



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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APPOINTMENT TO ACT AS MINISTER OF WORKS AND TRANSPORT

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed KAZIM IMTIAZ HOSEIN, a member of the Senate who is a Minister, to act in the office of the Honourable ROHAN SINANAN, Minister of Works and Transport, with effect from 1st April, 2022 and continuing during the absence from Trinidad and Tobago of the said the Honourable Rohan Sinanan, in addition to the discharge of his normal duties.

C. MAHADEO
*Secretary to Her Excellency
the President*

29th March, 2022.

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MARRIAGE OFFICER'S LICENCES GRANTED

A LICENCE dated 19th July, 2021 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

F. AL-RAWI
Attorney General

19th July 2021.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
West Indian United Spiritual Baptist Sacred Order	Daphne Clinton-Caseman	No. 11 Sixth Street Barataria	St. Francis Xavier Spiritual Baptist Church No. 15 JoJo Lane El Socorro

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A LICENCE dated 8th October, 2021 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

F. AL-RAWI
Attorney General

8th October, 2021.

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Victorious Faith Ministries	Kurt Romero Mc Lean	Light Pole No. 30 Upper Pashley Street Laventille	Victorious Faith Ministries No. 20 Erthig Road Belmont



The Government of the Republic of Trinidad and Tobago
Public Statement of Queen's Hall

as at December, 2021

IN COMPLIANCE WITH SECTIONS 7, 8 and 9
 OF THE FREEDOM OF INFORMATION ACT, CHAP 22:02

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, Chap. 22:02 ("FOIA"), the Queen's Hall is required by law to publish and annually update the following statement 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 Queen's Hall.
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.

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

Functions and Structure of the Queen's Hall

The Queen's Hall Act, Chap 40:50 provides for "the establishment of a Concert Hall in the Ward of St. Ann's and for the management and control thereof." Chap 40:50 also establishes Queen's Hall as a body corporate and places responsibility for its management, control and maintenance with the Queen's Hall Board.

Corporate Structure

Queen's Hall is a semi-autonomous agency which reports to the Ministry of Tourism, Culture and The Arts ("MTCA"). Queen's Hall was built in 1959 through the efforts of the music community led by Mrs. May Johnstone, a music teacher and is partially funded by the Government of Trinidad & Tobago. It is designed as a multi-purpose facility to accommodate theatrical presentations and various community activities.

The Hall is managed by the Queen's Hall Board led by the Chairman and supported by a General Manager. The Board carries out its mandate through the establishment of policy direction. Implementation of Board Policy and direction is the responsibility of the Executive. The composition of the Board of Directors is as follows:

Dr. Helmer Hillwig	-	Chairman
Ms. Nisa Saeppaul	-	Deputy Chairman
Ms. Charlene Griffith	-	Member
Mr. Victor Prescod	-	Member
Ms. Michelle Joy Cato	-	Member
Ms. Karla Gonzales	-	Member
Mr. Brian Wood	-	Member
Mr. John Thomas	-	Member

The Executive is comprised of the General Manager, the Operations Manager and the Heads of Department – Lead Security, Administrative Co-ordinator, Maintenance Co-ordinator, Front of House Co-ordinator and Technical Co-ordinator.

Vision

"Our Vision is to be recognized internationally as the Caribbean region's premier theatre, contributing to nation building and the advancement of all genres of the performing arts."

Mission

"To provide the necessary canvas for showcasing local and international performing arts; supported by a highly trained, cohesive, professional and service-oriented staff."

The Board has set up the following Committees through which it functions:

- 1) Finance
- 2) Tenders
- 3) Human Resources

- 4) Projects/Strategic Planning
- 5) Marketing/Bookings

Services/Products provided

Queen's Hall operates as a rental facility in that clients book Queen's Hall and present and promote their productions. Queen's Hall strives to maintain a high quality of service to clients and makes every effort to provide the following facilities and equipment for rental to its clients:

- An enclosed Auditorium and Lobby area with seating for 750 persons
- A semi-covered Garden Theatre with seating capacity for 1,800 persons
- A Helen May Johnstone Room with seating capacity for 60 persons
- Landscaped Grounds with Outdoor Fountain
- State of the art theatre equipment for Stage, Lighting and Audio
- Parking facilities for one hundred and ninety seven (197) vehicles

Reporting Functions

Monthly financial reports are submitted to the Queen's Hall Board, the MTCA and to the Ministry of Finance. Quarterly Development Programme reports are sent to the MTCA.

Overall Strategic Objective

To ensure a financial system that facilitates the financial viability and sustainability of Queen's Hall in accordance with Government's rules and within the framework of its Government given mandate.

Procurement of Resources

Strategic Objectives

- To ensure that all technology (theatre-related and otherwise) procured and implemented at Queen's Hall remains up-to-date and that the physical plant is safe, maintained and enhanced to the benefit of all users of Queen's Hall.
- To ensure that all equipment, goods and services, etc. procured by Queen's Hall are accounted for and that the procedures used for their procurement are in accordance with the applicable procurement laws, regulations and Government procedures.

Tendering Procedures

Queen's Hall's procurement procedures are governed by its Tender Committee Rules which are based on the prevailing public procurement laws, policies, procedures and good practice with a view to ensuring transparency, accountability and value for money. These rules delineate the composition of the Queen's Hall Tenders Committee, the power and duties of the committee, the recording of decisions, the method of invitation of tenders, the contents of the invitation to tender etc.

Marketing

Strategic Objectives

- To promote Queen's Hall as a Concert Hall of choice for the performing arts
- To provide communications to the wider community on the role of Queen's Hall in the enrichment of the lives of the nation and the performing arts community of Trinidad and Tobago

Human Resources

Strategic Objective

To create an organization with highly trained personnel that are capable of providing managerial, technical, administrative and physical support to clients, which mirrors international best practices, while preserving the integrity of the facility and optimizing its use.

Functions of the Units of the Queen's Hall

CORE UNITS

- The Structure comprises:

- Office of the General Manager
- Office of the Operations Manager
- Administrative Support Units
- Technical Units

The Administrative Support Units consist of Bookings, Human Resource, Accounts, Information Technology, General Administrative Services, Health and Safety which provide support to the office of the General Manager and Operations Manager in planning, organizing, directing and coordinating the technical and administrative support functions of the organization.

The Marketing & Bookings Unit is responsible for the Queen's Hall corporate image, education and awareness, branding, advertising and public relations. This includes the provision of information to key internal and external stakeholders on a timely basis.

The Human Resource Unit is responsible for managing all Human Resources and Industrial Relations functions relative to manpower planning; staff compensation; training and development and employee relations.

The Accounting Unit is responsible for the financial management of Queen's Hall. It ensures that accurate financial information is reported to the Board and Queen's Hall stakeholders in a timely manner.

The General Administrative Services Unit provides front of house services, which includes Ushers, Box Office and Cleaning services.

The Information Technology (IT) Unit provides technical and network support services to Queen's Hall. The IT Unit is also responsible for keeping abreast of the use of data and new technologies by remaining at the forefront of digital technology, understanding our audiences to provide live video streaming services for interaction with real and virtual spaces to connect the performers with the audiences.

The Health and Safety and Security Services Unit is responsible for all health and safety systems, equipment, procedures, compliance with the OSH Act and Health and Safety Standards. The Unit is responsible for conducting annual risk assessments, internal audits, emergency response drills and safety training for staff. This Unit also oversees all security services provided in-house and external contractor.

The Technical Units are responsible for the coordination and operation of the technical facilities in particular the sound, lighting and rigging of the theatre in keeping with the technical requirement of the clients.

The Audio Unit is responsible for all sound productions shows held at Queen's Hall, including the configuration of microphones, speakers and control equipment, as well as the production of any necessary tracks.

The Lighting Unit is trained to work safely with electricity and to work closely with Queen's Hall Clients in interpreting the ideas of the Director, the Designer and other departments such as Make-up and Costume.

The Stage Unit provides all technical assistance from rehearsals right through to performances. The stage crew liaises with lighting, sound, wardrobe, make-up and works closely with the director and/producer to ensure the smooth running of the productions.

The Maintenance Unit is responsible for conducting routine inspections of Queen's Hall's premises and equipment. They perform preventative maintenance and handle basic repairs and maintenance, oversee contractors when professional repairs are required and diagnose mechanical issues and correct them.

The Stores Unit monitors and maintains current inventory levels,

PUBLIC STATEMENT OF QUEEN'S HALL AS AT DECEMBER, 2021—CONTINUED

initiate requisitions to the Procurement Officer to ensure that goods are purchased in a timely manner. Records purchases, maintains dataset, performs physical count of inventory and reconciles actual stock count to Computer Maintenance Management System (CMMS) reports.

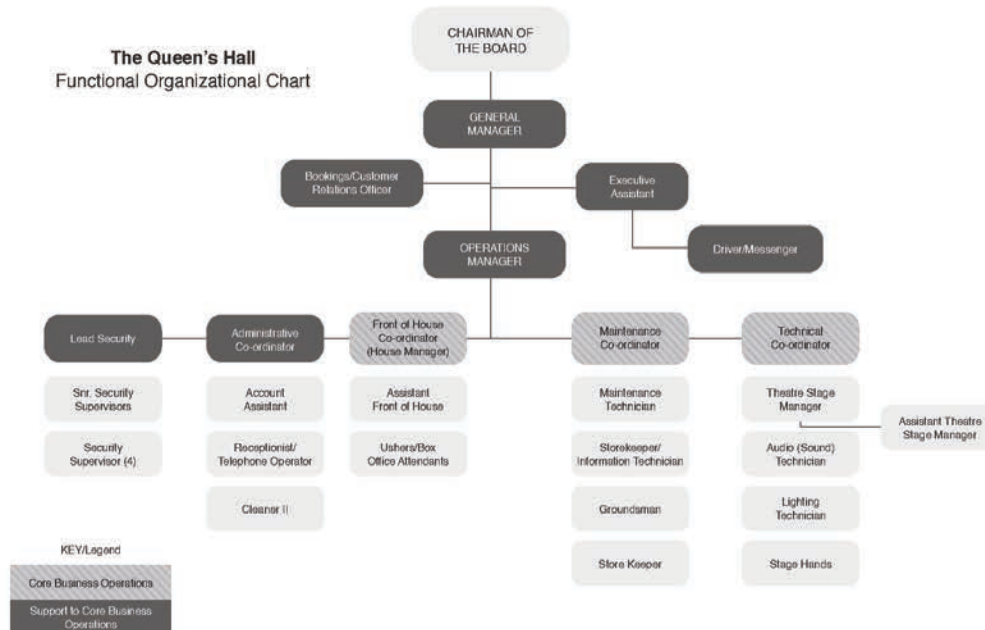
The major stakeholders of the Queen's Hall include:

- Patrons of Arts Foundation
- All Performing Arts Groups
- Cultural Organisations

- Local and International Artistes
- Government Ministries
- All departments within Queen's Hall
- Trinidad Hotels
- Non-Profit Organisations
- Faith-Based Organisations
- Corporate organisations
- Producers
- The Copyright Music Organisation of Trinidad and Tobago
- Members of the Public

- Visitors
- Trinidad and Tobago Police Service
- Trinidad and Tobago Fire Services
- Contractors
- Airports Authority of Trinidad and Tobago
- Port Authority of Trinidad and Tobago
- Members of the Media
- Schools

Figure 1. Organisational Structure of Queen's Hall



SECTION 7 (1) (a) (ii)
Categories of Documentation in the possession of the Queen's Hall

The official documentation of the Queen's Hall relates to a diverse range of policy matters, administration and other matters that fall under the scope of the Queen's Hall and are as follows:

- Files dealing with administrative support and general administrative documents for the operations of the Queen's Hall;
- 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 Queen's Hall;
- 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;
- Legislation and legal instruments;
- Reports –Statistical, Annual/Quarterly, Audit, Consultants/ Technical, Valuation and Accidents;
- Books, booklets, leaflets, pamphlets, brochures, Newspaper Clippings and Posters, Periodicals and Publications;
- Files dealing with Training;
- Files dealing with Circulars, Memoranda, Notices, Bulletins, etc.
- Files dealing with Functions, Conferences and Events hosted at Queen's Hall;
- Inventories and Listings; and
- Minutes of Meetings of the Queen's Hall Board.

SECTION 7 (1) (a) (iii)
Material Prepared for Publication or Inspection

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

Queen's Hall
1-3 St. Ann's Road
St. Ann's

SECTION 7 (1) (a) (iv)
Literature Available by Subscription

We currently have no material available for subscription

SECTION 7 (1) (a) (v)
Procedure to be followed when accessing a document from the Queen's Hall

How to Request Information

General Procedure
Our policy is to answer all requests, both oral and written, for information. However, in order to exercise 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 Queen's Hall or at the website www.foia.gov.tt) for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Queen's Hall. 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 being already available within the public domain.

Responding to your Request

Retrieving Documents

The Queen's Hall is required to furnish copies of official documents only when they are in our possession or we can retrieve them from our document storage facility.

Note

Prior to the commencement of the FOIA, 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, subject to the FOIA, entitled to copies of official documents 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.

PUBLIC STATEMENT OF QUEEN'S HALL AS AT DECEMBER, 2021—CONTINUED

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. Applicants whose requests are incomplete or unclear will be promptly informed of same by the Designated Officer who will make arrangements to consult with the applicant with a view to clarifying the request. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.

Every effort will be made by Queen's Hall to comply with the timeframe set out in the FOIA, but where the processing of a request unavoidably may take longer than the statutory limit, the Queen's Hall will advise the applicant by letter and ask for an additional period of time to provide the information. 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. Applicants whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and refunds

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.

SECTION 7 (1) (a) (vi)**OFFICERS RESPONSIBLE FOR DISCHARGE OF FOIA STATUTORY DUTIES****Officers in the Queen's Hall 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: General Manager
Name: Mr. Garfield George
Address: 1-3 St. Ann's Road, St. Ann's
Telephone: 298-9071 ext 2220
Fax Number: 624-2619
Email address: ggeorge@queenshalltt.com

The Alternative Officer is:

Job Title: Bookings/Marketing Officer
Name: Mrs. Colleen Cameron
Address: 1-3 St. Ann's Road, St. Ann's
Telephone: 298-9071 Ext 2430
Fax: 624-2619
Email address: ccameron@queenshalltt.com

SECTION 7 (1) (a) (vii)

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

At present there are no bodies within the Queen's Hall that fall within the meaning of this section of the FOIA.

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

Queen's Hall documents that exist in the public domain can be accessed through the Reading Room facility. This facility is open to members of the public on Tuesdays and Thursdays from 9:00a.m. to 3:00p.m. and is located in the Queen's Hall Administrative Building at 1-3 St. Ann's Road, St. Ann's. Additionally, information in the public domain can also be accessed from the Queen's Hall's Home Page at website <http://www.queenshalltt.com>

All members of the public will be required to adhere to the rules and regulations outlined for the use of this reading room facility:

- Observance of all COVID-19 Regulations and protocols.
- 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.

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:

- Queen's Hall Act Chap 40:50
- Theatres and Dance Halls Act, Chapter 21:03
- Guidance on FOIA Implementation
- Financial Regulations and Instructions
- Public Service Commission Regulations
- Procurement Policies and Guidelines
- Public Sector Investment Programme (PSIP)
- Estimates of Expenditure, Recurrent and Development Programme

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.

- Queen's Hall Booking Policy
- Minutes of Meetings of the Queen's Hall Board
- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

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.

- Queen's Hall Occupational Health and Safety Guidelines for Clients and Contractors
- Queen's Hall COVID-19 Protocols for Outdoor Events
- Queen's Hall COVID-19 Guidelines for Backstage Social Distancing

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 Queen's Hall.

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 Queen's Hall 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 Queen's Hall 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 Queen's Hall.

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 Queen's Hall 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 Queen's Hall who is not a member of the committee.

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

SECTION 9 (1) (e)

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

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

SECTION 9 (1) (f)

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

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

SECTION 9(1) (g)

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

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

SECTION 9 (1) (h)

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

The Queen's Hall Trinidad and Tobago Administrative Report Fiscal 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021

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.

At this time, Queen's Hall has no such documents.

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 Queen's Hall 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 Queen's Hall.

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

SECTION 9 (1) (m)

A valuation report prepared for the Queen's Hall by a valuator, whether or not the valuator is an officer of the Queen's Hall.

Annual Fixed Assets Register (2012 to 2021)
Annual Administrative Reports (2008 to 2021)



**Public Statement 2022 of The Trinidad and Tobago Racing Authority
In Compliance with Section 7, 8 And 9 Of the Freedom of Information Act (FOIA) 1999**

PURPOSE OF THIS STATEMENT

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

The Freedom of Information Act gives members of the public: -

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

The following information is published with the approval of the Minister of Trade and Industry:

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Establishment of the Authority

- The Authority was established in 1976 by the Trinidad and Tobago Racing Authority Act, Chapter 21:50 (the Act).
- The Authority is the sole body tasked with the **regulation and control of the Racing Industry** in T&T, replacing the Trinidad Turf Club, which had performed a dual role as Promoter and Authority for close to a century prior.

Vision of the Authority

The vision of the Authority is to be the principal regulator of the local horse racing industry, working amicably and closely with the stakeholders, locally, regionally and internationally, to uphold the integrity of the sport, at all times, and continue to be a leader in best practice and innovation.

Mission of the Authority

To uphold the integrity of the Racing Industry in Trinidad and Tobago, so as to ensure fair play for all participants without fear or favour.

Responsibilities of the Authority

In furtherance of its responsibilities, the Authority:

- a) Makes all such rules as are necessary (The Trinidad and Tobago Racing Authority Rules, 2020; Registration and Classification of Horses and Racing Instructions and Other Racing Matters).
- b) Administers and enforces rules made under Section 19 of the Act.
- c) Undertakes the registration of racehorses, dogs and the owners thereof.
- d) Issues such licences and grants such permits as may be required by the Act.
- e) Establishes training schemes for jockeys, stable lads and other personnel in the Industry.
- f) Hears all disputes/appeals arising out of the Rules of Racing made under Section 17 of the Act.
- g) Compiles and publishes the Trinidad and Tobago Stud Book (TTSB).
- h) Approves Racing Programmes proposed by the Promoter of horse racing – presently, the Arima Race Club (ARC).
- i) Archives and maintains records (horses, licensed personnel).

PUBLIC STATEMENT 2022 OF THE TRINIDAD AND TOBAGO RACING AUTHORITY—CONTINUED

SECTION 7 STATEMENTS

Section 7 (1) (a) (i) – Function and Structure of the Authority:

Fixed Establishment and Departments of the Authority

The Authority is established pursuant to Section 3 of the Trinidad and Tobago Racing Authority Act Chapter 21:50 and consists of nine members appointed by the Minister responsible for industry and consist of:

- four members appointed after consultation with the turf clubs
- one member representing the Ministry of Finance
- one member appointed after consultation with organisations most representative of race-horse owners
- three independent members with knowledge of racing, at least one of whom has qualifications in law, and from which the Chairman and Vice-Chairman are appointed.

The members appointed to the Authority for the term November 12th 2020 - November 11th 2022 are:

- Dr. David Kangaloo (Chairman)
- Mr. Farook Hosein (Vice Chairman)
- Mr. Richard Freeman (Member – Attorney at Law)
- Ms. Savatry Ramsaran (Member – Ministry of Finance)
- Mr. Vishan Ali (Member – Racehorse Owners' Association)
- Mr. Gary Pierre (Member – Arima Race Club)
- Mr. Tyrone Kowlessar (Member – Union Park Turf Club)

- Mr. Robert Bernard (Member – Trinidad Turf Club)
- Mr. Selwyn Raymond (Member - Tobago Turf Club)

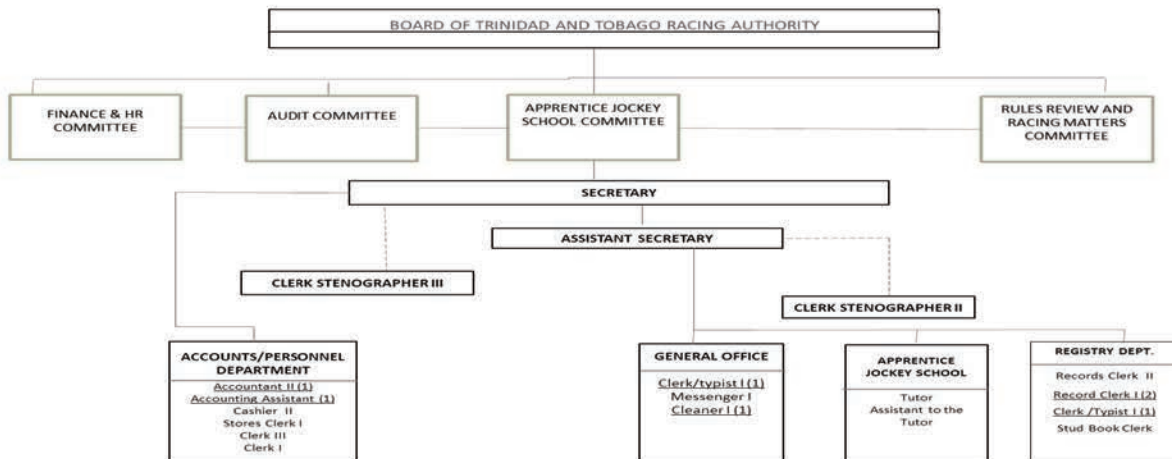
The Authority currently has four (4) established Committees to carry out its mandate. These Committees are:

- Finance/Human Resource
 - This committee is tasked with reviewing all Finance and Human Resource related matters affecting the Authority
- Racing Matters (Inclusive of Rules Review/Updates)
 - This committee has mainly been tasked with the review and update of the Rules of Racing
- Audit
 - This committee is primarily tasked with providing oversight of the financial reporting process, the audit process and compliance with laws, rules and regulations.
- Apprentice Jockey School
 - Given the suspension in 2018, of the Apprentice Jockey Training Programme (AJTP), formally referred to as the Apprentice Jockey School, the AJTP Committee is currently not operational.

The Departments that support the Authority are:

- Secretariat/Management
- Administrative Department
- Accounts Department
- General Office
- Apprentice Jockey Training Programme Department (suspended)
- Registry Department

Organisational Structure of the Authority



PUBLIC STATEMENT 2022 OF THE TRINIDAD AND TOBAGO
RACING AUTHORITY—CONTINUED

**Section 7 (1) (a) (i) - Functions of the Departments
(continued)**

The **Secretariat/Management** comprises the Secretary, the Assistant Secretary and the Administrative Support Team who assists them.

The Secretariat is responsible for the oversight of all activities, initiatives, projects, financial decisions and execution of directives given by the Authority and the submission of Minutes and reports for action or information within the line Ministry – Ministry of Trade and Industry.

The **Administrative Department** supports the mandate of the Secretariat by executing daily tasks that enable the organization to run smoothly and efficiently.

The **Accounting Department** is responsible for the effective discharge of accounting functions and responsibilities which include tracking, recording and processing the revenue and expenditure of the Authority, reporting to the Secretary and providing information and relevant accounting statements for review by the Authority, Finance Committee and Auditor General's Department, as required.

The **General Office** comprises a mix of positions namely:

- Clerk/Typist I supports Management and/or the Registry Department where required.
- Maid/Cleaner I ensures the general daily cleanliness and maintenance of the Authority's office/work spaces.
- Messenger I (this function is currently performed by the Messenger attached to the Betting Levy Board (BLB) on behalf of the Authority).

The **Apprentice Jockey School** (Apprentice Jockey Training Programme), is a training scheme for students who aspire to become Jockeys. Effective December 2018, the activities of the Programme were suspended by the Authority, until otherwise advised by the Authority.

The **Registry Department** is responsible for:

- a) Registration and issuance of approved licences to racing personnel (Owners, Jockeys, Grooms, Trainers, Assistant Trainers, Stable lads, Exercise Lads).
- b) Registration of horses bred in, imported into and exported from Trinidad and Tobago.
- c) Registration of Owners' Colours/Transfers of Ownership/Leases and Contingencies/Appointments of Trainers etc.
- d) Compilation of the Trinidad and Tobago Stud Book.
- e) Other transactions and processes necessary to facilitate horse racing in Trinidad and Tobago.

Section 7 (1) (a) (ii) - Categories of Documents maintained by the Authority

- a. Files, Records, Manuals, Documents:
 - Administrative files used in the daily operations of the Authority.
 - Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, retirements, leave, vacation etc.
 - Files relating to Contracts for Services.
 - Files dealing with the accounting and financial management function of the Authority:
 - Financial Records (cheques, vouchers, receipts, journals, payroll, annual budget, Audited Annual Financial Statements, Monthly Quarterly Statements of Income and Expenditure National Insurance Records, Value Added Tax Records).
 - Circulars, memoranda, notices.
 - Files pertaining to meetings convened by the Authority:
 - Minutes/Agenda of meetings held by the Authority.
 - Files pertaining to inquiries, appeals and disputes heard by the Authority.
 - Legal opinions on related matters.
 - Files relating to the procurement of supplies, services, equipment.
 - Inventory register of assets of the Authority.
 - Internal and external correspondence files.
 - Files on licences issued to racing personnel (Owners, Jockeys, Grooms, Trainers, Assistant Trainers, Stable Lads, Exercise Lads).
 - Trainer/Training Files - study manuals, exam papers, exam results.
 - Archival documents.
 - Policy and Procedure Documents.
 - Acts, Rules and Gazettes.
- b. Publications (may be accessed on the Authority's website):
 1. Rules of Racing and Amendments.
 2. Rules for Registration and Naming of Horses.
 3. Fee Schedule for Services Rendered by the Authority.
 4. Trinidad and Tobago Stud Books.
 5. Breeding Information.
 6. Statistics on Horses, Racing Personnel and Races.
 7. Notices, Media Releases, Circulars.
- c. Forms (also available on the Authority's website):
 1. Application and Registration Forms related to Horse Racing.
 2. Freedom of Information Act Request Forms.

PUBLIC STATEMENT 2022 OF THE TRINIDAD AND TOBAGO
RACING AUTHORITY—CONTINUED

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

The public may inspect and/or obtain, **with permission**, copies of material between the hours of 7:45 a.m. and 4:00 p.m. on normal working days at the Authority's office which is located at:

The Head Office of the Authority is situated at:

Administration Building
Santa Rosa Racing Facility
Santa Rosa Park
Churchill Roosevelt Highway
O'Meara Road, Arima
P.O. Box 79, PORT OF SPAIN
Republic of Trinidad and Tobago
Tel: 1 (868) 226-4TRA (4872)
Direct/Fax: 1 (868) 646-0103
Website: www.ttra.net

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

The Authority has no literature available by way of subscription.

Section 7 (1) (a) (v) - Procedure to be followed when accessing a document from the Authority:

- a. In order to have the rights given to applicants by the FOI Act, you must make your request in writing.
- b. The Request for Access to Official Documents form can be obtained from the Authority's office or it may be downloaded from the Authority's website (www.ttra.net) or the FOIA's website (www.foia.gov.tt).
The relevant information that must be provided to the Authority includes:
 - Name of Applicant (full name preferred)
 - Contact information
 - Information requested and format to provide the information
 - Date of request
 - Signature of applicant
 - Applications should be addressed to the Designated Officers of the Authority
- c. A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the Authority or another public authority, or if the said information is exempted. The Authority is required to furnish copies of documents only when they are in its possession. The applicant will be contacted within **thirty (30) days of the receipt of the request** by the Authority, and the applicant will be notified by the designated officer that the request has been received and is being processed. Once the request can be made available to the applicant and has been approved, the applicant will be informed and given a time period within which the information will be disclosed.

Section 7 (1) (a) (vi) – Officers in the Authority 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.

The Designated Officers for the Authority are:

Ms. Josette Mc David (Designate)

Secretary
Trinidad and Tobago Racing Authority
Santa Rosa Racing Facility
Santa Rosa Park
Churchill Roosevelt Highway
O'Meara Road, Arima
P.O. Box 79, PORT OF SPAIN
Republic of Trinidad and Tobago
Tel: 1 (868) 226-4TRA (4872)
Josette.McDavid@TTRA.gov.tt

Ms. Nadine Carter (Alternate)

Assistant Secretary
Trinidad and Tobago Racing Authority
Santa Rosa Racing Facility
Santa Rosa Park
Churchill Roosevelt Highway
O'Meara Road, Arima
P.O. Box 79, PORT OF SPAIN
Republic of Trinidad and Tobago
Tel: 1 (868) 226-4TRA (4872)
Nadine.Carter@TTRA.gov.tt

Section 7 (1) (a) (vii) - Advisory Boards, Councils, Committees, and other bodies (where the minutes of whose meetings are available for public inspection):

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

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

Any applicant requesting to view information can make general enquiries by contacting the Authority's office at the telephone numbers provided or by emailing the Designated Officer/s listed, under **Section 7 (1) (a) (vi)**. Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 7:45 a.m. and 4:00 p.m. on normal work days.

The Policy of the Authority with respect to the provision of copies of documents that are readily available to the public is as follows:

- Provision of documents may be subject to a charge to cover administrative costs.

PUBLIC STATEMENT 2022 OF THE TRINIDAD AND TOBAGO
RACING AUTHORITY—CONTINUED

- No smoking, eating or drinking is allowed in the space provided.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i) - Documents containing interpretations or particulars of written laws or schemes administered by the Authority, not being particulars contained in another written law:

- Trinidad and Tobago Racing Authority Act Chapter 21:50
- Trinidad and Tobago Racing Authority Rules (as amended August 1st 2020)

Section 8 (1) (a) (ii) - Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Authority, or similar documents containing rules, policies, guidelines, practices or precedents:

- Trinidad and Tobago Racing Authority Functions and Duties
- Rules for the Registration and Naming of Horses
- Conditions Attached to Jockeys' Licences
- Conditions for Entry into the Trinidad and Tobago Stud Book (TTSB)

Section 8 (1) (b) - In enforcing written laws and schemes administered by the 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:

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

SECTION 9 STATEMENTS

Section 9 (1) (a) - A report or a statement containing the advice or recommendations, of a body or entity established within the Authority.

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 Authority 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 Authority or to the responsible Minister of that public authority

- Management Letters on the Audits of the Accounts and Financial Statements of the Authority conducted by the Auditor General.

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

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 Authority to submit a report, provide advice or make recommendations to the responsible Minister of the Authority or to another officer of the Authority who is not a member of the committee.

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

Section 9 (1) (e) - A report (including a report concerning the results of studies, surveys or tests) prepared for the Authority by a scientific or technical expert, whether employed within the Authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

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

Section 9 (1) (f) - A report prepared for the Authority by a consultant who was paid for preparing the report:

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

Section 9 (1) (g) - A report within the Authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

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

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

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

Section 9 (1) (i) - A report containing final plans or proposals for the re-organization of the functions of the Authority, the establishment of a new policy, programme or project to be administered by the Authority, or the

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PUBLIC STATEMENT 2022 OF THE TRINIDAD AND TOBAGO
RACING AUTHORITY—CONTINUED

alteration of an existing policy, programme or project administered by the Authority, whether or not the plans or proposals are subject to approval by an officer of the Authority, another public authority, the responsible Minister of the Authority or Cabinet.

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

Section 9 (1) (j) - A statement prepared within the 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 Authority 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 Authority:

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

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

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

MARCH 2022

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31 2021****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 Rural Development Company of Trinidad and Tobago Limited (“RDC”) 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 Rural Development Company of Trinidad and Tobago Limited;
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 Rural Development Company of Trinidad and Tobago Limited (RDC)****Mission Statement:**

We will provide improved infrastructure and community facilities in rural communities through the efficient planning, implementation and execution of projects of best quality while preserving the environment.

We achieve this through transparency, consultation, value management, quality standards, human capital and contractor development as the main platforms upon which the company will continue to build.

The RDC is a **Wholly Owned State Enterprise**. The Rural Development Company of Trinidad and Tobago Limited was incorporated on the 2nd day of May, 2005 in accordance with the Companies Act of Trinidad and Tobago 1995.

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

SCOPE OF BUSINESS

The RDC was established primarily to provide project management services pertaining to the developmental projects and programs to improve the infrastructure, utilities and social and sporting facilities in all communities of Trinidad. RDC provides the following Technical services:

1. Civil and Structural Designs
2. Project Management
3. Preparation of Tender Documents using the FIDIC form of contract
4. Construction Contract Administration
5. Evaluation of Tenders
6. Supervision of Construction of general civil and building works

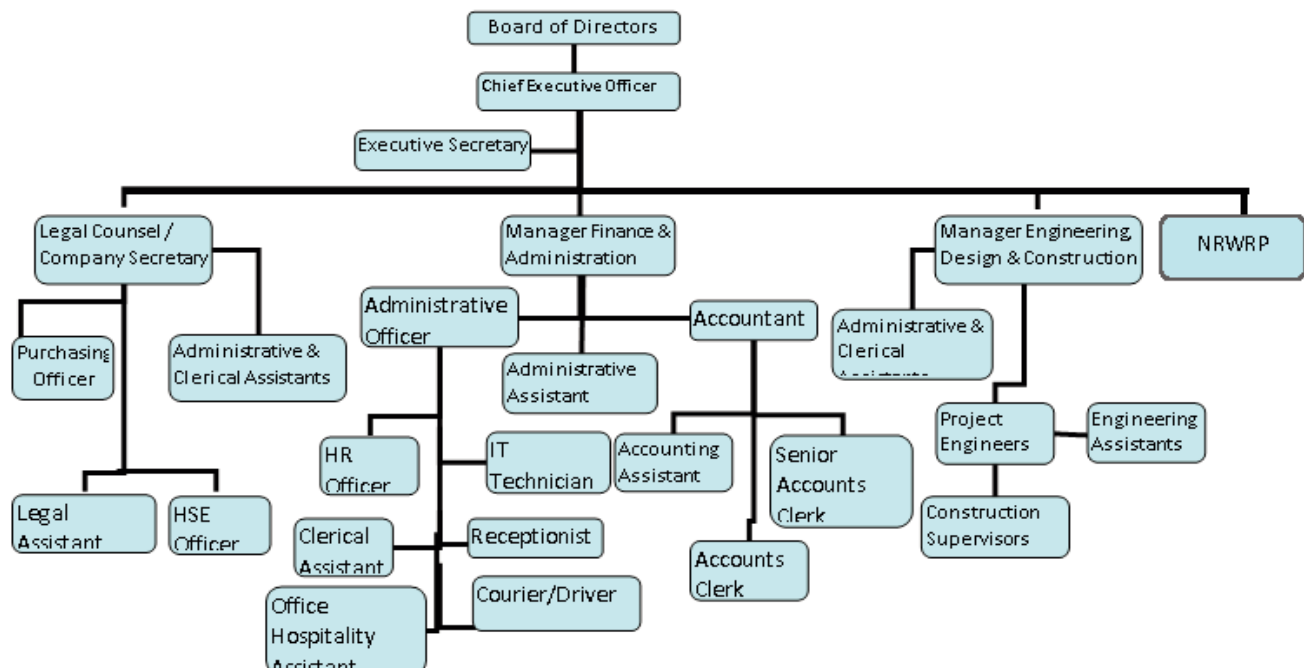
ORGANIZATIONAL STRUCTURE

The RDC is headed by a Board of Directors. There are seven (7) Directors of the company including a Chairman and Deputy Chairman. The Board of Directors is responsible for charting the overall direction of the RDC.

The RDC's current organization structure has four (4) departments as illustrated in the approved organizational chart below:

ORGANIZATION CHART

RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED

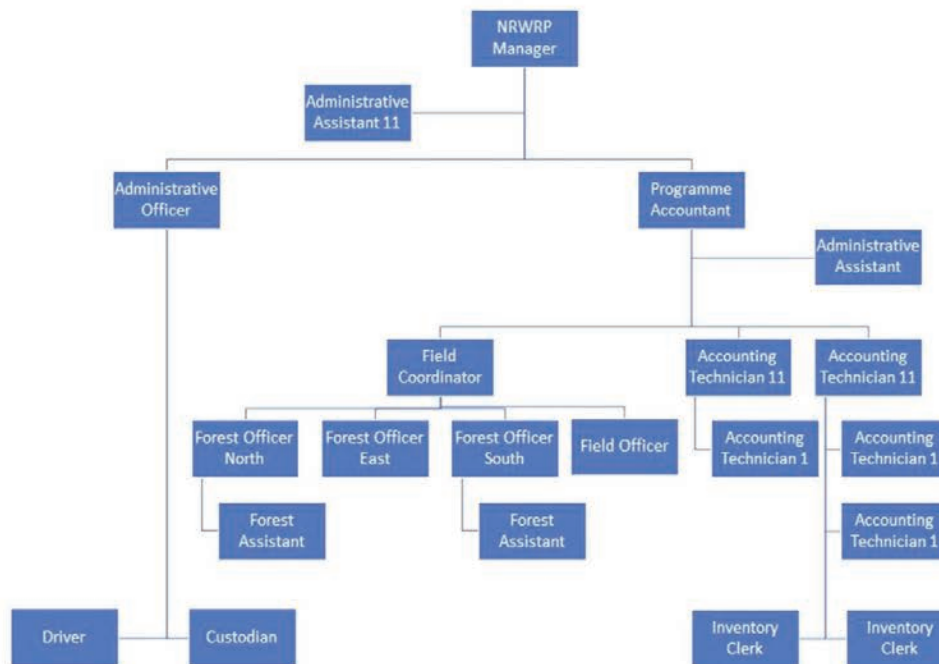


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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

Organizational Chart

National Reforestation and Watershed Rehabilitation Programme (NRWRP)



Finance and Administration- This Department provides support in the management of income and expenses whilst managing the office operations. This department performs the following key functions:

- i. Processes financial transactions
- ii. Prepares monthly management accounts
- iii. Prepares annual financial statements
- iv. Processes payments to contractors and staff
- v. Reviews, updates and administers the Administration and Human Resources Policy Manual
- vi. Upgrades and maintains the office, equipment and facilities
- vii. Provides supplies for RDC's operations
- viii. Provide ICT support

Engineering, Design and Construction- This Division performs the core function of the company by preparing projects for tendering and managing the projects from inception to completion of the construction process. In addition to providing project management services, this department is also responsible for the following functions:

- i. Evaluating the applications from contractors and consultants for prequalification

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

- ii. Designing small infrastructural projects in collaboration with key stakeholders
- iii. Preparing and evaluating tender documents
- iv. Supervising work during construction to ensure conformance with designs and quality
- v. Administration of awarded contracts and payment of evaluated bid prices to tenderers

Legal and Corporate Services- This division provides support in the area of legal and corporate services to the RDC's operations. The scope of the legal and corporate services includes:

- i. Acting on behalf of the Tenders Committee for the procurement of goods and services
- ii. Preparation and execution of contracts
- iii. Providing legal advice to the RDC
- iv. Providing administrative support to the Board and its sub-committees
- v. Preparing and submitting statutory reports and ensuring compliance to requirements of RDC's Act; By-law and the State Enterprises Performance Monitoring Manual.

Sub function of Legal and Corporate Services- Health, Safety and the Environment (HSE) - The HSE team develops, implements and monitors policies. The role of the HSE team is as follows:

- i. HSE policy and drafting the HSE Committee By-laws
- ii. Provision of personal protective equipment
- iii. Alcohol and Substance Abuse Policy
- iv. Emergency Response Plan
- v. Quarterly and annual risk assessment

National Reforestation and Watershed Rehabilitation Programme (NRWRP)

This Programme was developed and proposed in response to the need to preserve and protect Trinidad and Tobago's natural rain forest, watersheds, wetlands, flora and fauna. The Programme's primary purpose is to establish forests, including lands on watersheds which have been denuded or destroyed. In doing so, the project is expected to produce a number of additional benefits which include:

- i. An increase in the value of forest capital;
- ii. Preservation of biodiversity;
- iii. Enhanced watersheds;
- iv. Increased aquifer recharge;
- v. Flood reduction;
- vi. Increased food production through agro-forestry;

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

- vii. Environmental and aesthetic enhancement; and
- viii. The alleviation of poverty through sustainable employment opportunities, particularly among women and youth.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The work of the RDC will have a definite impact on the lives of the citizens of the country as it seeks to improve the quality of life of residents of communities in Trinidad by providing much needed infrastructure and community facilities. This work will be achieved in collaboration with all stakeholders. Based on the nature of the projects executed, the following positive public impacts may result:

1. Job opportunities due to the employment of local labour;
2. Economic growth due to the engagement of local businesses;
3. Enhancement of the social lives of residents via the provision of recreational, sporting and community facilities;
4. Raising of public morale and spirit as they actively witness work being executed to benefit their lives; and
5. Improved transport times, decreased vehicle maintenance costs and improved safety due to road construction and rehabilitation projects.

Section 7(1) (a) (ii)

Categories of Documents in the possession of the RDC:

1. Files dealing with administrative support and general administrative documents for the operations of the RDC;
2. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignation, deaths, retirements, leave, vacation etc.;
3. Files dealing with the accounting and financial management function of the RDC
4. Financial Statements and records;
5. Files dealing with matters relating to the procurement of supplies, services and equipment;
6. Maps/Charts/Photographs/Compact Discs;
7. Policy and Procedure Documents;
8. Internal and External correspondence files;
9. Contract Administration files
10. Legislation and Legal Instruments;
11. Minutes/Agenda of meetings;
12. Files dealing with circulars, memoranda, notices, bulletins etc.;
13. Reports: Statistical, Annual/monthly/quarterly, Consultants'/Technical, Corporate;
14. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings;
15. Registers/Certificates.

Section 7(1) (a) (iii)

Material prepared for publication or inspection

This section is not applicable at this time.

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

Section 7(1) (a) (iv)

Literature available by subscription

This section is not applicable at this time.

Section 7(1) (a) (v)

Procedure to be followed when accessing a document from the RDC

How to Request Information:

i. *General Procedure*

Our policy is to answer all requests for information, both oral and written. 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 information is refused), you must make your request in writing. The applicant must complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

ii. *Addressing Requests*

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

iii. *Details in the Request*

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

Requests not handled under the FOIA

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

Responding to your Request

i. *Retrieving Documents*

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

ii. *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 (1) copy of a document. If we cannot

UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

make a legible copy of a document to be released, we may not attempt to construct 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.

Time Limits

i. *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.

ii. *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.

Section 7 (1) (a) (vi)

Officers in the RDC responsible for:

- 1. The initial receipt of and action upon notice 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:

Mr. Arshaad Mohammed
Legal Counsel/Corporate Secretary
Rural Development Company of Trinidad and Tobago Limited
Bungalow #221058 LP #6 Skid Row Road, Brechin Castle, Couva
Tel: 636-8308/5484

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

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

This section is not applicable at this time.

Section 8 Statements

Section 8 (1) (a) (i)

Documents containing interpretation or particulars of written laws or schemes administered by the public authority, not being particulars contained in another written law.

This section is not applicable at this time.

Section 8 (1) (a) (ii)

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

1. Human Resource Policy Manual
2. Tenders Rules and Procedures
3. Health Safety and Environmental Policies.

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 written laws or schemes.

This section is not applicable at this time.

Section 9 Statements

Section 9 (1) (a)

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UPDATED PUBLIC STATEMENT OF THE RURAL DEVELOPMENT COMPANY OF
TRINIDAD AND TOBAGO LIMITED AS AT DECEMBER 31, 2021—CONTINUED

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

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within the RDC.

Section 9 (1) (b)

**A report or a statement containing the advice or recommendations,
(1) of a body or entity established outside of the RDC 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 RDC or to the responsible Minister.**

1. State Enterprises Performance Monitoring Manual.

Sections 9 (1) (c) - 9 (1) (m)

At this time, we have no reports or statements under the aforementioned sections.



RURAL DEVELOPMENT COMPANY OF TRINIDAD AND TOBAGO LIMITED

IMPORTANT ADVISORY

RE: UNCLAIMED FUNDS

CUNA Caribbean Insurance Society Limited wishes to advise customers that were listed in the **Unclaimed Funds Notice**, published on 3rd March 2022, that the deadline for contacting our Customer Services Department is on **25th May 2022**.

For further assistance, please contact us via any of the following options:

- **Call:** (868) 628-CUNA(2862)
Monday to Friday
8:00am - 4:00pm
- **Email:** customerservices@cunacaribbean.com

However, if you have since encashed the cheque please disregard this notice.

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

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

<i>Name</i>	<i>Policy Number</i>
NATALIA PASCALL	3416917
KERN DE PEZA	3429778
HAZEL ANN DENNIS	6764874
AKEISHA FRANCIS	3442240
MATTHEW MALCOLM	3469737

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

477

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

<i>Name</i>	<i>Policy Number</i>
CHRISTOPHER TAYLOR	CI01160
SUMMER FRANCIS	3512269
TENNYSON MOHAMMED	3381444
HISLOP HILAIRE	3331698

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

478

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

<i>Name</i>	<i>Policy Number</i>
CHRISTOPHER TAYLOR	3512269
SHAVEZ SMART	3494922

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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

<i>Name</i>	<i>Policy Number</i>
JAMAAL YOUNG	3405003
FALON GRAY	3464676
FERN GRAY	3430935
AHYANNA GRAY	3464726
MANIRAM RAGBIR	3364965

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

480

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

<i>Name</i>	<i>Policy Number</i>
RAVINDRA RAMDIAL	3396485
ONIKA MARS	3350154
AFIA HODGE	3470400
MALIQUE EDWARDS	3470399
ZARIA EDWARDS	3470401

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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

<i>Name</i>	<i>Policy Number</i>
EWART DENOON	3432365
OLIVIA JACKSON	3516261
NISHA MATHURA-RAGBIR	3503105
CHERRY ANN EDWARDS	3362800
JAEMEMA KISSOON	3513640

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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LOSS OF PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO POLICIES—CONTINUED

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

Name	Policy Number
RACHAEL NEEMAR	3364414
RIAD HAYATALI	3364392
ANNABELLA RACKAL	3364393
DON FELIX	3423807
MASIAH WOODS	3514974

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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

Name	Policy Number
SIMONA CASSAR	3523057
NEIL JOSEPH	3526580
RALPH PERSAD	3443355
JAMEEL DU BARRY	3526172
RACHEL DICK	3474935

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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

Name	Policy Number
DAV-ERNAN KOWLESSAR	3524642
ANEISA DIAZ	3495252
SHANE KHAN	3462778
TREVOR BABALOLA	S000065
ROMANO RAGOONATHSINGH	3485597

PAN-AMERICAN LIFE INSURANCE
OF TRINIDAD AND TOBAGO

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

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SPECIAL LICENSING SESSION
(Liquor Licences Act, Chap. 84:10)

BOROUGH OF ARIMA

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10 (18), the Licensing Committee for the Borough of, Arima, has appointed THURSDAY THE 21ST DAY OF APRIL, 2022 at 9:00 o' clock in the forenoon at the Arima Magistrate's Court as the day, hour and place at which a Special Licensing Session will be held to hear and determine the application of Nyron Dindial of Lot No. 27A, Pro Queen Street, Arima for a Certificate authorising the said Nyron Dindial to carry on the trade of a Spirit Grocer in respect of premises situate at Lot No. 27A, Pro Queen Street, Arima.

Dated this 24th day of March, 2022 at the Arima Magistrate's Court.

T. REYES
Secretary, Licensing Committee,
Borough of Arima

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

REGION OF SIPARIA/PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee in the Region of Siparia/Penal/Debe, by Fangyan Chen of No. 1121 Southern Main Road, Mc Bean, Couva, that it is her intention to apply to the Licensing Committee at the Siparia District Court on THURSDAY THE 14TH DAY OF APRIL, 2022, for a transfer to her of the Licence to carry on the trade of a Spirit Grocer now held by Zhi Xin Li in respect of premises situate at No. 1544 2nd Avenue, Point D'or, La Brea.

Dated this 5th day of April, 2022 at the Siparia District Court.

K. BALWANT
Secretary, Licensing Committee
Region of Siparia / Penal / Debe

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NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing District of the County of St. Patrick, by Nigel Birbal of No. 313 Southern Main Road, Fyzabad, that it is his intention to apply to the Licensing Committee at the Siparia District Court on THURSDAY THE 14TH DAY OF APRIL, 2022, for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Shamnarine Birbal in respect of premises situate at Light Pole No. 3, Gowers Well Road, Fyzabad.

Dated this 5th day of April, 2022 at the Siparia District Court.

K. BALWANT
Secretary, Licensing Committee
Region of Siparia / Penal / Debe