



TRINIDAD AND TOBAGO GAZETTE

VOL. 65

Caroni, Trinidad, Thursday 3rd September, 2026—Price \$1.00

No. 146

No.	GAZETTE NOTICE	PAGE	No.	GAZETTE NOTICE	PAGE
1261	Appointment to act as Minister of Trade, Investment and Tourism	2609	1264	Public Statement of Trinidad and Tobago National Petroleum Marketing Company Limited	2620
1262	Probate and Letters of Administration—Applications	2609	1265	2025 Public Statement of the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL)	2629
1263	Central Bank, Weekly Statement of Account as at 26th August, 2026	2619			

1261

APPOINTMENT TO ACT AS MINISTER OF TRADE, INVESTMENT AND TOURISM

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 SADDAM HOSEIN, a member of the House of Representatives, who is a Minister, to act in the Office of Senator the Honourable SATYAKAMA MAHARAJ, Minister of Trade, Investment and Tourism with effect from 27th August, 2026 and continuing during the absence of Senator the Honourable Satyakama Maharaj from Trinidad and Tobago, in addition to the discharge of his normal duties.

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

28th August, 2026.

1262

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:

ABRAHAM-JOSEPH, SHAZREEN: LETTERS OF ADMINISTRATION of the estate of **SHAZREEN ABRAHAM-JOSEPH** otherwise **SHAZREEN ABRAHAM** of 61, Forth Street, Barataria, San Juan, St. Ann's, Trinidad, who died on the 13th day of January, 2025, by **Rodney Joseph** of the same place, her lawful husband;

ALGERNON, TERRENCE: LETTERS OF ADMINISTRATION of the estate of **TERRENCE ALGERNON** of Light Pole No. 4, Esperance Village, Jim Street, San Fernando, Trinidad, who died on the 19th day of October, 2023, by **June Algernon** of the same place, his lawful widow and relict;

ARJOON, RAMNARINE: PROBATE of the Will dated the 30th day of November, 2021, of **RAMNARINE ARJOON** of 348, San Francique Road, Penal, Siparia, Trinidad, who died on the 1st day of January, 2023, by **Irvin Arjoon** of the same place, the other executor named in the Will;

ARMSTRONG, JOYCELYN: PROBATE of the Will dated the 27th day of November, 2009, of **JOYCELYN ARMSTRONG** otherwise **JOYCELYN NIMBLETT** of 2, Osborne Lane, Francis Avenue, Irving Street, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 1st day of April, 2011, by **Esme Cooper-Griffith** of the same place, the sole executrix named in the Will;

ARTHUR, ALFRED: LETTERS OF ADMINISTRATION of the estate of **ALFRED ARTHUR** of Tower 3, Level 4, Topaz Tower, Real Spring Housing Development, Real Spring, Valsayn, Tacarigua, Trinidad, who died on the 4th day of January, 2026, by **Natasha Diaz-Arthur** otherwise **Natasha Maria Diaz-Arthur** of the same place, his lawful widow and relict;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- ARTHUR, EARL:** LETTERS OF ADMINISTRATION of the estate of **EARL ARTHUR** of 12, Christmas Drive, Hampden, Lowlands, Parish of St. Patrick, Tobago, who died on the 15th day of April, 2024, by **Jacqueline Anthea Alleyne** of the same place, the surviving cohabitant;
- BALDEO, POONIA:** LETTERS OF ADMINISTRATION with Will dated the 22nd day of April, 2018, annexed of the estate of **POONIA BALDEO** otherwise **POONIA SAMMY** of 182, Freeport Mission Road, Preysal Village, Couva, Trinidad, who died on the 19th day of March, 2022, by **Cowen Kelvin Poonwasie** otherwise **Cowen Poonwasie** otherwise **Kelvin Poonwassie** of 112, Freeport Mission Road, Preysal, Couva, Trinidad, the surviving residuary devisee and/or legatee named in the Will;
- BATISTE, CYNTHIA AUDREY:** LETTERS OF ADMINISTRATION of the estate of **CYNTHIA AUDREY BATISTE** otherwise **CYNTHIA BAPTISTE** of 10, Caracciolo Avenue, Lawrence Park, Arima, Trinidad, who died on the 14th day of August, 2021, by **Newton Terrance Wayne Baptiste** of Lot No. 146, Mahogany Drive, Lopinot Housing Development, Arouca, Tacarigua, Trinidad, her brother and one of the persons entitled to share in the estate;
- BEHARRY, YVETTE ROSALIND:** LETTERS OF ADMINISTRATION of the estate of **YVETTE ROSALIND BEHARRY** otherwise **YVETTE BEHARRY** of 103, Southern Main Road, Marabella, Naparima, Trinidad, who died on the 18th day of December, 2021, by **Emily Rebecka Beharry** of the same place, her daughter and one of the persons entitled to share in the estate;
- BERNARD, ANDREW JOSEPH:** LETTERS OF ADMINISTRATION of the estate of **ANDREW JOSEPH BERNARD** of 38, Murray Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 7th day of April, 1974, by **Robert Anthony Bernard** of 28, Coblentz Avenue, Cascade, St. Ann's, Trinidad, the lawfully appointed attorney of **Elizabeth Alix Mahon**;
- BEST, KENYAH KALIPHA:** LETTERS OF ADMINISTRATION of the estate of **KENYAH KALIPHA BEST** of Light Pole No. T5009680, Gully Trace, Delaford, Tobago, who died on the 25th day of January, 2017, by **Kester Devon Best** otherwise **Kester Best** of Light Pole No. T5016328, Highlands Road, Moriah, Tobago, his daughter and one of the persons entitled to share in the estate;
- BEST, RALPH:** LETTERS OF ADMINISTRATION of the estate of **RALPH BEST** of 5, TNA Road 1, Point Ligoure, Point Fortin, La Brea, Trinidad, who died on the 8th day of November, 2013, by **Gertrude Ettienne** of the same place, his daughter and the only person entitled to the estate;
- BHAGGAN, FRANKLIN:** LETTERS OF ADMINISTRATION *de bonis non* of the estate of **FRANKLIN BHAGGAN** of 15, North West Drive, Patna Village, Diego Martin, Trinidad, who died on the 13th day of December, 2000, by **Ingrid Ramdhany** of 17, Patna Village, North West Drive, Diego Martin, Trinidad, the legal personal representative of **Lenora Bhaggan**;
- BHOLA, GANESH:** LETTERS OF ADMINISTRATION of the estate of **GANESH BHOLA** of 29, El Dorado Road, Tunapuna, Tacarigua, Trinidad, who died on the 19th day of March, 2024, by **Bissoondaye Bhola** otherwise **Bissoondaye Roopchand** otherwise **Bissoondaye Roopchand** of the same place, his lawful widow and relict;
- BILLINGS, ANNETTE MARIE:** LETTERS OF ADMINISTRATION with an exemplified copy of Will dated the 18th day of December, 2024, annexed of the estate of **ANNETTE MARIE BILLINGS** of 28, Chapel Drive, Chatham County, Savannah, Georgia, 31406, United States of America, who died on the 24th day of December, 2024, by **Karen Piper** of 22–24, St. Vincent Street, Port-of-Spain, Trinidad, the lawfully appointed attorney of **Melody McCall**;
- BIRJOU, CHRISTOPHER:** LETTERS OF ADMINISTRATION of the estate of **CHRISTOPHER BIRJOU** of Light Pole No. 52, Winnie Mohammed Road, Diego Martin, Trinidad, who died on the 15th day of August, 2020, by **Lindsay Birjou** of 37, Strathmore Avenue, Glencoe, Diego Martin, Trinidad, his son and one of the persons entitled to share in the estate;
- BISHOP, JULIA:** LETTERS OF ADMINISTRATION of the estate of **JULIA BISHOP** otherwise **JULIA MARJORIE BISHOP** otherwise **JULIA MARJORIE CROSS** of 23, Bacolet Point, Scarborough, Tobago, who died on the 22nd day of October, 2020, by **Donna Marguerite Bishop** otherwise **Donna Marguerite Bishop-Seaton** otherwise **Donna Bishop-Seaton** of the same place, her daughter and one of the persons entitled to share in the estate;
- BOODOO, VISHNU:** PROBATE of the Will dated the 22nd day of August, 2023, of **VISHNU BOODOO** of 85, Phoenix Park Road, California, Couva, Trinidad, who died on the 18th day of November, 2025, by **Denesh Boodoo** of the same place, the sole executor named in the Will;
- BOODOOSINGH:** LETTERS OF ADMINISTRATION of the estate of **BOODOOSINGH** otherwise **BOODOO SINGH** of 2, Lyle Street, Point Fortin, La Brea, Trinidad, who died on the 6th day of February, 2002, by **Atwaria Boodoosingh** otherwise **Atwaria Ramjass** otherwise **Sylvia Boodoosingh** otherwise **Sylvia Ramjass** of Light Pole No. 51, Ramjass Trace, Don Miguel Road, San Juan, St. Ann's, Trinidad, his daughter and one of the persons entitled to share in the estate;
- BOODRAM, RAJESH SURAJ:** PROBATE of the Will dated the 21st day of November, 2022, of **RAJESH SURAJ BOODRAM** of 1, La Gloria Settlement, New Grant, Princes Town, Savana Grande, Trinidad, who died on the 28th day of November, 2022, by **Davan Vinosh Boodram** of the same place, the sole executor named in the Will;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

BOUCAUD, DINESE: LETTERS OF ADMINISTRATION of the estate of **DINESE BOUCAUD** otherwise **DENISE BOUCAUD** otherwise **DENISE CHARLES** of 349, Chickadee CT Pickering, Ontario, L1V 6Y4, Canada, who died on the 16th day of May, 2021, by **Kelly Malcolm Boucaud** of 19, 4th Street Barataria, San Juan, St. Ann's, Trinidad, her son and one of the persons entitled to share in the estate;

BOUCAUD, WELLINGTON JOHNNY: LETTERS OF ADMINISTRATION of the estate of **WELLINGTON JOHNNY BOUCAUD** otherwise **WELLINGTON BOUCAUD** otherwise **JOHNEY BOUCAUD** of 349, Chickadee CT Pickering, Ontario, L1V 6Y4, Canada, who died on the 29th day of August, 2006, by **Kelly Malcolm Boucaud** of 19, 4th Street Barataria, San Juan, St. Ann's, Trinidad, his son and one of the persons entitled to share in the estate;

BRIDGEWATER, JOYCE: LETTERS OF ADMINISTRATION of the estate of **JOYCE BRIDGEWATER** otherwise **JOYCE GARDNER** of 17, Church Street, Diamond Village, San Fernando, Trinidad, who died on the 17th day of May, 2017, by **Joseph Alroy Bridgewater** otherwise **Alroy Bridgewater** of 2, Silk Cotton Road, Battoo Avenue, Marabella, Naparima, Trinidad, her son and one of the persons entitled to share in the estate;

BYNOE, AUDREY: LETTERS OF ADMINISTRATION of the estate of **AUDREY BYNOE** otherwise **AUDREY MERYL BYNOE** of 19, Vignale Street, Arima, Trinidad, who died on the 28th day of October, 2023, by **Kevin Garvin Koon Koon** otherwise **Kevin Koon Koon** of the same place, her son and the only person entitled to the estate;

CALLISTE, NOELIN: LETTERS OF ADMINISTRATION of the estate of **NOELIN CALLISTE** of 450, Zircon Circular, Arouca, Tacarigua, Trinidad, who died on the 29th day of May, 2024, by **Aalon Williams** of 450, Zircon Circular, Bon Air West, Arouca, Tacarigua, Trinidad, her son and the only person entitled to the estate;

CARRERA, AMBIKA MARIA MOHINI: LETTERS OF ADMINISTRATION of the estate of **AMBIKA MARIA MOHINI CARRERA** of 8, Persad Avenue, Mon Plasir Road, Cunupia, Trinidad, who died on the 13th day of September, 2024, by **Javid Ryan Ali** otherwise **Javid R. Ali** otherwise **Javid Ali** of the same place, her lawful husband;

CATO, CARLTON: PROBATE of the Will dated the 13th day of September, 2024, of **CARLTON CATO** otherwise **CARLTON EDWIN CATO** of 7, Seaview, 2, Cap-de-Ville, Point Fortin, La Brea, Trinidad, who died on the 29th day of January, 2025, by **Gordon Swan** of 13, Pundit Street, Cap-de-Ville, Point Fortin, La Brea, Trinidad, the sole executor named in the Will;

CHAN WING, KATHLYN LYNETTE: PROBATE of the Will dated the 23rd day of May, 2015, of **KATHLYN LYNETTE CHAN WING** of 88, Emerald Drive, Diamond Vale, Diego martin, Trinidad, who died on the 14th day of October, 2024, by **David Martin Chan Wing** of 3, Thomas Drive, Diego Martin, Trinidad, the sole executor named in the Will;

CHARLES, SHAUGHN: LETTERS OF ADMINISTRATION of the estate of **SHAUGHN CHARLES** otherwise **SHAUGHN EVANS JUNIOR CHARLES** of 32, Jackson Street, Curepe, Tacarigua, Trinidad, who died on the 28th day of May, 2023, by **Cyndi Kim Sarah Charles** of 20, Nicholas Gardens, Red Hill d'Abadie, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;

COMISSIONG, BARBARA: LETTERS OF ADMINISTRATION of the estate of **BARBARA COMISSIONG** otherwise **BARBARA LURLIN WILMA COMISSIONG** of 20, Spring Drive, Real Spring Gardens, Valsayn South, Valsayn, Tacarigua, Trinidad, who died on the 18th day of July, 2025, by **Agnes Louise Comissiong** otherwise **Agnes Comissiong** of the same place, her sister and the only person entitled to the estate;

COWIE, IRVILLE MC CARTER: PROBATE of the Will dated the 21st day of January, 2021, of **IRVILLE MC CARTER COWIE** of 172, Bethel Main Road, Bethel, Parish of St. Patrick, Tobago, who died on the 25th day of January, 2021, by **Latoya Aiesha Wachukwu** of the same place, the sole executrix named in the Will;

CREESE, GOLDNEY: LETTERS OF ADMINISTRATION of the estate of **GOLDNEY CREESE** otherwise **SELWYN CREESE** of 50, Brunton Road, St. James, Port-of-Spain, Trinidad, who died on the 6th day of August, 2013, by **Judy Cheryl Creese-Hinds** otherwise **Cheryl Creese** otherwise **Judy Creese** of the same place, his sister and one of the persons entitled to share in the estate;

CUDJOE, EDGAR: LETTERS OF ADMINISTRATION of the estate of **EDGAR CUDJOE** of 10, Quarry Drive, Champs Fleurs, San Juan, St. Ann's, Trinidad, who died on the 13th day of November, 2015, by **Dellarries Cudjoe** of the same place, his lawful widow and relict;

DOS SANTOS-BABWAR, CARMEN: LETTERS OF ADMINISTRATION of the estate of **CARMEN DOS SANTOS-BABWAR** of 2, Ninth Street, Cane Farm Avenue, Tacarigua, Trinidad, who died on the 7th day of November, 2025, by **Cherrise Sarah Bawar Rajabali** of 61, First Street, Barataria, San Juan, St. Ann's, Trinidad, her daughter and the only person entitled to the estate;

DUKE, KESTON: LETTERS OF ADMINISTRATION of the estate of **KESTON DUKE** of 11, Clarke Trace, Mt. Pleasant Parish, St. Patrick, Mt. Pleasant, Tobago, who died on the 13th day of June, 2024, by **Beverly-Ann Chinapoo-Duke** of the same place, his lawful widow and relict;

DUKE, WARREN ALLISTER: LETTERS OF ADMINISTRATION of the estate of **WARREN ALLISTER DUKE** otherwise **WARREN DUKE** of Lot Nos. 10–11, Assaraf Road, Charlieville, Chaguanas, Trinidad, who died on the 17th day of September, 2023, by **Fallon Andrew** otherwise **Fallon Calecia Nandy Duke** otherwise **Fallon Duke** of Mahogany Court Housing Development, Building D, 8A, Mt. Hope, San Juan, St. Ann's, Trinidad, his sister and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

EDWARDS, JIM: PROBATE of the Will dated the 18th day of April, 2024, of **JIM EDWARDS** of 21, Maraj Street Perseverance, Chaguanas, Trinidad, who died on the 12th day of August, 2025, by **Risa Edwards** of the same place, the sole executrix named in the Will;

FERGUSON, RAWLE: LETTERS OF ADMINISTRATION of the estate of **RAWLE FERGUSON** of 5149, Almeda Avenue, Apartment 7F, Far Rockaway, New York, 11691, New York, United States of America, who died on the 29th day of April, 2020, by **Brenda Bonaparte** otherwise **Brenda Bonaparte-Ferguson** otherwise **Brenda Martha Jones** otherwise **Brenda Martha Bonaparte** otherwise **Martha Brenda Bonaparte** otherwise **Martha Branda Bonaparte** of 9, Elton Road, Cap-de-Ville, Point Fortin, La Brea, Trinidad, his lawful widow and relict;

FORBES, BRIAN DARREN: LETTERS OF ADMINISTRATION of the estate of **BRIAN DARREN FORBES** of 20, Robert Trace, Bethany, Mt. Pleasant, Tobago, who died on the 5th day of December, 2025, by **Theresa Forbes** of the same place, his mother and the only person entitled to the estate;

FOSTER, DOREEN: LETTERS OF ADMINISTRATION of the estate of **DOREEN FOSTER** of 43, Green Street, Tunapuna, Tacarigua, Trinidad, who died on the 6th day of March, 2023, by **Faye Vanessa Gail Foster** otherwise **Faye Foster** of 31, Woodpecker Drive, Edinburgh 500, Chaguanas, Trinidad, her daughter and the only person entitled to the estate;

GAFOOR, GLADYS: LETTERS OF ADMINISTRATION of the estate of **GLADYS GAFOOR** otherwise **GLADYS MIRABAI GAFOOR** of 7, Parima Road, Valsayn Park, Valsayn, Tacarigua, Trinidad who died on the 25th day of August, 2023, by **Anthony David Jalil Gafoor** of the same place, her son and the only person entitled to the estate;

GERVAIS, OCTAVE: LETTERS OF ADMINISTRATION of the estate of **OCTAVE GERVAIS** of 8404, Leroy Calliste Circular, Phase 5, La Horquetta, Arima, Trinidad, who died on the 12th day of February, 2021, by **Phyllis Chance** otherwise **Phyllis Pearly Chance** of the same place, his sister and one of the persons entitled to share in the estate;

GILL, JOHN ALBERT: PROBATE of the Will dated the 16th day of November, 2023, of **JOHN ALBERT GILL** otherwise **JOHN GILL** of Light Pole No. 4, Dunder Hill Road, Arouca, Tacarigua, Trinidad, who died on the 10th day of May, 2025, by **Bernadine Pixie Britto** otherwise **Bernadine Britto** of 217, Lopinot Road, Light Pole No. 56, Hosein Street, Arouca, Tacarigua, Trinidad, the sole executrix named in the Will;

GOBIN, SOOKDEO: LETTERS OF ADMINISTRATION *de bonis non* of the estate of **SOOKDEO GOBIN** of Light Pole No. 21, Don Miguel Road, Cimaronero, San Juan, St. Ann's, Trinidad, who died on the 21st day of April, 1962, by **Dhoon Persad Gobin** of the same place, his son and one of the persons entitled to share in the estate;

GOODING, ESTHER PATSY: PROBATE of the Will dated the 23rd day of September, 2017, of **ESTHER PATSY GOODING** of Light Pole No. 52, Malabar Branch Road, Arima, Trinidad, who died on the 15th day of October, 2021, by **Glen Sunil Gooding** of the same place, the sole executor named in the Will;

GRANDERSON, HERMAN: LETTERS OF ADMINISTRATION of the estate of **HERMAN GRANDERSON** of 1022, Sucrier Terrace, Maloney Gardens, Maloney, Arima, Trinidad, who died on the 23rd day of January, 2025, by **Karen Granderson** of 1022, Sucrier Terrace, Maloney Gardens, d'Abadie, Arima, Trinidad, his daughter and one of the persons entitled to share in the estate;

GRANT, KNOLLY: PROBATE of the Will dated the 11th day of July, 2023, of **KNOLLY GRANT** of Light Pole No. 99, Boatswain Gully, Les Coteaux, Tobago, who died on the 11th day of November, 2023, by **Leandro Grant** of the same place, the sole executor named in the Will;

GRAY, ARDEN NIGEL: LETTERS OF ADMINISTRATION of the estate of **ARDEN NIGEL GRAY** of Rose Hill, Top Hill, Mason Hall, Tobago, who died on the 30th day of August, 2020, by **Vydia Jo-Anne Patten-Rojas** of the same place, the surviving cohabitant;

GRIFFITH, LIVINGSTONE: PROBATE of the Will dated the 8th day of January, 2008, of **LIVINGSTONE GRIFFITH** of 78, Jasper Avenue, Diamond Vale, Diego Martin, Trinidad, who died on the 12th day of May, 2024, by **THE REPUBLIC BANK LIMITED** whose registered address is situated at Republic House, 9–19, Park Street, Port-of-Spain, Trinidad, the sole executor named in the Will;

HANNIBAL, MELVINA: PROBATE of the Will dated the 5th day of August, 1997, of **MELVINA HANNIBAL** of William Street, near Electric Light Pole No. 13, Mt. Hope, St. Joseph, Tacarigua, Trinidad, who died on the 20th day of December, 2016, by **Henrietta Hannibal** of 11, 17D Street, Beetham Gardens, Port-of-Spain, Trinidad, the surviving executrix named in the Will;

HARRICHARAN, ANTHONY: LETTERS OF ADMINISTRATION of the estate of **ANTHONY HARRICHARAN** of 554, St. Croix Road, Princes Town, Savana Grande, Trinidad, who died on the 13th day of July, 2016, by **Kalawatee Rita Rambarran** otherwise **Rita Rambarran** otherwise **Kalawatee Rambarran** otherwise **Rita Kalawatee Rambarran** otherwise **Kalawatee Rita Sooknanan** otherwise **Rita Sooknanan** otherwise **Kalawatee Sooknanan** of 130, Nanan South Trace, Barrackpore, Naparima, Trinidad, the surviving cohabitant;

HARRY, DORIS: LETTERS OF ADMINISTRATION of the estate of **DORIS HARRY** of 30, High Street, Siparia, Trinidad, who died on the 19th day of December, 2007, by **Indra Sita Harry** otherwise **Sita Harry** of the same place, her daughter and the only person entitled to the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

HARRYPERSAD, SIEUNARINE: PROBATE of the Will dated the 7th day of January, 2006, of **SIEUNARINE HARRYPERSAD** otherwise **SIEUNARINE HARRYPERSAD** of 1312, Warden Avenue, Toronto, Ontario, M1R2R6, Canada, who died on the 28th day of February, 2022, by **Manoj Harrypersad** of 52, Lyle Lane Street, Felicity, Chaguanas, Trinidad, the sole executor named in the Will;

HENRY, KENNETH QUENTIN: LETTERS OF ADMINISTRATION of the estate of **KENNETH QUENTIN HENRY** otherwise **KENNETH HENRY** of 2, Pearl Gardens Drive Extension, Diego Martin, Trinidad, who died on the 13th day of January, 2022, by **Wilma Henry** otherwise **Wilma Chrysostom** of the same place, his lawful widow and relict;

HOSEIN, BELLA: LETTERS OF ADMINISTRATION of the estate of **BELLA HOSEIN** of 11, Ashiek Hosein Drive, Maingot Trace, Calcutta Road 2, Freeport, Chaguanas, Trinidad, who died on the 29th day of December, 2023, by **Fahreena Hosein-Bowen** of the same place, her daughter and the only person entitled to the estate;

HOSEIN, MOHAMMED KAMRUDEEN: LETTERS OF ADMINISTRATION of the estate of **MOHAMMED KAMRUDEEN HOSEIN** of Light Pole No. 80, Endeavour Road Extension, Endeavour, Chaguanas, Trinidad, who died on the 8th day of February, 2025, by **Noor Mohammed Mustafa Hosein** of 10A, Ackbar Road, Charlieville, Chaguanas, Trinidad, his son and one of the persons entitled to share in the estate;

HOSEIN, SUBRATTAN: LETTERS OF ADMINISTRATION of the estate of **SUBRATTAN HOSEIN** of 129, Foster Road, Sangre Grande, Manzanilla, Trinidad, who died on the 8th day of March, 1976, by **Manzoor Ahamad Hosein** of the same place, her son and one of the persons entitled to share in the estate;

HOSPEDALES, CHARLES EDWARD: PROBATE of the Will dated the 17th day of May, 2016, of **CHARLES EDWARD HOSPEDALES** otherwise **CHARLES E. HOSPEDALES** otherwise **CHARLES HOSPEDALES** of Light Pole No. 206, Saddle Road, Upper Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 28th day of June, 2023, by **Cyrilla Hospedales** otherwise **Cyrilla Ekaterina Hospedales** of the same place, the other executor named in the Will;

HOYTE, KELL-ANN ALICIA: LETTERS OF ADMINISTRATION of the estate of **KELL-ANN ALICIA HOYTE** otherwise **KELL-ANN HOYTE** of Light Pole No. 932, Eastern Main Road, Bravo Hill, Sangre Grande, Manzanilla, Trinidad, who died on the 22nd day of September, 2025, by **Angela Figuera** of the same place, her mother and one of the persons entitled to share in the estate;

ISAACS, UNA: LETTERS OF ADMINISTRATION of the estate of **UNA ISAACS** of 18, Gardenia Circular, Macoya Gardens, Tunapuna, Tacarigua, Trinidad, who died on the 29th day of December, 2024, by **William Stephen Isaacs** of the same place, her son and the only person entitled to the estate;

JACKSON, ROY CANTWELL: LETTERS OF ADMINISTRATION with Will dated the 23rd day of August, 2019, annexed of the estate of **ROY CANTWELL JACKSON** otherwise **ROY JACKSON** otherwise **CANTWELL JACKSON** of 2714, Avenue D, Brooklyn New York, 11226, New York, United States of America, who died on the 21st day of May, 2022, by **Albon Waldron** of 12, Cocorite Terrace, Port-of-Spain, Trinidad, the lawfully appointed attorney of **Monica Jackson**;

JACOB, JAMES ALPHONSO: PROBATE of the Will dated the 11th day of March, 2011, of **JAMES ALPHONSO JACOB** otherwise **JAMES JACOB** of Light Pole No. 72, Jerningham Junction, Cunupia, Trinidad, who died on the 10th day of January, 2012, by **Albertha Juslin Jacob** otherwise **Albertha Jacob** of the same place, the sole executrix named in the Will;

JAGDATH, BOYIE UDHOW: LETTERS OF ADMINISTRATION of the estate of **BOYIE UDHOW JAGDATH** otherwise **BOYIE JAGDATH** of 56, Mohammed Street, El Dorado, Tacarigua, Trinidad, who died on the 17th day of November, 2023, by **Mary Teresa Jagdath** otherwise **Mary Jagdath** of the same place, his lawful widow and relict;

JAGNARINE, MANIRAM: LETTERS OF ADMINISTRATION of the estate of **MANIRAM JAGNARINE** of 145, Aranguez Main Road, Aranguez, San Juan, St. Ann's, Trinidad, who died on the 28th day of July, 2023, by **Indarjit Jagnarine** of the same place, his brother and one of the persons entitled to share in the estate;

JAMOORTEE: LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 22nd day of January, 1985, annexed of the estate of **JAMOORTEE** of 2 Mile Mark, San Francique Road, Penal, Siparia, Trinidad, who died on the 4th day of August, 1989, by **Adesh Ramkissoon** of 296, San Francique Road, Penal, Siparia, Trinidad, one of the residuary devisees and/or legatees named in the Will;

JOSEPH, LOUISE: LETTERS OF ADMINISTRATION of the estate of **LOUISE JOSEPH** otherwise **LOUISE BARBARA JOSEPH** of Light Pole No. 77, Sea Trace, Bagatelle, Diego Martin, Trinidad, who died on the 25th day of December, 2021, by **Maria Joseph** otherwise **Maria Christine Joseph** of the same place, her daughter and one of the persons entitled to share in the estate;

KARIM, ZENA JEAN: PROBATE of the Will dated the 3rd day of March, 2020, of **ZENA JEAN KARIM** of 609, West Coast Drive, Gulf View, La Romain, Naparima, Trinidad, who died on the 11th day of August, 2024, by **Indra Samlal Jhagroo** of 683, West Coast Drive, Gulf View, La Romain, Naparima, Trinidad, the sole executrix named in the Will;

KENNEDY, ESSELE: LETTERS OF ADMINISTRATION of the estate of **ESSELE KENNEDY** otherwise **LOUISA KENNEDY** otherwise **ESSELE LOUISA KENNEDY** of Light Pole No. 62/7, Pipiol Road, Cantaro Village, Upper Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 4th day of December, 2023, by **Junior Francis Kennedy** otherwise **Junior Kennedy** of the same place, her son and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

KHAN, RASHEED: LETTERS OF ADMINISTRATION of the estate of **RASHEED KHAN** of 37, Laloo Trace, Union Village, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 15th day of February, 2025, by **Yasmin Zenobia Khan** of the same place, his lawful widow and relict;

KHAN, RITA RAMRAJIE: LETTERS OF ADMINISTRATION of the estate of **RITA RAMRAJIE KHAN** otherwise **RITA KHAN** of 88, Roystonea Drive, Penco Lodge, Chaguanas, Trinidad, who died on the 3rd day of October, 2024, by **Narishan Khan** of the same place, her lawful husband;

KHAN, SHAID: PROBATE of the Will dated the 9th day of April, 2021, of **SHAID KHAN** of Light Pole No. 53, Ramoutar Street, Munroe Road, Cunupia, Trinidad, who died on the 15th day of July, 2021, by **Shareeza Ali-Khan** of 61, Ragoo Street, Munroe Road, Cunupia, Trinidad, the sole executrix named in the Will;

KHAN, ZALAIKA: PROBATE of the Will dated the 23rd day of August, 2004, of **ZALAIKA KHAN** of 4, Ridge Vale Terrace, Four Roads, Diego Martin, Trinidad, who died on the 11th day of December, 2017, by **Sultan Khan** of Lot No. 4, Fondes Amandes Road, St. Ann's, Trinidad, the sole executor named in the Will;

KHAN-SEUNATH, KALIFFA RAVIA: LETTERS OF ADMINISTRATION of the estate of **KALIFFA RAVIA KHAN-SEUNATH** otherwise **KALIFFA KHAN-SEUNATH** otherwise **KALIFFA SEUNATH** otherwise **RAVIA KALIFFA SEUNATH** of 20, Lexus Boulevard, Harmony Hall, Marabella, Naparima, Trinidad, who died on the 18th day of July, 2025, by **Prakash Seunath** of the same place, her lawful husband;

LANCASTER, ROXANN LYSTRA: LETTERS OF ADMINISTRATION of the estate of **ROXANN LYSTRA LANCASTER** otherwise **ROXANNE LANCASTER** otherwise **RUXANN LYSTRA LANCASTER** otherwise **RUXANN LANCASTER** of Light Pole No. 4, Lodge Road, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 13th day of December, 2023, by **Josiah Amos Belfon** of the same place, her son and one of the persons entitled to share in the estate;

LATCHMAN, SAMUEL JOSHUA: LETTERS OF ADMINISTRATION of the estate of **SAMUEL JOSHUA LATCHMAN** of Lot No. 3A5, Yahvi's Place, Adjodha Road Extension, Cunupia, Trinidad, who died on the 6th day of January, 2026, by **Abbigail Ruben Latchman** of the same place, his lawful widow and relict;

LEWIS, RANDOLPH: LETTERS OF ADMINISTRATION *de bonis non* of the estate of **RANDOLPH LEWIS** of 12, Ibis Drive River Estate, Diego Martin, Trinidad, who died on the 11th day of September, 2006, by **Sandra Lewis-Angelo** of the same place, his daughter and one of the persons entitled to share in the estate;

LOCARIO, OUNAKO: LETTERS OF ADMINISTRATION of the estate of **OUNAKO LOCARIO** otherwise **OUNAKO ADAMS** of Building 7, Apartment 4–1 South, Jacana Avenue, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 3rd day of January, 2025, by **Julie Adams** otherwise **Germaine Adams** of the same place, his mother and the only person entitled to the estate;

LOGAN, LEBERT: LETTERS OF ADMINISTRATION of the estate of **LEBERT LOGAN** otherwise **RIVERS SOLOMON LOGAN** otherwise **RIVERS S. LOGAN** of 26, Alfred Richard Street, St. James, Port-of-Spain, Trinidad, who died on the 4th day of February, 2023, by **Joan Logan** of the same place, his lawful widow and relict;

LOPEZ SENIOR, MICHAEL: LETTERS OF ADMINISTRATION of the estate of **MICHAEL LOPEZ SENIOR** of Light Pole No. 939, Eastern Main Road, Sangre Grande, Manzanilla, Trinidad, who died on the 31st day of March, 2020, by **Kathleen Lopez** of the same place, his lawful widow and relict;

LOPEZ, JUNE: LETTERS OF ADMINISTRATION of the estate of **JUNE LOPEZ** of 12, Ward Lane, Hermitage Road, Gonzales, Belmont, Port-of-Spain, Trinidad, who died on the 24th day of April, 2022, by **Miguel Lopez** of Apartment 1–4, Building 2, Harpe Place, Port-of-Spain, Trinidad and **Jacinta Bascombe** of 12, Ward Lane, Hermitage Road, Gonzales, Belmont, Port-of-Spain, Trinidad, her son and daughter respectively and two of the persons entitled to share in the estate;

LUTCHMAN, THAKOORLAL: LETTERS OF ADMINISTRATION of the estate of **THAKOORLAL LUTCHMAN** otherwise **THACKOORLAL LUTCHMAN** of 403, Rochard Douglas Road, Barrackpore, Naparima, Trinidad, who died on the 28th day of June, 2022, by **Ann Marie Lutchman** of the same place, his lawful widow and relict;

MADOO, CLEMENT: LETTERS OF ADMINISTRATION of the estate of **CLEMENT MADOO** of 136, Edinburgh Village, Chaguanas, Trinidad, who died on the 10th day of March, 2016, by **Marlene Aleong** otherwise **Marlene Ballierajh** otherwise **Marlene Madoo** of 5, Sugarcane Avenue South, Edinburgh Village, Chaguanas, Trinidad, his daughter and one of the persons entitled to share in the estate;

MAHARAJ, LALL: LETTERS OF ADMINISTRATION of the estate of **LALL MAHARAJ** of 314G, Lackraj Trace, Avocat Village, Siparia Old Road, Fyzabad, Trinidad, who died on the 30th April, 2017, by **Hema Ama Maharaj** of the same place, his lawful widow and relict;

MARAJ, BALAMATTEE: LETTERS OF ADMINISTRATION of the estate of **BALAMATTEE MARAJ** otherwise **BALMATTEE GURUPERSAD** otherwise **BALAMATEE MARAJ** of 49, Boodoo/Soman Street, 1, Valsayn, Tacarigua, Trinidad, who died on the 18th day of January, 2023, by **Jaishiv Maraj** of the same place, her son and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

MARCHAN, YVONNE: PROBATE of the Will dated the 13th day of March, 2020, of **YVONNE MARCHAN** of 21–23, Copeland Street, Nelson Street, Couva, Trinidad, who died on the 8th day of August, 2025, by **Wanda Marchan** otherwise **Wanda Marchan-Delarosa** of the same place, the sole executrix named in the Will;

MASCALL, BERTRAM: LETTERS OF ADMINISTRATION of the estate of **BERTRAM MASCALL** of 29, Cicada Street, Morvant, St. Ann's, Trinidad, who died on the 14th day of May, 2022, by **Bertram Mascall** otherwise **Bertram Dolton Mascall** of 71, Ogaro Road, Prizger Land, Laventille, St. Ann's, Trinidad, his son and one of the persons entitled to share in the estate;

MEHARRIS, KERWYN MARK: LETTERS OF ADMINISTRATION of the estate of **KERWYN MARK MEHARRIS** of Light Pole No. 69, Mamoral Road, Flanagan Town, Montserrat, Trinidad, who died on the 25th day of March, 2017, by **Malique Xavier Meharris** of 50, Arena Road, Freeport, Chaguanas, Trinidad, his son and the only person entitled to the estate;

MITCHELL, LAURA: PROBATE of the Will dated the 4th day of March, 2021, of **LAURA MITCHELL** of 27, Lowkie Trace Extension, Penal, Siparia, Trinidad, who died on the 5th day of June, 2021, by **Denise Mitchell-Neptune** of 10, Gosine Avenue, Sunrees Road, Penal, Siparia, Trinidad, the sole executrix named in the Will;

MITCHELL, TREVAUGHN MC DAVID: PROBATE of the Will dated the 5th day of April, 2023, of **TREVAUGHN MC DAVID MITCHELL** of 13, Church Street, La Sophie Street, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 6th day of September, 2023, by **Vijaya Seecharan** of the same place, the sole executrix named in the Will;

MOHAMMED, BADRUDIN: LETTERS OF ADMINISTRATION *de bonis non* of the estate of **BADRUDIN MOHAMMED** otherwise **BUDRUDEEN MOHAMMED** otherwise **BAROODEEN MOHAMMED** of Monroe Trace, Warrenville, Cunupia, Trinidad, who died on the 3rd day of June, 1996, by **Zahir Mohammed** of Light Pole No. 14, Warren Monroe Road, Warrenville, Cunupia, Trinidad, his son and the only person entitled to the estate;

NELSON, JOAN: LETTERS OF ADMINISTRATION of the estate of **JOAN NELSON** of Cumuto Main Road, 51¼ Mile Mark, Cumuto, Tamana, Trinidad, who died on the 16th day of September, 2025, by **Patricia Phipps** of 59/1B, Isaac Terrace, Blue Basin, Diego Martin, Trinidad, the lawfully appointed attorney of **Benjamin Samuel**;

OSBORNE, EARL JOSHUA: LETTERS OF ADMINISTRATION of the estate of **EARL JOSHUA OSBORNE** otherwise **EARL OSBORNE** of 248, Milton Trace, Maracas, St. Joseph, Trinidad, who died on the 2nd day of August, 2024, by **Erica Julia Murray-Osborne** otherwise **Erica Murray-Osborne** of Light Pole No. 13/3, Upper St. Francois Valley Road, Belmont, Port-of-Spain, Trinidad, his lawful widow and relict;

PALLOO, DANA SIEWCHAN: LETTERS OF ADMINISTRATION of the estate of **DANA SIEWCHAN PALLOO** otherwise **SIEWCHAN PALLOO** of 47, Seemungal Trace, Penal, Siparia, Trinidad, who died on the 26th day of June, 2021, by **Dana Siewchan Palloo Jr.** of 8, Copernica Drive, Roystonia, Couva, Trinidad, his son and the only person entitled to the estate;

PANCHAM, CHARMAINE CHARLENE: LETTERS OF ADMINISTRATION of the estate of **CHARMAINE CHARLENE PANCHAM** otherwise **CHARMAINE PANCHAM** of 5, Marigold Drive, Siparia, Trinidad, who died on the 19th day of October, 2021, by **Antonela Daria Searles** of Light Pole No. 5, Marigold Drive, Siparia, Trinidad, her sister and one of the persons entitled to share in the estate;

PAUL, UMITLA: LETTERS OF ADMINISTRATION of the estate of **UMILTA PAUL** otherwise **UMILTA SCOTT** of 138, New Settlement, Caroni Savannah Road, Chaguanas, Trinidad, who died on the 15th day of February, 2019, by **Arthur Negel Paul** of 225, Seagrape Drive, Cashew Gardens, Longdenville, Chaguanas, Trinidad, her son and one of the persons entitled to share in the estate;

PEMBERTON-SONES, GLORIA CECILIA: PROBATE of the Will dated the 11th day of July, 2007, of **GLORIA CECILIA PEMBERTON-SONES** otherwise **GLORIA PEMBERTON-SONES** otherwise **GLORIA PEMBERTON SONES** otherwise **GLORIA CECILIA PEMBERTON** otherwise **GLORIA PEMBERTON** otherwise **CECELIA PEMBERTON** of 54, Mount Moriah Road, San Fernando, Trinidad, who died on the 29th day of July, 2024, by **Miranda Cassandra Pemberton** of 28, Riverside Road, Cascade, San Juan, St. Ann's, Trinidad, the sole executrix named in the Will;

PERSAD, SITARA BISSONDAI: PROBATE of the Will dated the 27th day of February, 2019, of **SITARA BISSONDAI PERSAD** otherwise **BISSONDAI PERSAD** otherwise **BISSONDAI SITARA PERSAD** otherwise **BISSONDAI SITARA PERSAD** otherwise **SITARA PERSAD** otherwise **SITA PERSAD** otherwise **BISSONDAI SITARA RAJARAM** otherwise **SITARA ROSALINE RAJARAM** of 6, Karen Street, Smith Development, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 12th day of June, 2021, by **Victoria Siewnarine-Geelalsingh** of Lot No. 6, Karen Street, Smith Development, Five Rivers, Arouca, Tacarigua, Trinidad, the other executor named in the Will;

PHIPPS, EARL EDWARD: LETTERS OF ADMINISTRATION of the estate of **EARL EDWARD PHIPPS** otherwise **EARL PHIPPS** of 77, Curucaye Estate, San Juan, St. Ann's, Trinidad, who died on the 20th day of February, 2026, by **Claire Albertina Phipps** otherwise **Claire Phipps** of Light Pole No. 56, Petit Curucaye, Lower Santa Cruz, San Juan, St. Ann's, Trinidad, his sister and one of the persons entitled to share in the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

RAGOONANAN, SOOKRAJIE: LETTERS OF ADMINISTRATION of the estate of **SOOKRAJIE RAGOONANAN** otherwise **SOOKRAJIE SEEPERSAD** otherwise **SOOKRAGIE RAMPERSAD** otherwise **SOOKRAJIE RAGOONANAN PERSAD** of Light Pole No. 194, El Carmen Village, St. Helena Village, Caroni South Bank Road, Piarco, Tacarigua, Trinidad, who died on the 17th day of July, 2022 by **Taramatie Ragoonanan** otherwise **Tariamati** otherwise **Taramatie Rampersad** of the same place, her daughter and the only person entitled to the estate;

RALPH, AUGUSTINA: PROBATE of the Will dated the 8th day of January, 2013, of **AUGUSTINA RALPH** of 6¼ Mile Mark, Brazil Village, Talparo, San Raphael, Trinidad, who died on the 26th day of November, 2022, by **Keith Marquis** of Light Pole No. 216, Talparo Main Road, Brazil Village, Talparo, San Rafael, Trinidad, the sole executor named in the Will;

RAMANAN, RAMPIARI: LETTERS OF ADMINISTRATION of the estate of **RAMPIARI RAMANAN** of Light Pole No. 5, Perseverance Road, Ramsaran Street, Carapichaima, Chaguanas, Trinidad, who died on the 27th day of December, 2018, by **Annirude Ramanan** of the same place, her son and one of the persons entitled to share in the estate;

RAMCALLIAN, SOOKDEO: LETTERS OF ADMINISTRATION of the estate of **SOOKDEO RAMCALLIAN** of 12, Rig Road, Rochard Road, Barrackpore, Naparima, Trinidad, who died on the 6th day of January, 2023, by **Gloria Ramcallian** of the same place, his lawful widow and relict;

RAMDATH, DEONARINE: LETTERS OF ADMINISTRATION of the estate of **DEONARINE RAMDATH** of 60, Esperanza Village, California, Couva, Trinidad, who died on the 26th day of September, 2012, by **Sumatee Ramdath** otherwise **Sumatee Ramdath-Akalloo** of 4, St. Andrews Street, St. Julien Village, Princes Town, Savana Grande, Trinidad, his daughter and one of the persons entitled to share in the estate;

RAMDOO, CHARLENE ANGELA: LETTERS OF ADMINISTRATION of the estate of **CHARLENE ANGELA RAMDOO** otherwise **CHARLENE RAMDOO** of 146, Mahogany Circle, Timberland Park, d'Abadie, Arima, Trinidad, who died on the 11th day of April, 2026, by **Daniel Christiano Isaiah Ramdoo** of the same place, her son and one of the persons entitled to share in the estate;

RAMJATTAN: LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 13th day of November, 1970, annexed of the estate of **RAMJATTAN** otherwise **JATTAN** of North Trace, Cap-de-Ville, Point Fortin, La Brea, Trinidad, who died on the 9th day of July, 1983, by **Theresa Phillips** otherwise **Theresa June Phillips** of 96, Store Bay Local Road, Bon Accord, Tobago, the lawfully appointed attorney of **Silhy** otherwise **Lena E. Jattan-Mahabir** otherwise **Eastlyn Lena Jattan-Mahabir**;

RAMJIT, LAL: LETTERS OF ADMINISTRATION of the estate of **LAL RAMJIT** of Boodoo's Funeral Home, 2, Southern Main Road, Cunupia, Trinidad, who died on the 23rd day of December, 2021, by **Tarrandath Ramjit** of 71, Mission Road, Freeport, Chaguanas, Trinidad, his brother and one of the persons entitled to share in the estate;

RAMKISSOON, BASSANTIE: LETTERS OF ADMINISTRATION of the estate of **BASSANTIE RAMKISSOON** otherwise **BASANTIE RAMKEESOON** of Light Pole No. 256, Main Road, Kelly Village, Caroni, Trinidad, who died on the 17th day of January, 2002, by **Maharanie Sooknarine** of Light Pole No. 4, Boodoo Avenue, Maturita Trace, Arima, Trinidad, her daughter and one of the persons entitled to share in the estate;

RAMNATH, JOAN: LETTERS OF ADMINISTRATION of the estate of **JOAN RAMNATH** otherwise **JOAN IMELDA RAMNATH** otherwise **JOAN IMELDA ADIMOOLAH** of 3, (Lot No. 4), Mungal Street, St. Augustine, Tacarigua, Trinidad, who died on the 27th day of August, 2022, by **Aaron Nigel Ramnath** of the same place, her son and one of the persons entitled to share in the estate;

RAMPERSAD, CYRIL: LETTERS OF ADMINISTRATION of the estate of **CYRIL RAMPERSAD** otherwise **CYRIL RAMPERSAD COREGALIAN RAMPERSAD** otherwise **CYRIL COREGALIAN RAMPERSAD** of Light Pole No. 54, MI Trace, El Socorro Road, San Juan, St. Ann's, Trinidad, who died on the 12th day of October, 2014, by **Sumintra Rampersad** of the same place, his lawful widow and relict;

RAMSAWAK, KEVIN JASON: LETTERS OF ADMINISTRATION of the estate of **KEVIN JASON RAMSAWAK** of Fourth Street, West Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 10th day of September, 2025, by **Candice Lisa Rampersad** of the same place, the surviving cohabitant;

RASOOL, WAZIR: LETTERS OF ADMINISTRATION of the estate of **WAZIR RASOOL** of 1A, Hingoo Lane, Boundary Road, San Juan, St. Ann's, Trinidad, who died on the 25th day of December, 2023, by **Alisha Dos Santos Rasool** otherwise **Alisha Rasool** of the same place, his lawful widow and relict;

REECE-MIKE, JENIPHER: PROBATE of the Will dated the 4th day of September, 2021, of **JENIPHER REECE-MIKE** of Apartment 005, Block B, Embacadere, San Fernando, Trinidad, who died on the 26th day of March, 2025, by **Rhonda Leigh Mike** of 1, Connection Drive, Enterprise Chaguanas, Trinidad, the sole executrix named in the Will;

ROBERTS, LEE TROY KERRION: LETTERS OF ADMINISTRATION of the estate of **LEE TROY KERRION ROBERTS** of Lot No. 3, Apartment 6, La Puerta Avenue, Diego Martin, Trinidad, who died on the 21st day of September, 2014, by **Eustas Roberts** of Light Pole No. 52, Quarry Drive, Champs Fleurs, St. Ann's, Trinidad, his father and the only person entitled to the estate;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

ROBERTS, WINSON: PROBATE of the Will dated the 22nd day of May, 2023, of **WINSON ROBERTS** of 5, Sesame Street, Bethlehem, Bethel, Tobago, who died on the 28th day of May, 2023, by **Earla Roberts Hackett** of Tyson Hall, Fielder Road, Bon Accord, Tobago, the sole executrix named in the Will;

ROOP, SUKU SINGH REECHAN: PROBATE of the Will dated the 28th day of September, 2016, of **SUKU SINGH REECHAN ROOP** of Light Pole No. 5, B. M. Singh Street, Waterloo Road, Carapichaima, Chaguanas, Trinidad, who died on the 20th day of May, 2022, by **Nicholas Roop** of 10, Maple Street, Roopsingh Road, Carapichaima, Chaguanas, Trinidad, the other executor named in the Will;

ROOPCHAND, RAE VIJAY: LETTERS OF ADMINISTRATION of the estate of **RAE VIJAY ROOPCHAND** of 3A, Victoria Street, San Fernando, Trinidad, who died on the 13th day of December, 2025, by **Krishendaye Harrinarine** of the same place, his lawful widow and relict;

SAMMY, LAWRENCE: LETTERS OF ADMINISTRATION with an exemplified copy of the estate of **LAWRENCE SAMMY** of 106–16, 142 Street, Jamaica Queens, New York, United States of America, who died on the 9th day of April, 2018, by **Anouska Sammy** of 10, Victory Heights, Arima Old Road, Arima, Trinidad, the legal personal representative of **Razia Sammy**;

SEECHAN, MITRA: LETTERS OF ADMINISTRATION of the estate of **MITRA SEECHAN** of Light Pole No. 50, Eighth Street, Five Rivers, Arouca, Tacarigua, Trinidad, who died on the 27th day of June, 2023, by **Nandranie Indrani Sookdeo** of the same place, his mother and the only person entitled to the estate;

SEUNARINE, POLLY: LETTERS OF ADMINISTRATION of the estate of **POLLY SEUNARINE** otherwise **POLLY BASDEO** otherwise **POLLY TANAN** of 24, Sixth Company, Petite Café, Moruga Road, Moruga, Trinidad, who died on the 8th day of February, 2016, by **Leela Basdeo** of the same place, her daughter and one of the persons entitled to share in the estate;

SIEUSANKAR, DAVID: LETTERS OF ADMINISTRATION of the estate of **DAVID SIEUSANKAR** otherwise **DAVID SATHESH SIEUSANKAR** of 58, Chacon Street, San Fernando, Trinidad, who died on the 20th day of August, 2025, by **Angela Sieusankar-Ali** of 2, Happy Hill Drive, Vistabella, San Fernando, Trinidad, his sister and one of the persons entitled to share in the estate;

SINGH, HARRIDATH RAMNARINE: LETTERS OF ADMINISTRATION of the estate of **HARRIDATH RAMNARINE SINGH** of 10, Branch Trace, 1, Lalbeharry Trace, Debe, Naparima, Trinidad, who died on the 7th day of June, 2025, by **Rupa Ramnarinesingh** otherwise **Rupa Ramnarine Singh** of the same place, his sister and one of the persons entitled to share in the estate;

SMALL, YVONNE: PROBATE of the Will dated the 31st day of March, 2005, of **YVONNE SMALL** of 52, Balata Trace, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 10th day of July, 2021, by **Donna Grimes** of 51, Hummingbird Avenue, Phase 3, Malabar, Arima, Trinidad, the other executor named in the Will;

SOLOMON, CELESTINE: PROBATE of the Will dated the 29th day of September, 2011, of **CELESTINE SOLOMON** of 15, Sampson Street, Waterloo Road, Carapichaima, Chaguanas, Trinidad, who died on the 21st day of December, 2018, by **Swayne Tom-Emboya Trevon Solomon** of 61, Chaconia Street, Roopsingh Road, Carapichaima, Chaguanas, Trinidad, the sole executor named in the Will;

SOOKLAL, SATNARINE DEVANAND: LETTERS OF ADMINISTRATION of the estate of **SATNARINE DEVANAND SOOKLAL** otherwise **SATNARINE SOOKLAL** of 55, Post Office Trace, New Grant, Princes Town, Savana Grande, Trinidad, who died on the 11th day of January, 2022, by **Lilawatie Sooklal** of the same place, his lawful widow and relict;

SOOMAL, MOTILAL: PROBATE of the Will dated the 13th day of March, 2003, of **MOTILAL SOOMAI** of 3, Bhagoutie Trace, San Juan, St. Ann's, Trinidad, who died on the 18th day of March, 2020, by **Krishna Soomai** of the same place, the surviving executor named in the Will;

SOON, SUFORE EDWARD: LETTERS OF ADMINISTRATION of the estate of **SUFORE EDWARD SOON** of 5, Deo Street, Arena Road, Freeport, Chaguanas, Trinidad, who died on the 5th day of January, 2024, by **Laura Kathleen Soon** of the same place, his lawful widow and relict;

SUBERO, KESTON: LETTERS OF ADMINISTRATION of the estate of **KESTON SUBERO** otherwise **KESTON JOHN SUBERO** of Light Pole No. 51B, Moses Avenue, Saddle Road, Lower Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 31st day of October, 2021, by **Ciceley Subero** of 8, Stella Street, Curepe, Tacarigua, Trinidad, his mother and one of the persons entitled to share in the estate;

SUBRATEE, MAMIN: LETTERS OF ADMINISTRATION of the estate of **MAMIN SUBRATEE** otherwise **MAMIN SUBRATIE** otherwise **MAMIN SUBRATTEE** of Light Pole No. 162, St. Mary's Village, Moruga Road, Moruga, Trinidad, who died on the 12th day of January, 1981, by **Nazima Ali Knox** of 11B, Gomez Street, St. Mary's Village, Moruga, Trinidad, the lawfully appointed attorney of **Moozam Ali** otherwise **Moozamali**;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

SURUJBALLY, RILEY RAMSARRAN: PROBATE of the Will dated the 24th day of June, 2021, of **RILEY RAMSARRAN SURUJBALLY** of 131, Buen Intento Road, Princes Town, Savana Grande, Trinidad, who died on the 27th day of January, 2025, by **Sherry Ann Surujbally Mohammed** otherwise **Sherry Ann Surujbally-Mohammed** otherwise **Sherry Ann Mohammed** of 5, Laurier Boulevard, Coconut Drive, San Fernando, Trinidad, the sole executrix named in the Will;

TANG-LEE, JOAN: LETTERS OF ADMINISTRATION of the estate of **JOAN TANG-LEE** otherwise **JOAN TONG-LEE** of 19, Caradale Crescent, St. Joseph Village, San Fernando, Trinidad, who died on the 8th day of December, 2020, by **Henry Tang-Lee** of 9, Fourth Street, Off Charles Street, Gasparillo, Pointe-a-Pierre, Trinidad, her brother and one of the persons entitled to share in the estate;

TEELUCK, DHANMATEE: LETTERS OF ADMINISTRATION with Will dated the 10th day of October, 2018, annexed of the estate of **DHANMATEE TEELUCK** of Lot No. 37, Paradise Lane, Southern Main Road, Chaguanas, Trinidad, who died on the 18th day of December, 2023, by **Suraj Curtis Sookram** of the same place, one of the residuary devisees and/or legatees named in the Will;

TROTMAN, KENNETH: LETTERS OF ADMINISTRATION of the estate of **KENNETH TROTMAN** otherwise **KENNETH CHARLES TROTMAN** of Light Pole No. 58A, St. Lucien Extension Road, Diego Martin, Trinidad, who died on the 17th day of July, 2021, by **Tramaine Sonia Diana Trotman** otherwise **Tramaine Trotman** of the same place, his daughter and one of the persons entitled to share in the estate;

UMRAWSINGH, ASHA: PROBATE of the Will dated the 21st day of April, 2022, of **ASHA UMRAWSINGH** of Light Pole No. 60, Hololo Extension Road, Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 1st day of March, 2024, by **Chantal Maharaj** of 25, Pundit Street, El Socorro Road, San Juan, St. Ann's, Trinidad, the sole executrix named in the Will;

WHEELER, RICHARD PAUL VERNON: LETTERS OF ADMINISTRATION of the estate of **RICHARD PAUL VERNON WHEELER** otherwise **RICHARD WHEELER** of 39, Riseland Gardens, Carnbee Patience Hill, Tobago, who died on the 20th day of October, 2015, by **Michael James Wheeler** of 2, Pentland Trace, Plymouth, Tobago, his son and one of the persons entitled to share in the estate;

WILLIAMS, CECIL RANDOLPH: PROBATE of the Will dated the 27th day of May, 2008, of **CECIL RANDOLPH WILLIAMS** otherwise **RANDOLPH ALCOTT** otherwise **CECIL WILLIAMS** of 20, 3rd Street East, Montague Avenue, Trincity, Tacarigua, Trinidad, who died on the 3rd day of October, 2023, by **Ingrid Bega Sutherland-Williams** of the same place, the sole executrix named in the Will;

YOUNG PONG, BRIAN TERENCE: PROBATE of the Will dated the 30th day of August, 2024, of **BRIAN TERENCE YOUNG PONG** otherwise **BRIAN YOUNG PONG** otherwise **TERENCE BRIAN SOU-PONG YOUNG PONG** of 30, Seaview Gardens, Point Cumana, Carenage, Diego Martin, Trinidad, who died on the 15th day of December, 2024, by **Sandra Angela Young Pong** of the same place, the sole executor named in the Will;

and unless 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 3rd day of September, 2026.

K. PRESCOTT
Acting Registrar, Supreme Court of Judicature

1263

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 26TH AUGUST, 2026

<i>Previous Week</i> \$000		<i>Assets</i>		<i>This Week</i> \$000
		External Assets:		
29,378,598		Balances, Investments, etc. ...	32,319,737	
4,309,815		Subscriptions to I.M.F. ...	4,309,815	
7,222,488		I.M.F.—S.D.R. Holdings ...	7,222,488	
	40,910,901			43,852,040
		Trinidad and Tobago Government Securities:		
100		Treasury Bills (Face Value) ...	32,289	
22		Marketable Securities ...	22	
	122			32,311
		Other Assets:		
3,500		Trinidad and Tobago Dollar Securities ...	3,500	
2,462,061		Other Assets	2,478,561	
	2,465,561			2,482,061
	77,291	Fixed Assets		77,291
	43,453,875			46,443,703
		<i>Liabilities and Capital Account</i>		
		Currency in Circulation:		
8,632,352		Notes ...	8,665,788	
282,179		Coins ...	282,249	
	8,914,531			8,948,037
		Demand Liabilities:		
13,539,329		Commercial Banks ...	13,505,639	
597,437		Financial Institutions (Non-Banking) ...	597,414	
(6,759,617)		Government and Governmental Organisations ...	(6,257,227)	
146,134		International Organisations ...	145,963	
2,166,770		Foreign Currency ...	2,166,770	
765,972		Other ...	911,884	
	10,456,025			11,070,443
		Other Liabilities:		
7,076,767		Government S.D.R. Allocations ...	7,076,767	
9,548,519		Other Liabilities ...	11,882,143	
5,858,033		Specific Provisions ...	5,866,313	
	22,483,319			24,825,223
		Capital and Reserves:		
800,000		Capital Paid-up ...	800,000	
800,000		General Reserve Fund ...	800,000	
	1,600,000			1,600,000
	43,453,875			46,443,703

G. BACHAN-SAHADEO
Senior Accountant
Finance and Accounting

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

Public Statement of Trinidad & Tobago National Petroleum Marketing Company Limited

In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) Chapter 22:02

(UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

In accordance with Sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of the Freedom of Information Act Chapter 22:02 (FOIA), Trinidad & Tobago National Petroleum Marketing Company Limited (NP) is required by law to publish updated statements that list the documents and information generally available to the public.

The FOIA gives members of the public:

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

Trinidad & Tobago National Petroleum Marketing Company Limited (NP) publishes the following statement as approved by the Minister of Energy and Energy Industries:

Section 7 Statements

Section 7 (1) (a) (i)

Function and structure of the Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972, when the Government of the Republic of Trinidad and Tobago changed the name of BP Caribbean Limited and renamed the ten-year-old company, Trinidad & Tobago National Petroleum Marketing Company Limited. In the ensuing years NP expanded with the acquisition of the marketing assets and operations of Esso Standard Oil S.A. Limited, T&T Oil Company Limited [TRINTOC] (formerly Shell Trinidad Limited) and Texaco Trinidad Limited as the Government moved to nationalise the oil industry.

NP's Mission is to achieve the status: "To provide quality petroleum products and ancillary services in the markets we serve".

NP holds a Vision "To be an established, regional enterprise with a trusted brand of world-class fuels and lubricants and excellent service".

The portfolio of NP encompasses the following:

1. Acquisition, storage, sale and distribution of fuels to service stations, aviation, marine and industrial users;
2. Marketing of fuels including LPG and CNG;
3. Blending and marketing of lubricants brake fluid and grease;
4. Service Station Activities/Convenience Store and other Non-fuel Generating Activities;

5. Contract Blending Activities;
6. Technical and Laboratory Services; and
7. Branch Activities.

NP, in addition to its local marketing activity, is also the parent company of six (6) subsidiary companies and has a branch in Dominica. The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refueling facilities. It also markets fuels and lubricants to service stations and other users.

Subsidiary companies:

1. Natpet Investments Company Limited - operates the company's LPG Filling Plant and is responsible for keeping the marketplace adequately supplied with LPG. The LPG Filling Plant is located on the parent company's facilities at Sea Lots, Port-of-Spain.
2. Natpetrol (Saint Maarten) N.V. - a company incorporated under the laws of Saint Martin, which was set up for the purpose of importation, exportation, purchase, sale, supply and trade of petroleum, petrochemical and chemical products but which is not operational at present.
3. Natpet (Saint Maarten) N.V. - a company incorporated under the laws of Saint Martin, which was set up for the purpose of sale, purchase, rental and leasing of immovable property and investment in securities but which is not operational at present.
4. National Agro Chemicals Limited (currently being liquidated) - was set up to supply a wide range of fertilisers, agro chemicals and pesticides to a number of agricultural concerns and farmers throughout the country, and sell a range of industrial chemicals - Xylene, Toluene, and White Spirits to industrial users and oil companies. NACL owned and operated, at Point Lisas, one of the few fertiliser blending plants in the Caribbean. This Company, however, is currently in the process of being liquidated.
5. Liquid Fuels Company of Trinidad and Tobago Limited - was set up as the business entity to operate the facilities created from the completed Liquid Fuels Pipeline and Ancillary Facilities project and will distribute Liquid Fuels on behalf of Paria Fuel Trading Company Limited to their fuel wholesale customers.
6. Natpet Corporation Inc. - a company incorporated under the laws of Guyana, which was set up for the purposes of expanding NP's lubricants and grease business as well as expanding its business activities into other areas such as marine bunkering and other energy-related opportunities. The Company is not yet operational.



For all life's journeys

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

Branch:

Trinidad & Tobago National Petroleum Marketing Company Limited – Dominica Branch

Approved Structure - Major Responsibility Centers and its subdivisions are:

1. Lubricants
Lubricant Production and Sales
Procurement and Warehousing
2. Retail & Industrial Fuels
Service Station Network
Distribution
3. Aviation & Marine Fuels
Refuelling of Aircraft
Bunkering of Vessels
Cargo Operations
4. Core Business Support
Tobago Operations
Dominica Operations
LPG
Quality Assurance
Laboratory
Technical Services
5. Human Resources & HSSE
Employee/Industrial Relations
Administrative Services
Organisation Development
Health, Safety, Security & Environment
6. Finance, ICT & Supply Chain
Accounting Services
Treasury & Management Accounting
Supply Chain
ICT

Other support, monitoring and executive functions are:

- Internal Audit
- Legal & Company Secretariat
- Corporate Communications
- Engineering & Maintenance Services
- Risk Management
- Business Intelligence

There are a number of Committees that are operational. Where applicable, these Committees comprise of officers of NP and members of the local branch of the Trade Union (DWTU) listed as follows:

Credit Committee
Joint Health & Safety Committee
Pension Fund Management Committees
Procurement and Disposal Advisory Committee
Disposal Committee

NP's Head Office is located at NP House, National Drive, Sea Lots, Port-of-Spain.

The Board of Directors is appointed by NP's shareholder, the Corporation Sole, and controls the overall direction of the company.

Its Members as at 2026 January are:

Mr. Arnold Ram	-	Chairman
Ms. Celine Gosine	-	Director
Mr. Imran Khan	-	Director
Mr. Karlon Batchasingh	-	Director
Ms. Shazeeda Khan-Mohammed	-	Director
Ms. J-lynn Roopnarine	-	Director
Ms. Viliana Ramoutarsingh	-	Director
Mr. Brian Heeraman	-	Director
Ms. Nikisha Leander-McLeod	-	Director
Mr. Ronell Prout	-	Director

There are five (5) Board Sub-Committees that consider, approve and where necessary make recommendations to the Board of Directors on matters relating to:

- Audit;
- Finance and Investment;
- Marketing;
- Human Resource; and
- Implementation.

NP employs a workforce of approximately four hundred and ninety-nine (499) persons and is headed by a Chief Executive Officer (CEO). NP's approved Organisation Structure consists of six (6) major responsibility centres along with other support, monitoring and executive functions under the Office of the CEO. As at 2026 January, there are three hundred and sixty (360) permanent employees, forty-nine (49) temporary employees, thirteen (13) contract employees, sixty-eight (68) casual employees and nine (9) Trainees (OJT & NESC).

Please see within for the approved Management structure for NP.

NP considers feedback from the public gathered through its Corporate Communications and Customer Service Departments in guiding its formulation of policy.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of NP.**

1. Files dealing with organisational support and administrative/contractual documents for the operations of NP.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial Agreements and Terms and Conditions of Employment.
4. Files dealing with training – local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of NP.
6. Financial Records (cheques, vouchers, invoices, receipts, journals, etc.).
7. Files dealing with matters relating to the procurement of supplies, services and equipment.
8. Maps/Charts/Photographs.
9. News Releases, speeches originating in NP.
10. Policy and Procedure Documents.
11. Internal and External correspondence files.
12. Customer files.



For all life's journeys

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

13. Documents relating to Information Technology Strategy.
14. Legislation and Legal Instruments relevant to NP.
15. Legal Opinions and related matters.
16. Minutes/Agenda of meetings.
17. Files dealing with internal Circulars, Memoranda, Notices, Bulletins, etc.
18. Reports: Environmental, Statistical, Financial annual/monthly/quarterly, Internal and External Audit, Consultants, Technical, Corporate, Valuation, Accident, Feasibility Studies and Surveys etc.
19. Files on Marketing Policies, Pricing Strategies and Price Build-ups.
20. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
21. Inventories.
22. Files on Standards and Benchmarks.
23. Complaint/suggestion files.
24. Registers/Logs/Certificates/Permits/Licences, etc.
25. Files dealing with engineering, construction and maintenance of NP's facilities.

Section 7 (1) (a) (iii)**Material prepared for publication or inspection.**

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

NP's Library,
NP House,
National Drive, Sea Lots,
Port-of-Spain.

Telephone: (868) 625-1364/8
Fax: (868) 627-4028
E-Mail: customer_service@np.co.tt

The public may inspect the following materials:

- Annual Audited Financial Statements;
- Credit Policy & Procedure;
- Employees' Handbook;
- Health, Safety & Environment Pocket Handbook;
- Health, Safety & Environmental Policy Statement;
- Quality Policy Statement; and
- Guidelines for Improving Contractor Health, Safety & Environmental Performance

General information is also available on the Company's website, www.np.co.tt

Section 7 (1) (a) (iv)**Literature available by subscription.**

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

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

NP's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), **you must make your request in**

writing. The following procedure should be followed when making a request:

How to request information:**1. General Procedure**

Applicants may obtain an FOIA application form (Request for Access to Official Documents) available in our Library, Company Secretariat or from the Government FOIA Unit on its website address: www.foia.gov.tt in order to access information that is not readily available to the public.

2. Addressing Requests

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

3. 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, please communicate with the Designated Officer (as named in section 7 (1) (a) (vi)).

4. Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public.

5. Furnishing Documents

Copies of documents are only furnished when they are in our possession, custody or power. Prior to the commencement of the Freedom of Information Act Chapter 22:02, 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, Chapter 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note we are not compelled to do the following:

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

A request is to be deemed to be received when the original of the completed request form is received by the Designated Officer, the Manager Legal & Company Secretary's Office or in the Legal Department of the Company and a written acknowledgement is issued.

6. Time Limits**General**

The FOIA sets a time limit of thirty **(30) calendar days from the date the request was received** for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will advise you of its status.

Upon any consultation between the applicant and the Designated Officer, time is suspended in the computation of the thirty-day period [Sec. 21(7)].

Time Allowed

We will determine whether to grant your request for access to information **as soon as practicable but no later than 30 calendar days** from the date the



TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

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. In the event of refusal of access, you will be notified by the Designated Officer, in writing, of the reason/s for refusal.

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 information under Section 36 of the FOIA.

The Designated Officer is:

Ms. Khelsy Maharaj,
Manager Legal & Company Secretary,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 1301
Email: khmaharaj@np.co.tt

The Alternate Officer is:

Ms. Marla Pacheco,
Legal Officer,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 1304
Email: mpacheco@np.co.tt

Section 7 (1) (a) (vii)

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

There are no bodies at NP that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Certain information may be readily accessed in our library or through our website at www.np.co.tt. General enquiries may be made to our Administrative Assistant at telephone number 625-1364 Ext 1302.

The Library at NP is located on the 1st Floor of NP House Phase I at Sea Lots, Port-of-Spain and is open to the public on normal working days between the hours of 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.

- Users will be liable for any damage caused to NP's property through the said user's willful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Reading Room.

Provision of copies of documents that are readily available to the public.

- NP at its discretion may charge for photocopies at \$2.00 per page.

- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision.

Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, NP may charge duplication fees in accordance with its normal replication policy.

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

- Arbitration Act Chapter 5:01
- Bankruptcy and Insolvency Act Chapter 9:70
- Companies Act Chapter 81:01
- Consumer Protection and Safety Act Chapter 82:34
- Conveyancing and Law of Property Act Chapter 56:01
- Copyright Act Chapter 82:80
- Customs Act Chapter 78:01
- Electronic Transactions Act Chapter 22:05
- Environmental Management Act Chapter 35:05
- Equal Opportunities Act Chapter 22:03
- Freedom of Information Act Chapter 22:02
- Health Surcharge Act Chapter 75:05
- Industrial Relations Act Chapter 88:01
- Insurance Act Chapter 84:01
- Integrity in Public Life Act Chapter 22:01
- Land and Building Taxes Act Chapter 76:04
- Legal Notice No. 106 of 2023 – Partial Proclamation
- Legal Notice No. 106 of 2023 – Partial Proclamation – Public Procurement and Disposal of Public Property Act 2015 (as amended)
- Legal Notice No. 150 of 2015
- Legal Notice No. 150 of 2015 – Partial Proclamation – Public Procurement and Disposal of Public Property Act 2015 (as amended)
- Liquor Licences Act Chapter 84:10
- Maternity Protection Act Chapter 45:57
- Mediation Act Chapter 5:32
- Minimum Wages Act Chapter 88:04
- Miscellaneous Provisions (Registrar General, Registration of Deeds, Conveyancing and Law of Property Act, Real Property Ordinance, Stamp Duty and Registration of Title to Land) Act, 2020
- Motor Vehicles and Road Traffic Act Chapter 48:50
- National Insurance Act Chapter 32:01
- Occupational Safety and Health Act Chapter 88:08
- Patents Act Chapter 82:76
- Patents and Designs Act Chapter 82:83
- Pensions Act Chapter 23:52
- Pesticides and Toxic Chemicals Act Chapter 30:03



For all life's journeys

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Pharmacy Board Act Chapter 29:52
- Protection Against Unfair Competition Act Chapter 82:36
- Public Procurement and Disposal of Public Property (Amendment) Act 2016
- Public Procurement and Disposal of Public Property (Amendment) Act 2020
- Public Procurement and Disposal of Public Property (Challenge Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Evaluation) Regulations 2021
- Public Procurement and Disposal of Public Property (Ineligibility Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Miscellaneous) Regulations 2021
- Public Procurement and Disposal of Public Property (Participation in Procurement) Regulations 2021
- Public Procurement and Disposal of Public Property (Pre-Qualification & Pre-Selection) Regulations 2021
- Public Procurement and Disposal of Public Property (Procurement Methods and Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Procurement of Consultants) Regulations 2021
- Public Procurement and Disposal of Public Property (Record of Proceedings) Regulations 2021
- Public Procurement and Disposal of Public Property (Retention and Disposal) Regulations 2021
- Public Procurement and Disposal of Public Property Act 2015
- Real Property Act Chapter 56:02
- Registration of Deeds Act Chapter 19:06
- Retrenchment and Severance Benefits Act Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Stamp Duty Act Chapter 76:01
- Standards Act Chapter 82:03
- Tax Appeal Board Act Chapter 4:50
- The Companies (Amendment) Act 2019
- The Companies (Amendment) Act 2022
- The Corporation Taxes Act Chapter 75:02
- The Exchequer and Audit Act Chapter 69:01
- The Finance Act
- The Income Tax Act Chapter 75:01
- The Petroleum Act Chapter 62:01 and Regulations
- The Property Tax Act Chap 76:04
- The Public Procurement and Disposal of Public Property Act
- The Registration of Titles to Land (Amendment) Act, 2018
- The Valuation of Land (Amendment) Act 2018
- Town and Country Planning Act Chapter 35:01
- Trade Descriptions Act Chapter 82:04
- Trade Disputes and Protection of Property Act Chapter 88:03
- Trade Marks Act Chapter 82:81
- Unfair Contract Terms Act Chapter 82:37
- Value Added Tax Act Chapter 75:06
- Workmen's Compensation Act Chapter 88:05
- Access Control Policy (Revised)
- Accounts Classification Manual
- Acting Policy
- Advertising Policy
- Air Passage Authorization Policy
- Amendment of Reports Procedure
- Analysis and Evaluation Procedure
- Annual Performance Management Policy
- Anti-Fraud and Corruption Policy (Revised)
- Anti-Fraud and Corruption Procedure (Revised)
- Anti-Harassment Policy
- Appeal and Levelling Policy
- Blending of Lubricants Procedure
- Budget Preparation Procedure
- Bulk Sales of Fuels, Lubricants and Marine Bunkers Procedure
- Capital Investment Management Policy
- Career & Succession Planning Policy
- Career & Succession Planning Procedure
- Cash Control & Banking Policy
- Claims Procedure
- Cleaning of Intermediate Bulk Containers Procedure
- Company Profile
- Competence, Training and Awareness Procedure
- Conflict of Interest Policy
- Context of the Organization Procedure
- Control of Contract Blend Customer Property Procedure
- Control of Monitoring and Measuring Devices Procedure
- Control of Nonconformance Procedure
- Control of Records Procedure
- Corporate Audit Policy (Revised)
- Corrective and Improvement Action – Laboratory Procedure
- COVID-19 Business Continuity Plan
- COVID-19 Exposure Protocol Procedure
- COVID-19 Re-Entry into the Workplace Guidelines
- Credit Policy
- Credit Procedure
- Customer Property Procedure
- Customer Related Processes Procedure
- Data Analysis
- Data Classification Policy
- Decanting of Drums – Greases and Lubricants Procedure
- Delegation of Authority Manual
- Delivery of Fuel to Ocean Vessels via RTW Procedure
- Design and Development Procedure
- Distribution of Fuel Procedure
- Document Control Procedure
- Donations Policy
- Donations Procedure
- Drafting and Layout of Procedures Procedure
- Drug and Alcohol-Free Workplace Policy (Revised)
- Drum Filling of Aviation Products Procedure
- Education Loan and Study/Examination Leave Policy
- Electronic Mail Policy
- Emergency Preparedness and Response Procedure
- Employee Assistance Programme Policy
- Employees' Handbook
- Enterprise Wide Risk Register and Policy
- Enterprise Wide Risk Register Procedure
- Ethyl Mercaptan Introduction to LPG Procedure
- Evaluation of Suppliers Procedure

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.



TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

- Filling of LPG Cylinders – Tobago Procedure
- Filtration Equipment Procedure
- Final Inspection and Testing of Lubricants Procedure
- Fixed Asset Policy
- Flexible Work Schedule Policy
- Fueling and Defueling Aircraft Procedure
- General Statement Procedure
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Handling and Storage of Samples received for Testing Procedure
- Handling of Customer Complaints Procedure
- Handling of Fuel Contamination Procedure
- Handling of Inquiries and Aviation Products Procedure
- Handling, Storage and Preservation Procedure
- Health and Safety Risk Management Procedure
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Housing Aid Plan Policy
- HSE – Confined Space Entry
- HSE – Contractor Code of Practice
- HSE – Contractor Fleet Management
- HSE – Energy Isolation and LOTO
- HSE – Hot Work
- HSE – Job Safety Analysis
- HSE Manual Revision 02 (2006)
- HSE – Permit to Work
- HSE – Respiratory Protection Program
- HSE – RTW/Bridger Inspection
- HSE – Working at Heights
- Identification of Training Needs Procedure
- Improvement Procedure
- Induction Training and Orientation Procedure
- Information Technology Security Policy
- In-Process Inspection and Testing of Lubricants Procedure
- Internal Audit Manual
- Internal Laboratory Audits Procedure
- Internal Management System Audit Procedure
- Internet and E-mail Use Policy
- Introduction to LPG Operations Procedure
- Inventory Management & Control Policy
- Investment Policy
- Key Control Testing Policy
- Key Control Testing Procedure
- Key Employee Retention Policy
- Laboratory Management Review Procedure
- Leadership Procedure
- LPG Bobtail Bulk Truck Refueling Procedure
- LPG Cylinder Management Policy (Revised) 2020 April
- LPG Storage Site Initial Procedure
- Maintenance and Calibration Procedure
- Management of Change Procedure
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- Management Review Procedure
- Management System Communications Procedure
- Measurement Uncertainty Procedure
- Medical Boarding Policy
- Medical Plan Policy
- Monitoring and Measurement of Customer Satisfaction Procedure
- Monitoring and Measurement of Product and Processes Procedure
- Monitoring and Measurement Procedure
- Monitoring Competitive Activity Procedure
- Monitoring, Analysis and Evaluation Procedure
- New Business Opportunity Policy
- Nonconforming Work Procedure
- No-Pay Leave Policy (Revised)
- Occupational Health and Safety, Fire Fighting, Security and the Environment Procedure
- Organization and Administration Procedure
- Overseas Business Travel Policy
- Packaging and Labeling of Lubricants Procedure
- Packaging of Containers for Export Lubricant Orders Procedure
- Payroll Policy
- Permanent Recruitment Policy
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Preparation of Blend Formulation for Lube Oil Blending Plant Procedure
- Preparing and Recording New Lubricant Procedure
- Preservation Procedure
- Preventive Maintenance Procedure
- Pricing Procedure
- Procedure for Blending Operation
- Procedure for Cleaning of Blending Tanks
- Procedure for Drum Assembly
- Procedure for Flushing of Blending Systems
- Procedure for Identification and Traceability
- Procedure for Receipt and Release of Additives
- Procedure for Receiving Base Oils into LOBP Storage
- Procedure for Start-up and Shut-down
- Procedure for Transfer of Base Oils between Bulk Storage
- Processing Payment from Customers Procedure
- Processing Sales Orders for BP Marine Procedure
- Processing Sales Orders for Consignment Customers Procedure
- Processing Sales Orders for Distributors Procedure
- Processing Sales Orders for Port Authority of Trinidad and Tobago Procedure
- Processing Sales Orders for Regional Distributors Procedure
- Processing Tenders for Industrial Sales Customers Procedure
- Procurement Policy
- Production Planning Procedure
- Provision for Obsolete or Damaged Inventory
- Purchase Accounting System Policy
- Purchasing of Spare Parts, Equipment and Supplies Procedure
- Purchasing Procedure
- Quality Policy Statement
- Receipt and Release of Additives into Bulk Liquid Containers Procedure
- Receipt and Replacement of LPG Cylinders Procedure
- Receipt of Bulk Aviation Products Procedure
- Receipt of Bulk LPG via Coastal Vessel Procedure
- Receipt of New LPG Cylinders at NP Cylinder Facility Procedure
- Receiving Base Oils into LOBP Storage Procedure
- Receiving Petroleum Based Products from Coastal Vessels Procedure
- Receiving, Inspection and Testing of Additives and Packaging Materials Procedure
- Receiving, Inspection and Testing of Liquid Petroleum Products Procedure
- Recognition & Reward Policy
- Records Retention Policy
- Remote Access Policy
- Resource Management Procedure
- Responsibility, Authority and Communication Procedure
- Retiree Medical Benefit Policy (Revised)
- Returned Product Policy
- Review of Requests, Tenders and Contracts Procedure
- Rinsing of Blending Systems and Holding Tanks Procedure



For all life's journeys

TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

- Risk Assessment Policy and Procedure
- Risk Management Policy (Revised)
- Sales Accounting System Policy
- Sales and Accounting Policy
- Sampling, Monitoring and Measurement Procedure
- Scope and Structure of the Management System and Control of the Policy Manual Procedure
- Social Media Policy
- Sponsorship Policy
- Staff Performance Management System
- Storage and Handling of Aviation Products Procedure
- Telecommuting Policy
- Temporary Recruitment Policy
- Training & Development Policy
- Transfer of Base Oils between Bulk Storage Tanks Procedure
- Transfer of LPG from Horton Sphere to LPG Bullets Procedure
- Transfer of LPG from LPG Bridgers to Horton Sphere Procedure
- Transfer of New 20lb LPG Cylinders for Issuance to LPG Customers Procedure
- Treatment of Articles Procedure
- Treatment of Damaged Goods Procedure
- Treatment of Goods Returned Procedure
- Treatment of Obsolete Inventory Procedure
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised)
- Vacation Employment Policy
- Verification of EMCEE Conductivity Meters Procedure
- Verification of Hydrometers Procedure
- Verification of Thermometers Procedure
- Whistle Blowing Policy (Revised)
- Whistle Blowing Procedure (Revised)
- White Oils Bulk Purchase for Warehouse 69 Procedure

General information is also available on the Company's website, www.np.co.tt.

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 documents to be published under this section 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.

At this time, there are no reports or statements under this sub-section.

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, there are no reports or statements under this sub-section.

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, there are no reports or statements under this section.

Section 9 (1) (d)

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

At this time, there are no reports or statements under this sub-section.

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.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (f)

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

- Business Process Risk Assessment – November 2001 – Ernst & Young.
- Marine Services – 2002 – Edmond Arneaud.
- Compensation Survey for Management Positions – 2005 – HRC Associates.
- Management Job Evaluation – 2007 – Eastman & Associates.
- Company Wide Job Evaluation Exercise – 2008 – Eastman & Associates.
- Enterprise Risk Management – 2016 June – Ernst & Young.
- Internal Penetration Test and Cyber Security Program Assessment – June 2015 – Ernst & Young

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.

- Risk survey on NP's property at Sea Lots and Piarco employed by a foreign insurance broker in 2008.



TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

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.

At this time, there are no reports under this sub-section.

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.

Budgets and Strategic Plans – Compiled internally – 2001 to 2004, 2005 to 2008, 2006 to 2009 and 2009 to 2010. Budgets – 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021, 2021/2022, 2022/2023. Strategic Plans – 2009 to 2012, 2013 to 2016, 2018 to 2020, 2020 to 2023.

LPG Cylinder Management Policy (Revised) 2020 April.

Section 9 (1) (j)

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

At this time, there are no statements under this sub-section.

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, there are no reports under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time, there are no statements under this sub-section.

Section 9 (1) (m)

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

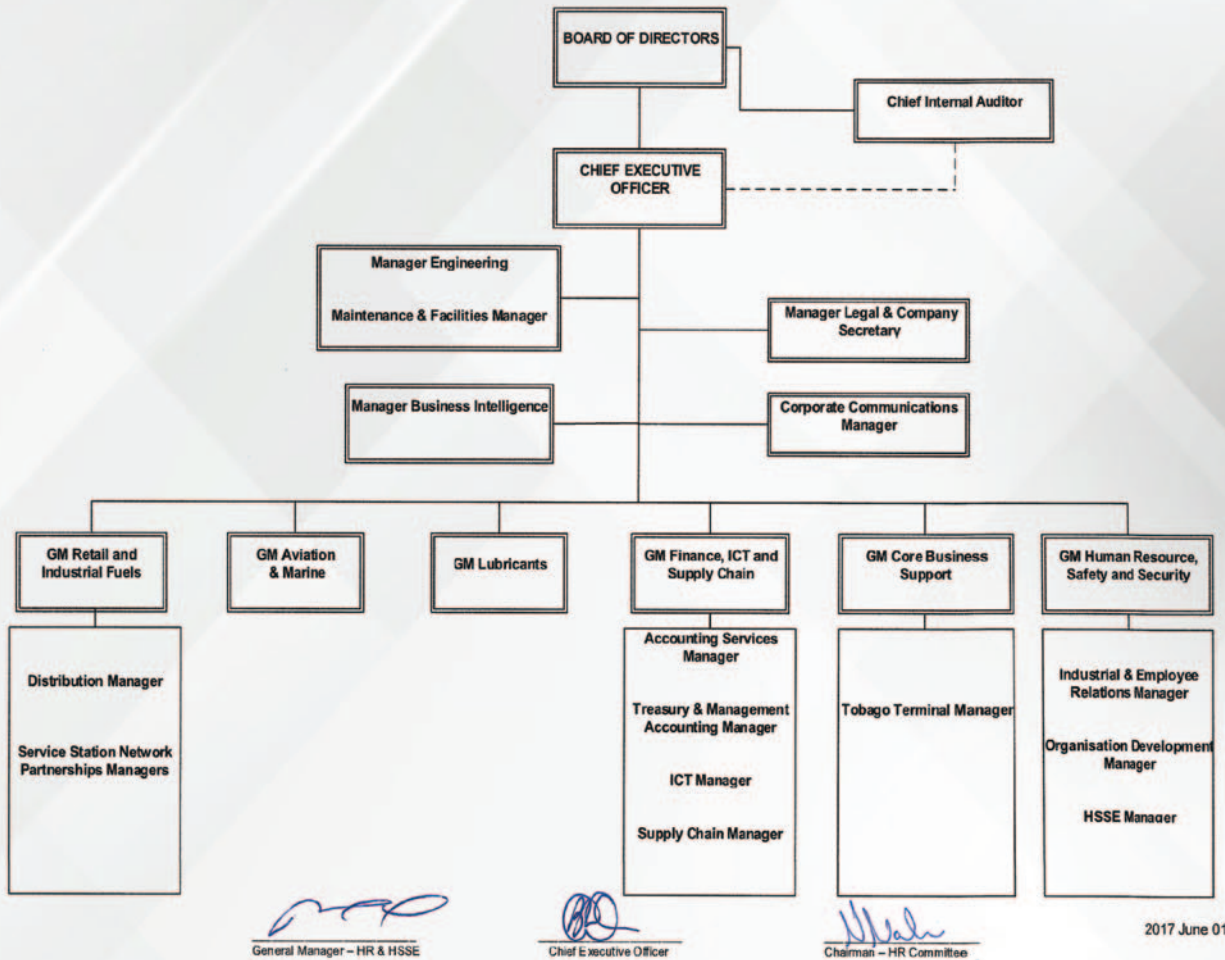
- Valuation Report in 2008 by Desmond Welch and Associates on NP's property situated at Sea Lots.



TRINIDAD & TOBAGO NATIONAL PETROLEUM MARKETING COMPANY LIMITED FOIA STATEMENT UPDATE 2025

APPROVED MANAGEMENT STRUCTURE

MANAGEMENT POSITIONS



For all life's journeys

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2025 PUBLIC STATEMENT OF**THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)****IN COMPLIANCE WITH THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In accordance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act 1999, the Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is required by law to publish annual statements on its mandate for the benefit of the members of the public.

The FOI Act was assented to on November 4, 1999, and came into full effect on August 30, 2001, to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto.” The Act provides members of the public with:

- 1) A legal right for each person to access information held by SWMCOL.
- 2) A legal right for each person to have official information relating to him/her 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 FOI Act.
- 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 FOI Act.

SECTION 7 STATEMENTS**Function and Structure of SWMCOL**

The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) was established on November 12th, 1980, as a wholly owned State Enterprise, pursuant to a Cabinet decision to implement the Solid Waste Management Master Plan for an Integrated System (1980).

To this end, SWMCOL was mandated with the responsibility to:

- Manage, control, collect, treat and dispose of all wastes either alone or jointly with any other companies, statutory authorities or persons in Trinidad and Tobago.

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED (SWMCOL)—CONTINUED

- Establish and operate disposal sites in accordance with proper sanitary landfill procedures; a central hazardous waste disposal facility; transfer stations where appropriate based on sound economic considerations.
- Promote, establish and operate resource recovery systems for retrieval of valuable secondary materials wherever technically and economically feasible and in accordance with good public health and sanitation practices.
- Undertake jointly with the Water and Sewerage Authority the establishment of proper faecal waste collection facilities at sewerage treatment plants.
- Provide technical and managerial support to local health authorities with respect to the selection and procurement of faecal waste collection equipment, and in the scheduling of collection service.
- Develop technical resources and advise Local Government Bodies or other agencies and operating branches of the Company on equipment selection, preventative maintenance procedures, routing, scheduling, safety and productivity.
- Provide technical support to Local Government Bodies with respect to evaluation of bids, contracting procedures and contract monitoring.
- Provide procurement management capability to facilitate the process of the letting of contracts and the acquisition of equipment, for the Company and for collection contracts and equipment needs of Local Government Bodies.
- Provide a knowledgeable, controlling function as the Central Government's conduit for funds dedicated to solid waste collection.
- Undertake research and studies by itself, or in co-operation with other institutions or persons, in relation to waste management.
- Educate the public on the hazards of poor sanitation and on their role in maintaining a clean and healthy environment.
- Maintain close liaison with community groups and other public and private agencies in planning and undertaking country-wide and region-wide clean-up campaigns and to encourage public participation.
- Develop the network for the receiving, monitoring, transmittal and follow-up on public complaints and/or responses.

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

- Train such local personnel as shall be required and sufficient to carry out the above object.

VISION STATEMENT

A world-class company supporting the development of an empowered nation while building a sustainable environment.

MISSION STATEMENT

To deliver innovative and sustainable solid waste management solutions and promote a culture of care for the environment.

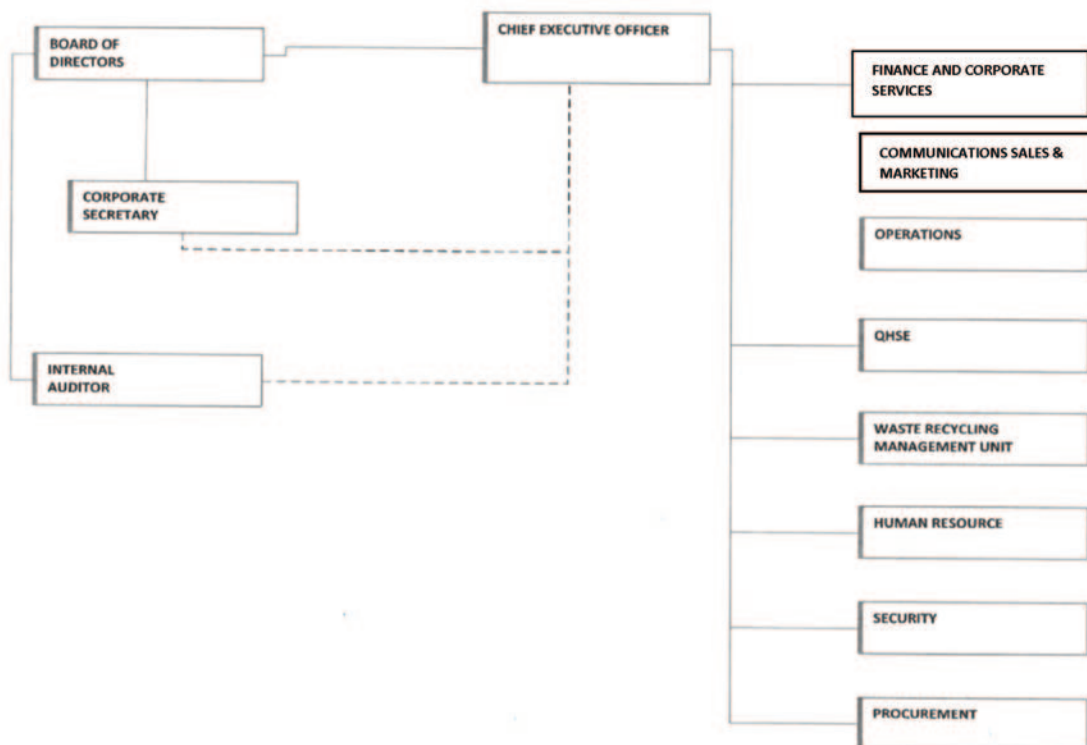
CORE VALUES

- **SOCIAL RESPONSIBILITY** – We are uncompromising in our environmental standards and are committed to the sustainable development of our people, our nation and our region.
- **WORK ETHIC** – We are service-oriented, act with integrity and courtesy and are always honest, ethical and respectful in our interactions.
- **MINDFULNESS** – We are mindful of our responsibilities towards our employees and stakeholders and strive for excellence in all our endeavours.
- **COLLABORATION** – We value diversity and inclusion and work together with others to actively pursue the goals of the business. We actively seek ways that enable collaborative solutions that drive real change.
- **OWNERSHIP** – We are leaders who are accountable for our actions. We think long-term and do not sacrifice long-term value for short-term results. We act on behalf of the entire organisation, beyond our own team.
- **LEADERSHIP** – We are each responsible for delivering value and living the change we want to see. We are unwavering in our belief that service excellence is a non-negotiable standard.

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

ORGANISATIONAL STRUCTURE



SWMCOL's Reporting Relationship

The Trinidad and Tobago Solid Waste Management Company Limited has a direct reporting relationship to the Ministry of Public Utilities. The Trinidad and Tobago Solid Waste Management Company Limited is also accountable to the Minister of Finance (Corporation Sole).

RESPONSIBILITIES OF SWMCOL'S DEPARTMENTS

OFFICE OF THE CHAIRMAN

This office oversees the planning, monitoring and controlling of the activities of the Company to ensure the optimal utilization of its resources and the achievement of its corporate objectives. This office ensures that the policies and objectives of the Company reflect the policy of the Government of the Republic of Trinidad and Tobago.

This Office has two (2) departments:

LEGAL/CORPORATE SECRETARY

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

This department is responsible for oversight to ensure legal norms, financial standards, good corporate governance and administrative compliance at SWMCOL, reviewing agreements or proposed agreements for conformity to company rules and regulations, and advises the company concerning legal rights, obligations and privileges.

INTERNAL AUDIT

The role of the Internal Audit department is to progressively appraise the soundness, adequacy and effectiveness of the internal control system of the organisation and to ascertain whether the existing controls promote efficient and effective use of resources. Based on the independent appraisals conducted, Internal Audit advises Management on procedures and systems that should be adopted in order to improve the control environment of the organisation and achieve business objectives.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

This office oversees the implementation of the policies and priorities of the Board and work programmes of the Company, co-ordinates with other governmental entities and regional and international organisations and ensures the achievement of the Company's strategic objectives. This office establishes intermediate goals consistent with the ultimate objectives and assumes responsibility for the employees in the organization.

WASTE RECYCLING MANAGEMENT UNIT

The Waste Recycling Management Unit comprises two divisions:

Programme and Technical Services

This division is required to develop and manage a portfolio of the programmes and projects undertaken by the Waste Recycling Management Unit in line with best practice project management techniques appropriate to the type and scale of projects and ensure that the strategic goals, objectives and benefits of the programmes and overall portfolio are accomplished within prescribed timelines and budget. This division is also required to develop and monitor suitable environmental and technical compliance and enforcement structures for recycling programmes undertaken by the Unit aligned to legislation governing the sector.

Policy, Planning and Strategy Services

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

This division is responsible for planning, organising and directing the functions of the Waste Recycling Management Unit. This division is also responsible for directing research studies into the functions of the Unit, developing strategic plans, monitoring and evaluating the implementation of long-term plans, reviewing, developing and implementing waste sector policies.

HUMAN RESOURCES

This department provides strategic human resource and operational support to management and staff, in the areas of recruitment, compensation and benefits, training and development, performance management, industrial relations, maintaining discipline and good employee relations.

SECURITY

This department supervises and monitors all areas of security for Head Office and all sites under the Company's purview.

COMMUNICATIONS, SALES AND MARKETING

This department encompasses three (3) functional areas:

A. COMMUNICATIONS

The Communications team is responsible for coordinating the promotion of the Company's various products and services and promoting the Company's image in the public eye.

B. SALES & MARKETING

Marketing is responsible for revenue generation while providing quality service to the customer. One of the main objectives of the department is increasing stakeholder value by improving the brand.

C. PUBLIC EDUCATION

This division develops and implements programmes aimed at effectively informing, educating, and empowering the general public, the public sector and private sector on the subject of waste management and the environment, with the aim of changing behaviours/attitudes as it relates to proper waste management, while facilitating their participation in countrywide environmental improvement projects.

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED**OPERATIONS**

The responsibilities of this department are to mobilise the required equipment and personnel resources in order to satisfy the contractual responsibilities of clients. The Department uses the necessary systems and infrastructure to develop and implement effective and efficient servicing of all customers' waste management and environmental needs.

This Department consists of the following eight (8) divisions:**A. LANDFILL MANAGEMENT**

The responsibilities of the Landfill division are to manage the operations and maintenance of the three major landfill sites in Trinidad. This includes oversight for landfill equipment and personnel to facilitate the controlled disposal of over 90% of the solid waste generated in the country. The sites are Beetham, which serves the northwest region; Guanapo, which serves the northeast region; and Forres Park, which serves the central and southern regions.

B. WASTEWATER

The responsibilities of this division are to provide operations and maintenance services to both publicly and privately-owned wastewater treatment systems. SWMCOL's wastewater team is dedicated to managing the refurbishment of sewer systems and to undertaking repair works in a timely manner to minimise downtime of the systems. Included in the services are plumbing, mechanical and electrical works; sampling, testing and analysis of wastewater; daily plant operations and monitoring, plus emergency response. Clients range from schools, the government sector and commercial/industrial institutions.

C. RESOURCE RECOVERY AND RECYCLING

The responsibilities of this division are to administer our recycling initiatives which facilitate the reduction in the quantity of beverage containers and cardboard disposed in the landfill sites, while also contributing to the conservation of the world's natural resources. The division sources new supplies of materials for recycling in keeping with SWMCOL's adage of "Reduce-Reuse-Recycle". Materials collected are sorted and baled for shipment to recycling firms.

D. TRANSPORT AND MAINTENANCE

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

The responsibilities of the Transport and Maintenance division are to manage fleet repair and the preventative maintenance programme of the units, to reduce downtime of all equipment and machinery, and to optimize vehicle and equipment performance.

E. COLLECTIONS AND DISPOSALS

The Collections and Disposal division is responsible for the delivery of the Company's general waste management (inclusive of special waste) and vacuum tanker services to its customer base in an effective and timely manner.

F. PORTABLE TOILET OPERATIONS

The Portable Toilet Operations division is responsible for the delivery and servicing of the company's portable sanitation units to its customer base in an effective and timely manner.

G. TOBAGO OPERATIONS

The responsibilities of this division are to deliver quality general waste, vacuum tanker and portable sanitation unit services to the residents of Tobago, to strengthen SWMCOL's relationship with Tobago government agencies, to maintain the existing markets and expand the service lines and to develop Environmental Consultancy Services in Tobago.

H. PROPERTY MAINTENANCE AND INFRASTRUCTURE

This division is responsible for the maintenance of all buildings owned and/or occupied by SWMCOL. It is also responsible for formulating documents for infrastructure projects at the buildings and supervising them. The work can be done through in-house staff and or a network of qualified contractors.

QUALITY, HEALTH, SAFETY AND THE ENVIRONMENT

SWMCOL's QHSE department provides Corporate Services in the areas of Quality, Health, Safety and Environmental Management (QHSE) systems that are in keeping with locally and internationally recognized standard references. The core objective of the department is to meet the Strategic Goals of the organization as articulated in its **Strategic Plan 2021 - 2025** '*Pathway to Sustainability*' under six (6) main pillars:

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

Pillar 1	-	Waste Minimization and Diversion
Pillar 2	-	Business Growth
Pillar 3	-	Operational Efficiency
Pillar 4	-	Brand and Public Awareness
Pillar 5	-	Organisation Alignment and Employee Empowerment
Pillar 6	-	Corporate Sustainability

FINANCE AND CORPORATE SERVICES

This department has two (2) divisions:

A. FINANCE & CORPORATE SERVICES

The responsibilities of this division are to maintain an acceptable return on equity, to increase the Company's asset base, to develop revised financial policies and procedures, to effect proper financial management systems to facilitate decision-making, to develop and implement a Financial Information System (FIS), and to strengthen the existing Accounting Policies and Procedures. Corporate Services is responsible for the provision of auxiliary support services to the Company.

B. INFORMATION TECHNOLOGY

This division develops and utilises information management and technology capability in the Company's decision-making process to increase efficiency and reduce costs.

PROCUREMENT

This department ensures compliance with the provisions of the Public Procurement and Disposal of Property Act No. 1 of 2015, all amendments and Regulations thereafter. This department supervises and provides proper procurement policies and procedures that the Company adheres to. Tendering exercises are conducted and supervised by this division.

IMPACT OF FUNCTIONS ON MEMBERS OF THE PUBLIC

There is no official forum for public participation in the formulation of policy or in the administration of the Company. However, as an organisation which provides waste management services to the public, the Company carries out informal telemarketing customer surveys from which it gets information on what the customer desires. Additionally, individuals and organizations make representations to the company from time to time and such representations may be considered in determining policy. Finally, being a Company in which the State has

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

majority ownership, the views of the people through their government representatives are communicated to the Company through guidelines and advice to the Board.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the SWMCOL

- 1) Files containing documents pertaining to the administrative support and general administration of the operations of the Company.
- 2) Internal and external correspondence files.
- 3) Incorporation documents.
- 4) Minutes of meetings of the Company's Board of Directors and its various Board Sub-Committees.
- 5) Personnel files.
- 6) Technical and operational documents.
- 7) Files detailing the accounting functions by which the Company operates.
- 8) Financial records (cheques, vouchers, receipts, pay records, etc.).
- 9) Audit reports.
- 10) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 11) Files dealing with official functions, conferences and events hosted and attended by the Company.
- 12) Policy and Procedure Documents.
- 13) News releases, speeches originating in the Company.
- 14) Files dealing with projects initiated, conducted or facilitated by the Company.
- 15) Files dealing with contractors associated with the Company.
- 16) Files dealing with tenders issued by the Company.
- 17) Contract files inclusive of Collective Agreements.
- 18) Maps, charts, compact discs, diskettes, tapes, photographs, abstracts and catalogues.
- 19) Legislation of Trinidad and Tobago.
- 20) Files dealing with training - local, foreign and technical cooperation.
- 21) Departmental reports - annual and monthly.
- 22) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins.
- 23) Periodicals and publications.
- 24) Customer files.

Section 7 (1) (a) (iii)

Material prepared for Publication or Inspection

Certain documents held by the Company are available at its Information Centre. The Information Centre allows the public to research topics related to environmental management and to the

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

Company. Such research can be facilitated through access to written publications and copies of documents can be provided.

For general information the public may contact or write to:

The Research and Information Officer
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1254

Fax: 623-6534

Email: info@swmcol.co.tt

Website: www.swmcol.co.tt

Opening hours of the Information Centre are 8:00 am to 12.00 noon and 1.00 p.m. to 4:00 p.m., Mondays to Fridays.

Section 7 (1) (a) (iv)

Literature available by Subscription

Not applicable

Section 7 (1) (a) (v)

Procedures to be followed when accessing a Document from the Company

How to Request Information

General Procedure

Our policy is to answer all requests, both verbal and written, for information. However, in order to exercise the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must therefore complete the appropriate Form (Request for Access to Official Documents) available at our Head Office - Information Centre for information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling, please address your request to the Designated Officer of the Company.

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

Details in the Request

Applicants should provide sufficient information 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. (*See Section 7(1)(a)(vi)*).

Requests not handled under the FOIA

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

Responding to your Request

Retrieving Documents

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

Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one (1) 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.
- Perform research for you.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if 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 your request

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED

may have been mis-addressed, mis-directed or mis-routed, you may wish to call or write to confirm that we have received that request and to ascertain its status.

Time Allowed

We will determine whether to grant your request for access to information as soon as is practicable but no later than thirty (30) days 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 document and to be provided with copies, if you so request.

Section 7 (1) (a) (vi)***Officer(s) in the Company responsible for:***

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

The Designated Officer for the Company is:

Ms. Ria Ramdeen
Acting Chief Executive Officer
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1287
E-mail: rramdeen@swmcol.co.tt

The Alternate to the Designated Officer is:

Mr. Timothy Singh
Acting Corporate Secretary
The Trinidad and Tobago Solid Waste Management Company Limited
34 Independence Square North
Port of Spain.

Telephone: 625-6678 Ext. 1212
E-mail: tsingh@swmcol.co.tt

List of Documents provided by the Company for use by its Officers:

- FOIA Handbook
- Handbook for Designated Officers

Section 7 (1) (a) (vii)

1265—Continued

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED***Advisory Boards, Councils, Committees and Other Bodies (where meetings/minutes are open to the public)***

At present there are no bodies in the Company that fall within the meaning of this Section of the FOIA.

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

Certain documents held by the Company are available at our Information Centre. The Information Centre is located on the Ground Floor, 34 Independence Square North, Port of Spain. The hours of operation are 8:00 a.m. to 12.00 noon and 1.00 p.m. to 4:00 pm, Mondays to Fridays.

Policy of the Company for Provision of Copies of Documents:

- Charge for photocopies is \$0.50 per page.
- The provision of certain documents may be subject to a small charge to cover administrative costs.
- Users will be liable for any damage caused to the Company's property through the said user's wilful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Information Centre.

SECTION 8 STATEMENTS**Section 8 (1) (a) (i); (1) (b) (i)**

There are no applicable statements to be published under this section at this time.

Section 8 (1) (a) (ii)

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

- Policies and Procedure Documents
- Handbooks, Manuals
- Board and Board Committee Minutes

SECTION 9 STATEMENTS

2025 PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO SOLID WASTE MANAGEMENT
COMPANY LIMITED (SWMCOL)—CONTINUED**Section 9 (1) (a) to (1) (g)**

At this time, the Company has no reports or statements containing advice or recommendations under this Section.

Section 9 (1) (h)

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

- Audit Reports
- Departmental Monthly Reports
- Annual Reports
- Financial Reports

Section 9 (1) (i)

A report containing:

- i. Final plans or proposals for the re-organisation of the functions of the Company*
- ii. The establishment of a new policy, programme or project to be administered by the Company, or*
- iii. The alteration of an existing policy programme or project administered by the Company, whether or not the plans or proposals are subject to approval by an officer of the Company, another public authority, the responsible Minister for the Company or Cabinet.*

- Budgets
- Board Minutes
- Special Project Reports
- Strategic Plan
- Organisation structure and functional charts

Section 9 (1) (j) to (1) (l)

Currently, the Company has no reports or applicable statements under this Section.

Section 9 (1) (m)

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

Valuation Report on the Company's Head Office Building at 34 Independence Square North, Port of Spain.