



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Proclamation No. 8 of 2026—(Legal Notice No. 508 of 2026).

Notification—(Legal Notice No. 509 of 2026).

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RECONSTITUTION OF THE BOARD OF GOVERNORS OF THE NATIONAL INSTITUTE OF HIGHER EDUCATION (RESEARCH, SCIENCE AND TECHNOLOGY) (NIHERST)

IN ACCORDANCE with sections 4 and 5 of the National Institute of Higher Education, (Research, Science and Technology) Act, Chap. 39:58, the public is hereby notified for general information that Her Excellency, the President has appointed DR. FAZAL ALI as President for a term of five (5) years, with effect from 7th April, 2026. Additionally, the following persons have been appointed as members of the Board of Governors of the National Institute of Higher Education (Research, Science and Technology) (NIHERST), for a period of three (3) years with effect from 7th April, 2026.

DR. INDIRA RAMPERSAD	...	...	...	Chairman
DR. SHARMILA NISHA HARRY	...	...	...	Deputy Chairman
MR. AARON A. T. PATRICK	...	...	...	Member
MR. ANDRE THOMPSON	...	...	...	do.
MR. JEROME RAMLAKHAN	...	...	...	do.
MS. NAKITA PATTERSON	...	...	...	do.
MS. USHA RAMPERSAD-GOKOOL	...	...	...	do.
DR. FAZAL ALI	...	...	...	President and <i>Ex officio</i> Member

R. A. PATIRAM

Acting Permanent Secretary

Ministry of Tertiary Education and Skills Training

12th June, 2026.

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REPUBLIC OF TRINIDAD AND TOBAGO

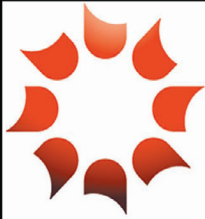
TRINIDAD AND TOBAGO POLICE SERVICE

NOTIFICATION OF REVOCATION OF A FIREARM USER'S LICENCE

NOTICE IS HEREBY given, in accordance with section 21 of the Firearms Act, Chap. 16:01, that Firearm User's Licence No. 696/2018 is hereby revoked.

Dated this 17th day of June, 2026.

A. GUEVARRO
Commissioner of Police



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Urban Development Corporation of
Trinidad and Tobago Limited

UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

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UPDATED PUBLIC STATEMENT OF THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT) IN COMPLIANCE WITH SECTIONS 7, 8, AND 9 OF THE FREEDOM OF INFORMATION ACT, CHAPTER 22:02 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Urban Development Corporation of Trinidad and Tobago Limited (hereinafter referred to as "UDCOTT"), is required by law to publish the following statements which lists the documents and information generally available to the public.

The Act gives members of the public:
(1) A legal right for each person to access information held by UDeCOTT;

(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 decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of UDeCOTT

UDCOTT is a wholly-owned state enterprise incorporated on the 29th December 1994 as a limited liability company under the Companies Ordinance Chapter 31, No. 1 and continued as a company on 5th March 1998, under the Companies Act, Chapter 81:01 of the Laws of Trinidad and Tobago, with its registered office at #38-40 Sackville Street, Port of Spain 100622.

The following companies are subsidiaries of UDeCOTT:

- ❖ Port of Spain Waterfront Development Limited
- ❖ Rincon Development Limited
- ❖ International Waterfront Resources Limited
- ❖ Urban Development Company of San Fernando Limited
- ❖ Memorial Plaza Development Limited

Vision Statement:

To be the zenith of innovative, service driven, self-sustaining urban development and management, igniting and inspiring our national, regional and global communities.

Mission Statement:

UDCOTT's mission is that we stimulate national development by transforming our urban landscapes in a sustainable manner through value driven conceptualization, planning, construction and facilities management.

Main Departments/ Offices

- ❖ Office of the Chief Executive Officer
- ❖ Office of the Corporate Secretary
- ❖ Construction & Engineering Division
- ❖ Finance Division
- ❖ Legal Division

- ❖ Facilities Division
- ❖ Human Resources Division
- ❖ Procurement
- ❖ Internal Audit
- ❖ Corporate Communications and Marketing

Sub-Committees of the Board of Directors

- ❖ Construction and Facilities Committee
- ❖ Human Resources Committee
- ❖ Finance Steering Committee
- ❖ Audit and Risk Committee
- ❖ Legal Committee
- ❖ Hyatt Committee
- ❖ Tobago Projects Steering Committee

Services

UDCOTT is responsible for providing the following Construction, Project Management & Facilities Management Consultancy Services:

- ❖ Project Development
Planning & Conceptual Design
Project Management
Construction Management

- ❖ Facilities Management
Facilities Planning
Preventative Maintenance
Conditional Assessment

- ❖ Commercial Space Management
Car Parks
Rental of Commercial Spaces
Event Space Rentals

Section 7(1)(a)(ii)

Categories of Documents in the possession of UDeCOTT.

1. Files relating to administrative support and general administrative documents for the operations of UDeCOTT.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, pension, performance appraisals etc. for all categories of staff.
3. Financial Statements and Financial Records (cheques, vouchers, receipts, etc.)
4. Files relating to matters relating to the procurement of supplies, services and equipment.
5. Maps/ Charts/ Photographs/ Compact Discs/ Removable Media.
6. News Releases, speeches originating in UDeCOTT.
7. Policy and Procedure Documents
8. Internal and External Correspondence files.
9. Documents relating to strategic review of UDeCOTT

10. Legislation and legal instruments regulating the operations of UDeCOTT.

11. Legal Opinions on matters affecting the operations of UDeCOTT.

12. Files relating to Training/ Performance Management.

13. Minutes/ Agenda of Meetings of the Board of Directors and Sub-Committees of the Board and Subsidiaries.

14. Files dealing with Circulars/ Memoranda, Notices, Bulletins etc.

15. Periodic Reports (annual, monthly and/ or quarterly) prepared by UDeCOTT, Consultants/ Technical Reports etc.

16. Environmental Impact Assessments

17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings on the operations of UDeCOTT

18. Files dealing with official functions, conferences and events hosted and attended by UDeCOTT.

19. Inventories, Fixed Assets Register

20. Periodicals and Publications

21. Surveys

22. Reports

23. Complaints- Customer complaints and Comment Forms

24. Registers/ Certificates/ Permits/ Licenses etc.

25. Tender Documents

26. Contracts for the provision of Goods and Services to UDeCOTT

27. Files dealing with Disaster Management, Risk Management and Safety within UDeCOTT and in general.

28. Reports from Consultants for services provided to UDeCOTT.

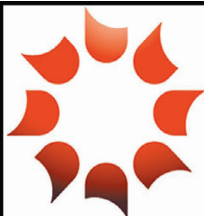
29. Internal and External Audit Reports

Section 7(1)(a)(iii)

Material Prepared for Publication or Inspection

The public may inspect and/ or obtain copies of certain material between the hours of 8:00am to 4:30pm on normal working days at the Head Office of the:

Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)
#38-40 Sackville Street
Port of Spain 100622



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Urban Development Corporation of
Trinidad and Tobago Limited

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Section 7(1)(a)(iv)

Documents available by way of subscription

This section is not applicable.

Section 7(1)(a)(v)

Procedure to be followed accessing a Document from UDeCOTT

How to Request Information

❖ General Procedure

Our policy is to answer all requests for information, both oral and written. However, in order to access the rights given by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make the request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public.

❖ Addressing Requests

To facilitate prompt handling of the request, please address it to the Designated Officer of UDeCOTT. (see Section 7(1)(a)(vi) for further details).

❖ Details in the Request

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

❖ Request not handled under to 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 UDeCOTT or another public authority, for example, brochures, pamphlets, reports etc.

❖ Time Limits

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received, for a response to your request for access. 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 limits, but 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 the 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 from the date the request was received, 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.

Responding to your Request

❖ Retrieving Documents

UDeCOTT is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Records prior to the commencement of the Freedom of Information Act, Chapter 22:02 may now be unavailable. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals stipulate the time period for keeping records before they can be destroyed.

❖ Furnishing Documents

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

Please note we are not compelled to do the following:

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

Section 7(1)(a)(vi)

Officers in UDeCOTT are responsible for:

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

The Designated Officer is:

Corporate Secretary
Ms. Kimberly Carr-Hamilton
Urban Development Corporation of Trinidad
and Tobago Limited
4th Floor
#38-40 Sackville Street
Port of Spain 100622

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committee, and Other Public Bodies

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

Section 7(1)(a)(viii)

At present there are no library or reading room facilities.

SECTION 8 STATEMENTS

▪ Section 8(1)(a)(i)

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

There are no statements to be published under this section of the FOIA.

Section 8(1)(a)(ii)

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

- Accounts Payable and Cash Disbursements Policy
- Accrual Accounting Policy
- Additional Duties Policy
- Advertising Policy for the Publication of Notices
- Bond Policy
- Borrowing and Interest Policy
- Budget Preparation and Monitoring Policy
- Business Code of Ethics Policy
- Cancellation Policy
- Capital Assessment Management Policy
- Capital Contributions Policy
- Cash Policy
- Coaching and Mentoring Policy
- Company Motor Vehicle Policy
- Compensation Policy
- Construction and Engineering Division's Lessons Learned Policy
- Corporate Social Responsibility Policy
- Disciplinary Procedures Policy
- Document Style Guidelines
- Electronic Signature and Stamp Policy
- Emergency Response Plan Customs and Excise Building
- Emergency Response Plan- International Waterfront Centre
- Employee Assistance Programme Policy
- Employee Handbook
- Facilities Management Plan Customs and Excise Building
- Facilities Management Plan- International Waterfront Centre
- Facilities Management Plan- Victor E. Bruce Financial Building
- Finance Policies and Procedures
- Financial Reporting Policy
- General Administrative Policy
- Government to Government Nominated Contractor Procurement Policy and Procedure
- Gym Policy
- Harassment Policy
- HSE Policy
- Inventory Policy
- Investment in Subsidiary Policy
- Investment Property Policy
- IT Security Policy



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- Leave Policy
- Legal Department Policy and Procedure
- Lessons Learned Policy and Procedure Notice for UDeCOTT's Construction and Engineering Division
- Litigation and Claims Policy
- Orientation Policy and Procedure
- Overseas Business Travel Policy and Procedures
- Payroll Policy and Procedures
- Personal Protective Equipment (PPE) Policy
- Petty Cash Policy and Procedures
- Policy and Procedures for UDeCOTT Construction Department
- Private Financing Procedure
- Private Sector Financing Procedure
- Procedure for Disposal of Assets
- Procedure for the Re-Engagement of Persons on Contract
- Promotion Policy and Procedures
- Property, Plant and Equipment Policy
- Receivables Management Strategy Policy and Procedures
- Record Management Policy
- Records Management Policy
- Recruitment and Selection Policy and Procedures
- Related Parties Policy
- Request to Conduct Research for Academic Purposes Policy
- Revenue Policy
- Security Post Instructions for Tower C and D
- Short Term Employment Policy
- Social Media Policy and Procedures
- Standard Operating Procedure for Freedom of Information Requests
- Succession and Planning Policy
- Tenant Services Manual- Government Campus Plaza
- Time and Attendance Policy
- UDeCOTT Flexi Time Policy and Procedure
- UDeCOTT Internship Policy
- UDeCOTT Orientation Policy and Procedures
- UDeCOTT Workplace Visitor Policy
- Vendor Pre-Qualification Policy and Procedure
- Workplace Visitors Policy

Section 8(1)(b)

In enforcing written laws or schemes administered by UDeCOTT 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.

This section is not applicable to UDeCOTT at present.

SECTION 9 STATEMENTS

Section 9(1)(a)

A report or statement containing the advice or recommendations of a body or entity established within UDeCOTT

At present there are no such reports or statements.

Section 9(1)(b)

A report or statement containing the advice or

recommendations of a body or entity established within UDeCOTT

At present there are no such reports or statements.

Section 9(1)(b)

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

- First Report from the Public Accounts (Enterprises) Committee; Examination of the Audited Financial Statements of the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) for the Financial years 2014 and 2015, First Session, Twelfth Parliament
- Verification of the Reimbursement Claim Report for the Brian Lara Cricket Academy

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an interdepartmental Committee whose membership includes an officer of UDeCOTT

At present, there are no such reports or statements.

Section 9(1)(d)

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

At present, there are no such reports or statements.

Section 9(1)(e)

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

- Feasibility Studies
- Risk Assessments
- Environmental Impact Assessments
- Surveys
- Engineering and Technical Studies

Section 9(1)(f)

A report prepared for UDeCOTT by a consultant who was paid for preparing the report

- Environmental Impact Assessments
- Consultancy Reports
- Financial and Audit Reports
- Health, Safety and Environment Reports
- Risk Assessment
- Feasibility Reports

- Engineering and Technical Studies Reports

Section 9(1)(g)

A report prepared within UDeCOTT 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

- Feasibility Studies
- Business Development Report
- Engineering Report

Section 9(1)(h)

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

- Financial Reports
- Audit Reports

Section 9(1)(i)

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

- Budgets
- Business Plans
- Strategic Plans
- Approved Organisation Charts and Structural Changes

Section 9(1)(j)

A statement prepared within UDeCOTT, containing Policy directions for the drafting of legislation

At present, there are no such statements.

Section 9(1)(k)

A report of a test carried out within UDeCOTT on a product for the purpose of purchasing equipment

At present, there are no such statements.

Section 9(1)(l)

An environmental impact statement prepared within UDeCOTT.

At present, there are no such reports.

Section 9(1)(m)

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

- Valuation Reports

