



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 54

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No. 112

1509

Government of the Republic of Trinidad and Tobago

2015 Public Statement of

THE OFFICE OF THE PRIME MINISTER

in compliance with

Sections 7, 8 and 9 of the Freedom of Information Act , Chap. 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) Chap. 22:02, the Office of the Prime Minister is required to publish the following Statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Office of the Prime Minister.
- (2) A legal right for each person to have official information relating to himself amended where it is incomplete, incorrect or misleading.
- (3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- (4) A legal right to complain to the Ombudsman and to apply to the High Court for judicial review to challenge adverse decisions made under the FOIA.

MISSION STATEMENT

To champion and support governance of Trinidad and Tobago, via efficient, effective and transparent service delivery.

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

SECTION 7 STATEMENTS**Section 7 (1) (a) (i)****1) STATEMENT OF THE FUNCTION AND STRUCTURE**

The Office of the Prime Minister is located at Nos. 13-15 St. Clair Avenue, St Clair, Port of Spain. This Office provides professional and other support to the Prime Minister and the Cabinet and is responsible for co-ordinating the implementation of decisions taken by the Prime Minister and the Cabinet in order to ensure and promote the effective and efficient conduct of business of the Government.

The Secretariats/Divisions/Units that comprise the Office of the Prime Minister are as follows:

Secretariats

- Cabinet Secretariat
- National Security Council Secretariat
- National Awards Committee Secretariat
- Sport and Culture Fund Board of Management
- Commissions of Enquiry
- National Economic Council

Divisions/Units

- Corporate Services Division
- Public Information and Communication Unit
- International Relations and Protocol Unit
- Policy Strategy and Government Performance Management Unit
- National Operations Centre (NOC)
- Regional Security Coordination Centre
- Internal Audit
- Office of the Prime Minister Security Unit

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

**RESPONSIBILITIES OF THE SECRETARIATS/DIVISIONS/UNITS IN THE
OFFICE OF THE PRIME MINISTER****SECRETARIATS****Cabinet Secretariat**

According to the Constitution of the Republic of Trinidad and Tobago the Cabinet consists of the Prime Minister who is appointed by the President, and other Ministers (of whom one shall be the Attorney General) chosen from among the members of the House of Representatives and the Senators appointed by the President acting in accordance with the advice of the Prime Minister. The Cabinet has the general direction and control of the Government of the Republic of Trinidad and Tobago and is collectively responsible to Parliament.

The Cabinet is serviced by the Cabinet Secretariat which provides specialized administrative support as well as support to certain Sub-committees of Cabinet. The Secretariat receives submissions from all Ministers of Government in the form of Cabinet Notes for consideration by Cabinet. The Cabinet Secretariat records the decisions of Cabinet and transmits those decisions to the relevant public authorities in the form of Cabinet Minutes for implementation.

▪ National Security Council Secretariat

The National Security Council consists of the Prime Minister as Chairperson, the Attorney General, the Minister of National Security, the Minister of Foreign Affairs, the Minister of Energy and Energy Affairs, the Minister of the People and Social Development and one other Minister appointed at the discretion of the Prime Minister. The National Security Council is charged with the responsibility of monitoring matters relating to defence and national security and is serviced by a Secretariat comprising staff employed to assist the Council in the execution of its duties.

▪ National Awards Committee Secretariat

The National Awards Committee was established by Letters Patent establishing the Order of the Trinity in 1969. The Order of the Trinity was amended in 2008 to the Distinguished Society of Trinidad and Tobago. The Committee selects persons nominated by members of the public, deemed suitable for National Awards based on selection criteria. The Secretariat is responsible for the annual advertisement of the awards and the collating of the nominations received for submission to the National Awards Committee.

▪ Sport and Culture Fund Board of Management

The Sport and Culture Fund Act, Chap. 40:54, provides for the establishment and administration of the Sports and Culture Fund for the purpose of facilitating the provision of sporting and cultural activities and is available to all bona fide sport and cultural groups in communities in Trinidad and Tobago. Assistance is given in the form of grants. The Board established by the Act determines the eligibility of individuals and groups. The Members of the Board are selected in accordance with Section 9 of the Act.

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

The Secretariat receives and collates all requests for the funding of sport and cultural activities which are to be submitted on prescribed application forms and addressed to the Secretary of the Sport and Culture Fund, Office of the Prime Minister, Nos. 13-15 St. Clair Avenue, St Clair, Port of Spain. Application forms are completed in accordance with the rules set out in a booklet entitled “A Guide to the Sports and Culture Fund” and are available at the Office of the Prime Minister. The applications are submitted to the Board for consideration at its monthly meetings.

- **Commissions of Enquiry**

The Commissions of Enquiry Act, Chap. 19:01 provides for the appointment of a Commission by the President to enquire into, the conduct of any officer in the Public Service in Trinidad and Tobago, the conduct or management of any department of the Public Service or any public or local institution, or into any matter in which an enquiry would, in the opinion of the President, be for the public welfare.

The Office of the Prime Minister and the Attorney General have the administrative responsibility for the provision of staff that may be required to support the work of the Commissions of Enquiry. All expenses associated with the Commissions of Enquiry are met by the Office of the Prime Minister.

DIVISIONS

A synopsis of the role and function of each Division/Unit is as follows:

- **Corporate Services Division**

The Corporate Services Division is responsible for the delivery and provision of critical support services to the Office of the Prime Minister. The Division is concerned with accommodation, registry and records management, procurement and office management, and internal security. The Division also has responsibility for the Human Resource Management Unit, the Finance and Accounts Unit, the Management Information System Unit, General Administration, Health and Safety and the Facilities Management Unit. A summary of the role and function of each Unit is as follows:-

- **Procurement and Office Management Unit**

The primary functional responsibility is the management and provision of the required goods and services for the efficient operation of the Office of the Prime Minister. In so doing, this Unit is required to ensure compliance with proper procurement processes. This Unit is also responsible for the monitoring and inventory of office supplies, furniture and equipment.

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

➤ Registry and Records Management Unit

The Registry and Records Management Unit is responsible for the creation and maintenance of systems and procedures for the control and flow of records to and from the various Divisions/Units of the Office of the Prime Minister, as well as for the retention and disposal of such records. This Unit is the repository of all documents, correspondence and files within the Office of the Prime Minister, with the exception of those managed by the Cabinet Secretariat Records Section.

➤ Human Resource Management Unit

The main function of this Unit is to adopt, implement and maintain human resource management principles, policies and practices in the Office of the Prime Minister. The Unit is responsible for continuously improving and building capacity of personnel within the Human Resource Unit, developing and strengthening the capabilities of the human resources and implementing the performance management and appraisal system in the organization and addressing grievances/representations made by members of staff.

➤ Finance and Accounts Unit

This Unit is responsible for advising the Accounting Officer who is answerable to the Minister of Finance, that all expenditure incurred by the Office of the Prime Minister is in keeping with allocations and project plans as provided for in the Appropriation Act. It also has the responsibility for maintaining the accounting records of the Office of the Prime Minister in accordance with the Exchequer and Audit Act, Financial Regulations and Financial Instructions 1965.

➤ Management Information System Unit

This Unit is mainly responsible for the planning, operation, support and management of the information system services and network facilities as well as the local area networks and peripheral systems of the Office of the Prime Minister.

➤ General Administration

The General Administration Unit is responsible for providing administrative support in preparing: Cabinet Note; Ministerial Notes to the Honourable Prime Minister; responses to questions posed in the House of Representatives and the Senate; responses to requests for information under the Freedom of Information Act and responses to concerns and enquiries from the citizenry of the Republic of Trinidad and Tobago.

➤ Health and Safety Unit

The Health and Safety Unit ensures that the Office of the Prime Minister provides a workplace environment in compliance with the Occupational Health and Safety Act and best practices. This Unit has remit for managing the establishment of HSE policies; emergency response; accident reporting and investigating; fire safety and risk assessment.

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

➤ **Facilities Management Unit**

The Facilities Management Unit is an interdisciplinary team devoted to the coordination and functionality of the built environment through the integration of space, infrastructure, people, technology and organization in an efficient manner. Its role is to support the organization by enhancing the quality of physical facilities and the upkeep of assets while ensuring building safety and comfort.

▪ **Public Information and Communication Unit**

This Unit develops and implements strategies for communicating the activities of the Prime Minister and the Office of the Prime Minister to the media, general public and other target audiences. It also handles all public relations matters in the Office of the Prime Minister.

▪ **International Relations and Protocol Unit**

This Unit is charged with the responsibility of providing protocol services for the Prime Minister. It also gives advice and provides required expertise on issues relating to the foreign relations of Trinidad and Tobago in collaboration with the Ministry of Foreign Affairs.

▪ **Policy, Strategy and Government Performance Management Unit**

The Policy, Strategy and Government Performance Management Unit's mandate is to provide evidence-based strategic and technical guidance for all matters relating to the Prime Minister and the Head of the Public Service. Comprehensive information technology systems have been developed to assist the Prime Minister, the Head of the Public Service and their respective offices. The Unit has also been charged with responsibility for the creation of the strategic areas of focus and respective goals to facilitate the movement and progress of the organization for the period 2014-2016.

▪ **National Operations Centre (NOC)**

The National Operations Centre (NOC) is the focal point for public safety and joint security operations in Trinidad and Tobago, whilst supporting regional and international initiatives. It serves as the primary agency, with a robust integrated nationwide system for coordination and communication amongst the multiple arms of the National Security apparatus, government ministries as well as the private sector and NGO's. It also facilitates the information fusion pertaining to planned operations and coordinates the required tactical response to support law enforcement and defence on the strategic, operational and tactical levels.

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

▪ Regional Security Coordination Centre

The Regional Security Coordinating Centre monitors national, regional and international trends with a view to contributing to the development of regional strategies. This Unit, headed by a Regional Security Coordinator, provides oversight for the Caribbean Community Implementation Agency for Crime and Security (CARICOM IMPACS) and as such performs the following duties:

- Provide expert advice on all regional security affairs and issues
- Prepare position papers on emerging threats in the region
- Evaluate the security implications of regional policy initiatives and provide recommendations
- Represent the GORTT at regional conferences, meetings and seminars and
- Develop regional security intelligence sharing mechanisms and arrangements that redound to improved security for Trinidad and Tobago and the region.

▪ Internal Audit Unit

The Unit has auditing oversight for the Office of the Prime Minister. It is an independent objective assurance and consulting activity, designed to add value and improve the organization's operations. It helps the Office of the Prime Minister to accomplish its objective by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The Unit ensures that procedures and systems are maintained in accordance with the Constitution of the Republic of Trinidad and Tobago, the Exchequer and Audit Act, Financial Regulations, Financial Instructions, Civil Service Act, Public Service Regulation, Terms and Conditions of Employment and other Relevant Circulars.

▪ Office of the Prime Minister Security Unit

This Unit is responsible for security at the Prime Minister's Residence and Diplomatic Centre, St. Ann's, and at the Office of the Prime Minister, St. Clair.

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Office of the Prime Minister**

1. Files dealing with administrative support and general administrative documents for the operations of the Office of the Prime Minister;
2. Personnel files which detail all job applications, staff appointments, job specifications, promotions, transfers, deaths, retirements, vacation and other leave;

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

3. Files dealing with the accounting and financial management function of the Office of the Prime Minister;
4. Documents relating to Cabinet Meetings;
5. Internal and external correspondence files;
6. Documents relating to the strategic review of the Office of the Prime Minister;
7. Legislation and Legal Instruments;
8. Minutes and Agenda of meetings;
9. Files dealing with circulars, memoranda, notice bulletins;
10. Files dealing with official functions, conferences and events hosted and attended by the Office of the Prime Minister;
11. Files dealing with complaints;
12. Files with speeches, messages and addresses originating in the Office of the Prime Minister;
13. Newspaper clippings and periodicals;
14. Financial records – cheques, vouchers, receipts;
15. Files dealing with matters relating to the procurement of supplies, services and equipment;
16. Reports of Commissions of Enquiry;
17. Policy and procedure documents;
18. Customer files;
19. Legal opinions and related matters;
20. Training plans and
21. Reports.

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

1. A guide to the Sport and Culture Fund
2. Directory of Government Services
3. Administrative Report 2007/2008
4. Administrative Report 2008/2009
5. Administrative Report 2009/2010
6. Administrative Report 2010/2011
7. Administrative Report 2011/2012

Section 7 (1) (a) (IV)**Listing of the literature available by way of subscription**

This section is not applicable at this time

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

Section 7 (1) (a) (v)

Procedures to be followed when requesting access to a document from the Office of the Prime Minister

▪ *General Procedure*

The policy of the Office of the Prime Minister is to respond to all requests for information made both orally and in writing. However, in order to exercise the rights conferred by the FOIA (for example, the right to challenge a decision if a request for information is refused), requests must be made in writing. In order to access information that is not readily available in the public domain, an application must be completed on the appropriate form “*Request for Access to Official Documents*” available from the Designated Officer at the Office of the Prime Minister or any Public Authority.

▪ *Addressing Requests*

To facilitate prompt handling of a request, such a request must be addressed to the Designated Officer in the Office of the Prime Minister (see Section 7(1)(a)(vi)). The request will be acknowledged as official when made on the prescribed form.

▪ *Details in Request*

Applicants should provide details that will allow for ready identification and location by the Designated Officer of the documents. If insufficient information is provided clarification will be sought from the applicant. If the applicant is uncertain as to the details to be included he/she should communicate with the Designated Officer as named in Section 7(1)(a)(vi).

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information that is readily available to the public, either from this Office or from another Public Authority.

Responding to your Request

▪ *Retrieving Documents*

The Office of the Prime Minister is required to furnish only copies of documents in its possession or which can be retrieved from storage, either in the National Archives or another storage centre. Prior to the commencement of the Freedom of Information Act, Chap 22:02, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. (*The laws and regulations give the time period for keeping records before they may be destroyed*).

▪ *Furnishing Documents*

An applicant is entitled to copies of information within the possession, custody or power of the Office of the Prime Minister. The Office of the Prime Minister is required to furnish only one copy of a document. If a legible copy of a document is not possible the Office of the Prime

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

Minister may not attempt to reconstruct it. Instead, the best copy possible will be furnished and an indication of its quality will be mentioned in the reply of the Office of the Prime Minister.

Please note that the Office of the Prime Minister is not obligated to do the following:

- a) Create new documents
- b) Perform research for the applicant.

Time Limits

The Office of the Prime Minister will determine whether a request for access to information will be granted as soon as is practicable but no later than 30 days after the request has been made, as required by Section 15 of the FOIA.

In the event that the Office of the Prime Minister fails to meet this deadline, the FOIA gives the applicant the right to proceed as if the request has been denied.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect documents or be provided with copies, if so requested. If it appears that processing the request may take longer than the statutory limit, the Designated Officer of the Office of the Prime Minister will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call the Designated Officer to confirm that the application has been received.

Fees and Charges

Section 17(1) 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 on tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material as provided for by the Freedom of Information (Fees and Charges) Regulations. Similarly, where documents in the public domain are made available to a member of the public, the Office of the Prime Minister may charge duplication fees in accordance with its normal replication policy.

Section 7 (1) (a) (VI)

The Designated Officer in the Office of the Prime Minister is responsible for:

1. The initial receipt of an action upon notices under Section 10;
2. Requests for access to documents under Section 13 and
3. Applications for correction of personal information under Section 36.

The Designated Officer is Mrs. Nirmala Harrynarine, Administrative Officer IV (Ag)

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

The Alternate Officer is Mrs. Lisa Julien Haynes, Administrative Officer II (Ag)

Address: **Office of the Prime Minister**
Nos. 13 – 15 St. Clair Avenue
St. Clair
Port of Spain
Telephone: 622 – 1625 ext. 2102 and 2148 Fax: 622-1132
E-mail addresses: HarrynarineNi@gov.tt and
HaynesLi@gov.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public)**

This Section is not applicable at this time.

Section 7 (1) (a) (viii)**The provision of a library or reading room by the Public Authority for use by members of the public.**

This Section is not applicable at this time.

SECTION 8 STATEMENTS**Section 8 (1) (a) (i)****Documents containing interpretations or particulars of written laws or schemes administered by the Public Authority, not being particulars contained in another written law.**

- Laws of the Republic of Trinidad and Tobago
- Exchequer and Audit Act, Chap. 69:01
- Financial Instructions
- Civil Service (Amendment) Regulations
- Public Service Commission (Amendment) Regulations
- Freedom of Information Act, Chap. 22:02
- Judicial Review Act

Section 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Public Authority, or similar documents containing rules, policies, guidelines, practices or precedents.****Personnel Department**

- Guidelines for the Administration of the Devolved Functions
- Manual of Terms and Conditions of Service
- Shaping Performance – A Manual for Performance Management in the Public Service.

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OFFICE OF THE PRIME MINISTER—2015 PUBLIC STATEMENT—CONTINUED

Service Commissions Department

- Manual of Guidelines and Procedures for the Exercise of Delegated Powers
- Circulars

Ministry of Public Administration

- Training Policy for the Public Service of Trinidad and Tobago
- Training Policy Guidelines
- Circulars
- Circular Memoranda

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Public Authority 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.

- A Guide to the Sport and Culture Fund

SECTION 9 STATEMENTS

Section 9 (1) (a) – (g) and (j) – (m)

There are no Statements to be published under these sub-sections at this time.

Section 9 (1) (h)

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

- A review of White Hall prepared by the University of the West Indies, Institute of Business
- Organization Development and Management Division Report on the Restructuring of the Office of the Prime Minister.

Section 9 (1) (i)

A report containing final plans or proposals for the re-organization of the functions of the Public Authority

- Public Management Consulting Division (PMCD) Report on the Structure and Staffing of the Office of the Prime Minister, November 11, 2009.

This Statement represents an update to the last published Statement.

1510NOTICE OF REMOVAL OF DEFUNCT COMPANIES
FROM REGISTER*[Section 461(5) of the Companies Act, 1995]*

NOTICE is hereby given that the following Companies were struck off the Registrar of Companies on the 7th September, 2015.

Name of Companies

CETACEAN CONSERVATION AND RESEARCH ORGANISATION—C 5839 (95)
COMMUNITY DEVELOPMENT CORPORATION (CDC)—C 3160 (95)
INNER LIGHT MEDITATION—I 1154 (95)
HAROLD TELEMAQUE FOUNDATION FOR THE ARTS LIMITED—H 1474 (C)

Dated this 17th day of September, 2015, at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1511

NOTICE is hereby given that the following Companies were struck off the Registrar of Companies on the 10th September, 2015.

Name of Companies

THE MAMORAL YOUTH SPORTS CLUB—T 6648 (95)
TWO CUPS OF CARE WOMEN'S FOUNDATION—T 6764 (95)
SOUTH WEST DEVELOPMENT AGENCY—S 2979 (95)
THE HIBISCUS FOUNDATION—T 2843 (95)

Dated this 17th day of September, 2015, at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1512

NOTICE is hereby given that the following Companies were struck off the Registrar of Companies on the 14th September, 2015.

Name of Companies

CONGRESS CORPORATE CARIBBEAN—C 5187 (95)
THE CALABASH CONSORTIUM—T 6167 (95)

Dated this 17th day of September, 2015, at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1513

NOTICE is hereby given that the following Companies were struck off the Registrar of Companies on the 16th September, 2015.

Name of Companies

DOMINUS LIMITED—D 2697 (95)
FRIENDS OF THE NEEDY—F 1194 (95)
HABANEROS LTD.—H 2202 (95)
KRISTINE, HAKEEM, KATELYN RESOURCES LTD.—K 1639 (95)
LOCUS IMPORT AND EXPORT LIMITED—L 2152 (95)

LOCUS INVESTMENTS LIMITED—L 2153 (95)

LIFTING EQUIPMENT AND ESCAPE CRAFT INSPECTION SERVICES LIMITED—L 1803 (95)

MADAJA LOGISTICS AND SOLUTIONS LIMITED—M 4197 (95)

MAGLAN LIMITED—M 2814 (95)

MASERVE CONSULTANTS LIMITED—M 4177 (95)

MASTER GRAIN PRODUCTS LIMITED—M 4356 (95)

MURATI AND RENNIE ENTERPRISES AND CONSULTANCY SERVICES LTD.—M 3463 (95)

ON POINT CONSTRUCTION LTD.—C2013062004107

PAS TRADING COMPANY LIMITED—P 4106 (95)

PATO'S AUTO SUPPLIES LIMITED—P 919 (C)

PAUL TEELUCKSINGH MARKETING CO. LTD.—P 2351 (95)

PET CITY LTD.—P 3494 (95)

PHOTOFUSION COPY CENTRE LIMITED—P 3315 (95)

PLANET PUBLISHING COMPANY LIMITED—P 4105 (95)

POTENTIAL MAXIMIZATION COMPANY LIMITED—P 3500 (95)

PROTRIN TRADING LIMITED—P 3404 (95)

PUBLIC SECTOR STRATEGIC SOLUTIONS LTD.—C2013030602068

PULWARTY'S MARKETING LIMITED—P 4028 (95)

PURE STYLE MARKETING LIMITED—P 3468 (95)

RAVI RAMJATTAN CONTRACTING SERVICES LTD.—R 3996 (95)

RODEX CO. LTD.—R 2424 (95)

SANARA MEDICAL LIMITED—S 2453 (95)

SCALEPRO LTD.—S 6076 (95)

SECRET SERVICES LIMITED—S 7140 (95)

SHD ENTERPRISE LTD.—S 6791 (95)

SHUDAGA TRANSPORT COMPANY LIMITED—S 6806 (95)

SIIRK ENVIRONMENTAL SERVICES LIMITED—S 6294 (95)

SAV LIMITED—S 4071 (95)

S.N.S DISTRIBUTING COMPANY LIMITED—S 1610 (C)

STYLE BREAKERZ LIMITED—S 6678 (95)

TASTE OF THE CARIBBEAN ENTERPRISES LIMITED—T 2315 (C)

THE TRINIDAD AND TOBAGO KENNEL CLUB—T 6141 (95)

TRINITABOO LIMITED—T 7069 (95)

UNLIMITED SPECIAL EFFECTS COMPANY LIMITED—U 744 (95)

URBAN VIBES LTD.—U 817 (95)

VENTRUST CONTRACTING SERVICES LTD.—V 1178 (95)

VILLA ANGELA LIMITED—V 915 (95)

Dated this 17th day of September, 2015, at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1514

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO LIMITED POLICIES

SWORN declaration having been made that the following policies issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED have been lost, and having made application to the Company for duplicate policies, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policies will be issued.

<i>Name of Insured</i>	<i>Policy Number</i>
SHAFFINA HOSEIN-LAL	D00136920
LANA CHARLES	D00164134
DION HEATH	D0000AL01
DERRICK ALLAHAR	D00141603
ERICA MEADE	D00119905
CAMILLE ST. LOUIS	U00147881
ECLIS BOYNES	U00107774
MARLON MATTHEWS	D00136270
BALKARAN RAMBALLY	U00113071
KIMBERLY DOWNING-HARRICHARAN	U00164735
ANTOINE Mc INTOSH	U00059901
RIAZ R. MOHAMMED	U00131262
LAURA RAMDEEN	U00129946
DANIEL VENICE ANDY RUBIN	D00173268

SCOTIALIFE TRINIDAD AND TOBAGO LIMITED

56–58, Richmond Street
Port-of-Spain.

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LOSS OF PAN-AMERICAN LIFE INSURANCE OF (TRINIDAD AND TOBAGO), LIMITED POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

<i>Name</i>	<i>Policy Number</i>
JODEC GRIFFITH	3373637
ANAND NARINE	3304741
TRICIA DAVID-FRANCIS	3434168
DEREK ANTHONY MOSE	3346107
MARIA CHANDAS	3423349
CARLSON GRIFFITH	3358909
TRICIA KING-RAMSDEN	3420307
SANDRA GANPAT	3472712
GENEVIEVE MAYNARD	6841511
MARTIN GERARD WILLIAMS	3376217

PAN-AMERICAN LIFE INSURANCE OF (TRINIDAD AND TOBAGO), LIMITED

91–93, St. Vincent Street
Port-of-Spain.

1516

SPECIAL LICENSING SESSION
(*Liquor Licences Act, Chap. 84:10*)

RIO CLARO

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of South-Eastern Counties, Rio Claro Area, has appointed THURSDAY THE 29TH DAY OF OCTOBER, 2015 at the hour of 9.00 o'clock in the forenoon at the Rio Claro Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Jian Hua Qiu of 53, Keate Street, San Fernando, for a Certificate authorizing him to carry on the business of a Special Restaurant in respect of premises situate at Corner San Pedro and Naparima-Mayaro Road, Rio Claro.

Dated this 8th day of October, 2015 at the Rio Claro Magistrate's Court.

B. MAHARAJ
*Secretary, Licensing Committee,
South-Eastern Counties*

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TRANSFER OF LICENCES
(*Liquor Licences Act, Chap. 84:10*)

ST. GEORGE WEST

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, by Gan Ping Dandrade, that it is his/her intention to apply to the Licensing Committee at the Port-of-Spain Magistrates' Four A Court on THURSDAY THE 29TH DAY OF OCTOBER, 2015 at 1.00 o'clock in the afternoon for a transfer to him/her of the Spirit Grocer's Licence now held by Sia Young Chang in respect of premises situate at No. 4 10th Avenue, Barataria.

Dated this 14th day of October, 2015 at the Port-of-Spain Magistrates' Court.

R. BANEY
*Secretary, Licensing Committee,
Port-of-Spain*

1518

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 29TH DAY OF OCTOBER, 2015 at the hour of 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Doon Ramcharan of 138, Aranguez Main Road, San Juan, for a Certificate authorizing him to carry on the business of a Special Restaurant in respect of premises situate at 138, Aranguez Main Road, San Juan.

Dated this 16th day of October, 2015 at the Port-of-Spain Magistrates' Court.

R. BANEY
*Secretary, Licensing Committee,
Port-of-Spain*