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1087

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—

- Detention Order—(Legal Notice No. 576 of 2026).
- Detention Order—(Legal Notice No. 577 of 2026).
- Detention Order—(Legal Notice No. 578 of 2026).
- Detention Order—(Legal Notice No. 579 of 2026).
- Detention Order—(Legal Notice No. 580 of 2026).
- Detention Order—(Legal Notice No. 581 of 2026).
- Detention Order—(Legal Notice No. 582 of 2026).
- Detention Order—(Legal Notice No. 583 of 2026).
- Detention Order—(Legal Notice No. 584 of 2026).
- Detention Order—(Legal Notice No. 585 of 2026).
- Proclamation No. 9 of 2026—(Legal Notice No. 586 of 2026).

1088

APPOINTMENT TO ACT AS MINISTER OF SPORT AND YOUTH AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed SEAN SOBERS, a member of the House of Representatives who is a Minister, to act in the Office of the Honourable PHILLIP WATTS, Minister of Sport and Youth Affairs, with effect from 19th July, 2026 and continuing during the absence from Trinidad and Tobago of the said the Honourable Phillip Watts, M.P., in addition to the discharge of his normal duties.

20th July, 2026.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*

1089

APPOINTMENT TO BE A MEMBER OF THE ELECTION AND BOUNDARIES COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by subsection (1) of section 71 of the Constitution of the Republic of Trinidad and Tobago, after consultation with the Prime Minister and Leader of the Opposition, has appointed Ms. GILLIAN MACINTYRE, as a member of the Elections and Boundaries Commission, for a period of five (5) years, with effect from 22nd July, 2026.

22nd July, 2026.

C. JACKMAN-WALDRON
*Secretary to Her Excellency
the President*



Government of the Republic of Trinidad and Tobago
EASTERN REGIONAL HEALTH AUTHORITY

**Updated Public Statement for 2025
in compliance with Sections 7, 8 and 9 of the
Freedom of Information Act (FOIA), 1999 Chapter 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA), Chapter 22:02 the **Eastern Regional Health Authority (ERHA)** is required by law to publish the following statement, which lists the documents and information generally available to the public.

The Freedom of Information Act gives members of the public:

1. A legal right for each person to access information held by the ERHA;
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; and
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 the Eastern Regional Health Authority

The Eastern Regional Health Authority (ERHA) is a Statutory Body which was established on May 20, 1994 in accordance with the Regional Health Authorities Act No. 5 of 1994. It is governed by a Board of Directors.

ERHA is, geographically, the largest of the Regional Health Authorities in Trinidad and Tobago. It encompasses the St. Andrew/St. David, Nariva and Mayaro counties. The ERHA delivers healthcare services to an area extending from the northeastern most point of Matelot to the southeastern most tip of Guayaguayare and as far westward as the communities of Rio Claro, Brother's Road, Cumuto and Valencia.

The Authority delivers healthcare via the Sangre Grande Hospital Campus, the Mayaro District Health Facility, fourteen (14) Health and Outreach Centres, Nariva Mayaro Satellite Dialysis Unit and the Sangre Grande Enhanced Health Centre. ERHA facilities also include a Head Office, County Health Administration Offices in Nariva/Mayaro and St. Andrew/St. David, a Learning Resource Centre, a Conference Centre and Disaster Preparedness Emergency Operations Centre and a Community Liaison Unit.

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

The services of the ERHA are specifically geared toward the 154,700 resident population of the Eastern Region. However, individuals from all over Trinidad and Tobago have access to our services, including visitors to our region.

The ERHA's mission is to develop resources and execute on plans which build an enabling environment for the delivery of a broad range of high-quality people-centered healthcare services in support of the strategic goals of the Ministry of Health.

The vision states that the ERHA is a people-centered, caring, proactive institution which provides excellence in medical care and patient service, thereby promoting, protecting and improving the health status of the population of the eastern region of Trinidad and Tobago.

The Eastern Regional Health Authority is divided into four (4) responsibility centres:

1. Head Office

The core departments under Head Office and its locations are as follows:

Supercare Building, Eastern Main Road, Sangre Grande

- Office of the Chief Executive Officer
- Legal & Corporate Affairs
- Quality & Risk Management
- Board Secretariat
- Occupational Safety and Health
- Nursing
- Public Health Observatory
- Corporate Communications Department

ERHA Administrative Building, 121 Eastern Main Road, Sangre Grande

- Human Resources Department
- Operations:
 - Fleet
 - Projects
 - Security Services
 - Facilities Management
 - Information and Communication Technology
- Finance:
 - Accounts
 - Cost and Management Accounting
- Supply Chain Management Unit
 - Procurement and Contracts
 - Tenders

1090—Continued

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

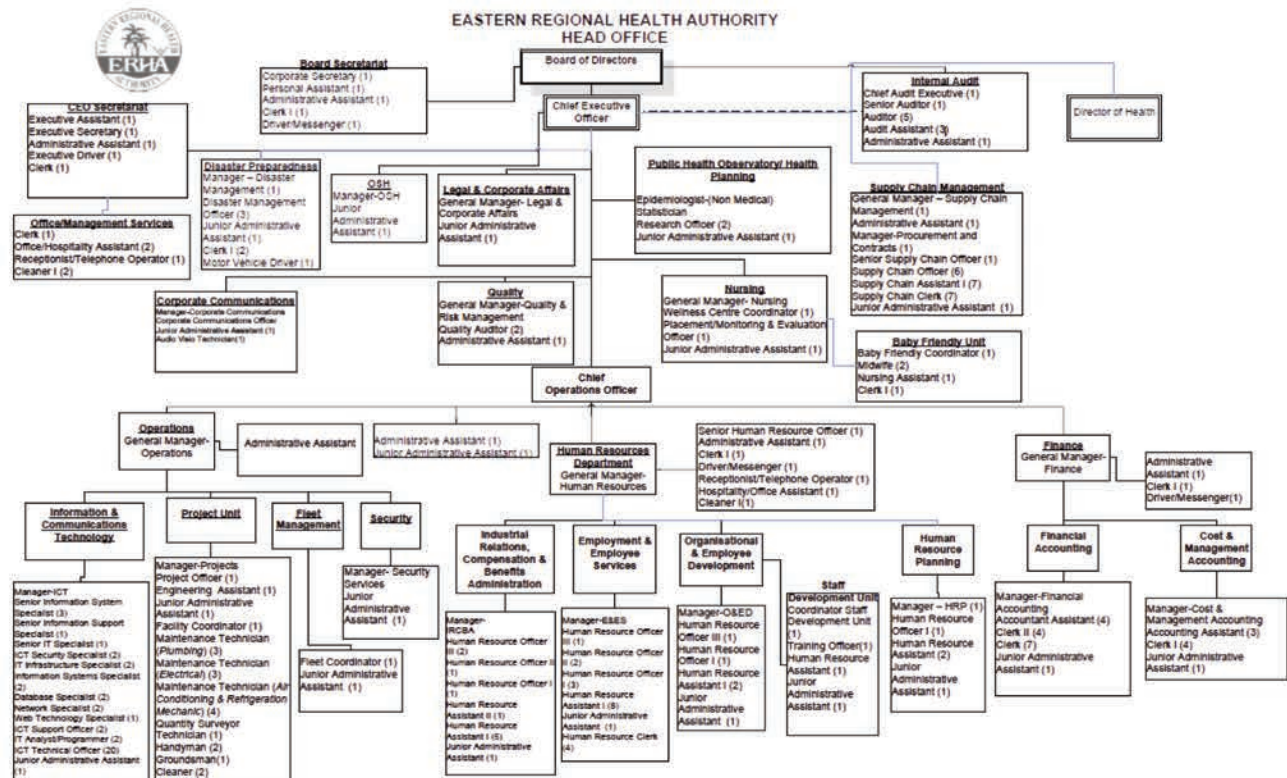
Sankar Building II, Corner San Louis Road and Eastern Main Road, Sangre Grande

- Internal Audit

Conference and Emergency Operations Centre, Picton Road, Sangre Grande

- Disaster Preparedness Unit

Organisational Structure – Head Office



2. County St. Andrew/St. David

County St. Andrew/St. David comprises three (3) Administrative Offices, Old Sangre Grande Health Centre and eleven (11) health facilities. The aim of the ERHA is to provide primary healthcare to all of the 110,200 persons who live in County St. Andrew/ St. David. These services include among others antenatal, post-natal, vaccinations, dressings, X-ray, Ultra Sound, Optometry/Ophthalmology, Mental Health, Dental X-ray Services, Child Health Clinic, School Health, Social Work, Family Planning, Pharmacy Services, Nutritionist, HIV/AIDS testing, Dermatology, Chronic Disease Support Groups and

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

Wellness Centres. Some of the new services offered within the County are as follows:

- Staff Clinics at the Cumuto Outreach Centre, Sangre Grande Enhanced Health Center and Toco Health Centre
- Extended Services at Cumuto and Valencia Outreach Centre
- Smoking Cessation Clinic at Manzanilla Outreach Centre and Toco Health Centre.

The ERHA now has responsibility to manage Mental Health Units at the Sangre Grande Enhanced Health Center and the Toco Health Centres. This service was previously managed by the North Central Regional Health Authority.

Administrative Offices

**County Health Administration, St. Andrew/St. David
Corner Blake Avenue & Eastern Main Road
Damarie Hill, Guaico**

- General Manager – Primary Health Care Services
- County Medical Officer of Health
- Area Administrative Officer
- Human Resources Unit
- Accounts Unit
- Primary Care Nurse Manager
- Transportation Unit
- Occupational Safety and Health Officer
- Pharmacist III
- Surveillance Unit

Regis Building, Henderson Street, Sangre Grande

- Health Education Unit
- Nutrition Department
- Oncology/Palliative Care
- Baby-Friendly Hospital Initiative (BFHI)

**Old Sangre Grande Health Centre
Henderson Street, Sangre Grande**

- School Health Screening Unit
- Stores Department
- Medical Social Work Department

Sankar Building II

Corner San Louis Road & Eastern Main Road Sangre Grande

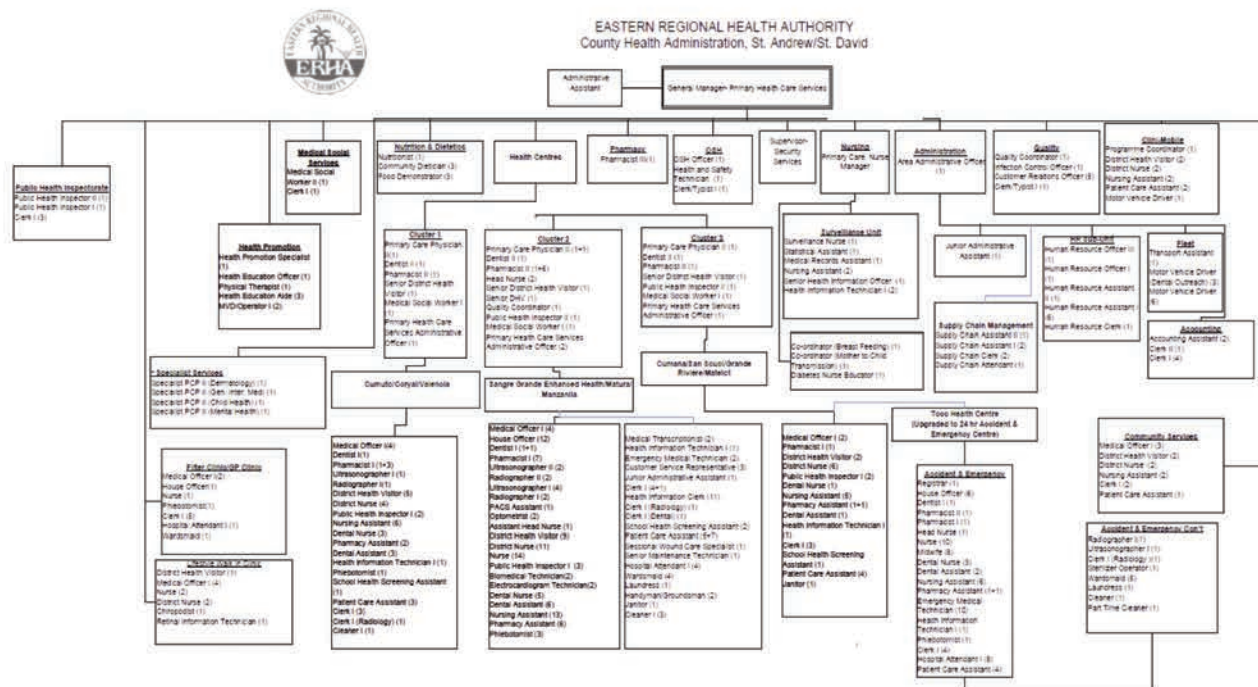
- Public Health Department

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

Health Facilities in County St. Andrew/St. David

- Coryal Outreach Centre
- Cumana Outreach Centre
- Cumuto Outreach Centre
- Grande Riviere Outreach Centre
- Manzanilla Outreach Centre
- Matelot Outreach Centre
- Matura Outreach Centre
- Sans Souci Outreach Centre
- Sangre Grande Enhanced Health Centre
- Toco Health Centre
- Valencia Outreach Centre

Organisational Structure – County St. Andrew/St. David



The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

3. County Nariva/Mayaro

County Nariva/Mayaro comprises two (2) Administrative Offices, five (5) health facilities and one (1) Satellite Dialysis Unit. The aim of the ERHA is to provide primary healthcare to all of the 44,500 persons who live in County Nariva/Mayaro. These services include among others clinical services such as antenatal, post-natal, vaccination, School Health, Social Work, Family Planning, Pharmacy Services, Nutritionist, HIV/AIDS testing, dressings as well as Chronic Disease Support Groups and Wellness Centres.

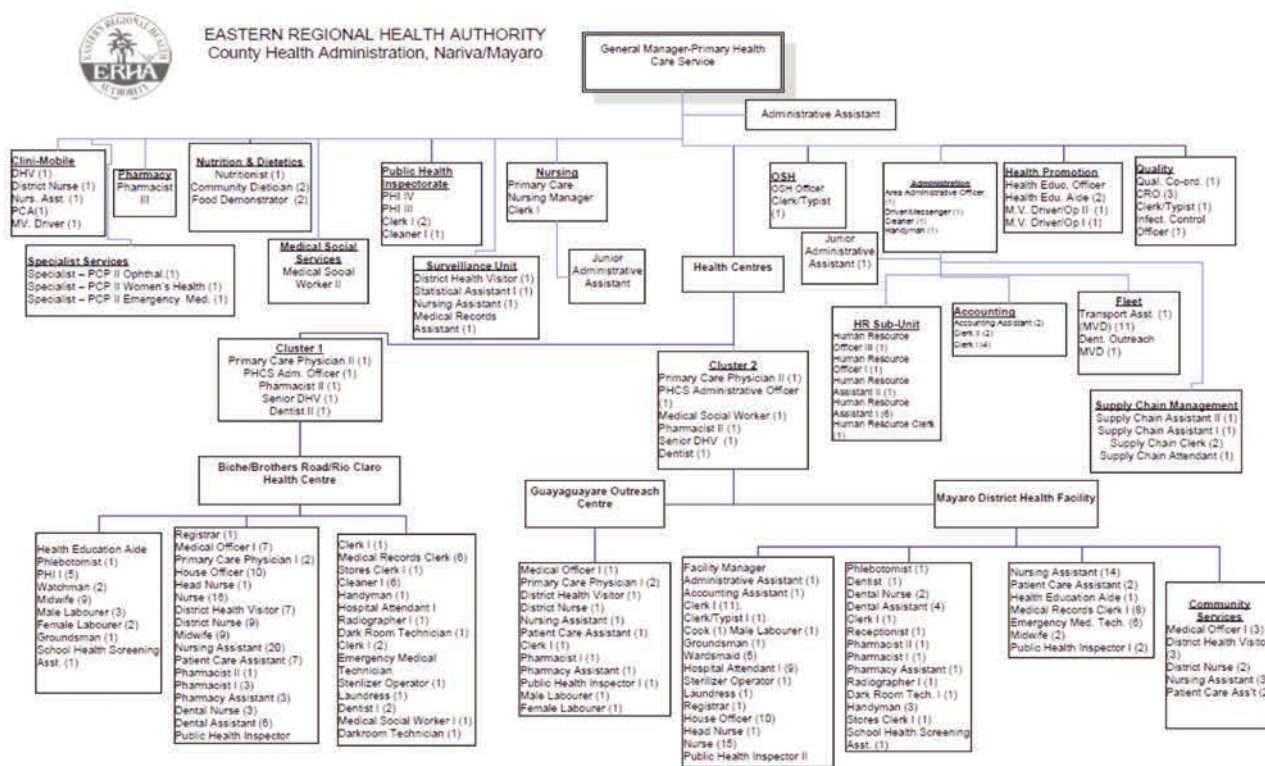
Administrative Office

- County Health Administration, Nariva/Mayaro, Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro
- Celinex Building, Tabaguite Road, Rio Claro
- Learning Resource Centre, Pierreville, Mayaro - Decommissioned

Health Facilities in County Nariva/ Mayaro

- Biche Outreach Centre
- Brothers Road Outreach Centre
- Guayaguayare Outreach Centre
- Mayaro District Health Facility
- Rio Claro Health Centre
- Nariva/Mayaro Satellite Dialysis Unit
- Former Public Health Inspectorate

Organisational Structure – County Nariva/Mayaro

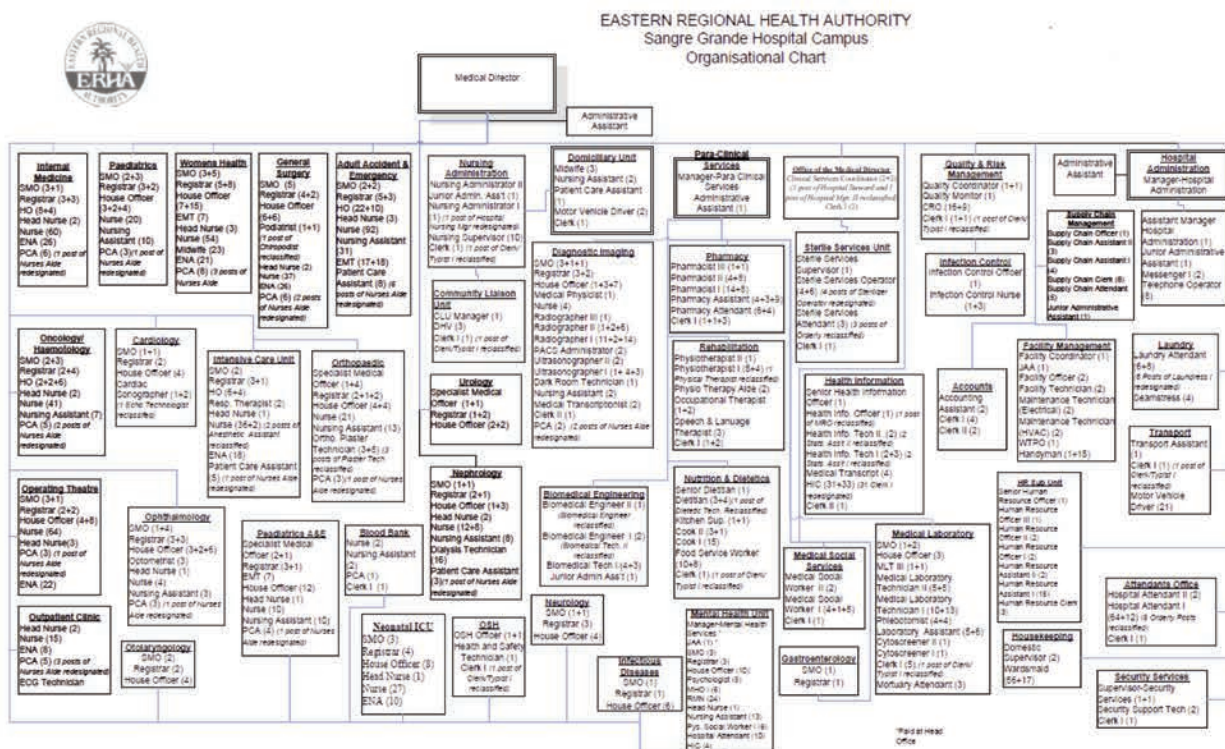


The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

4. Sangre Grande Hospital Campus

The Sangre Grande Hospital Campus, located at Ojoe Road, Sangre Grande, is the only facility with in-patient services in the Eastern Regional Health Authority. The facility currently has 201 beds and provides secondary care for the Counties of St. Andrew/St. David and Nariva/Mayaro with an estimated population of 154,700 persons. Some of the services provided include Oncology, Accident and Emergency, Orthopaedics, Ophthalmology, Radiology, Blood Bank, a Poison Information Centre and Computed Tomography Suite.

Organisational Structure – Sangre Grande Hospital Campus



Section 7 (1) (a) (ii)

Categories of Documents in the possession of the ERHA

The ERHA has the following categories of documents in its possession:

1. Complaints, compliments and suggestion files
2. Contracts, agreements, leases, deeds, concessions and licenses
3. Files dealing with the general administrative support for the operations of the ERHA
4. Files dealing with official functions, conferences and events hosted by the ERHA

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

5. Files dealing with the accounting, procurement and financial management function of the ERHA
6. Human Resource files
7. Legal opinions and related matters
8. Legislation (especially health-related) and Legal Instruments
9. Media Releases, advertisements, tender notices, public notices, newsletters and speeches originating in the ERHA
10. Minutes of Board Meetings, Sub-committee Meetings, Executive Management Meetings and Management Team Meetings
11. Monthly, quarterly and yearly statistical utilisation of services reports.
12. Policy and Procedure documents
13. Records and documents relating to the strategic review of the ERHA, its Divisions and Units
14. Report on Indoor Air Quality Monitoring, sanitisation and emissions
15. Reports on research initiatives conducted within the Authority (i.e. Health Systems, Epidemiology, Public Health, General, etc.)
16. Medical records of patients treated at ERHA facilities
17. Medical Social Works National Case Record – Intake Form for clients seen by the Medical Social Works Department
18. Referral Form – Clients referrals from medical doctors
19. Guidelines on Patients and Visitors
20. Occupational Safety and Health Facility Inspection Action Sheet Nariva/Mayaro
21. ERHA Annual Administrative Report Fiscal Year 2024

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the material that is permitted to be released under the Freedom of Information Act between the hours of **9:00 a.m. and 3:00 p.m.** at:

Conference Room, Human Resources Department, ERHA Administrative Building,
121 Eastern Main Road, Sangre Grande

and

Conference Room, County Health Administration, Nariva/Mayaro
Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro

Section 7 (1) (a) (iv)

Literature available by subscription

The ERHA does not have any documents or literature available by subscription.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Eastern Regional Health Authority

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

How to Request Information

General Procedure

In order to have the rights given to applicants by the FOIA (for example the right to challenge a decision if the request for information is refused), **the applicant must make their request in writing**. The *Request for Access to Official Documents* form is available for download on the ERHA's website under the Resources link or in the Reception Areas of our Head Office and our administrative offices (described above).

The relevant information that **must be** provided to the ERHA includes:

- Name of Applicant (full name preferred);
- Contact information;
- Information requested and format to provide the information;
- Date of request;
- Signature of applicant;
- Applications should be addressed to the Designated Officer of the ERHA (**see Section 7 (1) (a) (vi)**).

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 the applicant is not sure how to prepare their request or what details to include, they should communicate with the Designated Officer. The applicant will be contacted **within thirty (30) days** of the receipt of the request by the ERHA (that is, the received stamp date) and the applicant will be notified by the Designated Officer that the request has been received and is being considered. After determining if the request can be made available to the applicant (approval), the applicant will be informed and given a time period in which the information will be disclosed. If it is determined that the request cannot be disclosed (refusal) then the applicant will be informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

Requests not handled under the FOIA

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

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

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

Section 7 (1) (a) (vi)**Officers in the Public Authority responsible for:**

- 1) **The initial receipt of and action upon notices under Section 10,**
- 2) **Requests for access to documents under Section 13 and**
- 3) **Applications for corrections of Personal Documents under Section 36 of the FOIA**

The Designated Officer is:

Manager - Corporate Communications

Mrs. Lisa Daniel-Charles

Tel: 226-9112

Email: lisa.daniel-charles@erha.co.tt

The Alternate Designated Officer is:

General Manager-Quality & Risk Management

Ms. Michelle Ramnarine

Tel: 226-9158

Email: michelle.ramnarine@erha.co.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies**

(Where meetings/minutes are open to the public)

- Ethics and Research Committee
- Board Sub-Committees (Finance, Quality & Risk Management, Human Resource and Clinical Governance)
- Safety Committee
- Infection Prevention and Control Committee
- Regional Drug Committee
- Medical Records Committee
- Training Advisory Committee
- The Procurement & Disposal Advisory Committee
- Radiation Safety Committee
- Blood Transfusion Committee
- Pharmacy and Therapeutics Committee

Section 7 (1) (a) (viii)**Reading Room Facilities**

Information in the public domain can be accessed at our offices. General enquiries should be directed to the Junior Administrative Assistant (Corporate Communications) at **226-9119** or Administrative Assistant (Quality) at **226-9159**.

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

The Reading Rooms in the ERHA are located at the following locations:

1. Conference Room, Human Resources Department, ERHA Administrative Building, 121 Eastern Main Road, Sangre Grande and
2. Conference Room, County Health Administration, Nariva/Mayaro Narine Ramrattan Building, Naparima Mayaro Road, Rio Claro

The Reading Rooms are open, by appointment, to the public from Mondays to Fridays between the hours of **9:00 a.m. and 3:00 p.m.** and may be used to make FOI requests or inspect printed material. Members of the public are required to comply with security and OSH guidelines for utilizing the reading rooms at the respective buildings as it pertains to access control (the signing In and Out of Visitors Registers) as well as adherence to fire alarms/evacuation directives.

Policy of the Public Authority for provision of copies of documents held in the public domain

- Provision of certain documents may be subject to a charge to cover administrative costs.
- No smoking, eating or drinking is allowed in the Reading Rooms.
- No phones are allowed in the Reading Rooms.
- No photography is allowed in the Reading Rooms.
- Access for use of the Reading Rooms is by appointment only. Persons are required to liaise with the Designated Officer or Alternate Designated Officer to schedule an appointment (see Section 7 (1) (a) (vi)).

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:

- Regional Health Authorities Act, Chapter 29:05 and all Regulations made under it;
- Occupational Safety and Health Act, Chapter 88:08 and all Regulations made under it;
- Nursing Personnel Act, Chapter 29:53 and all Regulations made under it;
- Industrial Relations Act Chapter 29:05
- Medical Board Act, Chapter 29:50;
- Freedom of Information Act, 1999;
- Workmen's Compensation Act;
- Ministry of Health – Health and Safety Management Policy;
- Ministry of Health Infection Control Manual;
- Ministry of Health Adverse Events Policy;
- Occupational Safety & Health Act 2004,
- Antibiotics Act Chapter 30:02

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

- Pharmacy Board Act Chapter 29:52
- Food and Drugs Act Chapter 30:01
- Dangerous Drugs Act Chapter 11:25
- Maternity Protection Act, Pension Act, Industrial Relations Act
- The Public Procurement & Disposal of Public Property Act (2015) as amended
- Data Protection Act

These documents are available for purchase at the Government Printery or for download at the Registrar General Department of the Ministry of Legal Affairs website: <http://rgd.legalaffairs.gov.tt/>

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.

The following are the approved policies and guidelines of the Eastern Regional Health Authority:

- Human Resources Policies;
- Occupational Safety & Health Policies;
 - Accident Incident Policy
 - SOP for Chemical and Disinfecting Agents used within the ERHA
 - Personal Protective Equipment use within the ERHA
 - Fleet Operating Manual
 - SOP for Contractor Safety
- Clinical Policies
- Quality Policy
- Finance Policies
- Information Technology Policies
- Guidelines and Protocols: Rheumatoid Arthritis Diagnosis and Management
- General Ward Policies
- General Practitioner Extended Services Hours
- Handbooks and Guidelines to guide Procurement (Public Procurement & Disposal of Public Property Act 2015)
- Financial Management Information System Policy (FMIS)
- Motor Vehicle Loan Facility
- Re-stocking Policies and Procedures for the Eastern Regional Health Authority
- Policies and Procedures for Disposal of Stock and Fixed Assets (Forms)
- Amendment to the ERHA's Purchasing Policy on Emergency Situations to Include Additional Level of Approvals
- Fleet Operations Policy and Procedures Manual

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

- Policy Guidelines for “On Call” Services for Drivers – Fleet Management Operations
- Housekeeping Standards Policy and Procedures Manual
- “On Call” Policy
- Eastern Regional Health Authority Human Resources Department Protocol / Policy: Recruitment & Selection Merit List
- Adoption of Policy Position to Grant an Option for Contract Employment to all Temporary Staff Pending the Authority’s Approved Organisational Structure.
- Consequence Management Policy
- Dress Code Policy
- Drug-Free Workplace Policy
- ERHA Identification Badges Policy
- Human Resources Policy and Guidelines for Salaried Employees
- Policy for the Payment of an Extra Duty Allowance
- Policy Guidelines for Employment of Staff at the ERHA (Addendum for Retirees)
- Policy on the Execution of Bonding Agreements for Training
- Professional Development Programme Policy Guidelines
- Revised Policy Position on Promotion Within the ERHA
- Sexual Harassment Policy
- Policy for the Protection of Personal Data and Confidential Information for the ERHA
- Acceptable Use Policy
- Mobile Data Devices Policy
- Password Policy
- Policy and Procedures for the Acquisition, Issuance and use of Laptops
- Policy for the Acquisition, Issuance and Use of Cellular Phones in the ERHA (and Smart Phones)
- Policy for the Return and Disposal of Laptop Computer and Cellular Phones
- Mortuary Guidelines for Sangre Grande Hospital Campus
- Breastfeeding Policy
- Contractor Safety Policy
- Standard Operating Procedure for Cleaning and Disinfecting Agents in the ERHA
- Policy Statement for Sharps
- Accident and Incident Policy and Procedure
- Personal Protective Equipment (PPE) Policy
- Bio-Medical Waste Management Policy (BMWM)
- Pharmaceutical Care Pilot Project / Pharmaceutical Care Programme
- Pharmacy Operating Procedure and Policy Manual: Pharmacy Department Community Services
- Policy for the Handling Complaints
- Ministry of Health Client Feedback System Manual
- Quality Policy & Documentation Templates
- Bomb Threat Policy for the ERHA
- Search and Seizure Policy at ERHA
- VPN Remote Access Policy

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and
9 of the Freedom of Information Act (FOIA) 1999

- Baby Friendly Policy
- Intra-Regional Patient Referral Policy and Guidelines
- Radiation Safety
 - ALARA Policy
 - Radiation Safety Training and Education Policy
 - Radiation Monitoring Policy
 - Area Classification Policy
 - Radiation Protection Policy for Personnel
 - Radiation Safety Policy for Pregnant Radiation Workers
 - Patient Radiation Protection Policy
 - Radiation Safety Policy for Pregnant Patients
 - Process for Imaging of Pregnant Patients using Ionizing Radiation
 - Guidelines for Radiation Workers
 - Guidelines for Use of Dosimeters
 - Dosimeter Application, Replacement & Cancellation Procedure
 - Process for X-ray Examination Technical Evaluation and Image Rejection & Documentation
 - Radiation Safety Committee meeting procedure
 - Radiation Safety Committee Terms of Reference
 - Radiation Incident Reporting Policy
 - Radiation Safety Auditing Policy
 - Radiation Safety Programme Quality Indicator Procedure
 - Radiation Safety Protective Equipment Guidelines
 - X-ray Quality Control Procedures for Radiographers
 - Process for Reporting of Image Quality Issues
 - Process for Obtaining Informed Consent for Ionizing Radiation During Pregnancy
- Laboratory Services
 - Risk to impartiality Procedure
 - Laboratory Quality Objectives 2024-2025
 - Quality Policy
 - Scope of laboratory activities
 - Education, training and competency assessment procedure
 - Orientation manual
 - Staff induction and orientation procedure
 - Waste Disposal and segregation guide
 - Equipment acceptance procedure
 - Equipment recall process
 - Procedure for E-601 Bi-weekly maintenance
 - Procedure for weekly maintenance
 - Procedure for monthly maintenance
 - Acceptance testing of a new lot
 - Reagent recall process
 - Service agreement procedure
 - Service interruption procedure

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and
9 of the Freedom of Information Act (FOIA) 1999

- Externally provided products and services procedure
- COBAS 6000 C501 Calibration procedure
- COBAS 6000 C501 Electrolytes Calibration procedure
- COBAS 6000 C601 Calibration procedure
- Procedure for COBAS 6000 daily maintenance
- Sample reception and accession procedure
- User manual
- Examination procedure for Cardiac Enzymes
- Examination procedure for Cardiac Markers
- Examination procedure for Electrolytes
- Examination procedure for Glucose
- Examination procedure for quantitative determination of Hba1c in whole blood
- Examination procedure for the Hormone profile
- Examination procedure for Immunochemistry
- Examination procedure for Iron studies
- Examination procedure for Lipid Profile
- Examination procedure for Liver function test
- Examination procedure for Pancreatic Analytes
- Examination procedure for Renal function tests
- Examination procedure for Serum Ions
- Examination procedure for Thyroid Function testing profile
- Examination procedure for Tumour marker profile
- External quality assessment proficiency testing
- Measurement uncertainty procedure
- Procedure for change lamp source maintenance
- Procedure for change of Electrodes maintenance
- Quality Control Procedure
- Verification Procedure
- Review and Reporting of Results procedure
- Procedure for Non-conforming events
- Laboratory Information Management Procedure
- Complaints and Feedback Handling Procedure
- Emergency Response Plan
- Document control procedure
- Guidelines for formatting and numbering documents
- Control of Records Procedure
- Risk Management Procedure
- Internal Audit Procedure
- Quality Indicator Monitoring Report
- Quality Indicator Procedure
- Management Review procedure

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

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.

- There are no statements to be published under this subsection at this time.

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.

- Chronic Disease Support Group Terms of Reference;
- Wellness Centre By-Laws.

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.

- At this time, the Authority does not have any such reports or statements.

Section 9 (1) (c)

A report or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the public authority.

- At this time, the Authority does not have any such reports or statements.

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.

- Reports from Board Sub-Committees
- Annual Client Satisfaction Surveys
- Annual Client Feedback Reports
- Quality Audit Reports

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

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.

- A Study to Delineate Factors Contributing To Multiple Multi Drug Resistant Organism (Mdro) Outbreak: A Case Control Study – 2015
- Annual Schedule of Planned Activities 2023/2024
- Annual Schedule of Awarded Contract for Procurement Activities 2023/2024
- Community Profile Summaries - 2017
- Client Exit Survey – 2015, 2016, 2017 and 2018
- Efficiency Analysis of Bed Usage at the SGH utilizing the Pabon Lasso Model - 2016
- ERHA Blood Donation Survey - 2011
- ERHA Annual Client Feedback Report 2021, 2022, 2023, 2024, 2025
- ERHA Client Demand Study - 2012
- ERHA Client Satisfaction Survey/Client Exit Survey 2022, 2023, 2024
- ERHA Employee Satisfaction Survey – 2013, 2016 and 2018
- ERHA Employee Assistance Programme Survey (Non-Users) - 2010
- ERHA Primary Care Needs Assessment Survey - Facility Survey - 2010
- ERHA Primary Care Needs Assessment Survey - Household Survey – 2010
- ERHA Waiting Time Analysis – Sangre Grande Hospital A&E 2022, 2023, 2024
- ERHA Waiting Time Analysis- Rio Claro A&E 2024 and 2025
- ERHA Waiting Time Analysis – Mayaro District Health Facility A&E 2024 and 2025
- ERHA Waiting Time Analysis – Sangre Grande Enhanced Health Centre, GP Clinic 2023, 2024, 2025
- ERHA CT Wait Time Study
- Extended Hours Utilisation Analysis - 2016 and 2018
- Hand Hygiene Audit
- Health Centre Community Profiles - 2017, 2020
- Mayaro District Health Facility Power Audit by Tech Engineering, June 2020 – Part 1
- Mayaro District Health Facility Power Audit by Tech Engineering, June 2020 – Part 2
- Most prevalent causes of death at the SGH 2016-18
- Patient Charter of Rights
- Ministry of Health - Visitors Policy
- Purchased clinical and non-clinical equipment or replace existing equipment due to age or obsolescence
- Report of Radiation Survey at X-Ray Department, Mayaro District Hospital, by Ms. S. Mejias, Medical Physicist, National Radiotherapy Centre, St. James - September 28, 2001
- Pregnancy Patterns within the ERHA - 2015

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

- Primary Care Disease Prevalence - 2014
- Reports on Calculation from Ministry of Finance- Evaluation Division;
- Staff satisfaction survey - 2013, 2016, 2019, 2022
- Time & Motion Studies - 2017 and 2018
- Report on Audit of Infection Prevention and Control at the Sangre Grande Hospital 2023
- Inspection Reports at Rio Claro Health Centre and Brothers Road Outreach Centre by All-In-One Contractors
- Ionizing Radiation Survey Reports 2025:
 - Sangre Grande Hospital Campus Xray, Mammography and CT Departments
 - Sangre Grande Enhanced Health Centre Xray Department
 - Toco Health Centre Xray Department and Mammography Departments
 - Rio Claro Health Centre Xray Department
 - Mayaro District Health Facility Xray Department
 - Rio Claro Health Centre Dental Xray
 - Mayaro District Health Facility Dental Xray
 - Biche Outreach Centre Dental Xray
 - Manzanilla Outreach Centre Dental Xray
 - Toco Health Centre Dental Xray
 - Cumuto Outreach Centre Dental Xray
 - Valencia Health Centre Dental Xray

Section 9 (1) (f)

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

- Report on conduct of a Job evaluation programme for the RHAs - Price Water House Coopers - 2008
- Report on the design of a Performance Management System -OSH LLC - 2009
- Assessment of the Security Systems and Services at the Regional Health Authorities, ERHA- Arm Specialist Ltd. Primary Consultant Col. Lyle Alexander - 2018

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.

- At this time, the Authority does not have any such reports or statements.

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.

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

- Eastern Regional Health Authority Buy-Out Policy
- Report of Baby Friendly Initiatives by Yvonne Floyd-Davis, Baby Friendly Co-ordinator
- Statistics on Utilization of Services at Sangre Grande Hospital for 2003/2004 – 2014/2015
- Status Report for the Health Sector Quality on the Implementation of the Revised Performance Management System at the Eastern Regional Health Authority
- Status Reports from the Eastern Regional Health Authority, its facilities and its officers from 1997 to present
- Customer Feedback Reports
- Annual Service Agreements Reports
- Public Board Meeting Reports
- Eastern Regional Health Authority Annual Statistical Report 2019,2020,2021,2022,2023

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.

- Accreditation Standards for Health Sector of Trinidad and Tobago - Joint Commission International -2001
- Eastern Regional Health Authority Strategic Plan for 2012 – 2016
- Information Manual for Client Feedback Systems (Customer Relations/Complaints System) - Ministry of Health/Regional Health Authorities, in collaboration with the Pan American Health Organization - July 2001
- Reorganisation of Organisational Structure for the ERHA (Head Office, Sangre Grande Hospital and Community Services [St. Andrew/St. David and Nariva/Mayaro])
- Client Feedback System Manual, Revised Edition- Ministry of Health Directorate of Health Services Quality Management in collaboration with the Regional Health Authorities
- Budgets
- Employee Handbook
- Eastern Regional Health Authority Baby Friendly Policy

Section 9 (1) (j)

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

- At this time, the Authority does not have any such statements.

The 2025 Updated Public Statement of the ERHA in compliance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999

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, the Authority does not have any such statements.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

- At this time, the Authority does not have any such 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.

- Report on Stock Count Exercise; dated September 2024
- Reports on Stock Count and Fixed Asset Verification Exercises; 2009 – 2024
- Reports on Property Valuation by Boland Sookoo & Associates on buildings belonging to the ERHA; Dated September 2025

May 29, 2026



**2024 UPDATED PUBLIC STATEMENT OF
THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED
IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE
FREEDOM OF INFORMATION ACT 1999**

Under the Freedom of Information Act 1999, ("the Act"), The National Maintenance Training and Security Company Limited ("MTS") is required by law to publish certain information for the benefit of the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Public Authority;
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.

The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED publishes the following information as approved by the Minister of Public Utilities.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (i)

CORPORATE VISION

To be a Total Facilities Management service provider recognized for quality services, value for money and industry leadership.

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED***Corporate Mission: The Reason for Our Existence***

To provide the nation with quality, cost effective and efficient facilities management services. The *Can-Do-Crew* adapts to an ever-changing environment and needs of our Clients, Employees, and the Nation so that we stay relevant and add value. We will achieve a consistent, excellent level of service through: strong, transparent, and accountable governance and leadership; and through continuous training, improved efficiencies, and digitalisation

Corporate Information

The National Maintenance Training and Security Company Limited is a fully owned state enterprise which was registered in 1979. At this time it was known as the Secondary Schools Maintenance Training and Security Company Limited (MTS), with a (7%) shareholding by an American project management services company called , Edusystems.

MTS' original mandate was to provide maintenance and security services to the Government's Secondary Schools. The company's name was eventually changed to the National Maintenance Training and Security Company Limited when it also had its Memorandum of Association amended to provide services to customers other than Government or Government agencies and expanded into the area of project management in line with the government's thrust for all state enterprises to be financially viable and self-sufficient. This change was effected on October 05 1989 at the Company's Extra Ordinary Shareholders Meeting by way of two special Resolutions proposed and approved by the Ministry of Finance to change the Company's Name and to alter the Company's Memorandum of Association.

MTS's registered office is located at MTS PLAZA, Aranguez Main Road, San Juan. The Company is governed by a Board of Directors appointed by the Company's Shareholder, the Corporation Sole and managed by a Chief Executive Officer and Divisional Managers.

Three Board sub-committees assist in formulating and guiding the business and policies of the Company:-

- Audit Committee
- Finance and Investment Committee
- Human Resources Committee

The Company's executive management team comprises of the Chief Executive Officer and eight (8) Divisional Managers including the Corporate Secretary/Legal Advisor.

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED**COMPANY STRUCTURE**

The Divisions and scope of business of MTS are:

(1) FACILITIES MAINTENANCE

- Janitorial (custodial) Maintenance (carpet cleaning, floor maintenance, office cleaning, bathroom sanitisation)
- Grounds Maintenance (pressure washing)
- Building Maintenance (electrical, sewer plant maintenance, air conditioning, plumbing)

(2) CONSTRUCTION MANAGEMENT & ENGINEERING

Management services : pre-investment and feasibility studies, project formulation and conceptualization, quantity surveying, preparation of scope of works, bills of quantities and estimates, preparation of contract documents, procurement of consultants and contractors, supervision of designs and construction, management of cost, quality and time

Refurbishment and upgrade works: installation of air conditioning systems, sewer treatment systems, electrical systems, fluid transfer equipment, building restoration, construction of new buildings, wings or spaces within the existing facility footprint, environmental services (drainage works), emergency works (structural, electrical, plumbing)

(3) SECURITY

- Armed
- Unarmed
- Facility Surveillance
- Cash-in-Transit & Cash Escort Services
- Investigations & Surveys
- Bomb Threat Investigation & Management
- Evacuation Coordination
- Safety/Fire precaution and prevention consultancy service
- Canine
- Special Elite Security
- Electronic Security

(4) AGRIBUSINESS

- Landscape Design, Installation and Grounds Maintenance
- Landscaping

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

- Golf Course Maintenance
- Construction & Management of playing fields and multi-purpose recreation grounds
- Landscaping, plant sales and rentals
- Horticultural Advisory and Consultancy Services
- Park and Recreational Site Management
- Garden (horticulture) management
- Green space design and management (internal and external)

(5) MARKETING

The Marketing Division is responsible for developing and maintaining favourable long term business relationships between MTS and its customers.

Several of the Division's major objectives are as follows:-

- to improve the relationship with our public sector clients
- to anticipate their needs and better serve them
- to ensure prompt payments;
- to create and maintain a customer-driven culture benchmarked by industry best practices;
- to engage stronger customer relations management techniques to improve customer satisfaction
- to promote MTS as the "first choice" service provider;

(6) HUMAN RESOURCES

The Human Resource Division whose functions comprise the following:

- training and development
- recruitment and selection
- manpower planning
- employee relations
- organizational development and compensation
- benefit management
- safety department

(7) FINANCE

The Chief Financial Officer provides the following:-

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

- accounts payable
- accounts receivable
- payroll
- financial reporting
- treasury services
- risk management
- information technology and administrative services

(8) CORPORATE SECRETARIAT AND LEGAL

The Corporate Secretariat provides legal, corporate secretarial and contract administration services.

There are two other departments that report directly to the Chief Executive Officer

- **The Corporate Communications Department** provides corporate communication and information services.
- **The Internal Audit Department** provides independent, objective assurance to improve the organization's operations by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management control and governance processes.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The company has approximately 6,500 employees and operates in approximately 900 separate locations ranging from Cedros to Charlotteville. The Company's offices are regionalized and spread throughout Trinidad and Tobago to enable prompt response to customers' needs.

In its course of business, MTS is not engaged directly with the general public but interacts with members of the public through its site locations given that we are located in approximately 900 Public Institutions including schools, police stations, courthouses, Ministry Offices and Social Services Units.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF MTS

MTS maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorized as follows:-

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

- 1) General Administration and Support Services
 - Records related to property management, risk management and office services.
- 2) Intra-Governmental Correspondence
 - Correspondence with Ministries, Cabinet and other public authorities
 - Reports to the Ministry of Public Utilities, the Ministry of Finance, the Trinidad and Tobago Securities & Exchange Commission and other governmental financial management institutions
- 3) Committees Deliberations
 - Minutes and reports of Committees and of other internal bodies
- 4) Legal Activities
 - Legislation, policies and procedures
 - contracts and agreements
 - litigation and other legal proceedings
 - procurement procedure and process
- 5) Business Activities
 - Strategic Plan, business plans, proposals, reviews, reports
 - Records related to development, planning and general management of projects
 - Human resource management operations
 - Corporate Communications including brochures and newsletters
 - Photographs, maps, audio and visual material related to public relations activities
 - Records of programmes
 - Marketing and business promotions
 - Performance and audit assessments and analyses
 - Consultancy, technical, valuation, assessment and various reports which support business decisions
 - Policies, procedures and manuals e.g. safety manual, evacuation procedures, Employee Handbook, Security Handbook, Company Policies
 - Records related to the management of corporate events
 - Annual Procurement Plan
- 6) Financial and Accounting Operations:
 - Records related to budgeting, capital investments, financial planning
 - Reporting, taxation, cash management etc.
 - Reports to government, audited financial accounts laid in Parliament and other public financial entities
 - Annual financial reports

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

7) Technical Operations

Section 7 (1) (a) (iii)

DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION

The public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3:00 p.m. on normal working days at:-

The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED,
Office of the Corporate Secretary/Legal Adviser, MTS Plaza Aranguez Main Road San Juan

- MTS Newsletter (quarterly)
- Annual Administrative Report
- Procurement Policy and Guidelines Handbook
- Annual Procurement Plan

If distribution copies of these publications are out of stock, requestors would be required to pay for photocopying or duplication. All general information is also available on the Company's website, <http://www.mtsco.com>

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

MTS does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER FOIA

How to Request Information

- 1) Members of the public may submit requests under the FOI Act between the hours of 9:30 a.m. and 3:00 p.m. daily.

Addressing Requests

- 2) All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Document(s) Form that is available from the Designated Officer, from the FOIA Unit or online at www.foia.gov.tt
- 3) Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

- 4) To ensure prompt handling of requests, please address it to the Designated Officer of the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED.
- 5) Requests will be acknowledged as official when made on the prescribed form.

Details in Requests

- 6) Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.

Responding to Requests

- MTS will be required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the 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. For example, the Exchequer and Audit Act, Chap. 69:01.

Furnishing Documents

- 8) An applicant is entitled to copies of information 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 program so that a computer will print information in the format you prefer.
- Perform research for you.

Time Allowed

- 9) Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
- 10) Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request; move to responding to requests.

1091—Continued

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

- 11) Where the applicant's request is unclear or incomplete, the time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
- 12) An Applicant whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her responding to requests.

Fees and Charges

- 13) Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
- 14) Applicants will be required to complete an official company invoice before funds are paid to the Cashier.
- 15) Regulations for fees under the FOIA are not yet in force and, except for duplication charges, documents will be provided for free.

Section 7 (1) (a) (vi)**Officers in MTS responsible for:**

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

The Designated Officer is:

Adilah Elahie

Designated Officer (FOIA) 1999

HEAD OFFICE

Address: MTS Plaza, Aranguez Main Road, Aranguez

Postal Address: P.O. Bag 265, San Juan

Telephone: 675-1952

Fax: 675-1952

Email: corpsec@mtsco.com

Website: www.mtsco.com

1091—Continued

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

Esther Hernandez
Alternate Designated Officer (FOIA)1999
Address: MTS Plaza, Aranguez Main Road, Aranguez
Postal Address: P.O. Bag 265, San Juan
Telephone: 675-1952
Fax: 675-1952
Email: estherhernandezmts@gmail.com

Section 7 (1) (a) (vii)

**ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE
MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)**

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information in the public domain can be accessed through our website at www.mtsco.com.
General Information enquiries can be made to the Corporate Communications Division,
Corporate Communications Officer, at (868) 674 4687.

STATEMENTS UNDER SECTION 8 (1) (a) (ii) OF THE ACT

The following in-house documents can be made available for inspection only upon request.

- Health and Safety Handbook
- Procurement Policy and Guidelines Handbook
- Human Resource Policies and Procedures Manual
- Collective Agreement
 - Bargaining Unit 1
 - Bargaining Unit 2
 - Bargaining Unit 3
- Estate Policy Agreement (EPA)
- Security Handbook
- Finance Policies and Procedures
- Succession Planning Policy
- Marketing Operating Procedures
- Facilities Maintenance Operating Procedures
- Company Policies
- Strategic Plan for period 2022 to 2026

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

A report or statement containing the advice or recommendations, of a body or entity established within The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED.

At this time, we have no such report or statement.

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED by or under 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 NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED or to the responsible Minister.

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

Section 9 (1) (c)

A report, or statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of The National Maintenance Training and Security Company Limited.

At this time, we have no such report or statement.

Section 9 (1) (d)

A report or statement containing the advice or recommendations, of a committee established within The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED who is not a member of the committee.

At this time, we have no such report or statement.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED by a scientific or technical expert, whether employed within the National Company of Trinidad and Tobago Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, we have no such reports.

1091—Continued

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED**Section 9 (1) (f)**

A report prepared for The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED by a Consultant who was paid for preparing the report.

At this time, we have no such reports.

Section 9 (1) (g)

A report prepared within the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED 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.

At this time, we have no such reports.

Section 9 (1) (h)

A report on the performance or efficiency of The National Maintenance Training and Security Company Limited, or of an office, division or branch of The National Maintenance Training and Security Company Limited., whether the report is of a general nature or concerns a particular policy, programme or project administered by The National Maintenance Training and Security Company Limited.

At this time, we have no such reports.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED, (2) the establishment of a new policy, programme or project to be administered by the public authority, (3) the alteration of an existing policy programme or project administered by The National Maintenance Training and Security Company Limited. Whether or not the plans or proposals are subject to approval by an officer of the National Maintenance Training and Security Company Limited, another public authority, the responsible Minister or Cabinet.

At this time, we have no such reports.

Section 9 (1) (j)

A statement prepared within The NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED and containing policy directions for the drafting of legislation.

At this time, we have no such statements.

1091—Continued

2024 UPDATED PUBLIC STATEMENT OF THE NATIONAL MAINTENANCE TRAINING
AND SECURITY COMPANY LIMITED—CONTINUED

Section 9 (1) (k)

A report of a test carried out within The National Maintenance Training and Security Company Limited on a product for the purpose of purchasing equipment.

At this time, we have no such reports.

Section 9 (1) (l)

An environmental impact statement prepared within The National Maintenance Training and Security Company Limited.

At this time, we have no such statements.

Section 9 (1) (m)

A Valuation Report prepared for The National Maintenance Training and Security Company Limited by a valuator for the Company whether or not the valuator is an officer of the Company.

Not applicable.

1092

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

FIRST CITIZENS BANK LIMITED having made sworn declaration that Policy Number 209487 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of DENNIS TAYLOR (Deceased), has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

Dated the 28th day of July, 2026.

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

1093

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO LIMITED POLICIES

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued:

<i>Name of Insured</i>	<i>Policy Number</i>
KIA-MARIE REANNE MC EWEN	... 121866500
JENNIFER CHARLES ...	... U00215866
STEPHEN CHICKORY ...	... U00224443
ROHAN PETER ...	... D00160628
KRISHNA RAMPERSAD ...	... S85857720
SUNIL M. BOODHAI ...	... U00233927
VENICIA THOMAS ...	... D00180238
PETER RAMNANANSINGH ...	... S69591360
JASON GEORGE ...	... L40037200
KIERON E. GRIFFITH ...	... L77016500

SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED

56–58, Richmond Street
Port-of-Spain.

1094

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued:

<i>Name of Insured</i>	<i>Policy Number</i>
MOHANEE GONZALES	... U00186221
AFIA SARAH BONEY ...	... U00148195
LYSTRA MANBODE ...	... U00217432
DARCY MINWAH PATRAM	... S32310000
ROXANNE GREENIDGE	... U00209116
ROXANNE GREENIDGE	... F02755820
ANDRE THOMPSON ...	... U00261839
DALE MAYERS ...	... D00158821
YEAOWU CHANG	... U00182612
YEAOWU CHANG	... U00182613
YEAOWU CHANG	... U00182614
YEAOWU CHANG	... D00196016

SCOTIALIFE TRINIDAD AND TOBAGO
LIMITED

56–58, Richmond Street
Port-of-Spain.

1095

SPECIAL LICENSING SESSION
(*Liquor Licences Act, Chap. 84:10*)

REGION OF COUVA/TABAQUITE/TALPARO

NOTICE is hereby given that by lawful authority under the Provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Region of Couva/Tabaquite/Talparo has appointed THURSDAY THE 30TH DAY OF JULY, 2026 at the Trinidad South District Court, Couva as the day, hour and place at which a Special Session will be held to hear and determine the application of Susan Siewnarine of No. 2 Orange Field Road, Carapichaima, for a Certificate authorising her to carry on the trade of a Spirit Grocer for premises situate at No. 2 Orange Field Road, Carapichaima.

Dated this 14th day of July, 2026 at the Couva District Court.

K. KHAN
Secretary, Licensing Committee
Region of Couva/Tabaquite/Talparo

1096

TRANSFER OF LICENCES
(*Liquor Licences Act, Chap. 84:10*)

CITY OF SAN FERNANDO

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the said City of San Fernando, by Deonath Naipaul of Lot No. 207, Carparo Valley Main Road, Montrose, Chaguanas, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on WEDNESDAY THE 19TH DAY OF AUGUST, 2026 at 9.30 a.m. for a transfer to him of the Licence to carry on the business of a Special Restaurant, now held by Funian Liu for premises situate at No. 127 Coffee Street, San Fernando, in the said City.

Dated this 20th day of July, 2026 at the San Fernando District Court.

I. ROOPLAL
Secretary, Licensing Committee
City of San Fernando

1097

REGION OF PENAL/DEBE

NOTICE is hereby given that a notification in writing has this day been lodged with me, the undersigned Secretary of the Licensing Committee for the Region of Penal/Debe, by Minting Zheng of 42, Aranguez Main Road, San Juan, that it is his intention to apply to the Licensing Committee at the San Fernando District Court on THURSDAY THE 6TH DAY OF AUGUST, 2026 at 9.00 o'clock in the forenoon for a transfer to him of the Spirit Grocer's Licence now held by Tina Chance in respect of premises situate at Light Pole No. 12, San Fernando-Siparia-Erin Road, Duncan Village.

Dated this 16th day of July, 2026 at the San Fernando District Court.

F. HOSEIN
Secretary, Licensing Committee
Region of Penal/Debe