



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 59

Caroni, Trinidad, Friday 17th July, 2020—Price \$1.00

No. 124

905

SUPPLEMENT TO THIS ISSUE

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

Petroleum Production Levy and Subsidy (Gross Margin) Order, 2020—(Legal Notice No. 272 of 2020).

Price of Petroleum Products (Amendment) Order, 2020—(Legal Notice No. 273 of 2020)

906

APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Leader of the Opposition, in exercise of the power vested in her by section 44(1)(b) and section 44(4)(b) of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. NIGEL TRANCOSO, to be temporarily a member of the Senate with effect from 22nd June, 2020 and continuing during the absence of Senator SADDAM HOSEIN by reason of illness.

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

22nd June, 2020.

907

APPOINTMENT OF A MEMBER OF THE POLICE SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 122 subsection (2) of the Constitution of the Republic of Trinidad and Tobago, after consultation with the Prime Minister and the Leader of the Opposition has appointed appoint COURTNEY MC NISH, as a member of the Police Service Commission for a period of three (3) years, with effect from 17th June, 2020.

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

17th June, 2020.

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APPOINTMENT OF A MEMBER OF THE TEACHING SERVICE COMMISSION

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, in exercise of the power vested in her by section 124 subsection (2) of the Constitution of the Republic of Trinidad and Tobago, after consultation with the Prime Minister and the Leader of the Opposition has appointed MARTHA DES VIGNES, as a member of the Teaching Service Commission for a period of three (3) years, with effect from 17th June, 2020.

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

17th June, 2020.

OFFICE OF THE PRIME MINISTER

NOTICE OF VACANCY FOR THE OFFICE OF CABINET AFFAIRS OFFICER I (RANGE 46D)

Applications are invited from suitably qualified officers in your Ministry/Department for the office of Cabinet Affairs Officer I, (Range 46D), Office of the Prime Minister.

Minimum Experience and Training Requirements

Experience (18 months to 4 years) in advanced clerical/administrative work in the public service and training as evidenced by a recognized University degree; or any equivalent combination of experience and training.

Required Knowledge, Skills and Abilities:

Knowledge of the Cabinet structure, policies, procedures and Ministerial functions.

Knowledge of Public Service machinery and functions of Ministries/Departments.

Knowledge of Government procedures and relevant legal requirements.

Knowledge of the principles and practices of modern management and Public Administration Civil Service and Financial Regulations.

Knowledge of the operations of Parliament.

Knowledge of basis computer application systems.

Ability to handle discreetly, high level, sensitive and confidential matters.

Ability to express ideas tactfully, clearly and concisely, both orally and in writing.

Ability to analyze and interpret issues and recommend appropriate action.

Ability to meet critical deadlines.

Ability to organize and supervise the work of subordinates engaged in clerical and secretarial duties.

Ability to establish and maintain effective working relationships with fellow employees and senior government officials.

Distinguishing Features of Work

An employee in this class participates in the provision of administrative support to the Cabinet and its Sub-Committees. Work is of a confidential nature and involves drafting Notes for Cabinet, Cabinet Minutes and Recommendations of Sub-Committees of Cabinet; assisting in the preparation of legal documents and supervising clerical and stenographic staff. Duties also include liaising with Ministries/Department with respect to matters before Cabinet. Assignments are received from a superior officer and work is governed by established policies and procedures. Work is reviewed on completion for accuracy and timelines.

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Salary:**Range 46D: \$10,449 - \$11,115/\$11,340 - \$11,802 per month (2013)**

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Department for endorsement/recommendation and submission to *The Permanent Secretary to the Prime Minister, Office of the Prime Minister*. Interested officers, who hold temporary appointments, must send their applications through their *Permanent Secretary/Head of Department* for submission to *The Permanent Secretary to the Prime Minister, Office of the Prime Minister*.

Copies of relevant documents MUST accompany ALL applications as stipulated on the Application Checklist attached to this Notice.

Applications MUST be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by *The Permanent Secretary to the Prime Minister, Office of the Prime Minister* on or before but no later than 31st July, 2020 for applications to:-

Permanent Secretary to the Prime Minister*Office of the Prime Minister**13-15 St Clair Avenue**St Clair**Port of Spain, Trinidad*

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at:-

- the Office of the Prime Minister; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the Office of the Prime Minister at www.opm.govt.tt and www.opm-gca.gov.tt.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE OFFICE OF THE PRIME MINISTER: 31st July, 2020.

Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.

A list of shortlisted applicants will be posted on the Office of the Prime Minister's website.

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE PERMANENT SECRETARY WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.



**Permanent Secretary
to the Prime Minister**



THE JUDICIARY OF TRINIDAD AND TOBAGO

PUBLIC NOTICE

PURSUANT TO SECTION 5(5) OF THE BAILIFFS ACT
CHAPTER 4:61

The following persons holding valid Private Licenses as at February 12th, 2020.

	Category	Last Name	First Name	ID Number	Date Issued	Valid To
1.	Private Bailiff	Abdool	Brent	ABDBR449	22-Feb-18	21-Feb-2020
2.	Private Bailiff	Acosta	Abbey L.	ACOAB29I	12-Mar-18	11-Mar-2020
3.	Private Bailiff	Ajodha	Amrit	AJOAM336	11-Apr-18	10-Apr-2020
4.	Private Bailiff	Andrews	Lennard Kelly	ANDLE093	01-Feb-19	31-Jan-2021
5.	Private Bailiff	Auguste	Remy	AUGRE482	26-Feb-18	25-Feb-2020
6.	Private Bailiff	Baggoo	William	BAGWI507	27-Mar-18	26-Mar-2020
7.	Private Bailiff	Baird	Dennis	BAIDE089	17-Oct-19	16-Oct-2021
8.	Private Bailiff	Baksh	Sharaz	BAKSH073	11-Jan-19	10-Jan-2021
9.	Private Bailiff	Baksh	Azaad	BAKAZ283	20-Dec-19	19-Dec-2021
10.	Private Bailiff	Balbirsingh	Stephen	BALST451	27-Feb-19	26-Feb-2021
11.	Private Bailiff	Basdeo	Balakrishnan	BASBA473	02-Feb-18	01-Feb-2020
12.	Private Bailiff	Beekha	Horace	BEEHO463	20-Dec-19	19-Dec-2021
13.	Private Bailiff	Beepath	Pulwaty	BEEPUI38	12-Oct-18	11-Oct-2020
14.	Private Bailiff	Benjamin	Glenroy	BENGLI25	17-Dec-19	16-Dec-2021
15.	Private Bailiff	Bharath	Bolah	BHABO446	04-Jun-18	03-Jun-2020
16.	Private Bailiff	Bisnath	Tyrel	BISTY086	19-Dec-18	18-Dec-2020
17.	Private Bailiff	Blackman	Anthony	BLAAN 512	04-Dec-18	03-Dec-2020
18.	Private Bailiff	Boodai	Lovina	BOOLO35I	24-Jan-18	23-Jan-2020
19.	Private Bailiff	Bousigard	Portus	BOUPO072	21-Dec-18	20-Dec-2020
20.	Private Bailiff	Brown	Ronald	BRORO175	11-Jan-19	10-Jan-2021
21.	Private Bailiff	Brown	Dexter	BRODE439	09-Dec-19	08-Dec-2021
22.	Private Bailiff	Brown	Rondon	BRORO433	29-Nov-19	28-Nov-2021

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LIST OF PERSONS HOLDING VALID PRIVATE LICENSES AS AT 12TH FEBRUARY, 2020—CONTINUED

23.	Private Bailiff	Brown	Natalie	BRONA28I	05-Feb-20	04-Feb-2022
24.	Private Bailiff	Browne	Roger	BRORO18I	31-Dec-19	30-Dec-2021
25.	Private Bailiff	Charles	Rodney	CHARO462	22-Jul-19	21-Jul-2021
26.	Private Bailiff	Charles	Cleve	CHACL 218	15-Apr-19	14-Apr-2021
27.	Private Bailiff	Churai	Charran	CHUCH282	20-Dec-19	19-Dec-2021
28.	Private Bailiff	Dass	Anthony	DASAN453	08-Jun-18	07-Jun-2020
29.	Private Bailiff	Dayaram	Preiman	DAYPR43I	13-Dec-19	12-Dec-2021
30.	Private Bailiff	De Silva	Henry	DESHEI69	11-Jan-18	10-Jan-2020
31.	Private Bailiff	Deo	Phillip	DEOPH09I	03-Jan-19	02-Jan-2021
32.	Private Bailiff	Durity	Denis	DURDE070	09-Apr-19	08-Apr-2021
33.	Private Bailiff	Francois	Dave	FRADA474	09-Dec-19	08-Dec-2021
34.	Private Bailiff	Francois	Alcian	FRAALI45	05-Jan-18	04-Jan-2020
35.	Private Bailiff	Ganessingh	Patrick	GANPA467	06-Apr-18	05-Apr-2020
36.	Private Bailiff	Ghurpersad	Dexter D.	GHUDE295	26-Jan-18	25-Jan-2020
37.	Private Bailiff	Griffith	Marvin B.	GRIMA496	13-Dec-19	12-Dec-2021
38.	Private Bailiff	Jawahir	Deandial	JAWDEI06	06-Dec-18	05-Dec-2020
39.	Private Bailiff	Jhagroo	Chanroutie	JHACH 206	07-May-19	06-May-2021
40.	Private Bailiff	Joefeld	Jason	JOEJA438	11-Sep-18	10-Sep-2020
41.	Private Bailiff	Joseph	Christopher	JOSCHI54	28-May-19	27-May-2021
42.	Private Bailiff	Kallidass	Kamillah	KALKA358	29-May-19	28-May-2021
43.	Private Bailiff	Kanhai	Bobby	KANBO372	18-Dec-18	17-Dec-2020
44.	Private Bailiff	Kersher	Richardo	BAGRI506	28-Feb-18	27-Feb-2020
45.	Private Bailiff	Lakatoo	Warren	LAKWA423	10-Jan-20	09-Jan-2022
46.	Private Bailiff	Lallion	Alpha	LALAL487	05-Sep-18	04-Sep-2020
47.	Private Bailiff	Lancaster	Dean	LANDE078	17-Dec-18	16-Dec-2020
48.	Private Bailiff	Les Pierre	Sherwin	LESSH 265	28-Feb-18	27-Feb-2020
49.	Private Bailiff	Lewis	Kevin	LEWKEI28	03-Jan-20	02-Jan-2022
50.	Private Bailiff	Lopez	Clem	LOPCL264	03-May-18	02-May-2020
51.	Private Bailiff	Loricka	Adrian	LORAD504	08-Mar-19	07-Mar-2021
52.	Private Bailiff	Mahadeo	Ricardo	MAHRII34	07-Feb-18	06-Feb-2020
53.	Private Bailiff	Mark	Selwyn	MARSE425	03-Jan-18	02-Jan-2020
54.	Private Bailiff	Mc Kain	Miguel	MCKMI490	26-Mar-19	25-Mar-2021
55.	Private Bailiff	Moe	Darryl	MOEDA426	21-Jun-18	20-Jun-2020
56.	Private Bailiff	Mohamed	Shazard	MOHSH50I	13-Mar-18	12-Mar-2020
57.	Private Bailiff	Mohammed	Shah	MOHSH 276	30-Dec-19	29-Dec-2021

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LIST OF PERSONS HOLDING VALID PRIVATE LICENSES AS AT 12TH FEBRUARY, 2020—CONTINUED

58.	Private Bailiff	Mohammed	Azid	MOHAZI07	10-Jan-19	09-Jan-2021
59.	Private Bailiff	Mohammed	Sherrif	MOHSHI20	20-Dec-19	19-Dec-2021
60.	Private Bailiff	Mohammed-Baksh	Nazra	MOHNA293	23-Jan-20	22-Jan-2022
61.	Private Bailiff	Moonilal	Darrell	MOODA294	16-Jan-18	15-Jan-2020
62.	Private Bailiff	Moore	Carl	MOOCAI71	24-Apr-19	23-Apr-2021
63.	Private Bailiff	Moraldo	Jennifer	MORJEI42	02-May-19	01-May-2021
64.	Private Bailiff	Nicholls-Acosta	Michelle	NICMI290	20-Dec-19	19-Dec-2021
65.	Private Bailiff	Nurse	Elizabeth	NUREL306	04-Sep-18	03-Sep-2020
66.	Private Bailiff	Ottley	Joseph	OTTJO0333	05-Feb-20	04-Feb-2022
67.	Private Bailiff	Patterson	Elizabeth	PATEL429	17-Dec-19	16-Dec-21
68.	Private Bailiff	Pedro	Marlon Raymond	PEDMAI00	11-Jan-19	10-Jan-2021
69.	Private Bailiff	Pedro	Randy	PEDRA471	16-Dec-19	15-Dec-2021
70.	Private Bailiff	Persad	Salick	PERSA101	20-Dec-18	19-Dec-2020
71.	Private Bailiff	Persad	Kerry	PERKE104	21-Dec-18	20-Dec-2020
72.	Private Bailiff	Peters	Sheldon	PETSH481	13-Dec-19	12-Dec-2021
73.	Private Bailiff	Phillip	Caleb	PHICA326	18-Apr-18	17-Apr-2020
74.	Private Bailiff	Ragoonath	Randy	RAGRA493	10-Apr-19	09-Apr-2021
75.	Private Bailiff	Rahaman	Imran	RAHIM422	20-Dec-19	19-Dec-2021
76.	Private Bailiff	Rajnauth	Stephen	RAJST511	02-Mar-18	01-Mar-2020
77.	Private Bailiff	Ramdeen	Ronald	RAMRO485	10-Apr-18	09-Apr-2020
78.	Private Bailiff	Ramdhan	Billy	RAMBI456	28-Mar-18	27-Mar-2020
79.	Private Bailiff	Ramdhanas	Keith	RAMKE 219	02-May-19	01-May-2021
80.	Private Bailiff	Ramdial	Suresh	RAMSU097	08-Jan-19	07-Jan-2021
81.	Private Bailiff	Ramlochan	Gaya Persad	RAMGA287	22-Mar-18	21-Mar-2020
82.	Private Bailiff	Ramparas	Vidal	RAMVI489	28-Feb-18	27-Feb-2020
83.	Private Bailiff	Ramparas	Ramkarran	RAMRA098	08-Jan-19	07-Jan-2021
84.	Private Bailiff	Reid	Akil	REIAK428	28-Feb-18	27-Feb-2020
85.	Private Bailiff	Rudolpho	Richard	RUDRI312	11-Apr-19	10-Apr-2021
86.	Private Bailiff	Samaru	Keith	SAMKI 232	09-Sep-19	08-Sep-2021
87.	Private Bailiff	Sampson	Allad	SAMAL348	30-Aug-18	29-Aug-2020
88.	Private Bailiff	Sandy	Lynette	SANLY479	29-Aug-18	28-Aug-2020
89.	Private Bailiff	Sandy	Christopher	SANCH492	06-Aug-18	05-Aug-2020
90.	Private Bailiff	Sankar	Helen	RAMHE288	06-Jun-18	05-Jun-2020
91.	Private Bailiff	Seegobin	Puran	SEEPUI12	20-Dec-18	19-Dec-2020
92.	Private Bailiff	Seepersad	Lincoln	SEELI472	21-May-19	20-May-2021

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LIST OF PERSONS HOLDING VALID PRIVATE LICENSES AS AT 12TH FEBRUARY, 2020—CONTINUED

93.	Private Bailiff	Singh	Rawlins	SINRA 216	04-Oct-18	03-Oct-2020
94.	Private Bailiff	Sohan	Samdai	SOHSAI30	04-Jul-19	03-Jul-2021
95.	Private Bailiff	Sooknanan	Vijay Kumar	SOOVI424	21-Jan-20	20-Jan-2022
96.	Private Bailiff	Soon	Peter	SOOPE 215	27-Mar-19	26-Mar-2021
97.	Private Bailiff	Soon	Edward	SOOED 262	05-Apr-19	04-Apr-2021
98.	Private Bailiff	Soon	William	SOOWI 214	28-Dec-18	27-Dec-2020
99.	Private Bailiff	Spencer	Fitzy	SPEFI 227	16-Feb-18	15-Feb-2020
100.	Private Bailiff	Weekes	Samuel	WEESA448	11-Dec-19	10-Dec-2021
101.	Private Bailiff	Wickham	Junior	WICJU305	25-Feb-19	24-Feb-2021
102.	Private Bailiff	Williams	Christopher	WILCH427	28-May-19	27-May-2021
103.	Private Bailiff	Williams	Anthony	WILAN468	23-Apr-18	22-Apr-2020
104.	Private Bailiff	Williams	Marlon	WILMA334	05-Feb-20	04-Feb-2022
105.	Private Bailiff	Windsor	Jacob	WINJAI43	25-Jan-19	24-Jan-2021
106.	Private Bailiff	Yatali	Hassanali	YATHAI16	20-Dec-18	19-Dec-2020
107.	Private Bailiff	Marshall	Dave	MARDA555	07/01/2020	06/01/2022


 Nirala Bansee-Sookhai
 Registrar & Marshal Supreme Court

Nirala Bansee-Sookhai
 Registrar and Marshal
 Supreme Court of Trinidad and Tobago

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) 1999

(2018 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 1999 (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 Act gives members of the public:

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

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 Trinidad & Tobago National Petroleum Marketing Company Limited

NP commenced operations as a wholly owned State Enterprise in October 1972, when the Government 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, in addition to its local marketing activity, is also the parent company of five (5) subsidiary companies and has a branch in Dominica.

SUBSIDIARY COMPANIES:

Natpet Investments Company Limited
 Natpetrol (Saint Maarten) N.V.
 Natpet (Saint Maarten) N.V.
 National Agro Chemicals Limited (currently being liquidated)
 Liquid Fuels Company of Trinidad and Tobago Limited

BRANCH:

Trinidad & Tobago National Petroleum Marketing Company Limited – Dominica Branch

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 legendary service".

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 2019 January 01 are:

Mr. Sahid Hosein	-	Chairman
Ms. Mona Persad	-	Director
Ms. Nadine Nabie	-	Director
Mr. David Alexander	-	Director
Mr. Marcus Knaggs	-	Director
Mr. Quincy Trim	-	Director

Its Members as at 2019 July 16 are:

Mr. Sahid Hosein	-	Chairman
Ms. Mr. Marcus Knaggs	-	Director
Ms. Nadine Nabie	-	Director
Ms. Arlene Chow	-	Director
Mr. Marilon David	-	Director
Ms. Janille Huggins	-	Director



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) 1999
(2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

There are five (5) Board Sub-Committees that consider, approve and where necessary make recommendations to the Board of Directors on matters relating to Tenders, Audit, Finance and Investment, Marketing and Human Resource.

NP employs a workforce of approximately four hundred and ninety-one (491) 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 December 2019, there are four hundred and fifty-five (455) Permanent employees, nine (9) Temporary employees, six (6) Contract employees, sixteen (16) Casual employees and five (5) Trainees.

Please see the attached organisational chart for NP.

Approved Structure - Major Responsibility Centres and their sub-divisions are:

- (1) **Lubricants**
Lubricant Sales
Procurement and Warehousing
- (2) **Retail & Industrial Fuels**
Service Station Partnership Network
Distribution
- (3) **Aviation & Marine Fuels**
- (4) **Core Business Support**
Tobago Operations
Dominica Operations
LPG
Quality Assurance
Laboratory
- (5) **Human Resources & HSSE**
Employee/Industrial Relations
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 a mix of officers of NP and members of the local branch of the Trade Union (OWTU) listed as follows:

Management Tenders Committee
Credit Committee
Joint Health & Safety Committee
Pension Fund Management Committees
Traffic and Road Accidents Investigations Committee

Effect of functions on members of the public

NP is a diversified petroleum marketing company with its main activities comprising:

- Acquisition and distribution of fuels to service stations, aviation, marine and industrial users.
- Marketing of fuels including LPG and CNG
- Blending and marketing of lubricants and brake fluid
- Service Station Activities/Convenience Store and other Non-fuel Generating Activities
- Contract Blending Activities
- Technical and Laboratory Services
- Branch Activities
 - The Dominica Branch owns and operates a bulk storage installation, a service station and aviation refuelling facilities. It also markets fuels and lubricants to service stations and other users.
- Subsidiary Activities
 - National Agro Chemicals Limited (NACL) was set up to supply a wide range of fertilizers, 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. However, this company is currently in the process of liquidation.
 - 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.
 - 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.
 - 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.
 - Liquid Fuels Company of Trinidad and Tobago Limited (LFCTT) 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.



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) 1999
(2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

NP considers feedback from the public gathered through its Corporate Communications and Customer Services 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.
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, 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/Licenses, 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

Email: customer_service@np.co.tt

- Annual Financial Statements
- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
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- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising and Promotion Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- Whistle Blowing Policy
- Conflict of Interest Policy
- Capital Investment Management Policy

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:

General Procedure

- 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.



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(2018 UPDATE IN ACCORDANCE WITH SECTIONS 7(1) (b), 8(2) (b) & 9(2) (b) OF THE FOIA)

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)**).

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.

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.
- 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 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act, Chap. 69:01. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note we are not compelled to do the following:
 - Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
 - Perform research for you.
- 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.

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 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:

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

The Designated Officer is:

Ms. Beena Poliah,
Manager, Legal & Company Secretary,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 432
Fax: 624-9228
Email: bpoliah@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. 412
Fax: 624-9228
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 420.

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The Library at NP is located on the 2nd Floor of NP House Phase III 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.

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

- The Petroleum Act Chapter 62:01 and Regulations
- Companies Act Chapter 81:01
- The Income Tax Act Chapter 75:01
- The Exchequer and Audit Act Chapter 69:01
- The Corporation Taxes Act Chapter 75:02
- Freedom of Information Chapter 22:02
- Environmental Management Act Chapter 35:05
- Occupational Safety and Health Act Chapter 88:08
- Industrial Relations Act Chapter 88:01
- Workmen's Compensation Act Chapter 88:05
- Retrenchment and Severance Benefits Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Standards Act Chapter 82:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Equal Opportunities Act Chapter 22:03
- Integrity in Public Life Act Chapter 22:01
- Protection Against Unfair Competition Act Chapter 82:36
- Unfair Contract Terms Act Chapter 82:37
- Arbitration Act Chapter 5:01
- Mediation Act Chapter 5:32
- Trade Disputes and Protection of Property Act Chapter 88:03
- Maternity Protection Act Chapter 45:57
- Trade Marks Act Chapter 82:81
- Trade Descriptions Act Chapter 82:04
- Bankruptcy and Insolvency Act Chapter 9:70
- The Public Procurement and Disposal of Public Property Act
- Copyright Act Chapter 82:80

- Patents and Designs Act Chapter 82:83
- Patents Act Chapter 82:76
- Consumer Protection and Safety Act Chapter 82:34
- The Finance Act
- Insurance Act Chapter 84:01
- Tax Appeal Board Act Chapter 4:50
- Value Added Tax Act Chapter 75:06
- Customs Act Chapter 78:01
- National Insurance Act Chapter 32:01
- Health Surcharge Act Chapter 75:05
- Pensions Act Chapter 23:52
- Minimum Wages Act Chapter 88:04
- Real Property Act Chapter 56:02
- Conveyancing and Law of Property Act Chapter 56:01
- Land and Building Taxes Act Chapter 76:04
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Liquor Licences Act Chapter 84:10
- Pharmacy Board Act Chapter 29:52
- Registration of Deeds Act Chapter 19:06
- Stamp Duty Act Chapter 76:01
- Town and Country Planning Act Chapter 35:01

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.

- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
- Health, Safety & Environment Pocket Handbook
- Health, Safety & Environmental Policy Statement
- Quality Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy
- General Statement
- Company Profile
- Scope and Structure of the Management System and Control of the Policy Manual
- Customer Related Processes
- Emergency Preparedness and Response
- Monitoring and Measurement of Product and Processes
- Control of Nonconformance
- Monitoring and Measurement of Customer Satisfaction
- Data Analysis
- Document Control
- Management System Communications
- Control of Monitoring and Measuring Devices
- Corporate Audit Policy



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- Handling of Customer Complaints
- Procedure for Receiving Base Oils into LOBP Storage
- Handling and Storage of Samples received for Testing
- Staff Performance Management System
- Employee Assistance Programme
- Medical Plan
- Housing Aid Plan
- Permanent Recruitment
- Temporary Recruitment
- Career & Succession Planning
- Training & Development
- Overseas Business Travel
- Anti-Harassment
- Education Loan and Study/Examination Leave
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
- No-Pay Leave
- Key Employee Retention
- Internet Use and Security Policy
- Electronic Mail Policy
- Anti-Fraud and Corruption Policy (Revised)
- Policy Statement for Controlling the Operations of the Company Subsidiaries
- Cash Control & Banking Policy
- Sales and Accounting Policy
- Sponsorship Policy
- Whistle Blowing Policy (Revised)
- LPG Cylinder Management Policy (Revised) Feb 2019
- Conflict of Interest Policy
- New Business Opportunity Policy
- Appeal and Levelling Policy
- Retiree Medical Benefit Policy (Revised)
- Recognition & Reward Policy
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised).
- Drug and Alcohol-Free Workplace Policy (Revised)
- Flexitime Policy
- Social Media Policy
- Risk Management Policy (Revised)
- Risk Assessment Policy
- Enterprise-Wide Risk Register Policy
- Access Control Policy (Revised)

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 statements 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 inter-departmental committee whose membership includes an officer of the public authority.

At this time, there are no further reports 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

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- 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

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 foreign insurance broker in 2008.

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 or statements 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. Strategic Plans – 2009 to 2012, 2013 to 2016, 2018 to 2020.

- Tenders Procedure Guide for Tenders and Contracts for Works & Services
- Tenders Procedure Guide for Tenders for Procurement of Articles
- Credit Policy & Procedure
- Employees' Handbook
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- Health, Safety & Environmental Policy Statement
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- Monitoring and Measurement of Customer Satisfaction
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- Management System Communications
- Control of Monitoring and Measuring Devices
- Corporate Audit Policy
- Handling of Customer Complaints
- Procedure for Receiving Base Oils into LOBP Storage
- Handling and Storage of Samples received for Testing
- Procedure for Blending Operation
- Procedure for Start-up and Shut-down
- Procedure for Receipt and Release of Additives
- Procedure for Identification and Traceability
- Procedure for Transfer of Base Oils between Bulk Storage
- Procedure for Flushing of Blending Systems
- Procedure for Cleaning and Blending Tanks
- Procedure for Drum Assembly
- Annual Performance Management Policy
- Employee Assistance Programme
- Medical Plan
- Housing Aid Plan
- Permanent Recruitment
- Temporary Recruitment
- Career & Succession Planning
- Training & Development
- Overseas Business Travel
- Anti-Harassment
- Education Loan and Study/Examination Leave
- Management of Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) in the Workplace
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- Conflict of Interest Policy
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- Appeal and Levelling Policy
- Retiree Medical Benefit Policy (Revised)
- Recognition & Reward Policy
- Use and Allocation of Cellular Phones, Allowance and Reimbursement of Expenses Policy (Revised).
- Drug and Alcohol-Free Workplace Policy (Revised)
- Flexitime Policy
- Social Media Policy
- Risk Management Policy (Revised)
- Risk Assessment Policy
- Enterprise-Wide Risk Register Policy
- Access Control Policy (Revised)

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 statements under this sub-section.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

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

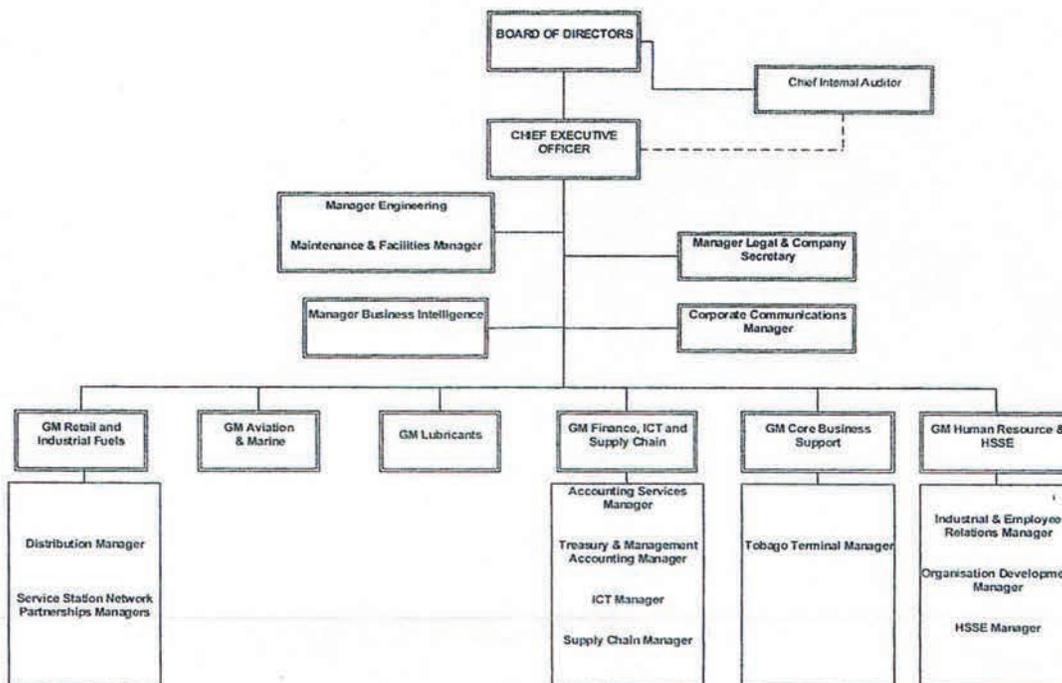
Section 9 (1) (m)

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.



APPROVED MANAGEMENT STRUCTURE MANAGEMENT POSITIONS



2017 June 01

NPMC 2019 FOIA STATEMENT UPDATE

