



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 64

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914

### SUPPLEMENT TO THIS ISSUE

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

#### *Legal Supplement Part B—*

Common External Tariff (Suspension) (No. 3) Order, 2025—(Legal Notice No. 233 of 2025).

Common External Tariff (Variation of Duty) (No. 3) Order, 2025—(Legal Notice No. 234 of 2025).

Approval in Respect of New Drugs—(Legal Notice No. 235 of 2025).

Traffic Restriction (Temporary Provisions) (Diego Martin Borough Day Parade) Order, 2025—(Legal Notice No. 236 of 2025).

915

### APPOINTMENT TO ACT AS MINISTER OF FINANCE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed SENATOR DR. THE HONOURABLE KENNEDY SWARATSINGH, a member of the Senate who is a Minister, to act in the Office of the Honourable DAVENDRANATH TANCOO, Minister of Finance, with effect from 27th June, 2025 and continuing during the absence from Trinidad and Tobago of the said the Honourable Davendranath Tancoo, M.P., in addition to the discharge of his normal duties.

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

1st July, 2025.

916

### REPUBLIC OF TRINIDAD AND TOBAGO

(The UNIT TRUST CORPORATION OF TRINIDAD AND TOBAGO ACT, CHAP. 83:03)

#### NOTIFICATION OF EXPIRATION OF TERM OF A DIRECTOR OF THE TRINIDAD AND TOBAGO UNIT TRUST CORPORATION

IT IS HEREBY NOTIFIED that in accordance with section 9(4) of the Unit Trust Corporation Act, Chap. 83:03 that the term of MR. ANTHONY JOSEPH, appointed by the Minister of Finance to the Board of the Trinidad and Tobago Unit Trust Corporation, expired on 21st June, 2025.

Made this 25th day of June, 2025.

A. MC GOWAN  
*General Counsel and Corporate Secretary*

917

### OFFICE OF THE PRIME MINISTER

#### SEPARATION

IN ACCORDANCE with the Director of Personnel Administration Circular Memorandum No. E: 26/06 dated 25th August, 2006, the undermentioned notice is published for general information:

#### Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mrs. Marcia Paul-Assing	Cabinet Affairs Officer II ...	Office of the Prime Minister	14th March, 2026	Compulsory Retirement



Government of the Republic of Trinidad and Tobago  
Ministry of Rural Development and Local Government

## PUBLIC NOTICE

### NAMES OF PAYEES OF UNPRESENTED CHEQUES ISSUED FOR THE PERIOD OCTOBER 1ST 2023 TO SEPTEMBER 30TH 2024

The Permanent Secretary, Ministry of Rural Development and Local Government hereby notifies the following payees that cheques which were issued to them between October 1, 2023 and September 30, 2024 and presented for encashment will become void after March 31, 2025. All payees are requested to have outstanding cheques encashed before March 24, 2025.

**PLEASE DISREGARD THIS NOTICE IF CHEQUES WERE ENCASHED AFTER 31 JANUARY, 2025.**

NAME	CHEQUE #	DATE	NAME	CHEQUE #	DATE
CROWN LIFE CBEAN INS CO LTD	243680	10/30/23	TRINIDAD EXPRESS NEWSPAPERS	250104	9/12/24
DEXTER RAJARAM	244119	11/15/23	COMPTROLLER OF ACCOUNTS D	250147	9/19/24
MICHAEL CHARLES	244146	11/20/23	MARITIME GROUP PLAN	250184	9/19/24
BHAGWANDEEN GOSINE	244160	11/20/23	SATYAVATI JADOO	250256	9/18/24
RAJDAI DEOPERSAD	244172	11/20/23	DERWIN DRAKES	250295	9/18/24
CROWN LIFE CBEAN INS CO LTD	244202	11/29/23	KARL BAIRD	250798	9/26/24
SATRAGIE MAHARAJ	244643	12/13/23	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	250806	9/26/24
RODERICK JERIMIAH	244686	12/13/23	NATIONAL INSURANCE BOARD	250874	9/30/24
BRI CHA LTD	245996	2/29/24	NATIONAL INSURANCE BOARD	250882	9/30/24
SHERWIN WILLIAMS	246239	3/7/24	GLEN SUDAMA	250890	9/30/24
GEANELLE SIMON	246422	3/13/24	ANAND JAGMOHAN	250901	9/30/24
RAJIV BIPTA	246429	3/13/24	LARRY SEECHARAN	250903	9/30/24
TRINIDAD AND TOBAGO ASSOCIATION OF LOCAL GOVERNMENT AUTHORITIES	246508	3/20/24	MIRIAM ALEXANDER-SANKAR	250938	9/30/24
LARRY SEECHARAN	246632	3/27/24	J. CHAI TRADING CO. LTD	250975	9/30/24
WAZIM MOHAMMED	246965	4/5/24	BURGER BOYS LIMITED	250977	9/30/24
MITRA BEHARRY	247553	5/13/24	GREENE'S GENERAL CYCLE LIMITED	251019	9/30/24
ELLIOT SHAFFICK MOHAMMED	247554	5/13/24	THE VEHICLE MANAGEMENT CORPORATION LIMITED	251020	9/30/24
JASON JONES	247632	5/20/24	MASSY MOTORS LIMITED	251021	9/30/24
SHARLENE ALFRED	247825	6/7/24	FLATLINE PEST TECHNOLOGY	251030	9/30/24
SHIVA SOOKHAI	248154	6/11/24	MEMORY BANK COMPUTERS LTD	251054	9/30/24
SHIVA SOOKHAI	248155	6/11/24	MEMORY BANK COMPUTERS LTD	251055	9/30/24
SHIVA SOOKHAI	248158	6/11/24	MEMORY BANK COMPUTERS LTD	251059	9/30/24
CHANDRALAL SOOKDEO	248218	6/17/24	MEMORY BANK COMPUTERS LTD	251060	9/30/24
BOARD OF INLAND REVENUE - PAYE	248768	7/9/24	MEMORY BANK COMPUTERS LTD	251061	9/30/24
RONNIE PIERRE	248783	7/10/24	MASSY MOTORS	251085	9/30/24
ELIZABETH BLACKETT	248789	7/10/24	SHERWIN WILLIAMS AUTOMOTIVE FINSHES CORP	251086	9/30/24
BRENT CLARKE	248831	7/12/24	THE VEHICLE MANAGEMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED	251087	9/30/24
RIA RAMSUBHAG-DODAL	249023	7/24/24	J. CHAI TRADING CO. LTD	251099	9/30/24
BOARD OF INLAND REVENUE - PAYE	249129	8/6/24	COMPTROLLER OF ACCOUNTS	251106	9/30/24
DEXTER BAKER	249430	8/14/24			
VIJAI BARAN	249522	8/19/24			
DENISE BABOOLAL	249892	9/6/24			
AARAV RAMCHARITAR	249929	9/6/24			
SHERUNDA LA TOUCHE	249976	9/6/24			
SAMUEL HAREWOOD	250014	9/6/24			
DANE MOORE	250046	9/9/24			
BRIAN ROCK	250096	9/12/24			

**For further information please contact:**

Ministry of Rural Development and Local Government  
Kent House, Maraval  
622-1979 Ext (3415, 3423)



**PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY AND  
APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT)  
JANUARY 2024**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA), the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is required by law to publish the following statements listing the documents and information generally available to the public.

The Act gives members of the public:

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

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) publishes the following statement as approved by the Ministry of Education and the Board of Trustees of the College.

**Section 7 Statements**

**Function and Structure of COSTAATT:** COSTAATT commenced operations as a body corporate in 2000, pursuant to Act No. 77 of 2000. According to the Act:

- **Section 3 (1):** "There is hereby established a body corporate to be known as the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) (hereinafter referred to as "the College")."
- **Section 3 (2):** "The College as incorporated shall be comprised of those institutions listed in the Schedule."
- **Section 3 (3):** The objects of the College are to:
  1. Contribute to national and regional development, social equity, and the development of civil society by providing broad-based access to socially responsive and innovative educational programmes and by encouraging scholarly work and applied research.



PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

2. Provide programmes that meet internationally acceptable standards, to foster professional and personal development, to prepare students for careers and for advanced study in the areas of science, technology, and applied arts.
3. Promote a culture of excellence by creating and maintaining an academic climate that fosters innovation, discipline, tolerance of diversity, criticism, self-evaluation, and peer assessment.
4. Promote cross-cultural understanding and mutual respect among people.
5. Strive to be a center of excellence for scholarly work and applied research.

**Vision:** To be a student-centered, dynamic, and innovative, world-class, multi-campus college, promoting excellence in teaching and learning, serving diverse communities, and producing lifelong learners who can compete globally.

**Mission:** To be the premier educational institution in providing high-quality, affordable, and accessible educational programmes serving the needs of business, industry, and the diverse campus communities while facilitating personal and professional development of its students, faculty and staff.

**Board of Trustees:** The Board of Trustees is appointed by the President of the Republic of Trinidad and Tobago and is responsible for the College's policy direction. The Board comprises the following sub-committees:

- Academic and Student Affairs
- Audit
- Human Resources
- Finance

**Institutional Structure (Updated 2024):** COSTAATT operates under the Ministry of Education and consists of six (6) major divisions, subdivided into departments and units:

1. **Office of the President**

- Quality Assurance and Institutional Research

2. **Academic Affairs**

- **School of Business and Digital Technologies**
  - Department of Management and Entrepreneurship
  - Department of Information Science and Technology
- **School of Nursing, Health, and Medical Technologies**
  - Department of Nursing
  - Department of Health Science Technologies
  - Environmental Studies
  - Department of Natural and Life Sciences

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

- **School of Liberal Arts, Education, and Digital Humanities**
  - Department of Criminal Justice ,and Legal Studies
  - Department of Social and Behavioural Studies
  - Department of Education
- **School of Workforce Enhancement and Development**
  - Upskilling Centre
  - CollegeStarTT Centre
  - Centre for Translation and Interpretation
- **Ken Gordon School of Communication, Creative, and Digital Media**
  - Department of Communication Studies
  - Department of Journalism, and Media
- **School of Environment, Circular Economy, and Sustainability**
  - Department of Environment and Sustainability
  - Department of Natural and Life Sciences
- 3. **Student Affairs**
  - Enrollment Management
  - Office of the Registrar
  - Career Management Services
  - Health and Counseling Services
  - Student Life and Athletics
- 4. **Finance and Administration**
  - Finance
  - Procurement
  - Public Safety and Security
  - Facilities Management
  - Technology Services
- 5. **Institutional Advancement**
  - Marketing and Public Relations
  - Publications and Communications
  - Alumni Affairs
  - Foundation and Fundraising
  - Community Outreach
- 6. **Human Resource Management**
  - Planning and Employment
  - Organizational Effectiveness

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

7. The College's programmes and services are variously delivered at the following sites:-

- City Campus
- North Learning Centre
- Chaguanas Campus
- South Campus
- **New Tobago Campus**

***Section 7 (1) (a) (ii)***

Statement of categories of documents maintained in the possession of COSTAATT:

1. Minutes of meetings of the Board of Trustees and its various sub-committees
2. Policy and Procedures Circulars and Manual
3. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
4. Financial Records-including cheques, receipts, vouchers
5. Un-audited financial statements
6. Student records including records of grades and attendance
7. Contracts, including contracts of employment and contracts of services and leases
8. Files dealing with matters related to the Academic Affairs such as curriculum documents, accreditation reports and programme evaluations
9. Files dealing with correspondence from the Ministry of STTE and other government agencies including the Ministry of Finance
10. Books
11. Brochures, pamphlets
12. Institutional data including tracer studies
13. Reports of consultants
14. Tender documents
15. Internal circulars and reminders
16. Time sheets of adjunct staff
17. Legislation relating to the organization
18. Promotional videos
19. College catalogue

***Section 7 (1) (a) (iii): Statement of Materials for Public Inspection***

The following materials are available for public inspection at COSTAATT:

- Annual Reports
- Strategic Plans

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

- Policy and Procedures Manuals
- Student Handbook
- Financial Reports
- Academic Programmes Catalogue
- Brochures and Public Information Pamphlets
- Public Notices and Press Releases

These documents can be accessed at the Office of the Registrar, Chaguanas Campus Library or via the College's official website.

*Section 7 (1) (a) (iv)*

Not applicable at this time.

*Section 7 (1) (a) (v)*

Procedure to be followed when accessing a document from COSTAATT:

**How to Request Information:**

*General Procedure*

COSTAATT's policy is to answer all requests, both oral and written. To access a document that is not readily available to the public, the applicant must make a request in writing by the following procedures:

- (1) Obtain the 'Request for Access to Official Documents' which forms the back portion of the FOIA Act and is available at the Government Printery or from the FOIA web site @[www.foia.gov.tt](http://www.foia.gov.tt)
- (2) These forms should be addressed to the designated officer of the College (*see section 7 (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 an applicant is unsure of how to write a request or what details to include, he should communicate with the 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 Ministry or from another public authority, for example brochures, pamphlets, reports etc.



PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

**Responding to Requests for Information:**

***Retrieving Documents***

- The College is required to furnish copies of documents only when they are in its possession or they can be retrieved from storage.

***Furnishing Documents***

- An applicant is entitled to copies of information we have in our possession, custody or power. The College is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, the College may not be able to reconstruct it. Instead, the best copy possible will be furnished and person making the request will be so notified.

Please note that the College is not compelled to do the following:

- a) Create new documents or re-format documents to meet the specifications of the applicant.
- b) Perform research at the request of an applicant under the FOIA.

**Time Limits**

***General***

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the College fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The College will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, COSTAATT will acknowledge the request and advise the applicant of its status. 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 College has received the request and to determine its status.

***Section 7 (1) (a) (vi)***

Officers in COSTAATT are responsible for:

- (1) Initial receipt of, and action upon notices under Section 10
- (2) Requests for access to documents under Section 13 and
- (3) Applications under Section 36 of the Freedom of Information Act

**The designated Officer** for the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is:

- **Ms. Lisa Solomon Corporate Secretary**

Officer can be located at: COSTAATT

Chaguanas Campus Pierre Road Connector

Charlieville, Chaguanas

Tel No: 625-5030



PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

*Section 7 (1) (a) (vii)*

Committees/Boards/Meetings that are Open to the Public

- Opening of public tenders

*Section 7 (1) (a) (viii)*

Library Reading Room Facilities COSTAATT

Chaguanas Campus Pierre Road Connector

Charlieville, Chaguanas

- Reading and reference facilities are subject to availability of space

**SECTION 8 STATEMENTS-Additional Information on Documents Cited**

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

- **Legislation, Laws, and Regulations:**
  - Freedom of Information Act No. 26 of 1999
  - Financial Regulations and Instructions
  - Education Act
  - Labour Laws applicable to academic institutions
  - Procurement Regulations

*Section 8 (1) (a) (ii)*

- **Medium-Term Planning Framework and Public Sector Investment Programme:**
  - These reports outline government funding, development projects, and strategic initiatives for COSTAATT and the higher education sector. Copies are available at the Ministry of Education and upon request at COSTAATT.

PUBLIC STATEMENT OF THE COLLEGE OF SCIENCE, TECHNOLOGY  
AND APPLIED ARTS OF TRINIDAD AND TOBAGO (COSTAATT) JANUARY 2024—CONTINUED

*Section 8 (1) (b):*

**Documents Detailing Enforcement Procedures**

COSTAATT adheres to the enforcement of academic and institutional policies affecting the public, including:

- Regulations regarding student admissions, enrollment, and disciplinary matters.
- Academic Integrity and Plagiarism Policies.
- Guidelines for Student Conduct and Discipline.
- Employment Regulations and Staff Code of Conduct.
- Procurement Guidelines for Suppliers and Contractors.

These documents are accessible at the Office of the Registrar upon request.

**SECTION 9 – STATEMENTS**

*This section is not applicable at this time*



**COSTAATT**

College of Science, Technology &  
Applied Arts of Trinidad & Tobago

info@costaatt.edu.tt | 625-5030 | www.costaatt.edu.tt

TRANSFORMING LIVES, TRANSFORMING COMMUNITIES, TRANSFORMING THE NATION...ONE STUDENT AT A TIME.