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1173

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*—

Traffic Control (St. Joseph Street, Arima) Order, 2018—(Legal Notice No. 124 of 2018).

1174

Government of the Republic of Trinidad and Tobago
UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31 2017
In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (“FOIA”) the Rural Development Company of Trinidad and Tobago Limited (“RDC”) is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Rural Development Company of Trinidad and Tobago Limited;
- (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 made under the FOIA.

Section 7 Statements

Section 7(1)(a)(i)

Function and structure of the Rural Development Company of Trinidad and Tobago Limited

Mission Statement:

We provide world class infrastructure that supports the development of a ‘united, resilient, productive, innovative and prosperous’ Trinidad and Tobago; through a motivated team of employees working in collaboration with local and international partners.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

The Rural Development Company of Trinidad and Tobago Limited is a **Wholly Owned State Enterprise**. The Rural Development Company of Trinidad and Tobago Limited was incorporated on the 2nd May 2005 in accordance with the Companies Act of Trinidad and Tobago 1995.

SCOPE OF BUSINESS

The Rural Development Company of Trinidad and Tobago Limited was created to develop and upgrade the physical infrastructure and social facilities in the rural areas of the country. Its mandate is to expedite the implementation of projects to provide physical infrastructure, utilities and social facilities in the rural areas to improve the quality of life of those communities by, preparing master plans for development of rural communities; identifying and developing necessary infrastructure, utilities and social facilities required; and, managing the design and construction of all such projects.

ORGANISATIONAL STRUCTURE

The Rural Development Company is headed by a Board of Directors. There are five (5) Directors of the company including a Chairman and Deputy Chairman. The Board of Directors is responsible for charting the overall direction of the RDC. The Rural Development Company of Trinidad and Tobago Limited is divided into four (4) main areas and the organisation is structured as depicted in the approved organisational chart below.

Chief Executive Officer's Department

The Chief Executive Officer is charged with the responsibility of providing effective leadership and direction to ensure that RDC achieves its strategic goals and developing a highly motivated, business oriented and customer driven organisation.

Finance and Administration Department

This Department provides timely and accurate accounting information for decision making by executive management and provides efficient and effective administration services to the company in accordance with established policies and procedures.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

Engineering, Design and Construction

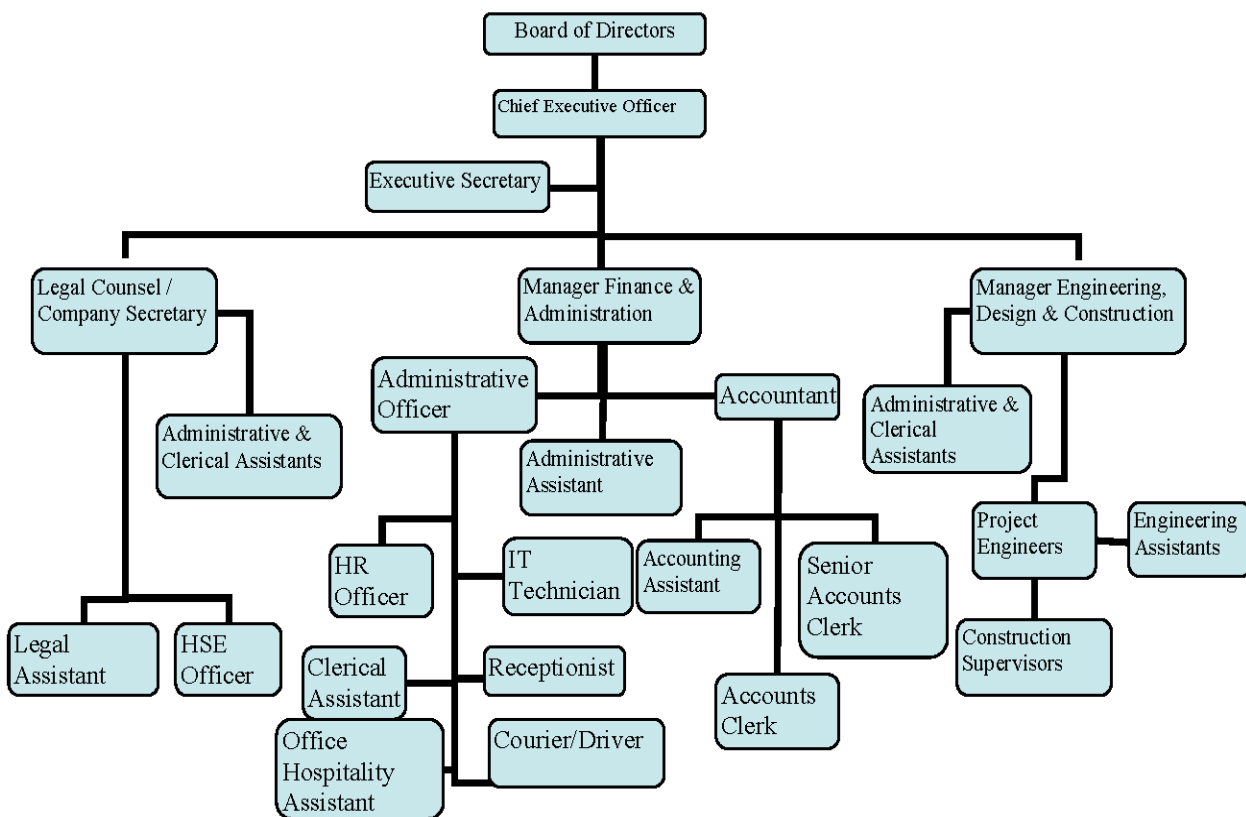
This Department prepares projects for implementation, provides project management and contract administration services for the design and construction of civil infrastructure works for the improvement of living conditions in various rural communities.

Legal and Contracts

The Legal Department provides contract administration and corporate secretarial services. The department also assists in drafting invitation letters, scheduling pre-tender meetings and pre-award meetings for most of the projects invited for tender. Award Letters, Contracts and supporting documents are also prepared and vetted by this department. Legal research and advice on all matters relating to RDC is also provided.

ORGANISATION CHART

RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED



UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued**EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC**

The work of Rural Development Company of Trinidad and Tobago will have a definite impact on the lives of the citizens of the country as it seeks to improve the quality of life of residents of rural communities by providing much needed infrastructure and community facilities. In accordance with the three pillars of sustainability: Economic, Social and Environmental, RDC seeks to improve the overall quality of life while achieving sustainable growth. This work will be achieved in collaboration with all the stakeholders involved. Based on the nature of the projects executed, the following positive public impacts may result:

- Training of contractors and small entrepreneurs engaged by RDC to enhance their skill sets to perform quality work
- Job opportunities due to the employment of local labour
- Economic growth due to the engagement of local businesses
- Enhancement of the social lives of residents via the provision of recreational, sporting and community facilities. These may encourage participation in sporting activities and community service as well as promoting health consciousness
- Raising of public morale and spirit as they actively witness work being executed to benefit their lives
- Improved transport times, decreased vehicle maintenance costs and improved safety due to road construction and rehabilitation projects

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Rural Development Company of Trinidad and Tobago Limited**

1. Files dealing with administrative support and general administrative documents for the operations of the Rural Development Company of Trinidad and Tobago Limited.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Rural Development Company of Trinidad and Tobago Limited.
4. Financial Statements and records.
5. Files dealing with matters relating to the procurement of supplies, services and equipment.

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

6. Maps/Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues.
7. Policy and Procedure Documents.
8. Internal and External correspondence files.
9. Contract Administration files.
10. Legislation and Legal Instruments.
11. Minutes/Agenda of meetings.
12. Files dealing with Circulars, memoranda, notices, bulletins, etc.
13. Reports: Statistical, Annual/monthly/quarterly, Consultants'/Technical, Corporate.
14. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
15. Registers/Certificates.

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

This section is not applicable at this time.

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

This section is not applicable at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Rural Development
Company of Trinidad and Tobago Limited**How to Request Information:▪ *General Procedure*

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

▪ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Rural Development Company of Trinidad and Tobago Limited (see **Section 7 (1) (a) (vi)**).

▪ *Details in the Request*

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this Rural Development Company of Trinidad and Tobago Limited or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

▪ *Retrieving Documents*

The Rural Development Company of Trinidad and Tobago Limited is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

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

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

Please note we are not compelled to do the following:

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

Time Limits

▪ *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

▪ *Time allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the Rural Development Company of Trinidad and Tobago Limited responsible for:

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

The Designated Officer is:

Ms. Alana Jadoonanan

Legal Counsel/Corporate Secretary

Rural Development Company of Trinidad and Tobago Limited

Caroni Ltd, Central Office, Factory Road, Brechin Castle, Couva.

Tel.: 636-8556/8308/5484.

Fax: 679-3296

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies

(Where meetings/minutes are open to the public)

This section is not applicable at this time.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

This section is not applicable at this time.

Section 8 Statements

Section 8 (1) (a) (i)

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

This section is not applicable at this time.

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.

1. Human Resource Policy Manual
2. Tenders Rules and Procedures
3. Health Safety and Environmental Policies

Section 8 (1) (b)

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

This section is not applicable at this time.

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31ST 2017—Continued

Section 9 Statements

Section 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within the Rural Development Company of Trinidad and Tobago Limited.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within the Rural Development Company of Trinidad and Tobago Limited.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, *(1) of a body or entity established outside the Rural Development Company of Trinidad and Tobago Limited 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 Rural Development Company of Trinidad and Tobago Limited or to the responsible Minister.

1. State Enterprises, Performance Monitoring Manual.

Sections 9 (1) (c) – 9 (1) (m)

At this time, we have no reports or statements under the aforementioned sections.



**RURAL DEVELOPMENT COMPANY
OF TRINIDAD AND TOBAGO LIMITED**



**2018 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF
INFORMATION ACT 1999**

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act, 1999** (“the FOIA”) each public authority is required by law, as a statutory body to publish certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority and the process for obtaining of documents. The statement also identifies those documents that that are generally available to the public.

The FOIA gives members of the Public:

1. A legal right for each person to access information held by the Trinidad and Tobago Postal Corporation (“TTPost”);
2. A legal right for each person to have official information relating to him/herself amended where such information 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 for Judicial Review to challenge adverse decisions made under the FOIA.

THE FOLLOWING INFORMATION IS PUBLISHED BY THE TRINIDAD AND TOBAGO POSTAL CORPORATION AS APPROVED BY SENATOR THE HONOURABLE ROBERT LE HUNTE, MINISTER OF PUBLIC UTILITIES:

Section 7 Statements

Section 7 (1) (a) (i)

Vision Statement:

To be a world leader in the provision of postal and consumer services while achieving economic viability and sustainability

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued**Mission Statement:**

To provide innovative, competitive, quality postal services and solutions for businesses and consumers. We do this through knowledgeable, customer-focused employees and effective systems.

Structure and Function

TTPost is a Statutory Corporation which was established in 1999 by the **Trinidad and Tobago Postal Corporation Act, Chap 47:02 (the “TTPost Act”)**. TTPost is governed primarily by the TTPost Act and is guided by other Legislation. TTPost is the designated Postal Administrator of the Republic of Trinidad and Tobago, which means that TTPost provides mail services to the people of Trinidad and Tobago on behalf of the State. The line Ministry for TTPost is the Ministry of Public Utilities.

The TTPost Board of Directors is appointed by the President. The TTPost Act empowers the Board to employ staff as required by TTPost. The Board also appoints the Managing Director.

The Managing Director is responsible for the day-to-day management of TTPost subject to the general directions, and according to policies laid down by the Board. The Office of the Managing Director has oversight of all Divisions and is directly responsible for the Audit, International Affairs and Procurement.

TTPost is structured into six (6) Divisions. Those Divisions are Operations, Sales and Marketing, Finance, Human Resources, Corporate Services and the Office of the Corporate Secretary.

The Operations Division is responsible for mail processing, delivery and transport, courier operations and address management. These functions are housed accordingly into Departments and are headed by respective Managers or Supervisors. The Division is headed by the General Manager, Operations.

The Sales and Marketing Division is responsible for promoting and developing the Corporation’s products and services and maintain customer relations. This Division is populated by the Business Development Manager, National Retail Manager, Product Manager- Courier and Express Services and the Courier Product Manager. The Division is headed by the General Manager, Sales and Marketing.

The Finance Division provides a wide range of professional and financial services, including: procurement, cash management, inventory management, budget planning, accounting, reporting

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

and risk management. This Division is made up of the Accounts and Procurement Departments. The Division is headed by the General Manager, Finance.

The Human Resources Division is responsible for industrial relations, manpower planning and development, compensation and benefits, payroll and training. The Division is headed by the General Manager, Human Resources.

The Corporate Services Division is responsible for Health and Safety, Security, Corporate Communications, Records, Facilities and Information Technology. The Division is headed by the General Manager, Corporate Services.

The Office of Corporate Secretary is responsible for the management of legal and compliance matters. All contracts involving TTPost are channelled through this Division, which also manages rented property and legal aspects of the properties to be vested in the Corporation. This Division also provides support to the Board of Directors and the Committees of the Board. This Division houses the Legal Department. The Division is headed by the Corporate Secretary/Legal Officer.

Products and services offered to members of the public

TTPost provides a range of postal and related services to the citizens of the Republic of Trinidad and Tobago.

The following are Core Mail Services provided by the Corporation:

- Bulk Mail
- Local and International Letter Postage
- Local and International Parcel Postage
- Local and International Registered mail
- Express Mail Service (EMS)
- Philately and Stamps
- Post Office Box and Bags

TTPost also offers commercial services and business solutions which were designed to offer convenience and savings to the people of the Republic of Trinidad and Tobago. These services are:

- Western Union Money Transfer (Tobago only)
- Local Courier Service
- International Courier Service

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

- Direct Marketing - Direct and Unaddressed Mail
- International Shopping Service
- Stationery Supplies
- Inland Money Orders
- Lotto Ticket Sales (Tobago only)
- Encashment of Pension Cheques (Toco and Tobago only)
- Canadian Embassy Visa related services

Section 7 (1) (a) (ii)**Categories of Documents in possession of TTPost**

- Files regarding Administrative, Personnel, Industrial Relations, Accounting, Management, Procurement, Training, Meetings, Social Events, Circulars, Legal documents, Newspaper Clippings, Conferences and Customer Matters
- Financial Records
- Draft Strategic Plans
- Human Resources files
- Reports such as Annual, Monthly, Board, Departmental, Statistical, Technical
- Corporate Policy documents
- Tender Documents and Reports
- Contracts
- Manuals
- Auditor General Reports
- Leases
- Internal Newsletters
- Internal and External correspondence
- Survey Plans
- Brochures and pamphlets
- Speeches
- Press Releases
- Inventories

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued**Section 7 (1) (a) (iii)****Materials prepared for publication or inspection**

- Annual Reports
- Brochures
- Advertisements
- Public Notices
- Press Releases

Persons wishing to inspect published material can visit:

The Office of the Corporate Secretary
Trinidad and Tobago Postal Corporation
National Mail Centre
240-250 Golden Grove Road,
Piarco 350462

Or our Website: www.ttpost.net

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

There are no documents available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from TTPost**How to request Information:

- General Procedure

TTPost's policy is to answer all oral and written requests for information. The applicant must conform to the requirements and instructions of the FOIA by ensuring that all requests are submitted in writing. All applicants must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the *Office of the Corporate Secretary* for information that is not readily available to the public.

- *Addressing Requests*

To facilitate the prompt handling of requests, applicants must address their requests to the Designated Officer of the Public Authority (see **Section 7 (1) (a) (vi)**).

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued▪ *Details in the Request*

Applicants should provide details that will allow for quick identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request or what details to include, the applicant may communicate with the Designated Officer (See **Section 7 (1) (a) (vi)**).

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 TTPost or from another public authority.

Responding to Requests▪ *Retrieving Documents*

TTPost is required to allow access to copies of documents that are in its possession or documents that can be retrieved from storage. Information stored at any of the Corporation's storage locations may be retrieved in order to process requests.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may, therefore, be impossible. Various Laws, Regulations and Manuals give the time periods for keeping records before they may be destroyed. One such piece of legislation is the **Exchequer and Audit Act, Chap. 69:01**.

▪ *Furnishing Documents*

An applicant is entitled to copies of information that is in the possession of the Corporation. TTPost is only required to furnish one copy of a document. If a legible copy cannot be made of a document to be released, TTPost may not attempt to reconstruct it. Instead, TTPost will furnish the best copy possible and note the quality of the copy in the reply to the request.

TTPost is not compelled to do the following:

- (a) Create new documents.
- (b) Implement new systems in order to facilitate preferences in formats that may be preferred by the applicant. For example, TTPost is not required to write a new programme so that a computer will print information in the format that an applicant may prefer.
- (c) Perform research for the applicant.

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

Time Limits

▪ *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of requests for access to documents. If this time limit is exceeded, the FOIA provides the applicant with the right to proceed as though the request has been denied. TTPost will endeavour at all times to comply with the time limit. If it appears that processing a particular request may take longer than the statutory limit, the request will be acknowledged and advice given regarding its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may telephone or write to the Designated Officer in order to confirm receipt of the request and to ascertain its status.

▪ *Time Allowed*

TTPost will determine whether to grant or deny a 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 the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in TTPost responsible for:

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

All Requests for Access to Information should be submitted on the prescribed form addressed to:

Designated Officer:

Mr. Upendra Udharamaney
Corporate Secretary/ Legal Officer
Office of the Corporate Secretary
National Mail Centre
Trinidad and Tobago Postal Corporation
240-250 Golden Grove Road
Piarco 350462
Tel: 669-5361
Email: upendra.udharamaney@ttpost.net

Alternate Officer:

Ms. Rishana Bidaisee
Legal Assistant
Office of the Corporate Secretary
National Mail Centre
Trinidad and Tobago Postal Corporation
240-250 Golden Grove Road
Piarco 350462
Tel: 669-5361
Email: rishana.bidaisee@ttpost.net

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2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public)**

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

Section 7 (1) (a) (viii)**Library/reading room facilities**

There is no library or reading room facility at the National Mail Centre. Visitors will however, be provided with a space to inspect information.

Persons can visit the Office of the Corporate Secretary at the National Mail Centre for the purpose of inspecting published material.

Fax Number: 669-5392
Telephone Number 669-5391
Opening Hours: 8:00hrs to 16:00hrs
Opening Days: Monday to Friday

Policy of the Trinidad and Tobago Postal Corporation for the provision of copies of documents which are readily available to the public**Members of the public may:**

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Corporation.

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

Section 8 Statements

A statement of the documents that are provided by TTPost for the use or guidance of the Corporation and its officers

The following Manuals and Policies have been approved by the Corporation to guide staff:

- The Human Resources Policy and Procedure Manual
- Credit Facility Requirements Policy
- Overseas Travel Policy
- Disposal of Fixed Assets Policy
- Petty Cash Policy
- Internet and Email Facilities Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Requisitioning Recurrent Purchases Policy
- Customer Complaint Enquiry Handling Policy
- Policy Standards Policy
- Business Ethics Policy
- Contractor Policy
- Health Safety and Environment Policy
- Vending Policy
- Visitors Policy
- Contract Management Policy
- Confidentiality of Company Information Policy
- Internal Service Level Standards – Corporate Services
- TTPost Purchasing and Procurement Policies and Procedures Manual

Section 9 Statements

Section 9 (1) (a)

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

At this time TTPost has no reports or statements containing recommendations of a body or entity established within TTPost.

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued**Section 9 (1) (b)**

A report or a statement containing the advice or recommendations of a body or entity established outside the Public Authority by or pursuant to written Law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the Public Authority or to the responsible Minister of that Public Authority.

At this time TTPost has no reports or statements containing recommendations of a body or entity established outside TTPost, or as otherwise specified by this section.

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of the public authority.

This section is not applicable

Section 9 (1) (d)

A report or statement containing advice or recommendations of a committee established within the Public Authority to submit a report, provide advice or make recommendations to the responsible Ministry of that Public Authority or another officer of the Public Authority who is not a member of the Committee.

This Section is not applicable.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Public Authority 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.

- Transit Time Surveys
- Customer Satisfaction Surveys

Section 9 (1) (f)

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

- Business Diagnostic Assessment Report – A Business Case for Change (April 1st, 2011)

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued**Section 9 (1) (g)**

A report prepared within the Public Authority 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.

This section is not applicable.

Section 9 (1) (h)

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

- Auditor General Reports

Section 9 (1) (i)

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

This Section is not applicable.

Section 9 (1) (j)

A statement prepared within the Public Authority and containing Policy directions for the drafting of legislation

This Section is not applicable.

2018 UPDATED PUBLIC STATEMENT OF THE
TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

Section 9 (1) (k)

A report of a test carried out within the Public Authority on a Product for the purpose of purchasing equipment

This Section is not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the Public Authority.

This Section is not applicable.

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the Public Authority.

- Property Valuations
- Vehicle Valuations



**2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED
IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE
FREEDOM OF INFORMATION ACT 1999**

Under the Freedom of Information Act 1999, (“the Act”), The National Training and Security Company Limited (“MTS”) is required by law to publish certain information for the benefit of the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Public Authority;
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 made under the FOIA.

The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED publishes the following information as approved by the Minister of Public Utilities.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (i)

Corporate Vision – The Future We Are

“As a Company, we exercise effective leadership and good governance in ensuring a clean, safe, secure and sustainable environment for the communities that we serve”.

We fulfil the concerns of our customers and our employees with integrity and stand for making a difference in those things that matter to them and to all our stakeholders. We are a knowledge driven Company. We showcase our successes and are widely regarded for our work and our capacity in getting things done.

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued***Corporate Mission: The Reason for Our Existence***

As a Company, we exist to enable and empower our clients in the safe and peaceful enjoyment of their lives and property. We preserve discipline, as well as the integrity of the plant and equipment of our customers. We take advantage of new knowledge while being responsive to the changing perceptions and demographics of the wider national community.

Corporate Information

The National Maintenance Training and Security Company Limited is a fully owned state enterprise which was registered in 1979. At this time it was known as the Secondary Schools Maintenance Training and Security Company Limited (MTS), with a (7%) shareholding by an American company, Edusystems. Edusystems provided management services through hired consultants. MTS' original mandate was to provide maintenance and security services to the Government's Secondary Schools. The company's name was eventually changed to the National Maintenance Training and Security Company Limited when it also had its Memorandum of Association amended to provide services to customers other than Government or Government agencies and expanded into the area of project management in line with the government's thrust for all state enterprises to be financially viable and self-sufficient. This change was effected on October 05 1989 at the Company's Extra Ordinary Shareholders Meeting by way of two special Resolutions proposed and approved by the Ministry of Finance to change the Company's Name and to alter the Company's Memorandum of Association.

MTS's registered office is located at MTS PLAZA, Aranguez Main Road, San Juan. The Company is governed by a Board of Directors appointed by the Company's Shareholder, the Corporation Sole.

Four Board sub-committees assist in formulating and guiding the business and policies of the Company:-

- Audit Committee
- Finance and Investment Committee
- Human Resources Committee
- Tenders Committee

The Company's executive management team comprises of the Chief Executive Officer and eight (8) Divisional Managers including the Corporate Secretary/Legal Advisor.

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

COMPANY STRUCTURE

The Divisions and scope of business of MTS are:

• FACILITIES MAINTENANCE

- Janitorial (custodial) Maintenance
- Grounds Maintenance
- Building Maintenance (electrical, sewer plant maintenance, air conditioning, plumbing)

• PROJECT MANAGEMENT AND ENGINEERING

- Project Management Services
- Installation of air conditioning systems
- Sewer treatment systems
- Fluid transfer equipment maintenance
- Building restoration

• SECURITY

- Armed
- Unarmed
- Cash-In-Transit
- Investigations & Surveys
- Canine
- Elite Security
- Electronic Security

• AGRIBUSINESS

- Landscape Design and Grounds Maintenance
- Landscaping, plant sales and rentals

• MARKETING

The Marketing Division is responsible for developing and maintaining favourable long term business relationships between MTS and its customers.

Several of the Division's major objectives are as follows:-

- to improve the relationship with our public sector clients
- to anticipate their needs and better serve them
- to ensure prompt payments;

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

- to create and maintain a customer-driven culture benchmarked by industry best practices;
- to engage stronger customer relations management techniques to improve customer satisfaction
- to promote MTS as the “first choice” service provider;

(6) **TRAINING AND HUMAN RESOURCES**

The Human Resource Division whose functions comprise the following:

- training and development
- recruitment and selection,
- manpower planning,
- employee relations,
- organizational development and compensation
- benefit management

(7) **FINANCE**

The Chief Financial Officer provides the following:-

- accounts payable
- accounts receivable
- payroll
- financial reporting
- treasury services
- risk management
- information technology and administrative services

(8) **CORPORATE SECRETARIAT AND LEGAL**

The Corporate Secretariat provides legal, corporate secretarial and contract administration services.

There are two other departments:

- **The Corporate Communications Department** provides corporate communication and information services.
- **The Internal Audit Department** provides independent, objective assurance and consultancy designed to improve the organization’s operations by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management control and governance processes.

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The company has approximately 5,700 employees and operates in approximately 1000 separate locations ranging from Cedros to Charlotteville. The Company's offices are regionalized and spread throughout Trinidad and Tobago to enable prompt response to customers' needs.

In its course of business, MTS is not engaged directly with the general public but interacts with members of the public through its site locations given that we are located in approximately 1000 Public Institutions including schools, police stations, courthouses, Ministry Offices and Social Services Units.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF MTS

MTS maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorized as follows:-

- 1) General Administration and Support Services
 - Records related to property management, risk management and office services.
- 2) Intra-Governmental Correspondence
 - Correspondence with Ministries, Cabinet and other public authorities
 - Reports to the Ministry of Public Utilities, the Ministry of Finance, the Trinidad and Tobago Securities & Exchange Commission and other governmental financial management institutions
- 3) Committees Deliberations
 - Minutes and reports of Committees and of other internal bodies
- 4) Legal Activities
 - Legislation, policies and procedures,
 - contracts and agreements,
 - litigation and other legal proceedings,
 - tenders' procedure and process
- 5) Business Activities
 - Strategic Plan, business plans, proposals, reviews, reports
 - Records related to development, planning and general management of projects
 - Human resource management operations
 - Corporate Communications including brochures and newsletters
 - Photographs, maps, audio and visual material related to public relations activities

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2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

- Records of programmes
- Marketing and business promotions
- Performance and audit assessments and analyses
- Consultancy, technical, valuation, assessment and various reports which support business decisions
- Policies, procedures and manuals e.g. safety manual, evacuation procedures, Employee Handbook, Security Handbook, Company Policies
- Records related to the management of corporate events

6) Financial and Accounting Operations:

- Records related to budgeting, capital investments, financial planning
- Reporting, taxation, cash management etc.
- Reports to government, audited financial accounts laid in Parliament and other public financial entities
- Accounting records
- Annual financial reports

7) Technical Operations

Section 7 (1) (a) (iii)**DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION**

The public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3:00 p.m. on normal working days at:-

The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED,
Office of the Corporate Secretary/Legal Adviser, MTS Plaza Aranguez Main Road San Juan

- MTS Newsletter (quarterly)
- Annual Administrative Report
- Tenders Policy

If distribution copies of these publications are out of stock, requestors would be required to pay for photocopying or duplication. All general information is also available on the Company's website, <http://www.mtsco.com>

Section 7 (1) (a) (iv)**DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION**

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

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER FOIA

How to Request Information

- 1) Members of the public may submit requests under the FOI Act between the hours of 9:30 a.m. and 3:00 p.m. daily.

Addressing Requests

- 2) All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Document(s) Form that is available from the Designated Officer, from the FOIA Unit or online at www.foia.gov.tt
- 3) Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.
- 4) To ensure prompt handling of requests, please address it to the Designated Officer of the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED.
- 5) Requests will be acknowledged as official when made on the prescribed form.

Details in Requests

- 6) Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.

Responding to Requests

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

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

Furnishing Documents

- 8) 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:-

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

Time Allowed

- 9) Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- 10) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request; move to responding to requests.
- 11) Where the applicant's request is unclear or incomplete, the time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- 12) An Applicant whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her responding to requests.

Fees and Charges

- 13) Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
- 14) Applicants will be required to complete an official company invoice before funds are paid to the Cashier.
- 15) Regulations for fees under the FOIA are not yet in force and, except for duplication charges, documents will be provided for free.

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2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued**Section 7 (1) (a) (vi)****Officers in MTS responsible for:**

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

The Designated Officer is:

Adilah Elahie

Designated Officer (FOIA) 1999

HEAD OFFICE

Address: MTS Plaza, Aranguez Main Road, Aranguez

Postal Address: P.O. Bag 265, San Juan

Telephone: 675-1952

Fax: 675-1952

Email: mtscorpsec@gmail.comWebsite: www.mtsco.com

Naila Ali

Alternate Designated Officer (FOIA) 1999

Address: MTS Plaza, Aranguez Main Road, Aranguez

Postal Address: P.O. Bag 265, San Juan

Telephone: 675-1952

Fax: 675-1952

Email: 6onaila@gmail.com**Section 7 (1) (a) (vii)****ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)**

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

Section 7 (1) (a) (viii)**LIBRARY/READING ROOM FACILITIES**Information in the public domain can be accessed through our website at www.mtsco.com. General Information enquiries can be made to the Corporate Communications Division, Corporate Communications Officer, at (868) 674 4687.

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

STATEMENTS UNDER SECTION 8 (1) (a) (ii) OF THE ACT

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

- Health and Safety Handbook
- Tenders Policy
- Human Resource Policy and Procedures I
- Bargaining Unit 1
- Bargaining Unit 2
- Bargaining Unit 3
- Estate Policy Agreement (EPA)
- Security Handbook
- Finance Policies and Procedures
- Succession Planning Policy
- Marketing Operating Procedures
- Facilities Maintenance Operating Procedures

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

A report or statement containing the advice or recommendations, of a body or entity established within The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED.

At this time, we have no such report or statement.

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED by or under 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 NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED or to the responsible Minister.

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

2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued

Section 9 (1) (c)

A report, or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of The National Maintenance Training and Security Company Limited.

At this time, we have no such report or statement.

Section 9 (1) (d)

A report or statement containing the advice or recommendations, of a committee established within The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED who is not a member of the committee.

At this time, we have no such report or statement.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED by a scientific or technical expert, whether employed within the National Company of Trinidad and Tobago Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, we have no such reports.

Section 9 (1) (f)

A report prepared for The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED by a Consultant who was paid for preparing the report.

At this time, we have no such reports.

Section 9 (1) (g)

A report prepared within the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED 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 such reports.

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2018 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED—Continued**Section 9 (1) (h)**

A report on the performance or efficiency of The National Maintenance Training and Security Company Limited, or of an office, division or branch of The National Maintenance Training and Security Company Limited., whether the report is of a general nature or concerns a particular policy, programme or project administered by The National Maintenance Training and Security Company Limited.

At this time, we have no such reports.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by The National Maintenance Training and Security Company Limited. Whether or not the plans or proposals are subject to approval by an officer of the National Maintenance Training and Security Company Limited, another public authority, the responsible Minister or Cabinet.

At this time, we have no such reports.

Section 9 (1) (j)

A statement prepared within The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED and containing policy directions for the drafting of legislation.

At this time, we have no such statements.

Section 9 (1) (k)

A report of a test carried out within The National Maintenance Training and Security Company Limited on a product for the purpose of purchasing equipment.

At this time, we have no such reports.

Section 9 (1) (l)

An environmental impact statement prepared within The National Maintenance Training and Security Company Limited.

At this time, we have no such statements.

Section 9 (1) (m)

A Valuation Report prepared for The National Maintenance Training and Security Company Limited by a valuator for the Company whether or not the valuator is an officer of the Company.

Not applicable.

MINISTRY OF SPORTS AND YOUTH AFFAIRS
CHEQUE VOID LIST AS AT 31ST MARCH, 2018

| Cheque Number | Date | Amount | Payee Name |
|---------------|------------|-----------|----------------------------------|
| 36106 | 04/01/2017 | 200.00 | RASHBY MEPHIE 'ONLY' |
| 36463 | 19/01/2017 | 100.00 | FIRST NATIONAL CREDIT UNION |
| 36719 | 08/02/2017 | 185.00 | BLUE CRAB RESTAURANT |
| 36805 | 09/02/2017 | 600.00 | CARIBBEAN AIRLINES LIMITED |
| 37697 | 23/03/2017 | 3,280.00 | MGR. RBC ROYAL BANK LIMITED |
| 37793 | 27/03/2017 | 300.00 | PARADISE POOLS AND SPAS LTD. |
| 38428 | 2017/05/11 | 500.00 | GRANDFEST LIMITED |
| 38450 | 2017/05/11 | 300.00 | WINSTON DANIEL 'ONLY' |
| 38457 | 2017/05/12 | 1,604.40 | NATIONAL INSURANCE BOARD |
| 38490 | 2017/05/12 | 27.00 | AVIL STEPHENS 'ONLY' |
| 38673 | 2017/05/25 | 30.00 | AVIL STEPHENS 'ONLY' |
| 38713 | 2017/05/23 | 619.04 | STACY ROOPNARINE 'ONLY' |
| 38795 | 2017/05/29 | 4,495.25 | KARLA LEWIS |
| 39675 | 2017/07/24 | 6,806.75 | MGR. RBC ROYAL BANK LIMITED |
| 39872 | 2017/07/24 | 862.45 | ANNALICIA BARRATT 'ONLY' |
| 40051 | 2017/08/04 | 334.80 | NATIONAL INSURANCE BOARD |
| 40054 | 2017/08/04 | 7,000.00 | ADANA ROMEO 'ONLY' |
| 40678 | 2017/09/22 | 25.00 | SERVICE COMM SPORTS CLUB |
| 40852 | 2017/09/28 | 5,348.40 | NATIONAL INSURANCE SERVICES LTD. |
| 40936 | 2017/09/29 | 376.88 | TECH NINE I.T. SOLUTIONS LTD. |
| 40998 | 2017/09/29 | 4,725.00 | MAGIC MIST SERVICES LIMITED |
| 41002 | 2017/09/29 | 390.00 | TDAD & TGO NATIONAL PETROLEUM |
| 41008 | 2017/09/29 | 200.00 | ROLAND PIERRE 'ONLY' |
| 41042 | 2017/09/29 | 5,000.00 | MARACAS LAS CUEVAS JUNIOR |
| 41043 | 2017/09/29 | 7,000.00 | ADANA ROMEO 'ONLY' |
| | | 50,309.97 | |

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MINISTRY OF SPORTS AND YOUTH AFFAIRS
CHEQUE VOID LIST AS AT 31ST MARCH, 2017—CONTINUED

| Cheque Number | Date | Amount | Payee Name |
|---------------|------------|---------|---|
| 26311 | 30/10/2015 | 120 | KESTON GIBBS |
| 26325 | 30/10/2015 | 100 | MIKEAL PROSPER |
| 26327 | 30/10/2015 | 100 | KEON SIMON |
| 26333 | 30/10/2015 | 100 | KESTON GIBBS |
| 26345 | 30/10/2015 | 80 | MIKEAL PROSPER |
| 26799 | 16/11/2015 | 640 | KESTON GIBBS |
| 26811 | 16/11/2015 | 640 | NICHOLAS CONSTANTINE |
| 26817 | 16/11/2015 | 640 | MIKEAL PROSPER |
| 26825 | 16/11/2015 | 1682.63 | RESHMA SONNY |
| 26836 | 16/11/2015 | 6340.49 | JOANNA CALLENDER |
| 26838 | 16/11/2015 | 9813.75 | VEENA JOSEPH |
| 26973 | 20/11/2015 | 350 | AUTOMOTIVE AND COMMERCIAL TINTING SERVICES |
| 27122 | 27/11/2015 | 410 | PORT EMPLOYEES CREDIT UNION |
| 27196 | 27/11/2015 | 1495 | AMANDA'S GRILL LTD |
| 28089 | 07/01/2016 | 5000 | ROBERT AGARRATT |
| 28682 | 04/02/2016 | 7500 | INSHAN ISHMAEL |
| 28683 | 04/02/2016 | 7500 | INSHAN ISHMAEL |
| 28797 | 16/02/2016 | 3200 | LYNDON WILSON |
| 28802 | 16/02/2016 | 3200 | IAN MURRAY |
| 28804 | 16/02/2016 | 3200 | WAYNE JAMES |
| 28881 | 17/02/2016 | 149.62 | COLONIAL LIFE INSURANCE COMPANY LIMITED |
| 28893 | 19/02/2016 | 129.16 | ANGELA BOBB |
| 28907 | 19/02/2016 | 3300 | PAULINE MC DONALD-ETTIENNE |
| 28916 | 19/02/2016 | 24600 | MARLENE BACHAN |
| 29058 | 23/02/2016 | 548.43 | DAVID'S TRADING LIMITED |
| 29186 | 29/02/2016 | 226.08 | RAMNARINE RAMBARAN |
| 29287 | 03/03/2016 | 1925 | BEAUTYFUL BUFFETS |
| 29377 | 04/03/2016 | 15000 | DEON BROWNE |
| 29382 | 04/03/2016 | 10000 | SYDNEY DE LA ROSA |
| 29444 | 11/03/2016 | 330 | MAJA LA KAI |
| 29568 | 16/03/2016 | 500 | THE 2 CENTS MOVEMENT |
| 29606 | 17/03/2016 | 2000 | A.L.C. ENTERPRISES |
| 29851 | 24/03/2016 | 8000 | ARTHUR LOK JACK GRADUATE SCHOOL OF BUSINESS |
| 29945 | 05/04/2016 | 2400 | DAVE BOBB |

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MINISTRY OF SPORTS AND YOUTH AFFAIRS
CHEQUE VOID LIST AS AT 31ST MARCH, 2017—CONTINUED

| Cheque Number | Date | Amount | Payee Name |
|---------------|------------|-----------|--|
| 29952 | 05/04/2016 | 800 | EARL AUGUSTINE |
| 30491 | 26/04/2016 | 18981 | BLIZZ CORE TECHNOLOGY |
| 30770 | 16/05/2016 | 861.49 | TRINIDAD AND TOBAGO POLICE SERVICE SOCIAL AND WELFARE ASSOCIATION |
| 30841 | 19/05/2016 | 1006.96 | GUARDIAN LIFE OF THE CARIBBEAN COMPANY LTD |
| 30901 | 20/05/2016 | 64700.25 | MGR RBC ROYAL BANK LTD |
| 30918 | 20/05/2016 | 80 | STEFFAN KALLOO |
| 31204 | 07/06/2016 | 632.88 | TRINIDAD AND TOBAGO POLICE SERVICE SOCIAL AND WELFARE ASSOCIATION |
| 31745 | 01/07/2016 | 1490.5 | AGOSTINI INSURANCE BROKERS LTD |
| 31909 | 11/07/2016 | 899.7 | TARGET DISCOUNT CENTRE |
| 31915 | 12/07/2016 | 360 | ROMANCE GARDEN |
| 32291 | 27/07/2016 | 675 | HUMAN RESOURCE MGT. ASSOC. OF TRINIDAD |
| 32415 | 03/08/2016 | 65 | ROMA JORDAN |
| 32439 | 03/08/2016 | 517.5 | MEPCO LIMITED |
| 32448 | 04/08/2016 | 1331.04 | TRINIDAD AND TOBAGO POLICE SERVICE SOCIAL AND WELFARE ASSOCIATION |
| 32583 | 09/08/2016 | 300 | SHELLENA MOHAMMED |
| 32755 | 15/08/2016 | 1010.5 | ANNALICIA BARRATT |
| 32820 | 18/08/2016 | 315 | TOWN RESTAURANT AND BAR |
| 32888 | 22/08/2016 | 135 | MASSY GAS PRODUCTS |
| 32913 | 23/08/2016 | 5000 | SIPARIA SPORTS LIMITED |
| 32915 | 23/08/2016 | 229.68 | MAGDONI MARTEN MAREN |
| 33043 | 24/08/2016 | 129916 | TRINIDAD AND TOBAGO CHESS ASSOCIATION |
| 33187 | 01/09/2016 | 1000 | PALS CARIBBEAN FLOWER SHOP |
| 33213 | 05/09/2016 | 13837.5 | TOSL ENGINEERING LTD |
| 33494 | 14/09/2016 | 26000 | DR. K. RAMDATI |
| 33714 | 20/09/2016 | 800 | AMANDA'S GRILL LTD |
| 33717 | 20/09/2016 | 553.5 | JENNY'S ON THE BOULEVARD |
| 33810 | 21/09/2016 | 93750 | LALONDE GORDON |
| 34212 | 27/09/2016 | 4114.89 | G.PAUL SEWING MACHINES |
| 34265 | 28/09/2016 | 17818.88 | PEAKE TECHNOLOGIES LTD |
| 34279 | 29/09/2016 | 144.32 | ATHENA RYAN |
| 34292 | 29/09/2016 | 66.6 | CHANROUTEE MOTEE |
| 34294 | 29/09/2016 | 79800 | THE UNIVERSITY OF TRINIDAD AND TOBAGO |
| 34326 | 29/09/2016 | 10935 | THE AMERICAN STORES LTD |
| 34475 | 30/09/2016 | 1050 | IRWIN QUAMINE |
| 34501 | 30/09/2016 | 11610 | WAYNE SHEPPARD |
| 34573 | 30/09/2016 | 5557.5 | WEEKENDERS TRINIDAD LTD |
| 34588 | 30/09/2016 | 5100 | CADEL TRADING LTD |
| | | 622665.85 | |