



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 58

Caroni, Trinidad, Tuesday 31st December, 2019—Price \$1.00

No. 186

2509

## 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—*

Metrology (Amendment to the First Schedule) Order, 2019—(Legal Notice No. 399 of 2019).

2510

## APPOINTMENT TO BE TEMPORARILY MEMBERS OF THE SENATE

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 44 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. AUGUSTUS THOMAS, to be temporarily a member of the Senate, with effect from 7th December, 2019 and continuing during the acting appointment of Senator the Honourable CHRISTINE KANGALOO as President of the Republic of Trinidad and Tobago.

5th December, 2019.

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

2511

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, 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 a member of the Senate temporarily, with effect from 10th December, 2019 and continuing during the absence from Trinidad and Tobago of Senator the Honourable PAULA GOPEE-SCOON.

9th December, 2019.

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

2512

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 44(1)(b) and section 44(4)(a) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. AUGUSTUS THOMAS, to be temporarily a member of the Senate, with effect from 13th December, 2019 and continuing during the absence of Senator the Honourable FRANKLIN KHAN by reason of illness.

12th December, 2019.

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



## **PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO**

### **IN COMPLIANCE WITH SECTION 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 (FOIA) the Port Authority of Trinidad & Tobago (PATT) is required by law to publish the following statements which lists the documents and information generally available to the Public.

#### **The FOIA gives the members of the public:**

- [1] A legal right for each person to access certain information held by the Port Authority of Trinidad and Tobago
- [2] A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading.
- [3] A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- [4] A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**The Port Authority of Trinidad & Tobago publishes the following statement as approved by the Minister of Works and Transport.**

### **SECTION 7 STATEMENTS**

#### **Section 7 (1) (a) (i)**

#### **Function and structure of the Port Authority of Trinidad & Tobago**

The Port has been the gateway to the capital of the Twin Island of the Republic of Trinidad and Tobago for more than seventy years, but was officially named the Port Authority of Trinidad and Tobago on June 14th 1962. The Port Authority of Trinidad and Tobago (PATT) is a Body Corporate which was established by Act 39 of 1961, known as the Port Authority Act, Chapter 51:01. The Act provides for a coordinated and integrated system of harbour facilities and port services.

PATT's mission is *"To ensure that its internal stakeholders achieve their respective mandates, and become leaders in their respective core areas of competence."*

PATT's vision is *"To be the critical enabler in ensuring that all Strategic Business Units become efficient, sustainable, responsive and productive organizations."*

PATT's Head Office is located at its Administration Building, No. 1 Dock Road, Port of Spain.

In accordance with section 3 of the Port Authority Act, the Authority shall consist of no fewer than five (5) nor more than nine (9) persons designated Commissioners, appointed by the President. Of these persons, five are appointed from amongst persons who have special qualifications and experience in matters relating to, engineering, accountancy, law, economics or business management.

From amongst the Commissioners the President further appoints a Chairman and

2513—Continued

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



Deputy Chairman. This composition forms PATT's Board and controls the overall direction of the Authority. The Authority's Commissioners at present are:

**Colonel (Retired) Lyle Alexander**  
Chairman  
**Mr. Adrian Beharry**  
Deputy Chairman  
**Mr. Tommy Elias**  
Commissioner  
**Mr. Dexter Jagernauth**  
Commissioner  
**Ms. Suzette Baptiste**  
Commissioner  
**Mr. Ian Thomas**  
Commissioner  
**Mr. Rabindra Jagernauth**  
Commissioner  
**Ms. Annabelle Sooklal**  
Commissioner  
**Ms. Ethlyn John**  
Commissioner

PATT is managed by the General Manager/Chief Executive Officer who is responsible for carrying out the decisions of the Authority.

There is a Port Secretary, who is responsible for keeping, affixing and authenticating the seal of PATT to instruments pursuant to resolutions; and signing documents for and on behalf of the Authority.

There are six (6) Board Sub-Committees that consider, approve and where necessary, make recommendations to the Board on matters relating to Tenders, Audit, Finance and Investment, Human Resources, Operations and Ferry Services.

PATT's approved Organisation Structure consists of twenty-three (23) major responsibility areas along with other support, monitoring and executive functions under the office of the GM/CEO. As at 31 March 2019, PATT employs a workforce of approximately 1,504 persons. There are 1,021 Permanent employees, 418 Temporary employees and 65 Contract Employees.

### Other Support, Monitoring and Executive Functions are:

There are a number of Management Committees that are operational within the Port Authority. Where applicable, these Committees comprise a mix of officers of PATT and in some instances members of the local branch of the Trade Union the Seamen Waterfront Workers Trade Union (SWWTU). Some of the Management Committees are as follows:

- Management Tenders Committee
- Health & Safety Committee
- Pension Fund Management Committee
- Rent Review Committee
- Store Rent Waiver Committee
- Store Rent Waiver Appeal Committee
- Sub-registration Committee

### Effect of Functions on Members of the Public:

PATT's operations are geared toward the development of the harbours of Port of Spain and Scarborough, to operate port services which includes but is not limited to:

- the provision and maintenance of facilities for the entry and berthing of ships,
- the loading and unloading of cargo
- the storage and warehousing of cargo
- the management of the Government Shipping Service between Trinidad and Tobago
- to collect authorised dues and charges;
- the management and development of port lands and infrastructure;
- and other responsibilities vested under the Act.

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



Activities of the Port Authorities Business Units include:

- the landing and embarkation of passengers - Ferry Services – Trinidad and Tobago Inter-Island Transportation
- Real Estate – Port of Spain Infrastructure
- Cargo Operations – Port of Port of Spain

PATT considers feedback from the public gathered through its Marketing and Public Relations Departments in guiding its formulation of policy.

#### Section 7 (1) (a) (ii)

##### Categories of Documents in the Possession of PATT

1. Files concerning administrative support and general administrative documents for the operations of the PATT.
2. Personnel files which detail staff contracts, appointments, job applications, job promotions, job specifications, transfers, resignations, deaths, retirement, leave, vacation, pensions, performance appraisals etc.
3. Industrial Agreements and Terms and Conditions of employment
4. Financial Records (cheques, receipts, financial statements, vouchers etc.).
5. Internal and external correspondence files.
6. Files dealing with matters relating to the procurement of supplies and equipment (requests for proposals, service contracts etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment
8. Inventories
9. Policy and procedure manuals/documents.
10. Legislation and Legal instruments relevant to PATT

11. Legal Opinions, advice and related matters
12. Records of contracts and agreements
13. Files dealing with engineering, construction and maintenance of PATT's Facilities
14. Minutes, Board Notes, Agenda of Meetings of the Authority and Subcommittees.
15. Statistical, Annual, Financial, Investments, Audit, Consultant and Technical reports.
16. Books, booklets, and manuals relating to the overall functions of the PATT.
17. News Releases originating from PATT

#### Section 7 (1) (a) (iii)

##### Material Prepared for Publication or Inspection

If in stock and available, and upon written request, the public may inspect and/or obtain copies of the following material between the hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm on normal working days at:

Port Authority of Trinidad and Tobago  
Administration Building  
No. 1 Dock Road  
Port of Spain

Telephone: (868) 623 2901-5 Ext. 113  
Fax: (868) 627 – 2666

1. State Enterprises Performance Monitoring Manual
2. Annual Financial Statements
3. Tenders Procedure Rules
4. Safe Codes Of Practice
5. Operating Manuals
6. Code of Ethics Policy
7. Officers traveling abroad on official duty Policy
8. Travel between Trinidad and Tobago on official duty Policy
9. Handling and delivering of correspondence Policy

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



10. Appointments and Recruitment Policy
11. Standards of work and conduct Policy
12. Compensation and employee facilities Policy
13. Leave provisions Policy
14. Discipline Policy
15. Industrial Relations Policy
16. Termination of employment Policy
17. Occupational Health, Safety and fire Policy
18. Employee Assistance Programme Policy
19. Probation Policy
20. Transfers Policy
21. Private Study Incentive Program Policy
22. Training and development Policy
23. Substance Abuse Policy
24. Succession Planning Policy
25. Promotion Policy
26. Recruitment & Selection Policy
27. Performance Appraisal Policy
28. Safe Codes of Practice Container Operations PPOS
29. Performance Appraisal System Guidance notes for Jobholders
30. PPOS Operational Procedures
31. Boarding Procedures
32. Accident Report
33. Baggage Handling
34. Bunkering Fuel Procedure
35. Bunkering Checklist Procedure
36. Dangerous Goods Policy
37. Corporate Communications Policy
38. Emergency Evacuation Plan
39. Revised Action Plan for Storms & Hurricanes
40. Purchasing Policies

General information is also available on PATT's website, [www.patnt.com](http://www.patnt.com)

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

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

**Section 7 (1) (a) (v)**

**Procedure to be followed when accessing documents from PATT**

PATT's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing** addressed to the Office of the General Manager or Senior Legal Officer particularly. The following guidelines should be followed when making a request:

**HOW TO REQUEST INFORMATION:**  
**General Procedure**

- Obtain an FOIA application form (Request for Access to Official Documents) available from the Government FOIA Unit on its website address: [www.foia.gov.tt](http://www.foia.gov.tt) in order to access information that is **not** readily available to the public.

**ADDRESSING REQUESTS**

- To facilitate prompt handling of your request, please address it to the Designated Officer of the Company (see Section 7 (1) (a) (vi). Details of the Designated Officers for the Port Authority are provided at page 6 of this statement.

**DETAILS IN THE REQUEST**

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

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED

**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.
- Copies of documents are only furnished when they are in our possession, custody or power. 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 of records before they may be destroyed, for example the Exchequer and Audit Act, Chap 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead we, will furnish the best copy possible and note its quality in our reply. Please note, we are not compelled to do the following:
  - (a) Create new documents. For example, we are not required to write a new programme so that a computer will print information in the format you prefer.
  - (b) Perform research for you.
- A request is deemed to be received when the original of the completed request for it is received by the Designated Officer, the General Manager, Port Secretary or the Legal Department.

**TIME LIMITS****General**

- The FOIA sets a time limit of 30 Calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request was denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status or seek an extension of time.
- Upon any consultation between you the applicant and the Designated Officer, time is suspended in the computation of the 30-day period (Se. 21 (7)).

**TIME ALLOWED**

- PATT is required to furnish copies of documents that are in its possession or custody or that can be retrieved from storage as soon as practicable.
- Applicants will be notified within thirty (30) calendar days in accordance with section 15 of the FOIA, or before whether or not a request has been approved.
- Applicants whose requests are incomplete or unclear will be informed of same by the FOIA Designated Officer who will seek clarification from the applicant
- The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- An applicant, whose request for documents is refused, will be notified in writing of the reasons for refusal. The FOIA Designated Officer will inform the applicant about the remedies that are open to him.

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED

**Section 7(1) (a) (vi)****The Officer at the Port Authority who are Responsible for:**

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

**The Designated Officer is:**

Senior Legal Officer  
Administration Building (Second Floor)  
No. 1 Dock Road,  
Port of Spain  
Telephone: (868) 623-2901 ext 183, 141

**The Alternate Officer is:**

Junior Legal Officer  
Administration Building (Second Floor)  
No. 1 Dock Road,  
Port of Spain  
Telephone: (868) 623-2901 ext 363, 141

**Section 7 (1) (a) (vii)****Advisory Boards, Councils, Committees and Other Bodies (where meetings/minutes are open to the public)**

At present there are no bodies that have been established by PATT whose meetings are open to the public or whose minutes of meetings are available for public inspection within the meaning of this section of the FOIA.

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

Certain information may be readily accessed via our website at [www.patnt.com](http://www.patnt.com) General enquiries can be made to PATT's Public Relations Department at telephone number 623-2901 ext 113

The reading room is located on the 2<sup>nd</sup> Floor of PATT's Administrative Building, No 1 Dock Road, Port of Spain and is open to the public upon request to the Designated Officer on normal working days between the

hours of 9:00 am to 11:30 am and 1:30 pm to 3:00 pm.

- Users will be liable for any damage caused to PATT's property through said user's willful malicious use of the said property.
- No smoking, eating, or drinking is allowed in the Reading Room.

**Provision of Copies of Documents that are Readily Available to the Public**

- Provision of certain documents may be subject to a small charge to cover administrative costs
- Downloading of information from the Company's information technology systems and database is strictly prohibited. The website is not subject to this provision.

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

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

1. Port Authority Act Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act Chapter 51:05
5. The Exchequer and Audit Act Chapter 69:01
6. Harbours Act Chapter 50:56
7. Occupational Health and Safety Act Chapter 88:08
8. Statutory Authority Act Chapter 24:01
9. Customs Act Chapter 78:01
10. Companies Act Chapter 62:01
11. Freedom of Information Act Chapter 35:05
12. The Income Tax Act Chapter 75:01

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>13. The Corporation Taxes Act Chapter 75:02</li> <li>14. Conveyancing and Law of Property Act Chapter 56:01</li> <li>15. Industrial Relations Act Chapter 88:01</li> <li>16. Workmen's Compensation Act Chapter 88:05</li> <li>17. Pensions Act Chapter 23:52</li> <li>18. Pensions Extension Act Chapter 24:01</li> <li>19. Pilotage Act Chapter 51:02</li> <li>20. Supplemental Police Act Chapter 15:02</li> <li>21. Integrity in Public Life Act Chapter 22:02</li> <li>22. Shipping Act 2007</li> <li>23. Carriage of Goods at Sea Chap. 50:02</li> <li>24. Droughers Act Chap. 50:07</li> <li>25. Bill of Lading Chap. 50:03</li> <li>26. Motor Launches Chap. 50:08</li> <li>27. Central Tenders Board Act Chap 71:91</li> </ol> | <ol style="list-style-type: none"> <li>11. Standards of work and conduct Policy</li> <li>12. Compensation and employee facilities Policy</li> <li>13. Leave provisions Policy</li> <li>14. Discipline Policy</li> <li>15. Industrial Relations Policy</li> <li>16. Termination of employment Policy</li> <li>17. Occupational Health, Safety and fire Policy</li> <li>18. Employee Assistance Programme Policy</li> <li>19. Probation Policy</li> <li>20. Transfers Policy</li> <li>21. Private Study Incentive Program Policy</li> <li>22. Training and development Policy</li> <li>23. Substance Abuse Policy</li> <li>24. Succession Planning Policy</li> <li>25. Promotion Policy</li> <li>26. Recruitment &amp; Selection Policy</li> <li>27. Performance Appraisal Policy</li> <li>28. Safe Codes of Practice Container Operations PPOS</li> <li>29. Performance Appraisal System Guidance notes for Jobholders</li> <li>30. PPOS Operational Procedures</li> <li>31. Boarding Procedures</li> <li>32. Accident Report</li> <li>33. Baggage Handling</li> <li>34. Bunkering Fuel Procedure</li> <li>35. Bunkering Checklist Procedure</li> <li>36. Dangerous Goods Policy</li> <li>37. Corporate Communications Policy</li> <li>38. Emergency Evacuation Plan</li> <li>39. Revised Action Plan for Storms &amp; Hurricanes</li> <li>40. Purchasing Policies</li> <li>41. Civil Service Regulations</li> </ol> |
|--|---|

**Section 8 (1) (a) (ii)**

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

1. State Enterprises Performance Monitoring Manual
2. Annual Financial Statements
3. Tenders Procedure Rules for the Port Authority
4. Safe Codes Of Practice Policy
5. Operating Manuals
6. Code of Ethics Policy
7. Officers traveling abroad on official duty Policy
8. Travel between Trinidad and Tobago on official duty Policy
9. Handing and delivering of correspondence Policy
10. Appointments and Recruitment Policy

**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.**

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



1. Port Authority Act Chapter 51:01
2. Port Authority (Tariff) Regulations 1994
3. Port Authority (Store Rent Exemptions) Regulations 1995
4. Disposal of Uncleared Goods Act Chapter 51:05
5. The Exchequer and Audit Act Chapter 69:01
6. Harbours Act Chapter 50:56
7. Occupational Health and Safety Act Chapter 88:08
8. Statutory Authority Act Chapter 24:01
9. Customs Act Chapter 78:01
10. Companies Act Chapter 62:01
11. Freedom of Information Act Chapter 35:05
12. The Income Tax Act Chapter 75:01
13. The Corporation Taxes Act Chapter 75:02
14. Conveyancing and Law of Property Act Chapter 56:01
15. Industrial Relations Act Chapter 88:01
16. Workmen's Compensation Act Chapter 88:05
17. Pensions Act Chapter 23:52
18. Pensions Extension Act Chapter 24:01
19. Pilotage Act Chapter 51:02
20. Supplemental Police Act Chapter 15:02
21. Integrity in Public Life Act Chapter 22:02
22. Shipping Act 2007
23. Carriage of Goods at Sea Chap. 50:02
24. Droughers Act Chap. 50:07
25. Bill of Lading Chap. 50:03
26. Motor Launches Chap. 50:08
27. Central Tenders Board Act Chap 71:91

entity established within the public authority

At this time there are no reports or statements under this sub-section.

#### Section 9 (1) (b)

**Reports or statements containing advice or recommendations prepared by a body established outside PATT by or under any written law, or by a Minister of Government or other public authority.**

Reports may be available upon request, depending on the nature of the matter.

#### Section 9 (1) (c)

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

At this time there are no further reports under this section

#### 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 Minister or to any other officer of the public authority who is not a member of the Committee.**

From time to time the authority may form committees to prepare reports, such reports may be available upon request, depending on the nature of the matter.

#### 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.**

### SECTION 9 STATEMENTS

#### Section 9 (1) (a)

**A report or statement containing the advice or recommendations of a body or**

2513—Continued

## PUBLIC STATEMENT OF THE PORT AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



From time to time the authority may hire consultants to prepare reports, such reports may be available upon request, depending on the nature of the matter.

**Section 9 (1) (f)**

**A report prepared for the public authority by a consultant who was paid for preparing the report.**

Such reports may be available upon request depending on the nature of the matter.

**Section 9 (1) (g)**

**A report prepared within the public authority 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.**

Such reports may be available upon request depending on the nature of the matter.

**Section 9 (1) (h)**

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

PATT publishes three newsletters on a quarterly basis;

- Portside News
- PPOS Bulletin and
- Ferry Focus

These documents contain internal information on PATT, its operations and staff. These publications can be requested as per Section 7 (1) (a) (viii)

**Section 9 (1) (i)**

**A report containing:**

- i. **Final Plans or proposals for the re-organisation of the functions of the public authority**
- ii. **The establishment of a new policy, programme or project to be administered by the public authority**
- iii. **The altering 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.

1. Dredging of the CARICOM Wharves and Ancillary works at Government Shipping Service Basin

2. Repairs to High Voltage electrical system at the Port of Port of Spain
3. Replacement of 5 Foam Fenders at the Port of Scarborough
4. Paving of Empty Yard and Full Container Terminal
5. Upgrade of GSS Facilities – Redesign / Renovation of 1st floor at Scarborough Terminal Building
6. Corporate Communications Policy
7. Alteration to the existing Substance Abuse Policy

**Section 9 (1) (j)**

**A statement prepared within the public authority and containing policy directions for the drafting of legislation**

At this time there are no statements under this sub-section.

**Section 9 (1) (k)**

**A report of test carried out within the public authority on a product for the purpose of purchasing equipment.**

Such report may be available upon request based on the nature of the matter.

**Section 9 (1) (l)**

**An environmental impact statement prepared within the public authority.**

At this time there are no statements under this sub-section.

**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.**

PATT is in possession of several Valuation Reports that were conducted by independent valutors in respect of real property owned by PATT. Such reports may be available upon request based on the nature of the information requested.

**PATT 2019 FOIA Statement Update.**

**Dormant Accounts** as at October 31, 2019

Scotiabank Trinidad and Tobago Limited ("the Bank") advises that pursuant to Section 76 (1) of the Financial Institutions Act (2008), the sums held in accounts payable by the Bank to the persons listed below, shall be paid to the Central Bank of Trinidad and Tobago, unless the persons to whom the accounts are payable or their legal personal representatives, submit a claim to the appropriate branch of the Bank within three months of the date hereof.

For further information, please contact Telescotia at 62-SCOTIA (627-2684).


**ARIMA**

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALI	FAREED	132978	SAR SAR TRACE, MANUEL CONGO ROAD, ARIMA
CABRALIS	LAURENCE G	89079	LP 36 MT. PLEASANT ROAD, ARIMA
CALDON	SHERRYANN C	4011271	4 FILL LANE, PINTO ROAD, ARIMA
CHUN	WILMA	13325	ARIMA
COLLINGWOOD-MORRIS	THERESA B	4011770	20 AA LITTLE PRINCESS, CHRISTIANSTEAD, ST. CROIX
GOODING	IEON	140343	76 TUMPUNA ROAD, SEMP AVENUE, ARIMA
MAHABIR	KALAVATI	3600700	11 FRANK HART STREET, SANTA ROSA GARDENS, ARIMA
MANNING	HENRY	60058	30 8TH STREET EAST, MONTAGUE AVENUE, TRINCITY
MARTINEZ	BARBARA	4010951	
O'CONNOR	CHRISTOPHER	4014534	LP15TT EASTERN MAIN ROAD, MATURITA VILLAGE, ARIMA
PINEIRO	JOY M	4014149	LOT 457 ZIRCON CIRCULAR, BON AIR WEST, AROUCA
PREITO	MARVA	156017	57 ALLAMANDA ROAD, MALABAR, ARIMA
SHARAF	ADEL M	3601216	UNIT 8 RAIN COURT, TRINCITY
SHARAF	ADEL M	4009989	UNIT 8 RAIN COURT, TRINCITY
STEEDE	STEFAN	4014981	7 BULLER GILL AVENUE, ARIMA
WILLIAMS	ROSALIND	3602138	LP 58 SEVENTH STREET, ANDREW LANE, D'ABADIE

**CHAGUANAS**

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALI	BISSEONDAL N	4007203	8 HIBISCUS DRIVE, MIDWAY PARK, FREEPORT
BHAGAN	RA JENDRA	4021544	51 URIAH BUTLER HIGHWAY, BEJUCAL, CUNUPIA
BRUCE	NERISSA H	350313	LP 40 CALCUTTA ROAD NO. 2, FREEPORT
CASTRO	CHOYANN	4021223	LP 53 PHILLIS LANE, ENTERPRISE, CHAGUANAS
CASTRO	CHOYANN	4021224	LP 53 PHILLIS LANE, ENTERPRISE, CHAGUANAS
CHARLES	ERICA	67362	GIBBS TR., LENDORE VILLAGE, CHAGUANAS
DINDIAL	INDIRA	2406803	8 SCOTLAND DRIVE, COCOVEA VILLAGE, SAN FERNANDO
DOWNES	JOSIAH H	2405420	167 CENTENO STREET, MARABELLA
ESACK	ZAINUL	1200348	LP 2 SOUTHERN MAIN ROAD, ST. MARY'S JUNCTION, CARAPICHAIMA
FRASER	MATHIL	4012113	LP 52 GIREZ LANE, APT 2, EL SOCORRO, SAN JUAN
GABRIEL	NORMA	2406516	2 ARUAC ROAD, VALSAYN SOUTH, VALSAYN
HARNANAN	VERA B	2407480	70 MORALI STREET, PERSERVERANCE VILLAGE, CHAGUANAS
HONORE	AKEL	4022028	10 HAZEL STREET, NEWALLOVILLE, SAN JUAN
JOHN	ONIKA	64301	LP 13 BHAGALOO STREET, ENTERPRISE, CHAGUANAS
LUTCHMAN	BARLO	131301	LP 1 VOLMAN ROAD, ST. MARY'S, CARAPICHAIMA
MAHARAJ	JENNIFER	57859	
MOHAMDALLY	RONALD	129030	EP 55 BHAGNA TRACE, CHASE VILLAGE, CHAGUANAS
MOHAMMED	TARMEEZA	350559	28 ALLIGATOR ROAD NORTH, MUNROE ROAD, CUNUPIA
RAMDEO	SIEWSANDAR	15530	LAS LOMAS 1, CUNUPIA
RAMHARACK	KAREN L	4005354	LP 67 BANK VILLAGE, CARAPICHAIMA
RAMOUTAR	BHAGMATTEE	4007167	4505 13TH STREET, BACLIF
RAMPHAL	SILVANUS	4020152	130 WARREN ROAD, BEJUCAL, CUNUPIA
RAMSOONDAR	DEOMATI	4009521	114A CACANDEE ROAD, FELICITY
RAMTAHAL	SUSANA	4007606	LP 51 ROBERT STREET, WARRENVILLE, CUNUPIA
SAMAROO	KELLY	4002960	385 FREEPORT MISSION ROAD LP 71, CALCUTTA SETTLEMENT POST OFFICE, FREEPORT
SOMAN	DEONARINE	4020593	LP 82 ASARAFF ROAD, CHARLIEVILLE, CHAGUANAS
ZAMORE	CHERYL	22033	351 WATERLOO ROAD, CARAPICHAIMA
	OCCUPATIONAL HEALTH SOLUTIONS LTD.	2406529	4 GASTON STREET, LANGE PARK, CHAGUANAS
	PHOENIX MARINE CONSTRUCTION LIMITED	4009140	P.O. BOX 3130, CARENAGE POST OFFICE, CARENAGE
	WEST INDIES PLAYERS' ASSOCIATION	1200134	WEST INDIES PLAYERS ASSOCIATION, 61-63 EDWARD STREET, PORT OF SPAIN
	WEST INDIES PLAYERS' ASSOCIATION	4001970	WEST INDIES PLAYERS ASSOCIATION, 61-63 EDWARD STREET, PORT OF SPAIN

**CIPERO & RUSHWORTH**

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
JOSEPH	CURTNEY A	4008192	801 PLATINUM DRIVE, UNION HALL, SAN FERNANDO
KOISTINEN-JONES	SEIJA A	4006071	52 SECOND STREET, ST. JOSEPH VILLAGE, SAN FERNANDO
LEONG POI	DONALD	4006948	98 VALLEY VIEW DRIVE, GULF VIEW, LA ROMAIN
LEWIS	BRIAN E	26866	10 TODD STREET, SAN FERNANDO
MOOKRAM	NEAL S	155282	17 TODD STREET, SAN FERNANDO
MOOTOOSINGH	CARL	16618	LP105 NAPARIMA MAYARO ROAD, PALMYRA VILLAGE, SAN FERNANDO
RAMPERSAD	MARIO	4007620	713 PAPOURIE ROAD, LOWER BARRACKPORE
SINGH	HARRIPERSAD	131764	
SOOKDEO	TIMOTHY J	4002963	1 CHURCH STREET, LA ROMAIN
THOMAS	GLENDIA	1200867	22 CHARLES STREET, MARABELLA
VALERE-GRIMES	KEITH	4003132	50 GREENVALE AVENUE, VALSAYN PARK NORTH, VALSAYN
WANG	XIANG	4006519	APT. 2 COR. TODD STREET & HIGHWAY, OPP. SKINNER PARK, SAN FERNANDO
	ST JOHN SPIRITUAL BAPTIST CHURCH	1200515	31 BELLE VUE STREET, STE MADELEINE
	NON DESTRUCTIVE TESTERS LIMITED	200347	394 CIPERO ROAD, ST. JOHN'S VILLAGE, SAN FERNANDO
	APACHE HOLDINGS LIMITED	1201875	52-58 LADY HAILES AVENUE, SAN FERNANDO
	OPERATION SMILE HOME FOR CHILDREN	4001338	231 BONNE AVENUE ROAD, GASPARILLO
	MIZPAH ENTERPRISES LIMITED	4008341	68 ST. JULIEN ROAD, PRINCES TOWN

**COUVA**

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ABDOOL	LINCOLN	4011424	22 RANGER ROAD, DUMONT
CHUNG	MARIA J	170036	139 ARUNDEL SOUTH HARROW, HA2 BPW, LONDON ENGLAND
GARRETT	KHALEEQA A	4010142	174 MC LEOD TRACE, CARAPICHAIMA
GIBSON	DEXTER	4011718	LP 671 SOUTHERN MAIN ROAD, COUVA
HART	KALAWTIE	75883	107 EDINGBURGH VILLAGE, CHAGUANAS
KHAN	AMRAL	140125	38 SONATA DRIVE, NHA DEVELOPMENT, HARMONY HALL, MARABELLA
MARSHALL	GERMAINE C CAVE	200268	24 YALLERY STREET WEST, COUVA
MOHES	MARALYN	4009137	C/O CHIROPRACTIC REHABILITATION CLINIC, ISAAC STREET, COUVA
PULCHAN	NANKISHORE	4004398	C/O KATIE KOONGBEHARRY, EAST BOUNDARY STREET, CALIFORNIA
RAMKISSOON	KEVIN	4011966	52 BRICKFIELD VILLAGE, BAY ROAD WATERLOO, CARAPICHAIMA
SINGH	JESSICA	4011989	WEEK'S APT NO2, CAMDEN ROAD, COUVA
WARNER	JACQUELINE	14325	ST. ANDREW'S VILLAGE, COUVA
	TECHMASS ENGINEERING SOLUTION LIMITED	4009624	UNIT 1A, 35 FRANCIS LALLA ROAD, CHARLIEVILLE, CHAGUANAS
	DOW VILLAGE GOVERNMENT PRIMARY SCHOOL PTA	4005654	NEW SETTLEMENT, CALIFORNIA

2514—Continued

## SCOTIABANK DORMANT ACCOUNTS AS AT 31ST OCTOBER, 2019—CONTINUED

## CUNUPIA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ANASTACIO	NICOLE M	4011109	LP 6A WALKER STREET, SANGRE GRANDE
CHARRAN	JAMEELA S	1201534	LP 6 MON PLASIR ROAD, CUNUPIA
CROZIER	LYNSAIA DEBBIE	4011166	9 WALTER STREET, ENTERPRISE, CHAGUANAS
DOWLIN	TRAVIS	4004908	
ESDELLE	FEONA	4011089	22 EGYPT TRACE, ENTERPRISE, CHAGUANAS
JOHN	LEONORA	1201311	LP 62 JERNINGHAM JUNCTION, CUNUPIA
JOSEPH	SHELDON W	4011264	LP 94 CHIN CHIN ROAD, CUNUPIA
MAHARAJ	RALISA	4010726	LP 10 MADRAS ROAD, ST. HELENA, PIARCO
MARTIN	NORRIS	300086	LP 2 JACKMAN TRACE, ESMERALDA ROAD, CUNUPIA
MOHAMMED	WINSTON	4010365	LP 53 MARSHALL TRACE, WARRENVILLE, CUNUPIA
NANAN	SUNIL D	4009405	8 DASANT STREET, SAN FERNANDO
RAGOONATH	ROHAN	4011321	
SINGH	DASSI	4011250	
	RAGOONANAN ROAD COMMUNITY COUNCIL	1201174	C/O 56 RAGOONANAN ROAD, ENTERPRISE
	MODERNAGE FURNISHERS CO. LTD.	4008060	54-55 RAMSINGH STREET, MUNROE ROAD, CUNUPIA

## DIEGO MARTIN

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
DAVIDSON	SARA K	4004923	DIEGO MARTIN
DRAKE	LAWRENCE E	4002334	TOWER 1 APT 10A ONE WOODBROOK PLACE, 189 TRAGARETE ROAD, PORT OF SPAIN
GOPAL	PULBAS	155371	ST. LUCIEN ROAD, POLE 33, DIEGO MARTIN
LEE YUEN	IAN	200245	4 SYDNHAM AVENUE, ST. ANN'S
MANCHOUCK	KENNETH H	1201530	13 RIVERDALE DRIVE, DIEGO MARTIN
RAMJOHN	MARK	4001328	33 STRATHMORE AVENUE, OFF LA HORQUETTE VALLEY ROAD, GLENCOE
SCOTLAND	KEITH C	130551	UNION ROAD, FOUR ROADS, DIEGO MARTIN
SMITH	DAVID J	1202466	
SUPERVILLE	ERNEST	171134	LP 155, TARA DRIVE, CAPILDEO LANDS, PETIT VALLEY
VALDEZ	AARON J	1201277	LA FILLETTE VILLAGE, CEMETARY STREET, BLANCHISSEUSE
	A-TEN CONSTRUCTION AND SUPPLIES LTD.	4006279	13 CONSTABULARY STREET, CARENAGE
	MOTTO MAN ELECTRICAL	1200504	319 GLENWOOD DRIVE, PHASE 3, ABERDEEN PARK, EAST EDINBURGH, CHAGUANAS

## ELLERSLIE PLAZA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALPHONSE	ANTHONY	130966	19 DURANT STREET, BELMONT
ALS	JEROME	3889891	36 ASTRIDGE PLACE, MOKA, PORT OF SPAIN
AMADOR	RAYMOND	4006948	TANGERINE DRIVE, HALELAND PARK, MARAVAL
AUDAIN	LYNETTE	102803639	UPPER ST FRANCOIS VALLEY ROAD, BELMONT, PORT OF SPAIN
BHAGWATSINGH	WYNELL A	4005453	18 AUZONVILLE HEIGHTS, TUNAPUNA
BRATHWAITE	DAYNE	100803467	LP 6 EL SOCORRO EXT. ROAD NO 1, SAN JUAN
CUMBERBATCH	JOAN	100010120	42 CHURCH STREET, ST. JAMES
KAHRIM	NYRON N	100803340	126 GROVE STREET, BLOOMFIELD
LALSIE STERGOTU	REBECA L	4007521	CALLE LIBERTAD, SECT LA MONTANITA, CABIMAS ZULIA
LEE WATSON	JASON	3890530	75 VICTORIA GARDENS, DIEGO MARTIN
MATTHEWS	STEPHANIE A	4007444	POMME ROSE GARDENS, POMME ROSE AVENUE, CASCADE
MITCHELL	STANLEY	100084101	22 ANA STREET, WOODBROOK
O'DONOVAN	MAEVE	4003881	5 ROOKERY NOOK, MARAVAL
PROPERTY AND FACILITIES	RELINANCE PROJECT	3890889	FAIRWAYS, MARAVAL, PORT OF SPAIN
ROMAIN	PHILLIP	4000650	113B SADDLE ROAD, MARAVAL
ROSANO	DINAH	4006820	FLAT 1 TANGERINE DRIVE, HALELAND PARK, MARAVAL
SACKOOR	SAYEEDA N	200866	2 KAVARI STREET, BOISSIERE NO. 1, MARAVAL
SALANDY	NEAL P	3890186	OLD CALVARY ROAD, MARAVAL
SANGUINETTE	ADAM F	4006857	23 TOMSWAY ROAD, MOKA, MARAVAL
TANG YUK	JOAN	4002085	14 WINDSOR ROAD, GOODWOOD PARK
THOMAS	CLYDE Y	4007457	8 SIERRA VISTA DRIVE, O'MEARA ROAD, ARIMA
THOMPSON	KENNETH S	100803453	
WILLIAMS	DONNA L	4006153	10056 223RD STREET, QUEENS VILLAGE
	ISLAND TUTORS LIMITED	4006650	10 NOOK AVENUE, ST. ANN'S, PORT OF SPAIN
	REYNALD ASSOCIATES LIMITED	104001687	53 PARK STREET, PORT OF SPAIN
	CHOCOLATE TROUSERS	4007528	WEALTHY PLACE PLAZA, CRN. COVIGNE ROAD, DIEGO MARTIN
	INIK STYLES	4006806	72 MAUSICA ROAD, D'ABADIE
	CARIBBEAN FORMS LIMITED	2401993	7A MARAVISTA, KNOCK ROAD, MARAVAL
	TRINTEC ELECTRICAL SERVICES COMPANY LIMITED	4007663	16 BORDE STREET, PORT OF SPAIN
	4A'S	100802432	LOT 1 LA PASTORA GARDENS, LA PASTORA ROAD, SANTA CRUZ
	ANKEN WIRELESS SOLUTIONS COMPANY LIMITED	100803452	1 BALLAH TERRACE, PIONEER DRIVE, MORNE COCO ROAD, PETIT VALLEY
	CHERYL JOHNSON CONSULTANCY SERVICES	4007867	28 BEVERLY HEIGHTS, MAYFAIR GARDENS, SANTA CRUZ
	PRECISION SURVEYS LIMITED	100070017	71 AQUAMARINE DRIVE, DIAMOND VALE, DIEGO MARTIN
	ADPLACE LIMITED	3890919	ST. CLAIR, PORT OF SPAIN

## LOWLANDS MALL - TOBAGO

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALLEVNE	NATHANIEL E	4001087	SPRING GARDENS, ROSSEAU CROWN TRACE, TOBAGO
CHARLES	VICTOR K	4002073	5861 NW 16TH PLACE SUITE 304, SUNRISE, FL 33313-4770, FLORIDA
	BEST PRICE IN TOWN	4002074	CARRINGTON STREET, SCARBOROUGH, TOBAGO
	SIGNAL HILL SENIOR COMPREHENSIVE	4002214	TRANQUILITY HEIGHTS, SIGNAL HILL, TOBAGO
	T.H.T. STUDENT EXECUTIVE COUNCIL FUND	1200131	C/O STUDENT EXECUTIVE COUNCIL, BOX 131, BENHEIM, MT. ST. GEORGE, TOBAGO
	14 IRL LTD.	4002274	LP 51 KALIMBA DRIVE, NEW ROAD, BLACK ROCK, TOBAGO

## MARABELLA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALI	IMTIAZ	130880	11 CALCUTTA SETTLEMENT NO. 2, FREEPORT
BRISTOL	DONSTEVENSON	4014420	EAST GATE ON THE GREENS, MILLENNIUM PARK, TRINCITY
CONSTANCE	ROMMEL RAOUEL	200696	22 CLARKIA DRIVE, NHA SETT PHASE 2, DEBE
DYER	DECLAND D	210757	9 PERTH AVENUE, COCOYA, SAN FERNANDO
FLEMMING	LINDA	130520	22 POND ROAD, VISTABELLA, VIA SAN FERNANDO
HOSTON	EDWIN	4014758	234 CARATAL ROAD, CLAXTON BAY
JAGROOP	CANDICE	4013911	66 FORRES AVENUE, COCOYA, SAN FERNANDO
JAMALDIN	OPHELIA	4009689	1648 S 6TH STREET, BROKEN ARROW, OKLAHOMA
JOHN	PETER J	4014431	19 RAWLINS AVENUE, GASPARILLO
LEE LING	LILY D	3603449	32 JARVIS STREET, VISTABELLA

2514—Continued

## SCOTIABANK DORMANT ACCOUNTS AS AT 31ST OCTOBER, 2019—CONTINUED

## MARABELLA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
MOHAMMED	JASON	4014523	66 SERENITY CIRCULAR, COUVA
RAGHUNANAN	DOLSI	20902	C/O KALAWTI KHAN, 93-94 HAROLD AVENUE, MOOTOO LANDS, MARABELLA
RAMSOONDAR	LILADHAI	19288	10 RAGOOR STREET, GASPARILLO
RATTAN	RUTH	90837	121 UNION ROAD, MARABELLA
SANICHAIR	ANIL DEONANAN	4011445	LOT 167 CYPRESS HILLS, HOUSING DEV, SAN FERNANDO
SAWH	RAGBIR	230055	386 BONNE AVENTURE ROAD, GASPARILLO
	BUDGET PRINTING SERVICES LTD.	1200229	16 BREWSTER BLVD., WEST PARK, COCOVEA
	FINTAN NEPTUNE FIRE RELIEF COMMITTEE	4013946	BONNE AVENTURE ROAD, GASPARILLO
	VEVANA VICTORIA ENTERPRISES LTD.	4014589	55 ERIN ROAD, PHILLIPINE, SAN FERNANDO

## PARK &amp; PEMBROKE

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ABDULAH	SHALISHA	42467	21 SENIOR STREET, LA PUERTA, DIEGO MARTIN
BAILEY	CLYDE B	4004635	P.O. BOX 2847, EAST END, TORTOLA
BOXHILL	BRYAN	4002065	
CAO	WEIQIANG	4007636	153 EASTERN MAIN ROAD, TACARIGUA
CHARLES	RITA	35554	12 FAIRVIEW HILL, GONZALES, BELMONT
JOSEPH	VICTOR	155792	GROUP 24 EIGHTH STREET, MALICK, BARATARIA
MAYHEW	MICHAEL	10708	18 DAHLIA ROAD, MACOYA GARDENS, TUNAPUNA
NICHOLAS	BARBARA	4001070	14 MORA STREET, TRINCITY, TACARIGUA
NOEL	HENRIETTA	5242	HAIG STREET, CARENAGE
OGOKE	VALENTINE	4004590	
REID	JOYCELYN	131426	34 PALMISTE STREET, MORVANT
RUIZ	MARIO I	4007103	APT. D5, ROYAL COURT, GLENCOE
SANDY	AKEYLA B	4007478	
	THE GOODWILL GENERAL INSURANCE CO. LTD.	95818	
	TECHNOLOGICAL OUTSOURCE LIMITED	4006905	
	INT'L DISCOUNT TELECOMMUNICATIONS	44016	3RD FLOOR, ISHMAEL KHAN BUILDING, 20 HENRY STREET, PORT OF SPAIN
	ROBERT PICKERING AND ASSOC.	4008371	24 MC SHINE TERRACE, BELMONT, PORT OF SPAIN
	PROFESSIONAL MANAGEMENT CONSULTANT LTD.	64211	CHANKAS COURT, LP 14 EL SOCORRO ROAD, SAN JUAN

## PENAL

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
BACHAN	JENNIFER	59473	717 BERCKMAN STREET, PLAINFIELD UNION, NEW JERSEY
BALDEO	KRISHNA A	1302106	18 FRASER STREET, PENAL
BAPTISTE	SHELLON JR E	4012503	43 SMART AVENUE, LACHOOS ROAD, PENAL
BOBB	BOYSIE	57959	25 ASTORIA AVENUE, TORONTO, ONT M6N-2V6
BOODOO	SHOBA	57331	BEST TRACE, PENAL ROCK ROAD P.O., PENAL ROCK ROAD, PENAL
DOODNATH	ANTHONY	1302064	JAIPALSINGH ROAD, LENGUA VILLAGE, BARRACKPORE
JOHNSON	PINKY	200221	11 RAMDIN TRACE, ARQUHART VILLAGE, PENAL
MAHARAJ	PARBHOO B	1200272	6 BEDASSIE TRACE, DEBE
RAMDEO	ADELENE N	4002113	43E INVERNESS ROAD, BORDE NARVE VILLAGE, PRINCES TOWN
RAMPERSAD	GLEN	4012604	475 PENAL ROCK ROAD, PENAL
RAMSAHAI	JEROME D	1301231	10 SEURADGE TRACE, DEBE
RAMSAMOOJ	RYAN	4011791	7 LANA LANE, PRINCES TOWN
ROOPNARINE	PEARL P	59476	UNIT 1A, LOT I, RAHAMAN DEVELOPMENT, BAMBOO VILLAGE, LA ROMAIN
SEEBALACK	RAMESH	130117	2 1/2MM ROCHARD ROAD, PENAL
VINCENT	PATRICIA N	64518	P.O. BOX 1339, WRIGHTSON ROAD, PORT OF SPAIN
WILLIAMS	DOLLY	130561	7 PLAZA STREET WEST, BROOKLYN, NEW YORK
	CHESTER STREET YOUTH ORGANISATION CLUB	4012116	83 CHESTER STREET, DEBE

## PORT OF SPAIN

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
AIMEY	EASTLYNNE A	82698	81 RAMKALLIA TRACE, COUVA
BOUCAUD	YVONNE G	132176	
BUCKRADEE	ELIZABETH M	4014562	43 HILLSDALE CRESCENT, MT. HOPE
CORNWALL	JAMES	19960	CHIN CHIN ROAD, CUNUPIA
DEMAS	BARBARA	85078	2100 19TH NW APT 705, WASHINGTON D.C., WASHINGTON
DOS SANTOS	SAPPHIRE S	4014499	4 THOMAS STREET, SUNSHINE AVENUE, SAN JUAN
EDWARDS	JOHN W	1199	788 TORRIB TABAQUITE ROAD, NEW GRANT, PRINCES TOWN
HAYWOOD	TONISHA A	1207383	100 8TH STREET, BARATARIA
HUBBARD	SILETHA	93190	11812 BUCKINGHAM, CLEVELAND, OHIO, USA
JOSEPH	BARBARA C	4005437	
JOSEPH	JEAN	211300	CAMERON ROAD, PETIT VALLEY
LEWIS	CHIOKE	4008995	GEORGE EDWARD STREET, DIEGO MARTIN
MEYER	KURT	4010317	276 BREGON PARK, D'ABADIE
MORRIS	MERVYN	8022	LADY YOUNG ROAD, MORVANT
MUNROE	MARLON	1203228	LA CONOA ROAD, LOWER SANTA CRUZ, SAN JUAN
NAKHID	CAMILLE	84804	
PHILLIP	EUGENE R	155731	16 PUTNAM AVENUE, BROOKLYN NY 11238, USA
PHILLIPS	TERESA	132928	2466 EGLINGTON AVE E, UNIT 1109, SCARBOROUGH, ONTARIO M1K 5J8, CANADA
PIERRE	MARTIN	4014438	6 BALATA TRACE, PARAMIN, MARAVAL
PRIME	RUBEN S	1202221	LP 51 PRIMROBE DRIVE, CHASE VILLAGE, CHAGUANAS
PRINCE	MICHAEL F	12725	620 LENNOX AVENUE APT. 4R, MANHATTAN NY 10037 USA
ROMEO	JEMMA	82481	345 CLASSON AVENUE, APT. 40 BROOKLYN, NEW YORK
SOOPAYA	DERICK	4013265	17 SANTANA GARDENS, TUNAPUNA
VINCENT	CARL	201578	LP E 3, PRIZGAR LANDS, LAVENTILLE, PORT OF SPAIN
WALKER	BRIAN	4011322	
WHEELER	DAPHNE P	83008	6801 25TH AVENUE, HYATTEVILLE, MARYLAND 20782, USA
WILLIAMS	BARBARA	39352	55 WEST END AVENUE, NEW YORK
WILLIAMS	MYRA	2025063	90 HICKORY HTS. CRESCENT, KETCHENER ONTARIO N2N/H4, CANADA
	GLOBAL ELECTRONICS SALES AND SERVICES LTD.	4012138	0108 HERON LANE, MALONEY GARDENS, D'ABADIE
	CASSIE'S THREE ELITE	4013303	LP 50 JUTAGIR TERRACE, APT. G1, ST. LUCIEN ROAD, DIEGO MARTIN
	CATHERINE BAPTISTE FORTUNAL	132191	COR. PARK STREET, & LADY YOUNG ROAD, MORVANT

## PRICE PLAZA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
BONILLA	KLEBER	4005390	
HOSEIN-SAMAROO	SHAIROON	4003627	
MOHAMMED	FAZIA	4004750	29 GILWELL ROAD, VALSAYN
PERSAD	NALINI	4002709	

## SCOTIABANK DORMANT ACCOUNTS AS AT 31ST OCTOBER, 2019—CONTINUED

## PRINCES TOWN

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ACOSTA	EDWIN A	55034	5 MANAHAMBRE ROAD, PRINCES TOWN
ALLEYNE	MARCUS A	4020421	35 B LULU TRACE, INDIAN WALK, MORUGA
BARRAN	RANJIT	4015253	17 SANDSTONE ROAD, POONAH ROAD, WILLIAMSVILLE
BOODAN	ANON	4005073	6-8 RAILWAY ROAD, PRINCES TOWN
CHENG	XIANG	4020052	27 MILLENNIUM LAKES, TRINCITY
DUNTIN	EMMANUEL	4001769	2181 PENAL ROCK ROAD, PENAL
GREENIDGE	SONIA A	4016209	4 SECOND STREET, ST. MADELINE
HAKIM	RANDY	4004347	5 CENTENARY STREET, PRINCES TOWN
JOSEPH	ANTHONY	4018093	LP 57 BHAGGAN TRACE, CHANDERNAGORE VILLAGE, CHAGUANAS
MAHARAJ	TARAMATIE	4010043	5 LENGUA ROAD, PRINCES TOWN
MEAD	VIRGIL R	4018629	72 PENAL ROCK ROAD, PENAL
OSBORNE	ROBERT S	4017926	76 RAMDHANIE STREET, ST. MARGARET'S VILLAGE, CLAXTON BAY
PERSAD	VASHTI	4020100	31 LING TRACE, LAZZARI ROAD, POOLE VILLAGE, RIO CLARO
RAMBARAN	SAMAROO	71452	510 NEW GRANT, PRINCES TOWN
RAMDEEN	RAMROOP	54933	NEW GRANT
RAMESSAR	SUDHIR	300079	48 BROOMAGE ROAD, PRINCES TOWN
RAMKISSOON	NARIFA	4020533	107 BUEN INTENTO ROAD, PRINCES TOWN
RAMPERSAD	REYNOLD	162329	44 JAGVILLE AVENUE, NEW GRANT
RAMROOP	MANOSHE	1201204	1605 NAPARIMA MAYARO ROAD, FONROSE VILLAGE, POOLE
SAMPATH	LALCHAN	43308	106 IERE VILLAGE BRANCH ROAD, PRINCES TOWN
SEMPER	ACKIAN	4020383	DOWNSTAIRS 59L HUGGINS STREET, ST. CROIX ROAD, PRINCES TOWN
SOOKHAN	TERRANCE	4020414	30 LAPIA ROAD, PRINCES TOWN
TRIEA	KENRICK	4019744	852 PENAL ROCK ROAD, PENAL
	ABBA'S GENERAL CONTRACTORS LTD.	4010641	636 NAPARIMA MAYARO ROAD, NEW GRANT
	COMPLETE TELECOMMUNICATION SERVICES	4019278	39 KING STREET, PRINCES TOWN
	YAH-TECH INDUSTRIAL SUPPLIES LTD.	4010673	9 SEALAND DRIVE, GROVE PARK, OTAHEITE
	WHITNEY & WHITLEY'S FASHION	4019864	SHOP NO. 3, 6 HIGH STREET, PRINCES TOWN

## RIO CLARO

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
DHANASSAR	RAMRATTI	1200395	2 1/2 MM CEDAR GROVE ROAD, MAYARO
HAGGARD	SOLOMON	4000611	CHRYSTOSTOM TRACE, MAFKING VILLAGE, MAYARO
HARRIS	HYACINTH	74797	11 3/4MM GUAYAGUAYARE VILLAGE, GUAYAGUAYARE
RAI	LOWHAR	155129	19 1/4 MM CUNAPO SOUTHERN ROAD, EUROZE TRACE, BICHE
SINANAN	LEELA S	99309	75 RIO CLARO MAYARO ROAD, ECCLESVILLE
	FORWARD GENERAL CONTRACTING CO. LTD.	4009873	26 LEGENDRE ROAD, ECCLESVILLE, RIO CLARO

## SAN FERNANDO

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ARNOLD	EDRIS	150126	8 PARAKEET BOULEVARD, PLEASANTVILLE
BENJAMIN	ELTON	200402	28 PARAKEET BOULEVARD, PLEASANTVILLE, SAN FERNANDO
BISSOON	PEARL	2403324	44 LAPALLE ROAD, CHURKOO VILLAGE, PRINCES TOWN
DEVENISH	DAMIAN	4012206	323 PARIA AVENUE, LANGE PARK, CHAGUANAS
FREDERICK	CAROL	7447	C/O GLENDA SEALES-DRAKES, 14 SAPPHIRE DR. DIAMOND VALE, PETIT VALLEY, PORT OF SPAIN
GOOLCHARAN	RIYADH	4013474	389 SOUTHERN MAIN ROAD, LA ROMAIN
GRANT	ULIEANE	155503	28 BELLE VUE STREET, STE MADELEINE
HARRIOTT	DOROTHY	2401435	ALDANA STREET, PRINCES TOWN
HING KO	SHIU	42666	
JAGROOP	CHRIS	4004417	BUILDING 6 APT. 16, SAVANNAH VILLAS, ARANJUEZ
JAIMUNGAL	VISHNOO	356913	
JAIMUNGAL	MOLLY	4015607	LP 52, ST. MARGARET'S VILLAGE, CLAXTON BAY
JOHNSON	JERRY R	4009769	
MAINGOT	ANTHONY	4017219	P.O. BOX 5274 SOUTH WESTERN, CORNER CARIBBEAN & PACIFIC AVENUE, POINT LISAS
MAY	MICHAEL	4017977	24 WADDEL STREET, VISTABELLA
MAY	MICHAEL	4017978	24 WADDEL STREET, VISTABELLA
MITCHELL	ANDERSON	4018155	303 5TH COMPANY INDIAN WALK, MANDINGO ROAD, MORUGA
NICHOLS	CHARLES A	4008006	226 NAPARIMA MAYARO ROAD, PALMYRA
PHILLIPS	CLARIS	132342	FLORIDA
RAMPERSAD	SARAH	2401915	58 SIRJU TRACE, DUMFRIES ROAD, RAMBERT VILLAGE
RAMSARAN	JEAN	700257	2 TEMPLE STREET, HARDBARGAIN, WILLIAMSVILLE
SAMAI	MOHAN	4000385	93 REFORM ROAD, VIA PRINCES TOWN
SANKAR	DENNIS	4016397	40 DUMFRIES ROAD, BAMBOO VILLAGE, GULF VIEW
SEECHAN	GEETAH	55233	279 ST. CHARLES VILLAGE, PRINCES TOWN
SEECHARAN	WAYNE	4012684	SAN FERNANDO
SIEW	PRAKASH	100379	76 DEBE TRACE LP 16, DEBE
WEEKES	MARY	200363	134 HAPPY HILL, GASPARILLO
WILLIAM	ANDY	4017677	15 RASHEED AVENUE, MUNROE ROAD, CUNUPIA
	THE ASSET AND RISK ENGINEERING GROUP LIMITED	2402339	TROPICAL PLAZA, SOUTHERN MAIN ROAD, MARABELLA
	ROLCON CONSTRUCTION SERVICES	171131	359 CHATHAM ROAD SOUTH, POINT FORTIN
	NEW WORLD SHIPYARDS LIMITED	4016734	11 NORTH ROAD, VISTABELLA
	INDIAN RECOGNITION MOVEMENT OF T'DAD & T'BGO	9757	1032 SOOGRIM STREET, GULF VIEW, LA ROMAIN

## SAN JUAN

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALEXANDER	SUERANNA C	4016532	
AWANG	INA	25165	1 AWANG'S PRIVATE ROAD, SAN JUAN
BEST-GREENE	MARGARET	91975	9 HINKSON LANE, BELMONT
FAKOORY	TOMO D	4013302	121A BOUNDARY ROAD, SAN JUAN
FENG	PAN	4003665	28 CHACONIA DRIVE, REDHILL, D'ABADIE
GANGADEEN	SABITA	4016040	LP 4 BHAGNA TRACE, CHASE VILLAGE, CARAPICHAIMA
GRIFFITH	SALISHA	4016308	LP 159 LAS LOMAS NO. 2, VIA CUNUPIA
HOSEIN	KORISHA	95910	30 FRANCIS LALLA ROAD, CHARLIEVILLE
MAHARAJ	RANDHIR	4007940	LP 53 MARAJ STREET, EL SOCORRO, SAN JUAN
MAHARAJ	KHADAR	97345	ABASS AVENUE, EL SOCORRO ROAD, SAN JUAN
MAHARAJ	ANDREW	100448	LP 52 SEVENTH AVENUE, MALICK, BARATARIA
MOHAMMED	FAREED	4006301	
NAKHID	ELDICA	2809	HOLOLO ROAD, UPPER SANTA CRUZ
PAYNE	MICHAEL	4012109	4 MT. HOPE EXTENSION ROAD, MT. HOPE
PIERRE	KENNETH	86560	LP 51 EVELYN TRACE, EL SOCORRO ROAD, SAN JUAN

2514—Continued

## SCOTIABANK DORMANT ACCOUNTS AS AT 31ST OCTOBER, 2019—CONTINUED

## SAN JUAN

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
RAZACK	AL-FYAAD AMAN	4016740	UPST 7 FREDDY STREET, ARANGUEZ, SAN JUAN
	DAHA CONSULTANCY LIMITED	4014426	74 BOUNDARY EXT, ARANGUEZ, SAN JUAN
	CARIBBEAN AGENCY FOR HIGHER EDUCATION	4014172	43A AVERBOUKH AVENUE, DIEGO MARTIN
	NEW KIM MOON RESTAURANT	4013784	9 CRAIGNISH ROAD, PRINCES TOWN
	PERSAD'S ONE STOP SERVICES	4016281	69 MALONEY STREET, PETIT BOURG
	BAKERS' FLAG & EMBLEMS MANUFACTURING LTD.	4012520	22 O'MEARA ROAD, ARIMA
	HEAVEN'S VILLAS	4016419	50 HUMPHREY DRIVE, SAN JUAN
	BIG TRUCK MAMMO GENERAL CONTRACTING AND LONGFIELDS LTD.	4015563	LP 20, 7TH AVENUE MALICK, BARATARIA
	1201441		
	TREVOR RAMSINGH HOLDINGS & INVESTMENTS LTD.	4016658	132 SIXTH STREET, UNIT 8, CLARA COURT, BARATARIA

## SANGRE GRANDE

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
BARNWELL	LEWIS	200241	NARIVA ROAD, MANZANILLA
BARNWELL	LEWIS	4000276	NARIVA ROAD, MANZANILLA
CAMP	MARTHA L	4000896	905 W BUCKSHUTEY ROAD, MILLVILLE NJ 08332
COOPER	AKIENOLIA KEWANA	4007194	CASA DE CORAZON HEART HOME, CORONATION STREET, SANGRE GRANDE
COZIER	GLENNEA A	4007193	C/O CASA DE CORAZON, CORONATION STREET, SANGRE GRANDE
COZIER	BISMARCK GLENN	4007195	CASA DE CORAZON HEART HOME, CORONATION STREET, SANGRE GRANDE
DANIEL	ANTHONY	51066	
DASENT	KEIHREL C	4009458	15 AZALEA WEST, DURANTA GARDENS, SANGRE GRANDE
DEONARINE	SHEILA	131113	BAKER TRACE, COALMINE, SANGRE GRANDE
LEWIS	VINCENT	4007503	LP 37 JARASINGH VILLAGE, COALMINE, SANGRE GRANDE
MAHARAJ	CHRISENDATH	250352	ADVENTIST STREET, SANGRE GRANDE
MC KENZIE	ANNIE T	4007729	C/O CASA DE CORAZON, 1 CORONATION ROAD, SANGRE GRANDE
MOHAMMED	ALLIMA	4002990	P.O. BOX 23 2 1/2MM GUAICO TAMANA ROAD, CUNARIPO
NOREIGA	LENORA	131714	NEIL STREET, SANGRE GRANDE
PHILLIP-OROSCO	CHERYL G	4009812	1 3/4 MM PLUM ROAD, MANZANILLA
QUAMINA	EGBERT	23071	MANZANILLA NO. 2, SANGRE GRANDE
ST. BERNARD	ALBAN	170170	BRAVO HILL, EASTERN MAIN ROAD, SANGRE GRANDE
WEST	METHALYN P	4006652	15 1/4MM FOUR ROADS, TAMANA
WINTER	JIMMY B	4006101	EP 3 VILLAFANA AVENUE, SAN LOUIS ROAD, GUAICO, SANGRE GRANDE
WINTER	JIMMY B	4006102	EP 3 VILLAFANA AVENUE, SAN LOUIS ROAD, GUAICO, SANGRE GRANDE
	VALENCIA VILLAGE COUNCIL	70160	VALENCIA
	TOCO COMPOSITE SCHOOL BOARD	1200343	GALERA ROAD, TOCO
	AVI'S CONTRACTORS LIMITED	4006642	
	ANDERSON ANTOINE AND ASSOCIATES PROFESSIONAL	4010339	LP 51 KESO NARINE TRACE, FOSTER ROAD, SANGRE GRANDE
	JD'S FUNERAL SERVICES	4006406	C/O GILBERT ALLEN, OJOE ROAD, SANGRE GRANDE

## SCARBOROUGH

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
ALLEYNE	GEORGE	130926	PRINCE STREET, ROXBOROUGH, TOBAGO
GEORGE	EURICA	155361	CALDER HALL CROWN TRACE, TOBAGO
GONZALES	HAROLD	25927	
GRIMSHAW	FLORENCE	1201554	18 SIGNAL HILL DEV, NICHOLAS ALLEYNE PL. APT. 4, TOBAGO
HUTCHINSON	LESLEY	1200828	150 MARY'S HILL, PLYMOUTH ROAD, TOBAGO
MARSHALL	VERONICA	1202739	TOBAGO
MELVILLE	EULYN	1202650	ARNOS VALE ROAD, PLYMOUTH, TOBAGO
MITCHELL	HAYDEN JR J	4011871	ORANGE HILL TRACE, PATIENCE HILL, TOBAGO
PHILLIP	WILLIAM	130852	663 ORANGE HILL ROAD, BETHLEHEM BETHEL, TOBAGO
PHILLIP-MATHESON	ANN E	21122	PEMBROKE, TOBAGO
SEXTL	JONAS P	4003093	TOBAGO
	P&R MAHARAJ AND SONS LTD.	65714	P.O. BOX 5715, SCARBOROUGH, TOBAGO
	BAY FERRIES MANAGEMENT LIMITED	1201280	P.O. BOX 634, 94 WATER STREET, CHARLOTTETOWN P.E.I., CANADA C1A 7L3
	STUDLEY PARK QUARRY OPERATIONS	82716	C/O OFFICE OF THE CLERK, THA BUILDING, JERNINGHAM STREET, SCARBOROUGH, TOBAGO

## SCOTIA CENTRE

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
BOWEN	BRIAN	6642	17 MORNE COCO ROAD, MARAVAL
BURKE	STEVE A	4002690	12 STANISLAUS PLACE, EAST DRY RIVER, PORT OF SPAIN
CUPID	ALIYAH	4003884	NORTH COAST ROAD, MARACAS BAY, MARACAS
DE ARAUJO	ALEXANDRE XAVIER	4003407	14 THIRD STREET, ST. JOSEPH VILLAGE, SAN FERNANDO
DUKE	DARRYL	300527	69 FELDSPAR GARDENS, DIAMOND VALE, DIEGO MARTIN
GASPAR	NATASHA	4003915	272 BISSESSAR AVENUE, PRASHAD NAGAR, GEORGETOWN
HALES	KAREN E	400617	192 SECTION A BLOCK X, GREAT DIAMOND EBD
JOSEPH-SUBERO	SHERIL J	4003826	LP 50 PIERRE STREET, MARAVAL
RAMBHAROSE	AMRIT	4003912	10928 116TH STREET, SOUTH OZONE PARK, NEW YORK
ROUDETTE	CLAYTON F	4003942	12 LITTLE POULTON LANE, POULTON-LE-FYLDE
	ESTATE OF MILAN MISCHIER	1204188	LA GOYA DEVELOPMENT GOYA STREET, EL DORADO
	ARTISTS AGAINST AIDS	170853	C/O 39 LEWIS STREET, WOODBROOK, PORT OF SPAIN
	MENEZES BOYACK LAW OFFICES	4003520	49 DUNDONALD STREET, PORT OF SPAIN

## SIPARIA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
COOPER-FARRELL	TRICIA	4005052	354 SOUTHERN MAIN ROAD, CLAXTON BAY
DE LEON-CLARKE	MONICA	130503	RAILWAY ROAD, DO NOT MAIL/RETURN MAIL, SIPARIA
DE LEON-CLARKE	MONICA	300099	RAILWAY ROAD, DO NOT MAIL/RETURN MAIL, SIPARIA
FRASER	DORRIE CLAUDINA	1201092	7 SECOND AVENUE, SENON VILLAGE, COORA ROAD, SIPARIA
MENDOZA	PETRONILLA P	1202618	RANCHO QUEMADO, BRANCH ROAD, PALO SECO
TAYLOR	KELVIN	1339	38 THOMPSON TRACE, ERIN ROAD, SIPARIA
VIDAL	EUSEBIO	155002	LOS IROS, ERIN
WILLIAMS	MERVYN	58228	LP 3 WINSTON CAMPBELL STREET, KHAN TRACE RETURN MAIL, FYZABAD DO NOT MAIL
	CORNER HOUSE SPORTS BAR CO LTD.	4006409	41 LILY TRACE, SIPARIA
	PRINCE WENDY & SON HARDWARE & FOREIGN USED CA	4007990	32 CHUNILAL TRACE, CAP-DE-VILLE, POINT FORTIN

## SCOTIABANK DORMANT ACCOUNTS AS AT 31ST OCTOBER, 2019—CONTINUED

## TRINCITY

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
CARDINEZ	KERWIN J	4002909	14 MAYPOLE DRIVE, THE CROSSINGS, SANTA ROSA WEST, ARIMA
DANDRADE	KIEGAN	4003073	LP 55 HUGGINS STREET, TACARIGUA
JACOBS	HUGH	4001123	6 ALFONZO STREET, POINT PLEASANT PARK, CUNUPIA
MAHARAJ	TOTARAM	1200124	JANKIE TRACE LAS LOMAS NO 2, CUNUPIA
MOHAMMED	MELISSA S	4000021	35 WATERLOO ROAD, AROUCA
NATHANSINGH	SONYA G	1201511	LP 67 LA SEIVA, MARACAS, ST. JOSEPH
RAMOUTAR	ROSTANT	4002594	11B CARR ROAD, CAPARO
VAQUERANO FLORES	EDWIN	4003235	UNIT NO.4 SITE B THE BUOYS, DHEN'S BAY, WESTERN MAIN ROAD, CARENAGE
WILSON	KWASI	4001889	80 HILLVIEW DRIVE, ORANGE GROVE, TACARIGUA

## TUNAPUNA

SURNAME	FIRST NAME	ACCOUNT NO.	ADDRESS
AMBROSE-SALINA	JANINE N	4012386	NO. 57 THE FOOTHILLS, OFF LA RESOURCE ROAD, D'ABADIE
AWAI	MARIA	70100	LOT 10 HILLSVIEW GARDENS, LA BAJA ROAD, ST. JOSEPH
BORNEO	ELSA	63225	NOEL TRACE, ST. AUGUSTINE
BREWSTER	WALTER F	45499	29 MENDEZ DRIVE, CHAMPS FLEURS
CHADEE	DAVE D	4012774	5 ATWELL STREET, ST. AUGUSTINE
CHRISTIAN	MARJORIE	130983	9TH STREET EAST, DINSLEY AVENUE, TACARIGUA
CHRISTIAN	BERTRAM	156464	6 EASTERN MAIN ROAD, TUNAPUNA
CLARKE	SELWYN H	201250	16 ST VINCENT STREET, TUNAPUNA
DE MATAS	EVERARD O	156419	15B BALTHAZAR STREET, TUNAPUNA
GARCIA	GREGORIO	48617	TENTH STREET, FIVE RIVERS, AROUCA
HOSEIN-MARTIN	SANDRA S	4005025	LES RICHAUDS CIDEX49, MONTOISON
MAHABIR	MOHAN	132491	CLARKE LANE, TUNAPUNA
MAYERS	LIONEL G	1202082	TOWNHOUSE 9, 137 EASTERN MAIN ROAD, ST AUGUSTINE
NATH-MANBURGH	LEELA	1200651	11/2MP LOPINOT ROAD, AROUCA
PETERS	HARRISON G	4010408	BOIS BANDE VILLAGE, OJEO ROAD, SANGRE GRANDE
RAMNATH	CHANDARBOSE	62784	SOUTH BANK ROAD 2 1/4 ML POST, KELLY VILLAGE, CARONI
RAMPHAL	RAMCHARITAR	155875	21 SAPPHIRE DRIVE, EL DORADO GARDENS, TUNAPUNA
REECE	KEZIA	1204284	C/O ATHENIAN PRESECONDARY SCHOOL, 1 3/4 MM MELAJO VILLAGE VEGA DE OROPOUCHE, ST. AUGUSTINE
ROOPCHAN	WILLIE	4012829	44 EASTERN MAIN ROAD, ST. AUGUSTINE
SANNI	BABATUNDE	4011005	216 WILKINSON STREET, EL DORADO, TUNAPUNA
SERAPIO	JULIET	1201508	LP 51 LA BAJA ROAD, MARACAS, ST. JOSEPH
SUN	ZHENYU	4010401	50 ST. JOHN'S ROAD LP 27, ST. AUGUSTINE
	ASTER HILLS COMPANY LIMITED	4011422	48 WHITE STREET, FIVE RIVERS, AROUCA
	BAR-B-QUE CORNER	4010867	LP 63 DOOKIESINGH STREET, ST AUGUSTINE
	COUNSELING & EDUCATIONAL LOGOS RESEARCH	4012820	15-18 EL DORADO ROAD, TUNAPUNA
	KRISHNA MAHARAJ HOLDINGS LTD.	45217	COR. PASEA MAIN ROAD & CHURCHILL ROOSEVELT HIGHWAY, TUNAPUNA
	MERVSONS INVESTMENT LIMITED	1200648	ARUAC ROAD, VALSAYN
	WORLD MARINE CHANDLERS LIMITED	4009917	ELEVENTH STREET, BARATARIA
	ETCHTAG LTD.	4012639	109A PARADISE CRESCENT, TACARIGUA
	PALM'S HOTEL TRINIDAD LIMITED	1202909	EASTERN MAIN ROAD, AROUCA
	RODNEY STOKES T/JA V.R.R CONSTRUCTION	4012578	34 CHACONIA AVENUE, COCONUT DRIVE, MORVANT
	CHELSEA & KEIRA (C&K) TRANSPORT	4011922	50 BACK STREET, TUNAPUNA
	DELGADO INVESTMENTS LIMITED	4013071	9 CHACONIA BOULEVARD, TOWNHOUSE 2, DINSLEY, TRINCITY



THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED

# Freedom of Information Act

## The Public's Right to Access Information under the Freedom of Information Act relating to NGC and its Operations FOIA Public Statement 2019

The Freedom of Information Act, Chap. 22:02 ("the Act") gives members of the public:

1. A legal right to access information held by a public authority (as defined in the Act).
2. A legal right to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the Act.
4. A legal right to refer matters to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the Act.

The National Gas Company of Trinidad and Tobago Limited ("NGC") is required by virtue of the Act, to publish certain information for the benefit of the public. This includes information regarding the structure and functions of NGC and a list of the categories of documents held by NGC. It also requires NGC to identify those documents which are eligible/available for public access under the Act and sets out how to obtain the same.

The following information satisfies the legislative requirements of the Act and is an Updated Public Statement pursuant to Section 7(1) (b) of the Act. The following information has been approved by the Minister of Energy and Energy Industries.

### STATEMENTS UNDER SECTION 7 OF THE ACT

#### (1) SECTION 7(1) (a) (i)

##### Corporate Particulars and Function

NGC is a wholly owned state enterprise incorporated on 22nd August 1975 as a limited liability company under the Companies Ordinance Chapter 31 No.1 and continued as a company on 17th April 1998 under the Companies Act Chapter 81:01 of the laws of the Republic of Trinidad and Tobago. Its registered office is at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas.

Listed below are NGC's wholly/majority owned subsidiaries and affiliated companies:

- National Energy Corporation of Trinidad and Tobago Limited ("National Energy")
- La Brea Industrial Development Company Limited ("LABIDCO")
- NGC CNG Company Limited ("NGC CNG")
- Trinidad and Tobago NGL Limited ("TTNGL")
- Phoenix Park Gas Processors Limited ("PPGPL")
- NGC Pipeline Company Limited ("NPCL")
- NGC NGL Company Limited ("NGC NGL")
- Trinidad and Tobago LNG Limited ("TTLNG")
- NGC E&P Investments Limited ("NGC E&P")
- NGC Caribbean Pipeline Limited ("NCPL")
- NGC Petrochemicals Limited ("NPL")
- NGC Trinidad and Tobago LNG Limited ("NGC LNG")
- Downstream Petrochemical Research and Development Company Limited ("DOWNSTREAM")
- NGC E&P Investments (Barbados) Limited ("NGC E & PIN")
- NGC E&P (Barbados) Limited ("NGC E & PB")
- NGC Group Captive Insurance (Barbados) Limited ("CAPTIVE")

For a full listing of all NGC's shareholdings and equity interests, please see NGC's website at [www.ngc.co.tt](http://www.ngc.co.tt).

The scope of business of NGC and its subsidiary/affiliated companies is as follows:

- Purchase and sale of natural gas
- Transmission and distribution of natural gas, including pipeline

- construction and maintenance
- Processing, fractionation and marketing of natural gas liquids ("NGLs")
- Natural gas market development and merchandising, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments
- Port, marine and site infrastructure development and management
- Equity investment management and shareholdings
- Marketing of compressed natural gas ("CNG")
- Stake in liquified natural gas ("LNG") production and marketing

##### Decision-Making Powers

NGC is governed by a Board of Directors appointed by NGC's sole shareholder/beneficial owner, the Corporation Sole. The current constitution of the Board of Directors is as follows:

- Mr. Conrad Enill – Chairman
- Mr. Kenneth Allum
- Mr. Marcus Ganness
- Mr. Sean Balkissoon
- Ms. Sandra Fraser
- Mr. Dan Martineau
- Mr. Mark Loquan

Five (5) Board Sub-Committees assist in formulating and guiding the business and policies of NGC:

- The Audit Committee ("AC")
- The Finance and Investment Committee ("FIC")
- The Human Resource Committee ("HRC")
- The Tenders Committee ("TC")
- The Operations Committee ("OC")

NGC's Leadership Team ("LT") comprises the President, Mr. Mark Loquan, four (4) Vice Presidents, three (3) Senior Managers and two (2) Managers.

Further details regarding NGC's Leadership Team are available on NGC's website [www.ngc.co.tt](http://www.ngc.co.tt)

##### Company Structure

The four (4) operating Groups within NGC are:

- **The Commercial Group**, which manages upstream gas supply operations, upstream non-operated joint ventures, mid/downstream petrochemical gas sales operations, LNG and petrochemical shareholder management, commercial assurance, power, manufacturing industries and energy efficiency management, energy marketing and trading and gas business development.
- **The Finance and Information Management Group**, whose function includes managing financial operations, treasury and investments, taxation, financial planning and reporting, risk and insurance and information and communication technology.
- **The Legal and Corporate Affairs Group**, which provides records management and corporate and commercial legal services to protect the Company against risk and liability.
- **The Operations Group**, whose main functions include natural gas transportation and distribution, pipeline operations, pipeline maintenance and asset integrity, field engineering and strategic projects.

There are also seven (7) independent Divisions:

- **The Corporate Communications Division** provides corporate social responsibility ("CSR"), communications and branding, and stakeholder and reputation and management services.
- **The Health, Safety, Environment and Security Division**



**THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED**

- provides health, safety, environment and security management services.
- **The Human Resources Division** provides compensation and benefits, organisational development, performance and training, recruitment and talent management, industrial and employee relations, and office management services.
  - **The Internal Audit Division** provides independent, objective assurance and consulting services designed to add value and improve the Company's operations.
  - **The Office of Strategic Management** is responsible for business intelligence, planning and alignment, and strategic initiatives. It facilitates development, alignment and execution of strategy at all levels and assist in monitoring risks in achievement of corporate objectives, applying the requisite quality assurance.
  - **The Supply Chain Management Division** provides project, engineering and operations support, procurement, contract administration, inventory, logistics, warehousing and supply chain management services.
  - **The Projects Division** provides engineering, geomatic engineering, construction engineering, site management, project management, project management controls, commissioning support, and facilities management services.

#### **Effect of Scope of Business on Members of the Public**

The Vision and Mission of NGC and its main operating subsidiaries are as follows:

**Vision:** To be a recognised global leader in the development of sustainable energy-related businesses.

**Mission:** To create exceptional value from natural gas and related energy businesses through our people and strategic partnerships.

NGC creates national value for Trinidad and Tobago through its activities along the natural gas value chain. A value chain is a chain of activities that processes raw material through a number of intermediate stages to a marketable end product. However, in the course of its business, NGC does not normally deal directly with members of the general public in relation to the formulation of policy in, or the administration of, the Public Authority. NGC's activities may, however, potentially impact individuals through the social value of the value chain (i.e. job creation, skills development and positive impact on communities through NGC's CSR activities).

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

##### **Categories of Documents Which are Likely to be in the Possession of NGC**

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

1. **General Administrative and Support Services**
  - a. Records related to property, risk management and office services
2. **Intra-Governmental Correspondence**
  - a. Communication with Ministries and other public authorities
  - b. Reports to the Central Statistical Office and other governmental institutions
3. **Committee Deliberations**
  - a. Minutes and reports of Committees and other internal bodies/committees
4. **Legal Activities**
  - a. Records of decisions, legislation, policies and procedures, contracts (including speciality contracts such as deeds), documents pertaining to litigation and other legal proceedings, tender rules and procedures
5. **Business Activities**
  - a. Business plans, proposals, reviews, reports
  - b. Records related to development, planning and general management of projects

## **FOIA Public Statement 2019**

- c. Records relating to human resource management operations
- d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities
- e. Records of programmes and relations with pipeline communities
- f. Records relating to information resource management facilities, services and technology
- g. Records relating to marketing and business promotions
- h. Performance and audit assessments and analyses
- i. Consultancy, technical, valuation, assessment and various reports which support business decisions
- j. Policies, procedures and manuals, e.g. safety manual, evacuation procedures etc.
- k. Speeches and presentations to public forums, conferences
- l. Records related to the management of corporate events
6. **Financial and Accounting Operations**
  - a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
  - b. Reports to Government, audited financial accounts laid in Parliament and other public Financial entities
  - c. Accounting records
  - d. Records related to control and systems optimisation
  - e. Annual financial reports
7. **Commercial Activities**
  - a. Records related to contract management
  - b. Records related to asset and value management
  - c. Strategy and planning records
8. **Technical Operations**
  - a. Records related to the purchase and sale of natural gas, building and physical infrastructure, including port and marine operations of National Energy and estate management operations of LABIDCO
9. **Health, Safety, Environment and Security**
  - a. Records related to total recordable injuries for contractors and employees and environmental impacts.

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

##### **Documents Prepared for Publication and Inspection**

The following publications and other general information are available on NGC's website [www.ngc.co.tt](http://www.ngc.co.tt):

- GASCO News Magazine (Quarterly)
- NGC's *Sustainability Report* (Annually)
- Various pamphlets, leaflets, booklets, videotapes and brochures relating to natural gas and the natural gas industry
- Annual Reports
- *Beyond the Pipeline* (Semi-Annually)
- Speeches and presentations to public forums, conferences etc.
- Tender rules and procedures.

If in stock and available, the public may also inspect and/or obtain copies of said materials between the hours of 10:00 a.m. and 2:30 p.m. Monday to Thursday at:

The National Gas Company of Trinidad and Tobago Limited  
Corporate Communications Division  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas  
Phone: (868) 636-4662, 4680  
Fax: (868) 679-2384

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

##### **Documents Available by Way of Subscription**

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

**(5) SECTION 7(1) (a) (v)****Procedure to be Followed to Access Official Documents under the FOIA****How to request information**

1. Requests for public documents and public services under the FOIA will be entertained between the hours of 9:30 a.m. and 3:00 p.m. Monday to Friday (except on public holidays).
2. All requests for access to documents that are not readily available in the public domain are to be made, in writing, on the *Request for Access to Official Documents(s) Form* (pursuant to Section 13 of the Act) that is available from the Designated Officer or from the FOIA Unit, Ministry of Communications at their website: [www.foia.gov.tt](http://www.foia.gov.tt).
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer, in writing, in the form of a letter.
4. To ensure prompt handling of requests, please address all requests to the Designated Officer of the National Gas Company of Trinidad and Tobago Limited.
5. Requests will be acknowledged as official only when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.
7. The general policy is to answer all requests for information, both oral and written, in like manner. However, in order to derive the rights given to the applicant under the Act (for example, the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing (and these will be the only requests viewed as official requests under the Act).
8. If insufficient information is provided regarding the information being requested, clarification will be sought from the applicant.
9. If the applicant is not sure how to write his/her request or what details to include therein, prior communication with the Designated Officer or the FOIA Unit, Ministry of Communications, at their website: [www.foia.gov.tt](http://www.foia.gov.tt), is recommended.
10. A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example, by way of brochures, reports, etc. Where possible, the applicant will be directed to these public sources.

**Time Permitted**

1. Applicants will be notified within thirty (30) calendar days or before whether or not their request is approved. Requests may also be partially approved.
2. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.
3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and will resume on the day the applicant confirms or alters the request.
4. An applicant whose request for documents is refused will be notified in writing of the reasons for refusal. The applicant will be informed of alternative recourses that are open to him/her in light of the refusal.
5. Subject to the above item 3, if NGC fails to meet the thirty (30)-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
6. If it appears that processing the applicant's request may take longer than the thirty (30)-day statutory limit, NGC will acknowledge the receipt and advise the applicant of its status and may request a formal extension of time to deliver the requested information (which must be approved by the applicant).
7. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request and to ascertain its status.
8. NGC will count the delivery date of the request as the date it was

**FOIA Public Statement 2019**

received by mail or the date it was delivered to the Designated Officer via e-mail.

**Fees and Charges**

1. 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 form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of said material.
2. Details of charges for duplication of documents will be determined based upon individual requests by applicants.
3. Applicants will be required to complete an official company invoice before funds are paid to the Cashier.

**(6) SECTION 7(1) (a) (vi)**

The Designated Officer in NGC is responsible for:

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

The Designated Officer is:

Venishea Paynter  
The National Gas Company of Trinidad  
and Tobago Limited  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas, Couva  
Phone: (868)636-4662/4680 ext. 1553  
Fax: (868) 636-9405  
Email: [venishea.paynter@ngc.co.tt](mailto:venishea.paynter@ngc.co.tt)

The Alternate Designated Officer is:

Alicia Neebar  
The National Gas Company of Trinidad  
and Tobago Limited  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas, Couva  
Phone: (868)636-4662/4680 ext. 1563  
Fax: (868) 636-9405  
Email: [alicia.neebar@ngc.co.tt](mailto:alicia.neebar@ngc.co.tt)

**(7) 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 limits of this Section of the Act.

**(8) SECTION 7(1) (a) (viii)****Reading Room Facilities**

Information in the public domain can be accessed through our website at [www.ngc.co.tt](http://www.ngc.co.tt). General information enquiries can be made to the Manager - Corporate Communications Division at (868) 636-4662/4680. Ext. 2102.

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3:00 p.m. Monday to Friday (except public holidays) in the designated reading area located at:

Administration Building  
The National Gas Company of Trinidad  
and Tobago Limited  
Orinoco Drive  
Point Lisas Industrial Estate  
Point Lisas, Couva

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility.



THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED

#### STATEMENTS UNDER SECTION 8 OF THE ACT

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

1. Safety policy and procedures
2. Tender rules and procedures
3. Recruitment policy
4. Visitors' security policy
5. Third-party accident/injury policies and procedures
6. Information management policies and procedures

These documents fall under the following categories:

##### 1) SECTION 8(1) (a) (i)

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

##### 2) 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.

##### 3) 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, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

#### STATEMENTS UNDER SECTION 9 OF THE ACT

At NGC, the following documents may fall into the categories set out in Section 9 of the Act:

##### 1) SECTION 9(1) (a)

A report or statement containing the advice or recommendations of a body or entity established within The National Gas Company of Trinidad and Tobago Limited.

- i. Policies and procedures relating to:
  - a. The issuing and evaluation of tenders and contracts
  - b. Personnel administrative matters
  - c. Information technology
  - d. Lease acquisition
  - e. Governance issues
- ii. Accident/incident reports
- iii. Pipeline inspection reports
- iv. Environment and safety reports and recommendations

##### 2) SECTION 9(1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside of NGC by or under written law, or by a Minister of Government or other public authority for the purpose of submitting reports, providing advice or making recommendations to NGC or to the responsible Minister.

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

##### 3) SECTION 9(1) (c)

A report or statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of NGC.

- i. Reports containing advice and /or recommendations from:
  - a. Human Resources Committee ("HRC")
  - b. Operations Committee ("OC")
  - c. Tenders Committee ("TC")
  - d. Audit Committee ("AC")
  - e. Finance and Investment Committee ("FIC")

##### 4) SECTION 9(1) (d)

A report, or statement, containing the advice or recommendations of a committee established within NGC, to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of NGC who is not a member of the committee.

## FOIA Public Statement 2019

- i. Accident/incident reports
- ii. Pollution claims
- iii. Periodic financial data reports

##### 5) SECTION 9(1) (e)

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

- i. Feasibility studies
- ii. Environmental Impact Assessments
- iii. Pre-lay and post-lay surveys
- iv. Scientific tests relating to natural gas

##### 6) SECTION 9(1) (f)

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

- i. Environmental Impact Assessments
- ii. Consultancy reports
- iii. Means and assets/investigative reports
- iv. Financial reports and audits
- v. Health, Safety and Security reports

##### 7) SECTION 9(1) (g)

A report prepared within NGC 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

- i. Feasibility studies
- ii. Environmental Impact Assessments

##### 8) SECTION 9(1) (h)

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

- I. Financial reports
- II. Audit reports
- III. Project status reports

##### 9) SECTION 9(1) (i)

A report containing (1) final plans or proposals for the reorganisation of the functions of NGC, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by NGC, whether or not the plans or proposals are subject to approval of an officer of NGC, another public authority, the responsible Minister, or Cabinet.

- i. Budgets
- ii. Business Plans
- iii. Strategic Plans

##### 10) SECTION 9(1) (j)

A statement prepared within NGC and containing policy directions for the drafting of legislation.

At this time, we have no such statements.

##### 11) SECTION 9(1) (k)

A report of a test carried out within NGC on a product for the purpose of purchasing equipment.

At this time, we have no such statements.

##### 12) SECTION 9(1) (l)

An environmental impact statement prepared within NGC.

At this time, we have no such statements.

##### 13) SECTION 9(1) (m)

A valuation report prepared for NGC by a valuator, whether or not the valuator is an officer of NGC.

- i. Valuation reports
- ii. Actuarial reports



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
**PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS**

## FOIA PUBLIC STATEMENT 2019

Under the Freedom of Information Act 1999 (FOIA), **PHOENIX PARK GAS PROCESSORS LIMITED (PPGPL)** is required by law to publish certain information for the benefit of the public. This includes the structure and functions of PPGPL and a list of categories of documents held by PPGPL. It also identifies those documents which are eligible for public access under the Act and sets out how to obtain the same. The following satisfies the legislative requirements of the Act and is a Public Statement pursuant to Section 7(1) (b) of the Act.

The Act gives members of the public:

1. A legal right to access information held by the Public Authority.
2. A legal right to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

PPGPL publishes the following information as approved by the Ministry of Energy and Energy Industries.

### STATEMENTS UNDER SECTION 7 OF THE ACT

#### SECTION (7) (1) (a) (i)

**PPGPL** is a Trinidad and Tobago Company incorporated on 26th May 1989 under the Companies Ordinance Chapter 31 No 1 and continued as a Company on 14th April 1999 under the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago, with its registered office at Rio Grande Drive, Point Lisas Industrial Estate, Point Lisas, Couva.

**The Scope of the Business of PPGPL is as follows:**

PPGPL is a subsidiary company of the National Gas Company of Trinidad and Tobago Limited with its registered office located at Rio Grande

Drive, Point Lisas Industrial Estate, Point Lisas, Couva. Its core business consists of natural gas processing, natural gas liquids (NGLs) aggregation, fractionation and marketing. PPGPL owns and operates Trinidad and Tobago's only natural gas processing and NGLs fractionation plant and is the largest producer and marketer of propane, mixed butane, isobutane and natural gasoline. The facility consists of a gas processing straddle plant incorporating three (3) cryogenic trains with a design capacity totalling 1.95bcfd; three (3) NGLs fractionators that separate propane, butane and natural gasoline; one (1) butane splitting facility that produces normal butane and isobutane; six (6) product storage tanks; one (1) 54 kilometer NGL pipeline; and one (1) marine LPG loading dock.

### Corporate Information

PPGPL is governed by a Board of Directors appointed by its Shareholders. The Shareholders of PPGPL are as follows: NGC NGL Company Limited (51%), Trinidad and Tobago NGL Limited (39%) and Pan West Engineers & Constructors LLC (10%). The members of the Board of Directors are as follows:

- Mr. Conrad Enill
- Mr. Kenneth Allum
- Mr. Marcus Ganness
- Mr. Mark Loquan
- Mr. Dan Martineau
- Mr. Navin Rajkumar

There are five (5) Board sub-committees which assist in formulating and guiding the business and policies of PPGPL:

- The Audit Committee
- The Finance and Investment Committee
- The Human Resource Committee
- The Tenders Committee
- The Operations Committee

PPGPL's Leadership Team comprises:

- The President – Mr. Dominic Rampersad
- Five (5) Vice Presidents as follows:
  - Vice President Operations – Mr. Colin Ramesar

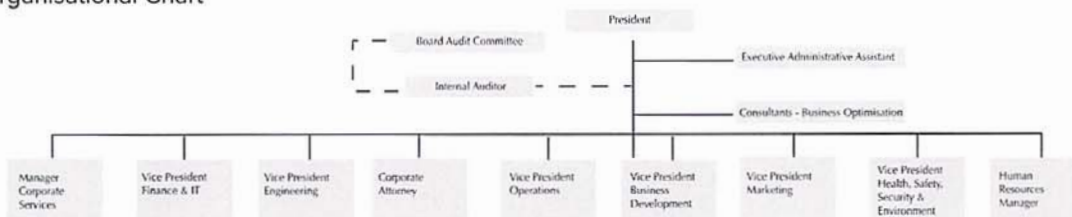


THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

### Company Structure

#### Organisational Chart



- Vice President Finance and Information Technology – Ms. Dawn Callender
- Vice President Business Development – Mr. Alvin Dookie
- Vice President Engineering – Ms. Charlene Beepath
- Vice President Marketing – Mr. Matik Nicholls
- Three (3) Managers as follows:
  - Manager Human Resources – Ms. Rehea Jaikaran
  - Manager HSSE – Ms. Lydia Lee Chong
  - Manager Corporate Services – Ms. Zareen Mohammed
- The Corporate Attorney – Ms. Florence Mulchansingh

#### The Operating Groups are as follows

- **Operations**  
The Operations department's main responsibility is to operate and maintain the natural gas processing facility and offsite assets. The sections in the Operations Department are as follows: General Operations, Processing (Plant Processing and Offsite and Measurement), Regulatory Services, Production Management (Plant Engineering, Advance Process Controls and Laboratory Services), Maintenance (Instrumentation and Electrical, Planning, Mechanical, Inspection and Reliability). The function also provides support to Business Development and Engineering functions in the development and implementation of selected growth projects.

- **Finance & Information Technology**  
The Finance and Information Technology department provides accounts payable, accounts receivable, payroll, financial reporting, taxation, information technology, management accounting; project cost accounting, risk management.
- **Business Development**  
The Business Development department is responsible for the growth strategy of the company. This involves the creation of value adding business consistent with corporate strategic objectives, including the identification, evaluation, screening, promotion, development and implementation of selected growth projects. The function also supports the technical development by the Engineering Department.
- **Engineering**  
The Engineering department leads and provides detailed technical support and multi-disciplined engineering expertise for the development of PPGPL's strategic growth initiatives, plant improvement projects and solutions to chronic plant problems. The department is also responsible for the safe implementation of capital growth and plant modification projects through to commissioning and start-up.
- **Marketing**  
This group's functions include
  - Marketing propane, butane, isobutane, natural gasoline and condensate,
  - Commercial Services – Commercial Analysis, Sales Contract Negotiations and Contract Management,



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

- Industry Analysis, Market Research and Intelligence,
- Shipping and Logistics Management.
- **Human Resources**  
The Human Resources department has the responsibility for the development, implementation and management of human resource systems and policies for PPGPL. The department manages the planning, organising and controlling of all human resource management activities as it affects recruitment and selection, compensation and benefits administration, policy administration, training and career development, employee relations and organisation development activities.
- **Health Safety, Security and the Environment**  
The Health Safety Security and Environment (HSSE) department is responsible for occupational health, personal and process safety management oversight. Additionally, the department provides security and environmental best practice guidance to facilitate PPGPL's continued adherence to regulatory and industry best practice codes and standards.
- **Corporate Services**  
Corporate Services comprises Supply Chain Management, Administrative Services and Public Relations. Supply Chain Management manages procurement of goods and services, customs and warehousing. Administrative Services manages the facilities, offices, equipment and supply, kitchen services, travel and vehicles. Public Relations manages PPGPL's corporate communications, stakeholder relations, branding and reputation management and corporate social responsibility.
- **Legal & Corporate Secretarial Services**  
The Corporate Attorney is responsible for providing legal support and services for the Company and Corporate Secretarial services.

### Effect of Scope of Business on Members of the Public

The framework for the scope of business of PPGPL is as follows:

#### Group Vision:

*To be a recognised global leader in the development of sustainable energy-related businesses.*

#### Group Mission:

*To create exceptional value from natural gas and related energy businesses through our people and strategic partnerships.*

In the course of the business PPGPL does not normally deal directly with members of the general public in relation to formulation of policy in, or the administration of the Public Authority.

### SECTION 7 (1) (a) (ii)

#### Categories of Documents in the Possession of PPGPL:

PPGPL maintains records that relate to its administrative functions, support services and its technical operations (relating to its core business activities). These records are generally categorised as follows:

1. General Administrative and Support Services:
  - a. Records related to property management, risk management and office services.
  - b. Files dealing with administrative documents for the operations of PPGPL.
  - c. Inventory Files.
2. Committee Deliberations
  - a. Minutes and Reports of Committees and of other internal bodies.
3. Legal Activities
  - a. Records of decisions, legislation, policies and procedures, contracts, opinions, documents pertaining to litigation and other legal proceedings, tender rules and procedure.
4. Human Resource Activities
  - a. Records relating to Human Resource Management operations – Records regarding personnel and employment management.



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

- b. Records relating to Training Plans and Administration of local and foreign training.
- c. Records relating to the recruitment and selection of personnel.
- d. Records relating to employee compensation and benefits.
- e. Records pertaining to the Performance Management System.
- f. Records pertaining to Employee Relations activities.
5. Business/Marketing Activities
  - a. Documents relating to the strategic review and business development of PPGPL.
  - b. Business plans, proposals, reviews, reports, process and procedures; project charters, reports relating to risk assessments.
  - c. Records related to development, planning, general management and execution of projects.
  - d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities.
  - e. Records relating to information resource management facilities, services and technology.
  - f. Records relating to marketing and business promotions.
  - g. Performance and audit assessments and analyses.
  - h. Consultancy, technical, valuation, assessment and various reports which supports business decisions.
  - i. Policies, procedures and manuals, e.g. safety manual, evacuation procedures.
  - j. Speeches and presentation to public forums, conferences.
  - k. Records related to the management of corporate events.
  - l. Registers, approvals, licences, contracts, memoranda of understanding etc.
  - m. Records relating to customs, receipt, disposal, shipping and brokerage information.
  - n. Reports and presentation dealing with marketing/ commercial studies, analyses and presentations.
  - o. Reports and Presentations to be placed before the Board of Directors or Sub-Committees of the Board of Directors.
  - p. Files dealing with tenders issued by PPGPL.
  - q. Files dealing with matters relating to the procurement of supplies, services and equipment – Contract Administration.
6. Financial Accounting Operations
  - a. Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management, etc.
  - b. Reports to government, audited financial accounts.
  - c. Accounting records.
  - d. Annual financial reports.
7. Technical Operations
  - a. Records related to the purchase and sale of natural gas, building and physical infrastructure etc.
  - b. Scientific and technical files/reports.
  - c. Files dealing with maintenance activities.
  - d. Reports on the Plant Thermal Reduction (PTR) between PPGPL and the National Gas Company of Trinidad and Tobago Limited (NGC).
  - e. Equipment Inspection Reports.
  - f. Incident Investigation Reports.
8. Environment, Health, Safety and Security
  - a. Files dealing with Health Safety and Environmental Issues (HSSE).
9. Policy and Procedure documents – Policy and Procedure and rules of the Organisation as it relates to the Board of Directors and Shareholders.
10. Policy and Procedure documents as they relate to PPGPL.

### SECTION 7 (1) (a) (iii)

Documents prepared for publication and inspection

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 10 a.m. and 2.30pm normal working days at:



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

Phoenix Park Gas Processors Limited  
Public Relations Department  
PPGPL Administration Office  
Rivulet Road, Couva  
Phone: 636-1522  
Fax: 636-1128  
Email: Florence.Mulchansingh@PPGPL.co.tt

- Various pamphlet, leaflets, booklets and brochures relating to natural gas and the natural gas industry;
- Annual Financial Reports;
- Speeches and presentations to public forums, conferences;
- Tenders' Rules and Procedures.

If distribution copies of these publications are out of stock, requestors will be required to pay for photocopying of duplication.

- General information is also available on the PPGPL's website: [www.ppgpl.com](http://www.ppgpl.com)

### SECTION 7 (1) (a) (iv)

#### Documents available by way of subscription:

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

### SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the FOIA

1. Requests and public services under the FOIA will be entertained between the hours of 10:00a.m. and 2.30p.m. only (Monday to Friday, excluding public holidays);
2. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Documents Form that is available at the Reception area, PPGPL Administrative Office or from the FOIA Unit at their website address: [www.foia.gov.tt](http://www.foia.gov.tt)
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter;
4. To ensure prompt handling of requests, the request should be addressed to the Designated Officer of PPGPL;

5. Requests will be acknowledged as official when made on the prescribed form;
6. Applicants must provide sufficient information to enable the Designated Officer to obtain the document(s) being requested;
7. The general policy is to answer all requests for information, both oral and written. However, in order to derive the right given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such a request for information in writing;
8. If insufficient information is provided, clarification will be sought from the applicant;
9. If the applicant is not sure how to write his/her request or what details to include therein, communication with the Designated Officer is recommended;
10. A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from the public authority or from another public authority for example, by way of brochure, pamphlets, reports etc.

#### Time Allowed:

11. Applicants will be notified within 30 calendar days or before whether or not the request is approved.
12. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer who will make arrangements to meet with the applicant for consultation, with a view to clarifying the request.
13. The time limit of 30 calendar days will be suspended while consultation with the applicant is being undertaken and will resume on the day the applicant confirms or alters the request.
14. An applicant, whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative resources that are open to him/her.



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

15. If PPGPL fails to meet the 30-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
16. If it appears that processing the applicant's request may take longer than the statutory limit, PPGPL will acknowledge the request and advise the applicant of the issue.
17. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request and to ascertain its status.

### Fees and Charges:

18. 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, Section 17(2) states that where access to an official document is to be given in the form of printed copies, or copies in some form such as tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for the duplication of the said material.
19. Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
20. Applicants will be requested to complete an official company invoice before funds are paid to the Cashier.

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

#### Officers in PPGPL responsible for:

1. The initial receipt of an action upon notices under Section 10
  2. Requests for access to documents under section 13
  3. Application for correction of personal information under Section 36 of the FOIA
- The Designated Officer for PPGPL is *Florence Mulchansingh* and the Alternate Officer is *Indira Rampersad*

All communication should be addressed as follows:

**Designated Officer**  
**FLORENCE MULCHANSINGH**  
Phoenix Park Gas Processors Limited

PPGPL Administrative Office  
Rivulet Road  
Couva  
Phone: 636-1522  
Fax: 636-1128  
Email: [Florence.Mulchansingh@PPGPL.co.tt](mailto:Florence.Mulchansingh@PPGPL.co.tt)

### Alternate Officer

#### INDIRA RAMPERSAD

Phoenix Park Gas Processors Limited  
PPGPL Administrative Office  
Rivulet Road  
Couva  
Phone: 636-1522 ext. 6008  
Fax: 636-1128  
Email: [Indira.Rampersad@PPGPL.co.tt](mailto:Indira.Rampersad@PPGPL.co.tt)

To contact PPGPL, the public may  
Phone: 636-1522 ext. 6300  
Fax: 636-1128  
Email: [pr@ppgpl.com](mailto:pr@ppgpl.com)

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

Advisory boards, councils, committees and other bodies (where meetings/minutes are open to the public)

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

### SECTION 7 (1) (a) (viii)

Library/reading room facilities  
Information in the public domain can be accessed through our website at [www.ppgpl.com](http://www.ppgpl.com). General Information enquiries can be made to the Public Relations Department, 636-1522 ext. 6405.

At this time there, is no designated reading room. For the purpose of FOIA reference, documents may be viewed between 10.00a.m and 2.30p.m in an area designated to accommodate the request, located at:

Phoenix Park Gas Processors Limited  
PPGPL Administration Office  
Rivulet Road  
Couva



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

All members of the public will be requested to adhere to the rules and regulations outlined for use of the facility.

### STATEMENTS UNDER SECTION 8 OF THE ACT

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

- Safety Policy and Procedure.
- Tenders Rules and Procedures.
- HR Policies and Procedures.

#### SECTION 8 (1) (a) (i)

This sub-section pertains to documents utilised by the public authority for its use and guidance in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments. These documents contain interpretations or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

#### SECTION 8 (1) (a) (ii)

Manuals, rules of procedures, 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.

#### 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, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

### STATEMENTS UNDER SECTION 9 OF THE ACT

This section applies, in respect of a public authority, to any document that is -

#### SECTION 9 (1) (a)

A report or a statement containing the advice or recommendations, of a body or entity established within PPGPL.

1. Policies and procedures relating to:
  - a. The issuing and evaluation of tenders

and contracts.

- b. Personnel and administrative matters.
- c. Information technology.
2. Accident/incident reports.
3. Inspection reports.
4. Environment and safety reports and recommendations.

#### SECTION 9 (1) (b)

A report, or a statement containing the advice or recommendations of a body or entity established outside PPGPL 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 PPGPL or to the responsible Minister of PPGPL. At this time there are no such reports.

#### SECTION 9 (1) (c)

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

1. Reports containing advice and/or recommendations from:
  - a. Safety Committee.
  - b. Wellness Committee.
  - c. Pension Committee.
  - d. Philanthropic Contributions Committee.
  - e. Management Tenders Committee.

#### SECTION 9 (1) (d)

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

1. Accidents/incident reports.
2. Periodic financial data reports.
3. Business Development Projects.
4. Disciplinary Action/Procedures.
5. Hazard and Risk Assessments.

#### SECTION 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for PPGPL by a scientific or technical expert,



THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE  
FREEDOM OF INFORMATION ACT RELATING TO  
PHOENIX PARK GAS PROCESSORS LIMITED AND ITS OPERATIONS

## FOIA PUBLIC STATEMENT 2019

whether employed within PPGPL or not, including a report expressing the opinion of such an expert on scientific or technical matters.

1. Feasibility studies.
2. Risk Assessments.
3. Environmental Impact Assessment.
4. Pre-lay and Post-lay surveys.
5. Scientific tests relating to NGLs and purity products.
6. Engineering or Technical Studies

### SECTION 9 (1) (f)

A report prepared for PPGPL by a consultant who was paid for preparing the report

1. Environmental Impact Assessments.
2. Consultancy reports.
3. Means and assets/investigative reports.
4. Financial Reports and audits.
5. Health, Safety and Security reports.
6. Risk Assessment.
7. Commercial/Marketing Studies.

### SECTION 9 (1) (g)

A report prepared within PPGPL 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.

1. Feasibility studies.
2. Environmental impact assessments.
3. Business Development/Engineering Decision Support Packages.

### SECTION 9 (1) (h)

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

1. Financial reports.
2. Audit reports.
3. Project status reports.
4. Pension plan reporting.
5. Savings plan reporting.
6. CEC reports.

7. Environmental compliance reports.

### SECTION 9 (1) (i)

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

1. Budgets.
2. Business Plans.
3. Strategic Plans.
4. Strategic Staffing.
5. Corporate Workplans.
6. Approved Organisation Charts and Structural Changes.

### SECTION 9 (1) (j)

A statement prepared within PPGPL and containing policy directions for the drafting of legislation

At this time, PPGPL has no such statements.

### SECTION 9 (1) (k)

A report of a test carried out within PPGPL on a product for the purpose of purchasing equipment.

At this time, PPGPL has no such reports.

### SECTION 9 (1) (l)

An environmental impact statement prepared within PPGPL.

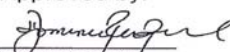
1. EIA for Growth Projects.

### SECTION 9 (1) (m)

A valuation report prepared for PPGPL by a valuator, whether or not the valuator is an officer of PPGPL.

1. Valuation reports.
2. Actuarial reports.

Approved by:

  
DOMINIC RAMPERSAD  
PRESIDENT

2517

### 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 Secretary of the Licensing Committee for the Licensing District of St. George East, Arima Area, by Shrimattie Bachew and Westbees Development Limited of No. 101, Columbus Circle, Westmoorings and Corner Cane Farm Road and Eastern Main Road, that it is her intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 14TH DAY OF JANUARY, 2020 at 9.00 o'clock in the forenoon for a transfer to her of the Spirit Grocer's Licence now held by Watson George and Athabasca Limited in respect of premises situate at Corner Cane Farm Road and Eastern Main Road, Arouca.

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

T. RAMSINGH  
Secretary, Licensing Committee  
Arima

2518

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 Neela Sastri Maharaj of 40, Riverside Drive, Lady Hailes Avenue, San Fernando, that it is her intention to apply to the Licensing Committee at the San Fernando Magistrate's Court on FRIDAY THE 10TH DAY OF JANUARY, 2020 for a transfer to her of the Licence to carry on the trade of a Spirit Grocer, now held by Winston Ramjohn and Neela Sastri Maharaj in respect of premises situate at No. 2, Todd Street, San Fernando, in the said District.

Dated this 16th day of December, 2019 at the San Fernando Magistrates' Court.

R. YOUNG  
Secretary, Licensing Committee  
San Fernando