



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 61

Caroni, Trinidad, Tuesday 28th June, 2022—Price \$1.00

No. 110

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Bail (Amendment) Act, 2019 (Act No. 17 of 2019)”—\$2.70.

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## SUPPLEMENTS TO THIS ISSUE

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

### *Legal Supplement Part B—*

Civil Proceedings (Amendment) (No. 3) Rules, 2022—(Legal Notice No. 128 of 2022).

Motor Vehicles and Road Traffic (Extension of Period for Payment of Fifty Percent of Fixed Penalty) (No. 2) Order, 2022—  
(Legal Notice No. 129 of 2022).

### *Legal Supplement Part C—*

Bill entitled “An Act to amend the Bail (Amendment) Act, 2019 (Act No. 17 of 2019)”

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## PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this issue of the *Trinidad and Tobago Gazette* for public information:

The Bail (Amendment) (Extension of Duration) Act, 2022.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

27th June, 2022.

*Clerk of the Senate*

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## APPOINTMENT TO ACT AS MINISTER OF SOCIAL DEVELOPMENT AND FAMILY SERVICES

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 CAMILLE ROBINSON-REGIS, a member of the House of Representatives who is a Minister, to act in the office of Senator the Honourable DONNA COX, Minister of Social Development and Family Services, with effect from 16th June, 2022 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Donna Cox, in addition to the discharge of her normal duties.

15th June, 2022.

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

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SERVICE COMMISSIONS DEPARTMENT  
APPOINTMENTS, PROMOTIONS, ETC.,  
MAY, 2022  
APPOINTMENTS

NAME	POST TO WHICH APPOINTED	MINISTRY/ DEPARTMENT	DATE	Date of Memo to Auditor General
Mrs. Asha Bostic	Clerk Stenographer I/II	Office of Attorney General and Ministry of Legal Affairs Division of Education, Innovation and Energy, Tobago	01/07/2012	15/06/2021
Ms. Stephanie Felix	Curriculum Officer	House of Assembly	01/09/2021	19/08/2021
Ms. Marian Drake	Clerk I	Ministry of Works and Transport	01/10/2020	28/01/2022
Ms. Shivonne Francois	Clerk I	Ministry of Education	01/10/2020	28/01/2022
Mr. Stephen Turner	Assistant Teacher (Primary)	Ministry of Education		15/03/2022
Mr. Sunil Bridglalsingh	Teacher I (Primary)	Ministry of Education	01/06/2020	20/10/2021
Ms. Christine Baldeo-Sookoo	Human Resource Advisor I	Service Commission Department	08/11/2021	04/01/2022
Ms. Desiree Quashie	Clerk Typist I	Ministry of Public Utilities	31/12/2012	28/09/2017
Ms. Chevon Joseph-Gumbs	Clerk Typist I	Judiciary	02/11/2015	30/09/2019
Ms. Natalie Sammy	Clerk Typist I	Ministry of Agriculture, Land and Fisheries	31/12/2012	25/10/2021
Ms. Roxanne Collins	Clerk Typist I	Tobago House of Assembly	01/11/2015	02/11/2018
Mr. Ameer Baksh	Programmer I	Service Commission Department	04/03/2022	28/03/2022
Mrs. Lindsey Mackhan	Title Clerk I	Ministry of Agriculture, Land and Fisheries	22/02/2022	22/03/2022
Ms. Cindy-Ann Rajkumar	Health Control Officer I	Ministry of Health	02/03/2022	03/03/2022
Mr. Shane Ramsubbag	Health Control Officer I	Ministry of Health	03/03/2022	03/03/2022
Mrs. Gabriella Richardson	Teacher I (Primary)	Ministry of Education	23/01/2018	29/10/2021
Mrs. Sasha Mohammed	Teacher I (Primary)	Ministry of Education	13/09/2019	29/10/2021
Ms. Ariane Mitchell	Teacher I (Primary)	Ministry of Education	29/08/2019	29/10/2021
Mr. Theron Seebreth	Teacher III (Secondary)	Ministry of Education	21/05/2009	13/04/2022

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CONFIRMATIONS

NAME	POST TO WHICH CONFIRMED	MINISTRY/ DEPARTMENT	DATE	Date of Memo to Auditor General
Mr. Duane Murray	Magistrate (Group J4)	Judiciary	02/03/2018	04/03/2022
Mr. Dexter Mitchell	Principal (Secondary)	Ministry of Education	28/11/2014	26/04/2022
Ms. Suzanne Thomas	Teacher III (Secondary)	Ministry of Education	10/05/2011	26/04/2022
Mrs Kavita Samaroo	Dean (Secondary)	Ministry of Education	01/02/2018	26/04/2022
Ms. Lydia Lewis	Teacher III (Secondary)	Ministry of Education	26/08/2010	26/04/2022
Ms. Peggy Anne Lee	Head of Department (Secondary)	Ministry of Education	01/12/2011	26/04/2022
Mrs. Catherine Ramirez	Teacher II (Secondary)	Ministry of Education	24/11/2011	26/04/2022
Mr. Curtis Patel	Teacher III (Secondary)	Ministry of Education	06/09/2012	26/04/2022
Mr. Fazul Sahadath	Teacher III (Secondary)	Ministry of Education	25/09/2009	26/04/2022
Mrs. Romona Olton	Teacher III (Secondary)	Ministry of Education	02/09/2008	26/04/2022
Mr. Felix Shoon	Clerk I	Ministry of Education	01/10/1989	06/05/2022
Mr. Steve Moonan	Teacher I (Primary)	Ministry of Education	23/09/2014	16/02/2022
Ms. Genna Maharaj	Teacher I (Primary)	Ministry of Education	05/02/2013	16/02/2022
Ms. Samantha K. Ramlogan	Teacher I (Primary)	Ministry of Education	01/09/2016	26/11/2021
Mrs. Michelle Maharajh-Brown	Senior Magistrate (Group J3A)	Judiciary	05/09/2018	07/04/2022
Ms. Chandmati Gomez-Ali	Administrative Assistant	Ministry of Food Production	03/09/2012	06/02/2015
Mrs. Indira Laloo	Public Health Inspector II	Ministry of Health	18/09/2011	23/06/2015
Mrs. Rachael Dodough-Rampaul	Teacher I (Primary)	Ministry of Education	28/08/2014	12/04/2022
Mr. Ian Johnson	Teacher I (Primary)	Ministry of Education	02/09/2010	12/04/2022
Ms. Syreeta Roberts	Teacher I (Primary)	Ministry of Education	29/08/2012	12/04/2022
Mrs. Louisa Mureen-Samaroo	Senior Teacher (Primary)	Ministry of Education	11/01/2017	12/04/2022
Mrs. Liselle Malchan-Mills	Senior Teacher (Primary)	Ministry of Education	11/07/2018	12/04/2022
Mrs. Jael Remy-Sankar	Senior Teacher (Primary)	Ministry of Education	11/07/2018	12/04/2022
Mrs. Kerneca Neils-Baird	Teacher I (Primary)	Ministry of Education	02/09/2010	06/01/2022
Ms. Nicole Savary	Principal (Primary)	Ministry of Education	06/12/2017	06/01/2022
Ms. Lynne Heeralal	Teacher I (Primary)	Ministry of Education	03/09/2015	06/01/2022
Mr. Lane Rampersad	School Supervisor I	Ministry of Education	19/09/2011	20/04/2022

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## PROMOTIONS

NAME	POST TO WHICH PROMOTED	MINISTRY/ DEPARTMENT	DATE	Date of Memo to Auditor General
Mr. Sudhir Ramessar	Auditing Assistant	Ministry of Public Administration	08/01/2013	31/07/2013
Mr. Tageram Madhoo	Auditing Assistant	Ministry of Foreign and CARICOM Affairs	29/12/2017	26/03/2020
Ms. Anne Ramdass	Auditing Assistant	Judiciary	15/09/2012	29/04/2013
Mrs Ann Marie Gross	Accounting Assistant	Office of the Prime Minister Riverside SDMS Primary School, Ministry of Education	12/01/2011	14/01/2013
Mr. Ramesh Gobin	Principal (Primary)	Education	28/04/2014	17/03/2022
Ms. Karen Williams	Human Resource Advisor I	Ministry of Finance	04/11/2021	04/01/2022
Mr. Randolph Baboolal	Accountant I	Ministry of Education	04/04/2019	18/02/2022
Mrs. Zeta Pilgrim-Kirk	Administrative Assistant	Tobago House of Assembly	28/10/2005	16/01/2016
Miss Sherma Grant	Clerk I	Ministry of Works and Transport	20/12/1994	25/10/1995
Miss Sherma Grant	Clerk I	Tobago House of Assembly	20/12/1994	13/10/1999
Miss Sherma Grant	Accounting Assistant	Tobago House of Assembly	01/11/2011	10/09/2015
Ms. Romona Jill Khan	Administrative Officer IV	Ministry of Health	09/08/2016	22/08/2016
Ms. Kamini Neebar	Tax Officer II	Inland Revenue Division, Ministry of Finance	14/10/2015	21/01/2022
Mr. Deodath Balroop	Administrative Officer II	Ministry of Public Utilities	10/04/2018	27/04/2020
Ms. Vashti Taklalsingh	Administrative Officer V	Ministry of National Security	11/09/2018	14/09/2018
Mrs. Allison Simpson-Isidore	Clerk Stenographer I/II	Ministry of Planning and Development	02/12/2011	26/03/2020
Ms. Maureen Nottingham	Clerk Stenographer I/II	Ministry of Finance	03/12/2015	20/10/2020
Ms. Caroline Dialsingh	Conveyancing Clerk III	Ministry of Attorney General and Legal Affairs	09/09/2016	25/06/2020

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## TRANSFERS

NAME	RANK OF OFFICER	FROM MIN./ DEPT./ SCHOOL	TO MIN./ DEPT./ SCHOOL	DATE	Date of Memo to Auditor General
Mr. Feno Rampaul	Auditor II	Ministry of National Security	Ministry of Labour	01/11/2021	18/10/2021
Ms. Annette Roopnarine	Auditing Assistant	Ministry of National Security	Judiciary	01/09/2021	07/09/2021
Ms. Stacy Ann Rambaran	Auditing Assistant	Ministry of Sport and Youth affairs	Ministry of Youth Development and National Service Ministry of Planning, Economics and Social Restructuring and Gender Affairs	01/10/2020	07/05/2021
Mrs. Caron London	Statistician I	Ministry of Planning, Housing and the Environment Ministry of Planning, Economics and Social Restructuring and Gender Affairs	Ministry of Planning and the Economy	01/10/2010	23/12/2010
Mrs. Caron London	Statistician I	Ministry of Planning and the Economy	Ministry of Planning and Sustainable Development	12/07/2011	29/06/2012
Mrs. Caron London	Statistician I	Ministry of Planning and the Economy	Ministry of Planning and Sustainable Development	25/06/2012	31/01/2013
Mrs. Visha Ramsundar	Accounting Assistant	Ministry of Labour and Small Enterprise Development	Ministry of Labour	01/10/2020	21/01/2021
Ms. Juliet Mike	Teacher I (Primary)	Aranguez Government Primary School	El Socorro North Government Primary School	29/08/2019	30/11/2021
Mrs. Kimberly Christo	Teacher I (Primary)	Esperanza Presbyterian Primary School	Debe Presbyterian Primary School	01/10/2021	28/09/2021
Ms. Chrissie Bisram	Teacher I (Primary)	Tulsa Trace SDMS Primary School	Suchit Trace SDMS Primary School	29/04/2019	20/10/2021
Miss Sherma Grant	Clerk I	Ministry of Works and Transport	Ministry of Works an Infrastructure	12/07/2011	09/03/2012
Ms. Oriyomi Eastman	Administrative Assistant	Ministry of Labour and Small Enterprise Development	Ministry of Youth Development and National Service	01/10/2020	16/02/2021
Ms. Arion Deochan	Teacher I (Primary)	Vance River Roman Catholic Primary School	San Fernando Boys' Roman Catholic Primary School	03/01/2022	03/01/2022
Mr. Miguel Mahase	Teacher I (Primary)	Rose Hill Roman Catholic Primary School	La Sieva Roman Catholic Primary School	04/09/2014	29/10/2021
Mr. Miguel Mahase	Teacher I (Primary)	La Sieva Roman Catholic Primary School	Belmont Boys' Roman Catholic Primary School	23/01/2018	29/10/2021
Ms. Ayanna Marchan	Teacher I (Primary)	Chaguanas Roman Catholic Primary School	St. Bridgid's Girls' Roman Catholic Primary School	03/09/2015	29/10/2021
Ms. Anecia Cuthbert-Cozier	Teacher I (Primary)	Newtown Girls' Roman Catholic Primary School	Valencia Roman Catholic Primary School	04/09/2017	29/10/2021

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## CHANGE OF NAMES

NAME FROM	NAME TO	POST	MINISTRY/ DEPARTMENT	DATE	Date of Memo to Auditor General
Ms. Angie Dado	Mrs. Angie Katwaroo	Clerk I	Ministry of Rural Development and Local Government	23/11/2014	
Ms. Caron Marcelle	Mrs Caron London	Statistician I	Ministry of Planning, Housing and the Environment	22/10/2005	22/06/2009
Mrs. Terri-Ann Brown	Ms. Terri-Ann Seales	Clerk I	Ministry of Housing and Urban Development	01/02/2013	07/02/2014
Ms Dian Ragbir	Mrs Dian Ragbir-Cassiram	Accounting Assistant	Ministry of Public Administration	02/08/1992	02/07/2014
Ms. Linda Samaroo	Mrs. Linda Girdhar Neranjan	Clerk Typist I	Ministry of Planning and the Economy	13/11/2011	16/05/2012
Ms. Rickeeda Ridwanah Reisha Ramdass	Mrs. Rickeeda Ridwanah Reisha James	Clerk Typist I	Judiciary	10/11/2019	09/12/2020
Mrs. Noreen Joeffield	Ms. Noreen George	Clerk Typist I	Ministry of Health	20/05/1991	21/04/2017
Mrs. Kathleen Bissessar	Ms. Kathleen Bissessar-Ramnarine	Clerk Typist I	Ministry of Health	11/07/2019	17/02/2021
Ms. Maureen Estrada	Mrs. MaureenNottingham	Clerk Typist I	Ministry of Finance	25/08/2010	07/07/2011
Ms. Lindsey Rajaram	Mrs. Lindsey Mackhan	Title Clerk	Office of the Attorney General and Ministry of Legal Affairs		27/10/2021

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## SEPARATIONS

NAME	POST	MINISTRY/ DEPARTMENT	SEPARATION DATE	REMARKS	Date of Memo to Auditor General
Ms. Arabelle James	Clerk Typist I	Ministry of Education	20/12/2021	Voluntary Retirement	13/07/2021
Ms. Suesann Sankar	Clerk Typist I	Ministry of Education	18/10/2021	Resignation	10/09/2021
Ms. Alicia Phillip	Clerk Typist I	Ministry of Education	23/11/2018	Resignation	25/03/2019
Ms Debra Stanley	Clerk Typist I	Auditor General's Department Office of the Attorney General and Ministry of Legal Affairs	21/03/2020	Compulsory Retirement	27/08/2019
Ms. Marcia Phillips-Hutton	Clerk Typist I	Affairs	14/07/2021	Compulsory Retirement	20/04/2021
Ms. Wendy Denoon	Clerk Typist I	Ministry of Agriculture, Land and Fisheries	20/06/2021	Compulsory Retirement	15/06/2020
Ms. Patricia Aberdeen	Clerk Typist I	Office of the Chief Personnel Officer	13/07/2021	Compulsory Retirement	16/02/2021
Ms. Kamla Saran	Clerk Typist I	Ministry of Finance	09/10/2020	Compulsory Retirement	26/05/2020
Ms. Pamela Small	Programmer I	Ministry of Works and Transport	30/05/2014	Resignation	06/04/2022
Ms Tamara Toolsie	State Counsel II (Group L6A)	Ministry of Attorney General and Legal Affairs	03/11/2017	Resignation	03/10/2017
Ms. Cyd James	Tax Officer IV	Ministry of Finance	31/08/2020	Death	22/09/2020
Mr. Samuel Williams	Customs and Excise Guard III	Customs and Excise Division, Ministry of Finance	07/04/2022	Compulsory Retirement	18/01/2022
Ms. Marcia Stewart	Teacher III (Secondary)	Ministry of Education	04/03/2021	Compulsory Retirement	26/04/2022
Mr. Balchan Gopie	Teacher III (Secondary)	Ministry of Education	20/03/2021	Compulsory Retirement	26/04/2022
Mrs Jacqueline Lutchman	Teacher III (Secondary)	Ministry of Education	02/02/2021	Compulsory Retirement	26/04/2022
Mr. Michael Dowdath	Principal (Secondary)	Ministry of Education	03/01/2021	Compulsory Retirement	26/04/2022
Mr. Robert Quarless	Teacher II (Secondary)	Ministry of Education	25/05/2020	Compulsory Retirement	26/04/2022
Mr. Denish Kanhai	Teacher II (Secondary)	Ministry of Education	31/12/2019	Voluntary Retirement	26/04/2022
Mrs. Margaret Williams-Felix	Teacher III (Secondary)	Ministry of Education	23/09/2020	Compulsory Retirement	26/04/2022
Mr. Andrew Reyes	Teacher II (Secondary)	Ministry of Education	10/11/2020	Compulsory Retirement	26/04/2022
Mrs. Kershell Simpson Flemming	Clerk III	Service Commission Department	10/05/2022	Resignation	13/05/2022
Mr. Daren Baldeosingh	Accounting Assistant	Judiciary	27/08/2021	Voluntary Retirement	24/05/2021
Mr. Randolph Baboolal	Clerk IV	Ministry of Education	20/08/2021	Voluntary Retirement	20/04/2021
Mr. Matthew Peters	Teacher III (Secondary)	Arima North Secondary School, Ministry of Education	20/04/2021	Dismissal of Officer	02/06/2021
Miss Sherma Grant	Accounting Assistant	Tobago House of Assembly	18/03/2017	Compulsory Retirement	07/10/2016
Ms. Vena Indar	Clerk Typist I	Ministry of Finance	16/04/2012	Resignation	17/05/2012
Ms. Kadesha Theophilus	Clerk Typist I	Ministry of Planning and Development	22/08/2019	Resignation	09/12/2019
Ms. Hyacinth Marcia Balbosa	Clerk Typist I	Ministry of Gender, Youth and Child Development	21/09/2015	Death	04/12/2020
Mrs. Lila Rodriguez-Roberts	Verbatim Reporter I	Parliament	10/02/2020	Compulsory Retirement	11/10/2019
Mr. Dominic John-Baptiste	Tax Officer I	Inland Revenue Division, Ministry of Finance	06/01/2020	Voluntary Retirement	21/03/2019
Ms. Cheryl Ann Joseph	Budget Analyst II	Budgets Division, Ministry of Finance	12/11/2021	Compulsory Retirement	18/09/2020
Ms. Donna Haywood-Griffith	Administrative Officer IV	Ministry of Transport	05/10/2015	Compulsory Retirement	10/06/2015
Mrs. Ann Marie Craig-Quintero	Clerk Typist I	Ministry of Education	31/12/2020	Voluntary Retirement	24/06/2020
Ms. Eunice Quamic	Clerk Typist I	Tobago House of Assembly	15/05/2011	Resignation	15/12/2014
Ms. Brenda Collins	Clerk Typist I	Ministry of Education	06/05/2021	Compulsory Retirement	10/12/2020
Mrs. Dubanic Bahal	Laboratory Assistant I	Ministry of Education	03/08/2021	Compulsory Retirement	26/02/2021
Ms. Carol Ann Neptune	School Workshop Attendant	Ministry of Education	28/02/2022	Compulsory Retirement	09/12/2021
Ms. Charlyn Charles	Principal (Primary)	Ministry of Education	11/12/2020	Compulsory Retirement	08/03/2022
Ms. Simone Yalley	Magistracy Registrar and Clerk of the Court	Service Commission Department	17/03/2022	Resignation	17/05/2022
Mr. Nevith Ramsey	Motor Vehicle Driver	Ministry of Health	29/08/2020	Noting of Retirement	26/04/2022
Mrs. Carol David-Guerra	School Workshop Attendant	Ministry of Education	13/05/2021	Compulsory Retirement	25/02/2021
Ms. Cheryl Ann Roberts	Dental Nurse	Ministry of Health	10/01/2022	Compulsory Retirement	30/11/2021
Mr. Wayne Aberdeen	Assistant School Farm Attendant	Ministry of Education	02/02/2018	Compulsory Retirement	15/01/2018
Ms. Pearlina Nurse	Assistant School Farm Attendant	Tobago House of Assembly	21/02/2022	Compulsory Retirement	04/06/2021
Mrs. Anna Balchan-Charran	Medical Laboratory Technician II	Ministry of Health	12/02/2022	Compulsory Retirement	11/03/2022
Ms. Vernie Patrick	Nursing Assistant	Ministry of Health	24/06/2022	Compulsory Retirement	10/02/2022
Ms. Karen Williams	Human Resource Adviser I	Service Commission Department	12/10/2022	Compulsory Retirement	20/05/2022
Mrs. Sharon Sealey	Human Resource Adviser II	Service Commission Department	01/12/2022	Compulsory Retirement	20/05/2022

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## AMENDMENTS

NAME	POST	AMENDMENT/ CANCELLATION	MINISTRY	DATE	Date of Memo to Auditor General
Mr. Suresh Ramsaran	Auditing Assistant	Backdating of Promotion	Ministry of National Security	05/09/2012	26/03/2020
Ms. Anne Ramdass	Auditing Assistant	Backdating of Promotion	Industrial Court	05/09/2012	26/03/2020
Ms. Sara Khan	Clerk I	Cancellation of Appointment	Ministry of Finance	03/10/2012	02/06/2021
Miss Sherma Grant	Clerk I	Cancellation of Appointment	Ministry of Works and Transport	20/12/1994	13/10/1999
Ms. Desiree Quashie	Clerk Typist I	Cancellation of Appointment	Ministry of Public Utilities	31/12/2012	03/01/2022
Mr. Naiem Mohammed	Health Control Officer I	Cancellation of Appointment	Tobago House of Assembly	22/06/2021	27/04/2022
Mr. Wren Sooklal	Health Control Officer I	Cancellation of Appointment	Tobago House of Assembly	21/06/2021	27/04/2022

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## LICENSING SESSIONS

## REGION OF SANGRE GRANDE

APPLICATIONS for the Licensing Committee's Certificates for New Licences in the Trinidad North Magisterial District, Sangre Grande under the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at a Licensing Session which will be held at the Sangre Grande Magistrate's Court (Virtual Session) on TUESDAY THE 28TH DAY OF JUNE, 2022 at 1.00 o'clock in the afternoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer's</b>			
Davindra Toolsie	Light Pole No. 112 Cumuto Junction Cumuto	Light Pole No. 112 Cumuto Junction Cumuto	From 28th June, 2022 to 31st March, 2023
Wang Fang Yan	No. 10 Pouchet Street San Fernando	Light Pole No. 1005 Eastern Main Road, Sangre Chiquito Sangre Grande	do.
<b>Spirit Grocer's</b>			
Omatie Bhaggan-Parker	15, Santa Estella Crescent Boodoo Highway Sangre Grande	15, Santa Estella Crescent Boodoo Highway Sangre Grande	do.

Dated this 15th day of June, 2022 at the Sangre Grande Magistrate's Court.

*Secretary, Licensing Committee  
Trinidad North Magisterial District  
Region of Sangre Grande*

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## REGION OF SIPARIA/PENAL/DEBE

RETURN of Applications for Licensing Committee's Certificate for New Licences in the Region of Siparia/Penal/Debe Area under, the provisions of the Liquor Licences Act, Chap. 84:10, to be considered at the Licensing Session which will be held at the San Fernando Magistrate's Court, on WEDNESDAY THE 15TH DAY OF JUNE, 2022 at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Special Restaurant</b>			
Valmiki Eshwar Nandlal	300, San Fernando-Siparia Erin Road, Penal	C3 Mall 31, Corinth Road San Fernando, Unit C	From 1st April, 2022 to 31st March, 2023
Sursatee Seepaul	No. 31 Union Road Marabella	No. 31 Union Road Marabella	do.

Dated this 6th day of June, 2022.

*Secretary, Licensing Committee  
Region of Penal/Debe*

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE AS AT MAY 2022

# Public Statement of Natpet Investments Company Limited

In Compliance with sections 7, 8 and 9 of  
The Freedom of Information Act (FOIA) Chapter 22:02

(UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act Chapter 22:02 (FOIA), the Natpet Investments Company Limited (Natpet) is required by law to publish updated statements that list the documents and information generally available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by Natpet;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Natpet Investments Company Limited (Natpet) publishes the following statement as approved by the Minister of Energy and Energy Industries:

## Section 7 Statements

### Section 7 (1) (a) (i)

#### Function and structure of the Natpet Investments Company Limited

Natpet commenced operations as a wholly owned subsidiary of Trinidad & Tobago National Petroleum Marketing Company Limited (NP) on 06 December 1993 but its plant was decommissioned and a new plant was built in its current location at Sea Lots, which was opened on 26 April 2004.

Natpet's Mission is to maintain a consistently high level of accuracy, efficiency and safety in the filling of LPG cylinders, and to provide a reliable service to its customers.

Natpet is contracted by NP to provide the services of an LPG (Liquified Petroleum Gas) Filling Plant Operator. On behalf of NP, Natpet supplies and delivers LPG in filled 100lb and 20lb cylinders to NP's authorised distributors and, to a lesser extent, Natpet supplies sundry customers with the product. The functions of the business may be sub-divided into the Filling, Testing and Refurbishment plants that comprise its operations, but the core business of Natpet is the bottling and distribution of LPG.

Approved Structure – Major Responsibility Centres are:

1. Administration
2. Workshop
3. NP Cylinder Facility (NPCF)
4. Filling Plant
5. Testing Plant
6. Refurbishment Plant

There is one (1) Committee that is operational, listed as follows:

- Joint Health, Safety, Security and Environmental Committee (JHSSEC)

Natpet's registered office is located at NP House, National Drive, Sea Lots, Port-of-Spain

The Board of Directors is appointed by NP and controls the overall direction of the Company.

Its Members as at May 2022 are:

Mr. Sahid Hosein	- Chairman
Mr. Marcus Knaggs	- Director
Ms. Nadine Nabie	- Director
Ms. Melanie Trim	- Director

Natpet employs a workforce of approximately forty-one (41) persons and is headed by the Manager Natpet. Natpet's approved Organization Structure consists of six (6) major responsibility centres, monitoring and executive functions under the Manager Natpet. As at May 2022, there are thirty-five (35) Permanent employees, six (6) Temporary employees, no Contract employees and no Casual employees.

Please see the attached approved Organizational Structure for Natpet.

Natpet considers feedback from the public gathered through its parent company's Core Business Support, Corporate Communications and Customer Services Departments in guiding its formulation of policy.



IGNITE YOUR PASSION

## PUBLIC STATEMENT OF NATPET INVESTMENTS COMPANY LIMITED—Continued

NATPET INVESTMENTS COMPANY LIMITED FOIA STATEMENT UPDATE AS AT MAY 2022

**Section 7 (1) (a) (ii)****Categories of Documents in the possession of Natpet**

1. Files dealing with organizational support and administrative/contractual documents for the operations of Natpet.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial Agreements and Terms and Conditions of Employment.
4. Files dealing with training – local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of Natpet.
6. Financial Records (cheques, vouchers, invoices, receipts, journals, etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment.
8. Maps/Charts/Photographs.
9. News Releases, speeches originating in Natpet.
10. Policy and Procedure Documents.
11. Internal and External correspondence files.
12. Customer files.
13. Documents relating to Information Technology Strategy.
14. Legislation and Legal Instruments relevant to Natpet.
15. Legal Opinions and related matters.
16. Minutes/Agenda of meetings.
17. Files dealing with internal Circulars, Memoranda, Notices, Bulletins, etc.
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Internal and External Audit, Consultants', Technical, Corporate, Valuation, Accident, Feasibility studies and Surveys etc.
19. Files on Marketing Policies, Pricing Strategies and Price Build-ups.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
21. Inventories.
22. Files on Standards and Benchmarks.
23. Complaint/suggestion files.
24. Registers/ Logs/Certificates/Permits/Licenses, etc.
25. Files dealing with engineering, construction and maintenance of Natpet's facilities

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

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8am – 3pm (Mon-Fri) on normal working days at: 623-1300/625-1364 ext. 589

The public may inspect the following materials:

- Annual Financial Statements
- Delegation of Authority
- Employees' Handbook
- Health, Safety & Environmental Policy Statement

General information is also available on the Company's website, [www.np.co.tt](http://www.np.co.tt)

**Section 7 (1) (a) (iv)****Literature available by subscription**

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

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from Natpet**

Natpet's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in writing**. The following procedure should be followed when making a request:

**How to request information:****1. General Procedure**

Applicants may obtain an FOIA application form (*Request for Access to Official Documents*) from the Government FOIA Unit on its website address: [www.foia.gov.tt](http://www.foia.gov.tt) in order to access information that is not readily available to the public.

**2. Addressing Requests**

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

**3. 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, please communicate with the Designated Officer (as named in section 7 (1) (a) (vi)).

**4. 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.

**5. Furnishing Documents**

Copies of documents are only furnished when they are in our possession, custody or power. Prior to the commencement of the Freedom of Information Act Chapter 22:02, 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, Chapter 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note we are not compelled to do the following:

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



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A request is deemed to be received when the original of the completed request form is received by the Designated Officer, or the Company Secretary, and a written acknowledgement is issued.

## 6. Time Limits

## General

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status.

Upon any consultation between the applicant and the Designated Officer, time is suspended in the computation of the thirty-day period (Sec. 21(7)).

## Time Allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 calendar days from the date the request was received as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.

## Section 7 (1) (a) (vi)

## Officers in the Public Authority 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 corrections of personal information under Section 36 of the FOIA

## The Designated Officer is:

Ms. Beena Poliah,  
Company Secretary,  
NP House, National Drive,  
Sea Lots, Port-of-Spain  
Telephone: 625-1364 Ext. 432  
Email: bpoliah@np.co.tt

## The Alternate Officer is:

Ms. Marla Pacheco,  
Legal Officer - NP  
NP House, National Drive,  
Sea Lots, Port-of-Spain  
Telephone: 625-1364 Ext. 412  
Email: mpacheco@np.co.tt

## Section 7 (1) (a) (vii)

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

There are no bodies at Natpet that fall within the meaning of this section of the FOIA.

## Section 7 (1) (a) (viii)

## Reading Room Facilities

Certain information may be readily accessed in our library or through our website at [www.np.co.tt](http://www.np.co.tt). General enquiries may be made to our Administrative Assistant at telephone number 623-1300/625-1364 Ext 589.

The Library is located on the 2nd Floor of NP House Phase III at Sea Lots, Port-of-Spain and is open to the public on normal working days between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.

- Users will be liable for any damage caused to NP's property through the said user's willful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Reading Room

## Provision of copies of documents that are readily available to the public

- Natpet, at its discretion, may charge for photocopies at \$2.00 per page.
- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision

## Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, Natpet may charge duplication fees in accordance with its normal replication policy.

## 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

- Arbitration Act Chapter 5:01
- Bankruptcy and Insolvency Act Chapter 9:70
- Companies Act Chapter 81:01
- Consumer Protection and Safety Act Chapter 82:34
- Conveyancing and Law of Property Act Chapter 56:01





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- Copyright Act Chapter 82:80
- Customs Act Chapter 78:01
- Electronic Transactions Act Chapter 22:05
- Environmental Management Act Chapter 35:05
- Equal Opportunities Act Chapter 22:03
- Freedom of Information Act Chapter 22:02
- Health Surcharge Act Chapter 75:05
- Industrial Relations Act Chapter 88:01
- Insurance Act Chapter 84:01
- Integrity in Public Life Act Chapter 22:01
- Land and Building Taxes Act Chapter 76:04
- Liquor Licences Act Chapter 84:10
- Maternity Protection Act Chapter 45:57
- Mediation Act Chapter 5:32
- Minimum Wages Act Chapter 88:04
- National Insurance Act Chapter 32:01
- Occupational Safety and Health Act Chapter 88:08
- Patents Act Chapter 82:76
- Patents and Designs Act Chapter 82:83
- Pensions Act Chapter 23:52
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Pharmacy Board Act Chapter 29:52
- Protection Against Unfair Competition Act Chapter 82:36
- Real Property Act Chapter 56:02
- Registration of Deeds Act Chapter 19:06
- Retrenchment and Severance Benefits Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Stamp Duty Act Chapter 76:01
- Standards Act Chapter 82:03
- Tax Appeal Board Act Chapter 4:50
- The Corporation Taxes Act Chapter 75:02
- The Exchequer and Audit Act Chapter 69:01
- The Finance Act
- The Income Tax Act Chapter 75:01
- The Petroleum Act Chapter 62:01 and Regulations
- The Public Procurement and Disposal of Public Property Act
- Town and Country Planning Act Chapter 35:01
- Trade Descriptions Act Chapter 82:04
- Trade Disputes and Protection of Property Act Chapter 88:03
- Trade Marks Act Chapter 82:81
- Unfair Contract Terms Act Chapter 82:37
- Value Added Tax Act Chapter 75:06
- Workmen's Compensation Act Chapter 88:05

**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.**

- Cylinder Management Procedure
- HSE Consequence Management Policy
- NATPET HSE Policies and Procedures
- NATPET Quality (Policy) Manual
- Procedure for 20lb Cylinder Testing and Refurbishment

- Procedure for 100lb Cylinder Refurbishment and Testing
- Procedure for Cylinder Rejection
- Procedure for Cylinder Valve Repairs
- Procedure for Dealing with Absenteeism and Tardiness
- Procedure for Decanting 20lb Cylinders.
- Procedure for Decanting 100lb Cylinders
- Procedure for Handling Customer Complaints
- Procedure for Inventory Management
- Procedure for Preparation of the Company's Budget
- Procedure for Pressure Testing 20lb Cylinders
- Procedure for Pressure Testing 100lb Cylinders
- Procedure for Purchasing
- Procedure for Supply Management
- Procedure for Testing 20lb Cylinders
- Procedure for the Preparation of Payroll

General information is also available on the Company's website, [www.np.co.tt](http://www.np.co.tt).

**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 statements to be published under this section 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.**

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

**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.**

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

**Section 9 [1] (c)**

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

At this time, there are no further reports under this section.



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**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.

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

**Section 9 (1) (e)**

A report (including a report concerning the results of studies, surveys or tests) prepared for 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.

At this time, there are no reports under this sub-section.

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

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

At this time, there are no reports under this sub-section.

**Section 9 (1) (g)**

A report prepared within 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.

At this time, there are no reports under this sub-section.

**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.

At this time, there are no reports under this sub-section.

**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.

At this time, there are no reports under this sub-section.

**Section 9 (1) (j)**

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

At this time, there are no statements under this sub-section.

**Section 9 (1) (k)**

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

At this time, there are no reports under this sub-section.

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

An environmental impact statement prepared within the public authority.

At this time, there are no statements under this sub-section.

**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.

At this time, there are no reports under this sub-section.

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