



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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### 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*—

Value Added Tax (Bond-Payment Refund) (Amendment) Regulations, 2025—(Legal Notice No. 22 of 2025).

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### NOTICES OF THE LAYING IN PARLIAMENT OF STATUTORY INSTRUMENTS THAT ARE SUBJECT TO NEGATIVE RESOLUTION

NOTICE is hereby given that the Mutual Administrative Assistance in Tax Matters (Amendment to Schedule 1) Order, 2024 (Legal Notice No. 241 of Supplement Part B-Vol. 63, No. 197 of 2024 published in the *Trinidad and Tobago Gazette* on the 30th day of December, 2024) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 13th day of January, 2025, and in the Senate on the 21st day of January, 2025.

B. CAESAR  
*Clerk of the House*

C. LA ROCHE  
*Acting Clerk of the Senate*

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NOTICE is hereby given that the Trinidad and Tobago Revenue Authority (Extension of Period) (No. 5) Order 2024 (Legal Notice No. 226 of Supplement Part B-Vol. 63, No. 189 of 2024 published in the *Trinidad and Tobago Gazette* on the 13th day of December, 2024) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 13th day of January, 2025, and in the Senate on the 21st day of January, 2025.

B. CAESAR  
*Clerk of the House*

C. LA ROCHE  
*Acting Clerk of the Senate*

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NOTICE is hereby given that the Value Added Tax (Amendment to Schedule 2 (No. 2) Order 2024 (Legal Notice No. 249 of 2024 published in the *Trinidad and Tobago Gazette* on the 31st day of December, 2024) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 13th day of January, 2025, and in the Senate on the 21st day of January, 2025.

B. CAESAR  
*Clerk of the House*

C. LA ROCHE  
*Acting Clerk of the Senate*

VACANCY FOR THE OFFICE OF DEPUTY CHIEF ELECTRICAL INSPECTOR (RANGE 59D)  
MINISTRY OF PUBLIC UTILITIES

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Deputy Chief Electrical Inspector (Range 59D), Ministry of Public Utilities.

Particulars relating to the office are outlined below:

*Minimum Experience and Training Requirements:*

Considerable (4 to 8 years) professional experience in the inspection of electrical installation and equipment including experience in an administrative capacity and training as evidence by a Bachelor of Science Degree in Electrical Engineering from a recognized University, Technical Institute or College; or any equivalent combination of experience and training.

*Distinguishing Features of Work:*

An employee in this class assists in organising, planning, directing and coordinating all activities of the Electrical Inspectorate. Work involves participating in, and supervising employees engaged in the inspection of electrical installations and equipment in all private and public establishments to ensure the conformance with Electrical Ordinances, Rules and Regulations and evaluating new techniques in the field of electrical engineering. Work requires co-ordination with the Ministry of Education through the Board of Industrial Training on the assessment of the qualifications for the granting of Wiremen's Licenses under the Ordinance. Work requires advising Local and Foreign consultants on the interpretation of engineering practices in relation to the existing ordinances, codes of practice and regulations. The employee exercises considerable independent judgment in making technical decisions within the framework of the relevant ordinances and established policies. Work is reviewed by a superior officer through reports and discussions to evaluate employee's performance.

*Salary:*

Range 59D: \$12,286.00–\$13,936.00 per month (2013).

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

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to the Permanent Secretary, Ministry of Public Utilities. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to: the Permanent Secretary, Ministry of Public Utilities.

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

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by The Permanent Secretary, Ministry of Public Utilities on or before but not later than Monday 3rd February, 2025 at 4.15 p.m. to Permanent Secretary, Ministry of Public Utilities, No. 1 Alexandra Street, St. Clair, Newtown, Port-of-Spain.

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at: the Ministry of Public Utilities; and on the websites of the Service Commissions Department at [www.scd.org.tt](http://www.scd.org.tt) and the Ministry of Public Utilities at [www.mpu.gov.tt](http://www.mpu.gov.tt).

**Closing date for receipt of applications in the Ministry of Public Utilities: 3rd February, 2025 at 4.15 p.m..**

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

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

N. DUKE  
Permanent Secretary  
Ministry of Public Utilities



**NATIONAL INVESTMENT FUND**  
HOLDING COMPANY LIMITED

**UPDATED PUBLIC STATEMENT 2025**  
**IN COMPLIANCE WITH SECTIONS 7 8 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02**  
**THE NATIONAL INVESTMENT FUND HOLDING COMPANY LIMITED**  
A WHOLLY OWNED ENTERPRISE UNDER THE MINISTRY OF FINANCE  
PUBLISHED WITH THE APPROVAL OF THE MINISTER OF FINANCE

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) the National Investment Fund Holding Company Limited (NIF) is required by law to publish and annually update the following statements, which list the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- (i) for each person to access information held by the National Investment Fund Holding Company Limited;
- (ii) for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- (iii) to obtain reasons for adverse decisions made by the NIF regarding an applicant's request for information under the FOIA; and
- (iv) upon a Notice of Refusal, to complain in writing to the Ombudsman and to apply to the High Court for Judicial Review of decisions under the FOIA.

**SECTION 7 STATEMENTS**

**Section 7 (1) (a) (i)**

**Function and Structure**

The NIF was incorporated in the Republic of Trinidad and Tobago on 29 May 2018 by the Corporation Sole for the purpose of holding and monetizing assets transferred by the Government of the Republic of Trinidad and Tobago (GORTT).

**Organization & Structure of the NIF**

The NIF is headed by a Board of Directors appointed by the Minister of Finance. The organization's management consists of a Corporate Secretary, Manager Finance and Accounting and an Executive Assistant. The current Board of Directors are:

- Ms. Jennifer Lutchman (Chairman)
- Ms. Nadira Lyder
- Mr. Dexter Jaggernauth
- Ms. Cindy Pierre

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

Categories of documents maintained by the NIF: Files, records, manuals and documents in respect of the following:

- (i) general administrative documents for the routine functions of the NIF – such as company policies
- (ii) personnel records on staff appointments etc.
- (iii) accounting and financial management –for the period May 2018 to present
- (iv) financial records (cheques, vouchers, receipts etc.) for the period May 2018 to present
- (v) procedures relating to the procurement of supplies, services and equipment e.g. authority limits
- (vi) internal and external correspondence
- (vii) minutes of meetings for the period May 2018 to present
- (viii) annual reports for the years 2018 to 2023
- (ix) Prospectus: 2018 & 2024
- (x) newspaper clippings
- (xi) contracts, service level agreements, legal agreements, legal opinions and related matters
- (xii) policy and procedure documents
- (xiii) manuals

**Section 7 (1) (a) (iii)**

**Materials prepared for publication or inspection**

The NIF prepares the following documents which can be downloaded from its website:

- (i) quarterly financial statements for the quarters ending September 30 2018 to 2024, March 31 2019 to 2024 and June 30 2019 to 2024
- (ii) annual audited financial statements for the years ended December 31 2018 to 2023
- (iii) annual reports for the years ended December 31 2018 to 2023.

The public may inspect and/or obtain copies of the preceding material between the hours of 9:00 a.m. to 3:00 p.m. on normal working days at the following location:

Level 2 Eric Williams Finance Building  
Independence Square, Port of Spain  
Telephone: Tel: 612-9700 Ext. 1209  
Website: <https://nif-tt.com/>  
Email: [nif@gov.tt](mailto:nif@gov.tt)

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

**Literature available by subscription**

The NIF has no literature available by way of subscription.

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

Procedure to be followed for accessing documents from the NIF, when a Freedom of Information (FOIA) request is made.

**General Procedure**

In order to have the rights given to applicants by the FOI Act, you must make your request in writing.

The Request for Access to Official Documents form may be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt) &/or <https://nif-tt.com/contact-us/>. The relevant information that must be provided includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the NIF.

(see Section 7 (1) (a) (vi)).

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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer/s.

After determining if the information can be made available to the applicant (approval), the applicant is informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOI Act.

**Requests not handled under the FOIA**

In accordance with Section 12 of the FOI Act, requests under the FOIA that will not be processed are as follows:

- a. Documents which contain information which is open to public access, as part of a public register
- b. Documents which contain information that is available for purchase by the public
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority
- d. Documents which are stored for preservation or safe custody.

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

**Officers in the NIF responsible for: -**

- (i) the initial receipt of and action upon notices under Section 10;

- (ii) requests for access to documents under Section 13; and
- (iii) applications for correction of personal information under Section 36.I of the FOIA.

**Designated Officer:**

Ms. Christine Frank  
Corporate Secretary  
National Investment Fund Holding Company Limited  
Level 2, Eric Williams Finance Building  
Independence Square, Port of Spain  
Telephone: 681-7012  
Email: [nif@gov.tt](mailto:nif@gov.tt)

**Alternate:**

Ms. Simone Denoon Jackman  
Manager Finance and Accounting  
National Investment Fund Holding Company Limited  
Level 2, Eric Williams Finance Building  
Independence Square, Port of Spain  
Telephone: Tel: 612-9700 Ext. 1209  
Email: [Simone.Jackman@gov.tt](mailto:Simone.Jackman@gov.tt)

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

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

At this time, there are no bodies in the NIF that fall within the meaning of this Section of the FOIA.

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

Library/Reading Room Facilities:  
Information in the public domain can be accessed from the NIF's website: <https://nif-tt.com/>

You can also make enquiries by contacting us at 612-9700 Ext. 1209

**Section 8 (1) Statement 2**

Documents provided by the NIF for the use or guidance of its officers:

This section is not applicable to the NIF at this time.

Any applicant requesting to view information can make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant between the hours of 9:00 a.m. to 3:00 p.m. on normal working days.

The Policy of the NIF for provision of copies of documents that are readily available to the public is as follows:

- no smoking, eating or drinking is allowed in the space provided.

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

These sections are not applicable to the NIF at this time.

**Section 8 (1) (b)**

In enforcing written laws and schemes administered by the NIF 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:

This section is not applicable to the NIF at this time.

**Section 9 (1)**

**Section 9 (1) (a, b, c, d, e, f, g, h, i, j, k, l, m)**  
These subsections are not applicable to the NIF at this time.

January 30 2025



## **THE 2025 PUBLIC STATEMENT OF THE EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED**

In compliance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) No. 26 of 1999

In accordance and in compliance with Sections 7, 8, and 9 of the Freedom of Information Act, No. 26 of 1999 (hereinafter referred to as FOIA), the East Port of Spain Development Company is obliged to publish an annually updated statement which lists the documents and information which is generally available to the public.

The FOIA grants members of the general public:

1. A legal right for each person to access information held by the Company.
2. A legal right for each person to have official information relating to himself/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 apply to the High Court of Trinidad and Tobago for Judicial Review to challenge adverse decisions made under the FOIA.

The following information is published with the approval of the Ministry of Public Administration and the Ministry of Housing and Urban Development.

### **SECTION 7 STATEMENTS**

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#### **Section 7 (1) (a) (i)**

##### **I. PROFILE OF THE EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED**

By Cabinet Minute No. 2384 of 15<sup>th</sup> September 2005, the Government of the Republic of Trinidad and Tobago agreed to the incorporation of the East Port of Spain Development Company Limited (hereinafter referred to as the "Company"), a Limited Liability Company, wholly owned by the Government.

The Company was established on 28<sup>th</sup> September 2005, in accordance with the Companies Act, 1995 and falls under the jurisdiction of the Ministry of Housing and Urban Development.

The work of the Company impacts directly in the lives of the 80,000 plus residents of over 25,000 households located in 19 urban villages/communities of the East Port of Spain Region. These Communities which fall under the purview of the Company are:





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1. Beetham Gardens
2. Belmont
3. Caledonia #2
4. Chinapoo
5. Eastern Quarry
6. Gonzales
7. Laventille / Trou Macaque
8. Marie Road / Romain Lands
9. Mon Repos
10. Morvant North / Coconut Drive
11. Morvant South / Caledonia #1
12. Never Dirty
13. Picton
14. Port of Spain East
15. Port of Spain South
16. Sea Lots
17. St. Barbs
18. Success Village
19. Upper Belmont

II. VISION STATEMENT

The East Port of Spain Development Company Limited aims to transform the Region of East Port of Spain into healthy, safe, economically vibrant and sustainable communities fully integrated into the greater Port of Spain Metropolitan Area and the wider society.

III. MISSION STATEMENT

The East Port of Spain Development Company Limited's mission is the transformation of East Port of Spain through economic, social and physical regeneration in partnership with the community to improve the quality of life of its residents and to celebrate its cultural heritage and achievements.

IV. ROLE OF THE COMPANY

Cabinet Minute No. 2384 of 15<sup>th</sup> September 2005 dictated that the mandate of the Company was to develop and redevelop a zone in East Port of Spain, bounded by Charlotte Street, Lady Young Road and the Eastern Main Road and including Morvant, Never Dirty and Caledonia, to improve the economic, social and physical environment of those areas.

V. FUNCTIONS OF THE COMPANY

The Company's mandate is addressed through two spheres: Infrastructure Development and Social and Economic Development.



## THE 2025 PUBLIC STATEMENT OF THE EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED

### A. Infrastructure Development Projects

By Cabinet Minute No. 2384 of 15<sup>th</sup> September 2005, which established the Company, the Company was mandated to pursue “the management, design and construction of projects in the identified areas of East Port of Spain.” Generally, these projects include the following areas:

- i. **Access, Drainage and Retaining Walls:** The Company seeks to ensure access to adequate and safe basic services, upgrade slums, improve road safety and reduce economic losses caused by water-related disasters such as flooding in order to protect the poor and vulnerable.
- ii. **Community Enhancement and Emergency Relief Projects:** The Company continues to implement a number of small projects to provide emergency response and relief to residents in the event of unanticipated natural hazard events and other disasters that may arise, build resilience and create sustainability.
- iii. **Heritage and Culture Projects:** These projects seek to strengthen efforts to protect and safeguard cultural heritage.
- iv. **Sports, Recreation and Community Facilities:** These projects are to ensure access to safe, inclusive and accessible open and public spaces particularly for women, children, older persons and persons with disabilities and to promote lifelong learning opportunities for all persons.

### B. Social and Economic Programmes

The Social and Economic Programme for East Port of Spain was approved by Cabinet Minute #309 of January 30, 2014, and commenced in August 2014. This programme is currently contributing to the personal transformation of the lives of residents of East Port of Spain, particularly the youth. The Social and Economic Programme is based on the philosophy that engaging persons, especially ‘at-risk’ youth, in productive activities that enable them to use their talents, will develop strong character, values and positive attitudes; modify behaviours; facilitate their integration into society; provide direct economic benefits; and ultimately redound to the benefit of the wider community.

The objectives of the programme are as follows:

- i. Achieve economic justice for the residents of East Port of Spain
- ii. Improve negative social conditions such as poverty, underemployment, crime and violence
- iii. Encourage entrepreneurship as a sustainable strategy for economic development
- iv. Promote and leverage arts and culture as a transformational tool for the benefit of the citizens
- v. Improve distribution of economic resources to marginalised areas of East Port of Spain
- vi. Improve delivery of services to residents of East Port of Spain





## THE 2025 PUBLIC STATEMENT OF THE EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED

- vii. Increase the level of community participation in decision-making and in the development and implementation of community projects

### VI. THE STRUCTURE OF THE COMPANY

The Company has a multi-tiered structure that enables it to address complex challenges and coordinate effectively across various sectors. At the core of its governance is a Board of Directors that provides strategic direction.

#### A. The Board of Directors

The Company is overseen by a Board of Directors, which provides strategic guidance, governance, and oversight. The Board ensures that the company's initiatives align with national development goals and policies set by the Ministry of Housing and Urban Development, which it often collaborates with.

The Board is composed of eleven (11) members and is led by a Chairman, Mr. Hillian Morean.

#### B. Executive Management

The Executive Management team leads day-to-day operations, driving the company's projects in collaboration with key departments. The head of the executive team is usually a Managing Director responsible for the overall leadership, administration, and day-to-day management of EPOS. They work with the Board to set goals, implement strategies, and oversee all projects.

#### C. Departments

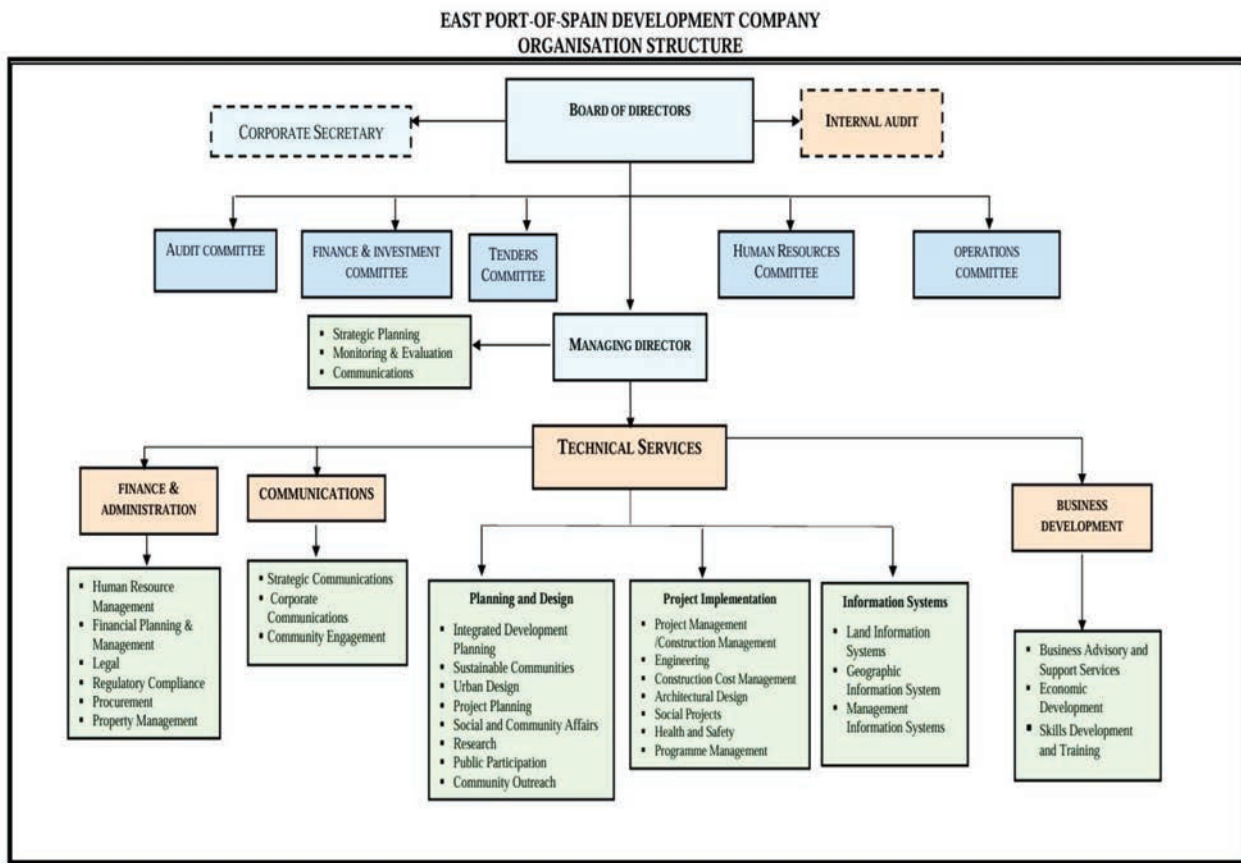
The East Port of Spain Development Company Limited is divided into four (4) organizational departments/units:

- i. **Projects – Infrastructure Development Fund:** This team is responsible for planning, managing, and executing development projects, often related to infrastructure, housing, and community facilities in the Region of East Port of Spain.
- ii. **Business Development:** This department manages social initiatives such as skills development, economic empowerment programmes, and grants. This might include education partnerships, economic training, or SME support.
- iii. **Finance and Administration:** Responsible for budgeting, financial planning, procurement, and other administrative functions to ensure EPOS operates within its means and adheres to regulations.
- iv. **Corporate Communications:** Plays a pivotal role in shaping the organization's public image and fostering meaningful connections with stakeholders. This department is responsible for developing and implementing communication strategies that align with EPOS's mission.



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These departments, each with specialized functions, work together to ensure effective project development, community engagement, and compliance with national standards. See organisational chart below.







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

The following are categories of documents held by the Company:

1. Legislation
2. Accounting Documents
3. Registers
4. Contract Documents
5. Reports
6. Minutes
7. Records
8. Manuals
9. Maps
10. Policy Documents

**Section 7 (1) (a) (iii)**

The following are materials prepared for inspection by members of the public:

1. Legislation
  - Planning and Facilitation of Development Act
  - The Slum Clearance and Housing Act
  - The Land Acquisition Act
  - The Highways Act
  - The Environmental Management Act
  - Public Procurement and Disposal of Public Property Act

NB: The above listed documents are also available, at no charge, to members of the public online at: <http://laws.gov.tt/>. Further, said documents can be purchased from the Government Printery.

2. Accounting Documents

- Draft Estimates of Revenue and Expenditure
- Approved Estimates of Revenue and Expenditure, and Recurrent
- Detailed Estimates of approved projects
- Audited and Unaudited Annual Financial Statements
- Monthly Financial Statements



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3. Registers
  - List of Registered Contractors and Consultants
  
4. Contract Documents
  - Conditions of Contract
  - Tender Documents
  
5. Reports
  - Administrative
  - Technical
  - Finance
  - Audit
  
6. Minutes
  - Minutes and Agendas of Board and Committee Meetings
  
7. Records
  - General Administrative
  - Personnel
  - Finance/Accounting
  - Administrative
  - Procurement
  - Project – Infrastructure Development Fund and Social and Economic Programme
  
8. Plan, Policy and Procedure Documents
  - Press releases
  - Strategic Development Plan
  - Human Resources Policy
  - Health and Safety Policy
  - Work From Home Policy

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

The Company has no literature that is available via subscription.

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

A. General Procedure

Procedure to be followed when accessing a document from the Company.



## THE 2025 PUBLIC STATEMENT OF THE EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED

It is the Company's policy to answer all oral and written requests for information, however, in order to have the rights afforded to the public by the Freedom of Information Act, the applicant must make their request in writing. The applicant must therefore, to put said request in writing, complete the "Request for access to official documents", a copy of which may be downloaded from the website [www.foia.gov.tt](http://www.foia.gov.tt) or a physical copy collected from the reception desk of the Ministry of Public Administration.

Additionally, copies are available from the **receptionist** and at our line Ministry, **the Ministry of Housing and Urban Development**

The completed form may be:

- Hand delivered to the Company
  - Mailed to the Company
- Emailed to the Company ([info@epos.gov.tt](mailto:info@epos.gov.tt))

### B. Addressing Requests

To facilitate the prompt handling of your request, said request must be addressed to the Designated Officer of the Company (see Section 7 (1) (a) (vi)).

### C. Details in the Request

Applicants should provide sufficient details which will allow for the ready identification and location of the records being requested. If insufficient information is provided, clarification will have to be sought from the applicant. If the applicant is unsure how to write his/her request or what details should be included in the request, the applicant should communicate with the Company's Designated Officer for further guidance.

In completing the form, the relevant information must be provided:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of the Company (see Section 7 (1) (a) (vi)).

### D. 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 organization fails to meet this deadline, the FOIA gives you the right to





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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 as required by Section 15 of the FOIA. If a decision is taken to grant access to information requested, you will be permitted to inspect the documents and/or be provided with copies.

### E. Responding to your Request

#### i. Retrieving Documents

The East Port of Spain Development Company 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 centre will have to be retrieved in order to process your request.

#### ii. Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to 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 programme so that a computer will print information in the format you prefer.
- b) Perform research for you.

The Freedom of Information (Fees and Charges) Regulations prescribes 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 (7) days of the payment of the relevant fee. If the information is not provided within the seven (7) day period, the applicant is entitled to a refund of the fees paid in addition to free access to the documents requested.

### Section 7 (1) (a) (vi)

The Designated Officers at the Company are responsible for:

1. The initial receipt of and action upon notices under Section 10
2. Requests for access to documents under Section 13, and



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3. Applications for correction of personal information under Section 36 of the FOIA

The Designated Officer is:

The Legal Officer  
East Port of Spain Development Company Limited  
#76, Eastern Main Road  
Laventille  
Telephone: 623-6007  
e-mail: info@epos.gov.tt

The Alternate Officer is:

The Assistant General Manager  
East Port of Spain Development Company Limited  
#76, Eastern Main Road  
Laventille  
Telephone: 623-6007  
e-mail: info@epos.gov.tt

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

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

The Company has convened Community Working Groups in each of the 19 Urban Villages of East Port of Spain:

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

**Library/Reading Room Facilities**

Certain information may be readily accessed in our office or through our website at [www.eposdctt.com](http://www.eposdctt.com). You may make general enquiries to our Clerk/Receptionist at 623-6007.

Our offices are open to the public from Monday to Friday between the hours of 8:00 a.m. and 4:00 p.m.

Policy of the East Port of Spain Development Company for provision of copies of documents that are readily available to the public.

- Charge for photocopies is 50 cents per page
- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the reading room.
- The Applicant shall remain quiet and respectful so as to endure that there is no disruption to the activities of the Company
- The Applicant shall comply with the instructions of the Designated Officer at all times
- The Applicant shall comply with all Health and Safety requirements





## THE 2025 PUBLIC STATEMENT OF THE EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED

### SECTION 8 STATEMENTS

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#### Section 8 (1) (a) (i)

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

- Planning and Facilitation of Development Act
- The Slum Clearance and Housing Act
- The Land Acquisition Act
- The Highways Act
- The Environmental Management Act
- Public Procurement and Disposal of Public Property Act

NB: The above listed documents are also available, at no charge, to members of the public online at: <http://laws.gov.tt/>. Further, said documents can be purchased from the Government Printery.

#### 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.

- *Procurement Policy*
- *Report to the Joint Select Committee of Parliament, 2011*
- *Report to the Public Administration and Appropriations Committee, 2019*
- *Financial Policy and Procedure Manual*
- *Human Resource Management Policy and Procedures*
- *Health and Safety Policy*
- *Work From Home Policy*
- *Corporate Credit Card Policy*
- *Whistleblowing Policy*
- *Fraud Policy*
- *Charitable Donation Policy*
- *Investment policy*

#### Section 8 (1) (a) (b)

In enforcing written laws or schemes administered by the Company, 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.





**THE 2025 PUBLIC STATEMENT OF THE  
EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED**

**SECTION 9 STATEMENT**

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**Section 9 (1) (a)**

**A report or a statement containing the advice or recommendations of a body or entity established within the East Port of Spain Development Company Limited.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority.

**Section 9 (1) (b)**

**A report or a statement containing the advice or recommendations \* (1) of a body or entity established outside the Company 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 public authority or to the responsible Minister of that public authority.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established outside our public authority.

**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 Company.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority.

**Section 9 (1) (d)**

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

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority.

**Section 9 (1) (e)**

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

- Draft Report of Survey of Business Establishments



**THE 2025 PUBLIC STATEMENT OF THE  
EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED**

- Draft Strategic Development Plan for East Port of Spain - Volume 2

**Section 9 (1) (f)**

**A report prepared for the Company by a consultant who was paid for preparing the report**

- Draft Urban Design Solutions for Comprehensive Development Areas in East Port of Spain by Dover Kohl and Partners, 2012

**Section 9 (1) (g)**

**A report prepared within the Company 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.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority.

**Section 9 (1) (h)**

**A report on the performance or efficiency of the Company or an officer, division or branch of the Company, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.**

- *Independent Auditor's Report for the financial year 2008 - 2009,*
- *Independent Auditor's Report for the financial year 2009 - 2010,*
- *Independent Auditor's Report for the financial year 2010 - 2011,*
- *Independent Auditor's Report for the financial year 2011 - 2012,*
- *Independent Auditor's Report for the financial year 2012 - 2013,*
- *Independent Auditor's Report for the financial year 2013 - 2014,*
- *Independent Auditor's Report for the financial year 2014 - 2015,*
- *Independent Auditor's Report for the financial year 2015 - 2016,*
- *Independent Auditor's Report for the financial year 2016 - 2017,*
- *Independent Auditor's Report for the financial year 2017 - 2018,*
- *Independent Auditor's Report for the financial year 2018 - 2019.*

**Section 9 (1) (i)**

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

- *The East Port of Spain Strategic Development Plan, Volumes 1-3, 2009*
- *Strategic Plan for the years 2021 - 2024*





**THE 2025 PUBLIC STATEMENT OF THE  
EAST PORT OF SPAIN DEVELOPMENT COMPANY LIMITED**

**Section 9 (1) (j)**

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

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority.

**Section 9 (1) (k)**

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

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority.

**Section 9 (1) (l)**

**An environmental impact assessment prepared within the Company.**

At this time, we have no environmental impact assessment prepared by a body or entity established within our public authority.

**Section 9 (1) (m)**

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

- A Valuation Report on the value of lands occupied by the Cooperative Citrus Growers Association, Eastern Main Road, Laventille.

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The East Port of Spain Development Company (EPOS) acknowledges that it has not published its Annual Statements for the years 2016 to 2018, 2019 - 2020 and 2023 - 2024 as mandated under Sections 7, 8, and 9 of the Freedom of Information Act, Chapter 22:02. EPOS is committed to transparency, accountability, and public service, and regrets any inconvenience caused by this lapse.

The primary reasons for this non-compliance were:

1. **Administrative Oversight:** The requirement to publish Annual Statements was inadvertently overlooked during the period in question. EPOS has recognized this gap and is taking corrective measures to ensure future compliance.
2. **Staffing Constraints:** Over recent years, EPOS has experienced significant staffing challenges, including high turnover rates and unfilled vacancies in key administrative roles. This has impacted our ability to meet certain statutory obligations, including the timely preparation and publication of Annual Statements.
3. **Resource Limitations:** EPOS has faced limitations in both human and financial resources, particularly regarding the operational support required to meet specific regulatory demands. With a lean administrative structure and high demands for direct project implementation, certain compliance activities were unintentionally deprioritized.

To address these issues, EPOS is now implementing a comprehensive review of its compliance obligations and has allocated resources toward enhancing administrative processes.



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REPUBLIC OF TRINIDAD AND TOBAGO  
NOTICE OF FINAL MEETING OF  
TRINIDAD LMKR LIMITED

NOTICE IS HEREBY GIVEN that the final meeting of the Company will be held at 11–13, Victoria Avenue, Port-of-Spain, Trinidad and Tobago on 25th February, 2025 at 9.30 a.m. to consider the following matters:

Laying of Final accounts detailing the winding up procedure and how the assets of the Company were disposed.

Dated this 17th day of January, 2025.

By Order of the Liquidator  
BRIAN HACKETT

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LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED  
POLICIES

SHABAANA MOHAMMED having made sworn declaration that Policy Number 400427 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 18th day of December, 2024.

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

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KEISHA A. SEALY having made sworn declaration that Policy Number 402136 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 18th day of December, 2024.

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

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FELISHA ALI-BENNY having made sworn declaration that Policy Number 410617 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 18th day of December, 2024.

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

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KEISHA A. SEALY having made sworn declaration that Policy Number 412578 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 18th day of December, 2024.

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

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

CITY OF PORT-OF-SPAIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Deputy Chairman of the Licensing Committee for the City of Port-of-Spain, by Wah Moon Wong of 46, Saddle Road, Maraval, that it is his intention to apply to the Licensing Committee at the Port-of-Spain Magistrates' Court on THURSDAY THE 6TH DAY OF FEBRUARY, 2025 at 1.00 o'clock in the afternoon at a virtual session for a transfer of the Licence to carry on the trade of a Wine Retailer now held by Tai Pui Wong, in respect of premises situate at 73, Henry Street, Port-of-Spain.

Dated this 14th day of January, 2025 at the Port-of-Spain Magistrates' Court.

S. RAMSARAN  
*Deputy Chairman, Licensing Committee  
City of Port-of-Spain*

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REGION OF SAN JUAN/LAVENTILLE

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 Licensing Region of San Juan/Laventille, by Christopher Noel and Massy Stores, that it is their intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on THURSDAY THE 13TH DAY OF FEBRUARY, 2025 at 1.00 o'clock in the afternoon at a virtual session for a transfer of the Licence to carry on the trade of a Spirit Grocer now held by Watson George and Narissa Mohammed and Massy Stores of 39A, Wrightson Road, Port-of-Spain, in respect of premises situate at 104, Cascade Road, St. Ann's, Port-of-Spain.

Dated this 13th day of January, 2025 at the Port-of-Spain Magistrates' Court.

J. MARK  
*Secretary, Licensing Committee  
Region of San Juan/Laventille*

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CITY OF SAN FERNANDO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Deputy Chairman of the Licensing Committee of the said City of San Fernando, by Christopher Noel and Massy Stores of Union Park West, South West Marabella, that it is their intention to apply to the Licensing Committee at the San Fernando District Court on WEDNESDAY THE 29TH DAY OF JANUARY, 2025 at 9.30 a.m. for a transfer to them of a Spirit Grocer's licence, now held by Watson George and Narissa Mohammed and Massy Stores for premises situate at Union Park West, South West Marabella, in the said City.

Dated this 9th day of January, 2025 at the San Fernando District Court.

C. DARSOO  
*Deputy Chairman, Licensing Committee  
City of San Fernando*