



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 58

Caroni, Trinidad, Wednesday 14th August, 2019—Price \$1.00

No. 111

1437

## SUPPLEMENT TO THIS ISSUE

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

*Legal Supplement Part B—*

Notification of Variation of Schedule of Pensionable Offices—(Legal Notice No. 146 of 2019).

1438

## APPOINTMENT TO PERFORM THE FUNCTIONS OF THE OFFICE OF CHIEF JUSTICE

IN EXERCISE of the power conferred upon her by section 103 of the Constitution of the Republic of Trinidad and Tobago, Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, has been pleased to appoint the HONOURABLE MR. JUSTICE NOLAN BERAUX, a Justice of Appeal, to perform the functions of the Office of the Chief Justice from 16th August, 2019 to 24th August, 2019; the HONOURABLE MADAME JUSTICE ALICE YORKE-SOO HON, a Justice of Appeal, to perform the functions of the Office of Chief Justice, from 24th August, 2019 to 27th August, 2019; and the HONOURABLE MR. JUSTICE ALLAN MENDONCA, a Justice of Appeal, to perform the functions of the Office of Chief Justice, from 27th August, 2019 to 30th August, 2019 during the absence from Trinidad and Tobago of the Honourable Chief Justice IVOR ARCHIE.

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

6th August, 2019.

1439

## APPOINTMENT TO ACT AS MINISTER OF NATIONAL SECURITY

IT IS HEREBY NOTIFIED for general information that Her Excellency the acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed THE HONOURABLE FITZGERALD HINDS, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable STUART YOUNG, Minister of National Security, with effect from 1st August, 2019 and continuing during the absence from Trinidad and Tobago of the said the Honourable Stuart Young, M.P., in addition to the discharge of his normal duties.

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

31st July, 2019.



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 65(1) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago,  
and By-Law 48(1) of the Securities (General) By-Laws, 2015**

by

**RBC Royal Bank (Trinidad and Tobago) Limited**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 65(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 48(1) of the Securities (General) By-Laws, 2015 (“the By-Laws”) require a reporting issuer to file with the Commission, within the prescribed time frame, its audited annual comparative financial statements;

**AND WHEREAS** RBC Royal Bank (Trinidad and Tobago) Limited (“the Respondent”), filed with the Commission its audited annual comparative financial statements for the financial year ended October 31, 2018 past the due date of January 29, 2019;

**AND WHEREAS** the staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by failing to file its audited annual comparative financial statements for the financial year ended October 31, 2018, with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by filing the aforementioned audited annual comparative financial statements with the Commission past the due date of January 29, 2019;

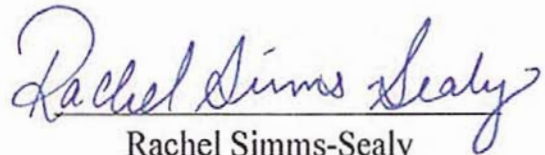
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 037 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. RBC Royal Bank (Trinidad and Tobago) Limited (“the Respondent”) has contravened Section 65(1) of the Act and By-Law 48(1) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Sixty-Two Thousand Trinidad and Tobago Dollars (TT\$62,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 63(a) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago,  
and By-Law 47(c) of the Securities (General) By-Laws, 2015**

by

**RBC Royal Bank (Trinidad and Tobago) Limited**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 63(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 47(c) of the Securities (General) By-Laws, 2015 (“the By-Laws”) require a reporting issuer to file with the Commission, within the prescribed time frame, its annual report;

**AND WHEREAS** RBC Royal Bank (Trinidad and Tobago) Limited (“the Respondent”), filed with the Commission, its annual report for the financial year ended October 31, 2018 past the due date of February 28, 2019;

**AND WHEREAS** the staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by failing to file its annual report Commission for the financial year ended October 31, 2018, with the within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by filing the aforementioned annual report with the Commission, past the due date of February 28, 2019;

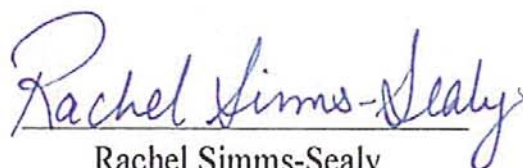
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 040 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. RBC Royal Bank (Trinidad and Tobago) Limited (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Thirty-Two Thousand Trinidad and Tobago Dollars (TT\$32,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 65(1) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago,  
and By-Law 48(1) of the Securities (General) By-Laws, 2015**

**By**

**RBC Merchant Bank (Caribbean) Limited**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 65(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 48(1) of the Securities (General) By-Laws, 2015 (“the By-Laws”) require a reporting issuer to file with the Commission, within the prescribed time frame, its audited annual comparative financial statements;

**AND WHEREAS** RBC Merchant Bank (Caribbean) Limited (“the Respondent”), filed with the Commission, its audited annual comparative financial statements for the financial year ended October 31, 2018 past the due date of January 29, 2019;

**AND WHEREAS** the staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by failing to file its audited annual comparative financial statements for the financial year ended October 31, 2018, with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by filing the aforementioned audited annual comparative financial statements with the Commission past the due date of January 29, 2019;

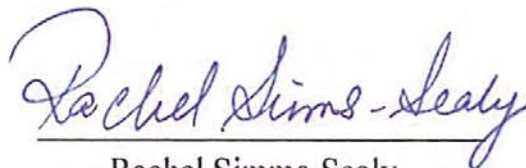
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 038 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10) (a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. RBC Merchant Bank (Caribbean) Limited (“the Respondent”) has contravened Section 65(1) of the Act and By-Law 48(1) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Sixty-Two Thousand Trinidad and Tobago Dollars (TT\$62,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 63(a) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago,  
and By-Law 47(c) of the Securities (General) By-Laws, 2015**

**By**

**RBC Merchant Bank (Caribbean) Limited**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 63(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 47(c) of the Securities (General) By-Laws, 2015 (“the By-Laws”) require a reporting issuer to file with the Commission, within the prescribed time frame, its annual report;

**AND WHEREAS** RBC Merchant Bank (Caribbean) Limited (“the Respondent”), filed with the Commission its annual report for the financial year ended October 31, 2018 past the due date of February 28, 2019;

**AND WHEREAS** the staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by failing to file its annual report for the financial year ended October 31, 2018, with the Commission within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by filing the aforementioned annual report with the Commission past the due date of February 28, 2019;

**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 039 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10)(a) of the Act.

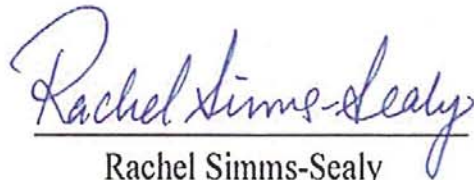


**IT IS HEREBY ORDERED THAT:**

1. RBC Merchant Bank (Caribbean) Limited (“the Respondent”) has contravened Section 63(a) of the Act and By-Law 47(c) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Thirty-Two Thousand Trinidad and Tobago Dollars (TT\$32,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 64(1) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

by

**The Port Authority of Trinidad And Tobago**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 64(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) requires a reporting issuer to file its Material Change Report with the Commission, within a prescribed timeframe;

**WHEREAS** the Port Authority of Trinidad and Tobago (“the Respondent”) failed to file its Form 10-Material Change Reports for the Appointment of Mr. Ian Thomas and Mr. Rabindra Jaggernaut as Commissioners, with the Commission, on or before June 12, 2018;

**AND WHEREAS** by letter dated August 24, 2018 staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 64(1) of the Act;

**AND WHEREAS** by letter dated April 30, 2019, the Respondent, accepted liability for the breach of Section 64(1) of the Act and paid the administrative penalty of Nine Thousand Trinidad and Tobago Dollars (TT\$9,000.00);

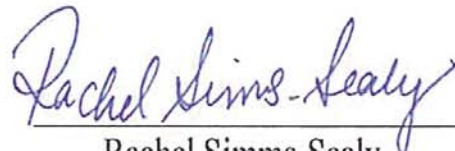
**AND UPON** the Board of Commissioners considering the submissions in Board Paper 036 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 (10) (a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. The Port Authority of Trinidad and Tobago (“the Respondent”) has contravened section 64(1) of the Act;
2. Pursuant to section 156(2) of the Act, the Respondent has paid to the Commission, an administrative fine in the sum of Nine Thousand Trinidad and Tobago Dollars (TT\$9,000.00), receipt of which the Commission acknowledges; and
3. This Order is to be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 65(1) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago,  
and By-Law 48(1) of the Securities (General) By-Laws, 2015**

by

**One Caribbean Media Limited**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 65(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 48(1) of the Securities (General) By-Laws, 2015 (“the By-Laws”) require a reporting issuer to file with the Commission, within the prescribed time frame, its audited annual comparative financial statements;

**AND WHEREAS** One Caribbean Media Limited (“the Respondent”), filed with the Commission its audited annual comparative financial statements for the financial year ended December 31, 2018, past the due date of April 1, 2019;

**AND WHEREAS** the staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by failing to file its audited annual comparative financial statements for the financial year ended December 31, 2018, with the Commission within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by filing the aforementioned audited annual comparative financial statements with the Commission, past the due date of April 1, 2019;

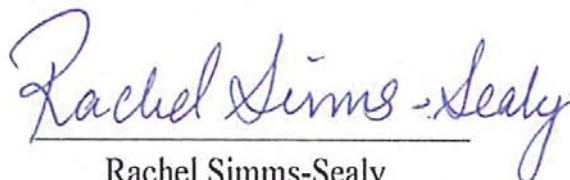
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 042 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. One Caribbean Media Limited (“the Respondent”) has contravened Section 65(1) of the Act and By-Law 48(1) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Ten Thousand Trinidad and Tobago Dollars (TT\$10,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 65(1) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago,  
and By-Law 48(1) of the Securities (General) By-Laws**

**By**

**MPC Caribbean Clean Energy Limited**

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**ORDER OF THE COMMISSION**

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Dated this 10<sup>th</sup> day of June, 2019

**WHEREAS** Section 65(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 48(1) of the Securities (General) By-Laws (“the By-Laws”) require a reporting issuer to file with the Commission, within the prescribed time frame, its audited annual comparative financial statements;

**AND WHEREAS** MPC Caribbean Clean Energy Limited (“the Respondent”), filed its audited annual comparative financial statements for the financial year ended December 31, 2018, with the Commission, past the due date of April 1, 2019;

**AND WHEREAS** the staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by failing to file its audited annual comparative financial statements for the financial year ended December 31, 2018, with the Commission within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by filing the aforementioned audited annual comparative financial statements with the Commission past the due date of April 1, 2019;

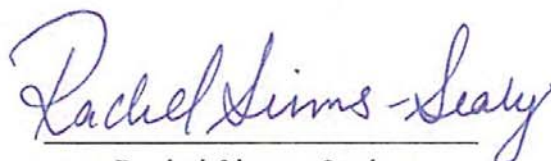
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 031 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. MPC Caribbean Clean Energy Limited (“the Respondent”) has contravened Section 65(1) of the Act and By-Law 48(1) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Four Thousand Trinidad and Tobago Dollars (TT\$4,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Douglas Mendes, S.C.  
Chairman



Rachel Simms-Sealy  
General Counsel/Corporate Secretary



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 61(2) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**One Caribbean Media Limited**

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**ORDER OF THE COMMISSION**

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Dated this 27<sup>th</sup> day of June, 2019

**WHEREAS** section 61(2) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) requires a reporting issuer to file with the Commission, within the prescribed time frame, its Revised Registration Statement;

**WHEREAS** One Caribbean Media Limited (“the Respondent”), filed its Revised Registration Statement with the Commission for the financial year ended December 31, 2018 past the due date of January 14, 2019;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of section 61(2) of the Act by failing to file its Revised Registration Statement with the Commission for the financial year ended December 31, 2018, within the prescribed timeframe;

**AND WHEREAS** the Respondent entered into a Settlement Agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;


**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Two Thousand Seven Hundred Trinidad and Tobago Dollars (TT\$2,700.00) within twenty-eight (28) days of the making of this Order;



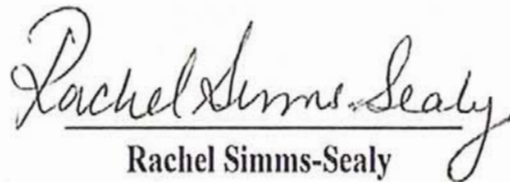
**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 25<sup>th</sup> June, 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. One Caribbean Media Limited (“the Respondent”) has contravened section 61(2) of the Act;
2. Pursuant to section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Two Thousand Seven Hundred Trinidad and Tobago Dollars (TT\$2,700.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



**Douglas Mendes, S.C.**  
(Chairman)



**Rachel Simms-Sealy**  
(General Counsel)



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the Securities (General) By-Laws 2015**

**By**

**Sagicor Funds Incorporated**

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**ORDER OF THE COMMISSION**

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Dated this 27<sup>th</sup> day of June, 2019

**WHEREAS** section 63(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 47(c) of the Securities (General) By-Laws 2015 (“the By-Laws”) requires a reporting issuer to file its Annual Report with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”), within a prescribed timeframe;

**AND WHEREAS** Sagicor Funds Incorporated (“the Respondent”) filed a copy of its Annual Report with the Commission, on January 31, 2019, three (3) days past the due date of January 28, 2019;

**AND WHEREAS** by letter dated March 7, 2019, the Commission advised the Respondent that it was in breach of section 63(a) of the Act and By-Law 47 (c) of the By-Laws by failing to file the said Annual Report with the Commission on or before the due date of January 28, 2019, and invited the Respondent to make representation to the Staff;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (the “Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

**AND WHEREAS** pursuant to the Settlement Agreement, the Respondent shall pay to the Commission, the sum of Two Thousand Seven Hundred Trinidad and Tobago Dollars (TT\$2,700.00), within twenty-eight (28) days of the making of this Order;

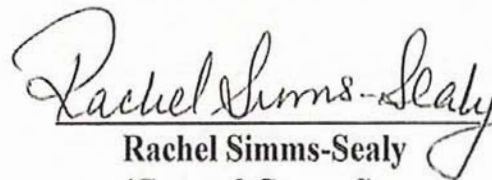
**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 23, May 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Sagicor Funds Incorporated (“the Respondent”) has contravened section 63(a) of the Act and By-Law 47(c) of the By-Laws;
2. Pursuant to section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Two Thousand, Seven Hundred Trinidad and Tobago dollars (TT\$2,700.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



**Douglas Mendes, S.C.**  
(Chairman)



**Rachel Simms-Sealy**  
(General Counsel)



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of the Contravention of By-Law 28 of the Securities (General)  
By-Laws 2015.**

**By**

**Capital Markets Elite Group Limited**

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**ORDER OF THE COMMISSION**

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Dated this 27<sup>th</sup> day of June 2019

**WHEREAS** By-Law 28 of the Securities (General) By-Laws 2015 (“the By-Laws”) requires a Broker-Dealer to file quarterly calculation of capital requirement with the Commission within the prescribed timeframe;

**AND WHEREAS** Capital Markets Elite Group Limited (“the Respondent”), filed its quarterly calculation of capital requirement for the period ended August 31, 2018 with the Commission past the due date of October 15, 2018;

**AND WHEREAS** by letter dated January 8, 2019 Staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of By-Law 28 of the By-Laws by failing to file its quarterly calculation of capital requirement with the Commission within the prescribed timeframe;

**AND WHEREAS** by letter dated June 3, 2019 the Respondent acknowledged that it was in Contravention of By-Law 28 of the By-Laws.

**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 046 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to section 159(10) (a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Capital Markets Elite Group Limited (“the Respondent”) has contravened By-Law 28 of the By-Laws;
2. Pursuant to section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Twenty-Five Thousand Trinidad and Tobago Dollars (TT\$25,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



**Douglas Mendes, S.C.**  
**(Chairman)**



**Rachel Simms-Sealy**  
**(General Counsel)**



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 56(4) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 53 of the Securities (General) By-Laws 2015.**

**By**

**Capital Markets Elite Group Limited**

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**ORDER OF THE COMMISSION**

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Dated this 27<sup>th</sup> day of June 2019

**WHEREAS** section 56(4) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 53(2) of the Securities (General) By-Laws 2015 (“the By-Laws”) requires a Broker-Dealer to file a Form 6 Notification with the Commission within the prescribed timeframe;

**AND WHEREAS** Capital Markets Elite Group Limited (“the Respondent”), filed a Form 6 Notification with the Commission in respect of the appointment of Ms. Carla Morton-Campbell past the due date of November 13, 2018;

**AND WHEREAS** by letter dated January 8, 2019 Staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of section 56(4) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 53 of the Securities (General) By-Laws 2015 (“the By-Laws”) by failing to file a Form 6 Notification with the Commission in respect of the appointment Ms. Carla Morton-Campbell within the prescribed timeframe;

**AND WHEREAS** by letter dated June 3, 2019 the Respondent acknowledged that it was in Contravention of section 56(4) of the Act and By-Law 53 of the By-Laws.

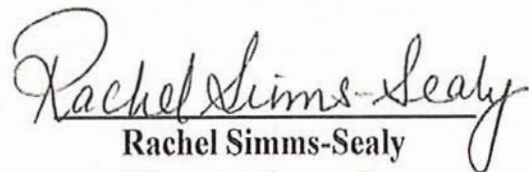
AND UPON the Board of Commissioners considering the submissions in Board Paper No. 045 of 2019 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to section 159(10) (a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Capital Markets Elite Group Limited (“the Respondent”) has contravened section 56(4) of the Act and By-Law 53 of the By-Laws;
2. Pursuant to section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Twenty-Three Thousand Trinidad and Tobago Dollars (TT\$23,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



**Douglas Mendes, S.C.**  
(Chairman)



**Rachel Simms-Sealy**  
(General Counsel)



**Ministry of Community Development,  
Culture and the Arts**

**UPDATED PUBLIC STATEMENT OF THE  
MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2019  
in Compliance With Sections 7, 8 and 9 of the Freedom of Information Act 1999,  
Chapter 22:02, Laws of Trinidad and Tobago (FOIA)**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) the Ministry of Community Development, Culture and the Arts is required by law to publish this statement, which lists the documents and information generally available to the public from the Ministry of Community Development, Culture and the Arts.

The FOIA gives members of the public:

- A legal right for each person to access information held by the Ministry of Community Development, Culture and the Arts;
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the Ministry of Community Development, Culture and the Arts and such information 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)**

The function and structure of the Ministry of Community Development, Culture and the Arts.

**Establishment of the Ministry of the Community Development, Culture and the Arts**

The Ministry of Community Development, Culture and the Arts was established in September 2015 through an amalgamation of the following Ministries: the Ministry of Community Development, the Ministry of the Arts and Multiculturalism, and the Ministry of National Diversity and Social Integration.

**Administrative Structure of the Ministry of Community Development, Culture and the Arts**

The Ministry of Community Development, Culture and the Arts inclusive of its statutory bodies and facilitating agencies is comprised of both public officers and contract employees and comprises the following Departments and Agencies:

**Ministry's Departments and Units:**

- |  |                                     |                               |
|--|-------------------------------------|-------------------------------|
| • Minister's Secretariat                 | • Permanent Secretary's Secretariat | • General Administration Unit |
| • Human Resources Unit                   | • Finance and Accounts Unit         | • Internal Audit Unit         |
| • Facilities Management Unit             | • Grants Unit                       | • Information Technology Unit |
| • Corporate Communications Unit          | • Policy and Planning Unit          | • Project Management Unit     |
| • Legal Services Unit                    | • Best Village Unit                 | • Regional Complexes          |
| • Transformation and Development Centres | • Planning and Implementation Unit  | • Research Unit               |
| • Community Mediation Services Division  | • Community Development Division    | • Culture Division.           |

**Agencies/Statutory Bodies:**

- |  |  |  |
|--|--|--|
| • Carnival Institute                                     | • Naparima Bowl                            | • National Academy for the Performing Arts |
| • National Association of Village and Community Councils | • National Carnival Commission             | • National Museum and Art Gallery          |
| • National Philharmonic Orchestra                        | • National Steel Symphony Orchestra        | • National Theatre Arts Company            |
| • Queen's Hall   | • Southern Academy for the Performing Arts | • Village Councils.                        |

**Wholly Owned Enterprises:**

- |                                  |  |
|----------------------------------|--|
| • Export Centres Company Limited | • National Commission for Self Help Limited. |
|----------------------------------|--|

**DIVISIONS/ UNITS**

**General Administration Unit**

This Unit is responsible for providing support services to the Minister, Permanent Secretary, Deputy Permanent Secretary and other departments within the Ministry. The Unit handles the procurement of goods and services and ensures that the material requirements of the Ministry of Community Development, Culture and the Arts are supplied. This Unit also maintains the inventory of stationery and supplies and conducts office maintenance and improvements.



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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT,  
CULTURE AND THE ARTS 2019—CONTINUED**Human Resources Unit**

This Unit is responsible for the management of all human resource functions of the Ministry of Community Development, Culture and the Arts in accordance with the rules, regulations, policies and guidelines relating to the Public Service of Trinidad and Tobago. This Unit maintains personnel records of all members of staff and other matters relating to the terms and conditions of employment.

**Finance and Accounts Unit**

The Unit is responsible for the receipt and management of the financial resources allocated to the Ministry of Community Development, Culture and the Arts and for the management of the Ministry's expenditure in accordance with the relevant financial legislation, established procedures, policies and guidelines related to the adherence of proper accounting standards.

**Internal Audit Unit**

Internal Audit ensures there is accountability, transparency, efficiency and effectiveness in the financial operations of the Ministry by adopting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance process. The main functions of the Unit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations
- Examine the financial processes and supporting documents to ensure there is compliance with the guidelines and procedures prescribed by the Ministry of Finance and the relevant legislation.

**Facilities Management Unit**

The Facilities Management Unit is responsible for directing, planning and arranging the operational accommodation, including offices, building and equipment as well as maintenance of projects, ground operations and security.

**Grants Unit**

This Unit provides grants to community-based organisations, faith-based organisations, cultural and non-governmental organisations and individuals in support of projects that contribute to building the community, cultural, religious and creative society of Trinidad and Tobago. Funding is disbursed via one of the following: The Community Action For Revival and Empowerment (C.A.R.E) Fund; The Culture and Creative Arts Fund; and The National Days and Festivals Fund.

**Information Technology Unit**

This Unit is responsible for providing and managing the information technology and systems policy. This includes planning; administration; information system and application support; networking and communications and service support.

**Corporate Communications Unit**

The Communications Unit has the following responsibilities:

- To conduct all communications with internal and external stakeholders;
- To prepare and/or issue press releases, website content and key presentations, and organise events;
- To communicate with the public about the Ministry's functions, policies, programmes and services in order to inform and educate;
- To ensure such information is accurate, reliable, complete, timely, relevant and understandable;
- To ensure that the Ministry is visible, accessible, responsive and answerable to all stakeholders.

**Research Unit**

The Research Unit has the following responsibilities:

- To collect, analyse and evaluate data;
- To liaise and collaborate with other Research Units in Government Ministries and Departments to prepare status and achievement reports;
- To monitor the performance of State Enterprises and Statutory Boards under the remit of the Ministry to ensure that these enterprises successfully execute their mandates and maximise value for money for the national stakeholders and shareholders.

**Project Management Unit**

This Unit is responsible for monitoring and evaluation of all infrastructural projects and the implementation of projects of such nature undertaken directly by the Ministry.

**Legal Services Unit**

This Unit provides legal advice and representation to the Executive Management and other Divisions of the Ministry on matters related to the Ministry's operations. The Legal Services Unit is involved in, inter alia, the preparation and review of contracts between the Ministry and its external stakeholders. It advances the legislative agenda of the Ministry and also liaises with external counsel on matters relevant to the Ministry.

**Planning and Implementation Unit**

This Unit is responsible for the administration of Transformation and Development Centres, the subventions to fourteen (14) Non-governmental Organisations and undertakes research and performs monitoring and evaluation functions for the Ministry.

**Policy and Planning Unit**

The Policy and Planning Unit provides strategic direction to the Ministry of Community Development, Culture and the Arts as it relates to policy formulation and review, and the transformation and continuous improvement of the community sector.

**Community Mediation Services Division**

The Community Mediation Services Division administers the Community Mediation Programme and provides fora for the resolution of family and civil matters and the development and execution of behaviour modification programmes. The Community Mediation Services Division central administration office is located at:

- **North Main Mediation Centre (Port of Spain)**  
1st Floor Jobco Building, #51-55, Frederick Street, Port of Spain  
Tel: 625-2819, 625-6768, 225-4267  
Fax: 625-3911

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT,  
CULTURE AND THE ARTS 2019—CONTINUED

**Community Mediation Centres are located at:**

- **Central Main Mediation Centre (Cunupia)**  
#282 Old Southern Main Road,  
Warrenville, Cunupia  
Tel: 693-2831, 693-2342, 693-2568, 693-2955  
Fax: 693-1606
  - **San Juan Mediation Sub-Centre**  
MTS Plaza,  
Aranguez Main Road,  
Aranguez  
Tel: 638 8133, Fax: 638-8143
  - **Head Office Community Mediation Services Division,**  
1st Floor, Jobco Building,  
51-55 Frederick Street, Port of Spain  
Tel.: 225-4267, Tel./Fax.:625-3911
- **South West Main Mediation Centre (Point Fortin)**  
#63 Main Road, Point Fortin  
Tel: 648-2810, 648-2888  
Fax: 648-4739
  - **Couva Mediation Sub-Centre**  
Social Services Centre,  
Camden Road,  
Couva  
Tel/Fax: 679-3660, 636-4453 Ext.109
  - **Tunapuna Mediation Sub-Centre**  
Tunapuna Regional Social Services Centre,  
#107 Eastern Main Road, Tunapuna  
Tel: 497-1861

**Community Development Division**

This Division is responsible for executing the Ministry's mandate through the provision of services to groups and individuals in communities. The Division also bears the responsibility for the oversight and management of the Best Village Unit, Community Centres, Civic Centres and Regional Complexes:

Administrative District	Office Address	Phone
Community Development Division	Jobco Building, 51-55 Frederick Street, Port of Spain	623-6929
Caroni	Warrenville Regional Complex	693-2087
Nariva/Mayaro	Ramsuair Building, Lot 11 Naparima/Mayaro Road, Rio Claro	644-0849
St. Andrew/St. David	358 Brierley Street, Sangre Grande	668-2538
St. George East	Tunapuna Administrative Complex, Eastern Main Road & Centenary Street, Tunapuna	662-0621
St. George West	Jobco Building 51-55 Frederick Street, Port of Spain	623-6929
St. Patrick East	Siparia Administrative Complex, High Street, Siparia	649-2473
St. Patrick West	20, Agard Street, Point Fortin	648-4966
Victoria East	Marlson Building, High Street, Princes Town	655-2252
Victoria West	Mon Repos Regional Complex, San Fernando	657-7075

Regional Complexes	Address	Phone
Barrackpore Regional Complex	10 Manohar Maraj Trace, New Colonial Rd, Barrackpore	654-3379
Barataria Regional Complex	3rd Avenue, Barataria	638 – 2585
Carenage Regional Complex	Crown Trace, Carenage	694-1647
East Port of Spain Regional Complex	LP. #89 Upper Laventille Road, East Dry River, Port of Spain	627-8724
Esperance Regional Complex	Derrick Road, Esperance Village, San Fernando	653-0795
Fyzabad Regional Complex	Guapo Main Road, Fyzabad	677-3713
La Horquetta Regional Complex	Marjorie Padmore Avenue, La Horquetta	643-2865
Laventille Regional Complex	Trinity Avenue, Eastern Main Road, Laventille	624-0924
Maloney Regional Complex	Maloney Boulevard, North Maloney Gardens, Maloney	642-8231
Mon Repos Regional Complex	Nos.1-3 Tyler Smith Street, Mon Repos, San Fernando	652-5203
Plaisance Park Regional Complex	Long Circular Road, Plaisance Park, Pointe-a-Pierre	659-3009
Point Cumana Regional Complex	Cor. La Horquette Road & Glencoe Gardens, Pt. Cumana	694-1844
St. Augustine Regional Complex	St. John's Road, St. Augustine	663-1831
Ste. Madeleine Regional Complex	Ste. Madeleine Circular Road, Ste. Madeleine	653-0835
Toco Regional Complex	Cemetery Street, Toco Main Road, Toco	670-1503
Vistabella Regional Complex	Ninth Street, Vistabella	653-0910
Warrenville Regional Complex	LP 27 Warren/Munroe Road, Warrenville, Cunupia	693-0928

Civic Centres	Address	Phone
Mayaro Civic Centre	Plaisance Road, Mayaro	630-1933
Point Fortin Civic Centre	45-47 George Road, Mahaica, Pt. Fortin	648-2371
Sangre Grande Civic Centre	Sukhram Street, Sangre Grande	668-2477

Caroni Community Centres	Address	Caroni Community Centres	Address
Balmain Community Centre	Main Road, Balmain, Couva	Brickfield Community Centre	Waterloo Rd, Carapichaima
Carapichaima Community Centre	Sampson Street, Carapichaima	Cawnpore Community Centre	Mon Plasir Road, Cunupia
Chaguanas Community Centre	Mark St. Ext., Saith Park, Chaguanas	Chickland Community Centre	Chickland Village, Caparo Road
Caroni Community Centre	New Street, Caroni	Enterprise Community Centre	Enterprise Street, Enterprise

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT,  
CULTURE AND THE ARTS 2019—CONTINUED

Caroni Community Centres	Address	Caroni Community Centres	Address
Flanagin Town Community Centre	13 Mamoral Road, Flanagin Road	Frederick Settlement Community Centre	Arbuckle Street, Frederick Settlement
Freeport/St. Mary Community Centre	Beaucarro Rd, Freeport St. Mary's	Gordon Village Community Centre	Mayo and Boissiere Trace, Gordon Vill, Couva
Indian Trail Community Centre	Rivulet Road, Indian Trail	Jerningham Junction Community Centre	Comer Dindial and Boodram Streets, Cunupia
La Paille Community Centre	Tulloch Street, La Paille	La Quesa Community Centre	La Quesa Road, Balmain, Couva
Las Lomas #2 Community Centre	Caroni South Bank Road, Las Lomas #2	Lisas Garden Community Centre	Balise Avenue, Lisas Gardens, Couva
Longdenville Community Centre	St. Cyr Street, Longdenville	Longdenville North/East Community Centre	Ratanee Trace, Longdenville
Mamoral #2 Community Centre	Mamoral #2, Mamoral	Munroe Road Community Centre	Land Settlement Munroe Road, Cunupia
Oplay/Esperanza Community Centre	Esperanza Village, California	Orange Valley Community Centre	Bay Road, Orange Valley
Perseverance/Couva Community Centre	Main Road, Perseverance. Couva	Preysal Community Centre	Polo Ground Road, Inshan Ali Avenue, Preysal
Roystonia/Couva Community Centre	Caryota Drive, Roystonia	Siewdass Road Community Centre	Siewdass Road, Carlsen Field
Spring Village Community Centre	Greig Street, Balmain, Couva	Springvale Community Centre	Mt. Pleasant/Forbes Park, Springvale, Couva
Tabaquite Community Centre	Main Road, Tabaquite	Todd's Road Community Centre	Main Road, Todd's Road
Union Village Community Centre	Union Village, Couva	Waterloo Community Centre	Corner of Main Road and Butler Village, Waterloo

Nariva/Mayaro Community Centres	Address
Biche Community Centre	Baptiste Street, Settlement Village, Biche
Boos Community Centre	Corner Hibiscus Arch and Ecclesville Road, ¼ m.m. Rio Claro, Mayaro Old Rd
Brothers Road Community Centre	769 Torrib Tabaquite Road, Brothers Road Village, New Grant
Cushe Community Centre	21 ¼ m.m. School Street, Cushe Village, Cunapo Southern Main Road
Dades Trace Community Centre	1 ½ m.m. Dades Road, Rio Claro
Fonrose Community Centre	Rajali Street, 22 m.m. Fonrose Village, Naparima/ Mayaro Road, Rio Claro
Guayaguayare Community Centre	L.P. #61 Ferrier Circular Road, Guayaguayare
La Savanne Community Centre	9 ¾ m.m. Warrick Street, New Lands, La Savanne, Guayaguayare
Liberville Community Centre	Old Mayaro Road, Liberville
Mafeking Community Centre	37 ½ m.m. Naparima Mayaro Road, Mafeking Village, Mayaro
Navet Community Centre	24 m.m. Cunapo, Southern Main Road, Rio Claro
Ortoire Community Centre	51m.m. Point Radix Road Ext, Manzanilla Mayaro Rd, Ortoire Village, Mayaro
Radix Community Centre	Corner Gould & Cemetery Street, Guayaguayare Road, Mayaro
Rio Claro Community Centre	Nathal Street, Naparima Mayaro Road, Rio Claro
San Pedro Community Centre	25 m.m. Tabaquite Road, San Pedro, Rio Claro, L.P. #162

St. Andrew / St. David Community Centres	Address	St. Andrew / St. David Community Centres	Address
Brooklyn Community Centre	Mc Guillvary Road, Sangre Grande	Coryal Community Centre	Tamana Hill Road, Coryal
Cumana Community Centre	Toco Main Road, Cumana	Cunaripo Community Centre	Guaiaco Tamana Road, Cunaripo
Four Roads, Tamana Community Centre	Four Roads, Tamana Junction	Gordon Miller Community Centre	4 ¼ mm, North Oropouche
Grande Riviere Community Centre	Rampanalgas Road, Grand Riviere	Guiaco Tamana Community Centre	Guiaco Tamana Road
L'Anse Noir Community Centre	Paria Main Road, L'Anse Noire	La Tosca Community Centre	North Manzanilla Road, Guaiaco Tamana
Manzanilla Community Centre	Eastern Main Road, Manzanilla #2	Maraj Hill Community Centre	Cunapo SMR, Maraj Hill
Matelot Community Centre	Paria Main Road, Matelot	Matura Community Centre	Mendoza Road, Matura
Montevideo Community Centre	Paria Main Road, 120 km Montevideo	Nestor Community Centre	Guiaco Tamana Road, Nestor
North Eastern (Durant Gardens)	Lantana Ave, Sangre Grande	North Manzanilla Community Centre	Crown Street, Tacarigua
Plum Milan Community Centre	7 1/4 mm Plum Milan Main Road	Rampanalgas Community Centre	Paria Man Road, Balandra
Sangre Chiquito Community Centre	Eastern Main Road, Sangre Chiquito	Sans Souci Community Centre	Paria Main Road, San Souci
St. Helena Community Centre	Santa Cruz Road	Upper Sangre Grande Community Centre	EMR, Upper Sangre Grande
Valencia Community Centre	Quare Road, Valencia	Vega de Oropouche Community Centre	3 ½ Toco Main Rd, Vega de Oropouche

St. George East Community Centres	Address	St. George East Community Centres	Address
Arima Community Centre	12 Anglican Road, Arima	Aripo Community Centre	Aripo Main Road, Aripo Heights
Arouca Community Centre	Victory Street, Arouca	Bamboo Grove #2 Community Centre	LP #54, Jaffar Street, Bamboo Groove #2
Blanchisseuse Community Centre	Recreation Gd Rd, Upper Village	Bon Air East Community Centre	Emperor Boulevard, Bon Air East
Bon Air West Community Centre	Blue Mussel Street, Bon Air West	Brasso Seco Community Centre	LP #51-1 Lalaja, School St, Paria Rd via Arima
Brazil Community Centre	LP #51, Transport St, Brazil Village, Arima	Cane Farm / Kandahar Community Centre	Cane Farm, Tacarigua
Carapo Community Centre	Carapo Main Road, Arima	Caura Activity Centre	LP #137, Caura Royal Road, Caura
Champ Fleur Community Centre	LP #65 Quarry Drive, Champ Fleur	Curepe Community Centre	Southern Main Road
D'Abadie Community Centre	Recreation Ground Road, D'Abadie	El Dorado Community Centre	Caura Royal Road, El Dorado
Five Rivers Community Centre	5th Street, Five Rivers	Heights of Aripo Community Centre	Aripo Village, Arima
La Fillette Community Centre	Cor Centenary St, Paria Main Rd	La Esmeralda Community Centre	Esmeralda Drive, La Esmeralda
La Seiva Community Centre	Centre Trace, La Seiva, St. Joseph	Las Cuevas Community Centre	Paria Main Road, St. Michael Village
Lluengo Community Centre	#4 Las Cuevas Rd, Lluengo Village, Maracas Village, St. Joseph	Lopinol/La Pastora Community Centre	Lopinol Road, Arouca
Maracas Bay Community Centre	Grand Fond Road, Maracas Bay	Mt. Pleasant/Calvary Hill	Herde Lands, Savannah Road, Arima
Maracas Valley Community Centre	Corner El Chorro Rd and Royal Rd	Malabar Community Centre	LP #51 Holly Belaudier Place, Phase 4 Malabar
Mundo Nuevo Community Centre	Mundo Nuevo Road, via Talparo	Morne La Croix Community Centre	LP #212 Morne La Croix Village
Pinto Road Community Centre	Pinto Road #1, Arima		via Blanchisseuse Rd, Arima
Red Hill Community Centre	Settlement Road, Red Hill, D'Abadie	Real Spring Community Centre	LP #53/1 NUGFW Housing Developm't, Valsayn
Spring Village Community Centre	LP #55 Kalpoo Street, Valsayn	San Raphael Community Centre	Arena Road San Raphael Village, Arima
		St. Augustine, South Community Centre	Freeman Road, St. Augustine

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT,  
CULTURE AND THE ARTS 2019—CONTINUED

St. George East Community Centres	Address	St. George East Community Centres	Address
St. Joseph Community Centre Tacarigua Community Centre Tunapuna Community Centre Wharf Trace Community Centre	Market Street, St. Joseph Bally Street, Tacarigua Cor Centenary St and Priority Bus Route Wharf Trace Maracas, St. Joseph	Surrey Community Centre Talparo Community Centre Upper Malabar Community Centre	LP #68 Lopinot Road, Surrey Village LP 151 Todd's Station Road, Talparo LP 21 Malabar Main Rd, Malabar, Arima
St. George West Community Centres	Address	St. George West Community Centres	Address
Aranguez Community Centre Bamboo Grove #3 Community Centre Beausejour Community Centre Belle Vue Community Centre Bourg Mulatresse Community Centre	Mahelal Trace, Aranguez 17 2nd St, Bamboo Grove Settlement #3 Blue Basin Road Diego Martin LP 9 Belle Vue Trace, Long Circular Rd Bourg Mulatresse, Lower Santa Cruz	Bagatelle Community Centre Barataria Community Centre Beetham Community Centre Belmont Community Centre Cantaro Community Centre	Bagatelle Road, Diego Martin Lower 6th Avenue Extension, Barataria Phase 4, Beetham Gardens 47 Jerningham Avenue, Belmont Corner James and Charles Streets, Cantaro V'ge Upper Santa Cruz
Cascade Community Centre Chinapoo Community Centre El Socorro Central Community Centre Gasparillo Santa Cruz Community Centre	Cascade Valley Road Laventille Ext. Rd, Chinapoo Village Morvant Straker Trace, El Socorro Extension, San Juan LP#53 El Carment Rd, Gasparillo Village, Santa Cruz	Central Diego Martin Community Centre Cocorile Community Centre Febeau Community Centre George Street Community Centre	1 Jasper Ave, Diamond Vale, Diego Martin Lady Hochoy Circular, Waterhole Laventille Road, Febeau V'ge, San Juan 69-81 George Street, Port of Spain
Gonzales Community Centre	4 Upper Quarry Circular Rd, Gonzales	La Pastora / Susconusco	Corner Capriata and La Pastora Road, Upper Santa Cruz
La Seiva Community Centre Lower St. Barb's Community Centre Malick 6th Avenue Community Centre	Rifle Range Rd, La Seiva, Maraval 15 Lower St. Barb's, Belmont Princess Royal Avenue, 6th Avenue Malick, Barataria	Laventille Extension Community Centre Mailagual Community Centre Mango Rose Community Facility	7 Angelina Terrace, Never Dirty Rd, Morvant Bushe Street (North) Petit Bourg Cor. Duke and Piccadilly Streets, PoS
Maraval Community Centre Mon Repos, Morvant Community Centre Moseley Place Community Centre Mt. Hope / Mt. Lambert Community Centre Patna / River Estate Community Centre	Morne Coco Road, Maraval Mon Repos Road, Morvant No. 1 Moseley Place, Port of Spain Community Drive, Mt. Hope Corner North Post Road and Fuller Streets, River Estate, Diego Martin	Misir Community Centre Morvant Central Community Centre Mt. D'Or Community Centre North Diego Martin Community Centre Petit Valley Community Centre	St. Francois Valley Road, Morvant Plover Street Morvant Mt. D'Or Road, Champ Fleurs Church Street, Diego Martin Quarry Road, Petit Valley
Picton Community Centre Shende Street Community Centre	19 Picton Road, Laventille LP#73 Shende Street, Ext. Sunshine Avenue, San Juan	Sea Lots Community Centre Simeon Road Community Centre	Production Avenue, Sea Lots 2 Sparrow Drive, Petit Valley
Sogren Trace Community Centre South Port of Spain Community Centre St. Barb's Central Community Centre Straker / Silk Cotton Community Centre Trou Macaque Community Centre Upper Bourmes Road Community Centre Upper Morvant / Pelican Ext. Upper Seventh Avenue, Malick	Sogren Trace, Upper Laventille Rd 69-81 George Street, Port of Spain Upper St. Barb's Road, Belmont Picton Road, Laventille Cor. Trou Macaque & Pelican Ext, Laventille Upper Bourmes Road, St. James Pelican Extension Road, Morvant Upper 7th Avenue, Centre Hill, #4 LP33 / 2 Malick	South Diego Martin Community Centre Spree Simon Relief Centre St. Joseph Road Community Centre Success Central Community Centre Upper 9th Avenue Community Centre Upper La Canoa Community Centre Upper Red Hill Community Centre	Senior Street, Four Roads, Diego Martin LP2 Picton Rd, Laventille 25 St. Joseph Road, Port of Spain Marcella St, Success Village, Laventille Cipriani Avenue, 2nd Caledonia Upper La Canoa Rd, Lower Santa Cruz Corbin Terrace, Upper St. Barb's Road
St. Patrick Community Centres	Address	St. Patrick Community Centres	Address
Ackbar Trace Community Centre Bunsee Trace Centre Cedros Community Centre Clarke Rochard Community Centre Erin Community Centre Granville Community Centre Katwaroo Trace Community Centre Lachos Road Community Centre Lot 10 Community Centre Mon Desir Community Centre Mulchan Trace Community Centre Palo Seco Los Charos Community Centre Penal Central Community Centre Rancho Quemado Community Centre Siparia Community Centre South Oropouche Community Centre Thick Village Community Centre Vance River Community Centre	Ackbar Trace, Siparia Old Road Bunsee Trace, Penal Bonasse Village, Cedros Rochard Road, Penal St. Francis Village, Erin Syphoo Trace, Granville Village, Cedros Katwaroo Trace, Penal Lachos Road, Penal Lot 10 Village, Parrylands Road, Guapo Mondesir Delhi Road, Fyzabad Mulchan Trace, Penal SS Erin Road, Palo Seco Community Centre St, Clarke Rd, Penal SS Erin Road, Rancho Quemado Grell Street, Siparia Tito Hill, South Oropouche Thick Village, Siparia Old Road No.1 Alexander Street, Vance River Village, La Brea	Buenos Ayres Community Centre Cap-de-Ville Community Centre Chatham Community Centre Dalley's Village Community Centre Fanny Village Community Centre Guapo Community Centre La Brea Community Centre Los Bajos Community Centre Mendez Community Centre Mome Diablo Community Centre New Village Community Centre Palo Seco Settlement Penal Rock Road 4 mm Rousillac Community Centre Sobo Community Centre Techier Community Centre Timital Community Centre Vessigny Community Centre	Jackson Trace, Buenos Ayres School Street, Cap-de-Ville, Main Rd Beach Road, South Chatham Community Centre Street, Santa Flora "E" Street, Fanny Village, Point Fortin Gonzales Village, Guapo, Point Fortin Point D'Or, Point Sable Road, La Brea Shearer Street, Los Bajos Mendez Village, via Siparia Scotts Road, Mome Diablo Pilgrim Street, New V'ge Pt. Fortin Wilson Street, Beach Road, Palo Seco 31 ¼ m.m. Rock Road Happy Hill Road SMR, Rousillac Sobo Main Rd, Sobo Village, La Brea Techier Main Rd, Techier Village, Point Fortin Timital, Pluck Road Vessigny Village

UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS 2019—CONTINUED

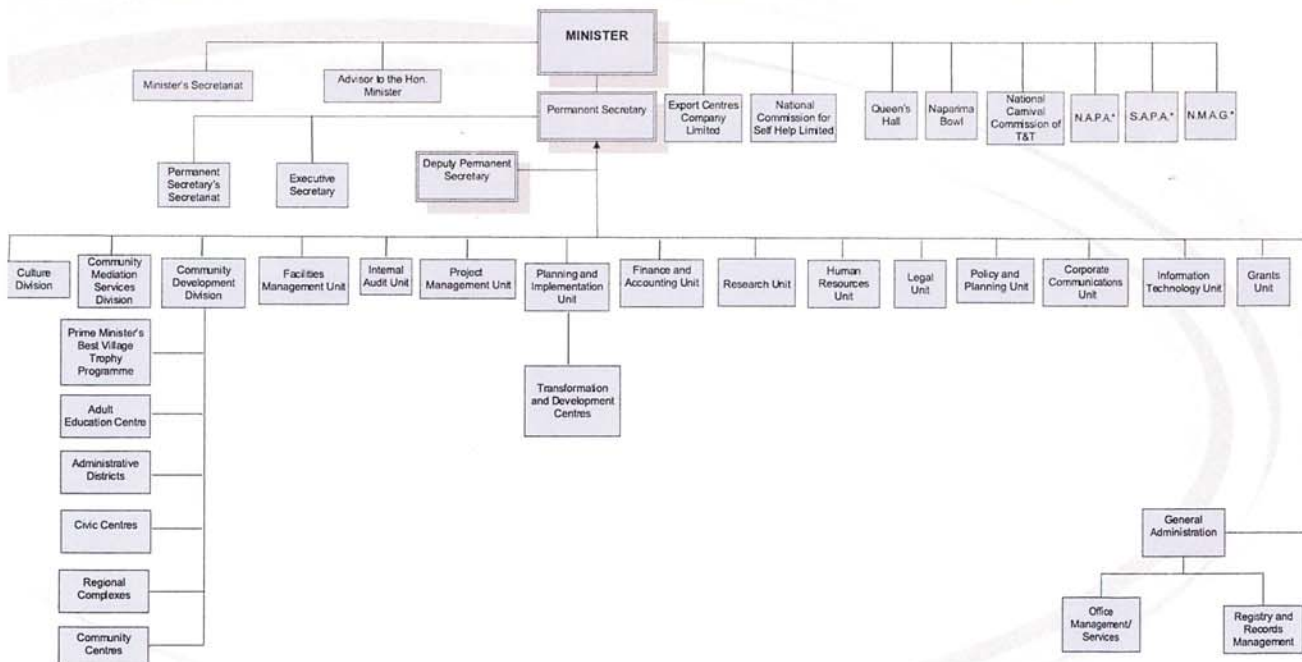
Victoria East Community Centres	Address	Victoria East Community Centres	Address
Basseterre Community Centre	1827 Basse Moruga Road, Basseterre	Cunjal Community Centre	237 Cunjal Road, Barrackpore
Gran Chemin Community Centre	Cor. La Retreat & Moruga Rd, Gran Chemin, Moruga	Hardbargain Community Centre	Sister's Road, Dyer V'ge Hard Bargain
Hindustan Community Centre	Hindustan Road, New Grant	La Gloria Community Centre	Mc Clean Trace, New Grant
La Lune Community Centre	40G La Lune Village, Moruga	Lengua Community Centre	St. Croix Road, Lengua
Lower Brother's Road Community Centre	1mm Torrib Tabaquite Road, Brother's Rd, Rio Claro	Manahambre Community Centre	2nd Brothers Hope Road, Manahambre
Marac Community Centre	Joseph Jean Road, Marac Village	Princes Town Community Centre	Knolly Street, Princes Town
Robert Village Community Centre	20 ¼ m.m. Naparima Mayaro Rd, Princes Town	Sisters Road Community Centre	Corner Nuckcheddy & Sister's Rd, New Grant
St. Croix Community Centre	4 m.m. St. Croix Road, Princes Town	Strange Community Centre	Cumuto Road, Barrackpore
Valley Line Community Centre	#2 Junction Rochard Douglas Rd, Barrackpore	Williamsville Community Centre	Kent Street, Williamsville

Victoria West Community Centres	Address	Victoria West Community Centres	Address
Bamboo / Duncan Community Centre	No. 1 Canaan Rd, Bamboo Village, La Romaine	Caratal #2 Community Centre	281 Caratal Road, Maryland, Gasparillo
Cocoyea Community Centre	St. Andrew's Avenue, Cocoyea	Debe Community Centre	Wellington Road, Debe
Diamond Community Centre	Picton Street, off Papourie Rd, Diamond Village	Embacadere Community Centre	Lady Hailles Avenue, Embacadere, San Fernando
Friendship Community Centre	Cipero Road, Friendship Village	Gasparillo Community Centre	121 Bonne Aventure Main Road, Gasparillo
Golconda Community Centre	Golconda Road, Golconda	Gulf View Community Centre	Recreation Avenue, Gulf View, La Romaine
Hermitage Community Centre	Hermitage Village Dumfries Road, Hermitage	La Fortune Community Centre	Lot #33 La Fortune
La Romaine Community Centre	Lucky Street, La Romaine	Macaulay Community Centre	Macaulay Road
Marabella Community Centre	Market Street, Union Park East, Marabella	Mayo Community Centre	1 Palm Street, Mayo Village, Mayo
Petit Morne Community Centre	7 Hibiscus St., Petit Morne Settlem't, Ste. Madeleine	Piparo Community Centre	L.P. 76 Pascal Road
Pleasantville Community Centre	#2 Prince Albert Street, Pleasantville	Rambert Community Centre	Cedar Grove Rd, Rambert Village, La Romaine
Reform Village Community Centre	Reform Village Reform	St. Charles Community Centre	St. Charles Road, St. Charles
St. John's Community Centre	St. John's Street, St. John's	St. Margaret's Community Centre	St. Margaret's Village Claxton Bay
Tortuga Community Centre	328 Mayo Road, Tortuga Village, Tortuga	Union Community Centre	Sand Spring Rd, Recreation Gr'd Trace, Claxton Bay
Whiteland Community Centre	Whiteland Junction off Mome Roche Rd, Whiteland	Woodland Community Centre	La Fortune Road, Woodland

Culture Division

The mandate of the Culture Division is to support and guide the development of the artistic manifestations of our culture through the support of the work of cultural and religious organizations, national cultural organisations as well as deserving individuals. The Division also bears the responsibility for the oversight and management of the National Steel Symphony Orchestra, National Philharmonic Orchestra and the National Theatre Arts Company.

ORGANIZATIONAL CHART OF THE MINISTRY OF COMMUNITY DEVELOPMENT, CULTURE AND THE ARTS



\* N.A.P.A. – National Academy for the Performing Arts  
 S.A.P.A. – Southern Academy for the Performing Arts  
 N.M.A.G. – National Museum and Art Gallery

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**SECTION 7 (1) (a) (ii)**

Categories of documents in the possession of the Ministry of Community Development, Culture and the Arts:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry;
2. Personnel Files - which detail all appointments to date, job specifications, job applications, promotions, transfers, resignations, deaths, retirements, leave, vacation;
3. Files dealing with the accounting and financial management function of the Ministry;
4. Financial records (vote books, cheques, journals, pay records, vouchers, purchasing orders, receipts etc.);
5. Audit files;
6. Procurement Files - dealing with matters relating to the procurement of goods and services and equipment;
7. Charts/Photographs/Compact Discs/Diskettes/Abstracts/Tapes/Catalogues/Brochures;
8. News releases and speeches originating in the Ministry;
9. Documents related to the strategic review of the Ministry;
10. Cabinet Documents – Notes and Minutes;
11. Policy and procedure documents;
12. Registers of internal and external correspondence;
13. Files dealing with official functions, conferences and events hosted and attended by the Ministry;
14. Files dealing with internal and external circulars, memoranda, notices, bulletins etc.;
15. Inventories and listings;
16. Periodicals and publications;
17. Board and Management Committee Appointments;
18. Legislation and legal instruments;
19. Reports – Statistical, Annual, Quarterly, Bi-annual, Monthly, Audit, Technical;
20. Books, booklets, calendars, leaflets, brochures, newsletters, newspaper clippings and posters, periodicals and publications;
21. Files dealing with training, local and foreign and technical cooperation;
22. Minutes of Board and Management Meetings;
23. Books and journals; and
24. Files dealing with official functions, conferences and events hosted and attended by the Ministry.

**SECTION 7 (1) (a) (iii)**

Material prepared for publication or inspection.

Currently on the Ministry's website the following documents are available for publication or inspection:

- I. Carnival Trinidad & Tobago Style, The Blueprint, Draft
- II. Towards Improvement & Excellence – Report on Carnival Observations 2012 – 2014
- III. 'Cultural Development: The Dynamic Significance of the Arts and Cultural Industries in Trinidad and Tobago' – A Cultural Mapping Exercise.

All general information can also be sourced at the Ministry's website at <http://www.cdca.gov.tt>

**SECTION 7 (1) (a) (iv)**

Literature available by subscription.

Not applicable at this time.

**SECTION 7 (1) (a) (v)**

The procedure to be followed when accessing documents from the Ministry of Community Development, Culture and the Arts.

**1. How to request information**

- **General Procedure**

The policy of the Ministry of Community Development, Culture and the Arts is to respond to all requests, both oral and written, for information. However, in order to give effect to the applicant's rights under the FOIA (for example the right to challenge a decision if a request for information is refused), the application must be made in writing. An applicant must complete the appropriate form ("Request For Access To Official Document(s)") available from the Ministry's Reception Desk or from its Designated Officer, for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer at the Ministry of Community Development, Culture and the Arts.

**The Designated Officer is:**  
Ms. Ann Belmontes  
Research Officer II  
Ministry of Community Development,  
Culture and the Arts  
Level 8, Nicholas Tower  
#63-65 Independence Square  
Port-of-Spain  
Tel: 623-7066 ext. 5200 Fax: 627-1941

**The Alternate Officer is:**  
Mr. Kevon Swan  
Director, Legal Services  
Ministry of Community Development,  
Culture and the Arts  
Level 18, Nicholas Tower  
#63-65 Independence Square  
Port-of-Spain  
Tel: 623-7066 ext. 5157

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- **Details in the request**

An applicant should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure how to write a request or what details to include should inquire from the Designated Officer.

- **Request not handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Ministry of Community Development, Culture and the Arts or from another public authority (e.g. brochures and pamphlets etc.), or if the said information is exempted.

## 2. Responding to your Request

- **Retrieving Documents**

The Ministry of Community Development, Culture and the Arts is required to furnish copies of documents only when they are in its possession.

- **Furnishing Documents**

The Ministry of Community Development, Culture and the Arts is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Please note that the Ministry of Community Development, Culture and the Arts is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

## 3. Time Limits

- **Time Allowed**

The Ministry of Community Development, Culture and the Arts will determine whether to grant a request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

- **General**

The FOIA sets certain time limits for a public authority to decide whether to disclose documents requested. If the Ministry fails to meet the deadlines, the FOIA gives an applicant the right to proceed as if the request has been denied. Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status.

## 4. Fees and Charges

Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

### SECTION 7 (1) (a) (vi)

The Designated Officer in the Ministry of Community Development, Culture and the Arts is responsible for:

- (a) the initial receipt of, and action upon, notices under section 10 of the FOIA;
- (b) requests for access to documents under section 13 of the FOIA; and
- (c) applications for correction of personal information under section 36 of the FOIA.

**The Designated FOI Officer is:**

Ms. Ann Belmontes  
Research Officer II  
Ministry of Community Development,  
Culture and the Arts  
Level 8, Nicholas Tower  
#63-65 Independence Square  
Port-of-Spain  
Tel: 623-7066 ext. 5200 Fax: 627-1941

### SECTION 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies established for the purpose of advising (when meetings/minutes are open to the public).

- Board of Commissioners, National Carnival Commission (NCC) of Trinidad and Tobago;
- Board of Management, National Museum and Art Gallery;
- Board of Management, Naparima Bowl; and
- Board of Management, Queen's Hall.

Management Committees for the following Agencies/Bodies:

- National Academy for the Performing Arts (N.A.P.A); and
- Southern Academy for the Performing Arts (S.A.P.A).

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UPDATED PUBLIC STATEMENT OF THE MINISTRY OF COMMUNITY DEVELOPMENT,  
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**SECTION 7 (a) (viii)**

The provision of a library or reading room by the public authority for use by members of the public.

Not applicable at this time.

**SECTION 8 STATEMENTS****SECTION 8 (1) (a) (i)**

This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry not being particulars contained in another written law are as follows:

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Laws of the Republic of Trinidad and Tobago: Civil Service Act and Regulations, 1966, Chapter 23:01
- Laws of the Republic of Trinidad and Tobago: Public Service Commission Regulations, 1966, Chapter 88:01
- Laws of the Republic Trinidad and Tobago: Exchequer and Audit Act Chapter 69:01
- Pensions Act Chapter 23:52 and amendments thereto
- Financial Regulations
- Freedom of Information Act, Chapter 22:02, Act 26 of 1999
- Naparima Bowl Act Chapter 40:51
- National Carnival Commission of Trinidad and Tobago Act Chapter 42:01
- Queen's Hall Act Chapter 40:50
- National Museum and Art Gallery Act Chapter 40:52
- National Carnival Bands Association of Trinidad and Tobago Act No. 27 of 2007
- Trinbago Unified Calypsonians' Organisation Act No. 33 of 1998
- Pan Trinbago Act No. 5 of 1986.

Some of these documents can be purchased from the Government Printer or accessed online via [www.ttparliament.org](http://www.ttparliament.org), [www.legalaffairs.gov.tt](http://www.legalaffairs.gov.tt) or [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt).

**SECTION 8 (1) (a) (ii)**

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.

Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Office, Director of Personnel Administration and other Departments.
- Annual Budget Documents of the Republic of Trinidad and Tobago.

**SECTION 8 (1) (b)**

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

A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

**SECTION 9 STATEMENTS****SECTION 9 (1) (a)**

Any report, or a statement containing the advice or recommendations, of a body or entity established within the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (b)**

Any report, or a statement containing the advice or recommendations:

- of a body or entity established outside the Ministry of Community Development, Culture and the Arts 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 Ministry of Community Development, Culture and the Arts or to the responsible Minister of the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (c)**

Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.



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**SECTION 9 (1) (d)**

Any report, or a statement containing the advice or recommendations, of a committee established within the Ministry of Community Development, Culture and the Arts to submit a report, provide advice or make recommendations to the responsible Minister for the Ministry of Community Development, Culture and the Arts or to another officer of the Ministry who is not a member of such committee.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (e)**

Any report (including a report concerning the results of studies, surveys or tests) prepared for the Ministry of Community Development, Culture and the Arts by a scientific or technical expert, whether employed within the Ministry or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- 'Cultural Development: The Dynamic Significance of the Arts and Cultural Industries in Trinidad and Tobago' – A Cultural Mapping Exercise.

**SECTION 9 (1) (f)**

Any report prepared for the Ministry of Community Development, Culture and the Arts by a consultant who was paid for preparing the report.

- Report on the Prime Minister's Best Village Trophy Programme
- Carnival Management Models
- Carnival Governance and Financing Model.

**SECTION 9 (1) (g)**

Any report prepared within the Ministry of Community Development, Culture and the Arts 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.

- Towards Improvement & Excellence – Report on Carnival Observations 2012 – 2014.

**SECTION 9 (1) (h)**

Any report on the performance or efficiency of the Ministry of Community Development, Culture and the Arts, or of an office, division or branch of the Ministry, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Ministry.

- The Annual Reports: 2009/2010 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Reports: 2010/2011 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Reports: 2011/2012 of the former Ministries of the Arts and Multiculturalism and Community Development
- The Annual Reports: 2012/2013 of the former Ministries of the Arts and Multiculturalism and National Diversity and Social Integration
- The Annual Reports: 2013/2014 of the former Ministries of the Arts and Multiculturalism, Community Development and National Diversity and Social Integration
- The Annual Reports: 2014/2015 of the former Ministries of the Arts and Multiculturalism and Community Development.

**SECTION 9 (1) (i)**

Any report containing:

- Final plans or proposals for the re-organisation of the key functions of the Ministry of Community Development, Culture and the Arts;
- The establishment of a new policy, programme or project to be administered by the Ministry of Community Development, Culture and the Arts; and
- The alteration of an existing policy, programme or project administered by Ministry of Community Development, Culture and the Arts, whether or not the plans or proposals are subject to approval by an officer of the Ministry, another public authority, the responsible Minister of the Ministry of Community Development, Culture and the Arts or Cabinet.
  - o Interim Arrangement for the Management of Community Centres
  - o Development of a Cultural Policy (Draft)
  - o Formulation of a Grants Policy (Draft)
  - o National Policy on Sustainable Community Development.

**SECTION 9 (1) (j)**

Any statement prepared within the Ministry of Community Development, Culture and the Arts and containing policy directions for the drafting of legislation.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (k)**

Any report of a test carried out within the Ministry of Community Development, Culture and the Arts on a product for the purpose of purchasing equipment.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (l)**

Any environmental impact statement prepared within the Ministry of Community Development, Culture and the Arts.

There are no reports or statements to be published under this section at this time.

**SECTION 9 (1) (m)**

Any valuation report prepared for the Ministry of Community Development, Culture and the Arts by a valuator, whether or not the valuator is an officer of the Ministry.

There are no reports or statements to be published under this section at this time.

1452

TENDER FOR THE SUPPLY, INSTALLATION, COMMISSIONING AND TESTING OF ONE DRAINAGE PUMP AND ENGINE ASSEMBLY FOR THE PLUM MITAN PROJECT, MINISTRY OF AGRICULTURE, LAND AND FISHERIES

TENDERS are invited for the Supply, Installation, Commissioning and Testing of One (1) Drainage Pump and Engine Assembly for the Plum Mitan Project, Ministry of Agriculture, Land and Fisheries.

Tender documents can be collected during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Numbers 625-3565 or 625-3577.

Any further technical information may be obtained during normal working hours from the Administrative Officer IV (Procurement Unit), Ministry of Agriculture, Land and Fisheries, Corner of Narsaloo Ramaya Marg Road and Soogrim Street, Chaguanas, at telephone number 220-6253 Ext. 4252 or email address [malf-procurement@gov.tt](mailto:malf-procurement@gov.tt).

A pre-tender meeting followed by a site visit will be held for prospective tenderers at 10:00 a.m. on Friday 19th July, 2019 at Caltoo Trace, Plum Mitan.

Tenders must be accompanied by the following:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing date of the tender.
- (b) a valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original tender and a copy should be placed in sealed envelopes clearly marked on the outside: "Tender for the the Supply, Installation, Commissioning and Testing of One (1) Drainage Pump and Engine Assembly for the Plum Mitan Project, Ministry of Agriculture, Land and Fisheries".

Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office not later than 1.00 p.m. on Thursday 8th August, 2019.

Tenderers should note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and as such, tenders should be packaged accordingly.

Tenders will be opened shortly thereafter. The tenderer or an authorized representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

The Central Tenders Board reserves the right to cancel the tender process in its entirety or partially, without defraying any cost incurred by any firm in submitting their tender.

Prospective tenderers are advised that they can visit website <http://www.finance.gov.tt> for all published Tender Notices.

27th June, 2019.

K. EMAMALI  
Chairman  
Central Tenders Board