

# **MINISTRY OF FINANCE, NATIONAL PLANNING AND TRADE**



## **PUBLICATION INFORMATION MANUAL**

**Prepared in terms of Section 53 of the Promotion of Access to  
Information Act 2018**

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## 1. List of Acronyms and Abbreviations

**NB: please insert relevant acronyms and abbreviations**

1.1	<b>“HOIH”</b>	Head of Information Holder
1.2	<b>“IC”</b>	Information Commission
1.3	<b>“IO”</b>	Information Officer
1.4	<b>“ATIA”</b>	Access to Information Act
1.5	<b>“MFNPT”</b>	Ministry of Finance, National Planning and Trade

## 2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Inspect the nature of the records which may already be available at Ministry of Finance, National Planning and Trade without the need for submitting a formal ATIA request;
2. Have an understanding of how to make a request for access to a record of the Ministry of Finance, National Planning and Trade
3. Access all the relevant contact details of the persons who will assist the public with the records they intend to access;
4. Know all the remedies available from the Ministry of Finance, National Planning and Trade regarding request for access to the records, before approaching the information commission;
5. The description of the services available to members of the public from the Ministry of Finance, National Planning and Trade and how to gain access to those services;
6. A description of the guide on how to use ATIA, as updated by the information commission and how to obtain access to it;
7. If the body will process personal information, the purpose of processing of personal information and the description of the categories of data subject and of the information or categories of information relating thereto;
8. Know if the Ministry of Finance, National Planning and Trade has planned to transfer personal information outside the Republic of Seychelles and the recipients or categories of recipients to whom the personal information may be supplied; and
9. Know whether the Ministry of National Planning and Trade has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

### **3. Establishment of the Ministry of Finance, National Planning and Trade**

The Ministry is constituted by the President based on the Cabinet of Ministers portfolio as per the Government structure. In addition, the articles 151 to 157 of the constitution and the Public Finance Management act and regulations are used for the proper management of public finance.

#### **3.1. Objectives / Mandate**

The Ministry of Finance, National Planning and Trade (MFNPT) has been assigned:-

- (a) With the oversight and management of financial resources, economic and trade policies;
- (b) To ensure that they are properly controlled and managed for the purpose of better performance, transparency and accountability;
- (c) To improve efficiency and competitiveness of the economy;
- (d) To foster and accelerate the macro-economic stability of the country and to provide for matters connected therewith.

### **4. Structure of the Ministry of Finance, National Planning Trade and functions**

#### **4.1. Structure**

The Ministry is made up of three Departments as follows:-

**4.1. The Finance Department** role is to effectively plan, generate and manage resources through the implementation of sound fiscal and economic policies; apply standard of best practice in day-to-day management of the country's finances and being responsive to changing economic and financial parameters as well as national policies and objectives. It consists of ten divisions:-

**4.1.1. The Financial Planning and Control Division (FPCD)** coordinates the annual budget process and provide advice on the whole of government budget-related matters to ensure an efficient management of public finances.

**4.1.2. The Macro-Economic Forecasting Analysis Division (MEFAD)** whose core function is to provide fiscal and economic analysis and advice, with a focus on fiscal sustainability and the linkages between the economy, the budget and the key areas including the economic outlook and its implications on the tax revenue budget.

**4.1.3. The Domestic and International Tax Policy Division** whose portfolio pertains to the policy and legal framework of taxation on the local, regional and international levels.

**4.1.4. Financial Services Development Division** is responsible for research, formulating and coordinating appropriate growth-enhancing financial policies that strengthen macro-economic development of the country. Moreover, it shall provide policy advice and

strategic analysis on Seychelles financial sector, including programs, projects and legal frameworks for the financial system.

**4.1.5.** The Debt Management Division is to ensure that the Government's financing needs and payment obligations are met on a timely basis and at the lowest possible cost, consistent with a prudent degree of risk and help the country attain a debt/GDP ratio of around 50% by 2026 and place itself on path towards sustainability.

**4.1.6.** The Treasury and Public Accounts Division is to provide quality Accounting and Financial advisory services to the public sector through capacity development on accounting process and requirements, formulation of policy and document guidelines and manuals pertaining to accounting systems and procedures. Ensure timely provision of Annual Financial Statement; prompt processing of government transactions at Treasury and proper accountability of public funds among others.

**4.1.7.** The Internal Audit Division is to evaluate the effectiveness of the accounting, financial and operational controls of each entity and assist in improving performance.

**4.1.8.** The Public Procurement Unit is to provide policy advice to Government as per the Public Procurement act 2008

**4.1.9.** Asset (Seizure) Management Unit is to ensure Government is in compliance with the Custody, Management and Disposal of Seized, Forfeited or Confiscated Properties act 2021 and subsequent regulations.

**4.1.10.** The Support Functions are to assist in the overall administrative, operational and support services of the Ministry and are made up of the following divisions/units;

- a. Human Resource Division
- b. Administrative Unit
- c. Legal Unit
- d. Accounts Unit
- e. Communications Unit
- f. System Support Unit

The Finance Department guide the following agencies with policies;

1. Financial Intelligence Unit
2. National Tender Board
3. Seychelles Revenue Commission
4. Public Enterprises Monitoring Commission,
5. Revenue Tribunal and TACAB
6. Government Audit Committee.

## **4.2. The National Planning Department**

The mandate of the Department is to assist Government in the formulation, co-ordination and implementation of economic policies and intervention measures that will effectively and efficiently accomplish the country's major economic and development objectives. In the light of this, it has the overall responsibility of coordinating the implementation of the National Development Strategy (NDS) as well as monitor and evaluate the impact of

development programs and projects in meeting the objectives of the country as set out in the NDS. The department mobilizes donor resources; manages technical assistance and the implementation of development programs financed by bilateral and multilateral donors. The department also monitors and evaluates the impact of development programs and is responsible for the monitoring and reporting of Seychelles' regional and global commitments.

The Department of National Planning guide the National Bureau of Statistic with its policies.

#### **4.3. The Trade Department**

The Trade Department consist of the Trade Division and the Postal Regulator.

The Trade Division is mandated with all Trade policies and matters for Seychelles at national, bilateral, regional and multilateral level. As such the Trade Division's work touches upon all aspects of the economy by way of creating avenues through which business and cooperation with various countries are either established or continued. As part of its mandate on international trade matters, the Division regularly deals with organizations such as COMESA, SADC, AU and the WTO. As part of fulfilling its mandate, the Trade Division also requires the posting of Trade Attaches in key locations.

The Postal Regulator is mandated to develop the necessary standards and regulations to sustain the single postal territory, and a legislative framework that is regularly updated to reflect the reality of the postal industry.

The Department of Trade guide the Fair Trading Commission with its policies.

The following Public Enterprises falls under the MFNPT portfolio: Development Bank of Seychelles, Nouvobanq, Seychelles Commercial Bank, Housing Finance Company, Seychelles Pension Fund, Seychelles Petroleum Company, Seychelles Trading Company, Seychelles Postal Services and Financial Services Authority.

#### **4.2. Vision**

##### **Our Vision is:**

“Achieving a sustainable macroeconomic environment that fosters long-term inclusive growth and development of a modern Seychelles.”

##### **Our Mission is to:**

1. Foster a modern and enabling environment as per international best practices conducive to sustain the private sector as the engine of economic growth.
2. Strengthen and implement a transparent public financial management, socio-economic and macro-economic policies for the effective and efficient management of government resources and equitable wealth distribution.

3. Promote sustainable development and economic stability in partnership with stakeholders through the implementation of national development strategies and plans.
  4. Promote Seychelles as a modern, reputable and transparent jurisdiction offering valued financial services products.
  - 4.5. Professional service delivery
- 5. Key contact details for Access to Information of the Finance, National Planning and Trade**

**5.1 Information Officer**

**Name:** Lindy Vital  
**Tel:** 4382005  
**Email:** info@finance.gov.sc

**5.2 Head of Information Holder**

**Name:** Patrick Payet  
**Tel:** 4382008  
**Email:** psf@finance.gov.sc

**5.3 Head Office Contact**

**Postal Address:** P O Box 313  
**Physical Address:** Liberty House  
**Telephone:** 4382000  
**Email:** info@finance.gov.sc  
**Website:** <http://www.finance.gov.sc>

**6. Description of all remedies available in respect of an ATIA or failure to act by the Ministry of Finance, National Planning and Trade**

1. Manuals referred to in subsection 53 (1) shall include the categories of information that the information holder will proactively disclose and those which will be made available only through the formal request process.
2. The information manual shall, together with the information required in subsection 53 (2), include the following information about the information holder —
  - a) A description of the structure and its functions, powers and duties;
  - b) Physical and electronic contact details of the information officer and the head of the information holder;

- c) The guidelines developed by the information commission under section 51(2);
  - d) A description of any arrangement or provision for a person to make recommendations or to otherwise participate in the formulation of policy or the exercise of powers or performance of duties by the information holder;
  - e) A description of remedies available in respect of an act or omission by the information holder; and
  - f) The manner of payment of any reproduction fees, and transcription fees.
3. An Information Holder shall —
- (a) update and publish its information manual whenever material changes to the information therein occur, but at least every 2 years; and
  - (b) submit the updated information manual to the Information Commission.

**7. Categories of records of the Ministry of Finance, National Planning and Trade which are available without a person having to request access**

*NB: Please specify the categories of records of the body, which are available without a person having to request access in terms of this Act, types of document and how document can be accessed. These are mostly records that maybe available on website and a person may just download or request telephonically or by sending an email or a letter. Below is the template that can be used.*

Categories	Document Type	Available on website	Available upon ATIA request
Tender Document	<ul style="list-style-type: none"> <li>- Advertised Tender</li> <li>- Name Of Success Bidder</li> </ul>	X	X
Legislations / Regulations		X	
Strategic Documents (Plans and Reports)	<ul style="list-style-type: none"> <li>- Organisational profile (overview , objectives , functions);</li> <li>- Annual Reports;</li> <li>- Strategic Plan;</li> <li>- Annual Performance Plan;</li> <li>- Strategic and performance Plans;</li> </ul>	X	



National Budget	All the budget documents submitted to parliament on an annual basis	X	
Vision and National Development Strategy		X	
Financial Schemes		X	

## 8. Services Available to members of the public from the Ministry of Finance, National Planning and Trade and how to gain access to those services.

### 8.1. Services available

All services provided by the Ministry can be accessed via our website:

<http://www.finance.gov.sc/>

Or alternately can contact the Ministry directly either via telephone number: 4382000 or email: [info@finance.gov.sc](mailto:info@finance.gov.sc)

## 9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Ministry of Finance, National Planning and Trade

The Ministry involves partners in the formulation of the National Budget, through meetings with specific targeted groups. Other meetings targeting interest groups are also held to discuss specific topics. Public meetings are also organised as and when necessary.

The Ministry also has a feedback mechanism available on its website where members of the public are encouraged to provide their feedback on services provided as well as share their opinions and concerns about policies and its performance.

<http://www.finance.gov.sc/customer-feedback-form>

## 10. Availability of the Manual

This Manual is made available in the following official language -

1. English;

A copy of this Manual or the updated version thereof, is also available as follows-

1. On <http://www.finance.gov.sc/>, if any, of the public body;

2. At the head office of the public body for public inspection during normal business hours:
3. To any person upon request
4. To the Information Commission upon request

## 11. Updating of the Manual

The Ministry of Finance, National Planning and Trade will, if necessary, update and publish this Manual annually.

**Issued by:**

Lindy Vital



**Information Officer**

07/02/2025

**Date**

Patrick Payet



**Head of Information Holder**

07/02/2025

**Date**



**OFFICAL STAMP**

