



TRINIDAD AND TOBAGO GAZETTE

VOL. 58

Caroni, Trinidad, Thursday 10th October, 2019—Price \$1.00

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THE FOLLOWING HAVE BEEN ISSUED:

ACT No. 20 OF 2019—"An Act to amend the Government Savings Bonds Act, Chap. 71:41"—(80c).

BILL entitled "An Act to provide for the service of Trinidad and Tobago for the financial year ending on the 30th day of September, 2020"—(\$1.60).

BILL entitled "An Act to amend the Bail Act, Chap. 4:60"—(\$1.60).

1796

SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part A—

Act No. 20 of 2019—"An Act to amend the Government Savings Bonds Act, Chap. 71:41".

Legal Supplement Part B—

Water Pollution (Fees) Regulations, 2019—(Legal Notice No. 311 of 2019).

Water Pollution Rules, 2019—(Legal Notice No. 312 of 2019).

Legal Supplement Part C—

BILL entitled "An Act to provide for the service of Trinidad and Tobago for the financial year ending on the 30th day of September, 2020".

BILL entitled "An Act to amend the Bail Act, Chap. 4:60.

1797

ASSENT TO ACT

THE UNDERMENTIONED ACT enacted by Her Excellency the President with the advice and consent of the Senate and House of Representatives has been assented to by Her Excellency and is published as a Supplement to this *Trinidad and Tobago Gazette*:

<i>Number of Act</i>	<i>Short Title of Act</i>	<i>Date of Assent</i>
20 of 2019 	The Government Savings Bonds (Amendment) Act, 2019	7th October, 2019

10th October, 2019.

J. SAMPSON-MEIGUEL
Clerk of the House

1798

PUBLICATION OF BILLS

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Appropriation (Financial Year 2020) Bill, 2019.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

10th October, 2019.

J. SAMPSON-MEIGUEL
Clerk of the House

1799

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Bail (Amendment) (No. 2) Bill, 2019

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

9th October, 2019.

B. CAESAR
Clerk of the Senate

1800

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 President, after consultation with the Prime Minister and the Leader of the Opposition, has been pleased to appoint the HONOURABLE MR. JUSTICE ALLAN MENDONCA, a Justice of Appeal, to perform the functions of the Office of Chief Justice, with effect from 5th September, 2019 to 7th September, 2019 and from 17th September, 2019 to 29th September, 2019 during the absence from Trinidad and Tobago of the Honourable Chief Justice MR. IVOR ARCHIE.

5th September, 2019.

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

1801

APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

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, under the provisions of section 44(1)(a) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. NDALE YOUNG, to be temporarily a member of the Senate, with effect from 11th September, 2019 and continuing during the absence from Trinidad and Tobago of Senator the Honourable DENNIS MOSES.

11th September, 2019.

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

1802

MARRIAGE OFFICER'S LICENCE GRANTED

A LICENCE dated 19th September, 2019 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

19th September, 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>
Mt. Zion Independent Spiritual Baptist Church Incorporated of Trinidad and Tobago	Wayne Julien ...	No. 68 Solomon Street Cedar Hill, Princes Town	Mt. Bethel Spiritual Baptist Church No. 24 Solomon Street Cedar Hill, Pines Town

1803

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:

LETTERS OF ADMINISTRATION of the estate of RICARDO ARTHUR JHINNOO of 26, Gonzales Circular Road, Gonzales, Belmont, Port-of-Spain, Trinidad, who died on the 17th day of January, 2017, by DENISE MARIA GRAY-JHINNOO of 3, Longden Street, St. Joseph, Tacarigua, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of JENNIFER UNITA HENRY otherwise JENNIFER HERNY of 82, Toucan Drive, Bon Air Gardens, Arouca, Tacarigua, Trinidad, who died on the 30th day of November, 2017, by KELVIN HENRY otherwise KELVIN VERNON HENRY of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of RAMDEO MANIERAM of 34, Amethyst Drive, El Dorado, Tacarigua, Trinidad, who died on the 29th day of December, 2018, by PAMELA MOHANIE MANIERAM of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of AMBROSE COOPER of 23, Pashley Street, Success Village, Laventille, St. Ann's, Trinidad, who died on the 11th day of April, 2017, by ARINTHIA COOPER otherwise ARINTHIA NATALIE BERNADETTE COOPER of the same place, his daughter and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of BERNADINE JAMES otherwise BERNADINE MONA JAMES of Light Pole No. 2, Mitchell Street, Santa Cruz, St. Ann's, Trinidad, who died on the 23rd day of October, 2011, by CAROL FLORENCE JAMES of the same place, her daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 17th day of January, 2007, of INGRID GARCIA-QUINTERO otherwise INGRID CARMELITA ELIZABETH GARCIA-QUINTERO otherwise INGRID GARCIA NARINESINGH of 803, Plum Street, Block 5, Palmiste, Naparima, Trinidad, who died on the 29th day of April, 2019, by MARIELA CARMELITA YRMAIS GARCIA-QUINTERO otherwise MARIELA GARCIA NARINESINGH of the same place, the surviving executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of BERNARD THOMAS of 93, Salazar Trace, Point Fortin, La Brea, Trinidad, who died on the 20th day of August, 2013, by CADISIA ARIET CELINE THOMAS of 3007, Pilgrim Street, New Village, Point Fortin, La Brea, Trinidad, his daughter and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of RAFFICK RAHAMATULA of 87, Craignish Road, Princes Town, Savana Grande, Trinidad, who died on the 11th day of February, 2017, by KHAIROON NESHA RAHAMATULA of the same place, his lawful widow and relict;

PROBATE of the Will dated the 12th day of May, 2018, of BIPHANIE otherwise BIPHANIE KATWAROO of Lamp Post 19, Streatham Lodge Extension Road South, St. Augustine, Tacarigua, Trinidad, who died on the 25th day of March, 2019, by MOHANI MC CRAY of Streatham Lodge Extension Road South, St. Augustine, Tacarigua, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of EMRIS PAYNE of 7, Cipriani Extension Street, Morvant, St. Ann's, Trinidad, who died on the 26th day of February, 2019, by VAUGHNETTE CAROL EUSEBIA PAYNE-HENRY of 1479, Southern Main Road, Cochrane Village, Guapo, La Brea, Trinidad, her daughter and one of the persons entitled to share in the estate;

1803—Continued

PROBATE AND LETTERS OF ADMINISTRATION—Continued

PROBATE of the Will dated the 3rd day of July, 2006, of STEPHANIE CHRISTIANA SOLOMON otherwise STEPHANIE SOLOMON of Light Pole No. 2, Marshall Trace, Cunupia, Trinidad, who died on the 9th day of January, 2014, by JULIANA SOLOMON of 8, Nicholas Boulevard, Bon Accord, Tobago, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of AGNES DANIEL of 131, Guapo Road, Fyzabad, Siparia, Trinidad, who died on the 21st day of November, 2018, by JUDY ALLYSON DANIEL of the same place, her daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of DHANRAJ RAJPAUL of Electric Pole 5, Sirjoo Drive, Enterprise Street, Longdenville, Chaguanas, Trinidad, who died on the 14th day of May, 2016, by JONATHAN JOSHUA RAJPAUL of the same place, his son and the only person entitled to the estate;

PROBATE of the Will dated the 28th day of March, 2017, of JEAN PETER of 204A, Goodwood Park, Diego Martin, Trinidad, who died on the 29th day of November, 2018, by BETTY PETER of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of LIONEL GEORGE ARTHUR POW of 53, Sapphire Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 30th day of December, 2013, by CARMEN MARGARET POW of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION *de bonis non* of the estate of ADRIAN FOURNILLIER of Morne Coco Road, Maraval, Diego Martin, Trinidad, who died on the 14th day of March, 1954, by ROSALINE FOURNILLIER of 31, Babilon Street, East Dry River, Port-of-Spain, Trinidad, his son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 21st day of December, 1998, of HANNO FIEDLER otherwise HANNO FIELDER otherwise HANNO EDY GERHARD FIELDER otherwise HANNO FIELDER otherwise HANNU EDY GERHARD FIELDER otherwise HANNO EDY GERHARD FIEDLER otherwise HANNO EDY GERHARD FIEDLER of 54, Hololo Mountain Road, Santa Cruz, St. Ann's, Trinidad, who died on the 27th day of April, 2000, by IRMA BLACKWELL of 2, Arden Road, Maraval, Diego Martin, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of RAWLE MAHABIR of 174, Princess Margaret Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 2nd day of January, 2019, by ADESH RICHARD MAHABIR of the same place, his son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of LALLOO HARRYPAUL otherwise LALOO HARRYPAUL of 7, Waterloo Road, Carapichaima, Chaguanas, Trinidad, who died on the 10th day of August, 1997, by CLAUDE HARRYPAUL of the same place, his son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION with Will dated the 14th day of October, 1993, annexed of the estate of ELAINE CRICHLOW of Upper Morne Coco Road, Petit Valley, Diego Martin, Trinidad, who died on the 13th day of June, 1995, by JACINTA EMANUEL of Light Pole No. 9, Broome Street, Four Roads, Diego Martin, Trinidad, the sole surviving residuary devisee and/or legatee named in the Will;

PROBATE of the Will dated the 9th day of April, 2013, of EVANS MILLETTE of 10, Partap Trace, South Oropouche, Siparia, Trinidad, who died on the 2nd day of February, 2019, by DOWIN TURPIN of 14, Jaguar Crescent, Harmony Hall, Marabella, Naparima, Trinidad, the other executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of ANTHONY ZAKOUR of 13, Anderson Terrace, Maraval, Diego Martin, Trinidad, who died on the 2nd day of January, 2016, by COLETTE MARIE GALY-ZAKOUR otherwise COLETTE ZAKOUR of the same place, his lawful widow and relict;

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 10th day of October, 2019.

N. BANSEE-SOOKHAI
Registrar, Supreme Court of Judicature

1804

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 9TH OCTOBER, 2019

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
49,735,843	Balances, Investments, etc.	50,075,716
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/>
56,368,326		56,708,199
	Trinidad and Tobago Government Securities:	
—	Treasury Bills (Face Value)	—
27	Marketable Securities	27
<hr/>		<hr/>
27		27
	Other Assets:	
56,922	Trinidad and Tobago Dollar Securities	56,922
68,450	Advances to Government Authorities	68,450
2,827,158	Other Assets	2,729,997
<hr/>		<hr/>
2,952,530		2,855,369
160,091	Fixed Assets	160,091
<hr/>		<hr/>
59,480,974		59,723,686
<hr/> <hr/>		<hr/> <hr/>
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,689,378	Notes	8,743,553
245,108	Coins	245,343
<hr/>		<hr/>
8,934,486		8,988,896
	Demand Liabilities:	
17,690,771	Commercial Banks	18,412,665
278,698	Financial Institutions (Non-Banking)	289,657
(8,755,117)	Government and Governmental Organisations	(9,423,019)
419,531	International Organisations	419,531
581,120	Foreign Currency	581,144
1,784,128	Other	1,547,945
<hr/>		<hr/>
11,999,131		11,827,923
	Other Liabilities:	
2,992,954	Government S.D.R. Allocations	2,992,954
28,666,357	Other Liabilities	29,113,684
5,288,046	Specific Provisions	5,200,229
<hr/>		<hr/>
36,947,357		37,306,867
	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/>
59,480,974		59,723,686
<hr/> <hr/>		<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 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

1805—Continued

2019 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, Communication and Procurement Departments.

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 and courier operations. 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: cash management, inventory management, budget planning, accounting, reporting and risk

1805—Continued

2019 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

management. This Division is made up of the Accounts and Stores 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, training, health, safety and environment. The Division is headed by the General Manager, Human Resources.

The Corporate Services Division is responsible for security, facilities, address management 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 and the records of the Corporation. 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 and the Records 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

1805—Continued

2019 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)

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
- Brochures
- Advertisements
- Public Notices
- Press Releases

1805—Continued

2019 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

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.

1805—Continued

2019 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

- *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)**).

- *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.

1805—Continued

2019 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO POSTAL CORPORATION—Continued

TTPost is not compelled to do the following:

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

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.**

1805—Continued

2019 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 Udhamaney
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.udhamaney@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.

1805—Continued

2019 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

1805—Continued

2019 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.

1805—Continued

2019 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

1805—Continued

2019 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

1806

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

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 17TH DAY OF OCTOBER, 2019, at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Anthony V. Harrysingh of No. 58 Drax Avenue, Savannah Drive, Trincity, for a Certificate authorising him to carry on the business of a Special Restaurant in respect of premises situate at Lot No. 29, Corner Fitt Street and Ariapita Avenue, Port of Spain.

Dated this 2nd day of October, 2019 at the Port-of-Spain Magistrates' Court.

N. SOOKRAM
*Secretary, Licensing Committee
St. George West*

1807

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 17TH DAY OF OCTOBER, 2019, at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Ravi Rampersad of No. 47 Pinta Drive, Columbus Circle, Westmoorings, for a Certificate authorising him to carry on the trade of a Spirit Dealer in respect of premises situate at No. 85 Second Street, San Juan.

Dated this 2nd day of October, 2019 at the Port-of-Spain Magistrates' Court.

N. SOOKRAM
*Secretary, Licensing Committee
St. George West*

1808

CHAGUANAS

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Liquor Licensing Committee for the Licensing District of the County of Caroni, Chaguanas Area, has appointed WEDNESDAY THE 30TH DAY OF OCTOBER, 2019 at 1.00 o'clock in the afternoon at the Chaguanas Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Ranjesh Rampersad of No. 14 Warren Road Extension, Bejucal, for a Certificate authorizing him to carry on the trade of a Spirit Retailer in respect of premises situate at No. 14 Warren Road Extension, Bejucal.

Dated this 1st day of October, 2019 at the Chaguanas Magistrate's Court.

S. RAMNATH
*Chairman, Licensing Committee
Caroni*

1809

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

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 Shivanie Vishma Sattan of Light Pole No. 276, Main Road, Kelly Village, Caroni, that it is her intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on WEDNESDAY THE 16TH DAY OF OCTOBER, 2019 at 9:00 o'clock in the forenoon for a transfer to her of the Spirit Grocer's Licence now held by Chandra Sattan, in respect of premises situate at Light Pole No. 276 Main Road, Kelly Village, Caroni, in the said District.

Dated this 27th day of September, 2019, at the Chaguanas Magistrate's Court.

S. RAMNATH
*Chairman, Licensing Committee
Chaguanas*

1810

ST. PATRICK EAST

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 St. Patrick East, Siparia/Erin Area, by Narry Emrith, that it is his intention to apply to the Licensing Committee at the Siparia Magistrate's Court on FRIDAY THE 18TH DAY OF OCTOBER, 2019 for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Rajin Emrith in respect of premises situate at Light Pole No. 67, Sunrees Road, Penal.

Dated this 27th day of September, 2019 at the Siparia Magistrate's Court.

N. RAMKISSOON
*Chairman, Licensing Committee
Siparia/Erin*

1811

TOBAGO

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 Tobago, Scarborough Area, by Elizabeth Cornwall of Mt. Grace Junction, Tobago, that it is her intention to apply to the Licensing Committee at the Scarborough Magistrate's Court on FRIDAY THE 18TH DAY OF OCTOBER, 2019 at 1.00 o'clock in the afternoon for a transfer to her of the Licence to carry on the trade of a Spirit Retailer's Licence now held by Kenneth Ewing (Deceased) in respect of premises situate at Mt. Grace Junction, Tobago.

Dated this 1st day of October, 2019 at the Scarborough Magistrate's Court, Tobago.

L. DES VIGNES
*Secretary, Licensing Committee
Scarborough*