



# TRINIDAD AND TOBAGO GAZETTE

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## SUPPLEMENT TO THIS ISSUE

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

### *Legal Supplement Part B—*

Traffic Restriction (Temporary Provisions) (Republic of Trinidad and Tobago Sixtieth Anniversary of Independence Celebrations Rehearsal) Order, 2022—(Legal Notice No. 165 of 2022).

Traffic Restriction (Temporary Provisions) (Republic of Trinidad and Tobago Sixtieth Anniversary of Independence Celebrations) Order, 2022—(Legal Notice No. 166 of 2022).

Motor Vehicles and Road Traffic (Extension of Time) (No. 2) Order, 2022—(Legal Notice No. 167 of 2022).

1215

## APPOINTMENT TO PERFORM THE FUNCTIONS OF THE OFFICE OF CHIEF JUSTICE

IN EXERCISE of the power conferred upon her by section 103 of the Constitution of the Republic of Trinidad and Tobago, Her Excellency the President, after consultation with the Prime Minister and the Leader of the Opposition, has appointed the Honourable MR. JUSTICE ALLAN MENDONÇA, Justice of Appeal, to perform the functions of the Office of Chief Justice, with effect from 15th August, 2022 and continuing during the absence from Trinidad and Tobago of the Honourable Chief Justice Mr. IVOR ARCHIE.

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

12th August, 2022.

1216

## APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed the HONOURABLE COLM IMBERT, a member of the House of Representatives who is a Minister, to act in the office of the Honourable STUART YOUNG, Minister of Energy and Energy Industries, with effect from 14th August, 2022 and continuing during the absence from Trinidad and Tobago of the said the Honourable Stuart Young, M.P., in addition to the discharge of his normal duties.

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

11th August, 2022.

1217

## PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of PROBATE or Letters of Administration:

- LETTERS OF ADMINISTRATION of the estate of **SARAH HOSEIN** of 30, Henry Street, San Fernando, Trinidad, who died on the 17th day of September, 2014, by **Reza Hosein** of 26, Henry Street, San Fernando and **Tara Sadeek** of 66, Freeport Mission Road, Preysal Village, Couva, Trinidad, her son and daughter respectively and two of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ALISHA ALI-RADHAY** of 19, Aranguez Main Road, San Juan, St. Ann's, Trinidad, who died on the 23rd day of June 2017, by **Stefan Matthew Radhay** of 1, Ojeral Street, Vistabella, San Fernando, Trinidad, her lawful husband;
- PROBATE of the Will dated the 12th day of March, 2020, of **LISTRA WEBB-LOGAN** of 35, Secondary Avenue, La Brea, Trinidad, who died on the 17th day of May, 2020, by **Keve Logan** and **Hyacinth Webb** both of the same place, the executors named in the Will;
- PROBATE of the Will dated the 30th day of June, 2017, of **RALPH SHAFFICK MOHAMMED** otherwise **SHAFFICK MOHAMMED** of 11, Pascal Road, Piparo, Williamsville, Savana Grande, Trinidad, who died on the 27th day of October, 2019, by **Russel Ramsahai** of 65, Lexus Boulevard, Harmony Hall, Pointe-a-Pierre, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **JULIA MOHAMMED** of Light Pole No. 58, Chin Chin Road, Paul Augustus Trace, Cunupia, Trinidad, who died on the 14th day of September, 2021, by **Shahid Mohammed** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **XAVIER MURREN** of Light Pole No. 21, Esperanza Estate, Pepper Village, Gran Couva, Montserrat, Trinidad, who died on the 6th day of December, 2019, by **Denese Marilyn Hospedales-Murren** otherwise **Denese Marilyn Hospedales** otherwise **Denese Hospedales** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **NOREEN JOAN JACK** otherwise **NOREEN JACK** of Lot No. 5, Apartment 1, Norbet Avenue, San Juan, Trinidad, who died on the 11th day of December, 2020, by **Chevonne Jack** of the same place, her daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **DAVID ROJAN ASGARALLI** otherwise **DAVID ASGARALLI** of Apartment 6, 41c, Johnny King Road, Aranguez, San Juan, St. Ann's Trinidad, who died on the 29th day of May, 2021, by **Mary Asgaralli** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION with Will dated 22nd day of September, 1997, annexed of the estate of **OTTERAN EDGHILL** of 16, Henry Street, Tunapuna, Trinidad, who died on the 11th day of September, 2004, by **Kathleen Juliet Marva Edghill** otherwise **Kathleen Edghill** otherwise **Kathleen Byer** of Light Pole No. 54, Davis Street, Cane Farm, Tacarigua, Trinidad and **Margaret Josephine Edghill** otherwise **Margaret Edghill** of 16, Henry Street, Tunapuna, Trinidad, his daughters and two of the residuary legatees and devisees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **WILFREDA KIERAN PAUL** otherwise **WILDFREDA PAUL** otherwise **KIERAN WILDFREDA PAUL** otherwise **KIERAN PAUL** of 16, Tulip Street, Macoya Gardens, Tunapuna, who died on the 19th day of October, 2017, by **Gloria Bellefrand-Paul** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 16th day of July, 2020, of **EULINE EDGEHILL THOMAS** otherwise **EULINE EDGEHILL-THOMAS** of 26, Teak Circular, La Couroupita, Caura Road, El Dorado, Tacarigua, Trinidad, who died on the 23rd day of September, 2020, by **Everist Edghill** of 26, Chenette Crescent, Santa Rosa Heights, Arima, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SUMINTRA ABRAHAM** otherwise **SUMINTRA SIEUNARINE** otherwise **SANICHARIE SIEUNARINE** otherwise **SUMINTRA ABRAHIM** otherwise **SUMINTRA SEUNARINE** of 134, Tulsa Trace, Penal, Siparia, Trinidad, who died on the 30th day of October, 2004, by **Christine Abraham** of the same place, her daughter and one of the persons entitled to share in estate;
- LETTERS OF ADMINISTRATION of the estate of **JEAN LENOR STEWART** otherwise **JEAN STEWART** otherwise **JEAN LENORE STEWART** otherwise **LENORE STEWART** otherwise **LENOR STEWART** of Light Pole No. 15, Waterhole, Cocorite, St. James, Port-of-Spain, Trinidad, who died on the 21st day of August, 2014, by **Deborah Camila Stewart** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **CARL MANSINGH** of Dynasty Drive, Joyce Road, Chaguanas, Trinidad, who died on the 19th day of January, 2022, by **Patrice Mansingh** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 7th day of May, 2020, of **LEROY PHILLIP** of 15 Caimite Street, Morvant, St. Ann's, Trinidad, who died on the 12th day of September, 2021, by **Jocelyn Phillip** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 9th day of November, 1987, annexed of the estate of **JEANETTE FRANCES WILLIAMS** otherwise **JEANETTE WILLAMS** of 7, Coral Court, Westmoorings By The Sea, Diego Martin, Trinidad, who died on the 5th day of May, 2017, by **Stephen Burke Williams** of the same place, his son and one of the residuary legatee and devisee named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RIENZI CHANGOOR** of 23, Highway Park, Blvd Thornhill, Ontario, Canada, who died on the 16th day of August, 2021, by **Shakeila Changoor** of 115, Lachoos Road, Penal, Trinidad, his lawful widow and relict;

1217—Continued

## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 16th day of October, 2013, of **AZIM MOHAMMED** of 57, Picton Settlement, Diamond Village, Naparima, Trinidad, who died on the 23rd day of November, 2017, by **Indra Ramsawak** of 5, Picton New Settlement, Diamond Village, Naparima, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **BISSOONDAI BUCHOON** otherwise **BISSOONDAYE BOOCHOON** otherwise **BISSOONDAYE BUCHOON** of 1030, Tabaquite Road, Rio Claro, Charuma, Trinidad, who died on the 26th day of November, 2016, by **Dinesh Boochoon** of 2, Devin Drive, Tabaquite Road, Rio Claro, Trinidad, her son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 30th day of August, 2012, of **ST. CLAIR HENSON** of 5, Fourteen Street, Beetham Gardens, Port-of-Spain, Trinidad, who died on the 6th day of September, 2015, by **Gloria Phillip** of 105, Phase 3B, La Florissante, d'Abadie, Arima, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 6th day of September, 2012, of **SHARIFF ALI** of 98, Aranguez Main Road, Aranguez, St. Ann's, Trinidad, who died on the 17th day of December, 2019, by **Sameer Ali** of the same place, the sole executor named in the Will;
- PROBATE of the Will dated the 1st day of March, 2009, of **BASDEO CHEERANGIE** of 6, Bryce Terrace, St. Augustine, Tacarigua, Trinidad, who died on the 5th day of January, 2010, by **Margaret Loretta Doon** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 2nd day of November, 2020, of **ALLAN GARCIA** of 2, Gan-Kna-Ski Avenue, Tumpuna Road, Arima, Trinidad, who died on the 12th day of July, 2021, by **Joanne Garcia** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 2nd day of April, 2014, of **MOHAN RAMSUMAIR** of 5, Temple Street, Warner Village, Charleiville, Chaguanas, Trinidad, who died on the 2nd day of December, 2021, by **Sashie CB Ramsumair** of the same place, the sole executor named in the Will;
- PROBATE of the Will dated the 22nd day of November, 2018, of **SHALIMAR HOSEIN** otherwise **SHALIMAR DOLORES HOSEIN** otherwise **SHALLIMA HOSEIN** of 25, Coblentz Gardens, St. Ann's, Trinidad, who died on the 14th day of July, 2019, by **Kamil Hosein** of 10, Kairi Road, Valsayn South, Valsayn, Tacarigua, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 3rd of July, 2014, of **MABEL HENRY** of Light Pole No. 27, Pinto Road, Arima, Trinidad, who died on the 12th day of January, 2021, by **Thaddeus Samuel Thomas** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAPHAEL HENRY CHARLES** otherwise **RAPHAEL CHARLES** of Building Number 2, Apartment 3–4, Almond Drive, Morvant, Trinidad, who died on the 18th day of June, 2008, by **Michelle Mc Nicol-Edwards** of the same place, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **FELIX NESBITT** of 14, Baker Trace, Guaico, Sangre Grande, Trinidad, who died on the 16th day of August, 2017, by **Alice Ann Marie Henry** otherwise **Alice Ann Marie Nesbitt** of Netto Avenue, Clarke Street, Arima, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ANN BONAS LUCIEN** otherwise **ANN BONAS** otherwise **ANN BUCIEN** otherwise **ANN ALPHONCINE BONAS** otherwise **ANN ALPHONCINE BONAS-LUCIEN** of 314, Carroll Street, Northwest, Apartment Number 306, Washington, United States of America, who died on the 1st day of December, 2020, by **Margaret Webb** of 27, Seaview Drive, Battoo Lands, Marabella, Naparima, Trinidad, the lawfully appointed attorney of **Kirby Joachim** otherwise **Kirby Ranson Joachim**;
- PROBATE of the Will dated the 22nd day of December, 2015, of **LINDA WADE** otherwise **LINDA LYNETTE WADE** of 3, Sixth Street, West Cane Farm Avenue, Trincity, Tacarigua, Trinidad, who died on the 25th day of January, 2016, by **Dahlia Wade** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **NASIR MOHAMMED** of 2, Mohammedville, El Socorro, St. Ann's, Trinidad, who died on the 28th day of October, 1978, by **Haniff Mohammed** of the same place, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 24th day January, 2018, of **ALDWYN FRENCH** otherwise **DAVID FRENCH** of 24, Flamboyant Crescent, Malabar, Arima, Trinidad, who died on the 2nd day of December, 2020, by **Lorraine Alexander** of 2, Cedar Street, Morvant, St. Ann's, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 23rd day of December, 2004, of **GRACE MORRIS** of 404, Carnation Street, Bon Air West, Arouca, Trinidad, who died on the 19th day of June, 2021, by **Marvin Morris** otherwise **Marvin Lyndon Morris** of 473, Zircon Circular, Bon Air West, Arouca, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 23rd day of October, 2015, of **BHAGWAT BANSEE** of 38, Lower Couva Road, Preysal Village, Couva, Trinidad, who died on the 10th day of August, 2016, by **Kavita Matee Bansee** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CONRAD JAMES** otherwise **CONRAD NESTOR JAMES** of 17, Almond Boulevard, Carb Gardens, Arima, Trinidad, who died on the 10th day of May, 2014, by **Natasha Lopez** of the same place his daughter and one of the persons entitled to the estate;

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## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **SADIA ABRAHAM** otherwise **SADIA SHARLENE ABRAHAM** of Light Pole No. 61, John Abraham Drive, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 2nd day of October, 2021, by **Elvin Abraham** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **CHRIS POORAN MAHARAJ** otherwise **CHRIS** otherwise **CHRIS POORAN** of 254, Happy Hill, Gasparillo, Trinidad, who died on 9th day of December, 2016, by **Ramesh Pooran-Maharaj** of 7A, Rahaman Drive, Happy Hill, Gasparillo, Trinidad, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 2nd day of July, 2020, of **CHRISTIANA JOHN** of 56, Alexander Trace, Parryland, Guapo, Trinidad, who died on the 18th day of October, 2021, by **Denise Figaro** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DENNISON HOSEIN** otherwise **DENNISON AZAD HOSEIN** of 221, Southern Main Road, La Romain, Trinidad, who died on the 11th day of January, 2021, by **Saheeda Hosein** of 16, Balisier Avenue, Pleasantville, San Fernando, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **RAMISH GHANY** of 11 Dacca Street, Boissiere, Number 1, Maraval, Diego Martin, Trinidad, who died on the 15th day of October, 2020, by **Indra Ghany** otherwise **Indra Ramjewan** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **VISHNU LUTCHMAN** of 129, Bois Bourgh Village, Cedros, Siparia, Trinidad, who died on the 26th day of July, 2019, by **Ann Marie Lutchman** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 30th day of August, 2010, of **RANDOLPH WAITHE** of 53, Betsy Street, La Romain, Trinidad, who died on the 21st day of January, 2022, by **Rhonda Waithe** and **Patricia Waithe** of the same place, the sole executrixes named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RASHIDA ASGARALI** of 227, Caratal Road, Claxton Bay, Trinidad, who died on the 18th day of September, 2020, by **Natasha Annesha Niamath** of 20A, Rebecca Richmond Road, Guaracara, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MICHAEL FIGARO** otherwise **FITZGERALD FIGARO** of 23, Stewart Street, Simpson Brown Trace, Cocoyea, Trinidad, who died on the 22nd day of November, 2016, by **Micalean Sindy Malissa Shantelle Figaro** otherwise **Micalean Figaro** of 4, Tulip Avenue, Roopsingh Road, Carapichaima, Trinidad, his daughter and the one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ANN MARY JOSEPH** of 256D, Pilgrim Street, New Village, Point Fortin, La Brea, Trinidad, who died on the 15th day of December, 2019, by **Laverne Natania Phillip** of 79, Sutherland Street, New Village, Point Fortin, La Brea, Trinidad, her daughter and the only person entitled to the estate;
- PROBATE of the Will dated the 31st day of July, 2020, of **INDRA BOWEN** of Apartment 301, Building E, Powder Magazine, Phase II, Cocorite, Port-of-Spain, Trinidad, who died on the 1st day of March, 2021, by **Natake Bridget Bowen** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 21st day of March, 2019, of **SAMUEL JUGOON** of 14, Lutchmenia Trace, North Lower Barrackpore, Naparima, Trinidad, who died on the 24th day of October, 2020, by **Brenda Bhadai Mahabir** of 16, South Oropouche Road, Rochard Douglas, Barrackpore, Naparima, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 8th day of March, 2016, of **JANET MURRAY** of Apartment 4–1, Number 35, Dundonald Street, Port-of-Spain, Trinidad, who died on the 6th day of July, 2021, by **Kirk Murray** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DORUP MAHABIR** of 204, Solomon Street, Cedar Hill, Naparima, Trinidad, who died on the 22nd day of June, 2018, by **Narindra Mahabir** of the same place, his son and the only person entitled to the estate;
- PROBATE of the Will dated the 31st day of August, 2017, of **FARZEENA ALI** of 1¼ Mile Mark, Cunapo Southern Main Road, Coal Mine, Sangre Grande, Manzanilla, Trinidad, who died on the 11th day of September, 2017, by **Caranisa Ameerah Mohammed** of Light Pole No. 59, Adventist Street, Sangre Grande, Manzanilla, Trinidad and **Anwarulhab Ali** of Light Pole No. 50, Baker Trace, Coal Mine, Sangre Grande, Manzanilla, Trinidad, the executors named in the Will;
- PROBATE of the Will dated the 6th day of September, 2006, of **ANN DA SILVA** of 24, Alexander Street, St. Clair, Port-of-Spain, Trinidad, who died on the 18th day of January, 2011, by **Wade Da Silva** of the same place, one of the executors named in the Will, power reserved to **Paul Da Silva**, the other executor to come in and apply for a like grant;
- LETTERS OF ADMINISTRATION of the estate of **RHONDA ZAKIEH HADEED-MANSOOR** otherwise **RHONDA ZAKIEH HADEED** of 18, Pine Avenue, Bayshore, Diego Martin, Trinidad, who died on the 6th day of July, 2021, by **Peter Abraham Mansoor** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **SAYEED EMAMALI** of 137, Tragarete Road, Woodbrook, Port-of-Spain, Trinidad, who died on the 9th day of March, 2021, by **Judith-Anne Pamela Emamali** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JOEL TOUSSAINT** otherwise **JOEL DANIEL TOUSSAINT** of 22, Nelson Street, Arima, Trinidad, who died on the 30th day of December, 2019, by **Salina Matina Mohammed** of 23–24, Nelson Street, Arima, Trinidad, his lawful widow and relict;

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## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 1st day of February, 2012, of **MAJORIE MEDINE** of 47B, Belmont Circular Road, Belmont, Port-of-Spain, Trinidad, who died on the 5th day of October, 2021, by **Vilma Chee Foon** of 9, Ramkissoon Derald Avenue, Petit Valley, Diego Martin, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 10th day of February, 2015, of **ERROL JOSEPH** of 15, Second Street, East Montague, Trincity, Tacarigua, Trinidad, who died on the 6th day of August, 2020, by **Lynette Joseph** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 11th day of November, 1994, of **BERNARD JOHN-BAPTISTE** otherwise **BERNARD JOHN BAPTISTE** of Light Pole No. 203, Morne Coco Road, Maraval, Diego Martin, Trinidad, who died on the 29th day of August, 2007, by **Victoria Clarissa Atwell** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MAHADAYE SOOKHOO** of 55, Quarry Road, Siparia, Trinidad, who died on the 21st day of March, 2019, by **Mahadeo Sookoo** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **LUTCHMINDAI MOHAN** of 20, G.P. Road, Barrackpore, Naparima, Trinidad, who died on the 23rd day of October, 2011, by **Indrawattie Sookdeo** of 75, G.P. Road, Barrackpore, Naparima, Trinidad and **Phillip Mohan** of 21, Cypress Boulevard, Union Hall, San Fernando, Trinidad, her daughter and son respectively and the only persons entitled to share in the estate;
- PROBATE of the Will dated the 8th day of June, 1999, of **DOROTHY LASHLEY** of 40, Beamer Court, Staten Island, Richmond, New York, United States of America, who died on the 31st day of March, 2018, by **Gloria Morrison** of 12, Pine Street, Samaan Gardens, Trincity, Tacarigua, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CARLTON DE LEON** of 24, St. Barbs Road, Belmont, Port-of-Spain, Trinidad, who died on the 5th day of June, 2021, by **Angela Bachan** of 30, Bryant Place, East Valsayn, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **BACHAN BOOCHOON** of 3, Short Street, Esperance Village, Phillipine, Naparima, Trinidad, who died on the 30th day of November, 2018, by **Deanna Boochoon** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 10th day of February, 2004, of **RAFFICK MOHAMMED** of 5, Petra Avenue, Hasmatali Lands, Plaisance Park, Pointe-a-Pierre, Trinidad, who died on the 17th day of January, 2022, by **Melissa Mohammed** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **BEVERLY ASH-HERBERT** otherwise **BEVERLY DIANA ASH-HERBERT** of 52, La Seiva Extension, Toco Main Road, Sangre Grande, Manzanilla, Trinidad, who died on the 11th day of May, 2021, by **John Herbert** of the same place, her lawful husband;
- PROBATE of the Will dated the 2nd day of March, 2018, of **ANDREW BORDE** otherwise **ANDREW JOSEPH BORDE** of 42, Calcutta Street, St. James, Port-of-Spain, Trinidad, who died on the 26th day of September, 2019, by **Suzanne Bored** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DINESH RAMOUTAR** otherwise **SHAZARD ALI** of 21, Waterloo Road, Carapichaima, Chaguanas, Trinidad, who died on the 23rd day of December, 2020, by **Melissa Ramoutar** of the same place, his mother and the only person entitled to his estate;
- LETTERS OF ADMINISTRATION of the estate of **CLAUDETTE ROMILLY** of China Town, Belmont, Port-of-Spain, Trinidad, who died on the 10th day of July, 2005, by **Arnold Andrews** of 20, Queens's Park East, Port-of-Spain, her brother and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 6th day of November, 2017, of **ROOPLAL RAMNANAN** of 79, Raju Trace, San Francique, Penal, Trinidad, who died on the 20th day of August, 2019, by **Malini Chattargoan** of 118, Ackbar Trace, Siparia Old Road, Fyzabad, Trinidad, the sole executrix named in the Will;
- PROBATE of the Will dated the 7th day of December, 2018, of **KENT LUBIN** of 11th Avenue, Barataria, Trinidad, who died on the 9th day of July, 2021, by **Linette Reid** of Light Pole No. 103, Upper Laventille Road, Laventille, St. Ann's, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MURIEL DEE** otherwise **MURIEL EDNA DEE** otherwise **MURIEL EDNA LUSHINGTON** otherwise **MURIEL LUSHINGTON** of 7, Prince Albert Street, San Fernando, Trinidad, who died on the 21st day of June, 2021, by **Deryck Ancil Dee** otherwise **Deryck Dee** of Light Pole No. 52, Baker Trace, Coalmine, Sangre Grande, Trinidad, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **HACKIMOON POPE** otherwise **HAKIMOON POPE** of Light Pole No. 27, Mausica Road, d'Abadie, Arima, Trinidad, who died on the 29th day of December, 2021, by **Arlene Cameel Pope** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **TERRANCE BOTULPH LYNCH** of 2, Ifil Street, Arouca, Trinidad, who died on the 9th day of March, 2015, by **Peter Marcelle Lynch** of 52, Colorado Crescent, Edinburgh 500, Chaguanas, Trinidad and **Patrick Ricardo Bruno Lynch** of 2, Ifil Street, Arouca, Trinidad, his brothers and the only persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of **ZAKHEEM MOHAMMED** of 143, Southern Main Road, Warrenville, Cunupia, Trinidad, who died on the 25th day of October, 2019, by **Fazia Mohammed** of the same place, his lawful widow and relict;

1217—Continued

## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 18th day of January, 2018, of **JANET DE LANDE** of 366, Southern Main Road, La Romaine, San Fernando, Trinidad, who died on the 18th day of December, 2021, by **Evelyn Thompson** of 1, Findhorn Road, Cocoyea Village, San Fernando, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **LINNET BISSOONDATH** of 44, Sunrees Road, Penal, Siparia, Trinidad, who died on the 13th day of December, 2021, by **Dilip Bissoondath** of the same place, her lawful husband;
- PROBATE of the Will dated the 11th day of June, 2016, of **ALDREEN LOGIE** of 43, Victor Bruce Drive, Maracas Gardens, St. Joseph, Tacarigua, Trinidad, who died on the 20th day of November, 2017, by **Carol Logie** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **HAYDEN SCOTT** of Lot No. 183, 6, Hatters Crescent, Malabar, Arima, Trinidad, who died on the 3rd day of July, 2021, by **Claire Scott** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 15th day of August, 2005, of **MICHAEL JOSEPH** of 5, Balraj Street, Caura Royal Road, El Dorado, Tacarigua, Trinidad, who died on the 23rd day of July, 2021, by **Ian Joseph** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **SHANTI SINGH** of 3, Crescent Drive, Guaico, Tamana Road, Guaico, Sangre Grande, Trinidad, who died on the 28th day of January, 2022, by **Mitra Singh** of the same place, her lawful husband;
- PROBATE of the Will dated the 3rd day of June, 2012, of **BRENDA LAWRENCE** of Lot No. 4, Crouney Drive, Blue Range, Diego Martin, Trinidad, who died on the 30th day of June, 2021, by **Richard Lawrence** of 6, Sydenham Avenue, St. Ann's, Port-of-Spain, Trinidad and **Myrtle Rosales** of 40, Cedar Circular Drive, Ridgeview Heights, Tacarigua, Trinidad, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **MICHAEL SOOKDAR** of 218, Syfoo Trace, Granville, Cedros, Trinidad, who died on the 30th day of July, 2021, by **Pearl Sookdar** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 27th day of January, 2019, of **JOHN GUELMO** of Light Pole No. 220, Main Road, Longdenville, Chaguanas, Trinidad, who died on the 20th day of April, 2019, by **David Guelmo** of Silcott Drive, Lawrence Wong Road, Enterprise, Chaguanas, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 31st day of January, 2021, of **LARRY FERREIRA** of 6, Regents Drive West, Regents Park, Carenage, Diego Martin, Trinidad, who died on the 20th day of October, 2021, by **Jennifer Mary Ferreira** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of **REUBEN RAPHAEL** otherwise **REUBEN RENWICK RAPHAEL** of Light Pole No. 71, Upper Union Road, Four Roads, Diego Martin, Trinidad, who died on the 1st day of April, 2021, **Leslie-Ann Leonce-Raphael** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JACINTA GOOLCHARAN** of Light Pole No. 52, Temple Street, Diego Martin, Trinidad, who died on the 12th day of October, 2011, by **Ramaish Samaroo Goolcharan** of Light Pole No. 22, Surprise Grounds, St. Lucien Road, Diego Martin, Trinidad, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **CHRISTIANA JOB** of 74, Mt. Pleasant Main Road, Mt. Pleasant, Trinidad, who died on the 23rd day of June, 2008, by **Errol Augustine** of Light Pole No. 3B, Field Trace, Water Wheel Road, Diego Martin, Trinidad, **Elsa Curcil Gordon** of 70A, All Fields Trace, Lowlands, Tobago and **Jannette Inniss** of 12AB, Clarke Trace, Mt. Pleasant, Tobago, her children and three of the persons entitled to share in the estate;
- PROBATE of the Will dated the 23rd day of November, 2019, of **MURIEL CHASE** otherwise **MURIEL URSULA CHASE** of 11, Sapphire Crescent Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 2nd day of January, 2020, by **Nichole Colleen Chase** otherwise **Nichole Colleen Chase Seales** of 12, Bombay Street, St. James, Port-of-Spain, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CONSTANTINE BERKELEY** of Lot No. 7, Nandalal Trace, Lawrence Wrong Road, Longdenville, Chaguanas, Trinidad, who died on the 27th day of May, 2016, by **Joyce Berkeley** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **EILEEN SAM CHEE** otherwise **EILEEN ELIZABETH SAM CHEE** of 185, Eastern Main Road, Barataria, Trinidad, who died on the 18th day of July, 2021, by **Kenrick Sam Chee** of 9, Palm Avenue West, Petit Valley, Diego Martin, Trinidad, her son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 11th day of March, 2015, of **HEERALAL SAHATOO** of 91, Cedar Hill, Estate Road, Princes Town, Savana Grande, Trinidad, who died on the 29th day of January, 2018, by **Bobby Harrylal Sahatoo** of the same place, one of the executors named in the Will;
- LETTERS OF ADMINISTRATION with Will dated 27th day of June, 2021, annexed of the estate of **MARY SYLVIA BUSBY** otherwise **MARY BUSBY** of 7, Riverdale Avenue, Off St. Lucien Road, Diego Martin, Trinidad who died on the 17th day of December, 2018, by **Roslyn Eugenia Coker** otherwise **Roslyn Coker** of 28C, Roslyn Street, Belmont, St. Ann's, Trinidad, the sole residuary legatee and devisee named in the Will;

1217—Continued

## PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

PROBATE of exemplified copy of Will dated 17th day of May, 2002, of **CYNTHIA PHILLIP** otherwise **CYNTHIA LORRIMER PHILLIP** otherwise **CYNTHIA L. PHILIP** of 2418, Clarkson Street, Denver, Colorado, 80205, United States of America, who died on the 12th day of August, 2018, by **Inga Phillip** of Rocky Mc Collin Circular, Phase 4, La Horquetta, Arima, Trinidad, the legal personal representative;

LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 20th day of April, 1974, annexed of the estate of **JOSEPH MAYNARD** of 21, Clarence Street, St. James, Port-of-Spain, Trinidad, who died on the 10th day of January, 1975, by **Samuel Maynard** of Light Pole No. 11, Broome Street Heights, Four Roads, Diego Martin, Trinidad, his son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 12th day of August, 2020, of **KAREN MICHELLE PHILLIP** otherwise **KAREN PHILLIP** of 8, Canna Road, Victoria Gardens, Diego Martin, Trinidad, who died on the 25th day of August, 2021, by **Anne Marie Phillip** and **Ingrid Phillip** both of A13, Ridgewood Towers, Four Roads, Diego Martin, Trinidad, the executrices named in the Will;

PROBATE of the Will dated the 10th day of August, 2012, of **RHEA CHARLES** of Light Pole No. 55, Augustine Terrace, Diego Martin, Trinidad, who died on the 18th day of March, 2018, by **Marcia Elizabeth Murray** of the same place, the sole executrix named in the Will;

PROBATE of the Will dated the 23rd day of October, 2006, of **FITZJAMES EMANUEL WILLIAMS** of 26–28, Jubilee Street, Tunapuna, Tacarigua, Trinidad, who died on the 5th day of January, 2017, by **Stanley Ignatius Marcus** of 31, Border Street, Port of Spain, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **MUKHRAM MANGALIE** of 43, Ackbar Trace, Charlieville, Chaguanas, Trinidad, who died on the 18th day of August, 2000, by **Lilauti Mookhram** of 43, Ackbar Trace, Charlieville, Chaguanas, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **JOHNNY WINGSON** of 2411–50, Stephanie Street, Toronto, Ontario, Canada, who died on the 27th day of March, 1999, by **Victor Wingson** of 6–8, Farah Street, San Fernando, Trinidad, his brother and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of **JASSODREE JEREMY** of 2759, Southern Main Road, Chatham, Siparia, Trinidad, who died on the 25th day of May, 2015, by Ramdai Dillah of the same place, her daughter and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of **TERRY THOMAS** of 34, Beach Road, Los Iros, Erin, Siparia, Trinidad, who died on the 14th day of November, 2015, by **Fidel Thomas** of 275, Victor Baptiste Trace, Kelly Village, Tacarigua, Trinidad, his son and the only person entitled to the estate;

PROBATE of the Will dated the 3rd day of October, 2014, of **MICHAEL EASTMAN** of Apartment 77, Oasis Spring, North Post Road, Diego Martin, Trinidad, who died on the 15th day of May, 2015, by **Whitney Eastman** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **ELVON HUNTE** of 30, Place Apartment, 614, Sunrise Florida 33313, United States of America, who died on the 5th day of July, 2017, by **Ruby Mitchell** of 27, Ramlogan Avenue, Fyzabad, Siparia, Trinidad, his lawful widow and relict;

PROBATE of the Will dated the 30th day of July, 2013, of **RANDOLPH REYNOLD MATTHEW** of 1068, Union Street, Brooklyn, New York, United States of America, who died on the 25th day of August, 2017, by **Michael Mitchell** of 42, Eastern Main Road, Petit Bourg, Trinidad, the sole executor named in the Will;

PROBATE of the Will dated the 1st day of March, 2018, of **KEITH JOSEPH** of 146, Centeno Street, Marabella, Trinidad, who died on the 16th day of June, 2019, by **Dale Lynden Joseph** of the same place, the sole executor 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 18th day of August, 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 10TH AUGUST, 2022

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	<b>External Assets:</b>	
43,173,517	Balances, Investments, etc. ... ..	43,673,280
4,233,233	Subscriptions to I.M.F. ... ..	4,233,233
6,951,850	I.M.F.—S.D.R. Holdings ... ..	6,953,969
54,358,600		54,860,482
	<b>Trinidad and Tobago Government Securities:</b>	
144,668	Treasury Bills (Face Value) ... ..	144,668
25	Marketable Securities ... ..	25
144,693		144,693
	<b>Other Assets:</b>	
12,250	Trinidad and Tobago Dollar Securities ... ..	12,250
28,196	Advances to Government Authorities ... ..	28,196
2,100,026	Other Assets ... ..	2,138,884
2,140,472		2,179,330
111,571	<b>Fixed Assets</b>	109,802
56,755,336		57,294,307
	<b><i>Liabilities and Capital Account</i></b>	
	<b>Currency in Circulation:</b>	
8,666,667	Notes ... ..	8,712,153
260,088	Coins ... ..	260,261
8,926,755		8,972,414
	<b>Demand Liabilities:</b>	
16,444,268	Commercial Banks ... ..	16,919,057
351,716	Financial Institutions (Non-Banking) ... ..	356,200
(2,292,994)	Government and Governmental Organisations ... ..	(3,196,812)
53,561	International Organisations ... ..	53,558
665,235	Foreign Currency ... ..	663,895
1,202,366	Other ... ..	1,360,197
16,424,152		16,156,095
	<b>Other Liabilities:</b>	
6,951,019	Government S.D.R. Allocations ... ..	6,951,019
18,020,834	Other Liabilities ... ..	18,730,154
4,832,576	Specific Provisions ... ..	4,884,625
29,804,429		30,565,798
	<b>Capital and Reserves:</b>	
800,000	Capital Paid-up ... ..	800,000
800,000	General Reserve Fund ... ..	800,000
1,600,000		1,600,000
56,755,336		57,294,307

C. SUBRYAN  
*Manager*  
*Finance and Accounting*



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GOVERNMENT OF REPUBLIC OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA)

UPDATE PUBLIC STATEMENT OF THE PILOTAGE  
AUTHORITY OF TRINIDAD AND TOBAGO

In accordance with sections 7, 8 and 9 of the Freedom of Information Act Chap 22:02 (FOIA) the Pilotage Authority of Trinidad and Tobago (PATT) is required by law to publish this statement, which lists 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 the PATT;
- 2) A legal right for each person to have personal information relating to himself/herself amended where it is held by PATT and such information is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; 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)**

**PURPOSE AND FUNCTIONS OF THE PILOTAGE AUTHORITY OF TRINIDAD AND TOBAGO (PATT)**

The PATT is a statutory body established by Act of Parliament (Chap. 51:02 of the Pilotage Act of Trinidad and Tobago 1987)

**Functions**

The functions of the PATT, which are discharged with the assistance of research and administrative staff in furtherance to its mandate, are to:

- licensing pilots for the purpose of conducting ships within compulsory areas as defined in the Act
- making Bye-laws;
- determining the qualifications of candidates for pilots Licenses and pilotage certificates;
- determining the number of pilots to be licensed;
- ensuring the good governance of pilots;
- providing for the punishment of any breach of bye-laws; a recurrence.
- approving the training standards for pilots;
- determining the method of conducting examinations for masters and mates applying for pilotage Licenses and certificates;
- fixing the rates of payment for pilotage services; and
- ensuring that investigations are conducted when there is an accident or incident involving pilotage to determine the cause of the incident, and steps to be taken to prevent

**STRUCTURE OF THE PILOTAGE AUTHORITY OF TRINIDAD AND TOBAGO**

The composition of the Authority includes representatives appointed as members and alternates. The list is as follows:

- the Director of Maritime Services (Chairperson)
- a representative of the Shipping Association;
- two members of the Pilots Association;
- a representative of the Port Authority
- a person who holds a certificate as Master Mariner, issued by the Government of Trinidad and Tobago or an equivalent or higher certificate or alternatively, someone who has attained the rank of Lieutenant – Commander in the Trinidad and Tobago Defence Force;
- an Attorney-at-law; and
- a person suitably qualified in economics, accountancy or commerce

**SECTION 7 (1) (a) (ii)**

**Categories of documents in the possession of the PATT:**

- Reports- Annual
- Minutes and agenda of meetings
- General office files necessary for internal administration of the PATT

**SECTION 7 (1) (a) (iii)**

**MATERIAL PREPARED FOR PUBLICATION, BROADCAST AND/OR INSPECTION**

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UPDATED PUBLIC STATEMENT OF THE PILOTAGE AUTHORITY  
OF TRINIDAD AND TOBAGO—CONTINUED

The PATT produced the following documents which are available for inspection to the public.

- Reports- Annual
- Minutes and agenda of meetings
- General office files necessary for internal administration of the PATT

The public may inspect material between the hours of 8:00 a.m. to 4:00 p.m. from Monday to Friday at:

Address:

Maritime Services Division  
Clearance House  
127-129 Duke Street  
Port of Spain  
Tel. No: 224-4351 Ext. 403  
Email: ralfred@mowt.gov.tt

**SECTION 7 (1) (a) (iv)**

**LITERATURE AVAILABLE BY SUBSCRIPTION**

The Pilotage Authority of Trinidad and Tobago does not possess any literature available by subscription.

**SECTION 7 (1) (a) (v)**

**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE INSTITUTE OF MARINE AFFAIRS.**

The following procedures are to be followed when accessing documents from the PATT, in accordance with Section 7 (1) (a) (v) of the FOI Act.

**How to Request Information:**

*a. General Procedure*

The Policy of the PATT is to respond to all requests for information, both oral and written. However, in order to exercise the rights under the FOI Act (for example the right to challenge a decision if a request for information is refused), the applicant must make the request in writing.

*b. Addressing Requests:*

To facilitate prompt handling of the request, it should be addressed to the Designated Officer of the PATT (see Section 7 (1) (a) (vi)).

*c. 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 an applicant is unsure how to write the request or what details to include, they are advised to communicate with the PATT's Designated Officer.

*d. Requests not handled under the FOIA*

A request under the FOI Act will not be processed to the extent that it asks for information, which is readily available to the public, either from the PATT or from another public authority, e.g. brochures, pamphlets, reports etc.

**Responding to Applicant's Request**

*e. Retrieving Documents*

The PATT is required to furnish copies of documents only when they are in its possession or can be retrieved from storage.

*f. Furnishing Documents*

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

- a. Create new documents. For example, the PATT is not required to write a new programme so that a computer will print information in the format the applicant desires.
- b. Perform research for the applicant.

1219—Continued

UPDATED PUBLIC STATEMENT OF THE PILOTAGE AUTHORITY  
OF TRINIDAD AND TOBAGO—CONTINUED

**Time Limits***a. General*

The FOI Act sets a time limit of thirty (30) calendar days for determination of a request for access to documents. The PATT is required to meet this deadline by granting the request for access to information as soon as practicable but no later than 30 days, as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies. Should the PATT fail to meet the deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. If it appears that processing the request may take longer than the statutory limit, the PATT would acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the PATT has received the request and to ascertain its status.

*h. Time Allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOI Act. 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.

*i. 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 a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred by the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the PATT may charge duplication fees in accordance with its normal reprographics policy.

**SECTION 7 (1) (a) (vi)****DESIGNATED OFFICERS IN THE PILOTAGE AUTHORITY OF TRINIDAD AND TOBAGO**

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7(1) (a) (vi) of the FOI Act.

The Designated Officer: Mr. Ronald Alfred  
Chairman  
The Pilotage Authority of Trinidad and Tobago  
Maritime Services Division  
Clearance House  
127-129 Duke Street  
Port of Spain  
Phone: 223-4351 Ext. 426  
Email: ralfred@mowt.gov.tt

The Alternate Officer: Ms. Kemie Lewis  
Secretary Accountant  
The Pilotage Authority of Trinidad and Tobago  
Maritime Services Division  
Clearance House  
127-129 Duke Street  
Port of Spain  
Phone: 223-4351 Ext. 403  
Email: k.lewismsd@gmail.com

**SECTION 7 (1) (a) (vii)****ADVISORY BOARDS, COUNCILS, COMMITTEES,****AND OTHER BODIES (where meetings, minutes are open to the public) Section 7 (1) (a) (vii).**

There are currently no Advisory Boards, Councils, Committees and other Bodies at this time.

**SECTION 7 (1) (a) (viii)****LIBRARY/READING ROOM FACILITIES**

The Pilotage Authority of Trinidad and Tobago has a Reading Room/ Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. Information can be accessed from the PATT Library. The public is invited to make general enquiries of our reading room at 223-4351 ext. 403 or via e-mail at

1219—Continued

UPDATED PUBLIC STATEMENT OF THE PILOTAGE AUTHORITY  
OF TRINIDAD AND TOBAGO—CONTINUED

ralfred@mowt.gov.tt . The Reading Room in the PATT is located at the Maritime Services Division, Clearance House, 127-129 Duke Street, Port of Spain. It is open to the public by appointment from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

Policy of the Pilotage Authority of Trinidad and Tobago for the provision of copies of documents which are readily available to the public

**Members of the public may:**

i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.

ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Pilotage Authority of Trinidad and Tobago.

**SECTION 8 STATEMENTS****SECTION 8 (1) (a) (i)**

With respect to documents containing interpretations or particulars of written laws and schemes administered by the public authority, the following legislation as amended apply:

- Shipping Act Chapter 50:10

**SECTION 8 (1) (a) (ii)**

**Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons external to the PATT, or similar documents containing rules, policies, practices or precedents.**

There are other documents which guide the operations of the PATT. Some of these documents can be purchased from the Government Printery, and others can be accessed on-line via:

- [www.ttparliament.org](http://www.ttparliament.org) or
- [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt)

The following applies:

- Trinidad and Tobago Gazette
- Procurement Policies and Guidelines

**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, the following will apply:

- Role of examining Pilots
- Role of renewal of Pilots license
- Role of disciplining Pilots

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

A report or a statement containing the advice or recommendations, of a body or entity established within the public authority;

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

**SECTION 9 (1) (b)**

A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority 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 the public authority or to the responsible Minister of that public authority;

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

**SECTION 9 (1) (c)**

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority;

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

1219—Continued

UPDATED PUBLIC STATEMENT OF THE PILOTAGE AUTHORITY  
OF TRINIDAD AND TOBAGO—CONTINUED**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 committee;

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

**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;

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

**SECTION 9 (1) (f)**

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

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

**SECTION 9 (1) (g)**

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project;

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

**SECTION 9 (1) (h)**

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

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

**SECTION 9 (1) (i)**

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

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

**SECTION 9 (1) (j)**

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

- Amendments to the Second Schedule of the Pilotage Act (chapter 51:02) of the Laws of Trinidad and Tobago
- Pilotage Amendemnt Bill Policy Document

**SECTION 9 (1) (k)**

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

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

**SECTION 9 (1) (l)**

(a) An environmental impact statement prepared within the public authority; and

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

**SECTION 9 (1) (m)**

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

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



**PUBLIC STATEMENT OF  
THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2016**  
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 111-117 Henry Street, Port of Spain. SPORTT was mandated to assist the Ministry of Sport (MoS) 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 MoS and the MoS's varied and comprehensive policies for the promotion, sustainable growth and development of sport in Trinidad and Tobago.

##### VISION

SPORTT will be the premier national Agency for the innovative and sustainable development of Sport.

##### MISSION

SPORTT exists to foster and facilitate the holistic development of sport as a viable and sustainable industry through partnerships for the development and implementation of sporting initiatives using best practice, advanced technology and competent human resources.

##### 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 Ministry of Sport, its Line Ministry, on policy mandates.

Sub-Committees of the Board of Directors:

1. Tenders Committee;
2. Human Resources Committee;
3. Finance Committee;
4. Audit Committee;
5. Facilities and Projects Committee; and
6. Policy and Policy Review Committee

##### Main Departments/Units

##### Business Development

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 Department collaborates with the Sport Development and Performance Unit (SDPU) 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 Development and Performance Unit (EDPU)

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.

##### Finance

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, Security & Environment Department (HSSE)

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 HSSE 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 HSSE Department also takes an active role in monitoring all events held at SPORTT's facilities.

##### Human Resources

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.

##### 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 and Performance Unit (SDPU)

SDPU 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. SDPU 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 (THHB);
2. Trinidad and Tobago Gymnastics Federation (TTGF);
3. Trinidad and Tobago Football Association (TTFA);
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);
15. Trinidad and Tobago Amateur Boxing Association (TTABA); and
16. Trinidad and Tobago Draughts and Checkers Association (TTDCA).

##### 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

Any applicant requesting to view information can make gener-

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al 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](http://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](mailto: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](mailto: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
- Strategic Plan
- 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. Contractors' Performance Reports
11. Design Standard Report (DSR)
12. Environmental Impact Assessment Report (EIA)
13. Cost Reports and Financial Project Reports (i.e. Periodic Financial Statements with attached payment logs and cash flow forecasts; Cost tracking, fiscal etc).
14. Designs
  - Structural
  - Electrical
  - Mechanical
  - Civil
15. Survey Reports
  - Cadastral
  - Topographical
16. 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



**PUBLIC STATEMENT OF  
THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2017**  
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 Shamba 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 was mandated to assist the Ministry of Sport and Youth Affairs 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 MSYA and the MSYA's varied and comprehensive policies for the promotion, sustainable growth and development of sport in Trinidad and Tobago.

##### VISION

SPORTT will be the premier national Agency for the innovative and sustainable development of Sport.

##### MISSION

SPORTT exists to foster and facilitate the holistic development of sport as a viable and sustainable industry through partnerships for the development and implementation of sporting initiatives using best practice, advanced technology and competent human resources.

##### 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 MSYA, 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; and
5. Facilities Maintenance, HSSE and Projects Committee.

##### Main Departments/Units

##### Business Development

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 Department collaborates with the Sport Development and Performance Unit (SDPU) 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.

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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, Security & Environment Department (HSSE)

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 HSSE Department also takes an active role in monitoring all events held at SPORTT's facilities.

##### Human Resources

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 and Performance Unit (SDPU)

SDPU 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. SDPU 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 Federation (TTGF);
3. Trinidad and Tobago Football Association (TTFA);
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);
15. Trinidad and Tobago Boxing Association (TTBA); and
16. Trinidad and Tobago Draughts and Checkers Association (TTDCA).

##### 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



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Balmain  
Couva

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](http://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](mailto: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](mailto: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
- 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. Contractors' Performance Reports
11. Design Standard Report (DSR)
12. Environmental Impact Assessment Report (EIA)
13. Cost Reports and Financial Project Reports (i.e. Periodic Financial Statements with attached payment logs and cash flow forecasts; Cost tracking, fiscal etc).
14. Designs
  - Structural
  - Electrical
  - Mechanical
  - Civil
15. Survey Reports
  - Cadastral
  - Topographical
16. 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



## PUBLIC STATEMENT OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2018

### 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 was mandated to assist the Ministry of Sport and Youth Affairs ("MSYA") in the management, administration and programming of sport as well as the construction and operational maintenance of sporting facilities throughout Trinidad and Tobago. It was the key implementation agency for the MSYA and the MSYA's varied and comprehensive policies for the promotion, sustainable growth and development of sport in Trinidad and Tobago.

##### OUR VISION

SPORTT will be the premiere National Agency for the innovative and sustainable development of Sport

##### OUR MISSION

To foster and facilitate the development of sport as a viable and sustainable industry through the development and implementation of sporting initiatives, leveraging industry best practice, best-in-class technology and quality talent.

##### 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 MSYA, 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; and
5. Facilities Maintenance, HSSE and Projects Committee.

##### Main Departments/Units

##### Business Development

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 Department collaborates with the Sport Development and Performance Unit (SDPU) 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 Development and Performance Unit (EDPU)

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.

##### Finance

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, Security & Environment Department (HSSE)

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 HSSE Department also takes an active role in monitoring all events held at SPORTT's facilities.

##### Human Resource & Administration

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.

##### 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 and Performance Unit (SDPU)

SDPU 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. SDPU works closely with NGBs from grassroot/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 Federation (TTGF);
3. Trinidad and Tobago Football Association (TTFA);
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 Boxing Association (TTBA).

##### 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

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)

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**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](http://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**  
Head, Legal & Corporate Secretary  
National Cycling Velodrome  
Off Couva Main Road  
Balmain, Couva  
Telephone: 225-4668 ext. 161  
Email: [ageorge@sportt-tt.com](mailto: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](mailto: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
- 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:**

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

**A report prepared for SPORTT, by a consultant who was paid for preparing the report:**

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**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**

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

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**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:**

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**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
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- 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



## PUBLIC STATEMENT OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2019

### 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.

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#### SECTION 7 STATEMENTS

##### SECTION 7(1)(a)(i)

##### Function and Structure of SPORTT

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##### OUR VISION

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##### 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 Ministry Sport & Youth Affairs, 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;
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5. Facilities Maintenance, HSSE and Projects Committee.

##### Main Departments/Units

##### Business Development

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 Department collaborates with the Sport Development and Performance Unit (SDPU) to assist National Governing Bodies (NGBs) in becoming more business-oriented through the

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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.

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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.

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##### Section 7(1)(a)(ii)

##### CATEGORIES OF DOCUMENTS IN SPORTT'S POSSESSION

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- SPORTT's Policies and Procedures Guidelines
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- 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:

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Off Couva Main Road  
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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.

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**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](http://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**

Head Legal & Corporate Secretary  
National Cycling Velodrome  
Off Couva Main Road  
Balmain, Couva  
Telephone: 225-4668 ext. 161  
Email: [ageorge@sportt-tt.com](mailto: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](mailto: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
- 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 Consultants 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



## PUBLIC STATEMENT OF THE SPORTS COMPANY OF TRINIDAD AND TOBAGO LIMITED 2020

### 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.

##### OUR VISION

SPORTT will be the premiere National Agency for the innovative and sustainable development of Sport

##### OUR MISSION

To foster and facilitate the development of sport as a viable and sustainable industry through the development and implementation of sporting initiatives, leveraging industry best practice, best-in-class technology and quality talent.

##### 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; and
5. Facilities Maintenance, HSSE and Projects Committee.

##### Main Departments/Units

##### Business Development

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 Department collaborates with the Sport Development and Performance Unit (SDPU) 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 Development and Performance Unit (EDPU)

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.

##### Finance

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, Security & Environment Department (HSSE)

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 HSSE Department also takes an active role in monitoring all events held at SPORTT's facilities.

##### Human Resource & Administration

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.

##### 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 and Performance Unit (SDPU)

SDPU 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. SDPU 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 (THHB);
2. Trinidad and Tobago Gymnastics Federation (TTGF);
3. Trinidad and Tobago Football Association (TTFA);
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 (TCB);
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 Boxing Association (TTBA).

##### 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

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

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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](http://www.foia.gov.tt).

The application should at a minimum include:

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

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**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.

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**The Designated Officer:**

**Ms. Arlene George**  
Head, Legal & Corporate Secretary  
National Cycling Velodrome  
Off Couva Main Road  
Balmain, Couva  
Telephone: 225-4668 ext. 161  
Email: [ageorge@sportt-tt.com](mailto: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](mailto:jhillsprima@sportt-tt.com)

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

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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.**

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- SPORTT's Human Resources Policy and Procedures Manual
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**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:**

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**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.**

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**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.

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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:**

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5. Claims Assessment Reports
6. Variation Assessment Reports
7. Surveys
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9. Evaluation Reports
10. MEP Consultants 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
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**Section 9(1)(f)****A report prepared for SPORTT, by a consultant who was paid for preparing the report:**

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- Audited Financial Statements
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- 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**

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- 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*

ANNALEZ CATERING SERVICES LTD.—A 3198 (95)  
 EYEBALL INVESTMENTS LIMITED—E 2465 (95)  
 GLOBAL DIRECT-SOURCES TRADE NETWORK LIMITED—G 2641 (95)  
 J. LEWIS DIVING SERVICES LIMITED—J 2292 (95)  
 WINEONLINE LIMITED—W 1258 (95)  
 ADICENT SERVICES LIMITED—C 2013031902269  
 FORERUNNERS FOR CHRIST MINISTRY—C 2013051403383  
 INFINITY INVESTMENTS LIMITED—C 2013060703825  
 IFE FINANCIAL LTD.—C 2013061704033  
 REGGAE ON THE AVENUE LIMITED—C 2013092305821  
 STARCOM MEDIA VEST GROUP CARIBBEAN LIMITED—C 2014021708332  
 M.J. MARINE CONSTRUCTION CO. LTD.—C 2014042409665  
 KNOWLEDGE ENERGY LIMITED—C 2014050509878  
 INSPIRE CREATIVE DESIGNS LIMITED—C 2014051209979  
 WICKHAMS LANDSCAPING LIMITED—C 2014082101770  
 A.N.A BIO MEDICAL SHOWROOM SALES AND SERVICES LTD.—C 2014091702261  
 THE REVOLUTIONARY FLORAL COMPANY LIMITED—C 2015072708826  
 N. CHINIBASS & SONS TRANSPORT LTD.—C 2015091709922  
 LITTS TRAVEL & TOURS LIMITED—C 2015091809950  
 DEXTER WALKER AUTO GARAGE LTD.—C 2015121402282  
 ANR SOUND SOLUTIONS LTD.—C 2015110301170  
 MADE IN VENEZUELA LTD.—C 2016010502786  
 SEMPRO LIMITED—C 2016041505362  
 ALANA ATTAI CONSULTING LTD.—C 2016051306044  
 KNW CONSULTING & SERVICES LIMITED—C 2016092709411  
 GROWDRIVE LTD.—C 2018060704565  
 MERTIC CONTRACTORS LIMITED—C 2014100802630  
 THE HOUSE OF LEARNING AND HUMAN DEVELOPMENT—C 2019031401063  
 FINITE DISTRIBUTORS LIMITED—C 2019121305241  
 HOME MAINTENANCE NEEDS LIMITED—C 2019121605286

Dated this 29th day of July, 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*

AUTOMOTIVE SERVICES DEPOT LIMITED—A 5829 (95)  
 HANUMAN MANDIR—H 1535 (95)  
 JEEWAN ENTERPRISES LIMITED—J 1470 (95)  
 NEURO NAVIGATION LIMITED—N 2015 (95)  
 SUNAHARA ENTERPRISE LIMITED—S 7557 (95)  
 ZUMI TAXI AND CAR RENTAL LTD.—Z 430 (95)  
 TRINCARIB ORIGINAL LOG CABIN HOMES LTD.—C 2012110100365  
 SAKAL ENERGY LIMITED—C 2013011801393  
 ROSYLYN COMPANY LIMITED—C 2013082705346  
 STRATUM CONTRACTORS COMPANY LIMITED—C 2013120607094  
 STEPHEN LEWIS FINANCIAL SERVICES LIMITED—C 2014090401990  
 CORPORATE ASSET PROTECTION COMPANY LIMITED—C 2014120503840  
 OPEN UP! (WHERE ANYONE PERFORMS)—C 2015040106111  
 CONSOLOGY LOGISTICS LIMITED—C 2015060207609  
 CHRISM PROPERTIES LIMITED—C 2015100700404  
 VALUE ADDED ACCOUNTING AND FINANCIAL SERVICES LIMITED—V 413 (95)  
 CHASE IMPORTS LIMITED—C 2016041505333  
 VANDITAS FACE & BODY CLINIC LTD.—C 2016101900017  
 POPPLEWELL AND BENNETT CONSULTING LTD.—C 2015082109359  
 THROUGH GEORGAS EYES LTD.—C 2016110900479  
 TRINCITY DIGITAL LTD.—C 2017031303092  
 ZESTY FUSION LTD.—C 2017040503520  
 HULK TRANSPORT SERVICES LIMITED—C 2017080706290  
 STARK MINI MART LIMITED—C 2017102708325  
 KHALIL'S SEAFOOD COMPANY LIMITED—C 2017122109589  
 ATLANTIC CLOUD SOLUTIONS LTD.—C 2018011200122  
 D' PEOPLES LATEST IN FASHION LIMITED—C 2018020100790  
 KATANA COMMUNICATIONS LTD.—C 2018071305245  
 RENEWABLE SUNENERGY LTD.—C 2018122109174

Dated this 29th day of July, 2022 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*



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## NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER—CONTINUED

*[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*

GET FRESH LIMITED—G 1325 (95)  
 HORTICA LIMITED—H 1004 (95)  
 K.S.D. (T'DAD) LIMITED—K 213 (C)  
 MARADAN IMPORTS LIMITED—M 2739 (95)  
 OLIVEIRE INDUSTRIAL LIMITED—O 481 (95)  
 PHILLIPS INDUSTRIAL CONCEPTS ENTERPRIZES LIMITED—P 3907 (95)  
 RIKARD HOLDINGS LIMITED—R 3216 (95)  
 RENEWED LIFE FOUNDATION—R 3958 (95)  
 RESTORE MEDICAL LIMITED—R 4192 (95)  
 SAN FERNANDO PHARMACEUTICALS LIMITED—S 2397 (95)  
 SALVA COMPANY LIMITED—S 2422 (95)  
 VALCELL LIMITED—V 891 (95)  
 APS AEGIS CARIBBEAN LIMITED—C 2013010801188  
 TUNAPUNA RESCUE MISSION—C 2013101606225  
 SOUTHERN COMMUNITY BUILDERS—C 2013101606226  
 SOLARIS CONSTRUCTION AND CONTRACTING LIMITED—C 2014042809717  
 SELTREN SALES AND SUPPLIES LIMITED—C 2014111203358  
 MASSY LOGISTICS LTD.—C 2015043006750  
 MT. HOREB GENERAL CONSTRUCTION & REAL ESTATE SERVICES LTD.—C 2016062307126  
 WELCOME HOME AMUSEMENT PARK LIMITED—C 2016122101551  
 TLJ ULTRA SERV LIMITED—C 2017042503913  
 THE TECHNOLOGISTS LTD.—C 2017062805326  
 CARIBBEAN PROFESSIONALS FOR REHABILITATIVE CARE—C 2017070305424  
 CHINA YOUZHI JINKOU LIMITED—C 2018041602991  
 JINNOS BAR AND LOUNGE LIMITED—C 2018042603385  
 AB DE LIMA & CO. LIMITED—C 2019021800453  
 BLUEROCK PROPERTIES LTD.—C 2019080506256  
 KXAV ENGINEERING SERVICES LIMITED—C 2019091608266  
 ZIPETT MANAGEMENT LIMITED—C 2019112204441  
 GAIC LIMITED—C 2020031000004

Dated this 29th day of July, 2022 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

1228

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*

THE FRIENDS OF THE BLOOD BANK ASSOCIATION—F 96 (C)  
 FORTRESS FUNDS LIMITED—F 1606 (95)  
 FINANCIAL ENGINEERING DESIGNS AND SOLUTIONS LIMITED—F 1616 (95)  
 GENERAL MEDICAL SUPPLIES LIMITED—G 2750 (95)  
 INTERNATIONAL PACKERS & MOVERS LIMITED—I 1995 (95)  
 LAKSHMI INVESTMENTS LIMITED—L 1742 (95)  
 PIARCO PROPERTIES LIMITED—P 2509 (95)  
 SOUTHERN NUCLEAR MEDICINE (SNM) LTD.—S 3284 (95)  
 SEGULLAH & COMPANY LIMITED—S 5007 (95)  
 SENIAG GENERAL COMMERCIAL COMPANY LTD.—S 5372 (95)  
 TOP CLASS FAMILY FRUITS CO. LTD.—T 5897 (95)  
 URBAN DEVELOPMENT COMPANY OF SAN FERNANDO LIMITED—U 324 (95)  
 TROPICAL ESCAPES LTD.—C 2012110100372  
 DSK CONSTRUCTION COMPANY LIMITED—C 2013040402520  
 J. SARJUSINGH & SONS LIMITED—C 2013042202889  
 ROGER HUGGINS & COMPANY LTD.—C 2013112506884  
 NATIONAL HEALTH SERVICES COMPANY LIMITED—C 2014072801424  
 SOU SOU LANDS MULTICULTURAL ORGANIZATION—C 2014090201909  
 THE FLOWER SOURCE LIMITED—C 2014112003500  
 DEVON KINGDOM CONSTRUCTION LIMITED—C 2015022305226  
 RED FUND FOUNDATION LIMITED—C 2015051307054  
 MANGIA CAFE LTD.—C 2015052807466  
 COMMUNITY DEFENCE SERVICES LIMITED—C 2015081209206  
 LUSHGREEN LANDSCAPING & MAINTENANCE SERVICES LTD.—C 2015093000206  
 RAMSAROOP HEAVY EQUIPMENT RENTAL LIMITED—C 2015102700975  
 PRESTIGIOUS CONSTRUCTION AND MAINTENANCE COMPANY LIMITED—C 2015112501867  
 CARIBBEAN CENTRE FOR MONEY AND FINANCE—C 2015120702129  
 RISE REAL ESTATE SERVICES LTD.—C 2016012803451  
 BAENT ENGINEERING LIMITED—C 2017032303324  
 PC-FRIDAY DIGITAL SERVICES LIMITED—C 2018101006969

Dated this 29th day of July, 2022 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

1229

LOSS OF THE DEMERARA LIFE ASSURANCE COMPANY  
OF TRINIDAD AND TOBAGO LIMITED POLICY

RAMDEEN DEONARINE having made sworn declaration that THE DEMERARA LIFE ASSURANCE COMPANY OF TRINIDAD AND TOBAGO LIMITED, Policy Number T14561 on the life of RAMDEEN DEONARINE has been lost and having made application to the Company for a duplicate, notice is hereby given that unless any objection is raised within one month of the date thereof, the duplicate policy requested will be issued.

THE DEMERARA LIFE ASSURANCE COMPANY OF  
TRINIDAD AND TOBAGO LIMITED

136–138, St. Vincent Street  
Port-of-Spain.

1230

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

CITY OF PORT-OF-SPAIN

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the City of Port-of-Spain, by Simon Hardy and Roger Rambharose, that it is their intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on WEDNESDAY THE 24TH DAY OF AUGUST, 2022 at 1.00 o' clock in the afternoon for a transfer to them of the Special Restaurant Licence now held by Simon Hardy and Navin Maharaj in respect of premises situate at Corner Damian Street and Western Main Road, St. James.

Dated this 3rd day of August, 2022 at the Port-of-Spain Magistrates' Court.

N. SOOKRAM  
*Secretary, Licensing Committee  
City of Port-of-Spain*

1231

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the City of Port-of-Spain, by Simon Hardy and Kerri Shelly Hosein, that it is their intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on WEDNESDAY THE 24TH DAY OF AUGUST, 2022 at 1:00 o' clock in the afternoon for a transfer to them of the Special Restaurant Licence now held by Simon Hardy and Hima Rhea Singh in respect of premises situate at No. 5A Queens Park West, Port-of-Spain.

Dated this 3rd day of August, 2022 at the Port-of-Spain Magistrates' Court.

N. SOOKRAM  
*Secretary, Licensing Committee  
City of Port-of-Spain*

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REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the Region of Penal/Debe, by Komal Cyntra Kisson Ali of 320, Mon Desir Road, Rousillac, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on WEDNESDAY THE 24TH DAY OF AUGUST, 2022, at 9.00 o' clock in the forenoon for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Roy Kisson for premises situate at 70, La Plaisance Road, La Romain in the said Region.

Dated this 8th day of August, 2022 at the San Fernando District Court.

K. ROOPLAL  
*Secretary, Licensing Committee  
Region of Penal / Debe*