



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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162

VACANCY FOR THE OFFICE OF HUMAN RESOURCE OFFICER III (RANGE 58E) IN THE PUBLIC SERVICE

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Human Resource Officer III (Range 58E), in the Public Service.

Minimum Experience and Training Requirements:

Considerable (more than 4 and up to 8 years) experience in Human Resource Management such as may have been gained at the next lower level and training as evidence by the possession of a recognized degree or by having satisfied the requirements for entry into the administrative class; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An incumbent in this class is responsible for supervising the activities of subordinate officers engaged in the interpretation and implementation of human resource management policy in Human Resource Units within Ministries/Departments. Work involves planning, organising and supervising work assignments, reviewing and formulating recommendations; executing the more complex assignments independently; and representing the Ministry/Department at consultations and negotiations. Work is performed with initiative and independent judgement within a framework of established policies and procedures and is reviewed for conformity with policy and the achievement of objectives through analysis of reports and discussions.

Salary:

Range 58E: \$12,474—\$12,822/\$13,795 per month (2013).

A copy of the Job Specification can be accessed on the website of the Service Commissions Department at www.scd.org.tt.

Interested officers **must** submit their applications **ONLINE ONLY**, on or before but not later than 11th February, 2022 at 12:00 midnight local time.

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the **INSTRUCTIONS TO APPLICANTS** on the website of the Service Commissions Department at www.scd.org.tt.

Closing date for submission of online applications is the 11th February, 2022.

Should officers neglect to upload/provide copies of their relevant documents and evidence of their experience and training, as outlined in the online instructions to applicants, the Public Service Commission will be unable to determine their eligibility for the office and they will be deemed unsuitable.

C. HARRISON
Acting Director of Personnel Administration



NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED (iGovTT)

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
 THE UPDATED 2020 PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION TECHNOLOGY COMPANY LIMITED
**IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF
 THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA), the **National Information and Communication Technology Company Limited** (hereinafter referred to as **iGovTT**), is required by law to publish the following statements which list the documents and information available to the public.

THE FOIA GIVES MEMBERS OF THE PUBLIC:

1. A legal right for each person, corporation, association, public interest group or media to access information held by iGovTT save and except inter alia internal working documents, documents that may affect any legal proceedings and personal data;
2. A legal right for each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS:

Section 7 (1) (a) (i)
 Function and Structure of iGovTT

MISSION STATEMENT (Strategic Plan 2017 – 2020):

To implement superior ICT infrastructure, projects and programmes in alignment with the National ICT Plan.

VISION (Strategic Plan 2017 – 2020):

To be the premier ICT solution provider to GoRTT, enabling efficiency, increasing productivity and transforming the delivery of government services to the citizens of Trinidad and Tobago.

SCOPE OF BUSINESS:

iGovTT is a wholly owned State Enterprise which was incorporated on July 20, 2009 in accordance with the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago. The Company acts as the implementation arm of the Government of the Republic of Trinidad and Tobago (GoRTT) in the execution and administration of Government enterprise-wide information and communication technology (ICT) strategies and programmes. iGovTT designs, procures, project manages, implements and maintains enterprise-wide ICT solutions for GoRTT, as well as provides value-added ICT support services to Government Ministries, Departments, Divisions and Agencies. The Company is charged with the responsibility of maintaining the ftoconnect programme, which is a suite of six (6) alternative service delivery channels for Government to interface with Citizens. The objective of ftoconnect is to bring Government information closer to citizens and make public services significantly more convenient and accessible through the medium of ICT.

ORGANISATIONAL STRUCTURE

The Company is headed by a Board of Directors ("the Board") with responsibility for controlling the overall direction of the Company. The Board comprises nine (9) Directors:

- Charles A. Carter (Chairman)
- Kelly-Anne Amin
- Hans Des Vignes
- Chandrakali Maharaj
- Jiselle Renaud De Silva
- Dr. Stacy Richards-Kennedy
- Kurt G. Scotland
- Dr. Ken Sooknanan
- Kandys Trancoso

As of 30 October 2021, the Company employed one hundred and twenty-two (122) staff members. The organisational structure, comprising eleven (11) functional Units as overseen by the CEO and the Deputy CEO is illustrated below in **Figure 1**.

RESPONSIBILITY CENTRES:

Office of the Chief Executive Officer (CEO)

The CEO ensures the sustainable growth and relevance of the Company. The CEO has the overall responsibility for the efficient operation of all line functions and is accountable for strategic management. The CEO ensures that Board approved strategies, plans, policies and systems are implemented and that the Company is in compliance with all laws and regulations governing its operation. The CEO reports to the Board and ensures widespread collaboration with key stakeholders. The CEO directly oversees the Strategy and Risk Unit, responsible for driving strategy and risk management functions. The Strategy and Risk Team Lead reports directly to the CEO. The function is further supported by a Strategy and Risk Management Committee.

Office of the Deputy Chief Executive Officer (DCEO)

The DCEO supports and advises the CEO on the affairs of the Core units. The DCEO directly oversees the operations of the Company's core lines of business, comprising Consulting, Delivery, Operations, and ftoconnect.

DESCRIPTION OF UNITS

1. Internal Audit Unit

This Unit is responsible for independent risk-based audits on all of the Company's operational functions to ensure compliance with approved and published Company policies and processes and compliance with statutory requirements. The Internal Audit Unit reports functionally to the Audit Committee of the Board and administratively to the CEO of the Company. A representative of the Internal Audit Unit is also required to attend and participate in the meetings of the Audit Committee of the Board.

2. Legal Unit/Corporate Secretariat

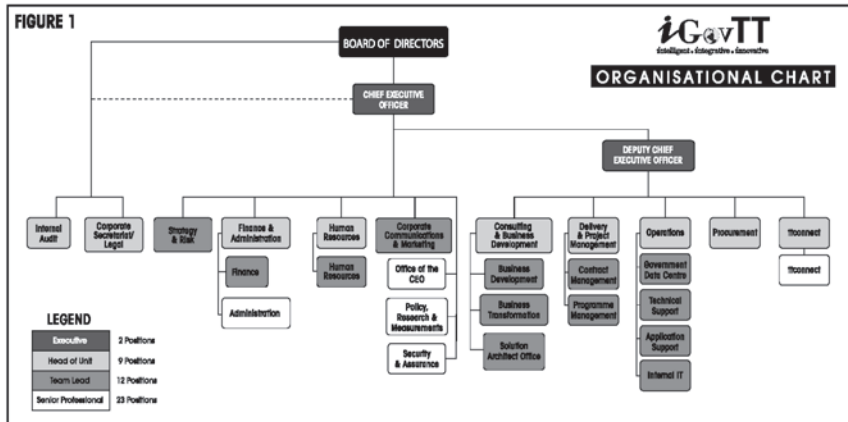
The Legal Unit/Corporate Secretariat is accountable to the Board through the Chairman for all matters relating to Corporate Governance, the Company's Corporate Secretarial duties and legal matters which concern the Board. In addition, the Legal function reports to the CEO for all Company related legal matters including the preparation and execution of contracts. The Unit serves as the secretariat for Board meetings and meetings of the committees of the Board.

3. Corporate Communications & Marketing Unit (CCM Unit)

The CCM Unit is responsible for strategic communications and marketing initiatives, as well as internal and external communication with stakeholders.

The CCM Unit is also responsible for:

- Managing iGovTT's corporate identity and developing corporate collateral such as brochures, annual reports, speeches and press releases;
- Managing the content and design for all iGovTT web-based platforms;
- Organizing and executing internal and external stakeholder events;
- Coordinating market research;
- Developing and implementing marketing strategies for iGovTT's products and services;
- Developing and implementing communication strategies and initiatives to support the Company's overall business objectives and goals; and
- Managing corporate brand and reputation.



UPDATED 2020 PUBLIC STATEMENT OF NATIONAL INFORMATION AND COMMUNICATION
TECHNOLOGY COMPANY LIMITED (iGovTT)—Continued

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
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4. Human Resources Unit (HR Unit)

The HR Unit is responsible for:

- Working with iGovTT's leadership and lines of business to plan and perform HR recruitment and selection (including performing HR research on competitive rewards and recognition systems);
- Developing, implementing and maintaining HR policies, procedures and process flows;
- Planning and organizing staff development programmes and training;
- Planning, implementing and maintaining a performance management system for iGovTT;
- Developing and implementing organisational development programmes; and
- Managing the employee relations and industrial relations functions of the Company.

A designated representative of the HR Unit is also required to attend and participate in the meetings of the Human Resources Committee of the Board.

5. Finance & Administration Unit

The Finance & Administration Unit comprises two (2) sub-teams; namely, the Finance Team and the Administration Team. A designated representative of the Finance and Administration Unit is also required to attend and participate in the meetings of the Finance Committee of the Board.

Finance Team

This team is responsible for:

- Leading the Company's budgetary process;
- Developing and maintaining a financial management framework (Payables, Receivables, General Ledger, Payroll, and Financial Reporting); and
- Financial reporting to the Board, Management, Corporation Sole and other Stakeholders.

Administration Team

This team is responsible for:

- Strategizing and operationalizing office management policies and procedures;
- Ensuring the development of facilities management and health and safety policies, standards and procedures;
- Providing oversight to the development and implementation of preventive maintenance schedules, upgrades and remodels, relocations and new renovations and related projects;
- Managing the provision of security, janitorial, hospitality and other ancillary services; and
- Providing oversight on compliance with OSHA regulations to promote, implement and maintain high standards of health and safety measures in all its operations.

6. Security & Assurance Unit

The Security & Assurance Unit monitors, measures and assesses risks and vulnerabilities associated with Government's information, ICT projects and ICT infrastructure assets. This Unit's main focus is to ensure that iGovTT and GoRTT's ICT assets are adequately protected from risk through policies, initiatives and programmes that seek to maintain the confidentiality, availability and integrity of information that is processed, stored and transported by GoRTT.

7. Consulting Unit

The Consulting Unit engages Ministries, Divisions and Agencies to ensure alignment with enterprise-wide ICT initiatives and provides strategic and advisory support for their ICT programmes and projects. Specific areas of consulting include ICT strategic planning, business process reengineering, change management, human capital development, ICT policy development and monitoring and evaluation. The Consulting Unit works closely with the Line Ministry to ensure consistency with the current holistic ICT policy framework as articulated by GoRTT.

This Unit is divided into four (4) teams:

- Business Development Team;
- Business Transformation Team;
- Policy, Research and Measurement Team; and
- Solutions Architect Office.

Business Development Team (BD)

The BD Team is responsible for co-ordination of the usage of Government's ICT assets by GoRTT Ministries Departments and Agencies while aligning to the overall iGovTT strategic objectives.

Business Transformation Team (BT)

The BT Team performs digital transformation to support Ministries, Departments and Agencies in the efficient realization of GoRTT's national strategy and vision.

Policy, Research & Measurement Team (PRM)

The Policy, Research and Measurement Team is responsible for ensuring the provision of evidence-based ICT policy, advisory and research services to the GoRTT. Additionally, the PRM Team is responsible for setting up measurement frameworks and developing metrics and key performance indicators (KPIs) related to ICT Usage at the national and government levels.

Solutions Architect Office Team (SAO)

The SAO sets the National ICT infrastructure, technology direction and standards. It drives programmes and projects for GoRTT in support of the goals of the National ICT Plan.

8. Delivery Unit

The Delivery Unit focuses on the successful implementation of ICT projects through the provision of Project Management and Contract Management Services and Procurement Management. The Programme Management Office (PMO) manages and drives the execution of projects by following a standard and proven Project Management Methodology. The Contract Management Office (CMO) negotiates, manages and executes all relevant ICT contractual arrangements and offers support in the ICT procurement process. The Procurement Unit manages the overall direction, coordination and evaluation of procurement for iGovTT.

Programme Management Office (PMO)

The PMO is responsible for:

- The successful implementation of programmes/projects undertaken by iGovTT within an approved timeframe and budget;
- Providing regular consultation services, progress reports and programme dashboards to programme/project stakeholders;
- Ensuring compliance with iGovTT's Project Management Methodology & Standards, and Government-wide ICT policies;
- Performing programme/project risk management and issue management; and
- Performing vendor management tasks including first line response to vendors as it relates to project execution.

Contract Management Office (CMO)

The CMO is responsible for:

- The provision of contract management services to various Ministries and Agencies;
- The management of all ICT contracts for the GoRTT.
- The maintaining records of contractual activities and issues;
- Client/supplier relationship management;
- In-contract negotiations;
- Risk management;
- Monitoring of contract deliverables; and
- Vendor performance measurement.

Procurement Unit

The Procurement Unit is responsible for:

- Managing the overall direction, coordination and evaluation of procurement for iGovTT;
- Managing the purchasing process within iGovTT by ensuring that all third party purchases are covered by purchase orders
- Implementing procurement strategies to maintain the security of supply and optimum value for money;
- Performing all procurement and contracting activities (in conjunction with the Contract Management Office of the Delivery Unit) including pre-qualification and tender management;
- Setting policies and guidelines for delivering a transparent, commercial and cost-effective procuring process for iGovTT; and
- Providing periodic reporting to the iGovTT Executive Management and the Board on procurement activities, controls and processes.

The Procurement Unit is also required to attend and participate in the meetings of the Tenders Committee of the Board.

9. Operations Unit

The Operations Unit comprises four (4) Teams namely the Government Data Centre, Technical Support Team, Application Support Team and Internal IT.

Government Data Centre (GDC)

The GDC team is responsible for:

- Managing the Government Wide Area Network (GovNet) which provides network connectivity and ICT services to GoRTT Ministries, Agencies and Departments for email, directory services, filtered internet and secured communications;
- Ensuring the design, setup, operation and maintenance of the Data Centre facilities and other hosting services according to relevant internationally recognized governance and service standards;
- Utilizing an International Standards-Compliant Operations Management Framework (ITIL) to facilitate day-to-day operations and activities such as system migration, backup & recovery, system monitoring and problem escalation.

Technical Support (TS)

The Technical Support team is responsible for:

- Managing the GoRTT Enterprise Software Contracts for productivity and endpoint security;
- Ensuring the proper installation, setup and maintenance of client's centralized applications and other desktop services according to relevant internationally recognized governance and service standards;
- Engaging in and facilitating research on new technologies and applications, and plans for capacity, growth and technology refresh for installed applications; and
- Provide approvals for the procurement of computer hardware and software to GoRTT agencies, in accordance with the Ministry of Finance Annual Call Circular which state that requests for computer equipment should be supported by the recommendation of iGovTT.

Application Support (AS)

The Application Support Team is responsible for:

- Managing the GoRTT Enterprise Portal (Itconnect Portal) solution and the Itconnect ID, as the single authentication service for accessing GoRTT eServices;
- Ensuring the design, setup, operation and maintenance of the GoRTT centralized applications and other business related application services according to relevant internationally recognized governance and service standards; and
- Engaging in and facilitating research on new technologies and applications, and planning for capacity growth and technology refresh for installed services and applications related to the Itconnect Portal.

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Internal IT

The Internal IT Team is responsible for the Internal ICT and information systems of iGovTT. This includes:

- Managing vendors and suppliers of IT goods and services to ensure quality and value of services;
- Managing the transition of IT services to minimize the impact on business processes;
- Developing and maintaining policies, procedures and guidelines governing the use of ICT tools and information systems within the Company;
- Ensuring compliance of iGovTT with the approved IT standards and legislation;
- Planning for and maintaining systems to mitigate against the loss of corporate information in the event of infrastructure failure or disaster; and
- Providing operational support to Company stakeholders in their use of ICTs.

10. tconnect Unit

The tconnect Unit is responsible for:

- Operating under the brand of "tconnect" to provide a one-stop shop for the public to access public services. This Unit focuses on operationalizing the public interfaces and delivers customer-facing information and services to citizens and businesses on behalf of its clients (such as Government Entities, Non-Government Organizations and Commercial Merchants where feasible);
- Operating multiple delivery channels namely the Service Centres and Express Bus to deliver public services while the Portal, Mobile Portal, Kiosks and Hotline provide information on Government services;
- Working with the BD team to expand its current client base of Government entities and the services they provide to the public via tconnect's multiple channels as appropriate;

EFFECTS OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC:

The Company's operating policies and procedures are developed in accordance with the rules and guidelines established by the State Enterprises Performance Monitoring Manual (SEPM) and relevant Laws and Regulations as well as national policies. The scope of iGovTT's operations focuses on the support of digital transformation/Public Sector transformation through the adoption and implementation of ICT solutions. These transformation solutions are aimed at either improving the effectiveness of the respective Ministries, Departments or Agencies (MDAs); implementing platform solutions that could be shared by multiple organisations, reducing duplicate expenditure and capitalising on economies of scale through shared platforms; or in the delivery of citizen centric government services through the tconnect forward facing citizen interface solutions and services to especially to underserved areas. Each of these types of solutions are aimed at reducing government expenditure, ensuring compliance with legislation, regulations and policies while enabling a more effective government service and increasing the reach of government services to the citizens through digital and online media to increase the ease of doing business with government. Since iGovTT's target stakeholders are the MDAs, through the company's Business Development Team focus is placed on direct engagements or through established forums such as the Government IT Leadership and Advisory Council (GILAC) to address their specific needs; the company relies on their sector expertise to guide the system requirements. As a result, in the matter of operating policies and procedures, the Company does not hold public consultations.

Section 7 (1) (a) (II)

Categories of Documents in the possession of iGovTT:

- Files regarding administrative support and general administrative documents for the operations of the Company;
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, disciplinary letters, resignations, deaths, retirement, leave, vacation, etc.;
- Files pertaining to the accounting and financial management function of the Company;
- Financial records (cheques, vouchers, receipts, journals, and so on);
- Files relating to the procurement of supplies, services and equipment and other technical requests from MDAs.
- Informational material;
- Policy and procedure documents;
- Internal and external correspondence files;
- Client files;
- Contract Administration files;
- Legislation and legal instruments;
- Legal opinions and related matters;
- Minutes/Agendas of meetings;
- Files pertaining to the Board of Directors including but limited to Integrity Commission submissions and Conflict of Interest Declarations;
- Files pertaining to training – local and foreign and technical co-operation;
- Files pertaining to circular notes, memoranda, notices, bulletins and so on;
- Reports regarding consultants, technical cooperation, corporate, accidents etc.;
- Files pertaining to official functions, conferences and events hosted and attended by the Company;
- Inventories;
- Periodicals;
- Customers complaints/suggestion files;
- Registers/certificates;
- tconnect performance reports;
- tconnect customer interaction reports;
- Portal and GovNetTT performance reports; and
- Other stakeholder reports including Administrative Reports

Section 7 (1) (a) (III)

Material prepared for publication or inspection.

Education and Informational Material:

- iGovTT Company Brochure - 2013;
- Press Release on the tconnect Express;
- Mobile winning CANTO Project of the Year 2010 - August, 2010;
- tconnect Services Brochure.
- iGovTT – Providing Public Sector ICT Solutions;
- GovNetTT – The Platform for Connected Government;
- iGovTT Annual Reports for the financial years ended 2011 – 2020;
- Customer Satisfaction Survey Report (2011, 2012, 2014, 2016, 2017, 2018 and 2019);
- ICT Business & Innovation Symposium documents 2012, 2014 and 2018;
- Microsoft Home Use Program-Software Download Instructions (for Government Employees);
- Microsoft Home Use Program Microsoft Office Professional Installation Guide (for Government Employees);
- Planning Your Career in ICT flyer (for Returning Scholars); and
- The National ICT Plan 2014 to 2018 (smarTT).
- The draft National ICT Plan 2017 – 2021 (Fastforward II)
- National ICT Plan 2018 – 2022 (ICT Blueprint)

In addition to the details in Section 7 (1) (a) (viii) below, the abovementioned documents are also available viewing via iGovTT's website at www.igovtt.tt or GoRTT's Open Data website at www.data.gov.tt. More information on Digitising Government can also be found at <https://bit.ly/2RKM0RH>.

Section 7 (1) (a) (iv)

Literature available by subscription

The Company does not publish material to which members of the public may subscribe. However, members of the public may wish to subscribe to iGovTT's social media pages:

Facebook: www.facebook.com/igovtt

Twitter: @igovtt

Instagram: www.instagram.com/igovtt

LinkedIn: <https://tt.linkedin.com/company/igovtt>

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from iGovTT.

HOW TO REQUEST INFORMATION

General Procedure

iGovTT's policy is to answer all written requests for information. In order to utilize the rights granted under the Freedom of Information Act (FOIA) (for example the right to challenge a decision if a request for information is refused) the request must be made in writing. The applicant must therefore, complete the appropriate form entitled **Request for Access to Official Documents**, for information that is not readily available to the public. These forms can be obtained from the receptionist at iGovTT's Head Office, Lord Harris Court, No. 52 Pembroke Street, Port of Spain or online at www.foia.gov.tt.

• Addressing Requests

To facilitate prompt handling of your request, please address your correspondence to **The Designated Officer of National Information and Communication Technology Company Limited**.

(See Section 7 (1) (a) (vi) for further details)

• 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 the applicant is unsure of how to write a request or what details should be included, communication should be initiated with the **Designated Officer** who will then provide guidance and direction.

Requests not handled under the FOIA

A request under the FOIA will not be processed if it asks for information which is readily available to the public, either from iGovTT or from another public authority, for example, brochures, pamphlets, reports including online publications.

Responding to your Request

• Retrieving Documents

iGovTT is required to furnish copies of documents only when they are in the Company's possession or if they can be retrieved from storage. iGovTT will also access information stored in the National Archives or another storage center in order to process requests.

• Furnishing Documents

An applicant is entitled to copies of documents that iGovTT has in its possession or documents that are published under the organisation's custody or power. iGovTT is required to furnish at least one copy of a document. If a legible copy cannot be located, iGovTT may not attempt to reconstruct the document. Instead, the best copy possible will be furnished and iGovTT will inform the applicant via official correspondence.

Please note that iGovTT is not compelled to do the following:

- (a) Create new documents.
- (b) Perform research on behalf of the applicant.

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Time Limits**• General**

The FOIA sets a time limit of thirty (30) days for determination of requests for access to documents. If an organisation fails to meet this deadline, the FOIA grants the applicant the right to proceed as though the request has been denied. In this regard, iGovTT will be diligent in complying as closely as possible with the time limit. If processing of the request seems to be stretching beyond the statutory limit, iGovTT will advise the applicant of the delay. It is important to note that requests may sometimes be incorrectly addressed or misdirected. Consequently, applicants are welcome to call or write to iGovTT to confirm that the request was received and to ascertain its status.

• Time Allowed

iGovTT will determine whether requests for access to information will be granted within the statutory timeframe "as soon as practicable but no later than thirty (30) calendar days" as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Section 7 (1) (a) (vi)**Officers in iGovTT responsible for:**

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Requests for access to documents under Section 13;
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer is:
Corporate Secretary/Head, Legal
Level 1, Lord Harris Court
52 Pembroke Street
Port of Spain
Tel: (868) 627-5600 Ext. 3329
Fax: (868) 624-8001
E-mail: FOIAOfficer1@igovtt.tt

The Alternate Officer is:
Chief Executive Officer
Level 3, Lord Harris Court
52 Pembroke Street
Port of Spain
Tel: (868) 627-5600 Ext. 3301
Fax: (868) 624-8001
E-mail: FOIAOfficer2@igovtt.tt

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

This section is not applicable at this time

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

The Company provides a room and suitable space for the inspection of documents and persons will also be able to obtain copies of specific material which will be made available between the hours of 8 a.m. – 4 p.m. on normal working days at the National Information and Communication Technology Company Limited, Ground Floor, Lord Harris Court, 52 Pembroke Street, Port of Spain.

Policy of iGovTT for provision of copies of documents

A fee of fifty (50) cents per page will be incurred for photocopies. However, a fee of twenty-five (25) cents per page will be charged if applicants provide their own paper.

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

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

This section is not applicable at this time.

Section 8 (1) (a) (ii)

Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside the National Information and Communication Technology Company Limited, or similar documents containing rules, policies, guidelines, practices or precedents.

The Company produced the following documents for public access:

- Procurement Rules and Procedures - September, 2009
- Itconnect Customer Service Charter
- iGovTT – 2010 – 2019 Annual Reports
- GovNetT – The Platform for Connected Government;
- iGovTT – Providing Public Sector ICT Solutions; and
- Procurement Rules and Procedures - September, 2015.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

This section is not applicable at this time.

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

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

This section is not applicable at this time.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside iGovTT by or under a written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister.

- State Enterprises Performance Monitoring Manual, July 2011.
- A Guide to the 1999 Freedom of Information Act Chapter 22:02, 2011.

Section 9 (1) (c)

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

This section is not applicable at this time.

Section 9 (1) (d)

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

This section is not applicable at this time.

Section 9 (1) (e)

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

Please refer to **Section 9 (1) (f)** below.

Section 9 (1) (f)

A report prepared, and paid for by iGovTT, by a Consultant who was paid for preparing the report.

- Procurement Reports;
- Requirements Study Report for e-Birth Certificate application - March, 2010;
- Requirements Study Report for Population Registry - March, 2010;
- Project plan for Fastforward Stock Take;
- iGovTT structure and design SWOT analysis report - December, 2009;
- Compensation Benchmark Report;
- Recruitment Reports;
- Report assessing the Business and Financial implications to support the National Broadband Implementation Plan for Trinidad and Tobago and analyzing the estimated Capital and Recurring Costs associated with the implementation of the initiatives under the National Broadband Implementation Plan;
- Job Evaluation Report;
- Perception and Needs Analysis Report; and
- Report on Itconnect Mystery Shopper Experience.

Section 9 (1) (g)

A report prepared within iGovTT 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.

No such documentation has been formulated by iGovTT for disclosure to members of the public.

Section 9 (1) (h)

A report on the performance or efficiency of iGovTT, or of an office, division or branch of iGovTT, whether the report is of a general nature or concerns a particular policy, programme or project administered by iGovTT. This section is not applicable at this time.

Section 9 (1) (i)

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

Reports and Policies approved by the Board:

- Accounts Receivables Policy
- Anti-Fraud Policy
- Asset Management Policy
- Alternative Workplace Arrangement Policy
- Banking Policy
- Board and Executive Overseas Travel Policy
- Board and Executive Local Travel Policy
- Board Governance and Protocol Policy
- Borrowing Policy
- Cash Management Policy
- Code of Compliance Policy
- Corporate Credit Card Policy
- Corporate Social Responsibility Policy
- Contract Management Policy
- Consulting Policy
- Delegation of Authority Policy
- Emergency Leave Policy
- Enterprise Security Policy
- Empanelment of Attorneys Policy
- Extended Sick Leave Policy
- Finance and Accounting Policy Manual
- Fixed Asset Policy
- Human Resources Policy Manual
- Addendum to the Human Resources Policy Manual- Extra Duty
- Allowance provision
- Addendum to the Human Resources Policy Manual – Payment of
- Pro-Rated Gratuity provision
- Internal Audit Policy
- IT Policy Manual
- Key Management Policy
- Mobile Phone Policy
- Non-Executive Local Travel Policy
- Non-Executive Overseas Travel Policy
- Occupational Health & Safety Policy
- Petty Cash Policy
- Procurement Policy
- Procurement Procedures
- Project Management Policy
- Revenue and Subvention Policy
- Supplier Code of Conduct Policy
- Supplier Pre-qualification and Registration Procedures
- Itconnect Customer Service Code, Standards and Practice
- Itconnect Policy Manual
- Whistle Blowing Policy

Section 9 (1) (j)

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

This section is not applicable at this time.

Section 9 (1) (k)

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

This section is not applicable at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the iGovTT.

This section is not applicable at this time.

Section 9 (1) (m)

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

- Valuation Report on property located at Lord Harris Court, 52 Pembroke Street, Port of Spain.

Submitted October, 2021

**MINISTRY OF NATIONAL SECURITY
REPUBLIC OF TRINIDAD AND TOBAGO**

PUBLIC NOTICE

THE under mentioned persons (including their Legal Personal Representatives) who may still be in possession of Government Cheques issued to them during the period 1st October, 2020 to 30th September, 2021 by the Ministry of National Security, Accounting Unit 07.

- General Administration
- Fire Service
- Prison Service
- Immigration Division/Immigration Detention Centre
- Office of Disaster Preparedness and Management (O.D.P.M)
- Cadet Force
- Programme Management Unit
- Life Guard Services
- Forensic Science Centre
- Probation

Are hereby informed that Cheques would become void, if not encashed by 27th March, 2022, following which the Void Cheques must be returned to the General Administration Department for processing if they are to become payable.

Please note that Cheques appearing on the list could have been encashed, but not yet returned to the General Administration Department.

1st February, 2022

B. BAIN
*for Permanent Secretary
Ministry of National Security*

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**MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021**

HEAD 20- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
ST CHARLES PARISH CREDIT UNION	P00600892	3/31/2021
JOSHUA PHILLIPS	P00601780	4/12/2021
ST CHARLES PARISH CREDIT UNION	P00602158	4/30/2021
ST CHARLES PARISH CREDIT UNION	P00603106	5/28/2021
ST CHARLES PARISH CREDIT UNION	P00604240	6/30/2021
ST CHARLES PARISH CREDIT UNION	P00605697	7/30/2021
ST CHARLES PARISH CREDIT UNION	P00608138	8/30/2021
ST CHARLES PARISH CREDIT UNION	P00611249	9/27/2021

MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
ROGER GASPARD	P00595102	21/10/2020
COMMISSIONER OF PRISONS	P00595221	29/10/2020
IMM SPORTS & CULTURE CLUB	P00595244	29/10/2020
SECRETARY POLICE SPORTS CLUB	P00595286	29/10/2020
ANTHONY RAMSAHAI	P00595949	16/11/2020
ROGER GASPARD	P00596030	24/11/2020
COMMISSIONER OF PRISONS	P00596277	27/11/2020
IMM SPORTS & CULTURE CLUB	P00596300	27/11/2020
INSTITUTE OF FIRE ENGINEER T&T	P00596302	27/11/2020
SENIOR MAGISTRATE ST GEO W POS	P00596336	27/11/2020
ROGER GASPARD	P00596899	10/12/2020
CARIBBEAN AIRLINES LTD	P00596911	11/12/2020
H H SUPPLIES LIMITED	P00597019	17/12/2020
ARTHUR HILLIERE	P00597118	18/12/2020
ROGER GASPARD	P00597170	21/12/2020
NIGEL STODDARD	P00597178	21/12/2020
COMMISSIONER OF PRISONS	P00597225	21/12/2020
IMM SPORTS & CULTURE CLUB	P00597248	21/12/2020
INLAND REVENUE SPORTS CLUB	P00597249	21/12/2020
FIRE SERVICES CREDIT UNION	P00597468	24/12/2020
ROGER GASPARD	P00597604	05/01/2021
VIKASH HARRILAL	P00598027	25/01/2021
COMMISSIONER OF PRISONS	P00598177	25/01/2021
IMM SPORTS & CULTURE CLUB	P00598200	25/01/2021
INSTITUTE OF FIRE ENGINEER T&T	P00598202	25/01/2021
ROGER GASPARD	P00598794	03/02/2021
NIGEL STODDARD	P00598798	03/02/2021
GARVIN PETTIER	P00598800	03/02/2021
VIKASH HARRILAL	P00599403	25/02/2021
COMMISSIONER OF PRISONS	P00599436	25/02/2021
IMM SPORTS & CULTURE CLUB	P00599459	25/02/2021
INSTITUTE OF FIRE ENGINEER T&T	P00599461	25/02/2021
YU YU HUI	P00599605	23/02/2021
ROGER GASPARD	P00599913	02/03/2021
LOURDES CHIRINO	P00600091	08/03/2021
ROGER GASPARD	P00600614	16/03/2021
ROGER GASPARD	P00600698	16/03/2021
VIKASH HARRILAL	P00600950	29/03/2021

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MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
CHAGUANAS CU CO-OP SOC LTD	P00600980	29/03/2021
COMMISSIONER OF PRISONS	P00600987	29/03/2021
IMM SPORTS & CULTURE CLUB	P00601010	29/03/2021
COMMISSIONER OF PRISONS	P00601652	07/04/2021
GORDON'S INVESTMENTS LIMITED	P00601707	08/04/2021
AIRPORT'S AUTH EMPL CR UNION	P00602202	29/04/2021
COMMISSIONER OF PRISONS	P00602226	29/04/2021
IMM SPORTS & CULTURE CLUB	P00602249	29/04/2021
ROGER GASPARD	P00602738	11/05/2021
ROGER GASPARD	P00602758	11/05/2021
EARLENE BAHADOORSINGH	P00602923	18/05/2021
JEZELLE CHARLES	P00602936	18/05/2021
CORELLE FURLONGE	P00603052	27/05/2021
COMMISSIONER OF PRISONS	P00603186	27/05/2021
IMM SPORTS & CULTURE CLUB	P00603209	27/05/2021
ROGER GASPARD	P00603275	25/05/2021
COMMISSIONER OF PRISONS	P00604291	29/06/2021
IMM SPORTS & CULTURE CLUB	P00604314	29/06/2021
DENISE R. ABLACK	P00605032	09/07/2021
GISELLE HALL	P00605147	12/07/2021
ASSLSTORE	P00605215	12/07/2021
NEVILLE WINT	P00605251	13/07/2021
RICARDO PRESCOTT	P00605256	13/07/2021
MAGNON HOWARD	P00605259	13/07/2021
ROXANNE WILLIAMS	P00605344	13/07/2021
KINDA RODRIGUEZ	P00605368	13/07/2021
GORDON'S INVESTMENTS LIMITED	P00605425	14/07/2021
RAMDAI GOSINE	P00605532	19/07/2021
COMMISSIONER OF PRISONS	P00605745	29/07/2021
IMM SPORTS & CULTURE CLUB	P00605768	29/07/2021
LADY G'S CARIBBEAN CUISINE	P00605853	26/07/2021
PORT AUTHORITY OF TRINIDAD & TOBAGO	P00605933	27/07/2021
GORDON'S INVESTMENTS LIMITED	P00606134	29/07/2021
GORDON'S INVESTMENTS LIMITED	P00606217	03/08/2021
AMELIA RAMKISSOON	P00606232	03/08/2021
CYNTHIA CAGAN	P00606267	03/08/2021
GISELLE HALL	P00606284	03/08/2021
PIRANHA INTERNATIONAL LTD.	P00606288	04/08/2021
STACY-ANN JULIEN	P00606290	04/08/2021
DANIELLE PESNELL	P00606291	04/08/2021
JULIAN BONALDO	P00606299	04/08/2021
GISELLE HALL	P00606719	10/08/2021
GISELLE HALL	P00606720	10/08/2021
BLUE WATERS PRODUCTS LIMITED	P00607109	16/08/2021
MARCIA TAPPIN-BOXILL	P00607120	17/08/2021
BEVON CADOGAN	P00607183	17/08/2021
CAROL PERSAD	P00607194	17/08/2021

MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
KAREN D. BOOCHOON-SINGH	P00607259	17/08/2021
GISELLE HALL	P00607284	17/08/2021
VINODH MAHARAJ	P00607316	17/08/2021
AMELIA RAMKISSOON	P00607333	17/08/2021
AMELIA RAMKISSOON	P00607357	17/08/2021
SUSAN GANGA-ALI	P00607417	17/08/2021
SUSAN GANGA-ALI	P00607418	17/08/2021
AMELIA RAMKISSOON	P00607429	17/08/2021
ROGER GASPARD	P00607557	18/08/2021
GARY GRIFFITH	P00607558	18/08/2021
KATHY ANN YEARWOOD-MATTHEWS	P00607562	18/08/2021
BOBBY ANDREWS	P00607565	18/08/2021
DENISE ABLACK	P00607668	19/08/2021
VINODH MAHARAJ	P00607889	24/08/2021
TRISTINE FORDE	P00607953	24/08/2021
SANDRA PINGAL	P00608038	25/08/2021
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO	P00608080	25/08/2021
VINODH MAHARAJ	P00608243	26/08/2021
JOAN RAJACK-AGGE	P00608309	26/08/2021
ASHA LATCHMAN-RAMKISSOON	P00608311	26/08/2021
AIRPORT'S AUTH EMPL CR UNION	P00608333	27/08/2021
COMMISSIONER OF PRISONS	P00608353	27/08/2021
FIRE SERVICES OFFICERS MESS	P00608372	27/08/2021
IMM SPORTS & CULTURE CLUB	P00608376	27/08/2021
SERVICE COMM SPORTS CLUB	P00608409	27/08/2021
STOR-IT	P00608443	27/08/2021
GISELLE HALL	P00608467	30/08/2021
PORT AUTHORITY OF TRINIDAD & TOBAGO	P00608523	30/08/2021
VINODH MAHARAJ	P00608558	01/09/2021
VENTURE CREDIT UNION	P00608606	03/09/2021
CHANTEL SAMAROO-PALADEE	P00608691	03/09/2021
WATER AND SEWERAGE AUTHORITY OF TRINIDAD AND TOBAGO	P00608763	03/09/2021
SPERO PSYCHOLOGICAL SERVICES	P00608792	03/09/2021
MEMORY BANK COMPUTERS LTD	P00608843	03/09/2021
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	P00608951	03/09/2021
STERLING SERVICE (BATTOO BROS) LTD.	P00608957	03/09/2021
GISELLE HALL	P00609025	03/09/2021
COLUMBUS COMMUNICATIONS TRINIDAD LIMITED	P00609033	06/09/2021
VINODH MAHARAJ	P00609080	06/09/2021
GERMALDA SALANDY	P00609108	06/09/2021
GISELLE HALL	P00609146	06/09/2021
ASTRA SEUSANKAR-KHAN	P00609175	07/09/2021
AMELIA RAMKISSOON	P00609215	07/09/2021
VINODH MAHARAJ	P00609267	07/09/2021
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	P00609379	08/09/2021
GORDON'S INVESTMENTS LIMITED	P00609389	07/09/2021

MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
JASELON PHILIPS	P00609434	08/09/2021
VINODH MAHARAJ	P00609508	08/09/2021
SANDRA PINGAL	P00609540	08/09/2021
TERRENCE RAMRATTAN	P00609546	08/09/2021
GISELLE HALL	P00609666	09/09/2021
TERRENCE RAMRATTAN	P00609730	10/09/2021
SHARMILA KISTOW	P00609899	10/09/2021
ROGER GASPARD	P00609958	14/09/2021
MICHELLE PIERRE	P00609960	14/09/2021
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	P00610105	14/09/2021
GORDON'S INVESTMENTS LIMITED	P00610163	14/09/2021
ROUGH TY RAMPERSAD	P00610238	15/09/2021
CLIFFORD RAMPERSAD	P00610359	15/09/2021
ADRIAN RAMSINGH	P00610374	15/09/2021
MARIA ENIKA RAMNATH	P00610447	16/09/2021
WINSTON RUDDER	P00610451	16/09/2021
DELIA JOSEPH	P00610452	16/09/2021
PIRANHA INTERNATIONAL LTD	P00610551	17/09/2021
AIRPORT'S AUTH EMPL CR UNION	P00610570	23/09/2021
COMMISSIONER OF PRISONS	P00610590	23/09/2021
FIRE SERVICE ASSOC 1ST DIVISION	P00610603	23/09/2021
FIRE SERVICE SPORTS CLUB	P00610607	23/09/2021
FIRE SERVICES OFFICERS MESS	P00610609	23/09/2021
IMM SPORTS & CULTURE CLUB	P00610613	23/09/2021
INSTITUTE OF FIRE ENGINEER T&T	P00610615	23/09/2021
SERVICE COMM SPORTS CLUB	P00610653	23/09/2021
KHRISTIAN DE SILVA	P00610743	20/09/2021
JEMINI ARJOON	P00610794	20/09/2021
BEST CHOICE	P00610810	20/09/2021
LAURENCE SOOKRAM	P00610824	20/09/2021
COLUMBUS COMMUNICATIONS TRINIDAD LIMITED	P00611019	20/09/2021
CARIBBEAN AIRLINES LIMITED	P00611023	20/09/2021
SUNBRIGHT TOP QUALITY DISTRIBUTORS	P00611024	20/09/2021
JASON GERALD	P00611037	20/09/2021
JEROME RAMDULAR	P00611047	21/09/2021
LIESEL A JAMES	P00611064	21/09/2021
VINODH MAHARAJ	P00611072	21/09/2021
KAREN D. BOOCHOON-SINGH	P00611116	21/09/2021
DAYNA DOOKRAN	P00611125	21/09/2021
PRISCA ST. JOHN-MARCHAN	P00611152	21/09/2021
RINATHA MOHAN	P00611153	21/09/2021
ANGELA DEONARINE	P00611160	21/09/2021
VITRA RAMKISSOON	P00611162	21/09/2021
CLYDE LOCHAN	P00611167	21/09/2021
BOBBY ANDREWS	P00611301	22/09/2021
JOHN ABOUD	P00611304	22/09/2021
ROGER GASPARD	P00611305	22/09/2021

MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
GARY GRIFFITH	P00611306	22/09/2021
BOBBY ANDREWS	P00611317	22/09/2021
JOHN ABOUD	P00611320	22/09/2021
ROGER GASPARD	P00611324	22/09/2021
MARTHA NORDA EDELLE LPR OFFITZALBERT VICTOR	P00611385	22/09/2021
BEST CHOICE	P00611390	22/09/2021
LIFETIME ROOFING LTD	P00611400	22/09/2021
GERMALDA SALANDY	P00611425	22/09/2021
A. MOSES & SONS LIMITED	P00611441	22/09/2021
RIA RAMKISSOON-LALL	P00611455	22/09/2021
TERRENCE RAMRATTAN	P00611458	22/09/2021
TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO LIMITED	P00611583	23/09/2021
SHERRY-ANN LEADER	P00611619	23/09/2021
CECELIA BRUCE	P00611679	23/09/2021
JASMIN S. ALI	P00611707	23/09/2021
MEGABRITE INDUSTRIES LTD	P00611714	27/09/2021
EBONY PHILLIPS	P00611743	27/09/2021
MAURICE NEWALLO-SINGH	P00611744	27/09/2021
MAGNON HOWARD	P00611745	27/09/2021
TRICIA FREDERICK	P00611746	27/09/2021
DWAYNE GREENAWAY	P00611747	27/09/2021
JILLIAN DE VERTEUIL	P00611748	27/09/2021
PATRICE JAMES	P00611749	27/09/2021
TROY POWDER	P00611750	27/09/2021
AUXILIARY OFFICER'S FUND	P00611754	27/09/2021
KRISHENDATH JUTERAM	P00611762	27/09/2021
KADYV MOHAMMED	P00611772	27/09/2021
TERRENCE RAMRATTAN	P00611799	27/09/2021
CARIBBEAN AIRLINES LIMITED	P00611811	27/09/2021
PETRONELLA THOMAS	P00611826	27/09/2021
SHERRY-ANN LEADER	P00611868	27/09/2021
SUNBRIGHT TOP QUALITY DISTRIBUTORS	P00611893	27/09/2021
MURIEL MATAMORO-SUBERO	P00611902	27/09/2021
MICRO FAST INTERNATIONAL LTD	P00611942	27/09/2021
BEST CHOICE	P00611963	27/09/2021
SUNBRIGHT TOP QUALITY DISTRIBUTORS	P00611965	27/09/2021
SUNBRIGHT TOP QUALITY DISTRIBUTORS	P00611966	27/09/2021
BEST CHOICE	P00611968	27/09/2021
SHERRY-ANN LEADER	P00611983	27/09/2021
CINDY BAJNATH	P00611997	27/09/2021
DAVID'S TRADING LIMITED	P00612028	27/09/2021
VASHA'S FOODS LIMITED	P00612034	27/09/2021
AUXILIARY OFFICER'S FUND	P00612044	27/09/2021
RAVEEN FOOD DISTRIBUTORS	P00612049	27/09/2021
AMELIA RAMKISSOON	P00612062	27/09/2021
MARVIN RAYMOND	P00612087	27/09/2021
AMELIA RAMKISSOON	P00612094	27/09/2021

MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
NORTH PLANT LPG CO-OPERATIVESOCIETY LTD.	P00612138	28/09/2021
SUNBRIGHT TOP QUALITY DISTRIBUTORS	P00612141	28/09/2021
DASS ENTERPRISES	P00612149	28/09/2021
MASSY MOTORS LTD	P00612155	28/09/2021
AMELIA RAMKISSOON	P00612241	28/09/2021
SANDRA PINGAL	P00612250	28/09/2021
RHONDA POON	P00612251	28/09/2021
RIA RAMKISSOON-LALL	P00612307	28/09/2021
SUSAN GANGA-ALI	P00612331	28/09/2021
KAREN HODGE TORREL	P00612336	28/09/2021
RAMDAI GOSINE	P00612352	28/09/2021
MICON MARKETING LIMITED	P00612360	28/09/2021
CHARLENE CHARLES-STOUTE	P00612414	28/09/2021
RAVEEN FOOD DISTRIBUTORS	P00612421	28/09/2021
REGIS CARUTH	P00612424	28/09/2021
KELVIN KOWLESSAR	P00612459	28/09/2021
CREWSINN LIMITED	P00612548	29/09/2021
JOHN CECIL ROGERS	P00612575	29/09/2021
PODS MARKETING MIX LTD	P00612577	29/09/2021
FT FARFAN LTD	P00612579	29/09/2021
DIRECT ACTION MEDICAL TEAM LIMITED	P00612580	29/09/2021
MASSY MOTORS LTD	P00612673	29/09/2021
RAVEEN FOOD DISTRIBUTORS	P00612692	29/09/2021
HOLLIS ADAMS	P00612694	29/09/2021
ALVIN GRANT	P00612703	29/09/2021
ASTRA SEUSANKAR-KHAN	P00612704	29/09/2021
KAREN HODGE TORREL	P00612715	29/09/2021
CAROL PERSAD	P00612727	29/09/2021
PBS TECHNOLOGIES (TRINIDAD) LIMITED	P00612735	29/09/2021
KAREN HODGE TORREL	P00612748	29/09/2021
LIESEL A. JAMES	P00612749	29/09/2021
CMR & COMPANY LTD	P00612783	29/09/2021
OFFICE AUTHORITY LTD- TRINPAD DIVISION	P00612784	29/09/2021
MARIA ENIKA RAMNATH	P00612798	29/09/2021
YU YU HUI	P00612803	29/09/2021
TELECOMMUNICATIONS SERVICES OFTRINIDAD AND TOBAGO LIMITED	P00612837	29/09/2021
DANIEL WEEKES	P00612838	29/09/2021
NERLENE HACKSHAW	P00612858	29/09/2021
PORT AUTHORITY OFTRINIDAD AND TOBAGO	P00612871	29/09/2021
RACHAEL GOSEIN	P00612875	29/09/2021
MONSTER MEDIA GROUP LTD	P00612945	30/09/2021
THEODORA THORNE-MONSEGUE	P00612947	30/09/2021
CUTHBERT HISLOP	P00612948	30/09/2021
KATHY ANN GODDARD	P00612950	30/09/2021
CAMILLE BARTHOLOMEW	P00612951	30/09/2021
CHANDERAKER BAHAW	P00612960	30/09/2021
FELIX WILLIAMS	P00612961	30/09/2021

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MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
SUBASH KISTOW	P00612962	30/09/2021
MICHELLE PIERRE	P00612970	30/09/2021
URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED	P00612971	30/09/2021
HYDRAULIC COMPONENTS LTD	P00612989	30/09/2021
ETRONIX SERVICES	P00612993	30/09/2021
BG'S HOTEL EQUIPMENT MAINTENANCE AND GENERAL SERVICES	P00612995	30/09/2021
LESAR GENERAL CONTRACTORS LIMITED	P00612996	30/09/2021
THE CARD LOFT LTD.	P00613001	30/09/2021
NORTH PLANT LPG CO-OPERATIVE SOCIETY LTD	P00613063	30/09/2021
AE TACTICAL	P00613073	30/09/2021
VEE'S ENTERPRISES LIMITED	P00613087	30/09/2021
SURVIVAL SYSTEMS LIMITED	P00613090	30/09/2021
THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED	P00613093	30/09/2021
ST. LOUIS ENTERPRISES LTD. -GOLDEN THISTLE HOTEL	P00613143	30/09/2021
KERRON JONES	P00613149	30/09/2021
BLUE WATERS PRODUCTS LIMITED	P00613162	30/09/2021
DOLLY & ASSOCIATES LIMITED	P00613192	30/09/2021
COLLINSHA DAVIS	P00613199	30/09/2021
KENNETH FORRESTER	P00613200	30/09/2021
SHOLA MCPHERSON-LETT	P00613251	30/09/2021
DAYNA DOOKRAN	P00613299	30/09/2021
JONNY JOSEPH	P00613301	30/09/2021
TERRENCE RAMRATTAN	P00613360	30/09/2021
INDRA RAMROOP	P00613362	30/09/2021
MAJA LA KAI LTD	P00613365	30/09/2021
FORWARD INDUSTRIES LIMITED	P00613372	30/09/2021
MEMORY BANK COMPUTERS LTD	P00613376	30/09/2021
MEMORY BANK COMPUTERS LTD	P00613377	30/09/2021
SEAN CLARKE	P00613383	30/09/2021
CARLOS FRITZ	P00613396	30/09/2021
EDWIN PRIMUS	P00613429	30/09/2021
KEITH HERCULES	P00613445	30/09/2021
SANDRA PINGAL	P00613460	30/09/2021
KALLIPERSAD SAMAROO	P00613468	30/09/2021
BRIAN ARMSTRONG	P00613470	30/09/2021
VICTOR COOMBS	P00613472	30/09/2021
SEEMUNGAL DASS	P00613473	30/09/2021
RANDALL ROBERTS	P00613475	30/09/2021
ANDRE MARSON	P00613476	30/09/2021
OBA GULSTON	P00613479	30/09/2021
ALTERNATIVE CONCEPT ENGINEERING SOLUTIONS LTD	P00613503	30/09/2021
OFFICE AUTHORITY LTD - TRINIDAD DIVISION	P00613504	30/09/2021
FORWARD INDUSTRIES LIMITED	P00613505	30/09/2021
VERY EXCITING THINGS LTD.	P00613506	30/09/2021
TRI-STAR GARMENTS LTD	P00613507	30/09/2021
FORWARD INDUSTRIES LIMITED	P00613508	30/09/2021
ANTHONY WHITEHALL	P00613513	30/09/2021

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MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
ELTON PRESCOTT	P00613514	30/09/2021
EDWIN PRIMUS	P00613516	30/09/2021
TURKESSA BLADES	P00613518	30/09/2021
DAVE ELLIOTT	P00613527	30/09/2021
THERESE WONG	P00613547	30/09/2021
THERESE WONG	P00613561	30/09/2021
LINDSAY CAMPBELL	P00613576	30/09/2021
CECELIA BRUCE	P00613615	30/09/2021
LIVIA CASTELLANO	P00613616	30/09/2021
SIMONE DE GRAFF	P00613618	30/09/2021
KEISHA XAVIER	P00613625	30/09/2021
CARL EDWARDS	P00613662	30/09/2021
FARIA'S TRADING LIMITED	P00613666	30/09/2021
RIA RAMKISSOON-LALL	P00613725	30/09/2021
SUSAN GANGA-ALI	P00613734	30/09/2021
BUSINESS EQUIPMENT & INTERIORSINTERNATIONAL LIMITED	P00613767	30/09/2021
BUSINESS EQUIPMENT & INTERIORSINTERNATIONAL LIMITED	P00613768	30/09/2021
BUSINESS EQUIPMENT & INTERIORSINTERNATIONAL LIMITED	P00613769	30/09/2021
VEE'S ENTERPRISES LIMITED	P00613770	30/09/2021
PETRICE MARCANO	P00613773	30/09/2021
KENRICK LEWIS(IMPREST CASH HOLDER)	P00613782	30/09/2021
TRINIDAD AND TOBAGO ELECTRICITYCOMMISSION	P00613792	30/09/2021
BUSINESS EQUIPMENT & INTERIORSINT'L LTD	P00613794	30/09/2021
CARIBBEAN AIRLINES LIMITED	P00613800	30/09/2021
BEST CHOICE	P00613807	30/09/2021
BRADFORD TRADING LIMITED	P00613822	30/09/2021
SHELDON PETERS	P00613829	30/09/2021
SHELDON MONTIQUE	P00613830	30/09/2021
FAIZAN NAQAVI	P00613834	30/09/2021
BRICHA LIMITED	P00613856	30/09/2021
TRINIDAD & TOBAGO RED CROSSOCIETY	P00613860	30/09/2021
LOURDES CHIRINO	P00613930	30/09/2021
BG'S HOTEL EQUIPMENT MAINTENANCEAND GENERAL SERVICES	P00613936	30/09/2021
PNEUMATIC EQUIPMENT (CARIBBEAN)LTD.	P00613937	30/09/2021
ALL MARKING PRODUCTS	P00613947	30/09/2021
RAMDAI GOSINE	P00613954	30/09/2021
LIFESTYLE MOTORS	P00613971	30/09/2021
TEX GENERAL TRADERS	P00613979	30/09/2021
DIAMOND SYSTEMS & SUPPLIES LTD.	P00613980	30/09/2021
DAYNA DOOKRAN	P00613988	30/09/2021
INDRA RAMROOP	P00613993	30/09/2021
TERRENCE RAMRATTAN	P00613995	30/09/2021
KAREN D. BOOCHOON-SINGH	P00614001	30/09/2021
CARIBBEAN AIRLINES LIMITED	P00614023	30/09/2021
SPECIALIST SHOOTERS TRAINING CENTERLTD.	P00614030	30/09/2021
JOSHUA DIDIER	P00614063	30/09/2021
RENALDO ROMEO	P00614069	30/09/2021

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MINISTRY OF NATIONAL SECURITY
LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
ALANA CATON	P00614091	30/09/2021
PAULA LA BORDE	P00614096	30/09/2021
KEISHA FORDE	P00614105	30/09/2021
SABITA SOOKRAM	P00614109	30/09/2021
ANTOINETTE LEZAMA	P00614112	30/09/2021
BRENT BAPTISTE	P00614133	30/09/2021
OSSIE BELCON	P00614140	30/09/2021
ANGEL DENIS - EKUNDAYO	P00614155	30/09/2021
KARESSA FRANCIS	P00614159	30/09/2021
TTT LIMITED	P00614171	30/09/2021
TRINIDAD SYSTEMS LIMITED	P00614191	30/09/2021
TRINIDAD AND TOBAGO POSTALCORPORATION	P00614193	30/09/2021
MARLON LAWRENCE	P00614196	30/09/2021
YUDEE SEEPERSAD	P00614200	30/09/2021
FORWARD INDUSTRIES LIMITED	P00614201	30/09/2021
LASERCUTS LIMITED	P00614205	30/09/2021
PRESTIGE HOLDINGS LIMITED	P00614269	30/09/2021
RIGHT DESIGN BUSINESS SERVICES	P00614272	30/09/2021
BUSINESS EQUIPMENT AND INTERIORSINTERNATIONAL LIMITED	P00614275	30/09/2021
SURVIVAL SYSTEMS LIMITED	P00614279	30/09/2021
TRINIDAD AND TOBAGO POSTALCORPORATION	P00614290	30/09/2021
KVS LTD.	P00614294	30/09/2021
INDOCOM LIMITED	P00614303	30/09/2021
INDOCOM LIMITED	P00614304	30/09/2021
INDOCOM LIMITED	P00614305	30/09/2021
INDOCOM LIMITED	P00614306	30/09/2021
JACK'S TYRE TRADERS LTD.	P00614344	30/09/2021
ST. LOUIS ENTERPRISES LTD. - GOLDENTHISTLE HOTEL	P00614359	30/09/2021
TELECOMMUNICATIONS SERVICES OFTRINIDAD AND TOBAGO LIMITED	P00614368	30/09/2021
PORT AUTHORITY OF TRINIDAD &TOBAGO	P00614369	30/09/2021
EMPIRE COURT LIMITED	P00614370	30/09/2021
AGRICOLA CREDIT UNION	P00614371	30/09/2021
OMAR ALI	P00614372	30/09/2021
IASL LIMITED	P00614373	30/09/2021
TUCANA (T&T) LIMITED	P00614374	30/09/2021
CREWSINN LIMITED	P00614376	30/09/2021
RAPID RESPONSE SECURITY SERVICESCOMPANY LIMITED	P00614383	30/09/2021
GUARDIAN MEDIA LIMITED	P00614395	30/09/2021
PREMIUM PRODUCTS LIMITED	P00614402	30/09/2021
CHARLENE CHARLES - STOUTE	P00614405	30/09/2021
MELISSA MAHEPATH	P00614421	30/09/2021
CECELIA BRUCE	P00614463	30/09/2021
J. JONES AND ASSOCIATED	P00614486	30/09/2021
JONNY JOSEPH	P00614487	30/09/2021
JEROME RAMDULAR	P00614502	30/09/2021
KAREN HODGE TORREL	P00614510	30/09/2021
LUBE-TECH SALES AND SERVICESLIMITED	P00614555	30/09/2021

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LIST OF UNPAID CHEQUES AS AT 23RD DECEMBER 2021—Continued

HEAD 22- ACCOUNTING UNIT NO. 07		
PAYEE NAME	CHEQUE NO.	DATE
AWARDY & COMPANY LIMITED	P00614561	30/09/2021
BEST CHOICE	P00614564	30/09/2021
A. MOSES & SONS LIMITED	P00614566	30/09/2021
A. MOSES & SONS LIMITED	P00614567	30/09/2021
WESTERN SCIENTIFIC COMPANY LIMITED	P00614570	30/09/2021
SHERISA ROOPNARINE	P00614594	30/09/2021
MELISSA MILLARD	P00614595	30/09/2021
WESTERN SCIENTIFIC CO. LTD	P00614631	30/09/2021
HAYGEM TOURS & TRAVEL SERVICE LTD.	P00614632	30/09/2021
AMALGAMATED SECURITY SERVICESLIMITED	P00614635	30/09/2021
A. MOSES & SONS LIMITED	P00614640	30/09/2021
CARIBBEAN GYNAE ASSOCIATES	P00614652	30/09/2021
WESTERN SCIENTIFIC COMPANY LIMITED	P00614668	30/09/2021
WESTERN SCIENTIFIC COMPANY LIMITED	P00614690	30/09/2021
WESTERN SCIENTIFIC COMPANY LIMITED	P00614691	30/09/2021