**GIDLA & ASSOCIATES **

**Attorneys at Law**

**Christopher Ross Gidla 99 A Duke Street**

**BSc, LLb(London) LEC Port of Spain**

**Tel/Fax:472-5124**

**christopherrossgidla@yahoo.com**

27th of July, 2018

Nicole King

General Manager Human Resources & HSSE

Trinidad and Tobago National Petroleum Marketing company Limited

NP House,

National Drive,

Sea Lots

C.c Legal Department, Ms.B.Poliah

Dear Madam,

Re: Retroactive Payments for Precept for Ms. Royal Africa

My Client Ms. Royal Africa instructs me:

That She is an employee of your company working in the department of Security as a Woman Security Officer, from 2009.

She attended Precept Training as instructed by the Management in the year 2013. She was successful in her training and in her precept Exam, attaining a Grade -A. She completed the process to apply for a Precept officer. She submitted her application along with her Medical Psychiatric Evaluation, background Check investigations and submitted a Certificate of Character to Mr.Glasgow as instructed by him.

Due to some changes in the Management my client’s application process was delayed. In the year 2015, Mr.John Martinez informed her that he would look into the matter immediately, however, some other officers were also considered for precept and hence he would consider everything together.

In 2016 My client changed her name and submitted a deed poll. There has been some more changes in the Management and finally My client received her Precept I.D. on 14th June, 2018 and she wrote a letter /memo dated 20th July, 2018, identifying such.

Due to negligence of the company her application was not processed in a timely manner.

My client received a letter on 26th of July 2018 that your company agreed to pay her from November, 2015 to July 2018. However, she was supposed to receive her payments from 10th July, 2013 because that’s when she received her results for her precept exams and she was successful.

My client also informs us that her current pay was not that of a precept officer and her payment was not adjusted to the precept allowance of $163.50 per week.

We already informed her of her legal rights and she gave us instructions to proceed in the court of Law. However, to maintain a cordial relationship, we request you to process her application and consider her letter requesting her retroactive payments from 10th of July, 2013 and not from November 15th. 2015.

Your’s sincerely

C.R.Gidla

Attorney at law