

# 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

(2015 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 four (4) 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)

#### Branch:

Trinidad & Tobago National Petroleum Marketing Company Limited - Dominica Branch

NP's Mission is to achieve the status "To ensure the safe, reliable convenient and economical availability of quality petroleum products throughout Trinidad and Tobago".

NP holds a Vision "Customer-focused, modern, efficient and profitable from refinery to pump, emerging from domestic leader to competitive regional player".

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 2015 January 01 are:**

Mr. Neil Gosine	-	Chairman
Mr. Brendon Gray	-	Director
Ms. Carla Scipio	-	Director
Mr. Keith Narayansingh	-	Director
Mr. Kenneth Samlal	-	Director
Mr. Kerry Rampersad	-	Director
Mr. Mark Alfonso	-	Director
Mr. Nigel Darwent	-	Director
Mr. Rabindranath S. Lackhan	-	Director
Mr. Ranjit Ramnarine	-	Director
Ms. Amreeka Maharaj	-	Director

**Its members as at 2015 March 06 are:**

Mr. Neil Gosine	-	Chairman
Mr. Brendon Gray	-	Director
Ms. Carla Scipio	-	Director
Mr. Kenneth Samlal	-	Director
Mr. Kerry Rampersad	-	Director
Mr. Mark Alfonso	-	Director
Mr. Nigel Darwent	-	Director
Mr. Rabindranath S. Lackhan	-	Director
Mr. Ranjit Ramnarine	-	Director
Ms. Amreeka Maharaj	-	Director



For all life's journeys

# 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

## Its members as at 2015 September 15 are:

Mr. Nigel Darwent	-	Director
Mr. Kerry Rampersad	-	Director
Mr. Rabindranath S. Lackhan	-	Director
Mr. Kenneth Samlal	-	Director
Mr. Ranjit Ramnarine	-	Director
Mr. Mark Alfonso	-	Director
Ms. Amreeka Maharaj	-	Director

## Its members as at 2015 September 21 are:

Mr. Rabindranath S. Lackhan	-	Director
Mr. Kenneth Samlal	-	Director
Mr. Ranjit Ramnarine	-	Director
Mr. Mark Alfonso	-	Director
Ms. Amreeka Maharaj	-	Director

## Its members as at 2015 December 14 are:

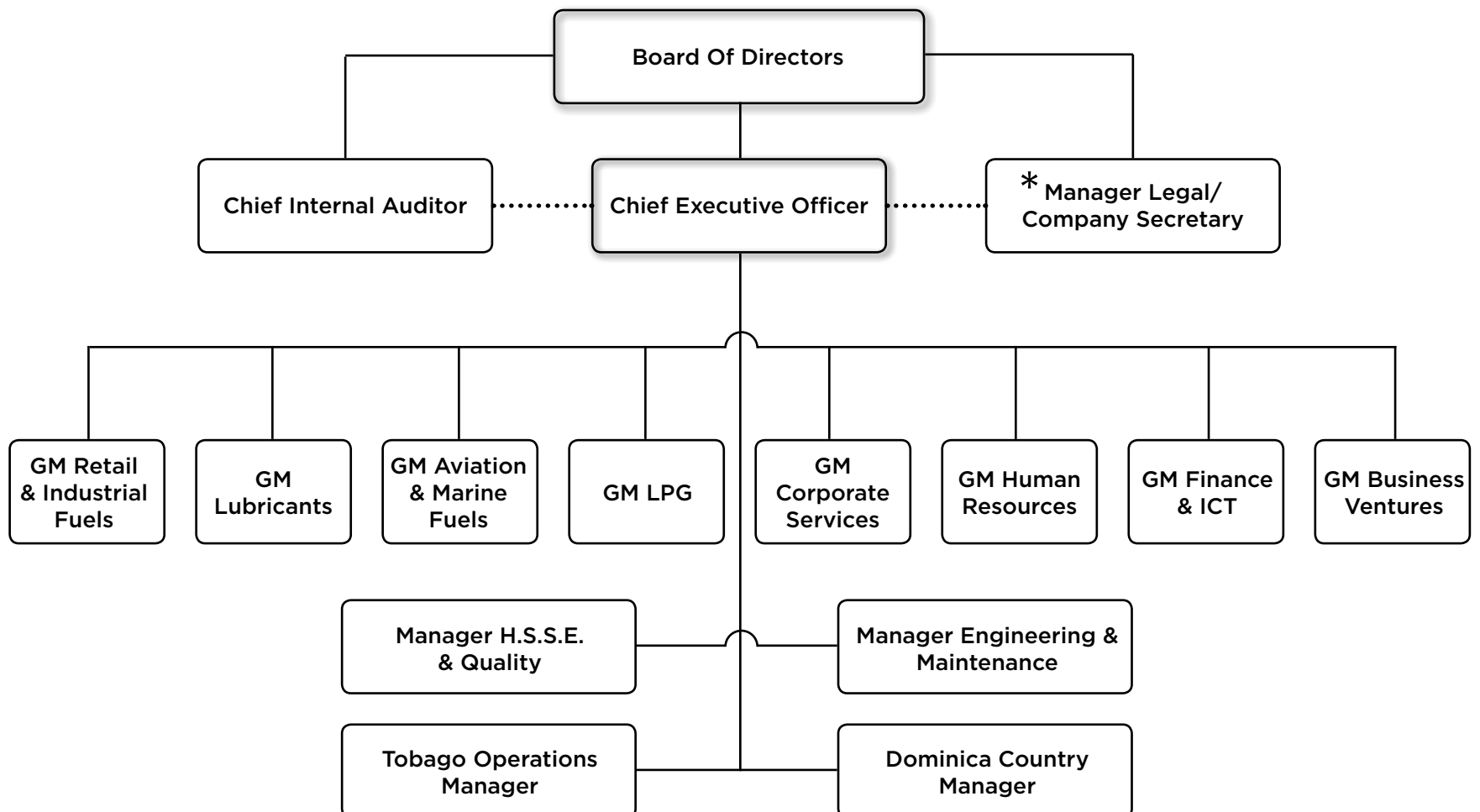
Mr. Marcus Knaggs	-	Director
Mr. David Alexander	-	Director
Ms. Nadine Nabie	-	Director

There are seven (7) 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, Network Rationalisation, Human Resource and Health, Safety, Security & Environment.

NP employs a workforce of approximately four hundred and ninety-four (494) persons and is headed by a Chief Executive Officer (CEO). NP's approved Organization Structure as at 2015 August 21, consists of eight (8) major responsibility centers along with other support, monitoring and executive functions under the Office of the CEO. As at December 2015 there are three hundred and sixty-nine (369) Permanent employees, sixty-one (61) Temporary employees, ten (10) Contract employees and fifty-one (51) Casual employees.

Please see below the organizational chart for NP.

## APPROVED STRUCTURE OFFICE OF THE CHIEF EXECUTIVE OFFICER HEAD CHART



\* Company Secretary reports functionally to the Board of Directors  
Manager Legal reports functionally to the Chief Executive Officer



# 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

## Approved Structure - Major Responsibility Centers and its sub divisions are:

### 1. Lubricants

Lubricant Sales  
Export Sales

### 2. Retail & Industrial Fuels

Retail Network  
Maintenance  
Distribution

### 3. Aviation & Marine Fuels

### 4. LPG

### 5. Corporate Services

Brand & Communications  
Facilities  
Administrative & Supply Chain

### 6. Human Resources

Compensation & Benefits Administration  
Industrial Relations  
Organization Development  
Change Management

### 7. Finance & ICT

Accounting Services  
Treasury & Management Accounting  
ICT

### 8. Business Ventures

## Other support, monitoring and executive functions are:

Internal Audit  
Legal  
Company Secretary  
Health, Safety, Security & Environment  
Engineering & Maintenance Services  
Tobago Operations

There are a number of Committees that are operational. 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 Committee  
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 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 refueling 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 fertilizer 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.

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 organizational 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



For all life's journeys

# 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

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  
E-Mail: 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
- Customer Service Handbook
- Health, Safety & Environmental Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising and Promotion Policy
- Donations Policy
- Permanent Recruitment Policy
- Temporary Recruitment
- Vacation Employment Policy

General information is also available on the Company's website, [www.np.co.tt](http://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.govt.tt](http://www.foia.govt.tt) in order to access information that is not readily available to the public.

#### 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.



For all life's journeys



# 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

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:

- (a) Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
  - (b) Perform research for you.
- A request is to be deemed to be received when the original of the completed request form is received by the Designated Officer, the 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:

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

The Designated Officer is:

**Ms. Beena Poliah,**  
Manager Legal,  
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. Karlene Ledgerwood,**  
Legal Officer,  
NP House, National Drive,  
Sea Lots, Port of Spain  
Telephone: 625 1364 Ext. 797  
Fax: 624-9228  
Email: kledgerwood@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 Clerk at telephone number 625-1364 Ext 798.

The Reading Room 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 50 cents 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.



# 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

## 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

### 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
- Customer Service Handbook
- Health, Safety & Environmental Policy Statement
- Guidelines for Improving Contractor Health, Safety & Environmental Performance
- Advertising and Promotion 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
- Internal Auditing
- 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
- Drug Free Workplace
- 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 Study Leave
- Key Employee Retention
- Internet Use and Security Policy
- Electronic Mail Policy
- Anti-Fraud and Corruption Policy
- Policy Statement for Controlling the Operations of the Company Subsidiaries

General information is also available on the Company's website, [www.np.co.tt](http://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, we have 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.



For all life's journeys

# 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

## 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, we have 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, we have 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, we have no reports or statements under this sub-section.

## Section 9 (1) (f)

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

- Business Process Risk Assessment – November 2001 – Ernst & Young
- Marine Services – 2002 – Edmond Arneaud
- Compensation Survey for Management Positions – 2005 – HRC Associates
- Management Job Evaluation – 2007 – Eastman & Associates
- Company Wide Job Evaluation Exercise – 2008 – Eastman & Associates

## 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, we have no reports or statements under this

sub-section.

## Section 9 (1) (i)

**A report containing \*(1) final plans or proposals for the re-organization 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. Strategic Plans – 2009 to 2012, 2013 to 2016.

## Section 9 (1) (j)

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

At this time, we have 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, we have no statements under this sub-section.

## Section 9 (1) (l)

**An environmental impact statement prepared within the public authority.**

At this time, we have no document 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

## NPMC 2015 FOIA STATEMENT UPDATE

