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1157

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Notification—(Legal Notice No. 340 of 2025).

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TOBAGO HOUSE OF ASSEMBLY

CONFIRMATION OF APPOINTMENTS

IN ACCORDANCE with the Public Service Commission (Delegation of Powers) (Amendment) Orders, 2006, Legal Notice No. 105 dated 24th May, 2006, the following arrangements are notified for general information:

Confirmations

Name	Rank of Officer	Date
Nikisha Ottley	Accounting Executive I	12th April, 2017
Alicia Moses-Trim	Clerk II	1st October, 2022
Bevon Lashley	do.	1st December, 2022
Bevon Lashley	Clerk I	2nd October, 2012
Elvis Dumas	Clerk II	1st December, 2022
Nickeisha Grant-Dalrymple	do.	do.
Shevorn Peters	Planning Officer II	3rd January, 2019
Stacie Balfour	Clerk I	1st August, 2018
Nicole Williams-John	Clerk II	2nd October, 2023
Bert Harris	Deckhand/Fisherman	20th November, 2008
Neil Garcia	Health Control Officer I	11th September, 2020
Akeil Ali	Agricultural Assistant I	2nd January, 2015
Nevlyn Muraldo-Mckenzie	Clerk Stenographer IV	21st July, 2023
Cathy-Ann Alleyne	Clerk II	1st October, 2022
Donnesa Phillips	Clerk Typist I	3rd November, 2015
Heather Wright	Clerk II	1st December, 2022
Khadija Timothy	Clerk Typist I	30th November, 2018
Elizabeth Charles	Estate Constable	16th December, 2014
Karen Rodney	Clerk Typist I	1st December, 2011

**Updated Public Statement of the Ministry of Housing and Urban Development
as at December 31st 2024**

**In compliance with Sections 7, 8 and 9 of
The Freedom of Information Act, Chapter 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ('the FOIA'), the Ministry of Housing and Urban Development ('the Ministry') by law is required to publish and annually update the following Statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right:-

- (1) for each person to access information held by the Ministry;
- (2) for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- (3) to obtain reasons for adverse decisions made by the Ministry regarding an applicant's request for information under the FOIA; and
- (4) to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Function and Structure of the Ministry

Vision of the Ministry

The Ministry is a premier State entity facilitating the development of, and access to, healthy sustainable communities in which citizens may thrive and grow.

Mission of the Ministry

The Ministry facilitates the development of sustainable communities through the formulation, administration and communication of Government's policy for the Housing and Urban Development sectors, in collaboration with its partners and stakeholders, for the benefit of the citizens of Trinidad and Tobago.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2024—CONTINUED

Function of the Ministry

The Ministry provides oversight, and formulates and communicates Government's policy with respect to housing and urban development sectors as contained in the National Development Strategy 2016-2030, through its implementing Units/Agencies. The Ministry is charged with the responsibility for providing adequate housing and land solutions to low and middle-income families so as to enhance their quality of lives and reduce the annual national demand for new homes through-

- i. the construction and distribution of new housing units;
- ii. the development of home mortgage financing mechanisms; and
- iii. the development of sustainable communities.

The Ministry has placed emphasis on the maintenance of the existing housing stock, the issuance of land tenure instruments through squatter regularization and tenancy programmes, the upgrading of infrastructure in scheduled squatter sites, the distribution of grants and subsidies to members of the public for the purpose of improving the social conditions of vulnerable families. The Ministry also promotes, through one of its line Agencies, the development of small business enterprises and entrepreneurial activity. This is all in keeping with the fulfilment of the government's public social policy.

The Ministry strongly believes in public education as it relates to the housing sector and has embarked on several community outreach programmes to provide relevant information on various aspects of this sector to the public.

Business of the Ministry

- Government Subsidised Land and Housing;
- Home Improvement Grants and Subsidies programmes;
- Regularisation of Tenure/Housing for Squatters;
- Land Settlement;
- Urban Upgrading; and
- Entrepreneurial Training.

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2024—CONTINUED

Programmes of the Ministry

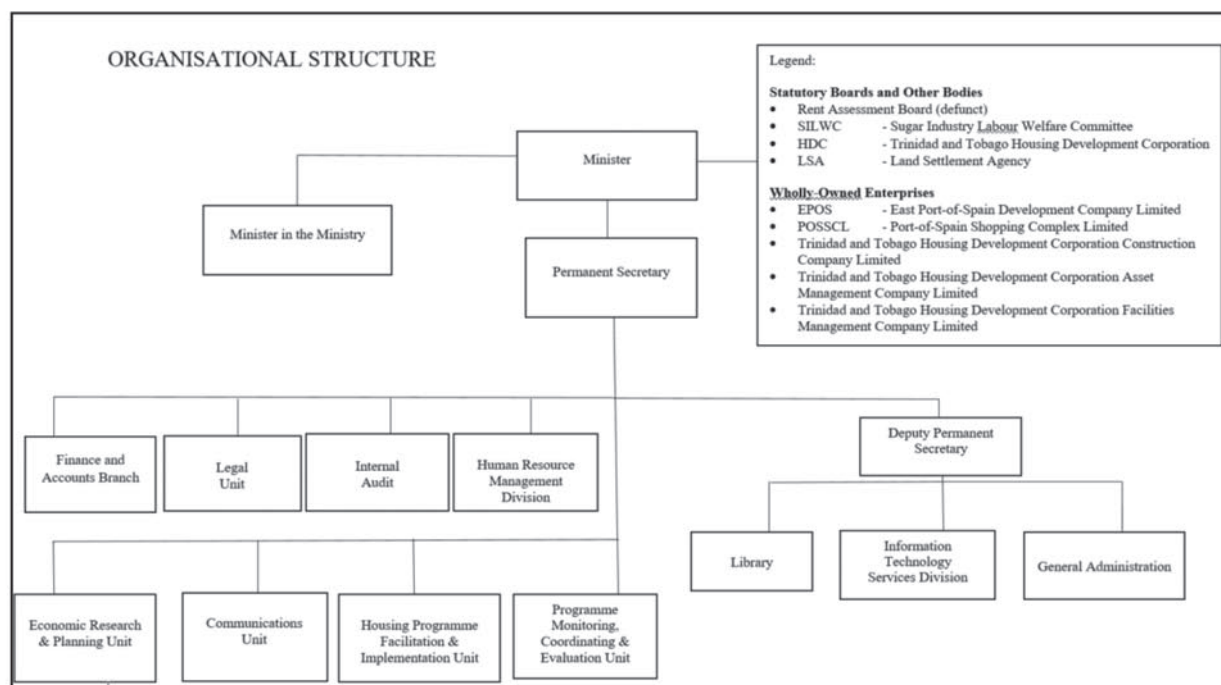
- Accelerated Housing Programme;
- Development of Residential Lots- Petrotrin;
- Government Aided Self Help Programme;
- Housing and Village Improvement Programme;
- Home Improvement Grants and Subsidies;
- Regularisation of Squatter Communities;
- Regularisation and Regeneration of Communities- Greater Port of Spain Region;
- Rehabilitation and Maintenance of the HDC Rental Apartments and Housing Units;
- Social and Economic Programme for East Port of Spain;
- Regeneration of Communities- East Port of Spain Region;
- Survey of Squatter Sites;
- Tenancy Programme;
- Urban Redevelopment;
- Urban Upgrading and Revitalisation Programme; and
- Digital Transformation Programme.

ORGANISATIONAL STRUCTURE AND STAFFING

The Ministry is headed by the Permanent Secretary and has eighty-nine (89) established and sixty-three (63) contract positions in sum, comprising of clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Divisions/Sections/Units, as outlined in the organisational chart attached.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2024—CONTINUED



FUNCTIONS OF THE DIVISIONS OF THE MINISTRY

Human Resource Management Division

This Division is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so as to achieve the Ministry's strategic goals and objectives. The Division's functions include recruitment, human resource planning, training and development, performance evaluation and management, discipline, development of human resource management policies, industrial and employee relations and compensation.

General Administration

General Administration is responsible for providing administrative services such as the procurement of goods and services. It also provides corporate and support services to the various Divisions/Sections/Units of the Ministry. Its work is mainly recurrent and its services (Records Management and General Services) are provided on an on-going basis. Some of the areas that the General Administration places emphasis on are as follows:

- (i) Records Management, which is overseen by the Registry who effectively maintain files and documents storage; and

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AS AT DECEMBER 31ST 2024—CONTINUED

(ii) General Services which include the following:

- Procurement of goods and services (Recurrent Expenditure), office equipment, furniture and furnishings, other minor equipment and vehicles;
- Management of office inventory, furniture and equipment in accordance with Financial Regulations and Instructions;
- Maintenance of stocks and goods in accordance with Financial Regulations and Instructions;
- Support services in the acquisition of catering services, arrangements for meetings and events, arrangement for grant of access and parking accommodation;
- General facility management services; and
- Messenger and support services in relation to the dispatch and receipt of official correspondence, transport for site visits and outreach programmes.

Economic Research and Planning Unit

The Economic Research and Planning Unit provides sound technical support to the internal Units, external agencies and key stakeholders of the Ministry, in the forms of planning, budgeting, monitoring and evaluation, research and policy formulation and the coordination of the Ministry's budgetary estimates for the Public Sector Investment Programme ('PSIP'). The Unit also ensures that all of the policies, programmes and projects of the Ministry are executed in accordance with Government's mandate.

This Unit is instrumental in monitoring the budgetary requirements and expenditure of the Divisions/Units and agencies under the purview of the Ministry. Some of the focus areas of the Economic Research and Planning Unit are as follows:

- Oversight of the implementation of the Public Sector Investment Programme (PSIP);
- Preparation of annual budgets (mainly capital);
- Monitoring of the Ministry's performance under Government's Policy Framework for Sustainable Development;
- Provision of data and advice on ongoing projects to the Minister/Permanent Secretary;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2024—CONTINUED

- Submission of comments on reports and documents (in-house or from other Ministries/Agencies);
- Developing initiatives to ensure that goals are achieved including liaising with other departments within the Ministry;
- Serving on Committees; and
- Preparation of comprehensive reports on the Ministry (e.g. Action Plan Report, Administrative Reports, Achievement Reports).

Finance Accounts Branch

The focus areas of the Finance Accounts Branch are as follows:

- The processing of the Ministry's payroll;
- The processing of payments to all suppliers of goods and services to the Ministry;
- The processing of payments to the Ministry's Agencies for their operational and capital projects; and
- The preparation of statutory and other reports for the Ministry of Finance, the Comptroller of Accounts and the Auditor General.

Information Technology (IT) Services Division

The IT Division is responsible for the Ministry's IT platform, which allows the Ministry and its support agencies to share information in real-time, and so improves the public's access to housing information through the internet interface. The four (4) broad areas of services provided by the IT Unit are:

- IT Infrastructure Management, which includes LAN/WAN, Data Center, Voice (Telephone System), ICT Infrastructure Support Desk, Application Server Maintenance, Email, Video and Voice Conferencing;
- Business Solutions Administration, which includes Business Systems Analysis and Design, Training and Documentation, Project Management, Acquisition, Application Testing and Quality Assurance;
- Systems Engineering, which includes Application Support Desk, Web and Intranet Development, Systems Development and Systems Administration;

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- Data Security and Protection, which includes identifying, evaluating and mitigating potential security risks to prevent unauthorized access, data breaches and other cyberattacks; and
- Database Architecture and Management, which includes Database Design, Database Implementation, Database Administration and Database Support.

Housing Programme Facilitation and Implementation Unit (HPFIU)

The Housing Programme Facilitation and Implementation Unit is responsible for the administration of current, new and emerging housing programmes including, *inter alia*, the Home Improvement Grant Programme and the Emergency Shelter Relief Fund. Home improvement grants are awarded through a random selection/need's assessment to applicants who meet the programme's eligibility criteria. Successful applicants receive the sum of Fifteen Thousand Dollars (\$15,000.00) (in two tranches) to carry out repairs and upgrades to their homes.

Additionally, the HPFIU's mandate extends to the facilitation, implementation and monitoring of housing programmes, including:

- Increasing public awareness of housing related issues;
- Providing technical support as it relates to home construction, repairs and improvements; and
- Engaging stakeholders, including the fostering and maintaining of liaisons with relevant housing associations, community-based housing organisations and communities.

Programme Monitoring Coordinating and Evaluation Unit (PMCEU)

The PMCEU provides technical support and advice to the Permanent Secretary in relation to the Inter-American Development Bank (IDB) loan funded "Urban Upgrading and Revitalization Programme". The PMCEU also oversees projects which are undertaken under the various loan components that are executed by the respective Agencies of the Ministry. The objectives of the Urban Upgrading and Revitalization Programme are to:

- Improve the habitability in urban settlements on State-owned lands;
- Improve the physical quality and economic performance of urban public spaces;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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- Enhance housing conditions for low-income households; and
- Strengthen the capacity of supply side stakeholders to satisfy effective housing demand.

Communications Unit

The Communications Unit of the Ministry is mandated to develop and implement strategies and programmes to inform and educate the public about the activities of the Ministry and its agencies, as well as, to provide support to the Ministry's Executive. In so doing, various communication tools are employed, such as, corporate communications, public relations, protocol management, media and stakeholder relations, digital media management, image/brand management and internal stakeholder engagement. A key responsibility of the Unit is to ensure that the messages articulated, both internally and externally, are in keeping with the Ministry's mandate and the policies of the Government of the Republic of Trinidad and Tobago.

Legal Unit

The Legal Unit provides legal opinions, oversight and guidance to the Ministry and its Agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfills all statutory obligations. The Unit facilitates the advancement of the Ministry and its Agencies' legislative agenda, as well as, the examination of policy from a legal standpoint in relation to housing and urban development.

Internal Audit

Internal Audit is responsible for providing independent and objective assurance and consulting services to the Accounting Officer. Internal Audit is designed to add value and improve the Ministry's operations by evaluating the effectiveness of risk management, governance and control processes.

Library

The Library provides staff of the Ministry with traditional library services, research facilities, e-document delivery and information consultation services.

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STATUTORY BOARDS AND OTHER BODIES

- Rent Assessment Board (defunct);
- Sugar Industry Labour Welfare Committee; and
- Land Settlement Agency.

Wholly Owned Enterprises

- East Port-of-Spain Development Company Limited;
- Port-of-Spain Shopping Complex Limited;
- Trinidad and Tobago Housing Development Corporation;
- Trinidad and Tobago Housing Development Corporation- Construction Company Limited;
- Trinidad and Tobago Housing Development Corporation- Asset Management Company Limited; and
- Trinidad and Tobago Housing Development Corporation- Facilities Management Company Limited.

Minority Owned Enterprises

- Trinidad and Tobago Mortgage Finance Company Limited: *NB the entity's name changed to Trinidad and Tobago Mortgage Bank Limited with effect from March 21, 2024 and was reassigned to the Ministry of Finance with effect from May 01, 2024.*

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES/WHOLLY OWNED, INDIRECTLY OWNED AND MINORITY-OWNED ENTERPRISES OF THE MINISTRY

Rent Assessment Board

The Rent Assessment Board is not operational at this time.

Sugar Industry Labour Welfare Committee

The Sugar Industry Labour Welfare Committee ('the SILWC') was formally established by Act No 64:05 of 1951 to administer and manage the Sugar Industry Labour Welfare Fund to

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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Caroni workers. Its main focus is the improvement of housing for persons involved in the sugar industry.

Under the said Act, the SILWC exercises the powers to:

- Acquire by purchase, transfer, assignment, donation, exchange, demise, gift, bequest, grant, conveyance or otherwise any real or personal property in Trinidad and Tobago and any estate or interest therein; and
- Sell, demise, grant, convey, exchange or otherwise dispose of and deal with all property which may, from time to time, be vested in or acquired by the Committee.

The Trinidad and Tobago Housing Development Corporation

The Trinidad and Tobago Housing Development Corporation ('the HDC'), is an Agency of the Ministry, which was established by Act No. 24 of 2005 of the Laws of the Republic of Trinidad and Tobago. The business of the HDC is managed by its Board of Directors. The functions of the HDC include the following:

- Do all things necessary and convenient for and in relation to the provision of affordable shelter and associated community facilities for low and lower-middle income persons;
- Carry on any business activity that is incidental to or which may be performed conveniently by the HDC, or which may assist the HDC in relation to its delivery of the services referred to above;
- Implement the broad policy of the Government in relation to housing as may be directed by the Minister, with whom responsibility for the HDC is assigned;
- Provide quality, affordable housing solutions, shelter and associated community facilities for first-time home-owners who fall within the lower to middle-income brackets;
- Carry out the broad policy of the Government in relation to home construction;
- Stimulate private sector investment activities with respect to public sector housing construction;
- Develop sustainable communities; and
- Acquire land for housing development.

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In order to streamline its operations and harness greater efficiencies, the HDC has incorporated three (3) subsidiaries which are detailed below:

- The Trinidad and Tobago Housing Development Corporation Construction Company Limited (TTHDC-CCL);
- The Trinidad and Tobago Housing Development Corporation Asset Management Company Limited (TTHDC-AMCOL); and
- The Trinidad and Tobago Housing Development Corporation Facilities and Estate Management Company Limited (TTHDC-FEMCOL).

The Trinidad and Tobago Housing Development Corporation Construction Company Limited (TTHDC-CCL)

The TTHDC-CCL was incorporated as a company on 7th April, 2022, to manage all elements of the HDC's property development mandate, including land acquisition, urban planning, project and construction management and the provision of financing solutions to undertake construction projects.

The Trinidad and Tobago Housing Development Corporation Asset Management Company Limited (TTHDC-AMC)

The TTHDC-AMC was incorporated on 7th April, 2022, and is responsible for completing the sales of the HDC's finished housing units, along with providing administrative support.

The Trinidad and Tobago Housing Development Corporation Facilities and Estate Management Company Limited (TTHDC-FEMCoL)

The TTHDC-FEMCoL was incorporated on 26th April, 2022, and is responsible for the HDC's property management portfolio, including the maintenance of rental units. In order to upkeep its rental communities and sustain community development, the TTHDC-FEMCoL partners with the Ministry of Rural Development and Local Government with its various Regional Corporations and other external entities.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2024—CONTINUED**The Land Settlement Agency (LSA)**

The primary mandate of the LSA as derived from the State Land (Regularization of Tenure) Act, Chap. 57:05 and Cabinet Directives is as follows:

- The regularisation of squatters and tenants in occupation of State lands with a view to improving their overall living conditions and welfare;
- The development of Land Settlement Areas (new Greenfield sites) for landless citizens;
- Facilitating the issuance of leases to eligible squatters and tenants in designated areas and Land Settlement areas on State land;
- The development of sustainable communities through the establishment of settlement councils and the facilitation of micro-enterprises; and
- Implementing special land and infrastructure development projects.

East Port-of-Spain Development Company Limited

The East Port-of-Spain Development Company Limited is a wholly-owned, limited liability Special Purposes State Enterprise which was incorporated to fulfill the following mandate:

- To develop and re-develop a zone in East Port-of-Spain bounded by Charlotte Street, Lady Young Road and Eastern Main Road and including Morvant, Never Dirty, Caledonia, Sea Lots, Beetham Gardens/Katanga to improve the social, economic and physical environment of those areas.

Port-of-Spain Shopping Complex Limited

The Port-of-Spain Shopping Complex Limited ('the POSSCL') was incorporated as a Limited Liability Company under the Companies Act, Chapter 21:01. It comprises of three (3) Malls located at:

- No. 32 Charlotte Street, Port-of-Spain (formerly known as Eastside Plaza);
- No. 41 Independence Square (formerly known as New City Mall); and
- No. 43 Independence Square.

The malls of the POSSCL are strategically situated within the geographic area earmarked for urban regeneration by the Government of the Republic of Trinidad and Tobago. The primary

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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objective of the POSSCL is to create more comfortable, secure commercial spaces to facilitate viable micro-entrepreneurial businesses among residents of East Port-of-Spain.

Effects of the Ministry's functions on Members of the Public

The work of the Ministry directly impacts the social and economic sectors of the country. Moreover, the Ministry's functions are geared towards long-term sustainable development by:

- Improving the quality of life of citizens by the provision of adequate and affordable homes;
- Development through education and training;
- Creating opportunities for the proper maintenance of homes;
- Regeneration, upgrading and rehabilitation of East Port-of-Spain;
- Regularising the tenure of eligible squatters as outlined in the State Land (Regularisation of Tenure) Act Chapter 57:05; and
- The accumulation of wealth through property ownership.

Section 7 (1) (a) (ii)

Categories of documents maintained by the Ministry

1. Files
2. Financial records
3. Documents:
 - Legal Notes; and
 - Reports.
4. Digital Data
 - CD's; and
 - DVD's.
5. Legislation
 - Administration of Estates Act, Chapter 9:01;
 - Conveyancing and Law of Property Act, Chapter 56:01;
 - Housing Act, Chapter 33:01;
 - Land Acquisition Act, Chapter 58:01;
 - Land Tenants (Security of Tenure) Act, Chapter 59:54;

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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- Land Tenants (Security of Tenure) Amendment Act, No.10 of 2010;
- Real Property Act, Chapter 56:02;
- Real Property Limitation Act, Chapter 56:03;
- Registration of Deeds Act, Chapter 19:06;
- Rent Restriction (Dwelling Houses) Act, Chapter 59:55;
- Slum Clearance and Housing Act, Chapter 33:02;
- State Lands Act, Chapter 57:01;
- State Land (Regularisation of Tenure) Act, Chapter 57:05;
- Succession Act, Chapter 9:02;
- Sugar Industry Labour Welfare Committee (Incorporation) Act, Chapter 64:05
- Sugar Industry Special Funds Act, Chapter 64:04;
- The Town and Country Act, Chapter 35:01;
- The Trinidad and Tobago Housing Development Corporation Act, Chapter 33:03;
- Trinidad and Tobago Housing Development Corporation (Vesting) Act, Chapter 33:06; and
- The Wills and Probate Act, Chapter 9:03.

6. Reports

- The Administrative Report of 2016-2017;
- The Administrative Report for 2017-2018; and
- The Administrative Report for 2018-2019.

Section 7 (1) (a) (iii)**Material prepared by public authority for public inspection**

At this time, the Ministry has no such materials.

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

The Ministry offers no literature by way of subscription services.

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

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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Applications to the Ministry must be made in writing. The Request for Access to Official Documents form can be downloaded from the website <http://www.foia.gov.tt/>. The application should include:

- Full name of the Applicant;
- Contact information for the Applicant;
- The information requested and the format in which the information is to be provided;
- Date of the request;
- Signature of Applicant; and
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the Ministry identified at Section 7(1)(a)(vi). If insufficient information is provided, clarification will be sought from the Applicant. An Applicant who is unsure how to write a request or of what details to include, should inquire from the Designated Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry or another public authority, or if the said information is exempted.

The Ministry is only required to furnish copies of documents only when they are in its possession. The Ministry is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead, the best copy possible will be furnished.

The Ministry will determine whether to grant a request for access to information as soon as practicable, but not later than 30 days of the date of receipt, as required by the FOIA. Every effort will be made to comply with the time frames set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. If the Ministry fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
AS AT DECEMBER 31ST 2024—CONTINUED

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

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

Officers in the Ministry are responsible for:

1. the initial receipt of, and action upon notices under section 10 of the FOIA;
2. processing requests for access to documents under section 13 of the FOIA; and
3. processing applications for corrections of personal information under section 36 of the FOIA.

The current Designated Officer for the Ministry is:

Mr. Justin Dwarika

Senior State Counsel, Legal Unit

Nos. 44-46 South Quay, Port-of-Spain

Tel: 623-4663 Ext. 2189; E-mail: Justin.Dwarika@housing.gov.tt

The current Alternate Officer for the Ministry is:

Ms. Priya Bahadoor

Associate Professional, Legal Unit

Nos. 44-46 South Quay, Port-of-Spain

Tel: 623-4663 Ext. 2034; E-mail: Priya.Bahadoor@housing.gov.tt

Section 7 (1) (a) (vii)

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

There are no bodies which fall within the meaning of this Section at this time.

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Section 7 (1) (a) (viii)

Library / Reading Room Facilities located at:

2nd Floor HDC Building

Nos. 44-46 South Quay, Port of Spain

External researchers can access the library via appointment from Monday to Friday between the hours of 9:00 a.m. to 3:00 p.m. It is also recommended that requests to use the library facility be made in advance. The library can accommodate up to five (5) persons at a time for reading or research purposes, and two computers with internet access are also available for use.

Public Policy for the provision of copies of documents held in the public domain

At this time, the Ministry has no such documents.

SECTION 8 STATEMENTS

Section 8(1)

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

Section 8 (1) (a) (i)

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

- Guidance for Contract Employment in Ministries
- Reports of Government Agencies;
- Medium Term Planning Framework;
- Public Sector Investment Programme (PSIP);
- Reports of meetings attended on programming, monitoring and evaluating the PSIP;
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions;
- Documents providing Guidance to the process and procedures in the preparation of the PSIP;
- Building Cost Averages Manual;
- Policies of Sectoral Agencies;

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT
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- Estimates of Expenditure, Recurrent and Development Programme;
- Implementation Plan and Action Plans;
- Procurement Policies and Guidelines;
- Financial Regulations and Instructions;
- Guidance on Implementation of FOIA; and
- Manual on Financial and Economic Analysis.

Section 8 (1) (a) (ii)

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

- The Ministry's Strategic Plan 2018-2023.

Section 8 (1) (b)

In enforcing written laws or schemes administered by Ministry, 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:

At this time, the Ministry has no such documents.

Section 9 (1) (a) – (m)

Statement of possession of certain documents to be published

At this time, the Ministry has no such reports or statements.

MINISTRY OF HOUSING AND URBAN DEVELOPMENT¹

¹ This Annual Public Statement will be published in one (1) newspaper of daily circulation at a later date.



STATEMENT OF UNCLAIMED MONIES

In accordance with Section 197 of the Insurance Act 2018, as amended, BEACON wishes to notify the following payees that their claim cheques have expired. Payees listed in this publication are invited to contact us no later than 21st November 2025, at the number listed to explore the options available for the expedient deposit/transfer of these unclaimed monies to their respective bank accounts.

GENERAL CLAIMS PAYEE

AGNES MARILYN DE GANNES
ALEEM & ANNA MOHAMMED
CHRIS JORDAN
DAVID MC GUIRK
ELIZABETH M COLE
JAGDAYE RAMPERSAD
KEVIN TORRES & JOESETTE LAZARU
KOYA J BELGRAVE
KWASI RILEY
LAESHELLE S. BASANOO
MARCIA KOO
MATTHEW MANICK
RABINDRA RAMDEEN
RODNEY HOSEIN
SAIFULLIAH HOURANI
SHAWN ALI
SHERWIN C MC SWEEN
STEPHEN MERRY
SUNIL RAMLAL
SYED KHAN
YOULAND MELAGRO NURSE

EBHL CLAIMS PAYEE

ADVANCED GENTLE DENTAL CARE
SARAH ANTON
RADESH BAHADOOR
SAM BASDEO
CEOLA BELIX
JEAWAN BHAJAN
JANET BOBB
MARCIA BOODOO-DOOKARAN
BRYDEN PI LTD
DAVID CAESAR
MIKHEIL CARABY
CARIBBEAN BREAST CENTRE LIMITED
CARIBBEAN VITREOUS AND RETINA
SATI CHANDOO-BADREE
HELEN CHARLES

OSUALA DICKSON CHIEDOZIE
JEANINE CYRUS
NATASHA DAVIS
BESHAN DEONARINE
WENDELL DOUGLAS
KIRLAND DOWRICH
DR. ANYL GOPEESINGH
DR. STEVE V. MAHADEO
MARITESS DUVERNEY
SARAH DUVERNEY
NICHOLAS GALT
JACQUELINE GANTEAUME-FARRELL
RAJKUMAR GAYAPERSAD
KRISTIN GEORGE
SHERMICA GRAHAM
DEBRA GRIFFITH
NAKEISHA GRIFFITH
MANKUMARY HENRY
WALTON A HILTON-CLARKE

DALE HINDS
WAYNE HOLDER
ISMILE DENTAL CARE LTD
BERTILLE JAMES
AUDRA JOSEPH-BENJAMIN
HAYDEN KUBLALSINGH
RAMON LARES
SHAMWATI LATCHU
ANALISA LOGIE
ARIEL LONG-GONSALVES
DIAN C LOPEZ
CHELSEA MARCUS
ANNISA MOHAMMED
VERBETH NANTON
CARLA NOEL-MENDEZ
JEANINE PHILLIP
JOANNE PHILLIP
MARLON RAMBARAN
NEALE RAMDASS
RENUKA RAMDASS
JITENDRA RAMDATH
BALCHAN RAMOUTAR

KISSUN RAMPERSAD
VIJAY RATIRAM
AILSAR ROSS
SAVION ROSS
CAROL SAMAROO
MATTHEW L SAMMY
ANNMARIE SERRETTE
KASARIE SINGH
SMITH ROBERTSON & CO. LTD
SOCIAL EYES OPTICAL LTD.
SYLVAN SOOGRIM
SAMARA ST. JOHN
SURGI-MED CLINIC CO. LTD.
KWASI TAYLOR
KEVIN TEELUCK
SEAN WALKER
JOANNE WILLIAMS
ROSARIO WILLIAMS
MIKKEL WILSON

PREMIUM REFUND PAYEE

ANTHONY BHARATH
BRYAN E CHOW
CECIL JONES
CHERISE LUM HONG
CRYSTAL MONDRO
DARION BALKARAN
DARRYL GRIFFITH
DAVIS COUTOU
DEORAJ NANDRAM
DEVANAND PARDASSIE
DEVANAND SOOKLAL
DURNELL BLACKMAN
EDRIC HARGREAVES
EMMANUEL CHUWEKERE AKWIWU
ERICA JACOB
ESLA ANTHONY
GIOVANNA DE SOUZA
HAMZA FARUQI HOSEIN
IAN B. CHARLES
JANELLE ARCHIBALD

JASON CYRUS
JOEL JAMES
JOSEPH PIERRE
KANSAAR ALI MOHAMMED
KERN FRANCIS
KERRY SINGH & CASTOORIE SINGH
KEVIN ADON NOEL
KIM LETT
LEON ALI
MERLYN FERGUSON
MICHAEL MUNGAL
MICHAEL PANCHOO
MICHELLE HO WONG
MYA RULLOW
NADEEM MOHAMMED
NARACE RAMPERSAD
NAVIN MADOO
NAZIR WILLIAMS
NYLAH MAHARAJ
ONIKA WILLIAMS
RADHA SEETARAM
RAMONA SEEPAULSINGH
RAVI MAHARAJ
RENOLD BOODLAL
REUBEN MOHAMMED
RIA MOOTIE RODULFO AND KYLE RODULFO
ROBERT CLAIRMONT
ROGER MONROE
SASHA G. JATTANSINGH
SHAQUILLE FRASER
SHARA CHARLES-GAJADHAR
SHARON RAMNATH
SHELLY ANN FELIX
SHIVANAND JAGDEO
SUGRIM P MOONSAMMY
SUMATEE BHAGELOO
SYLISTER JOHN
TREVON JAMES
VISHWANATH SAMLAL
YAVNIEL YATALI

**For more information please contact us
at 868-223-2266 or beacon.co.tt**

1161

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

AHAMAD LATIFF having made sworn declaration that Policy Number 387319 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 19th day of August, 2025.

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

1162

DAVID FLOYD having made sworn declaration that Policy Number 307976 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 19th day of August, 2025.

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

1163

SHIRAZ ALI having made sworn declaration that Policy Number 390287 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 19th day of August, 2025.

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

1164

LOSS OF TATIL LIFE INSURANCE LIMITED POLICIES

PURSUANT to section 208 of the Insurance Act, 2018, the following policies were reported lost or destroyed:

<i>Name of Insured</i>		<i>Policy Number</i>
KAREEM C. B. GIBSON	...	U00125552
SUREKA BISSOO	...	T00172895
JAVEL F. MOHAMMED	...	T00162115
JAYDON G. NOEL	...	T00162116
ARMANI J. NOEL	...	T00162117
WAYNE P. SHAW	...	U0046933
BERNARD MALCOLM	...	R0083150

TATIL LIFE INSURANCE LIMITED

11A, Maraval Road
Port-of-Spain.

1165

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

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 for the Region of Penal/Debe, by Justin Roger Gayadeen of No. 1B Concord Road, La Romain, that it is his intention to apply to the Licensing Committee at the Couva Magistrate's Court on THURSDAY THE 11TH DAY OF SEPTEMBER, 2025 at 1.00 o'clock in the afternoon for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Roger Sunil Gayadeen, in respect of premises situate at No. 9 Penal-Quinam Road, in the said Region.

Dated this 15th day of August, 2025 at the San Fernando District Court.

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

1166

BOROUGH OF SIPARIA

NOTICE is hereby given that a notification in writing has this day been lodged with the undersigned Secretary of the Licensing Committee for the Borough of Siparia, by Simone Kuarsingh of ¼ Mile Mark, Jagessar Trace, Coora Road, Siparia, that it is his/her intention to apply to the Licensing Committee at the Siparia District Court on THURSDAY THE 18TH DAY OF SEPTEMBER, 2025, for a transfer to him/her of the Licence to carry on the business of a Special Restaurant now held by Eddison Kuarsingh, in respect of premises situate at Corner Mary Street and Coora Road, Siparia.

Dated this 2nd day of September, 2025 at the Siparia District Court.

K. BALWANT
*Secretary, Licensing Committee
Borough of Siparia*

1167

TOBAGO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee Tobago, by Dejelle Hector, Babb Gully, John Dial, Tobago, that it is her intention to apply to the Licensing Committee at the Scarborough District Court on TUESDAY THE 16TH DAY OF SEPTEMBER, 2025 at 1.00 o'clock in the afternoon for a transfer of the Licence to carry on the trade of a Spirit Retailer which was held by Michael Hector (Deceased), in respect of premises situate at Main Road, Mount St. George, Tobago.

Dated this 4th day of September, 2025 at the Scarborough District Court, Tobago.

J. LINDSAY
*Secretary, Licensing Committee
Tobago*