



TRINIDAD AND TOBAGO GAZETTE

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Government of the Republic of Trinidad and Tobago

Public Statement of National Enterprises Limited

In Compliance with sections 7, 8 and 9 of

The Freedom of Information Act, 1999 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Public Authority is required by law to publish the following statements which 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 the Public Authority;
- (2) A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

National Enterprises Limited - Public Statement**Section 7 Statements**

Section 7 (1) (a) (i)**Function and structure of National Enterprises Limited****Mission Statement:**

National Enterprises Limited's mission is to broaden the base of the local stock market and allow participation by nationals in certain successful and mature enterprises of which the Government of Trinidad and Tobago is a shareholder.

The overall objective of National Enterprises Limited is to provide investors with a well-managed investment designed to meet the specific objectives of income and capital growth with some degree of spread of investment risks.

National Enterprises Limited is a publicly quoted limited liability company. The majority shareholder is the Government of the Republic of Trinidad and Tobago. National Enterprises Limited was incorporated on August 27, 1999 under the Companies Act 1995. It currently comprises a staff of one (1) and is headed by the Chairman of the Board of Directors. National Enterprises Limited is not yet divided into various responsibility centres.

Effect of functions on members of the public

National Enterprises Limited does not deal directly with members of the public except in relation to occasional queries by individuals about their shareholding.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of National Enterprises Limited**

1. Files dealing with administrative support and general administrative documents for the operations of National Enterprises Limited
2. Files dealing with the accounting and financial management function of National Enterprises Limited
3. Financial records (cheques, vouchers, receipts, journals, etc.)
4. Files dealing with matters relating to the procurement of supplies, services and equipment
5. Cabinet documents
6. Internal and external correspondence files
7. Legislation and legal instruments
8. Legal opinions and related matters
9. Minutes/agenda of meetings
10. Files dealing with circulars, memoranda, notices, bulletins, etc.
11. Reports: statistical, annual/monthly/quarterly, audit, consultants'/technical, corporate, valuation, etc.
12. Briefing papers
13. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings
14. Files dealing with official functions, conferences and events hosted and attended by National Enterprises Limited
15. Periodicals and publications
16. Registers/Certificates/Permits/Licenses etc.

National Enterprises Limited - Public Statement**Section 7 (1) (a) (iii)****Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of **8:00 a.m. and 4:00 p.m.** on normal working days at:

Divestment Secretariat
Level 13, Central Bank Building
Eric Williams Plaza
Independence Square
Port of Spain
Telephone: (868) 625-5070
Facsimile: (868) 625-2453
E-mail address: divest@tstt.net.tt

- National Enterprises Limited Prospectus (2001)
- National Enterprises Limited Annual Report 2001
- National Enterprises Limited Circular to Shareholders (November 2001)
- The Companies Act 1995 of Trinidad and Tobago – National Enterprises Limited By-Law No. 1

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

National Enterprises limited has no literature available by way of subscription.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from National Enterprises Limited**How to Request Information:

- *General Procedure*

Our 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.

- *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of National Enterprises Limited (**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, communicate with our Designated Officer.

National Enterprises Limited - Public StatementRequests not handled under the FOIA

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

Responding to your Request

- *Retrieving Documents*

National Enterprises Limited 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 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:

- (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.

Time Limits

- *General*

The FOIA sets certain time limits 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 requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- *Time Allowed*

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

- *Fees and Refunds*

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

National Enterprises Limited - Public Statement**Section 7 (1) (a) (vi)****Officers in National Enterprises Limited responsible for:**

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

The Designated Officer is:

Corporate Secretary
Ms Sandra Warner
Divestment Secretariat
Level 13, Central Bank Building
Eric Williams Plaza
Independence Square
Port of Spain
Telephone: (868) 625-5070
Facsimile: (868) 625-2453
E-mail address: divest@tstt.net.tt

The Alternate Officer is:

Senior Financial Analyst
Mrs. Cherryl A. Koylass-Baptiste
Divestment Secretariat
Level 13, Central Bank Building
Eric Williams Plaza
Independence Square
Port of Spain
Telephone: (868) 625-5070
Facsimile: (868) 625-2453
E-mail address: ckb.nel@mail.com

Section 7 (1) (a)(vii)**Advisory Boards, Councils, Committees, and other bodies
(Where meetings/minutes are open to the public)**

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

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

At this time, National Enterprises Limited does not have a library/reading room or website to which information in the public domain can be accessed. However, we will accommodate as best we can any persons requesting information.

Policy of National Enterprises Limited for provision of copies of documents held in the public domain

At this time, National Enterprises Limited has not yet formulated a policy for the provision of copies of documents held in the public domain.

National Enterprises Limited - Public Statement**Section 8 Statements**

Section 8 (1) (a) (i)

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

- The Companies Act 1995 of Trinidad and Tobago – National Enterprises Limited By-Law No. 1
(Note: This document is available at our offices for inspection only. The document may be purchased from the Government Printery.)

Section 8 (1) (a) (ii)

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

Not applicable

Section 8 (1) (b)

In enforcing written laws or schemes administered by National Enterprises Limited 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.

Not applicable

Section 9 Statements

Section 9 (1) (a)

A report, or a statement containing the advice or recommendations, of a body or entity established within National Enterprises Limited.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within National Enterprises Limited.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside National Enterprises Limited 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 National Enterprises Limited or to the responsible Minister of that public authority.

Not applicable

National Enterprises Limited - Public Statement**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 National Enterprises Limited.

Not applicable

Section 9 (1) (d)

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

Not applicable

Section 9 (1) (e)

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

Not applicable

Section 9 (1) (f)

A report prepared for National Enterprises Limited by a consultant who was paid for preparing the report.

Not applicable

Section 9 (1) (g)

A report prepared within National Enterprises Limited and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

Not applicable

Section 9 (1) (h)

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

National Enterprises Limited - Public Statement**Section 9 (1) (i)**

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

Not applicable

Section 9 (1) (j)

A statement prepared within National Enterprises Limited and containing policy directions for the drafting of legislation.

Not applicable

Section 9 (1) (k)

A report of a test carried out within National Enterprises Limited on a product for the purpose of purchasing equipment.

Not applicable

Section 9 (1) (l)

An environmental impact statement prepared within National Enterprises Limited.

Not applicable

Section 9 (1) (m)

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

Not applicable