



TRINIDAD AND TOBAGO GAZETTE

VOL. 61

Caroni, Trinidad, Thursday 21st July, 2022—Price \$1.00

No. 126

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THE FOLLOWING HAVE BEEN ISSUED:

- ACT No. 16 of 2022—“An Act to amend the Soroptimist Club of Port-of-Spain (Incorporation) Act, 1972 (Act No. 26 of 1972)” —(\$1.80).
- ACT No. 17 of 2022—“An Act to amend the Trinidad and Tobago Association for Retarded Children Ordinance, 1961 (Ordinance No. 15 of 1961)”—(\$1.80).
- ACT No. 18 of 2022—“An Act to amend the Sri Satya Sai Baba Organisation of Trinidad and Tobago (Incorporation) Act, 1993 (Act No. 16 of 1993)”—(90 cents).
- ACT No. 19 of 2022—“An Act to amend the Tobago Council for Handicapped Children (Incorporation) Act”—(90 cents)

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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 A—

- Act No. 16 of 2022—“An Act to amend the Soroptimist Club of Port-of-Spain (Incorporation) Act, 1972 (Act No. 26 of 1972)”
- Act No. 17 of 2022—“An Act to amend the Trinidad and Tobago Association for Retarded Children Ordinance, 1961 (Ordinance No. 15 of 1961)”.
- Act No. 18 of 2022—“An Act to amend the Sri Satya Sai Baba Organisation of Trinidad and Tobago (Incorporation) Act, 1993 (Act No. 16 of 1993)”.
- Act No. 19 of 2022—“An Act to amend the Tobago Council for Handicapped Children (Incorporation) Act”

Legal Supplement Part B—

- Freedom of Information (Exemption) Order, 2022—(Legal Notice No. 143 of 2022).

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ASSENT TO ACTS

THE UNDERMENTIONED ACTS enacted by Her Excellency the President with the advice and consent of the Senate and House of Representatives have been assented to by Her Excellency and are published as Supplements to this *Trinidad and Tobago Gazette*:

<i>Number of Act</i>	<i>Short Title of Act</i>	<i>Date of Assent</i>
16 of 2022	The Soroptimist Club of Port-of Spain (Incorporation) (Amendment) Act, 2022	13th July, 2022.
17 of 2022	The Trinidad and Tobago Association for Retarded Children (Incorporation) (Amendment) Act, 2022	14th July, 2022.
18 of 2022	The Sri Satya Sai Baba Organisation of Trinidad and Tobago (Incorporation) (Amendment) Act, 2022	13th July, 2022.
19 of 2022	The Tobago Council for Handicapped Children (Incorporation) (Amendment) Act, 2022	14th July, 2022.

J. SAMPSON-MEIGUEL

21st July, 2022.

Clerk of the House

1075

APPOINTMENT OF MEMBERS TO THE BOARD OF DIRECTORS OF THE TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO (TATT)

PURSUANT to the provisions in section 6(2) to (8) of the Telecommunications Act, Chap. 47:31, Her Excellency the President of the Republic of Trinidad and Tobago has appointed the undermentioned persons as Members of the Board of Directors of the Telecommunications Authority of Trinidad and Tobago (TATT) effective 10th June, 2022 for the respective terms:

MR. GILBERT PETERSON	Member and Chairman (3 years)
DR. KIM MALLALIEU	Member and Deputy Chairman (3 years)

R. MADRAY

Permanent Secretary

8th July, 2022.

Ministry of Digital Transformation

1076

LICENSING OF A PUBLIC BURIAL GROUND
(*Burial Grounds Act, Chap. 30:50*)

IN EXERCISE of the powers conferred on him by Section 3(1) of the Burial Grounds Act, the Minister of Rural Development and Local Government has licensed as a public burial ground, the parcel of land described in the Schedule.

SCHEDULE

That parcel of land comprising Three point two three seven seven hectares (3.2377 ha) situate in the Ward of Savana Grande, in the County of Victoria, shown as Lot A and Lot B in Survey Order No. 152/2015 which forms part of a larger parcel of land stated to comprise Forty-nine point four one seven three hectares (49.4173 ha) as delineated on Ward Sheet 64B and bounded on the North by lands of Magdalena Caracciolo now the State, on the South partly by lands of F. Mitchell and Magdalena Caracciolo now the State, on the East by lands of Magdalena Caracciolo now the State and on the West by lands of Magdalena Caracciolo now the State.

F. AL-RAWI

*Minister of Rural Development
and Local Government*

Dated this 18th day of July, 2022.

PROBATE AND LETTERS OF ADMINISTRATION

- PROBATE of the Will dated the 5th day of March, 2010, of **BHAGWATI RAMSAROOP** otherwise **BHAGWATTEE RAMSAROOP** otherwise **BHAGWATEE RAMSAROOP** of 12, Taitt Madoo Road, Freeport, Upper Carapichaima, Montserrat, Trinidad, who died on the 25th day of August, 2014, by **Krishna Seepersad** of St. Andrews Village, Couva, Trinidad, the executor named in the Will;
- PROBATE of the Will dated the 20th day of February, 2016, of **BALBINA BALVIRIA GODEEN** otherwise **BALVIRIA BALBINA GODEEN** otherwise **BALVENA GOORDEEN** of Bougainvillea Drive, La Resource Road, d'Abadie, Arima, Trinidad, who died on the 2nd day of April, 2017, by **Vidya Goodeen-Mohammed** of 102, Barry Crescent, Santa Monica Gardens, d'Abadie, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DAPHINE CHATTERGOON** of 18, Midas Lane, Corinth Hill, San Fernando, Trinidad, who died on the 5th day of August, 2020, by **Martha Lee Jolene Sylvester** of 144, Southern Main Road, St. Margaret's Village, Claxton Bay, Point-a-Pierre, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ERROL SOOKOO** of 6, Rainbow Crescent, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 10th day of December, 2021, by **Shanti Chanrouti Sookoo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **CHARLES LASSALLE** of Corner Saut Deau Road and Morne Coco Road, Maraval, Diego Martin, Trinidad, who died on the 15th day of January, 2013, by **Jacque Thompson** of 4, Hill Lane, St. James, Port-of-Spain, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JOHN ALLERT** of Light Pole No. 23, Picton Road, Laventille, St. Ann's, Trinidad, who died on the 15th day of December, 2019, by **Margaret Allert** otherwise **Margaret Nelson-Maynard** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **APHTAAB MOHAMMED** of 35, Plover Street, Lange Park, Montrose, Chaguanas, Trinidad, who died on the 28th day of June, 2020, by **Yasmin Safieyah Mohammed** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **KALICHARRAN BUCHOON** of 24, Freeman Street, St. Augustine, Tacarigua, Trinidad, who died on the 25th day of August, 2019, by **Kumari Buchoon** of the same place; his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SUBHARARJ SARWAN** of 95, Rabindranath Trace, Kelly Village, Tacarigua, Trinidad, who died on the 25th day of July, 2020, by **Rajwattee Sarwan** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 20th day of November, 2019, of **GARTH VANCE PANTIN** otherwise **GARTH PANTIN** of 26, Moreau Road, Saddle Road, San Juan, St. Ann's, Trinidad, who died on the 9th day of November, 2020, by **Luke Jonathan Garth Pantin** otherwise **Luke Pantin** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **LEO DAVIS** otherwise **LEO MICHAEL DAVIS** of 13, Twelfth Street, Dinsley Gardens, Tacarigua, Trinidad, who died on the 7th day of March, 2008, by **Lydia Belfon-Davis** otherwise **Lydia Belfon** otherwise **Lydia Davis** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 4th day of March, 2015, of **CLARA CRETEAU** otherwise **CLARA DOLLY CRETEAU** of 8, Third Street, Maraval, Diego Martin, Trinidad, who died on the 11th day February, 2020, by **Derek Mark Patience** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KENNY MAHARAJ** of 122, Lachoos Road, Penal, Siparia, Trinidad, who died on the 7th day of March, 2021, by **Vera Ramlakhan-Maharaj** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 12th day of July, 2005, of **ANGELINA BOURNE** of Light Pole No. 71, Plum Mitan Road, Plum Road, Manzanilla, Sangre Grande, Trinidad, who died on the 17th day of August, 2008, by **Joanne Lewis** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KRISTENDATH MAHARAJ** of Light Pole No. 809, Libertville, Rio Claro, Charuma, Trinidad, who died on the 10th day of November, 2020, by **Delissa Maharaj** of 68, Paring Trace, Libertville, Rio Claro, Charuma, Trinidad, his lawful widow and relict;
- PROBATE of the Will dated the 14th day of October, 2013, of **UNUS RAJACK** of 30, Waddell Street, Vistabella, San Fernando, Trinidad, who died on the 14th day of August, 2021, by **Luke Rajack** and **Lee Rajack** both of the same place, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **GERARD ROGERS** otherwise **GERARD HILTON ROGERS** of 16, Sixth Street East, Beaulieu Avenue, Trincity, Tacarigua, Trinidad, who died on the 30th day of May, 2021, by **Caroline Rogers** otherwise **Caroline-Gilbert-Rogers** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ANTONIO CROSS** of 10, Farrel Lane, Belmont, Port-of-Spain, Trinidad, who died on the 12th day of January, 1977, by **Emma Antonia Cross** of 29, Salazar Street, St. James, Port-of-Spain, Trinidad, his daughter and the only person entitled to the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **NUPARAM PERSAD** of Light Pole No. 64, De Gannes and Jawahir Roads, Cunaripo, Tamana, Trinidad, who died on the 1st day of November, 2016, by **Bibi Zorina Persad** of Light Pole No. 60, Martin Road, Four Road, Tamana, Trinidad, his lawful widow and relict;
- PROBATE of the Will dated the 31st day of May, 2016, of the estate of **NILSA MARLENE ROJAS** of 38, Regents Gardens, Westmoorings, Diego Martin, Trinidad, who died on the 29th day of July, 2020, by **Allan Brent Ferreira** of 15, Windsurf Road East, Westmoorings, Diego Martin, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SHAHEED YACOOB** of 2, Dasent Street, San Fernando, Trinidad, who died on the 15th day of August, 2020, by **Stacy Maria Pedro-Yacoo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **LLOYD GANDHI** of 1, Pierre Lane, East Dry River, Laventille, Port-of-Spain, Trinidad, who died on the 17th day of November, 2002, by **Sharlene Gandhi** of 182, Chatham Beach Road, Chatham, Cedros, Trinidad, his daughter and the only person entitled to the estate;
- PROBATE of the Will dated the 6th day of September, 2012, of **NORMA EDWINA DARDAINE** otherwise **NORMA DARDAINE** of 10, Winton Lane, Belmont, Port-of-Spain, Trinidad, who died on the 30th day of March, 2015, by **Ann Dardaine** of 17, Woodford Street, Newtown, Port-of-Spain, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ELCINA ELLIOTT** otherwise **ELCINA ELLIOT** of Light Pole No. 1, Caratal Road, Cumuto, Tamana, Trinidad, who died on the 7th day of September, 2006, by **Horace Roach** of the same place, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **WILFRED OTTLEY** of 9, Lady Hochoy Circular, Cocorite, Port-of-Spain, Trinidad, who died on the 5th day of March, 1992, by **Gordon Ottley** otherwise **Irvin Gordon Ottley** of Lot No. 39, Ollivierre Trace, Vega De Oropouche, Sangre Grande, Manzanilla, Trinidad, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 19th day February, 2021, of **HARRY JAWAHIR** of 6, Sixth Street West, Casselton Avenue, Trincity, Tacarigua, Trinidad, who died on the 28th day of February, 2021, by **Sasha Crystal-Gain Jawahir-Ali** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 4th day of May, 2021, of **DHANLAL SEENATH** of 85, New Settlement, Caroni Savannah Road, Chaguanas, Trinidad, who died on the 31st day of October, 2021, by **Jennifer Seenath-Ramsundar** of Light Pole No. 4, Laing Street, Chaguanas, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **WINNIFRED DE RAMOS** otherwise **WINIFRED DE RAMOS** of 21, Branche Road, Wallenvale, Sangre Grande, Manzanilla, Trinidad, who died on the 5th day of March, 2008, by **Metishea Mary Baggio** of 195, Freedom Street, Pinto Road, Arima, Trinidad, the lawful attorney;
- PROBATE of the Will dated the 3rd day of April, 2001, of **SEON ALEXIS** of 10, Mile Mark, Toco Road, Matura, Trinidad, who died on the 27th day of July, 2001, by **Juliana Alexis Augustine** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 21st day of September, 2016, of **ADRIAN RUIZ** of Light Pole No. 50, Sahadeen Trace, Vega De Oropouche, Sangre Grande, Manzanilla, Trinidad, who died on the 26th day of December, 2020, by **Allison Karen Lewis** of Light Pole No. 5, Boodoo Avenue, Maturita, Arima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 5th day of January, 2011, annexed of the estate of **MONICA CHARLES** otherwise **MONICA EULALIE CHARLES** otherwise **MONICA MALIE CHARLES** of The Lodge Nursing Home, 77, Apple Blossom Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 19th day of October, 2019, by **Randolph Gregory Charles** of 3, Dorchester Too, Petit Valley, Diego Martin, Trinidad, **Peter Charles** otherwise **Peter Michael Charles** of 68, Palmiste Drive, Viscotia Gardens, Diego Martin, Trinidad and **Stephen Martin Charles** of 8, Belmont Circular Road, Port-of-Spain, Trinidad, three of the devisees and/or legatees named in the Will;
- PROBATE of the Will dated the 25th day of August, 2020, of **NORMAN ANDERSON BENN** otherwise **NORMAN BENN** of 680, Henry Street, Tunapuna, Tacarigua, Trinidad, who died on the 31st day of October, 2020, by **Kay Donna-Marrie Hernandez** of the same place, the sole executrix named in the Will;

and that unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 21st day of July, 2022.

R. ROBERTS
Acting Registrar
Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 13TH JULY, 2022

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
42,796,931	Balances, Investments, etc.	42,101,684
4,267,960	Subscriptions to I.M.F.	4,233,233
7,008,879	I.M.F.—S.D.R. Holdings	6,951,850
54,073,770		53,286,767
	Trinidad and Tobago Government Securities:	
144,716	Treasury Bills (Face Value)	144,666
25	Marketable Securities	25
144,741		144,691
	Other Assets:	
12,250	Trinidad and Tobago Dollar Securities	12,250
28,196	Advances to Government Authorities	28,196
2,384,215	Other Assets	2,101,221
2,424,661		2,141,667
113,171	Fixed Assets	111,571
56,756,343		55,684,696
	Liabilities and Capital Account	
	Currency in Circulation:	
8,615,508	Notes	8,625,558
259,708	Coins	259,808
8,875,216		8,885,366
	Demand Liabilities:	
15,828,630	Commercial Banks	15,916,791
370,688	Financial Institutions (Non-Banking)	369,611
(2,701,131)	Government and Governmental Organisations	(2,803,995)
53,622	International Organisations	53,612
662,797	Foreign Currency	665,166
1,412,274	Other	1,340,023
15,626,880		15,541,208
	Other Liabilities:	
7,008,041	Government S.D.R. Allocations	6,951,019
18,668,359	Other Liabilities	17,824,512
4,977,847	Specific Provisions	4,882,591
30,654,247		29,658,122
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
56,756,343		55,684,696

I. MARSHALL
Assistant Manager
Finance and Accounting



Government of the Republic of Trinidad and Tobago

In compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA) TTT Limited (TTTL) is required by law to publish the following statements, which list the documents and information generally available to the public.

Public Statement of

TTT LIMITED

2022

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA), TTT Limited is required by law to publish and annually update the statements which list the documents and information generally available to the public.

The Freedom of Information Act gives members of the public:

- 1) A legal right for each person to access information held by TTT 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)

TTTL is a State Enterprise, and it is wholly owned by the Government of the Republic of Trinidad and Tobago (GORTT). The Company is the national state broadcaster in Trinidad and Tobago. TTTL provides broadcast, production, and transmission services for audiences within Trinidad and Tobago and beyond. The broadcast services include a free-to-air television station (TTT), and three FM radio stations, (Talk City 91.1, Next 99.1 and Sweet 100.1).

TTTL was incorporated in August 2018. It took the place of the predecessor state media company, the Caribbean New Media Group (CNMG). There were no significant changes to the organization except for the brand name change.

TTTL's production resources include two (2) Outside Broadcast (OB) units for live event/production, two (2) major television studios, one (1) minor television studio, two (2) television control rooms and three (3) radio studios.

TTT Limited's free to air broadcast service is also carried on national cable services and online at www.tttlive with social media activity on Facebook, Instagram and Twitter at tttliveonline. The television station and radio stations broadcast 24/7.

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PUBLIC STATEMENT OF TRINIDAD AND TOBAGO TELEVISION LIMITED—CONTINUED

The Company engages about 160 persons, with a significant number of these being freelancers. Employees are hired on contract, the term of which ranges from one to two (1-2) years, depending on job seniority. Presently, TTTL's operational management is the responsibility of a management team of nine (9) managers, led by a Chief Executive Officer.

In November 2020, a Stabilization Plan for TTTL 2021-2022 was formulated and approved. The objective of the Stabilization Plan was to improve TTTL's commercial and operational performance and prepare the Company for the development of its Strategic Plan.

Mission Statement

To develop positive national values and a well-informed and enlightened society through educational entertaining and informative programmes which are distributed in alignment with changing patterns of media consumption, and to be distinguished for the quality of local programme offering, inclusive of news and current affairs.

Vision Statement

To become the market leader in all our products and services by building sustainable brands and by moulding a viable and growth-oriented organization.

Corporate Information

TTTL's registered office is located at No. 11A Maraval Road, St. Clair, Newtown 190131. The Company is governed by a Board of Directors appointed by the Company's shareholder, Corporation Sole, on February 28th 2022, and are as follows:

- Ms Ronda Francis-Chair
- Ms Nadira Lyder-Deputy Chair
- Mr Jesse Williams
- Mr Sean T. Boswell
- Ms Nicole Duke-Westfield
- Ms Melissa James-Guy
- Ms Dennissa Maharaj
- Ms Victoria Rattansingh
- Mr Nigel Scenathsingh
- Mr Jason Lindsay
- Mr Jules Sobion

Five (5) Board Sub-Committees assist in formulating and guiding the business and policies of the Company.

- Human Resources Committee - is responsible for creating and/or monitoring values-based systems and policies to ensure that the organization is following industrial laws and certain best practices relating to its employees and creating an attractive environment for current and prospective employees. The HR committee may also be responsible for policies regarding independent contractors and volunteers.

- Finance Committee – Assist in setting the investment policy to be adopted for the management of Company funds as approved by the Minister of Finance (Corporation Sole) and ensure that the investment of Company funds is conducted in accordance with the investment policy and best practice.
- Tenders Committee – The powers and rules of operation of the Tenders Committee with respect to the procurement process shall be determined by the Board of Directors from time to time. The Tenders Committee in accordance with the levels of authority, invite and consider Tenders for the supply of goods or services or works to be undertaken which are necessary for carrying out the objectives of TTTL and shall make recommendations on the acceptance or rejection of such Tenders. In addition, the Tenders Committee shall make recommendations to the Board on the disposal of obsolete assets and implement policy and procedures on Tendering, Procurement and Contracting. Pursuant to the full proclamation of the Public Procurement and Disposal of Public Property Act, 2015 the Tenders Committee will work in tandem with two Committees:
 - a) The Procurement and Disposal Advisory Committee.
 - b) The Disposal and Retention of Assets Committee.

The Procurement and Disposal Advisory Committee (PDAC) is one of the internal control mechanisms established within the operating framework of the Public Procurement and Disposal of Public Property to ensure that the objects of the Act are achieved. The PDAC does not approve evaluation reports or recommendations for awards. PDAC is a procedural safeguard set up to review and ensure that the evaluation committee follows the established procedures outlined in the TTT Limited's operating procedures.

The Disposal and Retention of Assets Committee is an independent committee. Its functions are to carry out physical inspection of the item, assess costs and benefits of disposal options, recommend the best disposal strategy or option, identify storage and transport issues, undertake the disposal process and evaluate, review and report on executed disposal process.

- Audit, Risk and Compliance Committee – appointed by the Board to assist in monitoring the periodic financial reports and other financial information provided by the Company to management or the public; reviews the Company's systems of internal controls regarding finance, accounting, legal, compliance and ethics that management and the Board have established, and the Company's auditing, accounting and financial reporting processes generally.
- Operations, Marketing and Programming Committee - ensures that the Company's total marketing

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PUBLIC STATEMENT OF TRINIDAD AND TOBAGO TELEVISION LIMITED—CONTINUED

program is in concert with the strategic direction and needs of the Company. The committee serves as the mechanism by which board members and other volunteers are involved in clearly communicating the Company's mission. The marketing committee is charged with focusing the organization and its board on marketing. This includes assessing the consistency and integrity of the company's branding for all materials and ensuring that all methods of communication have a consistent look and messaging. The committee works to continually strengthen the Company's communications for consistent education and advocacy of services to clients and the public. The Marketing Committee is a standing Committee of the Board of Directors and is responsible to the Board of Directors.

The Company's executive management team comprises the Chief Executive Officer, Corporate Secretary / Legal Officer, Human Resource, Finance and Accounting Manager, Radio Programming Manager, Television Programming Manager, Head of Engineering, Production and Operations Manager, News and Current Affairs Manager and Sales and Marketing Manager. The management team is headed by the Chief Executive Officer and is accountable to the Board.

Chief Executive Officer – is responsible for implementing the strategic objectives established by the Board. He/ / she establishes intermediate goals consistent with the ultimate objectives and assumes responsibility for the employees in the organization. The CEO further communicates the objectives and the goals to the officers of the Company.

Corporate Secretary / Legal Officer – Ensuring the company maintains statutory and legal compliance throughout its operations. Additionally, the Corporate Secretary is the secretary of all Board committees. The Corporate Secretary/Legal Officer is also responsible for all matters relating to legal and enforcement issues. This includes the provision of legal advice to the Company, reviewing contracts and ensuring compliance with all applicable laws and responsible for the conduct of any legal proceedings entered into by the Company.

Human Resources - Ensuring the company attracts and retains the best professionals in the sector while ensuring their well-being, motivation, and development.

Sales and Marketing – Ensuring all brands are at the forefront of the minds of stakeholders as part of one cohesive entity.

Finance – Efficient management of the company's financial resources to ensure the long term fiscal health of the company.

News and Current Affairs – Delivering the most trusted news and current affairs content.

- **Television Programming** – Sourcing and scheduling programming content with a focus on public information and local content.
- **Radio Programming** – Programming of three (3) radio stations in the markets:
Talk City 91.1FM – Talk and Current Affairs
Next 99.1FM – Urban/Youth-Focused
Sweet 100.1FM – Adult Contemporary
- **Production and Operations** – Creation of original content for various platforms and coordination of all in-house productions.
- **Engineering** – Maintenance of transmission reliability across all platforms and all equipment and technology.

Effect of Scope of Business on Members of the Public

The framework for the scope of business of TTTL is to create an enabling internal environment to increase its audience share and relevance, establish a path to commercial self-sustainability, and demonstrate its support of the national community as a national public broadcaster.

In the course of its business, TTTL does not usually deal directly with members of the general public in relation to the formulation of policy or the decision making processes of TTTL.

Section 7 (1) (a) (ii)

Categories of Documents maintained by TTT Limited: -

- a. Files, Records, Manuals, Documents:
 1. Files dealing with administrative support and general Administrative documents for the operations of TTTL
 2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, retirements, leave, vacation etc.
 3. Files dealing with the accounting and financial management function of TTTL
 4. Files dealing with circulars, memoranda, notices, bulletins
 5. Files dealing with official functions, conferences and events hosted and Financial Records (cheques, vouchers, receipts, journals, vote books, salary records etc.)
 6. Files dealing with matters relating to the procurement of supplies, services and equipment
 7. Internal and external correspondence files
 8. Client files
 9. Complaint/suggestion files
 10. Inventory files
 11. Records and documents relating to the strategic objectives of TTTL
 12. Contracts, agreements, leases, deeds, concessions and licences. Legal opinions and related matters
 13. Minutes/Agenda of meetings attended by the Board of Directors
 14. Archival documents

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PUBLIC STATEMENT OF TRINIDAD AND TOBAGO TELEVISION LIMITED—CONTINUED

- 15. Policy and Procedure Documents
- 17. Acts and Gazettes
- 18. Manuals

b. Publications:

- 1. Periodicals and publications
- 2. Newsletters
- 3. Surveys
- 4. Reports

c. Forms:

- 1. Freedom of Information Act Forms
- 2. Covid 19 Visitor and Employee Entry Forms

d. Audio Visuals:

- 1. Reels and tapes

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

The public may inspect and/or obtain copies of material between the hours of ***:30 a.m. to 3:30 p.m.** on regular working days at the following offices: -

TTT Limited

11 A Maraval Road
St. Clair
Newtown
190131
Telephone 622-4141
Website: www.ttt.live
@tttliveonline

Information that can be accessed at TTTL Website includes:

- Media Releases
- Radio stations 99.1 FM, 100.1 FM, 91.1 Talk City
- TTT Television
- Videos

Additionally, the following documents can be accessed on The Freedom of Information Unit's website www.foia.gov.tt

- Making a Freedom of Information Request Forms
- Designated Officer's Handbook
- List of Public Authorities
- Frequently Asked Questions (FOIA)

Section 7 (1) (a) (iv)**Literature available by Subscription: -**

TTT has no literature available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from TTTL: -****General Procedure**

In order to have the rights given to applicants by the FOI Act (for example, the right to challenge a decision if your request for information is refused), **you must make your request in**

writing. The *Request for Access to Official Documents* form can be accessed at our Reception/Lobby areas or downloaded from the website www.foia.gov.tt The relevant information that **must be provided to TTTL** includes:

- Name of Applicant (full name preferred)
- Contact information
- Information requested and format to provide the information
- Date of request
- Signature of applicant
- Applications should be addressed to the Designated Officer of TTTL (**see Section 7 (1) (a) (vi)**).

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 you. If you are unsure how to write your request or what details to include, communicate with our Designated Officer/s.

The applicant will be contacted **within thirty (30) calendar** days of receiving the request by TTTL (that is, the received stamp date) to give their decision for TTTL. After determining if the request can be made available to the applicant (approval), the applicant is informed and given a period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal), then the applicant is informed of the refusal and the applicant's rights according to Section 38A and 39 of the FOI Act.

Request not handled under the FOIA

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

- a) Documents that contain information that is open to public access as part of a public register.
- b) Documents that 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 that are stored for preservation or state custody.

Section 7 (1) (a) (vi) Officer in TTTL 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.

Designate Officer

Christophe Brathwaite (Mr)
Corporate Secretary/Legal Officer
TTT Limited
11A Maraval Road

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PUBLIC STATEMENT OF TRINIDAD AND TOBAGO TELEVISION LIMITED—CONTINUED

St. Clair
Newtown
190130
Trinidad and Tobago
Office No. 1-868-622-4141 Ext. 2400
Mobile: 682-8669
Email: cbrathwaite@tt.co.tt

Alternate Officer

Michele Smith (Ms)
Executive Assistant
Office of the Chief Executive Officer
TTT Limited
11A Maraval Road
St. Clair
Newtown
190130
Trinidad and Tobago
Office No. 1-868-622-4141 Ext. 2101
Email: msmith@tt.co.tt

Section 7 (1) (a) (vii)

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

At present, there are no bodies that fall within the meaning of this section.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities:

Any applicant requesting to view information can make general enquires by calling the Designated Officers listed under Section 7 (1) (a) (vi). Arrangements will be made to accommodate the applicant from Mondays to Fridays between 8:30 a.m. to 3:30 p.m.

The Policy of TTTL for the provision of copies of documents that are readily available to the public is as follows: -

- Provision of documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the space provided.

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by TTTL, not being particulars contained in another written law: -

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

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside TTTL, or similar documents containing rules, policies, guidelines, practices or precedents: -

- Human Resource Policy – 2007
- Compensation Policy – 2007
- Performance Management Policy – 2007
- Sales Policy – 2007

- Engineering Policy – 2007
- Building Policy – 2007
- Contract of Employment – 2007
- Time and Attendance – 2007
- Performance Management – 2007
- Leave Policy – 2007
- Employee Relations Policy – 2007
- Discipline, Separation and Termination Policy – 2007
- Benefits Policy – 2007
- Dress Code & Guidelines Policy – 2007
- Company Property and Resources Policy – 2007
- Finance and Accounting Policy – 2008
- News and Current Affairs Policy – 2008
- Open Sales Policy – 2020
- Supply Chain Procedures & Policies – 2021
- Bed Debt Write-Off Policy – 2021
- Procurement Policy- 2021
- Procurement Process - 2021
- Code of Conduct (Procurement) -2021
- Human Resource Fixed-Term Employees Policy – 2022
- Human Resource Freelance Contractor Policy – 2022

Section 8 (1) (b)

In enforcing written laws and schemes administered by the TTTL 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 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 TTTL.

There are no 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 TTTL 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 TTL or to the responsible Minister for that public authority.

Central Audit Report-Central Audit Committee – Ministry of Finance (Investment Division).

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental committee whose membership includes an officer of TTTL.

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PUBLIC STATEMENT OF TRINIDAD AND TOBAGO TELEVISION LIMITED—CONTINUED

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

Section 9 (1) (d)

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

There are no 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 TTTL by a scientific or technical expert, whether employed within the TTTL or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

Section 9 (1) (f)

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

- Stabilization Plan 2020-2021

Section 9 (1) (g)

A report prepared within TTTL 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 statements to be published under this subsection at this time.

Section 9 (1) (h)

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

- Internal Audit Plan 1st October 2021 – September 2022
- Administrative Reports for the period 2008-2020

Section 9 (1) (i)

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

- Stabilization Plan 2021-2022

Section 9 (1) (j)

A statement prepared within TTTL 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 TTTL 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 TTTL.

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

Section 9 (1) (m)

A valuation report prepared for TTTL by a valuator, whether or not the valuator is an officer of the TTTL.

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

APRIL 2022

Public Statement of the SPORTS COMPANY OF TRINIDAD AND TOBAGO
LIMITED

In Compliance with Section 7(4) of The Freedom of Information Act (FOIA)
Chap. 22:02

Where a statement has not been published in accordance with section 7(1) of the Freedom of Information Act, Chap. 22:02 (the Act), the responsible Minister shall promptly give reasons, to be published in the Gazette, for the failure to publish.

And whereas the Sports Company of Trinidad and Tobago Limited (the Company) assigned to the Ministry of Sport and Community Development, has not published in the Gazette and a daily newspaper in circulation, the required annual statements for the period 2016-2020 in accordance with section 7(1) of the Act, the Minister accordingly now provides the following reasons:

The Company was without a longstanding Chief Executive Officer from around 2014 up to 2019. Additionally, several critical senior management positions remained vacant up to that time. The Company was therefore hard-pressed to meet certain obligations and was constrained in its ability to prepare and publish the requisite Freedom of Information Statements. The problems regarding the senior administration structure at the Company were rectified and regularized around 2019. Efforts have been made by the Ministry and the Company since then to satisfy all outstanding and current commitments.

These efforts were stymied, due to the 2019 Novel Coronavirus (2019-nCoV) and certain restrictions that were implemented by the Government of the Republic of Trinidad and Tobago (“GoRTT”) to mitigate against the spread of the infectious disease and in particular to limit congregation and ensure social distancing protocols in the workplace.

Upon resumption of more normalized in-person working arrangements, efforts of the Ministry and the Company to satisfy all outstanding commitments continue. Please note that statements have since been published for the period 2021 and every effort is being made by the Ministry and the Company to publish the required section 7(1) Annual Statement for 2022 by July 31st 2022, in keeping with the statutory obligation arising under the Freedom of Information Act.

The Honorable Shamfa Cudjoe, MP
Minister of Sport and Community Development

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PUBLIC STATEMENT OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2022

In Compliance with sections 7, 8 and 9 of the Freedom of Information Act, 1999

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("the FOIA"), The Sports Company of Trinidad and Tobago Limited (SPORTT) is required to publish and annually update the statement which lists the documents and information generally available to the public. The following information is published with the approval of the Honourable Shamfa Cudjoe, Minister of Sport and Community Development.

The FOIA gives members of the public:

1. A legal right for each person to access information held by SPORTT;
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; and
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)

Function and Structure of SPORTT

SPORTT is a wholly-owned state enterprise, incorporated on the 27th September, 2004 as a limited liability company under the Companies Act 1995, and continued as a company, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at the National Cycling Velodrome, Off Couva Main Road, Balmain, Couva. SPORTT is mandated to assist the Ministry of Sport and Community Development ("MSCD") in the management, administration and programming of sport as well as the construction and operational maintenance of sporting facilities throughout Trinidad and Tobago. It is the key implementation agency for the MSCD and the MSCD's varied and comprehensive policies for the promotion, sustainable growth and development of sport in Trinidad and Tobago.

Vision Statement

"To be the leader in the sporting industry's innovation and sustainable development initiatives in the region creating a flourishing and self-sufficient sporting ecosystem."

Mission Statement

- SPORT
- SERVICE
- LEADERSHIP

ORGANISATIONAL STRUCTURE OF SPORTT

The Chairman and Board of Directors of SPORTT are appointed by SPORTT's majority shareholder, the Ministry of Finance, to provide oversight and strategic direction to the company. The Executive Management Team supports the Board in executing its duties and is headed by the Chief Executive Officer (CEO). SPORTT reports directly to the Ministry of Finance (Investment Division) on Corporate Governance and compliance matters and to the MSCD, its Line Ministry, on policy mandates.

Sub-Committees of the Board of Directors:

1. Tenders Committee;
2. Human Resources and Crisis Communications Committee;
3. Finance Committee;
4. Audit Committee;
5. Facilities Maintenance, HSSE and Projects Committee;
6. Policies and Procedures Committee; and
7. Sport Development, Partnerships and Alliances Committee.

Main Departments/Units

Partnerships and Alliances

This Department is focused on creating a self-sustainable and high performing sporting industry within Trinidad and Tobago. It develops new and innovative ways to market SPORTT's facilities and build relationships with stakeholders. The Depart-

ment collaborates with the Sport Development Unit to assist National Governing Bodies (NGBs) in becoming more business-oriented through the hosting of seminars/meetings/conferences.

Corporate Communications

This Unit has oversight of public relations, media management, internal communications, imaging, branding, marketing, partnership marketing, research and analysis, and customer relations regarding SPORTT.

Elite Athlete Wellbeing

The EDPU plays a major role in ensuring that the ideal performance framework, operational systems, and required infrastructure are in place to facilitate the continual development and successful performances of the country's top athletes. The Unit currently provides Strength and Conditioning, Sport Psychology and Massage Therapy services to national athletes in the registered pool.

Facilities Management

This Department's mandate is to ensure that all the facilities assigned to SPORTT are safe, professionally managed and well equipped to provide the ideal physical environment for recreational activity and the development of sport.

Accounts

This Department is responsible for monitoring and reporting on the financial position of SPORTT. Its mandate is to ensure that the financial requirements of all stakeholders are met in a timely and effective manner while maintaining integrity, transparency and accountability.

Health, Safety, Environment & Security Department (HSES)

This Department is committed to providing and maintaining a safe, accident free and healthy work environment for SPORTT's staff, and ensuring that all facilities and project sites under SPORTT's remit, adhere to best HSES practice. It focuses on overall safety management through proactive inspections and monitoring, improved work processes, process safety and operational excellence initiatives, preventive maintenance, and an emergency preparedness regime. The HSES Department also takes an active role in monitoring all events held at SPORTT's facilities.

Employee Experience and Central Services

This Department works assiduously to develop the philosophy and policy framework in order to ensure that the strategic and operational human resources needs of SPORTT are identified and addressed effectively.

Information Technology Services

This unit's mission is to adhere to Information Technology Governance and industry best practices; provide quality solutions using the most appropriate and cost-effective technology; be proactive in maintenance and offer quality customer service in a rapidly changing environment.

Internal Audit

This Department evaluates the strength of SPORTT's internal controls with a view to identifying gaps and recommending solutions to mitigate the associated risk. It also tracks SPORTT's compliance with the requisite internal and external reporting requirements.

Legal / Corporate Secretariat

The Corporate Secretariat and Legal Department of SPORTT advises the Board of Directors and SPORTT's Management on regulatory, legal and compliance matters. The Department plays a leading role in ensuring good governance by assisting the Board and its sub-committees to function effectively and in accordance with applicable laws, code of conduct and best practice. The Department also provides proactive and general legal advice to preserve and protect the assets of SPORTT and minimise SPORTT's exposure to potential litigation and other claims.

Procurement

This Department is responsible for ensuring that all procurement by SPORTT is made in accordance with the provisions of applicable laws, government policy, SPORTT approved policies and procedures and best practice.

Projects

This Department's purpose is to develop and refurbish sporting grounds and stadia facilities throughout Trinidad and Tobago, which fosters an environment for the development of sport in communities at all levels. Project management oversight is also provided for the design, construction, upgrade and rehabilitation of certain sporting facilities.

Sport Development (SD)

SD spearheads the development of sport through interactions with NGBs, Community Sporting Programmes, Government Agencies, Sport Clubs, Community Organisations and private sector partnerships. This Unit is responsible for overseeing a multi-faceted, multi-level athlete, coach and organisation development approach together with extensive stakeholder relationship management. SD works closely with NGBs from grassroots/community level to elite level assisting with the provision of funds, providing oversight and guidance, monitoring programmes/projects, evaluating the performances of the NGBs tournaments/competitions across the key areas of high performance, sport development, total participation in sport, capacity building and administration.

NGBs under the purview of SPORTT include:

1. Trinidad and Tobago Hockey Board (TTHB);
2. Trinidad and Tobago Gymnastics Association (TTGA);
3. Trinidad and Tobago Football Federation (TTFF);
4. Trinidad and Tobago Sailing Association (TTSA);
5. National Basketball Federation of Trinidad and Tobago (NBFTT);
6. Tennis Association of Trinidad and Tobago (TATT);
7. Trinidad and Tobago Golf Association (TTGA);
8. Trinidad and Tobago Netball Association (TTNA);
9. Trinidad and Tobago Rugby Football Union (TTRFU);
10. Trinidad and Tobago Volleyball Federation (TTVF);
11. Trinidad and Tobago Cricket Board (TTCB);
12. Trinidad and Tobago Cycling Federation (TTCF);
13. National Association of Athletics Administration (NAAA);
14. Amateur Swimming Association of Trinidad and Tobago (ASATT); and
15. Trinidad and Tobago Amateur Boxing Association (TTABA)

Section 7(1)(a)(ii)

CATEGORIES OF DOCUMENTS IN SPORTT'S POSSESSION

- General administrative documents for the routine functions of SPORTT
- Personnel Files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, performance appraisals etcetera for all categories of staff
- Files relating to Training/ Performance Management
- Internal and external correspondence files
- Financial Statements and Records
- Files relating to the procurement of supplies, services and equipment
- Tender Documents
- Legislation
- SPORTT's Policies and Procedures Guidelines
- Legal Opinions on matters affecting the operations of SPORTT
- Contracts, Leases and Licences
- Periodic Reports prepared by SPORTT and Consultants inclusive of Technical Reports
- Annual and Administrative Reports
- Departmental Monthly Reports

Documents relating to the Board and Executive Team

- Board and Board Sub-Committee Notes
- Minutes of Board and Board Sub-Committee Meetings
- Minutes of the Meetings of Management

Section 7(1)(a)(iii)

Materials prepared for publication or inspection

The public may inspect and/or obtain copies of certain material between the hours 8:00 a.m. and 4:00 p.m. on normal working days at SPORTT's Head Office:

National Cycling Velodrome
Off Couva Main Road
Balmain
Couva

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PUBLIC STATEMENT OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED—CONTINUED

Any applicant requesting to view information can make general enquiries by calling the Designated Officer listed under Section 7(1)(a)(vi) below. Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m.

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

SPORTT offers no literature by way of subscription services.

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

Our policy is to answer all requests for information. However, to have rights given to you by the FOIA, applications must be made in writing. The Applicant must therefore complete the Request for Access to *Official Documents* form which can be downloaded from the website www.foia.gov.tt.

The application should at a minimum include:

- Name of the Applicant;
- Contact information for the Applicant;
- The information requested and the format in which the information is to be provided;
- Date of request;
- Signature of Applicant; and
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of SPORTT (see Section 7(1)(a)(vi) below). If insufficient information is provided, clarification will be sought from the Applicant. An applicant who is unsure of how to write a request or of what details to include should inquire of the Designated Officer.

Request for Information in the Public Domain

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from SPORTT or another public authority, or if the said information is exempted.

SPORTT is required to furnish copies of documents only when they are in its possession. SPORTT is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

Response Time

SPORTT will determine whether to grant a request for access to information as soon as practicable but not later than thirty (30) days of the date of receipt of the request, as required by the FOIA. Every effort will be made to comply with the timeframes set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, SPORTT will acknowledge receipt of the request and keep the applicant updated on the status of same. If SPORTT fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

Administrative Fees

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 tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7(1)(a)(vi)**Officers in The Sports Company of Trinidad and Tobago Limited responsible for:**

- The initial receipt of and action upon notices under Section 10;
- Requests for access to documents under Section 13; and
- Applications for correction of personal information under Section 36 of the FOIA, are:

The Designated Officer:**Ms. Arlene George**

General Counsel & Corporate Secretary
National Cycling Velodrome
Off Couva Main Road
Balmain, Couva
Telephone: 225-4668 ext. 161
Email: ageorge@sportt-tt.com

The Alternate Officer:**Mrs. Judy Hills-Prima**

Executive Assistant
National Cycling Velodrome
Off Couva Main Road
Balmain, Couva
Telephone: 225-4668 ext. 126
Email: jhillsprima@sportt-tt.com

Section 7(1)(a)(vii)**Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public)**

At this time, there are no bodies in SPORTT that fall within the meaning of this Section of the FOIA.

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

At present there are no library or reading room facilities.

SECTION 8 STATEMENTS**Section 8(1)(a)(i)****Documents containing interpretations or particulars of written laws or schemes administered by SPORTT, not being particulars contained in another written law.**

At this time, SPORTT has no such documents.

Section 8(1)(a)(ii)**Manuals of rules of procedure, statements of policy, records of decisions, letters of advice to persons outside SPORTT, or similar documents containing rules, policies, guidelines, practices or procedures.**

- State Enterprises Performance Monitoring Manual
- Trinidad and Tobago National Sport Policy (2017 – 2027)
- Strategic Plan
- Corporate Governance Code
- SPORTT's Human Resources Policy and Procedures Manual
- Department Manuals, Policies and Procedures
- Tendering and Purchasing Procedure

Section 8(1)(b)**In enforcing written laws and schemes administered by SPORTT where a member of the public might be directly affected by that enforcement, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes:**

At this time, SPORTT has no such documents.

SECTION 9 STATEMENTS**Section 9(1)(a)****A report, or a statement containing the advice or recommendations of a body or entity established within SPORTT:**

At this time, SPORTT has no such reports or statements.

Section 9(1)(b)**A report, or a statement containing the advice or recommendations of a body or entity established outside of SPORTT by or under a written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to SPORTT or to the responsible Minister:**

- Second Report of the Public Accounts (Enterprises) Committee (PAEC) - Examination of the Report of the Auditor General of the Republic of Trinidad and Tobago on a Special Audit of the Operations of the Sports Company of Trinidad and Tobago (2nd November, 2016) with particular reference to the development and upgrading of Sporting Facilities in Trinidad.

Section 9(1)(c)**A report, or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of SPORTT:**

At this time, SPORTT has no such reports or statements.

Section 9(1)(d)**A report, or a statement containing the advice or recommendations of a committee established within SPORTT to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of SPORTT who is not a member of the committee:**

At this time, the SPORTT has no such reports or statements.

Section 9(1)(e)**A report prepared for SPORTT by a scientific or technical expert, whether employed within SPORTT or not, including a report expressing the opinion of such an expert on scientific or technical matters:**

1. Project Progress Reports
2. Valuation and Claims Reports
3. Civil Engineer Reports
4. Geotechnical Reports
5. Claims Assessment Reports
6. Variation Assessment Reports
7. Surveys
8. Feasibility Study (Project Concept Report)
9. Evaluation Reports
10. MEP Consultant Reports
11. Contractors' Performance Reports
12. Design Standard Report (DSR)
13. Environmental Impact Assessment Report (EIA)
14. Cost Reports and Financial Project Reports (i.e. Periodic Financial Statements with attached payment logs and cash flow forecasts; Cost tracking, fiscal etc).
15. Designs
 - Structural
 - Electrical
 - Mechanical
 - Civil
16. Survey Reports
 - Cadastral
 - Topographical
17. Stakeholder Consultations Reports

Section 9(1)(f)**A report prepared for SPORTT, by a consultant who was paid for preparing the report:**

- Consultancy Reports
- Audited Financial Statements
- Health, Safety and Environment Reports
- Risk Assessments

SECTION 9(1)(g)**A report prepared within SPORTT and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project**

- Feasibility Studies
- Business Development Reports
- Structural Assessments and Reports
- Engineering Reports

Section 9(1)(h)**A report on the performance or efficiency of SPORTT, or of an office, division or branch of SPORTT whether the report is of a general nature or concerns a particular policy, programme, or project administered by SPORTT:**

- Feasibility Studies
- Business Development Reports
- Engineering Reports
- Financial Reports
- Audit Reports
- Reports from the Public Accounts (Enterprises) Committee

Section 9(1)(i)**A report containing (1) final plans or proposals for the re-organising of the functions of SPORTT (2) the establishment of a new policy, programme, or project to be administered by SPORTT, or (3) the alteration of an existing policy programme or project to be administered by SPORTT, whether or not the plans or proposals are subject to approval by an officer of SPORTT, another public authority, the responsible Minister of SPORTT or Cabinet:**

- Budgets
- Business Plans
- Strategic Plans
- Approved Organization Charts

Section 9(1)(j)**A statement prepared within SPORTT, containing Policy directions for the drafting of legislation**

At present, there are no such statements.

Section 9(1)(k)**A report of a test carried out within SPORTT on a product for the purpose of purchasing equipment**

At present, there are no such statements.

Section 9(1)(l)**An environmental impact statement prepared within SPORTT**

At present, there are no such reports.

Section 9(1)(m)**A valuation report prepared for SPORTT by a valuator, whether or not the valuator is an officer of SPORTT**

Valuation and Claims Reports

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NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

[Section 461(3) of the Companies Act, 1995]

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

AVOCAT FOOD MART LIMITED—A 2253 (95)
 BROTHERS P.G. & M. GENERAL CONTRACTORS LIMITED—B 1163 (95)
 BEAUTY ENTERPRISE LIMITED—B 1285 (95)
 BOOTLEGGERS LIMITED—B 1643 (95)
 BOOS HOLDINGS & INVESTMENTS LTD.—B 3288 (95)
 CALA LIMITED—C 4792 (95)
 COMPUTERS “N” STUFF LIMITED—C 5610 (95)
 CARIBBEAN FINANCIAL PLANNING ASSOCIATION—C 5815 (95)
 DFL CARIBBEAN HOLDINGS LTD.—D 1796 (95)
 DAVANE ENTERPRISES LIMITED—D 1805 (95)
 FAB DISTRIBUTORS LIMITED—F 1555 (95)
 FELICITE COLLECTION LIMITED—F 2298 (95)
 GRAND LAGOON BEACH RESORT LIMITED—G 980 (C)
 GREENVALE HOLDINGS LIMITED—G 1509 (95)
 G AND W CONTRACTING SERVICES LIMITED—G 2600 (95)
 H.E.C.S. COMPANY LIMITED—H 1563 (95)
 INSERTECH (CARIBBEAN) LIMITED—I 625 (C)
 JUS TRADING COMPANY LTD.—J 1597 (95)
 MANNIX INVESTMENT COMPANY LIMITED—M 2040 (95)
 SOUTH BOYZ DESIGNS INC. LTD.—C 2017041103629

Dated this 3rd day of June, 2022 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

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NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

AMALGAMATED INDUSTRIAL SERVICES LIMITED—A 1100 (C)
 AZZA CONTRACTING LIMITED—A 2210 (95)
 ARI'S ENGINEERING & CONSULTING SERVICES LIMITED—A 5406 (95)

CR HOSPITALITY MANAGEMENT LIMITED—C 4348 (95)
 E-ZEE LUMBER LIMITED—E 536 (C)
 FARFAN AND THOMSON ENTERPRISE LIMITED—F 1338 (95)
 GERMAS ELECTRICAL SERVICES LTD.—G 2350 (95)
 HUMMING BIRD INSPECTION SERVICES LTD.—H 2503(95)
 INFOTECH INTERNET SERVICES LIMITED—I 729 (C)
 INWELL MERCHANT GLOBAL LIMITED—I 2309 (95)
 IKHAN AUTOCAD AND STEEL STRUCTURES CO. LTD.—I 1928 (95)
 MICHAEL'S ELECTRICAL LTD.—M 1889 (95)
 MOTHER HUBBARD'S CHILD CARE CENTRE LTD.—M 2800 (95)
 MINQUE GENERAL CONTRACTORS LTD.—M 4011(95)
 NAVITA ALI CONTRACTING COMPANY LIMITED—N 2104 (95)
 R. RAMKISSOON INSURANCE SERVICES LIMITED—R 656 (C)
 RIC-DAR AUTO GARAGE LIMITED—R 3189 (95)
 TRINIWARE LTD.—T 4860 (95)
 VIDEKA MARKETING LTD.—V 482 (95)
 W. G. F. INVESTMENTS LIMITED—W 1275 (95)
 ROYAL GOLD DESIGN LIMITED—C 2013071704643
 IMPERIAL FOODS LTD.—C 2014021308265
 IBAWELL LTD.—C 2015060207619
 MIRACLE PRIVATE MEMBERS CLUB—C 2016071207524
 TAJCO HOUSE AND FURNITURE SALES LTD.—C 2016052006312
 R3 REMODELLING & RENOVATION CONTRACTORS LIMITED—C 2016102400119
 MULTI-TASKIN APPLIANCE & BUILDING LTD.—C 2017040603527
 STALWART ESTATE MANAGEMENT LIMITED—C 2017102508256
 THE DAILEY GROCERY LTD.—C 2018012200355
 NTH DESIGNS LIMITED—C 2018052304109
 EDUHACKSTT LIMITED—C 2018061104683
 CARIBBEAN MOBILE COMMUNICATIONS GROUP LTD.—C 2018121108825
 LUNA LAZULI HEALING THERAPIES LIMITED—C 2019071505146

Dated this 3rd day of June, 2022 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1084

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

MAHABIRSINGH SERVICES LTD.—M 3191 (95)
 MOD-EXEC LIMITED—M 3963 (95)
 PRAKASH ELECTRONICS LIMITED—P 1851 (95)
 PACIFIC-SCIENTIFIC CO. LIMITED—P 2092 (95)
 QUALITEETH DENTAL LAB LIMITED—Q 146 (95)
 SHUBASH ELECTRICAL AND GENERAL
 CONTRACTING COMPANY LIMITED—S 6694 (95)
 TRAVEL NETWORK INC LIMITED—T 2119 (C)
 THE SCIENTIFIC ADVANTAGE CO. LIMITED—
 T 3869 (95)
 TRINBAGO JUS BEAUTIFUL LTD.—T 3759 (95)
 VILCO HOLDINGS LIMITED—V 1123 (95)
 PATOS PARTS LTD.—C 2013080204873
 ME ASIA DIM SUM LTD.—C 2013111106603
 ME ASIA HOLDINGS LTD.—C 2014080701568
 ISLAND WAVE SERVICES LIMITED—C 2014121503983
 EASTSIDE FOREIGN USED AUTO PARTS &
 ACCESSORIES LTD.—C 2015063008209
 THE GIFT ISLE LTD.—C 2017100307580
 SAND & SOLE COMPANY LTD.—C 2017101107882
 UN DE'LE'GUE' SUPPLIES AND DISTRIBUTION
 LTD.—C 2017121209313
 BIZ-OPS LIMITED—C 2018071905345
 WINDS OF LOVE—C 2018122109166
 GOLDEN PANDA RESTAURANT AND GUEST HOUSE
 LTD.—C 2020013007164
 THE DIABETES ASSOCIATION OF TRINIDAD AND
 TOBAGO—C 2020110209201

Dated this 3rd day of June, 2022 at the Registrar General's Office.

K. BRIDGEWATER

Registrar General

1085

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

Name of Companies

BUDGET GUEST HOUSE LTD.—B 1287 (95)
 COMFORT GUEST HOUSE LTD.—C 3953 (95)
 DELTA GUEST HOUSE LTD.—D 1485 (95)
 HOLLYWOOD GUEST HOUSE LTD.—H 1336 (95)
 HIGHLANDER FOODS LIMITED—H 2284 (95)
 L R J FINANCIAL ADVISORY SERVICES LIMITED—
 L 1546 (95)
 M.C. ROSTANT LIMITED—M 315 (C)
 MALIBU GUEST HOUSE LTD.—M 2366 (95)
 METRO MERCHANT LIMITED—M 4416 (95)
 METRO HOUSING LTD.—M 4419 (95)
 PEOPLE EMPOWERING PEOPLE—P 3271 (95)
 SUPERIOR FINANCIAL HOLDINGS LTD.—S 7066 (95)
 SUNSPLASH PRODUCTIONS LIMITED—S 7428 (95)
 TRICIA DISTRIBUTORS LTD.—T 7034 (95)
 TICKET GATEWAY LIMITED—T 7008 (95)
 TOUR FANTASY LIMITED—T 7202 (95)
 VICKAR'S GENERAL CONTRACTING LTD.—
 V 1189 (95)
 ZENITH PROJECT MANAGEMENT AND DESIGN
 LTD.—Z 428 (95)
 IET CARIBBEAN—C 2013082705358
 CHAGUANAS HOPE FOUNDATION GROUP—
 C 2013101606218
 TABAQUITE COMMUNITY DEVELOPMENT—
 C 2013101606228
 TOCO CULTURAL DEVELOPMENT—C 2013101606229
 KERN DANN SOLUTIONS LTD.—C 2013120607095
 SILVA HOLDINGS LTD.—C 2015072808856
 MARK RAYMOND ARCHITECT LTD.—
 C 2016112400842
 EVENTOURS COMPANY LIMITED—C 2017100307576

Dated this 3rd day of June, 2022 at the Registrar General's Office.

K. BRIDGEWATER

Registrar General

1086LOSS OF PAN-AMERICAN LIFE INSURANCE OF
TRINIDAD AND TOBAGO POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
ALLISON MURREN	3357604
ALLISON MURREN	3408627
JUNIOR MATTHEW DELPESH ...	3381914
SHERRY ANN PERSAD	3414480
NICOLETTE FRANK	3458293
GEETA RAMROOP-HOSEIN ...	3409620
OLUWA JUMA PIERRE	3502145
SHAHED ALI	3450511
OLUWA JUMA PIERRE	3452392
SURUJDATH MAHARAJ	3436369
DARRYL THOMAS	3519963
DAVID SOOKNANAN	3450085
JASON BURRIS	3509000
AMANDA CLARKE	3458213
CHANEL CHARLES	3481076
DAVID KHAN	3330032
MARCIA GLOSTER	3492101
STEPHANIE HAYNES	4728546
STEPHANIE HAYNES	4162563
STEPHANIE HAYNES	4052550

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91–93, St. Vincent Street
Port-of-Spain.

1087

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
CHANTELLE HARRY	3506233
KERRI GONZALES	3483673
DAYANAND MAHARAJ	577501
MICHAEL RAMPERSAD	3478334
RAICHEN VIALVA	3466780
KRISTY GRIFFITHS	3442815
MATTHEW QUAMMIE	3441384

KERRON SUTTON	3459005
CHIRELL ARCHER	3520108
KEITH ALLEN	3389463
DAVE BANARSEE	3370655
MC LEAN BROWN	3516231
TYNISA HUDLIN	3431061
RICARDO SIMMONS	3478240
ANSARII MOSES	3429187
RICARDO PATRICK	3464753
GERSHON MAURICE	3520942
EMMANUEL LA FORTUNE ...	3491511
BERNARD HOOD-MULCHANSINGH ...	3491597
JAMAALL JACKSON	3473975
DARON ALEXANDER	3405558
MATTHEW AUGUSTE	3334010
RACQUEL WILLIAMS -KELLY ...	3479529
AUGUSTUS MITCHELL	3501603
SOLOMON WILLIAMS	3471217

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

91–93, St. Vincent Street
Port-of-Spain.

1088LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

QUIACY JOSEPH having made sworn declaration that Policy Number 394032 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of KERRON JOSEPH (Deceased), 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 death benefit due will be paid.

Dated the 17th day of June, 2022.

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

1089

MARGARET GARCIA having made sworn declaration that Policy Numbers 202246 and 221542 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of BERNARD GARCIA (Deceased), have been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefits due will be paid.

Dated the 12th day of July, 2022.

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