



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 55

Caroni, Trinidad, Tuesday 2nd February, 2016—Price \$1.00

No. 19

### CORRIGENDA

In *Trinidad and Tobago Gazette*, Vol. 53, No. 43, dated Thursday 10th April, 2014, page 335, Item No. 532, appearing under the heading “Notice of Intended Removal of Defunct Companies from Register, [Section 461(3) of the Companies Act, 1995, Chap. 81:01]” the Company “PENIEL SERVICES LTD.—P 2632 (95)” was incorrectly published as “PENIE SERVICES LTD.—P 2632 (95)”. The error is regretted.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 102, dated Monday 5th October, 2015, page 1171, Item No. 1457, appearing under the heading “Notice of Removal of Defunct Companies from Register, [Section 461(5) of the Companies Act, 1995, Chap. 81:01]” the Company “CARIBBEAN AUTOMATIC TRANSMISSION REBUILDERS ASSOCIATION (C.A.T.R.A)—C 5646 (95)” was incorrectly published as “CARIBBEAN AUTOMATIC TRANSMISSION REBUILDERS ASSOCIATIONNN (C.A.T.R.A)—C 5646 (95)”. The error is regretted.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 124, dated Thursday 3rd December, 2015, page 1358, Item No. 1721, appearing under the heading “Notice of Removal of Defunct Companies from Register, [Section 461(5) of the Companies Act, 1995, Chap. 81:01]” the Company “CIL ELECTRICAL AND PLUMBING SUPPLIES LTD.—C 6825 (95)” was incorrectly published as “CIL ELECTRICAL AND PLUMBING SERVICES LTD.—C 6825 (95)”. The error is regretted.

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#### APPOINTMENT AS PARLIAMENTARY SECRETARY IN THE MINISTRY OF NATIONAL SECURITY

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, under the provisions of section 82(1) of the Constitution of the Republic of Trinidad and Tobago, has appointed GLENDA JENNINGS-SMITH, a Member of the House of Representatives, as Parliamentary Secretary in the Ministry of National Security, with effect from 2nd February, 2016, to assist the Minister of National Security in the performance of such duties as the Minister may specify from time to time.

G. SERRETTE  
*Secretary to His Excellency  
the President*

2nd February, 2016.

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#### ASSIGNMENT OF RESPONSIBILITY AS PARLIAMENTARY SECRETARY IN THE MINISTRY OF NATIONAL SECURITY

##### DIRECTIONS:

IN EXERCISE of the power vested in me the President by section 79(1) of the Constitution of the Republic of Trinidad and Tobago and acting in accordance with the advice of the Prime Minister, I hereby assign with effect from 2nd February, 2016, to GLENDA JENNINGS-SMITH, responsibility for such duties as Parliamentary Secretary in the Ministry of National Security, to assist the Minister of National Security in the performance of such duties as the Minister may specify from time to time.

Dated this 2nd day of February, 2016.

ANTHONY THOMAS AQUINAS CARMONA, O. R. T. T., S. C.  
*President*



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of Section 71 of the Securities Act 2012**

**And**

**In the Matter of an Application for the de-registration of BCB Holdings  
Limited as a Reporting Issuer**

**ORDER OF THE COMMISSION**

**Dated this 13<sup>th</sup> day of May, 2015**

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**WHEREAS:**

1. BCB Holdings Limited ("BCB") is incorporated in Belize and is registered as a Reporting Issuer with the Trinidad and Tobago Securities and Exchange Commission ("the Commission") with effect from August 3, 2009;

**AND WHEREAS:**

2. BCB's shares are also listed on the Bermuda Stock Exchange ("BSE") and the Alternative Investment Market ("AIM") of the London Stock Exchange;
3. BCB's shares were de-listed from the Trinidad and Tobago Stock Exchange Limited Official Listing effective January 15, 2014;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
BCB HOLDINGS LIMITED—Continued

4. BCB submitted an application to be de-registered as a Reporting Issuer by letter dated April 17, 2014;
5. BCB confirmed by letter dated December 16, 2014 it had repurchased 108,863 shares of the 111,018 shares held by investors in Trinidad and Tobago and had issued share certificates to the other shareholders who held the remaining 2155 shares.
6. The holders of the share certificates can apply to deposit their share certificates on the BSE and AIM

**AND UPON:**

7. The Board of Commissioners considering the application for the de-registration of BCB on February 3, 2015;
8. The Board of Commissioners being satisfied that making an Order for the de-registration of BCB as a Reporting Issuer under section 71 (1) of the Securities Act 2012 ("the Act") will not adversely affect the rights of any person;
9. The Board of Commissioners determining that the making of this order is essentially procedural in accordance with Section 159 (10) and does not require a hearing pursuant to Section 159 (1).

**IT IS HERBY ORDERED THAT:**

- I. BCB Holdings Limited is no longer a Reporting Issuer registered with the Commission;
- II. BCB Limited be struck off the register of Reporting Issuers maintained by the Commission;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
BCB HOLDINGS LIMITED—Continued

- III. BCB Holdings Limited is exempt from the requirement to publish a notice of its proposed de-registration;
- IV. This Order shall be published in the Trinidad and Tobago Gazette, in two daily newspapers in general circulation in Trinidad and Tobago and on the Commission's website;
- V. This Order shall take effect from February 3, 2015.



Professor Patrick Watson

Chairman



Dr. Alvin Hilaire

Commissioner



Ms. Marsha King

Commissioner



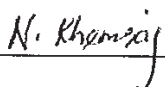
Mr. Ravi Rajcoomar

Commissioner



Mr. Horace Mahara

Commissioner



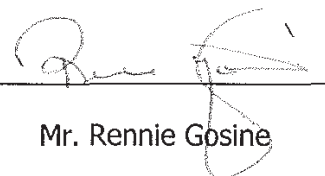
Ms. Nalinee Khemraj

Commissioner



Mrs. Suzette Taylor-Lee Chee

Commissioner



Mr. Rennie Gosine

Commissioner



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of section 45 (1) of the Securities Act 2012**

**And**

**In the Matter of an Application for the delisting of Jamaica Money Market  
Brokers Limited by the Trinidad and Tobago Stock Exchange Limited**

**And**

**In the Matter of the listing of the JMMB Group Limited Shares on the Trinidad  
and Tobago Stock Exchange**

**ORDER OF THE COMMISSION**

**Dated this 25<sup>th</sup> day of March, 2015**

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**WHEREAS:**

1. Jamaica Money Market Brokers Limited ("JMMB") was registered with the Trinidad and Tobago Securities and Exchange Commission ("the Commission") as a Reporting Issuer effective December 19, 2002;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
JAMAICA MONEY MARKET BROKERS LIMITED—Continued**AND WHEREAS:**

2. JMMB is incorporated in Jamaica and has its shares cross listed on the Jamaica, Barbados and Trinidad and Tobago Stock Exchanges respectively;
3. JMMB has been directed by the Bank of Jamaica to become a member of a holding company the JMMB Group Limited ("the JMMB Group") pursuant to a Scheme of Arrangement sanctioned by the Supreme Court of Jamaica by Order dated November 5, 2014;
4. The shareholders of JMMB voted in favour of a Scheme of Arrangement whereby the existing 1,630,552,530 ordinary shares held by members of the public will be cancelled and 1,630,552,530 new JMMB ordinary shares will be issued simultaneously to the JMMB Group;
5. The Trinidad and Tobago Stock Exchange ("TTSE") submitted an application for the de-listing of the existing JMMB shares;
6. JMMB has advised that the de-listing of the JMMB shares and the simultaneous listing of the JMMB Group shares will occur on April 13, 2015;
7. The Board of Commissioners after considering the contents of Board Paper 074 of 2013-Approval of a Scheme of Arrangement to be entered into by Jamaica Money Market Brokers Limited and its shareholders and the JMMB Group Limited, on July 18, 2013, approved the scheme of arrangement subject to the requirement that registration of:
  - (a) The new JMMB shares;
  - (b) The JMMB Group shares; and
  - (c) JMMB Group as a Reporting issuerbe deferred until the Scheme of Arrangement had been approved by the regulatory agencies in Jamaica;
8. The Board of Commissioners approved an exemption from registration of the new JMMB shares on September 19, 2014;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
JAMAICA MONEY MARKET BROKERS LIMITED—Continued

9. The Board of Commissioners delegated its authority to approve the delisting of shares from the TTSE, to the Chief Executive Officer where the delisting does not adversely affect the rights of persons and are essentially procedural, by Order dated March 27, 2014;
10. The Chief Executive Officer approved the delisting of the JMMB shares effective March 25, 2015.

**AND UPON:**

11. The Board of Commissioners considering that the Chief Executive Officer acted in accordance with the delegated authority conferred on him in approving the delisting of the JMMB shares;
12. The Board of Commissioners being advised by letter dated March 23, 2015 that the JMMB Group shares will be listed on the TTSE on April 13, 2015;
13. The Board of Commissioners determining that a hearing would not be required under Section 159 (1) of the Securities Act 2012 ("the Act");
14. The Board of Commissioners considering it to be not contrary to the public interest to make the following Orders in accordance with Section 155 (1A) of the Act.

**IT IS HERBY ORDERED THAT:**

- I. The Trinidad and Tobago Stock Exchange Limited is authorized to de-list Jamaica Money Market Brokers Limited from its Official List effective April 13, 2015;
- II. JMMB Group Limited is approved as a Reporting Issuer and its shares are approved for listing on the Trinidad and Tobago Stock Exchange effective April 13, 2015;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
JAMAICA MONEY MARKET BROKERS LIMITED AND ITS EXISTING SHAREHOLDERS—Continued

- III. This Order shall be published in the Trinidad and Tobago Gazette, in two daily newspapers in general circulation in Trinidad and Tobago and on the Commission's website;
- IV. This Order shall take effect from March 25, 2015.



Professor Patrick Watson

Chairman



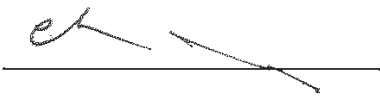
Dr. Alvin Hilaire

Commissioner



Ms. Marsha King

Commissioner



Mr. Ravi Rajcoomar

Commissioner



Mr. Horace Mahara

Commissioner




Ms. Naline Khemraj

Commissioner



Mrs. Suzette Taylor-Lee Chee

Commissioner



Mr. Rennie Gosine

Commissioner





**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In the Matter of section 155 (1A) (c) of the Securities Act 2012**

**And**

**In the Matter of an Application for the Registration of the Jamaica Money  
Market Brokers Scheme of Arrangement between Jamaica Money market  
Brokers Limited and its existing Shareholders with the Jamaica Money  
Market Brokers Group**

**ORDER OF THE COMMISSION**

**Dated this 6<sup>th</sup> day of March, 2015**

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**WHEREAS:**

1. Jamaica Money Market Brokers Limited ("JMMB") was registered with the Trinidad and Tobago Securities and Exchange Commission ("the Commission") as a Reporting Issuer effective December 19, 2002.

**AND WHEREAS:**

2. JMMB is incorporated in Jamaica and has its shares cross listed on the Jamaica, Barbados and Trinidad and Tobago Stock Exchanges respectively;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
JAMAICA MONEY MARKET BROKERS LIMITED AND ITS EXISTING SHAREHOLDERS—Continued

3. JMMB has been directed by the Bank of Jamaica to become a member of a holding company the Jamaica Money Market Brokers Group Limited "the JMMB Group");
4. JMMB will implement the directive from the Bank of Jamaica by a restructuring exercise through a scheme of arrangement with its shareholders;
5. The existing 1,660,552,530 ordinary shares held by members of the public will be cancelled and 1,660,552,530 new JMMB ordinary shares will be issued simultaneously to the JMMB Group;
6. In consideration of the cancellation of the existing 1,660,552,530 JMMB shares the JMMB Group shall issue the new JMMB Group ordinary shares credited as fully paid up to each eligible person distributed at the rate of one JMMB Group share for each cancelled JMMB share;
7. The Board of Commissioners after considering the contents of Board Paper 074 of 2013-Approval of a Scheme of Arrangement to be entered into by Jamaica Money Market Brokers Limited and its shareholders and the JMMB Group Limited, on July 18, 2013, approved the scheme of arrangement subject to the requirement that registration of:
  - (a) The new JMMB shares;
  - (b) The JMMB Group shares; and
  - (c) JMMB Group as a Reporting issuer

be deferred until the Scheme of Arrangement had been approved by the regulatory agencies in Jamaica;

**AND UPON:**

8. The Board of Commissioners considering an application from JMMB for an exemption from the requirement to register the shares that it intends to issue to the JMMB Group Limited as part of a proposed Scheme of Arrangement on September 19, 2014;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
JAMAICA MONEY MARKET BROKERS LIMITED AND ITS EXISTING SHAREHOLDERS—Continued

9. The Board of Commissioners determining that it was empowered under section 155 (1A) (c) of the Securities Act 2012 to exempt any person from any requirement of this Act;
10. The Board of Commissioners considering it to be not contrary to the public interest to make the following Orders in accordance with section 155 (1A) of the Act.

**IT IS HERBY ORDERED THAT:**

- I. JMMB is exempt from the requirement to register the shares that it intends to issue to the JMMB Group Limited as part of a proposed Scheme of Arrangement ;
- II. This Order shall be published in the Trinidad and Tobago Gazette, in two daily newspapers in general circulation in Trinidad and Tobago and on the Commission's website;
- III. This Order shall take effect from September 19, 2014.



Professor Patrick Watson

Chairman



Dr. Alvin Hilaire

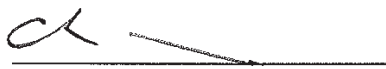
Commissioner



Ms. Marsha King

Commissioner

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
JAMAICA MONEY MARKET BROKERS LIMITED AND ITS EXISTING SHAREHOLDERS—Continued

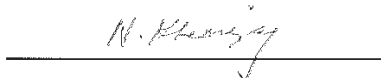
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Ms. Nalinee Khemraj

Commissioner



Mrs. Suzette Taylor-Lee Chee

Commissioner



Mr. Rennie Gosine

Commissioner



**TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION**

**In The Matter of a Contravention of  
Section 136 (2) of the Securities Act, 2012 (as amended)  
By the National Insurance Board of Trinidad and Tobago**

**AND**

**In The Matter of  
Rule 61 and Rule 62 of  
Securities Industry (Hearings And Settlements)  
Practice Rules, 2008**

**ORDER OF THE COMMISSION**

**Dated this 31<sup>st</sup> day of December, 2015**

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**WHEREAS** the National Insurance Board of Trinidad and Tobago (“**the Respondent**”) has contravened section 136 (2) of the Securities Act, 2012 as amended (“**the Act**”) by:

- i. Filing with the Commission on July 17, 2015, past the due date of June 12, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 5, 2015;
- ii. Filing with the Commission on July 17, 2015, past the due date of June 15, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”,

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO—Continued

disclosing the changes to its direct beneficial ownership of TCL shares on June 8, 2015;

- iii. Filing with the Commission on July 17, 2015, past the due date of June 25, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 17, 2015;
- iv. Filing with the Commission on July 17, 2015, past the due date of June 26, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 18, 2015;
- v. Filing with the Commission on July 17, 2015, past the due date of June 30, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 23, 2015;
- vi. Filing with the Commission on July 17, 2015, past the due date of July 9, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on July 2, 2015; and
- vii. Filing with the Commission on July 17, 2015, past the due date of July 10, 2015, a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on July 3, 2015;

**AND WHEREAS** by letter dated September 22, 2015 the Commission notified the Respondent that it was in contravention of Section 136 (2) of the Act by its late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on the referenced dates.

**AND WHEREAS** on December 23, 2015 the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the duly authorized representative of the Commission for and on behalf of the Commission and the duly authorized representative of the Respondent for and on behalf of the Respondent (“**the Settlement Agreement**”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

**AND WHEREAS** the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

**AND WHEREAS** the Respondent shall pay to the Commission the sum of

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION  
NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO—Continued

- i. \$34,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 5, 2015, due on June 12, 2015;
- ii. \$31,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 8, 2015, due on June 15, 2015;
- iii. \$21,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 17, 2015, due on June 25, 2015;
- iv. \$20,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 18, 2015, due on June 26, 2015;
- v. \$16,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on June 23, 2015, due on June 30, 2015;
- vi. \$7,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on July 2, 2015, due on July 9, 2015,
- vii. \$6,000.00 as the fine for the late filing of a “Form No. 22 – Trading Report of a Person Connected to a Reporting Issuer”, disclosing the changes to its direct beneficial ownership of TCL shares on July 3, 2015, due on July 10, 2015,

**AND WHEREAS** the Respondent shall pay to the Commission the total fine of **One Hundred and Thirty Five Thousand Dollars (\$135,000.00)** within twenty-eight days of the making of this Order;

**AND WHEREAS** the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

**IT IS HEREBY ORDERED THAT:**

- (a) The procedure outlined under the Securities Industry (Hearings and Settlements) Practice Rules, 2008 has been followed;

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION—ORDER  
NATIONAL INSURANCE BOARD OF TRINIDAD AND TOBAGO—Continued

- (b) The Respondent has contravened Section 136 (2) of the Act and shall within twenty-eight days of the making of this Order pay to the Commission the sum of One Hundred and Thirty Five Thousand Dollars (\$135,000.00) as the fine in this matter; and
- (c) This Order shall be published in the Trinidad and Tobago Gazette and in a daily newspaper.

**By Order of the Commission.**



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015**

**In compliance with sections 7, 8 and 9 of the Freedom of Information Act  
(FOIA) 1999**

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In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, The CEPEP Company Limited is required to publish a statement setting out certain information for the benefit of the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by The CEPEP Company Limited;
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 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.

**SECTION 7 – STATEMENTS**

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**Section 7 (1) (a) (i)**

**Function and Structure of The CEPEP Company Limited**

**Vision:**

To be the premier environmental protection company which fosters national pride at the community level.

**Mission:**

The mission statement of The CEPEP Company Limited is:

*Working for the nation by protecting, enhancing and building our communities through environmental entrepreneurship.*

The CEPEP Company Limited is a Special Purpose State Enterprise under the Ministry of Public Utilities. The Company was incorporated on 2<sup>nd</sup> April, 2008 under the Companies Act Chapter 81:01 and commenced operations on 1<sup>st</sup> November, 2008. The Company has responsibility for

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## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

programme execution in the area of environmental protection and enhancement. Its Core Values are as follows:

1. Community Driven – The commitment to support viable initiatives at the community level and to promote disciplined and responsible behavior through all our activities.
2. Entrepreneurship – The commitment to combine resources in order to seize any business opportunity that presents itself in the interest of our contractors and community entrepreneurs.
3. Partnership -The commitment to partner with other government and/or private agencies in the furtherance of the objectives of business development and environmental enhancement.
4. Environmental Friendliness – The discipline and commitment to ensure that our contractors operate according to global standards in caring for the environment.
5. Public Accountability - The commitment to allow all our transactions to stand up to the scrutiny of our major stakeholders, the Republic of Trinidad and Tobago.

The Company comprises a Board of Directors, Management and Staff. The Board of Directors is headed by the Chairman and is responsible for policy matters. Management is headed by a General Manager who ensures the efficient running of the Company's day to day operations.

The Office of The CEPEP Company Limited is located at No. 16 Factory Road, Ste. Madeleine.

The CEPEP Company Limited is comprised of the following core departments:

- Finance Department
- Legal Department
- Business Development Department
- Internal Audit Department
- Public Relations Department
- Operations Department
- Human Resources Department
- Information Department
- Information Technology Department
- Occupational Health and Safety Department

## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

**Functions of the Departments of The CEPEP Company Limited:**

**The Finance Department** collects and accounts for all revenues of The CEPEP Company Limited. The Department processes all payments including payments to staff and contractors and records and manages all revenues received through the Company's business development operations.

**The Legal Department** advises The CEPEP Company Limited on all legal issues affecting the Company's operations and acts as a support unit for the other departments of the Company. The Department ensures that the company operates within the confines of the legal framework of Trinidad and Tobago. The Legal Department prepares all contracts, memorandums of understanding and other agreements and provides advisory opinions on all legal matters.

**The Business Development Department** core function is that of implementation of an effective business development model. The Department provides project management services to the company and generates income to reduce the Company's request for subventions. The department strives to capture part of the environmental management business market share.

**The Internal Audit Department** assists management in ensuring the effective running of the Company by performing departmental and other audits, recommendations and feedback on the audits performed. The Department ensures that there is accountability and transparency in the Company's operations.

**The Public Relations Department** is responsible for implementing the Company's strategic communications plan. This includes the design and implementation of innovative and effective communication methodologies and systems, which are expected to promote and protect the image and interests of the company, as well as assist in the development and delivery of Public Relation services as required.

**The Operations Department** manages and oversees the services and works performed by Contractors under the Community-Based Environmental Protection and Enhancement Programme (CEPEP). The Department manages all Environmental Work Areas (EWAs) and provides disaster relief clean up services upon request.

**The Human Resources Department** promotes the efficient operation of the Company by building the Human Resource database of the Company. The department is responsible for all staff related issues such as hiring, performance management and employee relations.

## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

**The Information Department** manages the information of all Contracting Companies. The Department ensures that Contractors provide up to date information as pertains to their Company and that all contractors are insured.

**The Information Technology Department** is responsible for managing the Company's information management system. The department provides technical support to the other departments as required.

**The Operational Health and Safety Department** ensures that the operations of the Company are carried out in compliance with The Occupational Health and Safety Act and industry practice. The department investigates occupational related accidents and prepares reports and recommendations. The Department also conducts Health and Safety Training for members of staff and contractors.

(See Page 12 below for Organisational Chart)

**Effect of functions on members of the Public**

The work of The CEPEP Company Limited impacts directly on members of the public. Citizens of the country, local communities and the general public are the ultimate beneficiaries of all the services of the Company. By protecting and enhancing the environment; creating jobs; providing life improvement training opportunities to large numbers of citizens and promoting the development of small/medium community-based business enterprises the Company contributes to the alleviation of social ills which in turn has a distinct positive influence on the quality of life in Trinidad and Tobago.

**Decision Making Powers Affecting Members of the Public**

The principal decision-making powers of The CEPEP Company Limited which affect members of the public are:-

- Decision-making regarding the deployment of resources to undertake works throughout the country
- Decision-making regarding expenditures to carry out works in relation to the functions of the Company

## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

**Section 7 (1) (a) (ii)****Statement on categories of documents held by The CEPEP Company Limited**

The Categories of documents in the possession of The CEPEP Company Limited include:

- 1) Files dealing with administrative support and general administrative documents for the operations of the Company.
- 2) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc.
- 3) Files dealing with the accounting and financial management function of the Company.
- 4) Financial records (cheques, vouchers, receipts, expenses, journals, etc).
- 5) Files dealing with Cabinet documents.
- 6) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 7) Maps/Charts/Photographs/Compact Discs/Catalogues.
- 8) Policy and Procedure Documents.
- 9) Internal and External correspondence files.
- 10) Contractor files.
- 11) Documents relating to strategic and operational plans of the Company.
- 12) Legislation and Legal Instruments.
- 13) Legal Opinions and related matters.
- 14) Files dealing with training.
- 15) Minutes/Agenda of meetings.
- 16) Files dealing with Circulars, memoranda, notices, bulletins, etc.
- 17) Reports
- 18) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, directories.
- 19) Files dealing with official conferences and events hosted and attended by the Company.
- 20) Inventories.
- 21) Periodicals and publications.
- 22) Forms.
- 23) Certificates.

**Section 7 (1) (a) (iii)****Material prepared by the Company for publication or inspection under Part II of the FOIA and where they can be inspected or obtained**

## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

The following printed material can be inspected, once not otherwise specified, at the Office of the Company at No. 16 Factory Road, Ste. Madeleine.

- Incorporation Documents
- Maps/Charts/Photographs
- By-Laws
- Company Policies

**Section 7 (1) (a) (iv)****Listing of literature available by way of subscription services**

Not Applicable

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from The CEPEP Company Limited*****General Procedure***

The policy of The CEPEP Company Limited is to respond to all requests for information. However, in order to derive the rights given to the applicant under the Act, (for example, the right to challenge a decision if the request for information is refused), the applicant must make such request for information in writing. The applicant must, therefore, complete the Request for Access to Official Document(s) Form that is set out in the Schedule of the FOIA.

***Addressing Requests***

To facilitate prompt handling of requests, please address it to the Legal Manager/Corporate Secretary of The CEPEP Company Limited. Requests will be acknowledged as official when made on the prescribed form.

***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 the applicant is not sure how to write his/her request or what details to include, communication with our Corporate Secretary / Legal Manager is recommended.

**Requests not handled under the FOIA**

## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

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

**Responding to your Request**

- **Retrieving Documents**

The CEPEP Company Limited is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

- **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.

In treating with requests, The CEPEP Company Limited is not obligated to 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. We are also not required to perform research for you.

**Time limits**

Applicants will be notified within 30 days or before whether or not the request is approved. Applicants whose requests are incomplete or unclear will be informed of the same and arrangements will be made with the applicant for consultation, with a view to clarifying the request. The time limit of 30 days as stipulated by Section 15 FOIA will be suspended while consultation with the applicant is being undertaken, and will resume on the day the applicant confirms or alters the request.

An applicant, whose request for documents is refused, will be notified in writing of the reasons for the refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her. If The CEPEP Company Limited fails to meet the 30 day deadline, the Act gives the applicant the right to proceed as though the request has been denied. The CEPEP Company Limited 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 acknowledge your request and advise you of its status. Since there is a possibility that

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requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request and to ascertain its status.

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.

**Fees and Refunds**

The Freedom of Information (Fees and Charges) Regulations prescribes the fees related to the search, retrieval and provision of documents. Where such fees are payable, the applicant is 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 documents requested.

**Section 7 (1) (a) (vi)****Statement specifying officer(s) responsible for the processing of requests for access to documents**

The Designated Officer for The CEPEP Company Limited is:

Legal Manager/Corporate Secretary  
The CEPEP Company Limited  
No. 16 Factory Road,  
Ste. Madeleine  
Tel.:698-2737,0753/54/55

The Alternate Officer for The CEPEP Company Limited is:

Internal Auditor  
The CEPEP Company Limited  
No. 16 Factory Road,  
Ste. Madeleine  
Tel.:698-2737,0753/54/55

**Section 7 (1) (a) (vii)**

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



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Presently there are no Advisory Boards, Council, Committee or other bodies that fall within the meaning of Section 7(1)(a)(vii) of the FOIA.

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

Presently there is no library or reading room facilities at The CEPEP Company Limited.

**SECTION 8 – STATEMENTS**

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**List of documents provided by The CEPEP Company Limited for use by its officers**

- Copies of all legislation, laws, regulations, orders
- State Enterprises Performance Monitoring Manual
- Ministry of Finance Investments Division Standard Procurement Procedures
- Tenders and Disposal Policy and Procedure
- Purchasing Policy and Procedure
- Delegated Authority Policy and Procedure
- Donations Policy

**SECTION 9 – REPORTS AND STATEMENTS****List of reports or statements containing advice or recommendations**

**Section 9 (1) (a):** “A report, or a statement containing the advice or recommendations, of a body or entity established within the public authority.”

This section is not applicable at this time.

**Section 9 (1) (b):** “A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, 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.”

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This section is not applicable at this time.

**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.”

This section is not applicable at this time.

**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.”

This section is not applicable at this time.

**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.”

This section is not applicable at this time.

**Section 9 (1) (f):** “A report prepared for the public authority by a consultant who was paid for preparing the report.”

This section is not applicable at this time.

**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.”

This section is not applicable at this time.

**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.”

## UPDATED PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED 2015—CONTINUED

The following report is for examination only:  
The CEPEP Impact Study

**Section 9 (1) (i):** “A report containing final plans or proposals for the re-organisation of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or 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.”

This section is not applicable at this time.

**Section 9 (1) (j):** “A statement prepared within the public authority and containing policy directions for the drafting of legislation.”

This section is not applicable at this time.

**Section 9 (1) (k):** “A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.”

This section is not applicable at this time.

**Section 9 (1) (l):** “An environmental impact statement prepared within the public authority.”

This section is not applicable at this time.

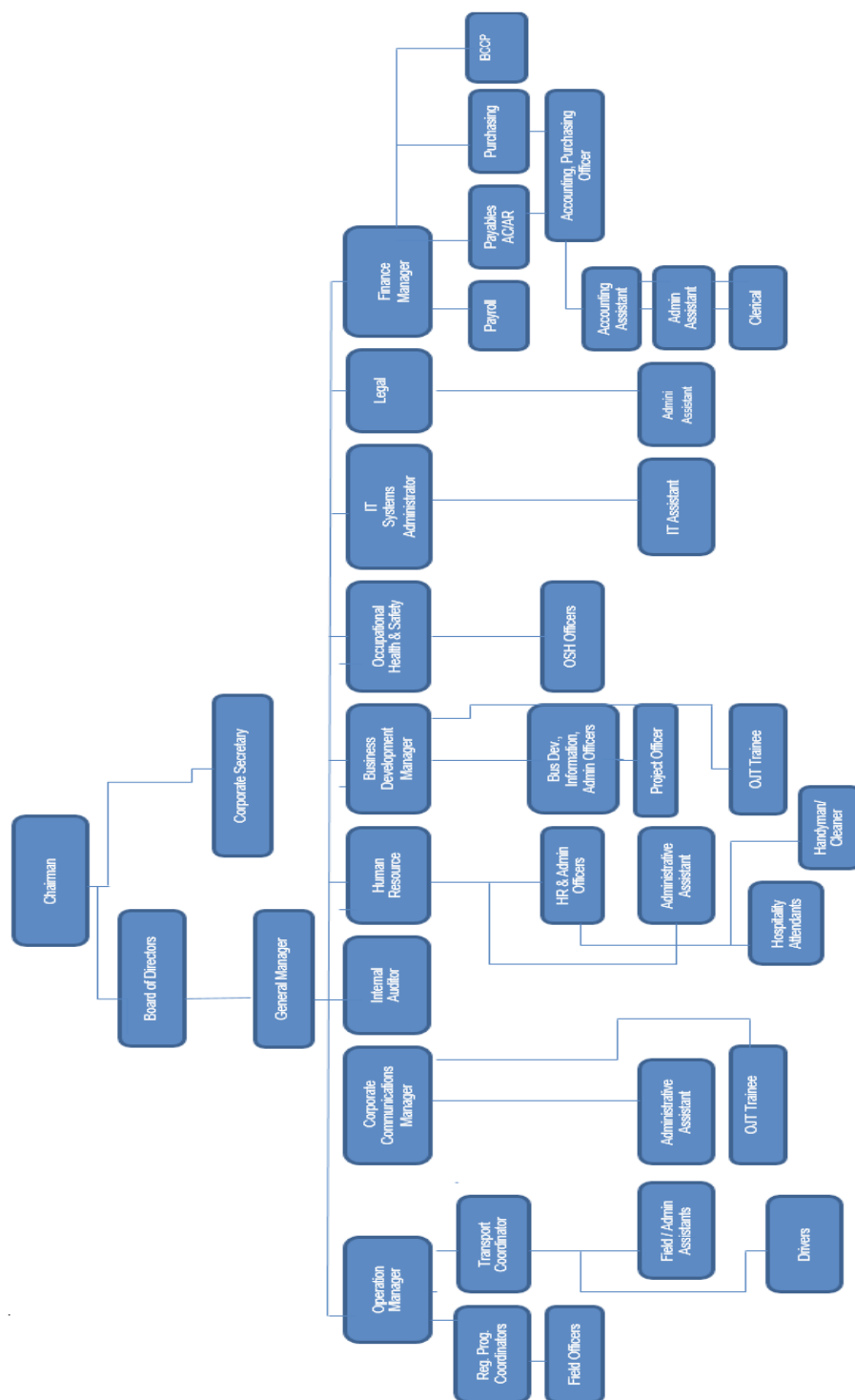
**Section 9 (1) (m):** “A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.”

This section is not applicable at this time.

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# THE CEPEP COMPANY LIMITED ORGANISATIONAL CHART

20<sup>th</sup> November 2015