



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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125



## TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

**In the Matter of the Contravention of Section 136(1) and (2) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

By

**Adrian Lee-Chin**

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### ORDER OF THE COMMISSION

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Sections 136(1) and (2) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) impose certain filing obligations on persons connected to a reporting issuer;

**AND WHEREAS** Adrian Lee-Chin (“the Respondent”), being a person connected to NCB Global Financial Limited, filed Form No. 22 Notifications with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”), past the due dates of August 5 2020 and September 7 2020;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that he was in contravention of Sections 136(1) and (2) of the Act by failing to file the Form No. 22 Notification with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that he was in contravention of Sections 136(1) and (2) of the Act by filing the said Form No. 22 Notifications with the Commission past the due dates of August 5 2020 and September 7 2020;


**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;


**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission, the total sum of One Hundred and Four Thousand Five Hundred Trinidad and Tobago Dollars (TT\$104,500.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated May 3, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Mr. Adrian Lee-Chin (“the Respondent”) has contravened Section 136(1) and (2) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of One Hundred and Four Thousand Five Hundred Trinidad and Tobago Dollars (TT\$104,500.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of By-Law 28 of the Securities (General) By-Laws 2015**

**By**

**Caribbean Stockbrokers Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** By-Law 28 of the Securities (General) By-Laws 2015 (“the By-Laws”) requires a Reporting Issuer to file its quarterly calculation of capital requirements with the Commission within a prescribed time;

**AND WHEREAS** Caribbean Stockbrokers Limited (“the Respondent”), filed its quarterly calculation of capital requirements for the period ending June 30, 2019 with the Commission past the due date of August 12, 2019;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of By-Law 28 of the By-Laws by failing to file its Quarterly calculation of capital requirements for the period ending June 30, 2019 with the Commission within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of By-Law 28 of the By-Laws by filing the said quarterly calculation of capital requirements past the due date of August 12, 2019;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;




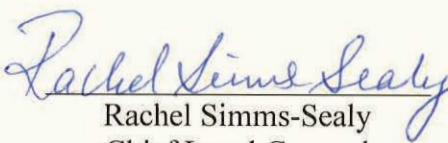
**AND WHEREAS** pursuant to the Settlement Agreement, the Respondent shall pay to the Commission the total sum of Three Thousand Six Hundred Trinidad and Tobago Dollars (TT\$3,600.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated April 7, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Caribbean Stockbrokers Limited (“the Respondent”) has contravened By-Law 28 of the Securities (General) By-Laws 2015;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Three Thousand Six Hundred Trinidad and Tobago Dollars (TT\$3,600.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 67(2)(c) of the Securities Act  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**CinemaOne Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 67(2)(c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) requires a reporting issuer to obtain approval from the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) before publishing a prescribed Notice in the newspaper;

**AND WHEREAS** CinemaOne Limited (“**the Respondent**”), breached Section 67(2)(c) of the Act by publishing a prescribed Notice in the newspaper on January 29, 2020 without the prior approval of the Commission;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 67(2)(c) of the Act by publishing a Notice in the newspaper on January 29, 2020 without the prior approval of the Commission;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 67(2)(c) of the Act and agreed to enter into settlement discussions with the Staff;

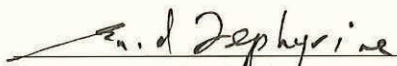
**AND WHEREAS** the Respondent agreed to a settlement and entered into a Settlement Agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

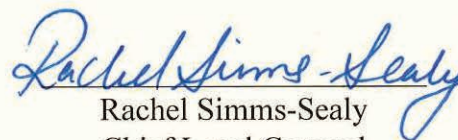
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Twenty-Five Thousand Trinidad and Tobago Dollars (TT\$25,000.00), within sixty (60) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated April 20, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. CinemaOne Limited (“the Respondent”) has contravened Section 67(2)(c) of the Act;
2. Pursuant to Section 156(1) of the Act, the Respondent shall pay to the Commission, an administrative fine in the sum of Twenty-Five Thousand Trinidad and Tobago Dollars (TT\$25,000.00), within sixty (60) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A Notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 136(2) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**Elliot G. Warner**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 136(2) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) imposes certain obligations on persons connected to Reporting Issuers;

**AND WHEREAS** Elliot G. Warner (“the Respondent”), being a person connected to Massy Holdings Limited, filed two (2) Form No. 22 Notifications with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) past the due dates of June 15, 2020 and June 17, 2020;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that he was in contravention of Section 136(2) of the Act by failing to file the aforementioned documents with the Commission within the prescribed timeframes;

**AND WHEREAS** the Respondent acknowledged that he was in contravention of Section 136(2) of the Act by filing the two (2) Form No. 22 Notification with the Commission past the aforementioned due dates;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”) and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

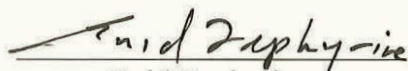


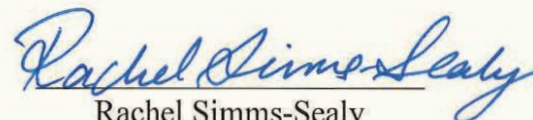
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Twenty Three Thousand, Four Hundred Trinidad and Tobago Dollars (TT\$23,400.00) within twenty-eight days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated May 24, 2021, and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Elliot G. Warner (“the Respondent”) has contravened Section 136(2) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Twenty-Three Thousand, Four Hundred Trinidad and Tobago Dollars (TT\$23,400.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 64(1)(a), (b) and (c) of the Securities Act  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**Eppley Caribbean Property Fund Limited SCC**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Sections 64(1)(a), (b) and (c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) impose certain obligations on reporting issuers with respect to material changes;

**AND WHEREAS** Eppley Caribbean Property Fund Limited SCC (“the Respondent”) following the acquisition of a significant asset, a property situated at 105-107 Marcus Gravey Drive, Kingston, Jamaica, contravened Section 64(1)(a), (b) and (c) of the Act by:

- i. filing its Material Change Report (“MCR”) with the Commission past the due date of September 10, 2020;
- ii. publishing a Notice of Material Change in two daily newspaper of general circulation in Trinidad and Tobago past the due date of September 16, 2020; and
- iii. filing a copy of the published Notice with the Commission, past the due date of September 16, 2020.

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Sections 64(1) (a), (b) and (c) of the Act by failing to file and publish the aforementioned documents within the prescribed timeframes;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Sections 64(1) (a), (b) and (c) of the Act, by filing and publishing the aforementioned documents past the due dates;

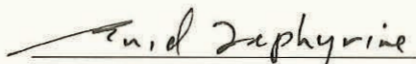
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”) and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

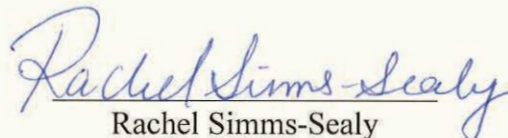
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Nine Thousand, Nine Hundred Trinidad and Tobago Dollars (TT\$9,900.00), within Twenty-Eight (28) days of the making of this Order.

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated June 2, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Eppley Caribbean Property Limited SCC (“the Respondent”) has contravened Section 64(1)(a), (b) and (c) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum Nine Thousand, Nine Hundred Trinidad and Tobago Dollars (TT\$9,900.00), within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 64(1)(a), (b) and (c) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**GraceKennedy Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Sections 64(1)(a), (b) and (c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) impose certain obligations on reporting issuers with respect to material changes;

**AND WHEREAS** GraceKennedy Limited (“the Respondent”) following its Board of Directors’ approval of a new policy for the payment of dividends contravened Section 64(1)(a), (b) and (c) of the Act by:

- i. filing its material change report with the Commission past the due date of March 5, 2019;
- ii. publishing a notice of the material change in two (2) daily newspapers of general circulation in Trinidad and Tobago past the due date of March 11, 2019; and
- iii. filing copies of the notices published in the newspapers, with the Commission past the due date of March 11, 2019;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Sections 64(1)(a), (b) and (c) of the Act by failing to file and publish the aforementioned documents within the prescribed timeframes;

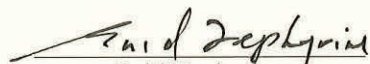
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

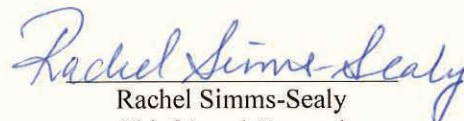
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Sixty-Two Thousand Six Hundred Trinidad and Tobago Dollars (TT\$62,600.00) within twenty-eight (28) days of the making of this Order.

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated May 7, 2021, and being satisfied that no hearing is required in accordance with Section 159 of the Act, since the making of this Order is essentially procedural and does not adversely affect the rights or interest of any person.

**IT IS HEREBY ORDERED THAT:**

1. GraceKennedy Limited (“the Respondent”) has contravened Section 64(1)(a), (b) and (c) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Sixty-Two Thousand Six Hundred Trinidad and Tobago Dollars (TT\$62,600.00) within twenty-eight days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contraventions of Section 64(1)(a) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**Guardian Asset Management and Investment Services Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 64(1)(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) requires a Reporting Issuer to file a material change report with the Commission, within the prescribed time frame;

**AND WHEREAS** Guardian Asset Management and Investment Services Limited (“the Respondent”), filed with the Commission a material change report in respect of two material changes past the due date of August 9, 2019;

**AND WHEREAS** Staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 64(1)(a) of the Act by failing to file the material change report with the Commission, within the prescribed timeframe;

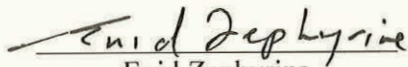
**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 64(1)(a) of the Act by filing the aforementioned material change report with the Commission past the due date of August 9, 2019;

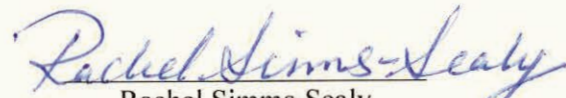
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 052 of 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.



**IT IS HEREBY ORDERED THAT:**

1. Guardian Asset Management and Investment Services Limited (“the Respondent”) has contravened Section 64(1)(a) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Six Thousand Trinidad and Tobago Dollars (TT\$6,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of a Contravention of Section 56(4) of the Securities Act Chapter 83:02 and  
By-Law 53(3) of the Securities (General) By-Laws 2015**

**By**

**Guardian Media Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 56(4) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 53(3) of the Securities (General) By-Laws 2015 (“the By-Laws”) requires a Reporting Issuer to file its Form No. 6 Notification with the Commission, within the prescribed timeframe;

**AND WHEREAS** Guardian Media Limited (“the Respondent”) filed a Form No. 6 Notification with the Commission in respect of the appointment of Mr. Brandon Khan as its Commercial Manager Radio, effective August 15, 2019, past the due date.

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 56(4) of the Act and By-Law 53 of the By-Laws by failing to file the aforementioned document within the prescribed timeframe.

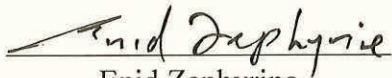
**AND WHEREAS** the Respondent entered into a Settlement Agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

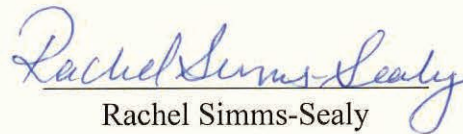
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of Twenty-Eight Thousand, Eight Hundred Trinidad and Tobago Dollars (TT\$28,800.00) within twenty-eight (28) days of the making of this Order;

AND UPON the Board of Commissioners considering the submissions in the Settlement Agreement dated 21<sup>st</sup> May 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Guardian Media Limited (“the Respondent”) has contravened Section 56(4) of the Act and By-Law 53(3) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Twenty-Eight Thousand Eight Hundred Trinidad and Tobago Dollars (TT\$28,800.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of Contraventions of Section 64(1)(a), (b) and (c) Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**Guardian Media Limited**

---

**ORDER OF THE COMMISSION**

---

Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Sections 64(1)(a), (b) and (c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) impose certain obligations on reporting issuers with respect to material changes;

**AND WHEREAS** Guardian Media Limited (“the Respondent”) has contravened Sections 64(1)(a), (b) and (c) of the Act by:

- i. Filing a Material Change Report with the Commission past the due date;
- ii. Publishing a notice of the material changes in two daily newspapers of general circulation in Trinidad and Tobago past the due date; and
- iii. Filing copies of notices published in the newspapers, with the Commission past the due dates.

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Sections 64(1)(a), (b) and (c) by failing to file and publish the aforementioned documents within the prescribed timeframes.


**AND WHEREAS** the Respondent entered into a Settlement Agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

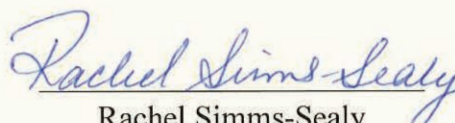
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of Nine Thousand, Six Hundred Trinidad and Tobago Dollars (TT\$9,600.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 21<sup>st</sup> May 2001 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Guardian Media Limited (“the Respondent”) has contravened Sections 64(1) (a), (b) and (c) of the Act;
2. Pursuant to Section 156 (2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Nine Thousand Six Hundred Trinidad and Tobago Dollars (TT\$9,600.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 67(1) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 48(1) of the Securities (General) By-Laws 2015**

**By**

**JMMB Group Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 67(1) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 48(1) of the Securities (General) By-Laws 2015 (“the By-Laws”) impose certain obligations on a reporting issuer;

**AND WHEREAS** JMMB Group Limited (“the Respondent”) failed to send a copy of its audited annual comparative financial statements for the year ended March 31, 2019, to certain shareholders, concurrently with the filing of the said statements with the Commission;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 67(1) of the Act and By-Law 48(1) of the By-Laws, by failing to send the aforementioned audited annual comparative financial statements to its shareholders as aforementioned;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 67(1) of the Act and By-Law 48(1) of the By-Laws, by failing to send the said document to certain shareholders, concurrently with the filing of the said statements with the Commission;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

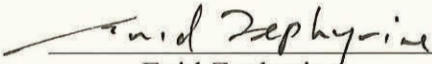


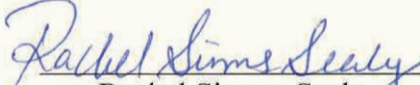
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of Forty-Five Thousand Trinidad and Tobago Dollars (TT\$45,000.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated May 24, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. JMMB Group Limited (“the Respondent”) has contravened Section 67(1) of the Act and By-Law 48(1) of the By-Laws;
2. Pursuant to Section 156(1) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Forty-Five Thousand Trinidad and Tobago Dollars (TT\$45,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of a Contravention of Section 56(4) of the Securities Act, Chapter 83:02  
of the Laws of the Republic of Trinidad and Tobago By-Law 53 of the Securities  
(General) By-Laws, 2015**

**By**

**National Insurance Property Development Company Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 56(4) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 53 of the Securities (General) By-Laws, 2015 (“the By-Laws”) require a broker-dealer to file a Form No. 6 Notification with the Commission, within a prescribed timeframe;

**AND WHEREAS** National Insurance Property Development Company (“the Respondent”) filed a Form No. 6 Notification with the Commission in respect of two prescribed events, past the required due dates of April 25, 2019 and April 26, 2019;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 56(4) of the Act and By-Law 53 of the By-Laws by failing to file the said Form No. 6 Notification with the Commission, within the prescribed timeframes;

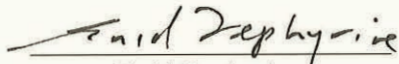
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

**AND WHEREAS** pursuant to the Settlement Agreement, the Respondent shall pay to the Commission the sum of Six Thousand Five Hundred Trinidad and Tobago Dollars (TT\$6,500.00) within twenty-eight days of the making of this Order.

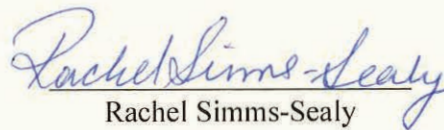
**AND UPON** the Board of Commissioners considering the submissions in the settlement agreement dated May 28, 2021 and, being satisfied that no hearing is required in accordance with Section 159 of the Act, since the making of this Order is essentially procedural and does not adversely affect the rights or interest of any person.

**IT IS HEREBY ORDERED THAT:**

1. National Insurance Property Development Company (“the Respondent”) has contravened Section 56(4) of the Act and By-Law 53 of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Six Thousand Five Hundred Trinidad and Tobago Dollars (TT\$6,500.00) within twenty-eight days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.



Enid Zephyrine  
Chairman



Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contraventions of Section 64(1)(a) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**National Insurance Property Development Company Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 64(1)(a) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) requires a Reporting Issuer to file a material change report with the Commission, within the prescribed time frame;

**AND WHEREAS** National Insurance Property Development Company Limited (“the Respondent”), filed a material change report in respect of two material changes, with the Commission past the respective due dates;

**AND WHEREAS** Staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 64(1)(a) of the Act by failing to file the material change report with the Commission, within the prescribed timeframes;

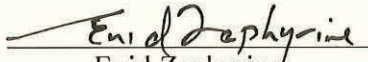
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

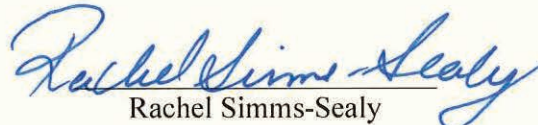
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Five Thousand Five Hundred Trinidad and Tobago Dollars (TT\$5,500.00) within twenty-eight days of the making of this Order.

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 28<sup>th</sup> May 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. National Insurance Property Development Company Limited (“the Respondent”) has contravened Section 64(1)(a) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Five Thousand Five Hundred Trinidad and Tobago Dollars (TT\$5,500.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of By-Law 28 of the Securities (General) By-Laws 2015**

**By**

**Mondial (Trinidad) Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** By-Law 28 of the Securities (General) By-Laws 2015 (“the By-Laws”) requires an Investment Adviser to file its quarterly calculation of capital requirements with the Commission within a prescribed time;

**AND WHEREAS** Mondial (Trinidad) Limited (“the Respondent”) filed its quarterly calculation of capital requirements for the period ending June 30, 2019 with the Commission, past the due date of August 12, 2019;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of By-Law 28 of the By-Laws by failing to file its quarterly calculation of capital requirements for the period ended June 30, 2019 with the Commission within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of By-Law 28 of the By-Laws by filing the said quarterly calculation of capital requirements with the Commission past the due date of August 12, 2019;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

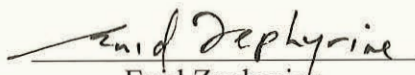


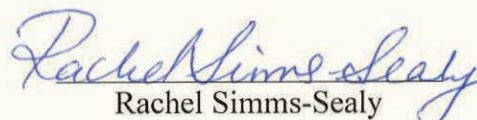
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of Twelve Thousand, Trinidad and Tobago Dollars (TT\$12,000.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 28<sup>th</sup> May 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Mondial (Trinidad) Limited (“the Respondent”) has contravened By-Law 28 of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Twelve Thousand Trinidad and Tobago Dollars (TT\$12,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 64(1)(a), (b) and (c) of the Securities  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**MPC Caribbean Clean Energy Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Sections 64(1)(a), (b) and (c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) impose certain obligations on reporting issuers with respect to material changes;

**AND WHEREAS** MPC Caribbean Clean Energy Limited (“the Respondent”) breached Section 64(1)(a), (b) and (c) of the Act by:

- i. Filing a Material Change Report with the Commission past the due date;
- ii. Publishing a notice of the material changes in two daily newspapers of general circulation in Trinidad and Tobago past the due date; and
- iii. Filing copies of notices published in the newspapers, with the Commission past the due dates.

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Sections 64(1)(a), (b) and (c) of the Act by failing to file and publish the aforementioned documents within the prescribed timeframes:

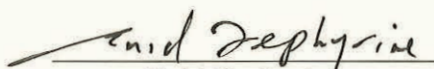
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of One Hundred and Sixty-Nine Thousand, Nine Hundred Trinidad and Tobago Dollars (TT\$169,900.00) within twenty-eight (28) days of the making of this Order;

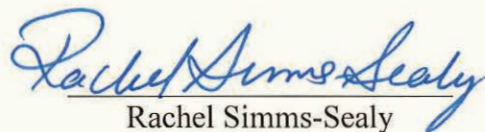
**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated April 28, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. MPC Caribbean Clean Energy Limited (“the Respondent”) has contravened Section 64(1) (a), (b) and (c) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of One Hundred and Sixty-Nine Thousand Nine Hundred Trinidad and Tobago Dollars (TT\$169,900.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago



Enid Zephyrine  
Chairman



Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 67(2)(c) of the Securities  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**By MPC Caribbean Clean Energy Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 67(2)(c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) requires a reporting issuer to obtain approval from the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) before publishing a prescribed Notice in the newspaper;

**AND WHEREAS** MPC Caribbean Clean Energy Limited (“the Respondent”) contravened the Act by publishing a Notice in the Trinidad Guardian and Newsday newspapers on April 30, 2019 without first obtaining the approval of the Commission;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 67(2)(c) of the Act, by failing to obtain the Commission’s approval before publishing the said Notice;

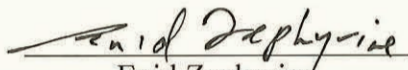
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;


**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of Forty-Five Thousand Trinidad and Tobago Dollars (TT\$45,000.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated April 28, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. MPC Caribbean Clean Energy Limited (“the Respondent”) has contravened Section 67(2)(c) of the Act;
2. Pursuant to Section 156(1) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Forty-Five Thousand Trinidad and Tobago Dollars (TT\$45,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 64(1)(c) of the Securities Act,  
Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**National Enterprises Limited**

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**ORDER OF THE COMMISSION**

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Dated this 17<sup>th</sup> day of August, 2021

**WHEREAS** Section 64(1)(c) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) imposes certain obligations on reporting persons with respect to material changes;

**AND WHEREAS** National Enterprises Limited (“the Respondent”) following the amendment of the Respondent’s Company By-Laws, contravened Section 64(1)(c) of the Act by filing copies of the notices published in the newspapers, with the Commission past the due date of November 16, 2020;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 64(1)(c) of the Act by failing to file the aforementioned documents within the prescribed timeframes;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

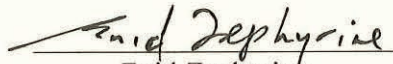
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Fourteen Thousand Five Hundred Trinidad and Tobago Dollars (TT\$14,500.00) within Twenty-Eight (28) days of the making of this Order.


**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated April 23, 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.



**IT IS HEREBY ORDERED THAT:**

1. National Enterprises Limited (“the Respondent”) has contravened Section 64(1)(c) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum Fourteen Thousand, Five Hundred Trinidad and Tobago Dollars (TT\$14,500.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of Contraventions of Section 56(4) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 53(2) of the Securities (General) By-Laws, 2015**

**By**

**Capital Markets Elite Group (Trinidad and Tobago) Limited**

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**ORDER OF THE COMMISSION**

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Dated this 31<sup>st</sup> day of August, 2021

**WHEREAS** Section 56(4) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 53(2) of the Securities (General) By-Laws 2015 (“the By-Laws”) require a Reporting Issuer to file its Form No. 6 Notification with the Commission within the prescribed timeframe;

**AND WHEREAS** Capital Markets Elite Group (Trinidad and Tobago) Limited (“the Respondent”) filed a Form No. 6 Notification with the Commission in respect of the change of its company name and the resignations of Ms. Carla Morton-Campbell and Ms. Renee Johncilla from its Board of Directors, past the respective due dates.

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 56(4) of the Act and By-Law 53(2) of the By-Laws by failing to file the aforementioned documents with the Commission within the prescribed timeframe.

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 56(4) of the Act and By-Law 53(2) of the By-Laws by filing the required Form No. 6 Notifications with the Commission past the due dates;

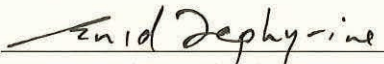
**AND WHEREAS** the Respondent entered into a Settlement Agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

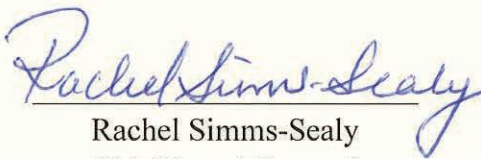
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the total sum of Thirty Thousand, One Hundred Trinidad and Tobago Dollars (TT\$30,100.00) within twenty-eight (28) days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 14<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Capital Markets Elite Group (Trinidad and Tobago) Limited (“the Respondent”) has contravened Section 56(4) of the Act and By-Law 53(2) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Thirty Thousand One Hundred Trinidad and Tobago Dollars (TT\$30,100.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 56(4) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 53(2) of the Securities (General), By-Laws 2015**

**By**

**Bourse Securities Limited**

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**ORDER OF THE COMMISSION**

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Dated this 31<sup>st</sup> day of August, 2021

**WHEREAS** Section 56(4) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”), and By-Law 53(2) of the Securities (General), By-Laws 2015 (“the By-Laws”) require a Broker Dealer to file a Form No. 6 Notification with the Commission within the prescribed timeframe;

**AND WHEREAS** Bourse Securities Limited (“the Respondent”), following the appointment of Ms. Rehana Mohammed to the position of chief Accounting Officer contravened Section 56(4) of the Act and By-Law 53(2) of the By-Laws by filing the requisite Form 6 Notification with the Commission past the due date;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 56(4) of the Act and By-Law 53(2) of the By-Laws by failing to file the aforementioned document within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 56(4) of the Act and By-Law 53(2) of the By-Laws by failing to file the aforementioned document with the Commission, within the prescribed timeframe;

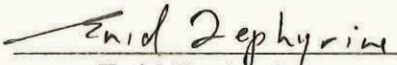
AND WHEREAS the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

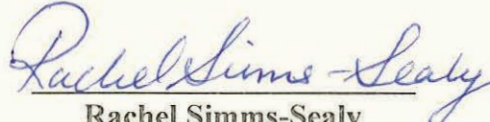
AND WHEREAS pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Six Thousand, Four Hundred Trinidad and Tobago Dollars (TT\$6,400.00) within Twenty-Eight (28) days of the making of this Order.

AND UPON the Board of Commissioners considering the submissions in the Settlement Agreement dated 20<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Bourse Securities Limited (“the Respondent”) has contravened Section 56(4) of the Act and By-Law 53(2) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum Six Thousand, Four Hundred Trinidad and Tobago Dollars (TT\$6,400.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 136(2) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago**

**By**

**Brent Mc Fee**

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**ORDER OF THE COMMISSION**

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Dated this 31<sup>st</sup> day of August, 2021

**WHEREAS** Section 136(2) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) imposes certain obligations on persons connected to Reporting Issuers;

**AND WHEREAS** Brent Mc Fee (“the Respondent”), a person connected to the Samaan Tree Fund, failed to file a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer, disclosing changes to his direct ownership in Samaan Tree Fund securities, with the Commission within five (5) business days of the date of the transaction;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that he was in contravention of Section 136(2) of the Act by failing to file the aforementioned document with the Commission within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that he was in contravention of Section 136(2) of the Act by failing to file the aforementioned document with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;




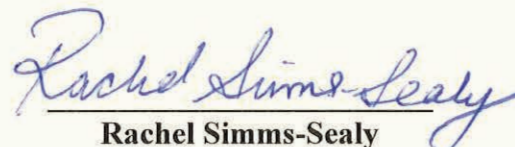
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Twelve Thousand, Seven Hundred and Fifty Trinidad and Tobago Dollars (TT\$12,750.00) within twenty-eight days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 20<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Brent Mc Fee (“the Respondent”) has contravened Section 136(2) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission, an administrative fine in the sum of Twelve Thousand Seven Hundred and Fifty Trinidad and Tobago Dollars (TT\$12,750.00) within twenty-eight days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contraventions of Section 136(2) of the Securities Act, Chapter 83:02  
of the Laws of the Republic of Trinidad and Tobago**

**By**

**Keston Nancoo**

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**ORDER OF THE COMMISSION**

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Dated this *31<sup>st</sup>* day of August, 2021

**WHEREAS** Section 136(2) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) imposes certain obligations on persons connected to Reporting Issuers;

**AND WHEREAS** Keston Nancoo (“the Respondent”), a person connected to Guardian Holdings Limited, failed to file two “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing changes to his direct ownership in Guardian Holdings Limited securities, with the Commission, within five (5) business days of the respective transaction dates;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that he was in contravention of Section 136(2) of the Act by failing to file the aforementioned documents with the Commission within the prescribed timeframes;

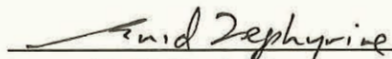
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

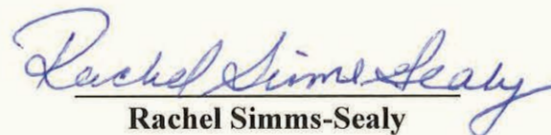
**AND WHEREAS** pursuant to the Settlement Agreement, the Respondent shall pay to the Commission the sum of Eighty-Six Thousand, Seven Hundred Trinidad and Tobago Dollars (TT\$86,700.00) within twenty-eight days of the making of this Order;

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 20<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159(10)(a) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. Keston Nancoo (“the Respondent”) has contravened Section 136(2) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the sum of Eighty-Six Thousand, Seven Hundred Trinidad and Tobago Dollars (TT\$86,700.00) within twenty-eight days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
**Enid Zephyrine**  
**Chairman**

  
**Rachel Simms-Sealy**  
**Chief Legal Counsel**





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 64(1)(c) of the Securities Act Chapter 83:02  
of the Laws of the Republic of Trinidad and Tobago**

**By**

**MPC Caribbean Clean Energy Limited**

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**ORDER OF THE COMMISSION**

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Dated this 31<sup>st</sup> day of August, 2021

**WHEREAS** Section 64(1)(c) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) imposes certain obligations on reporting issuers with respect to material changes;

**AND WHEREAS** MPC Caribbean Clean Energy Limited (“the Respondent”), contravened Section 64(1)(c) of the Act by filing a copy of a published Notice with the Commission, five (5) days past the due date following:

- i. the appointment of Mr. Jose Fernando Zuniga Galindo as a Director; and
- ii. the amendments to its By-Laws 19.1 and 19.11.

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 64(1)(c) of the Act by failing to file a copy of the said published Notice within the prescribed timeframe;

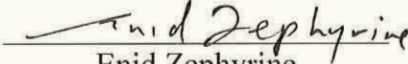
**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 64(1)(c) of the Act by filing a copy of the said Notice with the Commission past the due date of June 26, 2019;

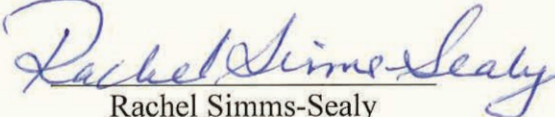
**AND UPON** the Board of Commissioners considering the submissions in Board Paper No. 064 of 2021 and being satisfied that the making of this Order is essentially procedural and does

not require a Hearing pursuant to Section 159 of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”).

**IT IS HEREBY ORDERED THAT:**

1. MPC Caribbean Clean Energy Limited (“the Respondent”) has contravened Section 64(1)(c) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum of Ten Thousand Trinidad and Tobago dollars (TT\$10,000.00), within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 47(c) of the Securities (General) By-Laws 2015**

**By**

**National Enterprises Limited**

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**ORDER OF THE COMMISSION**

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Dated this 31<sup>st</sup> day of August, 2021

**WHEREAS** Section 63(a) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 47(c) of the Securities (General) By-Laws 2015 (“the By-Laws”) impose certain obligations on registrants with respect to the filing of annual reports;

**AND WHEREAS** National Enterprises Limited (“the Respondent”) failed to file its annual report for year period ended March 31, 2019 with the Commission past the due date of July 29, 2019;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by failing to file its annual report with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 63(a) of the Act and By-Law 47(c) of the By-Laws by failing to file the aforementioned document with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

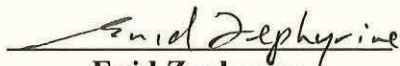


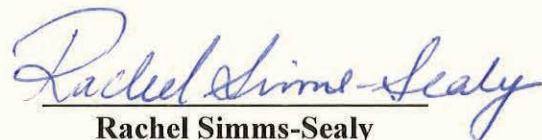
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of Two Hundred and Ten Thousand, Eight Hundred Trinidad and Tobago Dollars (TT\$210,800.00) within Twenty-Eight (28) days of the making of this Order.

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 20<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. National Enterprises Limited (“the Respondent”) has contravened Section 63(a) and By-Law 47(c) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum Two Hundred and Ten Thousand, Eight Hundred Trinidad and Tobago Dollars (TT\$210,800.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
**Enid Zephyrine**  
Chairman

  
**Rachel Simms-Sealy**  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 65(1) of the Securities Act Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago and By-Law 48(1) of the Securities (General) By-Laws 2015**

**By**

**National Enterprises Limited**

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**ORDER OF THE COMMISSION**

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Dated this 31st day of August, 2021

**WHEREAS** Section 65(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) and By-Law 48(1) of the Securities (General) By-Laws 2015 (“the By-Laws”) impose certain obligations on registrants, with respect to the filing of audited annual comparative financial statements;

**AND WHEREAS** National Enterprises Limited (“the Respondent”) filed its audited annual comparative financial statements for financial period ended March 31, 2019 with the Commission past the due date;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by failing to file its audited annual comparative financial statements with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 65(1) of the Act and By-Law 48(1) of the By-Laws by failing to file the aforementioned document with the Commission, within the prescribed timeframe;

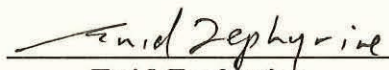
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;

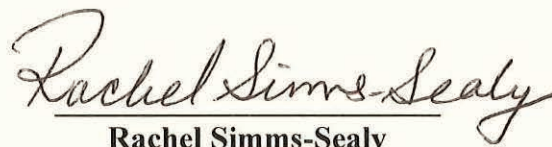
**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of One Hundred and Eighty-Three Thousand, Six Hundred Trinidad and Tobago Dollars (TT\$183,600.00) within Twenty-Eight (28) days of the making of this Order.

**AND UPON** the Board of Commissioners considering the submissions in the Settlement Agreement dated 20<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. National Enterprises Limited (“the Respondent”) has contravened Section 65(1) and By-Law 48(1) of the By-Laws;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum One Hundred and Eighty-Three Thousand, Six Hundred Trinidad and Tobago Dollars (TT\$183,600.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
**Enid Zephyrine**  
**Chairman**

  
**Rachel Simms-Sealy**  
**Chief Legal Counsel**





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of the Contravention of Section 66(1) of the Securities Act Chapter 83:02  
of the Laws of the Republic of Trinidad and Tobago**

**By**

**National Enterprises Limited**

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**ORDER OF THE COMMISSION**

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Dated this 31<sup>st</sup> day of August, 2021

**WHEREAS** Section 66(1) of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (“the Act”) imposes certain obligations on registrants with respect to the filing of interim financial statements;

**AND WHEREAS** National Enterprises Limited (“the Respondent”) failed to file its interim financial statements for financial periods ended June 30, 2019 and September 30, 2019 with the Commission by the respective due dates;

**AND WHEREAS** staff of the Commission (“the Staff”) advised the Respondent that it was in contravention of Section 66(1) of the Act by failing to file its interim financial statements with the Commission, within the prescribed timeframe;

**AND WHEREAS** the Respondent acknowledged that it was in contravention of Section 66(1) of the Act by failing to file the aforementioned documents with the Commission, within the prescribed timeframe;

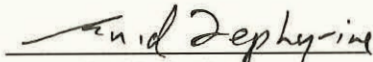
**AND WHEREAS** the Respondent entered into a settlement agreement with the Staff (“the Settlement Agreement”), and the Settlement Agreement was approved by the Settlement Panel and the Board of Commissioners;


**AND WHEREAS** pursuant to the Settlement Agreement the Respondent shall pay to the Commission the sum of One Hundred and Eighty Thousand Trinidad and Tobago Dollars (TT\$180,000.00) within Twenty-Eight (28) days of the making of this Order.

AND UPON the Board of Commissioners considering the submissions in the Settlement Agreement dated 20<sup>th</sup> July 2021 and being satisfied that the making of this Order is essentially procedural and does not require a Hearing pursuant to Section 159 of the Act.

**IT IS HEREBY ORDERED THAT:**

1. National Enterprises Limited (“the Respondent”) has contravened Section 66(1) of the Act;
2. Pursuant to Section 156(2) of the Act, the Respondent shall pay to the Commission an administrative fine in the total sum One Hundred and Eighty Thousand Trinidad and Tobago Dollars (TT\$180,000.00) within twenty-eight (28) days of the making of this Order; and
3. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission’s website. A notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago.

  
Enid Zephyrine  
Chairman

  
Rachel Simms-Sealy  
Chief Legal Counsel



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of an Application by the Sagicor Financial Company Limited for an  
Exemption from By-laws 11, 12, 13, 14, 15 and 16 of the Securities Industry (Take-Over)  
By-Laws 2005**

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**ORDER OF THE COMMISSION**

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Dated this <sup>th</sup>30 day of July 2021

**WHEREAS:**

1. Sagicor Financial Company Limited (“SFC”) formerly known as Alignvest Acquisition II Corporation, is a company incorporated under the laws of the Province of Ontario, Canada and is an exempted company under the laws of Bermuda. SFC is registered with the Trinidad and Tobago Securities and Exchange Commission (the “Commission”) as a Reporting Issuer;
2. SFC currently has shareholders resident in Trinidad and Tobago although it is not a listed company on the Trinidad and Tobago Stock Exchange (“TTSE”);
3. SFC is a listed company on the Toronto Stock Exchange (“TSX”) and renewed its Normal Course Issuer Bid on the TSX on June 24, 2021;
4. According to a press release issued by SFC on June 24, 2021 to its shareholders, the renewed Normal Course Issuer Bid provides for SFC to offer to purchase up to a maximum of the greater of 10% of SFC’s public float (as determined under the TSX rules)



and 5% of SFC's issued and outstanding shares over a 12-month period at the prevailing market price of the shares at the time of the purchase. These transactions are expected to be facilitated over the TSX;

5. The renewal of the Normal Course Issuer Bid constitutes an "issuer bid" which will trigger the provisions of the Securities Industry (Take-Over) By-Laws, 2005 ("TOBL"). Consequently, SFC will be subject to the requirements of By-Laws 11 to 16 of the TOBL unless such a bid is granted an exemption from the said By-Laws;
6. M. Hamel-Smith and Company Limited submitted an application on behalf of SFC, for an exemption from the requirements of By-Laws 11 – 16 of the TOBL in respect of SFC's renewal of its Normal Course Issuer Bid;
7. By-Law 24(2) (c) of the TOBL grants the Commission the power to make an Order exempting a person or class of persons from one or more of the requirements of the TOBL, where it considers that to do so would not be prejudicial to the public interest;
8. Section 159(1) of the Securities Act (the "Act") provides that the Commission shall provide a reasonable opportunity for a hearing to each person who may be directly affected by an Order of the Commission; and
9. By virtue of Section 159(10) of the Act, the requirement in Section 159 (1) does not apply where the Order is essentially procedural and/or does not adversely affect the rights of any person.

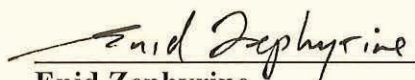
#### AND UPON

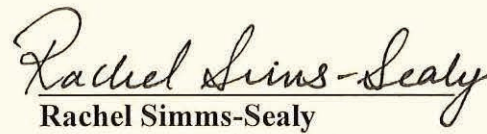
1. The Board of Directors considering the application by M Hamel-Smith and Company Limited on behalf of SFC for an exemption from satisfying the requirements of By-Laws 11 to 16 of the TOBL, together with the representations made by the Staff of the Commission in relation to this matter;

2. The Board of Commissioners being satisfied that the granting of such an exemption would not be prejudicial to the public interest; and
3. The Board of Commissioners determining that in accordance with Sections 159(10)(a) of the Act, that no person will be adversely affected by the granting of such an exemption Order and therefore, no hearing is required in accordance with Section 159(1) of the Act.

**IT IS HEREBY ORDERED THAT:**

1. The application made by Sagicor Financial Company Limited for an exemption, from By-Laws 11 to 16 of the Securities Industry (Take-Over) By-laws, 2005 for the renewal of Sagicor Financial Company Limited's Normal Course Issuer Bid on the Toronto Stock Exchange, is approved and the exemption granted.
2. This Order shall be published in the Trinidad and Tobago Gazette and on the Commission's website. A Notice of the posting shall be published in two daily newspapers of general circulation in Trinidad and Tobago;
3. This Order shall be effective from June 24, 2021.

  
Enid Zephyrine  
(Chairman)

  
Rachel Simms-Sealy  
(Chief Legal Counsel)



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999 CHAP 22:02**

**UPDATED PUBLIC STATEMENT OF THE CHAGUARAMAS DEVELOPMENT AUTHORITY**

**In compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, ("FOIA") the Chaguaramas Development Authority ("CDA") is required by law to publish the following statement, which lists the documents that are available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by the Commission;
2. A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding 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.

The following information satisfies the requirements of the FOIA and the CDA publishes the following statement as approved by the Minister of Planning and Development:

**Section 7 Statements**

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**Section 7 (1) (a) (i)**

**Function and Structure of the CDA**

**Mission Statement:**

"To provide exceptional customer experiences through eco-friendly business, recreational facilities and services, utilizing a sustainable business model built on good governance, continuous learning and employee development"

The CDA is a statutory body established by the Chaguaramas Development Authority Act, Chapter 35:02, No. 37 of 1972 ("the CDA Act") located on Airway Road, Chaguaramas.



UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

The CDA is governed by a Board consisting of a Chairman and five (5) directors all appointed by the President of the Republic of Trinidad and Tobago. The Chairman of the Board reports to the Minister of the Ministry of Planning and Development.

**Structure of the CDA**

The CDA comprises of a staff of approximately two hundred (200) persons headed by the General Manager (Ag). The CDA is divided into the following divisions:

1. Office of the General Manager;
2. Office of the Corporate Secretary;
3. Corporate Communications;
4. Revenue Optimization and Land Development
  - Legal Services and Lease Revenue
  - National Parks & Customer Services
  - Finance & Accounting
  - Golf Course;
5. Corporate Services
  - Human Resources & Administration
  - Information Technology
  - CDA Estate Police
  - Facilities
  - Project Management
  - Health, Safety and the Environment.

**Office of the General Manager**

This office comprises of the following:

- General Manager (Ag)
- Executive Secretary (2)

The core functions of this office are as follows:

- Directing and overseeing organisational reviews, strategic plans and related strategic imperatives
- Driving strategic initiatives and supporting the development of long-term growth plans and profitability goals
- Ensuring the creation and implementation of a strategy designed to grow the CDA while containing the cost base of the CDA
- Coordinating the development of key performance goals
- Directing, coordinating, integrating and guiding all the activities at the CDA to ensure achievement of revenue targets
- Ensuring the ongoing review of the business environment that affects the CDA and making recommendations to the Board of Directors
- Ensuring that operational plans are developed for all functional areas in keeping with the approved strategic plan

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Ensuring the effective management key stakeholder relationships with clients, suppliers and potential investors to ensure customer satisfaction, value for money purchases
- Promoting and ensuring the maintenance of an organizational culture
- Overseeing organisational reviews
- Ensuring the prudent management of the CDA's resources

**Office of the Corporate Secretary**

This office comprises of the following:

- Corporate Secretary (Ag)
- Business Support Officer II

The core functions of this office are as follows:

- The scheduling of regular and special Board meetings in accordance with directives of the Board
- The upkeep of minutes from all meetings of the Board and any sub-committees
- Having possession of and keeping current the CDA's records (including minute books, agendas, notices of meeting, proxies, filings with regulators, reports required by law) and correspondence with external auditors
- Maintaining custody of the CDA's seal and other instruments of its authority and attesting to and executing documents on behalf of the CDA
- Ensuring the CDA is compliant with all applicable laws and regulations
- Developing and periodically reviewing the CDA's corporate governance policies and practices
- Advising the Board on aspects of the CDA's operations, relevant legislation and rules affecting the functioning of the Board
- Administering the CDA's tendering process to ensure that goods and services required by the CDA are procured in accordance with established rules and authorities
- Developing, implementing and managing procedures pertaining to the Freedom of Information Act

**Corporate Communications**

This office comprises of the following:

- Manager, Corporate Communications
- Business Support Officer II
- Marketing Assistant
- Marketing Specialist

The core functions of this office are as follows:

- Developing communication polices and plans for internal and external communications
- General internal communications

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Upkeep of bulletin boards, notice boards etc.
- External releases and publications
- Relations with stakeholders
- Management of social media platforms
- Idea generation
- Creation of pamphlets, brochures, magazines etc.
- Public awareness campaigns
- Development and implementation of marketing and communication strategies
- Coordinating events

**Revenue Optimization and Land Development**

**i. Legal Services and Lease Revenues**

This office comprises of the following:

- Legal Manager
- Legal Officer I
- Legal Officer II
- Business Support Officer I
- Tenancy Officer (2)
- Customer Service Officer
- OJT – Assistant Compliance Officer

The core functions of this office are as follows:

- The provision of legal services and advice to the CDA
- Lease Management
- Litigation Management
- Legal Research
- Documentation, preparation, drafting and negotiating of legal documents such as contracts, leases, licenses, agreements, briefs, opinions, policies and procedures
- Ensuring tenants are compliant with their leases
- Reviewing external contracts and/or documents in connection with the CDA
- Reviewing internal policies, documents etc.
- Management of legal risks
- Representing the CDA externally and internally in negotiations, disputes, consultations and other proceedings that require legal representation

**ii. National Parks & Customer Services**

This office comprises of the following:

- Manager, National Parks & Customer Services
- Customer Relations Officer
- Clerk Stenographer III
- National Park Assistant I/Tour Guide
- Senior Car Park Attendant (3)



UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Car Park Attendant (2)

The core functions of this office are as follows:

- Ensuring protection of the environment and the promotion of adventure and eco-tourism through relevant strategies as collaborated with the EMA and Tourism Trinidad Ltd
- Ensuring the application of environmental law and the fighting of poaching in order to maintain the conditions of the CDA's National Parks
- Development of revenue earning from events on the Chaguaramas peninsula
- Ensuring that customer service satisfaction objectives are reached
- Developing customer relationship management policies, systems and processes to ensure retention of key customers
- Maintaining customer satisfaction levels of key customers through regular meetings, visiting operational environments, conducting surveys and forming focus groups
- Improving customer service quality results by studying, evaluating and redesigning processes
- Promotion of events in collaboration with Corporate Communications
- Managing customer complaints

iii. **Finance & Accounting**

This office comprises of the following:

- Assistant Accountant
- Accounting Assistant
- Clerk VI
- Cashier
- Purchasing Officer
- Procurement Specialist
- Inventory Officer

The core functions of this office are as follows:

- Developing, implementing and monitoring financial and accounting strategies, policies and procedures
- Management of financial risks
- Preparation and submission of reports on budgets, estimates and expenditure
- Reviewing operating models for use and ownership of assets
- Managing the accounts receivable
- Managing the accounts payable
- Managing the investment portfolio
- Payroll
- Preparation of management and external accounts
- Collection of rental income
- Ensuring tenants are compliant with rental obligations
- Cash flow forecasting

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUEDiv. **Golf Course**

The Golf Course comprises of the following:

- Customer Service Representative
- Maintenance Assistant (3)
- Maintenance Contractor
- Green Keeper (3)
- Range Hand

The core functions of this Golf Course are as follows:

- Upkeep and maintenance of the Golf Course in keeping with health and safety Policies
- Management of the golf course
- Development of the Golf Club Business Plan
- Development of golf tournaments, special events, activities, marketing and promotion programs
- Training courses
- Turf maintenance
- Development of operating procedures
- Maintaining the golf course membership

**Corporate Services**

Managed by the Head of Corporate Services

i. **Human Resources & Administration**

This office comprises of the following:

- Manager, Human Resources & Administration
- Human Resource Generalist
- Human Resource Assistant
- On the Job Trainee – Human Resource Assistant

The core functions of this office are as follows:

- Administration of human resource plans and procedures
- Implementation of the employee handbook, other policies and procedures
- Recruitment and new employee orientation
- Counseling and exit interviewing sessions
- Training and development of employees
- Performance review of employees
- Leave administration
- Represents CDA in Industrial Relations matters and matters including collective bargaining and conflict resolution
- Employee relations
- Administration of collective agreements
- Man power planning

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Retirement process
- Termination

**ii. Information Technology**

This office comprises of the following:

- Assistant Manager
- OJT – Assistant Technician

The core functions of this office are as follows:

- Development, implementation and monitoring of IT strategies, policies and procedures
- IT operations
- Network administration
- Disaster recovery
- Contingency planning
- Implements ICT security policy and procedure
- Minimizes risks of external security threats
- Oversee daily operational activities of the technology system
- Coordinate IT support
- Provision of advice, assistance and training to staff

**iii. Estate Police**

This division comprises of the following:

- Superintendent
- Inspector
- Corporal (2)
- Sergeant (3)
- Constable (49)
- Business Support Officer II
- CCTV Team Leader
- CCTV Operator (2)

The core functions of this division are as follows:

- Maintains law and order and ensures security of the CDA's assets, its employees and all other users of the Peninsula and offshore islands
- Performs all duties assigned in accordance with the Police Standing Orders
- Conduct of personal searches as required
- Investigation on theft or any other irregularities
- Patrolling
- Control movement in and out of the CDA's office
- Service as an arm escort where required



UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED**iv. Facilities**

This division comprises of the following:

- Business Support Officer I
- Sanitation Worker (23)
- Tradesman Assistant
- Labourer (16)
- Semi Skilled Labourer (17)
- Driver Heavy Equipment (2)
- Lifeguard (5)
- Woodsman (5)
- Handy Man (3)
- Foreman (7)
- Checker (2)
- Cost Steward Checker (2)
- Carpenter
- Semi Skilled Carpenter
- Stores Hand
- Nursery Man
- Oiler/Greaser
- Plumber
- Mechanic
- Operator Light Equipment (Drivable Mower)
- Operator heavy equipment (Backhoe)
- Operator heavy equipment (Tractor Driver)

The core functions of this office are as follows:

- Developing, implementing and monitoring strategies and procedures for the facilities of the CDA
- General upkeep and maintenance of the Chaguaramas Peninsula and offshore islands

**v. Project Management**

This office comprises of the following:

- Draughtsman/Estimator
- Project Administrator
- OJT – Civil Engineer

The core functions of this office are as follows:

- Planning of work schedules to support full scale project plans
- Management of budget allocation
- Develop and implement internal projects
- Develop and implement PSIP projects

UPDATED PUBLIC STATEMENT OF THE  
CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- Provision of progress reports on projects
- Project evaluation and assessment of results
- Ensure policies and practices are implemented

vi. **Health, Safety and the Environment**

This office comprises of the following:

- HSE Officer (2)

The core functions of this office are as follows:

- Ensuring health and safety measures are put in place
- Hazard identification
- Risk assessment
- Compliance visits
- Conducting investigations
- Covid-19 safety management
- Public access areas safety management
- Liaising with regulatory bodies to ensure compliance
- Development and implementation of HSE Policies

**Effect of Functions on Members of the Public**

The CDA Act mandates the CDA to provide for the establishment and operation of the CDA for the development of the North-West Peninsula in the interest of the People of Trinidad and Tobago.

**Section 7 (1) (a) (ii)**

**Categories of Documents in the Possession of the CDA:**

**1. Legislative Documents**

- The CDA Act
- The Chaguaramas Development Plan, 1974

**2. Corporate Documents**

- Minutes of Board Meetings and Sub-Committee Meetings
- Board Notes and other documents presented to the Board and Sub-Committees
- Strategic Plans
- Policies pertaining to the internal operations of the CDA
- Corporate Governance Handbook
- Tendering Documents

**3. Correspondence with Line Ministry**

- Reports to the Ministry of Planning and Development

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CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED**4. Legal Documents**

- Tenants' Leases
- Licenses
- Contracts/Agreements
- Land Leasing Policy
- Applications for Lease of Land
- Litigation Documents inclusive of intended legal actions, judgments, decisions etc.
- Legal Opinions
- Compliance Reports
- Survey Plans
- Valuation Reports

**5. Financial Documents**

- Accounting and Financial Records (cheques, vouchers, receipts, journals etc.)
- Annual Financial Reports
- Reports to Governments, audited financial reports laid in government and other public financial entities
- Records in relation to budgeting, investments, financial planning and reporting, taxation, cash management etc
- Financial Statements of Tenants
- Files dealing with procurement of supplies, services and equipment
- Customer Financial Information

**6. Human Resource Documents**

- HR Policies
- Collective Agreements
- Templates/forms such as medical forms, pension forms etc.
- Personal files of employees of the CDA

**7. HSE Documents**

- Environmental impact assessments
- HSE Policies

**8. Documents within National Parks & Customer Services**

- Tours Booking Forms
- Vending Forms
- Gazebo Renting Forms
- Terms and Conditions for approved events
- Post Covid 19 Tours' Policy
- Post Covid 19 Beach Policy
- Books, Brochures, newspaper clippings



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UPDATED PUBLIC STATEMENT OF THE  
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-Maps/charts/photographs

**Section 7 (1) (a) (iii)****Documents prepared for publication and inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. and 4:00 p.m. on working days at:

Address: Chaguaramas Development Authority  
Airway Road, Chaguaramas

Telephone: 225-4232

Email: [gmdesk@chaguaramas.com](mailto:gmdesk@chaguaramas.com)

Website: [www.chaguaramas.com](http://www.chaguaramas.com)

- i. The CDA Act;
- ii. 1974 Chaguaramas Development Plan;
- iii. General Information in the form of publications, booklet, magazines, brochures etc;
- iv. Various Application Forms;
- v. Procurement/Tender Rules and Procedures;
- vi. Reports.

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

The CDA does not possess any literature available by subscription.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the CDA****How to Request Information:****• General Procedure: -**

The Applicant must complete the appropriate form (Request for Access to Official Documents) as mentioned in the FOIA and available at the CDA for information that is not readily available to the public

**• Addressing Requests: -**

To facilitate prompt handling of your request, please address it to the Designated Officer of the CDA

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CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

- **Details in the Request: -**

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

**Requests not handled under the FOIA: -**

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

**Responding to your Request**

- *Retrieving Documents: -*

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

- *Furnishing Documents: -*

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

Please note that we are not compelled to do the following:

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

**Time Limits**

- *General*

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

- *Time Allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. If a

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CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or provided with copies.

**Section 7 (1) (a) (vi)**

**Officers in the CDA 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. Olivia Ramesar  
Job Title: Corporate Secretary (Ag)/Legal Officer II  
Chaguaramas Development Authority  
Airway Road  
Chaguaramas  
Phone: 225-4232 ext. 241  
Email: [oramesar@chaguaramas.com](mailto:oramesar@chaguaramas.com)

**Section 7 (1) (a) (vii)**

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

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

**Section 7 (1) (a) (viii)**

**Library/Reading Room Facilities**

Certain information may be readily available in our library or through our website at [www.chaguaramas.com](http://www.chaguaramas.com).

The Library/Reading Room at the CDA is located on the ground floor, Airway Road, Chaguaramas and is open to the public from Mondays to Fridays between the hours of 8:00 a.m. and 4:30 p.m.

**Policy of the CDA 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; and



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- 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 CDA.

### **Section 8 Statements**

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#### **Section 8 (1) (a) (i)**

Documents containing interpretations or particulars of written laws or schemes administered by the CDA, not being particulars contained in another written law.

- The CDA Act;
- 1974 Chaguaramas Development Plan;
- Legal Notice No. 127 of 2021 – The Chaguaramas Development Authority Divesting (Guave Road Triangle) Order, 2021
- Cabinet Minutes

#### **Section 8 (1) (a) (ii)**

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the CDA, or similar documents containing rules, policies, guidelines, practices or procedures.

- Board Minutes
- Sub-Committee Minutes
- Corporate Governance Handbook
- Leasing Policy
- Covid-19 Policy
- HR Policies
- HSE Policies

#### **Section 8 (1) (b)**

Documents containing information on the procedures to be employed or the objectives to be pursued in the environment of the written laws or schemes.

At this time, there exist no such documents.

### **Section 9 Statements**

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#### **Section 9 (1) (a)**

Reports or statements containing the advice or recommendations, of a body or entity established within the CDA

N/A

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CHAGUARAMAS DEVELOPMENT AUTHORITY—CONTINUED

**Section 9 (1) (b)**

Reports or statements containing the advice or recommendations, of a body or entity established outside the CDA 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 CDA or to the responsible Minister of the CDA

N/A

**Section 9 (1) (c)**

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

N/A

**Section 9 (1) (d)**

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

N/A

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

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

N/A

**Sections 9 (1) (f)**

Reports prepared for the CDA by a consultant who was paid for preparing the report.

-Reports prepared by an Actuary for pension calculations

-Yearly Financial Reports

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

Reports prepared within the CDA 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.

N/A

**Section 9 (1) (h)**

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

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-The Audit Reports prepared by the Auditor General's Department

**Section 9 (1) (i)**

Reports containing (1) final plans or proposals for the re-organization of the functions of the CDA, (2) the establishment of a new policy, programme or project to be administered by the CDA, whether or not the plans or approvals are subject to approval by an officer of the CDA, another public authority, the responsible Minister of the CDA, or Cabinet.

N/A

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

Statements prepared within the CDA and containing policy directions for the drafting of legislation

N/A

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

Report of tests carried out within the CDA on a product for the purpose of purchasing equipment

N/A

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

Environmental impact statement prepared within the CDA

N/A

**Section 9 (1) (m)**

Valuations reports prepared for the CDA by a valuator.

- The CDA contains numerous valuation reports as prepared by valuers in the CDA's approved panel of valuers for the purpose of leasing land in the Chaguaramas region.
- These reports can be requested through the process mentioned hereinabove.