



2025 Public Statement of the Trinidad and Tobago Special Economic Zones Authority In Compliance with Sections 7, 8 and 9 of The Freedom of Information Act Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chap. 22:02 (“FOIA”), the Trinidad and Tobago Special Economic Zones Authority (“TTSEZA”), a body corporate established under Trinidad and Tobago Special Economic Zones Act No. 1 of 2022 (the “TTSEZ Act”), under the purview of the Ministry of Trade, Investment and Tourism (MTTI), is required by law to publish and annually update the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right: -

- (1) For each person to access information held by the TTSEZA.
- (2) For each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading.
- (3) To obtain reasons for adverse decisions made regarding an applicant’s request for information under the FOIA.
- (4) To complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i) of the FOIA

Function and Structure of the TTSEZA

Vision:

To enhance economic growth and facilitate diversification and development in Trinidad and Tobago through the provision of a modern licensing and administrative regime.

Mission:

To assess investment opportunities through clear and transparent criteria and to monitor approved investments to ensure they meet or exceed desired outcomes.

TTSEZA Functions:

The functions of TTSEZA include: -

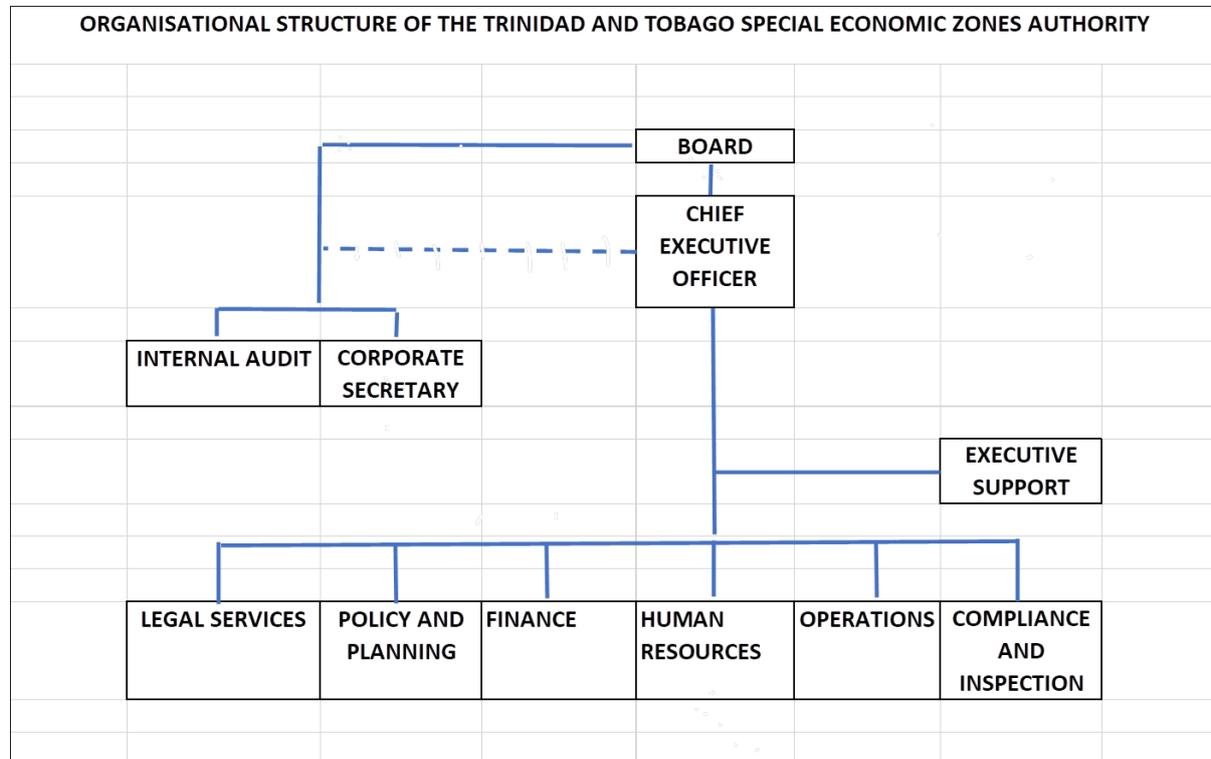
- (a) reviewing, assessing and determining applications for Operator Licences, Special Economic Zone (SEZ) Enterprise Licences and Single Zone Enterprise Licences;
- (b) regulating and supervising Zones;
- (c) advising the Minister on matters to support policy formulation relating to Zones;
- (d) recommending to the Minister the designation of Zones;
- (e) reviewing and assessing the performance of all Zones and reporting to the Minister performance of all such Zones;
- (f) formulating guidelines and codes of practice to be observed by operators, SEZ Enterprises or Single Zone Enterprises;
- (g) receiving and taking prompt action to resolve complaints from operators and SEZ Enterprises;
- (h) facilitating the mediation and settlement of disputes among operators and SEZ Enterprises;
- (i) facilitating an enabling environment in areas designated as Special Economic Zones;
- (j) developing modern infrastructure required to attract foreign direct investment and stimulate domestic investment;
- (k) promoting economic development in local communities;
- (l) advancing further diversification of the economy; and
- (m) performing such other functions assigned to it under the TTSEZ Act or any other written law.

The Objectives of TTSEZA can be summarised as follows:

Further to its statutory functions, the objectives of the TTSEZA are to be the enabling agency to facilitate, provide strategic support and aid sustainable investment, both foreign and local, in order to enhance diversification, economic growth and further economic development in Trinidad and Tobago and work closely with key Governmental agencies such as the Board of Inland Revenue, Customs and Excise Division, Town and Country Planning Division and others to support investment, both foreign and local toward the advancement and expansion of Trinidad and Tobago's economy and revenue base.

ORGANISATIONAL STRUCTURE AND STAFFING

The TTSEZ Act prescribes that the body corporate is to be managed by a Board. Additionally, the TTSEZA's staff is managed by the Chief Executive Officer (CEO) and comprises of managerial, technical and administrative staff. The organisation structure of the TTSEZA is outlined below.



Board of the TTSEZA

The TTSEZ Act prescribes that its Board shall comprise eleven (11) members as follows:

- (a) six (6) members with qualifications, and at least seven (7) years' experience, in finance, information technology, economics, international relations, business management, engineering logistics and supply chain management, or accounting who shall be appointed by the Minister;
- (b) two (2) Attorneys-at-law of least seven (7) years' standing who shall be appointed by the Minister on the advice of the Judicial and Legal Service Commission;
- (c) the CEO, *ex officio*;
- (d) a senior officer of the Town and Country Planning Division, who shall be nominated by the Permanent Secretary of the Ministry responsible for planning and appointed by the Minister; and
- (e) a senior officer of the Inland Revenue Division, who shall be nominated by the Chairman of the Board of Inland Revenue and appointed by the Minister.

PARTICULARS OF THE ORGANISATION

Office of the Chief Executive Officer

The CEO has overall responsibility for the efficient operations of the technical, strategic, and corporate functions of the TTSEZA including staffing, strategic planning, and delivery of financial and business services and related deliverables to ensure the sustainable profitability and growth of the TTSEZA. The CEO is an *ex officio* member of the Board who reports directly to the Board and manages the day-to-day operations and activities of the TTSEZA as prescribed under the Act.

As illustrated within its Organisational Chart, the TTSEZA comprises the following Departments:

Operations Department

This Department directly:

- (a) supervises business development, information and communication technology and procurement;
- (b) oversees day-to-day activities of the TTSEZA;
- (c) ensures overall compliance with the Act and any regulations and guidelines made and issued pursuant thereto respectively;
- (d) coordinates logistics and collaborates with governmental authorities and licensees in order to optimize efficiency and productivity; and
- (e) ensures that all procurement practices conform to the Public Procurement and Disposal of Public Property Act, Act No. 1 of 2015 (as amended) and its Regulations and guidelines made or issued pursuant thereto.

Finance Department

This Department strategically directs and manages the development and implementation of financial activities of the TTSEZA in order to achieve the objectives of the TTSEZA. This Department also advises on investment plans, monitors the TTSEZA's finances, produces financial reports and assesses the financial aspects of applications for licences under the TTSEZ Act. Additionally, this Department is responsible for: the preparation of statutory and other reports for the various governmental entities involved in the application and maintenance of the licences, the TTSEZA's general compliance under its legislation, the processing payments to all suppliers of goods and services to the TTSEZA, processing of the TTSEZA's payroll, the processing of fees associated with applications for and renewal of licences as well as annual licence fees associated with the award of licenses.

Human Resources Department

This Department is responsible for the management and directing of activities relating to the Human Resources ("HR") to improve the efficiency and effectiveness of the TTSEZA and to develop strategic and operational initiatives to achieve the human capital goals as directed by the Board. This Department also develops the HR policies and procedures, administers support to staff, compensation, employee relations, health and safety and, in particular, develops and implements effective recruitment and strategies to attract and retain employees.

Compliance and Inspection Department

This Department is responsible for overseeing the receipt and assessment of applications for licences, ensuring compliance with the approved criteria and all relevant laws and regulations associated with the validity of the licences, establishing appropriate mechanisms to monitor and identify non-compliance with legal and regulatory obligations. This Department also conducts due diligence checks on applicants and licence holders, to ensure compliance with anti-money laundering, countering the financing of terrorism and proliferation financing legislation and procedures in accordance with international standards.

Policy and Planning Department

This Department is responsible for developing the ongoing policies of the TTSEZA in order to keep current with best industry practices, economic and financial developments and corporate planning and economic and research development.

Legal Services Department

This Department is responsible for the preparation of contracts, leases, licences, legal investigations and the facilitation of investors with various approvals. This Department's role is to protect the legal interests of the TTSEZA and to ensure that it operates within the law as it relates to the TTSEZ Act, as well as other relevant legislation. This Department is also responsible for providing legal advice and guidance to the TTSEZA in the execution of its functions and powers in accordance with the Act; adhering to sound legal principles in executing its functions and ensuring that the TTSEZA fulfils its statutory obligations.

Section 7(1)(a)(ii)

Categories of Documents maintained in the possession of TTSEZA

1. Legislation and Legal Instruments**;
2. Policy and Procedure Documents;
3. Circulars, memoranda, notices, bulletins;
4. Manuals;
5. Agendas/Minutes of meetings
6. Files dealing with all applications, as well as administrative, financial, procurement and general administrative documents for the operations of the TTSEZA; and
7. Personnel files.

** The Legislation is available for purchase from the Government Printery or may be accessed at <https://laws.gov.tt/> or <http://www.ttparliament.org>.

Section 7(1)(a)(iii)

Material prepared by the TTSEZA for publication or public inspection

1. Public Registers pursuant to Section 78 of the TTSEZ Act as follows:
 - i. Operator Licence Register;
 - ii. Special Economic Zone Enterprise Licence Register; and
 - iii. Single Zone Enterprise Licence Register.

2. Other information/documents can be accessed or downloaded from the official TTSEZA website at <https://seza.gov.tt/>

Section 7 (1)(a)(iv)

Literature available by way of subscription services

The TTSEZA has no literature by way of subscription services available at this time.

Section 7 (1)(a)(v)

Procedure to be followed when a request for access to a document is made to TTSEZA

HOW TO REQUEST INFORMATION:

General Procedure

In order to exercise the rights provided under the FOIA, an applicant must make his request, in writing, by submitting a completed “Request for Access to Official Documents” Form, a copy of which can be accessed at TTSEZA’s office identified at Section 7(1)(a)(vi). Alternatively, FOIA forms may be obtained from the Trinidad and Tobago Government Online website at www.foia.gov.tt. The form must, at minimum, include the following details:

- Full Name of applicant
- Contact information for the applicant
- Information requested and format to provide the information
- Date of request
- Signature of applicant

The completed FOIA form may be hand delivered or mailed (electronically or by hand) to TTSEZA.

Addressing Requests

To facilitate the prompt processing, please address all completed requests to TTSEZA’s Designated Officer. Please refer to Section 7 (1)(a)(vi) for further details.

Details in the Requests

Applicants should provide sufficient information that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from you. If you are unsure how to make the request or the details to be included, kindly communicate with TTSEZA’s Designated Officer who will take all reasonable steps to render the necessary assistance.

RESPONDING TO A REQUEST

Retrieving Documents

The TTSEZA is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. The granting of a request may also be subject to the various retention periods contained in laws, regulations and manuals which state the time periods for keeping records before they may be destroyed.

Furnishing Documents

An applicant is entitled to copies of information that the TTSEZA has in its possession. The TTSEZA is required to furnish one (1) copy of a document to an applicant. If a legible copy of the document cannot be made for release, the TTSEZA will not attempt to reconstruct it. Instead, the TTSEZA will furnish the best copy possible and a statement regarding its quality made in the response to the applicant.

The TTSEZA is not compelled to do the following:

1. Create new documents. The TTSEZA is, for example, not required to write a new program to enable a computer to print information in the format preferred by the applicant.
2. Perform research for the applicant.

Time Limits

The FOIA establishes time limits to make a decision regarding requests for access to official documents. The TTSEZA will diligently make every effort to comply with the time limits, but if it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to the Designated Officer or to confirm that the TTSEZA received the request and to ascertain its status.

Time Allowed - The TTSEZA will determine whether to grant the request for access to information as soon as practicable but no later than thirty (30) days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or to be provided with copies, if so requested.

Section 7(1)(a)(vi)

Officers in the TTSEZA are responsible for:

1. The initial receipt of, and action upon, notices under Section 10 of the FOIA;
2. Processing requests for access to documents under Section 13 of the FOIA; and
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Job title: Manager, Legal Services
Name: Mr. Vinda Dean Maharaj
Address: Trinidad and Tobago Special Economic Zones Authority
No. 9 Alexandra Street
Port-of-Spain
Tel: (868) 226-5593
e-mail: Vinda.Maharaj@gov.tt

The Alternate Officer is:

Job Title: Manager, Policy and Planning
Name: Mrs. Krystal Richardson
Address: Trinidad and Tobago Special Economic Zones Authority
No. 9 Alexandra Street
Port-of-Spain
Tel: (868) 226-5593
e-mail: Krystal.Richardson@seza.gov.tt

Section 7(1)(a)(vii)

Statement of all boards, councils, committees and other bodies constituted for the purpose of advising the TTSEZA (where meetings are open to the public)

At present, there are no advisory boards, councils, committees and other bodies that fall within the meaning of this section.

Section 7(1)(a)(viii)

Library/ Reading Room Facilities

Any applicant requesting to view information can make general enquiries by contacting the TTSEZA's office at the telephone numbers provided or by emailing the Designated Officer listed, under Section 7 (1)(a)(vi).

The Library and Information Services of the TTSEZA is located at No. 9 Alexandra Street, Port-of-Spain. Arrangements will be made to accommodate the applicant from Mondays to Fridays between the hours of 8:00 a.m. and 4:00 p.m. on normal working days. TTSEZA's policy with respect to the provision of copies of documents already available to the public is that the applicant will be directed to the appropriate website or institution where the document may be obtained. No smoking, eating or drinking is allowed in the reading room space provided.

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 Trinidad and Tobago Special Economic Zones Act, 2022 (Act No 1. of 2022)
- The Trinidad and Tobago Special Economic Zones Regulations, 2023 (Legal Notice 370 of 2023)
- Special Economic Zones Policy for Trinidad and Tobago- Ministry of Trade and Industry (MTI) July 2019
- Legal Notices made pursuant to the TTSEZ Act from 2024 to 2025 are available for purchase from the Government Printery or may be accessed at <https://laws.gov.tt/> or <http://www.ttparliament.org>.

Section 8 (1)(a)(ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the TTSEZA, or similar documents containing rules, policies, guidelines, practices or precedents provided by TTSEZA for the use or guidance of TTSEZA or its officer.

- Trade Policy for Trinidad and Tobago 2019-2023
- The Ministry of Trade and Industry (MTI)- Revised Special Economic Zones Policy for Trinidad and Tobago (July 2019)
- The MTI- The Investment Policy Statement
- Departmental Manuals, Policies and Procedures
- General Information Brochures

Section 8 (1)(b)

Documents regarding enforcing written laws or schemes administered by the public body where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of, the written laws or schemes.

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

SECTION 9 STATEMENTS

Section 9 (1)(a)

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

There are no statements to be published under this subsection 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 TTSEZA 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 TTSEZA or to the responsible Minister of TTSEZA.

There are no statements to be published under this subsection 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 TTSEZA.

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

Section 9(1)(d)

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

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

Section 9(1) (e)

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

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

Section 9 (1)(f)

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

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

Section 9 (1)(g)

A report prepared within the TTSEZA 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.

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

Section 9 (1)(h)

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

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

Section 9 (1)(i)

A report containing final plans or proposals for the re-organisation of the functions of the TTSEZA, the establishment of a new policy, programme or project to be administered by the TTSEZA, or the alteration of an existing policy, programme or project administered by the TTSEZA, whether or not the plans or proposals are subject to approval by an officer of the TTSEZA, another public authority, the responsible Minister of the TTSEZA or Cabinet.

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

Section 9 (1)(j)

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

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

Section 9 (1)(k)

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

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

Section 9 (1)(l)

An environmental impact statement prepared within the TTSEZA.

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

Section 9 (1)(m)

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

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