



TRINIDAD AND TOBAGO GAZETTE

VOL. 58

Caroni, Trinidad, Thursday 19th September, 2019—Price \$1.00

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1669

SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Traffic Restriction (Temporary Provisions) (President's Award Ceremony) Order, 2019—(Legal Notice No. 291 of 2019).

Notice of Intention to make an Order revoking Compulsory Standards—(Legal Notice No. 292 of 2019).

Compulsory Standards (Revocation) (No. 2) Order, 2019—(Legal Notice No. 293 of 2019).

Intention to make an Order declaring Compulsory Standards—(Legal Notice No. 294 of 2019).

Compulsory Standards (No. 2) Order, 2019—(Legal Notice No. 295 of 2019).

Notification—(Legal Notice No. 296 of 2019).

1670

APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the 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 COLM IMBERT, a member of the House of Representatives who is a Minister, to act in the Office of Senator the Honourable FRANKLIN KHAN, Minister of Energy and Energy Industries, with effect from 30th August, 2019 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Franklin Khan, M.P., in addition to the discharge of his normal duties.

C. JACKMAN-WALDRON
Secretary to Her Excellency
the President

4th September, 2019.

1671

APPOINTMENT OF JUSTICES OF THE PEACE

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, Her Excellency the President, on the advice of the Attorney General, has been pleased to appoint the under-mentioned persons to be Justices of the Peace (*ex officio*) for the Magisterial District stated below during the period which they hold office as stated hereunder:

SALLY RAMBOCAS	<i>Acting Assistant Clerk of the Peace—Arima</i>
ONIKA MATAMORO	<i>Acting Assistant Clerk of the Peace—Chaguanas</i>
SAVI RAGHOONANAN	<i>Acting Assistant Clerk of the Peace—Mayaro</i>
INDIRA CHUNE	<i>Acting Section Manager, Probate Registry—Trinidad and Tobago</i>

Dated this 3rd day of September, 2019.

A. STEPHENS
for Permanent Secretary
Ministry of the Attorney General and Legal Affairs

1672

APPOINTMENT AS A MEMBER OF THE PUBLIC PROCUREMENT REGULATIONS BOARD

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, after consultation with the Prime Minister and the Leader of the Opposition, in exercise of the power vested in her by section 10(1) of the Public Procurement and Disposal of Public Property Act No. 1 of 2015, has appointed TRACEY ROJAS, as a member of the Public Procurement Regulations (“the Procurement Board”), for a period of three (3) years, with effect from 13th August, 2019.

13th August, 2019.

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

1673

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

NOTICE is hereby given that the Civil Proceedings (Amendment) Rules, 2019 (Legal Notice No. 129 of 2019, published in the *Trinidad and Tobago Gazette* on the 25th day of July, 2019) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 9th day of September, 2019 and in the Senate on the 11th day of September, 2019.

B. CAESER
Acting Clerk of the House

B. CAESAR
Clerk of the Senate

1674

NOTICE is hereby given that the Criminal Procedure (Amendment) Rules, 2019 (Legal Notice No. 130 of 2019, published in the *Trinidad and Tobago Gazette* on the 25th day of July, 2019) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 9th day of September, 2019 and in the Senate on the 11th day of September, 2019.

B. CAESAR
Acting Clerk of the House

B. CAESAR
Clerk of the Senate

1675

NOTICE is hereby given that the Maintenance (Amendment) Rules, 2019 (Legal Notice No. 140 of 2019, published in the *Trinidad and Tobago Gazette* on the 8th day of August, 2019) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 9th day of September, 2019 and in the Senate on the 11th day of September, 2019.

B. CAESAR
Acting Clerk of the House

B. CAESAR
Clerk of the Senate

1676

NOTICE is hereby given that the Criminal Procedure (Amendment) (No. 2) Rules, 2019 (Legal Notice No. 141 of 2019, published in the *Trinidad and Tobago Gazette* on the 8th day of August, 2019) is subject to negative resolution of Parliament and was laid in the House of Representatives on the 9th day of September, 2019 and in the Senate on the 11th day of September, 2019.

B. CAESAR
Acting Clerk of the House

B. CAESAR
Clerk of the Senate

1677

MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 30th July, 2019 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purposes of the Marriage Act, Chap. 45:01.

By Command

30th July, 2019.

F. AL-RAWI
Attorney General

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Roman Catholic Church	Simon Peter Ango	St. Peter's R.C. Church Church Road, Mayaro	St. Peter's R.C. Church Church Road, Mayaro
Roman Catholic Church	Brent Alexis	St. Michael's Roman Catholic Church, Royal Road Maracas, St. Joseph	St. Michael's Roman Catholic Church, Royal Road Maracas, St. Joseph
Roman Catholic Church	Harold Bryan Imamshah	No. 2 Hillcrest Drive	St. Peter's Roman Catholic Church, Constabulary Street Carenage
Kingdom Light Harvest Ministries	Karen Maureen Beekee	No. 5 Thora's Garden, Renn Avenue, San Fernando	Kingdom Light Harvest Ministries, No. 154 Rushworth Street San Fernando

1678

FAMILY AND CHILDREN DIVISION ACT NO. 6 OF 2016

TAKE NOTICE that the Family Court, Tobago shall sit at #54 Main Road, Calder Hall, Tobago with effect from October 4, 2019.

AND ALSO TAKE NOTICE that the jurisdiction in the family matters previously exercised in the Magisterial District of Scarborough (Tobago) with the exception of Domestic Violence matters, shall now be exercised in the Family Court, Tobago.

Dated this 13th day of September, 2019/s/ Ivor Archie
Chief Justice

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

- PROBATE of the Will dated the 7th day of November, 2001, of THERESA SAMUEL of Manimore Road, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 16th day of April, 2008, by YVONNE LOVELL of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of WILFORD WENDELL WILLIAMS of 2nd Street, 6th Avenue, Malick, Barataria, St. Ann's, Trinidad, who died on the 2nd day of April, 2018, by LAURA ANNE ORITZ of 241, Saddle Road, Lower Santa Cruz, San Juan, St. Ann's, Trinidad, his lawful widow and relict;
- PROBATE of the Will dated the 18th day of April, 2016, of ELFREDA CUMBERBATCH otherwise ELFREDA LUCILLA CUMBERBATCH of 6, Louis Street, Arima, Trinidad, who died on the 18th day of February, 2019, by JO-ANNE JAMES-WELLINGTON of 30, Plover Street, Lange Park, Chaguanas, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of OLIVA KERVIN WILLIAMS of 52, Coralita Drive, Pleasantville, San Fernando, Trinidad, who died on the 17th day of November, 2015, by CRYSTAL LISSETTE WILLIAMS of 33, Zircon Drive, Union Hall, Naparima, Trinidad, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of SHAFFICK MOHAMMED of 67, Southern Main Road, Curepe, Tacarigua, Trinidad, who died on the 2nd day of May, 2016, by WAZIR MOHAMMED of the same place, JENNIFER MOHAMMED of 127, Warren Road, Cunupia, Trinidad, and WAHEEDA MOHAMMED of 65, Southern Main Road, Curepe, Tacarigua, Trinidad, his son and daughters respectively and three of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of IAN ELIGON otherwise IAN STEPHEN ELIGON of 3, Shetland Drive, Carapo, Arima, Trinidad, who died on the 10th day of June, 2018, by KATHLEEN ELIGON of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of RAJDAI RAMJATTAN otherwise RAJDAYE RAMJATTAN otherwise RAJDAYE RAMDAYE RAMNARINE of 117, Solomon Street, Cedar Hill Village, Naparima, Trinidad, who died on the 14th day of July, 1996, by HARRIDAYE RAMNARINE DILJOHN of the same place, her daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of RONALD LIVERPOOL otherwise ORETES LIVERPOOL of 11, Tumpuna Road, Arima, Trinidad, who died on the 21st day of September, 2017, by LAUREL LIVERPOOL otherwise LAUREL GRANT of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of EGBERT WILLIAMS of 1A, Ashley Street, La Romain, Naparima, Trinidad, who died on the 30th day of April, 2019, by JERREL TIMOTHY WILLIAMS of the same place, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 10th day of June, 2017, of EMMANUEL LEWIS GLASGOW of 91, Torrib Trace, New Grant, Ortoire, Trinidad, who died on the 24th day of February, 2019, by DEBRA VANESSA GLASGOW of 13, Pond Street, La Romain, Naparima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of ROBERT PORTELL otherwise ROBERT CONRAD PORTELL of Upper Village, Blanchisseuse, Trinidad, who died on the 21st day of May, 2013, by SUSAN PORTELL otherwise SUSAN BERNADINE PORTELL otherwise SUSAN PORTELL-GRIFFITH of 18, Pacific Avenue, Paradise West, Tacarigua, Trinidad, the lawful attorney and for the use and benefit of the said RODNEY ROBERT JUNIOR PORTELL;
- LETTERS OF ADMINISTRATION of the estate of BALJIT SINGH of 358, Torrib Tabaquite Road, New Grant, Ortoire, Trinidad, who died on the 27th day of March, 2014, by HARDEO SINGH of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of NEISHA MERISSA MILLS of Lot No. 10, Apartment 4, Rampaul Avenue, Off Marshal Trace, Cunupia, Trinidad, who died on the 11th day of June, 2017, by LANCELOT RICHARD MILLS of the same place, her lawful husband;
- PROBATE of the Will dated the 10th day of May, 2019, of HORACE FRANCOIS otherwise HORACE CYRIL FRANCOIS of Light Pole No. 8, 227, Roopsingh Street Extension, Good Hope Street, Sangre Grande, Manzanilla, Trinidad, who died on the 18th day of July, 2019, by MYRTH TESSA TAYLOR-JAMES of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 3rd day of September, 2012, of LAKHAN SOODWAH of 28, Mount Carmel Street, Union Road, Marabella, Naparima, Trinidad, who died on the 25th day of August, 2017, by VIJAY SOODWAH of the same place, the sole executor named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION

LETTERS OF ADMINISTRATION of the estate of CHERYL-ANN EDWARDS otherwise CHERYL-ANN BRAITHWAITE otherwise CHERYL ANN BRAITHWAITE of 20, Williams Trace, Foster Road, Sangre Grande, Manzanilla, Trinidad, who died on the 24th day of February, 2019, by JASMINE SEAFORTH otherwise JASMINE LAWRENCE otherwise JASMINE SYMONE ELIZABETH LAWRENCE of 154, Abalone Circular, Bon Air West, Arouca, Tacarigua, Trinidad, her daughter and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of ANNA PHILLIP RAMHARACK of Light Pole No. 93, Tumpuna, Arima, Trinidad, who died on the 14th day of January, 2006, by SEETA RAMSINGH of the same place, her daughter and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of ALBERT PERSAD otherwise SHORNIN otherwise SHORNIE otherwise SONNY otherwise MONROE of Corner of Broome Street and La Puerta Avenue, Diego Martin, Trinidad, who died on the 15th day of November, 1978, by ISAAC PERSAD of 207, Old Agua Santa Road, Wallerfield, Arima, Trinidad, the legal personal representative of the said GEORGE PERSAD otherwise SAMRAH;

PROBATE of the Will dated the 9th day of December, 2004, of JOHN MICHAEL BEAUBRUN of 1915 N E, 123rd Street, Miami-Dade, Florida, United States of America, who died on the 28th day of October, 2007, by GABRIELLE BEAUBRUN of 68, The Park, Glencoe, Diego Martin, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION with copy of Will dated the 18th day of July, 2013, annexed of the estate of KUMAR LUTCHMANSINGH otherwise DINKS LUTCHMANSINGH otherwise K. L. SINGH otherwise KUAR LUTCHMANSINGH of Apartment 251, Building 2, Cara Courts Avenue, Cara Suites, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 2nd day of August, 2013, by RUDY DUDNATH RAGBIR of 13, Poui Avenue, Plaisance Village, Pointe-a-Pierre, Trinidad, the lawfully appointed attorney and for the use and benefit of the said ROBY MAHARAJ and KRISTER SAIRSINGH;

LETTERS OF ADMINISTRATION of the estate of ENRIQUE SHAZAMAN ALI otherwise ENRIQUE ALI of 6C, Sinai Street, Diego Martin, Trinidad, who died on the 5th day of June, 2011, by ENRIQUE SEAN ASHMEAD ALI otherwise ENRIQUE ALI of the same place, his son and the only person entitled to share in the estate;

PROBATE of the Will dated the 19th day of February, 2010, of IMAMSHAH SULTAN otherwise SULTAN IMAMSHAH of 20A, Coca Piece Road, Bonne Aventure, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 29th day of November, 2010, by NAZIFF JAMALDIN of the same place, the sole executor name in the Will;

LETTERS OF ADMINISTRATION of the estate of ROGER DE FREITAS of Light Pole No. B1024, Quash Street, Upper Sangre Grande, Manzanilla, Trinidad, who died on the 17th day of November, 2008, by EILEEN BONIFACIA DE FREITAS of the same place, his lawful mother and the next of kin;

LETTERS OF ADMINISTRATION with an exemplified copy of Will dated the 5th day of November, 2012, annexed of the estate of GEORGE HELENESE of 1, Seagull View, Paria Gardens, Aripiero, Rousillac, La Brea, Trinidad, who died on the 17th day of February, 2013, by SONDR A. HELENESE of the same place, the legal personal representative of the said deceased;

LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 8th day of October, 1975, annexed the estate of HENRY GREAVES of 2, Taporite Street, Morvant, St. Ann's, Trinidad, who died on the 17th day of August, 1978, by FERGUSON GREAVES of the same place, and MICHAEL ORR of 41, Romain Lands, Morvant, St. Ann's, Trinidad, the lawfully appointed attorney and for the use and benefit of ETHEL EDWARDS;

and unless a Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court of Judicature, which the above-named applications have been made, for Probate or Letters of Administration, as the case may be, in respect of the said applications, will be granted accordingly.

Dated the 19th day of September, 2019.

N. BANSEE-SOOKHAI
Registrar, Supreme Court of Judicature

1680

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 18TH SEPTEMBER, 2019

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
51,775,200	Balances, Investments, etc.	49,977,333
4,378,501	Subscriptions to I.M.F.	4,378,501
2,253,982	I.M.F.—S.D.R. Holdings	2,253,982
<hr/>		<hr/>
58,407,683		56,609,816
	Trinidad and Tobago Government Securities:	
—	Treasury Bills (Face Value)	—
20,292	Marketable Securities	20,292
<hr/>		<hr/>
20,292		20,292
	Other Assets:	
65,672	Trinidad and Tobago Dollar Securities	65,672
68,450	Advances to Government Authorities	68,450
2,655,674	Other Assets	2,710,523
<hr/>		<hr/>
2,789,796		2,844,645
160,091	Fixed Assets	160,091
<hr/>		<hr/>
61,377,862		59,634,844
<hr/>		<hr/>
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,707,448	Notes	8,640,541
244,583	Coins	244,766
<hr/>		<hr/>
8,952,031		8,885,307
	Demand Liabilities:	
20,548,716	Commercial Banks	18,238,106
194,342	Financial Institutions (Non-Banking)	259,028
(8,786,016)	Government and Governmental Organisations	(8,278,625)
418,646	International Organisations	418,646
580,324	Foreign Currency	581,147
1,732,133	Other	1,593,219
<hr/>		<hr/>
14,688,145		12,811,521
	Other Liabilities:	
2,992,954	Government S.D.R. Allocations	2,992,954
27,856,967	Other Liabilities	28,048,506
5,287,765	Specific Provisions	5,296,556
<hr/>		<hr/>
36,137,686		36,338,016
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
<hr/>		<hr/>
1,600,000		1,600,000
<hr/>		<hr/>
61,377,862		59,634,844
<hr/>		<hr/>

I. MARSHALL
Assistant Manager
Finance and Accounting



**2019 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF
INFORMATION ACT 1999**

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

The FOIA gives members of the Public:

1. A legal right for each person to access information held by the Trinidad and Tobago Postal Corporation (“TTPost”);
2. A legal right for each person to have official information relating to him/herself amended where such information is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA;
4. A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

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

Section 7 Statements

Section 7 (1) (a) (i)

Vision Statement:

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

1681—Continued

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

Mission Statement:

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

Structure and Function

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

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

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

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

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

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

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

1681—Continued

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

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

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

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

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

Products and Services offered to members of the public

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

The following are Core Mail Services provided by the Corporation:

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

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

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

1681—Continued

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

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

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

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

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

- Annual Reports

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

- Brochures
- Advertisements
- Public Notices
- Press Releases

Persons wishing to inspect published material can visit:

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

Or our Website: www.ttpost.net

Section 7 (1) (a) (iv)

Literature available by subscription

There are no documents available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from TTPost

How to request Information:

- General Procedure

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

- *Addressing Requests*

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

1681—Continued

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

- *Details in the Request*

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

Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public either from TTPost or from another public authority.

Responding to Requests

- *Retrieving Documents*

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

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

- *Furnishing Documents*

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

TTPost is not compelled to do the following:

- (a) Create new documents.
- (b) Implement new systems in order to facilitate preferences in formats that may be preferred by the applicant. For example, TTPost is not required to write a new

1681—Continued

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

programme so that a computer will print information in the format that an applicant may prefer.

(c) Perform research for the applicant.

Time Limits

▪ *General*

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

▪ *Time Allowed*

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

Section 7 (1) (a) (vi)

Officers in TTPost responsible for:

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

1681—Continued

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

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

Designated Officer:

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

Alternate Officer:

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

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public)**

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

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

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

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

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

Policy of the Trinidad and Tobago Postal Corporation for the provision of copies of documents which are readily available to the public.

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

Members of the public may:

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

Section 8 Statements**A statement of the documents that are provided by TTPost for the use or guidance of the Corporation and its officers**

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

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

1681—Continued

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

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

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

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

Section 9 (1) (b)

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

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

Section 9 (1) (c)

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

This section is not applicable

Section 9 (1) (d)

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

This Section is not applicable.

1681—Continued

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

Section 9 (1) (e)

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

- Transit Time Surveys
- Customer Satisfaction Surveys

Section 9 (1) (f)

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

- Business Diagnostic Assessment Report – A Business Case for Change (April 1st, 2011)
- Post-Earthquake Condition Report of the National Mail Centre (2019)

Section 9 (1) (g)

A report prepared within the Public Authority and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on the feasibility of establishing a new or proposed Government Policy, programme or project.

This section is not applicable.

Section 9 (1) (h)

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

- Auditor General Reports

Section 9 (1) (i)

A report containing final plans on proposals for the reorganization of the functions of the Public Authority, the establishment of a new policy, programme or project to be

1681—Continued

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

administered by the public authority, or the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the Public Authority or Cabinet.

This Section is not applicable.

Section 9 (1) (j)

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

This Section is not applicable.

Section 9 (1) (k)

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

This Section is not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the Public Authority.

This Section is not applicable.

Section 9 (1) (m)

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

- Property Valuations
- Vehicle Valuations

1682

LICENSING SESSIONS

TUNAPUNA

Applications to be considered by the Liquor Licensing Committee in the Licensing District of St George East, Tunapuna Area, for the issue of New Licences, under the provisions of the Liquor Licences Act, Chap. 84:10, for the sale of Intoxicating Liquor at the Licensing Session which will be held at the Tunapuna Magistrate's Court on WEDNESDAY THE 18TH DAY OF SEPTEMBER, 2019 at 9.00 a.m. in the forenoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Retailer's			
Roger Kalloo	Light Pole No. 8, Bassie Street Spring Village, Valsayn	Southern Main Road, Cunupia	From 1st October, 2019 31st March, 2020

Spirit Dealer

Stephanie Natalie Alexander/Oasis One Brand Limited	6, Palm Avenue, Baysore Point Cumana	Lots 10 and 11, Frederick Settlement Industrial Estate, Caroni	do.
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Dated this 11th day of September, 2019 at the Tunapuna Magistrate's Court.

SECRETARY
Licensing Committee
St George East

1683

ST. PATRICK EAST

RETURN of Application for Licensing Committee's Certificates for a New Licence in the Licensing District of St. Patrick, Siparia/Erin Area, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session which will be held at the Siparia Magistrate's Court on FRIDAY THE 20TH DAY OF SEPTEMBER, 2019 at 1 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
Spirit Grocer's			
Qui Xiangzhou	No. 1 Southland Mall Cross Crossing, San Fernando	Light Pole No. 136 Quarry Village, Siparia	From 1st October, 2019 to to 31st March, 2020

Dated this 16th day of September, 2019 at the Siparia Magistrate's Court.

CHAIRMAN
Licensing Committee
Siparia/Erin

1684

REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995 CHAP. 81:01
[Pursuant to rule 110 and section 416(2)]

IN THE MATTER OF

DUNS INVESTMENT LIMITED
(IN VOLUNTARY LIQUIDATION)

NOTICE OF FINAL MEETING

TAKE NOTICE that a general meeting of the members of the Company in the above matter will be held at 86, 7th Street, Barataria on the 10th day of October, 2019, at 2:00 o'clock in the afternoon.

AGENDA

For the purpose of having an account laid before the members, showing the manner in which the winding up has been conducted, the property of the Company disposed of; and giving any explanation that may be required of the Liquidator and also of determining by ordinary resolution the manner in which the books, accounts and documents of the Company, and of the Liquidator thereof, shall be disposed of.

Dated this 12th day of September, 2019.

VARUNE MUNGAL
Liquidator

1685

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

ADIL MOHAMMED having made sworn declaration that Policy Number 293266 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 2nd day of September, 2019.

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

1686

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES—Continued

ANNETTA ALBERTA BARTON having made sworn declaration that Policy Number 228163 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 2nd day of September, 2019.

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

1687

DAVID PENA having made sworn declaration that Policy Number 072036 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 4th day of September, 2019.

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

1688

MARVA JENNIFER HICKS-HERNANDEZ having made sworn declaration that Policy Number 287726 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 4th day of September, 2019.

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

1689

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

ARIMA

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10 (18), the Licensing Committee for the Licensing District of St. George East, Arima Area, has appointed TUESDAY THE 1ST DAY OF OCTOBER, 2019 at 9.00 o'clock in the forenoon at the Arima Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Anthony George of No. 26 Fitt Street, Woodbrook, for a Certificate authorizing him to carry on the business of a Special Restaurant in respect of premises situate at Unit F 1.16, Trincity Mall, Trincity.

Dated this 13th day of September, 2019 at the Arima Magistrate's Court.

T. REYES
Secretary, Licensing Committee
St. George East

1690

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

ST. GEORGE EAST

NOTICE is hereby given that a notification in writing has this day been lodged with me, the undersigned Chairman of the Licensing Committee for the Licensing District of St. George East, Arima Area, by Leno Forde of No. 52 Minuet Drive, Fiddler's Dream, Cocorite Road, Arima, that it is his intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 1ST DAY OF OCTOBER, 2019 at 9.00 o'clock in the forenoon for a transfer to him of the Special Hotel Licence now held by Leroy Forde in respect of premises situate at Nelson Street, Arima.

Dated this 10th day of September, 2019 at the Arima Magistrate's Court.

T. REYES
Chairman, Licensing Committee
Arima

1691

CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Chairman of the Licensing Committee for the Licensing District of the County of Caroni, Chaguanas Area, by Gale Gopaul of No. 51 Taitt Street, Chaguanas, that it is her intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on WEDNESDAY THE 9TH DAY OF OCTOBER, 2019 at 9:00 o'clock in the forenoon for a transfer to her of the licence to carry on the trade of a Spirit Retailer now held by Peter Cumberbatch, in respect of premises situate at Light Pole No. 51, Corner Greaves and Laing Street, Chaguanas, in the said District

Dated this 12th day of September, 2019, at the Chaguanas Magistrate's Court.

S. RAMNATH
Chairman, Licensing Committee
Chaguanas

1692

VICTORIA WEST

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 Victoria West, San Fernando Area, by Peter S. Maharaj of No. 20 Hindustan Road, New Grant, that it is his intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on FRIDAY THE 4TH DAY OF OCTOBER, 2019 for a transfer to him of the Licence to carry on the trade of a Spirit Retailer, now held by Ricardo Ramoutar for premises situate at RRM 51-53 High Street, San Fernando, in the said District.

Dated this 13th day of September, 2019 at the San Fernando Magistrates' Court.

R. YOUNG
Secretary, Licensing Committee
San Fernando