



UPDATED PUBLIC STATEMENT FOR 2024

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 ("the FOIA"), the Ministry of Trade and Industry ("MTI") is required by law to publish and annually update the Statement which lists the documents and information generally available to the public.

The FOIA gives members of the public a legal right:

- For each person to access information held by the MTI;
- For each person to have official information relating to himself/herself amended where it is incomplete, incorrect or misleading;
- To obtain reasons for adverse decisions made by the MTI regarding an applicant's request for information under the FOIA; and
- To complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

The MTI publishes this statement as at May 2, 2024 in accordance with Sections 7, 8 and 9 of the FOIA and this Statement has been updated reflecting changes at MTI as at May 2, 2024.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and structure of the Ministry of Trade and Industry

Vision of the MTI

A dynamic, client-oriented organisation delivering integrated, quality services for business growth, trade and investment expansion and consumer empowerment.

Mission of the Ministry of Trade and Industry

To work as an innovative team, championing business growth, trade and investment for enhanced global competitiveness and promoting consumer interests for improved wellbeing.

Particulars of the MTI

The Ministry of Trade and Industry is the official public sector agency responsible for leading and overseeing implementation of government policy for business development, trade, investment and consumer empowerment.

The Ministry of Trade and Industry comprises:

1. the Minister's Office;
2. the Office of the Permanent Secretary;
3. Directorates; and
4. Support Units.

It also has responsibility for various State Enterprises, Statutory Boards and other Bodies.

OFFICE OF THE MINISTER OF TRADE AND INDUSTRY

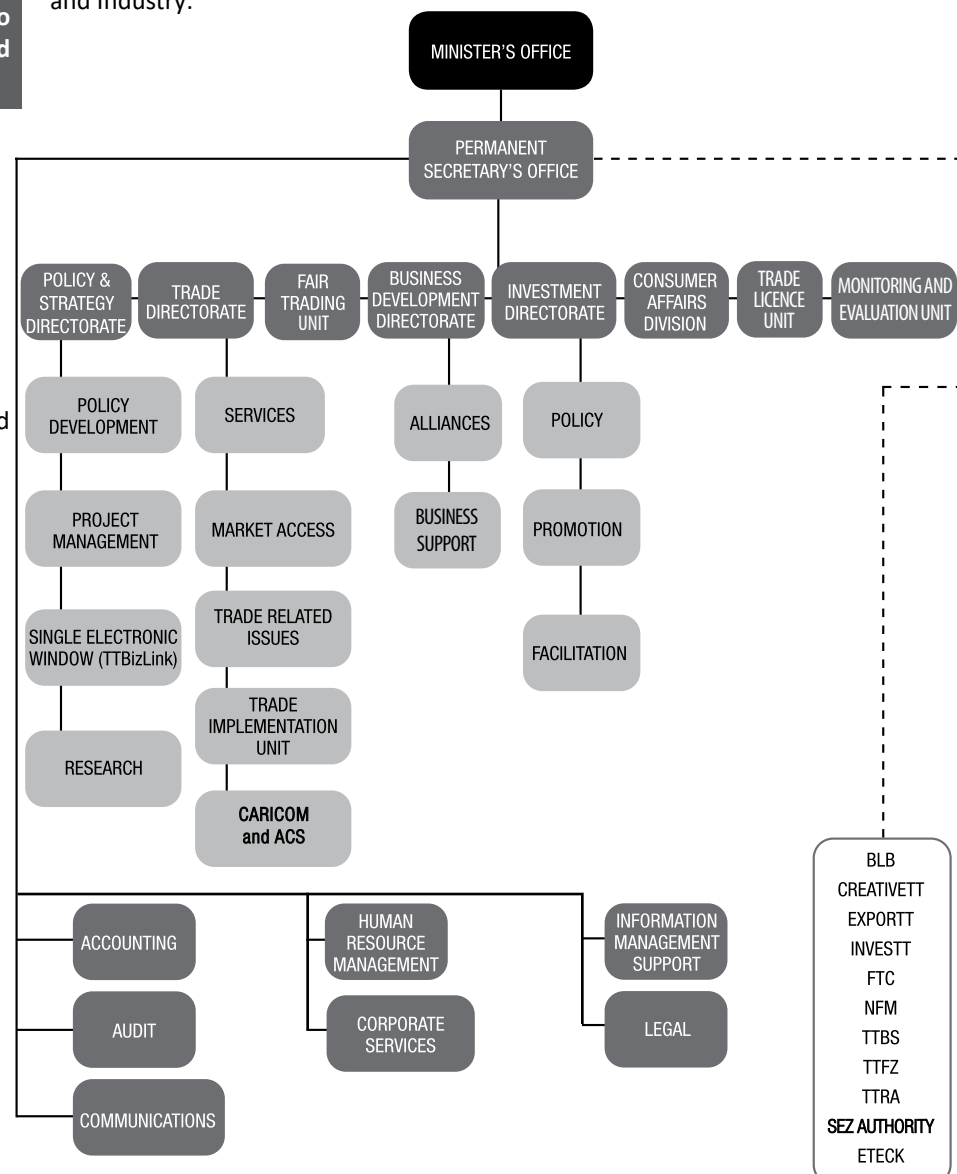
The Minister of Trade and Industry has overall responsibility for defining the policy for trade, business development, investment, and consumer empowerment.

OFFICE OF THE PERMANENT SECRETARY

The Office of the Permanent Secretary (OPS) is responsible for the executive management of the Ministry and the achievement of defined goals. The OPS comprises one Permanent Secretary, a Deputy Permanent Secretary and support staff. The Permanent Secretary has overall responsibility for the activities of the Ministry.

The Deputy Permanent Secretary has strategic oversight for operational and other areas as delegated by the Permanent Secretary.

The following figure shows the organisational structure of the Ministry of Trade and Industry:



DIRECTORATES

Trade Directorate

The role of the Trade Directorate is to formulate and develop trade policy, briefs and strategies for the planning and execution of the Ministry's trade portfolio in order to contribute to the country's macroeconomic trade performance measures. The Directorate is also responsible for negotiating trade agreement designed to improve market access for manufacturers and service providers.

Business Development Directorate

The Business Development Directorate plans and executes the business development portfolio of the Ministry in order to contribute to the country's macroeconomic business development performance measures.

Investment Directorate

The role of the Investment Directorate is to formulate and implement the investment portfolio of the Ministry in order to contribute to the country's macroeconomic investment performance measures.



UPDATED PUBLIC STATEMENT FOR 2024 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Functions of the Directorates, Divisions and Units of the Ministry of Trade and Industry (cont'd)

Policy and Strategy Directorate

The Policy and Strategy Directorate (PSD) provides strategic planning, policy development, coordination functions for the Ministry and the monitoring and evaluation of projects to ensure evidence-based decision making across the Ministry and its Agencies. Through project management services, the PSD also ensures the efficient mobilisation of resources and execution of strategic projects such as the Single Electronic Window (SEW).

Consumer Affairs Division

The Consumer Affairs Division plans and executes the guidance, protection and empowerment initiatives of the Ministry in order to contribute to a fair business environment for consumers.

Fair Trading Unit

The Fair Trading Unit administers and enforces legislation that protects against certain unfair trade practices. These practices include the under-pricing of goods, subsidisation, or sudden increases in volume of goods exported to a particular country.

Trade Licence Unit

The Trade Licence Unit regulates the import and export of certain goods in accordance with applicable laws and Government policy.

SUPPORT UNITS

Accounting Unit

This Unit oversees and coordinates all financial operations of the Ministry and ensures that accurate financial information is reported in a timely manner.

Communications Unit

The Communications Unit provides information to key internal and external stakeholders on a timely basis, enhances the Ministry's corporate image and manages its relationship with key stakeholders.

Corporate Services Unit

The Corporate Services Unit provides office management, procurement and facilities management services.

Human Resource Unit

The Human Resource Unit manages the selection and development of the human capital of the Ministry.

Internal Audit Unit

The Internal Audit Unit ensures conformity of the Ministry with financial rules and regulations, instructions, policies and contract plans.

Legal Unit

The Legal Unit provides legal advice and support to the Ministry.

Management Information Systems Unit

The Management Information Systems Unit provides technical and network support services to the Ministry.

STATE AGENCIES

The following Boards, Enterprises and other Bodies fall under the responsibility of the Ministry:

Statutory Boards and other bodies

- Betting Levy Board (BLB)
- Trinidad and Tobago Bureau of Standards (TTBS)

- The Fair Trading Commission (FTC)
- Trinidad and Tobago Special Economic Zones Authority
- Trinidad and Tobago Racing Authority (TTRA)

Wholly-owned enterprises

- Trinidad and Tobago Creative Industries Limited (Creative TT)
- Evolving TecKnologies and Enterprise Development Company Limited (eTeck)
- Invest TT Limited (investTT)
- Trinidad and Tobago Free Zones Company Limited (TTFZ)

Majority-owned Enterprises:

- The National Export Facilitation Organization of Trinidad and Tobago Limited (exporTT)

Indirectly-owned enterprises

- National Flour Mills Limited (NFM)
- Trinidad and Tobago Fashion Company Limited (FashionTT)
- Trinidad and Tobago Film Company Limited (FilmTT)
- Trinidad and Tobago Music Company Limited (MusicTT)

Section 7(1)(a)(ii)

Categories of Documents maintained by the Ministry of Trade and Industry

Files dealing with:

- Accommodation
- Administration
- Circulars/Circular Memoranda (both internal and external) (including notices from other Ministries and Associated Entities)
- Conferences/Committees/Meetings/Seminars
- Finance
- Industries
- Industrial Sites
- Treaties
- Travel/Visits
- Public Relations
- Publications
- Records Management
- Reports/Statistics (monthly, quarterly and annually)
- Requests for Information
- Statutory Boards and Similar Bodies
- Technical Assistance
- State Enterprises
- Complaints/Disputes
- Vehicle/Equipment/Stationery/Furniture
- Trade
- Tourism
- Training
- Locally based Industries
- Anti-Dumping
- Procurement (of goods and services for use by the Ministry)
- Detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirement, leave, vacation
- Accounting and financial management function of the Ministry
- Consumer Protection Services
- Consumer Laws/Regulations/Bills

Section 7(1)(a)(iii)

Material prepared for publication or inspection

- Consumer Education Booklet
- Consumer Affairs Division: Supermarket prices Publication (monthly)
- Consumer Affairs Division: Poultry prices (monthly)
- Consumer Affairs Division: Hardware Prices (quarterly)
- Consumer Affairs Division: Handyman Contract Form
- Export Booster Initiative



UPDATED PUBLIC STATEMENT FOR 2024 IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT, 1999

Section 7(1)(a)(iii)

Material prepared for publication or inspection (cont'd)

- Gateway to Trade
- Import and Export Guide
- Import and Export Negative Lists
- Investment Policy Statement
- Keeping the Free Trade Fair – Brochure
- List of Registered Dealers (Authorised Used Car Dealers)
- Manufacturing Tax Credit
- Ministry of Trade and Industry Strategic Plan 2016 – 2020
- National Aid for Trade Strategy 2016 – 2019
- National Consumer Policy 2018 – 2023
- National Quality Policy for Trinidad and Tobago 2018-2030
- Revised Policy and Procedures to Regulate the Fully Assembled Right-Hand Drive Foreign Used Car Industry in Trinidad and Tobago (2015 – 2018)
- Scrap Metal Policy for Trinidad and Tobago 2015
- Steelpan Manufacturing Grant Fund Facility
- Supermarket Prices of Food Items in Trinidad and Tobago
- Supermarket Prices of Food Items in Trinidad and Tobago - Christmas Edition (December 2023)
- The Grant Fund Facility
- The Grant Fund Facility for Local Producers of Alternate to Wheat Flour
- The Special Economic Zones Policy for Trinidad and Tobago
- The Yachting Grant Fund Facility
- Trinidad and Tobago's Bilateral Trade Agreements and Incentive Regime Booklet
- Trinidad and Tobago Trade Policy and Strategy 2019 – 2023
- Yachting Policy of Trinidad and Tobago 2017-2021

Other information that can be accessed on the official website of the MTI at <https://tradeind.gov.tt/> include:

- Compendium of Investment Incentives in Trinidad and Tobago for the Non-Energy Sector 2015
- Declaration for Licence to Import Used Right Hand Drive Vehicle
- Joint Declaration of the Third CARIFORUM-EU Parliamentary Committee
- Media Releases
- Required Supporting Documents – Export Licences
- Sample Letter of Authorization
- Scrap Metal Transaction Details
- Speeches
- The Revised Treaty of Chaguaramas 1973
- Trade Licence Unit Requirements for Common Item Descriptions – Import Licences
- Trade Licence Unit Requirements for Supporting Documents – Import Licences
- TTBizLink Business Made Easy e-Permits and Licences
- TTBizLink e-Goods Declaration - Declarant Guide 2015
- TTBizLink – SEW News
- V.A.T Removal Exercise October - November 2021

Codes

- Animal Production and Health Division Product Codes
- Import Negative List HS Codes
- List of HS Codes requiring other Governmental Authority Endorsements
- Trinidad and Tobago HS Tariff 2007

Forms

- Application Form for Section 45D 1A (Application for exemption from Income Tax under Section 45D (1) (A) of the Income Tax Act Chap 75:01 which provides for tax exemption until December 31, 2017 for the letting of newly-constructed commercial buildings or multi-storey car parks)

- Application Form for Section 45D 1B (Application for exemption from Income Tax under Section 45D (1) (B) of the Income Tax Act Chap 75:01 which provides for tax exemption until December 31, 2017 for the initial sale of newly-constructed commercial buildings or multi-storey car parks Instructions - Application for tax concessions in respect of newly constructed commercial buildings or multi-storey car parks)
- Companies Registry Online Forms - Form 22 Power of Attorney Consent to Act as Attorney
- Companies Registry Online Forms - Form 32 Statutory Declaration (External Co)
- Freedom of Information Act (FOIA) Form
- Consumer Affairs Division - Handyman Contract

Legislation

- The Animals (Diseases and Importation) Act, Chap. 67:02
- The Antibiotics Act, Chap. 30:02
- The Anti-Dumping and Countervailing Duties Act, Chap. 78:05
- The Anti-Dumping and Countervailing Duties (Subsidies) Regulations - 1996
- The Bills of Lading Act, Chap. 50:03
- The CARICOM Cuba Trade and Economic Cooperation Act, Chap. 81:12
- The CARICOM Costa Rica Free Trade Act, Chap. 81:10
- The CARICOM Dominican Republic Free Trade Act, Chap. 81:06
- The Companies Act, Chap. 81:01
- The Computer Misuse Act, Chap. 11:17
- The Copyright Act, Chap. 82:80
- The Corporation Tax Act, Chap. 75:02
- The Consumer Protection and Safety Act, Chap. 82:34
- The Customs Act, Chap. 78:01
- The Customs Amendment Act, No. 6 of 2013
- The Customs Brokers and Customs Clerks Act, Chap. 78:03
- The Economic Partnership Agreement Act, No.9 of 2013
- The Electronic Transactions Act, Chap. 22:05
- The Exchequer and Audit Act, Chap. 69:01
- The Exportation of Fruit Act, Chap. 63:53
- The Fertilisers and Feeding Stuffs Act, Chap. 63:55
- The Food and Drugs Act, Chap. 30:01
- The Fiscal Incentives Act, Chap. 85:01
- The Immigration Act, Chap. 18:01
- The Foreign Investment Act, Chap. 70:07
- The Income Tax (In Aid of Industry) Act, Chap. 85:04
- The Interception of Communications Act, Chap. 15:08
- The Metrology Act, Chap. 82:06
- The Plant (Export Prohibition) Act, Chap. 63:54
- The Pesticides and Toxic Chemicals Act, Chap. 30:03
- The Plant Protection Act, Chap. 63:56
- The Registration of Business Names Act, Chap. 82:85
- The Standards Act, Chap. 82:03
- The Tourism Development Act, Chap. 87:22
- The Trade Descriptions Act, Chap. 82:04
- The Trade Ordinance, No. 19 of 1958
- The Value Added Tax Act, Chap. 75:06
- The Trinidad and Tobago Special Economic Zones Act, 2022
- Income Tax Act 75:01
- Revised Treaty of Chaguaramas
- Laws of the Republic of Trinidad and Tobago

Legal Notices

- Legal Notice No. 262 of 2014 – initiation of an investigation into the allegation of the dumping of imports of aluminium extrusions originating from the People's Republic of China
- Legal Notice No. 43 of 2016 Erratum



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Section 7(1)(a)(iii) Material prepared for publication or inspection (cont'd) Legal Notices (cont'd)

- Legal Notice No. 22 of 2016 – Direction to Comptroller of Customs and Excise by the Minister of Trade and Industry to secure payment of a provisional duty in respect of aluminium extrusions originating in the People's Republic of China
- Legal Notice No. 25 of 1996 - Anti-Dumping and Countervailing Duties Act, 1992 – Regulations
- Legal Notice No. 10 of 2016 – Preliminary Determination made by the Minister of Trade And Industry arising out of an investigation into the allegation of the dumping of imports of aluminium extrusions originating in the People's Republic of China
- Legal Notice No. 29 of 2016 – Final Determination by the Minister of Trade and Industry arising out of an investigation into the allegation of the dumping of imports of aluminium extrusions originating in the People's Republic of China
- Legal Notice No. 30 of 2016 – The Anti-Dumping and Countervailing Duties (Anti-Dumping Duty) Order, 2016
- Export Negative List, Legal Notices. Nos. 123 of 1998, 16 of 2012, 291 of 2014 and 130 of 2015
- Legal Notice No. 75 - Expiration of the Anti-Dumping Duty imposed on Aluminium Extrusions originating in the People's Republic of China
- Legal Notice No. 337 of 2020 - Notice to Exporters No.1 of 2020 - Open General Licence
- Legal Notice No. 338 - Notice to Importers No.1 of 2020- Negative List - Open General Licence
- Legal Notice No. 77 - C.E.T (Suspension) (No.2) Order, 2020
- Legal Notice No. 78 - C.E.T. (Variation of Duty) (No.2) Order, 2020

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

The Ministry of Trade and Industry offers no literature by way of subscription services.

Section 7(1)(a)(v) Procedure to be followed when a request for access to a document is made to the Ministry of Trade and Industry

Applications to the Ministry of Trade and Industry must be made in writing. The Request for Access to Official Documents form can be accessed from the Ministry's website <https://tradeind.gov.tt/> or downloaded from the website <http://www.foia.gov.tt/>. The application should include:

- Name of the Applicant (full name preferred)
- Contact information for the Applicant
- The information requested and the format in which the information is to be provided
- Date of request
- Signature of Applicant
- Details that will allow for ready identification and location of the records that are being requested.

The application should be addressed to the Designated Officer of the MTI identified at Section 7(1)(a)(vi). If insufficient information is provided, clarification will be sought from the applicant. An applicant who is unsure of how to write a request or of what details to include, should inquire from the Designated Officer.

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the MTI or another public authority or if the said information is exempt.

The MTI is required to furnish copies of documents only when they are in its possession.

The MTI is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it. Instead the best copy possible will be furnished.

The MTI will determine whether to grant a request for access to information as soon as practicable but not later than 30 days of the date of receipt, as required by the FOIA. Every effort will be made to comply with the time frame set out in the FOIA, but where it appears that processing a request may take longer than the statutory limit, the MTI will acknowledge the request and advise the applicant of its status. If the MTI fails to meet the deadlines set out in the FOIA, the applicant has the right to proceed as if the request has been denied.

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 other form, such as tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

Section 7(1)(a)(vi) Procedure to be followed when a request for access to a document is made to the Ministry of Trade and Industry

Officers in the Ministry 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. corrections of personal information under section 36 of the FOIA.

The Designated Officer for the Ministry:

Ms. Janice Parris
Monitoring and Evaluation Coordinator
Policy and Strategy Directorate,
Level 14, Nicholas Tower,
63-65 Independence Square,
Port of Spain.
Tel: 623 2931-4 Ext 2421
Email: janice.parris@gov.tt

Section 7(1)(a)(vii) Advisory Boards, Councils, Committees and other Bodies (Where meetings or minutes are open to the public)

There are no bodies which fall within the meaning of this Section at this time.

Section 7(1)(a)(viii) Library/Reading Room Facilities located at:

Level 15, Nicholas Tower
63-65 Independence Square, Port of Spain.
Tel: 623-2931-4
E-mail: library@gov.tt

The Library at the MTI will facilitate request for information either by telephone at 623-2931-4 Ext. 2526/2527 or email to library@gov.tt on normal working days between the hours of 8:30 a.m. and 3:45 p.m.



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SECTION 8 STATEMENTS

Section 8(1)(a)(i) cont'd

SECTION 8 STATEMENTS

Section 8(1)

Documents that are provided for the use or guidance of the Ministry of Trade and Industry

Section 8(1)(a)(i)

Documents containing interpretations or particulars of written laws or schemes administered by the MTI, not being particulars contained in another written law:

- The Anti-Dumping and Countervailing Duties Act, Chap. 78:05
- The Anti-Dumping and Countervailing Duties (Subsidies) Regulations 1996
- The Betting Levy Board Act, Chap. 21:53
- The CARICOM Enterprises Act, Chap. 81:04
- The Caribbean Community (CARICOM) Regional Organisation for Standards and Quality Act, Chap. 82:05
- The CARICOM Cuba Trade and Economic Co-operation Act, Chap. 81:12
- The CARICOM Costa Rica Free Trade Act, Chap. 81:10
- The CARICOM Dominican Republic Free Trade Act, Chap. 81:06
- The Consumer Protection and Safety Act, Chap. 82:34
- The Caribbean Community Act, Chap. 81:11
- The CARIFORUM (Caribbean Community and Dominican Republic) and the European Community Economic Partnership Agreement Act, No. 9 of 2013
- The CARIFORUM States (Caribbean Community and Dominican Republic) and the United Kingdom of Great Britain and Northern Ireland Economic Partnership Agreement Act, No. 3 of 2021
- The Foreign Investment Act, Chap. 70:07
- The Fair Trading Act, Chap. 81:13
- The Fiscal Incentives Act, Chap. 85:01
- The Freedom of Information Act, Chap. 22:02
- The Income Tax (In Aid of Industry) Act, Chap. 85:04
- The Hire Purchase Act, Chapter 82:33
- The Import and Export Control Regulations of 1941
- The Metrology Act, Chap. 82:06
- The Sale of Goods Act, Chap. 82:30
- The Scrap Metal Act, No. 24 of 2022
- The Scrap Metal Regulations, 2023
- The Standards Act, Chap. 82:03
- The Trade Ordinance, No. 19 of 1958
- The Trade Descriptions Act, Chap. 82:04
- The Trinidad and Tobago Panama Partial Scope Trade Agreement Act, No. 5 of 2015
- The Trinidad and Tobago Free Zones Act, Chap. 81:07
- The Trinidad and Tobago Special Economic Zones Act, No. 1 of 2022
- The Trinidad And Tobago Special Economic Zones Regulations, 2023
- The Trinidad and Tobago Racing Authority Act, Chap. 21:50
- The Venture Capital Act, Chap. 81:08

Section 8(1)(a)(ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the MTI, or similar documents containing rules, policies, guidelines, practices or precedents:

- The Health and Safety Policy 2016
- Departmental Manuals, Policies and Procedures
- The Strategic Plan of the MTI 2016 - 2020
- Be Educated, Be Empowered: Everything You Need to Know About Your Rights and Responsibilities as a Consumer (Consumer Affairs Division)
- The MTI: What we Offer (Consumer Affairs Division)

- The Trade Policy for Trinidad and Tobago 2019 – 2023
- The Revised Policy and Procedures to Regulate the Fully Assembled Right-Hand Drive Foreign Used Car Industry in Trinidad and Tobago 2015 - 2018
- The Grant Fund Facility
- The Investment Policy Statement
- The Import Negative List and Export Negative List
- The Trade Licensing Unit - Sample Letter of Authorization for Collection
- The Steelpan Manufacturing Grant Fund Facility

Section 8(1) (b)

In enforcing written laws or schemes administered by the MTI 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:

- At this time the MTI has no such documents.

SECTION 9 STATEMENTS

Statement of Possession of certain documents to be published

Section 9(1)(a)

A report or a statement containing the advice or recommendations of a body or entity established within the MTI:

- At this time the MTI has no such reports or statements.

Section 9(1)(b)

A report or a statement containing the advice or recommendations of a body or entity established outside of the MTI 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 MTI or to the responsible Minister:

- At this time the MTI has no such reports or statements.

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 MTI:

- At this time the MTI has no such reports or statements.

Section 9(1)(d)

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

- At this time the MTI has no such reports or statements.

Section 9(1)(e)

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

- At this time the MTI has no such reports.

Section 9(1)(f)

A report prepared for the MTI by a consultant who was paid for preparing the report:

- Reports submitted by PwC with respect to the consultancy to provide Human Resource and Industrial Relations Services during the period May 1st 2023 to March 31st 2024.



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SECTION 9 STATEMENTS

- Reports submitted by Odyssey CONSULTInc. Limited with respect to the consultancy to provide Communications and Change Management Services during the period May 1st 2023 to March 31st 2024.
- Reports submitted by Dr. Hassan Qaqaya with respect to the consultancy to provide Advisory Services to the Trinidad and Tobago Fair Trading Commission to Facilitate the Drafting of Merger Regulations Pursuant to the Fair Trading Act, Chapter 81:13 during the period May 16th 2023 to September 30th 2023.
- Reports submitted by Sirin Elci with respect to the consulting services for conducting the Final Evaluation for the Strengthening of the Single Electronic Window for Trade and Business Facilitation Programme during the period May 25th 2023 to September 22nd 2023.
- Reports submitted by CrimsonLogic Panama Inc. and CrimsonLogic (Trinidad and Tobago) Limited with respect to the consultancy to Design and Implement an Enhanced TTBizlink Application Software for the Strengthening of the SEW for Trade and Business Facilitation during the period May 1st 2023 to September 30th 2023.
- Reports submitted by CrimsonLogic Panama Inc. and CrimsonLogic (Trinidad and Tobago) Limited with respect to the consultancy to Design and Implement a Trade and Business Information Portal for the Strengthening of the SEW for Trade and Business Facilitation during the period May 1st 2023 to September 30th 2023.
- Reports submitted by CrimsonLogic Panama Inc. and CrimsonLogic (Trinidad and Tobago) Limited with respect to the consultancy to Develop and Implement an Automated Construction Permit System for the Strengthening of the SEW for Trade and Business Facilitation during the period May 1st 2023 to September 30th 2023.
- Reports submitted by Fujitsu Caribbean (Trinidad) Limited with respect to the consultancy for the Provision of Cloud Services during the period May 1st 2023 to September 30th 2023.
- Reports submitted by SOCIETE DE GESTION DE TERMINAUX INFORMATIQUES (SOGET) with respect to the consulting Services for the Implementation, Maintenance and Support of a Port Community System for Trinidad and Tobago (PCS) during the period May 1st 2023 to September 30th 2023.

Section 9(1)(g)

A report prepared within the MTI and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project:

- At this time, the MTI has no such reports.

Section 9(1)(h)

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

- The Annual Administrative Report of the MTI 2021 – 2022.

Section 9(1)(i)

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

- The Export Booster Initiative
- The National Aid for Trade Strategy 2016 - 2019
- The Yachting Policy of Trinidad and Tobago 2017- 2021
- The Manufacturing Apprenticeship Programme
- The National E-commerce Strategy 2017-2021
- The Special Economic Zones Policy for Trinidad and Tobago
- The National Consumer Policy for Trinidad and Tobago 2018 - 2023
- The National Trade Policy for Trinidad and Tobago 2019 - 2023
- The National Quality Policy 2018 - 2030
- The Grant Fund Facility
- The Grant Fund Facility for Local Producers of Alternate to Wheat Flour
- The Steelpan Manufacturing Grant Fund Facility
- The Woodworking Apprenticeship Programme
- The Yachting Grant Fund Facility

Section 9(1)(j)

A statement prepared by the MTI containing policy directions for the drafting of legislation:

- At this time the MTI has no such reports.

Section 9(1)(k)

A report of a test carried out within the MTI on a product for the purpose of purchasing equipment:

- At this time the MTI has no such reports.

Section 9(1)(l)

An environmental impact statement prepared within the MTI:

- At this time the MTI has no such statement.

Section 9(1)(m)

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

- At this time the MTI has no such reports.

