



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1424

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Resolution—(Legal Notice No. 350 of 2020).

Common External Tariff (Suspension) (No. 6) Order 2020—(Legal Notice No. 351 of 2020).

Common External Tariff (Variation of Duty) (No. 6) Order 2020—(Legal Notice No. 352 of 2020).

1425

APPOINTMENT OF JUSTICE OF APPEAL

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 104(1) of the Constitution of the Republic of Trinidad and Tobago, Her Excellency the President, acting in accordance with the advice of the Judicial and Legal Service Commission, has appointed JUSTICE JAMES ABOUD, Justice of Appeal, with effect from the 1st day of November, 2020.

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

28th October, 2020.

1426

APPOINTMENT OF AN ACTING COMMANDANT

IN ACCORDANCE with section 3(2) of the Cadet Force Act, Chap. 14:02 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that Her Excellency the President, has approved for the continued appointment of LIEUTENANT COLONEL REYNOLD YORK, Deputy Commandant of Trinidad and Tobago Cadet Force, to act in the position of Commandant, over the period 1st January, 2020 to 31st December, 2020.

G. JOSEPH
*Acting Permanent Secretary
Ministry of National Security*

30th September, 2020.

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PROMOTION IN THE TRINIDAD AND TOBAGO DEFENCE FORCE

IN ACCORDANCE with the provisions of section 13, of the Defence Act, Chap. 14:01 of the Laws of Trinidad and Tobago, it is notified for general information that Her Excellency the President has promoted No. 30056 FLYING OFFICER JONATHAN HO in the Trinidad and Tobago Defence Force (Air Guard) to the rank of Flight Lieutenant, with effect from November 23rd, 2019.

G. JOSEPH
*Acting Permanent Secretary
Ministry of National Security*

30th September, 2020.



**2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF
INFORMATION ACT 1999**

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

The FOIA gives members of the Public:

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

Section 7 Statements

Section 7 (1) (a) (i)

Vision Statement:

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

Mission Statement:

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

2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPost)—CONTINUED

Structure and Function

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

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

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

TTPost is structured into five (5) Divisions. Those Divisions are Operations, Sales and Marketing, Finance, Human Resources and the Office of the Corporate Secretary/ Legal Officer.

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

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

The Finance Division provides a wide range of professional and financial services, including: cash management, inventory management, budget planning, accounting, and reporting and risk management. This Division is made up of the Accounts, Information Technology and Stores Departments. The Division is headed by the General Manager, Finance.

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

The Office of Corporate Secretary/ Legal Officer is responsible for the management of legal and compliance matters and the records of the Corporation. All contracts involving TTPost are

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2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

channelled through this Division, which also manages rented property and legal aspects of the properties to be vested in the Corporation. This Division also provides support to the Board of Directors and the Committees of the Board. This Division houses the Legal Department and the Records Department. The Division is headed by the Corporate Secretary/Legal Officer.

Products and Services Offered to Members of the Public

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

The following are Core Mail Services provided by the Corporation:

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

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

- Western Union Money Transfer (Tobago only)
- Local Courier Service
- International Courier Service
- Direct Marketing - Direct and Unaddressed Mail
- International Shopping Service
- Stationery Supplies and other seasonal merchandise
- Inland Money Orders
- Encashment of Pension Cheques (Toco and Tobago only)

2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPost)—CONTINUED

Section 7 (1) (a) (ii)

Categories of Documents in possession of TTPost

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

Section 7 (1) (a) (iii)

Materials prepared for publication or inspection

- Annual Reports
- Brochures
- Advertisements
- Public Notices
- Press Releases

Persons wishing to inspect published material can visit:

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

Or our Website: www.ttpost.net

2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

Section 7 (1) (a) (iv)

Literature available by subscription

There are no documents available by way of subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from TTPost

How to request Information:

▪ **General Procedure**

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

▪ *Addressing Requests*

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

▪ *Details in the Request*

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

Requests not handled under the FOIA

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

2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

Responding to Requests

▪ *Retrieving Documents*

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

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

▪ *Furnishing Documents*

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

TTPost is not compelled to do the following:

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

Time Limits

▪ *General*

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

2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPost)—CONTINUED

telephone or write to the Designated Officer in order to confirm receipt of the request and to ascertain its status.

▪ *Time Allowed*

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

Section 7 (1) (a) (vi)

Officers in TTPost responsible for:

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

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

Designated Officer:

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

Alternate Officer:

Mrs. Coreine Debisette- Williams
Executive Assistant
Office of the Corporate Secretary/ Legal
Officer
National Mail Centre
Trinidad and Tobago Postal Corporation
240-250 Golden Grove Road
Piarco 350462
Tel: 669-5361
Email: coreine.debisette@ttpost.net

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (Where meetings/minutes are open to the public)

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

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THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

Section 7 (1) (a) (viii)

Library/reading room facilities

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

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

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

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

Members of the public may:

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

Section 8 Statements

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

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

- The Human Resources Policy and Procedure Manual
- Credit Facility Requirements Policy
- Overseas Travel Policy
- Disposal of Fixed Assets Policy
- Petty Cash Policy

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THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

- Internet and Email Facilities Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Requisitioning Recurrent Purchases Policy
- Customer Complaint Enquiry Handling Policy
- Policy Standards Policy
- Business Ethics Policy
- Contractor Policy
- Health Safety and Environment Policy
- Vending Policy
- Visitors Policy
- Contract Management Policy
- Confidentiality of Company Information Policy
- Internal Service Level Standards – Corporate Services
- TTPost Purchasing and Procurement Policies and Procedures Manual
- Franchise Policy
- Credit and Collections Policy
- Records Management Policies and Procedures

Section 9 Statements

Section 9 (1) (a)

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

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

Section 9 (1) (b)

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

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

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THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

Section 9 (1) (c)

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

This section is not applicable

Section 9 (1) (d)

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

This Section is not applicable.

Section 9 (1) (e)

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

- Transit Time Surveys
- Customer Satisfaction Surveys

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

2020 UPDATED PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION (TTPOST)—CONTINUED

This section is not applicable.

Section 9 (1) (h)

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

- Auditor General Reports

Section 9 (1) (i)

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

This Section is not applicable.

Section 9 (1) (j)

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

This Section is not applicable.

Section 9 (1) (k)

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

This Section is not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the Public Authority.

This Section is not applicable.

Section 9 (1) (m)

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

- Property Valuations
- Vehicle Valuations

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NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

[Section 461(3) of the Companies Act, 1995, Chap. 81:01]

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

ALAMANDA FARMS LTD.—A 6567 (95)
 CANICMAS LIMITED—C 848 (C)
 CREATIVE ARTS FOUNDATION OF TOBAGO—
 C 5871 (95)
 RIS-TRIN INDUSTRIAL SERVICES LIMITED—
 C 2014091502168 (95)
 METAMORPHOSIS LIMITED—M 3038 (95)
 KARIBBEAN KOUpons COMPANY LIMITED—
 K 2239 (95)
 I & J SOOKDEO COMPANY LIMITED—I 1124 (95)
 SANTOSH GENERAL CONTRACTORS LIMITED—
 S 7070 (95)
 TOWER BOLT CONSTRUCTION COMPANY LTD.—
 T 6069 (95)
 VIDWATIE NAVIN HARRY ENTERPRISES
 LIMITED—V 1065 (95)
 ROYAL ROTI SHOP COMPANY LIMITED—
 C 2013062504177
 GRAD TRANSPORTATION SERVICES LTD.—
 C 2014061300601
 HAROON INVESTMENTS LTD.—C 2014120403803
 NATHCO HARDWARE LIMITED—C 2015011504501
 TSI HANGGERS LTD.—C 2015030205390
 STEEL CHEM INDUSTRIES LTD.—C 2015091409803
 CALLALOO ART EXCHANGE—C 2015122902633
 SAINT OSWALD COMMUNITY CHURCH—
 C 2016041105203
 F & A GIFT SHOPPE LTD.—C 2017112709001
 BUSARIS TRADING LIMITED—C 2018083006181
 COMMUNIQUE DEBT RECOVERY. COM LIMITED—
 C 2018111207760
 SAMUVAN LIMITED—C 2018081005814

Dated this 17th day of July, 2020 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

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

SAN FERNANDO

NOTICE is hereby given that by lawful authority under the provisions of section 18(3) of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of Victoria West, San Fernando Area, has appointed THURSDAY THE 19TH DAY OF NOVEMBER, 2020 at the hour of 1.00 o'clock in the afternoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Lee Pollonais of No. 1260 Sugar Ridge Road, Block 7, Palmiste, for a Certificate authorizing him to obtain a Spirit Grocer's Licence in respect of premises situate at VI Bryan's Gate, San Fernando-Siparia-Erin Road, Phillipine.

Dated this 30th day of October, 2020 at the San Fernando Magistrates' Court.

R. YOUNG
*Secretary, Licensing Committee
 Victoria West*

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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 Ronald Zanda Salina of No. 88, Orange Flat, Arima, that it is his intention to apply to the Licensing Committee at the Arima Magistrate's Court on WEDNESDAY THE 18TH DAY OF NOVEMBER, 2020 at 9.00 o'clock in the forenoon for a transfer to him of the Special Restaurant Licence now held by Stephon Ramkissoon in respect of premises situate at No. 88, Orange Flat, Arima.

Dated this 28th day of October, 2020 at the Arima Magistrate's Court.

T. RAMSINGH
*Secretary, Licensing Committee
 Arima*

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CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Chairperson of the Licensing Committee for the Licensing District of the County of Caroni, Couva Area, by Shiva Boodoo of 368, Southern Main Road, St. Mary's Village, Carapichaima, that it is his intention to apply to the Licensing Committee at the Couva Magistrate's Court on THURSDAY THE 12TH DAY OF NOVEMBER, 2020 at 1.00 o'clock in the afternoon for a transfer to him of the Special Restaurant Licence now held by Canhe Huang, in respect of premises situate at 368, Southern Main Road, St. Mary's Village, Carapichaima, in the said district.

Dated this 29th day of October, 2020 at the Couva Magistrate's Court.

S. RAMNATH
*Chairperson, Licensing Committee
 Couva*