



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 4th August, 2014—\$5.40.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 11th August, 2014—\$135.90.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 8th September, 2014—\$22.50.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 12th September, 2014—\$104.40.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 15th September, 2014—\$89.10.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Tuesday 16th September, 2014—\$72.90.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Wednesday 17th September, 2014—\$51.30.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Thursday 18th September, 2014—\$33.30.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Friday 19th September, 2014—\$21.60.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Monday 22nd September, 2014—\$90.00.
- HANSARD—Trinidad and Tobago—Debates of the House of Representatives Official Report—Tuesday 23rd September, 2014—\$109.80.

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## APPOINTMENT OF COMMISSIONERS TO THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

IT IS HEREBY NOTIFIED that in accordance with the provisions of Sections 4 (1) of the Trinidad and Tobago Electricity Commission Act, Chap. 54:70, Cabinet has agreed that the Commission Board shall now consist of the following for a period of two (2) years with effect from the date of their Instrument of Appointment:

The Trinidad and Tobago Electricity Commission Board now consists of the following persons:

Mr. ROMNEY THOMAS	...	...	Chairman
Mr. ANTHONY PEYSON	...	...	Deputy Chairman
Mr. ANDREW ALVES	...	...	Commissioner
Mr. CLIFFORD CAMPBELL	...	...	do.
Ms. CHARMAINE CABALLERO	...	...	do.
Ms. JANET RICHARDS	...	...	do.
Mr. JOHN CHAPMAN	...	...	do.
Mr. RAPHAEL AJODHIA	...	...	do.

N. DUKE  
*Acting Permanent Secretary  
Ministry of Public Utilities*

# GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

## MINISTRY OF FINANCE

### UPDATED FREEDOM OF INFORMATION STATEMENT 2021

In compliance with sections 7, 8 and 9 of the Freedom of Information Act, 1999, Chapter 22:02, Laws of Trinidad and Tobago (FOIA), the Ministry of Finance is required by law to publish this statement, which lists the documents and information generally available to the public.

2. The FOIA gives the members of the public:
  - a. The legal right for each person to access information held by the Ministry of Finance;
  - b. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
  - c. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
  - d. A legal right to complain to the Ombudsman and to the High Court for Judicial Review to challenge adverse decisions under the FOIA.

#### SECTION 7 STATEMENTS

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

#### **The function and structure of the Ministry of Finance:**

3. **The Function of the Ministry** - To facilitate revenue collection and management; budget planning, preparation and management; formulation and promotion of fiscal and economic policy; trade facilitation and border control; debt management; and the management of the State Enterprises Sector.

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
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4. **Vision Statement** - The Ministry of Finance is a world class organisation that implements balanced macro-economic policies and initiatives that facilitate the expansion and diversification of the economy, ensures fiscal sustainability; and that is responsive to the global environment.

5. **Mission Statement** - To efficiently and effectively manage the economy of Trinidad and Tobago through the development and implementation of innovative policies to the benefit of all citizens.

6. **Mandate** - To facilitate revenue collection and revenue management; budget planning, preparation and management; the formulation and promotion of national fiscal and economic policy; trade facilitation and border control; debt management; and the management of the State Enterprises Sector.

7. **Core Values:**

- **Integrity** – The equitable and honest treatment of all internal and external stakeholders.
- **Good Governance** – The maintenance of objectivity in decision-making, fairness in the consideration of stakeholders’ interests, acceptance of accountability for actions and the demonstration of socially responsible behaviour.
- **Transparency** – Adherence to the highest level of transparency in all operations.
- **Quality Service** – The provision of professional and excellent service via the efficient and effective use of resources.
- **Customer-oriented** – Commitment to the achievement of customer satisfaction at all service points.
- **Collaboration** – Commitment to partnering with stakeholders to work towards the achievement of shared national goals.
- **Open Communication** – Foster an environment that would allow the sharing of information and transference of the knowledge resource.

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8. The following Agencies fall under the portfolio of the Ministry of Finance:

Statutory Boards and Other Bodies

Deposit Insurance Corporation;  
National Insurance Board of Trinidad and Tobago;  
National Lotteries Control Board;  
Trinidad and Tobago Securities Exchange Commission;  
Office of Procurement Regulation;  
Valuation Tribunal;  
Trinidad and Tobago Revenue Authority;  
Gambling (Gaming and Betting) Control Commission;  
Statutory Authorities Service Commission;  
Customs Brokers Board;  
Heritage and Stabilisation Fund;  
Trinidad and Tobago Unit Trust Corporation; and  
Central Bank of Trinidad and Tobago.

Wholly Owned Enterprises

BWIA West Indies Limited (New BWIA);  
Caroni (1975) Limited;  
Caroni GREEN Limited;  
CLICO Trust Corporation Limited (CLICO Investment Fund);  
Community Improvement Services Limited;  
Export-Import Bank of Trinidad and Tobago Limited (EXIMBANK);  
First Citizens Holdings Limited;  
Government Human Resource Services Limited;  
Government Information Services Limited;  
Human Capital Development Facilitation Company Limited;  
National Broadcasting Network Limited;  
National Investment Fund Holding Company Limited;  
National Marine Maintenance Services Company Limited;

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Portfolio Credit Management Limited;  
Seafood Industry Development Company Limited;  
Sugar Manufacturing Company Limited;  
Taurus Services Limited;  
Tourism Development Company Limited;  
Tourism Industrial Development Company Limited;  
Trinidad and Tobago Tourism Business Development Limited;  
Trinidad and Tobago (BWIA International) Airways Corporation (Old BWIA);  
Trinidad and Tobago International Financial Centre Management Company Limited; and  
Union Estate Electricity Generation Company Limited.

Majority Owned Enterprises

Caribbean Airlines Limited; and  
National Enterprises Limited.

Minority Owned Enterprises (less than 50% holdings)

DFL Caribbean Holdings Limited; and  
Development Finance Limited.

Indirectly Owned Enterprises

Colonial Life Insurance Company Limited;  
First Citizens Asset Management Limited;  
First Citizens Bank (Barbados) Limited;  
First Citizens Bank Limited;  
First Citizens Brokerage and Advisory Services;  
First Citizens Costa Rica S.A.;  
First Citizens Financial Services (St. Lucia) Limited;  
First Citizens Investment Services (Barbados) Limited;  
First Citizens Investment Services Limited;  
First Citizens Securities Trading Limited;  
First Citizens Trustee Services Limited;

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First Citizens (St. Lucia) Limited;  
National Insurance Property Development Company Limited; and  
NEL Power Holdings Limited.

**DIVISIONS OF THE MINISTRY OF FINANCE**

9. The Ministry's Head Office is located at Finance Building, Eric Williams Financial Complex, Independence Square, Port of Spain.

10. The Ministry of Finance comprises the following Divisions and Units:

Budget Division;  
Building Management Unit;  
Central Audit Committee;  
Central Tenders Board;  
Corporate Communications Unit (Head Office);  
Customs and Excise Division;  
Debt Management Division;  
Economic Management Division;  
Financial Intelligence Unit of Trinidad and Tobago;  
General Administration Division;  
Human Resource Management Division;  
Information and Communications Technology (ICT) Division;  
Inland Revenue Division;  
Investments Division;  
National Insurance Appeals Tribunal;  
Office of the Supervisor of Insolvency;  
Public Financial Management Modernization Unit (PFMMU);  
Strategic Management and Execution Office (SMEO);  
Tax Treaty Unit;  
Treasury Division;  
Treasury Solicitor's Department; and  
Valuation Division.

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**BUDGET DIVISION**

11. The work of the Budget Division within the Ministry of Finance is derived from the responsibilities assigned to the Minister with responsibility for finance under Section 113(1) of the Constitution and Section 3 of the Exchequer and Audit Act, Chapter 69:01.

12. Section 113(1) of the Constitution of the Republic of Trinidad and Tobago mandates that:

*“The Minister responsible for finance shall cause to be prepared and laid before the House of Representatives before or no later than thirty (30) days after the commencement of each financial year, estimates of revenues and expenditure of Trinidad and Tobago for that year.”*

Section 3 of The Exchequer and Audit Act, Chapter 69:01 states:

*“The Minister shall, subject to the Constitution and this Act, have the management of the Consolidated Fund and the supervision, control and direction of all matters relating to the financial affairs of the State, which are not by law assigned to any other Minister.”*

13. In assisting the Minister of Finance in the discharge of this responsibility, the Budget Division is responsible for the preparation, administration, control and post evaluation of the annual Estimates of Revenue and Expenditure

**Roles and Functions**

14. The Budget Division is managed by a Director and comprises a number of Sections/Units as indicated hereunder:

- a. **Revenue Section** – This section is responsible for the preparation, administration, monitoring and review of the annual Estimates of Revenue. Other functions include:
- processing applications in respect of waiver of duties and taxes;
  - processing applications for the grant of Special (Liquor) Licences and of charitable status for charitable organisations and sporting bodies.

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- b. **Computer Section** – This section is responsible for data entry and the generation of relevant computerized reports produced by the National Budget Information System (NBIS);
- c. **Expenditure Section** – This section is divided into several functional Units responsible for preparation, administration, control and post evaluation of the Recurrent and Capital Expenditure Estimates of Ministries and Departments and Statutory Boards and similar bodies;
- d. **The Finance Committee/FAC/Special Funds Unit** – Is tasked with the preparation of Appropriation Bills and Warrants, as well as, the management of Special Funds such as the Contingencies Fund, the Government Assistance for Tuition Expenses Fund, the Infrastructure Development Fund, Unemployment Fund and Green Fund;
- e. **Training, Human Resources and Statistical Unit** – This Unit prepares and analyses statistical reports pertinent to the annual budget and Central Government’s fiscal operations for internal and external stakeholders.

#### **BUILDING MANAGEMENT UNIT**

15. The Building Management Unit (BMU) monitors the day to day maintenance and security of the Eric Williams Financial Complex (EWFC), Finance Tower. In addition, the BMU has oversight responsibility for the maintenance and security of buildings housing all other Divisions of the Ministry of Finance.

16. The Building Management Unit consists of two (2) departments, the Facilities Management and Security Management. The Facilities Management Department ensures that all facilities and equipment and assets related thereto are properly maintained and operational and that there is OSHA compliance at all locations. The Security Management Department is responsible for the safety and security of employees, visitors and contractors in all offices under the Ministry.



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### CENTRAL AUDIT COMMITTEE

17. The main function of the Central Audit Committee is to monitor the performance of State Enterprises and to conduct audits if necessary, to ensure that the internal controls exist to maintain the integrity of their assets and their revenue streams.

18. Another function is to develop the Internal Audit Functions of the State Enterprises to give the necessary assurances to the Board of Directors and ultimately the Minister of Finance, that the enterprises are functioning efficiently and adhering to the directives of the line Ministries and the Minister of Finance.

### CENTRAL TENDERS BOARD

19. The Central Tenders Board Ordinance, No. 22 of 1961 as amended, provided for the establishment of the Central Tenders Board. The functions of the Central Tenders Board are:

- to act for, in the name and on behalf of the Government and Statutory Bodies to which this ordinance applies, in inviting, considering and accepting or rejecting offers for the supply of articles or the undertaking of works or any service in connection therewith, necessary for carrying out the functions of the Government or any of the Statutory Bodies;
- to dispose of surplus or unserviceable articles belonging to the Government or any of the Statutory bodies;
- to appoint consultants in connection with any project; and
- to perform other functions and duties as the President may by order prescribe from time to time.

20. The Central Tenders Board accepts written requests from ALL Government Ministries and some State Departments and Agencies for the supply or purchase of articles; undertaking works or services for projects and the disposal of unserviceable/surplus articles belonging to the Government.

21. The Board advises Government Agencies on the principles and practices governing tendering procedures and the award of contracts. It manages the tendering processes and facilitates the functioning of Tender Committees, in the name and on behalf of the Government of Trinidad and Tobago and Statutory Bodies.

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### CORPORATE COMMUNICATIONS UNIT

22. The Corporate Communications Unit is responsible for planning, coordinating and supporting all communication activities of the Ministry of Finance. This includes the creation, implementation and management of the communications programme designed to effectively describe and promote the Ministry and its various Divisions.

23. The Corporate Communications Unit develops and maintains professional contacts and affiliations with the media, and all stakeholders in order to effectively facilitate and promote the dissemination of information about the Ministry of Finance and its initiatives while strengthening relationships.

### CUSTOMS AND EXCISE DIVISION

24. The Customs and Excise Division (C&E), through the laws under which the Division is empowered to act, provides the following:

- **Revenue Collection and Protection** – Implementation of national, regional and international policy, the aim of which is to collect revenue and combat any associated fraud;
- **The Correct Application of Trade Policy** – C&E applies and monitors compliance with trade related rules and agreements in order to facilitate legitimate trade;
- **Protecting our Physical Borders, Society and the Environment** – C&E combats smuggling; enforces Health Standards and Environmental Policy and Laws;
- **Collection and Dissemination of Accurate Trade Related Information and Statistics** – C&E is required by law to provide this information to the Central Statistical Office for compilation, analysis and publication of Trade data.

### DEBT MANAGEMENT DIVISION

25. The responsibilities of the Debt Management Division (DMD) include:

- Efficient contracting management and administration of the Public debt portfolio including direct Central Government Debt as well as Government Guaranteed Debt;

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- Maintenance of up-to-date Public debt statistics and provision of same for all Ministry of Finance reports, as well as that of external stakeholders, including the Credit Rating Agencies and various multi-lateral agencies;
- Ensuring the timely and efficient servicing of all Public debt obligations of the Central Government.

**ECONOMIC MANAGEMENT DIVISION**

26. The EMD is primarily responsible for sourcing, producing and analysing accurate and reliable economic data locally, regionally and internationally to generate reports that inform the development of effective and efficient macro-economic policies. The EMD is also responsible for developing a Medium Term Fiscal Framework (MTFF) to aid in establishing the macroeconomic parameters for the annual budget, as well as the annual preparation of the Review of the Economy document which is presented alongside the national budget in Parliament. Additionally, the Division coordinates technical, economic monitoring and surveillance visits and activities by credit rating agencies and multilateral institutions as well as oversees the renewal of the country's parametric insurance annually.

27. To perform these roles and functions, the EMD is streamlined into three functional areas:
- Real Sector;
  - Fiscal Sector; and
  - Monetary, Trade and External Affairs.

**FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO (FIUTT)**

28. The FIUTT is the primary institution for the collection of financial intelligence and information and the analysis, dissemination, and exchange of such financial intelligence and information with Law Enforcement Authorities, Foreign FIUs and other Competent Authorities.

29. The functions and responsibilities of the FIUTT are detailed in sections 8 and 18 of the Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01 as amended, and the Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011 as amended. The FIUTT's three core functions are:

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- a. **Receipt and Analysis of Suspicious Transaction/Activity Report (STRs/SARs) and Dissemination of Intelligence Reports** – The Analysis Division carries out an analysis of the information and provide a recommendation to the FIUTT Director as to whether a report should be forwarded to the Law Enforcement Authorities.
- b. **The Exchange of Information** – The FIUTT is also required to exchange financial intelligence and information with members of the foreign FIUs which are members of the Egmont Group of FIUs. Additionally, the FIUTT is required to co-operate with local and foreign competent authorities, including Supervisory Authorities, and affiliates within the intelligence community. To facilitate this purpose, the FIUTT may enter into Memoranda of Understanding which establish the procedures and policies to be followed when information and intelligence is exchanged.
- c. **AML/CFT Compliance, Supervision and Monitoring** – The FIUTT also monitors Listed Business and Non-Regulated Financial Institutions (as defined under section 2(1) of the Financial Intelligence Unit of Trinidad and Tobago Act Chap. 72:01), together referred to as “Supervised Entities”, for Anti-Money Laundering/Counter Financing of Terrorism (AML/CFT) compliance.

30. **Legal Advisory, Enforcement and Guidelines** - The FIUTT is also responsible for the provision of guidelines to its Supervised Entities and to Reporting Entities to ensure compliance with the AML/CFT/CPF laws of Trinidad and Tobago and for the enforcement of administrative sanctions against Supervised Entities for breaches of their AML/CFT/CPF obligations.

#### GENERAL ADMINISTRATION DIVISION

31. Administration Division comprises the following three Sections:
- Office Management;
  - Accounts (Sub-Accounting Unit); and
  - Records Management and Registry.

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### **HUMAN RESOURCE MANAGEMENT**

32. The Human Resource Management Division is responsible for performing all of the Human Resource functions of the Ministry of Finance in keeping with the regulations, guidelines and policies of the Republic of Trinidad and Tobago.

### **INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) DIVISION**

33. The ICT Division is responsible for ICT strategic planning, governance, standards, compliance audits and all the overarching issues affecting the integration and cohesiveness of the various ICT operations across the Ministry of Finance and for alignment with the overall ICT goals and strategies of the wider public service. Additionally, the ICT Division provides day to day operational support to several Divisions of the Ministry.

### **INLAND REVENUE DIVISION**

34. The Inland Revenue Division is administered by a Board consisting of five (5) Commissioners, one of whom is appointed as Chairman of the Board.

35. The Board of Inland Revenue was created by statute (Section 3 of the Income Tax Act, Chapter 75:01) as an independent body with autonomy in the administration of the tax laws of Trinidad and Tobago. As a result it directs, guides, co-ordinates, controls and evaluates the activities of the Inland Revenue Division. The Board develops broad policies and programmes for the administration of the taxes in accordance with the following laws:

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- Income Tax Act: Chapter 75:01;
- Corporation Tax Act: Chapter 75:02;
- Unemployment Levy Act: Chapter 75:03;
- Petroleum Tax Act: Chapter 75:04;
- Value Added Tax Act 1989: Chapter 75:06;
- Stamp Duty Act: Chapter: 76:01
- Land & Building/Property Tax Act: Chapter 76:04;
- Club Gaming Tax on Members Club (Registration of Club Act): Chapter 21:01;
- Motor Vehicle Tax Act: 48:50;
- Transfer Tax on Used Motor Vehicles: Chapter 48:50;
- Tax Clearance Application Tenders: Chapter 75:01;
- Hotel Accommodation Tax Act: Chapter 77:01;
- Tax on Financial Services: Chapter 77:01;
- Insurance Premium Tax: Chapter 77:01;
- Auctioneers: Laws of Trinidad and Tobago: Chapter 84:03;
- Money Lenders: Laws of Trinidad and Tobago: Chapter 84:04;
- Pawn Brokers: Laws of Trinidad and Tobago: Chapter 84:05; and
- Winnings Tax: Misc. Taxes Act, Part VIII, Part IIA, Section 22A.

36. **Taxpayer Service Charter**

**a. Taxpayers can expect:**

- Fair and equitable treatment;
- Courtesy, consideration and respect at all times;
- Taxpayers' information to be kept in a confidential manner;
- Service, advice, information and assistance to be offered in a professional manner;
- Convenient access to the necessary forms and documents on a timely basis;
- Settlement of their tax affairs timely and accurately;
- Transparency in the operations of the Division;
- Accountability to its stakeholders;
- Access to their personal information in accordance with the laws;
- Explanations of the decisions made about their tax affairs; and
- To be allowed to select a representative of their choice.

**b. Taxpayers who are not satisfied with decisions or actions of the Inland Revenue Division:**

- May express their dissatisfaction in a civil manner;
- Should be advised of their options;

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- Have a right to lodge an objection to assessment;
- May appeal to the relevant Courts (Tax Appeal Board/Appeal Court); and
- May refer their complaint to the Ombudsman.

**c. The Inland Revenue Division expects Taxpayers to:**

- Comply with the Tax laws;
- Be honest in their dealings with the Division;
- Keep records in accordance with the Tax laws;
- File their tax returns and submit other required documents or information by the due dates; and
- Pay their taxes and other amounts due under the Tax laws by due dates.

**Service Delivery**

37. The Division's operations are decentralised with its Headquarters located in Port of Spain and Regional Offices in San Fernando, Tunapuna and Tobago, where Taxpayer Services can be accessed at each office. Limited Taxpayer Services can also be accessed by the public at the Tunapuna Regional Office opened in 2020.

38. In addition, there are fifteen (15) District Revenue Offices (DROs) located throughout Trinidad and Tobago which facilitates the payment of Property Taxes, Income Tax, VAT and other government payments. Other services offered at the DROs are the Posting of Marriage Bands and the performance of Civil Marriage Ceremonies, Cashing of Government Cheques, Property Transfers and payments for WASA Clearance Certificates.

**INVESTMENTS DIVISION**

39. The Investments Division's mandate includes oversight, monitoring and where necessary, the rationalization of GORTT equity holdings in commercial enterprises.

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40. The Division acts on behalf of the Minister of Finance and carries out the corporate function. This includes representation of the Minister at shareholders' meetings; establishment of new Enterprises and rationalization of the investments portfolio of the Shareholder.

41. The Division is also responsible for conducting management/performance audits of State Enterprises, to ensure that they operate in an efficient and effective basis and that they discharge their obligations with respect to public accountability.

### **State Enterprises**

42. The Minister of Finance has responsibility for the State's entire portfolio of investments of which the State Enterprise Sector is a major element. At this time, the portfolio includes:

- Forty-three (43) wholly-owned companies;
- Eight (8) majority-owned companies;
- Four (4) minority-owned (i.e. less than fifty percent holdings); and
- Seventy-four (74) companies held indirectly as subsidiaries of wholly-owned companies.

43. Additionally, Twenty (20) non-operational companies are at various stages of liquidation.

### **NATIONAL INSURANCE APPEALS TRIBUNAL**

44. The National Insurance Act provides for the appointment of the Appeals Tribunal as follows:

- An independent person as Chairman who is in the opinion of His Excellency the President, is independent of Government, Labour and Business (i.e. a neutral person);
- Three (3) persons nominated by the associations, mostly representative of Business, one from each Administrative Division;
- Three (3) persons nominated by the associations mostly representative of Labour, one from each Administrative Division;
- Three (3) persons nominated by the Government, one from each Administrative Division; and
- The Chief Medical Officer in the Public Service of the country.



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45. For administrative purposes, the country has been divided into the Northern Division, Southern Division and the Tobago Division.

46. The Regulations provide that such persons who are aggrieved with any decision of the National Insurance Board have the right to appeal. The National Insurance Board shall, where a Notice of Appeal has been served on it, advise the Chairman not later than three (3) weeks after such service, whether it has reconsidered its decision which gave rise to the Appeal or whether it intends to join issue with the Appellant.

47. The decisions of the National Insurance Appeals Tribunal are subject to review by the courts on Appeal or by Judicial Review.

**OFFICE OF THE SUPERVISOR OF INSOLVENCY (OSI)**

48. The Bankruptcy and Insolvency Act, Chapter 9:70 (BIA), save Part XI (International Insolvencies), came into operation on May 26, 2014. The Act was created to modernize the previous law relating to bankruptcy, to make provisions for corporate and individual insolvency, and to provide for the financial rehabilitation of the insolvent debtor. These key features contribute to a more efficient and effective insolvency system. This law provides a modernized restructuring framework and includes *inter alia*:

- a stay against creditor action and restricted enforcement of security by secured creditors for a period of time;
- provisions for dealing with creditors, including secured creditors, as a group or divided into classes;
- provisions for the debtor to continue business operations during the restructuring, subject to any court order to the contrary; and
- provisions that allow the debtor the flexibility and freedom to develop such a restructuring plan as deemed appropriate.

49. The role of the insolvency administration is to provide a fair and effective system for the restoration of assets to productive use, a framework for debtor counselling, a public record of estates,

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and encouragement for viable businesses to reorganize, and a deterrent to abuse. This role is carried out jointly with private sector trustees licensed by the Supervisor and with the Courts.

50. Additionally, the Supervisor, who reports to the Minister of Finance, is also tasked with the general administration of the Act. The Office licenses and regulates the insolvency profession; ensures that an efficient and effective regulatory framework is in place; supervises stakeholder compliance with the Act; and maintains public records and statistics.

**PUBLIC FINANCIAL MANAGEMENT MODERNISATION UNIT (PFMMU)**

51. The Public Financial Management Modernization Unit (PFMMU) was established in the Ministry of Finance to implement Public Financial Management Reform in the Public Sector. The Unit became operational in October 2016 and comprises a Chief Technical Coordinator, who serves as the Project Manager, one Procurement Officer and one Finance Officer.

52. The PFM Reform Project objective is to strengthen the public financial management arrangements of the country to achieve improved efficiencies and effectiveness in: (i) the strategic allocation of public resources; (ii) control and stewardship of public resources; and (iii) information management for decision making. The reform efforts are aimed at putting in place modern institutional and technological systems and procedures, for effective, efficient and transparent public financial management and reporting. The proposed reforms with respect to public finances are to be implemented under 5 broad headings as follows:

- Budget Management - covering budget preparation and execution and the introduction of a new Chart of Accounts;
- Public Investment Policy and Implementation- inclusive of pre-investment reviews, project preparation and analysis, the ranking, selection, execution of projects and their subsequent monitoring and evaluation;
- Treasury Operations;
- The Information Technology (IT) Environment for public financial management, including the implementation of an Integrated Financial Management Information System (IFMIS) solution; and
- The Internal Audit Function.

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**STRATEGIC MANAGEMENT AND EXECUTION OFFICE (SMEO)**

53. The function of the SMEO is to provide high-level technical support in the coordination and preparation of strategic plans, the planning process, organizational performance improvement initiatives and the development of optimal business processes to execute the strategic mandates of the Ministry of Finance.

54. The primary responsibility of the SMEO is the oversight of the management, execution and progress reporting of Budget Measures, and the program and projects initiatives needed to be implemented to drive the desired outcomes which are in line with the Government of the Republic of Trinidad and Tobago's Vision 2030 - National Development Strategy (NDS) 2016-2030 and the proposed Roadmap of Trinidad and Tobago Reports (Post COVID-19 Pandemic and Transformation to a New Economy and New Society).

**TAX TREATY UNIT**

55. The roles and responsibilities of the Tax Treaty Unit include:

- Provision of high level analysis of the expected costs, benefits and risk emanating from prospective double tax negotiations including assessing the impact on the macroeconomic objectives of Trinidad and Tobago;
- Provision of analytical and administrative support to Trinidad and Tobago's team during double tax negotiations;
- Ensuring the ratification and publication of Tax Treaties in a timely manner;
- Maintenance of an up-to-date version of the Trinidad and Tobago Model Tax Treaty Convention;
- Analysing the impact of new and proposed domestic and international taxation rules on existing double taxation treaties and future negotiations;
- Advising stakeholders on the international aspects of taxation with particular emphasis on withholding taxes and double taxation treaties;
- Coordination of local and overseas double taxation negotiations between Trinidad and Tobago and prospective treaty partners by providing technical, analytical and administrative support to the Trinidad and Tobago negotiating team during negotiations

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and enduring the ratification and publication of Double Taxation Treaties in a timely manner;

- Preparation of periodic reports on the status and outcome of double taxation negotiations, the work of the Permanent Double Taxation Team, and activities of external stakeholders including international organisations; and
- Provision of technical support to the Ministerial Committees responsible for the implementation of the OECD's Base Erosion and Profit Shifting (BEPS) four (4) minimum standards and all Global Forum matters on behalf of Trinidad and Tobago.

### TREASURY DIVISION

56. The Exchequer and Audit Act Chapter 69:01 states that “Treasury” means the “Minister” and includes such officer or officers in the Ministry of Finance as may be deputed by the Minister to exercise powers and to perform duties under this Act.”

57. The Minister of Finance is responsible for the control and management of the financial affairs of the state. One of the core agencies through which this is accomplished is the Treasury Division. The key responsibilities of the Treasury Division emanate from various laws and regulations. The principal of these are the Constitution of the Republic of Trinidad and Tobago (Chap. 8), the Exchequer and Audit Act, Chapter 69:01, the Financial Regulations and Instructions and the various Pensions Acts.

58. The major function of the Treasury Division is to ensure that proper accounting can be given to Parliament. This therefore includes the provision of financial accounting services and systems and the production of the Consolidated Accounts of Trinidad and Tobago. The Division is headed by the Comptroller of Accounts and to facilitate its functions, the Division is structured into the following Branches:

- Financial Management;
- Treasury Management; and
- Pensions Management.

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED**Financial Management Branch**

59. One of the core functions of the Financial Management Branch is that of reviewing and updating Financial Accounting and Management Systems in the Public Service. The services this Branch provides include:

- Developing, implementing and monitoring financial management and accounting systems and procedures in the Public Service;
- Investigating irregularities in the Financial Management and Accounting Systems in the Public Service;
- Training and developing personnel in Financial Management and Accounting Systems and procedures in the Public Service;
- Providing advice to Ministries and Departments and to the Public Accounts Committee (PAC) on Financial and accounting matters; and
- Issuing instructions for the recovery of overpayments where appropriate and making recommendations for the write off of losses of cash and stores and overpayments where these are no longer recoverable in the Public Service.

**Treasury Management Branch**

60. The Treasury Management Branch has the responsibility for the production of the Consolidated Financial Statements of Trinidad and Tobago, for servicing the Public Debt and for managing loans that are available to public officers. This Branch comprises the following sections:

**a. General Ledger Services**

The main functions of this section are as follows:

- The production of the Consolidated Financial Statements of Trinidad and Tobago;
- The provision of cashing facilities for the encashment of Government cheques;
- The provision of flight insurance for public officials who travel overseas in the performance of their duties;
- Issuing of counterfoil books and blank cheque forms to Ministries and Departments; and

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- Funding Overseas Missions and arranging for overseas payments to be made on behalf of Ministries and Departments.

**b. Public Debt Management (PDM)**

The major function of the Public Debt Management (PDM) Section is the management of Government loans, both local and external. This Section also produces the Statement of the Public Debt at the end of each Fiscal Year.

**c. Loans Management**

The Loans Management Section is charged with the responsibility of administering Government loans to eligible public officers.

**d. Finance and Accounts (F&A)**

The Finance and Accounts (F&A) Section provides the accounting services for the Treasury Division, other divisions of the Ministry of Finance and in certain areas (non-budgetary funds) for the entire Public Service. It is also responsible for the production of the Consolidated Appropriation Account of the Ministry of Finance and the detailed Appropriation Statements of the Comptroller of Accounts. F&A also provides a disbursement function on behalf of other Governments and Administrations.

In addition to the normal operations of an accounting unit, F&A also undertakes the following:

- Issuing cheques in respect of Funds and Deposit Accounts of Ministries and Departments;
- Requesting other Governments to make payments on behalf of Ministries and Departments and reimbursing these Governments for payments made;
- Effecting payments on behalf of other Governments and making claims for payments made;
- Payment of Costs/Damages in respect of successful High Court Actions against the State. These payments are made on the instructions of the Chief State Solicitor; and
- Insurance of government vehicles.

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

**e. Cash Monitoring Unit (CMU)**

The purpose of the Cash Monitoring Unit is to manage and forecast the cash flows of the Government.

**f. The Pensions Management Branch**

The Pensions Management Branch (PMB) is responsible for the administration of Public Service Pension Schemes in accordance with various Pension Laws, Regulations and Memoranda of Agreement which relates to the Judicial, Legislative and Administrative Services for the Republic of Trinidad and Tobago.

**TREASURY SOLICITOR'S DEPARTMENT**

61. The Treasury Solicitor's Department's core mandate is to render legal advice on all matters within the portfolios of responsibility under the Ministry of Finance. The Treasury Solicitor's Department contributes to the Government's broader goals by providing advice on, among other things, the legal implications of policy decisions, including legislative action to be taken.

62. The advice provided by the Treasury Solicitor's Department is highly confidential and is subject to legal professional privilege.

**VALUATION DIVISION**

63. The Valuation Division was created by an Act of Parliament, "The Valuation of Land Act" Chapter 58:03 of 1969 to *inter alia*, create the functionary of the Commissioner of Valuations who is responsible for making valuations of every parcel of land in Trinidad and Tobago (including buildings, plant and machinery) for all purposes required by Government, subject to Presidential exemption from such valuations.

64. The Valuation of Land Act was amended by Act No. 17 of 2009 to empower the Commissioner of Valuations to value properties based on an annual rental value system and validated the actions of the Commissioner in the use of the annual rental value system from 1970 to 2009. Prior to the 2009 amendment, the Commissioner was only empowered to conduct valuations based on a site valuation system.

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

65. Currently, all members of the Professional Staff employed at the Valuation Division are members of the Institute of Surveyors of Trinidad and Tobago. The Valuation Division adheres to the international guidelines and procedures as set by the Royal Institution of Chartered Surveyors, as well as the local guidelines prescribed by the Institute of Surveyors of Trinidad and Tobago.

66. The scope of responsibilities of the Commissioner of Valuations includes but is not limited to advising government and quasi-government agencies on the Valuation of all classes of property (residential, commercial, industrial and agricultural) for compulsory purchase, private treaty purchase, rental purposes, property taxation, stamp duty matters, asset valuations, state land leases, estate duty matters, and negotiates values on behalf of Government and its Agencies.

67. The Commissioner also briefs counsel, writes proofs of evidence, gives expert evidence in all Court matters arising out of these valuations and serves on several committees dealing with matters related to valuation, property taxation, estate management, land reclamation, state land management, local government reform and land use etc.

**SECTION 7(1) (a) (ii)****68. Categories of documents in the possession of the Ministry of Finance:**

- Files dealing with:
  - Administrative support and general administration documents for the operations of the Ministry
  - Accounting and financial management function of the Ministry
  - Procurement of supplies, services and equipment
  - Internal and external correspondence
  - Local and foreign training
  - Official functions, conferences and events hosted and attended by the Ministry
  - Complaints
  - Personnel matters, which details staff appointments; job applications, job specifications; promotions; transfers; resignations; deaths; retirements; leave; vacation; Performance Appraisal Reports etc.
  - Audit Files
  - Development Programme;
- Financial Records (Cheques, Vouchers, Receipts, Journals, Vote books, Pay Records, Purchase Orders etc.);



MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- Cabinet Notes and Minutes;
- News Releases, speeches originating from the Ministry;
- Documents relating to:
  - Strategic review of the Ministry
  - Policy and Procedure
  - Training Plans
  - Information Technology
  - Projects;
- Legislation and Legal instruments;
- Legal Opinions and related matters;
- Minutes/Agenda of meetings;
- Books, periodicals, publications, newspaper clippings, pamphlets, brochures, posters;
- Inventories;
- Research Studies;
- Circulars, Memoranda, Notices, Bulletins, etc.;
- Reports: Statistical, Audits, Consultants’/Technical, outcome on double taxation negotiations, international taxation standards, etc.;
- Double Taxation Agreements of Trinidad and Tobago;
- Rules of Procedure for the negotiation of tax treaties;
- The Public Accounts of the Republic of Trinidad and Tobago (can be found online at [www.finance.gov.tt](http://www.finance.gov.tt));
- Research material - e.g. books from the OECD relating to Global Forum and the BEPS Inclusive Framework, OECD Model Tax Convention and UN Model Convention on Tax Matters;
- Brochures and Booklets related to Tax Compliance and Responsibilities;
- Memoranda of Agreements;
- Tax Administration Policies;
- Monthly Tax Collection Variance Reports; and
- Re: Valuation Division:
  - a. Field Notes outlining the details of finishes and accommodation
  - b. Building/Structure Sketches providing the respective areas
  - c. Photographs of the subject property on the date of inspection

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- d. Transaction Sheet showing the comparable information
- e. Valuation Reports.

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

**69. Material Prepared for Publication or Inspection:**

- Budget Statements;
- Call Circulars;
- Estimates of Revenue and Expenditure;
- Public Sector Investment Programme;
- Review of the Economy;
- Social Sector Investment Programme;
- State Enterprises Investment Programme;
- Ministry of Finance Annual Administrative Reports;
- Inland Revenue Division: Role, Responsibilities and Functions;
- Inland Revenue Division's Strategic Plan – 2018 to 2022;
- Ministry of Finance Strategic Plan 2015- 2020;
- Office of the Supervisor of Insolvency (OSI)- Financial Records, Annual Reports, Articles, record of proposals, bankruptcies, licences issues and notices sent to the Supervisor pursuant to section 14 of The Bankruptcy and Insolvency Act; e brochure on the Office of the Supervisor of Insolvency (can be found online at [www.finance.gov.tt](http://www.finance.gov.tt));
- By Gazette- Customs areas, Customs Warehouses, Sufferance Wharves, Tender Notices;
- Notices to Importers via intranet and posted at various import stations;
- Double Taxation Agreements with the following countries: Brazil, Canada, CARICOM, China, France, Germany, India, Italy, Luxembourg, Norway, Sweden, Switzerland, United Kingdom, United States of America, Venezuela, Spain. The contents of the treaties can be viewed at: <https://www.ird.gov.tt/law-policy/double-taxation-treaties>; and
- Information on contracts awarded for supplies and services to Central Government, The Tobago House of Assembly, Local Government Bodies and Statutory Boards under the aegis of the Central Tenders Board. This information is usually posted on [www.finance.gov.tt](http://www.finance.gov.tt).

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED**SECTION 7(1) (a) (iv)****Literature available by subscription:**

70. The Ministry of Finance has no literature available by way of subscription at this time.

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

71. Procedure to be followed when accessing a document from the Ministry of Finance:

**a. How to request information****• General Procedure**

The policy of the Ministry of Finance is to answer all requests, both oral and written, for information. In order to have the rights given to you by the FOIA, the request for information must be made in writing. The applicant must complete the appropriate form (Request for Access to Official Documents) available at any Public Authority in order to access information that is not readily available in the public domain.

**• Addressing Requests**

All requests must be addressed to the Designated Officer of the Ministry of Finance (see Section 7(1) (a) (vi)).

**• Details in the Request**

Applicants should provide details that will allow for ready identification and location of records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure as to how to write a request or what details to include should inquire from the Designated Officer.

**• Requests not handled under the FOIA**

A request under the FOIA will not be processed if the information requested is currently available in the public domain, either from this public authority or from another public authority (e.g. Brochures and pamphlets etc.) or if the said information is exempted.

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
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**b. Responding to your request**

• **Retrieving Document**

The Ministry of Finance is required to furnish copies of documents of documents only when they are in its possession or can be retrieved from storage. Information stored in external storage will be retrieved in order to process your request.

• **Furnishing Documents**

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

Please note the Ministry is not compelled to do the following:

- a) Create new documents, or
- b) Perform research for an applicant

**c. Time Limits**

The FOIA sets time limits for the Ministry to decide whether to disclose the documents that have been requested. The Ministry of Finance will determine whether to grant a request for access to information as soon as practicable **but no later than 30 days as required by Section 15 of the FOIA.**

Every effort will be made to comply with the time limits, but where it appears that processing a request may take longer than the statutory limit, the Ministry will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or routed, an applicant may wish to call or write to confirm that the Ministry has received a request and to ascertain its status. If the deadline is not met, the FOIA gives you the right to proceed as if your request has been denied.

**d. Fees and Charges**

Section 17 (1) stipulates that no fees shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for the duplication of the said material.

**e. Request for Access to Official Documents**

Forms can be downloaded at [www.foia.gov.tt](http://www.foia.gov.tt).

**SECTION 7(1) (a) (vi)**

**Officers responsible for initial receipt and action:**

72. The Designated Officers in the Ministry of Finance are responsible for:

- The initial receipt and of, action upon, notices under Section 10 of the FOIA;
- Requests for access to documents under section 13 of the FOIA; and
- Applications for correction of personal information under section 36 of the FOIA.

73. THE DESIGNATED OFFICERS OF THE MINISTRY OF FINANCE:

**Ms. Joycelyn Thomas-Vialmosa**  
**Deputy Permanent Secretary (Ag.)**  
(Designated Officer)

Telephone: 612-9700 Ext: 5134

**Ms. Gillian Harvey**  
**Administrative Officer V**  
(Alternate Officer)

Telephone: 612-9700 Ext. 1757  
Ministry of Finance  
Eric Williams Finance Building  
Independence Square  
Port of Spain

**Email: [FOI.Finance@gov.tt](mailto:FOI.Finance@gov.tt)**

**SECTION 7 (1) (a) (vii)**

74. **Advisory Boards, Councils, Committees, and other Bodies (Where Meetings/Minutes are open to the public):**

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- Office of the Supervisor of Insolvency- Public Meetings for the sharing of information on the Bankruptcy and Insolvency Act, Chapter 9:70, and Minutes of meetings are available to creditors of the insolvent person.

**SECTION 7(1) (a) (viii)**

**75. Library/Reading Room Facilities:**

- Information in the public domain can be accessed at our library or through our website at <https://www.finance.gov.tt>;
  - Other websites where information is available for Divisions/Units of the Ministry:
    - <https://www.customs.gov.tt>
    - <https://www.fiu.gov.tt>
    - <https://ird.gov.tt>
    - <https://valuationdivision.gov.tt>;
  - The Library/Reading Room is located on Level 6, of the Finance Building and is open to the public from Mondays to Fridays between the hours of 9.00 a.m. to 3.00 p.m.; and
  - The Inland Revenue Division's Library, situated on Level 17, IRD Tower, Government Campus, # 2-4 Ajax St, Port of Spain is open to the public from Mondays to Fridays between the hours of 9:00 am to 3:30 pm.

**SECTION 8 STATEMENTS**

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

**76. This section pertains to documents utilised by the Ministry for its use and guidance. Documents containing interpretations or particulars of written laws or schemes administered by the Ministry, not being particulars contained in another written law are as follows:**

- Anti-Dumping and Countervailing Duties Act Chap. 78:05, Act 11 of 1992
- Anti-Terrorism Act Chap, 12:07 amended
- Bankruptcy and Insolvency Act, 2007
- Bankruptcy and Insolvency Regulations, 2014
- Brewery Act Chap. 87:52, Act 17 of 1899

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- Caribbean Development Bank Act, Chap 79:05
- Central Bank Act, Chapter 79:02.
- Central Tenders Board Act Chapter 71:91, Act 22 of 1961
- Civil Service Act Chap. 23:01, Act 29 of 1965
- Companies Act No. 35 of 1995, Chap. 81:01
- Constitution of the Republic of Trinidad and Tobago (Chapter 8)
- Corporation Tax Act Chap 75:02, Act 29 of 1966
- Customs Act Chap. 78:01, Act 22 of 1938
- Development Loans Act, Chapter 71:04
- Convention between the Republic of Trinidad and Tobago and the Kingdom of Spain for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with respect to Taxes on Income, 2009
- Double Taxation Relief (BRAZIL) Order, 2008
- Double Taxation Relief (CANADA) Order, 1996
- Double Taxation Relief (CARICOM) Order, 1994
- Double Taxation Relief (CHINA) Order, 2004
- Double Taxation Relief (FRANCE) Order, 1987
- Double Taxation Relief (FEDERAL REPUBLIC OF GERMANY) Order, 1976
- Double Taxation Relief (INDIA) Order, 1999
- Double Taxation Relief (ITALY) Order, 1971
- Double Taxation Relief (LUXEMBOURG) Order, 2001
- Double Taxation Relief (NORWAY) Order, 1969
- Double Taxation Relief (SWEDEN) Order, 1984
- Double Taxation Relief (SWITZERLAND) Order, 1973
- Double Taxation Relief (UNITED KINGDOM) Order, 1983
- Double Taxation Relief (UNITED STATES OF AMERICA) Order, 1971
- Double Taxation Relief (VENEZUELA) Order, 1997
- Exchequer and Audit Act, Chapter 69:01, Act 20 of 1959 ((amended 2014)
- Excise (General Provisions) Act Chap. 78:50, Act 43 of 1934
- External Loans Act, Chapter 71:05

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
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- Finance Acts
- Financial Institutions Act, Chapter 79:09
- Financial Instructions 1965
- Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01 as amended
- Financial Intelligence Unit of Trinidad and Tobago Regulations, 2011 as amended
- Financial Obligations (Financing of Terrorism) Regulations, 2011
- Financial Obligations Regulations, 2010 as amended
- Financial Regulations to the Exchequer and Audit Act (amended 2015)
- Foreign Investment Act, Chap. 70:07
- Freedom of Information Act 1999
- Government Savings Bonds Act, Chapter 71:41
- Guarantee of Loans (Companies) Act, Chapter 71:82
- Guarantee of Loans (Statutory Authorities) Act, Chapter 71:81
- Guarantee of Loans (University of the West Indies) Act, Chapter 71:83
- Heritage and Stabilisation Fund Act, Chapter 70:09
- Income Tax Act Chap. 75:01, Act 34 of 1938
- Income Tax (in aid of industry) Act Chap. 85:04, Act 12 of 1950
- International Financial Organisations (Corporación Andina de Fomento) Act, 2017
- Land Tenants (Security of Tenure) Act, Chapter 59:54 (last amended 2010)
- Landlord and Tenant Act, Chapter 27: 16
- Liquor License Act Chap. 84:10, Act 27 of 1955
- Minister of Finance (Incorporation) Act No. 5 of 1973, Chap. 69:03
- Municipal Corporations Act, Chapter 25:04 (last amended 2014)
- National Development (Inter-American Development Bank) Loans Act, Chapter 71:07
- National Development (International Bank for Reconstruction and Development) Loans Act, Chapter 71:06
- National Insurance Act Chapter 32:01, Act 35 of 1971
- National Insurance (Appeals) Regulations as set out in Legal Notice No. 131 of 1980, which came into effect on July 15, 1980 (now consolidated into the National Insurance Act Chapter 32:01)



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- Petroleum Taxes Act Chap 75:04, Act 22 of 1974
- Planning and Facilitation of Development Act, 2014
- Proceeds of Crime Act, Chap 11:27 as amended
- Property Tax Act, Chapter 76:04, 18 of 2009 (last amended by 2 of 2015)
- Public Procurement and Disposal of Public Property Act 1 of 2015
- Public Service Commission Regulations
- Purchase of Certain (CLICO BAT) Rights Act
- Purchase of Certain (HCU) Rights Act, Chapter 71:44
- Real Property Act, Chapter 56:02 (last amended 2009)
- Real Property Limitation Act, Chapter 56:03 (last amended 2009)
- Rent Restriction Act, Chapter 59:55 (last amended 2009)
- Securities Act, Chapter 83:02
- Stamp Duty Act, Chapter 76:01, 28 of 1908 (last amended by 2 of 2013)
- Spirits and Spirit Compounds Act, Chap. 87:54
- Treasury Bills Act, Chapter 71:40
- Treasury Bonds Act, Chapter 71:43
- Treasury Notes Act, Chapter 71:39
- Trinidad and Tobago Free Zones Act Chap. 81:07, Act 19 of 1988
- Unit Trust Corporation of Trinidad and Tobago Act, Chapter 83:03
- Valuation of Land Act, Chapter 58:03, 18 of 1969 (last amended by 17 of 2009)
- Value Added Tax Act Chap. 75:06, Act 37 of 1989 as amended
- Legal Advice on the interpretation of Pension Laws
- Legal Advice on who can be classified as a “public officer”
- Policy Advice as to whether all persons are subject to “Government’s share of proceeds of sale” when applying for loans to purchase motor vehicles
- Comptroller of Accounts and Minister of Finance Circulars.

\*\* All legislation is available for purchase from the Government Printer and at [www.laws.gov.tt](http://www.laws.gov.tt).

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

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

77. **Manuals, rules of procedures, statements of policy, records of decisions, letters of advice to persons outside of the Ministry, or similar documents containing rules, policies, guidelines, practices or precedents.**

- State Enterprises Performance Monitoring Manual, 2011;
- Debt Management Procedures Manual;
- Rules of Procedure for the Negotiation of Tax Treaties;
- Treasury Operations Manual;
- Treasury Accounting Manual; and
- LINX Debit Card and Credit Card On-line Instructions.

78. Other documents which guide the operations of the Ministry include:

- Circular Memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Personnel Administration and other Departments; and
- Annual Budget Documents of the Republic of Trinidad and Tobago.

**SECTION 8 (1) (b)**

79. **In enforcing written laws or schemes administered by the Ministry, 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.**

- Customs and Excise Division - Circulars, Standing Orders and Notices to Importers;
- Guidelines and Conditions for Licence Under Foreign Investment Act, 1990 (can be found online at [www.finance.gov.tt](http://www.finance.gov.tt)); and
- A Guide to the 1999 Freedom of Information Act Chapter 22:02 – available at the Freedom of Information Unit, Ministry of Public Administration and Communications.

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED**SECTION 9 STATEMENTS****SECTION 9 (1) (a), (b), (c), (d), (g) (i), (k), (l), (m)**

80. **Reports or statements containing advice or recommendations to the public authority or to the responsible Minister; Reports 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; Statements containing policy directions for the drafting of legislation etc.**

- Actuarial Services re: Establishment of a Pension Fund for Former Employees of Petrotrin-Chief State Solicitor's Department;
- Establishment of a Motor Vehicle Accident Fund (Draft Bill) by Chief Parliamentary Counsel;
- Establishment of a Trinidad and Tobago Revenue Authority – Caribbean Regional Technical Assistance Centre (CARTAC)/ International Monetary Fund (IMF);
- Establishment of a Tax Policy Unit within the Ministry of Finance – various local Associations;
- Establishment of a Gambling Commission for Trinidad and Tobago – Project Documents;
- Insurance Act 2018- Establishment of a Taxation methodology for Long Term Insurance.

**SECTION 9 (1) (e)**

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

- 2019 International Monetary Fund Post TADAT Report: Building Effective Tax Administration Functions;
- 2019 Fiscal Affairs Department of the IMF Report:- Trinidad and Tobago: Developing a Medium-Term Fiscal Framework;
- 2019 IMF Report- Trinidad and Tobago Implementation of the Enhanced- General Data Dissemination System;

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- Moody’s Investor Services Reports;
- Standard and Poor’s Global Ratings Reports: Country Report;
- Quarterly Reports of the Group DC LLC;
- IMF Country Report No. 20/291: Trinidad and Tobago Press Release - Financial System Stability Assessment; and Statement by the Executive Director for Trinidad and Tobago;
- Establishment of a Gambling Control Commission;
- Global Forum on Transparency and Exchange of Information for Tax Purposes: Trinidad and Tobago Technical Assistance Reports;
- Global Forum on Transparency and Exchange of Information for Tax Purposes Peer Reviews: Trinidad and Tobago 2011;
- OECD Inclusive Framework on BEPS Action 5: Harmful Tax Practices Exchange of Information on Tax Rulings Peer Review Reports;
- OECD Inclusive Framework on BEPS Action 6: Prevention of Tax Treaty Abuse Peer Review Reports;
- OECD Inclusive Framework on BEPS Action 13: Country-by-Country Reporting Peer Review Reports;
- OECD Inclusive Framework on BEPS Action 14: Making Dispute Resolution More Effective – MAP Peer Review Reports; and
- Valuation Reports.

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

82. **Any report prepared for the Ministry by a consultant who was paid for preparing the report.**

- Establishment of a Tax Policy Unit in the Ministry of Finance;
- Establishment of a Taxation methodology for Long Term Insurance;
- Catastrophe Reserve Fund;
- Public Financial Management Reform:
  - Integrated Financial Management Information System (IFMIS) Documentation of business processes;
  - Reform of The Chart of Accounts;
  - Change Management;
  - IT Consultancy;

MINISTRY OF FINANCE UPDATED FREEDOM OF INFORMATION  
STATEMENT 2021—CONTINUED

- Internal Audit Reform;
- Functional Design of the IFMIS and Fit-Gap Analysis;
- Establishment of the Trinidad and Tobago Revenue Authority:
  - Project Management Reports;
  - Digital Media Management and Content Creation;
  - Media Relations Management;
  - Design and Management of the Communications Strategy;
  - HR - Organisation Design; Job Descriptions; Job Evaluation Exercise; Compensation and Benefits Structure;
  - Human Resource Management (Development of Work Policies and Work Rules);
  - Organizational Development and Human Resource Development;
  - Industrial Relations;
  - Business Continuity Management;
  - Research;
  - Institutional Performance Management; and
  - Information Technology Developer for Anonymous Reporting System;
- Actuarial Services re: Establishment of a Pension Fund for Former Employees of Petrotrin.

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

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

- Project Status Monitoring Reports; and
- The Annual Reports of the Financial Intelligence Unit of Trinidad and Tobago.

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

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

The Ministry has no report.

MINISTRY OF FINANCE (MOF)

[www.finance.gov.tt](http://www.finance.gov.tt)

DATE: 04 May 2022

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REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

IN THE MATTER OF

SHADE GENERAL CONTRACTORS LIMITED  
(In Creditors' Voluntary Liquidation)

NOTICE TO MEMBERS

NOTICE is hereby given pursuant to Section 425(1) of the Companies Act, 1995, that the final meeting of the members of the above named company will be held virtually on Wednesday 25th May, 2022 at 9:00 a.m. for the purpose of receiving an account showing the manner in which the winding up has been conducted and the property of the company disposed of and hearing any explanation that may be given by the Liquidator and also to pass a resolution for the disposal of the books and papers of the company.

Dated this 26th day of April, 2022.

RUDRANAND MAHARAJ  
*Liquidator*

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REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, 1995

IN THE MATTER OF

SHADE GENERAL CONTRACTORS LIMITED  
(In Creditors' Voluntary Liquidation)

NOTICE TO CREDITORS

NOTICE is hereby given pursuant to Section 425(1) of the Companies Act, 1995, that the final meeting of the creditors of the above named company will be held virtually on Wednesday 25th May, 2022 at 10:00 a.m. for the purpose of receiving an account showing the manner in which the winding up has been conducted and the property of the company disposed of and hearing any explanation that may be given by the Liquidator and also to pass a resolution for the disposal of the books and papers of the company.

A General Proxy Form is enclosed which, if intended to be used, must be duly completed and lodged at the Office of Maharaj Mohammed & Co., 34, St. Vincent Street, San Fernando no later than Monday 23rd May, 2022 at 4:00 p.m.

Dated this 26th day of April, 2022.

RUDRANAND MAHARAJ  
*Liquidator*

612

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED  
POLICIES

SHERMA HAYNES having made sworn declaration that Policy Number 230794 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 12th day of April, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED  
No. 29 Tenth Avenue  
Barataria.

613

GREGORY JOSEPH WALCOTT having made sworn declaration that Policy Number 226516 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 12th day of April, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED  
No. 29 Tenth Avenue  
Barataria.

614

MAHADEO SAHABDEEN having made sworn declaration that Policy Number 415036 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of April, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED  
No. 29 Tenth Avenue  
Barataria.

615

ANDRE SPRINGER having made sworn declaration that Policy Number 355276 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of April, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED  
No. 29 Tenth Avenue  
Barataria.

616

GREGORY JOSEPH WALCOTT having made sworn declaration that Policy Number 216441 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of April, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED  
No. 29 Tenth Avenue  
Barataria.

617

JOYCE SEERATTAN having made sworn declaration that Policy Number 295222 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 13th day of April, 2022.

MARITIME LIFE (CARIBBEAN) LIMITED  
No. 29 Tenth Avenue  
Barataria.