

Public Statement of Natpet Investments Company Limited

In Compliance with sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) Chapter 22:02

(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 Chapter 22:02 (FOIA), the Natpet Investments Company Limited (Natpet) is required by law to publish updated statements that list the documents and information generally available to the public.

The FOIA gives members of the public:

1. A legal right for each person to access information held by Natpet;
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.

Natpet Investments Company Limited (Natpet) 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 the Natpet Investments Company Limited

Natpet commenced operations as a wholly owned subsidiary of Trinidad & Tobago National Petroleum Marketing Company Limited (NP) on 06 December 1993 but its plant was decommissioned and a new plant was built in its current location at Sea Lots, which was opened on 26 April 2004.

Natpet's Mission is to maintain a consistently high level of accuracy, efficiency and safety in the filling of LPG cylinders, and to provide a reliable service to its customers.

Natpet is contracted by NP to provide the services of an LPG (Liquified Petroleum Gas) Filling Plant Operator. On behalf of NP, Natpet supplies and delivers LPG in filled 100lb and 20lb cylinders to NP's authorised distributors and, to a lesser extent, Natpet supplies sundry customers with the product. The functions of the business may be sub-divided into the Filling, Testing and Refurbishment plants that comprise its operations, but the core business of Natpet is the bottling and distribution of LPG.

Approved Structure – Major Responsibility Centres are:

1. Administration
2. Workshop
3. NP Cylinder Facility (NPCF)
4. Filling Plant
5. Testing Plant
6. Refurbishment Plant

There is one (1) Committee that is operational, listed as follows:

- Joint Health, Safety, Security and Environmental Committee (JHSSEC)

Natpet's registered office is located at NP House, National Drive, Sea Lots, Port-of-Spain

The Board of Directors is appointed by NP and controls the overall direction of the Company.

Its Members as at May 2022 are:

- | | | |
|-------------------|---|----------|
| Mr. Sahid Hosein | - | Chairman |
| Mr. Marcus Knaggs | - | Director |
| Ms. Nadine Nabie | - | Director |
| Ms. Melanie Trim | - | Director |

Natpet employs a workforce of approximately forty-one (41) persons and is headed by the Manager Natpet. Natpet's approved Organization Structure consists of six (6) major responsibility centres, monitoring and executive functions under the Manager Natpet. As at May 2022, there are thirty-five (35) Permanent employees, six (6) Temporary employees, no Contract employees and no Casual employees.

Please see the attached approved Organizational Structure for Natpet.

Natpet considers feedback from the public gathered through its parent company's Core Business Support, Corporate Communications and Customer Services Departments in guiding its formulation of policy.



Section 7 (1) (a) (ii)**Categories of Documents in the possession of Natpet**

1. Files dealing with organizational support and administrative/contractual documents for the operations of Natpet.
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.
3. Industrial Agreements and Terms and Conditions of Employment.
4. Files dealing with training – local and foreign and technical co-operation.
5. Files dealing with the accounting and financial management function of Natpet.
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 Natpet.
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 Natpet.
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, Internal and External 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 Natpet'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 8am – 3pm (Mon-Fri) on normal working days at: 623-1300/625-1364 ext. 589

The public may inspect the following materials:

- Annual Financial Statements
- Delegation of Authority
- Employees' Handbook
- Health, Safety & Environmental Policy Statement

General information is also available on the Company's website, www.np.co.tt

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

Natpet 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 Natpet**

Natpet'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:**1. General Procedure**

Applicants may obtain an FOIA application form (*Request for Access to Official Documents*) from the Government FOIA Unit on its website address: www.foia.gov.tt in order to access information that is not readily available to the public.

2. 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)).

3. 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 (as named in section 7 (1) (a) (vi)).

4. 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.

5. Furnishing Documents

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 Chapter 22:02, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, for example, The Exchequer and Audit Act, Chapter 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 deemed to be received when the original of the completed request form is received by the Designated Officer, or the Company Secretary, and a written acknowledgement is issued.

6. 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,
Company Secretary,
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 432
Email: bpoliah@np.co.tt

The Alternate Officer is:

Ms. Marla Pacheco,
Legal Officer - NP
NP House, National Drive,
Sea Lots, Port-of-Spain
Telephone: 625-1364 Ext. 412
Email: mpacheco@np.co.tt

Section 7 (1) (a) (vii)

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

There are no bodies at Natpet that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

Reading Room Facilities

Certain information may be readily accessed in our library or through our website at www.np.co.tt. General enquiries may be made to our Administrative Assistant at telephone number 623-1300/625-1364 Ext 589.

The Library 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

- Natpet, at its discretion, may charge for photocopies at \$2.00 per page.
- Provision of certain documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited. The website is not subject to this provision

Fees and Charges

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some other form, such as on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for the duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, Natpet may charge duplication fees in accordance with its normal replication policy.

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

- Arbitration Act Chapter 5:01
- Bankruptcy and Insolvency Act Chapter 9:70
- Companies Act Chapter 81:01
- Consumer Protection and Safety Act Chapter 82:34
- Conveyancing and Law of Property Act Chapter 56:01



- Copyright Act Chapter 82:80
- Customs Act Chapter 78:01
- Electronic Transactions Act Chapter 22:05
- Environmental Management Act Chapter 35:05
- Equal Opportunities Act Chapter 22:03
- Freedom of Information Act Chapter 22:02
- Health Surcharge Act Chapter 75:05
- Industrial Relations Act Chapter 88:01
- Insurance Act Chapter 84:01
- Integrity in Public Life Act Chapter 22:01
- Land and Building Taxes Act Chapter 76:04
- Liquor Licences Act Chapter 84:10
- Maternity Protection Act Chapter 45:57
- Mediation Act Chapter 5:32
- Minimum Wages Act Chapter 88:04
- National Insurance Act Chapter 32:01
- Occupational Safety and Health Act Chapter 88:08
- Patents Act Chapter 82:76
- Patents and Designs Act Chapter 82:83
- Pensions Act Chapter 23:52
- Pesticides and Toxic Chemicals Act Chapter 30:03
- Petroleum Production Levy and Subsidy Act Chapter 62:02
- Petroleum Taxes Act Chapter 75:04
- Pharmacy Board Act Chapter 29:52
- Protection Against Unfair Competition Act Chapter 82:36
- Real Property Act Chapter 56:02
- Registration of Deeds Act Chapter 19:06
- Retrenchment and Severance Benefits Chapter 88:13
- Sale of Goods Act Chapter 82:30
- Shipping Act Chapter 50:10
- Stamp Duty Act Chapter 76:01
- Standards Act Chapter 82:03
- Tax Appeal Board Act Chapter 4:50
- The Corporation Taxes Act Chapter 75:02
- The Exchequer and Audit Act Chapter 69:01
- The Finance Act
- The Income Tax Act Chapter 75:01
- The Petroleum Act Chapter 62:01 and Regulations
- The Public Procurement and Disposal of Public Property Act
- Town and Country Planning Act Chapter 35:01
- Trade Descriptions Act Chapter 82:04
- Trade Disputes and Protection of Property Act Chapter 88:03
- Trade Marks Act Chapter 82:81
- Unfair Contract Terms Act Chapter 82:37
- Value Added Tax Act Chapter 75:06
- Workmen's Compensation Act Chapter 88:05

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.

- Cylinder Management Procedure
- HSE Consequence Management Policy
- NATPET HSE Policies and Procedures
- NATPET Quality (Policy) Manual
- Procedure for 20lb Cylinder Testing and Refurbishment

- Procedure for 100lb Cylinder Refurbishment and Testing
- Procedure for Cylinder Rejection
- Procedure for Cylinder Valve Repairs
- Procedure for Dealing with Absenteeism and Tardiness
- Procedure for Decanting 20lb Cylinders.
- Procedure for Decanting 100lb Cylinders
- Procedure for Handling Customer Complaints
- Procedure for Inventory Management
- Procedure for Preparation of the Company's Budget
- Procedure for Pressure Testing 20lb Cylinders
- Procedure for Pressure Testing 100lb Cylinders
- Procedure for Purchasing
- Procedure for Supply Management
- Procedure for Testing 20lb Cylinders
- Procedure for the Preparation of Payroll

General information is also available on the Company's website, www.np.co.tt.

Section 8 (1) (b)

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

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

Section 9 Statements

Section 9 (1) (a)

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

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority by or under a written law, * (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.

At this time, there are no further reports under this section.

Section 9 (1) (d)

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

At this time, there are no reports or statements under this sub-section.

Section 9 (1) (e)

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

At this time, there are no reports 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.

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

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.

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

Section 9 (1) (h)

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

At this time, there are no reports 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.

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

Section 9 (1) (j)

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

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

Section 9 (1) (k)

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

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

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

At this time, there are no statements 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.

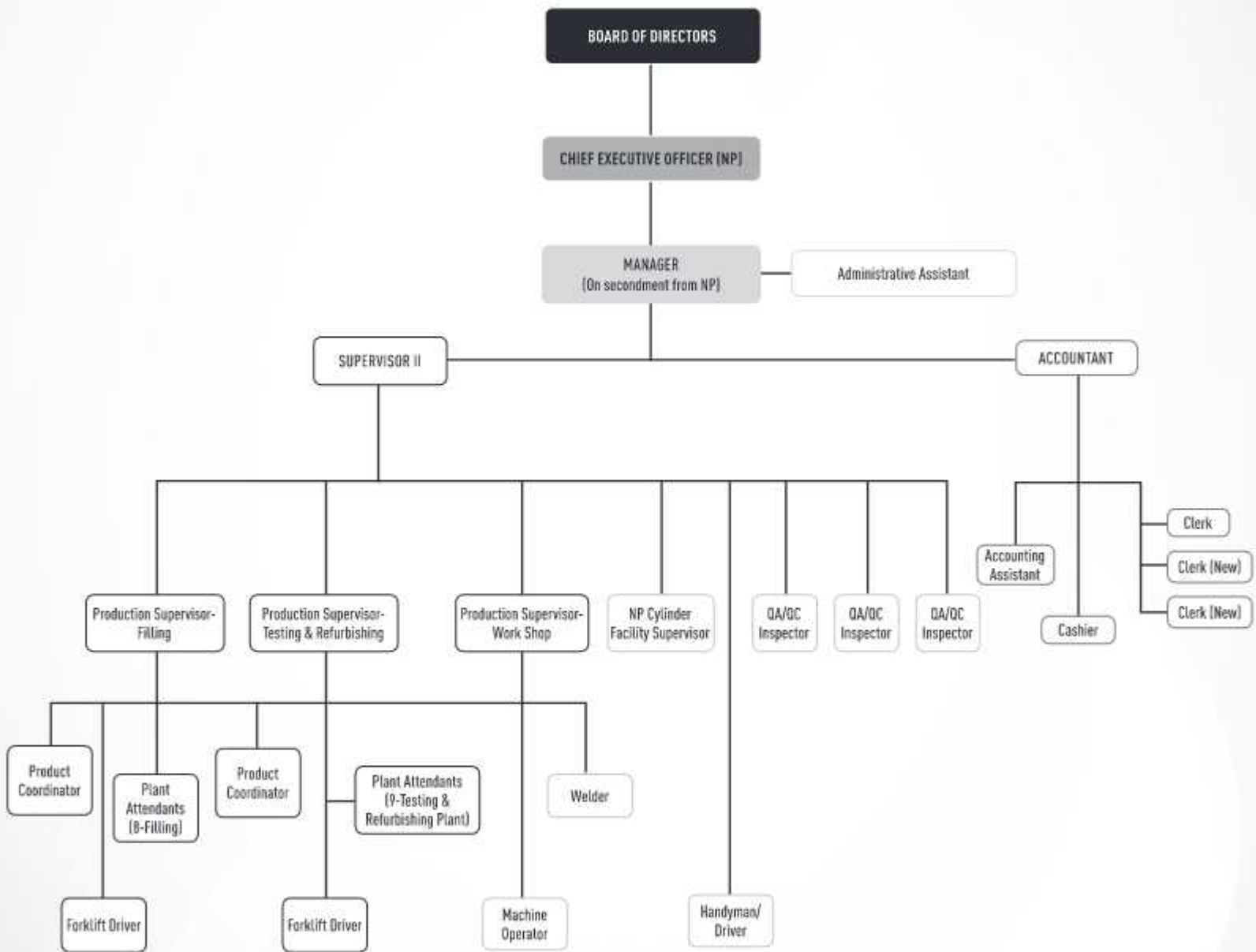
At this time, there are no reports under this sub-section.





IGNITE YOUR PASSION

NATPET INVESTMENTS COMPANY LIMITED ORGANIZATIONAL STRUCTURE



Current

