



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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Trinidad and Tobago Securities and Exchange Commission

LIST OF REGISTRANTS AS AT 31ST MARCH 2018

The Trinidad and Tobago Securities and Exchange Commission (“the Commission”) is responsible for ensuring that the securities industry operates in a fair, transparent and efficient manner in order to protect the rights of investors.

The Commission regulates the securities market by registering all securities that are distributed to the public, all issuers of those securities, and market intermediaries directly involved in the issuance, offering and sale of those securities e.g. *Broker-Dealers, Investment Advisers, Underwriters, and Self-Regulatory Organizations*. Certain employees or officers of Broker-Dealers, Investment Advisers and Underwriters are also required to be registered with the Commission as Registered Representatives.

HOW DOES REGISTERING WITH THE COMMISSION PROTECT INVESTORS?

Registration requires all registrants (issuers of securities as well as market intermediaries such as *Broker-Dealers, Investment Advisers, and Underwriters*) to provide the Commission with pertinent information regarding the registrant itself (such as background information on its operations, management and financial position) as well as the securities being distributed. **The Commission ensures that the information meets the requirements of the law and is available to the public.**

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

Firms and individuals are registered by category - each registration category attracts different educational, experience, and financial requirements, and permits different activities. **The Commission ensures that the companies are genuine entities with a registered office, staffed by qualified professionals who possess the knowledge, skills and experience to conduct the class of business for which the companies are being registered.**

WHAT ARE THE QUALIFICATIONS FOR REGISTRATION?

Registration will not be granted unless the Commission is satisfied that an applicant is fit and proper, meets the requirement of the law with respect to capital and educational qualifications, and discloses any information that may affect the conduct and integrity of his/her business. This information is also available for public viewing at the Commission.

However, **the provision of information does not end after the initial registration. Registrants are required to continuously provide the Commission, as well as investors, with information inclusive of changes which may positively or negatively impact the performance of their business and the securities available to investors.**

IS REGISTRATION AN ENDORSEMENT?

While we advise investors to deal only with registrants that are registered with the Commission, **registration with the Commission is NOT an endorsement of the registrant or of any security. The Commission provides neither guarantee nor opinion on the performance of a registrant or security.**

Always remember, **even though you are dealing with someone who is registered with the Commission, you should evaluate the registrant and the securities being offered and if necessary, seek independent financial advice before making an investment decision.**

DEFINITION OF TERMS

- ***Broker-Dealer***
A firm acting as an intermediary between a buyer and a seller of securities, usually for a fee or a commission. When acting as a broker, a Broker-Dealer executes orders on behalf of his/her client. When acting as a dealer, a Broker-Dealer executes trades for his/her firm's own account
- ***Investment Adviser***
An individual or firm that advises clients on investment in, or the purchase or sale of securities on a professional basis.
- ***Registered Representative***
An employee or officer of a registered Broker-Dealer, Investment Adviser or Underwriter who liaises with members of the public on behalf of their employers further to the offering, distribution or sale of securities.
- ***Reporting Issuer***
A corporation that has issued or proposes to distribute securities to the public and is subject to the continuous disclosure requirements of the Commission.

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

- ***Self-Regulatory Organization***
A non-governmental organization that has the power to create and enforce industry regulations and standards. The priority is to protect investors through the establishment of rules that promote ethics and equality.
- ***Sponsored Broker-Dealer***
An individual who is employed by a Brokerage firm from a foreign jurisdiction. This individual aligns himself/herself with a local Broker-Dealer who sponsors his/her registration with the Commission. A Sponsored Broker-Dealer that is registered with the Commission can conduct securities business in Trinidad and Tobago for a maximum of 90 days in a calendar year.
- ***Underwriter***
A company that arranges for the issuance or distribution of securities and/or agrees to purchase any unsold securities thereby guaranteeing full subscription.

In accordance with the requirements of Section 52(8) of the Securities Act, 2012, the Commission has provided a listing of its Broker-Dealers, Investment Advisers, Underwriters, Self-Regulatory Organizations and Reporting Issuers as at March 31st, 2018 as indicated on the following pages.

WANT TO KNOW MORE?

For additional information, you are invited to contact, the Trinidad and Tobago Securities and Exchange Commission, at (868) 624-2991, or visit our website at www.ttsec.org.tt.

BROKER-DEALERS	
1	Ansa Merchant Bank Limited
2	Ansa Securities Limited
3	Bourse Brokers Limited
4	Bourse Securities Limited
5	Capital Markets Elite Group Limited
6	Caribbean Stockbrokers Limited
7	Citicorp Merchant Bank Limited
8	Development Finance Limited
9	First Citizens Asset Management Limited
10	First Citizens Bank Limited
11	First Citizens Brokerage and Advisory Services Limited
12	First Citizens Investment Services Limited
13	FirstCaribbean International Bank (Trinidad & Tobago) Limited
14	Firstline Securities Limited
15	Guardian Asset Management and Investment Services Limited
16	Guardian Group Trust Limited
17	JMMB Bank (T&T) Limited
18	JMMB Investments (Trinidad and Tobago) Limited
19	JMMB Securities (T&T) Limited

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

BROKER-DEALERS	
19	JMMB Securities (T&T) Limited
20	KCL Capital Market Brokers Limited
21	KSBM Asset Management Limited
22	Maritime Capital Limited
23	Murphy Clarke Financial Limited
24	NCB Global Finance Limited
25	RBC Merchant Bank (Caribbean) Limited
26	Republic Bank Limited
27	Republic Securities Limited
28	Sagicor Life Incorporated
29	Scotia Investments (Trinidad and Tobago) Limited
30	Scotiabank Trinidad and Tobago Limited
31	Sheppard Securities Limited
32	The Home Mortgage Bank
33	Trinidad and Tobago Unit Trust Corporation
34	West Indies Stockbrokers Limited

INVESTMENT ADVISERS	
1	Aspire Fund Management Company Limited
2	Burris, Stephen
3	Clewett, Nigel
4	FCL Financial Limited
5	First Citizens Securities Trading Limited
6	Guardian Life of the Caribbean Limited
7	Marquis Portfolio Managers Limited
8	Mondial (Trinidad) Limited
9	RBC Investment Management (Caribbean) Limited
10	Republic Wealth Management Limited
11	Sa Gomes, Chip - trading as Admiral Capital
12	SHBL Investments Company Limited
13	Waterloo Capital Advisors Limited

<u>SPONSORED BROKER-DEALERS</u>		
NO.	NAME OF SPONSORED BROKER-DEALER	ASSOCIATED BROKER-DEALER
1	Cusimano, Paul	Scotia Investments (Trinidad and Tobago) Limited
2	George, Christopher	Scotia Investments (Trinidad and Tobago) Limited
3	Jenkins, Paul	Scotia Investments (Trinidad and Tobago) Limited
4	Juarez, Yuly	Scotia Investments (Trinidad and Tobago) Limited
5	Stollmeyer, Scott	Scotia Investments (Trinidad and Tobago) Limited
6	Vandewater, Thomas	Scotia Investments (Trinidad and Tobago) Limited

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

SELF-REGULATORY ORGANISATIONS	
1	The Trinidad and Tobago Central Depository Limited
2	The Trinidad and Tobago Stock Exchange Limited

REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
1	Achaiba, Anastacia	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
2	Akan, Myrmelle	SHBL Investments Company Limited	Advising
3	Alexander, Liesel	KCL Capital Market Brokers Limited	Advising, Brokering and Underwriting
4	Alexander, Liesel ¹	Aspire Fund Management Company Limited	Advising
5	Alexander, Lisa Maria	JMMB Investments (Trinidad and Tobago) Limited	Brokering
6	Ali, Christopher	First Citizens Bank Limited	Brokering
7	Ali, Salahudeen	Maritime Capital Limited	Brokering
8	Ali, Salma	West Indies Stockbrokers Limited	Brokering
9	Ali, Shan	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
10	Ali, Tennisha	First Citizens Securities Trading Limited	Advising
11	Ali-Ramkissoon, Alisa	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
12	Alleyne, Harold	Caribbean Stockbrokers Limited	Advising, Brokering and Underwriting
13	Amow, Salina	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
14	Antoine, Ru-Ann	First Citizens Investment Services Limited	Advising
15	Aparicio-Owen, Talia	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
16	Armoogan, Andrea	Scotiabank Trinidad and Tobago Limited	Associate
17	Ashby, Lyndelle	KCL Capital Market Brokers Limited	Advising
18	Austin, Marsha	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
19	Avey, Richard	Guardian Life of the Caribbean Limited	Advising
20	Awai, Gary	Development Finance Limited	Advising, Brokering and Underwriting
21	Babb, Tammie	FCL Financial Limited	Advising
22	Bain, Asha	Guardian Asset Management and Investment Services Limited	Associate

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
23	Baird, Dwane	Capital Markets Elite Group Limited	Advising and Brokering
24	Balgobin, Robert	KSBM Asset Management Limited	Advising and Brokering
25	Balroop, Meera	RBC Merchant Bank (Caribbean) Limited	Brokering
26	Basdeo, Anderson	Citicorp Merchant Bank Limited	Brokering
27	Basdeo, Roshan	JMMB Securities (T&T) Limited	Associate
28	Beharry, Amanda	First Citizens Investment Services Limited	Advising
29	Bell-Smythe, Nicholas	Development Finance Limited	Associate
30	Bhagan, Candice	West Indies Stockbrokers Limited	Associate
31	Bharath, Renata	Bourse Brokers Limited	Associate
32	Bhikarrie, Rory	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
33	Bhimull, Chenise	Sheppard Securities Limited	Associate
34	Bisnath, Anthony	Guardian Asset Management and Investment Services Limited	Associate
35	Bissessar, Ambica	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
36	Bleasdel, Jason	KCL Capital Market Brokers Limited	Associate
37	Bobb, Sheldon	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
38	Boca, Silvine	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
39	Boissiere, Andrew	RBC Merchant Bank (Caribbean) Limited	Underwriting
40	Boodhoo, Salena	Guardian Asset Management and Investment Services Limited	Associate
41	Boodram, Rodney	Guardian Asset Management and Investment Services Limited	Advising and Brokering
42	Bosland, Dirk	First Citizens Asset Management Limited	Brokering
43	Bridgewater, Joanne Cheryl	Republic Securities Limited	Brokering
44	Bridglal, Anuradha	First Citizens Bank Limited	Advising
45	Camacho, James	Sagicor Life Incorporated	Underwriting
46	Carter, Ronald	JMMB Investments (Trinidad and Tobago) Limited	Brokering and Underwriting
47	Carter, Ronald ⁱⁱ	JMMB Securities (T&T) Limited	Brokering and Underwriting

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
48	Cassim, Marc	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
49	Chamely, Anna	Guardian Asset Management and Investment Services Limited	Advising and Brokering
50	Chang, Andrew	JMMB Investments (Trinidad and Tobago) Limited	Brokering
51	Chen, Nicholas	First Citizens Bank Limited	Associate
52	Chin Wing, Deneika	First Citizens Investment Services Limited	Advising
53	Chin, Ian	Ansa Merchant Bank Limited	Advising and Brokering
54	Chin, Ian ⁱⁱⁱ	Ansa Securities Limited	Advising and Brokering
55	Clarke, Andre	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
56	Clarke, John Peter	Republic Bank Limited	Underwriting
57	Clarke, Leslie	Murphy Clarke Financial Limited	Brokering and Underwriting
58	Clifton, R. Emile	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
59	Coonai, Ryan	West Indies Stockbrokers Limited	Brokering
60	Crooks, Victoria Marie	Sheppard Securities Limited	Brokering
61	Darbasie, Karen	First Citizens Bank Limited	Brokering
62	Dasrathsinh, Jamie	JMMB Bank (T&T) Limited	Advising, Brokering and Underwriting
63	De Gale-Harry, Ijeoma	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
64	De Montrichard, Gene	Marquis Portfolio Managers Limited	Advising
65	De Montrichard-Carter, Tracy	Marquis Portfolio Managers Limited	Advising
66	Des Vignes, Michelle	KCL Capital Market Brokers Limited	Advising
67	Dillon, Genevieve	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
68	Dindial, Leanna	Guardian Asset Management and Investment Services Limited	Associate
69	Donaldson, Graham Duff	Mondial (Trinidad) Limited	Advising
70	Donaldson-Jeffrey, Amril	First Citizens Securities Trading Limited	Advising
71	Dookie, Dave	Waterloo Capital Advisors Limited	Advising

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
72	Dookie-Sieuraj, Nadira	Scotiabank Trinidad and Tobago Limited	Associate
73	Dou, Yizhao	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
74	Eligon, Michelle	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
75	Evans, Richard	Trinidad and Tobago Unit Trust Corporation	Brokering
76	Eve, Patricia Albertina	Republic Securities Limited	Associate
77	Fadahunsi, Lai	SHBL Investments Company Limited	Advising
78	Ferguson, Andrew	Maritime Capital Limited	Advising and Brokering
79	Ferreira, Giselle	JMMB Investments (Trinidad and Tobago) Limited	Advising
80	Ferreira, Greg	First Citizens Investment Services Limited	Brokering
81	Ford, Brent	Guardian Group Trust Limited	Advising, Brokering and Underwriting
82	Ford, Brent ^{IV}	Guardian Asset Management and Investment Services Limited	Advising and Brokering
83	Forde, Maria	Trinidad and Tobago Unit Trust Corporation	Advising
84	Frazer, Brian	Scotia Investments (Trinidad and Tobago) Limited	Brokering
85	Gajadhar, Kerry	Caribbean Stockbrokers Limited	Associate
86	Gajadhar, Usha	The Home Mortgage Bank	Brokering and Underwriting
87	Gatt, Gordon Anthony	Sheppard Securities Limited	Advising
88	Gill, Sherwin M.	Trinidad and Tobago Unit Trust Corporation	Advising
89	Gordon, Winston Earl	Firstline Securities Limited	Advising, Brokering and Underwriting
90	Grannum, Jonathan	Guardian Asset Management and Investment Services Limited	Associate
91	Grell, Stephen	Citicorp Merchant Bank Limited	Underwriting
92	Guyadeen-Gosine, Karen	Trinidad and Tobago Unit Trust Corporation	Advising
93	Hackett-Murray, Desiree	Trinidad and Tobago Unit Trust Corporation	Advising
94	Hassanali, Warren	Scotiabank Trinidad and Tobago Limited	Advising and Brokering

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	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
95	Hepburn, Karrian	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
96	Hernandez, Alicia	Firstline Securities Limited	Advising and Brokering
97	Hernandez, Jody	Firstline Securities Limited	Advising and Brokering
98	Hill, Gregory	Ansa Merchant Bank Limited	Advising, Brokering and Underwriting
99	Hill, Gregory ^v	Ansa Securities Limited	Advising and Brokering
100	Hilton-Clarke, Jacqueline	KCL Capital Market Brokers Limited	Advising
101	Hinkson, Duane	Development Finance Limited	Advising, Brokering and Underwriting
102	Ho Sing Loy, Ameen	RBC Merchant Bank (Caribbean) Limited	Brokering
103	Holder, Omar	Trinidad and Tobago Unit Trust Corporation	Advising
104	Hosein, Narisa	Guardian Asset Management and Investment Services Limited	Advising, Brokering and Underwriting
105	Hosein, Sean	Bourse Brokers Limited	Associate
106	Howell, Brendon	Republic Bank Limited	Brokering
107	Hunte, Ricardo	Guardian Asset Management and Investment Services Limited	Advising and Brokering
108	Inniss-Bernard, Judy Charis	Republic Securities Limited	Associate
109	Israel, Stacy	First Citizens Investment Services Limited	Advising
110	Jackman, Janice	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
111	Jackman-Slater, Ihsan	Ansa Merchant Bank Limited	Brokering
112	Jadoo, Vishal	Firstline Securities Limited	Advising, Brokering and Underwriting
113	Jagbirsingh, Candace	RBC Merchant Bank (Caribbean) Limited	Underwriting
114	James, Carolyn	Bourse Securities Limited	Brokering
115	James, Michael	Guardian Asset Management and Investment Services Limited	Associate
116	Jogie, Andy	RBC Merchant Bank (Caribbean) Limited	Brokering and Underwriting
117	John, Trevor	Guardian Asset Management and Investment Services Limited	Associate
118	Johnson, Alvin	Caribbean Stockbrokers Limited	Advising, Brokering and Underwriting

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REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
119	Julien, Jason	First Citizens Bank Limited	Brokering
120	Kalicharan, Ramcharan	KSBM Asset Management Limited	Advising and Brokering
121	Kangaloo, Wayne	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
122	Katwaroo, Darren	Scotiabank Trinidad and Tobago Limited	Associate
123	Kelshall, Carla	Republic Securities Limited	Brokering
124	Khan, Meera	Scotiabank Trinidad and Tobago Limited	Associate
125	King, Adah	KCL Capital Market Brokers Limited	Associate
126	King, Dalia Patrice	Firstline Securities Limited	Advising, Brokering and Underwriting
127	King, Keith Michael	Firstline Securities Limited	Advising, Brokering and Underwriting
128	King, Mary	Mondial (Trinidad) Limited	Advising
129	King, Maxine Cheryl	Firstline Securities Limited	Advising, Brokering and Underwriting
130	Lalla, Jeremy	Guardian Asset Management and Investment Services Limited	Advising and Brokering
131	Lambert, Daniel	FCL Financial Limited	Advising
132	Law, Suein	Republic Wealth Management Limited	Advising
133	Leggard, Kaffi	Sheppard Securities Limited	Associate
134	Leons, Keron	First Citizens Investment Services Limited	Associate
135	Lewis, Darlene	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
136	Lewis, Mellesia	Guardian Asset Management and Investment Services Limited	Advising and Brokering
137	Lewis, Phillip Andrew	Firstline Securities Limited	Advising, Brokering and Underwriting
138	Mac Quan, Keisha	First Citizens Investment Services Limited	Advising
139	Maharaj, Aneela	Guardian Asset Management and Investment Services Limited	Associate
140	Maharaj, Laura	Scotiabank Trinidad and Tobago Limited	Associate
141	Maharaj, Melissa-Jo	Scotiabank Trinidad and Tobago Limited	Advising and Brokering

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REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
142	Maharaj, Varma	First Citizens Securities Trading Limited	Advising
143	Maingot, Danielle	Murphy Clarke Financial Limited	Advising
144	Majid, Fareesha	Murphy Clarke Financial Limited	Brokering
145	Manmohan, Adrian	West Indies Stockbrokers Limited	Brokering
146	Manohar, Seema	Bourse Brokers Limited	Associate
147	Mansoor, Natalie Marie	RBC Investment Management (Caribbean) Limited	Advising
148	Maraj, Leela	Sheppard Securities Limited	Associate
149	Marajh, Adita	Guardian Asset Management and Investment Services Limited	Advising and Brokering
150	Marcus, Kriss	Development Finance Limited	Advising, Brokering and Underwriting
151	Mark, Sekou	Trinidad and Tobago Unit Trust Corporation	Advising
152	Martineau, Dan	Waterloo Capital Advisors Limited	Advising
153	Martinez, Miguel	Citicorp Merchant Bank Limited	Underwriting
154	McKell, Romesh	First Citizens Investment Services Limited	Advising
155	Mohammed, Amani	First Citizens Investment Services Limited	Associate
156	Mohammed, Camille	First Citizens Investment Services Limited	Associate
157	Mohammed, Naseeb	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
158	Mohammed, Nisha	FirstCaribbean International Bank (Trinidad & Tobago) Limited	Brokering and Underwriting
159	Mohammed, Reshard	Scotia Investments (Trinidad and Tobago) Limited	Brokering
160	Mohammed, Reza	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
161	Mohammed, Ronald	Bourse Securities Limited	Associate
162	Mohammed, Salisha	Guardian Asset Management and Investment Services Limited	Associate
163	Mohammed, Shaun	First Citizens Brokerage and Advisory Services Limited	Brokering
164	Mohammed, Zinora	KCL Capital Market Brokers Limited	Advising
165	Mongroo, Nirmala	First Citizens Investment Services Limited	Advising

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REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
166	Monsegue, Tyron	Capital Markets Elite Group Limited	Brokering
167	Moore, Carlene	First Citizens Bank Limited	Advising
168	Morris, Akiya	First Citizens Investment Services Limited	Advising
169	Morrison, Joseph	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
170	Mungal, Denise	Guardian Asset Management and Investment Services Limited	Advising and Brokering
171	Murrell, Nicole	Guardian Asset Management and Investment Services Limited	Advising and Brokering
172	Narine, Kavita	KCL Capital Market Brokers Limited	Associate
173	O'Neil Gooden, Steven	NCB Global Finance Limited	Advising, Brokering and Underwriting
174	Ollivierre, Cyprian James	Citicorp Merchant Bank Limited	Brokering
175	Oxley-Fullerton, Judy	First Citizens Asset Management Limited	Advising
176	Padia, Andre	RBC Merchant Bank (Caribbean) Limited	Brokering
177	Pagee, Gillian	First Citizens Investment Services Limited	Advising
178	Pardais, Maria	First Citizens Securities Trading Limited	Advising
179	Pascal, Anand	Guardian Life of the Caribbean Limited	Advising
180	Pasea, Christian	Sagicor Life Incorporated	Brokering
181	Patrick, Cole	Firstline Securities Limited	Advising, Brokering and Underwriting
182	Pemberton, Tiffany	Development Finance Limited	Associate
183	Pereira, Marc Richard	Sheppard Securities Limited	Advising
184	Persad, Brad	JMMB Bank (T&T) Limited	Advising, Brokering and Underwriting
185	Persad, Mitoonlal	RBC Merchant Bank (Caribbean) Limited	Brokering
186	Persad, Savon	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
187	Phelps, Alesha	Sagicor Life Incorporated	Underwriting
188	Phillips, Joel	Guardian Group Trust Limited	Advising, Brokering and Underwriting

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REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
189	Pollard Jnr., Duke	Capital Markets Elite Group Limited	Advising and Brokering
190	Pounder, Giselle	Republic Securities Limited	Brokering
191	Prevatt, Osmond Cleaveland	The Home Mortgage Bank	Advising, Brokering and Underwriting
192	Prince, Jamila	Guardian Asset Management and Investment Services Limited	Associate
193	Rajack, Dereck	JMMB Bank (T&T) Limited	Advising, Brokering and Underwriting
194	Rajkumar, Anil	Guardian Asset Management and Investment Services Limited	Advising and Brokering
195	Rajkumar, Keisha	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
196	Ramdeen, Leon	Guardian Group Trust Limited	Advising, Brokering and Underwriting
197	Ramirez, Roberto	Scotiabank Trinidad and Tobago Limited	Underwriting
198	Ramkhelawan, Sarodh	Bourse Securities Limited	Brokering
199	Ramkhelawan, Subhas	Bourse Securities Limited	Brokering and Underwriting
200	Ramkhelawan, Subhas ^{vi}	Bourse Brokers Limited	Brokering and Underwriting
201	Ramkisson, Baldath	Republic Bank Limited	Brokering
202	Ramlal, Dereck	First Citizens Bank Limited	Advising
203	Ramlal, Natasha	West Indies Stockbrokers Limited	Associate
204	Ramlochan, Gideon	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
205	Ramlogan, Rawle	The Home Mortgage Bank	Advising, Brokering and Underwriting
206	Ramnath-Singh, Gail	Caribbean Stockbrokers Limited	Associate
207	Ramsahai, Rickhi	West Indies Stockbrokers Limited	Brokering
208	Ramsumair, Shivana	First Citizens Investment Services Limited	Advising
209	Rawlins Bethel, Avionne	Guardian Asset Management and Investment Services Limited	Associate
210	Roberts, Steve	Republic Wealth Management Limited	Advising
211	Rochard, Wayne	First Citizens Bank Limited	Associate
212	Rodrigues, Herman	Mondial (Trinidad) Limited	Advising
213	Roopchand, Alicia	JMMB Investments (Trinidad and Tobago) Limited	Advising

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REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
214	Sabga, Nigel Anthony	Ansa Merchant Bank Limited	Associate
215	Salazar, Krystal	Scotia Investments (Trinidad and Tobago) Limited	Brokering
216	Salloum, Christiane Michelle	Sheppard Securities Limited	Advising
217	Salvary, Brent	KSBM Asset Management Limited	Advising and Brokering
218	Samodee, Keisha	First Citizens Investment Services Limited	Associate
219	Samuel, Joanne	First Citizens Investment Services Limited	Advising
220	Saunders, Sean	Trinidad and Tobago Unit Trust Corporation	Brokering
221	Scott, Deyson	Trinidad and Tobago Unit Trust Corporation	Advising
222	Sealey, Kenrick	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
223	Seebaran, Madree	Bourse Brokers Limited	Brokering
224	Seebrath, Shawnee	Guardian Asset Management and Investment Services Limited	Associate
225	Seedial, Yuri	First Citizens Investment Services Limited	Associate
226	Seenath, Liz	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
227	Seepaul, Diana	First Citizens Bank Limited	Advising
228	Seepersad, Bliss	Guardian Asset Management and Investment Services Limited	Advising and Brokering
229	Seepersad, Shane	First Citizens Investment Services Limited	Brokering
230	Seepersadsingh, Sheldon	Scotiabank Trinidad and Tobago Limited	Associate
231	Sheppard, Alan Michael	Sheppard Securities Limited	Advising
232	Sheppard, George David	Sheppard Securities Limited	Brokering
233	Silva, Loise	Guardian Asset Management and Investment Services Limited	Associate
234	Singh, Dianne	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
235	Singh, Gia	First Citizens Investment Services Limited	Advising

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
236	Singh, Lillian	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
237	Smith, Dirk	JMMB Bank (T&T) Limited	Advising, Brokering and Underwriting
238	Somair, Sean	RBC Investment Management (Caribbean) Limited	Advising
239	Sooknanan, Rishi	Citicorp Merchant Bank Limited	Brokering and Underwriting
240	Sookoo, Anganie	JMMB Investments (Trinidad and Tobago) Limited	Brokering
241	Sookoo, Jennifer	JMMB Investments (Trinidad and Tobago) Limited	Advising
242	St. Louis, Leslie	First Citizens Brokerage and Advisory Services Limited	Brokering
243	Stephens, Gerard	JMMB Investments (Trinidad and Tobago) Limited	Brokering
244	Sukhu, Rochelle	First Citizens Bank Limited	Advising
245	Tang Nian, Stephen	RBC Merchant Bank (Caribbean) Limited	Brokering
246	Telesford-Pierre, Trudie	KCL Capital Market Brokers Limited	Advising
247	Thomas, Rowland Marc	Guardian Asset Management and Investment Services Limited	Advising, Brokering and Underwriting
248	Thomas, Stephen	First Citizens Investment Services Limited	Brokering and Underwriting
249	Thompson, Leah Kimberley	Sheppard Securities Limited	Brokering
250	Titus, Heather	FirstCaribbean International Bank (Trinidad & Tobago) Limited	Brokering and Underwriting
251	Tom Yew, Katrine	Guardian Asset Management and Investment Services Limited	Advising and Brokering
252	Trestrail, Jeannette	Sheppard Securities Limited	Advising
253	Trestrail, Robert	Sagicor Life Incorporated	Brokering
254	Valley, Kerwyn	KCL Capital Market Brokers Limited	Advising, Brokering and Underwriting
255	Valley, Kerwyn ^{vii}	Aspire Fund Management Company Limited	Advising
256	Valley, Kevin	KCL Capital Market Brokers Limited	Advising
257	Valley, Kieran	Aspire Fund Management Company Limited	Advising

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REGISTERED REPRESENTATIVES			
	NAME OF REGISTERED REPRESENTATIVE	ASSOCIATED BROKER-DEALER	TYPE OF REGISTERED REPRESENTATIVE
258	Valley, Kurt	First Citizens Asset Management Limited	Brokering
259	Van Lowe, Amoy	Trinidad and Tobago Unit Trust Corporation	Advising
260	Verguet, Thomas	Firstline Securities Limited	Advising, Brokering and Underwriting
261	Vieira, Lisa	SHBL Investments Company Limited	Associate
262	Vincent, Trisha	First Citizens Investment Services Limited	Advising
263	Wallace, Wilfred Gregory	Mondial (Trinidad) Limited	Advising
264	Webster-Villafana, Akisha	Trinidad and Tobago Unit Trust Corporation	Associate
265	Wells-Fraser, Bernadette	JMMB Securities (T&T) Limited	Brokering
266	Westfield, Vanessa	Scotiabank Trinidad and Tobago Limited	Advising and Brokering
267	Whiskey, Tennille	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
268	Whiteman, Sharon	Trinidad and Tobago Unit Trust Corporation	Advising and Brokering
269	Wilson, Jonathan	Firstline Securities Limited	Advising and Brokering
270	Wilson-Mano, Linda	Trinidad and Tobago Unit Trust Corporation	Advising
271	Woo, Brian	First Citizens Bank Limited	Underwriting
272	Wynter, Paul	Guardian Asset Management and Investment Services Limited	Advising and Brokering
273	Young, Angus Peter	NCB Global Finance Limited	Advising, Brokering and Underwriting
274	Youseff, Daniel	First Citizens Investment Services Limited	Advising

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REPORTING ISSUERS	
1	Add Venture Capital Fund Limited
2	Agostini's Limited
3	Airports Authority of Trinidad and Tobago
4	Angostura Holdings Limited
5	Angostura Limited
6	ANSA McAL Limited
7	Ansa Merchant Bank Limited
8	Berger Paints Trinidad Limited
9	BWIA West Indies Airways Limited
10	Caroni (1975) Limited
11	CIBC Private Client Fund Limited
12	Citibank (Trinidad and Tobago) Limited
13	Citicorp Merchant Bank Limited
14	Development Finance Limited
15	Dynamic Equity Fund II Limited
16	Education Facilities Company Limited
17	First Citizens Asset Management Limited
18	First Citizens Bank Limited
19	First Citizens Investment Services Limited
20	FirstCaribbean International Bank Limited
21	Flavorite Foods Limited
22	FNCU Venture Capital Company Limited
23	Fortress Caribbean High Interest Fund Limited
24	Fortress Caribbean Property Fund Limited SCC
25	Fortress Mutual Fund Limited
26	Fortress OAM Overseas Fund Limited
27	Furness Trinidad Limited
28	GraceKennedy Limited
29	Guardian Asset Management and Investment Services Limited
30	Guardian Holdings Limited
31	Guardian Media Limited
32	JMMB Bank (T&T) Limited
33	JMMB Group Limited
34	L.J. Williams Limited
35	Massy Holdings Limited
36	Mora Ven Holdings Limited
37	National Enterprises Limited
38	National Flour Mills Limited
39	National Infrastructure Development Company Limited
40	National Insurance Property Development Company Limited
41	National Maintenance Training and Security Company Limited
42	NCB Financial Group Limited
43	Nestle Trinidad and Tobago Limited

LIST OF REGISTRANTS AS AT 31ST MARCH, 2018—CONTINUED

REPORTING ISSUERS	
44	One Caribbean Media Limited
45	Point Lisas Industrial Port Development Corporation Limited
46	Port Authority of Trinidad and Tobago
47	Prestige Holdings Limited
48	Public Transport Service Corporation
49	RBC Merchant Bank (Caribbean) Limited
50	RBC Royal Bank (Trinidad and Tobago) Limited
51	RBTT Finance Limited
52	Readymix (West Indies) Limited
53	Republic Bank Limited
54	Republic Financial Holdings Limited
55	Royal Bank of Canada
56	Royal Skandia Life Assurance Limited
57	Sagicor Financial Corporation Limited
58	Sagicor Funds Incorporated
59	Scotia Caribbean Income Fund Inc.
60	Scotia Investments Jamaica Limited
61	Scotiabank Short-Term Income Fund Inc.
62	Scotiabank Trinidad and Tobago Fixed Income Fund Inc.
63	Scotiabank Trinidad and Tobago Growth Fund Inc.
64	Scotiabank Trinidad and Tobago Limited
65	St. Christopher Air and Sea Ports Authority
66	St. Kitts Urban Development Corporation Limited
67	Telecommunications Services of Trinidad and Tobago Limited
68	The Home Mortgage Bank
69	The National Football Stadium Company Limited
70	The Sports Company of Trinidad and Tobago Limited
71	The West Indian Tobacco Company Limited
72	Tourism & Industrial Development Company of Trinidad & Tobago Limited
73	Trinidad and Tobago Housing Development Corporation
74	Trinidad and Tobago Mortgage Finance Company Limited
75	Trinidad and Tobago NGL Limited
76	Trinidad and Tobago Unit Trust Corporation
77	Trinidad Cement Limited
78	Unilever Caribbean Limited
79	Urban Development Corporation of Trinidad & Tobago Limited
80	UTC (Cayman) SPC Ltd
81	Water & Sewerage Authority

ⁱ Alexander, Liesel is a Registered Representative of KCL Capital Market Brokers Limited; and Aspire Fund Management Company Limited.

-
- ii Carter, Ronald is a Registered Representative of JMMB Investments (Trinidad and Tobago) Limited; and JMMB Securities (T&T) Limited.
- iii Chin, Ian is a Registered Representative of Ansa Merchant Bank Limited; and Ansa Securities Limited.
- iv Ford, Brent is a Registered Representative of Guardian Group Trust Limited; and Guardian Asset Management and Investment Services Limited.
- v Hill, Gregory is a Registered Representative of Ansa Merchant Bank Limited; and Ansa Securities Limited.
- vi Ramkhelawan, Subhas is a Registered Representative of Bourse Securities Limited; and Bourse Brokers Limited.
- vii Valley, Kerwyn is a Registered Representative of KCL Capital Market Brokers Limited; and Aspire Fund Management Company Limited.
-

Government of the Republic of Trinidad and Tobago

Public Statement of the Ministry of Housing and Urban Development (2016)

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 Ministry of Housing and Urban Development is required by law to publish the following statement, which lists the documents and information 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 Ministry of Housing and Urban Development.
- (2) A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under FOIA.

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- (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 (1) (a) (i)

Mission and Vision Statements

The Mission and Vision Statements for the Ministry of Housing and Urban Development have not been developed to date, since the Ministry has been recently established.

Function

The housing portfolio of the Ministry of Housing and Urban Development involves the provision of appropriate housing solutions for low and middle income families through the direct construction and distribution of new homes, the development of appropriate home financing mechanisms and development of sustainable communities. Further, until 23rd September, 2015, the housing portfolio of the Ministry included the provision of developed housing lots to VSEP-availed ex-workers of Caroni (1975) Ltd.

The Ministry has also placed emphasis on the maintenance of housing stock, the upgrading of infrastructure in Government housing developments and the distribution of grants and subsidies to members of the public through the requisite divisions for the purpose of improving the social conditions of poor families, enhancing the aesthetic quality of Government developments and reducing the annual national demand for new homes.

ORGANIZATIONAL STRUCTURE AND STAFFING

The Ministry of Housing and Urban Development is headed by the Permanent Secretary and has one hundred and four (104) established and approximately seventy-five (75) contract positions in sum, comprising of clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Divisions/Sections/Units; as outlined in the organizational chart attached.

Organizational Chart

See attached.

Human Resource Service Division

This division is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so as to achieve the Ministry's strategic goals and objectives. The

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

functions include recruitment, human resource planning, training and development, performance evaluation management, development of human resource management policies, industrial and employee relations and compensation.

General Administration/Operations

This section is responsible for the provision of support services for the Ministry, through the registry and office management functions. The Registry ensures the orderly recording and safe storage of Ministry files and documents. The office management section is responsible for the procurement of goods and services, e.g. office supplies, furniture, equipment, messenger, maid, janitorial services etc.

Economic Research and Planning Unit

The Economic Research and Planning Unit is responsible for assisting in the preparation of policies, programmes and projects in the housing sector and ensuring that these policies, programmes and projects are executed in accordance with Government's mandate.

This Unit is instrumental in monitoring the budgetary requirements of the divisions and agencies under the purview of the Ministry of Housing and Urban Development. Some of the areas which the Economic Research and Planning Unit places emphasis on are as follows:

- Oversight of the implementation of the Public Service Investment Programme (PSIP);
- Preparation of annual budgets (mainly capital);
- Monitoring of the Ministry's performance under Government's Policy Framework for Sustainable Development;
- Provide data and advice on ongoing projects to the Minister/ Permanent Secretary;
- Providing comments on reports and documents (in-house or from other Ministries/agencies);
- Develop initiatives to ensure that goals are achieved including liaising with other departments within the Ministry;
- Ensure internationally agreed goals are achieved e.g. The Millennium Development Goals(MDGs);
- Disbursement of Emergency Shelter Relief Grants;

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- Functioning on Committees; and
- Preparation of comprehensive reports on the Ministry (e.g. Action Plan report, Administrative reports).

Finance and Accounts Unit

The functions of the Accounts unit include:

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

Information Technology (IT) Services Unit

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

- Systems analysis: i.e. analyzing the business needs of the Ministry and its agencies to identify business problems, and recommend possible solutions;
- Systems development: i.e. the development and maintenance of new applications;
- Systems installation: i.e. installation, maintenance and monitoring of the Ministry's computer network, inclusive of the hardware and software; and
- Systems administration: i.e. implementation, training and documentation of new systems and applications.

People Issues Resolution Co-ordinating Unit

The People Issues Resolution Co-ordinating Unit was established through a mandate from the office of the Prime Minister in the year 2010. The core functions and services of this Unit are:

- To investigate and facilitate the resolution of the time sensitive issues of clients under the purview of the Ministry of Housing and Urban Development;

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- To provide a high level of quality customer service to all clients;
- To maintain a database of client information for monthly and quarterly reporting;
- To refer clients to relevant Divisions within the Ministry in order to address their first time issues;
- To provide information on government services; and
- To take clients' suggestions and recommendations on how government services can be improved

Housing Policy Facilitation and Implementation Unit (HPFIU)

The Housing Policy Facilitation and Implementation Unit administers the Home Improvement Grant Programme which targets low income persons with a total maximum household income of \$5,000 per month. The maximum amount of the Grant is \$15,000, and the funds are used to carry out repairs to the beneficiaries' homes. Beneficiaries are selected through a random draw system.

Programme Monitoring and Coordinating Unit (PMCU)

The Programme Monitoring and Coordinating Unit (PMCU) has the responsibility of monitoring and implementing the Inter American Development Bank (IDB) Assisted Neighbourhood Upgrading Programme, through the following Subsidies:

- The Home Construction Subsidy – this is a subsidy of **up to \$50,000.00** to assist families in the **construction** of a new housing solution. In order for an Applicant to qualify for this subsidy, the Applicant's total household income must not exceed the sum of \$84,000.00;
- The Home Purchase Subsidy – this is a subsidy of **up to \$50,000.00** granted to assist families in the **purchase** of new housing solutions. In order for an Applicant to qualify for this subsidy, the Applicant's total household income must not exceed the sum of \$84,000.00; and
- The Home Improvement Subsidy – this is a subsidy of **up to \$20,000.00** to assist families with needed home improvement up to a maximum of \$20,000.00.

Corporate Communications Unit

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

The Corporate Communications Unit plays a key role in facilitating various platforms to encourage greater engagement of and, participatory involvement of all of the Ministry's stakeholders, so that there is greater support for the work carried out by the Ministry. The Unit also adopts a proactive approach to the dissemination of information so that all stakeholders are aware of the activities of the Ministry while ensuring that the information delivered is accurate, reliable, timely, relevant and accessible to the various publics served by the Ministry of Housing and Urban Development.

Legal Services Unit

The Legal Services Unit provides legal opinions, oversight and guidance to the Ministry and its agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfills all statutory obligations. The Unit facilitates the advancement of the Ministry and its agencies' legislative agenda as well as the examination of policy from a legal standpoint in relation to housing and urban development. Officers of the Unit function as Instructing Attorneys to the Solicitor General and Chief State Solicitor Departments for all litigious matters in which the Ministry is involved.

Internal Audit

The Internal Audit Unit is responsible for ensuring that the government's accounting system as prescribed by the Ministry of Finance is implemented in the Ministry, which involves ensuring that all the Ministry's accounting records are complete, accurate and appropriately secured.

Library Services

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

BUSINESS AND DEPARTMENTS OF THE MINISTRY

- Home Improvement Grants Policy
- Government Subsidised Housing
- Monitoring and Evaluation of housing trends and markets in the country

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- Regularisation of Squatters
- Land Settlement
- Regularisation of Tenure/Housing for Squatters
- Urban Development

Statutory Boards and Other Bodies

- Trinidad and Tobago Housing Development Corporation (HDC)
- Land Settlement Agency (LSA)
- Sugar Industry Labour Welfare Committee (SILWC)
- New City Mall
- Eastside Plaza
- Rent Assessment Board

Indirectly Owned Enterprises

- Oropune Development Limited (Udecott)
- Port-of-Spain Waterfront Limited (Udecott)
- Rincon Development Limited (Udecott)

Wholly Owned Enterprises

- East Port-of-Spain Development Company Limited
- Urban Development Corporation of Trinidad and Tobago (Udecott)

Minority Owned Enterprises

- Trinidad and Tobago Mortgage Finance Company Limited (TTMF)

Programme

- Land for the Landless

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES/WHOLLY OWNED AND INDIRECTLY OWNED ENTERPRISES OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

The Trinidad & Tobago Housing Development Corporation (HDC)

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

- Provision of quality, affordable housing solutions for first-time home-owners who fall within the low to middle income brackets and associated community facilities for use by these families;
- Carry out the broad policy of the Government in relation to housing;
- Stimulation of private sector activities with respect to home construction;
- Rationalizing and restructuring of its mortgage portfolio;
- Management and maintenance of its housing estates; and
- Acquisition of land for housing development.

New City Mall

New City Mall, which was formally established in 1997, is a shopping facility owned by the Government of Trinidad & Tobago. It is located within the Metropolitan District of east Port of Spain, a geographic area earmarked by the Government for “urban regeneration”. Its main objective is to create better spaces for commercial letting in a secure and more inviting environment, in order to facilitate viable micro-entrepreneurial ventures. The mission of New City Mall includes the following:

- Providing modern commercial spaces with adequate services for tenants and facilities for micro/small and traditional businesses;
- Supporting tenants to ensure their financial viability; and
- Ensuring customer satisfaction.

Eastside Plaza

Eastside Plaza is located within the metropolitan district of East Port of Spain and it is strategically situated within the geographic area earmarked for urban regeneration by the Government of the Republic of Trinidad & Tobago.

Its main objective is to create better spaces for commercial letting in a secure and more inviting environment, in order to facilitate viable micro-entrepreneurial ventures. The mission of East Side Plaza includes the following:

- Providing modern commercial spaces with adequate services for tenants and facilities for micro/small and traditional businesses;
- Supporting tenants to ensure their financial viability; and
- Ensuring customer satisfaction.

Rent Assessment Board

The Rent Assessment Board is not operational at this time.

Sugar Industry Labour Welfare Committee (SILWC)

The Sugar Industry Labour Welfare Committee (SILWC) was formally established by Act No 64:05 of 1951 to control and administer the Sugar Industry Labour Welfare Fund to Caroni workers. Its main focus was the improvement of housing for persons involved in the sugar industry.

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

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

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

The main focus of the work of the SILWC is the improvement of housing for workers in the sugar industry.

Land Settlement Agency

The Land Settlement Agency (LSA) was established by an Act of Parliament No. 25 of 1998, and commenced formal operations in 1999. It operates under the jurisdiction of the Ministry of Housing and Urban Development and commenced formal operations in 1999. Its mandate is to:

- Protect certain squatters from ejection from State Lands;
- Facilitate the acquisition of leasehold titles by both squatters and tenants in designated areas;
- Provide for the establishment of land settlement areas; and
- Regularise the tenure of squatters who have been in illegal occupation of State lands without permission prior to 1st January, 1998.

Oropune Development Limited

Oropune Development Limited (a subsidiary of UDeCOTT) is an indirectly owned enterprise which was formed in 2000 to be responsible for the development of lands at Oropune Gardens, Piarco.

Port-of-Spain Waterfront Limited

Port-of-Spain Waterfront Limited (a subsidiary of UDeCOTT) is an indirectly owned enterprise established in 1998 to be responsible for the development and management of the waterfront in Port of Spain.

Rincon Development Limited

Rincon Development Limited (a subsidiary of UDeCOTT) is an indirectly owned enterprise and was established to:

- Develop and improve the infrastructure of residents along the North Coast of Trinidad; and

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- Oversee the squatter regularization process in the Las Cuevas Bay Estate area and plan and manage the development of 470 acres of land for housing lots and homestead in said area.

Urban Development Corporation of Trinidad and Tobago (UDeCOTT)

The Urban Development Corporation of Trinidad and Tobago is a limited liability company registered under the Companies Ordinance (Ch. 13 No. 1) which was incorporated in 1994.

While UDeCOTT has a reporting relationship to the Ministry of Housing and Urban Development, it is a private company which is wholly-owned by Government and also reports to the Corporation Sole, the Minister of Finance.

The Vision

The visualization of Trinidad and Tobago's urban centre in the 21st century as a portrait of communities in which interests and culture, history and education, entertainment and government are balanced with commerce.

The Mission

UDeCOTT's mission is to fulfill its role as the Government's primary developer through physical development and the rehabilitation of urban and other designated areas in accordance with aesthetically pleasing, environmentally sound and commercially viable principles.

Key objectives:

- To develop urban centres as identified in the National Physical Development Plan;
- To develop the capital city, Port of Spain, as a business and financial centre;
- To regenerate the city of San Fernando as the energy centre of the country;

UDeCOTT is poised to transform the structural landscape of communities across Trinidad and Tobago through its development portfolio which includes:

- Cultural, Tourism and Recreational Development
- Government and Commercial Accommodation;
- Historical Restoration and Refurbishment;
- Land Reclamation, Housing and Infrastructural Development;

East Port of Spain Development Company Limited

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

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

- To develop and re-develop the Metropolitan District of East Port of Spain which includes areas such as Charlotte Street, Lady Young Road and Eastern Main Road, Morvant, Never Dirty, Caledonia, Sea Lots, Beetham Gardens and Katanga; and
- To improve the social, economic and physical environment of these areas.

Trinidad and Tobago Mortgage Finance Company Limited (TTMF)

TTMF is a minority owned enterprise and the choice lender of residential mortgages in Trinidad and Tobago whose objective and single-minded purpose is to provide its customers with the peace of mind that home ownership brings

Effects of Functions on Members of the Public

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

- Improving the quality of life of citizens by the provision of adequate and affordable homes;
- Creating opportunities for the proper maintenance of homes;
- Regularizing the tenure of squatters; and
- The accumulation of wealth, through property ownership.

Section 7 (1) (a) (ii)

Categories of Documents held by the Public Authority

1. Files
2. Financial records
3. Documents
 - Copies of legislation
 - Legal notes

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- Reports
4. Digital Data
- CDs
 - DVD's etc.

Related Legislation

- Land Tenants (Security of Tenure) Act, Chapter 59:54;
- Land Tenants (Security of Tenure) Amendment Act, No.10 of 2010;
- The Trinidad and Tobago Housing Development Corporation Chapter 33:03;
- Trinidad and Tobago Housing Development Corporation (Vesting) Act Chapter 33:06;
- The Housing Act Chapter 33:01;
- The Rent Restriction (Dwelling Houses) Act, Chapter 59:55;
- Sugar Industry Labour Welfare Committee (Incorporation) Act, Chapter 64:05;
- Sugar Industry Special Funds Act, Chapter 64:04;
- The Town and Country Act, Chapter 35:01;
- The Conveyancing and Law of Property Act, Chapter 56:01;
- The Real Property Act, Chapter 56:02;
- The Real Property Limitation Act, Chapter 56:03;
- The Registration of Deeds Act, Chapter 19:06;

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

- The Wills and Probate Act, Chapter 9:03;
- The Administration of Estates Act, Chapter 9:01;
- State Lands Act, Chapter 57:01; and
- State Land (Regularisation of Tenure) Act, Chapter 57:05.

Reports

Not available at this time.

Section 7 (1) (a) (iii)

Material prepared by public authority for public inspection

Not applicable at this time.

Section 7 (1) (a) (iv)

Literature Available by Subscription

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be Followed when Accessing a Document from the Public Authority

How to Request Information:

- **General** – The Ministry of Housing and Urban Development’s Policy is to respond to all requests for information, both oral and in writing. In order to have the rights provided under the FOIA for example, the right to challenge a decision if a request for information is refused, a request must be made in writing on the appropriate form, that is, the “**Request for Access to Official Documents**” form.
- **Addressing Requests** – To facilitate prompt handling of requests for access to information, please address the completed request form to the Designated Officer, Ministry of Housing and Urban Development.

- **Details in the Requests** – Applicants should provide details that will facilitate identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from you. If you are unsure how to make the request or the details to be included, communicate with our Designated Officer.

Requests Not Handled under the FOIA

- A request under the FOIA to access information that is currently available in the public domain, (for example in the form of brochures and pamphlets), will not be made available.

RESPONDING TO A REQUEST FOR ACCESS TO INFORMATION

Retrieving Documents

The Ministry of Housing and Urban Development is only required to furnish copies of documents currently in its possession or when the said documents could be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals state the time periods for keeping records before they may be destroyed.

Furnishing Documents

An applicant is entitled to copies of information that the Ministry of Housing and Urban Development (MHUD) has in its possession, custody or power. The MHUD is required to furnish one copy of a document to an applicant. If a legible copy of a document cannot be made for release, the MHUD may not attempt to reconstruct it. Instead, the best copy available will be furnished and a statement regarding its quality made in the response to the applicant.

Please note that the Ministry of Housing and Urban Development is not compelled to do the following:

1. Create new documents. The MHUD is, for example, not required to write a new program to enable a computer to print information in the format preferred by the applicant.
2. Perform research for the applicant.

Time Limits

- **General** – The FOIA establishes time limits for the Ministry to make a decision regarding its ability to disclose the documents requested. If these deadlines are not met, the FOIA gives the applicant the right to proceed as if his/her request has been denied. The MHUD will diligently try to comply with the time limits, but if it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to the Designated Officer to confirm that the MHUD received the request and to ascertain its status.
- **Time Allowed** – The MHUD will determine whether to grant the 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 or be provided with copies, if so requested.
- **Fees and Refunds** – The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. The applicant is entitled to receive the document/s within seven days of payment of the relevant fee. If the MHUD fails to provide the information within the seven day period he/she is entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (vi)

Officers in the Ministry of Housing and Urban Development are responsible for:

1. The initial receipt of and action upon notices under Section 10;
2. Processing requests for access to documents under Section 13; and
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

The Designated Officer is:

Job Title Senior Legal Officer
Name Vinda Maharaj
Address Ministry of Housing and Urban Development
44-46 South Quay
Port-of Spain
Telephone 623-4663 Ext. 2189
Fax 623-5827
E-mail Vinda.Maharaj@housing.gov.tt

The Alternate Officer is:

Job Title Legal Officer I
Name Athena Ryan
Address Ministry of Housing and Urban Development
44-46 South Quay
Port-of Spain
Telephone 623-4663 Ext. 2177
Fax 623-5827
E-mail Athena.Ryan@housing.gov.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other Bodies where Meetings/Minutes are****Open to Members of the Public**

No information is available at this time.

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

The Library and Information Services Unit of the Ministry of Housing and Urban Development is located on the 2nd Floor of the HDC Building at Nos. 44-46 South Quay, Port of Spain.

Opening hours – 8:30 a.m. – 4:00 pm

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

Public Policy for the provision of Copies of Documents held in the public domain

Not applicable at this time.

Section 8 (1) (a) (i)**Certain Documents to be Made Available for Inspection and Purchase**

- Reports of Government Agencies;
- Medium Term Planning Framework;
- Public Sector Investment Programme (PSIP);
- Reports of meetings attended on programming, monitoring and evaluating the PSIP;
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions;
- Documents providing Guidance to the process and procedures in the preparation of the PSIP;
- Building Cost Averages Manual;
- Policies of Sectoral Agencies;
- Estimates of Expenditure, Recurrent and Development Programme;
- Implementation Plan and Action Plans;
- Procurement Policies and Guidelines;
- Financial Regulations and Instructions;
- Guidance on Implementation of FOIA; and
- Manual on Financial and Economic Analysis.

Section 8 (1) (a) (ii)**Documents containing interpretations or particulars of written laws or schemes administered by the public authority**

At this time this section is not applicable.

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

At this time this section is not applicable.

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PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT (2016) (FOIA)—CONTINUED

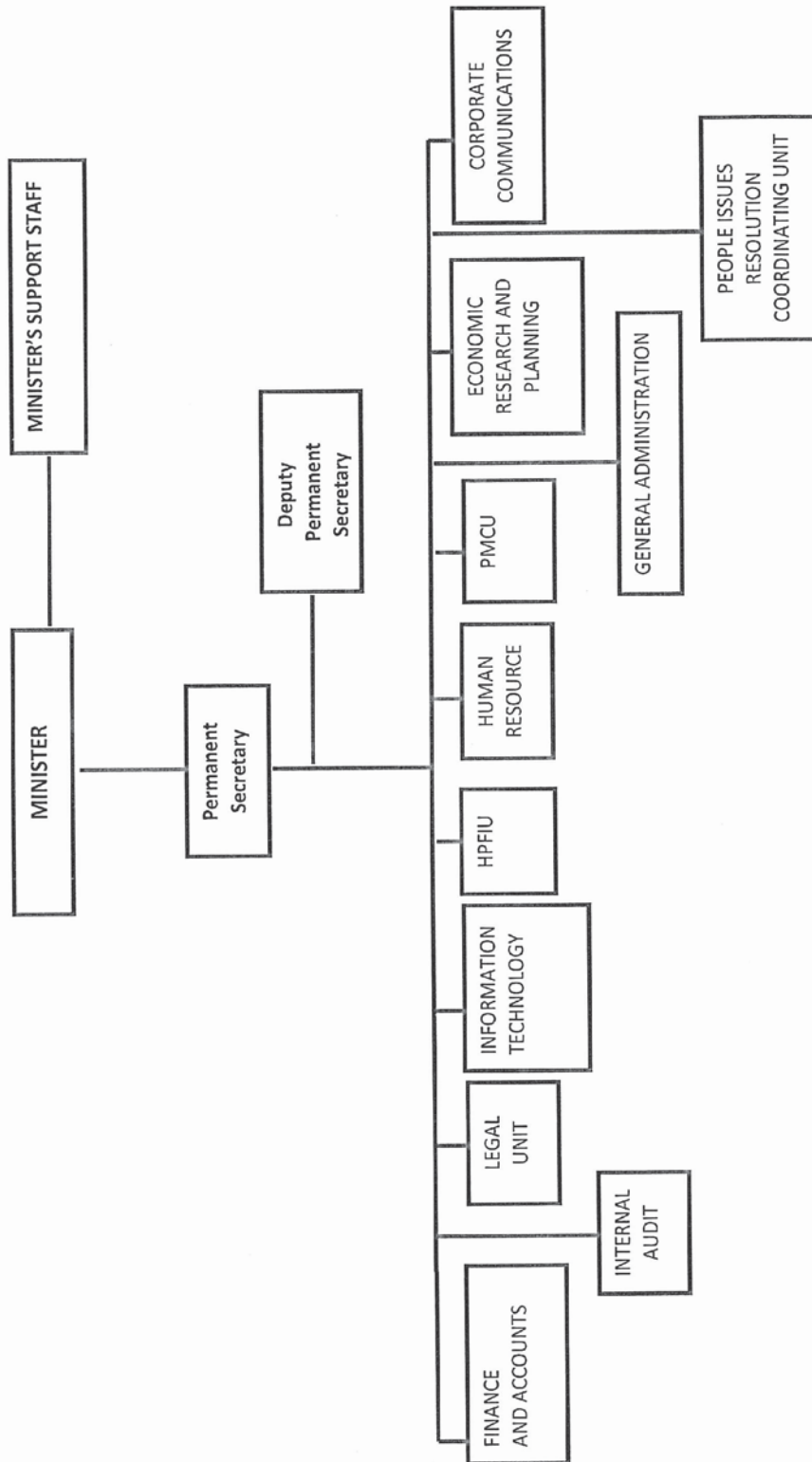
Section 9

Statement of Possession of Certain Documents to Be Published

No Documents are available at this time.

MINISTRY OF HOUSING AND URBAN DEVELOPMENT

MINISTRY OF HOUSING AND URBAN DEVELOPMENT
DEPARTMENTAL ORGANISATIONAL CHART OVERVIEW



Government of the Republic of Trinidad and Tobago

PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT - 2017
In compliance with
Sections 7, 8 and 9 of the Freedom of Information Act Chapter 22:02
(FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), 1999, the Personnel Department is required to publish a statement setting out the particulars of the organisation and the functions of the Personnel Department indicating the decision making powers and other powers, and statements which list the documents and information generally available to the public.

The Freedom of Information Act, Chapter 22:02, gives members of the public:

- a legal right to access information held by the Personnel Department, limited by exceptions and exemptions as specified in the Act;
- a legal right to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- a legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
- 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): Functions and structure of the Personnel Department

The Personnel Department, the Head of which is the Chief Personnel Officer (CPO), was established by the Civil Service Act, No. 29 of 1965, which came into effect on August 27, 1966. This Act, which is now Chapter 23:01 of the Laws of the Republic of Trinidad and Tobago, sets out, at Section 14(1), the duties and responsibilities of the Personnel Department. Section 14(1) states that:

"14(1) The Department shall carry out such duties as are imposed on it by this Act and the Regulations, and in addition shall have the following duties:

- a) to maintain the classification of the Civil Service and to keep under review the remuneration payable to civil servants;

- b) to administer the general regulations respecting the Civil Service;
- c) to provide for and establish procedures for consultation and negotiation between the Personnel Department and an appropriate recognised association or associations in respect of:
 - (i) classification of offices;
 - (ii) any grievances;
 - (iii) remuneration; and
 - (iv) the terms and conditions of employment.”

The Personnel Department is also empowered to perform similar functions under provisions found in the following Acts:

- The Education Act, Chap. 39:01;
- The Police Service Act, Chap. 15:01;
- The Fire Service Act, Chap. 35:50;
- The Prison Service Act, Chap. 13:02.

These Acts all provide for consultation and negotiation between the Personnel Department and appropriate recognised associations representing the public officers in the respective Services with regard to the same matters as are specified at section 14(1) of the Civil Service Act. These Acts also provide for the procedures to be followed where negotiations result in agreement or disagreement between the parties.

Under the Statutory Authorities Act, Chap. 24:01, the functions of the Personnel Department, as specified in the Service Acts mentioned above, are also the responsibility of the Personnel Department in relation to the organisations which fall under the Act so long as a personnel organisation has not been established by the President. However, where no agreement is reached after consultation and negotiation, the dispute is dealt with in accordance with the procedure relating to disputes as provided in the Industrial Relations Act (IRA), Chap. 88:01.

The CPO, by virtue of Section 2(4) (a) and Section 2(5) of the IRA, is deemed to be the Employer of any worker employed by the Government and of any worker employed by the Municipal Corporations respectively.

The clients of the Personnel Department include Ministries and Departments; regulatory bodies; public officers; officers of Statutory Authorities under the Statutory Authorities Act; workers, as defined by the IRA, who are in the employ of the Government or the Municipal Corporations; Associations and Unions representing government employees; and citizens.

Since its establishment in 1965, the core functions of the Personnel Department have revolved around matters pertaining to the determination of pay and other terms and conditions of employment and the administering of the general regulations governing the Public Service. However, its functions have undergone some evolution in keeping with changes in Government

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

policy. A major factor prompting change has been the initiative to establish a modern human resource management (HRM) system in the Public Service.

Currently, the Department's functions also include responsibility for:

- the provision of secretariat and technical services to the Salaries Review Commission (SRC) established by section 140 of the Constitution of the Republic of Trinidad and Tobago (a description is provided below);
- the provision of secretariat and technical services to the Human Resource Advisory Committee, which is a Sub-Committee of Cabinet with responsibility for monitoring salary and wage negotiations and remuneration arrangements of employees in the public sector (a description is provided below) ;
- administration of two (2) Group Health Plans, one for daily-rated employees and the other for monthly-paid officers in the Civil and Teaching Services and certain office holders within the purview of the SRC;
- advising on the pay and other terms and conditions of service of offices within the purview of the SRC; persons employed in those Statutory Boards and State Enterprises which receive guidelines from the Human Resource Advisory Committee; and members of the Defence Force;
- formulating policies in areas of Human Resource Management which are within its statutory mandate;
- formulating specific public sector policies in areas such as Occupational Safety and Health, the Public Service Employee Assistance Programme, and the development of guidelines for the Public Service on the treatment of persons afflicted with HIV/AIDS and other life threatening diseases;
- advising on and reviewing the legal and regulatory framework for aspects of Human Resource Management in the Public Service;
- providing advisory and consultative services to line agencies in respect of those matters which are within its purview;
- facilitating the implementation of specific strategic Human Resource Management initiatives in the Public Service;
- strengthening the capacity of Human Resource Management Units to implement those public-service-wide programmes and policies within the Department's purview;
- monitoring and auditing the implementation of those public-service-wide programmes and policies within the Department's purview; and
- determining the terms and conditions of employment of persons employed on contract in Cabinet approved positions in the Public Service and in Statutory Authorities.

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

The Salaries Review Commission (SRC)

The Salaries Review Commission (SRC), comprising a Chairman and four members who are appointed by the President of the Republic of Trinidad and Tobago, is required by section 141(1) of the Constitution, to review, with the approval of the President of the Republic of Trinidad and Tobago, the salaries and other conditions of service of the President, Members of Parliament and the holders of various prescribed offices, including Top Managers in the Public Service.

The Human Resource Advisory Committee (HRAC)

The Human Resource Advisory Committee is a Sub-Committee of Cabinet with responsibility for monitoring wage and salary negotiations in the public sector. The scope of the Committee includes the monitoring of negotiations/revision of pay and other terms and conditions of employment of Statutory Authorities/Boards and Corporations as well as companies that are wholly or majority owned by the State.

The Personnel Department's Vision and Mission Statements are as follows:

Vision: To be the model provider of contemporary human resource management and industrial relations solutions in the public sector.

Mission: To excel in the development of quality human resource management policies, systems and solutions and in the application of industrial relations best practices for the well-being of the Public Service and the nation.

A Strategic Plan 2018-2020 is currently being developed to enable the Department to fulfil its legal and administrative responsibilities as well as to meet its challenges.

The Chief Personnel Officer is supported by two (2) Deputy Chief Personnel Officers. The Department comprises of seven (7) Divisions. They are:

- Compensation Management;
- Benefits Management;
- Industrial and Labour Relations;
- Human Resource Policy Planning and Research;
- Human Resource Management Services;
- Legal Services; and
- Corporate Services.

Section 7(1) (a) (ii): Categories of documents in the possession of the Personnel Department

1. Administrative records used in the daily operations of the Department;
2. Personnel records;
3. Accounting and financial management records;
4. Files dealing with official correspondence;
5. Cabinet Minutes and Notes;
6. Development Programme files;
7. Policies;
8. Strategic Plans of the Personnel Department;
9. Training/Human Resource Development Plans of the Personnel Department;
10. Legislation and legal instruments;
11. Legal opinions and related matters;
12. Agenda and Minutes of meetings;
13. Circular Memoranda, notices and bulletins;
14. Files dealing with official functions, conferences and events hosted or attended by the Personnel Department;
15. Personnel Department Newsletters;
16. Files relating to contract employment;
17. Vision & Mission statements;
18. Memoranda of Agreements;
19. Collective Agreements;
20. Class Specifications in respect of offices in the Civil Service and Statutory Authorities subject to the Statutory Authorities Act;
21. Job Specifications and Descriptions in respect of offices in the Teaching, Fire, Prison, Police, Judicial and Legal Services and the Sugarcane Feeds Centre;
22. Standardised Job Descriptions in respect of persons engaged on contract in the more common positions in the following streams in the Public Service: Clerical/Secretarial; Manipulative; Human Resource Management; Communications; Legal and ICT;
23. Legal Documents that are filed in the High Court, Court of Appeal, Industrial Court and with the Special Tribunal;
24. Documents prepared to provide guidance to Ministries and Departments in implementing HRM programmes; and
25. Reports of Consultants.

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

Section 7 (1) (a) (iii): Material prepared for publication or inspection by members of the public and the places at which persons may inspect or obtain that material.

- Materials on Personnel Department: Role, Responsibilities and Functions.
- Material can be accessed at www.cpo@gov.tt or

Personnel Department,
Level 3, ABMA Building,
55-57 St. Vincent Street,
Port of Spain

Section 7 (1) (a) (iv): Literature available by way of subscription services

- This section is not applicable at this time.

Section 7 (1) (a) (v): Procedure to be followed when accessing a document from the Public Authority

General Procedure

It is the policy of the Personnel Department to respond to all requests for information, both oral and written. However, in order to facilitate the exercise of the rights conferred on individuals by the FOIA, (for example, the right to challenge a decision if a request for information is refused), the request must be made in writing.

To access information that is not readily available in the public domain, the applicant must, therefore, complete the appropriate form, entitled '*Request for access to Official Documents*', available at the Personnel Department, Level 3, ABMA Building, 55-57 St. Vincent Street, Port of Spain or from any Public Authority.

Addressing Requests

To facilitate prompt handling of the request, such a request must be addressed to the Designated Officer of the Personnel Department.

Details to be included in the Request

Applicants are asked to provide details that would allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is uncertain as to the details to be included, the Designated Officer will assist.

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

Requests not handled under the FOIA

A request made under the FOIA will not be processed to the extent that it is for information (for example, material contained within Acts, Legal Notices and Gazettes) which is currently available in the public domain, either from the Personnel Department or from another public authority.

Responding to requests

The Personnel Department is required to furnish copies of documents only when they are in the Department's possession or they can be retrieved from storage, either at the National Archives or another storage centre.

Subject to *Section 8 Statements*, an applicant is entitled to only one (1) copy of a document held in the Department. If the Department is unable to make a legible copy of a document, it will furnish the best copy possible and note its quality when replying.

In treating with requests, the Personnel Department is not under obligation to:

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

Time Limits

General

The Personnel Department will determine whether a request for access to information will be granted as soon as is practicable but no later than 30 days after the request has been made, as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the person will be permitted to inspect the documents or be provided with copies, if the person so requests.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees incurred in making documents available. Where such fees are payable, the person is entitled to receive the document/s within seven days of payment of the relevant fee. If the Department fails to provide the information within the seven-day period, the person is entitled to a refund of the fees in addition to access to the document/s requested.

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

Section 7 (1) (a) (vi):

Designated Officer :	Mrs. Jenny Singh	Alternate Officer:	Mrs. Ruth Gibbs-George
Address:	Personnel Department Level 3, ABMA Building, 55-57 St. Vincent Street, Port of Spain	Address:	Personnel Department Valpark Building 76-78 St. Vincent Street Port of Spain
Telephone:	(868) 623-7125 Ext 230	Telephone:	(868) 625-8534 Ext 3206
Fax:	(868) 624-2406	Fax:	(868) 624-2640

Section 7 (1) (a) (vii): Advisory Boards, Councils, Committees, and other Bodies

- This section is not applicable at this time.

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

Where a request for access to information has been granted, arrangements will be made, as appropriate, for such information to be accessed at the Personnel Department, Level 3, ABMA Building, 55-57 St. Vincent Street, Port of Spain, on Monday to Friday between the hours of 9:00 a.m. and 3:30 p.m.

Section 8 Statements

The documents listed below are used to guide officers within the Personnel Department. Those listed at numbers 1-2 are available for purchase at the Government Printery. Those listed at numbers 3-34 are available at the Personnel Department for inspection purposes only.

1. Service Acts and Regulations;
2. Laws of the Republic of Trinidad and Tobago;
3. Guidelines for contract employment in Government Ministries/Departments, Statutory Authorities and the Tobago House of Assembly;
4. Circular Memoranda to Permanent Secretaries/Heads of Department and certain Statutory Authorities and the Chief Administrator, Tobago House of Assembly;
5. Guidelines for the Administration of Devolved Functions;

PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

6. Circulars to Permanent Secretaries/Heads of Department and certain Statutory Authorities and the Chief Administrator, Tobago House of Assembly in respect of Guidelines for the Administration of Devolved Functions;
7. Manual of Terms and Conditions of Employment;
8. Minutes of meetings with Associations/Unions including Step IV, Grievance Procedure (Daily-rated) except where parties agree they are confidential;
9. Memoranda of Agreement with various Associations/Unions;
10. Collective Agreements applicable to workers in respect of whom the Chief Personnel Officer is deemed by the Industrial Relations Act to be the Employer;
11. Classification and Compensation Plans for the Trinidad and Tobago Teaching Service;
12. Classification and Compensation Plans for the Trinidad and Tobago Police Service;
13. Classification and Compensation Plans for the Trinidad and Tobago Fire Service;
14. Classification and Compensation Plans for the Trinidad and Tobago Prison Service;
15. Classification and Compensation Plans for the Civil Service and Statutory Authorities subject to the Statutory Authorities Act;
16. Remuneration Arrangements for holders of offices in the Judicial and Legal Service;
17. Report of Cabinet-appointed Committee established to explore issues related to the implementation of Group Health Insurance coverage for the Public Service;
18. Report on the selection of an Administrator for the Group Health Plan for daily-rated employees by a Joint Committee comprising representatives from NUGFW, C&GWTU, AMU, the Comptroller of Accounts and the Personnel Department November, 2016
19. Report on the evaluation of prospective Plan Administrators of the Group Health Plan for monthly-paid officers in the Civil and Teaching Services, Statutory Authorities and the Tobago House of Assembly;
20. Documents of Sessions of the Industrial Relations Management Roundtable:
 - The Industrial Court and the Principles of Equity; and
 - Violence in the Workplace;
21. Reports of the Salaries Review Commission approved by Cabinet;
22. Personnel Department Circular Memoranda from 1969 to 2016;
23. Employee Assistance Programme (EAP) Policy for the Public Service of Trinidad and Tobago;
24. Guidelines for the Administration of the Employee Assistance Programme (EAP) for the Public Service of Trinidad and Tobago;
25. Branching Out – A Guide to VTEP;
26. Documents on the Performance Management and Appraisal system:
 - Discussing Performance: A Programmed Learning Text;
 - Shaping Performance: A Manual for Performance Management in the Public Service; and
 - Shaping Performance: Appraising Mr. Paul (compact disc).

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

27. Report of the Joint Working Party on Reclassification and Upgrading of all Jobs in the Bargaining Unit represented by the NUGFW;
28. Events Co-ordination, Protocol and Etiquette Guidelines for the Office of the Chief Personnel Officer;
29. Training Policy for the Public Service of Trinidad and Tobago;
30. Training Policy Guidelines;
31. Personnel Department Ministerial Performance Management Framework Report - 2008;
32. Personnel Department Ministerial Performance Management Framework Report - 2010;
33. Guidelines for Managing HIV/AIDS in the Public Service; and
34. Report of the Defence Force Pay Review Committee.

Section 9 Statements: Reports and 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."

- This section is not applicable at this time.

Section 9 (1) (b): "A report, or statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority."

- This section is not applicable at this time.

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 public authority."

- This section is not applicable at this time.

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

Section 9 (1) (d): “A report, or a statement containing the advice or recommendations of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another public authority who is not a member of the committee.”

- This section is not applicable at this time.

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.”

- Report on Indoor Air Quality Assessment and Health and Safety Audit at the Valpark Building, 76-78 St. Vincent Street, Port of Spain, July 2014;
- Report on the Indoor Air Quality Assessment at the Compensation Management Division, 59 Frederick Street, Port of Spain, July 2014.

Section 9 (1) (f): “A report prepared for the public authority by a consultant who was paid for preparing the report.”

The following reports are for examination only:

- Public Service Salary Survey (PricewaterhouseCoopers)
- Consultant’s Reports prepared by KPMG Consulting on the Job Evaluation Exercises in the following Services:
 - Teaching Service (September, 1999)
 - Prison Service (August, 1999)
 - Police Service (September, 1999)
 - Fire Service (August, 1999);
- Consultant’s Report on the Job Evaluation Exercise in the Judicial and Legal Service (PricewaterhouseCoopers) June, 2003;
- Consultant’s Report on the Institutional Strengthening of the capacity of Ministries/Departments/Statutory Authorities to undertake Human Resource Planning in the Public Service (PricewaterhouseCoopers) July, 2007;
- Consultant’s Report on the review of the Approved EAP Policy for the Public Service and Guidelines for the Administration of the EAP [Behavioural Management Solutions Ltd (BMS)] May, 2007;
- Consultant’s Report on Stakeholder Consultations for the EAP (BMS) December, 2007;

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PUBLIC STATEMENT OF THE PERSONNEL DEPARTMENT – 2017 (FOIA)—CONTINUED

- Consultant’s Report on Inventory and Assessment of the capability and capacity of EAP Service Providers and Clinical Auditors (BMS) January, 2008;
- Consultant’s Report on Options available for the Design of an EAP for the Public Service (BMS) May, 2008;
- Consultant’s Report on the design of an Employee Assistance Programme for the Public Service (BMS) January, 2009;
- Consultant’s Report on Implementation Plan for the EAP (BMS) December, 2009;
- Consultant’s Report on the Diagnostic Exercise regarding the type of Job Evaluation System(s) to be implemented in the Civil Service, Statutory Authorities and the Tobago House of Assembly (IBM World Trade Corporation) September, 2010;
- Consultant’s Report on the Diagnostic Exercise for Existing Offices within the Purview of the Salaries Review Commission (IBM World Trade Corporation) January, 2013.

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.”

Examination only:

- Consultant’s report on Review of the Classification and Compensation System in the Civil Service and Statutory Authorities

Section 9 (1) (h):

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

Examination only:

- Personnel Department Ministerial Performance Management Framework Report 2008
- Personnel Department Ministerial Performance Management Framework Report 2010

Section 9 (1) (i): “A report containing final plans or proposals for the re-organisation 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.”

Examination only:

- Strategic Plan of the Personnel Department 2001-2004
- Human Resource Development Plan of the Personnel Department 2004 – 2006
- Draft Strategic Plan of the Personnel Department 2018- 2020

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 at this time.

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 at this time.

Section 9 (1) (l): “An environmental impact statement prepared within the public authority.”

- This section is not applicable at this time.

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.”

- This section is not applicable at this time.

872

LOSS OF PAN-AMERICAN LIFE INSURANCE OF
(TRINIDAD AND TOBAGO) POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
JOANNE SOOKDEO	3422449
SHERENA HOSEIN-ABDUL	3335690
FATIMA KHAN	3427262
RAJOO SEUSANKAR	3325483
YVONNE PIERRE	4748291
BRYAN PIERRE	3444333
BRYAN PIERRE	3464080
YVONNE PIERRE	3491423
YVONNE PIERRE	3464139
KERNE DAVIDSON	3421819
LIONEL BAPTISTE	3412263
SHADAE CRUICKSHANK	3431299
ASHMEED ALI	3403415
MARVIN IMAMSHAH	3406232
TULARAJ CASSIE	3487378
ANN MARIE BLADES	3388227
KELLYE-ANN NORA	3458135
DARRON MILLER	3478035
NATASHA ALI	3467883
STEVEN MARCIAL	4730984

PAN-AMERICAN LIFE INSURANCE
OF (TRINIDAD AND TOBAGO)

91-93, St. Vincent Street
Port-of-Spain.

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LOSS OF SAGICOR LIFE INC. POLICIES

SEUNARINE RAMSUMAIR having made sworn deposition that Policy Number S00068544 issued by SAGICOR LIFE INC. on the life of SEUNARINE RAMSUMAIR has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

14th June, 2018.

SAGICOR LIFE INC.

874

EASTLYN BROWN SIMMONS having made sworn deposition that Policy Number 070658555 issued by SAGICOR LIFE INC. on the life of EASTLYN BROWN SIMMONS has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

14th June, 2018.

SAGICOR LIFE INC.

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SPECIAL LICENSING SESSIONS
(Liquor Licences Act, Chap. 84:10)

CHAGUANAS

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Liquor Licensing Committee for the Magisterial District of the County of Caroni, Chaguanas Area, has appointed FRIDAY THE 6TH DAY OF JULY, 2018 at 1.00 o'clock in the afternoon at the Chaguanas Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Maureen O'Brien of No. 19 5th Street West, De La Marre Avenue, Trincity, for a Certificate authorizing her to carry on the trade of a Spirit Retailer in respect of premises situate at No. 121 River Road, St. Helena.

Dated this 13th day of June, 2018 at the Chaguanas Magistrate's Court.

L. BAPTISTE
Secretary, Licensing Committee
Caroni

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SAN FERNANDO

NOTICE is hereby given that by lawful authority under the provisions of section 18(3) of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of Victoria West, San Fernando Area, has appointed FRIDAY THE 13TH DAY OF JULY, 2018 at 1.00 o'clock in the afternoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Brett Johnson of No. 224 Southern Main Road, Marabella, for a Certificate authorising him to obtain a Spirit Retailer's Licence in respect of premises situate at No. 224 Southern Main Road, Marabella.

Dated this 21st day of June, 2018 at the San Fernando Magistrates' Court.

V. JOSEPH
Secretary, Licensing Committee
Victoria West

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

SOUTH-EASTERN COUNTIES

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 District of South-Eastern Counties, Mayaro Area by Deonarine Boodoosingh of Light Pole No. 8, Manzanilla Road, Mayaro, that it is his intention to apply to the Licensing Committee at the Mayaro Magistrate's Court on FRIDAY THE 29TH DAY OF JUNE, 2018 at 9.00 o'clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Shirley Boodoosingh in respect of premises situate at Light Pole No. 8, Manzanilla Road, Mayaro.

Dated this 18th day of June, 2018 at the Mayaro Magistrate's Court.

M. SINGH-DOOKIE
Chairman, Licensing Committee
Mayaro