



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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APPOINTMENT TO ACT AS MINISTER OF YOUTH DEVELOPMENT AND NATIONAL SERVICE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the acting Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed MARVIN GONZALES, a member of the House of Representatives who is a Minister, to act in the office of the HONOURABLE FOSTER CUMMINGS, Minister of Youth Development and National Service, with effect from 6th June, 2022 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Foster Cummings, in addition to the discharge of his normal duties.

6th June, 2022.

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

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APPOINTMENT TO ACT AS MINISTER OF TRADE AND INDUSTRY

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE DR. AMERY BROWNE, a member of the Senate who is a Minister, to act in the office of Senator the Honourable PAULA GOPEE-SCOON, Minister of Trade and Industry, with effect from 12th June, 2022 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Paula Gopee-Scoon, in addition to the discharge of his normal duties.

9th June, 2022.

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

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APPOINTMENT TO ACT AS MINISTER OF PLANNING AND DEVELOPMENT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Acting Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE CAMILLE ROBINSON-REGIS, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable PENNELOPE BECKLES, Minister of Planning and Development, with effect from 12th June, 2022 and continuing during the absence from Trinidad and Tobago of the said the Honourable Penelope Beckles, in addition to the discharge of her normal duties.

9th June, 2022.

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

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APPOINTMENT OF JUSTICES OF THE PEACE

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, Her Excellency the President, on the advice of the Attorney General, has been pleased to appoint the undermentioned persons to be Justices of the Peace (*ex officio*) for Trinidad and Tobago, during the period which they hold office as stated hereunder:

MAKEBA WEBSTER	Case Management Officer IV of the Family and Children Division of the Supreme Court of Trinidad and Tobago
SHARMELAH SANDASSIE	Case Management Officer IV of the Family and Children Division of the Supreme Court of Trinidad and Tobago
TEJA-MARIE WOHNER	Case Management Officer IV of the Family and Children Division of the Supreme Court of Trinidad and Tobago

Dated this 7th day of June, 2022.

A. STEPHENS
for Permanent Secretary
Office of the Attorney General
and Ministry of Legal Affairs

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OFFICE OF THE PRIME MINISTER

SEPARATION

IN ACCORDANCE with the Director of Personnel Administration Circular Memorandum No. E: 26/06 dated 25th August, 2006, the undermentioned notice is published for general information:

Compulsory Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Ms. Susan Shurland	Permanent Secretary	Agriculture, Land and Fisheries	7th November, 2022	Compulsory Retirement

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REPUBLIC OF TRINIDAD AND TOBAGO

NOTIFICATION OF EXPIRATION OF TERM OF DIRECTOR TO THE BOARD OF THE
TRINIDAD AND TOBAGO UNIT TRUST CORPORATION

(The Unit Trust Corporation of Trinidad and Tobago Act, Chap. 83:03)

IT IS HEREBY NOTIFIED that in accordance with section 9(4) of the Unit Trust Corporation of Trinidad and Tobago Act, Chap. 83:03, that the term of MR. L. DOMINIC RAMPERSAD, appointed by the Board of Directors of the Trinidad and Tobago Unit Trust Corporation, expired on 12th June, 2022.

Made this 13th day of June, 2022.

D. SEEPERSAD
General Counsel and Corporate Secretary

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LICENSING SESSION

CITY OF SAN FERNANDO

RETURN OF Application for Licensing Committee's Certificate for a New Licence in the Licensing District of Victoria West, San Fernando Area, under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session to be held at the San Fernando Magistrates' Court on WEDNESDAY THE 15TH DAY OF JUNE, 2022 at 9.00 o'clock in the forenoon.

Name of Applicant	Abode of Applicant	Premises where Situate	Term of Licence
Spirit Retailer's			
Aaron Kalicharan	702, Mohammed Drive, Gulf View La Romain	34B, Sutton Street San Fernando	From 1st April, 2022 to 31st March, 2023

Dated this 3rd day of June, 2022 at the San Fernando Magistrates' Court.

Deputy Chairman, Licensing Committee
City of San Fernando



CENTRAL BANK OF
TRINIDAD & TOBAGO

NOTICE

INSURANCE ACT 2018 (AS AMENDED)

Notice is hereby given, in accordance with Section 15(3) of the Insurance Act 2018 (as amended) (the Act), that the following agencies have ceased to hold a registration certificate to carry on the business of an insurance agency during the last quarter ended March 31, 2022.

AGENCIES

- ADS Financial Services Limited
- Byron Enterprises Limited
- Dabar & Associates Enterprises Limited
- De Liberare Company Limited
- ERNA Insurance Services Limited
- Fuentes Financial Services Limited
- Glenn Redhead Services Limited
- Kinetika Consultants Limited
- LFM Investments Limited
- MPA Insurance Services Limited
- MRK Consultants Limited
- N. Lashley's Favour & Associates Limited
- Saltes Insurance & Financial Services Limited
- Savannah Insurance Services Limited
- VIC Insurance Services Limited
- XN General Insurance Services Limited

The Central Bank of Trinidad and Tobago (the Central Bank) wishes to advise that there were no insurers or brokerages which ceased to hold a registration certificate to carry on insurance business in, or from Trinidad and Tobago during the last quarter ended March 31, 2022.

Please be advised that the above listing of insurance agencies ceasing to hold registration certificates during the last quarter ended March 31, 2022 consists of agencies whose registration status fall within any of the following criteria: -

- The Agency Contract/Agreement between the Agency and the insurance company has been terminated during the quarter ended March 31, 2022;
- The registration certificate of the Agency expired during the quarter ended March 31, 2022 and has not been renewed prior to expiration; and
- The registration certificate of the Agency expired during the quarter ended March 31, 2022 and the Agency re-registered under the Act during the following quarter commencing April 1, 2022.

The listing of insurance companies and insurance intermediaries registered by the Central Bank is available on our website at <http://www.central-bank.org.tt/core-functions/supervision/insurance-sector>

Further, the above listing of insurance agencies ceasing to hold registration certificates during the last quarter ended March 31, 2022 is based on the Central Bank's records as at the date of publication of this Notice.



Government of the Republic of Trinidad and Tobago
Ministry of Public Administration

PUBLIC NOTICE

Government of the Republic of Trinidad and Tobago
Statement of the Minister of Public Administration
In Accordance with Sections 7(4) of
The Freedom of Information Act (FOIA) Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, chap. 22:02 (FOIA) requires Public Authorities with the approval of the responsible Minister, to cause to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago, a statement setting out certain particulars of the Authority, documents available for inspection and other documents in its possession generally available to the public.

Thereafter, during each succeeding year, Public Authorities are required to publish in the Gazette and in a daily newspaper circulating in Trinidad and Tobago, updates of the previous year's statements.

Further, where a Statement has not been published in accordance with Section 7(1) by a Public Authority, Section 7(4) of the FOIA requires that the responsible Minister give reasons for this omission which shall be published in the Gazette.

Unfortunately, the former Ministry of Public Administration and Communication (MPAC) which existed between September 2015 and June 2018 was unable to publish its updated Statements for the years 2017 and 2018 as it underwent a number of re-structuring and re-alignments which together resulted in the inadvertent omission of the publication of the said Statements.

Notwithstanding the above and in compliance with the statutory mandate of the FOIA to annually publish updated statements, the Ministry has caused to be published in the Gazette and in a daily newspaper circulating in Trinidad and Tobago, its Statements for the years 2019, 2020, and 2021 pursuant to Sections 7, 8 and 9 of the FOIA therefore bringing all of its Statements up to date.

Senator, the Honourable Allyson West
Minister of Public Administration



OFFICE OF THE PERMANENT SECRETARY

Level 5-7 - National Library Building, 23 Abercromby Street
Port-of-Spain 100509
Republic of Trinidad and Tobago, West Indies
(868) 623-4724 Ext. 31001 (868) 623-6027
www.mpa.gov.tt

THE 2022 PUBLIC STATEMENT OF CARIBBEAN AIRLINES LIMITED 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) Caribbean Airlines Limited, as a public authority, is required by law to publish; and update the statements which set out the documents and information generally available for the public's benefit

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by Caribbean Airlines Limited.
2. A legal right for each person to have official information relating to himself /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 apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Particulars of the Organisation

Caribbean Airlines Limited ('The Company') was incorporated on 27th September 2006 in accordance with the Companies Act Chapter 81:01 (as amended). The Company is the national carrier of Trinidad & Tobago and carries out commercial air transportation services for passengers and cargo. The Company is headquartered in Trinidad and Tobago with an operational base in Jamaica and employs more than 1600 people; its network includes the Domestic Air Bridge, the Caribbean Region, and North and South America.

The Company is majority owned by the Government of Trinidad & Tobago and minority owned by the Government of Jamaica and its registered office is located at Iere House, Golden Grove Road, Piarco in the island of Trinidad.

Vision Statement:

"The vision for Caribbean Airlines is to be the airline of choice serving the Caribbean profitably"

Mission Statement:

"As Caribbean Airlines, our name is OUR MISSION:

- We serve an **unrivalled network** connecting the **entire Caribbean region**
 - We **care** about our guests and offer an **excellent customer experience**
 - We work as **one team** across national boundaries
 - We **own our challenges** and deliver innovative solutions
- and we do it all with our **unique Caribbean touch.**"

Structure and Functions

Reporting Line Ministry

The Honourable Minister Colm Imbert, Minister of Finance along with the Permanent Secretary and the Ministry's Management team have oversight of the Company.

The Board of Directors

The Board of Directors is appointed by the Shareholders with a minimum of 2 and maximum of 7 directors, one of whom is designated by the Government of Jamaica. Its role and function are based on the Company's By-Laws and guided by the guidelines of the State Enterprises Performance & Monitoring Manual.

Management

The Company is structured into ten (10) Divisions and each Division comprises reporting departments. Each division is headed by an Executive manager each of whom reports to the Chief Executive Officer-

- CEO's Office (Chief Executive Officer)
- Finance (Chief Financial Officer)
- Legal and Corporate Services (General Counsel & Corporate Secretary)
- Commercial (Chief Commercial Officer)
- Operations (Chief Operations Officer)
- Information Technology (Chief Information Officer)
- Maintenance & Engineering (Vice President Maintenance & Engineering)
- Human Resources (Vice President Human Resources)
- Procurement (General Manager, Procurement & Cost Optimisation)
- Cargo and New Business (General Manager, Cargo & New Business)

Functions of the Divisions of Caribbean Airlines:

CEO'S OFFICE

The Chief Executive Officer, reporting to the Board of Directors, is responsible for providing strategic, financial and operational leadership for the Company. The Departments over which the CEO has administrative oversight are as follows:

- **Analytics and Strategy** is responsible for modelling financial performance and providing recommendations based on strategic and operational metrics in order to provide the requisite support for strategic decision making at the senior level in the organization.
- **Internal Audit** consults with and provides independent, objective assurance designed to improve the organization's operations. It also provides a systematic approach to evaluating and improving cost, risk management and governance.
- **Corporate Communications** holds the responsibility to ensure both the existence and effective use of channels of communication across the network of stations with specific emphasis placed on the Trinidad and Tobago Piarco Head Office.

The Corporate Communications Department works with all departments including Information Services, Human Resources, Printery/Mail Room and Security departments to assure dissemination of electronic and hard-copy versions of staff communiques which can be targeted to specific sub-groups within the network based on the relevance of the message.

FINANCE

The primary function of the Finance & Administration Division of Caribbean Airlines Limited (CAL) is to plan, coordinate and manage all financial business activities, and manage financial risk within a framework of Corporate Governance to ensure that effective decision making, and financial stability of the Airline is maintained.

LEGAL AND CORPORATE SERVICES

The Legal Department performs general transactional legal work and provides legal advice and support to the Company and its various Divisions. The General Counsel & Corporate secretary has administrative oversight of the Insurance Department which manages the Aviation and Local and General Insurance Policies of the Company. The Office of the Corporate Secretary also resides within this department; the Corporate Secretary reports to the Chairman of the Board of Directors and the CEO and is responsible for such matters as determined by the Board.

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2022 PUBLIC STATEMENT OF CARIBBEAN AIRLINES LIMITED—CONTINUED

COMMERCIAL

The Departments which fall under the oversight of the Chief Commercial Officer are as follows:

- **The Marketing Department** is responsible for promoting the Airline and for ensuring communication with customers on all our products and services. They collaborate with and foster partnerships with key stakeholders in order to promote the business and create value.
- **The Sales Department** is responsible for developing and implementing strategies to maximize revenue and growth opportunities for the Airline.
- **Network, Revenue and Distribution Department** – this department comprises Network planning, Schedule Planning, Pricing, Revenue Management and Revenue Integrity, manages the planning of the schedule and network connectivity, pricing of seats at optimal fare levels and booking control policies through the implementation of strategies and programmes to optimize the Airline's passenger and related ancillary revenue.
- **Government and Industry Affairs** manages the affairs and activities which support the business of the Airline within the highly regulated environment and in keeping with Government's relevant policies and procedures.
- **Reservations Sales and Service** generates direct revenue by facilitating the travel requirements of customers. The Department is also responsible for monitoring flights to ensure that customers' special needs are met, flight checks are completed to maximize seat utilization and to contact and re-accommodate customers affected by disruptions and cancellations. Additionally, assistance is also provided to Caribbean Miles and Club Caribbean Members to access benefits and update accounts. Training and monitoring for compliance with the Company's policies and procedures is also carried out.
- **Ticket Offices** create reservations and issues tickets while also providing assistance to corporate clientele.

OPERATIONS

The Departments which fall under the oversight of the Chief Operations Officer are as follows:

- **Security** is charged with the responsibility of managing the safety and security of all aspects of the Airline's operations and property.
- **Flight Operations** is responsible for managing and coordinating all pilots and ensuring that all flights are operated in compliance with the Trinidad and Tobago Civil Aviation Authority as well as international regulations. The Department is responsible for operational manuals, procedures and policies.
- **In-Flight Services and Catering** manages cabin crew and has the responsibility to conduct all regulated Cabin crew aircraft specific training, annual mandatory recurrent specific training for cabin and cockpit crew, annual line competency cabin checks for all cabin crew and airport audits. The Department conducts detailed review of the Catering product to provide a product that is appealing to customers.
- **Airports** is responsible for many aspects of Caribbean Airlines Operations at every station operated by the Airline such as ground and ramp handling. The Airport staff is primarily responsible for the customers' experience from the time they check in at the terminal to the time they board the aircraft including passenger handling and customer service delivery.
- **Systems Operations Control** manages crew planning and scheduling to ensure that all flights meet the relevant requirements of the Airline and in accordance with the Trinidad and Tobago Civil Aviation Authority's rules and regulations as well as the Company's standard operating procedures.
- **Customer Experience** handles all passenger feedback system wide, both positive and negative. The main aim is customer retention and to ensure that all complaints are fairly processed, within Company and international guidelines, towards retaining passenger confidence and loyalty.

- **Business Optimization Department** is responsible for developing, documenting, implementing, training, and monitoring for compliance of the Company's policies and procedures that apply to Ground Handling at Airports. The Department also has a Project Management arm which is responsible for the execution of Organizational projects.

- **Enterprise Learning and Development** is a centralized department for training, learning and development across all Divisions and stations which has been established in CAL. It is critical to the achievement of the objectives of the People theme as outlined in the Strategic Plan 2018 to 2022. This department will lead the investment in human capital by addressing the developmental needs and concerns of employees. The Learning Management System branded as the CAL Academy is also managed by the Department.

- **Quality and Air Safety Department** provides the required checks and balances in the system to ensure compliance within the Operations and Maintenance and Engineering Divisions. The Department verifies that prescribed methods and procedures are aligned to the Company's defined procedures, TTCAA Regulations and other relevant Aviation Regulatory Agencies. The four components of the Safety Management System (SMS) are also managed by the Department.

INFORMATION TECHNOLOGY

The Department handles governance, infrastructure and provides technology and communications-related services and support to enable the organization to achieve its goals and objectives. The IT department core function is also to maintain major corporate applications, develop software in support of business process improvement and provide data services to the organization. Ensuring stringent IT Security measures and vendor management across the technology landscape also falls under the departments remit.

MAINTENANCE & ENGINEERING

The Department is responsible for managing and directing all activities related to maintenance management programmes and maintaining the Airline's aircraft fleet to ensure flight safety, reliability, and airworthiness. The department is responsible for executing and accomplishing all aspects of aircraft maintenance and airworthiness functions in accordance with the aircraft manufacturers' specifications and the regulations of the Trinidad and Tobago Civil Aviation Authority along with the Company's policies and procedures. The Department manages the materials and stores function to ensure the supply and availability of parts and accessories.

HUMAN RESOURCES

The Department is responsible for optimizing the organization's performance through effective and efficient management of human capital resources by way of the core functions of recruiting and staffing, compensation and benefits, employee and industrial relations, employee engagement, and organizational development.

- **Health, Safety, and Environment** is responsible for managing and maintaining all aspects of the health and safety of the Company and in accordance with the Occupational Safety and Health Act of Trinidad and Tobago.

- **Printery** manages the production and printing of material and information as required by all Departments.

- **Mailroom** coordinates and manages the movement and delivery of mail and relevant items.

PROCUREMENT

This Department serves the internal customer by procuring goods and services in a timely manner at optimal price and value while being mindful of the Company's financial expenditure.

CARGO AND NEW BUSINESS

The Department is responsible for managing and coordinating the movement of cargo transported by the Airline throughout the network, creating value added products and developing and enhancing services.

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2022 PUBLIC STATEMENT OF CARIBBEAN AIRLINES LIMITED—CONTINUED

SECTION 7(1)(a)(ii)**Categories of documents maintained in the possession of the Company**

The Company maintains documents that relate to its administrative functions, core and support business services categorized as follows:

- a. Files dealing with -
 - i. general administrative matters for the operations of the Company
 - ii. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
 - iii. accounting and financial management function of the Company
 - iv. matters relating to the procurement of supplies, services and equipment
 - v. training (local and foreign)
 - vi. circulars, memoranda, notices, bulletins
 - vii. official functions, conferences and events hosted and attended by the Company
- b. Audio and visual tapes/recordings and electronic images
- c. Books, booklets, newspaper clippings, magazines, pamphlets and brochures
- d. Company policies and procedures
- e. Copies of Internal and external correspondence
- f. Copies of Cabinet documents and other copies and original documents produced and/or provided by the Ministry of Finance
- g. Customer Complaints /suggestions files
- h. Customer-related policies, procedures, reports and files
- i. Documents relating to compliance activities undertaken by the Company such as regulatory audits.
- j. Financial reports, statements and financial records such as cheques, vouchers, receipts, journals, vote books, salary records
- k. Inventories
- l. Legal opinions and related matters; legislation; documents, contracts, deeds, leases and all other legal instruments
- m. Manuals
- n. Minutes and agendas of meetings
- o. News Releases, Public Statements, Speeches originating from the Company
- p. Permits, licences, certificates, authorisations etc.
- q. Strategic Plans
- r. Surveys and survey results
- s. Tender documents
- t. Training Plans, Material, Schedules.

SECTION 7(1)(a)(iii)

Documents prepared for publication and inspection

The following documents are available on the Company's website, <https://www.caribbean-airlines.com>

- Annual Procurement Plan
- Applications for Advertising
- Caribbean Miles Membership Guidelines
- Cookie Policy
- Contingency Plan
- Customer Service Plan
- General Conditions of Carriage
- Guidelines for Sponsorship Applications
- Legal & Privacy Policy
- Product information

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

The Company publishes a newsletter which may be subscribed to at no cost on its website <https://www.caribbean-airlines.com>

SECTION 7(1)(a)(v)**Procedure to be followed when accessing a document from the Company****General Procedure**

In order to have the rights given to applicants under the FOIA, applicants are required to submit requests for information in writing and in accordance with Section 13 of the FOIA using the appropriate form (Request for Access to Official Documents) which may be found on the website of the Freedom of Information Unit (www.foia.gov.tt).

The relevant information that must be provided to the Company includes:

- Name of applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of Request
- Signature of Applicant

Completed applications should be addressed to the Designated Officer of the Company (see Section 7 (1) (a) (vi)) and may be delivered to the Company by hand (between the hours of 8:00 a.m. and 3:00 p.m. Monday to Friday), by post or emailed to the address of the Designated Officers.

Addressing Requests

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 the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with the Company's Designated Officer.

Requests Not Handled under the FOIA

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

- a. Documents which contain information, which 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.

Responding to Requests

The Company is only required to furnish copies of documents that it has in its possession or can be retrieved from storage.

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, the Exchequer and Audit Act, Chap. 69:01.

Furnishing Documents

An applicant is entitled to copies of information which the Company has in its possession, custody or power. The Company is required to furnish only one copy of a document. If the Company 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:-

- 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.
- Perform research for you.

Time Allowed

The Company will determine whether to grant the applicant's request for access to information as soon as possible but no later than thirty (30) days from the date was received as required under Section 15 of the FOIA.

Where the applicant's request is unclear or incomplete, the time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and resumes on the day the applicant confirms or alters the request.

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2022 PUBLIC STATEMENT OF CARIBBEAN AIRLINES LIMITED—CONTINUED

Refusal of Requests

An Applicant whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal and the rights of the applicant according to the FOIA.

Section 7 (1) (a) (vi)**Officers in the Company are 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 Officers of the Company are :

Ms. Nalini D. Lalla (Designate)**General Counsel & Corporate Secretary**

Caribbean Airlines Limited
HEAD OFFICE
Iere House, Golden Grove Road, Piarcro
Trinidad and Tobago
Telephone: (868) 669 3000
Email: Nalini.lalla@caribbean-airlines.com

Ms. Tracey Rojas (Alternate Officer)**Senior Legal Counsel**

Caribbean Airlines Limited
HEAD OFFICE
Iere House, Golden Grove Road, Piarcro
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Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (where minutes/meetings 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**

The Company does not have a library/reading room facilities, however information in the public domain may be accessed through the Company's website at <https://www.caribbean-airlines.com>

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**

- Animals (Diseases and Importation) (Amendment) Act 21 of 2020.
- Civil Aviation Act 11 of 2001 and Regulations.
- Copyright Act 8 of 1997, Chp 82:80 as amended.
- Customs Act 22 of 1938, Chp 78:01 as amended.
- Customs Brokers and Customs Clerks Act 49 of 1970, Chp 78:03.
- Data Protection Act 13 of 2011, Chp 22:04
- Electronic Transactions Act 6 of 2011, Chp 22:05.
- Equal Opportunity Act 60 of 2000, Chp 22:03 as amended.
- Freedom of Information Act 26 of 1999, Chp 22:02 as amended.
- Immigration Act 41 of 1969, Chp 18:01 as amended.
- Income Tax Act 34 of 1938, Chp 75:01 as amended.
- Industrial Relations Act 23 of 1972, Chp 88:01 as amended.
- Insurance Act 4 of 2018.
- Jury Act 12 of 1922, Chp 6:53 as amended.
- Liquor Licences Act 27 of 1955, Chp 84:10 as amended.
- Maternity Protection Act 4 of 1998, Chp 45:57 as amended.
- Minister of Finance (Incorporation) Act 5 of 1972, Chp 69:03 as amended.
- Miscellaneous Taxes Act 13 of 1963, Chp 77:01 as amended.
- Occupational Safety and Health (Amendment) Act 1 of 2004, Chp 88:08 as amended.

- Pensions Act 16 of 1934, Chp 23:52 as amended.
- Prevention of Corruption Act 11 of 1987, Chp 11:11.
- Public Procurement and Disposal of Public Property Act 1 of 2015.
- Quarantine Act 19 of 1944, Chp 28:04 as amended.
- Retrenchment and Severance Benefits Act 32 of 1985, Chp 88:13.
- Trafficking in Persons Act 14 of 2011, Chp 12:10 as amended.
- Workmen's Compensation Act 24 of 1960, Chp 88:05 as amended.

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**

- Bereavement Leave Policy
- CAL Accelerated Career Enhancement (ACE) Programme
- Care and Use of Company Assets Policy
- Company Electronic Equipment and Data Usage Policy
- Compensation Policy
- Confidentiality Policy
- Conflicts of Interest Policy
- Corporate Industrial Relations Policy
- Dress Code Policy
- Drug and Alcohol Policy
- Duty Travel Policy
- Employee Assistance Programme Policy
- Employment Policy
- Ethics Policy
- Extended Sick Leave Policy
- Fixed Asset Policy
- Grievance Procedure Policy
- Group Health and Life Policy
- Guidelines of Disciplinary Codes
- Health, Safety and the Environment Policy
- Human Rights Policy
- Injury Leave Policy
- Intellectual Property and Proprietary Information Policy
- Job Abandonment Policy
- Jury Duty Policy
- Leave of Absence Policy
- Maternity and Parental Leave Policy
- Paternity Leave Policy
- Public Holiday Policy
- Purchase to Pay Policy
- Recruitment and Selection Policy
- Retirement Benefits Policy
- Sexual Harassment Policy
- Sick Leave Policy
- Smoking Policy
- Staff Travel Policy
- Vacation Leave Policy
- Warm Clothing Policy
- Whistleblowing Policy
- Workplace Violence Harassment and Intimidation Policy
- Collective Agreements

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 reports or statements to be published under this subsection at this time.

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2022 PUBLIC STATEMENT OF CARIBBEAN AIRLINES LIMITED—CONTINUED

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

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

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

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside the Company by or under 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 Company or to the responsible Minister.

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 recommendations, of an interdepartmental Committee whose membership includes an officer of Company.

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

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

Section 9 (1) (f)

A report prepared for the Company 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 Company 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 or statements to be published under this subsection at this time.

Section 9 (1) (h)

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

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 Company
- (2) the establishment of a new policy, programme or project to be administered by the public authority
- (3) the alteration of an existing policy programme or project administered by the Company. Whether or not the plans or proposals are subject to approval by an officer of the Company, another public authority, the responsible Minister 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 Company and containing policy directions for the drafting of legislation.

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

Section 9 (1) (k)

A report of a test carried out within the Company 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 environmental impact statement prepared within the Company.

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

Section 9 (1) (m)

A Valuation Report prepared for the Company by a valuator for the Company whether or not the valuator is an officer of the Company.

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

Date: June 2022.

872

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

I WILL FINANCE LTD. having made sworn declaration that Policy Number 389878 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of IAN WILLIAMS has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 17th day of May, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

873

TERRENCE MASON having made sworn declaration that Policy Number 284457 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 17th day of May, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

874

MURESSA JOHN-HASSARATH having made sworn declaration that Policy Number 399997 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 17th day of May, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

875

JUSTIN LALL having made sworn declaration that Policy Number 385251 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 17th day of May, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

876

ALIYAH MOHAMMED having made sworn declaration that Policy Number 396565 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 23rd day of May, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

877

NATASHA SAMMY having made sworn declaration that Policy Number 358987 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 23rd day of May, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

878

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

REGION OF COUVA/TABAQUITE/TALPARO

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 Region of Couva/Tabaquite/Talparo by Satesh Harnarine of 296, Morne Roche Quarry Road, Williamsville, that it is his intention to apply to the Licensing Committee at the Trinidad South District Court, Couva on THURSDAY THE 23RD DAY OF JUNE, 2022 for a transfer to him of the Spirit Retailer's Licence now held by Ramesh Mathura, in respect of premises situate at 296, Morne Roche Quarry Road, Williamsville in the said district.

Dated this 10th day of June, 2022 at the South District Court, Couva.

S. HARRY-RAMDEO
*Secretary, Licensing Committee
Region of Couva/Tabaquite/Talparo*

879

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 Region of Couva/Tabaquite/Talparo by Clayton King of No. 271 Caratal Road, Gasparillo, that it is his intention to apply to the Licensing Committee at the Trinidad South District Court, Couva on THURSDAY THE 23RD DAY OF JUNE, 2022 for a transfer to him of the Spirit Retailer's Licence now held by Clinton Phillip in respect of premises situate at No. 66 Bonne Aventure, Gasparillo in the said district.

Dated this 10th day of June, 2022 at the South District Court, Couva.

S. HARRY-RAMDEO
*Secretary, Licensing Committee
Region of Couva/Tabaquite/Talparo*

880

BOROUGH OF POINT FORTIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said District by Michelle Christopher, that it is her intention to apply to the Licensing Committee at the Point Fortin District Court on THURSDAY THE 30TH DAY OF JUNE, 2022 at 9.00 o' clock in the forenoon, for a transfer to her of the Licence to carry on the trade of a Spirit Retailer, now held by Charles Baptiste for the premises situate at Southern Main Road, Cochrane Village, Guapo in the said district.

Dated this 10th day of June, 2022 at the Point Fortin District Court.

V. MADEIRA
*Secretary, Licensing Committee
Borough of Point Fortin*