



ISLANDS DEVELOPMENT COMPANY LTD

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

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	“IDC”	Islands Development Company Limited
1.6	“ICS”	Island Conservation Society
1.7	“EOI”	Expression of Interest

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 IDC, 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 IDC;
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 IDC 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 IDC, 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 IDC 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 IDC has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information, which is to be processed.

3. Establishment of the Islands Development Company Ltd.

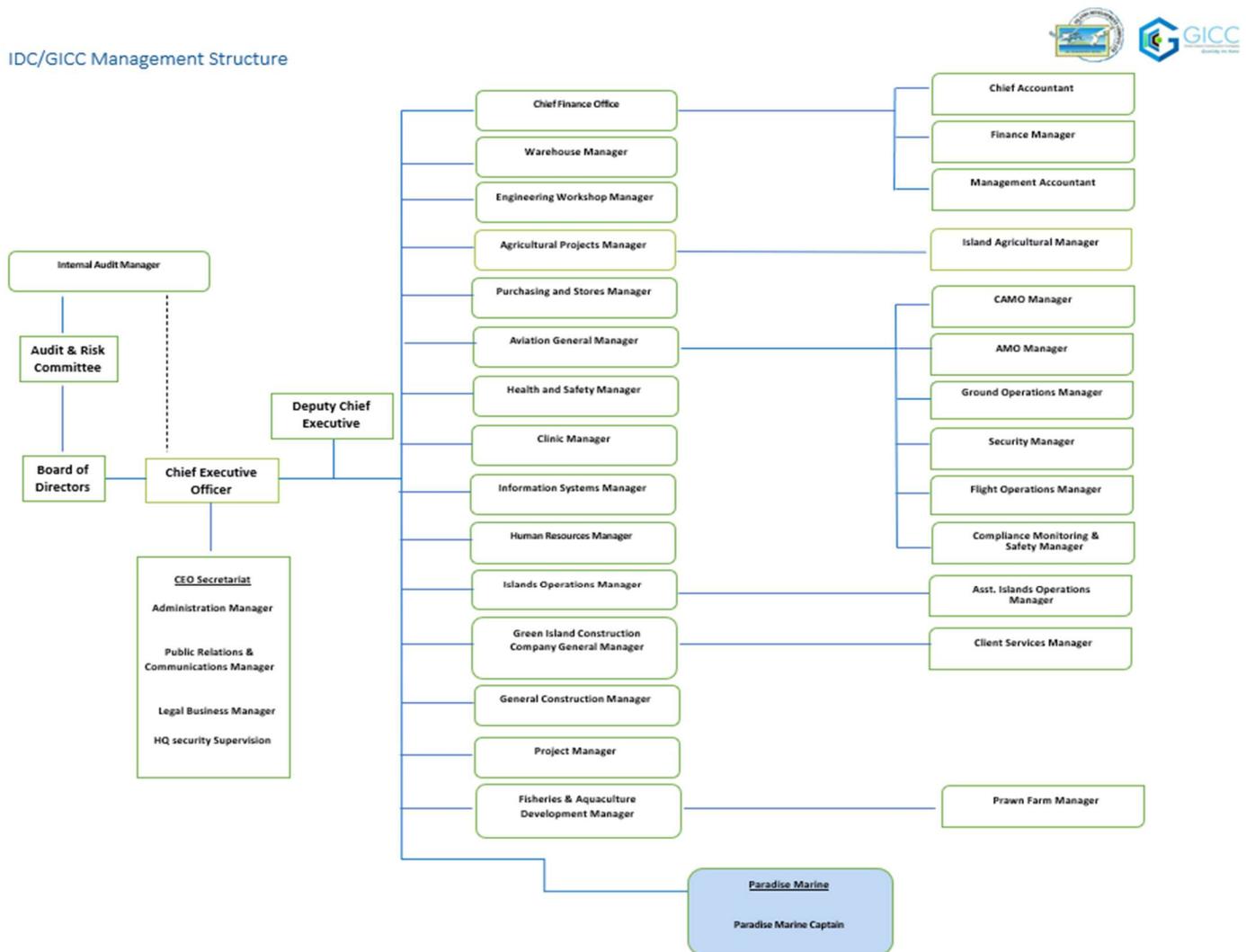
The Islands Development Company Limited, wholly owned by the Seychelles Government, was created on 29th April 1980 as a parastatal company under the Seychelles Companies Act of 1972.

3.1. Objectives / Mandate

The Company's mandate is the management of the outer islands and Silhouette as mandated by the Seychelles Government, transportation related thereto and construction activities.

4. Structure of the Islands Development Company Ltd and functions

4.1. Structure



The IDC Board of Directors has established the following Committees to assist in fulfilling its obligations and oversight responsibilities:

1. **Audit and Risk Committee:** The Committee provides the Board with independent advice and guidance regarding the adequacy and effectiveness of Management's practices and potential improvements to those practices.
 - 1.1. The integrity of the financial reporting system, including financial statements and the financial reporting processes and internal control framework;
 - 1.2. Monitoring the effectiveness and objectivity of internal and external auditors;
 - 1.3. Assisting in monitoring the effectiveness of risk management, risk assessments and mitigating measures in place; and
 - 1.4. Internal audit process
2. **Projects Monitoring Committee:** The Committee provide oversight for all projects being implemented by the Company as approved by the Board. These would include projects as approved under the Outer Islands Development Plans to be implemented by Management as well as those to be tendered out to third parties.

4.2. Functions

The functions of the Islands Development Company Ltd are as follows:

- provide air and sea links throughout the outer islands of Seychelles
- construction and maintenance of infrastructure to support economic activities, including tourism and agriculture
- provide facilities for electricity generation and distribution, the production of potable water and the treatment of sewerage and solid waste
- build, manage and maintain airfield facilities as well as harbour and maritime infrastructure
- provide the outer islands and Silhouette with an inventory of food and essential supplies, including medical equipment
- provide medical and medevac facilities as required
- maintain law and order and manage national emergency plans for the outer islands
- provide facilities including accommodation, transport and equipment for our environmental partner Island Conservation Society (ICS). ICS runs conservation centres at premises provided by IDC on Alphonse, Astove, Cosmoledo, Desroches, Farquhar and Silhouette. Support ICS expeditions to other islands

5. Key contact details for Access to Information of the Islands Development Company Ltd.

5.1 Information Officer

Name: Ms Valerie de Commarmond
Tel: 4384640
Email: valerie.decommarmond@idc.sc

5.2 Head of Information Holder

Name: Mr Cyril Bonnelame
Tel: 4384640
Email: ceo@idc.sc

5.3 Head Office Contact

Postal Address: P.O Box 638, Victoria
Physical Address: Maison Mazaren, Ile du Port
Telephone: 4384640
Email: ceo@idc.sc
Website: www.idc.sc

6. Description of all remedies available in respect of an ATIA or failure to act by the Islands Development Company Ltd

N/A

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:
 - 1) A description of the structure and its functions, powers and duties;
 - 2) Physical and electronic contact details of the information officer and the head of the information holder;
 - 3) The guidelines developed by the information commission under section 51(2);
 - 4) 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;
 - 5) A description of remedies available in respect of an act or omission by the information holder; and
 - 6) 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 Islands Development Company Ltd which are available without a person having to request access

Categories	Document Type	Available on website	Available upon ATIA request
Legislations / Regulations	<ul style="list-style-type: none"> • Companies Act 1972 • Public Enterprises Act 2023 	X	
Strategic Documents (Plans and Reports)	<ul style="list-style-type: none"> • Organisational profile (overview objectives, functions, structure); • Annual Reports; • Outer Island Development Plan; • Annual Audited Accounts; • Code of Conduct. 	X	

8. Services Available to members of the public from the Islands Development Company Ltd and how to gain access to those services.

8.1. Services available

The public can access all services that the company offers through any of the following means:

1. Telephone calls
2. Emails
3. Letters
4. Company website
5. Social media pages (Facebook)
6. Walk-in

9. Public Involvement in the formulation of policy or the exercise of powers or performance of duties by Islands Development Company Ltd

IDC takes all feedback or critics from members of the public positively. The Company analyses and assesses the viability of those public reactions at Management level. Those that are aligned with the Company's strategies and objectives are incorporated in the formulation of policies.

10. Availability of the Manual

This Manual is made available in the following official language:

- English
- Creole

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

- On the Company website www.idc.sc
- At the head office of the Company for public inspection during normal business hours;
- To any person upon request; and
- To the information Commission upon request

11. Updating of the Manual

The Islands Development Company Ltd will, if necessary, update and publish this Manual annually.

Issued by:

**Ms Valerie de Commarmond
Information Officer**

Date: 27th January 2026

**Mr Cyril Bonnelame
Head of Information Holder**

Date: 27th January 2026