

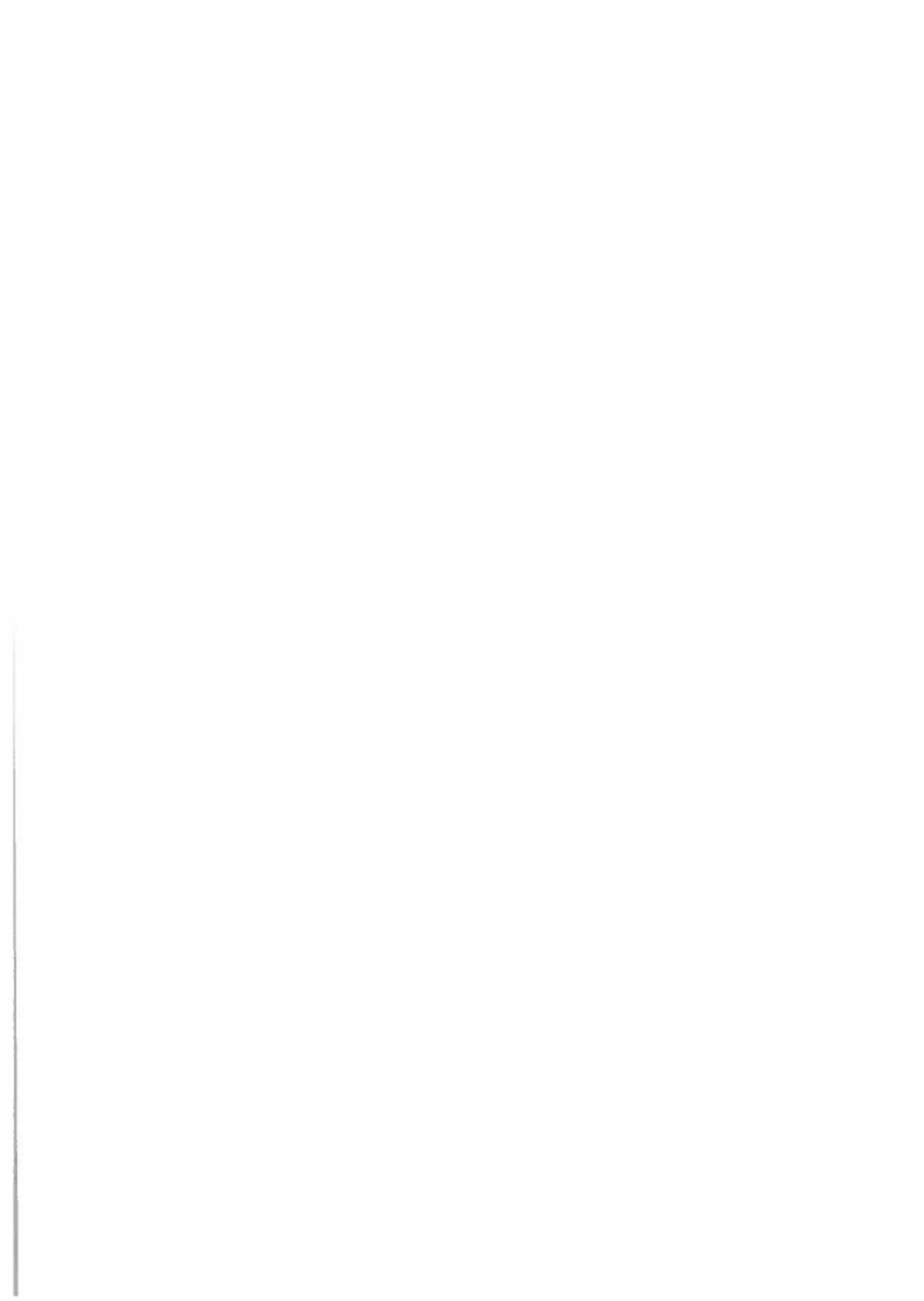


MINISTRY OF FINANCE, ECONOMIC PLANNING, TRADE AND  
INVESTMENT

# **PUBLICATION INFORMATION MANUAL**

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

**DATE OF COMPILATION: 20/03/2026  
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## Contents

<b>1. List of Acronyms and Abbreviations.....</b>	<b>3</b>
<b>2. Purpose of Publication Manual.....</b>	<b>3</b>
<b>3. Establishment of the Ministry of Finance, Economic Planning, Trade and Investment</b>	<b>4</b>
<b>4. Structure of the Ministry of Finance, Economic Planning, Trade and Investment and functions.....</b>	<b>4</b>
<b>5. Key contact details for Access to Information of the Ministry of Finance, Economic Planning, Trade and Investment</b>	<b>9</b>
<b>6. Description of all remedies available in respect of an ATIA or failure to act by the Ministry of Finance, Economic Planning, Trade and Investment</b>	<b>10</b>
<b>7. Categories of records of the Ministry of Finance, Economic Planning, Trade and Investment which are available without a person having to request access .....</b>	<b>11</b>
<b>8. Services Available to members of the public from the Ministry of Finance, Economic Planning, Trade and Investment and how to gain access to those services.....</b>	<b>12</b>
<b>9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Ministry of Finance, Economic Planning, Trade and Investment.....</b>	<b>12</b>
<b>10. Availability of the Manual.....</b>	<b>13</b>
<b>11. Updating of the Manual.....</b>	<b>13</b>

## 1. List of Acronyms and Abbreviations

1.1	“HOIH”	Head of Information Holder
1.2	“IC”	Information Commission
1.3	“IO”	Information Officer
1.4	“ATIA”	Access to Information Act
1.5	“MoFEPTI”	Ministry of Finance, Economic Planning, Trade and Investment

## 2. Purpose of Publication Manual

This Publication Manual is useful for the public to:

1. Check the nature of the records which may already be available at Ministry of Finance, Economic Planning, Trade and Investment, 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, Economic Planning, Trade and Investment ;
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, Economic Planning, Trade and Investment 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, Economic Planning, Trade and Investment 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, Economic Planning, Trade and Investment 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 Finance, Economic Planning, Trade and Investment 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, Economic Planning, Trade and Investment

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.

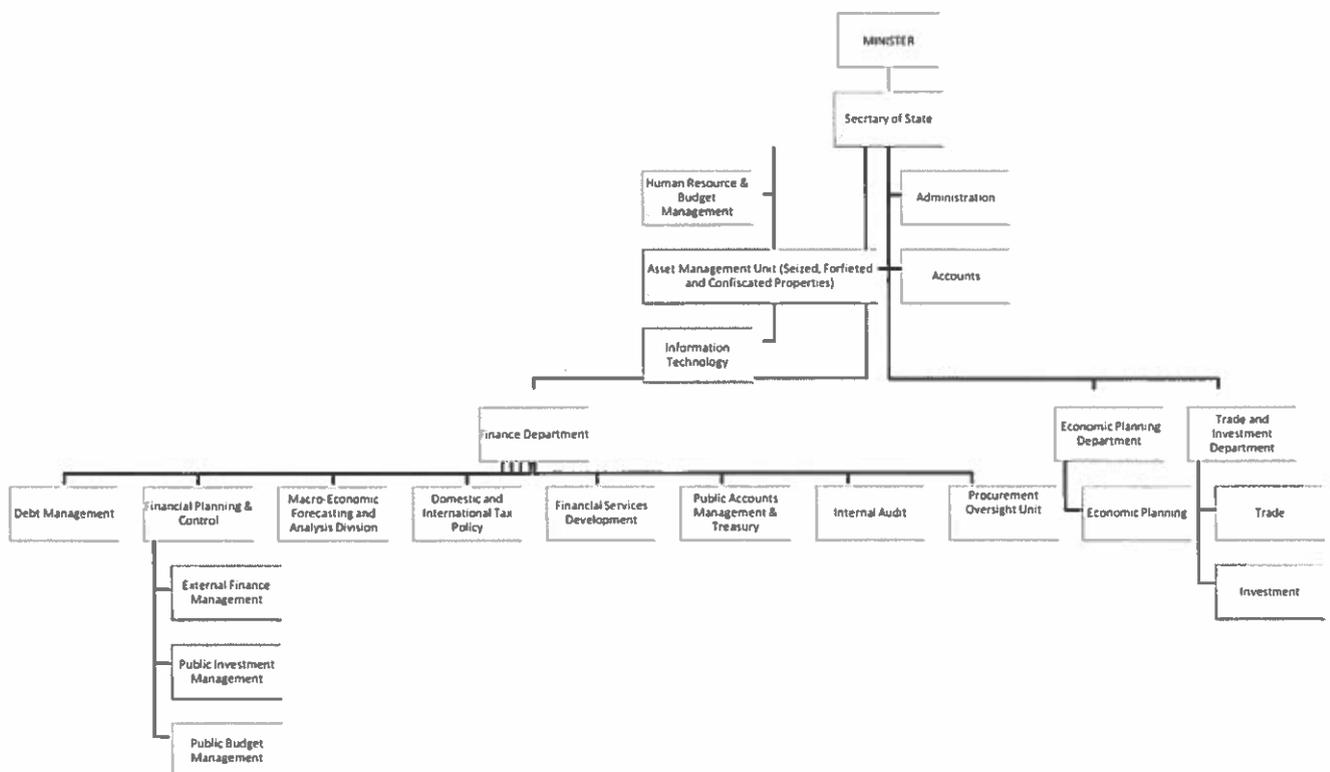
#### 3.1. Objectives / Mandate

The Ministry of Finance, Economic Planning, Trade and Investment has been assigned:

- To be the main driver of sound and sustainable economic policies in line with Government’s vision of a modern and efficient economy;
- To create a modern and enabling environment that is conducive for the private sector to become the engine of growth and government the facilitator;
- To formulate and implement a fiscal policy framework for the government, whereby the financial resources are managed effectively and efficiently.

### 4. Structure of the Ministry of Finance, Economic Planning, Trade and Investment and functions

#### 4.1. Structure



## 4.2. Functions

1. **Public Finance Management (PFM):** Ensuring effective mobilization, allocation, and monitoring of public resources to achieve value for money, transparency, and fiscal sustainability.
2. **Economic Planning:** Leading the design, coordination, and monitoring of national development plans, integrating climate resilience, sustainable development goals (SDGs), and long-term policy coherence.
3. **Trade Policy and Regulation:** Overseeing domestic, regional, and international trade negotiations and agreements, while promoting fair competition and consumer protection
4. **Investment Promotion:** Facilitating domestic and foreign direct investment (FDI), public-private partnerships (PPPs), and business climate reforms to stimulate growth and job creation.
5. **Institutional Oversight:** Supervising key agencies, regulatory bodies, and state-owned enterprises (SOEs) to ensure accountability, performance, and alignment with national priorities.

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

**4.2.1. 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:-

- i. The Financial Planning and Control Division (FPCD) is responsible for ensuring prudent management of the Government's financial resources. It advises on fiscal and budgetary matters, prepares and monitors the national budget, oversees key fiscal reforms, and manages public assets and external financing. Through effective planning, oversight, and reporting, the Division supports transparency, accountability, and the achievement of national socio-economic priorities.
- ii. The Macro-Economic Forecasting Analysis Division (MEFAD) is the central unit within the Ministry of Finance, Economic Planning, Trade & Investment responsible for analysing Seychelles' economy and fiscal position. It serves as the government's lead advisor on macroeconomic trends, fiscal sustainability, and tax performance, while also working closely with the Central Bank of Seychelles, the National Bureau of Statistics, the Seychelles Revenue Commission, and international partners such as the IMF.
- iii. The Domestic and International Tax Policy Division (DITPD) spearheads the development of policies and legislation in relation to taxes to ensure that the country's tax regimes always reflect elements of fairness, equality, transparency and efficiency.

Its role stems from conducting in-depth research on relevant taxes and related policy issues. It works closely with other Divisions within the Ministry and external entities to provide rigorous analytical support in a wide variety of policy areas.

- iv. Financial Services Development Division (FSDD) is the Ministry's policy engine for a strong and sustainable financial system. The FSDD's work goes beyond drafting policies – it brings together regulators, agencies, and stakeholders to build a financial sector that is stable, innovative, and inclusive. By keeping Seychelles aligned with global standards while encouraging growth and transparency, the Division helps ensure the financial system remains credible, trusted, and supportive of the country's development goals.
- v. 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 ensures that the debt remains on a sustainable path. The Public Debt Management Act (PDMA) provides the division with its portfolio responsibilities and legal framework on which the management of the country's debts are administered. It is also guided by Section 27 of the Public Finance Management Act 2012, which covers all Ministries, Public bodies and Public Agencies. Matters of Confidentiality are governed by the State Security Act, 1997 and Code of Ethics published by IIA and IAASB.
- vi. The Treasury and Public Accounts Division is responsible for building capacity among reporting entities in areas of public finance management, receiving reports from reporting entities to provide feedback. The section must ensure continuous improvement in operational financial procedures, documentation of processes and uniformity in the application of processes, procedures and regulations.

On the other hand the Treasury maintains the accounts of government, prepare annual financial statements and ensure that accounting systems respond to government's needs for the proper processing, recording and accounting of financial transactions and for financial reporting.

- vii. The Internal Audit Division is established in accordance with Section 27 of the Public Finance Management Act 2012, the role of reviewing the finance management system operated by Ministries and Public Bodies by the Internal Audit is described in three key functions (i.e. Terms of References) as follows: (1) Appraising the soundness and application of the accounting, financial and operational control of each entity; (2) Evaluating the effectiveness and contributing to the improvement of the risk management process of the entity; and (3) Providing assurance on the economy, efficiency and effectiveness of the administration of the programs and operations of the public bodies.
- viii. The Public Procurement Unit (POU), as established under Section 8 of the Public Procurement Act 2008, serves as the central body for procurement policy formulation, oversight and monitoring within the public sector. Its mandate includes developing standard documents, regulations and guidelines that govern public procurement processes and actively monitoring their implementation to ensure consistency, fairness,

transparency, value for money and compliance across government entities.

- ix. 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.
- x. The Central Procurement Unit is mandated to lead coordinated procurement initiatives and develop strategic sourcing frameworks for common use items in the public service. Manage supplier onboarding, maintain updated supplier short-lists, and administer the Supplier Database. Ensure complete, accessible, and audit-compliant procurement records. Drive policy development, monitor compliance, and build procurement capacity across MDAs.
- xi. 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 the policies;

- 1. Financial Intelligence Unit
- 2. National Tender Board
- 3. Seychelles Revenue Commission
- 4. Public Enterprises Monitoring Commission,
- 5. Revenue Tribunal
- 6. Tax and Customs Agent Board (TACAB)
- 7. Procurement Review Panel
- 8. The Anti-Money Laundering and Countering the Financing of Terrorism Appeals Board
- 9. Government Audit Committee.

#### **4.2.2. The Economic Planning Department**

The mandate of the Department is mandated to guide and advise the Government in the design, coordination, and execution of development policies and strategic interventions that advance the country's key development objectives. As part of its core responsibilities, the department oversees the implementation of the National Development Strategy (NDS), ensuring that all programs and projects are aligned with national priorities and deliver measurable impact.

In fulfilling this role, the department evaluates the effectiveness of development initiatives, mobilizes donor funding, and manages technical assistance provided through bilateral and multilateral partnerships. It also supervises the execution of donor-financed programs and maintains oversight of Seychelles' international commitments – the African Union's Agenda 2063 and the United Nation's 2030 Agenda for Sustainable Development – at both regional and international levels, ensuring timely monitoring and reporting.

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

#### **4.2.3. The Trade and Investment Department**

The Trade Department consist of the Trade Division and the Investment Division.

- i. The Trade Department is mandated with all trade policies & matters for Seychelles at the national, bilateral, and multilateral levels. The department is pivotal in the creation, monitoring and sustainability of a conducive environment for Trade, competition promotion, consumer protection and border control, through the pursuance of comprehensive policy instruments which enhances market access for goods & services, enables potential for meaningful trade and remove non-tariff barriers. The Department consists of various clusters/units that have an oversight on several issues including but not limited to Trade Remedies, Value Added and Excise Tax Policies, Intellectual Property Policies, Trade Facilitation, Trade in goods, Commitments for trade in Services, and Trade Information dissemination itself.

The Trade Department is also the hub for the acquisition of import permits in relation to goods that are restricted into the country and it is also key with respect to information pertaining to exports of goods in other countries. In all, the department is key to the negotiations and discussions that the country undertakes to ensure a climate that favors all the elements for effective trade both locally and internationally for an expected outcome that promotes equitable socio-economic development.

- ii. The Investment Division is mandated is mandated to lead the formulation, coordination and implementation of national investment policy, coordinating inter-agency investor services, monitoring investment performance, advising Government on measures to enhance competitiveness and economic diversification, and to facilitate sustainable, responsible and high-quality domestic and foreign direct investment into Seychelles through the Seychelles Investment Board.

The Department of Trade and Investment guide the following agencies with the policies:

1. Fair Trading Commission
2. Postal Regulator
3. Seychelles Investment Board
4. Seychelles Licensing Authority

The following Public Enterprises falls under the MoFEPTI portfolio: Development Bank of Seychelles, Nouvobanq, Seychelles Commercial Bank, Housing Finance Company, Seychelles Pension Fund, SEYPEC, Seychelles Trading Company, Seychelles Postal Services and Societe Seychellois D'Investissement, Financial Services Authority, and 2020 Development Company Ltd.

### 4.3. 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 Ministry of Finance, Economic Planning, Trade and Investment

### 5.1 Information Officer

**Name:** Mrs Michelle Marengo-Uzice  
**Tel:** 4382005  
**Email:** [info@finance.gov.sc](mailto:info@finance.gov.sc)

### 5.2 Head of Information Holder

**Name:** Patrick Payet  
**Tel:** 4382111  
**Email:** [ppayet@finance.gov.sc](mailto:ppayet@finance.gov.sc)

### 5.3 Head Office Contact

**Postal Address:** P.O Box 313  
**Physical Address:** Liberty House, Independence Avenue, Victoria  
**Telephone:** 4382000  
**Email:** Provide general contact email address for the organization  
**Website:** [www.finance.gov.sc](http://www.finance.gov.sc) and <https://www.tradeportal.sc>

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

Any Public Officer who is aggrieved by any action taken / not taken by **Ministry of Finance, Economic Planning, Trade and Investment** may lodge a complaint to the Public Service Appeal Board (PSAB)

Any Citizen who is aggrieved by any action taken / not taken by **Ministry of Finance, Economic Planning, Trade and Investment** may lodge a complaint to the Ombudsman of Seychelles

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, Economic Planning, Trade and Investment which are available without a person having to request access**

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 Successful Bidders</li> </ul>	X	
Legislations / Regulations	<ul style="list-style-type: none"> <li>- Public Finance Management Act 2012</li> <li>- Public Finance Management Regulations ,2014</li> <li>- Public Procurement Act, 2008 &amp; amendments</li> <li>- Public Procurement Regulations ,2014 &amp; amendments</li> <li>- Public Debt Management Act ,2008 &amp; amendments</li> </ul>	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> <li>- Seychelles National Development Strategy</li> <li>- Government's Digitalization Plan</li> <li>- Multilateral partners (IMF, World Bank,AFDB) country reports</li> </ul>	X	
National Budget documents and Financial documents	<ul style="list-style-type: none"> <li>- Budget Estimates of Revenue and Expenditure</li> <li>- Assumptions and Objectives</li> <li>- Budget Speeches ( Creole and English)</li> <li>- Appropriation bills</li> <li>- Government Annual Financial Statements</li> </ul>	X	

Vision and National Development Strategy		X	
Financial Schemes		X	

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

**8.1. Services available**

- I. *Applications of financial assistance under the following schemes/ grants administered by MoFEPTI :*
  - a) *NGO's national grants funding scheme – Submissions of applications can be done using the electronic platform <https://mof.egov.sc/NationalGrant>*
  - b) *Housing Finance Subsidy : Application forms can be obtained from Client's respective banks or from MoFEPTI , Liberty House . More information about the scheme can be found on <https://www.finance.gov.sc/financial-schemes>*
- II. *Tender for Government Services*  
*The standard tender documents and other relevant information can be accessed on the Procurement Oversight Unit's website <https://www.pou.gov.sc>*

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

- *Consultations are held with the Citizen's Engagement Platform representatives and the SCCI as part of the budget process preparation*
- *Consultations are held with relevant stakeholders as part of the white paper stage of drafting legislations*

## 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 [www.finance.gov.sc](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, Economic Planning, Trade and Investment will, if necessary, update and publish this Manual annually.

Issued by:



Mrs Michelle Marengo-Uzice

Information Officer

Date: 20/03/2026



Mr Patrick Payet

Head of Information Holder

Date: 20/03/2026





