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343

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT 2021

OF THE

MINISTRY OF TOURISM, CULTURE AND THE ARTS

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 1999 (FOIA), the Ministry of Tourism, Culture and the Arts is required by law to publish and annually update the statements which lists the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access official documents (with exemptions) held by the Ministry of Tourism, Culture and the Arts.
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 an applicant's request for information under the FOIA.
4. A legal right to complain to the Ombudsman and apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Section 7

The Trinidad and Tobago Gazette (Extraordinary) dated September 9, 2020 assigned the following responsibilities to the Ministry of Tourism, Culture and the Arts.

Business and Departments of Government

Tourism

Hotel Development

Tourism and Tourism Products

Tourism Policy Culture and the Arts

Carnival

Creative Arts

Cultural Products and Centres

Culture

- Cultural Organisations
- National Days and Festivals
- Steel Bands
- Tassa
- National Philharmonic Orchestra

Statutory Boards and Other Bodies:

Carnival Institute

NAPA Hotel

Naparima Bowl

National Academy for the Performing Arts

National Carnival Commission

National Museum and Art Gallery

National Steel Symphony Orchestra

National Theatre Arts Company

Queen's Hall

Southern Academy for the Performing Arts

Stollmeyer's Castle

Wholly Owned Enterprises:

Tourism Trinidad Limited

The Ministry of Tourism, Culture and the Arts (MTCA)

Function and Structure of the Ministry of Tourism, Culture and the Arts (MTCA)

The MTCA is the government agency charged with the oversight of the tourism development process in Trinidad and Tobago. Its mission is to formulate tourism policy and strategy and to guide, regulate, oversee, and foster the sustainable development of the tourism sector. This is to be accomplished through effective public, private, and community partnerships, so as to enhance its contribution to the socio-economic development of Trinidad and Tobago. The principal responsibilities of the Ministry are:

- i. Provision of leadership and strategic direction in tourism development;
- ii. Formulation of a national tourism policy and sub-policies to guide tourism development in Trinidad and Tobago, via the widest consultative process;
- iii. Collaboration with relevant Agencies, Organizations, Ministries, Associations and Community Groups on matters related to tourism development;
- iv. Maintaining a collaborative relationship with Tobago, through a memorandum of understanding (MoU), with regard to tourism initiatives that can contribute to the overall benefit of the tourism industry, and by extension, to the country;
- v. Monitoring and evaluation of the industry's performance;
- vi. Monitoring the implementation of the revised National Tourism Policy and ensuring that strategies and programmes are in sync with NDS - Vision 2030 and other relevant national policies;
- vii. Providing oversight of the operations of TTL and other relevant tourism entities;¹
- viii. Facilitating the timely release of funds to TTL and other relevant tourism entities, and monitoring allocations and expenditure;
- ix. Research and planning in relevant areas to inform policy formulation and provide advice;
- x. Building and managing a database of tourism statistics for key segments of the tourism industry;
- xi. Provision of an enabling regulatory environment to support tourism development and growth;
- xii. Facilitating and monitoring the administration of tourism incentives and concessions in accordance with the Tourism Development Act, Chap. 87:22;

¹ Other tourism entities cover agencies [to be] established in the respective regions, responsible for tourism development and management.

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

- xiii. Building public awareness of tourism among nationals through various media to re-orient attitudes towards customer service excellence;
- xiv. Identification, development and implementation of the relevant and appropriate legislative and regulatory framework for the industry.

One of the agencies under the Ministry of Tourism, Culture and the Arts is the Culture Division which focuses on the development of Trinidad and Tobago's many artistic forms. The Division partners with and give support to the work of cultural organisations, community groups, NGOS artistes and cultural workers. The Division also supports policy development and implementation for the Arts and Culture Sector.

The work of the Culture Division is divided into five (5) broad areas that comprise the Arts and Culture Sector. These developmental areas of focus of the Division are its strategic objectives which are as follows:

- Festival development
- Development of the cultural industries
- Development of competencies in the visual, literary, and performing arts
- Heritage preservation
- Performing arts entities

The Ministry of Tourism, Culture and the Arts is comprised of the following Units: -

Core Units:

- Investment Facilitation and Monitoring
- Monitoring and Evaluation
- Project Management
- Research and Planning
- Tourism Policy and Advisory

Support Units:

- Corporate Communications
- General Administration
- Finance and Accounts
- Human Resource Management
- Information and Communication Technology
- Internal Audit
- Legal Services
- Library

The staff comprises established officers, contract officers, and short term officers and is headed by Senator the Honourable Randall Mitchell, Minister of Tourism, Culture and the Arts. The Organisational Chart is appended.

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

The National Academy for the Performing Arts (NAPA) formally opened its doors on November 9th, 2009 as a part of Vision 2020.

Vision

To bring the transformative power of the arts to the widest possible audiences. The arts have the power to move the soul, lift the spirit, and expand the mind.

Main Features

The main features of the National Academy for the Performing Arts include:

Theatre

- Theatre 1200 seating capacity, one VIP Lounge Room with a capacity for 10 persons, a Box Office, and a 1,089m² stage capable of moving in sections.

Academy Area:

- Ten (10) small classrooms, three (3) large classrooms; and
- Two multi-function halls which are conference rooms to host functions.

Hotel Area:

- Fifty-three (53) room accommodation consisting of standard single and double rooms as well as three (3) suites;
- Two (2) restaurants – Western cuisine with a capacity of 80-100 persons and Chinese cuisine with a capacity of 130-150 persons.

Atrium Area:

- Waterscape and garden feature; and
- Bridge connecting the hotel to the academy area.

Outdoor Area:

- Parking facilities with one hundred and seventy-two (172) outdoor spaces and forty-four (44) basement spaces within the compound; and
- Musical fountain.

The Southern Academy for the Performing Arts (SAPA) was constructed and formally opened to the public on September 28th, 2012 in keeping with the Government of Trinidad & Tobago's holistic plan for the development of the performing arts, arts education, and promotion of our nation's vibrant culture.

SAPA's mission is to facilitate a supportive and conducive environment that allows producers to host diverse events and performances that reflect the highest standard of excellence, and to make these performances accessible to the broadest possible audience. SAPA aims to provide an

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

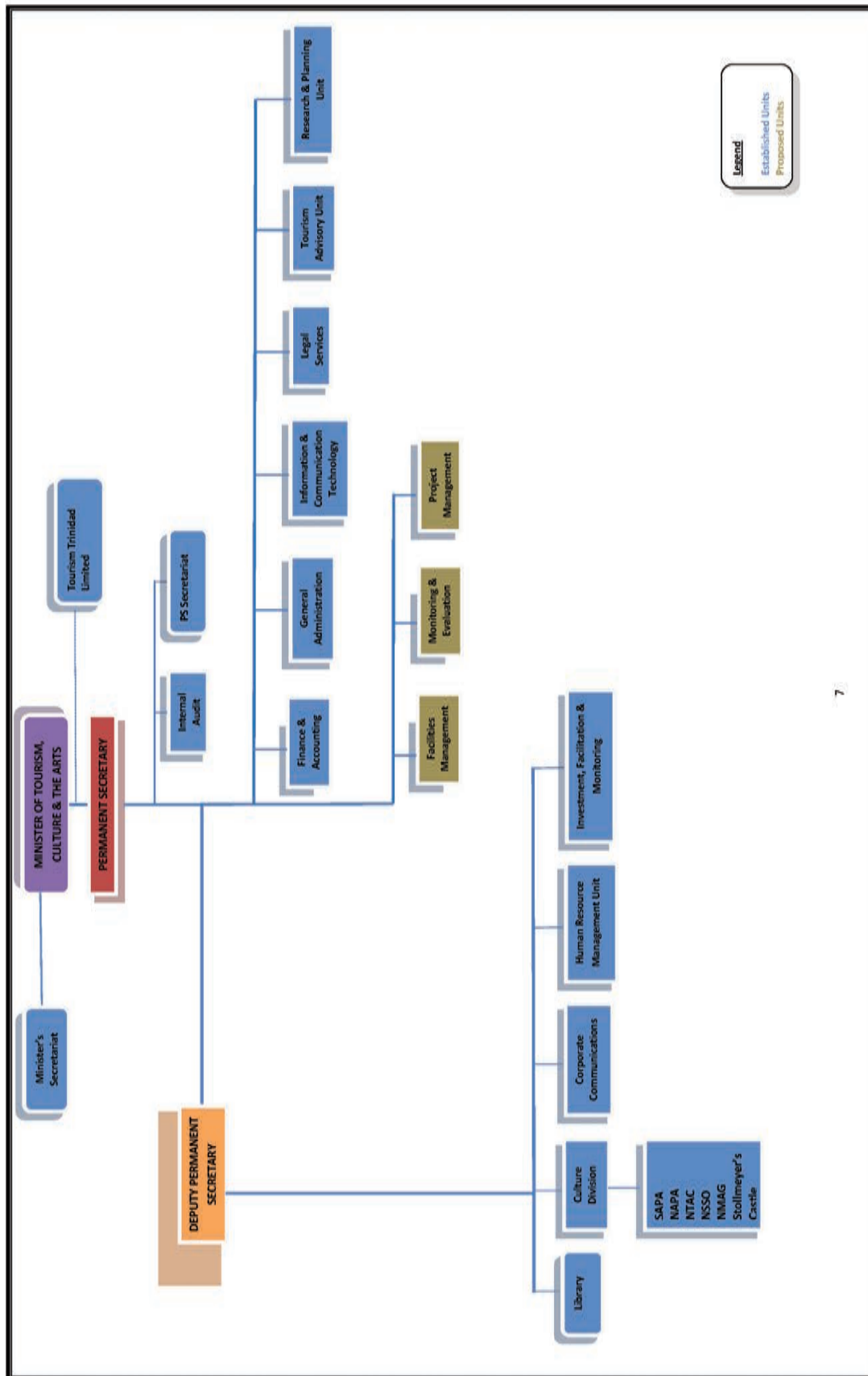
opportunity for all people to experience, understand, and fully enjoy the best in the arts and performance through its events and activities.

STRATEGIC OBJECTIVES

- Allow access to all sectors of the national community.
- Ensure fairness, transparency, and accountability in all client transactions.
- Allow for the creativity of clients within the framework of the laws of Trinidad and Tobago.
- Acknowledge, strengthen, and foster the spirit of unity in diversity.
- Support the showcasing of our creative products/services to the national community and the rest of the world.
- Support the generation of sustainable livelihood for persons directly involved in the Performing and the Visual Arts.

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED



Section 7 (1) (a) (i)**Functions of the Units of the Ministry of Tourism, Culture and the Arts: -
CORE UNITS**

The Investment Facilitation and Monitoring Unit is primarily responsible for the facilitation of investment activities within the tourism sector, through the administration of the Tourism Development Act 2000. In addition, the Unit is responsible for monitoring of the investment incentives offered and its related activities and overseeing financing mechanisms which have been established to increase the competitiveness of the industry. These functions are facilitated through the timely processing of applications for incentives and the issuance of interim approval, additional interim approval, and final approval of tourism projects. This exercise is to be carried out in collaboration with the Tourism Trinidad Limited (TTL).

The Unit also plays a role in Education and Awareness and works alongside the Communication Unit in this respect. Additionally, the Unit provides technical advice to the Permanent Secretary and Minister and also has a reporting role.

The Project Management Unit is a core unit in the Ministry of Tourism, Culture and the Arts managing the development and implementation of upgrade works to its sites and attractions. The Unit also provides oversight for the Facilities Management Function at the five (5) sites vested under the Ministry of Tourism, Culture and the Arts.

The Research and Planning Unit plays a key role towards achieving the Ministry's mandate of facilitating the development of the tourism industry in Trinidad and Tobago, so as to increase its contribution to the country's economic and social development. The Division is involved in research and data collection to facilitate the planning and policy formulation process. The Division also facilitates and executes a number of Public Sector Investment Programme (PSIP) projects, and has a monitoring and control function as it relates to the PSIP. The Division also provides technical advice to the Permanent Secretary and Minister and also has a reporting role.

The Tourism Advisory Unit works with stakeholders in Trinidad and Tobago's tourism industry to formulate policies that guide and ensure the sustainable development of the tourism sector. The Unit collaborates with stakeholders, State Agencies, and other Ministries to ensure that the needs of the local tourism sector are considered in all areas of policy development.

SUPPORT UNITS

The Corporate Communications Unit is charged with the responsibility of public awareness, corporate communications, media relations and related project execution.

The Finance and Accounting Unit is responsible for ensuring that the financial resources of the Ministry are prudently managed in keeping with the Ministry's mandate and in accordance with the Exchequer and Audit Act. The functions of the Division range from applying for the release of funds from the Ministry of Finance to giving an account to Parliament at the end of the financial year for all funds appropriated.

The General Administration Unit role is to provide timely administrative services in the areas of records /inventory management, messenger and mail support, procurement of office machines and supplies, staff safety and comfort, and facilities management.

The Human Resource Management Unit is responsible for ensuring that Public Service Rules, Regulations, and Guidelines are adhered to in the management of the functions relevant to Human Resource Planning which addresses staffing matters. In addition, the Unit is responsible for Training and Development to facilitate opportunities to upgrade and retool staff skill sets; and Employee Relations to administer benefits.

The Information and Communication Technology Unit has the responsibility for the effective design, implementation, maintenance, and strengthening of institutional technologies that improve service quality, and increase efficiency/effectiveness in the operations of core and administrative units.

The Internal Audit Unit has the responsibility to assist management in the effective discharge of its responsibilities, by furnishing objective recommendations and pertinent comments on the soundness of the accounting and operational controls within the Ministry. Additionally, the Unit has to ensure that there is strict compliance with the Financial Regulations, Instructions, and relevant guidance circulars.

The Legal Services Unit primary responsibility is to advise the Minister of Tourism, Culture and the Arts, the Permanent Secretary and other senior officers of all Divisions and Units of the legal aspects and issues involved in or arising from the discharge of their official duties.

The Library Unit has the responsibility for acquiring and providing information and resources, tools, and services for research and exploration in varying formats.

Section 7 (1) (a) (ii)**Categories of Documentation in the possession of the Ministry of Tourism, Culture and the Arts: -**

The official documentation of the Ministry of Tourism, Culture and the Arts relates to a diverse range of policy matters, administration and other matters that fall under the scope of the responsibilities of the Ministry. These documents include:

- Files dealing with administrative support and general administrative documents for the operations of the Ministry of Tourism, Culture and the Arts;
- Personnel files, which detail all Staff Appointment, Job Applications, Job Specifications, Promotions, Transfers, Resignations, Deaths, Retirements, Leave, Vacation etc;
- Files dealing with Accounting and Financial Management functions of the Ministry of Tourism, Culture and the Arts;
- Financial Records (cheques, vouchers, vote books, pay records etc.);
- Files dealing with matters related to the procurement of Supplies, Services and Equipment;
- Cabinet documents;
- Maps, charts, Photographs/Compact Discs/Diskettes/Tapes/Catalogues/Forms;
- News Releases and Speeches;
- Policy, plans, guidelines, position papers and procedure documents;
- Registers of internal and external correspondence files;
- Customer investment files;
- Legislation and legal instruments;
- Reports – Statistical, Annual/Quarterly, Audit, Consultants'/Technical, Valuation, Accident etc;
- Books, booklets, leaflets, pamphlets, brochures, Newspaper Clippings and Posters, Periodicals and Publications;
- Files dealing with Training – local and technical and Foreign Cooperation;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
- Files dealing with Official Functions, Conferences and Events hosted and attended by officials of the Ministry of Tourism, Culture and the Arts;
- Inventories and Listings; and
- Files dealing with Tourism Production Development.
- Certificates generated for and dealing with Artists, Cultural Workers, and Cultural Organisations attesting to their bona fide as active practitioners in the Creative Sector.
- Files submitted as proof of citizenship, as a legal entity and samples of work for Artists, Cultural Workers, and Cultural Organisations in the Creative Sector.

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

- Files dealing with programming related to training and capacity building in the Arts and Cultural Sectors.

Section 7 (1) (a) (iii)

Material Prepared for Publication or Inspection

The public may inspect and/or obtain copies of the following material on Tuesdays and Thursdays between the hours of 9:00 a.m. to 3:00 p.m. respectively at the following office:

Tourism Wrap Up

Reports, Guidelines and Publications on Tourism related matters

Investment Incentives in the Tourism Sector

Ministry of Tourism, Culture and the Arts

Levels 8-10 Tower C

International Waterfront Complex

1A Wrightson Road

Port of Spain

The Ministry of Tourism Culture and the Arts Home Page is accessible at the website

<http://www.tourism.gov.tt>

The Culture Division Home Page is accessible at the website <http://www.culture.gov.tt>

Section 7 (1) (a) (iv)

Literature Available by Subscription: -

We currently have no material available for subscription

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Ministry of Tourism, Culture and the Arts: -

How to Request Information

General Procedure

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for official documents is refused), **you must make your request in writing**. The applicant must therefore, complete the appropriate form (Request for Access to Official Documents which is available from the Designated Officer of the Ministry of Tourism, Culture and the Arts) for public 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 Ministry of Tourism, Culture and the Arts. See Section (7) (1) (a) (vi).

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 your Designated Officer.

Requests not handled under the FOIA

A request under the FOIA will not be processed if the information asked for is readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

Retrieving Documents

The Ministry of Tourism, Culture and the Arts is required to furnish copies of official documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage centre, will be retrieved in order to process your request.

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Note

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations, and manuals give the time periods for keeping records before they may be destroyed e.g. the Exchequer and Audit Act Chapter 69:01.

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 we are not compelled to do the following:

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

Time Limits

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

Section 7 (1) (a) (vi)**Officers in the Ministry of Tourism, Culture and the Arts responsible for:**

The initial receipt of an action upon notices under Section 10

Requests for access to documents under Section 13

Applications for corrections of personal information under section 36 of the FOIA

The Designated Officer is:

Job Title: Director, Legal Services

Name: Ms Candice Hicks

Address: Level 9, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain

Telephone: 624-1403 Ext 238

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Fax Number: 624-6737

The Alternative Officer is:

Job Title: Administrative Officer IV (Ag)

Name: Mrs Sandra Kalloo

Address: Level 10, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain

Telephone: 226-8687 Ext 16412

Fax: 624-6737

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 within the Ministry of Tourism, Culture and the Arts that fall within the meaning of this section of the FOIA.

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

The Library /Reading Room is open to members of the public on Tuesdays and Thursdays from 9:00a.m. to 3:00p.m. located on Level 8, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

There is also the Heritage Library which is open to members of the public by appointment Monday to Friday from 8:00a.m. to 4:00p.m. also located on Level 8, Tower C, International Waterfront Complex, 1A Wrightson Road, Port of Spain.

The Policy of the Ministry of Tourism, Culture and the Arts for provision of copies of documents that are readily available to the public. Examples are:

- Provision of documents may be subject to a charge to cover administration costs.
- No smoking, eating or drinking is allowed in the Reading Room facility.

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

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

The Tourism Development Act, 2000, Act No. 9 of 2000

Tourism Development Amendment Act 2005, Act No. 20 of 2005

Tourism and Industrial Development Company of Trinidad and Tobago Limited Vesting Act 1995, No. 4 of 1995

The Caribbean Community (Removal of Restrictions) Act No. 2 of 2005

Tourism Development (Amendment) Act No. 16 of 2006

Finance Act 2006, Act No. 2 of 2006

Freedom of Information Act, 1999

Judicial Review Act

The Revised Treaty of Chaguaramas

Civil Service Regulations 1967

Exchequer and Audit Act

Income Tax Act Chapter 75:01

The Corporation Tax Act Chapter 75:02

Pensions Act

Public Service Commission Regulations 1966

Workmen's Compensation Act

Occupational Safety and Health Act

The Customs Act Chapter 865:01

The Fiscal Incentives Act, Chapter 85:01

Revised Laws of the Republic of Trinidad and Tobago

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Copyright Act [Act No. 5 of 2008, Chap. 82:80, 1980 Rev.]

Naparima Bowl Act [Act No. 19 of 1969]

National Carnival Commission of Trinidad and Tobago Act [Act No. 9 of 1991]

Queen's Hall Act [Act No. 20 of 1969]

Royal Victoria Institute Act (Chap 40:52) (1980 Rev) The National Museum and Art Gallery Act
[Act No. 5 of 2000]

National Carnival Bands Association (Incorporation) Act [Act No. 27 of 2007]

Section 8 (1) (a) (ii)

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

Policies and procedures documents

Assessment Committee for the National Registry of Artists and Cultural Workers Policy
Document

Field of Endeavour Glossary of Terms for the National Registry of Artists and Cultural Workers

Handbooks, manuals

The Artist Registry Handbook (National Registry of Artists and Cultural Workers)

APPLICATION GUIDELINES for Applicants Community for Revival and Empowerment (CARE)
Culture and Creative Arts Fund (CCAF) National Days and Festivals Fund (NDFF)

Internal directives

Strategic Plans

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Section (8) (1) (b)

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

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

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

A report of a statement containing the advice or recommendations, of a body or entity established within the Ministry of Tourism, Culture and the Arts.

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

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Ministry of Tourism, Culture and the Arts 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 Ministry of Tourism, Culture and the Arts or to the responsible Minister of that public authority.

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

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 Ministry of Tourism, Culture and the Arts.

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

Section 9 (1) (d)

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

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

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

Section 9 (1) (e)

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

- Customer Satisfaction Survey by Earle Global Alliance Limited – The Hotel Guest Satisfaction Index Reports for the following years: 2003, 2004, 2005, 2006.
- Customer Satisfaction Survey by Mary King and Associates Limited - The Hotel Guest Satisfaction Index Reports for the following year 2007.
- Final Report on Developing a Safe Healthy and Green Tourism Industry in Trinidad and Tobago.
- Culturing Development: The Dynamic Significance of the Arts and Cultural Industries by The Management and Policy Institute, 2013.

Section 9 (1) (f)

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

- a. Tourism and Hospitality Consultants Limited:
Tourist Accommodation – Situational Report (Nov. 2005).
Tourism Accommodation – Final Report (May 2006).
- b. North Post Heritage and Recreation Park:
Business and Resource Mobilisation Plan (July 2007).
- c. Banwari Archaeological Site Business Plan:
Community Based Tourism Initiative – Siparia (July 2007).
- d. Devil’s Woodyard Recreation Park Business Plan:
Community Based Tourism Initiative – Princes Town (July 2007).
- e. PriceWaterhouse Coopers:
Development of a Strategic Master Plan for the Sugar Heritage and Village Museum Initial & Report – Draft (June 2014).
- f. Arthur Lok Jack Graduate School of Business:
Trinidad and Tobago Tourism Regulation & Licensing Authority Draft Bill (2017).

343—Continued

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Section 9(1) (g)

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

A Report on Cruise Tourism or Home Porting for Trinidad and Tobago – Leisure Hospitality and Tourism International.

Towards Improvement and Excellence: Report of Carnival Observations 2012 – 2014 – Culture Division, 2014.

Carnival Blueprint - Culture Division, 2014.

Section 9 (1) (h)

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

The Ministry of Tourism, Culture and the Arts Trinidad and Tobago Administrative Report Fiscal 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019.

The Culture Division Annual Administrative Reports 2010 – 2020.

Section 9 (1) (i)

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

- National Tourism Policy of Trinidad and Tobago, 2010
- Tourism Road Map for Tourism Sector Development (2016-2010) for Trinidad
- Revision of the National Tourism Policy (2021-2030)
- National Policy on Culture and the Arts of Trinidad and Tobago, 2020
- National Cultural Recognition Policy of Trinidad and Tobago, 2020

UPDATED PUBLIC STATEMENT 2021 OF THE MINISTRY OF TOURISM, CULTURE AND THE ARTS—CONTINUED

Section 9 (1) (j)

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

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

Section 9 (1) (k)

A report of a test carried out within the Ministry of Tourism, Culture and the Arts on a product for the purpose of purchasing equipment.

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

Section 9 (1) (l)

An environmental impact statement prepared within the Ministry of Tourism, Culture and the Arts.

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

Section 9 (1) (m)

A valuation report prepared for the Ministry of Tourism, Culture and the Arts by a valuator, whether or not the valuator is an officer of the Ministry of Tourism, Culture and the Arts.

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

Government of the Republic of Trinidad and Tobago
2022 Updated Public Statement of the Meteorological Services Division,
Ministry of Public Utilities.
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, 1999 (FOIA) the Meteorological Services Division is required by law to publish the following statements, which list the documents and information generally available to the public.

The Act gives members of the public:

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

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Meteorological Services Division

Mission Statement:

The *Meteorological Services Division's* mission is to **provide meteorological information and advice consistent with international standards towards the pursuit of national, scientific, social, economic and cultural goals and sustainable development.**

The Meteorological Services Division is a *Division of the Ministry of Public Utilities*. It comprises a staff of *sixty-eight (68) officers* and is headed by a *Director*. The Meteorological Services Division is divided into *three (3) responsibility* centers:

Details of Responsibility Centres**(1) Administration Centre:**

The Administration Centre is responsible for the overall policy direction of the Division. All clerical, financial and administrative functions fall under this center, which is under the purview of the Director.

(2) Applied Section:

This Section is headed by the Climatologist and has as its responsibilities the dissemination of monthly climatological information to relevant agencies both nationally and internationally. Requests for climatological information from agencies, and companies both nationally and internationally must be referred to the Climatologist for a reply. The Climatologist is also responsible for the functioning of the Rawinsonde office.

Both the Administration and Applied Section are housed in the same compound, which is located next to the Air Guard Compound, Golden Grove Road, South Piarco.

(3) Synoptic Office:

The Synoptic Office, which is located in the South Terminal building at the Piarco Airport, is responsible for:

- a) The analysis and forecast of weather systems;*
- b) The dissemination of Public Weather Forecast to the general public through the media houses;*
- c) Making of weather observations at Piarco and the dissemination of these observations through the communication gateway to the aviation community both nationally and internationally;*
- d) Creation and dissemination of aviation forecast to the aviation community both nationally and internationally;*
- e) The issuance to the aviation community of significant weather systems, which can negatively impact on aviation. These systems include but are not limited to severe weather associated with thunderstorms, volcanic ash clouds and tropical cyclones;*

344—Continued

2022 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION, MINISTRY OF
PUBLIC UTILITIES—CONTINUED

- f) The issuance of Common Alerting Protocol (CAP) messages to the public through the media houses and to critical agencies directly, warning of rough seas, severe weather and approaching tropical cyclones; and*
- g) Outreach to the public through lectures and seminars.*

Effect of functions on members of the public

The functions of the Meteorological Services Division have a profound effect on the public through the public weather forecasts and CAP messages which are issued for rough seas, severe weather and tropical cyclones. The latter warns the public about the impact of adverse weather systems on their lives and it gives the public the opportunity to take preventative measures to avoid personal or property damage. The public forecast, which is issued daily, allows the public to plan their daily schedules around expected weather events.

Companies and agencies make use of climatological data in the design of buildings, drainage, infrastructural development and environmental impact assessments.

The public has no direct involvement in policy formation. Note that the Meteorological Services Division is part of the Public Service and is therefore subject to any Government shift in policy, which itself may result from public lobby.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Meteorological Services Division

1. Files dealing with administrative support and General administrative documents for the operations of the Meteorological Services Division.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
3. Files dealing with the accounting and financial management function of the Division.
4. Financial Records (cheques, vouchers, receipts, journals etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Minutes pertaining to the functioning of the Meteorological Services Division.
7. Analyzed weather charts, satellite photographs, software diskettes and CDs.
8. Hourly and special reports, monthly and annual weather summaries, monthly climate statistics.
9. Text books on environmental topics and related physical sciences (Technical guides, manuals, periodicals and journals.)
10. Files dealing with circulars, memoranda, notices, bulletins, etc.

2022 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION, MINISTRY OF
PUBLIC UTILITIES—CONTINUED**Section 7 (1) (a) (iii)****Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of **8:00am to 4:00pm** on normal working days at:

Meteorological Services Division
Rawinsonde Building, Next to Air Guard Compound, Old Golden Grove Road
South, Piarco.

Telephone: 669-5465/3964; 225-3440/3463.

Fax: 669-4009

Email: dirmet@metoffice.gov.tt

- Video Tapes of weather systems
- Publications – Textbooks on Meteorology
- Monthly Climate Summaries

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

This Section is not applicable.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Meteorological Services Division**How to Request Information:**▪ General Procedure**

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example, the right to challenge a decision if the request for information is refused), **the request must be in writing**. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at the **Rawinsonde Building located in Piarco**, for information that is not readily available to the public.

The Form may be posted, hand-delivered or faxed. Where the application is sent via email, this should be followed by the submission of a hardcopy version.

▪ Addressing Requests

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

2022 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION, MINISTRY OF
PUBLIC UTILITIES—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***

(1) A request **under the FOIA** will not be processed to the extent that it asks for information, which is readily available to the public, either from the Meteorological Services Division or from another public authority, for example, brochures, pamphlets, reports etc.

TIME LIMIT

- ***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. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- ***Time Allowed***

We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 days** as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

RESPONDING TO YOUR REQUEST

- ***Retrieving Documents***

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

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time period for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01.

2022 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION, MINISTRY OF
PUBLIC UTILITIES—CONTINUED**▪ *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 we are not compelled to do the following:

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

▪ *Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven-day period, you are entitled to a refund of the fees paid in addition to free access to the document/s requested.

Section 7 (1) (a) (vi)

Officers in the Meteorological Services Division are responsible for:

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

The Designated Officer is:

Name: **Mr. Shakeer Baig**
Position: Assistant Director
Address: Rawinsonde Building, Golden Grove Road South, PiarcO.
Telephone: 669-5465/3964 and 225-3441
Fax: 669-4009
E-mail: dirmet@metoffice.gov.tt
Website: www.metoffice.gov.tt

The Alternate Officer is:

Name: **Mrs. Arlene Aaron-Morrison**
Position: Meteorologist IV
Telephone: 669-4282 and 225-3480/3489
Address: Forecast Office Old Terminal Building, PiarcO International Airport, PiarcO.
Fax: 669-4727
E-mail: synop@metoffice.gov.tt

344—Continued

2022 UPDATED PUBLIC STATEMENT OF THE METEOROLOGICAL SERVICES DIVISION, MINISTRY OF
PUBLIC UTILITIES—CONTINUED

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

At this time 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 accessed in our library which is located at the Rawinsonde Building, Golden Grove Road South PiarcO, PiarcO. The Library is open to the public from Mondays to Fridays between the hours of 9:00am and 3:00pm.

You may also make general enquiries to Mr. Shakeer Baig at via telephone at 669-4282, 225-3480 and 225-3481.

Policy of the Meteorological Services Division for provision of copies of documents that are readily available to the public.

- Members of the public are required to provide paper and no fee will be charged for photocopies.
- No smoking, eating or drinking is allowed in the Library.

Section 8 Statements

Section 8 (1) (a) (i)**Documents containing interpretations or particulars of written laws or schemes administered by Meteorological Services Division not being particulars contained in another written law:**

At this time, Meteorological Services Division has no such documents.

Section 8 (1) (a) (ii)**Manuals on Regulations and Procedures at the Meteorological Services Division**Technical Regulations

- Regulations pertaining to the duties of technical staff, weather forecasters in particular.

Hurricane Procedures

- Procedures to adhere to in the event of hurricanes/storms.

Section 9 Statements

Section 9 (1) (l)Environmental Impact Statement

- Severe weather advisories, watches and warnings – issued when necessary.



OFFICE OF THE PRESIDENT
 REPUBLIC OF TRINIDAD AND TOBAGO
 Circular Road, St. Ann's, Port of Spain
 Telephone: 1(868) 225-4687, 625-9815
 Fax: 1(868) 627-6886, E-Mail: otp.mail@otp.gov.tt, Web Page: www.otp.tt

NOTICE

LIST OF UNCASHED CHEQUES

The Office of the President wishes to advise the payee listed below that the uncashed cheque in his/her possession which was issued during the period of October 01st 2020 to September 29th 2021 would become void if not cashed by March 31st, 2022.

DATE	CHEQUE NUMBER	PAYEE
17/02/2021	P00065325	Ali's Meats and Poultry Mart.
14/05/2021	P00065848	The University of Trinidad and Tobago.
29/07/2021	P00066161	Board of Inland Revenue – PAYE
29/09/2021	P00066703	Hemant Nanan
29/09/2021	P00066704	Rapso Imaging Limited
30/09/2021	P00066744	The Signature Collection LTD
30/09/2021/	P00066769	TSL Leasing Company

NB: You can bring in your cheque before March 31st 2021 for re-validation. Please ignore this Notice if cheques in your possession were already cashed.

18th March, 2022

Chandra Prasad
 Secretary to Her Excellency the President (Mg.)
 Secretary to
 Her Excellency the President



THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

Tower C International Waterfront Centre #1 Wrightson Road Port of Spain, Trinidad and Tobago
 Tele: (868) 225-4EEI (4334) Facsimile: (868) 225-5746

LIST OF PAYEES WITH UNCASHED CHEQUES

The Permanent Secretary of the Ministry of Energy and Energy Industries wishes to notify the following payees that cheques issued between October 1st, 2020 to September 30th, 2021 which were not presented for encashment, will become VOID on March 31st, 2022. Therefore, all payees are requested to have these cheques encashed and /or deposited on or before March 25th, 2022.

DATE OF ISSUE	NAME	CHEQUE NO.
30/10/2020	COMPTROLLER OF ACCOUNTS	116838
02/12/2020	VIDYA RAMLOCHAN	117206
14/01/2021	VIDYA RAMLOCHAN	117750
29/04/2021	FRANKLIN KHAN	119016
29/04/2021	AIRPORT'S AUTH EMPL CR UNION	119021
10/06/2021	ASHTON SOOKOO	119590
17/06/2021	KATHLEEN ALLEYNE	119670
17/06/2021	THACKWRAY DRIVER	119672
25/06/2021	ASHTON SOOKOO	119850
19/07/2021	VIDYA RAMLOCHAN	120082
17/08/2021	PRIYA MARAJH	120476
20/08/2021	SABRINA CHADEE	120507
20/08/2021	ATMA MAHABIR	120510
23/09/2021	AIRPORT'S AUTH EMPL CR UNION	120885
23/09/2021	MATTHEW MUNGALDEEN	120927
22/09/2021	DENNY DIPCHANSINGH	121047
22/09/2021	KATHLEEN ALLEYNE	121060
22/09/2021	THACKWRAY DRIVER	121062
22/09/2021	JANINE WONG-ISIDORE	121073
22/09/2021	JANINE WONG-ISIDORE	121092
22/09/2021	DENNY DIPCHANSINGH	121175
30/09/2021	TOYOTA TRINIDAD & TOBAGO LTD.	121383
30/09/2021	AARON SOOKOO	121391
30/09/2021	VILMA FORTUNE	121403
30/09/2021	DAVE MUNGAL	121445
30/09/2021	DAVE MUNGAL	121444

If these cheques have since been encashed, kindly disregard this notice. For further information, please contact the Accounts Unit of the Ministry of Energy and Energy Industries via telephone- (868) 225-4334 Ext. 2481/2482

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Bancassurance Policies to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2021.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Bancassurance Caribbean Limited on the unclaimed funds on or before **May 26th, 2022.**

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at Guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	ADDRESS	POLICY #
CHANDROWTIE	BUCKREEDAN	L.P. NO 55 RAMGOOLIE TRACE CUREPE	CT20244603
DERGAM HANNA	HADEED	72B FRANGIPANI AVENUE VICTORIA GARDENS DIEGO MARTIN	CT08521655
EVELYN	HERBERT	7 RAYMOND STREET CARENAGE	CT15479557
HAZEL ANN	SAVARY	26 HENRY PIERRE STREET ST. JAMES	CT20243711
LOUIS	DULAL-WHITEWAY	60 GORDON VILLAGE TORTUGA	CT13786723
MARIAN ELAINE ANTONIA	PREVATT	9A LA SIEVA AVENUE LA SIEVA MARAVAL	CT20241786
MARIAN ELAINE ANTONIA	PREVATT	9A LA SIEVA AVENUE LA SIEVA MARAVAL	CT20084230
PHYLLIS MARY	MATTHEW	100 JASPER AVENUE DIAMOND VALE DIEGO MARTIN	CT12382337

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds to be paid to the
Central Bank of Trinidad and Tobago for the period ending
31st December, 2021.

The person entitled to, the Legal Personal representatives or next of kin for the
following persons are required to submit a claim to
Guardian Life of The Caribbean Limited on the unclaimed funds on or before
May 26th, 2022.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited
at 226-myGG (6944) or via email at Guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	ADDRESS	POLICY #
CAROLYN DENYSE	FRANCIS	#7 JEAN STREET COCOYEA SAN FERNANDO	DT90095346
CHRIS	OUTAR	13 MARCUS PARK EL DORADO TUNAPUNA	DT90080586
CLYDE	BOODOOSINGH	#18-20 PEMBROKE STREET PORT OF SPAIN	8000154978
DAVID DESMOND	SERRETTE	ADDRESS UNKNOWN	8000008645
DEONIE INDRA	MAHARAJ-RAMDIAL	4 PHILLIPINE ROAD SAN FERNANDO	DT90055654
DOREEN	ENILL	#160 STARR STREET NEW HAVEN CONNECTICUT	8000244357
DOREEN ANGELA	BAPTISTE	22 CASCADE ROAD CASCADE	8000337789
GEORGE	DE CASTRO	5 FREEMAN STREET ST.JOSEPH	DT90134218
GEORGE BERISFORD	LEGAIR	#45 FORT DUNDONALD VILLAS ST JAMES	DT90121084
GERALD IAN CHE KEUNG	WONG-HING	LAMP POST #29 LADY YOUNG AVENUE MORVANT	DT90025794
GLORIA MONICA	JOSEPH	#887 RODNEY ROAD LANGE PARK CHAGUANAS	DT90107977
GLORIA VALERIE	SYLVESTER	ADDRESS UNKNOWN	DT90078709
HARJINDER	ATWAL	MACLEAN DEVELOPMENT RETRENCH VILLAGE SAN FERNANDO	5000378431
HAROLD IAN	JEFFERS	20 SYDENHAM AVENUE ST ANN'S	8000285452
HAZRAH	ALI	#6 GOOSE LANE EL SOCORRO ROAD SAN JUAN	DT90131906
HELINA JENNIFER	PHILLIPS	BOWEN STREET MARAVAL	8000497832
HYACINTH CAROL	SIMMS	#1 POINTSETTA ROAD MACOYA GARDENS TRINCITY	DT90061465
IOLA ALLASTYNE	CHAMBERS	13 BAYLEAF COURT SANTA ROSA HEIGHTS ARIMA	8000227827
JAMES SIMEON	BENJAMIN	P.O BOX 4 SAN FERNANDO	8000083418
JOHN RICHARD	CHAY	42 ELIZABETH STREET ST CLAIR	8000126613
JUDITH	BUSHE	LOT 63 PALMISTE DRIVE VICTORIA GARDENS DIEGO MARTIN	8000242494
JUNIOR JOSEPH	RENAUD	144 SIXTH STREETSIXTH AVENUE MALICK BARATARIA	8000002116

COLLECTION OF UNCLAIMED FUNDS—CONTINUED

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds to be paid to the
Central Bank of Trinidad and Tobago for the period ending
31st December, 2021.

The person entitled to, the Legal Personal representatives or next of kin for the
following persons are required to submit a claim to
Guardian Life of The Caribbean Limited on the unclaimed funds on or before
May 26th, 2022.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited
at 226-myGG (6944) or via email at Guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	ADDRESS	POLICY #
KEITH RUTHVEN	THOMAS	ADDRESS UNKNOWN	8000339544
LEONISE	BREWSTER	#104 RAFFERTY STREET ST JOSEPH	8000022222
LISA	YEARWOOD	36 ANGELINA STREET ST JMAES	8000177749
LYNDA GEMIN	KING-ALLEYNE	LP #65 PUNNETTE AVENUE PINTO ROAD ARIMA	8000113848
LYNETTE	SOOKOO	15 A CHRISTINA GARDENS ARIMA	8000279363
MIRZA LIQUAT	ASHRAPH	5 ARCHIBALD STREET SAN FERNANDO	5000601882
MOUSAM	SADEEK	54 PREYSAL VILLAGE COUVA	8000018730
NIGEL ANTHONY RENE	CLEMENT	NO.4 5TH STREET EAST DINSLEY GARDENS TRINCITY	ET60337792
PATRICK	SEALY	NELSON ROAD FREEPORT	8000101319
PEDRO	CAMACHO	DIAMOND VALE IND EST DIEGO MARTIN	DT90097256
RALPH	RAMCHARITAR	53 SOLID GOLD AVENUE TUMPUNA ROAD ARIMA	GT10175611
RAYBURN	WALLACE	57 WOODFORD STREET NEWTOWN PORT OF SPAIN	8000141868
RUDOLPH	NICHOLAS	L P 607 SOUTHERN MAIN RD MC BEAN COUVA	8000010852
SEETA	RAMESAR	ADDRRSS UNKNOWN	DT90069834
SHARON	FREDERICK	40 SANTA ROSA SPRINGS RICHARD TRACE ARIMA	8000193094
ST AGNES	BLACKMAN	22 IMMORTELLE AVENUE MALABAR ARIMA	DT90100700
STEPHANIE HYACINTH	FINGAL	#824 FAROLLON ROAD LANGE PARK CHAGUANAS	8000140837
SUSAN	BAILEY	56 CASCADE ROAD CASCADE	8000681269
SYLVIA	NAGESSAR	SANTA MARGUARITA CIRCULAR ROAD JORDAN TRACE ST AUGUSTINE	DT00001838
TREVOR CHRISTOPHER	BELMOSA	ADDRRSS UNKNOWN	8000041596
VIJAY	NARAYNSINGH	2 PALM ROAD VALSAYN PARK NORTH	8000113554
WAZEER	ALI	NO 23 BONNE AVENTURE ROAD GASPARILLO	8000655420
WENDY GAIL	HARRIS-PANTOR	POLE #56B QUARRY STREET DIEGO MARTIN	DT90080066

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Annuities in payment to be paid to the Central Bank of Trinidad and Tobago for the period ending 31st December, 2021.

The person entitled to, the Legal Personal representatives or next of kin for the following persons are required to submit a claim to Guardian Life of The Caribbean Limited on the unclaimed funds on or before **May 26th, 2022.**

Further information may be obtained by contacting Guardian Life of The Caribbean Limited at 226-myGG (6944) or via email at Guardianlife@myguardiangroup.com

FIRST NAME	LAST NAME	LAST KNOWN ADDRESS	POLICY #
CAROL	MILLS	1 Vierra Drive, Champs Fleurs	TA14237A
LINCOLN	HARRISON	24 Guapo Road, Fyzabad	TA4955
BERTRAND	GRANT	207 Long Circular Drive, Plaisance Park, Pointe-A-Pierre	TA3217
CHANDROWTIE	BUCKREEDAN	LP#55 Ramgoolie Trace, Curepe	CT20244603

COLLECTION OF UNCLAIMED FUNDS—CONTINUED

NOTICE

COLLECTION OF UNCLAIMED FUNDS

Statement of Unclaimed Proceeds on Death Claims to be paid to the
Central Bank of Trinidad and Tobago for the period ending
31st December, 2021.

The person entitled to, the Legal Personal representatives or next of kin for the
following persons are required to submit a claim to
Guardian Life of The Caribbean Limited on the unclaimed funds on or before
May 26th, 2022.

Further information may be obtained by contacting Guardian Life of The Caribbean Limited
at 226-myGG (6944) or via email at Guardianlife@myguardiangroup.com

FIRST NAME	SURNAME	ADDRESS	POLICY #
BARRY	SYLVESTER	18 SECOND STREET WEST BARATARIA	5000073436
BARRY	SYLVESTER	18 SECOND STREET WEST BARATARIA	DT90008637
CYNTHIA	WILLIAMS	#5 1ST STREET CASELTON AVENUE TRINCITY	8000809788
DAVIS	BYRON	314 ST. CHARLES VILLAGE PRINCESS TOWN	8000914425
HARDEO	POPAN	#162 TAROUBA ROAD MARABELLA	8000327368
JEEVAN KUMAR	GOSEIN	316 FIR TREE CRESCENT LANGE PARK CHAGUANAS	T 00046321
JOSEPH	MODESTE	SCHOOL ROAD MAFEKING VILLAGE MAYARO	5001959969
JOSEPH	MODESTE	SCHOOL ROAD MAFEKING VILLAGE MAYARO	8000765292
KEITH ST DESIDERTINS JOHN	GIALDO	26 WILLIAMS STREET MT D'OR ROAD CHAMPS FLEURS	8000230143
KIERON OSWALD	FRIDIE	195A POINSETTA DRIVE MORVANT	5000575601
KIERON OSWALD	FRIDIE	195A POINSETTA DRIVE MORVANT	8000831082
KRISTOFF	GOUVEIA	#74 TUMPUNA HEIGHTS ARIMA	8000952149
MITCHUM	NEPTUNE	LOT 195 PINA CIRCULAR DYETTE ESTATE CUNUPIA	8001038467
ROSHAN	RAMPERSAD	22 BEETHAM GARDENS LAVENTILLE	8001058522
STEVE MARTIN	BAYNE	OTOIRE VILLAGE MAYARO	8000265435
SUZANNE PETRA	SALANDY	28 PEARL PARKWAY DIAMOND VALE DIEGO MARTIN	ET60061255
VICTOR	PERSAD	22 BEETHAM GARDENS LAVENTILLE	8000988119
VIDYA	BISSRAM	BAINS AVENUE SADDLE ROAD SAN JUAN	8000183994
VIDYA	BISSRAM	BAINS AVENUE SADDLE ROAD SAN JUAN	DT90124266
ZENA ELVIRA	ROBERTS	17 VINCENT BROWN STREET GONZALES	5000391101