



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 60

Caroni, Trinidad, Tuesday 30th November, 2021—Price \$1.00

No. 180

THE FOLLOWING HAVE BEEN ISSUED:

- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 15th April, 2016—\$24.80.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 22nd April, 2016—\$14.40.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 25th April, 2016—\$18.00.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 13th May, 2016—\$22.40.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 20th May, 2016—\$31.60.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 10th June, 2016—\$9.60.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 17th June, 2016—\$14.00.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 24th June, 2016—\$21.60.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 1st July, 2016—\$32.40.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 4th July, 2016—\$27.20.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 9th September, 2016—\$12.80.  
HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 14th September, 2016—\$14.80.

1146

## APPOINTMENT OF COMMISSIONER OF THE TRINIDAD AND TOBAGO FAIR TRADING COMMISSION

IT IS HEREBY NOTIFIED that in accordance with the provisions of Sections 26(1), 26(2), 26(3) and 27 of the Fair Trading Act, Chap. 81:13 of the Laws of the Republic of Trinidad and Tobago, Ms. DAWN CALLENDER has been appointed as a Commissioner of the Fair Trading Commission with effect from 28th September, 2021 to 11th August, 2022.

1147

## EXPIRATION OF APPOINTMENT OF COMMISSIONER OF THE TRINIDAD AND TOBAGO FAIR TRADING COMMISSION

IT IS HEREBY NOTIFIED that the appointment of Mr. DEXTER JOSEPH as a Commissioner of the Fair Trading Commission expired due to effluxion of time on 11th August, 2021.

15th November, 2021.

A. ALLEYNE-OVID  
*Acting Permanent Secretary*  
Ministry of Trade and Industry



**2021 PUBLIC STATEMENT OF  
THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO  
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF  
THE FREEDOM OF INFORMATION ACT 1999**

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

The FOIA gives members of the Public:

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

THE FOLLOWING INFORMATION IS PUBLISHED BY THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO AS APPROVED BY THE HONOURABLE ROHAN SINANAN MINISTER OF WORKS AND TRANSPORT:

**Section 7 Statements**

Section 7(1) (a) (i)

**Vision Statement:**

To be the leader of diverse and innovative aviation business in the region.

**Mission Statement:**

Committed to being customer centric while stimulating innovation and economic growth in the aviation business.

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED**Structure and Function**

The Authority is a statutory body established by the Airports Authority of Trinidad and Tobago Act, Chap 49:02 (as amended). The mandate of the Authority is to develop and manage the Piarco International Airport and the ANR Robinson International Airport, including the development, maintenance and improvement of its airport estates facilities so as to ensure the availability of efficient, secure and safe aviation services and commercial viability. Its Board of Directors is appointed by the Minister of Works and Transport.

The Authority is divided into six (6) Divisions as follows:

- General Manager Office
- Corporate Services
- Estate Planning and Business Development
- Airport Operations – Piarco International Airport
- Airport Operations – ANR Robinson International Airport
- Security

The General Manager reports to the Board of Directors. The Office of the General Manager is responsible for the Audit Department, Communications Department, Legal Department and the newly formed Procurement Departments.

The Corporate Services Division is responsible for ensuring that the core departments under this division are provided with the institutional capability, infrastructure and administrative support services needed to perform their functions effectively and efficiently. This Division consists of the following departments:

- Finance
- Human Resources
- Information and Records

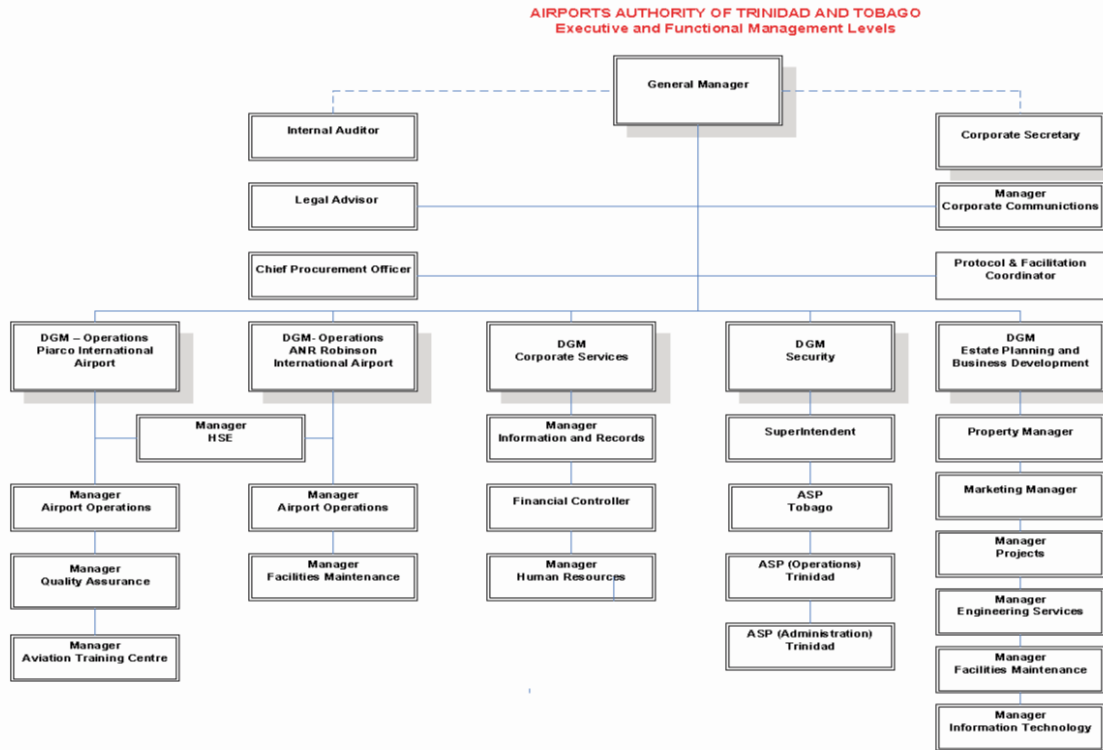
The Estates Planning and Business Development Division is responsible for ensuring the continuous development of the Authority's estate into an economically viable commercial business centre. This Division is also responsible for researching, sourcing, identifying and implementing projects to make maximum commercial use of all available land, buildings or space on the estate. The Division consists of the following departments

- Marketing
- Information Technology
- Engineering
- Property
- Facilities Maintenance
- Project Management

The Airport Operations at the Piarco International Airport and the ANR Robinson International Airport are primarily responsible for ensuring the safe, efficient and continuous use of airport runways, taxiways and terminal buildings and that all activities are carried out in accordance with internationally established standards. Some activities include security and airport management and emergency preparedness co-ordination.

The Security Division is responsible for coordinating and implementing security mechanisms according to international standards and regulations. This Division is also responsible for passengers and staff screening, carrying out identification and vehicle checks, vehicular traffic control and law enforcement.

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO—CONTINUED



2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED**Section 7 (1) (a) (ii)****Categories of Documents is in possession of the Authority**

- Files regarding Administrative, Personnel, Industrial Relations, Accounting, Management, Procurement, Training, Meetings, Social Events, Circulars, Legal documents, Newspaper Clippings, conferences and customer matters.
- Contracts
- Manuals
- Leases
- Tender Documents and Reports
- Reports such as Annual, Monthly, Board, Departmental, Statistical, Technical
- Corporate Policy documents
- Financial Records
- Draft Strategic Plans
- Draft Human Resource Policies
- Auditor General Reports
- Internal Newsletters
- Internal and External correspondence
- Inventories
- Press Releases
- Brochures and pamphlets
- Survey Plans
- Reports: Statistical, Annual/monthly/quarterly, Audit Consultants/Technical, Corporate, Valuation, Accident, etc.
- Briefing Papers.
- Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
- Periodicals and publications
- Complaints/Suggestions files
- Registers/Certificates/Permits/Licences etc.

**Section 7 (1) (a) (iii)****Materials prepared for publication or inspection**

- Brochures
- Magazines
- Newsletters

**Where may the public inspect**

The public may inspect and/or obtain copies of the above on normal working days at:

Information and Records Department  
Airports Authority of Trinidad and Tobago  
Airports Administration Centre  
South Terminal, Piarco International Airport  
Golden Grove Road  
Piarco  
Tel: (868) 669-2288 ext 2340, 2346

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED**Section 7 (1) (a) (iv)****Literature available by subscription**

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

**Section 7 (1) (a) (v)****The procedure to be followed when accessing documents from the Authority**

How to request information:

**(1) General Procedure**

The Authority's policy is to answer all oral and written requests for information. However, in order to have the rights given to you by the FOIA for instance the right to challenge a decision if your request for information is refused, you ought to make your request in writing. All applicants must therefore complete the appropriate form i.e. (*Request for Access to Official Documents*) available from the Authority's Information Resource Centre and on the website of the Freedom of Information Unit (<http://www.foia.gov.tt>).

**(2) Addressing Requests**

To facilitate the prompt handling of requests, applicants must address their requests to the Designated Office of the Authority (see below statement for Section 7 (1) (a) (vi)).

**(3) Details in the Request**

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

**(4) Requests not handled under the Act**

In accordance with Section 12 of the FOI Act, requests under the FOIA that will be not be processes are as follows:

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

**(5) Responding to Requests**

The Authority is required to furnish copies of documents only when they are in our possession or we can retrieve them for storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents would therefore be impossible. Various laws, regulations and manuals give the time periods for preserving records before they can be destroyed, see for reference the **Exchequer and Audit Act, Chap. 69:01**.

<https://agla.gov.tt/downloads/laws/69.01.pdf>

**(6) Furnishing documents**

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

An applicant is entitled to access copies of information which the Authority has in its possession, custody or power. The Authority is required to furnish only one copy of a document. If the Authority cannot make a legible copy of a document to be released, the Authority will not attempt to reconstruct it. Instead, the Authority 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, the Authority is not required to write a new programme so that a computer will print information in the format that an applicant may prefer.
- b. Perform research for the applicant.

**(7) Time limits**

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. The Authority will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Authority will acknowledge the request and advise the applicant of the status and the time period in which the information will 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.

**(8) Time Allowed**

The Authority will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days after the requests has been made 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 the Authority are responsible for:**

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

The Designated Officers of the Authority are:

**Ms Belinda Samlal (Designate)**  
Manager – Information and Records  
Airports Authority of Trinidad and Tobago  
Airport Administration Centre  
South Terminal, Piarco International Airport  
Golden Grove Road  
Piarco  
Tel: 1 (868) 669-2288 ext 2340  
Fax: 1 (868) 669-4705  
Email: bsamlal@tntairports.com

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

**Ms Cyndy Bleasdell (Alternate)**  
Secretary III  
Information and Records Department  
Airports Authority of Trinidad and Tobago  
Airport Administration Centre  
South Terminal, Piarco International Airport  
Golden Grove Road  
Piarco  
Tel: 1 (868) 669-2288 ext 2346  
Fax: 1 (868) 669-4705  
Email: cbleasdell@tntairports.com

**Section 7(1) (a) (vii)**

**Advisory Board, 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 calling the Designated Officers under section 7(1)(a)(vi). The necessary arrangements will be made to accommodate the applicant at the Information Resource Centre of the Authority between the hours of 9.00 am – 3.00 pm, Mondays to Fridays.

**Section 8 Statements**

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

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

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

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

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority or similar document containing rules, policies, guidelines, practices or precedents that apply under this section are as follows:**

- Uniform Policy
- Mobile Phone Policy
- Clean Desk Policy
- Confidentiality Policy
- Human Resource Policy
- Tender Policy and Procedures
- Concession Standards and Regulations
- Tenant Design Guidelines



2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

**Section 8(1)(b)**

**In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in enforcement of the written laws or schemes:**

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

**Section 9 Statements**

**Section 9(1) (a)**

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

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

**Section 9(1) (c)**

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

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

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED**Section 9(1) (e)**

A report (including a report concerning the results of studies, surveys or test) 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.

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

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

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

There are no reports 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.

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

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

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

- Auditor General Reports

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

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

There are no reports 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

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

1148—Continued

2021 PUBLIC STATEMENT OF THE AIRPORTS AUTHORITY OF  
TRINIDAD AND TOBAGO—CONTINUED

**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 to be published under this subsection at this time.

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

**An environment 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.**

- Property Valuations

1149

## LICENSING SESSION

## THE REGION OF SANGRE GRANDE

The undermentioned applications for Licensing Committee's Certificates for the issuing of New Licences for the Region of Sangre Grande, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session to be held at the Sangre Grande District Court (Virtual Session) on FRIDAY 3RD DECEMBER, 2021 at 1.30 p.m. in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer</b>			
Jason Rajkumar Khillawan	... ... ¾ Mile Mark, Guaico-Tamana Road, Guaico, Sangre Grande	No. 10 Foster Road Sangre Grande	From 1st January, 2022 to 31st March, 2022
Tanz Samuel	... ... Light Pole No. 173, Nestor Village, Guaico-Tamana Road Guaico, Sangre Grande	Light Pole No. 173, Nestor Village, Guaico-Tamana Road Guaico, Sangre Grande	do.
<b>Spirit Grocers</b>			
Arshan Maraj	... ... 1½ Mile Mark, Cunapo Southern Main Road Maraj Hill, Sangre Grande	Lot No. 11, Eastern Main Road Sangre Grande	do.

Dated this 22nd day of November, 2021 at the Sangre Grande District Court.

*Chairperson  
Licensing Committee  
for The Region of Sangre Grande*

1150

## NOTICE

## SAN FERNANDO CITY CORPORATION

## NAMING OF STREET WITHIN THE CITY OF SAN FERNANDO

IT IS HEREBY NOTIFIED as required by sections 138, 139 and 140 of the Municipal Corporations Act, No. 21 of 1990, that the following Street listed hereunder was renamed on the respective date:

<i>Prior Street Name/Description</i>	<i>New Name/Renamed to</i>	<i>Date</i>
Poinsettia Lane	Ken Philmore Lane	2nd October, 2021

I. SINGH  
Chief Executive Officer



Government of the Republic of Trinidad and Tobago

## Valuation Division

### Public Notice

#### Under Section 29 of the Valuation of Land Act

## TO ALL PERSONS IN POSSESSION OF RESIDENTIAL LAND, COMMERCIAL LAND, AGRICULTURAL LAND OR ANY COMBINATION OF SAME

# Extension of Deadline for the Submission of Returns

This Public Notice is issued pursuant to Section 29 of the Valuation of Land Act, Chap. 58:03 of the Laws of the Republic of Trinidad and Tobago. The Commissioner of Valuations wishes to advise every person in possession of residential land, commercial land, agricultural land or a combination of any of the above (mixed use) with or without buildings in Trinidad and Tobago for which a Return is required containing the particulars required by the Commissioner of Valuations, that the deadline has been extended from November 30<sup>th</sup>, 2021 to **January 31<sup>st</sup>, 2022**.

Property owners/occupiers/agents are now required to submit their completed Return(s) on or before **January 31<sup>st</sup>, 2022**.

**Under Section 32 of the Valuation of Land Act, failure to comply with this requirement constitutes a criminal offence which is punishable by a fine of five thousand dollars (\$5,000.00).**

For information on accessing, completing and submitting a Return please go to Valuation Division website [www.valuationdivision.gov.tt](http://www.valuationdivision.gov.tt) or send an email to [valdivhelp@gov.tt](mailto:valdivhelp@gov.tt). You can also contact the Valuation Division at:

Location	Address	Contact Information (where applicable)
1. Diego Martin	Diego Martin Regional Corporation 17-18 Diego Martin Main Road, Diego Martin	Drop Box Location Only
2. Port of Spain	Port of Spain City Corporation 2-4 Knox Street, Port of Spain	Drop Box Location Only
3. Barataria	Valuation Division Head Office Churchill Court #19, #29, #29A Estate Trace, 6th Ave Ext. Barataria	<a href="mailto:valdiv.pos@gov.tt">valdiv.pos@gov.tt</a>
4. Tunapuna	Tunapuna/Piarco Regional Corporation Centenary Street, Tunapuna	Drop Box Location Only
5. Arouca	Valuation Division Office 25-27 Eastern Main Road, Arouca	<a href="mailto:valdiv.aro@gov.tt">valdiv.aro@gov.tt</a>
6. Sangre Grande	Sangre Grande Regional Corporation Ramdass Street, Sangre Grande	Drop Box Location Only
7. Chaguanas	Valuation Division Office 206 Caroni Savannah Road, Charlieville, Chaguanas	<a href="mailto:valdiv.chag@gov.tt">valdiv.chag@gov.tt</a>
8. San Fernando	Valuation Division Office 29-31 Point-a-Pierre Road, Palms Club, San Fernando	<a href="mailto:valdiv.sando@gov.tt">valdiv.sando@gov.tt</a>
9. Princes Town	Valuation Division Office 100 High Street Princes Town	<a href="mailto:valdiv.sando@gov.tt">valdiv.sando@gov.tt</a>
10. Point Fortin	Valuation Division Office 65 Canaan Road and Sergeant Street, Mahaica, Point Fortin	<a href="mailto:valdiv.pf@gov.tt">valdiv.pf@gov.tt</a>
11. Siparia	Valuation Division Office Siparia Administrative Complex, High Street, Siparia	<a href="mailto:valdiv.sip@gov.tt">valdiv.sip@gov.tt</a> Drop Box Location Only
12. Rio Claro/ Mayaro	Rio Claro/Mayaro Regional Corporation - High Street, Rio Claro	Drop Box Location Only
13. Tobago	Valuation Division Office Ahmed Ghany Building 39 Wilson Road, Scarborough, Tobago	<a href="mailto:valdiv.tb@gov.tt">valdiv.tb@gov.tt</a>



For any questions, concerns or assistance on the Valuation Return process, please contact:

**Call Centre  
612-1715 option 7**

Persons in possession of land are advised **not to include original documents when submitting completed Returns** via drop box. They will be contacted when the Return has been processed either by mail, email or by telephone and provided with the Property Identification Number (PIN) assigned to the property. Each property will be assigned one PIN.

You are not required to submit a Return at this time if you submitted a Return previously AND a site visit was conducted for your property by a Valuation Division Officer.

Commissioner of Valuations  
November 30<sup>th</sup>, 2021



#### Valuation Division, Ministry of Finance

Address: Churchill Court #19, #29, #29A Estate Trace, Barataria

Telephone: (868) 612-1715

E-mail: [valdiv.pos@gov.tt](mailto:valdiv.pos@gov.tt) | Help e-mail: [valdivhelp@gov.tt](mailto:valdivhelp@gov.tt)

