER CARRINGTON** of 22, Agard Road, Point Fortin, La Brea, Trinidad, who died on the 29th day of January, 2017, by **Edison Carrington** of the same place, her father and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of **CHANO DHANSARIE BRODERICK** otherwise **CHANO DHANSARIE LALCHAN** otherwise **DHANSARIE LALCHAN** otherwise **DHANACEREE LALCHAN** of 18A, Rookmineah Trace South, Lower Barrackpore, Naparima, Trinidad, who died on the 17th day of February, 2022, by **Broderick Jagoon** of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of **LENNY THORNE** of 82, Doorbal Road Brasso Piedra, Flanagin Town, Couva, Trinidad, who died on the 16th day of December, 2023, by **Claudia Valley-Thorne** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **JOANN LYDIA JOSEPH** otherwise **JOANN JOSEPH** otherwise **JOANN L. JOSEPH** of 9, Balroop Bedeshi Avenue, Malabar, Arima, Trinidad, who died on the 17th day of May, 2020 by **Marina Genevieve Joseph** and **Jason Noel Joseph** of the same place, her daughter and son and the only persons entitled to share in the estate;

PROBATE of the Will dated the 26th day of May, 2014, of **RAMDEO GILDHARIE** of 2, Oudhan Road, Land Settlement, Ecclesville, Rio Claro, Charuma, Trinidad, who died on the 16th day of February, 2022, by **Kamanie Gildharie** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **WHAID ZY Aid ALI** of 52, Ramkaliah Trace, Kanhai Road South, Barrackpore, Naparima, Trinidad, who died on the 2nd day of July, 2023, by **Anisa Yacub-Ali** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 29th day of April, 2018, of **EDSTON GRIFFITH** of 6, Kenneth Avenue, Cocoyea Village, San Fernando, Trinidad, who died on the 4th day of January, 2020, by **Gloria Vitalis** of 40, Edinburgh Gardens, Phase 3, Chaguanas, Trinidad and **Albert Griffith** of The Villa, Mira Flores, Maracas Royal Road, St. Joseph, Tacarigua, Trinidad, the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of **SEAN FRANCIS** otherwise **SEAN BRANDON FRANCIS** otherwise **SEAN B. FRANCIS** of 148, Jai Ramkissoon Housing Development, Brazil Village, San Rafael, Trinidad, who died on the 14th day of April, 2022, by **Maria Bompantt-Francis** otherwise **Maria Migdalia Bompantt-Francis** otherwise **Migdalia Maria Bompantt-Francis** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **KISEMBE ERUKA SPRINGER** of Apartment 33, West Building, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 14th day of February, 2018, by **Shanya Rakaella Springer** of the same place, her daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **ASHTON MAHADEO KHADOO** otherwise **ASHTON KHADOO** of 12B, Lothian's Road, Princes Town, Savana Grande, Trinidad, who died on the 9th day of September, 2022, by **Ann Marie Khadoo** otherwise **Ann-Marie Khadoo** of Light Pole No. 7, Railway Trace, San Pedro Poole, Rio Claro, Charuma, Trinidad, his lawful widow and relict;

and unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 26th day of December, 2024.

R. ROBERTS
Acting Registrar
Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 18TH DECEMBER, 2024

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
31,601,798	Balances, Investments etc.	32,975,010
4,301,489	Subscriptions to I.M.F.	4,301,489
7,153,674	I.M.F.—S.D.R. Holdings	7,153,674
43,056,961		44,430,173
	Trinidad and Tobago Government Securities:	
-	Treasury Bills (Face Value)	-
22	Marketable Securities	22
22		22
	Other Assets:	
3,500	Trinidad and Tobago Dollar Securities	3,500
2,483,949	Other Assets	2,403,106
2,487,449		2,406,606
101,216	Fixed Assets	101,216
45,645,648		46,938,017
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,647,713	Notes	8,747,514
275,581	Coins	275,750
8,923,294		9,023,264
	Demand Liabilities:	
15,768,246	Commercial Banks	16,101,201
471,885	Financial Institutions (Non-Banking)	408,421
(7,371,742)	Government and Governmental Organisations	(4,854,235)
150,025	International Organisations	164,346
819,183	Foreign Currency	819,183
907,825	Other	757,373
10,745,422		13,396,289
	Other Liabilities:	
7,063,095	Government S.D.R. Allocations	7,063,095
11,866,954	Other Liabilities	10,401,613
5,446,883	Specific Provisions	5,453,756
24,376,932		22,918,464
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
45,645,648		46,938,017

G. BACHAN-SHADEO
Senior Accountant
Finance and Accounting

**GOVERNMENT OF THE REPUBLIC OF
TRINIDAD AND TOBAGO**

**UPDATED PUBLIC STATEMENT
OF THE MEDICAL BOARD OF TRINIDAD & TOBAGO**

**In compliance with Sections 7, 8, and 9 of the Freedom of Information Act,
1999 (FOIA)**

In accordance with Sections 7(1)(b), 8(2)(b), & 9(2)(b) of the Freedom of Information Act 1999 (FOIA), the Public Authority is required by Law, to publish the following Statements which list the documents and information generally available to the public. The Act gives members of the public:

1. the legal right for each person to access information held by the public authority: The Medical Board of Trinidad & Tobago;
2. the 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. 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.

FREEDOM OF INFORMATION ACT

Section 7 (1) (a) (i)

Function and Structure of the Medical Board of Trinidad and Tobago:

The Medical Board of Trinidad and Tobago was established by the Medical Ordinance 1887 and continued under the former Ordinance by an Act of Parliament, Chapter 29:50 in the Revised Laws of the Republic of Trinidad and Tobago. The Medical Board of Trinidad and Tobago is independently funded through the payments made by members of the Board. The Medical Board of Trinidad and Tobago while autonomous in its actions, does perform a statutory function to ensure public safety in the practice of medicine. The Council of the Medical Board of Trinidad and Tobago comprise eleven (11) members:

- a. The Chief Medical Officer of the Ministry of Health;
- b. One (1) member nominated from the Law Association of Trinidad and Tobago;
- c. One (1) member nominated from the Inter Religious Organization;

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UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

- d. One (1) member from the Association of Certified Chartered Accountants;
- e. One (1) member nominated from the University of the West-Indies;
- f. Two (2) medical doctors nominated by the Minister of Health;
- g. Four (4) medical doctors elected from among its Board members.

There are four (4) Executive Council positions which are:-

- a. President;
- b. Vice-president;
- c. Secretary;
- d. Treasurer.

The Secretary and General Manager of the Council of the Medical Board of Trinidad and Tobago manage the administrative staff of the secretariat.

The function of the Medical Board of Trinidad and Tobago is primarily two-fold:

1. a regulatory function; and
2. a disciplinary function.

Secretariat:

- Council Meetings;
- Tribunals;
- Board Meetings;
- Records Management;
- Building Maintenance;
- Policy implementation;
- Register of Medical Doctors of Trinidad and Tobago.

Finance /Information Technology:

- Record of Revenue and Expenditure;
- Receipt of monies for Registration – of all classes;
- Preparation of monthly and annual financial statements.

Operations:

- Maintenance of the Medical Board's website – www.mbt.org;
- Maintenance of a National Medical Human Resource Database;
- Conduct of investigations of complaints lodged with the MBTT;
- Conduct of disciplinary tribunals; and
- Execution of disciplinary sanctions;

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UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

- Determination of a Code of Ethics and Regulations pertaining to the practice of the profession of Medicine in Trinidad and Tobago;
- Establishing systems of recognition and reciprocity with other Medical Boards and International Regulatory Bodies;
- Membership on the Caribbean Association of Medical Councils;
- Setting professional standards for the local Medical Profession;
- Overseeing the period of internship for new medical graduates;
- To establish a program of Continuing Medical Education in compliance with the Medical Board (Amendment) Act, 2007;
- Establishment of a Medical Specialist Register in compliance with the Medical Board (Amendment) Act, 2007;
- Liaising with local and regional Medical training institutions and with local and regional accreditation bodies;
- Reporting to the wider Medical Board.

Public Relations:

- Press releases, Doctor's lists, Annual General Meetings, etc.

Internal Audit:

- Auditing activities of accounts of the Board.

Section 7 (1) (a) (ii)

Categories of Documents in Possession of the Medical Board of Trinidad & Tobago:

1. Register of Doctors practicing Medicine in Trinidad & Tobago;
2. Division of the Register into the following categories:
 - a. Provisional Registration
 - b. Temporary Registration, inclusive of:
 - i. Academic
 - ii. Conditional and
 - iii. Special Registration
 - c. Full Registration
 - d. An active list – of all Doctors resident and working in Trinidad & Tobago
 - e. An “overseas register” of Doctors currently registered, but residing abroad;
3. Register of Specialist Qualifications;
4. Register of Additional Qualifications;

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

5. Individual Dossier of each Board Member with appropriate record of academic data, registration data, complaints against individual Board Members, disciplinary actions against Members and all correspondence pertaining to Registered Members;
6. Performance evaluation of Registered Members where applicable;
7. Record of status of annual retention fees and annual licence;
8. Record of indebtedness to the Board;
9. Minutes of all monthly Board Meetings, Annual General Meetings, Extra-ordinary Meetings;
10. All stake-holders meetings on diverse topics;
11. Reports on all the activities of Council;
12. Annual financial statements of the Council prepared by a firm of chartered accountants;
13. Reports on legal advice and court matters undertaken by Council;
14. All official correspondence by the Council;
15. Policy and general administrative files and documents that pertain to the operation of the Board;
16. News Releases, speeches originating from the Council;
17. Booklets: Code of Ethics; Regulations; and Booklet on matters pertaining to the amendment of the Medical Board Act;
18. Personnel files detailing appointments, promotions, acting appointments, job specifications, leave etc.;
19. Files dealing with "Paid advertisements and Gazetted items";
20. Files dealing with service contracts;
21. Reports of appointees to Committees;
22. All correspondence with our line Minister, and minutes of meetings with same;
23. Booklets, books, posters, newspaper clippings etc. held by the Board;
24. Files dealing with conferences, functions etc. attended by the Council;
25. Inventory of furniture and appliances;
26. Internal and external correspondence files;
27. Legislation and Legal Instruments.

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection:

The public may inspect and/or obtain copies of the following material between the hours of 8.00 a.m. to 3.00 p.m. on normal working days at:

Medical Board of Trinidad & Tobago	Tel: 645-5223 or 645-3232 ext. 5830
c/o Eric Williams Medical Sciences Complex	Fax: 645-5826
Uriah Butler Highway, Champs Fleurs	Email: medicalboardtt@gmail.com

A small fee is charged in order to offset the cost of printing.

- The complete Register of Doctors;
- Code of Ethics;
- Regulations of the MBTT;
- Medical Board Act 1960.

Section 7 (1) (a) (iv)

Literature available by subscription:

There is to-date, no literature available from the MBTT by subscription. This Section is therefore not applicable.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the MBTT:

▪ **General Procedure**

Our policy is to answer all requests, both oral and written, for information. The FOIA sets a time limit of thirty (30) calendar days from the date the request was received.

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) available in our **Reception area**, or from one of our office staff for information that is not readily available to the public.

▪ **Addressing Requests**

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UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

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

- **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.

- **Requests not handled under the FOIA**

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

- **Responding to your Request**

- Retrieving Documents**

The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request. Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

- **Furnishing Documents**

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

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 reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

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 request 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.

▪ **Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the

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UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the MBTT 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:

The Secretary/Treasurer, Council of
the MBTT, c/o E.W.M.S.C. Uriah
Butler Highway, CHAMPS FLEURS
TEL: 645-5223 or 645-3232 ext. 5830
FAX: 645-5826
E-MAIL: medicalboardtt@gmail.com

The Alternate Officer is:

The General Manager, Council of
the MBTT, c/o E.W.M.S.C. Uriah
Butler Highway, CHAMPS FLEURS
TEL: 645-5223 or 645-3232 ext. 5830
FAX: 645-5826
E-MAIL: medicalboardtt@gmail.com

Section 7 (1) (a) (vii)

At present there are no bodies that fall within the meaning of this Section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

At the present time, the MBTT does not have a Library or Reading Room, in which information in the Public Domain can be accessed. However, we will accommodate as best as we can, any person requesting information from Mondays to Fridays, between the hours of 8.00 a.m to 3.00 p.m. Certain information may be readily accessed through our website at <http://www.mbt.org>. You may make general enquiries to one of our Secretaries at 645-5223 or 645-3232 ext. 5830.

UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

Policy of the MBTT for provision of copies of documents that is readily available to the public.

Examples:

Charge for photocopies is TT\$5.00 per page, however if you provide your own paper TT\$3.00 will be charged.

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in our office.

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws administered by the public authority, not being particulars contained in another written law.

Applicable: MBTT Code of Ethics, Regulations & Responses to Complaints.

Section 8 (1) (a) (ii)

Manuals, rules, statements of policy, records of decisions, letters of advice to persons outside the MBTT, or similar documents containing rules, policies, guidelines, practice or precedents.

Applicable: MBTT Code of Ethics, Regulations & Responses to Complaints.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

Applicable: MBTT Code of Ethics, Regulations & Responses to Complaints.

Section 9 (1) (a)

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

Quality Assessment, UWI; Performance Appraisal Forms

Section 9 (1) (b)

(1) A report, recommendation or statement of advice from MBTT. (2) A report, statement containing the advice or recommendation by the Minister of Health on a matter of Medical Emergency.

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UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

Not Applicable

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 the MBTT.

Not Applicable

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the MBTT to submit a report, provide advice or make recommendations to the Minister of Health or to another Council Member who is not a member of the committee.

Not applicable

Section 9 (1) (e)

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

Not Applicable

Section 9 (1) (f)

A report prepared for the MBTT by a Consultant who was paid for preparing the report.

Not Applicable

Section 9 (1) (g)

A report prepared within the MBTT 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.

Not Applicable

Section 9 (1) (h)

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

Not Applicable

Section 9 (1) (i)

A report containing *(1) final plans or proposals for the re-organization of the functions of the MBTT, *(2) the establishment of a new policy, programme or project to be administered by the MBTT, or *(3) the alteration of an existing policy programme or project administered by the MBTT, whether or not the plans or proposals are subject to approval by an officer of the MBTT, another public authority, the Minister of Health or Cabinet.

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UPDATED PUBLIC STATEMENT OF THE MEDICAL BOARD
OF TRINIDAD AND TOBAGO—CONTINUED

Not Applicable

Section 9 (1) (j)

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

MBTT's Handbook on Amendment to the Medical Board Act.

Section 9 (1) (k)

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

Not Applicable

Section 9 (1) (l)

An environmental impact statement prepared within the MBTT.

Not Applicable

Section 9 (1) (m)

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

Not Applicable

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LIST OF MEDICAL PRACTITIONERS FULLY REGISTERED WITH THE MEDICAL
BOARD OF TRINIDAD AND TOBAGO DURING THE PERIOD 17TH MARCH, 2023 – **2024**
18TH MARCH, 2024

SURNAME	OTHER NAMES	SURNAME	OTHER NAMES
ABDULLA	Nabeel	MANZANO SERRANO	Mayrelly
ABRAHAM	Jada Alanis	MARAJ	Nirvan Sastri
ADDO-QUAYE	Bernard Kofi	MARAJ	Rayanna Shastra
AKONG	Chad Joshua Shanley	MATHURA	Vandana Anju
AKPAKA	Ogechi Priscilia	MAYERS	Tekesha Latoya
ALEXANDER	Felicia Velita	MC CARTHY	Amanda-Marie Cecille
ALI	Alysa Lynda	MC KELLAR	Gelize Louisa
ALI	Anastazia Aquilla Kristen	MELVILLE	Denieka
ALI	Anees Taariq	MISCALIN	Thompson
ALI	Ashley Kareshma	MITCHELL	Sabrina Anne
ALI	Chelsi Shannon	MOHAMMED	Aaron Joshua
ALI	Jared	MOHAMMED	Christopher
ALLI	Subrina	MOHAMMED	Farah
ALONZO	Angele Joanna	MOHAMMED	Narissa Alisa
ANTOINE	Azalia Andee	MOHAMMED	Samiyah Zaniffa
ARJOON	Brandon Nicoli	MOHAMMED	Stefanie Jasmine
ARJOON	Varoon	MOONILAL	Sawyer Amit
ARZARENA BARBOSA	Odette	MOONSAMMY	Sabrina Christy
ARTHUR	Renee Earl-Ann	MOONSAMMY CAMPBELL	Ruthvin Mario
AUSTIN	Kristianne	MOORE	Denzel Nathaniel Matthe
BAISDEN	Vivien Christal	MUHAMMAD	Sana
BALKARAN	Emily	MULCHAN	Celine
BALKARAN	Phoebe Faith	MULRAIN	Jewel Teshonna
BALKARAN	Sarah Jacqueline	MUNGAL	Ravinda
BAPTISTE	Damaris Mellisia	MYCOO	Jerome Paul
BARTHOLOMEW	D'Nae Anai	NANKISSOON	Asmita Mrinali
BERTIE	Lyndel Wesley	NANTON	Dean Stefan
BHAGWANSINGH	Tarini Aashit	NARINE	Anthony
BHARATH	Nathan Tyler	NARINE	Vishnu
BHARATH	Rachel Sarah	NERAHOO	Donovan James
BISSESSAR	Christiane Victoria	NEWBOLD	Zephrick Clemente
BOLAND	Rayhanna Nadia	NICOME	Halle Joella
BOODRAM	Elizabeth Rebekah	OISEOGHADE	Marilyn Oenghemem
BREWSTER	Anika Dalia L.	OMOTOLA	Ariyo Zakiya
BRISTOL	Nickolai	OTTLEY	Jonelle Shari
BROWNE	Maurice Peter	PAPONETTE	Benai
BUDHOO	Michael Emmanuel	PARAG	Rheanna Celine

LIST OF MEDICAL PRACTITIONERS FULLY REGISTERED WITH THE MEDICAL
BOARD OF TRINIDAD AND TOBAGO DURING THE PERIOD 17TH MARCH, 2023 –
18TH MARCH, 2024

2024

BUDRAJ	Danielle	PARIAG	Tyra D'Andra
BUNBURY	Dariel Tamara	PAULSINGH	Christian Nicholas
BUTLER	Shannon Christian Malik	PEDRO	Ryan Bryan John
CALBIO	Jefe David Appleton	PERCY	Nicholas Kareem
CALDER	Anyse Alexii	PERRYMAN	Amanda Sara
CHAITAN	Shawnessa Akilah S.	PERSAD	Diana
CHAITRAM	Vishal Davendra	PERSAD	Krystal Melissa
CHARLES	Anthony Jerome	PETER	Sabrina Nikkita
CHARLES	Tiye Asha	PETROVANI	Mark Stephen
CHINAPOO	Thershus Keane	PIARALAL	Neiala Hema
CHOW	Andrea Sueanne Nicole	PIERRE	Dennilene Florence
CLARKE	Je'Vaughn Mikaihiel	PORTHER	Ruth Christina
COWAN	Janeel Tinisa Joanna	POTTS	Latanya Nickel
DASIGAN	Kavrita Nirmala	PREMPEH	Martin Duncan
DASS	Amrita Mohini	PRINCE	Khrystal Oluwanike
DATTOO	Nekisha Leastra	QUACCOO	Thea Rolleece Z.
DAVID	Kristus Chad	RADHAY	Chelsea Faith
DAVID	Syriah	RADHAY	Keshav
DE FREITAS	Antar Yuri	RAGBIR	Kevin
DE GANNES	Jinelle Deborah	RAGHOO	Jihan Joshi
DEANE	Brittany Alexandria	RAGHUNATH	Parvati
DEEN	Reshad Aamir	RAGOOBARSINGH	Jesse Ravi
DEO	Niya Chandani	RAJACK	Alimah
DEODATH	Rakesh	RAMBARAN	Bhimla
DEONANAN	Shannon	RAMDEEN	Mickayla Destiney
DEONARINE	Raval	RAMESH	Renuka Shenell
DEOSINGH	Varuna Parveen	RAMIAH	Darius Micah
DHANRAJ	Dana	RAMKESSON	Satesh
DIAZ GOMEZ	Jorge Luis	RAMLAGAN	Lashana Jolene
DRAKES	Danielle Marie	RAMLOGAN	Tarun Visham
DWARIKA	Christopher Alex	RAMNARINE	Deepak
DWARIKA	Tisha Prematie	RAMNARINE	Devan Vivek
EDWARDS	Gabrielle Joanne	RAMNARINE	Johann Sean
EDWARDS	Naila Elizabeth	RAMNARINE	Shania
ENOE	Aaliyah Amirah	RAMNATH	Racine Ava
FAIRMAN JR.	Wayne Lloyd	RAMOUTAR	Joshua Alexander
FOON	Chloe Davina	RAMOUTAR	Sharvana
FORDE	Andrew Akeem	RAMOUTAR	Valmikie Nicholas
FORDE	Zaeke Calvin	RAMPARAS	Tasha

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LIST OF MEDICAL PRACTITIONERS FULLY REGISTERED WITH THE MEDICAL
BOARD OF TRINIDAD AND TOBAGO DURING THE PERIOD 17TH MARCH, 2023 –
18TH MARCH, 2024

2024

FRASER	Candice Neezeth	RAMPAUL	Heera Neval
FRENCH-VINCENT	Krystyn	RAMPERSAD	John-Luke Edward
GABRIEL	Tamika Leandra	RAMPERSAD	Kesley Steffan
GALINDO	Maya Dominique	RAMPERSAD	Nirvana
GASKIN	Chelsea Danielle Rosalind	RAMPERSAD	Vandana Mohini
GAY	Jessica Damita Mary	RAMRATTAN	Anushka
GERVAIS-CHARLES	Rebecka Anushka	RAMRATTAN	Richard
GIBBS	Marielle Aleya S.	RAMROOP	Kess Lorenzo
GIBSON	Nathan Asher	RAMSAMOOJ	Nirvana
GILL	Charmaine Alaina	RAMSARAN	D'Andra
GILL	Jenelle Diane	RAMSAROOP	Justin Ajit
GOODRIDGE	Racquel Nekita	RAMSAWAK	Alyssa Manisha
GOPIE	Trishana	RAMSINGH	Dana Jayne
GRANT	Ravi Shanker Ravindra	RAMSINGH	Ejaz Siam
GUERERO	Daniel Nathan	RAMSINGH	Zakiyah Amanda
GUNNESS	Karishma	REEFER	Damilene Letticia
HALL	Anthony James	REGIS	Marie-Danielle Kirsten Ariella
HALL	Mark	REVANALES	Chelsea
HARRICHAN	Diann Anu	ROBERTSON	Whitney Shania
HARRIPAUL	Elana	ROCHFORD	Precilla Elizabeth
HEERALAL	Anusha	RODNEY-WEBB	Alessandra W.
HINDS	Folasade Akili	RONDLA	Likhit Sai Reddy
HODGE	Je Marc Keagan	SAMAROO	Vahni Sonya
HOSEIN	Asmah Amatullah	SAMPSON	Arielle Michaela
HOWARD	Jerome Stephen	SAMUEL	Essa Adam
HUGGINS	Chyian Daniella	SANDO ANATOMARCHI	Leydis
HUGGINS	Kevon Shaquille	SANDY	La Shaun
HYPOLITE	Chevonne Terriann	SANKAR	Ambikaa
IRISH MC LEOD	Danissa Adanna	SANKAR	Avidesh Ghansham
ISRAEL	Yakira Menuha	SEARS	Vestra Sherell Lauren
JAGANATH	Arvinder	SEEMUNGAL	Shivani Petal
JAIMUNGAL	Darius Erlando	SEEMUNGAL	Trishana
JEBODHSINGH	Kim Natasha	SEENATH	Nicholi Elijah
JOHN	Keshia Chandelle	SEERATTAN	Brittany Samantha
JOHNSON	Toi	SEETARAM	Randhir
JONES	Cyan Elizabeth	SHAH	Kavi
JORDAN	Alyssa Selia	SHAKOOR	Siddeeq Ahmad
JOSEPH	Haille Dawn	SHALLOWE	B'Jon Naylan Ted
JOSEPH	Jhamille Tony	SIEUNARINE	Sachin Stefan

2069—Continued

LIST OF MEDICAL PRACTITIONERS FULLY REGISTERED WITH THE MEDICAL
BOARD OF TRINIDAD AND TOBAGO DURING THE PERIOD 17TH MARCH, 2023 –
18TH MARCH, 2024

2024

JULIEN	Liesel Patrice	SINANAN	Josh Randall
KANHAI	Chelsea Diedra	SINANAN	Shastri Rajiv
KANHAI	Kara Kushmanda	SINGH	Casandra
KASSIE	Nicholai Anthony	SINGH	Darian Shariq
KATWAROO	Arun Rabindra	SITARAMSINGH	Navin
KEANE	Katherine Leigh	SOOKOO	Nikisha Amanda
KHAN	Aliyyah Anna	SOOKOO	Sanjay Shiva
KHAN	Nicole Nadeera	SOOKRAM	Kristian Nikosi
KNOTT	Clayanne Rainelle E.	SOOMAI	Sangeeta
LAL	Valinee Jaycee	ST. LOUIS	Soleille Angel Renelle
LALGEE	Marianna	STEPHEN	Nicholas Richie
LALLA	Kareesa Delicia	STUART	Gillian Josephine
LALLOO	Christopher Saheed	TAM	Dominic Joshua
LEWIS	Earlon Alistair P.	THOMAS	Nikeshia D.
LEWIS	Kibibi Natalia	THOMPSON	Annabella Joselin
LINGO	Gabriella Anastasia	TRABOULAY	Melanie Amy
LOUGHEIDE	Quinn M.A.	WEBB	Teriq Omar Z.
LUTCHMAN	Trianna Marie	WHITE-GITTENS	Irwin Christopher
MAHABIR	Pila Mercedes	WILLIAMS	Charlene Averil
MAHARAJ	Karishma Nandeeta	WILLIAMS	Jayanne Kriselle
MAHARAJ	Meagan Shannon	YACOB	Aisha Edan
MAHARAJ	Tanuja Tara		

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LIST OF TEMPORARY MEDICAL PRACTITIONERS REGISTERED WITH THE
 MEDICAL BOARD OF TRINIDAD AND TOBAGO
 DURING THE PERIOD 17TH MARCH, 2023 – 18TH MARCH, 2024

2024

SURNAME	OTHERNAMES	SURNAME	OTHERNAMES
ALCORAN-QUINTYNE	Myrna	LAUZURIQUE QUERRERO	Lazaro
ALVAREZ GARCIA	Jose F.	LEDESMA GUIA	Zulema
ARCHBALD	Alexandra Angella	LEE	Sasha S.
ARAZARENA BARBOSA	Ivette	LEYVA QUERT	Abel Y.
ARAZARENA FUNDORA	Rodolfo	LOPEZ FRONTELA	Miguel Carlos
BALBUENA ROLDAN	Alberto	MAHAL	Amrinder
BEHARRY	Gabrielle Kaymanie	MARTINEZ HERNANDEZ	Yanio Rafael
BELLEZA	Noel Valde	MC CALLUM	Penelope Alison
BHAGWANDIN	Christopher	MONTALVO CARBONELL	Alberto
BRAVO CORTADA	Idania	NEEMAR	Belkis Aime
CAMEJO MACIAS	Mabel Rita	NICHOLLS	Anna Taramattie
CARRINGTON-REID	Vernicia Alexandra	ONATE ORTIZ	Maria De Los Angeles
CERVANTES INFANTE	Ana Elis	PADRON BAEZ	Maria Magdalena
CHANDLER	Chenice Marisa	PEREZ ROMAN	Guillermo
CHARLES	Racquia Nattia	PETERS	Rocheal L.
CHON RIVAS	Ivonne	PILLAI	Matthew Andrew
COLLINS	Candace Sophia	PILOTO FERRO	Adonys
CORONA VIAMONTE	Georgina Mercedes	POTTS	Shamfa Shineek
CORTES RODRIGUEZ	Victor Hugo	RAMOS QUEVEDO	Adela
CUDJOE-GIGAURI	Nanyamka	RAMSAMOOJ	Priyadarshani Sheroyia
DEONARINE	Pereya Shavana	ROBINSON JAY	Jacinto
DES VIGNES	Ria Avonne	ROCK	Desrael
DOUEN	Aaron Renee	RODRIGUEZ ABASCAL	Alicia Amelia
EMMANUEL	Ricaldo Darion Antonio	SAGOLS RUIZ	Aleck
GALINDO	Melissa Anne	SALAZAR UMPIERRE	Maite
GARCIA SOMOANO	Orlando Amador	SORRILLO	Leonardo Jose
GOMEZ	Stacyann Jeriel	TAYLOR	Akifah Salma
GONZALEZ NOA	Fidel Angel	TELESFORD	Siedah A.
HAYLING	Kavianne Nerisia	VALERON LEON	Ariel
HERCULES	Eric Keith	VAZQUEZ TORRES	Yaime
HERNANDEZ DIAZ	Martha Yipsi	VIERA TORRES	Laura Isabel
JACOB	Amelia Herniessa	WALLACE	Alisha Michelle
JAMES	Nikky Natacha Coromoto	WHITE	Derecia Cynthia Danielle
JOSEPH	Roshan	WILSON	Lisa Candice
KIRTON	Sparcle	YORKE	Mikhail Dwight Lewis
LATCHMAN	Krystal Aruna	ZEQUEIRA CATANEO	Rolando



TRINIDAD AND TOBAGO
BUREAU OF STANDARDS

2024 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS) 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), the Trinidad and Tobago Bureau of Standards (the Bureau) is required by law to publish and annually update the statement which lists the documents and information generally available for public scrutiny.

The FOIA gives members of the public a legal right:

1. For each person to access information held by the Bureau;
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 Bureau 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 Bureau publishes this Statement as at 3rd December, 2024 in accordance with Sections 7, 8 and 9 of the FOIA and this Statement has been updated reflecting changes at the Bureau as at 3rd of December, 2024.

SECTION 7-STATEMENTS

Section 7(1) (a) (i)

Functions and Structure of the Bureau

The Bureau is a body corporate established under the Standards Act, Chapter 82:03 and with responsibility for the implementation of that Act and the Metrology Act, Chapter 82:06. In accordance with these Acts, it is (a) the national standards body; (b) the national quality certifying body; (c) the national laboratory accrediting body; and (d) the national measurement institute.

The main business of the Bureau is to: promote and encourage the development and maintenance of standards; establish standards to improve goods produced or used in Trinidad and Tobago; ensure industrial efficiency and development and promote public and industrial welfare, health, safety and protection of the environment. It is noted that the Bureau's standards development mandate does not include food, drugs, devices and cosmetics as these items fall under the purview of the Chemistry, Food and Drugs Division, Ministry of Health. The Bureau falls under the purview of the Ministry of Trade and Industry.

The Bureau participates in the CARICOM Regional Organisation for Standards and Quality (CROSQ) as well as the Pan American Standards Commission (COPANT). It is also a full member of the International Organization for Standardization (ISO) and participates in the Affiliate Country Programme of the International Electrotechnical Commission. The Bureau also maintains collaborative relationships with well-established foreign standards development organizations including ASTM International, British Standards Institution (BSI) and UL Standards & Engagement.

Vision Statement

The vision of the Bureau is to be the essential provider of national quality solutions leading to a standards conscious society that is globally competitive.

Mission of the Bureau

The mission of the Bureau is to champion the development and implementation of standards, measurement systems and conformity assessment services for the competitiveness and sustainability of Trinidad and Tobago.

Members of the Bureau

The Bureau consists of ten (10) Members; nine (9) of whom are appointed by the Minister of Trade and Industry, as follows:

Mr. Lawford Dupres (Chairman)
Ms. Renee Johncilla (Vice-Chairman)
Mr. Andre Ow Buland (Member)
Mr. Farz Khan (Member)
Ms. Candice Lackhansingh (Member)
Mr. Maurice Monique (Member)

Mr. Vishram Ramlakhan (Member)
Mr. Emile Ramkissoon (Member)
Mr. Herman Noel (Member)

The Executive Director appointed by the Bureau, Mr José E. Trejo is also a Member of the Bureau."

The following company falls under the responsibility of the Bureau:

Wholly Owned Subsidiary

- Premier Quality Services Limited (PQSL)
- PQSL is now in the process of winding up in accordance with the Companies Act Chapter 81:01.

Organizational Structure and Functions of the Bureau

The work of the Bureau impacts directly on members of the public. Its functions are geared towards facilitating trade, improving industrial efficiency and improving the quality of life of all citizens of Trinidad and Tobago.

The Members of the Bureau appointed by the Minister of Trade and Industry and the Executive Director are responsible for the management of the Bureau. The Organizational structure of the Bureau consists of six (6) Technical Divisions buttressed by twelve (12) Support functions.

Six Technical Divisions:

- Standardization
- Implementation
- Laboratory Services
- Certification
- Laboratory Accreditation
- Metrology

Support Functions:

- Accounting Unit
- Administration
- Health Safety & Environment Unit
- Human Resource Unit
- Information Technology (IT)
- Legal Unit
- Marketing Unit
- Projects Management Function
- Quality Unit
- Standards Information Centre
- Trade Function

The Head of each department reports directly to the Executive Director.

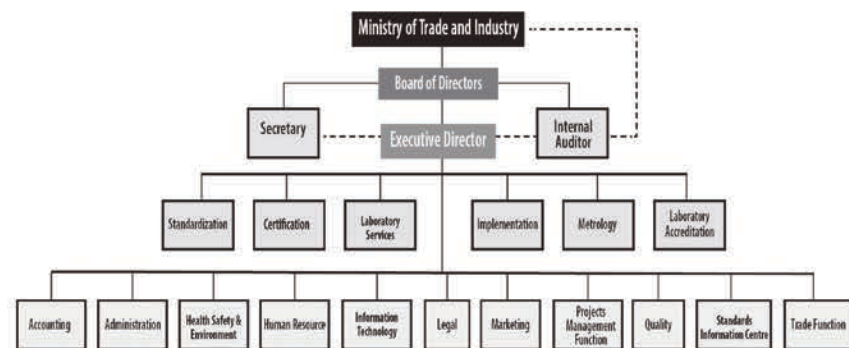
The Executive Director

The Executive Director is responsible and accountable for the management of the affairs of the Bureau subject to the directions of the Members of the Bureau in accordance with the powers conferred to the Bureau under the Standards Act, Chapter 82:03 and Metrology Act, Chapter 82:06. The Executive Director reports to the Members of the Bureau.

TECHNICAL DIVISIONS

The Standardization Division develops national standards for use in Trinidad and Tobago. There are three main stages of the standards development process which include:

- **Committee Stage** where a draft voluntary standard is developed by a Technical Committee comprising



a wide cross section of stakeholders from both the public and private sectors. For compulsory standards, the draft is developed by an internal Advisory Committee and consultations are held with the key stakeholders.

- **Public Comment Stage** time in accordance with the requirements of the Standards Act, Chapter 82:03. Additionally, draft compulsory standards are notified under the World Trade Organization's Technical Barriers to Trade Agreement with a minimum sixty-day comment period. After the Public Comment stage, comments are reviewed and addressed by the relevant Committee and then the draft standard is finalized for review by the Bureau.
- **Declaration Stage** where the Bureau reviews the final draft standard and any further comments are integrated into the final draft standard which is subsequently approved by the Bureau.

The final standard may be declared voluntary or recommended as compulsory at the discretion of the Bureau based upon the recommendations of the technical committee responsible for the development of the standards and based on the criteria outlined in the Standards Act, Chapter 82:03. Compulsory Standards are declared by the Minister responsible for trade and industry by Order published in the Gazette.

Subsequent to the declaration process, the standards are published and offered for sale at the Bureau. TTBS is also making specific updated compulsory standards freely available via its online Standards Store. The Standardization Division also coordinates the national input for the regional and international standardization process.

The Implementation Division is responsible for the enforcement of National Compulsory Standards and any other Standards deemed relevant by the Division, and is guided by the Standards Act Chapter 82:03. Items covered by Voluntary Standards, as well as those for which a National Standard may not exist but which pose a threat to the health and safety of consumers and the environment, may also fall under the purview of the Division. This mandate covers all goods with the exception of food, drugs and cosmetics.

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2024, PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO BUREAU OF STANDARDS (TTBS)—CONTINUED

Inspections on imported goods are conducted at a number of locations throughout Trinidad and Tobago, including Importers' Premises/Warehouses, Retail Outlets and Ports of Entry (Point Lisas, Port of Spain, Piarco International Airport, Scarborough). In addition, the Division can conduct inspections on locally manufactured goods at the manufacturers' premises.

The Implementation Division also conducts electronic document processing via the TTBizLink online portal. Utilization of TTBizLink has reduced the time and costs associated with business transactions and document processing, thereby contributing to global competitiveness through more rapid clearance of goods.

The **Implementation Division** currently comprises seven Units:

- **Automated Information Management System (AIMS):** the information nerve center of the Division.
- **Appliance and Safety Products:** monitors appliances and other electrical products that impact the safety of citizens.
- **Automotive:** monitors consumer goods which may impact road safety.
- **Construction Goods:** monitors materials used in the construction industry, and other industries such as the petroleum industry.
- **Pre-Packaged Goods:** monitors consumer goods such as bleach, matches, toys, and other items in packages.
- **Outstations:** responsible for document processing and inspections at Ports of Entry.
- **Textiles Products and Footwear:** monitors garments, textiles, and footwear.

The **Laboratory Services Division** provides testing services to the manufacturing, commercial and public sectors in the country. It is accredited by the American Association for Laboratory Accreditation (A2LA) and provides these services through four laboratories: Chemical Products; Electrical Products; Fibre Products; and Material Products. Other services provided include: advice in various related areas, method development, training in analytical techniques and making recommendations with respect to equipment selection and test methods. All tests are conducted in accordance with national, regional and international standards.

The **Certification Division** is an independent certification body and provides audit and certification services for management systems, products and services. The overall aim of certification is to give confidence to all interested parties that specified requirements have been fulfilled. These requirements are usually stated in national, regional and / or international standards. These services are generally voluntary however there are mandatory programmes for selected compulsory standards.

The **Trinidad and Tobago Laboratory Accreditation Service (TTLABS)** as the national accreditation body for laboratories provides accreditation services to testing laboratories (including medical laboratories) and calibration laboratories. Laboratory Accreditation is a process which gives formal recognition to the technical competence of a laboratory to perform specific tests or calibrations, types of tests or calibrations. TTLABS also facilitates training of ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories and ISO 15189, Medical laboratories -- Requirements for quality and competence standards and aspects related to the application of the technical requirements of the standard.

The **Metrology Division** was established in September 2006 to develop the infrastructure for the implementation of the Metrology Act, Chapter 82:06 together with the Metrology Regulations and Quantities of Goods Regulations. This legislation addresses issues fundamental to measurement in Trinidad and Tobago.

Measurement is central to the economic and social development of a country. It is the basis for effective management of the many important measurements that are a part of our everyday existence. It endeavours to protect all elements of the society by providing an objective basis for decision making by government,

regulators, industry, traders and consumers. Incorrect measurements lead to wrong decisions, which can have serious consequences. In some cases, it is a matter of life or death.

The **Metrology Division** comprises three units:

- **Standards and Calibration (SCU) Unit** - is responsible for the establishment and maintenance of National Measurement Standards. It oversees research and development of measurement systems and dissemination of traceability of National Measurement Standards. The SCU performs calibrations in the disciplines of: Mass (weights and weighing machines), Electrical, Time and Frequency, Dimension, Pressure, Temperature, Humidity, Volume, and Torque.

- **Legal Metrology Inspectorate (LMI)** - is responsible for ensuring that measurements related to trade are accurate, fair and legal. This includes the examination and approval of weighing and measuring devices to be used for trade and ensuring the quantities of goods including pre-packaged goods are accurate.

These functions are intended to improve the quality of goods and services offered in Trinidad and Tobago.

SUPPORT FUNCTIONS

Accounting Unit

This Unit oversees and coordinates all financial operations of the Bureau, and ensures that accurate financial information is reported in a timely manner.

Internal Auditor

The Internal Auditor is responsible for providing independent, objective assurance and consulting services designed to add value and improve the Bureau's operations where appropriate and to ensure that existing approved operating practices and procedures are being maintained

Administration

The Administration Unit is responsible for the following support functions: Printery, Registry, Maintenance, Housekeeping, and Security of the Bureau.

Health, Safety & Environment Unit

The Health Safety & Environment Unit is responsible for advising management on the planning and risk management of all Occupational Health Safety & Environmental impacts within the Bureau.

Human Resource Unit

The Human Resource Unit handles all matters related to recruitment and training of staff, as well as creating, implementing and overseeing policies between employees and management of the Bureau.

Information Technology Unit

The Information Technology Unit is responsible for developing and maintaining a reliable communication network, data, hardware and software infrastructure within the Bureau, as well as providing technical support.

Legal Unit

Provides legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required.

Marketing Unit

This Unit is responsible for promoting the Bureau and its activities to target markets and the public.

Projects Management Function

The Projects Management Function is responsible for the development of the project management system and reporting on the Bureau's portfolio of projects and programmes under the Public Sector Investment Programme.

Quality Unit

The Quality Unit is responsible for the implementation, maintenance and continual improvement of the Bureau's quality management system.

Standards Information Centre

The primary function of the Standards Information Centre is to collect, organize and disseminate information on standards, quality management systems, metrology and conformity assessment.

Trade Function

The Trade Function is responsible for developing and coordinating positions, building awareness and representing the Bureau and other stakeholders in trade related matters including, the implementation of the Technical Barriers to Trade Agreement and the Trade Facilitation Agreement of the World Trade Organization (WTO).

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Bureau:-

Files, Records, Manuals, Documents:

Files dealing with:

1. Administrative support and general administrative documents for the operations of the Bureau
2. Personnel matters, which detail all staff appointments, job applications, job specifications, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Accounting and financial management of the Bureau
4. Circulars, memoranda, notices, bulletins
5. Official functions, workshops and events hosted by the Bureau
6. Financial Records (e.g. cheques, vouchers, receipts, journals, salary records etc.)
7. Matters relating to the procurement of supplies, services and equipment
8. Internal and external correspondence
9. Customer and client information
10. Complaints/suggestions
11. Inventory records
12. Contracts, memoranda of agreement, service level agreements, collective agreements, legal opinions and related matters
13. Memberships
14. Minutes/Agenda of meetings
15. Archival documents
16. Policy and Procedure Documents
17. Acts and Legal Notices
18. Manuals

Publications:

1. Standards
2. Newsletters
3. Reports
4. Pamphlets, brochures, posters, newspaper clippings

Forms:

1. Freedom of Information Act forms
2. Forms related to the planning and execution of standardization, metrology, accreditation, inspection, certification and testing activities
3. Customer Feedback forms
4. Consumer Complaint forms
5. Customer Complaint forms
6. Customer Appeal forms
7. Contract Review form
8. Standards Information Centre Query form
9. Impartiality Survey form
10. Standardization Stakeholder Request form

Audio Visuals:

1. Video and audio recordings of the Bureau's activities

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

Certification

- Policies:
 - Quality Policy
 - Impartiality Policy
 - Confidentiality Policy
 - Rules for Use of the TTBS Mark
 - Suspension and Withdrawal Policy
 - Audit and Certification Process Chart

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2024, PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO
BUREAU OF STANDARDS (TTBS)—CONTINUED

- Certification Schemes:
 - ISO 9001, Quality management systems
 - ISO 14001, Environmental management systems
 - Product Certifications
 - Trinidad and Tobago Tourism Industry Certification
- Certified Client Lists:
 - ISO 9001, Quality management systems
 - ISO 14001, Environmental management systems
 - Product Certifications

Implementation

- Customer Complaints and Appeals Process
- Implementation Division Customer Charter
- Implementation Division Terms and Conditions for Inspectors
- Various pamphlets and leaflets related to inspection activities

Laboratory Accreditation Service

- TTLABS General Requirements for the Accreditation of Laboratories
- TTLABS Guideline for the Application of ILAC P10
- Laboratory Reference to TTLABS Accredited Status – TTLABS Advertising Policy
- TTLABS Proficiency Testing Requirements for Testing and Calibration Laboratories
- TTLABS Directory of Accredited Laboratories with schedules of accreditation
- TTLABS Accreditation Process Map
- TTLABS Complaints Process Map
- TTLABS Appeals Process Map
- TTLABS Training Schedule

Laboratory Services

- Various pamphlets, leaflets, booklets, and brochures related to laboratory services

Legal Metrology Inspectorate

- List of supermarkets, groceries and minimarts with verified weighing devices
- List of couriers with verified weighing devices
- List of restaurants with verified food-by-weight scales
- List of fuel stations with verified fuel dispensers

Metrology

- Various pamphlets, leaflets, booklets, and brochures related to metrology services

Standardization

- Standardization Work Programme
- Draft National Standards for Public Comment
- Public Comment Advertisements for the development/replacement/withdrawal of Trinidad and Tobago Standards

Legal Notices:

- Declaration of Standards
- Compulsory Standards Order
- Related to the withdrawal of standards

Standards Information Centre

- Standards published by the Bureau
- The Bureau's Annual Administrative Reports
- Newsletters published by the Bureau
- National Quality Policy 2018-2030

Trade Function

- Trinidad and Tobago Implementation Statement to the WTO
- Trinidad and Tobago Technical Barriers to Trade (TBT) Notifications

The public may inspect and/or obtain copies of the abovementioned material between the hours of 8:30 a.m. and 3:45 p.m. on normal working days at the Bureau's Standards Information Centre situated at:

Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate, Macoya
Tel: (868) 662-8827 Ext. 2033
Email: tibs@tibs.org.tt

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

The Bureau has no literature available by way of subscription services..

Section 7 (1) (a) (v)**Procedure to be followed when a request for access to a document is made to the Bureau****General Procedure**

In order to have the rights given to applicants by the Freedom of Information Act, an applicant must make their request in writing.

1. Persons can obtain a copy of the appropriate form (Request for Access to Official Documents) from the Bureau's website at (<https://gottbs.com/foia/>) or on the Freedom of Information Unit's website at (<http://www.foia.gov.tt>).
2. Complete the form by entering the relevant information into the form fields:
 - Name of applicant (full name preferred)
 - Contact information for the Applicant
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
 - The completed form may be:
 - a) Hand delivered to the Bureau;
 - b) Mailed to the Bureau (Mailing Address: Trinidad and Tobago Bureau of Standards, P.O. Box 467; Port of Spain, Trinidad, W.I.);
 - c) E-mailed to the Bureau (tibs@tibs.org.tt); or
 - d) Faxed to (868) 663-4335.

Addressing Requests

To facilitate the prompt handling of requests, please address all requests to the Designated Officer of the Bureau (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 the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with the Bureau's Designated Officer.

Retrieving and Furnishing Documents

The Bureau is required to furnish copies of documents only when they are in its possession.

Requests not handled by the Bureau

A request under the FOIA will not be processed to the extent that the applicant requests access to documents which are classified as exempt under Part IV of the FOIA or documents falling under Section 12 of the FOIA.

Responding to your Request

The Bureau is only required to furnish copies of documents that it has in its possession, custody or can be retrieved from storage. 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 stipulate the time periods for which records may be kept before they are destroyed.

Furnishing Documents

An applicant is entitled to access copies of information which the Bureau has in its possession, custody or power. The Bureau is required to furnish only one (1) copy of a document. If the Bureau cannot make a legible copy of a document to be released, it will not attempt to reconstruct it. Instead, the Bureau will furnish the best copy possible and note its quality in our reply.

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

- a) create new documents; or
- b) perform research for the public.

Time Limits

The FOIA prescribes a time limit of thirty (30) calendar days for the Bureau to communicate to the applicant, its approval or refusal of a request for access to documents.

The Bureau 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 Bureau will acknowledge the request and advise the applicant 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 the Bureau has received the request and to ascertain its status. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and of his rights according to Sections 38A and 39 of the FOIA.

Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7 (1) (a) (vi)**Officers in the Bureau responsible for:**

- 1) The initial receipt of, and action upon, notices under section 10 of the FOIA;
- 2) Requests for access to documents under section 13 of the FOIA; and
- 3) Applications for correction of personal information under section 36 of the FOIA.

The Bureau's appointed Freedom of Information Officers are:

Designated Officer

Ms. Nalini Neranjen
Library Assistant II
Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate, Macoya
Tel: (868) 662-8827 Ext 2030
Email: Nalini.Neranjen@tibs.org.tt

Alternate Designated Officer:

Mrs. Sydelle Marchan-Jairam, Legal Officer
Trinidad and Tobago Bureau of Standards
1-2 Century Drive
Trincity Industrial Estate, Macoya
Tel: (868) 662-8827 Ext 2002
Email: Sydelle.Marchan-Jairam@tibs.org.tt

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

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

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

The Standards Information Centre contains collections of standards from various countries and organizations throughout the world and material which can be used at the Centre for reference. It also has a complete collection of standards published by the Bureau.

- Copies of international, regional and local standards can be obtained from the Centre at a cost.
- An Index of National Standards is available at the Standards Information Centre, as well as, on The Bureau's web site www.gottbs.com

Standards Information Centre

1-2 Century Drive, Trincity Industrial Estate, Macoya

Opening Hours:

8.00am – 4:15 pm Monday – Thursday
8.00am – 4:00 pm Friday

General Enquiries

Phone: (868) 662-8827 Ext. 2030
Email: tibs@tibs.org.tt

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2024, PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO
BUREAU OF STANDARDS (TTBS)—CONTINUED

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

Documents that are provided for the use or guidance of the Bureau

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the Bureau, not being particulars contained in another written law

- Standards Act Chapter 82:03
- Standards Regulations
- Metrology Act Chapter 82:06
- Metrology Regulations, 2015
- Metrology (Quantities of Goods) Regulations, 2015
- Caribbean Community (CARICOM) Regional Organisation for Standards and Quality Act Chapter 82:05

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Bureau, or similar documents containing rules, policies, guidelines, practices or precedents:

- TTBS Strategic Plan 2020 - 2022
- The National Quality Policy 2018-2030
- National Standardization Strategy 2019-2022
- The Bureau's Strategic Plan 2016-2019
- Departmental Manuals, Policies and Procedures
- The Strategic Plan of the Ministry of Trade and Industry 2016-2020
- Trinidad and Tobago Trade Policy 2019 - 2023

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Bureau where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

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

SECTION 9 STATEMENTS**Section 9 (1)****Section 9 (1) (a)**

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

Premier Quality Services Limited Articles of Association

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Bureau by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Bureau or to the responsible Minister of that public authority.

Seventeenth Report of the Public Accounts Committee on the Examination of the Audited Financial Statements of the Trinidad and Tobago Bureau of Standards for the financial years 2009 to 2013.

Section 9 (1) (c)

A report or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Bureau.

- Minutes of the Bureau's technical committees established for the purpose of standards development
- National Trade Facilitation Committee of Trinidad and Tobago - Annual Report 2018 (NTFC/AR2018/2)
- National Trade Facilitation Committee of Trinidad and Tobago - Annual Report 2017
- CARICOM Strategy for Regional Implementation of the WTO Agreement on Trade Facilitation

- CROSQ
- Work Programme of the Technical Barriers to Trade, Information Management Systems and Enquiry Points (TIE) Committee
- CROSQ Terms of Reference - New Special Committee of CROSQ: Technical Barriers to TIE

Section 9 (1) (d)

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

TTBS' Policy by Measure for Trinidad and Tobago's Trade Policy Review.

Section 9 (1) (e)

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

- CARIRI Report on Indoor Air Quality Assessment at the Trinidad and Tobago Bureau of Standards 2012
- A Strategic HR Function Audit at The Trinidad and Tobago Bureau of Standards
- Audit Reports
- Laboratory Testing Reports
- ISO 9001:2015 transition gap analysis 2016
- ISO/IEC 17025:2017 transition gap analysis 2018

Section 9 (1) (f)

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

- Simplicity Consulting Limited:
Strategic HR Audit - Final Report 2010
- RES Marketing:
Strategic Marketing Plan 2012-2015
- David Shortall:
A Review of the Standards Act and Standards Regulation Report 2013
- Mesopartner:
National Quality Policy 2016-2030
- African, Caribbean and Pacific Group of States (ACP) Consultant:
Charles Barker - Good Regulatory Practice Guidelines 2017
- PER Solutions:
Job Analysis Report 2018-2019
- Dennis Rambaran:
Draft Consolidated Financial Statements for the period ending 30th September 2018
- Dr Kelvin Okamoto, Green Bottom Line
- International Code Council (ICC) - Training and Consultancy on Risk-Targeted Seismic Maps 2022

Section 9 (1) (g)

A report prepared within the Bureau 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

- Policy Document to inform the Revision of the Standards Act 2018
- A Report Proposal for a National Consultative Coordinating Committee on Non-Tariff Barriers 2018

Section 9 (1) (h)

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

- The Bureau's Summary of Performance Reports 2006 to 2007, 2007 to 2008, 2008 to 2009, 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017, 2017 to 2018, 2018 to 2019, 2020 to 2021, 2021 to 2022
- The Bureau's Annual Administrative Reports 2009 to 2010, 2010 to 2011, 2011 to 2012, 2012 to 2013, 2013 to 2014, 2014 to 2015, 2015 to 2016, 2016 to 2017, 2017 to 2018, 2018 to 2019, 2019 to 2020, 2021 to 2022
- CROSQ Member State Reports
- CROSQ Member State Standards Development Reports
- ISO/IEC 17021 Internal Audit report

Section 9 (1) (i)

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

- National Quality Policy - Implementation Plan 2018 - 2030
- Policy document to inform the revision of the Standards Act 2018
- TTBS Position paper for regulation of the tourism industry
- National Standardization Strategy 2019 - 2022
- Trinidad and Tobago Trade Policy 2019 - 2023

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the Bureau

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

Section 9 (1) (m)

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

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



**TRINIDAD AND TOBAGO
BUREAU OF STANDARDS**

1-2 CENTURY DRIVE, TRINCITY INDUSTRIAL
ESTATE, MACOYA, TUNAPUNA.
Tel: (868) 662-TTBS (8827), 663-4835/6
Email: ttbs@ttbs.org.tt
Website: www.gotttbs.com



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

Freedom of Information Act

The Public's Right to Access Information under the Freedom of Information Act Relating to NGC and its Operations FOIA Public Statement 2024

The Freedom of Information Act, Chap. 22:02 ("the Act") gives members of the public:

1. A legal right to access information held by a public authority (as defined in the Act).
2. A legal right 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 Act.
4. A legal right to refer matters to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Act.

The National Gas Company of Trinidad and Tobago Limited ("NGC") is required by virtue of the Act, to publish certain information for the benefit of the public. This includes information regarding the structure and functions of NGC and a list of the categories of documents held by NGC. It also requires NGC to identify those documents which are eligible/available for public access under the Act and sets out how to obtain the same.

The following information satisfies the legislative requirements of the Act and is an Updated Public Statement pursuant to Section 7(1)(b) of the Act.

The following information has been approved by the Minister of Energy and Energy Industries.

STATEMENTS UNDER SECTION 7 OF THE ACT (1) SECTION 7(1) (a) (i)

Corporate Particulars and Function

NGC is a wholly owned state enterprise incorporated on 22nd August 1975 as a limited liability company under the Companies Ordinance Chapter 31 No.1 and continued as a company on 17th April 1998 under the Companies Act Chapter 81:01 of the laws of the Republic of Trinidad and Tobago. Its registered office is at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas.

Listed below are NGC's wholly/majority-owned subsidiary companies:

- National Energy Corporation of Trinidad and Tobago Limited ("National Energy")
- La Brea Industrial Development Company Limited ("LABIDCO")
- NGC Pipeline Company Limited ("NPCL")
- NGC NGL Company Limited ("NGC NGL")
- Trinidad and Tobago LNG Limited ("TTLNG")
- NGC E&P Investments Limited ("NGC E&P")
- NGC CNG Company Limited ("NGC CNG")
- Trinidad and Tobago NGL Limited ("TTNGL")
- Phoenix Park Gas Processors Limited ("PPGPL")
- NGC Caribbean Investments Limited ("NCIL")
- NGC Petrochemicals Limited ("NPL")
- NGC Trinidad and Tobago LNG Limited ("NGC LNG")
- Downstream Petrochemical Research and Development Company Limited ("DOWNSTREAM")
- NGC E&P Investments (Barbados) Limited ("NGC E & PIN")
- NGC E&P (Barbados) Limited ("NGC E & PB")
- NGC Group Captive Insurance (Barbados) Limited ("CAPTIVE")

- NGC LNG Processors Limited ("NLPL")
- NGC Exploration and Production Limited ("NGC EPL")
- NGC Integrated Investments Limited ("NGC IIL")
- NGC Equity Holdings Limited ("NEHL")
- NGC Investments Holdings Limited ("NIHL")

NGC also holds diverse minority interests in companies which operate either directly, or indirectly, within the Energy sector.

For a full listing of all NGC's shareholdings and equity interests, please see NGC's website at www.ngc.co.tt.

The scope of business of NGC and its subsidiary companies is: -

- Purchase and sale of natural gas
- Transmission and distribution of natural gas, including pipeline construction and maintenance
- Processing, fractionation and marketing of natural gas liquids ("NGLs")
- Natural gas market development and merchandising, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments
- Port, marine and site infrastructure development and management
- Equity investment management and shareholdings
- Marketing of compress natural gas ("CNG")
- Liquefied natural gas ("LNG") production
- Energy Marketing and Trading
- Strategic partnerships, locally, regionally and internationally across the gas value chain

Decision-Making Powers

NGC is governed by a Board of Directors appointed by the NGC's sole shareholder/beneficial owner, the Corporation Sole. The current constitution of the Board of Directors is as follows:

- Dr. Joseph I. Khan – Chairman
- Professor Donnie Boodlal
- Ms. Sandra Fraser
- Mr. Dan Martineau
- Mr. Mark Loquan
- Mr. Howard Dottin
- Mr. Joel Jack
- Mr. Lawrence Arjoon
- Ms. Solange de Souza

Six (6) Board Sub-committees assist in formulating and guiding the business and policies of NGC:

- The Audit Committee ("AC")
- The Finance and Investment Committee ("FIC")
- The People, Leadership and Culture Committee ("PLCC")
- The Tenders Committee ("TC")
- The Operations Committee ("OC")
- The Sustainable Development and Strategic Branding Committee ("SDSBC")

During the period 2024, NGC's Leadership Team ("LT") comprised the President, Mr. Mark Loquan (until August 31,



2024) and Mr. Edmund Subryan, as President (Ag) (commencing September 1, 2024), four (4) Vice Presidents and five (5) Senior Managers as follows:

- President
- Vice President, Legal and Corporate Affairs
- Vice President, Commercial
- Vice President, Operations
- Vice President, Finance, Technology and Risk
- Senior Manager, Projects
- Senior Manager, Supply Chain Management
- Senior Manager, HSE and Security
- Senior Manager, People, Leadership and Culture
- Senior Manager, Corporate Sustainability

Details regarding NGC's current Leadership Team are available on NGC's website www.ngc.co.tt.

Company Structure

The four (4) operating Groups within NGC, are:

- **Commercial** which manages upstream gas supply operations, upstream non-operating joint ventures, mid/downstream petrochemical and non-petrochemical gas sales operations, power and Light Industrial and Commercial customer gas sales operations, LNG and petrochemical shareholder management, commercial assurance and analytics, market intelligence, energy efficiency management, energy marketing and trading operations and gas business development (organic and inorganic).
- **Finance, Technology and Risk** whose function includes financial planning and reporting, treasury and risk, financial operations, financial investments, technology and innovation and records management.
- **Legal and Corporate Affairs** which provides corporate and commercial legal services to protect the Company against risk and liability and oversees the work of the Corporate Governance and Compliance Division of the Company.
- **Operations** whose main functions include natural gas transportation and distribution, gas gathering and pipeline operations, maintenance and asset integrity assurance of its assets, value assurance and molecular efficiency optimisation, field engineering and maintenance projects.

There are also seven (7) independent Divisions:

- **Corporate Sustainability** provides strategic and operational sustainability, brand, communications, corporate social responsibility ("CSR"), and stakeholder relations services to the Company.
- **Health, Safety, Security and Environment** provides health, safety, security and environment management services.
- **People, Leadership and Culture** (formerly Human Resources) provides compensation and benefits, organisational development, performance and training, recruitment and talent management, industrial and employee relations, and office management services.
- **Group Internal Audit** provides independent, objective assurance and consulting services designed to add value and improve the Company's (and The NGC Group's) operations.
- **Office of Strategy Management** provides business intelligence, planning and alignment, and strategic initiatives. To facilitate development, alignment, and execution of strategy at all levels while applying the requisite quality assurance in monitoring the corporate objectives and strategic risks.
- **Supply Chain Management** provides projects, engineering and operations support, procurement, contract

FOIA Public Statement 2024

administration, inventory, logistics, warehousing and supply chain management services in accordance with the requirements of the Public Procurement and Disposal of Public Property Act (2015 Amended).

- **Projects** provides technical services to support the planning and execution of capital and operational projects and the existing operations. These technical services also support growth initiatives locally, regionally and internationally.

Effect of Scope of Business on Members of the Public

The Vision and Mission of NGC and its main operating subsidiaries are as follows:

Vision: To be recognised as a global leader in the development of sustainable energy-related businesses.

Mission: To create exceptional value from the natural gas and related energy businesses through our people and strategic partnerships.

The Core Values of The NGC Group, which guide its business practices and activities are as follows:

- Integrity
- Employee Engagement
- Excellence
- Safety and Environmental Preservation
- Transparency
- Customer Focus
- Corporate Social Responsibility/Corporate Sustainability

NGC creates national value for Trinidad and Tobago through its activities along the natural gas value chain. A value chain is a chain of activities that processes raw material through a number of intermediate stages to a marketable end product. However, in the course of its business, NGC does not normally deal directly with members of the general public in relation to the formulation of policy in, or the administration of, the Public Authority. NGC's activities may however potentially impact individuals through the social value of the value chain (i.e. job creation, skills development and positive impact on communities and NGC's CSR activities).

(2) SECTION 7(1) (a) (ii)

Categories of documents which are likely to be in the possession of NGC

NGC maintains records that relate to its administrative functions, support services and its technical operations (with respect to its core business activities). These records are generally categorised as follows:

1. **General Administrative and Support Services**
 - a. Records related to property, risk management and office services
2. **Intra-Governmental Correspondence**
 - a. Communication with ministries and other Public Authorities
 - b. Reports to the Central Statistical Office and other governmental institutions
3. **Committee Deliberations**
 - a. Minutes and reports of committees and other internal bodies
4. **Legal Activities**
 - a. Records of decisions, legislation, policies and procedures, contracts (including speciality contracts such as deeds),



**THE NATIONAL GAS COMPANY
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documents pertaining to litigation and other legal proceedings

5. Business Activities

- a. Business plans, proposals, reviews, reports
- b. Records related to development, planning and general management of projects
- c. Records relating to human resource management operations
- d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities
- e. Records of programmes and relations with pipeline communities
- f. Records relating to information resource management facilities, services and technology
- g. Records relating to marketing and business promotions
- h. Performance and audit assessments and analyses
- i. Consultancy, technical, valuation, assessment and various reports which support business decisions
- j. Policies, procedures and manuals, e.g. safety manuals, evacuation procedures etc.
- k. Speeches and presentations to public forums, conferences
- l. Records related to the management of corporate events

6. Financial and Accounting Operations

- a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
- b. Reports to Government, audited financial accounts laid in Parliament and other public financial entities
- c. Accounting records
- d. Records related to control and systems optimization
- e. Annual financial reports

7. Commercial Activities

- a. Records related to contract management (which may be subject to confidentiality clauses)
- b. Records related to asset and value management
- c. Strategy and planning records

8. Technical Operations

- a. Records related to the purchase and sale of natural gas, building and physical infrastructure, including port and marine operations of National Energy and estate management operations of LABIDCO

9. Health, Safety, Environment and Security

- a. Records related to total recordable injuries for contractors and employees and environmental impacts

(3) SECTION 7(1) (a) (iii)

Documents prepared for publication and inspection

The following publications and other general information are available on NGC's website www.ngc.co.tt.

If in stock and available, the public may also be able to make requests to obtain copies of the said materials between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday at:

The National Gas Company of Trinidad and Tobago Limited
Corporate Sustainability Division
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas
Phone: (868) 636-4662, 4680
Fax: (868) 679-2384

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Namely:

- GASCO News Magazine (Quarterly)
- NGC's Sustainability Report (Annually)
- The Corporate Sustainability Review (Annually)
- Various pamphlets, leaflets, booklets, videotapes and brochures relating to natural gas and the natural gas industry
- Annual Reports
- Beyond the Pipeline (Semi-Annually)
- Speeches and presentations to public forums, conferences etc.

(4) SECTION 7(1) (a) (iv)

Documents available by way of subscription

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

(5) SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the Act

How to request information

1. Requests for public documents and public services under the Act will be entertained between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday (except on public holidays).
2. All requests for access to documents that are not readily available in the public domain are to be made, in writing, on the *Request for Access to Official Documents(s) Form* (pursuant to Section 13 of the Act) that is available from the FOIA Designated Officer ("Designated Officer") or FOIA Alternate Designated Officer ("Alternate Designated Officer") or from the FOI Unit, Ministry of Communications at their website: www.foia.gov.tt.
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer or Alternate Designated Officer, in writing, in the form of a letter.
4. To ensure prompt handling of requests, please address all requests to the Designated Officer or Alternate Designated Officer of NGC. Contact information for the Designated Officer or Alternate Designated Officer is always available on NGC's website. Both the Designated Officer and Alternate Designated Officer can also be contacted at foia@ngc.co.tt.
5. Requests will be acknowledged as official only when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated Officer or Alternate Designated Officer to identify the document(s) being requested.
7. The general policy is to answer all requests for information, both oral and written, in like manner. However, in order to derive the rights given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing (and these will be the only requests viewed as official requests under the Act).
8. If insufficient information is provided regarding the information being requested, clarification will be sought from the applicant.
9. If the applicant is not sure how to write his/her request or what details to include therein, prior communication with the Designated Officer or Alternate Designated Officer, or the FOI Unit, Ministry of Communications, at their website: www.foia.gov.tt is recommended.
10. A request under the Act 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, for example, by way of brochures, reports,

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**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

etc. Where possible, the applicant will be directed to these public sources.

Time Permitted

1. Applicants will be notified within thirty (30) calendar days or before whether or not their request is approved. Requests may also be partially approved.
2. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer or Alternate Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.
3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and will resume on the day the applicant confirms or alters the request.
4. An applicant whose request for documents is refused will be notified, in writing, of the reasons for refusal. The applicant will be informed of alternative recourses that are open to him/her in light of the refusal.
5. Subject to the above item 3, if NGC fails to meet the thirty (30)-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
6. If it appears that processing the applicant's request may take longer than the thirty (30) day statutory limit, NGC will acknowledge the receipt and advise the applicant of its status and may request a formal extension of time to deliver the requested information (which must be approved by the applicant).
7. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer or Alternate Designated Officer has received the request and to ascertain its status.
8. NGC will count the delivery date of the request as the date it was received by mail or the date it was delivered to the Designated Officer or Alternate Designated Officer via e-mail.

Fees and Charges

1. 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 tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.
2. Details of charges for duplication of documents will be determined based upon individual requests by applicants.
3. Applicants will be required to complete an official company invoice before funds are paid to the cashier.

(6) SECTION 7(1) (a) (vi)

The Designated Officer and/or Alternate Designated Officer in NGC is responsible for:

1. The initial receipt of and action upon notices under Section 10 of the Act
2. Requests for access to documents under Section 13 of the Act
3. Application for correction of personal information under Section 36 of the Act

The Designated Officer is:
Venishea Paynter
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva

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Phone: (868)636-4662/4680 ext. 1553
Fax: (868) 636-9405
Email: foia@ngc.co.tt or venishea.paynter@ngc.co.tt

The Alternate Designated Officer is:
Alicia Neebar
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868)636-4662/4680 ext. 1563
Fax: (868) 636-9405
Email: foia@ngc.co.tt or alicia.neebar@ngc.co.tt

(7) SECTION 7(1) (a) (vii)

Advisory boards, councils, committees and other bodies (where meetings/minutes are open to the public)

At this time, there are no bodies that fall within the limits of this Section of the Act.

(8) SECTION 7(1) (a) (viii)

Reading room facilities

Information in the public domain can be accessed through our website at www.ngc.co.tt. General information enquiries can be made to the Senior Manager - Corporate Sustainability Division at (868) 636-4662/4680. Ext. 2102.

Subject to any existing COVID-19 safety protocols or access requirements in existence at the time, documents may be viewed between 9:30 a.m. and 3:00 p.m. Monday to Friday (except public holidays) in the designated reading area located at:

Administration Building
The National Gas Company of
Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility.

STATEMENTS UNDER SECTION 8 OF THE ACT

The following in-house documents can be made available for inspection upon request:

1. Safety policy and procedures
2. Recruitment policy
3. Visitors' security policy
4. Third party accident/injury policies and procedures
5. Information management policies and procedures

These documents fall under the following categories:

1) SECTION 8(1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law

2) 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



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3) SECTION 8(1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes

STATEMENTS UNDER SECTION 9 OF THE ACT

At NGC, the following documents may fall into the categories set out in Section 9 of the Act:

1) SECTION 9(1) (a)

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

- i. Policies and procedures relating to:
 - a. The issuing and evaluation of tenders and contracts
 - b. Personnel administrative matters
 - c. Information technology
 - d. Lease acquisition
 - e. Governance issues
- ii. Accident/Incident reports
- iii. Pipeline inspection reports
- iv. Environment and safety reports and recommendations

2) SECTION 9(1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside of NGC by or under written law, or by a Minister of Government or other public authority for the purpose of submitting reports, providing advice or making recommendations to NGC or to the responsible Minister.

At this time, we have no such statements/reports.

3) SECTION 9(1) (c)

A report or statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of NGC.

- i. Reports containing advice and /or recommendations from:
 - a. People, Leadership and Culture Committee
 - b. Operations Committee
 - c. Tenders Committee
 - d. Audit Committee
 - e. Finance and Investment Committee
 - f. Sustainable Development and Strategic Branding Committee

4) SECTION 9(1) (d)

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

- i. Accident/incident reports
- ii. Pollution claims
- iii. Periodic financial data reports

5) SECTION 9(1) (e)

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

- i. Feasibility studies
- ii. Environmental Impact Assessments
- iii. Pre-lay and post-lay surveys
- iv. Scientific tests relating to natural gas

6) SECTION 9(1) (f)

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

- i. Environmental Impact Assessments
- ii. Consultancy reports
- iii. Means and assets/investigative reports
- iv. Financial reports and audits
- v. Health, Safety and Security reports

7) SECTION 9(1) (g)

A report prepared within NGC 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.

- i. Feasibility studies
- ii. Environmental Impact Assessments

8) SECTION 9(1) (h)

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

- I. Financial reports
- II. Audit reports
- III. Project status reports

9) SECTION 9(1) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of NGC, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by NGC, whether or not the plans or proposals are subject to approval of an officer of NGC, another public authority, the responsible Minister, or Cabinet

- i. Budgets
- ii. Business Plans
- iii. Strategic Plans

10) SECTION 9(1) (j)

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

At this time, we have no such statements.

11) SECTION 9(1) (k)

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

At this time, we have no such statements.

12) SECTION 9(1) (l)

An environmental impact statement prepared within NGC.

At this time, we have no such statements.

13) SECTION 9(1) (m)

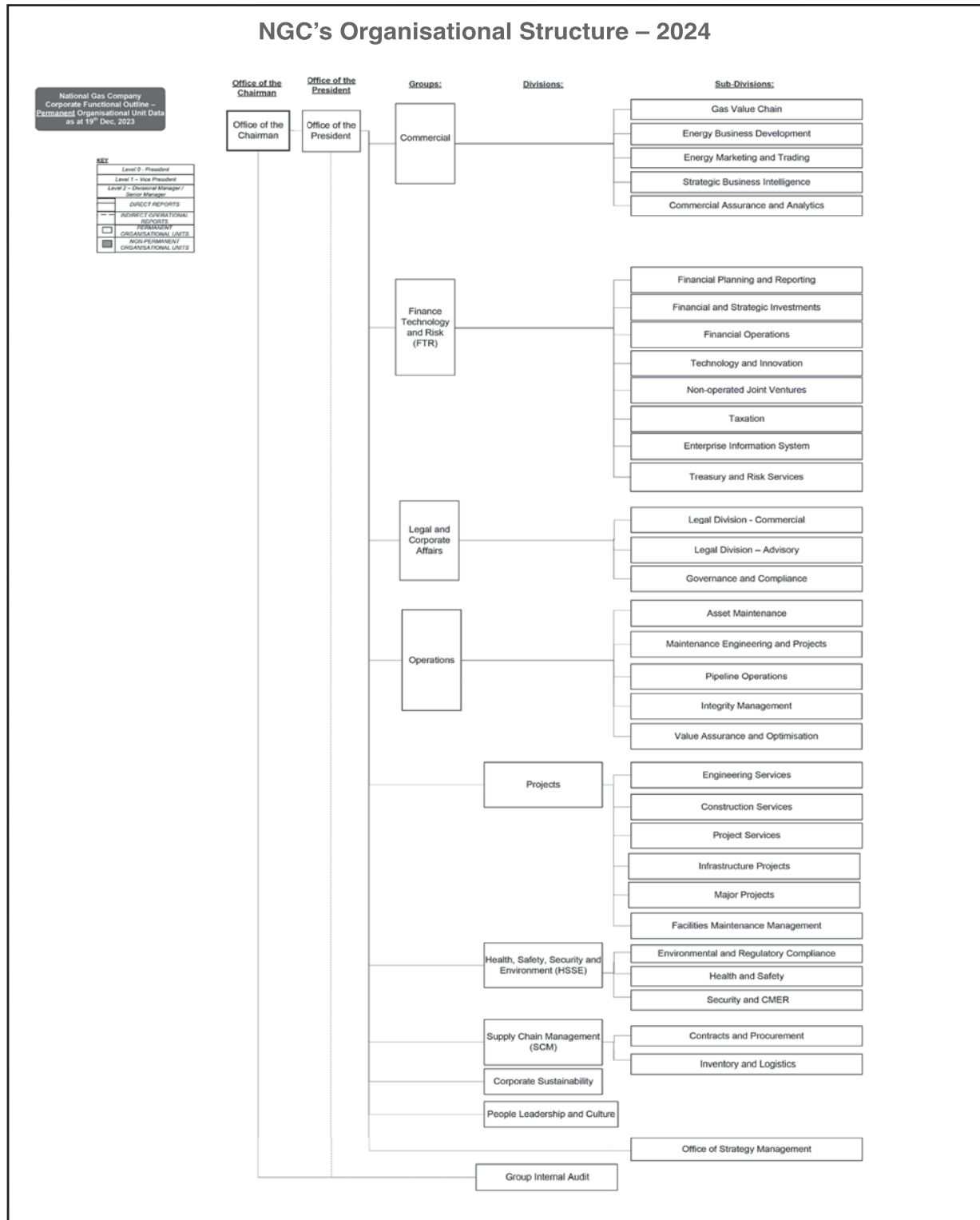
A valuation report prepared for NGC by a valuator, whether or not the valuator is an officer of NGC.

- i. Valuation reports
- ii. Actuarial reports

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FOIA Public Statement 2024





The National Insurance Board
of Trinidad and Tobago

**FREEDOM OF INFORMATION ACT, CHAP 22:02 (FOIA)
UPDATED 2023 PUBLIC STATEMENT OF
THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO (NIBTT)
In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, CHAP 22:02
PUBLISHED WITH THE APPROVAL OF THE HONOURABLE MINISTER OF FINANCE**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ("FOIA") the National Insurance Board of Trinidad and Tobago (NIBTT) is required by law to publish the following statement, which lists the documents that are 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 NIBTT;
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 applicant's request for information under the FOIA; and
4. Upon receipt of a Notice of Refusal, a 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.

The following information satisfies the requirements of the FOIA and the NIBTT publishes the following statement as approved by the Minister of Finance.

SECTION 7 STATEMENTS

**Section 7 (1) (a) (i)
Function and Structure of the NIBTT**

The NIBTT is a body corporate established by virtue of the National Insurance Act Chapter 32:01 (the Act).

The NIBTT is governed by an eleven-member tripartite Board with equal representation by Government, Business and Labour, an independent Chairman, and the Executive Director as an ex-officio member. Directors are appointed for a period of not more than two years but may be reappointed. It is the duty of the Board to operate and manage the system of National Insurance established by the Act.

The Act vests the NIBTT with powers to:

- establish local offices throughout Trinidad and Tobago;
- invest in securities as set out in the First Schedule of the Act;
- Issue registration certificate or card in respect of employers or employed persons
- register employers or reject or revoke the registration of any person purporting to be an employer or an insured person under the Act in prescribed circumstances;
- furnish or disclose any information pertaining to the National Insurance Contribution records of any insured person under this Act to any Governmental Department, Agency or Statutory Body;
- determine claims and questions arising under or in connection with the Act
- authorize the manner for the payment of contributions
- postpone the payment of contributions in prescribed circumstances
- refer to medical referees any medical question relating to an insured person in respect of certain claims
- request such evidence as it considers necessary to support any claim to benefit
- request that an insured person in receipt of or entitled to benefit submit himself for a medical examination in Trinidad and Tobago
- request proof of life or medical status of a beneficiary or recipient of benefit under the Act or Regulations thereunder
- suspend, cease or reinstate benefits payments in certain circumstances
- disqualify a person from receiving certain benefits in prescribed circumstances

The NIBTT reports to Parliament through the Ministry of Finance.

Mission Statement:

The Effective Management of National Insurance through Good Governance, Technological Advancements & Empowered Employees, to Ensure Quality Service Delivery.

Vision:

To be an Innovative Provider of Relevant National Insurance.

Structure and Functions of the NIBTT

The Board

The Board which is appointed by the NIBTT's line Minister charts the overall direction of the organisation and exercises and performs such duties and powers as are conferred upon it by the Act and by any other written law.

During the period 1st January 2023 to 9th November 2023, the Board comprised the following members designated under the Act as Directors:

- Mr. Patrick Ferreira (Chairman)
- Mr. Douglas Camacho (Deputy Chairman)
- Mrs. Marilyn Gordon
- Mrs. Muriel Alfred-James
- Mr. Calvin Bijou
- Mr. James Lambert*
- Mr. Teddy Stapleton*
- Mr. Gregory Marchan*
- Mr. Javed Kazaach*
- Mr. Gary Awaï*
- Mrs. Niala Persad-Poliah (ex officio)

For the period 10th November 2023 to 31st December 2023 the NIBTT Board was not fully constituted as the terms of the Directors identified above (*) expired.

Staffing and structure

The NIBTT has in its employ just over six hundred and fifty staff members, including an Executive Director. The Executive Director is the chief executive officer of the NIBTT leading the management team and is responsible for carrying out the decisions of the Board.

The NIBTT is structured into eight Business Units of which seven directly report to two Chief Operating Officers, six departments with specific reporting lines to the Executive Director, the Chief Operating Officers or the Board; two Chief Operating Officers and the Executive Director's Office. Both Chief Operating Officers report directly to the Executive Director, each Business Unit is headed by an Executive Manager and each department headed by a Senior Manager as follows:

Business Units/Departments reporting to the Chief Operating Officer Business Services

- Insurance Operations
- Investments
- Planning, Policy and Actuarial Services

Business Units/Departments reporting to the Chief Operating Officer Corporate Services

- Finance and Administration
- Legal Services
 - Appeals
- Technology
 - Records Department
- Human Resources
- Procurement

Three departments reporting to the Executive Director:

- Corporate Projects
- Corporate Communications
- Investigations and Controls

Three departments reporting functionally to the Board and administratively to the Executive Director:

- Corporate Secretariat
- Internal Audit Department
- Risk Business Unit

1. **Executive Director.** The Executive Director has overall responsibility for the efficient operation of all line functions and is accountable for strategic management. The Executive Director ensures that approved strategies, plans, policies and systems are implemented. The Executive Director reports to the Board of Directors and leads strategic stakeholder engagement.

2. **Corporate Secretary.** The Corporate Secretary is accountable to the Board through

the Chairman for all matters relating to corporate governance and the organisation's corporate secretarial duties. The Corporate Secretariat Unit serves as the secretariat for Board meetings and meetings of the sub-committees of the Board as well as maintains and implements a corporate governance framework for NIBTT. The Corporate Secretary keeps and maintains minutes of the Board/Board committees and controls the security and application of the corporate seal, and maintains the corporate books and records.

3. **Internal Audit Department.** The Internal Audit department is responsible for providing the Board and Management with independent, objective assurance and consulting services in such areas as controls, risk management and governance processes designed to add value and improve NIBTT's operations.

4. **Risk Business Unit.** The Risk Business Unit is responsible for enterprise risk, business continuity and organisational compliance. This Business Unit guides the process by which business risks are identified, assessed, managed, and monitored across the NIBTT.

5. **Corporate Projects Department.** The Corporate Projects Department is responsible for the planning, executing, monitoring and reporting of projects or business initiatives in accordance with strategic and operational plan and approved budgets.

6. **Corporate Communications Department.** The National Insurance Board of Trinidad and Tobago's Corporate Communications Department oversees strategic marketing, reputation management, brand development and management, public relations, event management, communications and digital strategy for the NIBTT.

7. **Investigations and Controls Department.** The Investigations and Controls Department is responsible for the implementation of preventative, detective and response mechanisms to treat with internal/external fraud, whether actual or suspected.

8. **Insurance Operations Business Unit.** The Insurance Operations Business Unit is responsible for the registration of employers and employees, employer audits, contribution income collection and claims administration in respect of 23 national insurance benefits to insured persons and their dependants based on legislative requirements as prescribed by the Act and the Regulations thereto.

9. **Investments Business Unit.** The Investment Business Unit is responsible for managing the investment portfolio of the NIBTT in a prudent manner to maximize returns in accordance with the Board's strategic objectives, risk appetite, policies and procedures, statutory requirements, generally accepted industry norms and established rules of professional conduct and practice.

10. **Planning, Policy and Actuarial Services Business Unit.** The Policy, Planning and Actuarial Services Business Unit is responsible for evaluating and monitoring the performance of the National Insurance Fund through the conduct of actuarial reviews, organisation policy and procedure development and implementation, managing and reporting on key operational and strategic planning activities and socio-economic research for the organisation.

11. **Finance And Administration Business Unit.** The Finance and Administration Business Unit is responsible for designing and implementing systems and controls to ensure the effective and efficient use of the organisations financial resources. This includes providing strategic advice to executives with oversight over accounting, finance, benefit payment and settlement of investment transactions. Responsibilities also include the administration of payroll, maintenance of the financial reporting statements, including producing and managing the budget and the preparation of financial statements for the Board. The Finance and Administration Business Unit is also responsible for the Facilities, Services and Security Department.



**FREEDOM OF INFORMATION ACT, CHAP 22:02 (FOIA)
 UPDATED 2023 PUBLIC STATEMENT OF
 THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO (NIBTT)
 In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, CHAP 22:02
 PUBLISHED WITH THE APPROVAL OF THE HONOURABLE MINISTER OF FINANCE**

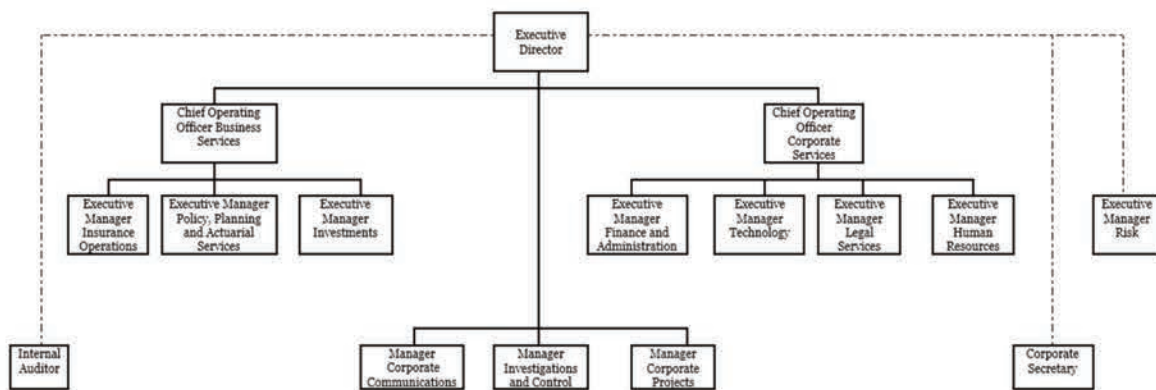
- 12. **Legal Services Business Unit.** The Legal Services Business Unit provides all legal services to the organisation including legal advisory services, litigation management and contracting. This department also manages the NIBTT's appeals process in accordance with the National Insurance (Appeals) Regulations made pursuant to the National Insurance Act.
- 13. **Human Resources Business Unit.** The Human Resources Business Unit is responsible for recruitment and selection, organizational development, succession planning, training and development, employee engagement and management of industrial relations and the employee benefits.

- 14. **Technology Business Unit.** The Technology Business Unit plans, implements and manages technology within the NIBTT in alignment with strategic objectives. The Technology Business Unit performs three high level functions in the areas of IT governance, ICT service availability and maintenance and support.
- 15. **Records Department**
 The Records Department is responsible for maintaining records management systems that meet legal requirements for record retention, protection of privacy and information dissemination. This includes activities associated with centralized data capture, document imaging and error correction of contribution data submitted by the employer population.

EFFECTS OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC:

The NIBTT's operating policies and procedures are developed in accordance with the Act, other applicable written laws and decisions, approvals or guidelines relevant to the organisation.

The NIBTT is responsible for the operation and administration of the country's National Insurance System (NIS), which provides protection to over 600,000 insured persons against the economic and social distress, caused by loss of earnings arising out of work-related injuries and other contingencies with 23 benefits in 7 categories.



**Section 7 (1) (a) (ii)
 Categories of Documents in the possession of NIBTT:**

Files dealing with:

- i. General administrative matters of the NIBTT
- ii. Financial reports, statements and financial records such as budgets, audited accounts, bank records, cheques, vouchers, receipts and journals,
- iii. Board and Committee Notes, Minutes/agenda of meetings
- iv. Ministerial and other communication with the Executive Director, Chairman or Board
- v. Copies of Cabinet documents and other copies and originals produced and or provided by the relevant Ministry with responsibility for the NIBTT
- vi. Management policies and procedures
- vii. Legal contracts, deeds, leases and all other legal instruments
- viii. Legal opinions and related matters, legislation,
- ix. Court proceedings/documents
- x. Gazettes, books, booklets, brochures and newspaper clippings
- xi. Strategic plans
- xii. Procurement of goods services or works records and related matters
- xiii. Reports: economic, statistical, audit, consultancy, technical, valuations etc.
- xiv. Actuarial Valuations of the National Insurance System
- xv. Statutory reports such as Annual Report on Operations, Audited Financial Accounts, regulatory filings
- xvi. Training plans
- xvii. Staff circulars, memoranda and notices
- xviii. National Insurance Forms
- xix. Personnel files
- xx. Collective Agreements
- xxi. Internal and external correspondence
- xxii. Business Unit/Departmental reports
- xxiii. Technical research conducted by the NIBTT
- xxiv. Internal and external investigative reports
- xxv. Compliance activities undertaken by the Authority
- xxvi. Customer complaints / queries
- xxvii. Inventories
- xxviii. Project documents
- xxix. Investment proposals and related matters

- xxii. Customer information and records such as national insurance claims, benefit payments, employer and employee registrations and employer audits.
- xxiii. New releases, press clippings, advertisements.

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

Education and Informational Material:

- NIBTT Benefit brochures:
 - Sickness
 - Employment Injury
 - Maternity
 - Survivor's
 - Retirement
 - Funeral Grant
 - Invalidity
 - Special Maternity
 - Ancillary Brochure:
 - Online Payment
 - NIBTT Benefit Posters
 - Installed for education purposes at NIBTT Service Centres. Benefit Posters detail who can apply for each benefit, what documents are needed etc.
 - Annual Reports (Annual Report 2022-2023 printed & uploaded to website. Annual Report 2022-2023 laid in the House of Representatives on Wednesday 13th December 2023. NIBTT's current and archival Annual Reports can be accessed via the following link: https://www.nibtt.net/annualreport/annual_report.html)
- The following documents and information may be accessed on the NIBTT's website at <https://www.nibtt.net/index.html>
- National Insurance Act
 - Orders and Regulations made under the National Insurance Act
 - Reciprocal Agreements on Social Security with Canada and CARICOM

Place where materials may be inspected or obtained

The public may also inspect and/or obtain copies of the preceding material between the normal

National Insurance Board of Trinidad and Tobago

Corporate Headquarters
 14-19 Queen's Park East,
 Port of Spain
 Telephone: 625-2171-8
 Website: <https://www.nibtt.net/>

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

The NIBTT does not publish material to which members of the public may subscribe. All Benefit information, Claim Forms, Guidelines & Checklist for completion of Claims Forms etc. can be found on NIBTT's website www.nibtt.net

As such this section is not applicable currently.

**Section 7 (1) (a) (v)
 Procedure to be followed when accessing a document from the NIBTT**

Procedure to be followed for accessing documents from the NIBTT, when an FOI request is made.

How to request information

• General procedure

In order to have the rights given to the public by the FOIA, the applicant must make his/her request in writing. The applicant must therefore complete the "Request for access to official documents" form under the Freedom of Information Act available at <http://www.foia.gov.tt> or <https://www.nibtt.net>

• Addressing Requests

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

• Details to be included in the request

- Applicants should provide details that will allow for ready identification and location of requested records. The relevant information that must be provided to the NIBTT includes:
- Name of applicant (full name preferred)
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant



**FREEDOM OF INFORMATION ACT, CHAP 22:02 (FOIA)
UPDATED 2023 PUBLIC STATEMENT OF
THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO (NIBTT)
In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, CHAP 22:02
PUBLISHED WITH THE APPROVAL OF THE HONOURABLE MINISTER OF FINANCE**

- The completed form may be:
- Hand delivered to the NIBTT
 - Mailed to the NIBTT, or
 - Emailed to sbaboolal@nibtt.net

Requests not handled under the FOIA

• A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, (for example brochures, pamphlets, reports etc.) either from the NIBTT website, a publicly accessible register or from another public authority.

Responding to requests

• Retrieving documents

The NIBTT is required to furnish copies of documents only when they are in our possession, or we can retrieve them from our records.

• Furnishing documents

An applicant is entitled to copies of information in our possession. We are required to furnish 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 the quality in our reply. Please note that the NIBTT is not compelled to do the following:
(a) Create new documents
(b) Perform research for the applicant

Time Limits

• General

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty 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 provided with copies, or if you so request, permitted to inspect the document/s.

Fees and refunds

The Freedom of Information (Fees and Charges) Regulations prescribe the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the documents within seven days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the documents requested.

**Section 7 (1) (a) (vi)
Officers in the NIBTT responsible for:**

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

Designated Officer:
Ms. Sarah Baboolal
Executive Manager, Legal Services
National Insurance Board of Trinidad and Tobago
Corporate Headquarters
14-19 Queen's Park East,
Port of Spain
Telephone: 625-2171-8
Email: sbaboolal@nibtt.net

Alternate:
Mr. Jerome Riley
Manager, Legal Services
National Insurance Board of Trinidad and Tobago
Corporate Headquarters
14-19 Queen's Park East,
Port of Spain.
Telephone: 625-2171-8
Email: jriley@nibtt.net

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

Tenders opening committee (for open/public tenders)

**Section 7 (1) (a) (viii)
Library/Reading Room Facilities
available for public use**

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

Section 8 Statements

**Section 8 (1) (a) (i)
Documents containing interpretations
or particulars of written laws or schemes
administered by the NIBTT, not being
particulars contained in another written
law.**

The following legislation can be purchased at the Government Printery or can be accessed online at the website of the Ministry of Legal Affairs at
<http://www.legalaffairs.gov.tt/LRC.aspx>

- The National Insurance Act Chapter 32:02 and Regulations made under the Act,

**Section 8 (1) (a) (ii)
Manuals, rules of procedure, statements
of policy, records of decisions, letters of
advice to persons outside the NIBTT, or
similar documents containing rules,
policies, guidelines, practices or
procedures.**

- NI Contributions Online Payments - https://nibtt.net/NI_Payment_Registration/Instructions-2-Online%20Payment.html
- Benefit Claims Guidelines and Checklist - https://nibtt.net/benefits_09/Claims-App-Guidelines/detailedinfo.html
- Web Appointment Portal - https://nibtt.net/News_09/2022/NIBTT-Email-Appnt-System.html
- How to apply for a Certificate of Compliance - <https://nibtt.net/Downloads/2020/Certificate%20of%20Compliance%20Advertisement.pdf>
- Corporate Policies and Procedures

**Section 8 (1) (b)
Documents containing information on
the procedures to be employed or the
objectives to be pursued in the
environment of the written laws or
schemes.**

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

Section 9 Statements

**Section 9 (1) (a)
Reports or statements containing the
advice or recommendations, of a body or
entity established within the NIBTT**

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

**Section 9 (1) (b)
Reports or statements containing the
advice or recommendations, of a body or
entity established outside the NIBTT 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 NIBTT or to the
responsible Minister of the NIBTT.**

- OSHA Incident Reports
- Public Accounts Committee Reports
- Joint Select Committee Reports as it relates to the National Insurance Board/National Insurance System

**Section 9 (1) (c)
A report or statement containing the
advice or recommendations of an inter-
departmental committee, whose**

**membership includes an officer of the
NIBTT.**

There are no reports or statements to be published under this subsection at this time.
Section 9 (1) (d)

**Report or statements containing the
advice or recommendations of a
committee established within the NIBTT
to submit a report, provide advice or
make recommendations to the
responsible Minister of the NIBTT or to
another officer of the NIBTT who is not a
member of the committee.**

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- Health and safety reports

Section 9 (1) (e)

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

- Valuation Reports for NIBTT investment properties (see section 9(1)(m) statements)
- Valuation Reports for NIBTT's investment in subsidiaries (see section 9(1)(m) statements)
- Structural Assessment Reports
- Customer Satisfaction Survey Reports
- Employee Opinion Survey Reports
- Actuarial Review reports of the National Insurance System
- Compensation Survey Reports

Sections 9 (1) (f)

**Reports prepared for the NIBTT by a
consultant who was paid for preparing
the report.**

- Valuation Reports for NIBTT investment properties (see section 9(1)(m) statements)
- Valuation Reports for NIBTT's investment in subsidiaries (see section 9(1)(m) statements)
- Valuation Report for the property situate at 60-62 Lady Hailes Avenue, San Fernando - 2023
- Structural Assessment Reports
- Customer Satisfaction Survey Reports
- Employee Opinion Survey Reports
- Actuarial Review reports of the National Insurance System
- Compensation Survey Reports
- Financial and audit reports
- Means and assets/investigative reports
- Consultancy reports
- Project reports

Section 9 (1) (g)

**Reports prepared within the NIBTT 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 subsection at this time.

Section 9 (1) (h)

**Reports on the performance or
efficiency of the NIBTT, or an office,
division or branch of the NIBTT,
whether the report is of a general nature
or concerns a particular policy,**

2072



FREEDOM OF INFORMATION ACT, CHAP 22:02 (FOIA)

UPDATED 2023 PUBLIC STATEMENT OF

THE NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO (NIBTT)

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, CHAP 22:02
PUBLISHED WITH THE APPROVAL OF THE HONOURABLE MINISTER OF FINANCE

programme or project administered by the NIBTT.

- Corporate Annual Reports
- Audited Financial Statements
- Audit reports

Section 9 (i) (i)

Reports containing (1) final plans or proposals for the re-organization of the functions of the NIBTT, (2) the establishment of a new policy, programme or project to be administered by the NIBTT, whether or not the plans or approvals are subject to approval by an officer of the NIBTT, another public authority, the responsible Minister of the NIBTT, or Cabinet.

- Corporate Strategic Plans
- Business Plans

Section 9 (i) (j)

Statements prepared within the NIBTT and containing policy directions for the drafting of legislation.

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

Section 9 (i) (k)

Report of tests carried out within the NIBTT on a product for the purpose of purchasing equipment.

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

Section 9 (i) (l)

Environmental impact statement prepared within the NIBTT.

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

Section 9 (i) (m)

Valuations reports prepared for the NIBTT by a valuator.

Valuation Reports in respect of:

- NIBTT investment properties as follows:
 - No. 13 Queen's Park East, Port-of-Spain
 - Nos. 14-19 Queen's Park East, Port-of-Spain
 - Nos. 22-24 and 26A Queen's Park East, Port-of-Spain
 - Nos. 74-76 South Quay, Port-of-Spain
 - 2A Cipriani Boulevard, Port-of-Spain
 - 4A Cipriani Boulevard, Port-of-Spain
 - Lot 1 Mulchan Seuchan Link Road, Chaguanas
 - Lots 1-3 Corner Chaguanas Main Road and Caroni Savannah Road

- Six parcels of lands at Palmiste
- Lands at Garden Site and Carrington Streets, Scarborough
- No. 97 High Street, Princes Town
- Lands at Riverwoods Housing Development, Arima

- NIBTT's investment in subsidiaries as follows:

- Home Mortgage Bank;
- Trinidad and Tobago Mortgage Finance Company Limited; and
- National Insurance Property Development Company Limited

- Other valuation reports
- Valuation Report for property situate at 60-62 Lady Hailes Avenue, San Fernando
- No. 72-74 Western Main Road, St. James

Dated: 19th November, 2024

2073

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICIES

SHAFFIEKUL RAHAMAN having made sworn declaration that Policy Number 387237 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 28th day of November, 2024.

MARITIME LIFE (CARIBBEAN) LIMITED
 No. 29 Tenth Avenue
 Barataria.

2074

SHAFFIEKUL RAHAMAN having made sworn declaration that Policy Number 411418 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 28th day of November, 2024.

MARITIME LIFE (CARIBBEAN) LIMITED
 No. 29 Tenth Avenue
 Barataria.

2075

TRANSFER OF LICENCES
(*Liquor Licences Act, Chap. 84:10*)

REGION OF COUVA/TABAQUITE/TALPARO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Vanessa Ramkhalawan of No. 279 Balmain Village, Couva, that it is her intention to apply to the Licensing Committee at the Couva Magistrate's Court on TUESDAY THE 7TH DAY OF JANUARY, 2025 at 1.00 o'clock in the afternoon for a transfer to her of the Spirit Retailer's Licence now held by Vijai Ramkhalawan in respect of premises situate at No. 279 Balmain Village, Couva, in the said District.

Dated this 9th day of December, 2024.

K. KHAN
*Secretary Licensing Committee
Region of Couva/Tabaquite/Talparo*

2076

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Dylan Holder of No. 171 Sunset Drive, Plaisance Park, Point-a-Pierre, that it is his intention to apply to the Licensing Committee at the Couva Magistrate's Court on TUESDAY THE 7TH DAY OF JANUARY, 2025 at 1.00 o'clock in the afternoon for a transfer to him of the Spirit Retailer's Licence now held by Bernice Taitt in respect of premises situate at No. 113 Southern Main Road, Plaisance Park, Point-a-Pierre, in the said District.

Dated this 9th day of December, 2024.

K. KHAN
*Secretary Licensing Committee
Region of Couva/Tabaquite/Talparo*

2077

REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Akash K. Ramjitsingh and Chaitram Ramjitsingh of 90, Panoo Trace, Mohess Road, Penal, that it is their intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 9TH DAY OF JANUARY, 2025 at 9.00 o'clock in the forenoon for a transfer to them of the Licence to carry on the business of a Special Restaurant now held by Chaitram Ramjitsingh, in respect of premises situate at 257, Clarke Road, Penal in the said Region.

Dated this 16th day of December, 2024 at the San Fernando District Court.

K. ROOPLAL
*Secretary, Licensing Committee
Region of Penal/Debe*

2078

REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Rookmin Ganga of 32, Ramnath Trace, Clarke Road, Penal, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 9TH DAY OF JANUARY, 2025 at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the business of a Restaurant now held by Young Yi Zhou, in respect of premises situate at 229, Clarke Road, in the said Region.

Dated this 16th day of December, 2024 at the San Fernando District Court.

K. ROOPLAL
*Secretary, Licensing Committee
Region of Penal/Debe*

2079

TOBAGO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said District, by Cheryl Ammon of North East, Guy Street, Canaan, Tobago, that it is her intention to apply to the Licensing Committee at the Scarborough District Court on TUESDAY THE 7TH DAY OF JANUARY, 2025 at 1.00 o'clock in the afternoon for a transfer to her of the Licence to carry on the business of a Special Restaurant now held by Gibbons Roberts, in respect of premises situate at Center Street, Canaan, Tobago.

Dated this 6th day of December, 2024 at the Scarborough District Court, Tobago.

J. LINDSAY
*Secretary, Licensing Committee
Tobago*

2080

TOBAGO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said District, by Desiree Waddell Clarke of No. 1 Bethesda Trace, Plymouth, Tobago, that it is her intention to apply to the Licensing Committee at the Scarborough District Court on TUESDAY THE 7TH DAY OF JANUARY, 2025 at 1.00 o'clock in the afternoon for a transfer to her of the Licence to carry on the trade of a Spirit Retailer now held by Keith Bernard Alexander, in respect of premises situate at Shelbourne Street, Plymouth, Tobago.

Dated this 5th day of December, 2024 at the Scarborough District Court, Tobago.

J. LINDSAY
*Secretary, Licensing Committee
Tobago*