



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 60

Caroni, Trinidad, Tuesday 9th March, 2021—Price \$1.00

No. 36

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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—

Legal Profession (Eligibility for Admission) Order, 2021—(Legal Notice No. 76 of 2021).

Legal Profession (Eligibility for Admission) (No. 2) Order, 2021—(Legal Notice No. 77 of 2021).

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MINISTRY OF TRADE AND INDUSTRY CONFIRMATION OF APPOINTMENTS

IN ACCORDANCE with Circular Memorandum P: 39/19 Vol. IV, Temp. I dated 25th August, 2006, the following arrangements are published for general information:

Confirmation

Name	Rank of Officer	Date
Ms. Karen Ali-Jailal	Administrative Officer II	19th April, 2018
Ms. Sharon Maingot-Sedeno	Clerk IV	1st April, 2019

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MARRIAGE OFFICER'S LICENCE GRANTED

LICENCE dated 20th January, 2021 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

20th January, 2021.

F. AL-RAWI
Attorney General

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Life in Jesus Deliverance Ministries	Marlon Anthony Lashley	No. 54 Cardinal Crescent Edinburgh 500 Chaguanas	Life in Jesus Deliverance Ministries No. 43 Caparo Valley Road Palmiste, Chaguanas

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CANCELLATION OF MARRIAGE OFFICER'S LICENCE

NOTICE is hereby given that the Honourable Attorney General has approved the cancellation of the Marriage Officer's Licence dated 17th November, 2020 for MARLON ANTHONY LASHLEY of the Life in Jesus Deliverance Ministry.

Dated this 20th day of January, 2021.

F. AL-RAWI
Attorney General

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Office of the Prime Minister is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Act gives members of the public:

- A legal right for each person to access official documents (with exemptions) held by the **Office of the Prime Minister**
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA

Section 7 (1) (a) (i)

Function and Structure of the Office of the Prime Minister

Structure

The Office of the Prime Minister (OPM) is headed by Dr. the Honourable Keith Rowley, Prime Minister of the Republic of Trinidad and Tobago who assumed office on September 9, 2015. The Office of the Prime Minister provides professional, coordinated and administrative support to assist the Prime Minister and the Cabinet and is responsible for the coordination and implementation of decisions taken by the Prime Minister and the Cabinet, in order to ensure and promote the effective and efficient business of the Government of Trinidad and Tobago.

Mission Statement:

The mission of the OPM is to provide professional, coordinated, administrative and other support services to the Prime Minister in executing his constitutional responsibilities for Trinidad and Tobago.

Vision Statement:

The Vision of the OPM is to be the hallmark of excellence in the Public Service.

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OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

Location:

- Whitehall, 29 Maraval Road, St. Clair, Newtown 190108;
- OPM Head Office, Gender and Child Affairs Division and the National HIV/AIDS Co-ordinating Secretariat are located at 13-15 St. Clair Avenue, St. Clair, Newtown 190126
- Finance and Accounts Unit located at Level 21, Tower D International Waterfront Complex, Wrightson Road, Port of Spain;
- Central Administrative Services Tobago, (CAST) - Orange Hill Road, Lower Scarborough, Tobago
- Official Residence and Diplomatic Centre - La Fantasie Road, St. Ann's.

Mandate:

The portfolio of responsibilities falling under the purview of the OPM is outlined in the Trinidad and Tobago Gazette No. 125 Vol. 54 dated December 4, 2015 and is as follows:

- Cabinet;
- Central Administrative Services – Tobago;
- Centre of Government;
- Child Development;
- Children's Homes;
- Children with Special Needs;
- Citizen Facilitation;
- Civil Society Engagement;
- Commissions of Enquiry;
- Community Residences;
- Constitutional Matters;
- Coordination of matters relating to Tobago;
- Ecclesiastical Affairs;
- Economic Advisory Board;
- Foreign Policy Oversight;
- Gender Affairs;
- Government Communications Oversight;
- National Awards;
- National Heroes;

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

- National Security Council;
- Oversight for Transformation Initiatives;
- Parliamentary Affairs;
- Protocols of State;
- Public Holidays;
- HIV/AIDS Coordination;
- Wholly - Owned Enterprises - Urban Development Company Trinidad and Tobago Limited;
 - Golden Grove – Buccoo Company Limited;
- Statutory Boards and other Bodies – The Children’s Authority of Trinidad and Tobago;
 - Sports and Culture Board of Management; and
 - Tobago Regional Health Authority.

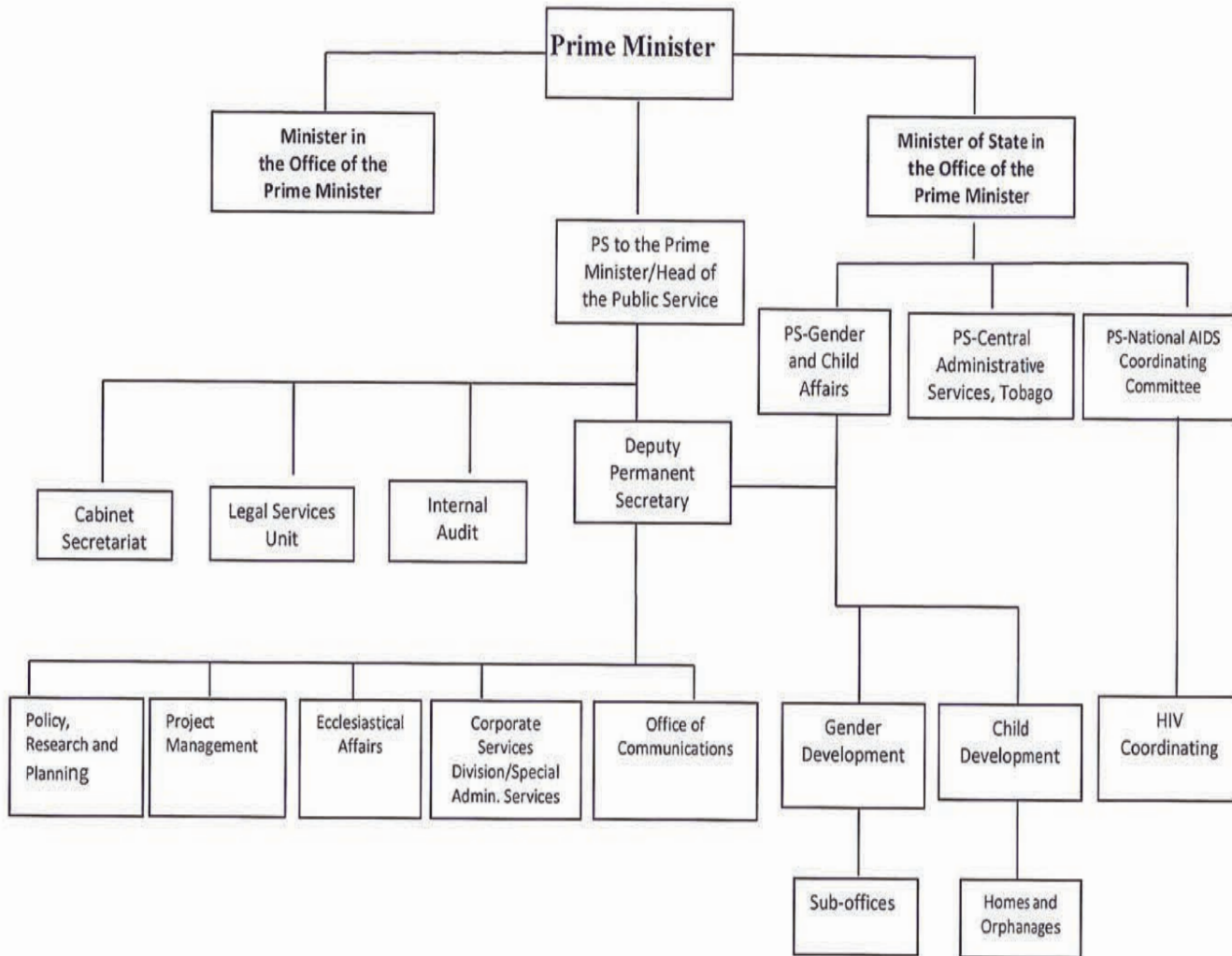
Structure and Composition:

The Office of the Prime Minister provides professional coordinated and administrative support to the Prime Minister of the Republic of Trinidad and Tobago. In this regard, the Prime Minister is supported by:

- The Ministers appointed by the Prime Minister, who discharge functions based on a portfolio assigned by the Prime Minister;
- Minister in the Office of the Prime Minister and Minister of State;
- The Permanent Secretary to the Prime Minister, the Permanent Secretaries/Heads of Departments and Administrative Divisions/Units under her/his Charge;
- The Cabinet Secretariat led by the Secretary to Cabinet;
- The Prime Minister’s Special Advisors;
- The National Security Council Secretariat;
- The Press Secretary and the Public Information and Communication Unit;
- The Senior Foreign Service Officer assigned to the Prime Minister;
- The Prime Minister’s Secretariat;
- The Prime Minister’s Personal Staff;
- The Management Staff of the Prime Minister’s Residence;
- The Security Detail assigned to the Prime Minister at his office, residence, and Diplomatic Centre.

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

The Top-Level Organizational Structure of the Office of the Prime Minister



The OPM comprises several Secretariats, Divisions and Units: -

SECRETARIATS:

• **CABINET SECRETARIAT**

The Cabinet has the general direction and control of the Government of the Republic of Trinidad and Tobago and is responsible collectively to Parliament. Cabinet is served by the Cabinet Secretariat, which provides specialized administrative support services to the Cabinet as well as support for Cabinet Subcommittees. The major committees that operated in 2016 are: -

- The Finance and General Purposes Committee (FGPC);
- The Parliamentary Questions Committee (PQC);
- Reports Review Committee (RRC).

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

The Secretariat facilitates submissions of Notes for consideration by the Cabinet by Ministers of Government. The Cabinet Secretariat records the decisions of Cabinet and transmits those decisions to the relevant public authorities in the form of Cabinet Minutes for implementation within the relevant Ministries or Statutory Authorities. The Secretariat is also the traditional communication link between Ministries/Departments and the Cabinet, as well as between the Public Service, the President and the Parliament.

• **NATIONAL HIV/AIDS COORDINATING COMMITTEE SECRETARIAT**

The Secretariat was established to support the National AIDS Coordinating Committee (NACC). The Secretariat is responsible for operationalizing the decisions of the NACC and for the day-to-day management and coordination of the national HIV and AIDS response viz. reporting on progress, coordinating stakeholder efforts, providing advice and technical assistance to implementing agencies and acting as a clearinghouse for information.

• **NATIONAL AWARDS COMMITTEE SECRETARIAT**

The National Awards Committee considers and makes selections from nominations received from the public for National Awards based on set selection criteria. The Committee's recommendations are then forwarded to the Prime Minister who submits the final list to the President.

• **SPORTS AND CULTURE FUND SECRETARIAT**

The Secretariat receives requests for financial assistance from the Sport and Culture Fund, which was established under the Sport and Culture Fund Act Chapter 40:54 of the Laws of the Republic of Trinidad and Tobago. It receives requests for funding on prescribed application forms addressed to the Chairman or Secretary to the Board. The duties of the Board are: -

- to determine the eligibility of individuals and organizations engaged in activities related to Sport and Culture for financial assistance from the Fund;
- to determine the feasibility of undertaking projects and enterprises;
- to process and determine applications for loans or grants; and
- to advise the Prime Minister on the withholding or further disbursement of grants or loans to individuals or organizations engaged in activities related to sports and culture.

DIVISIONS:

There are a number of Divisions responsible for the provision and delivery of critical core and support services to the Prime Minister and OPM.

- **CORPORATE SERVICES DIVISION** comprises the following Divisions and Units: -

GENERAL ADMINISTRATION DIVISION

The Division provides administrative support in the preparation of Notes to Cabinet and Notes to the Prime Minister, and responds to parliamentary questions and requests for

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

information under the Freedom of Information Act (FOIA). In addition, it provides secretarial support to the Ministerial Tenders Committee and processes matters pertaining to former Prime Ministers.

HUMAN RESOURCE MANAGEMENT DIVISION

The core function of the Division is to adopt, implement and maintain human resource management principles, policies and practices within the OPM. The Unit is responsible for continuously improving and building capacity of personnel within the Office, implementing human resource management policies, implementing the performance management and appraisal system in the organization and addressing grievances/representations made by members of staff. Additionally, it is responsible for human resource planning, recruitment, training and development, salary and benefits administration, and managing industrial and employee relations for public officers and contract personnel of the OPM.

FINANCE AND ACCOUNTS DIVISION

This Division is responsible for managing the financial affairs of the OPM as directed by the Permanent Secretary, and in accordance with the relevant Exchequer and Audit Act and the Financial Regulations, Comptroller of Accounts Circulars and all other directives from the Comptrollers of Accounts and the Ministry of Finance. Duties include: - payment of salaries and other allowances; payments to suppliers and service providers, maintenance of vote books and pay record cards; travelling and overpayment registers; submission of estimates, appropriation account and all other accounting reports as required.

PROCUREMENT AND OFFICE MANAGEMENT UNIT

The Procurement and Office Management Unit's primary function is the management and provision of the required goods and services for the efficient running of the Office on a daily basis. This Unit ensures compliance with proper procurement processes and is also responsible for monitoring/inventory of office supplies, furniture and equipment.

REGISTRY AND RECORDS MANAGEMENT UNIT

The Registry and Records Management Unit is responsible for the creation and maintenance of systems and procedures for the control and flow of records to and from the Divisions/Units within the OPM. Other duties of the Unit include the retention and disposal of such records. This Unit is the repository of all documents, correspondence and files within the Office, with the exception of those managed by the Cabinet Records Section.

SPECIAL ADMINISTRATIVE SERVICES UNIT

The Special Administrative Services Unit provides administrative support to all Ministries/Departments in the processing of Human Resource matters pertaining to Permanent Secretaries and Heads of Departments and maintains the Establishment for Permanent Secretaries, Deputy Permanent Secretaries and Heads of Departments. The

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

Unit also seeks the approval of the Permanent Secretary to the Prime Minister in respect of all leave matters for Permanent Secretaries and Heads of Departments.

The Unit also prepares letters for the signature of the Honourable Prime Minister in respect of transfers of Permanent Secretaries and responses to the Chairman, Service Commissions Department regarding promotions and acting appointments of Permanent Secretaries, Deputy Permanent Secretaries and senior Public Officers.

Memorandum to the Director of Personnel Administration recommending the first acting appointments of Permanent Secretaries and to the Ministry of Finance recommending the appointment of Accounting Officers for the various Ministries/Departments are also prepared for the signature of the Permanent Secretary to the Prime Minister.

The Unit also provides administrative support to Commissions of Enquiry.

HEALTH AND SAFETY UNIT

The Health and Safety Unit is responsible for providing HSE support to all Units/Departments of the OPM by developing and implementing policy and other strategies to ensure statutory compliance and adherence to industry best practices.

PUBLIC INFORMATION AND COMMUNICATION UNIT

The Public Information and Communication Unit is responsible for developing and implementing strategies for communicating the activities of the Prime Minister and the OPM to the media, general public and other target audiences. It is also responsible for all public relations matters.

MANAGEMENT INFORMATION SYSTEMS UNIT

The Management Information Systems Unit is responsible for the planning, operation, support and management of the information system services and network facilities. Additionally, the Unit is responsible for management of the local area networks and peripheral systems of the OPM.

CITIZENS' FACILITATION UNIT

The Citizen's Facilitation Unit was established to facilitate greater support to the citizens, in particular the elderly, in obtaining assistance between them (the citizens) and the various Government Agencies, departments, institutions and private organisations. The unit's mandate is as follows: -

- help resolve disputes;
- ensure that the citizens receive the attention they deserve;
- act on behalf of many of their issues;
- assist the poor and needy by directing them with the help of a letter and phone call to the right departments and persons who will assist;
- mediate with the appropriate persons/organisations/offices; and
- keep citizens informed of their rights (e.g. of new developments which may affect them in some way).

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

THE TOBAGO OFFICE - CENTRAL ADMINISTRATIVE SERVICES TOBAGO DIVISION (CAST) COMPRISES: -

The Office of the Prime Minister, Central Administrative Services Tobago (OPM-CAST) has as its responsibility the co-ordination of matters related to Tobago, which includes: -

- The Prices, Weights and Measures Inspectorate;
- Meteorological Services;
- The Registrar General Department (responsible for the registration of civil, land and company records).

ADMINISTRATIVE SERVICES

The ultimate responsibility for sound and appreciative management of service delivery of OPM-CAST is within the office of the Permanent Secretary which operates as the principal accounting authority for OPM-CAST. Administrative Services consists of the following units: -

- Permanent Secretary Secretariat;
- General Administrative Services;
- Health and Safety;
- Day Care;
- Gym.

GENERAL ADMINISTRATIVE SERVICES

The Department is responsible for the following: -

- Procurement of office accommodation
- Maintenance of Buildings, Equipment and Furniture
- Security of Properties
- Procurement of stationery, materials and supplies
- Registry Services i.e. incoming and outgoing mails, creation and control of files, etc.
- Messenger Services i.e. delivery and receipts of correspondence and other official duties as may be requested of the messengers
- Transport Services for officers on official duties. This service is also provided for Government Ministers and other officers visiting Tobago as requested
- Finalizing arrangements for visits to and from Trinidad
- Control and maintenance of official vehicles
- Processing applications by the general public for refunds of airfare for visits to Trinidad for medical services not available in Tobago
- Supervision of manipulative staff such as Messengers, Drivers, Cleaners and Estate Constables
- Health and Safety. This function was done by the Administrative Officer V, assisted by the Health and Safety Committee.

DAY CARE AND AFTER SCHOOL PROGRAMME

The core service offered by the Centre is the supervision of employee's children. A programme of activities that is in keeping with the Government's policies for child education and development has been put in place. The services of the Day Care and

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

Afterschool Programme is available to children between the ages of 3 – 15 years and the hours of access are 8:00am to 4:15pm. The Centre is not opened on weekends and public holidays.

GYM

This State of the Art Gym is open to the elite athletes from the Division of Sport and Youth Affairs (DSYA), Tobago House of Assembly (THA); Central Government staff in Tobago and staff of the Office of the Prime Minister, Central Administrative Services Tobago. Staff can access the Gym from Mondays to Fridays during the hours of 5:00am to 9:00pm. This facility is geared to keep staff fit in their personal and professional life as it is generally accepted that a “fit employee” is a more productive and satisfied employee. In order to ensure that the facility functions systematically, is properly maintained and remains operational, a number of systems, procedures, rules and regulations have been developed. Guided by the Ministry of the Attorney General, the following system regulations must be implemented:

- Time of use - The facility will be available for use between 5:00am to 9:00pm, Mondays to Fridays. The facility will not be available for use on weekends or holidays.
- Certificate of Health Status - Members must obtain a Medical Certificate from their Physician on their health as a prerequisite to signing up to use the Gym Facility.
- A membership form with its liability clause must be completed before the use of the Gym.
- A qualified Instructor must be present in the Gym to supervise the use by members.

FINANCE AND ACCOUNTING

Finance and Accounts provides financial support to all Divisions at OPM-CAST within the ambit of the Procurement Act and Regulations, the Financial Regulations, the Stores Regulations and Financial Circulars.

HUMAN RESOURCE UNIT

The Human Resource Unit (HR) is the department in the OPM-CAST with the responsibility to deliver value added human resource services to members of staff for all Departments/Units. These departments include the Meteorological Services, Weights and Measures, Register General and General Administration. HR recognises that Human Resource is the most important resource within an organisation and understands in order to be relevant, it should be adaptive and flexible. Consequently, there has been continuous reassessing of its systems and processes. The overarching goal has been to improve performance standards as it responded to the impact of both internal and external changes. Ultimately this process would lead to realignment of goals in sync with the development of an organisational strategic plan. One of the primary roles of the Unit is to develop effective strategies for recruiting, developing and retaining people with the requisite talent within OPM-CAST in order to achieve its goals.

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

INTERNAL AUDIT

The Internal Audit Unit conducts audit examinations of the operations of OPM-CAST, on a schedule approved by the Permanent Secretary, where no prior notice is given to the Division/Section to be audited. Audits are done to ensure compliance with GORTT Financial Rules and Regulations and adherence to all operational procedures.

COMMUNICATIONS

Designs and implements communications strategy for the OPM-CAST. Monitors and evaluates the performance of communications strategies pre, during and post project implementation. Manages internal and external communication with key stakeholders. Assists in the production of marketing materials and literature for public outreach and sensitization. Plan events and produces speeches for the Minister.

TRADE, INDUSTRY AND TOURISM (WEIGHTS AND MEASURES INSPECTORATE)

The function of the Weights and Measures Inspectorate is to ensure the justness and accuracy of all weighing and measuring instruments. To this end regular field trips are made throughout the island to all vending establishments such as wayside vendors, fishermen and meat vendors. Pre-packaged items were also randomly checked to verify accuracy of weight.

REGISTRAR GENERAL'S OFFICE

The Registrar General's Office is a sub-office of the Registrar General's Department. It falls under Office of the Prime Minister, Central Administrative Services Tobago for administrative support and the Ministry of the Attorney General & Legal Affairs with respect to legal direction. The department is divided into three (3) registries, namely the Civil, Companies and Land Registry. The Registrar General's Department in Tobago provides most services which are provided in the Registrar General's Department in Trinidad to members of the public resident in Tobago.

Some of the services provided by the Tobago office include:

- The registration of estates, deeds and bills of sale
- Registration of businesses
- Incorporation of companies
- Certification of documents registered under the Companies Act
- Issuing of birth, marriages, adoption and death certificates
- Insertion of father's name and given names
- Issuing of Minister's Authority for the marriage of a resident and non-resident
- Issuing of Minister's Licence for waiver of the requirement for the posting of marriage banns
- Special sessions for the grant of liquor licence
- Clerical corrections with respect to birth, marriage and death records
- Scanning of business and company documents.

THE METEOROLOGICAL SERVICE DIVISION

The Meteorological Services Division, Tobago is a pivotal section of the Trinidad and Tobago Meteorological Service. The Meteorological services provided in Tobago is intended to be compatible with and complement those provided in Trinidad, and to help

OFFICE OF THE PRIME MINISTER
2019 PUBLIC STATEMENT—Continued

provide full measurement and forecasting of weather patterns for Trinidad and Tobago and the Southern Caribbean Region. The Tobago meteorological facility is also an alternative provider of all essential meteorological services to the one in Trinidad in the event that the Trinidad meteorological facility is compromised. The Division is an Essential Service and operates on a shift basis with a real time operation and all Technical Officers being ‘On Call’ Officers.

The core functions of the Tobago Meteorological Office include, but are not limited to:

- Observing, reporting and recording weather conditions at the aerodrome and receiving, disseminating and archiving meteorological data consistent with International Meteorological and Civil Aviation procedures and standards. The advancement of the science of Meteorology in the development of meteorological services to satisfy the needs of the nation in the pursuit of social, economic and sustainable development;
- Quality controlling and archiving Meteorological data and observations, producing Climate Summaries, inventories and other types of climate or meteorological analysed data reports. Assisting the Climate Department at Piarco in the preparation and compilation of quarterly and yearly climatological reports for input into regional and international climate models;
- Monitoring, analysing and interpreting weather patterns and preparation and dissemination of prognoses of weather conditions.
- Installing, maintaining, repairing and operating meteorological equipment to ensure the efficient and effective delivery of services and products for the national good.

THE GENDER AND CHILD AFFAIRS DIVISIONS COMPRISE: -

CHILD AFFAIRS DIVISION (CAD)

The Division coordinates a holistic and integrated approach to child development. This involves implementing strategies from the UNICEF Convention on the Rights of the Child, developing comprehensive, coherent and harmonized policies and initiatives to promote, protect and respect child rights. The Division collaborates and coordinates with stakeholders to ensure children’s rights are promoted and realized in Trinidad and Tobago. It plays a critical role in guiding Community Residences throughout Trinidad and Tobago and works with the Children’s Authority of Trinidad and Tobago to ensure child care and child protective services are afforded to all children.

GENDER AFFAIRS DIVISION (GAD)

This Division promotes gender equity and equality for all persons in Trinidad and Tobago through the process of gender mainstreaming in all Government policies, projects and programmes. Its roles include the identification of gender gaps in Trinidad and Tobago; the formulation and execution of policies and initiatives to address these gaps; and the promotion of gender awareness and sensitivity.

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2019 PUBLIC STATEMENT—Continued

POLICY RESEARCH AND PLANNING DIVISION (PRP)

This Division conducts research to facilitate evidence-based policy making, programme planning and project development across the various functions of OPM. The Division further provides the Monitoring and Evaluation (M&E) function for all projects and core services delivered by the OPM. It also reviews projects and initiatives by civil society organizations and recommends the award of Government subventions.

There are also a number of other technical support units across the structure of the OPM: -

PROJECT IMPLEMENTATION (PHYSICAL INFRASTRUCTURE) UNIT

The Unit performs specialized infrastructure project management functions of the OPM, specific to the historical buildings and other projects considered critical for national development.

LEGAL SERVICES UNIT

The Legal Unit provides legal advice to the OPM's Permanent Secretary and Heads of Divisions and represents or acts as liaison in all legal matters concerning the OPM. It provides legal advice and opinions; assists in effecting good corporate governance practices by advising on and ensuring adherence to regulatory requirements; prepares/reviews or finalises legal instruments ensuring their accuracy and suitability to govern the OPM's relationships with internal, external or international stakeholders; maintains registries of legal instruments, case files and a legal library; preserves a repository of up-to-date legal instruments; reviews legislation or amendments to existing legislation; tracks trends and international developments in matters of law; collaborates with relevant stakeholders in the attainment of government policy objectives and assists with the processing of applications made under the Freedom of Information Act 1999.

INTERNAL AUDIT UNIT

Internal Audit Unit has auditing oversight for the OPM and is responsible for the effective monitoring of special projects that are often undertaken. It provides management with information about the adequacy and effectiveness of the organization's system of internal control and has responsibility for ensuring that the necessary audit systems and procedures continue to be maintained in strict accordance with the Financial Regulations. The Unit conducts audit surveys in the following areas of the OPM's activities: - Accounts - payroll and expenditure; Human Resource Management; Information Technology; Stores; Procurement and Office Management; Registry and Records Management; Sports and Culture Fund; any other entity or activity that the Permanent Secretary (Accounting Officer) may direct to be audited.

INTERNATIONAL RELATIONS AND PROTOCOL UNIT

The International Relations Unit (IRU) in the OPM monitors relations with States, and international, hemispheric, regional and sub-regional organizations in close collaboration with the Ministry of Foreign and CARICOM Affairs, Public Administration and Communications, Trinidad and Tobago's Embassies, High Commissions and Consulates. The Unit also provides guidance and support for the OPM in matters relating to protocol.

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2019 PUBLIC STATEMENT—Continued

INTERNATIONAL CO-OPERATION DESK

The Desk provides international research and support services for various convention and international agreements. It also facilitates participation of officers of the OPM at international conferences, seminars, workshops, etc.; facilitates preparation and submission of periodic reports on the implementation of international conventions and other agreements specific to gender and child affairs; facilitates payment of annual contributions to international organisations; liaises between foreign missions, Ministry of Foreign and CARICOM Affairs, international affairs units of other government Ministries and Departments, and international organisations; advises the Executive of the OPM on international matters and monitors the relationship between OPM and various international organisations particularly as it relates to funding.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Office of the Prime Minister:

The official documents in the Office of the Prime Minister relate to a diverse range of government policy matters, administrative and other matters that fall under the scope of the responsibilities of the Ministry. These documents include: -

1. Files dealing with Administrative Support and General Administrative Documents for the operations of the Office of the Prime Minister
2. Personnel files which detail all Staff Appointments, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc
3. Files dealing with the Accounting and Financial Management Function of the Office of the Prime Minister
4. Financial Records and Auditing Records (cheques, vouchers, vote books, pay records etc)
5. Files dealing with matters relating to the Procurement of Supplies, Services and Equipment
6. Cabinet Documents (Minutes and Notes)
7. Charts/Photographs/Compact Discs/Diskettes/Tapes/Catalogues/Forms
8. Press Releases and Speeches
9. Policy and Procedure Documents
10. Registers of Working files
11. Strategic Plans/Administrative Reports and Work Plans
12. Intra-governmental correspondence such as correspondence with Ministries and other Public Authorities
13. Legislation and Legal Instruments
14. Legal Documents (Legal Opinions, Agreements, Contracts, Court matters involving the Ministry, Judgments, Law Reports, Legal Texts, Working Papers)
15. Reports – Statistical, Annual/Quarterly, Audit, Consultant/Technical, Valuation, Accident etc.
16. Books, Booklets, Leaflets, Pamphlets, Brochures, Newspaper Clippings and Posters, Periodicals and Publications
17. Files dealing with Training – Local, Foreign and Technical Co-operation
18. Files dealing with Circulars, Memoranda, Notices, Bulletins, etc

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19. Files dealing with Official Functions, Conferences and Events hosted and attended by officials of the Office of the Prime Minister
20. Inventories of Equipment /Asset Registers and Listings
21. Files dealing with applications for financial assistance/financial support/grant funding
22. Minutes of Committee Meetings

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

- Administrative Reports
- OPM online Newsletters <http://www.opm.gov.tt/category/newsletter/>
- Registry of Child Services

The public may inspect and/or obtain copies of the material at OPM (Head Office) on Tuesdays and Wednesdays between the hours of 9.00 a.m. and 2.30 p.m.

The OPM can be contacted via Telephone Nos.: -

- 622-1625 (Head Office St Clair, Gender and Child Affairs Divisions & National HIV/AIDS Secretariat) (PBX)
- 627-1163 (OPM Finance and Accounts Unit located at Tower D International Waterfront Complex)
- 639-3507 (Central Administrative Services, Tobago)

Section 7 (1) (a) (iv)

Literature available by subscription

The OPM currently has no material available for subscription. However, forms to access services provided by the OPM can be accessed from time to time at the following websites: or www.opm.gov.tt or www.opm-gca.gov.tt

- Gender Division - Training Programme Application Forms available at GCA Division
- Nomination forms for Annual National Awards available at Head Office
- Be a Hero Nomination Forms for Children available at GCA Division
- Form A – Application form for assistance (Groups/Organizations) - Sports and Culture Fund
- Form B - Application form for assistance (Individuals) - Sports and Culture Fund

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Office of the Prime Minister

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 official documents is refused), **you must make your request in writing.** Therefore, for public information that is not readily available to the public, the applicant must complete the appropriate form (**Request for Access to Official Documents** which is

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available online from the website <http://www.foia.gov.tt/node/59> or at the Reception Desks of the Office of the Prime Minister, 13- 15 St Clair Avenue, St Clair.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Office of the Prime Minister see *Section 7 (1) (a) (vi)*.

Details in the Request

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

Requests not handled under the FOIA:

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from the OPM or from another public authority, for example brochures, pamphlets, reports, laws etc.

Responding to your Request:

Retrieving Documents

The Office of the Prime Minister is required to furnish copies of official documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

N.B.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, under The Exchequer and Audit Act, Chap. 69:01

Furnishing Documents

An applicant is entitled to copies of information the OPM has in its possession, custody or power. The OPM is required to furnish only one copy of a document. If it cannot make a legible copy of a document to be released, it may not attempt to reconstruct it. Instead, OPM will furnish the best copy possible and note its quality in the reply.

Please note OPM is not compelled to do the following:

- a) Create new documents. For example, it is not required to write a new program so that a computer will print information in the format you prefer.
- b) Perform research for you.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the OPM fails to meet this deadline, the FOIA gives you the right to

OFFICE OF THE PRIME MINISTER
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proceed as though your request has been denied. The OPM will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, your request will be acknowledged and you will be advised of its status. 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

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (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 and/or be provided with copies.

Section 7 (1) (a) (vi)

Officers in the Office of the Prime Minister responsible for:

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

The Designated Officer is:

Job Title: Administrative Officer IV (Ag.)
Name: René Sookhai
Address: 13-15 St. Clair Avenue
St. Clair
Telephone: 622-1625 ext. 4175

The Alternate Officer is:

Job Title: Research Officer II
Name: Sasha Ali-Khan
Address: 13-15 St. Clair Avenue
St. Clair
Telephone: 622-1625 ext. 4114

Section 7 (1) (a) (vii)

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

There are no minutes of meetings of Advisory Boards & Councils, Committees and other bodies that are open to the public.

Section 7 (1) (a) (viii) Library/Reading Room Facilities

You may make general enquiries to our Designated Officer or Alternate Officer. The Office of the Prime Minister does not have a formal Library but a reading area is available by the reception desk Level 21, Office of the Prime Minister, Tower D, International Waterfront Complex, 1A

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Wrightson Road, Port of Spain and in the atrium located on the ground floor, Head Office at St. Clair.

The Reading area is open to members of the public on Monday and Wednesday between the hours of 9:00 a.m. and 2:30 p.m. No smoking, eating or drinking is allowed in the reading area.

Policy of the Office of the Prime Minister for provision of copies of documents that are readily available to the public.

Provision of documents may be subject to a charge to cover administrative costs.

Section 8 Statements

Section 8 (1) (a) (i)

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

1. Adoption of Children Act Chap 46:03;
2. Adoption of Children Act No 67 of 2000 (unproclaimed);
3. Adoption of Children (Amendment) Act No 4 of 2015;
4. Administration of Justice (Indictable Proceedings) Act No 20 of 2011;
5. Anti-Gang Act No 10 of 2011;
6. Attachment of Earnings (Maintenance) Act Chap 45:52;
7. Child Rehabilitation Centre Act Chap 13:05;
8. Child Rehabilitation Centre Regulations 2017;
9. Children Act No. 12 of 2012;
10. Children Amendment Act (2000);
11. Children Act Chap 46:01;
12. Children's Authority Act (2000) and Amendments (2008);
13. Children's Authority Regulations 2015;
14. Children and Young Persons (Harmful Publications) Act Chap 11:18;
15. Children's Life Fund Act (2010);
16. Civil Service Act and Regulations Chap 23:01;
17. Cohabital Relationship Act Chap 45:55;
18. Community Service Orders Act Chap 13:06;
19. Constitution of the Republic of Trinidad and Tobago Act, 1976, Chap. 1:01;
20. Convention on the Elimination of all forms of Discrimination Against Women (CEDAW);
21. Convention on the Rights of the Child (UNCRC);
22. Corporation Tax Act. Chapter 75:02 (1966) Amendments (2007);
23. Criminal Injuries Compensation Act Chap 5:31;
24. Data Protection Act No. 13 of 2012;
25. Domestic Violence Act Chap 45:56;
26. Education Act Chap 39:01;
27. Equal Opportunity Act No 69 of 2000;
28. Exchequer and Audit Act (1959) Amendments (2006);

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29. Family Law (Guardian of Minors Domicile and Maintenance) Act Chap 46:08;
30. Family Proceedings Act Chap 46:09;
31. Finance Act No. 2 of 2006;
32. Family and Children Division Act No 6 of 2016;
33. Freedom of Information Act Chap 22:02;
34. Hindu Marriage Act Chap. 45:03;
35. Income Tax Act Chapter 75:01 (1938) Amendments (2009);
36. Industrial Relations Act (1972) and Amendments (1994);
37. Infants Act 46:02;
38. Integrity in Public Life (2000);
39. International Child Abduction Act (2008);
40. Judicial Review Act No 60 of 2000;
41. Legal Profession Act Chap 90:03;
42. Maintenance Orders (Facilities for Enforcement) Act Chap 45:53;
43. Married Persons Act Cap 11:26;
44. Marriage Act Chap. 45:01;
45. Matrimonial Proceedings and Property Act Chap 45:51;
46. Maternity Protection Act Chap 45:57;
47. Mediation Act No 8 of 2004;
48. Miscellaneous Provisions (Minimum Age for Admission to Employment) Act No 3 of 2007;
49. Miscellaneous Provisions (Marriage) Act 2017;
50. Muslim Marriage and Divorce Act Chap. 45:02;
51. Occupational Safety and Health Act (2004) Amendments (2006);
52. Orisa Marriage Act Chap. 45:04;
53. Pensions Act (1934) Amendments (1939);
54. Prevention of Corruption Act 1987;
55. Public Procurement and Disposal of Public Property Act 2014 and amendments;
56. Public Service Commission Regulations 1966;
57. Revised Treaty of Chaguaramas;
58. Sexual Offences Act (1986) and Amendments (2000);
59. The Administration of Justice (DNA) Act No 5 of 2012;
60. The Children's Community Residences, Foster Care and Nurseries Act No 65 of 2000 and Amendment Act No 15 of 2008;
61. Foster Care Regulations 2014;
62. The Children's Community Residences Regulations 2014;
63. Trafficking of Persons Act No 14 of 2011;
64. Workmen's Compensation Act (1960) Amendments (1997);
65. Births and Death Registration Act, Chap 44:01;
66. Register of Births, Deaths and Marriage Act, Chap 44:02;
67. Companies Act, Chap 88:01;
68. Conveyancing and Law of Property Act, Chap 19:06;
69. Co-operative Societies Act, Chap 81:03;
70. Foreign Investment Act, NO. 16 of 1990;
71. Newspaper Act, Chap 20:01;
72. Non- Profit Organisation Act, NO. 7 of 2019;

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73. Registrar General's Act Chap 19:03;
74. Registration of Deeds, Chap 19:06;
75. Remedies of Creditors Act Chap 8:09;
76. Real Property Act Chap 27 No. 11;
77. Registration of Business Names Act, Chap 82:85;
78. State Lands Act Chap 57:02;
79. Status of Children Act Chap 46:07.

All of the aforementioned listed pieces of legislation can be accessed and downloaded at www.law.gov.tt

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.

- Ministry of Planning and Development -National Development Strategy 2016-2030;
- OPM Administrative Reports;
- OPM Strategic Plans;
- Departmental Work Plans;
- Grant Funding Policy (Gender & Child Affairs Division);
- Sports and Culture Fund Policy / Criteria for Disbursement of Grant Funding;
- Guidelines – Applications to the Sports and Culture Fund (Booklet);
- Child Services Directory;
- Child Rights (Booklet);
- Reports on International Conventions;
- Draft Mobile Phone Policy;
- Tablet Acquisition Policy;
- Revised Guidelines for Contract Employment in the Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01;
- Guidelines for the Administration of Devolved Functions;
- Manual of Terms and Conditions of Employment;
- Guidelines and Procedures for the Exercise of Delegated Functions;
- Code of Ethics Guiding HR Professionals in Public Service;
- Guidelines for the Conduct of One-Man Disciplinary Tribunals;
- Registry Manual;
- Guided Procedures on Intervention for Child Abuse and Domestic Violence;
- Internal directives;
- Employee's Handbook (GCA Division);
- Protocol Manual for the Office of the Prime Minister;
- ICT Acceptable Use Policy;
- OPM Safety Policy Manual for the Head Office of the Prime Minister (2017-2018);
- OPM Draft Risk Profile;
- OPM Smoking Policy;

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- OPM Parking Policy (Head Office);
- OPM Parking Policy (GCA);
- National HIV & AIDS Strategic Plan 2013-2018;
- Standard Operating Procedures for National Reporting on HIV and AIDS;
- Citizen Facilitation Policy 2016;
- ICT Help Desk Policy;
- Smart TV Policy;
- Remote Working Policy;
- Corporate Communications Desk Manual;
- Corporate Communications Operational Manual 201-2020;
- Child Mental Health and Wellness Workbook;
- The National Child Policy (Green Paper);
- Sport and Culture Fund Service Level Agreement;
- Citizens' Facilitation Operational Manual.

Section 8 (1) (b)

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

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

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 other statements to be published under this subsection at this time.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority by or under a written law, (2) 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.

- Report from attendance of Committee Meeting - re Sexual Harassment Policy: Ministry of Labour and Small Enterprise Development;
- Report on an Interdepartmental Committee chaired by the Ministry of Social Development and Family Services (Foster Care Pilot Project);
- Accounting Procedures;
- Financial Regulations and Instructions;
- First and Second Report of the Child Protection Task Force (laid in Parliament);
- Final Report on Independent Investigation of operations at St. Michael's School for Boys compiled by the Inspector of Industrial Schools and Orphanages;

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- Report for the period 2010-2014 of progress on the implementation of the Beijing Declaration and Platform for Action;
- GORTT's 4th 5th 6th and 7th Combined Periodic Report under the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW);
- Progress indicators for measuring the implementation of the Belem do Para Convention;
- Inter-American Children's Institute's Annual Report;
- Personnel Department Circular Memorandum No.1 of 2020: Guidelines for resumption of work of non-essential Government employee's consequent on the lifting of the lifting of the Stay at Home Order Implemented during the COVID-19 Pandemic;
- Personnel Department Circular No.4 of 2020: Improving Public Service Delivery through strengthened management of the Public Service during the COVID-19 Pandemic.

Section 9 (1) (c)

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

- Proposal for the establishment of an IT Knowledge Repository - Electronic Document Management Committee;
- National Commission for Women's Empowerment and Gender Equity (Establishment) Report.

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.

- Inter-Ministerial Committee on the Central Registry for Domestic Violence -Evaluation Report (IT component).

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.

- HSE Incident Reports;
- CARIRI Air Quality Report, Gender and Child Division;

Section 9 (1) (f)

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

- Consultant's Report on Gender Responsive Budgeting Training – GORTT and Commonwealth Secretariat 2012;

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- Implementation Plan for the Proclamation of the Children’s Act No 10 of 2012;
- Architectural reports and Drawings for Construction and Refurbishment Projects;
- Best Practices in the Institutional Treatment of Juveniles as relevant for the situation in Trinidad and Tobago, Dr. Daphne Phillips;
- Reports on Youth at Risk (St. Jude’s School for Girls and St. Michael’s School for Boys);
- Report on the Workshop held at the St. Jude’s School for Girls - Raising the Bar in the case of Inmates;
- Strengthening State Accountability & Community- based Gender based/sexual violence in Trinidad & Tobago;
- Gender Responsive Budgeting Report;
- Reports generated by Special Envoys;
- The National Children’s Registry Design Phase Reports;
- Mapping Report on HIV Prevention Services, December 2018, funded by PAHO;
- Report on Legal Barriers that affect Adolescent Access to Sexual and Reproductive Health Services in Trinidad and Tobago a Qualitative Study, December 2019, funded by UNFPA;
- Report on Legal Environmental Assessment for Trinidad and Tobago for the HIV response in Trinidad and Tobago, October 2018, funded by UNDP.

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.

- The Nursery Policy Situational Analysis Report;
- Children’s Authority GAP Analysis (Community Residences);
- Situational Analysis of HIV and AIDS in Trinidad and Tobago 2017 -2018.

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 a general nature or concerns a particular policy, programme or project administered by the public authority.

- Expenditure Statements;
- OPM Administrative Reports;
- Work Plans;
- Achievement Reports.

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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.

- Strategic Plan & Work Plans for the Office of the Prime Minister 2011-2013, 2017-2021;
- Trinidad and Tobago National Strategic Plan for Child Development 2012-2016;
- National HIV and AIDS Strategic Plan 2013-2018;
- Green Paper on the National Policy on HIV and AIDS.
-

Section 9 (1) (j)

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

- Approved National Policy on Standards, Regulations and Rules for Foster Care, 2014;
- Approved National Policy on Standards, Regulations and Rules for Community Residences, 2014;
- Approved Policy Directions for the development of Regulations for the Children's Authority Act Chap 46:10;
- Draft Nurseries Policy;

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 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 statements to be published under this subsection at this time.

PUBLIC NOTICE

VOIDING OF UNPRESENTED CHEQUES ISSUED BY THE OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS FOR THE YEAR OCTOBER, 2019 TO SEPTEMBER, 2020.

The Office of the Attorney General and Ministry of Legal Affairs notifies the following payees that cheques which were issued to them, have not been presented for encashment to date. All payees are requested to have these cheques encashed before **March 31, 2021** as they would become void.

Kindly ignore this notice if cheques were cashed after January 31, 2021.

OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS LIST OF UNPAID CHEQUES FOR THE YEAR OCTOBER, 2019 TO SEPTEMBER, 2020.

PAYEE	ADDRESS
ANASTACIA MC MEO	C/O OFFICE OF THE ATTORNEY GENERAL MINISTRY OF LEGAL AFFAIRS
RIAMALA GANPAT	"
RAMJIT SOOKDEO	"
SANGEETA LATCHAN	"
RYAN GRANT	"
REYON CHARLES	"
DESMOND THOMPSON	"
PHOEBE ANN EDWARDS	"
ROGER GASPARD	"
SAM PHOTOGRAPHY & VIDEOGRAPHY	"
SANDY POINT VILLAGE LTD	"
KHADIJA BEDDEAU (2)	"
KARIWAK DEVELOPMENT COMPANY LIMITED (2)	"
ROSHAN RAMCHARITAR	"
SOO-HONG WRECKING SERVICE LTD	"
RIANNA PAUL (2)	"
JACQUELINE SOLOMON-PATRICE (2)	"
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO (8)	"

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CARIBBEAN PETROCHEMICAL MANUFACTURING LIMITED	C/O OFFICE OF THE ATTORNEY GENERAL MINISTRY OF LEGAL AFFAIRS
TRINIDAD EXPRESS NEWSPAPERS	"
BRICHA LTD	"
RAGKR CONSULTING LIMITED	"
MASSY TECHNOLOGIES INFOCOM (TRINIDAD) LTD (3)	"
THE AUDITORIUM RESTAURANT AND LOUNGE	"
JAWARA ALUKO	"
IRVIN ARJOON	"
RYAN MC DONALD	"
NATIONAL INSURANCE BOARD (2)	"
MICRO FAST INTERNATIONAL LTD	"
CHRISTOPHER PETERS	"
ALBERT K. RAMNARINE	"
WESTBEES SUPERMARKET	"
MEMORY BANK COMPUTERS LTD (9)	"
EMPLOYERS SOLUTION CENTRE LIMITED	"
NATIONAL CENTRE FOR PERSONS WITH DISABILITIES	"
TRINIDAD TISSUES LIMITED (3)	"
PRW ENTERPRISES LTD	"
PROGMATIX LIMITED	"
LOWLANDS MALL LTD	"
LINDA SAHATOO MARAJ	"
PEAPSL CONSULTANCY LIMITED	"
PRESTIGE HOLDINGS LIMITED (3)	"
WEEKENDERS TRINIDAD LTD (3)	"
DIAMOND SYSTEMS & SUPPLIES LTD	"
COSTAATT	"
CHARLES LAW	"
ITHIKOS KNOWLEDGEBASE SERVICES LIMITED (2)	"
CHERAMI LTD	"
CRAFT CREATORS LIMITED	"
BROADWAY TAXI SERVICES	"
JENNYS ON THE BOULEVARD	"
DIAMOND SYSTEMS & SUPPLIES LTD (2)	"
UDECOTT	"
TRISHA BHAGWANDEEN-SADHO (2)	"
DARRELL ALLAHAR	"
PETER SOON	"
SANKAR BUNNY MAHABIRSINGH	"
EBO JONES	"
SAVI RAMHIT	"
TINUKE GIBBONS-GLENN	"
LONICIA BABB (2)	"
SHERWIN RAMPERSAD	"
SUSAN BOODOO (2)	"
LINDA F. KHAN	"

SERVICE COMMISSIONS DEPARTMENT

The following is a list of payees with uncashed cheques issued by the Service Commissions Department for the period 1st October 2019 to 30th September 2020. In accordance with the Ministry of Finance Circular No. 2 of 1994 dated 18th March 1994 and Comptroller of Accounts Circular No. 28 dated 11th September 1998, these cheques will become void on 29th March 2021.

Payees who have encashed their cheques after 22nd January 2021 should disregard this notice.

Enquiries are to be directed to the Accounting Unit at telephone nos. 623-0805 or 623 -2991 Ext 2239, 2240.

INLAND REVENUE SPORTS CLUB	COMPTROLLER OF ACCOUNTS
JACQUELINE HUGGINS	SOO-HONG WRECKING SERVICE LTD.
SERVICE COMMISSIONS SPORT AND CULTURAL CLUB	BERMENT CATERERS
FRANCIS WILLIAMS-SMITH	SING CHONG CO.
CANDICE SAMAROO	MIRROR GROUP PUBLICATION LTD.
PETER O'NEIL (ONLY)	DOUBLE ZEE AUTO PARTS LIMITED
PEAKE TECHNOLOGIES LTD.	PEAPSL CONSULTANCY LIMITED
NIKITA GOTHA	BUILDING MAINTENANCE SERVICES LTD.
KHADINE MARCANO	NEXT TECHNOLOGY LTD.
KEVIN BAGAN	AVALON POPE
MAKIELA JOHNSON	LAUGHLIN & DE GANNES LTD.
SARAH GAJADHAR	AUTOMOTIVE SUPPLIES COMPANY
KERVYN WALCOTT	ROGER ISRAEL
MERSAI CAMPBELL	RUEBEN CATO
LERYE JAMES	YVETTE HALL
ANN MARIE RAMNATH	RENTOKIL INITIAL (TRINIDAD) LTD.
SELWYN RAMKISSOON	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LTD.
DEBRA RAMKHELAWAN	BUSINESS EQUIPMENT & INTERIORS
MARLON RANSOME	MEPCO LIMITED
	MEMORY BANK COMPUTERS LTD.

NOTICE – UNCASHED CHEQUES

The Registration Recognition and Certification Board wishes to notify the following payees that cheques issued between **October 01, 2019 to September 30, 2020** have not been uncashed to date. These cheques will become void after **March 31, 2021**; therefore all payees are requested to have these cheques cashed before that date. **Kindly ignore this notice if cheques were cashed.**

Payees are asked to contact the Accounts Unit of the Board on or before **22nd March, 2021** telephone no. **623-5411-3 Ext. 3304.**

DATE	CHEQUE NO.	NAME
12/23/2019	175011	SATI GAJADHAR-INNISS
12/23/2019	175012	SATI GAJADHAR-INNISS
2020/03/27	177048	SATI GAJADHAR-INNISS
4/29/2020	177699	SATI GAJADHAR-INNISS
8/14/2020	179913	DARRON RAGBIR
9/3/2020	180312	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/3/2020	180313	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/3/2020	180314	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/3/2020	180315	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/3/2020	180316	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/18/2020	180732	DARRON RAGBIR
9/18/2020	180738	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/18/2020	180739	TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED
9/23/2020	180999	DARRON RAGBIR
9/30/2020	181387	RENTOKIL-INITIAL (TRINIDAD) LTD
9/30/2020	181388	SCRIP-J
9/30/2020	181402	BOOMERANG FAST FOODS LTD.
9/30/2020	181406	ANTON'S GOLD RUSH
9/30/2020	181407	DSI CONCEPTS LTD
9/30/2020	181408	DSI CONCEPTS LTD



Government of the Republic of Trinidad and Tobago
Ministry of Sport and Community Development

UNCASHED CHEQUES NOTICE

The following is a list of payees of **uncashed cheques** issued by the former Ministry of Community Development, Culture and the Arts for the period **October 1st, 2019 to September 30th, 2020.**

Failure to cash/deposit these cheques before March 26th, 2021 will result in these cheques becoming void.
IF HOWEVER, YOU HAVE ENCASHED YOUR CHEQUE, PLEASE DISREGARD THIS NOTICE.

AALIYAH HUGGINS
AARON DOUGLAS
ALEEYA REECE
AMARANTH BUSINESS SOLUTIONS LIMITED
ANA LEESA RAMNARINE
ANDEER RAMBHARAT
ANGELA GREENIDGE
ANIKA GEORGE
ANITA MAHARAJ
ANN ROSS
ANNALIE ALEXIS
ANNISA BISNATH
ANSLEM CASTILLO
ATTIBA LAWRENCE
AUGMENTED GROOVE STEEL ORCHESTRA
BELL BOYS STEEL ORCHESTRA
BELMONT CITY KIDS INTERNATIONAL
BELMONT COMMUNITY COUNCIL
BERNADETTE KIMBERLY DE LEON
BEYOND OFFICE SOLUTIONS LTD
BHANMATIE DHARAMRAJ
BLUE DIAMONDS STEEL ORCHESTRA
BOAT HOUSE RESTAURANT
BOBBY CHARLES
CAMINI BRATHWAITE
CANDICE WILLIAMS
CARIBBEAN AIRLINES LIMITED
CAROL ANN VERA BISSOONLAL
CARRIMONS EVENTS
CELESTE PETERS
CELIA O. REGIS
CHERYL WHITE
CHOWNATION CATERING
CIARA RAVELLO - DARABIE
CLAYTON DE FREITAS
COMPTROLLER OF ACCOUNTS
CRAIG SIBOO
DARREN SMART
DAVE PERSAD
DAVID FRANK
DAVID GLAUD
DAVID YEARWOOD
DAYNE JOB
DEMOLITION WARRIORS TASSA GROUP

DEOCHAND GOPIE
DEON BAPTISTE
DEVANI RAMNATH
DEVIKA SAMMY
DIEGO MARTIN CENTRAL SECONDARY
DIVINE ENCOUNTER FELLOWSHIP
D'UNTOUCHABLES PAN GROOVE
EH BIEN OUI DON DON
ELIZABETH AKELLA WALDRON
EMELDA LYNCH - GRIFFITH
EUSTON KNIGHT
EXODUS STEEL ORCHESTRA
FREEPORT TODD'S ROAD WOMEN'S GROUP
GEMMA GRODEN
GEORGE MAPP
GIRMA DANIEL
GMCL-ORACLE SIGNS CO. LTD
HARRILAL SEECHARAN
HELEN L. BOYCE
HERMAN BARAN
HOLISTIC MUSIC SCHOOL
HOPE PAN GROOVERS
JAASIEL HOLDINGS LTD
JANN-MARIE CHATOOR
JEAN SEALY
JENNA WEBB
JERVAIS ROBERTS
JOANNE COLLYMORE-CREVELLE
JOEL CROSS
JOY NOEL
JUDY ANDREW
KALLAPERSAD JAICHAND
KANDACE BAIRD
KANDACE GUNNESS
KARIM GIBSON
KATHY ANN GRANT
KELLY VILLAGE COUNCIL
KELVIN HARRIS
KHUSMAN ASHRAM RAMESAR
KHUSMAN RAMESAR
KIEL HAMILTON
KRYSTAL FRANCOIS
KRYSTAL GUNNESS
LAS LOMAS #2 VILLAGE COUNCIL

LAURENCE RICHARDSON
LEON MOORE
LESLIE-ANN RAYSIDE
LISA THOMAS
LONGDENVILLE CLAYTONES
LORNA A CONYETTE
LORNA CONYETTE
LYNETTE CHARLES
LYNETTE LARA
MAGIC MIST SERVICES LIMITED
MARCIA J. HOUSEND-MITCHELL
MATTHEW TELESFORD
MELISSA JACK
METRO STARS STEEL ORCHESTRA
MICHAEL S LUCIEN
MIRIAM LOCHAN
MODE ALIVE TRADING COMPANY LIMITED
MONIFA FLEMMING
MORRIS MARSHALL DEVELOPMENT
NABRIA FRANCIS
NATASHA GRANT
NEAL LEWIS
NICOLE MELVILLE
NKOSI KERR
NUGFW
O2 RENTALS
ORAAD WORLDWIDE
OVALTEENS STEEL ORCHESTRA
PAMELA'S CAFE
PAN FANATICS
PARAMIN DEVELOPMENT COMMITTEE
PETIT VALLEY COMMUNITY COUNCIL
PRIAH SEEPERSAD
QUARRY VILLAGE COMMUNITY COUNCIL
RAJCOOMAR BHAGALOO
RAJESH SEENATH
RAMDAI RAMKISSOON-CHANCELLOR
RAMJATTAN BOODRAM
RESHMA RIA SOODEEN BACHAN
RHONDRA CUMMINS
RICARDO JOSEPH
RICHARD RAMROOP
RISK MANAGEMENT SERVICES LTD.
RITESH DHARAMRAJ

RITMICO STEEL ORCHESTRA
ROBERT TAYLOR
ROGER HENRY
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