



TRINIDAD AND TOBAGO GAZETTE

VOL. 64

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TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO

NOTICE OF APPOINTMENT OF EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER OF THE TELECOMMUNICATIONS AUTHORITY OF TRINIDAD AND TOBAGO PURSUANT TO SECTION 8(3) OF THE TELECOMMUNICATIONS ACT, CHAP. 47:31

NOTICE is hereby given that the Board of the Telecommunications Authority of Trinidad and Tobago acting pursuant to section 8(1) of the Telecommunications Act, Chap. 47:31 has appointed MR. KURLEIGH PRESCOD to the position of Executive Director also called Chief Executive Officer with effect from 22nd April, 2025.

22nd April, 2025.

DR. NICOLE REIS
Corporate Secretary
Telecommunications Authority of Trinidad and Tobago

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REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF YOUTH DEVELOPMENT AND NATIONAL SERVICE CO-OPERATIVE DEVELOPMENT DIVISION

INTENTION TO CANCEL REGISTRATION OF A CREDIT UNION

NOTICE IS HEREBY given that the Commissioner for Co-operative Development of the Co-operative Development Division, Ministry of Youth Development and National Service, in accordance with section 18(2) of the Co-operative Societies Act, Chap. 81:03 of the Laws of the Republic of Trinidad and Tobago intends to cancel the registration of FIRST NATIONAL CREDIT UNION CO-OPERATIVE SOCIETY LIMITED.

C. Mc MILLAN
Commissioner for
Co-operative Development
Ministry of Youth Development
and National Service

PROBATE AND LETTERS OF ADMINISTRATION

Public Notice is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

- PROBATE of the Will dated the 10th day of April, 2023, of **JACQUELINE MARION PANDA** otherwise **JACQUELINE PANDA** of 103, Carnbee Main Road, Carnbee, Tobago, who died on the 25th day of January, 2024, by **George Suliman Panda** of Light Pole No. 252, Edward Street, Longdenville, Chaguanas, Trinidad and **Arnold Edwin Panda** of 18, Cherry, Edinburgh Gardens, Chaguanas, Trinidad, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CHRISTIANA SMITH** of Moriah, Tobago, who died on the 15th day of September, 1993, by **Umilta Narriman Smith-Henry** of 170, Northside Road, Moriah, Tobago, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **EMIL JULIEN** otherwise **EMILE JULIEN** otherwise **EMIL MAXIMO JULIEN** otherwise **MAXIMO JULIEN** of 14, Soconusco Road, La Pastora, Upper Santa Cruz, St. Ann's, Trinidad, who died on the 28th day of October, 1984, by **Lambert Julien** otherwise **Lamberth Julien** of Light Pole No. 1, Dubois Terrace, Majuba Cross Road, Petit Valley, Diego Martin, Trinidad, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION with Will dated the 24th day of March, 1984, annexed of the estate of **GEORGE HARRY** of Light Pole No. 3, 15–17, La Pompe Trace, Trou Macaque, Laventille, St. Ann's, Trinidad, who died on the 4th day of September, 1987, by **Ancil Hendrick Harry** of 15–17, La Pompe Trace, Trou Macaque, Laventille, St. Ann's, Trinidad, one of the surviving residuary devisees and/or legatees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **AUDREY GONSALVES** otherwise **AUDREY THEODORA GONSALVES** of 2, Benjamin Street, Extension 1, Diego Martin, Trinidad, who died on the 24th day of October, 2015, by **Marilyn Christiana Gonsalves** otherwise **Marilyn Gonsalves** of the same place, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **CARISSA RAMPERSAD** of Light Pole No. 104, Saddle Road, Maraval, Diego Martin, Trinidad, who died on the 30th day of September, 2023, by **Christiana Ward** of the same place, her mother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 7th day of June, 1979, annexed of the estate of **SHAFFIRAN ALI** otherwise **SHARIFFAN ALI** of 183, Eastern Main Road, Tacarigua, Trinidad, who died on the 5th day of November, 1984, by **Hanifa Mohammed** of the same place and **Sherina Rahaman** of 2, Manoram Road, Kandahar, Tacarigua, Trinidad, the surviving residuary devisees and/or legatees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KISSOONDATH MOHESS** of 48, St. Croix Road, Princes Town, Savana Grande, Trinidad, who died on the 1st day of December, 2022, by **Kamal Mohess-Bissoo** of 25, Circular Road, Ste. Madeline, Naparima, Trinidad, his sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **ROGER OHALLARAN CATON** otherwise **ROGER CATO** otherwise **ROGER O'HALLARAN CATO** otherwise **ROGER O'HALLARAN CATON** otherwise **ROGER O'HALLORAN RAYMOND CATO** of Light Pole No. 406, Guayaguayare Village, Guayaguayare, Trinidad, who died on the 4th day of October, 2015, by **Gemma Claudette Cato** of the same place, his mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **ANTHONY DURRANT** of 45, Berridge Trace, Harris Village, South Oropouche, Siparia, Trinidad, who died on the 6th day of November, 2022, by **Barbara Codogan** of the same place, the surviving cohabitant;
- LETTERS OF ADMINISTRATION of the estate of **CHERYL EASTMOND-CAMPBELL** otherwise **CHERYL BERNADETTE EASTMOND-CAMPBELL** otherwise **CHERYL BERNADETTE EASTMOND** of 351, Oasis Greens, Endeavour Road, Chaguanas, Trinidad, who died on the 16th day of October, 2021, by **Marcus Campbell** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **DENIS JOSEPH** otherwise **DENNIS JOSEPH** of 1½ Mile Mark, Guaico, Tamana Road, Guaico, Sangre Grande, Manzanilla, Trinidad, who died on the 10th day of December, 1997, by **Vincent Paul Joseph** of the same place, his son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION with an exemplified copy of the estate of **NORMA SYLVIA KENDALL-HAMLET** otherwise **NORMA KENDALL-HAMLET** otherwise **NORMA S. KENDALL-HAMLET** of 4355, York Road, College Park, Georgia, 30337, United States of America, who died on the 14th day of July, 2023, by **Jo-Anne Julien** of 121, Henry Street, Port-of-Spain, Trinidad, the lawfully appointed attorney of **Gale Arlene Hamlet-Frankie** otherwise **Gale Hamlet-Frankie**;
- LETTERS OF ADMINISTRATION of the estate of **HUGO WALTER** otherwise **HUGO WALTERS** of 14, Agostini Street, St. Joseph, Tacarigua, Trinidad, who died on the 8th day of April, 2024, by **Barbara Marina Walters** of Light Pole No. 51, Edward Street, Caroni Savannah Road, Chaguanas, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **BEVERLY GREAVES** otherwise **BEVERLY JOCELYN GREAVES** otherwise **BEVERLY J. GREAVES** of 29, Jogie Road, San Juan, St. Ann's, Trinidad, who died on the 14th day of March, 2022, by **Arlene Glenis Greaves** otherwise **Arlene G Greaves** otherwise **Arlene Greaves** of the same place, her sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **FARAZ MIRZA HOSEIN** of 179, Raghoonanan Road, Enterprise, Chaguanas, Trinidad, who died on the 15th day of October, 2021, by **Paelita Ramlochan** of 6, Welcome Road, Cunupia, Trinidad, his lawful widow and relict;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **HOWARD MELVILLE** of 13, Seventh Avenue, Bonaire Gardens, Arouca, Tacarigua, Trinidad, who died on the 7th day of June, 2020, by **Farida Melville** of 183, Davis Lane, Carapo, Arima, Trinidad, his lawful widow and relict;
- PROBATE of the Will dated the 9th day of June, 2016, of **PAUL TURNER** of 15A, Aripo Pond Road, Rousillac, La Brea, Trinidad, who died on the 18th day of December, 2021, by **Kelvin Turner** of 217, Gems Avenue, Bon Air West, Arouca, Tacarigua, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 29th day of August, 2016, of **OLGA HODGE-SCOTT** otherwise **OLGA SCOTT** otherwise **OLGA HOGDE** of 38, Lopinot Road, Arouca, Tacarigua, Trinidad, who died on the 2nd day of July, 2021, by **Junior Brathwaite** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **SHIRLEY BABOOLAL** of 507, St. Croix Road, Princes Town, Savana Grande, Trinidad, who died on the 22nd day of June, 2014, by **Davianan Arnold Baboolal** otherwise **Arnold Baboolal** of the same place, her son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **AURELIA SAROJANI GANESSINGH** otherwise **AURELIA GANESSINGH** otherwise **AURELIA GANEESINGH** otherwise **AURELIA SARAJANI GANESSINGH** otherwise **QURELIA GANESSINGH** of 30, Bernard Street, San Fernando, Trinidad, who died on the 19th day of June, 2023, by **Annabella Shrimati Chan Tack** of 259, Gopaul Circular Drive, Gopaul Lands, Marabella, Naparima, Trinidad, her sister and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **SAMUEL BEJAI** of 4, Alta Garcia Gardens, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 11th day of September, 2022, by **Marc Vinson Bejai** of the same place, his son and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **VERNON BACCHUS** of 3, Norton Street, Curepe, Tacarigua, Trinidad, who died on the 19th day of August, 2022, by **Carla Jennifer Dorothy Bacchus** of the same place, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 29th day of February, 2015, of **FRANKLYN HERMAN FARRELL** of 66, Circular Street, Princes Town, Savana Grande, Trinidad, who died on the 13th day of December, 2024, by **Ria Simone Farrell** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **BEVERLY FONROSE** of 13, Alies Terrace, El Dorado, Tunapuna, Tacarigua, Trinidad, who died on the 28th day of May, 2020, by **Susan Bailey** of 105, Plover Avenue, Maloney, d'Abadie, Arima, Trinidad, the lawfully appointed attorney of **Kester Lennius Fonrose**;
- LETTERS OF ADMINISTRATION with exemplified copy of Will dated the 25th day of January, 2011, annexed of the estate of **MIRIAM ALI** of 4704, Lea Meadow CT, Woodbridge, Prince William County, Virginia, United States of America, who died on the 25th day of April, 2011, by **Shireen Balkissoon** of 89, Faralon Drive, La Romain, Naparima, Trinidad, one of the residuary devisees and/or legatees named in the Will;
- PROBATE of the Will dated the 27th day of March, 2023, of **MEENA MANNAH** of 33, Seventh Avenue, Malick, St. Ann's, Trinidad, who died on the 5th day of November, 2024, by **Beena Kissoon** of 12B, Seventh Avenue, Barataria, St. Ann's, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ANTHONY BURGESS** of 8223, Edwin Roberts Crescent Phase 5, La Horquetta, Tunapuna, Tacarigua, Trinidad, who died on 31st day of August, 2020, by **Salisha Mohammed-Burgess** of Light Pole No. 4, Mc Shine Street, Sangre Grande, Manzanilla, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SYLVESTER O'BRIEN** of Lot No. 5, Cipriani Street, Morvant, St. Ann's, Trinidad, who died on the 7th day of July, 2015, by **Erica O'Brien-Harris** otherwise **Erica Bernadette O'Brien-Harris** of the same place, his daughter and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 7th day of July, 2020, of **FRANK PAJOTTE** of 140, Morne Coco Road, Petit Valley, Diego Martin, Trinidad, who died on the 31st day of October, 2024, by **Julien Pajotte** and **Jason Pajotte** both of the same place, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **CHERYL LEONG POI** of 93, Pomegranate Avenue, Santa Rosa Heights, Arima, Trinidad, who died on the 6th day of October, 2023, by **Krystle Garcia** otherwise **Krystle Antonia Nicole Garcia** of the same place, her daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION *de bonis non* of the estate of **MELVA CHARLES** of 6, Niles Street, Tunapuna, Tacarigua, Trinidad, who died on the 17th day of June, 2002, by **Kevin Dean Charles** otherwise **Kevin Charles** of the same place, her son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **RAJKUMAR BALDEO** of 34, Lawrence Hill, Barrackpore, Naparima, Trinidad who died on the 8th day of June, 2023, by **Ganesha Baldeo** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **CAROL CAZOE** otherwise **CAROL PATRICIA CAZOE** of 60, George Street, La Romaine, Naparima, Trinidad, who died on the 9th day of December, 2019, by **Pauline Cazoe Thomas** of 39B, Pasea Street, St. Augustine, Tacarigua, Trinidad, her sister and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **SAVITA BHAIROSINGH** of 712A, Penal Rock Road, Penal, Siparia, Trinidad, who died on the 24th day of January, 2022, by **Goonia Bhairosingh** of the same place, her mother and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 6th day of July, 2012, of **JASODRA JANKIEPERSAD** of Lot No. 107, Recreation Street, Old Road, Arima, Trinidad, who died on the 12th day of March, 2013, by **Kanta Baldeo** of 2, Boundary Road Extension, Aranguez, San Juan, St. Ann's, Trinidad and **Vanna Jankiepersad** otherwise **Vanna Sarella Jankiepersad** of Lot No. 107, Recreation Street, Old Road, Arima, Trinidad, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **PETER GEORGE SIMMONS MOOTOO** otherwise **PETER SIMMONS-MOOTOO** otherwise **PETER SIMMONS MOOTOO** of 5, Harding Place, Cocorite, Port-of-Spain, Trinidad, who died on the 6th day of March, 2023, by **Juliana Simmons-Mootoo** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 19th day of February, 2011, of **MANGREE RAMJATTAN** of 1/2 Mile Mark, Bartlette Street, Palmiste, Longdenville, Chaguanas, Trinidad, who died on the 1st day of January, 2013, by **Andrew Robin Statham** of Lot No. 5, Feroze Ali Crescent, Edensville Railway Road, Cunupia, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DAVID VINCENT** of 23, Falcon Crescent Drive, Blitz Village Extension, Pleasantville, San Fernando, Trinidad, who died on the 6th day of November, 2023, by **Joy Vincent** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **JEROME BHOLA** otherwise **JEROME BAPTISTE** of 9, Harrinanan Avenue, Malabar, Arima, Trinidad, who died on the 4th day of November, 2024, by **Rose Juliet Villafana-Bhola** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **CHERYL SIRJU-CHONG** of 20, Platana Drive, Dyette Estate, Cunupia, Trinidad, who died on the 10th day of October, 2024, by **Ian Chong** of the same place, her lawful husband;
- PROBATE of the Will dated the 28th day of June, 2013, of **SOLAY MOHAMMED** of 15915, Marshfield Drive, Tampa, Florida, 33624, United States of America, who died on the 13th day of September, 2022, by **Nazim Mohamed** of Light Pole No. 55, Ajim Ali Street, Munroe Road, Cunupia, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ANTHONY STEADMAN** otherwise **ANTHONY ROOSEVELT STEADMAN** of 6–8, Fonrose Street, San Fernando, Trinidad who died on the 29th day of February, 2024, by **Carlette C. Lewis** otherwise **Carlette Cherise Lewis** of 111, Pleasantville Circular Drive, Pleasantville, San Fernando, Trinidad, the lawfully appointed attorney of **Ayanna Francis** otherwise **Ayanna Edna Aisha Steadman** otherwise **Ayanna E. Steadman**;
- PROBATE of the Will dated the 17th day of August, 2016, of **ANAND SANKAR** of 31, Yard Road Cedar Hill Village, Princes Town, Savana Grande, Trinidad, who died on the 9th day of September, 2016, by **Sigurd Sankar** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **BHOODEAH POYER** of 19, La Pastora Road, Upper Santa Cruz, St. Ann's, Trinidad, who died on the 6th day of November, 2023, by **Mary-Ann Stephanie Poyer** of the same place and **Gloria Cynthia Poyer-Austin** of 4, Windsor Heights, Arima, Trinidad, her daughters and the only persons entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **MERVYN COLLINS** otherwise **MERVYN ASPICE COLLINS** otherwise **MERVYN COSMOS COLLINS** of 331, Beach 38th Street, Far Rockaway, Queens, New York, 11691, United States of America, who died on the 25th day of January, 2019, by **Marsha Quinn-Eva Collins** of 14, Old Southern Main Road, Carapichaima, Chaguanas, Trinidad, the lawfully appointed attorney of **Elsie Collins** otherwise **Elsie St. Lewis**;
- PROBATE of the Will dated the 4th day of September, 1972, of **JUBOO BALROOP** otherwise **JUGOO BALROOP** of 47, Saddle Road, San Juan, St. Ann's, Trinidad, who died on 4th day of June, 1999, by **Lochan Balroop** of the same place, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **EMDARD BAKSH** of 2, Ahmadiyya Drive, Arena Road, Freeport, Chaguanas, Trinidad, who died on the 24th day of June, 2024, by **Zenorah Baksh** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 21st day of August, 2020, of **WYCLIFF IFILL** otherwise **WYCLIFF MC DONALD IFILL** of 67, First Avenue, Mt. Lambert, San Juan, St. Ann's, Trinidad, who died on the 17th day of September, 2020, by **Warren Garvin Ifill** of 6A, Madras Street, St. James, Port-of-Spain, Trinidad, the executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **KHATIJAN KHAN** of 57A, Calcutta Road 1, Mc Bean Village, Couva, Trinidad, who died on the 25th day of February, 2019, by **Usman Khan** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **RADICA MUNGAL** otherwise **DEBBIE** of 487, Cumuto Road Cunjal, Barrackpore, Naparima, Trinidad, who died on the 22nd day of August, 2021, by **Jasso Mungal** of the same place, her mother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **IRVING FREDERICK** otherwise **IRVING MCDONALD EREN FREDERICK** of Light Pole No. 15, Robert Street off Monroe Road, La Canea Road, Lower Santa Cruz, St. Ann's, Trinidad, who died on the 29th day of March, 2018, by **Marilyn Mary Frederick** of the same place, his lawful widow and relict;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **VERONICA CHRISTIAN-STONE** of 11, Senior Street, La Puerta Avenue, Diego Martin, Trinidad, who died on the 21st day of May, 2024, by **Joseph Stone** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **BARRY ESTAVIA** of 9, Cliff Bertrand Phase 4 Malabar, Arima, Trinidad, who died on the 18th day of April, 2023, by **Carleen Sherry Maria Estavia** of the same place, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **SHADANAND BEHARRYLAL** of 7, Rich Plain Road, Diego Martin, Trinidad, who died on the 13th day of August, 2024, by **Indra Beharrylal** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 10th day of November, 2019, of **MERLE TRIM** of 28, Hindustan Road, New Grant, Princes Town, Savana Grande, Trinidad, who died on the 1st day of August, 2023, by **Ian Jeremy Roberts** of 44, St. John Street, Tunapuna, Tacarigua, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RICHARD STEVE ROJAS** otherwise **RICHARD ROJAS** of 104, Periwinkle Drive, Bon Air West, Arouca, Tacarigua, Trinidad, who died on the 3rd day of July, 2023, by **Mary Magdalene Augustus** otherwise **Mary Augustus-Rojas** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **GALE PROCOPE-KERR** of 60, Canaan Road, Mahaica, Point Fortin, La Brea, Trinidad, who died on the 24th day of March, 2023, by **Frederick Kerr** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **ANDY LIVINGSTONE** otherwise **ANDY LIVINGSTON** otherwise **ANDY GODWIN JOSEPH LIVINGSTONE** otherwise **ANDY GODWIN JOSEPH LIVINGSTON** of Light Pole No. 61A, Cemetery Street, Diego Martin, Trinidad, who died on the 23rd day of November, 2022, by **Janaya Livingstone** otherwise **Janaya Livingston** otherwise **Janaya Anastasia J'Quelle Livingstone** otherwise **Janaya Anastasia J'Quelle Livingston** of 82, Fairley Street, Tunapuna, Tacarigua, Trinidad, his daughter and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **JASON ANTHONY DOOKIE** of Light Pole No. 14C, Church Street, Kelly Village, Caroni Village, Caroni, Trinidad, who died on the 29th day of December, 2020, by **Kamini Dookie** of the same place, his mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of **PATSY RADHA BABOORAM** of 78, St. Vincent Street, San Fernando, Trinidad, who died on the 3rd day of September, 2018, by **Cindy Babooram** of 10, Findhorn Road, Cocoyea, San Fernando, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **MARIANNA CHRISTA FORDE** otherwise **MARIANNE FORDE** otherwise **MARIANNE SIEMONEIT** of Lot No. C, Austin Street, St. Augustine, Tacarigua, Trinidad, who died on the 1st day of July, 2017, by **St. Clair Mc Donald Forde** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **AUSTIN AUGUSTUS HAZELL** of Lowmans, Leeward, St. Vincent, who died on the 13th day of February, 2021, by **Dons Waithe** of 53, Chacon Street, San Fernando, Trinidad, the lawfully appointed attorney of **Monique Kathyann Lampkin**;
- PROBATE of the Will dated the 1st day of December, 2023, of **ENA MAHABIR** otherwise **ENA BERNADINE MAHABIR** of 116, Norman Spann Crescent, Barataria, San Juan, St. Ann's, Trinidad, who died on the 18th day of March, 2024, by **Reseena Bann** and **Vasudevanchand Bann** both of the same place, two of the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAMESH MAHARAJ** of 89, Local Road, Tableland, Ortoire, Trinidad, who died on the 15th day of October, 2024, by **Nisha Maharaj** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **ABIGAIL JOSEPH-BARTOLO** otherwise **ABIGAIL JOSEPH** of Light Pole No. 555, Eastern Main Road, Arima, Trinidad, who died on the 8th day of January, 2024, by **Marlon Sean Bartolo** otherwise **Marlon Bartolo** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **BRIAN CHARLES MARTIN KING** of 23, Prana Homes Development, Coora Road, Siparia, Trinidad, who died on the 23rd day of August, 2013, by **Alicia Noella Maxwell-King** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 21st day of December, 2020, of the estate of **ADELAIDE POPE** of Light Pole No. 9, La Hope Road, Laventille Road, Febeau Village, San Juan, St. Ann's, Trinidad, who died on the 24th day of October, 2024, by **Austin Pope** of Post Office Box 3634, Bourg Mulatresse, Lower Santa Cruz, St. Ann's, Trinidad, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **EDWIN BILLY** of 10, Ferrari Avenue, Harmony Hall, Marabella, Naparima, Trinidad, who died on the 24th day of November, 2024, by **Joy Francis-Billy** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **SHAMNARINE RAMOUTAR** of 21, Waterloo Road, Carapichaima, Chaguanas, Trinidad, who died on the 23rd day of September, 2020, by **Kamla Ramoutar** otherwise **Camla Ramoutar** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 2nd day of February, 2005, of the estate of **SYLVESTER REYNOLD** of Light Pole No. 53, Villafana Trace, San Louis Road, Guaico, Manzanilla, Trinidad, who died on the 15th day of September, 2008, by **Matthew Gerald Reynold** otherwise **Matthew Reynold** of the same place, the sole executrix named in the Will;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

PROBATE of the Will dated the 5th day of January, 2025, of the estate of **MICHAEL GANDALAL MAHARAJ** otherwise **MICHAEL MAHARAJ** of 221, Roopsingh Road, Carapichaima, Chaguanas, Trinidad, who died on the 10th day of January, 2025, by **Nandram Mahabir** of 105, Nolan Street, Felicity, Chaguanas, Trinidad, Felicity, Chaguanas, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **BALKARAN BEDASSIE** of Light Pole No. 334, Southern Main Road, Cunupia, Trinidad, who died on the 26th day of March, 2024, by **Nasmin Mohammed Bedassie** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION with Will dated the 6th day of June, 2024, annexed of the estate of **GUSTAN FREDERICK** of 492, Tabaquite Road, Rio Claro, Charuma, Trinidad, who died on the 24th day of June, 2024, by **Clevon Frederick** of 8, Persad Lane, El Socorro Road, San Juan, St. Ann's, Trinidad, one of the residuary devisees and/or legatees named in the Will;

LETTERS OF ADMINISTRATION of the estate of **SYLVESTER RAMOUTAR** of 62, Cuchawan Trace, Debe, Naparima, Trinidad, who died on the 8th day November, 2015, by **Rajkumar Ramoutar** of the same place, his son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **ANAROOD LALCHAN** of 63, Bamboo Settlement 1, Valsayn, Tacarigua, Trinidad, who died on the 15th day of June, 2023, by **Sandra Lalchan-Ragoonanan** of the same place, his sister and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **KAMAL PERSAD** of 39, Hayes Circular Drive, Beaucarro, Carapichaima, Chaguanas, Trinidad, who died on the 7th day of August, 2024, by **Rajdai Deodath Persad** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **ANNETTE EDWARDS** of Light Pole No. 57, 10th Street, Manimore Road, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 19th day of August, 2024, by **Tyrell Edwards** of Lot No. 1925, Redstart Lane, Maloney Gardens, d'Abadie, Arima, Trinidad, her son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 21st day of May, 2024, of the estate of **ROONICA GOBIN SINGH** of 147, Dinesh Drive, Freeport Mission Road, Preysal, Montserrat, Trinidad, who died on the 22nd day of July, 2024, by **Charles Devanand Ramroop** of the same place, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **LESLIE SURAJ SAMAROO** of 8, La Bel Air Extension Road, La Romain, Naparima, Trinidad, who died on the 6th day of July, 2023, by **Vivian Samaroo** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **ALGERNON DE FREITAS** of 7, Columbus Street, Arima, Trinidad, who died on the 21st day of September, 2006, by **Tricia Lisa De Freitas** of the same place, his daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 18th day of April, 2019, of the estate of **SOOGRIM RAMLOGAN** of Lot No. 101, Fourth Street, Oropune Gardens, Piarco, Tacarigua, Trinidad, who died on the 4th day of July, 2024, by **Sharon Ramlogan-James** of 35, Hinkin Trace South, Cunupia, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **ASHFORD RAMPERSAD** of 99, Papourie Road, Barrackpore, Naparima, Trinidad, who died on the 28th day of June, 2022, by **Sira Joanne Rampersad** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **GARVIN THEODORE** otherwise **GARVIN MARVIN THEODORE** of 26, Satar Street, Aranguez, San Juan, St. Ann's, Trinidad, who died on the 4th day of February, 2020, by **Jenelle Carla Burnley** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **SOONDARDAI SOOKDEO** of 5, Dolly Street, Battoo Boulevard, Marabella, Naparima, Trinidad, who died on the 30th day of December, 2010, by **Nalini Soogrim** of 6, Battoo Boulevard, Marabella, Naparima, Trinidad, her daughter and one of the persons entitled to share in the estate;

and unless a Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 1st day of May, 2025.

R. A. ROBERTS
Registrar Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 23RD APRIL, 2025

<i>Previous Week</i> \$000		<i>Assets</i>		<i>This Week</i> \$000
		External Assets:		
30,136,331		Balances, Investments etc.	30,438,136	
4,223,035		Subscriptions to I.M.F.	4,223,035	
7,031,688		I.M.F.—S.D.R. Holdings	7,031,688	
	41,391,054			41,692,859
		Trinidad and Tobago Government Securities:		
5,420		Treasury Bills (Face Value)	950	
22		Marketable Securities	22	
	5,442			972
		Other Assets:		
3,500		Trinidad and Tobago Dollar Securities	3,500	
2,540,787		Other Assets	2,584,478	
	2,544,287			2,587,978
	93,677	Fixed Assets		93,677
	44,034,460			44,375,486
		<i>Liabilities and Capital Account</i>		
		Currency in Circulation:		
8,786,429		Notes	8,814,034	
277,165		Coins	277,314	
	9,063,594			9,091,348
		Demand Liabilities:		
16,406,124		Commercial Banks	16,691,587	
402,715		Financial Institutions (Non-Banking)	402,998	
(6,424,888)		Government and Governmental Organisations	(6,328,514)	
195,428		International Organisations	195,428	
852,846		Foreign Currency	852,927	
609,813		Other	595,570	
	12,042,038			12,409,996
		Other Liabilities:		
6,934,273		Government S.D.R. Allocations	6,934,273	
8,833,350		Other Liabilities	8,780,074	
5,561,205		Specific Provisions	5,559,795	
	21,328,828			21,274,142
		Capital and Reserves:		
800,000		Capital Paid-up	800,000	
800,000		General Reserve Fund	800,000	
	1,600,000			1,600,000
	44,034,460			44,375,486

G. BACHAN-SAHADEO
 Senior Accountant
 Finance and Accounting



CENTRAL BANK OF
TRINIDAD & TOBAGO

NOTICE

INSURANCE ACT 2018 (AS AMENDED)

Notice is hereby given, in accordance with Section 15(3) of the Insurance Act 2018 (as amended) (the Act), that the following agencies have ceased to hold a registration certificate to carry on the business of an insurance agency during the last quarter ended March 31, 2025.

AGENCIES

- Aerie International Limited
- ANBA Financial & Insurance Partners Limited
- Ballo Singh Investments Limited
- Dabar & Associates Enterprises Limited
- Dattadeen's Insurance Company Limited
- Empower Insurance Sales & Services Limited
- Flemco Services Limited
- Icsara Financial Services Limited
- Insurance & Financial Services Limited (General)
- Kalyaani Limited
- V.I.P.S Financial Services Limited

The Central Bank of Trinidad and Tobago (the Central Bank) wishes to advise that there were no insurers which ceased to hold a registration certificate to carry on insurance business in Trinidad and Tobago during the last quarter ended March 31, 2025.

Please be advised that the above listing of insurance agencies ceasing to hold registration certificates during the last quarter ended March 31, 2025 had their registration status fall within any of the following criteria: -

- The agency Contract/Agreement between the agency and the insurance company had been terminated during the quarter ended March 31, 2025;
- The registration certificate of the agency expired during the quarter ended March 31, 2025 and had not been renewed prior to expiration; and
- The registration certificate of the agency expired during the quarter ended March 31, 2025 and the agency re-registered under the Act during the following quarter commencing April 1, 2025.

The listing of insurance companies and insurance intermediaries registered by the Central Bank is available on our website at <http://www.central-bank.org.tt/core-functions/supervision/insurance-sector>

Further, the above listing of insurance agencies ceasing to hold registration certificates during the last quarter ended March 31, 2025 is based on the Central Bank's records as at the date of publication of this Notice.

A summary of the Agencies and Brokerages positions indicate that there were no significant changes for the four quarters as shown below:

	Number of Registered Intermediaries as at Quarter Ended (amended)			
	31-Mar-2025	31-Dec-2024	30-Sep-2024	30-Jun-2024
Agencies	443	446	450	454
Brokerages	39	39	39	40

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA) 1999

Updated Public Statement 2024 of THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

In accordance with Sections 7 (1) b, 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act 1999 (FOIA), the Water and Sewerage Authority (WASA) is required by law to publish the following **Updated Statement for 2024** which lists the documents and information generally available to the public.

The Act gives members of the public:

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

SECTION 7 STATEMENTS

SECTION 7 (1) (a) (i)

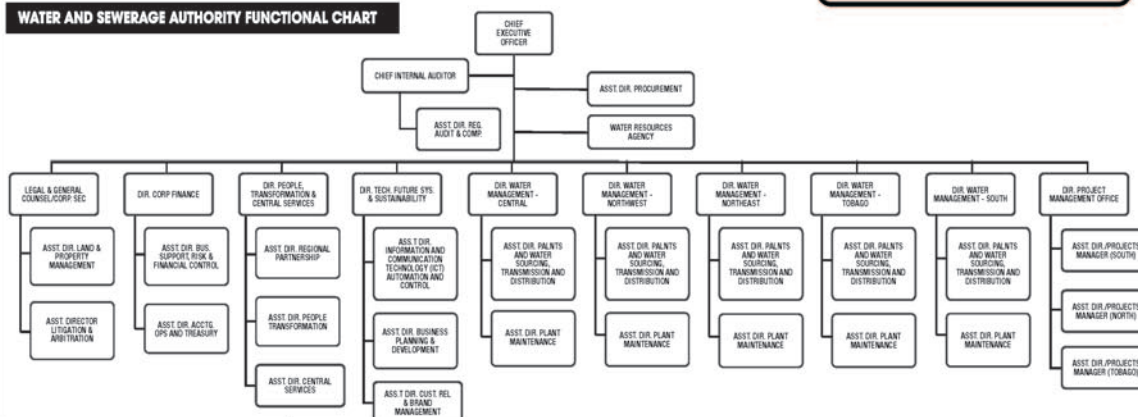
Function and structure of WASA

Mission Statement:

WASA's Mission as a Customer Service Business is:

- To be a leading provider of water and wastewater services
- To deliver customer service along the highest internationally recognised and accepted standards
- To continuously develop best business practices utilizing advanced technology and a well developed and motivated workforce
- To leverage on industry expertise to offer global water and wastewater services
- To sustain a commercialised business while remaining sensitive to our stakeholders and the environment

WATER AND SEWERAGE AUTHORITY FUNCTIONAL CHART



WASA is a statutory body established in 1965 by an Act of Parliament, Chapter 54:40 of the Revised Laws of the Republic of Trinidad and Tobago.

It comprises a Board of Commissioners headed by the Chairman, an Executive Management Team headed by the Chief Executive Officer and permanent and contract staff.

DETAILS OF RESPONSIBILITY CENTRES

Office of the Chief Executive Officer

Chief Internal Auditor

Internal Audit & Compliance

- Provide independent assurance on risk management, controls and governance processes
- Evaluate risk management and control and communicate risk and control information to appropriate areas of the Authority
- During audit engagements verify compliance with organizational policies and procedures, relevant laws and regulations, and international best practices
- Promote and enhance risk management, controls and governance processes
- Administer the Authority's Whistleblowing system advising on the design and implementation of new policies, processes, systems, and products; providing forensic services; providing training; and facilitating discussions about risks and controls
- Conduct special investigations/requests into irregularities as requested by the Board
- Perform annual risk assessments including IT and Fraud risks
- Co-ordinate the activities of and communicate information among the Board, external and internal auditors, other assurance providers and management
- Provide advisory services into inter alia advising on the design and implementation of new policies, processes, systems, and products; providing training; and facilitating discussions about risks and controls

- Verify employees' records of service and relevant termination calculations

Assistant Director, Procurement

Purchasing

- Minor Procurement
 - Award of low-risk/low-value purchases
 - Generate Purchase Orders
- Major Procurement
 - Award of high-risk/high-value purchases
 - Manage comprehensive file per tender
- Invoicing and Receipting
 - Reconcile Purchase Orders with Delivery Notes and Invoices to facilitate payments
- Stakeholder Relationship Management
 - Pre-Qualification of Suppliers/Contractors
 - Development and management of supplier relationships

Inventory

- Warehousing
 - Strategic Geographical Storage
 - Issue Recurrent & Capital Stock
 - Maintain Stock Holding Levels per Location
- Stock Control
 - Analyse Min, Max & Re-order Levels
 - Technical/Specification Compliance Monitoring
 - Stock Obsolescence Review
 - VFM & Cost Benefit Analysis

- Stores Accounting
 - Conducting of 100%, Cycle & Random Counts
 - Variance Investigation/Review with resulting Adjustments
 - Stock Valuation Reporting
 - Reporting on Provisions for Obsolete & Slow-Moving Stock
 - Data provision for Financial Reporting & Audits
- Materials Management
 - Review Materials Reconciliation for Usage Efficiency
 - Random Stock Delivery Confirmations
 - Monitor Excess Materials Returns from Completed Projects
 - Provide advice to Regional Operating Units on Best Practices

Procurement Regulatory Unit

- Review solicitation documents to ensure the evaluation criteria will adequately assess the suitability of the submissions received in satisfying the specification or scope of works;
- Obtain reports from the various units within the Procurement Function as well as contract administration reports from Executing Units to prepare the reports required for submission to the OPR;
- Maintaining a working relationship with the OPR and keeping abreast of any new obligations;
- Provide training and/or sensitization sessions for Officers involved in the Authority's Procurement System



Updated Public Statement 2024 of THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

Water Resources Agency

Water Resources Management

- Watershed Management
- Adopt a River Programme
- Surface Water Planning
- Regulatory and Licensing
- Monitoring and Data Management (North & South)
- Instrument Section/ Ground Maintenance
- Water Resources Tobago
- Groundwater Management
- Geographic Information System
- Hydrological Information Systems
- Water Resources Administration

Legal & General Counsel/Corporate Secretary

Legal - Land and Property Management

- Land and Property Administration
- Document Preparation and Review: Leases, Licenses and Instruments of Title
- Regulatory and Procurement Advisory
- Public Liability Claims management

Legal - Litigation and Arbitration

- Litigation and Arbitration
- Contractual Claims
- Alternative Dispute Resolution
- Document Preparation and Review: Contract Agreements and Specialty Agreements

Corporate Secretariat

- Board & Committees
- Corporate Governance
- Statutory Compliance (FOIA, Securities Act, WAS Act)
- Contracts
- Office Services

Director, Water Management Services

Northeast, Northwest, South & Tobago Region

- Water Source Management – Treatment and Production
- Water Distribution and Transmission (Operational System Management, Scheduling, Water Trucking)
- Asset Maintenance (Routine, Preventative, Predictive)
- Pipeline Maintenance (Leak Repairs and Road Restoration)
- Wastewater Management (Collection, Treatment and Disposal)
- Management of the operation and maintenance of water contracts

Director, Technology, Future Systems and Sustainability

Network Intelligence and Optimization

- Establishment, management and maintenance of Metering, Telemetry
- Establishment, management and maintenance of SCADA systems
- Management of Operational Control Centre
- Capture and maintenance of all geospatial data and database of all assets
- Hydraulic Modelling
- Analysis of all operational data
- Management and maintenance of all Executive, Tactical and Operational Dashboards for the Authority
- Auto-Generate printed and virtual reports for the Authority
- Non-Revenue Water Reduction
- Network Optimization
- Service Level Monitoring

Information and Communication Technology

- Application Development, Administration and Support
- Network Maintenance
- Digital Risk Management
- Data and Telecommunications
- Information Systems Support and Services
- Database Administration
- Systems Administration (Security, Network, Email, Server)
- Strategy and Administration (Solutions Evaluations, IT Contract Management)
- Mail Management
- Document Management, Preservation and Retention
- Records and Information Management
- Enable Research and Data Capture

Business Planning, Development and Sustainability

Business Planning and Development

- Strategic Planning
- Project Development and Feasibility - New streams of revenue
- Performance Monitoring and Reporting Authority-wide
- Research and Development – Technology and Innovation
- Business Plan Development
- Financial and Investment Planning
- Development of Sustainable and Environmental Strategies

Tariff Analysis

- Pricing Strategy Development
- Regulatory Compliance monitoring and Reporting to RIC
- Economic and Social Equity Assessment
- Tariff Modelling and Analysis
- Tariff-related Policy Development
- Cost of Service Analysis

Customer Relationship and Management

Billing and Revenue Protection

- Corporate Customer Account Management
- Customer Information Management
- Customer Interface
- Billing and Collections
- Bill print and dispatch
- Initiation of automated collection services (SMS, auto dialer)
- Management of external collection agencies
- Management of debt collection agencies
- Preparation of annual revenue and collections Budgets
- Generation of all subsidiary ledger billings, collection, receivable reports
- Generation of ad-hoc reports for internal and external stakeholders
- Management of end user access for customer information systems
- Preparation of invoices for miscellaneous services i.e. (interconnection, building developments etc.)
- Develop and monitor KPI related to revenue, collections and receivables

Customer Engagement and Advocacy

- Contact Centre Management
- Audit and Monitoring of Service Centres
- End to End Customer Interface Management (Voice of the Customer program)
- Customer Complaint Resolution Program
- Monitor information dissemination from Regional Operational Control Centres (ROCC North & South)
- Establish and manage cross functional teams towards refined customer service enterprise wide
- Ongoing collation and analysis of customer centric information received via all touch points
- Establish and manage ratified KPI's for service centre and contact centre service delivery
- Manage integration of technology upgrades as implemented via all customer service touch points
- Monitor ongoing Customer Relationship Management (CRM) data
- Guide strategic messaging across all customer communication channels
- Develop/enhance customer centric policy and standard operating procedures
- Engagement of ongoing customer feedback surveys via all communication channels
- Generate customer service reports for the Authority
- Liaison for key stakeholders in need of expedited resolution with complaints/queries

Brand and Stakeholder Relations

- Brand & Reputation Management
- Crisis/Emergency Communication
- Community Outreach and Public Education
- Event Planning/Management
- Stakeholder Feedback
- Manage Corporate Social Responsibility
- Media Relations
- Digital and Social Media Management
- Internal Communications

New Services

- Infrastructure and Plumbing Approval (Commercial, Building Developments)
- Compliance Monitoring
- Approval of interconnections (New Development)
- Engineer Drawing and Designs Review

Operations Support

- Water Quality Monitoring and Management
- Wells Maintenance

- Emergency Systems
- Quality Monitoring and Assurance
- Repair to pumps and motors (In-House & Contractors)

Major Maintenance Projects

- Pipeline repair to transmission mains (In-House)
- Plant Turnarounds
- Audit and management of Computerized Maintenance Management System to ensure asset maintenance compliance
- Development and Training on Standard Operating Procedures

People, Transformation and Central Services

Workforce Planning & Organizational Development

- Organizational Structure Design and Implementation
- HR Policy and Standard Operating Procedures Development, Monitoring and Review
- HR Risk Identification, Monitoring and Reporting
- HR Measurements
- HR Auditing and Compliance Monitoring
- HR Strategic / Corporate Reporting
- Manpower Cost Monitoring
- Employee Engagement
- Job Evaluations, Classification and Job Description Development
- Manpower Demand and Supply Forecasting
- Performance Management
- Succession and Career Planning and Management
- Knowledge and Talent Management
- Recognition and Reward Program, Monitoring and Reporting
- Coaching and Mentoring
- Organizational Overtime Monitoring and Reporting
- Attendance Monitoring and Management
- Realignment of Departmental Structures

Training and Development

- Training Needs Assessment
- Training Programme Design, Delivery, Facilitation and Monitoring
- Talent Development, Planning and Monitoring
- Internship and Apprenticeship Programme Management
- Learning Resources, Membership and Subscription to Professional Organizations
- Training Awards
- Workforce Assessment and Certification
- Water and Wastewater Occupational Standards Development
- Training Programmes for potential Licensed Sanitary Constructors
- School-Based Research, Administration and Management
- Study Leave and Time-Off for Study, Administration and Monitoring

Industrial and Employee Relations

- Employee Relations and Grievance Management
- Collective Bargaining and Negotiations
- Employee Discipline Management and Workplace Investigations
- Industrial Relations Research, Training and Development
- Trade Disputes (Ministry of Labour, Industrial Court and Court of Appeal)
- Equal Opportunity Commission (EOC) and Occupational Safety and Health Authority (OSHA) Matters
- Industrial Relations, Training Programme Design and Facilitation
- Mediation and Dispute Resolution
- Facilitation of Code of Ethics and Business Conduct/Sexual Harassment/ Dress code information sessions

REGIONAL PARTNERSHIPS

Administrative Services

- Employee Resourcing (Selection and Placement)
- Wages, Salaries and Benefits Administration
- HR File Management
- HR Services
- HR Information Management
- Leave Administration and Management
- Group Life and Medical Plan Administration
- Pensions Administration and Management
- Exit Management

Workforce Wellness

- Employee Support Services
- Workforce Wellness Programmes Administration
- Workforce Wellness Educational Workshop and Seminars



Updated Public Statement 2024 of THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

CENTRAL SERVICES

Facilities Management

- Grounds and Building Maintenance
- Accommodation Management
- Insurance Portfolio Management
- Building & Office Renovations and Expansions

Security

- Security Services
- Inter-Agency Relations
- Investigations

Transport Services

- Fleet Management and Maintenance
- Fleet Contract Management

Health, Safety and Environment

- Health and Safety Operating Procedures
- Health & Safety Reports
- Environmental Assessment Reports
- Reports related to regulatory requirements

Director Corporate Finance

Project Accounting

- Project & Fund Management
- Project Accounting & Reconciliation
- Compliance, Cost Control and Monitoring

Management Services

- Preparation of Authority's Draft Estimates of Expenditure
- Mid – Term Review of the Authority's Expenditure
- Budget Compliance and Cost Control
- Management of Recurrent and Internal Capital Expenditure Budgets

Supplier Reconciliations

- Management queries of Creditors' Accounts

Financial Services

- Preparation of Monthly Management Accounts
- Preparation of Financial Statements
- Maintenance of a Fixed Assets Register
- Preparation of Bank/Cash/Supplier Reconciliation Statements

Exchequer Services

- Creditor Payments for Goods and Services
- Payment of Employee Salaries, Wages and other Approved Allowances
- Disbursement of Cheques
- Preparation of Statutory Deductions
- Foreign payments

Treasury

- Loan Portfolio Management
- Cash Flow Management
- Foreign Currency Management
- Compliance, Control and Monitoring
- Funds Management and Investment

Director, Project Management Office

Feasibility and Design

- Assessment of project proposals, ensuring alignment with strategic goals and client needs
- Definition of projects' scope, objectives, and success criteria, ensuring projects align with the organization's critical success factors (CSFs) and Key Performance Indicators (KPIs)
- Technical analysis to determine required project parameters, risks and constraints
- Financial, social and economic analysis to determine the business value that a project will deliver and support the Business case

Policy and Standards

- Develop and implement standard methodologies for project management across the organization and maintain project management frameworks
- Ensure compliance with project management standards
- Development and maintenance of a project management information system, inclusive of a risk database

Portfolio and Contract Management

- Development of the Annual Project Portfolio, prioritizing projects where required
- Ensure the portfolio is balanced in terms of resources, risk and opportunity
- Documentation of the Implementation Plan, Procurement Plan, schedule and cash flow projections
- Monitor the implementation of the project portfolio while

- preparing the requisite Board and ministry reports
- Oversight of the Procurement Process and adherence to legal requirements

- Project accounting and Cost monitoring
- Project Document management and control

Monitoring and Control

- Monitor project performance and ensure adherence to plans, tracking the project's progress and comparing it to the planned baselines
- Use of Earned Value Analysis (EVA) to measure project performance, cost, and schedule
- Producing and distributing project status reports to relevant stakeholders
- Identifying and managing high level project risks and implementing risk response plans

Engineering and Major Contracts

- Project Appraisal, Design and Scope Preparation
- Drawings and Estimate preparation
- Procurement Support, provision of subject matter expertise
- Project Supervision and Contract management
- Assess and manage project variations
- Identifying and managing project risks and implementing risk response plans
- Project Support and Administration
- Stakeholder Management
- Project Close Out

Pipeline Construction and Minor Contracts

- Project Appraisal, Design and Scope Preparation
- Preparation of Traffic Management Plans, Emergency Response Plans etc.
- Estimate preparation and Development of Materials listing
- Procurement Support, provision of subject matter expertise
- Project Supervision and Contract management
- Assess and manage project variations
- Identifying and managing project risks and implementing risk response plans
- Project Support and Administration
- Stakeholder Management
- Reconciliation and project close out

Wastewater Projects

- Project Appraisal, Design and Scope Preparation
- Drawings and Estimate preparation
- Procurement Support, provision of subject matter expertise
- Project Supervision and Contract management
- Assess and manage project variations
- Identifying and managing project risks and implementing risk response plans
- Project Support and Administration
- Stakeholder Management
- Project Close Out

EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

The primary responsibility of WASA is the provision of consistent and reliable water and wastewater services. As such, WASA's function impacts on the quality of life of all sectors in the country and on every citizen of Trinidad and Tobago. The public through Parliamentary Representation and the Regulated Industries Commission has the opportunity to be involved in the formulation of policy via public comment

SECTION 7 (1) (a) (ii)

Categories of documents in the possession of WASA

General Administration Documents

- Documents relating to the Office of the Chief Executive Officer (CEO)
- Divisional/Departmental Monthly Reports
- Documents relating to all Divisional Operations

Documents relating to Board and Executive Leadership Team

- Board and Committee Notes
- Minutes of Board and Committee Meetings
- Ministerial and/or other Communication with Chairman and/or Board of Commissioners
- Communiqué to staff
- Notes of the Meetings of the Leadership Team/Management

Documents relating to Union Matters

- Collective Agreements
- Documents and minutes relating to Disciplinary Tribunal matters

- Documents relating to Memoranda between Unions and Management

SECTION 7 (1) (a) (iii)

MATERIALS PREPARED FOR PUBLICATION OR INSPECTION

The public may inspect and/or obtain copies of the following material between the hours of 8:00 a.m. to 4:00 p.m. Monday – Friday at Water and Sewerage Authority, Head Office, Farm Road, St. Joseph 662-2302/7 ext. 2227
Fax 645-6443
Website : www.wasa.gov.tt

- Collective Agreements
- Monthly Reports/News releases
- Water and Sewerage Act and other legislation
- Performance Bonds
- Application Forms
- Guidelines/Policy Documents
- Audited Financial Statements
- Verification Forms
- Administrative Policies and Procedures
- Request for Service Forms
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Annual Dry Season Plan

MATERIALS PREPARED FOR INSPECTION BY THE PUBLIC

The following documents are available as indicated. Unless noted otherwise publications are free and available from the Designated Officer.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

- Correspondence from the various Ministries and external agencies
- Documents, reports and correspondence from Divisions within the Authority
- Monthly Reports/News Release

LEGAL & GENERAL COUNSEL/CORPORATE SECRETARY

Legal - Land and Property Administration

- Claim Documents and Reports
- Deeds, Leases and Licences
- Policies: Land Management Policy

Legal - Litigation and Arbitration

- Contracts and Agreements
- Claim Documents and Reports
- Filed documents in Court or Legal Proceedings
- Policies: Claims and Risk Management Policy

Corporate Secretariat

- Documents relating to Board and Committee Meetings
- Correspondences - Board Members
- Documents relating to Sanitary Constructors License
- Freedom of Information Act (FOIA) - Applications and correspondence relating to requests for information

DIRECTOR, WATER MANAGEMENT SERVICES

(Northeast, Northwest, South & Tobago Region)

- Distribution Schedules
- Dry Season Management Plan
- Press Releases – Plant Shutdown & Disruption of Service

DIRECTOR, TECHNOLOGY, FUTURE SYSTEMS & SUSTAINABILITY

Corporate Communications

- News Releases
- Published Advertisements
- Secondary School Quiz Competition Documentation
- Water, Wastewater, Environmental and Conservation Information Brochures



Updated Public Statement 2024 of THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

DIRECTOR, PEOPLE, TRANSFORMATION AND CENTRAL SERVICES

- Collective Agreements
- Memoranda of Agreement
- Letters of Understanding
- Security Procedures
- Fleet documentation
- Health and Safety Operating Procedures
- Health & Safety Reports
- Environmental Assessment Reports
- Reports related to regulatory requirements

DIRECTOR, CORPORATE FINANCE

- Audited Financial Statements
- Management Accounts
- Aged Analysis of Debtors

DIRECTOR, PROJECT MANAGEMENT OFFICE

- Project Reports
- Tender Documents
- Contracts
- Operations & Maintenance Manual
- Consultancy

SECTION 7 (1) (a) (iv)

Literature available by subscription

Members of the public may subscribe for the following material:
The Authority's Newsletter - "Daily Update"
Please contact or write to:
Corporate Communications Division
WASA, Farm Road, St. Joseph
Tel. 662-2302/7
Website: www.wasa.gov.tt

SECTION 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Authority

HOW TO REQUEST INFORMATION:

• General Procedure

Our policy is to respond to all written requests for information. In order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) for information that is not readily available to the public. These forms are available for download from the website www.wasa.gov.tt and from the designated officer.

• Addressing Requests

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

• Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If clarification on what details to include is needed, applicants are advised to communicate with the Designated Officer.

• Requests not handled under the FOIA

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

Responding to your Request

• Retrieving Documents

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

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for

such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed.

• Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power, once the requirements of the FOIA are satisfied. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

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

Time Limits

• General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

• Time Allowed

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

SECTION 7 (1) (a) (vi)

The Designated Officer in WASA is responsible for:

- (a) The initial receipt of and action upon notices under Section 10,
- (b) Requests for access to documents under Section 13 and
- (c) Applications for corrections of personal information under Section 36 of the FOIA

The Designated Officer is:

Donna Friday-Cole
Secretary to the Board/Team Lead Corporate Secretariat
WASA, Farm Road, St. Joseph
662-2302/7 ext. 2227
Website : www.wasa.gov.tt

SECTION 7 (1) (a) (vii)

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

- Public Tender Openings

SECTION 7 (1) (a) (viii)

Library/Reading Room Facilities

You may make general enquiries to our General Counsel & Corporate Secretary at 662-2302 ext. 2208. The Library/Reading Room in the Public Authority is located at WASA, Head Office, St. Joseph.

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8:00 a.m. to 4:00 p.m.

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

SECTION 8 STATEMENTS

SECTION 8 (1) (a) (i)

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

- Water and Sewerage Act, Chap. 54:40
- Regulated Industries Commission Act, No. 26 of 1998
- Collective Agreements

SECTION 8 (1) (a) (ii)

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

- Training Policy
- Rules and Procedures for the Invitation and Consideration of Tenders for the Award of Contracts for Articles, Works and Services for WASA
- Environmental Management System (EMS) Policy Document
- The National Plumbing Code of Trinidad and Tobago
- Health and Safety Code and Policy
- Code of Ethics & Business Conduct

SECTION 8 (1) (b)

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

- At this time, we have no information.

SECTION 9 STATEMENTS

SECTION 9 (1) (a)

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

- At this time, we have no reports or statements.

SECTION 9 (1) (b)

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

- Water Resources Management Strategy Documents

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 public authority.

- Evaluation Reports of Tenders/Quotations

SECTION 9 (1) (d)

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

- At this time, we have no reports or statements.

SECTION 9 (1) (e)

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

- Tobago Groundwater Assessment and Wells Development Programme



Updated Public Statement 2024 of THE WATER AND SEWERAGE AUTHORITY (WASA) In compliance with Sections 7, 8 and 9 of The Freedom of Information Act (FOIA) 1999

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

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

- London Economics Study on Tariff.
- Greater Port of Spain Sewerage System Study (GPOSSS)

SECTION 9 (1) (g)

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

Project Reports and Related Documents - Inter-American Development Bank (IDB) & Government of Trinidad & Tobago (ORTT) – Ministry of Public Utilities (MPU)

Riverside Road, Morequito Avenue & Nelson Street Pipeline Projects

- Environmental and Social Assessment for the Riverside Road, Morequito Avenue and Nelson Street Pipeline Projects

Clarke Road & Tucker Valley Well Projects

- Environmental and Social Assessment for the Clarke Road and Tucker Valley Well Projects and supporting pipeline

Guanapo, Navet & North Oropouche WTP Rehabilitation Projects

- Environmental and Social Assessment for the Refurbishment/Upgrade of the Guanapo, Navet and North Oropouche Water Treatment Plants across Trinidad

Santa Cruz WTP & Goldsborough WTP Projects

- Environmental and Social Assessment for New Water Treatment Plant Projects in Goldsborough Tobago and Green Meadows, Santa Cruz Trinidad

Chatham Projects

- Environmental and Social Assessment for Rehabilitation of the Chatham Water Treatment Plant and Drilling of Chatham #15 Well

Freeport Projects

- Environmental & Social Assessment and Environmental & Social Management Plan for the Freeport Wells, WTP & Pipelines Projects (Freeport Projects Cluster)

SECTION 9 (1) (h)

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

- Ombudsman Annual Reports
- Audit Reports

SECTION 9 (1) (i)

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

- Business Plan

SECTION 9 (1) (j)

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

- Amendment of the Water and Sewerage Act

SECTION 9 (1) (k)

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

- At this time we have no reports.

SECTION 9 (1) (l)

An environmental impact statement prepared within the public authority.

- At this time we have no statements.

SECTION 9 (1) (m)

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

- Valuation Reports of Properties for Acquisition/Sale/Lease.

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