

# FREEDOM OF INFORMATION ACT

## 2023 PUBLIC STATEMENT OF PARIA FUEL TRADING COMPANY LIMITED

**in Compliance with Sections 7, 8 and 9 of the Freedom of Information Act 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (1999) ("FOIA"), Paria Fuel Trading Company Limited ("PARIA") is required by law to publish; and annually update the statement which lists 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 PARIA;
- 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 apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

The following information satisfies the requirements of the FOIA and PARIA publishes the following statement as approved by the Minister of Energy and Energy Industries.

## Section 7 – Statements

### Section 7(1)(a)(i)

Paria Fuel Trading Company Limited, a company incorporated on 5 October 2018 under the Companies Act Chapter 81:01 of the Laws of the Republic of Trinidad and Tobago with its registered office at #9 Queen's Park West, Port-of-Spain. PARIA is a wholly owned subsidiary of the Trinidad Petroleum Holdings Limited ("TPHL"). TPHL is solely owned by the Government of the Republic of Trinidad and Tobago. PARIA's main business is crude oil and fuel logistics and fuel trading.

### Vision Statement:

To be a preferred and reliable supplier of petroleum products to the local and regional markets, and offer efficient, cost-effective Terminal and Bunkering services to all our customers, and deliver premium shareholder value while becoming an employer of choice and a source of pride for the people of Trinidad and Tobago.

### Function and Structure of PARIA

#### Board of Directors

PARIA is governed by a Board of Directors appointed by the company's shareholders. The Members of the Board of Directors are as follows:

- Mr. Newman K. George – Chairman (22nd August 2019 – present);
- Dr. Fayad Ali (12th April 2021 – present);
- Ms. Avie Chadee (12th April 2021 – present);
- Mr. Peter Clarke (7th January 2019 – present);
- Mr. Eustace Nancis (7th January 2019 – present); and
- Mr. Reza Salim (22nd August 2019 – present).

There are four (4) Sub-Committees of PARIA's Board of Directors:

- 1) Audit and Risk Sub-Committee;
- 2) Finance, Investment and HR Strategy Sub-Committee;

- 3) Procurement and Tenders Sub-Committee; and
- 4) Operations and Safety Sub-Committee.

### The Company Structure

PARIA's Management Team is headed by a General Manager and is structured into eleven (11) departments namely:

- 1) Terminal Operations;
- 2) Commercial;
- 3) Technical and Maintenance;
- 4) Health, Safety, Environment and Quality ("HSEQ");
- 5) Finance and Corporate;
- 6) Human Resources;
- 7) Security;
- 8) Legal;
- 9) Corporate Communications;
- 10) Internal Audit; and
- 11) Procurement.

### • General Manager

The General Manager is responsible for setting the strategic direction of PARIA and delivering consistent operational and financial performance relative to the trading and terminal operations through a relentless focus on values, safety and environment, reliability, quality, delivery, margin optimization and cost. The Office of the General Manager has direct responsibility for all Departments. The General Manager has administrative responsibility for the Internal Auditor but this position reports functionally to the Board.

### • Terminal Operations

The Department is headed by a Terminal Operations Manager and is responsible for planning, coordinating and executing terminal and trading operations in a cost-efficient manner in compliance with accepted standards and regulations.

### • Commercial

This department is headed by a Commercial Manager and is responsible for commercial optimization of assets, schedule and product trade in a competitive global marketplace through diligent monitoring of market trends, harnessing of market intelligence and successful management of customer relations to ensure maximum profit to the company through judicious optimization of trading margin and product volume movements.

### • Technical and Maintenance

This department is headed by a Technical and Maintenance Manager and is responsible for directing the services of general engineering and central maintenance to the terminal operations in compliance with engineering, safety and regulatory standards consistent with the business plan for the terminal.

### • Health, Safety, Environment and Quality

This department has an HSEQ Lead with the responsibility to drive the design, implementation and communication of all health, safety, environmental programmes and quality. The HSEQ Lead is responsible for developing and providing

technical and administrative direction on all HSEQ decisions which bear critical importance to overall Company objectives, operations and profitability.

• **Finance and Corporate**

This department is headed by a Finance and Corporate Lead and is responsible for planning, implementation and controls of all financial and commercial (Finance, ICT) activities in accordance with relevant statutory requirements and best practice to enable productive, cost-effective and high-quality services.

• **Human Resources**

This department is headed by a Human Resource Business Partner and is responsible for ensuring the cost-effective delivery of a full suite of human capital services that are in alignment with company policies and guidelines and are compliant with legal and fiscal regulations.

• **Security**

This department has a Security Lead with the responsibility to lead the corporate security team in providing a safe and secure working environment, ensuring protective measures are in place to reduce potential risks and threats to Company personnel and assets in keeping with statutory obligations and Company's policies and procedures.

• **Legal**

This Department has a Senior Legal Counsel/Corporate Secretary with the responsibility to advise the Board and General Manager on all corporate governance matters and to provide legal services, representation and support to reduce risk/exposure to stakeholders in accordance with regulatory, statutory, global best practices and ethical standards.

• **Corporate Communications**

The Communications Lead is responsible for developing, leading and executing a robust communication strategy and plans that promote, manage and protect the reputation of the Company and is aligned to its brand across its wide stakeholders consistent with its culture, values and beliefs. To manage the reputation of the Company, with responsibility for all internal and external communications.

• **Internal Auditor**

The Internal Auditor is responsible for providing the Board and Management of PARIA with independent assurance and consulting services in the areas of controls, risk management and governance processes.

• **Procurement**

This Department has a Supply Chain Lead who is the Named Procurement Officer with the responsibility to lead the Procurement team in the planning, implementation and control of activities related to the procurement of goods, services and works; and the retention and disposal of public property; in a manner that promotes accountability, transparency, integrity, and value for money in accordance with regulatory and statutory requirements, Company policies and procedures, and global best practice.

**Section 7(1)(a)(ii)**

Categories of documents held and maintained by PARIA:

**i Corporate Documents**

- a. Company registration, certificates, and by-laws.
- b. Board Notes and Minutes of Board and Sub-Committee Meetings.

**ii Correspondence with Corporation Sole, Ministries, Government and State Agencies**

**iii Legal Documents**

- a. Contracts, deeds, leases, licences and all other legal instruments.

- b. Documentation pertaining to litigation and legal actions.

**iv Business Activities**

- a. Strategy and planning reports.
- b. Vendor/supplier, contractor lists, etc.
- c. Business plans, proposals, reviews and reports.
- d. Records relating to human resource management matters.
- e. Public relations records and files, newsletters, releases, brochures, photographs, etc.
- f. Marketing and business promotion information.
- g. Performance, audit assessments and analyses.
- h. Consultancy, technical, valuation and various other reports that support business decisions.
- i. Policies, procedures and manuals.
- j. Speeches and presentations.
- k. Accounting and financial management documents and records.
- l. Annual Procurement Plan.

**v Financial and Accounting Operations**

- a. Records related to budgeting, capital investment, financial planning and reporting, taxation, cash management, etc.
- b. Audited financial statements.
- c. Accounting records.
- d. Records related to controls and system optimization.
- e. Annual Financial Reports.

**vi Health, Safety, Environment and Quality**

- a. Investigation reports.
- b. Register of incidents, accident and reportable injuries.
- c. Records on effluent discharges.
- d. HSEQ performance reports.

**Section 7(1)(a)(iii)**

Materials prepared for publication or inspection by the public:

- Annual Financial Reports.
- Advertisements for Recruitment of Personnel.
- Advertisements for Procurement of Goods and Services.
- Public Notices.
- Press Releases.

The above-stated documents can be accessed on our website at [www.paria.co.tt](http://www.paria.co.tt) or at our Head Office located at Administration Building, Southern Main Road, Pointe-à-Pierre.

**Section 7(1)(a)(iv)**

Literature available by subscription:

PARIA 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 PARIA:

Request for information is to be made in accordance with the FOIA, the applicant must make his/her request in the following manner:

1. Obtain a copy of the appropriate form (**Request for access to Official Documents**) available on the Freedom of Information Unit website at <http://www.foia.gov.tt>.
2. Complete the form, the relevant information that must be provided to PARIA includes:
  - Name of applicant (full name);
  - Contact information;

- Information requested and format to provide the information;
  - Date of request;
  - Signature of applicant.
3. The Application should be addressed to the Designated Officer of PARIA (see Section 7(1)(a)(vi)).
  4. The completed form may be:
    - a. Hand delivered to PARIA; or
    - b. Mailed to PARIA's Head Office.

#### **Addressing Requests**

To facilitate the prompt handling of requests, please write to the Designated Officer of PARIA (see section 7(1)(a)(vi)).

Ms. Joanne Sinanansingh  
Senior Legal Counsel/ Corporate Secretary  
Paria Fuel Trading Company Limited  
Administration Building, Southern Main Road  
Pointe-à-Pierre  
Email: Joanne.Sinanansingh@paria-tt.com

#### **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 would be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with PARIA's Designated Officer.

#### **Requests not handled under the FOIA**

In accordance with Section 12 of the FOIA, requests that would not be processed are as follows:

- a. Documents which contain information, which is open to public access, as part of a public register;
- b. Documents which contain information that is available for purchase by the public;
- c. Documents that are available for public inspection in a registry maintained by the Registrar General or other public authority;
- d. Documents which are stored for preservation or safe custody.

#### **Responding to your Request**

##### Retrieving documents

PARIA is only required to furnish copies of documents that it has in its possession.

Older records are stored and may be retrieved, however, various laws and regulations give time periods for which records may be kept before they are destroyed and no longer available for disclosure under the FOIA.

##### Furnishing documents

An applicant is entitled to access copies of information which PARIA has in its possession, custody or power. PARIA is required to furnish only one (1) copy of a document. If PARIA cannot make a legible copy of the document to be released, PARIA may not attempt to reconstruct it. Instead PARIA will furnish the best copy possible and note its quality in our reply. Please note that PARIA is not compelled to do the following:

- a. Create new documents. For example, PARIA is not required to write a new computer programme to print information in a format preferred by the applicant; and
- b. Perform research for the public.

#### **Time Limits**

##### General

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. PARIA will try diligently to comply with the time limit. PARIA will acknowledge the request and advise of its status and the time period in which the information would be provided. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

##### Time Allowed

PARIA will determine whether to grant access to the information requested as soon as practicable but no later than thirty (30) 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. If it is determined that the request cannot be disclosed, then the applicant is informed of the refusal and the rights of the applicant according to Section 38A and 39 of the FOIA.

#### **Section 7(1)(a)(vi)**

Officers of PARIA are responsible for:

- (1) The initial receipt of and action upon notices under Section 10;
- (2) Request for access to documents under Section 13;
- (3) Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officers of PARIA are:

##### **Ms. Joanne Sinanansingh (Designate)**

Senior Legal Counsel/Corporate Secretary  
Paria Fuel Trading Company Limited  
Administration Building, Southern Main Road  
Pointe-à-Pierre  
Email: joanne.sinanansingh@paria-tt.com

##### **Ms. Tara Pascall (Alternate)**

HR Business Partner  
Paria Fuel Trading Company Limited  
Administration Building, Southern Main Road  
Pointe-à-Pierre  
Email: tara.pascall@paria-tt.com

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

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

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

#### **Section 7(1)(a)(viii)**

Library/Reading Room Facilities:

Any applicant requesting to view information can make general enquiries by contacting the Designated Officers under section 7(1)(a)(vi). The necessary arrangement will be made to accommodate the applicant at our Head Office between the hours 9:00a.m. to 11:00a.m. and 1:30p.m. to 3:00p.m.

##### Fees and Charges

- (a) Section 17(1) of the FOIA 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 form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.

- (b) Details of charges for duplication of documents will be determined based upon individual requests by applicants.

#### Provision of Copies in the Public Domain

Copies of documents that are readily available in the public domain shall be provided as follows:

- Documents may be subject to a charge to cover administrative costs;
- The applicant shall peruse the documents in a quiet and respectful manner so as to ensure there is no disruption to the activities in PARIA;
- The applicant shall comply with the instructions of the Designated Officer at all times.

## **Section 8 – Statements**

### **Section 8(1)(a)(i)**

Documents containing interpretations or of written laws or schemes administered by the public authority, not being particulars contained in another written law.

This section is not applicable to PARIA.

### **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.

The following policies have been approved by the Board:

1. Internal Audit Code of Ethics;
2. Internal Control Policy;
3. Anti-Money Laundering and Terrorist Financing Policy;
4. Anti-Bribery, Anti-Corruption and Fraud Policy;
5. Conflict of Interest Policy;
6. Gifts and Entertainment Policy;
7. Whistleblower Policy;
8. Code of Ethics;
9. Covid-19 Policy Statement;
10. Investment Policy;
11. Dividend Policy;
12. Corporate Social Responsibility Policy;
13. HSE Policy Statement;
14. Mobile Telephone Policy;
15. Contractor HSE Pre-Qualification Policy
16. Fenceline Policy;
17. Employee Leave Policy; and
18. Overtime Policy.

### **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 procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This Section is not applicable to PARIA.

## **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.

There are no reports or 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 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.

There are no reports or 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 Interdepartmental Committee whose membership includes an officer of the public authority.

There are no reports or 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 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 to PARIA.

### **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.

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

### **Section 9(1)(f)**

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

There are no reports or statements to be published under this subsection 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 to PARIA.

### **Section 9(1)(h)**

A report on the performance or efficiency of the public authority, or 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.

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

### **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.

There are no reports or statements to be published under this subsection 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 to PARIA.

**Section 9(1)(k)**

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

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

**Section 9(1)(l)**

An environmental impact statement prepared within the public authority.

There are no statements to be published under this subsection 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.

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

# PARIA FUEL TRADING COMPANY LIMITED ORGANIZATIONAL STRUCTURE

