



TRINIDAD AND TOBAGO GAZETTE

VOL. 59

Caroni, Trinidad, Thursday 31st December, 2020—Price \$1.00

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No.	GAZETTE NOTICE	PAGE	No.	GAZETTE NOTICE	PAGE
1670	Notice re Supplements	3233	1674	Probate and Letters of Administration—Applications	3234
1671	Assent to Act Appointments—	3233	1675	Central Bank, Weekly Statement of Account as at 23rd December, 2020	3236
1672	As President of the Industrial Court	3234	1676	Heritage Petroleum Company Limited—Public Statement	3237
1673	To the Integrity Commission	3234			

THE FOLLOWING HAS BEEN ISSUED:

ACT No. 27 of 2020—“An Act to amend the Public Procurement and Disposal of Public Property”.—(80 cents).

1670

SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part A—

Act No. 27 of 2020—“An Act to amend the Public Procurement and Disposal of Public Property”.

Legal Supplement Part B—

Value Added Tax (Amendment to Schedule 2) (No. 2) Order, 2020—(Legal Notice No. 418 of 2020).

Customs (Remittance of Customs Duty) Order, 2020—(Legal Notice No. 419 of 2020)

Miscellaneous Taxes (Remittance of Online Purchase Tax) Order, 2020—(Legal Notice No. 420 of 2020)

1671

ASSENT TO ACT

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

<i>Number of Act</i>	<i>Short Title of Act</i>	<i>Date of Assent</i>
27 of 2020	The Public Procurement and Disposal of Public Property (Amendment) Act, 2020.	29th December, 2020

29th December, 2020.

J. SAMPSON-MEIGUEL
Clerk of the House

1672

APPOINTMENT OF THE PRESIDENT OF THE INDUSTRIAL COURT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with Chief Justice, in exercise of the power vested in her by section 4(3) of the Industrial Relations Act, Chap 88:01, has appointed HER HONOUR DEBORAH THOMAS-FELIX, President of the Industrial Court, for a period of three (3) years with effect from 13th December, 2020.

10th December, 2020.

C. JACKMAN-WALDRON
Secretary to Her Excellency
the President

1673

APPOINTMENT OF A MEMBER OF THE INTEGRITY COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, after consultation with the Prime Minister and Leader of the Opposition, in exercise of the power vested in her by section 4(4) of the Integrity in Public Life Act, Chap 22:01, has appointed Ms. SANDRA HONORÉ, as a member of the Integrity Commission, for a period of three (3) years with effect from 17th December, 2020.

17th December, 2020.

C. JACKMAN-WALDRON
Secretary to Her Excellency
the President

1674

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

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

LETTERS OF ADMINISTRATION of the estate of **MAYLEAN HACKETT** otherwise **MAYLEAN SENORA HACKETT** of 15, Edward Lee Street, Les Efforts East, San Fernando, Trinidad, who died on the 24th day of October, 2018, by **Jerome Hackett** and **Jaime Hackett** both of the same place, her sons and the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **JUNE CALLENDER** of 35, Crescent Gardens, Mausica Road, d'Abadie, Arima, Trinidad, who died on the 6th day of February, 2020, by **Clifford Selwyn Callender** otherwise **Clifford Callender** of the same place, her lawful husband;

PROBATE of the Will dated the 27th day of January, 1986, of **CHRISTOPHER STEPHEN MACLEAN** otherwise **CHRISTOPHER STEPHEN MAC CLEAN** of 123, Alexander Road, Westmoorings, Diego Martin, Trinidad, who died on the 4th day of September, 2019, by **Marilyn Ann Maclean** otherwise **Marilyn Ann Mac Clean** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **ROGER PIERRE** otherwise **ROGER WILLIAM PIERRE** of Light Pole No. 4, Apartment 4, Bhagaloo Street, Enterprise, Chaguanas, Trinidad, who died on the 19th day of December, 2010, by **Diane Edwards** otherwise **Diane Edwards-Pierre** otherwise **Diane Felicia Edwards** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **NAJÉ ANTHONY HART** of 40, Manning Street, Diego Martin, Trinidad, who died on the 30th day of October, 2017, by **Aniya Teneille Carty** otherwise **Aniya T. Carty** otherwise **Aniya Carty-Hart** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 26th day of October, 2015, of **RUBINA BOODHU** otherwise **RUBINA ELAINE BOODHU** of 50, Alberto Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 2nd day of April, 2018, by **Seeta Christiana Dolsingh** of 3, Cotton Hill, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **FRANCES PETERSON** of 49, Duncan Street, Port-of-Spain, Trinidad, who died on the 20th day of January, 2011, by **Mervyn Peterson** of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of **CECIL RAMOO** of 21, Hope Road, Second Branch, Princes Town, Savana Grande, Trinidad, who died on the 10th day of June, 2019, by **Parbattie Ramoo** otherwise **Parbattie Kanhai** otherwise **Parbatee Ramoo** otherwise **Parbatee Ramoo** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **GRACE EVADNE PAUL** otherwise **GRACE PAUL** otherwise **GRACE EVADNE BASTIEN** of 4A, Eilerslie Park, Maraval, Diego Martin, Trinidad, who died on the 15th day of March, 2018, by **Ethelbert Fitzroy Paul** otherwise **Ethelbert Fitz Roy Paul** otherwise **Ethelbert Paul** of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of **LISA PETRA DIAZ** of 19, Kathleen Street, St. James, Port-of-Spain, Trinidad, who died on the 6th day of December, 2019, by **Dorian Joshua Colin Martin** of the same place, her son and the only person entitled to the estate;

1674—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 11th day of September, 2015, of **ANNETTE GORDON TOYLOR** of 1, Newbury Hill Extension, Goodwood Park Development, Glencoe, Diego Martin, Trinidad, who died on the 15th day of December, 2017, by **Joel Christopher Edwards** of 176, Charles Street, Gasparillo, Pointe-a-Pierre, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **LINCOLN MARRACHEAU** of Lot No. 8115, David Bloomes Avenue, Phase 5, La Horquetta, Arima, Trinidad, who died on the 10th day of June, 2014, by **Curtis Marracheau** of the same place, his son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **MARGARET SARGEANT** of Apartment 4-5, Building 1, Almond Drive, Morvant, St. Ann's, Trinidad, who died on the 4th day of October, 2019, by **Richard Sargeant** otherwise **Ferdi Richards Gregory Jr. Sargeant** of Light Pole No. 58, Caribbean Courts, Apartment 4, Piarco Old Road, d'Abadie, Arima, Trinidad, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **AMELIA LORNA ALEXANDER** otherwise **LORNA ALEXANDER** of Lot No. 42, Dow Village, New Settlement, California, Couva, Trinidad, who died on the 28th day of August, 2010, by **Judith Alexander-Bowne** of Martha Street, Building 18, Apartment 1-1, Lisas Gardens, Couva, Trinidad, **Lynette Alexander** of Lot No. 42, Dow Village, New Settlement, California, Couva, Trinidad and **Anne Marie Alexander** of 53, Juman Street Extension, California, Couva, Trinidad, her lawful daughters and three of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of **CHANGOOR DOOKHARAN** otherwise **CHANKA DOOKHARAN** otherwise **CHAN DOOKHARAN** of 17, Coblentz Gardens, St. Ann's, Trinidad, who died on the 1st day of January, 2009, by **Monica Asha Dookharan** and **Malcolm Anand Chan Dookharan** both of the same place, his daughter and son respectively and two of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **VISHAL BRIAN RAMKISSOON** otherwise **VISHAL RAMKISSOON** of Corner Ramlal and Gaya Streets, El Dorado, San Juan, St. Ann's, Trinidad, who died on the 5th day of May, 2017, by **Naila Ramkissoon** otherwise **Niala Ramkissoon** of the same place, his mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION with Will dated the 4th day of July, 2005, annexed of the estate of **LORNA VERETTE** of 13A, Darceuil Lane, Belmont, Port-of-Spain, Trinidad, who died on the 14th day of April, 2007, by **Lystra Verette** of the same place, the sole residuary devisee and/or legatee named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MARIA MUNRO** of 1-2, Victoria Square East, Port-of-Spain, Trinidad, who died on the 27th day of June, 2005, by **Miguel Munro** of 23, Estate Avenue, Casselton Gardens, Trincity, Tacarigua, Trinidad, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION with Will dated the 17th day of October, 2001, annexed of the estate of **MARLENE GORDON** otherwise **MARLENE MOHAMMED** otherwise **MARLENE ANN GORDON** otherwise **MARLENE-ANN PERREIRA** of 9, Akal Road, Bushe Street, San Juan, St. Ann's, Trinidad, who died on the 16th day of November, 2016, by **Christopher Anthony Michael Perreira** of 3, Akal Road, Bushe Street, San Juan, St. Ann's, Trinidad, the lawfully appointed attorney of **Michael Anthony Mohammed** otherwise **Michael Anthony**;
- PROBATE of the Will dated the 23rd day of October, 2009, of **JOYCE JULIA CHARLES-D'HEUREUX** otherwise **JOYCE CHARLES** otherwise **JULIA CHARLES** otherwise **JOYCE JULIA CHARLES** otherwise **JOYCE D'HEUREAUX** of 11, Michael Terrace East, via Kenny Cyrus Street, Enterprise Village, Chaguanas, Trinidad, who died on the 3rd day of July, 2018, by **Sharon Derrick** of the same place, the other executor named in the Will;

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

Dated the 31st day of December, 2020.

K. OLIVERIE STUART
Acting Registrar, Supreme Court of Judicature

1675

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 23RD DECEMBER, 2020

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
49,738,237	Balances, Investments, etc.	49,042,094
4,316,626	Subscriptions to I.M.F.	4,316,626
2,223,873	I.M.F.—S.D.R. Holdings	2,223,873
<hr/>		<hr/>
56,278,736		55,582,593
	Trinidad and Tobago Government Securities:	
155	Treasury Bills (Face Value)	—
25	Marketable Securities	25
<hr/>		<hr/>
180		25
	Other Assets:	
39,422	Trinidad and Tobago Dollar Securities	39,422
55,297	Advances to Government Authorities	55,297
2,761,983	Other Assets	2,759,628
<hr/>		<hr/>
2,856,702		2,854,347
131,671	Fixed Assets:	131,671
<hr/>		<hr/>
59,267,289		58,568,636
<hr/>		<hr/>
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
7,921,115	Notes	8,125,209
253,771	Coins	253,958
<hr/>		<hr/>
8,174,886		8,379,167
	Demand Liabilities:	
25,702,637	Commercial Banks	25,815,367
298,134	Financial Institutions (Non-Banking)	217,906
(8,833,835)	Government and Governmental Organisations	(9,571,773)
222,919	International Organisations	203,339
669,926	Foreign Currency	670,001
2,042,595	Other	2,040,224
<hr/>		<hr/>
20,102,376		19,375,064
	Other Liabilities:	
2,950,659	Government S.D.R. Allocations	2,950,659
20,848,440	Other Liabilities	20,667,939
5,590,928	Specific Provisions	5,595,807
<hr/>		<hr/>
29,390,027		29,214,405
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
<hr/>		<hr/>
1,600,000		1,600,000
<hr/>		<hr/>
59,267,289		58,568,636
<hr/>		<hr/>

C. SUBRYAN
Manager
Finance and Accounting



FREEDOM OF INFORMATION ACT

The Public's Right to Access Information under the Freedom of Information Act relating to Heritage Petroleum Company Limited and its Operations

FOIA First Public Statement 2020

Under the Freedom of Information Act, Chapter 22:02 ("FOIA"), Heritage Petroleum Company Limited ("Heritage") is required by law to publish this statement, which lists the documents and information generally available to the public and how members of the public can set out to obtain same.

The FOIA gives members of the public:

1. a legal right for each person to access information held by Heritage;
2. a legal right for each person to have personal information relating to himself/herself amended where it is held by Heritage and 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; and
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 following information satisfies the requirements of the FOIA and Heritage publishes the following statement as approved by the Minister of Energy and Energy Industries:

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

Heritage is a wholly owned subsidiary of Trinidad Petroleum Holdings Limited which is wholly owned by the state. Heritage was incorporated on 5th October 2018 as a limited liability company under the Companies Act, Chapter 81:01 of the laws of Trinidad and Tobago, with its registered office at #9 Queen's Park West, Port of Spain. Heritage has two subsidiaries, one wholly owned, specifically, Trinidad Northern Areas Limited and one with a majority shareholding, Trinidad and Tobago Marine Petroleum Company Limited, and also currently holds an equity interest in Point Fortin LNG Exports Limited. Heritage's main area of business activity is oil and gas exploration and production. As such, its business model focuses on safe, responsible and efficient exploration, production and marketing of crude oil to the international market.

Corporate Information

Heritage is governed by a Board of Directors appointed by the company's shareholder, Trinidad Petroleum Holdings Limited, and are as follows:

- Mr. Michael A.A. Quamina - Chairman
- Mr. Reynold Ajodhasingh
- Mr. Peter Clarke
- Mr. Newman George
- Mr. Joel Harding
- Mr. Selwyn Lashley
- Mr. George Leonard Lewis
- Mr. Reza Salim
- Mr. Ryan Toby

There are four (4) Board Sub-committees:

- The Audit & Risk Sub-committee;
- The Finance, Investment & Human Resources Sub-committee;
- The Operations & Safety Sub-committee; and
- The Procurement & Tenders Sub-committee.

Company Structure

Heritage is divided into four (4) main Business Units and seven (7) support functions:

- **Offshore Business Unit (Offshore Central and Offshore South West):** This Business Unit is charged with the responsibility of operating the company's offshore acreage in the southern Gulf of Paria.

- **Land Business Unit:** This Business Unit is charged with the responsibility of operating the company's onshore acreage primarily located in the southern part of Trinidad, spanning from Galeota to Point Fortin.
- **Midstream Business Unit:** This Business Unit is charged with responsibility of handling all produced fluids (crude oil, natural gas, condensate and produced water) from the company's Land and Offshore operations, as well as crude oil, natural gas and condensate from joint ventures, production alliances and third-party purchases, and processing to saleable quality for export, while maintaining its assets and ensuring projects are engineered to ensure same. In order to fulfill this mandate, this Unit operates and maintains a vast, intricate network of trunk pipelines spanning several hundred kilometres, as well as seven (7) Tank Farm facilities.
- **Business Development Unit:** This Business Unit is charged with the responsibility of managing all non-operated assets including joint ventures and production alliances, and pursuing and fostering new business development opportunities for the company.
- **Subsurface:** This Support Unit plans and assists in setting the direction on strategies to stabilise production, enable production growth and achieve reserve replacement in a safe and cost effective manner and in alignment with the Company's overall business objectives.
- **Finance:** This Support Unit provides accounts payable and receivable; payroll; financial reporting; statutory reporting and compliance; treasury and risk; taxation; control and systems optimisation; asset and value optimisation; information and communications technology; property and administration, procurement and supply chain management services. This Support Unit also includes the Commercial Department that provides sales and purchase arrangements for crude oil, natural gas and other ancillary services.
- **Law:** This Support Unit provides legal and land management services.
- **Health, Safety, Environment and Security (HSE):** This Support Unit provides oversight for health, safety, environment and security management. It develops, implements and monitors systems of controls, incident investigations and lessons learned, and ensures compliance with HSE laws and regulations.
- **Human Resources:** This Support Unit provides recruitment and talent management; compensation and benefits; organisational development; performance and training; industrial and employee relations; and office management services.
- **Internal Audit:** This Support Unit provides independent, objective assurance and consulting services designed to add value and improve the Company's operations. The Unit assists the Company in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Risk Management, Control and Governance processes.
- **Corporate Communications:** This Support Unit is responsible for managing the communications between the company and its internal and external stakeholders.

Heritage's Leadership Team consists of the following positions:

- Upstream Chief Executive Officer;
- Chief Financial Officer;
- Offshore Central Leader;
- Offshore South West Leader;
- Land Leader;
- Midstream Leader;

1676—Continued

HERITAGE PETROLEUM COMPANY LIMITED

FOIA FIRST PUBLIC STATEMENT 2020—Continued

- Subsurface Leader;
- Business Development Leader;
- Senior Legal Counsel;
- Chief Audit Executive;
- HSE Leader;
- Human Resources Leader;
- Special Projects Leader; and
- Communications Manager.

Heritage has hired a total of 324 permanent employees as at December 17th, 2020. Please see included organisational chart for further details.

Effect of Scope of Business on Members of the Public:

In the course of its business, Heritage considers feedback from members of the public but same does not have an impact in relation to the formulation of policy in or the administration of Heritage. The Company will engage in forms of stakeholder engagement as and when required.

SECTION 7(1) (a) (ii)

Categories of documents in the possession of Heritage:

Heritage maintains records that relate to its operations (exploration and production), administrative functions and support services. These records are categorised as follows:

- 1. Corporate Documents**
 - a. Incorporation documents inclusive of bye-laws.
 - b. Minutes and reports of the Board and any committees of the Board.
 - c. Board Notes and other documents presented to the Board.
- 2. Correspondence with Corporation Sole, Line Ministry, Government and Other State Agencies**
 - a. Communication with Ministries and other public authorities, e.g., reports to the Ministry of Energy and Energy Industries on operational performance, activities and issues of non-operated assets.
 - b. Reports to the Central Statistical Office and other governmental financial management institutions.
- 3. Committee Deliberations**
 - a. Minutes and reports of Committees.
 - b. Notes and other documents presented to the Committees.
- 4. Legal Activities**
 - a. Records of decisions, legislation, policies and procedures, and contracts inclusive of documents relating to the transfer, licensing or leasing of lands.
 - b. Documents pertaining to litigation and other legal proceedings inclusive of intended legal action and decisions or judgements in relation to concluded matters.
- 5. Business Activities**
 - a. Business plans, proposals, reviews, reports.
 - b. Records related to development, planning and general management of projects.
 - c. Records relating to human resources management operations.
 - d. Public relations records and files including bursaries, sponsorships, brochures, newsletters, photographs, maps, and 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 support business decisions.
 - i. Policies, procedures and manuals, e.g., safety manual, evacuation procedures.
 - j. Speeches and presentations to public forums, conferences.
 - k. Records related to the management of corporate events.
 - l. Documents related to the management of non-operated assets.
 - m. Procurement policies and procedures.

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 vendors, contractors, bidders, joint ventures, purchasers, sellers and contract management.
- b. Records related to asset and value management.
- c. Strategy and Planning records.

8. Environment, Health, Safety and Security

- a. Investigation reports related to reportable accidents.
- b. Register of incidents, accidents and reportable injuries.
- c. Records of monitoring of discharges and emissions.
- d. HSE performance of Leading and Lagging Key Performance Indicators.

9. Internal Audit

- a. Internal Audit Manual.
- b. Internal Audit training programs.
- c. Internal Audit Plans and Reports.

SECTION 7(1) (a) (iii)**Documents prepared for publication and inspection:**

If in print and available, the public may inspect or obtain copies of the following material by contacting Ms. Arlene Gorin-George, the Corporate Communications Manager, Corporate Communications Unit, at 649-6751 Ext. 6699, Monday to Thursday from 8:00 am to 4:00 pm.

- a. Advertisements for recruitment of personnel.
- b. Advertisements for procurement on behalf of Supply Chain Management Department.
- c. General information in the form of leaflets, brochures or the like on the Company and its operations.
- d. Annual Financial Report.
- e. Speeches and presentations to public forums, conferences.
- f. Procurement/Tender rules and procedures.

These publications and other general information are also available on Heritage's website: www.heritage.co.tt

SECTION 7(1) (a) (iv)**Documents available by way of subscription:**

Heritage 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. How to request information**

- a. All requests for access to documents under the FOIA that are not readily available in the public domain shall be made on the *Request for Access to Official Documents(s) Form* that is available from the Designated Officer or from the FOIA Unit (in person or via its website: www.foia.gov.tt).
- b. 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.

2. Addressing requests and details

- a. To ensure prompt handling of requests, please address requests to the Designated Officer of Heritage.
- b. Requests will be acknowledged as official when made on the prescribed form.
- c. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested. If insufficient information is provided, clarification will be sought from the applicant.

1676—Continued

HERITAGE PETROLEUM COMPANY LIMITED

FOIA FIRST PUBLIC STATEMENT 2020—Continued

- d. Should the applicant be uncertain as to how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.
- e. Applicants should note that requests for access to information that is readily available to the public, either from this public authority or from another public authority would not be processed, however, correspondence indicating same would be issued.
- f. Applicants should also note that in order to derive the rights given to the applicant under the FOIA, the applicant must make such requests for information in writing.

3. Time allowed

- a. Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- b. Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.
- c. 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.
- d. 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 inform the applicant of alternative recourses that are open to him/her.
- e. If it appears that processing the applicant's request may take longer than the statutory limit, Heritage will acknowledge receipt and advise the applicant of its status, inclusive of such delay.
- f. The Applicant, during the thirty (30)-day period, may call or write the Designated Officer to confirm receipt of the request and to ascertain its status.

4. Fees and charges

- a. Section 17(1) of the FOIA 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 the said material.
- b. Details of charges for duplication of documents will be determined based upon individual requests by applicants.

SECTION 7(1) (a) (vi)

Officer in Heritage responsible for the initial receipt of and action upon notices under Section 10; requests for access to documents under Section 13; and application for correction of personal information under Section 36 of the FOIA:

The Designated Officer is:

Mr. André Hosein
Senior Legal Counsel
Heritage Petroleum Company Limited
Administration Building
S.S. Erin Road, Santa Flora
Phone: 649-6751 Ext. 6104
Email: foia@heritage-tt.com

Alternate Designated Officer:

Mr. Edmund D. Christo
Legal Counsel
Heritage Petroleum Company Limited
Administration Building
S.S. Erin Road, Santa Flora
Phone: 649-6751 Ext. 6288
Email: foia@heritage-tt.com

SECTION 7(1) (a) (vii)

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

Currently, there are no bodies that fall within the limits of this Section of the FOIA.

SECTION 7(1) (a) (viii)**Reading room facilities:**

Information in the public domain can be accessed through its website at www.heritage.co.tt. General information enquiries can be made by contacting the Corporate Communications Department at 649-6751 Ext. 6699. Heritage will provide a room and suitable space for members of the public who have been granted access to inspect specific documents. Such space would be accessible during the hours of 8:00 am to 4:00 pm from Monday to Thursday and is located at Administration Building, S.S. Erin Road, Santa Flora. All members of the public will be required to adhere to all rules and regulations outlined for the use of this facility.

SECTION 8 STATEMENTS

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

- a. Recruitment and Selection Policy.
- b. Schedule of Financial Authorities.
- c. Credit Card Policy.
- d. Overseas Travel Policy.
- e. Investment Policy.
- f. Internal Audit Code of Conduct.
- g. Internal Audit Auditing Standards Policy.
- h. Internal Audit Charter.
- i. Internal Audit Confidentiality Statement.
- j. Internal Control Policy.
- k. Risk Tolerance Level Matrix.

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.

"Not applicable at this time"

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.

"Not applicable at this time"

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.

"Not applicable at this time"

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

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

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

SECTION 9(1) (b)

A report or statement containing the advice or recommendations of a body or entity established outside of Heritage 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 Heritage or to the responsible Minister.

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

HERITAGE PETROLEUM COMPANY LIMITED

FOIA FIRST PUBLIC STATEMENT 2020—Continued

SECTION 9(1) (c)

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

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

SECTION 9(1) (d)

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

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

SECTION 9(1) (e)

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

“Indoor Environment Assessment Study (IEA/IAQ) for Santa Flora Administration Building.”

SECTION 9(1) (f)

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

“At this time there are no reports under this sub-section”

SECTION 9(1) (g)

A report prepared within Heritage 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, programmes or projects.

“At this time there are no reports under this sub-section”

SECTION 9(1) (h)

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

“Quarterly Financial Statements”

SECTION 9(1) (i)

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

“At this time there are no reports under this sub-section”

SECTION 9(1) (j)

A statement prepared within Heritage 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 a test carried out within Heritage on a product for the purpose of purchasing equipment.

“At this time we have no such reports”

SECTION 9(1) (l)

An environmental impact statement prepared within Heritage.

“At this time we have no such statements”

SECTION 9(1) (m)

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

“At this time there are no reports under this sub-section”

