



TRINIDAD AND TOBAGO GAZETTE

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THE FOLLOWING HAS BEEN ISSUED:

BILL entitled “An Act to amend the Prime Minister’s Pension Act, Chap. 2:51”—(\$3.60).

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:
Legal Supplement Part C—

Bill entitled “An Act to amend the Prime Minister’s Pension Act, Chap. 2:51”.

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PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Prime Minister’s Pension (Amendment) Act, 2025.

Copies of the Bill may be purchased from the Government Printery Sales Section, 55–57, Eteck Park, Frederick Settlement, Caroni.

B. CAESAR

26th June, 2025.

Clerk of the House

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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:

LETTERS OF ADMINISTRATION of the estate of **CARL CABBLER KELLY** otherwise **CARL KELLY** of 15, Main Road, Harriman Park, Point Fortin, La Brea, Trinidad, who died on the 24th day of January, 2024, by **Joyce Kelly** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **MARSHA ANEISA RAPHAEL-NANCIS** of 6A, Righteous Lane, Pinto Road, Arima, Trinidad, who died on the 2nd day of September, 2021, by **Olan Glenton Nancis** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **REYNOLD JOHN** otherwise **REYNOLD EARNEST JOHN** of 292, East 45th Street, Brooklyn, Kings, New York 11203, United States of America, who died on the 21st day of September, 2017, by **Renwick Leroy Payne** of 3, Mission Road Extension, San Juan, St. Ann’s, Trinidad, the lawfully appointed attorney of **Daphne Elizabeth John** otherwise **Daphne John**;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION *de bonis non* of the estate of **HERMAN FREDERICK MIERES** otherwise **HERMAN MIERES** of Light Pole No. 51, Kenny Street, Sangre Grande, Manzanilla, Trinidad, who died on the 19th day of January, 2005, by **Jacqueline Deanne Ianthe Mieres-Johnston** of the same place, his lawful daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **JOSEPH LEWIS** of 4A, Warden Road, Dalloo Road, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 19th day of January, 2025, by **Claudette Lewis** otherwise **Claudette Green-Lewis** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **PHILLIP MARSHALL GUERERO** otherwise **PHILLIP GUERERO** of 4, Contention Branch Street, Princes Town, Savana Grande, Trinidad, who died on the 1st day of August, 2021, by **Elsa Guerero** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **RAMKALL RAM** otherwise **RAMKALLY BISNATH** otherwise **RAMKAL BISNATH** of Light Pole No. 62, Maingot Trace, Calcutta Settlement No. 2, Freeport, Chaguanas, Trinidad, who died on the 23rd day of August, 2021, by **Sita Lochan Ramnarine** of Calcutta Road No. 2, Maingot Trace, Freeport, Chaguanas, Trinidad, her daughter and the only person entitled to the estate;

PROBATE of the Will dated the 26th day of April, 2018, of **ULRIC BROWNE** otherwise **ULRIC ALFRED BROWN** otherwise **ULRICK ALFRED BROWN** otherwise **ULRICK BROWN** of 200, Eastern Main Road, Barataria, San Juan, St. Ann's, Trinidad, who died on the 22nd day of September, 2019, by **Sandra Browne-Fernandez** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **GREGORY BONAPARTE DAVIS** otherwise **GREGORY DAVIS** of 30, 1st Street, San Juan, St. Ann's, Trinidad, who died on the 10th day of October, 2024, by **Linda Theresa Davis** otherwise **Linda T. Davis** otherwise **Linda Davis** otherwise **Theresa Davis** of the same place, his mother and the only person entitled to the estate;

PROBATE of the Will dated the 16th day of September, 2020, of **CHANARDAI BIRBAL** otherwise **CHANARDAI BIRBALL** otherwise **CHANDERDAI BIRBAL** of Light Pole No. 192, Las Lomas No. 1, Chin Chin Road, Cunupia, Trinidad, who died on the 13th day of March, 2021, by **Julian John** of the same place, the sole executor named in the Will;

PROBATE of the Will dated the 10th day of July, 2015, of **RAJWANTEAH MAHABIR** of 10, La Resource Road South, d'Abadie, Arima, Trinidad, who died on the 31st day of October, 2023, by **Chandra Ajodha** of 320, Eastern Main Road, Garden Village, Arouca, Tacarigua, Trinidad, and **Caira Poodan** of Light Pole No. 52, Bougainvillea Drive, La Resource Road North, d'Abadie, Arima, Trinidad, the executrices named in the Will;

PROBATE of the Will dated the 27th day of December, 2004, of **ERNON HACKSHAW** of 26, Pond Street, Vistabella, San Fernando, Trinidad, who died on the 19th day of September, 2024, by **Beverly Barrow** of 18, Carnelian Crescent, Union Hall, Marabella, Naparima, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **DHANDAI** otherwise **DHANDAYE** otherwise **DHANDAYE BALGOBIN** of 18, Petra Street, Pointe-a-Pierre, Trinidad, who died on the 21st day of November, 2024, by **Deo Mc Kenzie** of 7, Petra Avenue, Pointe-a-Pierre, Trinidad, his son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 13th day of May, 2011, of **JOHN LOWE** otherwise **JOHN CHEE PANG LOWE** otherwise **JOHN C. P. LOWE** of 30, Warren Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 2nd day of July, 2021, by **Gary Lowe** of 30B, Warren Street, Woodbrook, Port-of-Spain, Trinidad, the sole executor named in the Will;

PROBATE of the Will dated the 2nd day of July, 2021, of **SAVITRI AKAL** of 3, Woodlands Road, Valsayn North, Valsayn, Tacarigua, Trinidad, who died on the 29th day of December, 2024, by **Ashvin Rai Akal** and **Ishana Avani Akal**, both of 15, Eckel Avenue, Maraval, Diego Martin, Trinidad and **Siri Shamin Akal** of 3, Woodlands Road, Valsayn North, Valsayn, Tacarigua, Trinidad, the executors named in the Will;

LETTERS OF ADMINISTRATION with Will dated the 6th day of October, 1978, annexed of the estate of **IRENE DOOKIE** of 203, Eastern Main Road, Tacarigua, Trinidad, who died on the 24th day of September, 1980, by **Grace Stanneveld** of 9, Secharan Street, Cane Farm Road, Tacarigua, Trinidad, the court appointed administrator;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

PROBATE of the Will dated the 28th day of August, 2019, of **MELINA PAULINA EUSTACE** otherwise **MELINA EUSTACE** of 10, Paradise Drive, Paradise Gardens, Tacarigua, Trinidad, who died on the 1st day of August, 2021, by **Lizelle Melanie Eustace-Wong** of 30, Sixth Street, Barataria, San Juan, St. Ann's, Trinidad and **Noel Eustace** of 57, Maraj Street, Five Rivers, Arouca, Tacarigua, Trinidad, the executors named in the Will;

PROBATE of the Will dated the 22nd day of June, 2021, of **YOLANDE NUNES** of 28, Pinewood Gardens, Petit Valley, Diego Martin, Trinidad, who died on the 10th day of November, 2021, by **Marc Nunes** of the same place, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **AARON SOOKHANSINGH** of 2, Centeno Trace, La Fortune, Pluck Road, San Francique, Siparia, Trinidad, who died on the 19th day of July, 2024, by **Betty Sookhansingh** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **BRENDA GWENDOLYN ROBINSON** of 183, National Avenue, Mt. Hope, San Juan, St. Ann's, Trinidad, who died on the 17th day of November, 2013, by **Derek Winston Delano Carter Greaves** of 25, Homeland Gardens, Phase V, Cunupia, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **BABY RAGBIR** otherwise **BABY RAGUDIR** of Light Pole No. 85, Orangefield Road, Carapichaima, Chaguanas, Trinidad, who died on the 5th day of May, 2015, by **Vashtie Ragbir-Bhagan** of the same place, her daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 23rd day of August, 1978, of **EUGENE THOMAS GOLLAN BORDE** of 5, Mendez Drive, Diego Martin, Trinidad, who died on the 18th day of January, 2004, by **Gregor Reece** of 34, Benjamin Street, New Yalta, Diego Martin, Trinidad, the surviving executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **JUAN MORENO** of 31, Anna Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 2nd day of December, 1995, by **Christine Moreno** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **RICHARD MITCHELL** otherwise **RICHARD JOHN ARTHUR MITCHELL** otherwise **ARTHUR RICHARD MITCHELL** otherwise **ARTHUR MITCHELL** of 5, John Street, Upper Plover Street, Morvant, St. Ann's, Trinidad, who died on the 21st day of December, 2021, by **Richardene Williams-Mitchell** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **JAIENDER JEEWAN JAGGESSAR** otherwise **JAIENDAR JEEWAN JAGGESSAR** of 52, Macaulay Trace, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 28th day of June, 2024, by **Sabita Jaggeessar** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 22nd day of June, 2009, of **AZARD MOHAMMED** of 8, Douglin Drive, La Romain, Naparima, Trinidad, who died on the 10th day of February, 2015, by **JANELLE MOHAMMED-SOOKDEO** otherwise **JANELLE MOHAMMED** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **ANIL RAMADHAR** of 21B, Pancham Trace, Rochard Road, Penal, Siparia, Trinidad, who died on the 1st day of September, 2024, by **Reshma Roopchand** of the same place, his sister and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of **IAN PEREIRA** of 26, New Street, Port-of-Spain, Trinidad, who died on the 3rd day of November, 2024, by **Gloria Pereira** otherwise **Gloria Jaggan** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **DEOCHAN BOODHRAM** of 87, Siparia Old Road, Fyzabad, Siparia, Trinidad, who died on the 14th day of January, 2022, by **Cheryl Boodhram** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 23rd day of March, 2024, of **CLYDE MAXWELL** of 82, Acono Road, Maracas Valley, St. Joseph, Tacarigua, Trinidad, who died on the 23rd day of August, 2024, by **Veronica Maxwell** otherwise **Veronica Singh** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **ERROL ST. CLAIR PILGRIM** otherwise **ERROL PILGRIM** otherwise **ERROL SINCLAIR PILGRIM** of Lot No. 165, Santa Rita Gardens, Brazil Village, Arima, Trinidad, who died on the 3rd day of November, 2021, by **Christina Carol Pilgrim** of the same place, his lawful widow and relict;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

PROBATE of the Will dated the 21st day of January, 2021, of **YAKAT ALI** of 6C, Nacir Street, Preysal Village, Couva, Trinidad, who died on the 10th day of April, 2024, by **Razeem Ali** of 6D, Nacir Street, Preysal Village, Couva, Trinidad, the sole executor named in the Will;

PROBATE of the Will dated the 23rd day of March, 2012, of **NAZIR KHAN** of 3, Prairies Avenue, Macaulay, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 14th day of December, 2023, by **Khaleel Ali** of 31, Saleem Avenue, Munroe Road, Cunupia, Trinidad and **Mohammed Akbar Khan** otherwise **Mohamed Ackbar Khan** of Light Pole No. 53, Race Course Road, Arima, Trinidad, the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of **SAVITRI CHUNILAL** of 8, Arjoonsingh Trace, Mulchan Trace, Penal, Siparia, Trinidad, who died on the 19th day of July, 2024, by **Bhagwath Chunilal** of the same place, her lawful husband;

PROBATE of the Will dated the 5th day of December, 2019, of **ROOKMIN MAHABIR** of Light Pole No. 50, Rodney Street, Kelly Village, Caroni, Trinidad, who died on the 31st day of August, 2021, by **Norris Mahabir** of Light Pole No. 52, Rodney Street, Kelly Village, Caroni, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **SHELDON GOURSAHAB** of 31, Manohar Maharaj Trace, Barrackpore, Naparima, Trinidad, who died on the 13th day of January, 2025, by **Harold Goursahab** of the same place, his father and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 26th day of April, 2023, of **MALCOLM GARCIA** of 221, Snapdragon Crescent, La Horquetta, Arima, Trinidad, who died on the 7th day of February, 2024, by **Louis Garcia** and **Kemba Garcia**, both of the same place, the executors named in the Will;

PROBATE of the Will dated the 21st day of January, 2022, of **CARLTON LIBERT** otherwise **CARLTON RONALD LIBERT** of Light Pole No. 144, Eastern Main Road, Sangre Grande, Manzanilla, Trinidad, who died on the 9th day of May, 2024, by **Nicole Libert** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **DALE PRESTON** otherwise **DALE JOSEPH PRESTON** of 76, Clarkia Drive, Wellington Road, Debe, Naparima, Trinidad, who died on the 23rd day of February, 2020, by **Ruth Moonilal-Preston** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 15th day of September, 2024, of **ZABRINA BARCLEY** of 9, Mayers Avenue, Longdenville Old Road, Chaguanas, Trinidad, who died on the 3rd day of December, 2024, by **Levi Barclay** of 21, Welcome Road, Cunupia, Trinidad, the sole executor named in the Will;

PROBATE of the Will dated the 5th day of March, 2020, of **VICTOR SHEPPARD** otherwise **VICTOR HENRY SHEPPARD** of 11, Third Street East, Dinsley Avenue, Trincity, Tacarigua, Trinidad, who died on the 16th day of November, 2024, by **Linda Sheppard** of the same place, the sole executrix named in the Will;

PROBATE of the Will dated the 15th day of June, 2024, of **SUBHAS TEELUCKSINGH** of 62, Cedar Hill Road, Tortuga Village, Tortuga, Pointe-a-Pierre, Trinidad, who died on the 16th day of August, 2024, by **Srinivas Teelucksingh** of the same place, the sole executor named in the Will;

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 26th day of June, 2025.

R. A. ROBERTS
Registrar, Supreme Court of Judicature

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 18TH JUNE, 2025

<i>Previous Week</i> \$000		<i>Assets</i>		<i>This Week</i> \$000
		External Assets:		
30,801,959		Balances, Investments, etc. ...	30,200,649	
4,292,096		Subscriptions to I.M.F. ...	4,292,096	
7,154,447		I.M.F.—S.D.R. Holdings ...	7,154,447	
	42,248,502			41,647,192
		Trinidad and Tobago Government Securities:		
—		Treasury Bills (Face Value) ...	—	
22		Marketable Securities ...	22	
	22			22
		Other Assets:		
3,500		Trinidad and Tobago Dollar Securities ...	3,500	
2,576,273		Advances to Government Authorities ...	2,582,711	
	2,579,773	Other Assets ...		2,586,211
	91,118	Fixed Assets:		91,118
	44,919,415			44,324,543
		<i>Liabilities and Capital Account</i>		
		Currency in Circulation:		
8,884,379		Notes ...	8,744,906	
278,285		Coins ...	278,353	
	9,162,664			9,023,259
		Demand Liabilities:		
14,918,754		Commercial Banks ...	14,806,232	
517,939		Financial Institutions (Non-Banking) ...	454,830	
(7,204,824)		Government and Governmental Organisations ...	(7,461,403)	
195,557		International Organisations ...	76,397	
859,516		Foreign Currency ...	859,516	
877,554		Other ...	908,931	
	10,164,496			9,644,503
		Other Liabilities:		
7,047,673		Government S.D.R. Allocations ...	7,047,673	
11,397,170		Other Liabilities ...	11,463,007	
5,547,412		Specific Provisions ...	5,546,101	
	23,992,255			24,056,781
		Capital and Reserves:		
800,000		Capital Paid-up ...	800,000	
800,000		General Reserve Fund ...	800,000	
	1,600,000			1,600,000
	44,919,415			44,324,543

G. BACHAN-SHADEO
Senior Accountant
Finance and Accounting



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 FOR THE YEAR 2025

THE FOLLOWING INFORMATION IS PUBLISHED BY THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, the National Library and Information System Authority (NALIS) is required by law to publish the following statement, which is an update of the statement published in 2024. This statement lists the documents and information generally available to the public. The Act gives the public a general right of access to official documents held by the National Library and Information System Authority (NALIS), namely:

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

Section 7 Statements

Section 7 (1) (a) (i) Function and Structure of NALIS

Mission Statement:

"The national provision of reliable, equitable and inclusive library and information services."

About NALIS

Established by Act No. 18 of 1998, which provides for the development and coordination of all library and information services in Trinidad and Tobago and related matters.

This Act incorporated the then existing three Public Library Services into the Authority. It also created the mechanism for bringing special libraries, libraries in the educational sector and public libraries in Tobago under the ambit of the Authority. This is done through Memoranda of Understanding with Permanent Secretaries, Heads of Department, Heads of Statutory Authorities and the appropriate officer of the Tobago House of Assembly, regarding the management of libraries under their control (Cl. 6 (1) Act No. 18 of 1998).

Section 9 (1) of this Act provides for the establishment of a Board of NALIS. The Board shall consist of eight (8) members appointed by the President and the Executive Director who is an ex officio member. The members appointed by the President shall be from amongst persons who have special qualifications in, and practical experience of, matters relating to one or more of the following disciplines: Library services, information technology, education, law, science and technology, corporate business, financial management, human resource management, culture, public administration or any other area of endeavor which the President considers will advance the interest of NALIS.

The administration of NALIS is headed by an Executive Director and Deputy Executive Director, who are appointed by the President, in accordance with Sections 12 and 17 of the Act respectively.

The overall staffing of all libraries within NALIS totals about 740 persons. The Head Office of the Authority is located at the National Library of Trinidad and Tobago, 23 Abercromby Street, Port-of-Spain 100509. NALIS comprises Divisions and Departments which are headed by Directors or Heads of Departments.

These Divisions and Departments and an overview of their functions are as follows:

1. **Office of the Executive Director** is charged with managing the affairs of NALIS subject to the directions of and in accordance with policies determined by the Board.

2. **Public Libraries Division** is responsible for administering and coordinating the network of Public and Community libraries.

These libraries are located at:

Arima, Barataria, Beetham Gardens, Belmont, Chaguanas, Couva, Debe, Diego Martin, Maloney, Mayaro, Mt. Hope/Mt. Lambert, Moruga, Point Fortin, Port-of-Spain, Princes Town, Rio Claro, San Fernando, Sangre Grande, Siparia, St. Helena, La Brea, La Horquetta, St. James, and Tunapuna.

The Division is also responsible for four Correctional Institutional Libraries. They are situated at the Maximum Security Prison, St. Jude's School for Girls, the Women's Prison, and the Youth Training and Rehabilitation Centre (formerly YTC).

3. **Heritage Library Division** is responsible for the collection, preservation and exploitation of all information produced by and about Trinidad and Tobago and by extension the Caribbean. The Heritage Library is located on the Second Floor of the National Library of Trinidad and Tobago, Port-of-Spain, and is freely accessible to members of the public for the conduct of research. Through the Heritage Library, NALIS fulfils its role as the International Federation of Library Association – Preservation and Conservation (ILFA-PAC) Regional Conservation Centre for Trinidad and Tobago and the Caribbean and is home to a state-of-the-art book conservation lab located in the basement level of the National Library Building.

4. **Educational Library Services Division** is responsible for providing strategic, tactical and operational services to all libraries under the ambit of the Ministry of Education (MoE). This includes: staffing of libraries in the education sector; setting standards; monitoring and controlling operations; provision of library and information services to support schools' curriculum and the Ministry's research agenda; and the development of literacy and lifelong learning. The Educational Library Services network currently consists of School Library Media Centres in 133 secondary schools and the corporate libraries of the MoE. It also provides a consultancy service for the setup of libraries in all primary schools. The administrative offices are located on the First Floor, National Library Building of Trinidad and Tobago.

5. **Information Networks Division** is responsible for the development and maintenance of the ICT infrastructure throughout the NALIS network and ensuring the optimal use of ICTs in the delivery of services to internal and external customers. The office is located at the Third Floor, National Library of Trinidad and Tobago.

6. **Finance Division** is responsible for designing and implementing proper systems and controls to ensure efficient and effective management of funds allocated to and revenues generated by NALIS, safeguarding assets and ensuring proper accountability in accordance with all relevant rules and regulations.

7. **Human Resources Division** strives to be a responsive and proactive entity providing strategic HR oversight, and continuous implementation of modern procedures and practices. The Division is tasked with maximising employee productivity while protecting the organisation from any issues that may arise within the workforce. The Division also is responsible for attracting and retaining competent employees who share NALIS' values as well as provides technical advice and facilitates engagement, administrators, manpower planning, human resource development, employee and industrial relations, compensations management, change management, Pension Management and benefits administration.

8. **Corporate Secretariat and Legal Services Department** advises the Board and the Authority on governance, legal and procedural matters.

9. **Special Libraries Services Department** is responsible for coordinating staff in the Special Libraries in Government Ministries and Departments. Administrative offices are located at the Fourth Floor, National Library of Trinidad and Tobago.

10. **Technical Services Department** is responsible for the acquisition, processing and distribution of library materials identified by the Public Library Division and the Heritage Library Division. It also coordinates the issuance of International Standard Book Numbers (ISBNs) in collaboration with the CARICOM Secretariat.

11. **Public Relations and Marketing Department** is responsible for developing and implementing integrated marketing communications strategies aimed at brand management and promoting the Authority's products and services. The department also manages NALIS' rental of facilities and bookings.

12. **Research Planning and Development Department** is responsible for planning, organising, and conducting programmes of research into areas related to library services.

13. **The Facilities Management Department** is responsible for the upkeep, maintenance and repair of NALIS' facilities and providing project management expertise to ensure that libraries are built to international standards.

14. **Internal Audit Department** is responsible for examining and evaluating the adequacy and effectiveness of the organisation's governance, risk management, and internal controls as well as the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives.

15. **The Projects Management Department** is responsible for providing project management expertise to ensure that libraries are built to international standards. The Health and Safety Unit is responsible for

ensuring the environment is safe and consistent with OSHA standards.

16. **The Corporate Security Department** is responsible for ensuring that the security architecture and systems are conducive to the environment of NALIS.

17. **The Procurement Department** is responsible for the oversight and conduct of NALIS' procurement of goods and services in keeping with best practice and procedure.

18. **The Tobago Library Services (TLS)** is responsible for the provision of library and information services in Tobago. The management of the TLS falls under the ambit of the Tobago House of Assembly (THA) and is guided by a Memorandum of Understanding (MOU) between NALIS and the THA. Public Libraries in Tobago are located at Charlotteville, Roxborough and Scarborough.

Effect of functions on members of the public

1. Public libraries throughout the NALIS network are freely accessible to all children, young adults and adults, whether they are citizens or residents of Trinidad and Tobago for:

- (i) periodicals, reference materials and electronic resources,
- (ii) borrowing of lending materials onsite and online, after completing membership procedures,
- (iii) accessing information on the Internet using the libraries' computers,
- (iv) basic instruction and guidance in the use of computers,
- (v) participating in a wide range of educational, social and cultural programmes,
- (vi) Free Wi-Fi using personal electronic devices.

2. Special activities such as storytelling, book clubs, computer training, various competitions and workshops are organised for children at all branches of the public library system.

3. Adult Literacy classes, organised by the Adult Literacy Tutors Association (ALTA) are facilitated at public libraries, in addition to Youth Literacy classes for young persons between the ages 9–11 and 13–15 years.

4. The Heritage Library is freely accessible to all for conducting research on reference materials pertaining to Trinidad and Tobago and the Caribbean.

5. Libraries in schools in the secondary and primary sectors provide library and information services that positively impact upon the education of students in the school system.

6. Libraries provide online resources such as eBooks, eMagazines, research databases via the NALIS website and other content via social media pages.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of NALIS

The Authority maintains the following records at its Head Office:

- Annual and other periodic reports
- Contracts for products and services supplied to NALIS
- Financial Records – being accumulation of records on all financial transactions, payments, salaries and wages
- Audited Financial Statements
- General documents related to Pension Fund Management
- General documents related to the administration of the Library and Information Science Scholarship Programme
- General Files – being accumulation of records of the general administration of NALIS
- Inventory of Furniture and Equipment for the Authority
- Job Descriptions for vacant positions
- Job/Position Descriptions – lists of duties, qualifications and competencies required for all jobs on the establishment of NALIS
- Lease Agreements for premises rented by NALIS for offices and libraries
- Library Plans – plan for the National Library Building; plans for Public Library buildings and premises; Plan for Disaster Preparedness
- Personal Files – being employment records of all persons on the staff of the Authority
- Policies and Procedures (see below)
- Research Reports – on research undertaken by NALIS
- Tenders documents for the procurement of goods and services
- Cabinet Correspondences
- Minutes of Board, Management and Professional Staff Meetings
- Promotional material.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

UPDATED PUBLIC STATEMENT OF THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999 FOR THE YEAR 2025

THE FOLLOWING INFORMATION IS PUBLISHED BY THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

Published documents and other general information may be viewed at NALIS' Head Office between the hours of 9:00 am and 3:00pm at:

23 Abercromby Street,
Port of Spain 100509
Phone: (868) 624-4466 ext 2427 / 2405
or email designated officer

Materials are also available via NALIS' website at www.nalis.gov.tt, including:

- Act. No. 18 of 1998 (NALIS Act)
- NALIS Regulations (Legal Notice No. 147 of 2021)
- Administrative and Annual Reports
- NALIS Identity Standards
- NALIS In The News (Quarterly Newsletters)
- Pension Plan Fund Members Booklet
- Service Brochures and Promotional Materials
- Staffing structure for NALIS – organisational chart showing administrative staff structure for NALIS
- Subject Guides to local information
- The National Library and Information System Authority (NALIS) Historical Data, Main Divisions, Principal Objectives and Functions
- The National Library – Brief data
- The Heritage Library – Brief data
- Public Libraries – Brief data
- Educational Library Services Division – Mission and Aims
- Educational Library Services Division – School Library Manual
- Special Libraries – list of Special Libraries in Government Ministries and contact personnel
- Library Links – connections to major library bodies and organisations locally, regionally and internationally
- Bibliographies
- Heritage Library User's Guide
- Heritage Library – From Slavery to Freedom: a timeline of the Emancipation Movement
- Heritage Library Information Pamphlets: Folklore, Traditional Carnival Characters, 100 years of Syrian/Lebanese Presence in Trinidad and Tobago
- "Connections" Newsletter
- Achievements

Section 7 (1) (a) (iv)

Literature available by subscription

"Trinidad and Tobago - National Bibliography: A select classification list of materials printed and published in Trinidad and Tobago." Annual (Latest ed. Vol. 23 Cumulated Issue 2000-2005) – US\$20 Trinidad and Tobago and the Caribbean, US\$40 outside the Caribbean.

Please contact or write to:

NALIS
Technical Services Department
National Library of Trinidad and Tobago
23 Abercromby Street, Port of Spain 100509
Tel: 624-4466 ext 2015

Section 7 (1) (a) (v)

Procedure to be followed for accessing documents from NALIS.

How to Request Information:

Our policy is to answer all requests for information, both oral and written. However, in order to comply with the FOIA, applicants must complete the appropriate form – Request for Access to Official Documents. These forms are available in our reception area, at the National Library in Port-of-Spain and at all public library branches throughout Trinidad. Completed request forms must be submitted to the Designated Officer at the National Library of Trinidad and Tobago, Port of Spain, either in person or by post.

Addressing Requests

To facilitate prompt handling, all requests should be addressed to the Designated Officer, listed at S 7 (1) (a) (vi) hereunder.

Details in the Request

Applicants should provide sufficient details to allow for identification and location of the documents being requested. All applications must be signed by the applicant.

Time Allowed

A decision to grant or refuse access will be communicated to the applicant within thirty (30) calendar days of the request being received at NALIS' Head Office.

Section 7 (1) (a) (vi)

Designated Officers

The Designated Officers in NALIS are responsible for:

- Handling enquiries regarding documents arising from this Statement, pursuant to Section 10 of the Act,
- Requests for access to documents under Section 13, and
- Applications for corrections of Personal Information under Section 36 of the Act.

The Designated Officer is:

Mr. Brahma Beharysingh
Corporate Secretary
NALIS Head Office
National Library of Trinidad and Tobago
23 Abercromby Street, Port of Spain 100509
Tel: 624-4466 ext. 2427
Email: brahma.bharysingh@nalis.gov.tt

The Alternate is:-

Ms. Anna Yearwood-Felician
Legal Officer
NALIS Head Office
National Library of Trinidad and Tobago,
23 Abercromby Street, Port of Spain 100509
Tel: 624-4466 ext. 2425
Email: annayearwood-felician@nalis.gov.tt

Section 7 (1) (a) (vii)

Library/Reading Room Facilities

Information in the public domain can be accessed at any reference or lending library and through our Website – <http://www.nalis.gov.tt>

You may make general enquiries at the service desk of any library service point, during the library's opening hours.

The Reading Room of the Authority is located at NALIS Head Office, National Library of Trinidad and Tobago, 23 Abercromby Street, Port-of-Spain. All fixed library locations offer Reading Room facilities, during opening hours.

Materials will be made available for consultation there, subject to agreed dates and times beforehand, with the Designated Officer.

Documents may be printed from the NALIS Website, subject to the availability of print facility at the particular library. There is a cost to printing materials at libraries.

Section 8 (1) (a) (ii)

Documents provided by NALIS for use or guidance of its officers and staff

- Library Rules
- NALIS Strategic Plan 2020-2023 (extended to 2025)
- Policies -
 - Access Control Identification Card Policy and Procedure for Workers
 - Acquisitions Policy
 - Advertising Policy
 - Audio Visual and Multi-Media Policy
 - Collection Management Policy (Revised)
 - Communication Policy
 - Corporate Credit Card Policy and Procedures
 - Corrective Action and Discipline Policy
 - Cheque & Electronic Funds Transfer (EFT) Signatory Policy
 - Email Policy
 - Financial Rules
 - General Indexing Policy
 - Human Resource Policy Guidelines and Procedure Manual
 - ICT Equipment Loan Policy
 - Indexing Policy for Caribbeana Policy
 - Internal Audit Report and Response Processing Procedures
 - Internet Use Policy
 - Lease of Property Policy
 - Library Use Policy
 - Policy for Handling Queries
 - Policy for Periodicals
 - Recruitment and Selection for Grades 8 and Above
 - Rental Policy
 - Revenue Generation Policy
 - Reward and Recognition Policy
 - Sale of Liversies Policy
 - Social Media and Online Engagement
 - Sponsorship Policy
 - Staff Social Media and Online Engagement
 - Tenders Rules and Procedures (Revised)
 - Visitors to the Workplace
 - Volunteer
 - Work from Home (Policy and Procedural Guide)

- Preservation Planning Study – Draft (Silverman Study) March, 2005
- Procedures on the care and handling of material
- Public Library Development Plan 2004-2020
- School Libraries Manual
- Standards for Secondary School Library Media Centres
- The Freedom of Information Act 1999 (FOIA) - (Summary information for NALIS Staff)
- The National Library and Information System Act, Chapter 40:01, Act No. 18 of 1998.
- NALIS Regulations (Legal Notice No. 147 of 2021)

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, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

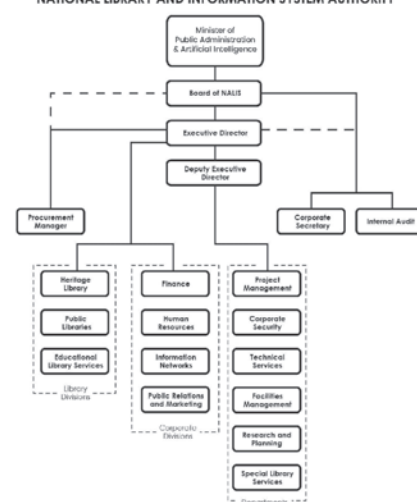
- NALIS Regulations (Legal Notice No. 147 of 2021).

Section 9 (1) Reports and Statements:

- NALIS' Audited Financial Statements for years ended 30th September 1998 - 2017
- Finance Division Audit Report – Fiscal year ended September 30th, 2001.
- Human Resource Department Audit – June to August 2004
- Internal Audit Reports for Public Libraries – 2005
- Strategic Imperatives for NALIS 2003-2008
- NALIS Strategic Plans 2016-2019 and 2020-2023 (extended to 2025)
- Public Library Development Plan 2004 – 2020
- Preservation Planning Study – (Silverman Report) March, 2005
- Staffing Proposals for NALIS; Report of Staff Needs Assessment Team, December 2004
- Job Evaluation Report, 2005
- Valuation Report on:
 - o Properties owned by NALIS, May 2001
 - o Properties rented by NALIS, October, 2001.

ORGANISATIONAL CHART

NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE
COMMISSION**

**In the Matter of Sections 7(1)(n), 7(1)(h) of the Securities Act, Chapter 83:02 of the
Laws of the Republic of Trinidad and Tobago**

and

**In the Matter of an Enforcement Moratorium on the Securities (Collective
Investment Schemes) Bye-Laws, 2023**

**ORDER OF THE
COMMISSION**

Dated this 17th day of April 2025

WHEREAS:

1. The Securities (Collective Investment Schemes) Bye-Laws, 2023 (the “CIS Bye-Laws” or “Bye-Laws”) came into effect on 8th May, 2023.
2. The Bye-Laws came into effect with a transitional period of two (2) years ending on 8th May, 2025.
3. The Commission is obligated inter alia to create and promote such conditions in the securities industry as may seem to it necessary, advisable or appropriate to ensure the orderly growth, regulation and development of the securities industry and to further the purposes of the Securities Act, Chapter 83:02 of the Laws of the Republic of Trinidad and Tobago (the “Act”).
4. The Staff of the Commission (the “Staff”) would have engaged with stakeholders during the transitional period and received feedback identifying significant implementation issues with the Bye-Laws.

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION
ORDER OF THE COMMISSION—CONTINUED

AND UPON:

1. Staff representing to the Board that based on its ongoing review of the Bye-Laws as well as the implementation issues raised by stakeholders, that it would be impractical to require full compliance with the Bye-Laws by the end of the transitional period.
2. Staff representing the need for additional time to examine further, the impact of the issues identified towards developing appropriate medium to long term solutions.
3. Staff representing that the granting of an enforcement moratorium for a period of two (2) years relative to provisions of the CIS Bye-Laws identified in **Appendix 1** would facilitate the Commission in promoting the orderly growth and development of the CIS market.
4. Staff representing that the enforcement moratorium should not be applied to provisions of the CIS Bye-Laws identified in **Appendix 2** as this would facilitate continuity in market activity and avoid severe disruption due to the implementation challenges.

IT IS HEREBY ORDERED THAT:

1. Pursuant the Commission's powers under Sections 7(1)(n) of the Act, the Commission declares that it shall not exercise its power under section 7(1)(h) of the Act, to take enforcement action against a person failing to comply solely with the provisions and schedules of the Securities (Collective Investment Schemes) Bye-Laws, 2023 set out in **Appendix 1** for a period of two (2) years with effect from 8th May, 2025.
2. This Order shall be published in the Trinidad and Tobago Gazette and posted on the Commission's website. A notice of the posting shall be published in two (2) daily newspapers of general circulation in Trinidad and Tobago.
3. This Order shall be effective from 17th April, 2025.

I. HOSEIN
Chairman

A. SYLVESTER-ANTOINE
Corporate Secretary

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION
ORDER OF THE COMMISSION—CONTINUED

Appendix 1

No.	Bye-Law/Schedule	Subject Matter
1.	1 – 2	Citation and Interpretation
2.	4	Relationship to Act; Bye-laws
3.	5	Definitions
4.	6	Fiduciary Duty
5.	7	Directors of a CIS Manager and Responsible Person
6.	8	Provision of Information
7.	9 – 21	Establishment of a Collective Investment
8.	26 – 33	CIS Manager
9.	37 – 43	Responsible Person
10.	49 – 54	Custodian
11.	55 – 59	Other Parties Related to a CIS
12.	71 – 74	Subscriptions and Redemptions
13.	75 – 78	Valuations and Pricing
14.	81 – 83 & 86 – 98	Conflicts of Interest
15.	102 – 107	Conduct of Business
16.	108 – 117	Outsourcing
17.	118 – 126	Termination of a CIS
18.	132(2)-(3), 133(f)-(g), 134 & 138	Continuous Disclosure
19.	139	Nomenclature
20.	140 – 155	Foreign CIS
21.	156	Closed-End CIS
22.	157 – 162	Self-Managed CIS
23.	163 – 167	Miscellaneous
24.	168	Transitional Provisions
25.	Schedule III	Appendum for Regulated Foreign CIS
26.	Schedule IV	Investment Restrictions

Appendix 2

No	Bye-Law/Schedule	Subject Matter
1.	3	Fees Schedule
2.	22 – 25	CIS Manager
3.	34 – 36	Responsible Person
4.	44 – 48	Custodian
5.	60	Registrar
6.	61 – 70	Auditors
7.	79 – 80	Books and Records
8.	84 – 85	Conflicts of Interest

885—Continued

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION
ORDER OF THE COMMISSION—CONTINUED

No	Bye-Law/Schedule	Subject Matter
9.	99 – 101	Conduct of Business
10.	127 – 131	Financial Reporting
11.	132(1) & 133(a)-(e)	Annual Report
12.	135	Delivery of Financial Statements
13.	136	Quarterly Portfolio Statements
14.	137	Unitholder Account Statements
15.	169 – 171	Transitional Provisions
16.	Schedule I	Fee Schedule
17.	Schedule II	Prospectus Disclosure Requirements