



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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## SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette: Legal Supplement Part B*—

Motor Vehicles and Road Traffic (Extension of Period for Payment of Fifty Percent of Fixed Penalty) Order, 2022—(Legal Notice No. 57 of 2022).

Common External Tariff (Suspension) Order, 2022—(Legal Notice No. 58 of 2022).

Common External Tariff (Variation of Duty) Order, 2022—(Legal Notice No. 59 of 2022).

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## APPOINTMENT TO ACT AS MINISTER OF FOREIGN AND CARICOM AFFAIRS

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 the HONOURABLE PAULA GOPEE-SCOON, a member of the Senate who is a Minister, to act in the Office of Senator the Honourable Dr. AMERY BROWNE, Minister of Foreign and CARICOM Affairs, with effect from 28th February, 2022 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Dr. Amery Browne, in addition to the discharge of her normal duties.

C. MAHADEO  
*Acting Secretary to Her Excellency  
the President*

25th February, 2022.

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## REVOCATION OF APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

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 78(1) of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto her enabling, has revoked, with effect from the afternoon of 25th February, 2022, the authority conferred on the Honourable Minister of Finance, Mr. COLM IMBERT, M.P., by Instrument dated 16th February, 2022 to perform the functions of the Prime Minister.

C. MAHADEO  
*Acting Secretary to Her Excellency  
the President*

25th February, 2022.

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No. CV2017-01002

IN THE MATTER OF THE ANTI-TERRORISM ACT, CHAPTER 12:07

AND

IN THE MATTER OF AN APPLICATION BY THE ATTORNEY GENERAL OF TRINIDAD AND TOBAGO FOR THE PARTIAL REVOCATION OF AN ORDER PURSUANT TO SECTION 22B(9) OF THE ANTI-TERRORISM ACT, CHAPTER 12:07

BETWEEN

THE ATTORNEY GENERAL OF TRINIDAD AND TOBAGO

Claimant

AND

NAYIF also known as SALIH also known as SALIM also known as AL-QAYSI also known as Naif Saleh Salem al Qaisi also known as Nayif al-Ghaysi.

Defendant

**ORDER**

Before the Honourable Madam Justice Carol Gobin

Dated 4th March, 2022

UPON READING Notice of Application dated and filed 4th March, 2022 together Affidavit of [REDACTED] sworn to and filed on 4th March, 2022.

AND UPON determining this application in Chambers without a hearing.

IT IS ORDERED that personal service on the Defendant be dispensed with.

IT IS ORDERED that the Order granted by the Honourable Mr. Justice Ronnie Boodoosingh dated March 23, 2017, CV 2017-001002 is hereby partially revoked.

IT IS HEREBY DECLARED that the Defendant is no longer a listed entity for the purposes of the Act and the Defendant's funds are no longer frozen.

IT IS FURTHER ORDERED that:

1. Pursuant to Section 22B(4A) of the Act, the Registrar of the Supreme Court do serve an Office Copy of the Order on the Financial Intelligence Unit immediately in accordance with the Civil Proceedings Rules 1998 (as amended);
2. Pursuant to Section 22AA(3) of the Act, the Financial Intelligence Unit do immediately update the consolidated list maintained by the Financial Intelligence Unit of Trinidad and Tobago (FIUTT) pursuant to Section 22AA(2)(e) and circulate that updated list to all financial institutions and listed businesses; and
3. Pursuant to Section 22B(10) of the Act the Attorney General do cause a copy of the Order to be published in the Trinidad and Tobago Gazette and in two (2) daily newspapers of general circulation in Trinidad and Tobago.

/s/LA-VANNA BOUYEA  
Assistant Registrar  
Supreme Court

Notice is hereby given that the matter which is the subject of the aforementioned Order has been reviewed by the Honourable Attorney General pursuant to section 22B(9) of the Anti-Terrorism Act, Chap. 12:07. Pursuant to the Order of the Court above, the herein named Defendant is no longer a listed individual.

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No. CV2016-03986

IN THE MATTER OF THE ANTI-TERRORISM ACT, CHAPTER 12:07

AND

IN THE MATTER OF AN APPLICATION BY THE ATTORNEY GENERAL OF TRINIDAD AND TOBAGO FOR THE PARTIAL REVOCATION OF AN ORDER PURSUANT TO SECTION 22B(9) OF THE ANTI-TERRORISM ACT, CHAPTER 12:07

BETWEEN

THE ATTORNEY GENERAL OF TRINIDAD AND TOBAGO

Claimant

AND

'ABD AL-MALIK also known as MUHAMMAD also known as YUSUF also known as 'UTHMAN 'ABD AL-SALAM, also known as 'ABD AL-MALIK MUHAMMAD YUSUF 'ABD- AL-SALAM also known as 'UMAR AL-QATARI also known as 'UMAR AL-TAYYAR

Defendant

ORDER

Before the **Honourable Mr Justice Devindra Rampersad**

Dated the 07th March, 2022

**UPON READING** the Application filed on 04th March, 2022 and the affidavit of Principal Deponent sworn and filed on 04th March, 2022 together with the exhibit attached thereto;

**AND UPON** the Application being dealt with in chambers without a hearing;

**IT IS ORDERED** personal service on the Defendant be dispensed with.

**IT IS ORDERED** the Order granted by the **Honourable Mr. Justice D. Rampersad** dated November 24, 2016, CV 2016 – 03986 is hereby partially revoked.

**IT IS HEREBY DECLARED** that the Defendant is no longer a listed entity for the purposes of the Act and the Defendant's funds are no longer frozen.

**IT IS FURTHER ORDERED** that:

1. Pursuant to Section 22B(4A) of the Act, the Registrar of the Supreme Court do serve an Office Copy of the Order on the Financial Intelligence Unit immediately in accordance with the Civil Proceedings Rules 1998 (as amended);
2. Pursuant to Section 22AA(3) of the Act, the Financial Intelligence Unit do immediately update the consolidated list maintained by the Financial Intelligence Unit of Trinidad and Tobago (FIUTT) pursuant to Section 22AA(2)(e) and circulate that updated list to all financial institutions and listed businesses; and
3. Pursuant to Section 22B(10) of the Act the Attorney General do cause a copy of the Order to be published in the Trinidad and Tobago Gazette and in two (2) daily newspapers of general circulation in Trinidad and Tobago.

/s/**RISHMA RAMRATTAN**  
Assistant Registrar  
Supreme Court

Notice is hereby given that the matter which is the subject of the aforementioned Order has been reviewed by the Honourable Attorney General pursuant to section 22B(9) of the Anti-Terrorism Act, Chap. 12:07. Pursuant to the Order of the Court above, the herein named Defendant is no longer a listed individual.

## REPUBLIC OF TRINIDAD AND TOBAGO

## IN THE HIGH COURT OF JUSTICE

Claim No. CV2022-00717

IN THE MATTER OF THE ANTI-TERRORISM ACT, CHAPTER 12:07

AND

IN THE MATTER OF AN APPLICATION BY THE ATTORNEY GENERAL OF TRINIDAD AND TOBAGO FOR A DECLARATORY ORDER UNDER SECTION 22B OF THE ANTI-TERRORISM ACT, CHAPTER 12:07

BETWEEN

THE ATTORNEY GENERAL OF TRINIDAD AND TOBAGO

Claimant

AND

Khatiba al-Tawhid wal-Jihad (KTJ) also known as JANNAT OSHIKLARI  
also known as Jama' at al-Tawhid wal-Jihad also known as JANNAT OSHIKLARI

Defendant

ORDER

Before the Honourable Mr. Justice Ricky Rahim

Dated the 8th day of March, 2022.

**UPON READING** the Fixed Date Claim Form filed on March 8, 2022 and the affidavit of [REDACTED] sworn and filed on March 8, 2022 together with the exhibits attached thereto;**AND UPON DETERMINING** that this matter be deemed fit for an urgent hearing.**AND UPON** this Application being determined without a hearing

**IT IS HEREBY DECLARED** that Pursuant to section 22B(3)(a) of the Anti-Terrorism Act, Chap. 12:07, the Defendant, KHATIBA AL-TAWHID WAL-JIHAD (KTJ), A.k.a.: a) JANNAT OSHIKLARI b) Jama' at al-Tawhid wal-Jihad, F.k.a.: JANNAT OSHIKLARI, Address: na, Listed on: 7 Mar. 2022. **Other information:** Khatiba al-Tawhid wal-Jihad (formerly known as Jannat Oshiklari) is a terrorist organization operating under the umbrella of the international terrorist organization Al-Nusrah Front for the People of the Levant (QDe.137). The group mainly operates in the provinces of Hama, Idlib and Ladhqiqiyah, in the Syrian Arab Republic, and also conduct operations in Turkey, Kyrgyzstan, Uzbekistan, Russian Federation, Tajikistan, Kazakhstan, Egypt, Afghanistan, Ukraine. The number of fighters of KTJ is about 500. KTJ also cooperates with such terrorist organizations as Khatiba Imam al-Bukhari (QDe.158) and the Islamic Jihad Group (QDe.119), listed under the rubric **QDe. 168** at page 77, 2nd paragraph of the United Nations Security Council Sanctions List concerning ISIL (DA'ESH) and Al-Qaida updated on March 7, 2022, dated March 8, 2022 and designated by the United Nations Security Council 1267/1989/2253 Committee on March 7, 2022 is a listed entity for the purposes of the Anti-Terrorism Act, Chapter 12:07 ("the Act").

**IT IS ORDERED** that:

1. Service of this order be dispensed with;
2. Pursuant to section 22B(3)(b) of the Act that the property
  - (i) owned or controlled by the Defendant;
  - (ii) wholly or jointly owned or controlled, directly or indirectly, by the Defendant; and
  - (iii) derived or generated from funds or other assets owned or controlled directly or indirectly by the Defendant,
 be frozen;
3. Pursuant to section 22B(4D)(b) of the Act, the Registrar of the Supreme Court do serve an Office Copy of the Order on the Financial Intelligence Unit immediately in accordance with the Civil Proceedings Rules 1998 (as amended);
4. Pursuant to section 22B(5) of the Act, the Attorney General shall within seven (7) days after the date of this Order, cause a copy of the Order and a statement that the matter will be reviewed every six (6) months, to be published in the Trinidad and Tobago Gazette and in two (2) daily newspapers of general circulation in Trinidad and Tobago;
5. Liberty to apply; and
6. Costs to be costs in the cause.

/s/RISHMA RAMRATTAN  
Assistant Registrar  
Supreme Court

Notice is hereby given that the matter which is the subject of the aforementioned Order will be reviewed by the Honourable Attorney General every six (6) months in accordance with section 22B(9) of the Anti-Terrorism Act, Chap. 12:07.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO



FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO  
MINISTRY OF FINANCE  
PUBLIC NOTICE

**FATF's LIST OF JURISDICTIONS UNDER INCREASED MONITORING**

**NOTICE IS GIVEN** that pursuant to Section 17(1) (a) of the Financial Intelligence Unit Act of Trinidad and Tobago Chap. 72:01, the Financial Intelligence Unit of Trinidad and Tobago is required to publish a list of countries identified by the Financial Action Task Force (FATF) as jurisdictions which are under increased monitoring and those jurisdictions which are no longer subject to monitoring.

AND NOTICE IS GIVEN of, the FATF's High-Risk Jurisdictions subject to a Call for Action dated March 4<sup>th</sup> 2022. High-risk jurisdictions have significant strategic deficiencies in their regimes to counter money laundering, terrorist financing, and financing of proliferation. For all countries identified as high-risk, the FATF calls on all members and urges all jurisdictions to apply enhanced due diligence, and in the most serious cases, countries are called upon to apply counter-measures to protect the international financial system from the ongoing money laundering, terrorist financing, and proliferation financing risks emanating from the country. The FATF also identifies those jurisdictions under increased monitoring.

**FATF HIGH-RISK JURISDICTIONS SUBJECT TO A CALL FOR ACTION ISSUED MARCH 4, 2022**

**A. HIGH-RISK JURISDICTIONS SUBJECT TO A CALL FOR ACTION:**

• **DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA (DPRK)**

*The FATF remains concerned by the DPRK's failure to address the significant deficiencies in its anti-money laundering and combating the financing of terrorism (AML/CFT) regime and the serious threats they pose to the integrity of the international financial system. The FATF urges the DPRK to immediately and meaningfully address its AML/CFT deficiencies. Further, the FATF has serious concerns with the threat posed by the DPRK's illicit activities related to the proliferation of weapons of mass destruction (WMDs) and its financing.*

*The FATF reaffirms its 25 February 2011 call on its members and urges all jurisdictions to advise their financial institutions to give special attention to business relationships and transactions with the DPRK, including DPRK companies, financial institutions, and those acting on their behalf. In addition to enhanced scrutiny, the FATF further calls on its members and urges all jurisdictions to apply effective counter-measures, and targeted financial sanctions in accordance with applicable United Nations Security Council Resolutions, to protect their financial sectors from money laundering, financing of terrorism and WMD proliferation financing (ML/TF/PF) risks emanating from the DPRK. Jurisdictions should take necessary measures to close existing branches, subsidiaries and representative offices of DPRK banks within their territories and terminate correspondent relationships with DPRK banks, where required by relevant UNSC resolutions.*

• **IRAN**

*Now, given Iran's failure to enact the Palermo and Terrorist Financing Conventions in line with the FATF Standards, the FATF fully lifts the suspension of counter-measures and calls on its members and urges all jurisdictions to apply effective counter-measures, in line with Recommendation 19. [2] Iran will remain on the FATF statement on [High Risk Jurisdictions Subject to a Call for Action] until the full Action Plan has been completed. If Iran ratifies the Palermo and Terrorist Financing Conventions, in line with the FATF standards, the FATF will decide on next steps, including whether to suspend countermeasures. Until Iran implements the measures required to address the deficiencies identified with respect to countering terrorism-financing in the Action Plan, the FATF will remain concerned with the terrorist financing risk emanating from Iran and the threat this poses to the international financial system.*

**B. JURISDICTIONS UNDER INCREASED MONITORING BY FATF:**

- |                  |             |               |                        |
|------------------|-------------|---------------|------------------------|
| • ALBANIA        | • JAMAICA   | • PAKISTAN    | • TURKEY               |
| • BARBADOS       | • JORDAN    | • PANAMA      | • UGANDA               |
| • BURKINA FASO   | • MALI      | • PHILIPPINES | • UNITED ARAB EMIRATES |
| • CAMBODIA       | • MALTA     | • SENEGAL     | • YEMEN                |
| • CAYMAN ISLANDS | • MOROCCO   | • SOUTH SUDAN |                        |
| • HAITI          | • MYANMAR   | • SYRIA       |                        |
|                  | • NICARAGUA |               |                        |

*The FATF has identified these Jurisdictions with strategic AML/CFT deficiencies but which have developed an action plan with the FATF and have provided a written high-level political commitment to address the identified deficiencies. The FATF calls on these jurisdictions to complete the implementation of action plans expeditiously and within the proposed time frame.*



## PUBLIC STATEMENT 2022 RELATING TO THE PUBLIC'S RIGHT TO ACCESS INFORMATION UNDER THE FREEDOM OF INFORMATION ACT (FOIA).

In accordance with Sections, 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the **National Lotteries Control Board (NLCB)** 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 National Lotteries Control Board;
- 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 NLCB publishes the following information as approved by the Ministry of Finance.

### Section 7 Statements

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#### Section 7 (1) (a) (i)

##### Function and Structure of the National Lotteries Control Board

##### Mission Statement

To create, promote and conduct games of chance that generate revenue for the Government of the Republic of Trinidad and Tobago and to provide quality service to all its customers.

The National Lotteries Control Board (NLCB) is a Statutory body established on 12<sup>th</sup> August 1968 in accordance with an Act of Parliament, Chapter 21:04 and falls under the purview of the Ministry of Finance. The National Lotteries Act provides for a Board comprising a Chairman and four Board members.

The NLCB was established to promote, organise, and conduct National Lotteries and is the only body authorised to do so. The NLCB currently administers On-Line and Instant Money Games and conducts operations at three locations, as follows:

- 119/121 Duke Street, Port of Spain
- 73, Mucurapo Street, San Fernando
- Unit 18D Lowlands Mall, Tobago.

## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

The NLCB is comprised of the following Operating Sections

▪ **AML/CFT Compliance**

The AML/CFT Compliance Section of the NLCB ensures that the organisation fulfills all obligations as required under the AML/CFT legislative regime of Trinidad and Tobago.

▪ **Finance and Accounts**

The Accounts Section is responsible for the financial management practices and procedures of the NLCB. The Section ensures efficient allocation of financial resources, prudent management of working capital, provision of relevant, reliable reports to stakeholders and the efficient collection of revenues. Additionally, the Section processes payments for prize winners, suppliers, Outreach Initiative recipients and employees. The section also prepares the relevant budget and financial statements for submission to the line Ministry.

▪ **Human Resource Management**

The Human Resources Section has the responsibility for the development, implementation and management of human resource systems and policies for the NLCB. The Section manages the planning, organising and controlling of all human resource management activities as it affects recruitment and selection, compensation and benefits administration, policy administration, training and career development, employee relations and organisation development activities.

▪ **Internal Audit**

The Internal Audit Section ensures that there is accountability, efficiency and transparency in the financial operations of the NLCB. The Section is responsible for audit reviews of varying NLCB activities and accounts as well as, draw integrity checks.

▪ **Information Technology (IT)**

The IT Section is responsible for the architecture, hardware, software and networking of computers in the organisation. The Section performs acquisition and maintenance of hardware, technical support and administrative duties.

▪ **Legal**

The Legal Section is responsible for providing legal advice, support and services for the NLCB.

▪ **Lottery Ticket/Instant Money Game (IMG)**

The Lottery Ticket/ IMG Section is responsible for the administration of Scratch games, including the conducting of market surveys to determine product design and prize structure, growth of the games portfolio, distribution and promotion of games.

▪ **Marketing and Public Relations**

The Marketing and Public Relations Section is responsible for the creation and dissemination of images, messages, initiatives and ideas that best communicate the brand values as well as the coordination of outreach Initiatives.

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## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

**▪ Office of the Deputy Director**

The Deputy Director provides operational support to the Director and oversees the management of the San Fernando and Tobago offices.

**▪ Office of the Director**

The Director is responsible for the overall administration and directing the operations of the NLCB.

**▪ Online Games**

The Online Games Section is responsible for maintaining the operational efficiency and draw integrity of NLCB's games in accordance with lottery industry standards and monitoring the operations of the agent network to ensure and enforce compliance with NLCB's policies.

**▪ Secretariat**

The Secretariat is responsible for providing support to the Board as articulated in the National Lotteries Act; office management; records management; facilities management; policy administration; procurement and security.

**Section 7 (1) (a) (ii)****Categories of Documents in the Possession of the National Lotteries Control Board**

The NLCB maintains records that relate to its administrative functions and core and support business services, categorised as follows:

## 1) Institutional Information

## a) Financial

- i. Financial statements after being laid in Parliament
- ii. Approved Estimates of Revenue and Expenditure

## b) Lottery Activities

- i. List of all Lottery Centres/Agencies
- ii. Criteria for Agent Selection
- iii. Prize Structure
- iv. Draw Procedures
- v. Game Rules and Regulations
- vi. Past and Current Results
- vii. Circulars to Agents
- viii. Samples of IMG tickets
- ix. Credit Policy



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## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

- c) General Administrative Activities
  - i. Annual Administration Report after being laid in Parliament
  - ii. Records relating to Organisation Assets (land, premises and equipment) \*
  - iii. Correspondence Records
  - iv. Circulars/Memoranda\*
  - v. Newspaper Articles
  
- d) General Policy and Procedures
  - i. The National Lotteries Act
  - ii. Purchasing Policy Manual
  - iii. Cellular Phone Policy
  - iv. Education Assistance Policy
  - v. Dress Code Policy
  - vi. Health, Safety and Environment Policy
  - vii. Staff Awards Policy
  - viii. Agent Policy Handbook
  - ix. Policy on the use of the Phyllis Alfred Suite
  - x. Policy Governing the Disposal of Assets
  
- e) AML/CFT Compliance
  - i. Compliance Programme on Anti-Money Laundering, Counter Financing of Terrorism and Proliferation Financing
  
- f) Human Resources Activities
  - i. Records relating to Human Resource management operations (employee recruitment, selection and training)
  - ii. List of Vacancies
  - iii. Job Specifications of positions on establishment
  
- g) Information Technology
  - i. Acceptable Use of Information Technology Resources Policy
  - ii. Cyber Security Policy
  - iii. Data Backup and Recovery Policy
  - iv. Network Security Policy
  - v. Terms and Conditions for the Use of I.T. Asset
  
- h) Marketing Activities
  - i. Sponsorship Policy
  - ii. Sponsorship Recipients\*
  - iii. Project Information\*

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## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

## 2) Non-Public Information

## a) Confidential Information

- i. Audit – Internal and External Audit reports
- ii. Board and Sub-Committee Minutes and Resolutions, Reports and Presentations placed before the Board of Directors and Sub-Committees
- iii. Financials – Raw data/records, Debtors Reports and Resolutions, Reports to Line Ministry
- iv. Human Resources – Personnel Data (Appointments and contracts, compensation, benefits, termination, retirement or resignations, deaths and the like)
- v. Legal – Opinions, Litigation, Legislation and other Legal Proceedings

## b) Intellectual Property

- i. Patents
- ii. Copyrights and trademarks
- iii. Service Marks

## c) Other Protected Information

- i. Customer data
- ii. Supplier data
- iii. Third Party data – Agents and Consultants data

## d) Proprietary Information

- i. Business plans, processes, proposals or strategies
- ii. Databases
- iii. Gaming Activities – New Product Development, Pricing, Marketing, Customer Strategies
- iv. Software bought or developed

\*Legitimate reasoning is required and to be determined. For view only if approved.

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

The public may inspect the material and or/obtain copies of most documents listed as “Institutional Information” between the hours of 9:00 a.m. and 1:00 p.m. on Monday to Friday, excluding public holidays at: -

National Lotteries Control Board  
119/121 Duke Street,  
Port of Spain.  
Telephone: (868) 623-1831

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## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

**Section 7 (1) (a) (iv)****Documents available by way of subscription**

Currently, the NLCB does not publish any documents to which the members of the public may subscribe.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the NLCB**

Requests under the FOIA will be entertained between the hours of 9:00 a.m. and 1:00 p.m. only; Monday to Friday, excluding public holidays.

- General procedure

The NLCB's policy is to answer all requests for information. In order to utilise the rights granted under the FOIA, an applicant must submit a '*Request for Access to Official Documents*' form, providing sufficient information to enable our Designated and/or Alternate Officer(s) to determine what document is required or being requested. This form is located as a Schedule within the Freedom of Information Act and is available at Sales Department of the Government Printery or from the FOIA website – [www.foia.gov.tt](http://www.foia.gov.tt).

- Addressing Requests

These forms are to be addressed to the Designated Officer and in his/her absence, the Alternate Officer, at the NLCB (see Section 7 (1) (a) (vi) for further details).

- Details in the Requests

Applicants should provide details that will allow for ready identification and location of records and/or documents that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If an applicant is unclear about how to prepare a request or the details that need to be provided, he or she should contact the Designated Officer and in his absence, the Alternate Officer, at the NLCB (see Section 7 (1) (a) (vi) for further details).

- Requests not handled under the FOIA

In accordance with Section 12 of the FOIA, requests under the FOIA that will not be processed are as follows:

- a) Documents which contain information which is open to public access, as part of a public register.
- b) Documents which contain information that is available for purchase by the public.
- c) Documents that are available for public inspection in a registry maintained by the Register General or other public authority.
- d) Documents which are stored for preservation or safe custody.

## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

- Responding to Requests

- Retrieving Documents

- NLCB is required to furnish copies of documents only when they are in its possession or they can be retrieved from storage.

- Furnishing Documents

- Subject to the exemptions specified in the FOIA, an applicant is entitled to copies of documents the NLCB has in its possession, custody or power. NLCB is required to furnish one copy of a document. If the NLCB cannot make a legible copy of a document to be released, the NLCB may not attempt to reconstruct it. Instead, the NLCB will furnish the best copy possible and note its quality in its response to the applicant.

- The NLCB is not compelled under the FOIA to do the following:

- Create new documents or re-format documents to meet the specifications of the applicant

- Conduct research at the request of the applicant

- Time Limits

- In the FOIA, Section 15, a time limit of thirty (30) calendar days from the date a request is duly made for an applicant to be notified of the approval or refusal of his or her request as soon as practicable, but in any case, not later than thirty days. The NLCB will try diligently to comply with the time limit.

- If it appears that processing a request may take longer than the statutory limit, the NLCB will acknowledge the request and advise the applicant of its status. If the NLCB fails to meet this deadline, the FOIA gives an applicant the right to proceed as though his or her request has been denied. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may wish to call or write to confirm that the NLCB has received the request and to ascertain its status.

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

- Fees and Refunds

- The Freedom of Information (Fees and Charges) Regulations prescribe the fees related to the search, retrieval and provision of documents.

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

Officers in the NLCB responsible for:

- 1) The initial receipt of an action upon notices under section 10
- 2) Request for access to documents under section 13
- 3) Application for correction of personal information under section 36 of the FOIA

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PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

The Designated Officer is:

Mr. Ricardo Borde  
119-121, Duke Street  
Port of Spain  
Phone: 623-1831 Ext. 8214  
E-mail: [rborde@nlcb.co.tt](mailto:rborde@nlcb.co.tt)

The Alternate Officer is:

Ms. Candy West  
119-121, Duke Street  
Port of Spain  
Phone: 623-1831 Ext. 8213  
E-mail: [cwest@nlcb.co.tt](mailto:cwest@nlcb.co.tt)

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

**Advisory boards, councils, committees and other bodies (where meetings/minutes are open to the public)**

Currently, there are no bodies that fall within the meaning of this section of the FOIA to be published.

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

**Library/ reading room facilities**

Currently, the NLCB does not have a designated facility for the purpose of FOIA reference. However, where necessary, a suitable space will be provided for the inspection of documents between 9:00 a.m. and 1:00 p.m. located at:

*National Lotteries Control Board  
Head Office  
119-121, Duke Street,  
Port-of-Spain*

All members of the public will be requested to adhere to the rules and regulations outlined for use of the area.

## Section 8 Statements

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

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

- a) The National Lotteries Act (Chapter 21:04) and amendments thereto.

The documents listed above are available for purchase at the Government Printery and online: [Digital Law Library | Web Application \(laws.gov.tt\)](#)

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

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

- a) Prize Structure
- b) Draw Procedures
- c) Game Rules and Regulations
- d) Circulars to Agents
- e) Credit Policy
- f) Purchasing Policy Manual
- g) Cellular Phone Policy
- h) Education Assistance Policy
- i) Dress Code Policy
- j) Health, Safety and Environment Policy
- k) Staff Awards Policy
- l) Agent Policy Handbook
- m) Policy on the use of the Phyllis Alfred Suite
- n) Policy Governing the Disposal of Assets
- o) Compliance Programme on Anti-Money Laundering, Counter Financing of Terrorism and Proliferation Financing
- p) Acceptable Use of Information Technology Resources Policy
- q) Cyber Security Policy
- r) Data Backup and Recovery Policy
- s) Network Security Policy
- t) Terms and Conditions for the Use of I. T. Asset
- u) Sponsorship Policy

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## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

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

**In enforcing written laws or schemes administered by the NLCB 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.**

Currently, there are no statements to be published under this subsection.

## Section 9 Statements

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

**A report or a statement containing the advice or recommendations of a body or entity established within the NLCB.**

Currently, there are no statements to be published under this subsection.

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

**A report or a statement containing the advice or recommendations, (1) of a body or entity established outside of the NLCB by or under a written law or (2) 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 NLCB or to the Minister with responsibility for the NLCB.**

- i. Financial Intelligence Unit request for AML/CFT Compliance Unit, 2016
- ii. First Report from the Public Accounts Committee, Examination of: Follow-up on the Implementation of the Recommendations made in the Twenty-Fifth Report of the Public Accounts Committee on an examination of the Audited Financial Statements and Internal Controls of the National Lotteries Control Board (NLCB) for the years 2008 to 2012.

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

**A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of the NLCB.**

Currently, there are no statements to be published under this subsection.

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

**A report or a statement containing the advice or recommendations, of a committee established within the NLCB to submit a report, provide advice or make recommendations to the Minister with responsibility for the NLCB or to another officer of the NLCB who is not a member of the committee.**

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PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

Currently, there are no statements to be published under this subsection.

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

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

Currently, there are no statements to be published under this subsection.

**Section 9 (1) (f)**

**A report prepared for the NLCB by a consultant who was paid for preparing the report.**

- i. FIU Risk Assessment
- ii. Reputation Management Caribbean Ltd Reports
- iii. Air Quality Report
- iv. PriceWaterhouseCoopers Report on the Internal Controls at the NLCB

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

**A report prepared within the NLCB 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.**

At this time, there are no statements to be published under this subsection.

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

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

- i. Audit Reports
- ii. Debtors' Reports
- iii. Director's Reports
- iv. Financial Reports
- v. FIU Compliance Reports
- vi. HR Monthly Reports
- vii. IMG Monthly Reports
- viii. IGT Monthly Reports
- ix. Marketing Monthly Reports
- x. Online Status Reports



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## PUBLIC STATEMENT OF THE NATIONAL LOTTERIES CONTROL BOARD 2022—Continued

- xi. Sponsorship Status Reports

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

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

- i. Strategic Plan 2017-2020 (Draft)
- ii. Strategic Plan 2021-2024 (Draft)

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

**A statement prepared within the NLCB containing directions for the drafting of legislation.**

At this time, there are no statements to be published under this subsection.

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

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

- i. IGT Game Development Reports

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

**An environmental impact statement prepared within the NLCB.**

At this time, there are no statements to be published under this subsection.

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

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

Valuation of NLCB properties prepared by Valuation Division, Ministry of Finance.



## SERVICE COMMISSIONS DEPARTMENT

Cipriani Plaza

59 – 61 Cipriani Boulevard, Port of Spain

Mailing Address: 52-58 Woodford Street, Newtown, Port of Spain

Phone: (868) 623-2991/6 / Fax: 623-5972

## MEMORANDUM

The following is a list of payees with uncashed cheques issued by the Service Commissions Department for the period 1st October 2020 to 30th September 2021. In accordance with the Ministry of Finance Circular No. 2 of 1994 dated 18th March 1994 and Comptroller of Accounts Circular No 28 dated 11th September 1998, these cheques will become void on 29th March 2022.

Payees who have encashed their cheques after January 17th 2022 should disregard this notice. Enquiries are to be directed to the Accounting Unit at telephone nos. 623-0805 or 623 -2991 Ext 2239, 2240.

CLEBERT GRAYSON	JAMAL JOSEPH
ANISSA WARNER	BLIZZ CORE TECHNOLOGY
FARYA MOHAMMED-BASDAYE	THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED
DELLENA BLANCHARD	THE DOCU CENTRE LTD.
PARVATEE ANMOLSINGH-MAHABIR	MEMORY BANK COMPUTERS LTD.
SABRINA DE BARRY-BATOHIE	ARLETTE LEWIS
PERSEVERANCE CU CO-OP SOC	BROADWAY PROPERTIES LIMITED

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### LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICIES

ANN-MARIE RAJH having made sworn declaration that Policy Numbers 303810 and 303811 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of ROOPLAL RAJH (deceased) has been lost and having made application to the Company for the death benefit of the policies, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefits due will be paid.

Dated the 13th day of January, 2022.

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

277

KAMLAWATIE SUDAN-NEERANJAN having made sworn declaration that Policy Number 408104 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 26th day of January, 2022.

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

278

ABINGE HORSFORD having made sworn declaration that Policy Number 382384 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for 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 31st day of January, 2022.

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

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SHANTA CROOKS having made sworn declaration that Policy Number 375090 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for 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 15th day of February, 2022.

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