



TRINIDAD AND TOBAGO GAZETTE

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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—

Land Acquisition (Declaration of Acquisition) Order, 2021—(Legal Notice No. 201 of 2021).

Regulated Industries Commission (Supply of Electricity) Order, 2021—(Legal Notice No. 202 of 2021).

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THE REPUBLIC OF TRINIDAD AND TOBAGO

SUPREME COURT OF JUDICATURE

IN THE MATTER OF

THE LEGAL PROFESSION ACT, CHAP: 90:03

NOTICE OF TERMINATION OF SUSPENSION OF AN ATTORNEY-AT-LAW
FROM PRACTISING LAW IN TRINIDAD AND TOBAGO

WHEREAS pursuant to section 25 of the Legal Profession Act, Chap. 90:03, JASON JACKSON Attorney-at-law was suspended from practising law in Trinidad and Tobago by reason of his failure and/or omission and/or refusal to comply in whole or in part with the orders of the Disciplinary Committee of the Law Association until such time as he shall comply with the orders of the Disciplinary Committee.

AND WHEREAS the said JASON JACKSON Attorney-at-law has complied with the orders of the Disciplinary Committee.

Further TAKE NOTICE that the suspension of JASON JACKSON Attorney-at-law has been terminated and pursuant to section 30 of the Legal Profession Act, Chap. 90:03, the Registrar of the Supreme Court has forthwith caused a note of the termination of the suspension to be entered in the Roll of Attorneys-at-law against the name of JASON JACKSON, Attorney-at-law.

Dated this 22nd day of July, 2021.

K. OLIVERIE
Acting Registrar of the Supreme Court

PROBATE AND LETTERS OF ADMINISTRATION

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

- LETTERS OF ADMINISTRATION of the estate of **LATHEISE MORLEY** of 14, Knightsville Apartment 5, Knightsbridge, Cascade, St. Ann's, Trinidad, who died on the 27th day of May, 2017, by **Angela Morley** of the same place, her mother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **DOODHNATH SIEU SANKAR PERSAD** otherwise **DOODHNATH SIEWSANKAR PERSAD** otherwise **DOONATH PERSAD** of 15401, SW 240 Street, Homestead, Florida, 33032, United States of America, who died on the 8th day of February, 2016, by **Chandaye Persad** of 10-12 Mark Anthony Crescent, Ragoobar Lands, Gasparillo, Pointe-a-Pierre, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ANYA ISAAC-SKEETE** otherwise **ANYA MARISSIA ISAAC** of Light Pole No. 97A, Cumuto Main Road, Cumuto, Tamana, Trinidad, who died on the 30th day of October, 2018, by **Andre Kerwin Isaac** and **Adrian Kenwin Isaac** both of 7, Eighth Street, East Cassleton, Trincity, Tacarigua, Trinidad, her brothers and two of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **VIKKI LOANN BURNLEY** otherwise **VIKKI BURNLEY** of 49, Las Cuevas Road, Lluengo Village, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 1st day of April, 2011, by **Samantha Vialva** of Light Pole No. 50/77, Evelyn Trace, Tumpuna Road, Arima, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **FITZ ALLEN DOUGLIN** otherwise **FITZALLEN DOUGLIN** of Light Pole No. 36-1, Woodbine Estate, St. James, Port-of-Spain, Trinidad, who died on the 1st day of March, 2019, by **Lucia Dickerson** of 25, Sanchez Street, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated 11th day of May, 1996, annexed of the estate of **WILLIAM ERIC HENRY** otherwise **WILLIAM HENRY** of 15, Citrine Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 22nd day of January, 1997, by **William Edric Henry** otherwise **William Henry** of 16, Pond Street, Beaulieu Gardens, Tacarigua, Trinidad, one of the residuary devisees/and or legatees named in the Will;
- PROBATE of the Will dated the 3rd day of July, 1997, of **BICKRAM HEERALAL** of Light Pole No. 7, Las Lomas No. 1, Chin Chin Road, Cunupia, Trinidad, who died on the 14th day of April, 2017, by **Savitri Heeralal** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 5th day of February, 2007, of **PETER LYNCH** otherwise **PETER HAMILTON LYNCH** of 51, Lynchville, Maracas Royal Road, St. Joseph, Tacarigua, Trinidad, who died on the 26th day of August, 2016, by **Peter Lynch** of 11, La Mango Road, St. Joseph, Tacarigua, Trinidad, the other executor named in the Will;
- PROBATE of the Will dated the 26th day of March, 2010, of **DESNEY ADRIANA JOLLY** otherwise **JENNY JOLLY** otherwise **GENEVIEVE JOLLY** of 52, Cicada Drive, North Avenue Park, East Edinburgh Gardens, Phase 1A, Chaguanas, Trinidad, who died on the 3rd day of May, 2018, by **Kenwyn Bernard Adams** of 19, Frasal Road, Gran Couva, Couva, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CARLTON GOORAHOO** of Goorahoo Trace, St. Margaret's Village, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 17th day of August, 2017, by **Nirmala Goorahoo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JULIE THOMAS-GEORGE** of 18A, South Manzanilla Road No. 2, Manzanilla, Trinidad, who died on the 24th day of August, 2018, by **Curtis Martin Thomas** of Lot No. 5, Sassie Avenue, Foster Road, Sangre Grande, Manzanilla, Trinidad, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **PULCHAN RAMCHARAN** otherwise **PHULCHAN RAMCHARAN** of 516-47th Street, Kings, Brooklyn, New York, 11220, United States of America, who died on the 14th day of September, 2008, by **Harichand Ramcharan** of Light Pole No. 53, Paradise Avenue, Dow Village, California, Couva, the lawfully appointed attorney of **Sarah Shaffina Ramcharan**;
- LETTERS OF ADMINISTRATION of the estate of **EVEREST FRIDIE** of 195A, Poinsetta Drive, Morvant, St. Ann's, Trinidad, who died on the 11th day of September, 2018, by **Ramona Fridie** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **BERNADETTE JONES** of 7165, Sienna Ridge Drive, Lauderhill, Florida, 33319, United States of America, who died on the 21st day of February, 2017, by **Tamika Jones** of 563, Olive Shell Drive, Bon Air West, Arouca, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **WINSTON FOX** of 6, Lime Fruit Road, Freeport, Chaguanas, Trinidad, who died on the 21st day of January, 2011, by **David Benjamin Fox** of the same place, his son and one of the persons entitled to the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 11th day of May, 2010, of **SHAFFROOL MOHAMMED** of 227, Realize Road, Princes Town, Savana Grande, Trinidad, who died on the 24th day of November, 2010, by **Jenelle S. Mohammed-Samaroo** of the same place, the sole executrix named in the Will
- LETTERS OF ADMINISTRATION of the estate of **EARL MARSHALL** of 4715, Lystra Lewis Avenue, Phase 4, La Horquetta, Arima, Trinidad, who died on the 10th day of December, 2010, by **Maureen Hypolite** of the same place, the surviving cohabitant;
- LETTERS OF ADMINISTRATION with Will dated 21st day of May, 1968, annexed of the estate of **LEONARD GOUVILLE** of 22, Upper Cascade Valley Road, Cascade, St. Ann's, Trinidad, who died on the 2nd day of October, 1968, by **Illona Hargreaves** of the same place, the legal personal representative of **Cordiliar Gouville**;
- PROBATE of the Will dated the 10th day of October, 2008, of **HILDRED ALEXANDRINA NOEL** of 6, Richard Street, Les Efforts East, San Fernando, Trinidad, who died on the 23rd day of September, 2017, by **Claude Fleary** of 16, Allahar Street, La Romain, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JAGDEO HARRIPAUL** of Light Pole No. 23, Jerningham Junction Road, Cunupia, Trinidad, who died on the 1st June, 2008, by **Dayadai Harripaul** of the same place, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 1st day of February, 2018, of **COSMOS CHARLES** otherwise **COSMOS ANTHONY CHARLES** of 52, Picton Dan Kelly Road, Laventille, St. Ann's, Trinidad, who died on the 18th day of March, 2018, by **William Woodley** of Light Pole No. 15, Point Pleasant Park, Laventille, St. Ann's, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ARNOLD MARIO STEPHENS** otherwise **ARNOLD M. STEPHENS** otherwise **ARNOLD STEPHENS** of 133A, Casuarina Crescent, Lange Park, Chaguanas, Trinidad, who died on the 11th day of March, 2019, by **Andrew Mark Stephens** of Light Pole No. 66, Pioneer Drive, Petit Valley, Diego Martin, Trinidad, his son and one of the person entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **STEVEN LAURENCE BASDEO** of Light Pole No. 2, Co-operative Street, Spring Village, Valsayn, Curepe, Trinidad, who died on the 29th day of September, 2016, by **Savina Blonde Moonoo-Basdeo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SUMATIE SOOKLAL** of 9, Ramdass Street, Charles Street, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 8th day of May, 2017, by **Kerron Sooklal** of the same place, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MALCOLM HING WING** otherwise **CUE HING WING SUE** otherwise **CUE HING WING JOHN** of 2, Conrad Street, Santa Cruz, St. Ann's, Trinidad, who died on the 1st day of April, 2019, by **Kamlyn Knox** of 39, Pinto Road, Santa Rosa Heights, Arima, Trinidad, sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ARTHUR HILLAIRE** of 53, Rodney Street, Point Cumana, Diego Martin, Trinidad, who died on the 24th day of December, 2018, by **Virginia Hillaire-Brown** of Light Pole No. 16, North Post Road, Diego Martin, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SYLVIA E. GARCIA** otherwise **SYLVIA GARCIA** of 21, Salvia Lane, Pleasantville, San Fernando, Trinidad, who died on the 8th day of August, 2019, by **Marina Garcia** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **NARINE GANGARAM** of 24, Warren Munroe Road, Warrenville, Cunupia, Trinidad, who died on the 6th day of October, 2020, by **Ducknee Gangaram** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **CYNTHIA THOMPSON** of 4, Poco Alley, Siparia, Trinidad, who died on the 10th day of June, 2019, by **Sherryann Thompson**, **Beverley Thompson** and **Stephanie Thompson-Atherley** all of 20, Poco Alley, Siparia, Trinidad, her daughters and three of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **WESLEY HAYNES** of 19, Amow Ville, Carenage, Diego Martin, Trinidad, who died on the 30th day of May, 2019, by **Melissa Haynes** of 24, Sanora Park, Point Cumana, Carenage, Diego Martin, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **EARL COCHRANE** of Light Pole No. 61, Cemetery Street, Diego Martin, Trinidad, who died on the 18th day of August, 2020, by **Brittany Nneka Cochrane** of the same place, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **TOY RAMDEEN DABIDEEN** otherwise **TOY DABIDEEN** of 112, Oropouche South Trace, Barrackpore, Naparima, Trinidad, who died on the 6th day of April, 2020, by **Dolly Siew-Dabideen** of the same place, his lawful widow and relict;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **SAFIRAN ROOPNARINE** otherwise **NAZIRA ROOPNARINE** otherwise **SHAFIRAN ROOPNARINE** of 209, Sum Sum Hill, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 2nd day of January, 2004, by **Paula Kim Roopnarine** of 211, Sum Sum Hill, Claxton Bay, Pointe-a-Pierre, Trinidad, the court appointed administrator;
- PROBATE of the Will dated the 27th day of April, 2018, of **BHANMATI JANKIE** of 178, Freemount Boulevard, 10th Avenue, Orchard Gardens, Chaguanas, Trinidad, who died on the 11th day of December, 2018, by **Shanti Jankie** of 91, Jaffa Crescent, Orchard Gardens, Chaguanas, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 7th day of March, 2019, of **JULIANA SMALL** of Light Pole No. 10, Kerr Road, Eastern Quarry, Laventille, St. Ann's, Trinidad, who died on the 28th day of May, 2019, by **Zeena St. John** of 60A, Derry Lane, Mc Bean, Couva, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **TYRON RAMSINGH** of 2, Savannah Street, Bridge Road, San Juan, St. Ann's, Trinidad, who died on the 30th day of June, 2020, by **Sheriffa Ramsingh** otherwise **Sherriffa Ramsingh** of Corner Davies Street and Park Lane, Tunapuna, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SHAMLAL GANESE** otherwise **SHAMLAL GANISIE** of Light Pole No. 5, Governor Trace, Chin Chin Road, Las Lomas No. 1, Cunupia, Trinidad, who died on the 14th day of November, 2019, by **Jarane Shamlal** otherwise **Deoranie** otherwise **Jarane Mahase** otherwise **Jarane** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **CHIOKE ISAAH CADET** otherwise **CHIOLE ISAAH HENVILLE** of 46, Manderviller Avenue, Penco Gardens, Chaguanas, Trinidad, who died on the 3rd day of June, 2020, by **Nikeiya Imani Henville** otherwise **Nikeiya Henville** of 10, Ramkissoon Gerold Avenue, Petit Valley, Diego Martin, Trinidad, his sister and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **SELWYN VIDALE** otherwise **SELWYN FARRELL VIDALE** otherwise **FARRELL VIDALE** of 682, Nautilus Circular, Bon Air West, Arouca, Tacarigua, Trinidad, who died on the 1st day of January, 2020, by **Esther Sylviana Vidale** otherwise **Esther Vidale** otherwise **Sylviana Vidale** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SHAUNTAL PEREIRA** of 59, Coffee Lane, Cantaro Extension, Pipiol Road, Upper Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 27th day of November, 2020, by **Christine Pereira** of the same place, her mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **LACHMAN SHIWGOBIN** otherwise **LACHMAN SHIVGOBIN** otherwise **LATCHMIN SHIVGOBIN** of 30, Hilltop Drive, Macaulay Village, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 22nd day of November, 2020, by **Rajpattie Padarath** of the same place, his daughter and the only person entitled to the estate;
- PROBATE of the Will dated the 20th day of January, 2018, of **RANJIT SAMAROO** of Light Pole No. 57, Limehead Road, Agostini Settlement, Chase Village, Chaguanas, Trinidad, who died on the 12th day of November, 2020, by **Somatee Samaroo** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **PETER RIVAS** of 15, Samaan Drive, La Costena Development, Penal Rock Road, Penal, Siparia, Trinidad, who died on the 25th day of August, 2020, by **Mariella Vanessa Rivas** of the same place, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 26th day of May, 2015, of **SAMLAL DUBRA** of 18, Esperanza Village, California, Couva, Trinidad, who died on the 14th day of March, 2021, by **Kareina Nekita Dubra** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SOLOMON EMMANUEL BUX** otherwise **SOLOMON BUX** of 1616, Maloney Boulevard, Maloney Gardens, Arima, Trinidad, who died on the 19th day of August, 2019, by **June Bux** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **DEBORAH EUPHEMIA DUVAL** otherwise **DEBBIE DUVAL** of 8, Fifth Street West, Dinsley Gardens, Trincity, Tacarigua, Trinidad, who died on the 14th day of April, 2021, by **Cheresse Renee Charles-Duval** of the same place, her daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **LEATHA CARRERA** of Light Pole No. 496, Mundo Nuevo Road, Mundo Nuevo, San Rafael, Trinidad, who died on the 15th day of April, 2017, by **Octavia Carrera** of Apartment 101E, Powder Magazine, Phase 1, Cocorite, Port-of-Spain, Trinidad, her daughter and one of the persons entitled to share in the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **NAVIN BALRAJ** of 37C, Cadmea Lane Extension, Corinth Hills Housing Development, Naparima, Trinidad, who died on the 3rd day of May, 2021, by **David Balraj** of 171, Dumfries Road, Rambert Village, La Romain, Naparima, Trinidad, his father and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAJKALIE GAJADHAR** otherwise **RAJKALIE GOSYNE** otherwise **RAGHKALIE GOSYNE** of Light Pole No. 1–2, Block Factory Road, Morne Coco Road, Petit Valley, Diego Martin, Trinidad, who died on the 23rd day of December, 2020, by **Shiewduh Gajadhar** of the same place, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **KERRY-ANN KERSHA RICHARDSON** of 14, Graham Road Extension, Ojoe Road, Sangre Grande, Manzanilla, Trinidad, who died on the 10th day of March, 2014, by **Kathleen Richardson** of the same place, her mother and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 15th day of June, 2019, of **COLUMBAN HENRY** otherwise **COLUMBAN CARL HENRY** of 4, Silk Cotton Drive, Homeland Gardens, Cunupia, Trinidad, who died on the 10th day of March, 2021, by **Kathleen Castillo** of the same place and **Jude Henry** otherwise **Nathan Jude Henry** otherwise **Nathan Henry** of Lot No. 14, Francois Street, Enterprise, Chaguanas, Trinidad, the executors named in the Will;
- PROBATE of the Will dated the 30th day of April, 2015, of **RAJESH MAHASE** of 111, Caroni Savannah Road, New Settlement, Chaguanas, Trinidad, who died on the 6th day of November, 2020, by **Natalie Ramroop** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KENRICK BOODOOSINGH** of 68B, Circular Street, Princes Town, Savana Grande, Trinidad, who died on the 17th day of December, 2020, by **Jean Boodoosingh** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 31st day of October, 2012, of **MAHADAYE SAHADEO** of Light Pole No. 119, Munroe Road, Cunupia, Trinidad, who died on the 27th day of April, 2019, by **Nigel Lalchan** of the same place, the sole executor named in the Will;
- PROBATE of the Will dated the 26th day of January, 2019, of **SHAFFIE MOHAMMED** otherwise **SHAKEER MOHAMMED** of 47, Mowlah Road, Preysal, Couva, Trinidad, who died on the 5th day of January, 2021, by **Surekha Bachan** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MAHASE BHAWANIE** otherwise **MAHASE BHWANEE** of 9, Mohammed Trace, El Socorro, San Juan, St. Ann's, Trinidad, who died on the 4th day of April, 2018, by **Karen Kathy-Ann Bhawanie-Sookram** of 4, Greenvale West, Cunupia, Trinidad his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ROBERT SOOGRIM** otherwise **ROBERT ANAND SOOGRIM** of Light Pole No. 451, Southern Main Road, Chase Village, Chaguanas, Trinidad, who died on the 3rd day of July, 2020, by **Shadell Starron Soogrim** of the same place and **Lilian Celestyna Soogrim** of Light Pole No. 42B, Jackman Street Extension, Emeraldal Road, Cunupia, Trinidad, his son and daughter respectively and the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **PETER TEEMAL** of 16, Mohammed Trace, El Socorro, St. Ann's, Trinidad, who died on the 30th day of April, 2016, by **Timmy Teemal** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RUDOLPH BEHARRY** of 28, Maraj Street, Warner Village, Charlieville, Chaguanas, Trinidad, who died on the 12th day of November, 2018, by **Lisa Shamilla Singh-Beharry** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **MERVYN VINCENT** of 2, Bobby Lane, Maude Street, La Romain, Naparima, Trinidad, who died on the 12th day of January, 2020, by **Gracie Virginia Vincent** otherwise **Gracie Vincent** otherwise **Gracie Douglas** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 25th day of May, 2004, of **PAMELA PERSAD** of 38–40, Wahid Circular Drive, Sumadh Gardens, Vistabella, San Fernando, Trinidad, who died on the 18th day of August, 2018, by **Daniele Moore** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RICHARD MC PHILLIP** of 207, Garth Road, Williamsville, Hardbargain, Savana Grande, Trinidad, who died on the 15th day of August, 2020, by **Shelly-Ann Basdeo** otherwise **ShellyAnn Basdeo** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 22nd day of February, 2018, of **SADICK MOHAMMED** of 5, Pelican Drive, Phillipine, Naparima, Trinidad, who died on the 21st day of October, 2020, by **Sheldon Mohammed** of the same place, the sole executor named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 13th day of October, 2021, of **BASDEO SOOKNANAN** of 17A, Debe Trace, Chester Street, Debe, Naparima, Trinidad, who died on the 14th day of January, 2020, by **Trishna Sooknanan** otherwise **Trisha Sooknanan** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MAHABIR HARRYRAM** of 26, Wilkinson Street, El Dorado, Tacarigua, Trinidad, who died on the 7th day of March, 2019, by **Asha Harryram** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JACK GOOBARDHAN JATTAN** otherwise **GOOBARDHAN JACK JATTAN** otherwise **JACK JATTAN** of Light Pole No. 117, Caroni South Bank Road, Las Lomas No. 2, Caroni, Trinidad, who died on the 22nd day of September, 2012, by **Monica Ramnarine** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **RAMSOOK ANDREW** of Light Pole No. 242, St. Helena Village, Piarco, Tacarigua, Trinidad, who died on the 4th day of June, 2020, by **Suzette Mohan** of 66, Warren Road, Bejucal, Cunupia, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **SYBIL VALERIE-ABRAHAM** otherwise **SYBIL VALERIE** otherwise **SYBIL VEILA VALERIE** of 65, Back Street, Tunapuna, Tacarigua, Trinidad, who died on the 27th day of June, 2019, by **Derick Dexter Abraham** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **SHIRLEY NARINESINGH** of Light Pole No. 180, Cumuto Main Road, Cumuto, Tamana, Trinidad, who died on the 23rd day of August, 2014, by **Leeta Boodoo** of the same place, her daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 4th day of December, 2016, of **THERESA TENLAN AHONG** otherwise **THERESA AHONG** of 8, Julien Trace, Cascade, St. Ann's, Trinidad, who died on the 8th day of September, 2020, by **Bridget Lum Kong** and **Joanne Providence** both of the same place, the executrices named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JASSODRA ANDREW** otherwise **JASSODRA NAIDOO** of Light Pole No. 242, St. Helena Village, Piarco, Tacarigua, Trinidad, who died on the 11th day of June, 2018, by **Suzette Mohan** of 66, Warren Road, Bejucal, Cunupia, Trinidad, her daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 12th day of December, 2014, of **ALI ANDREW RUIZ** otherwise **ANDREW RUIZ** of 7, Piarco Old Road, Red Hill, d'Abadie, Arima, Trinidad, who died on the 12th day of April, 2020, by **Myrtle Maria Weekes** otherwise **Myrtle Weekes** of 124, Polita Crescent, La Resource Road South, d'Abadie, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KEITH MOSES** of 160, Santa Rita Gardens, Brazil, San Raphael, Trinidad, who died on the 4th day of June, 2018, by **Karen Sepaulsingh-Moses** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **MARC DWIGHT AIMES** otherwise **MARC DWIGHT AINES** of Lot No. 206, Passiflora Drive, Phase 6A, Roystonia Development, Couva, Trinidad, who died on the 27th day of April, 2018, by **Oliverre Aimes Leggerton** otherwise **Oliverre Aimes** of Building 30, Apartment 2-1, Jennifer Street, Lisas Gardens, Couva, Trinidad, his mother and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 31st day of January, 2009, of **COURTNEY SELF** of Lot No. 743, Calliandre Lane, La Horquetta, Arima, Trinidad, who died on the 26th day of June, 2018, by **Allison O'Brien** of 3B, De Gannes Street, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **BRIAN CHRISTOPHER ATTZS** of 26, Dallas Avenue, Cocoyea Village, San Fernando, Trinidad, who died on the 24th day of July, 2018, by **Ann Marie Jackson-Attzs** of 48, Ria Ramnarine Circular, Tarouba, Naparima, Trinidad, his lawful widow and relict;
- PROBATE of the Will dated the 3rd day of August, 2011, of **RAMLAKHAN SUDAMA** of 118, Rochard Road, Penal, Siparia, Trinidad, who died on the 6th day of March, 2020, by **Elvira Sudama** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ROHIT RAMSAROOP** of 7D, Mattabar Trace, Barrackpore, Naparima, Trinidad, who died on the 22nd day of July, 2014, by **Darren Ramsaroop** of the same place, his son and the only person entitled to the estate;
- PROBATE of the Will dated the 19th day of April, 2011, of **DASSIE RAMOUTAR** of 36, Roosevelt Avenue, Carlsen Field, Chaguanas, Trinidad, who died on the 16th day of April, 2015, by **Savita Ramoutar** of the same place, the sole executrix named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of **ALLISON JOY SMITH-RICHARDSON** otherwise **ALLISON JOY DONNA SMITH-RICHARDSON** of 9, Lillian Street, Cocoyea Village, San Fernando, Trinidad, who died on the 16th day of October, 2016, by **Daren Richardson** of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of **HOLLIS KOYLASS** of 31, Hillpiece Road, Phillipine, Naparima, Trinidad, who died on the 29th day of July, 2020, by **Muriel Koylass** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 28th day of January, 2020, of **FAIZOOL ALI** of 56, Esmeralda Road, Cunupia, Trinidad, who died on the 4th day of February, 2020, by **Ashmead Ali** of the same place, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **MIFIDY KOURY** otherwise **MIFIDY MICHAEL KOURY** otherwise **MIFIDY KOURI** otherwise **MUFIDY MICHAEL KOURI** of 86, Cherry Crescent, Westmoorings, Diego Martin, Trinidad, who died on the 8th day of July, 2017, by **Issam Koury** otherwise **Nicola Kouri** of the same place, her lawful husband;

LETTERS OF ADMINISTRATION with Will dated 21st day of February, 2002, annexed of the estate of **JOSEPHINE GONZALES** of 1, Picton Street, San Juan, St. Ann's, Trinidad, who died on the 30th day of September, 2012 by **Russel Gonzales** of the same place, one of the residuary devisees and/or legatees named in the Will;

LETTERS OF ADMINISTRATION of the estate of **CLIFF LOWELL** of Light Pole No. 3, Peter Hill Extension, Guayaguayare Road, Mayaro, Charuma, Trinidad, who died on the 14th day of August, 2018, by **Klifann Lowell** of the same place, his daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **LEON MAKANAKY DAVID JUNIOR RAMSAY** otherwise **LEON MAKANAKY DAVID JR. RAMSAY** of 6, Plover Street, Lange Park, Chaguanas, Trinidad, who died on the 23rd day of November, 2019, by **Afeisha Ashley Philip** otherwise **Afeisha Ashley Phillip-Ramsay** of 293 South, 14th Street, Edinburgh 500, Chaguanas, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **LARRY DEXTER MATTHEW** of 5, Old Mayaro Road, Liberville, Rio Claro, Charuma, Trinidad, who died on the 26th day of October, 2019, by **Jennel Noel** of 8, Sadhu Trace, Rio Claro, Charuma, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **BALDATH RAMROOPSINGH** of 5, Namdeo Trace, St. Johns Trace, Avocat Village, Siparia, Trinidad, who died on the 16th day of September, 2020, by **Nirmala Ramroopsingh** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 4th day of February, 2004, of **CAMILLA DAVIS** of 46, St. Augustine Circular Road, Monte Grande, Tunapuna, Tacarigua, Trinidad, who died on the 8th day of June, 2019, by **Learie Davis** of 77, Mountain View Drive, St. Joseph, Tacarigua, one of the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of **MARQUIS FELIX DE FOUR** of 3, Floradale Private Road, La Baja, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 24th day of May, 2019, by **Nichelle Coker** of Lot J-K Abdool Ghany Street, Aranguez, St. Ann's, Trinidad, his daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **MAGIE ARTHUR** of 350, Torrib Tabaquite Road, New Grant, Ortoire, Trinidad, who died on the 14th day of August, 2013, by **Kefaabsenmaati Rabanu** of 91, Monkey Town, Third Branch, New Grant, Ortoire, Trinidad, her daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **SAHODARI SAVITRI BALGOBIN** of 3, Awang Private Road, Saddle Road, San Juan, St. Ann's, Trinidad, who died on the 8th day of June, 2018, by **Niala Devini Balgobin** of 20, Melanie Gardens, Preysal Village, Couva, Trinidad, his daughter and the only person entitled to the estate;

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 29th day of July, 2021.

K. OLIVERIE
Acting Registrar, Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 21ST JULY, 2021

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
51,950,003	Balances, Investments, etc.	50,439,074
4,547,787	Subscriptions to I.M.F.	4,547,787
2,342,974	I.M.F.—S.D.R. Holdings	2,362,329
58,840,764		57,349,190
	Trinidad and Tobago Government Securities:	
—	Treasury Bills (Face Value)	—
25	Marketable Securities	25
25		25
	Other Assets:	
29,750	Trinidad and Tobago Dollar Securities	29,750
41,880	Advances to Government Authorities	41,880
2,682,059	Other Assets	2,697,594
2,753,689		2,769,224
128,834	Fixed Assets:	127,018
61,723,312		60,245,457
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,144,318	Notes	8,100,527
255,843	Coins	255,982
8,400,161		8,356,509
	Demand Liabilities:	
20,001,789	Commercial Banks	19,645,891
709,568	Financial Institutions (Non-Banking)	709,526
(6,670,221)	Government and Governmental Organisations	(6,601,028)
147,043	International Organisations	147,044
699,053	Foreign Currency	683,300
2,703,771	Other	2,789,653
17,591,003		17,374,386
	Other Liabilities:	
3,108,670	Government S.D.R. Allocations	3,108,670
25,702,898	Other Liabilities	24,457,870
5,320,580	Specific Provisions	5,348,022
34,132,148		32,914,562
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
61,723,312		60,245,457

C. SUBRYAN
Manager
Finance and Accounting



Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

UPDATED PUBLIC STATEMENT FOR 2021 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives the members of the public:

1. A legal right for each person to access information held by the Ministry of Social Development and Family Services;
2. A legal right for each person to have official information relating to him/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 the High Court for Judicial Review to challenge adverse decisions under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

The function and structure of the Ministry of Social Development and Family Services.

The **functions** of the Ministry are to:

- Serve as a central coordinating agency for the social sector with respect to the conduct of research, policy and programme planning and development; and monitoring and evaluation;
- Deliver social services and provide social support for vulnerable groups, towards sustainable enhancement of their well-being.
- Facilitate networking, information and data gathering and dissemination within the social sector and with external agencies to enable evidence based decision making.
- Make recommendations for the effective functioning of the social sector, based on continuous assessment;
- Facilitate the integration of the social services delivery system;
- Develop systems, strategies and programmes to inculcate positive values, attitudes and behaviours in the citizenry;
- Identify gaps and make recommendations for the drafting and amendment of legislation relevant to the social sector;
- Foster good governance through the promotion of participatory and inclusive development approaches;
- Monitor regional and international conventions and agreements pertaining to the social sector.

Vision Statement: A dynamic, service-driven organisation that delivers premium social services towards the achievement of sustainable human and social development.

Mission Statement: Positively transforming the lives of the people of Trinidad and Tobago through the provision of quality social services.

Mandate: The Ministry of Social Development and Family Services is the leading social sector ministry responsible for implementing Government's social development objectives. The Ministry therefore has a role to play in the development of key policy for its programme offerings under its purview. In alignment with the 2030 National Development Plan (Vision 2030), the Ministry focuses on four key areas.

- Promoting Resilience for All;
- Protecting, empowering and transforming families;
- Reducing and preventing poverty, vulnerability and inequality; and
- Ensuring a modern, client-centred, high performance organization.

The Ministry is responsible for the effective and efficient functioning of the human and social sector towards improvement in the standard of living of all our nation's citizens, particularly those most at risk. Guided by the **motto** 'Helping... Empowering... Transforming Lives', the programmes and services of the Ministry are designed to:

- (i) Help citizens cope with the economic and social challenges of daily living in a holistic manner, so as to positively contribute to the development of society; and
- (ii) Assist the clientele to become empowered through rehabilitative and skills enhancement programmes, which enable them to play an active role in transforming their own lives and that of their families and communities.

The Core Values: We value Respect, Equity, Integrity, Compassion, Responsiveness, Innovativeness, Commitment, and Inclusiveness which guide the daily decision making process and direct how employees, at all levels of our organization, interact with each other as well as our stakeholders and carry out the daily business of the organization.

The Ministry's Head Office is located at Colonial Life Building, #39-43 St. Vincent Street, Port of Spain.

The Ministry of Social Development and Family Services comprises the following Divisions and Units:

Divisions:

- Social Investigations (Research)
- Policy and Programme Planning and Development
- Monitoring and Evaluation
- Information Technology
- General Administration
- Human Resource Management
- Social Welfare
- Accounts
- Ageing
- National Family Services

Units:

- Corporate Communications and Education
- Legal
- Disability Affairs
- Piparo Empowerment Centre
- Social Displacement
- HIV/AIDS Coordinating
- Internal Audit
- Project Implementation
- Procurement Unit
- Non-Governmental Organisation
- Development Support
- Inter-Disciplinary Child Development Centre
- Adult Education

The Ministry currently administers the following Programmes:

- National Social Development Programme
- Sowing Empowerment through Entrepreneurship Development (SEED)

DIVISIONS

Social Investigations (Research)

- The primary responsibility of the Social Investigations Division is to coordinate and spearhead development related research in the social sector; to provide support through the generation of timely and relevant data on clients, client needs and services delivered by the Ministry in a collaborative and effective manner.
- The core functions of this Division are to:
 - Undertake research into major social

issues and conduct investigative and specialized research for the purpose of identifying social problems;

- Monitor socio-economic trends and indicators; and keep abreast of current local and international research studies relevant to the Social Sector;
- Determine in collaboration with Social Sector Ministries a research policy and agenda for the Sector, and to monitor its implementation;
- Liaise with regional and international funding agencies to identify areas for collaboration;
- Develop and maintain a central database on socio-economic indicators including critical indicators; and
- Conduct annual reviews of socio-economic performance; prepare reports examining social conditions, problems and needs at regional, national and community levels.

LOCATION/CONTACT INFORMATION

Director
Social Investigations Division
Nahous Building
45A-C St. Vincent Street, Port of Spain
Tel: (PBX) (868) 625-5515, 623-2608 Ext.
1170/1173/1172/1174/1171

Policy and Programme Planning and Development

This Division has responsibility for developing policies, programmes and projects that are culturally relevant, economically viable and sustainable for the Ministry and for coordinating these activities in the social sector. The core functions of this Division are to:

- Develop social sector policies in keeping with the national macro-planning framework;
- Develop appropriate programmes and projects based on social research;
- Assess current policies of the social sector to determine their performance and relevance;
- Facilitate establishment of formal and informal networks for collaboration among Ministries, Government agencies, international development and multilateral agencies, the private sector, Nongovernmental Organizations and Community Based Organizations;
- Establish and maintain structures for participatory development through continuous dialogue with civil soci-



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- ety organizations;
- Review planning and policy agendas of external agencies to identify areas for collaboration; and
- Provide chairmanship of and secretariat support to the Social Policy Committee.

LOCATION/CONTACT INFORMATION
Director,
Social Planning and Research
2nd Floor CL Financial Building,
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 1404,
1451, 1447, 1449, 1445, 1446, 5246,

Monitoring and Evaluation

The Monitoring and Evaluation (MED) Division has the responsibility to coordinate monitoring and evaluation in the social sector and facilitate the provision of timely and reliable evidence-based information for effective decision-making.

The core functions of this Division are to:

- Oversee the application of structured monitoring and evaluation systems in the social sector;
- Set standards for monitoring and evaluation;
- Provide guidance, advice on best practices and support to Social Sector Ministries, Departments and civil society organizations in the effective utilization of evaluation as a management tool;
- Promote the use of evaluation findings among Social Sector Ministries, Departments and civil society organizations, to improve the quality of social interventions;
- Assess M&E capacity within the social sector on a systematic basis;
- Conduct periodic training with Social Sector Agencies to build capacity in monitoring and evaluation;
- Conduct thematic/sector evaluations that cover cross cutting themes or issues pertinent to the social sector;
- Conduct evaluations with significant implications for national policy and other strategic evaluations requested by the Minister or Permanent Secretary in the MSDFS;
- Conduct an evaluation of an intervention in special circumstances where an independent assessment is requested, through the Minister of Social Development and Family Services or by a Minister in the Ministry responsible for the social intervention;

- Develop a multi-year evaluation plan for a period of five years. The multi-year plan which is to be approved by Cabinet, will identify the evaluations to be undertaken and the Agencies responsible for the conduct of these evaluations. This plan will not preclude the conduct of evaluations at the discretion of Ministries/Departments;
- Conduct evaluations where required. The MED will provide technical support to programme managers to carry out non-strategic oriented evaluations;
- Develop and maintain a Management Information System for Social Programmes (MISSP), which will serve as a comprehensive central database on social programmes and projects and evaluations initiated in the social sector;
- Assess new projects and programmes (above a specified band of estimated expenditure) to ensure that M&E is embedded into the design;
- Establish a repository of evaluation findings in the social sector; and
- Provide assistance to the Policy, Programme Planning and Development Division of the Ministry of Social Development and Family Services in the monitoring and evaluation of social policies.

LOCATION/CONTACT INFORMATION
Director
Monitoring and Evaluation Division
3rd Floor Nahous Building,
45 A-C St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608
Ext. 1436, 5444

Information Technology

The Information Technology Division (IT) is responsible for the development of a professional Information Technology infrastructure and for providing client, system and business applications services, IT planning and administration for the Ministry.

The core functions of this Division are to:

- Develop and implement specific IT policies;
- Prepare need assessments for Divisions of the Ministry and procure the appropriate IT requirements;
- Develop procedures for the acquisition of new hardware, software and

- peripheral equipment;
- Organize and participate in the training of technical and support staff of the Ministry;
- Establish Local Area Networks (LANs);
- Provide User Support Facilities;
- Establish and maintain a Website for the Ministry;
- Provide Software Training;
- Provide an Internet Research Facility;
- Establish appropriate databases in collaboration with the various Technical Divisions;
- Develop and implement a Management Information System (MIS);
- Develop policies on IT Management and IT Organization Transformation and implement the same;
- Procure hardware maintenance and ongoing services; and
- Co-ordinate the development and implementation of a Strategic Information Technology Plan for the Ministry.

LOCATION/CONTACT INFORMATION
Manager, Information Technology
3rd Floor, CL Financial Building
#39-43 St. Vincent Street,
Port of Spain
Tel: (PBX) (868) 623-2608
Ext. 5311/5312/5304

General Administration

The General Administration Division provides relevant and timely information, administrative and other support services to the Ministry's clientele in a safe, secure, accessible and healthy environment in support of the achievement of the Ministry's goals and objectives.

The core function of this Division is to provide administrative and other support services to the executive, senior staff and the divisions which fall under their control. The main areas of responsibility are as follows:

- Administrative Support Services (Office Management, Hospitality and Courier Services)
- Property and Facilities Management (Accommodation, Lease/Rental of Buildings, Maintenance of Facilities)
- Procurement and Stores Management
- Records Management and Registry Services
- Library Services

LOCATION/CONTACT INFORMATION

Administrative Officer V
2nd Floor CL Financial Building,
#39-43 St. Vincent Street,
Port of Spain
Tel: (PBX) (868) 623-2608
Ext. 1425, 1120, 1426, 1123

Human Resource Management

The Human Resource Management Division has responsibility for human resource planning and development, employee relations and the integrated human resource information system. This Division is charged with the task of developing policies and plans that allow for the recruitment of staff with core skills, knowledge and competencies and to develop processes for regular monitoring and evaluation of staff performance.

The core functions of this Division are:

- Human Resource Planning & Organisational Development**
 - HR Research
 - Job Analysis/Descriptions/Specifications
 - Job Evaluation
 - Succession Planning
 - HR Information System
 - Acting Appointments/Transfers
 - Leave Administration
 - Contract Employment
 - Short Listing
 - Interviews
 - Advertisements
- Human Resource Development**
 - Career Planning
 - Training Needs Analysis
 - Training Design/Delivery
 - Training Evaluation
 - Management Development
 - Orientation/Induction
 - Training Administration and Delivery
 - Performance/Potential Assessments
 - Increment Administration
 - Maintenance and Updating of Database on Performance Management
- Employee Relations/Industrial Relations**
 - Grievance management
 - Conciliation
 - JNC Agreement Administration
 - Employee Rewards and Recognition
 - Industrial Safety



Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

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- Occupational Health/Wellness
- Employee Assistance Programme
- Pension Administration
- Retirement Counselling
- Non-Crisis Consultation

LOCATION/CONTACT INFORMATION

Director, Human Resource Management

**5th Floor, CL Financial Building
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) (868) 623-2608 Ext. 5414,
5508, 5509**

Social Welfare Division

The Social Welfare Division assists in empowering the vulnerable in society to enjoy a better quality of life by providing financial and social assistance in accordance with existing laws, regulations and policies. The core functions of this Division are the administration of the:

- Senior Citizens' Pension
- Food Support Programme
- Public Assistance Grant
- Disability Assistance Grant
- General Assistance Grants
 - Special Child Grant
 - Household Items
 - Domestic Help
 - Funeral Grant
 - House Rent
 - Medical Equipment
 - Clothing Grant
 - Dietary Grant
 - School Supplies Grant
 - Education Grant
 - Free Bus Pass
 - Pharmaceutical Grant
 - Urgent Temporary Assistance
 - Prosthetics Grant
 - Special Achievers Grant

All grants have specific criteria.

LOCATION/CONTACT INFORMATION

**Director, Social Welfare
ABMA Building
#55-57 St. Vincent Street,
Port of Spain
Tel: (PBX) (868) 623-2608
Ext 1214/1202/1221/1204
Fax: (868) 625-8291**

**LOCAL BOARD OFFICES -
SOCIAL WELFARE DIVISION**

**St. George Central (Barataria)
MTS Plaza, Aranguez Road, Aranguez.
Tel: (868) 623-2608/1606/1607/6300
Fax: (868) 675-4728**

**St. George East (Tunapuna)
Tunapuna Social Services Centre
Chai Building, 107 Eastern Main Road
Tel: (868) 662-5347/623-2608 Ext. 6250-
6251, 1702-1714
Fax: (868) 662-5347**

**Caroni (Chaguanas)
Delta Building, Eleanor Street
Tel: (868) 623-2608 Ext. 2102-2107,
6200-6203 Fax: 671-4978**

**St. Andrew/ St. David (Sangre Grande)
Corner Savi Street & Boodooville
Circular Road
Tel: (868) 668-3366/623-2608 Ext.1902-
1908 Fax: 668-7929**

**Nariva/Mayaro (Rio Claro)
Lot 11 Naparima-Mayaro Road
Tel: (868) 644-3120/644-2659/
623-2608 Ext. 6450-6451
Fax: 644-1053**

**Victoria West (San Fernando)
Omardeen Building, 59-61
Cipero Street
Tel: (868) 657-5866, 653-6068,
623-2608 Ext. 2306, 2302-2322
Fax: (868) 653-4319**
**Victoria East (Princes Town)
Marlson's Building, 97 High Street
Tel: (868) 623-2608 Ext.2402-2408,
6500-6503, 4319
Fax: 655-4319**

**St. Patrick East (Penal & Siparia)
#27 B Rock Road, Penal
Tel: (868) 649-2428/649-3869;
623-2608 Ext. 2801-2805**

**St. Patrick West (La Brea/Cedros/Point
Fortin)
10-12 Richardson Street, Mahaica.
Point Fortin
Tel: (868) 648-3295/623-2608
Ext. 2630-2640
Fax: (868) 648-6135**

**St. George West (Port-of-Spain)
Cor. Richmond Street and 128
Duke Street
Tel. (868) 623-0503/623-2608
Ext. 5900-5903, 1000-1004**

**Couva Social Services Centre
Campden Road Couva.
Tel: PBX 636-4453/679-8266
Ext. 105, 121**

**Tobago (Scarborough)
Tam Building, Glen Road,
Scarborough**

Tel. (868) 639-2673

Fax. (868) 639-2673

Accounts

This Unit is responsible for the following functions:

- Prepare/collate the Draft Estimates of Recurrent Expenditure;
- Allocate provisions/releases to Sub-Accounting Unit;
- Request monthly release of funds from the Ministry of Finance (MOF);
- Maintain releases/allocation registers
- Apply for grant of credit on the exchequer account;
- Process all requests for virements and transfers of funds;
- Maintain register for approved transfers/virements
- Process all requests for Overseas/wire payments
- Commit invoice orders from Divisions/Units except the sub-accounting unit
- Approach MOF for the confirmation of the availability of funds where necessary
- Perform registry procedures for the Unit
- Process all pay sheets/payment vouchers
- Process all National Insurance Claims
- Calculate and report all overpayments to H.R., Comptroller of Accounts (COA) & Auditor General
- Maintain all pay record cards; overpayment and Advances ledgers; travelling, electricity, telephone, rent ledgers
- Issue TD4s
- Maintain Vote control
- Check and pass for payment all vouchers/pay sheets with related schedules of accounts
- Collect blank cheque forms from COA
- Maintain cheque Form Register
- Prepare and disburse cheques
- Prepare daily notification of expenditure
- Prepare monthly expenditure statement and list of unpaid cheques
- Maintain remittance register and deposit all returned cheques;
- Reconcile Treasury deposits accounts
- Maintain register/ledger in respect of void cheques;
- Prepare list of cheques due to become void for publication in the press;
- Submit listing of all void cheques to COA;
- Request for change of signature re

cheque writing system;

- Prepare annual Appropriation Accounts
- Prepare a statement of outstanding balances on advances at the end of fiscal year for COA
- Prepare reports on overpayments for inclusion in the Appropriation of Accounts
- Investigate all Audit queries and submit appropriate responses to the Auditor General
- Store and maintain all financial records in the vault
- Process outstanding arrears to public officers.

LOCATION/CONTACT INFORMATION

**Director of Finance
1st Floor, CL Financial Building
#39-43 St. Vincent Street,
Port of Spain
Tel (PBX) (868) 623-2608
Ext. 5130/5106/5105**

Ageing

The Division of Ageing, established in August 2003, serves as the main agency within the Ministry of Social Development and Family Services to focus on ageing initiatives in Trinidad and Tobago. Its mission is to educate and sensitise key stakeholders and the general public on ageing issues as well as to enhance the quality of life of older persons throughout Trinidad and Tobago, by providing an enabling environment for their continued development. This mandate of the Division of Ageing is critical in view of the fact that current statistics indicate that there are over 130,000 persons over the age of 60 in Trinidad and Tobago and this figure is set to double by the year 2020.

The operations of the Division of Ageing are aligned to the tenets of the Madrid International Plan of Action on Ageing (MIPAA) - the Agreement to which, the Republic of Trinidad and Tobago became a signatory following the United Nations Second World Assembly on Ageing held in Madrid, Spain in 2002.

The core functions of this Division are to:

- Develop standards of care for older persons and facilitate compliance with standards;
- Monitor and coordinate the implementation of the National Policy on Ageing;



Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

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WITH SECTIONS 7, 8 AND 9 OF THE
FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

- Organize and coordinate training programmes, seminars and workshops for care providers of older persons;
- Develop and implement programmes and projects for the benefit of older persons;
- Conduct research on matters pertaining to ageing and older persons;
- Conduct public sensitization programmes nationwide on ageing issues;
- Operate an Older Persons Information Centre (Help Desk) to provide information on products and services available to older persons; and
- Network with social-sector Ministries, the private sector, and civil society to develop and coordinate the implementation of the National Plan of Action on Ageing.

LOCATION/CONTACT INFORMATION
Director, Division of Ageing
Ground Floor, CL Financial Building
39-43 St. Vincent Street, Port of Spain
Tel: (PBX) 623-2608
Ext. 1403/1405/1407/1409

Older Persons Information
Centre (OPIC)
opiccentre@gmail.com

National Family Services Division

The National Family Services Division was established to promote healthy functioning families through the provision of preventive, developmental and remedial programs and services.

The core functions of this Division are to:

- Manage cases of individuals and families at risk;
- Provide individual, group and family counselling;
- Make referrals to relevant agencies, both Ministerial and external, in the management of cases;
- Develop and conduct public education programs and training, including sensitisation campaigns, lectures and workshops on social issues throughout Trinidad & Tobago, on matters impacting family functioning;
- Assist in the research and analysis of matters pertaining to the family and to disseminate information on issues affecting the family in Trinidad and Tobago;
- Network and collaborate with local, regional and international agencies to

- promote healthy functioning families;
- Provide practicum experience for university students desirous of entering the field of social services and on the job training for graduates; and
- Respond and engage in crisis intervention in cases of homicides, suicides and accidents.

LOCATION/CONTACT INFORMATION
Assistant Director
Port of Spain
#95-97 Frederick Street,
Law Association Building
(opposite EBC)
Port of Spain
Tel. PBX. 623-2608 Ext. 6701 -6707

Point Fortin
Rotel Building, Neverson
St.Pt. Fortin
Tel. (868) 648-6747

Tunapuna
Tunpuna Social Services Centre,
Eastern Main Road, Tunapuna
Tel. (868) 662-6364, 623-2608
Ext. 1730

San Fernando
Social Welfare Building, Omardeen
Building, Ciperio Street, San Fernando
Tel. (868) 653-0991; 623-2608
Ext. 2350

Rio Claro
#2458 Naparima Road, Rio Claro
Rio Claro Social Welfare, Rio Claro
Tel. (868) 644-3053

Couva
Couva Social Services Centre,
Camdeen Road, Couva
Tel. (868) 623-2608 Ext. 6150;
636-4453

Chaguanas
Mc Coon Building, (Delta Trading
Building)
Eleanore Street, Chaguanas
Social Welfare Building
Tel. (868) 671-3526; 623-2608
Ext 6210

Princes Town
Marlson's Building
High Street, Princes Town
655-4741.
UNITS

Corporate Communications and Education

The Corporate Communications and Education Unit is responsible for marketing, public relations, education and communications for promoting the role and responsibilities of the Ministry.

The core functions of this Unit are:

- Strategic Communications Planning
- Public Awareness Campaigns
- Media Relations Support Services
- Protocol and Event Planning Services
- Reputation Management
- Internal Communication Support Services
- Graphic design Services
- Speechwriting
- Crisis Communications & Issues Management
- Customer Relations
- Procurement of Corporate material

LOCATION/CONTACT INFORMATION
Manager
Corporate Communications and
Education
4th Floor, CL Building
39-43 St. Vincent Street, Port of Spain
Tel: (868) 623-2608 Ext: 5432, 5405,
5403, 5402

Legal

The Legal Unit renders legal advice to the Ministry of Social Development and Family Services on matters pertinent to the mandate of the Ministry. The Unit performs general legal work within the scope of the Ministry and on behalf of Divisions and Units of the Ministry.

The core functions of this Unit are to:

- Provide legal advice to the Minister, Permanent Secretary and Heads of Divisions on matters pertinent to the mandate of the Ministry;
- Provide legal services for the Ministry such as assisting with the drafting of contracts and the development of legal documents;
- Liaise with the Office of the Attorney General, the Legal Affairs Ministry and other external agencies on legislation and other legal matters relevant to the Ministry's portfolio;
- Undertake reviews of existing legislation pertinent to the social sector and the Ministry's mandate and make recommendations for amendment where necessary;
- Undertakes Research on legal issues pertinent to the Ministry's mandate and prepares Legal Opinions on issues affecting the Ministry and its

units; and

- Provide comments on the legal aspects of policies and programmes recommended for implementation.

LOCATION/CONTACT INFORMATION
Senior Legal Officer
4th Floor CL Financial Building,
#39-43 St. Vincent Street,
Port of Spain
Tel: (PBX) (868) 623-2608
Ext. 1414, 1470

Disability Affairs

The responsibility of the Disability Affairs Unit is to promote programmes, practices and attitudes which facilitate the full inclusion of persons with disabilities (PWDs) in all spheres of life.

The core functions of this Unit are to:

- Co-ordinate and monitor implementation of the National Policy on Persons with Disabilities;
- Provide technical support and referral for persons with disabilities, their families and all other persons interested in learning about disabilities;
- Evaluate requests for assistance from Non-Governmental Organisations (NGOs) and individuals;
- Network with pertinent NGOs, mass media and inter-national organisations to collect and disseminate information on disabilities;
- Implement programmes that empower persons with disabilities;
- Sensitise and increase public awareness of issues pertaining to persons with disabilities; and
- Conduct research and collect data on persons with disabilities.

LOCATION/CONTACT INFORMATION
Director, Disability Affairs Unit
Ground Floor
Nahous Building
45A-45C St. Vincent Street, Port of Spain
Tel (PBX): (868) 6234-1983 / 623-2608
Ext. 1150, 1152, 1151
Fax:(868)623-2379

Piparo Empowerment Centre (PEC)

To provide residential treatment, rehabilitation services and skills training for male substance abusers by employing the principles of responsible love and con-

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Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

**UPDATED PUBLIC STATEMENT FOR 2021 IN COMPLIANCE
 WITH SECTIONS 7, 8 AND 9 OF THE
 FREEDOM OF INFORMATION ACT (FOIA) 1999**

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cern with the highest professional standards using all available resources and networking with relevant agencies. The programme has a capacity to house fifty (50) residents, for the duration of nine (9) months to one (1) year. Clients enter the programme as referrals or as 'walk-ins'. The PEC also accepts court referrals – the opportunity for rehabilitation is offered as an alternative to sentencing and in this instance, completion of the programme is mandatory.

The core functions of this Centre are to:

- Provide treatment and rehabilitation services for substance abusing clients, towards their successful social reintegration;
- Provide clients with opportunities for building and/or rebuilding skills to make them more marketable and improve their chances at successful reintegration;
- Provide continued moral, social and spiritual support to clients and their families, both during and after the treatment period;
- Provide clients with a comprehensive array of rehabilitative services, including vocational and remedial skills training;
- Provide long-term residential rehabilitation services for males who have a chronic substance abuse problem, and who may have had several failed attempts at recovery; and
- Provide a safe physical environment for residents in treatment.

The PEC utilises the Therapeutic Community Model and provides the following services:

- Treatment
- Therapeutic Community Counselling/Training
- Peer Counselling
- Intake/Assessment and Referrals
- Individual and Group Counselling
- Family Therapy Counselling
- Behaviour Modification
- Social Re-integration Training
- Remedial Education
- Vocational Counselling
- Vocational and Occupational Skills Development (internal and external)
- Skills Training (e.g. Agriculture, Lands and Maintenance, House-keeping, Food preparation, Communication)
- Accessing Medical Treatment, Psychiatric Support, Dental Care and Optical Services

- Accessing Micro-Enterprise Grants for business start up
- Job Placement
- Accessing Transitional Housing for graduating residents as needed
- Follow-up and After Care Services.

LOCATION/CONTACT INFORMATION

Programme Director
Piparo Empowerment Centre
Dindial Trace, Piparo
Tel: (868) 656-0328 / 656-0876 / 623-2608 Ext. 3000-3005
Tel/Fax: (868) 656-0764/656-0797

Social Displacement

Create and monitor a network of treatment and rehabilitation alternatives that would empower socially displaced persons and facilitate their reintegration into society.

The core functions of this Unit are to:

- Provide rehabilitation programmes and services to the socially displaced;
- Inform and advise on policies and programmes for socially displaced persons;
- Develop and coordinate rehabilitation programmes and services for socially displaced persons;
- Carry out public sensitization campaigns about persons who are socially displaced;
- Network with local, regional and international agencies; and
- Monitor and evaluate services and programmes for the socially displaced.

LOCATION/CONTACT INFORMATION

Executive Director
Social Displacement Unit
Nahous Building
45A – 45C St. Vincent Street,
Port of Spain
Tel: (868) 623-2608 Exts. 5700 - 5705

HIV/AIDS Co-ordinating

Strengthen the implementation and co-ordinating capacity of the Ministry with regards to HIV/AIDS related activities. The HIV Coordinating Unit works collaboratively with the Ministry's social services, Non-Governmental Organisations and other stakeholders to address the overarching goals of the National Strategic Plan for HIV/AIDS.

The core functions of this Unit are to:

- Mainstream HIV/AIDS within the Ministry;
- Facilitate the development of Information, Education and Communication (IEC) Material and other Behaviour Change Communication (BCG) strategies on HIV/AIDS;
- Promote opportunities for mainstreaming advocacy efforts on HIV and AIDS among staff as well as among external stakeholders and clients;
- Coordinate programmes for the delivery of HIV and AIDS education services internally (staff) and externally (the Ministry's clients);
- Develop the Research Project which speaks to psycho-social issues within the HIV/AIDS epidemic; and
- Facilitate the implementation of the HIV Workplace Policy within the Ministry.

LOCATION/CONTACT INFORMATION

HIV/AIDS Coordinator
1st Floor Nahous Building,
45 A-C St. Vincent Street,
Port of Spain.
Tel: (PBX) (868) 623-2608;
Exts. 1457/1458

Internal Audit

Internal Audit ensures there is accountability, efficiency, effectiveness and transparency in the financial operations of the Ministry.

The core functions of Internal Audit are to:

- Monitor the systems of internal controls and other related documents in the Ministry's financial operations;
- Identify any weaknesses in the systems, draw them to the attention of the Permanent Secretary (Accounting Officer) and make recommendations for their improvements; and
- Examine the financial processes and supporting documents to ensure there is compliance with established accounting laws and regulations, procedures, policies, principles, circulars and other authorities in force.

LOCATION/CONTACT INFORMATION

Auditor II, Internal Auditor
ABMA Building
55-57 St Vincent Street, Port of Spain
Tel: (868) 625-9709; 623-2608
Exts. 1260-1263

Procurement Unit

The Procurement Unit is a newly established Unit of the Ministry of Social Development and Family Services that was implemented to adhere to the Public Procurement and Disposal of Property Act, 2015 which reforms public procurement in Trinidad and Tobago in keeping with modern procurement management practices. This approach to public procurement addresses accountability, integrity, transparency and value for money in the management of both organisational effort and individual procurement and disposal actions. The Procurement Unit ensures that the Ministry complies with the legal parameters of the modern public procurement regime implemented by the Ministry of Finance. The Unit will endeavour to build the requisite capacity to implement the organisation's Annual Procurement Plan. Additionally, the Unit's role is:

- To develop procurement processes, policies, procedures, templates and guidelines to bring alignment to the new procurement system.
- To utilise procurement planning tools and techniques in determining relevant procurement methods for goods and services (Annual Procurement Plan, Procurement and Disposal/Evaluation Workflow Processes and Policies)
- To develop Training, qualifications, and certification of relevant Divisional Staff (included on Fiscal Training Plan).
- To monitor, measure and evaluate contractors and vendors performance and maintain a database of findings
- To sensitize delegated units of procurement on their new roles and responsibilities
- To ensure that zero offences and penalties are incurred by ensuring compliance with the Office of the Procurement Regulator's handbooks and guidelines.

LOCATION/CONTACT INFORMATION

Public Procurement Officer
CL Financial Building
#39-43 St Vincent Street, Port of Spain
Tel: 623-2608 Exts. 1427;1477



Government of the Republic of Trinidad and Tobago

Ministry of Social Development and Family Services

UPDATED PUBLIC STATEMENT FOR 2021 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

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Project Implementation

The Project Implementation Unit (PIU) is responsible for the implementation of the programmes/projects of the Ministry, which fall under the Public Sector Investment Programme (PSIP).

The core functions of this Unit are to:

- Manage the relationships between internal and external stakeholders of the Ministry's projects. In so doing, it operates both as an Agent of the Ministry and as a Client to the various Units/Departments of the Ministry;
- Provide technical expertise in areas such as Designs – spatial layout for, and preparation of scope of works for the Ministry's infrastructural type projects, thereby ensuring that they are implemented on time, within budget and in accordance with best practices and high quality standards;
- Coordinate site visits and meetings with all stakeholders and contractors to ensure that projects are implemented according to planned scope of works and in conformance with policies and procedures of the Government of Trinidad & Tobago;
- Assists the Policy and Research Division in the preparation of Notes for Cabinet, the Annual Development Programme Estimates, midterm review, and monthly status reports of the PSIP.

LOCATION/CONTACT INFORMATION Project Manager

**2nd Floor CL Financial Building,
#39-43 St. Vincent Street,
Port of Spain**
Tel: (PBX) (868) 623-2608
Ext. 1461, 1464, 1465

Non-Governmental Organisation

The Non-Governmental Organisation (NGO) Unit was established within the Ministry of Social Development and Family Services in May 2013 with the mandate to manage the Ministry's relationship with service delivery partners involved in the delivery of social services to communities.

The core functions of this Unit are to:

- Identify suitable organisations to undertake the delivery of services or the conduct of social programmes and projects;
- Manage contractual arrangements with organisations for the delivery of social services and programmes;

- Register organisations involved in the delivery of social services;
- Collaborate with relevant social service delivery agencies and divisions to ensure the effective and efficient delivery of services;
- Process and assess requests from organisations for subventions, grants and other types of assistance and making appropriate recommendations;
- Ensure compliance by organisations in accordance with established criteria for the delivery of social services;
- Develop mechanisms to monitor and evaluate the operations of NGOs and other organisations in receipt of financial assistance;
- Conduct research into matters pertaining to the non-governmental sector in order to advise State agencies on the operations of various NGOs;
- Promote training and capacity building programmes for NGOs so that they would be better equipped to serve the delivery mandate; and
- Maintain an NGO database.

LOCATION/CONTACT INFORMATION

Coordinator
Non-Governmental Organisation (NGO) Unit
2nd Floor
Nahous Building, 45-A-C St Vincent Street, Port of Spain
Tel: (PBX) 623-2608
Ext. 5003, 5023, 5034
Email: ngounit@social.gov.tt

Development Support Unit

The Development Support Unit (DSU) was established in 2004.

The Unit's vision presents a commitment to give continuing support to the organisation's transformational agenda, through the application of change management theories and practice, with the quest to achieve and sustain high levels of performance without compromising overall wholeness and wellness.

The Unit is positioned as an advocate achieving and sustaining organizational stability by balancing the concerns and goals of the Executive, with the requirements and needs of staff and other stakeholder.

The core functions of this Unit are to:

- Support the wellness of the organisation

- and the wellbeing of its personnel – the internal clients of MSDFS; and
- Facilitate the delivery of efficient and effective services by the MSDFS to external clients and stakeholders.

LOCATION/CONTACT INFORMATION

Change Management Officer
Development Support Unit
3rd Floor
Nahous Building,
45A-45C St Vincent Street,
Port of Spain.
Tel. (PBX) 623-2608
Ext. 1102-1104 Fax. 623-3717

The Interdisciplinary Child Development Centre (ICDC)

The Interdisciplinary Child Development Centre is a government-funded preschool facility that serves the underprivileged in the Couva area. The core function is to provide educational, nutritional and social services to low income children, from 1-5 years old.

LOCATION/CONTACT INFORMATION

Manager, the Interdisciplinary Child Development Centre
#6 De Gannets Street, Couva
Tel: 636-3605

Adult Education Programme

The Adult Education Programme provides educational opportunities for adults and out of school young persons who have not graduated to further/higher education, allowing participants to develop skills that will enable them to make meaningful contributions to the development of society. The Programme seeks to develop and deliver a range of academic, vocational and leisure programmes outside of the formal school system.

The Programme's objectives are to:

- Raise national levels of literacy and numeracy through organized programmes.
- Provide support and technical assistance to community groups desirous of developing and delivering their own programmes but with the aim of making such groups self-reliant.

LOCATION/CONTACT INFORMATION Education Extension Facilitator

Adult Education Programme
ABMA Building
55-57 St Vincent Street, Port of Spain
Tel: (868) 623-2608 Exts. 1240-1242

National Social Development Programme

The National Social Development Programme (NSDP) is a social intervention which provides mechanisms for eligible citizens of Trinidad and Tobago to improve their standard of living and quality of life through the provision of grant services to facilitate the improvement of the physical conditions of their houses through minor structural repairs, improvement to sanitary plumbing and electrical wiring installations / upgrades. The Programme seeks to specifically target the poor and vulnerable groups in society including but not limited to; senior citizens, persons with disabilities, unemployed persons, victims of domestic violence and single parent households. Since fiscal 2011/2012, the National Social Development Programme in its delivery of social support and services has proven to be an instrumental component of the Ministry's plan to ensure that poor and vulnerable citizens throughout the country reside under habitable conditions.

The core functions of this Programme include:

- To ensure that needy citizens throughout the country have access in their homes, to a reliable and sustainable supply of pipe borne water and electricity as well as improved, sanitary plumbing facilities; and
- To raise the standard of living and quality of life of under-privileged citizens.

The Programme offers different services including:

- House Wiring Assistance Facility
- Materials for Sanitary Plumbing Assistance
- Minor House Repair Assistance
- provides persons with materials and/or labour in roof repairs and other minor structural repairs to their homes.

LOCATION/CONTACT INFORMATION
National Director
National Social Development Programme
2nd Floor

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Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

**UPDATED PUBLIC STATEMENT FOR 2021 IN COMPLIANCE
WITH SECTIONS 7, 8 AND 9 OF THE
FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

Nahous Building
45A-45C St. Vincent Street,
Port of Spain
Tel: (868) 624-2608 Ext. 1429-1434

Sowing Empowerment through Entrepreneurial Development (SEED) grant was established in 2014. The Ministry, through its SEED Programme provides a mechanism to empower citizens who are vulnerable. Those persons who have an interest in starting or improving their own business but are unable to gain access to funding can access the SEED Programme. The SEED Programme aims to level the playing field of the poor by providing an initial step to facilitate their entry into the competitive business environment as well as obtain training opportunities to facilitate employment. The National Social Development Programme (NSDP), Ministry of Social Development and Family Services (MSDFS) is responsible for implementing the SEED Programme

Objectives of the SEED Programme

- Reduce poverty and encourage self-sufficiency in Trinidad and Tobago by facilitating entry into the competitive business environment.
- Empower poor and vulnerable persons who have an interest in starting or improving their own business, thereby contributing to the development of more sustainable communities.
- Provide training opportunities to unemployed or underemployed persons in desired subject areas to facilitate employment
- Provide training opportunities in the area of Micro Entrepreneurship to facilitate sustainability of the micro business project

National Director

National Social Development Programme
2nd Floor
Nahous Building
45A-45C St. Vincent Street,
Port of Spain
Tel: (868) 624-2608 Ext. 1429-1434

SECTION 7(1) (a) (II)

Categories of documents in the possession

of the Ministry of Social Development and Family Services:

1. Files dealing with administrative support and general administration documents for the operations of the Ministry
2. Files dealing with the accounting and financial management function of the Ministry
3. Financial Records (Cheques, Vouchers, Receipts, Journals)
4. Files dealing with matters relating to the procurement of supplies, services and equipment
5. Cabinet Notes and Minutes
6. Maps/Charts/Photographs/Compact Disks/ Diskettes/Abstracts/Tapes/Catalogues
7. News Releases, speeches originating from the Ministry
8. Policy and Procedure Documents
9. Internal and External correspondence files
10. Documents relating to strategic review of the Ministry
11. Documents relating to Training plans
12. Documents relating to Information Technology
13. Legislation and Legal Instruments
14. Legal Opinions and related matters
15. Files dealing with training - local and foreign and technical co-operation
16. Minutes/Agenda of meetings
17. Files dealing with Circulars, memoranda, notices, bulletins, etc.
18. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants/Technical, Corporate, Valuation etc.
19. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
20. Files dealing with official functions, conferences and events hosted and attended by the Ministry.
21. Inventories
22. Periodicals and publications
23. Complaint/suggestion files
24. Research Studies
25. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
26. Other information that can be accessed at the Ministry's Website include:
 - Media Releases
 - Speeches made by the Honourable Minister
 - Print Notices
 - Videos
 - Photos

- Information on the services provided to the public

SECTION 7 (1) (a) (III)

Material prepared for publication or inspection

The public may generally inspect and/or obtain copies of the Ministry's Publications between the hours of 8.00 a.m. and 4:00 p.m. (Monday – Friday) at the Ministry's Library.

LOCATION/CONTACT INFORMATION
Ministry of Social Development and Family Services
Library Services
ABMA Building
#55-57 St. Vincent Street,
Port-of Spain
Tel: (868) 623-2608 Ext. 1474; 1475

SECTION 7(1) (a) (IV)

Literature available by subscription
The Ministry of Social Development and Family Services has no literature available by way of subscription.

SECTION 7(1)(a) (V)

Procedure to be followed when accessing a document from the Ministry of Social Development Family Services

HOW TO REQUEST INFORMATION

- General Procedure

Our 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. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available in any Public Authority in order to access information that is not readily available in the public domain.

- Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of Social Development and Family Services (see Section 7(1) (a) (VI)).

- Details in the Request
- Applicants should provide details that will

allow for ready identification and location of 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, communicate with our Designated Officer.

REQUESTS NOT HANDLED UNDER FOIA

- A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from this public authority or from another public authority (for example brochures and pamphlets etc.)

RESPONDING TO YOUR REQUESTS

- Retrieving Documents

The Ministry of Social Development and Family Services is required to furnish copies of documents only when they are in our possession or can be retrieved from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

- Furnishing Documents

An applicant is entitled to make copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. 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 program so that a computer will print information in the format you prefer.

TIME LIMITS

- General

The FOIA sets time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadline, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the

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Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

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statutory limit, we will acknowledge your request and advise you of its status.

- Time Allowed

We will determine whether to grant your 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, you will be permitted to inspect the documents or be provided with copies if you request.

- Fees and Refund

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to access to the document/s requested.

**THE REQUEST FOR ACCESS TO
 OFFICIAL DOCUMENTS**

The Making a Freedom of Information Request Forms can be accessed at our Reception/Lobby areas or it may be downloaded from the website www.foia.gov.tt.

**SECTION 7 STATEMENTS
 SECTION 7(1) (a) (VI)**

Officers in the Ministry of Social Development and Family Services 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 correction of personal information under Section 36 of the FOIA.

THE DESIGNATED OFFICER IS:

Ms. Angelique Taylor
 Ministry of Social Development and Family Services Head Office: CL Financial Building
 #39-43 St. Vincent Street, Port of Spain
 Tel. 623-2608 Ext. 1484

THE ALTERNATE OFFICER IS:

Ms. Jill Abdul
 Ministry of Social Development and Fam-

ily Services Head Office: Nahous Building
 2nd Floor
 Nahous Building,
 45-A-45C St Vincent Street, Port of Spain
 Tel. 623-2608 Ext. 5032

SECTION 7(1) (a) (VII)

Advisory Boards, Councils, Committees, and Other Bodies (when 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 is generally accessed in our Library, standard business hours will be applicable to the Library: Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

Copies of the Ministry of Social Development and Family Services' policies are also provided in the public domain at www.social.gov.tt.

- No Smoking, Eating or Drinking is allowed in the Library
- No Bags are allowed in the Library
- Cell phones are to be kept on mute mode

**LOCATION/CONTACT INFORMATION
 Librarian**

**2nd Floor ABMA Building,
 55-57 St. Vincent Street, Port of Spain
 Tel: (868) 623-2608 Ext. 1474; 1475**

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

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

- Constitution of the Republic of Trinidad and Tobago Chapter 1:01
- Financial Regulations, 1965
- Civil Service Act and Regulations, 1966 Chapter 23:0, Laws of Trinidad and Tobago
- Public Service Commission Regulation, 1966, Chapter 88:01, Laws of Trinidad and Tobago
- The Audit and Exchequer Act 20 of 1959, Chapter 69:01
- Freedom of Information Act 26 of 1999

- Senior Citizens Pension Act Chapter 32:02
- Public Assistance Act, Chapter 32:03
- Socially Displaced Persons Act, 2000
- Homes for Older Persons Act, 2007
- Occupational Safety and Health Act, 2004
- Domestic Violence Act 27 of 1999 Chapter 45:56, Amended by 8 of 2006
- Sexual Offences Act 27 of 1986 chapter 11:28, amended by Act 31 of 2000
- Matrimonial Proceedings and Property Act Chapter 45:51, Act 2 of 1972
- Co-habitation Relationship Act Chapter 45:55 Act. No. 30 of 1998

N.B. All documents listed above are available for purchase at the Government Printery.

Additionally, these statutes may also be found / downloaded from the Digital Legislative Library System from www.laws.gov.tt

SECTION 8 (1) (a) (ii)

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

- Manual for Homes for Older Persons (2020)
- Diagnostic Assessment of Social Welfare Division (2020)
- National Policy on Persons with Disabilities (2019)
- National Parenting Policy- Green Paper (2017)
- Standard Operating Procedures Manual for the Means Test Assessment (2017)
- Framework to guide the Relationship between Government and non-Governmental Organizations for the Delivery of Social Services in Trinidad & Tobago (2007)
- A Framework for Monitoring and Evaluating in the Social Sector (2006)
- A Framework for Monitoring & Evaluating Social Sector Interventions (2006)
- Monitoring and Evaluation Policy for the Social Sector (2006)
- National Policy on Ageing for Trinidad and Tobago (2003)

SECTION 8 (1) (b)

In enforcing written laws or schemes administered by the Ministry, 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.

At this time, the Ministry has no documents which fall within the meaning of this section.

SECTION 9 STATEMENTS

SECTION 9 (1) (a), (b), (c), (d), (g) (j), (k), (l), (m)

At this time, the Ministry has no documents which will fall within the meaning of these sections.

SECTION 9 (1) (e)

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

- Trinidad and Tobago Survey of Living Conditions (2005)
- Survey on norms and values (2009)
- Multiple Indicators Cluster Survey 4: Monitoring the Situation of Women and Children (2011/2012)
- Survey on status of males in Trinidad and Tobago (2012)
- Nationwide study on the effects of Legitimised Gambling in Trinidad (2012)
- Perception of the Heads of Divisions (HODs) of the Ministry of the People and Social Development (MPSD) on the Implementation of Ministry Initiatives (2014)
- A Situation Analysis of Children with Cerebral Palsy in Trinidad and Tobago (2014)
- National Poverty Reduction Strategy (2020)



Government of the Republic of Trinidad and Tobago
Ministry of Social Development and Family Services

UPDATED PUBLIC STATEMENT FOR 2021 IN COMPLIANCE
WITH SECTIONS 7, 8 AND 9 OF THE
FREEDOM OF INFORMATION ACT (FOIA) 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Social Development and Family Services is required by law to publish the following statements which list the documents and information generally available to the public.

SECTION 9 (1) (f)

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

- Report on National Consultation on Social Development
- Report on the Social Mitigation Plan Consultations (2017)

SECTION 9 (1) (h)

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

- Social Sector Investment Programme 2019
- Ministry's Five Year Strategic Plan (2018-2023)
- National Social Mitigation Plan (2017/2022)
- Street Dwellers' Working Committee Report (2017)
- Annual Administrative Report 2016/2017
- Annual Administrative Report 2017/2018

- Final reports on Social Displacement Unit's programmes/projects
- Report on the Holistic Plan for addressing Social Displacement in Trinidad and Tobago.

SECTION 9 (1) (i)

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

- National Policy on Persons with Disabilities
- National Ageing Policy
- National Policy on the Family
- National Parenting Policy

**MINISTRY OF SOCIAL DEVELOPMENT AND
FAMILY SERVICES (MSDFS)**

www.social.gov.tt

June 2021



FREEDOM OF INFORMATION ACT

2021 PUBLIC STATEMENT OF PARIA FUEL TRADING COMPANY LIMITED

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) ("FOIA"), Paria Fuel Trading Company Limited ("PARIA") is required by law to publish; and annually update the statement which list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by PARIA;
2. A legal right for each person to have official information relating to him/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 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 PARIA publishes the following statement as approved by the Minister of Energy and Energy Industries.

Section 7 – Statements

Section 7(1)(a)(i)

Paria Fuel Trading Company Limited, a company incorporated on 5 October 2018 under the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago with its registered office at #9 Queens Park West, Port-of-Spain. PARIA is a wholly owned subsidiary of the Trinidad Petroleum Holdings Limited ("TPHL"), TPHL is solely owned by the Government of the Republic of Trinidad and Tobago. PARIA's main business is fuel logistics and trading.

Vision Statement:

To be a preferred and reliable supplier of petroleum products to the local and regional markets, and offer efficient, cost-effective Terminal and Bunkering services to all our customers, and deliver premium shareholder value while becoming an employer of choice and a source of pride for the people of Trinidad and Tobago.

Function and Structure of PARIA

Board of Directors

PARIA is governed by a Board of Directors appointed by the company's shareholders. The Members of the Board of Directors are as follows:

- Mr. Newman George - Chairman (22nd August 2019 - present)
- Mr. Peter Clarke (7th January 2019 - present)
- Mrs. Christine Sahadeo (7th January 2019 - 30th April 2021)
- Mr. Eustace Nancis (7th January 2019 - present)
- Mr. Reza Salim (22nd August 2019 - present)
- Dr. Fayad Ali (12th April 2021 - present)
- Ms. Avie Chadee (12th April 2021 - present)

There are four (4) Sub-Committees of PARIA's Board of Directors:

- 1) Audit and Risk Sub-Committee
- 2) Finance, Investment and Human Resource Strategies Sub-Committee
- 3) Procurement and Tenders Sub-Committee
- 4) Operations and Safety Sub-Committee

The Company Structure

PARIA's Management Team is headed by a General Manager and is structured into eight (8) departments namely:

- 1) Terminal Operations;
- 2) Commercial;

- 3) Technical and Maintenance;
- 4) Support Services which include Human Resource, Finance and Corporate Sections;
- 5) Health, Safety, Environment and Quality ("HSEQ");
- 6) Security;
- 7) Legal;
- 8) Corporate Communications; and
- 9) Internal Audit.

• General Manager

The General Manager is responsible for setting the strategic direction of PARIA and delivering consistent operational and financial performance relative to the trading and terminal operations through a relentless focus on values, safety and environment, reliability, quality, delivery, margin optimization and cost. The Office of the General Manager has direct responsibility for the Legal, HSEQ and Security Departments. The General Manager has an administrative responsibility for the Internal Auditor but this position reports functionally to the Board. Each of the other four (4) departments is headed by a Manager who reports directly to the General Manager.

• Terminal Operations

The Department is headed by a Terminal Operations Manager and is responsible for planning, coordinating and executing terminal and trading operations in a cost-efficient manner in compliance with accepted standards and regulations.

• Commercial

This department is headed by a Commercial Manager and is responsible for commercial optimization of asset, schedule and product trade in a competitive global marketplace through diligent monitoring of market trends, harnessing of market intelligence and successful management of customer relations to ensure maximum profit to the company through judicious optimization of trading margin and product volume movement.

• Technical and Maintenance

The department is headed by a Technical and Maintenance Manager and is responsible for directing the services of general engineering and central maintenance to the terminal operations in compliance with engineering, safety and regulatory standards consistent with the business plan for the terminal.

• Support Services

This department is headed by a Support Services Manager and is responsible for planning, implementation and controls of all human capital, financial and commercial (ICT, Supply Chain) activities in accordance with relevant statutory requirements and best practice to enable productive, cost-effective and high-quality services.

• Health Safety Environment and Quality

This department has a HSEQ Lead with the responsibility to drive the design, implementation and communication of all health safety environmental programs and quality. He is responsible for developing and providing technical and administrative direction on all HSEQ decisions which bear a critical importance to overall Company objectives, operations and profitability.

• Security

This department has a Security Lead with the responsibility to lead the corporate security team in providing a safe and secure working environment, ensuring protective measures are in place to reduce potential risk and threats to Company personnel and assets in keeping with statutory obligations and Company's policies and procedures.



FREEDOM OF INFORMATION ACT
2021 PUBLIC STATEMENT OF
PARIA FUEL TRADING COMPANY LIMITED
in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

• **Legal**

This Department has a Legal Counsel with the responsibility to advise the General Manager on all corporate governance matters and to provide legal services, representation and support to reduce risk/exposure to stakeholders in accordance with regulatory, statutory, global best practice and ethical standards.

• **Corporate Communications**

The Communications Lead is responsible for developing, leading and executing a robust communications strategy and plan that promote, manage and protect the reputation of the Company and is aligned to its brand across its wide stakeholders consistent with its culture, values and beliefs. To manage the reputation of the Company, with responsibility for all internal and external communications.

• **Internal Auditor**

The Internal Auditor is responsible for providing the Board and Management of PARIA with independent assurance and consulting in the areas of controls, risk management and governance processes.

Section 7(1)(a)(ii)

Categories of documents held and maintained by PARIA:

i Corporate Documents

- a. Company registration, certificates, and by-laws.
- b. Board Notes and Minutes of Board and Sub-Committee Meetings.

ii Correspondence with Corporation Sole, Ministries, Government and State Agencies

iii Legal Documents

- a. Contracts, deeds, leases, licences and all other legal instruments.
- b. Documentation pertaining to litigation and legal actions.

iv Business Activities

- a. Strategy and planning reports.
- b. Vendor/supplier, contractor lists, etc.
- c. Business plans, proposals, reviews and reports.
- d. Records relating to human resource management matters.
- e. Public relations records and files, newsletters, releases, brochures, photographs etc.
- f. Marketing and business promotion information.
- g. Performance, audit assessment and analyses.
- h. Consultancy, technical, valuation and various other reports that support business decisions.
- i. Policies, procedures and manuals.
- j. Speeches and presentations.
- k. Accounting and financial management documents and records.

v Financial and Accounting Operations

- a. Records related to budgeting, capital investment, financial planning and reporting, taxation, cash management etc.
- b. Audited financial statements.
- c. Accounting records.
- d. Records related to controls and system optimization.
- e. Annual Financial Reports.

vi Health Safety and Environment

- a. Investigation reports.
- b. Register of incidents, accident and reportable injuries.
- c. Records on effluent discharges.
- d. HSE performance reports.

Section 7(1)(a)(iii)

Material prepared for publication or inspection by the public:

- Annual Financial Reports.
- Advertisements for Recruitment of Personnel.
- Advertisements for Procurement of Goods and Services.
- Public Notices.
- Press Releases.

The above stated documents can be accessed on our website at www.paria.co.tt or at our head office located at Administration Building, Southern Main Road, Pointe-à-Pierre.

Section 7(1)(a)(iv)

Literature available by subscription:

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

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from PARIA:

Requests for information are to be made in accordance with the FOIA, the applicant must make his/her request in the following manner:

1. Obtain a copy of the appropriate form (**Request for access to Official Documents**) available on the Freedom of Information Unit website at <http://www.foia.gov.tt>
 2. Complete the form, the relevant information that must be provided to PARIA include:
 - Name of applicant (full name);
 - Contact information;
 - Information requested and format to provide the information;
 - Date of request; and
 - Signature of applicant.
- Applications should be addressed to the Designated Officer of PARIA (see Section 7(1)(a)(vi))
3. The completed form may be:
 - a. Hand delivered to PARIA; or
 - b. Mailed to PARIA's registered address.

Addressing Requests

To facilitate the prompt handling of requests, please write to the Designated Officer of PARIA (see Section 7(1)(a)(vi)).

Ms. Joanne Sinanansingh
 Legal Counsel
 Paria Fuel Trading Company Limited
 Administration Building, Southern Main Road
 Pointe-à-Pierre
 Email: Joanne.Sinanansingh@paria-tt.com

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 would be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with PARIA's Designated Officer.

Requests not Handled under the FOIA

In accordance with Section 12 of the FOIA, requests that would not be processed are as follows:

- a. Documents which contain information that is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d. Documents which are stored for preservation or safe custody.

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FREEDOM OF INFORMATION ACT
2021 PUBLIC STATEMENT OF
PARIA FUEL TRADING COMPANY LIMITED
in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999

Responding to Your Request

Retrieving documents

PARIA is only required to furnish copies of documents that it has in its possession. Older records are stored and may be retrieved. However, various laws and regulations give time periods for which records may be kept before they are destroyed and no longer available for disclosure under the FOIA.

Furnishing documents

An applicant is entitled to access copies of information which PARIA has in its possession, custody or power. PARIA is required to furnish only one (1) copy of a document. If PARIA cannot make a legible copy of the document to be released, we may not attempt to reconstruct it. Instead PARIA will furnish the best copy possible and note its quality in our reply. Please note that PARIA is not compelled to do the following:

- (a) Create new documents. For example, PARIA is not required to write a new computer programme to print information in a format preferred by the applicant; and
- (b) Perform research for the public.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. PARIA will try diligently to comply with the time limit. PARIA will acknowledge your request and advise you of its status and the time period in which the information would be provided. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

Time Allowed

PARIA will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. If it is determined that the request cannot be disclosed, then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

Section 7(1)(a)(vi)

Officers in PARIA responsible for:

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

The Designated Officers of PARIA are:

Ms. Joanne Sinanansingh (Designate)
 Legal Counsel
 Paria Fuel Trading Company Limited
 Administration Building, Southern Main Road
 Pointe-à-Pierre
 Email: Joanne.Sinanansingh@paria-tt.com

Ms. Rohini Ramai-Peters (Alternate)
 Commercial Manager
 Paria Fuel Trading Company Limited
 Administration Building, Southern Main Road
 Pointe-à-Pierre
 Email: Rohini.Ramai-Peters@paria-tt.com

Section 7(1)(a)(vii)

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

At the present 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:

Any applicant requesting to view information can make general enquiries by contacting the Designated Officers under section 7(1)(a)(vi). The necessary arrangement will be made to accommodate the applicant at our Head Office between the hours 9.00a.m. to 11.00a.m. and 1.30p.m. to 3.00p.m.

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 request by applicants.

Provision of Copies in the Public Domain

Copies of documents that are readily available in the public domain shall be provided as follows:

- Documents may be subject to a charge to cover administrative costs;
- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure there is no disruption to the activities of PARIA;
- The applicant shall comply with the instructions of the Designated Officers at all times.

Section 8 – Statements

Section 8(1)(a)(i)

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

This section is not applicable to PARIA.

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.

The following manuals and policies have been approved by the Board.

1. Delegation of Financial Authorities.

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 procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This Section is not applicable to PARIA.

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.

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(b)

A report or a statement containing the advice or recommendations of a body established outside the public authority 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 the public authority or to the responsible Minister of that public authority.

There are no reports or statements to be published under this subsection at this time.



FREEDOM OF INFORMATION ACT
2021 PUBLIC STATEMENT OF
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Section 9(1)(c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the public authority.

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(d)

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

This section is not applicable to PARIA.

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.

- Product Quality Reports.

Section 9(1)(f)

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

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(g)

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

This section is not applicable to PARIA.

Section 9(1)(h)

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

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(i)

A report containing

- 1) Final plans or proposals for the re-organization of the functions of the public authority;
- 2) The establishment of a new policy, programme or project to be administered by the public authority; or
- 3) 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.

There are no reports or statements to be published under this subsection at this time.

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 to PARIA.

Section 9(1)(k)

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

There are no reports or statements to be published under this subsection at this time.

Section 9(1)(l)

An environmental impact statement prepared within the public authority.

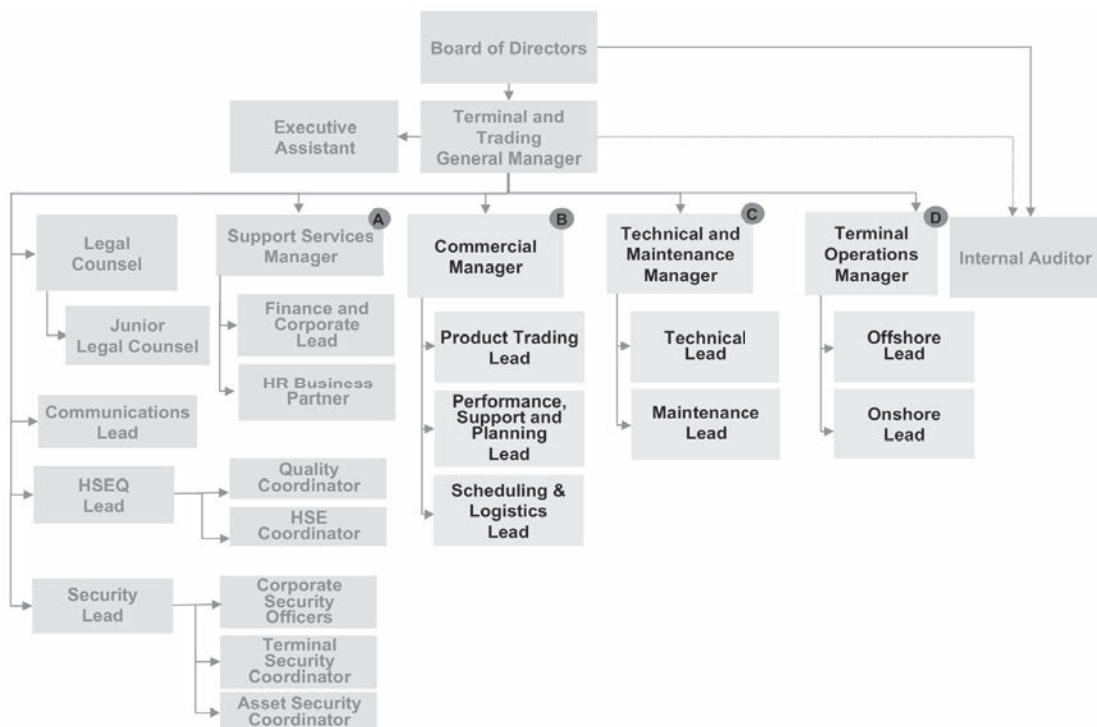
There are no statements to be published under this subsection at this time.

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.

There are no reports to be published under this subsection at this time.

PARIA FUEL TRADING COMPANY LIMITED ORGANIZATIONAL STRUCTURE



1 Administratively reports to GM but functionally reports to the Board Audit Committee

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

ST. PATRICK 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 St. Patrick West, Point Fortin Area, by Zhihan Chen of 15, Main Road, Point d'Or, La Brea, that it is his intention to apply to the Licensing Committee at the Point Fortin Magistrate's Court on WEDNESDAY THE 11TH DAY OF AUGUST, 2021 at 11.00 o' clock in the forenoon, for a transfer to him of the Licence to carry on the trade of a Spirit Grocer, now held by Kelene Sasha Arjoon for the premises situate at Lot No. 315, Southern Main Road, La Brea in the said district.

Dated this 23rd day of July, 2021 at the Point Fortin Magistrate's Court.

V. MADEIRA
*Secretary, Licensing Committee
Point Fortin*

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SOUTH-EASTERN COUNTIES

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 South Trinidad, Mayaro Area, by Chandra Gopaul of Light Pole No. 20, Manzanilla Road, Mayaro, that it is her intention to apply to the Licensing Committee at the Mayaro Magistrate's Court on WEDNESDAY THE 4TH DAY OF AUGUST, 2021, in the forenoon at a virtual session for a transfer to her of the Licence to carry on the trade of a Spirit Retailer now held by Rooplal Gopaul of Light Pole No. 20, Manzanilla Road, Manzanilla.

Dated this 15th day of July, 2021 at the Mayaro Magistrate's Court.

M. ALI
*Chairperson, Licensing Committee
Mayaro*