



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 42

Port-of-Spain, Trinidad, Monday 17th November, 2003—Price \$1.00

No. 172

THE FOLLOWING HAS BEEN ISSUED:

BILL entitled "An Act to amend the Commissions of Enquiry Act, Chap. 19:01"—(56 cents).

**2223**

## SUPPLEMENTS TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as Supplements to this issue of the *Trinidad and Tobago Gazette*:

*Legal Supplement Part B—*

Notification—Approval in Respect of New Drugs—(Legal Notice No. 205 of 2003).

Notification—Approval in Respect of New Drugs—(Legal Notice No. 206 of 2003).

*Legal Supplement Part C—*

Bill entitled "An Act to amend the Commissions of Enquiry Act, Chap. 19:01".

**2224**

## PUBLICATION OF BILL

NOTICE is hereby given that the following Bill is published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Commissions of Enquiry (Amendment) (No. 2) Bill, 2003.

Copies of the Bill may be purchased from the Government Printery Sales Section, 2-4, Victoria Avenue, Port-of-Spain.

13th November, 2003.

D. DOLLY  
*Clerk of the Senate*

**2225**

## REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

### APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union:

THE BANKING, INSURANCE AND GENERAL  
WORKERS' UNION  
27, BORDE STREET,  
PORT-OF-SPAIN

Name and Address of Employer:

EASTERN COMMERCIAL LANDS LIMITED  
TRADING AS TRU VALU  
51-53, LONG CIRCULAR ROAD,  
ST. JAMES

TAKE NOTICE that on the 28th October, 2003, the Registration Recognition and Certification Board received from the above-named Claimant Union an application for Certification of Recognition as the Recognised Majority Union in respect of "all monthly paid employees; all Supervisors; all hourly rated employees" of Eastern Commercial Lands Limited trading as Tru Valu.

Dated this 3rd day of November, 2003.

J. HEPBURN  
*Secretary,  
Registration Recognition and  
Certification Board*

2226

GRANT OF CERTIFICATES OF REGISTRATION  
(Citizenship of the Republic of Trinidad and Tobago Act, 1976)

Number	Name	Date
10764 ...	BERNARD JONES ...	15th October, 2003—(NS: 19/2/1 S. 12981)
10769 ...	MARGARET MARY CHANG ...	15th October, 2003—(NS: 19/2/1 S. 13469)
10771 ...	FAEEDA KHAN ...	15th October, 2003—(NS: 19/2/1 S. 13246)
10772 ...	RUPERT MICHAEL FRANCIS ...	15th October, 2003—(NS: 19/2/1 S. 13247)
10773 ...	RACHEAL ANN RAMROOP ...	15th October, 2003—(NS: 19/2/1 S. 13253)
10774 ...	LEILA NANKISORE ...	15th October, 2003—(NS: 19/2/1 S. 12851)
10775 ...	PAULINE TUNG ...	15th October, 2003—(NS: 19/2/1 S. 13573)
10776 ...	DUDLEY SCOTT ...	15th October, 2003—(NS: 19/2/1 S. 13273)
10777 ...	MARVA EDNA BRATHWAITE ...	15th October, 2003—(NS: 19/2/1 S. 13224)
10778 ...	MARVA KEZIAH JOHNSON-AMMON ...	15th October, 2003—(NS: 19/2/1 S. 13284)
10779 ...	CLARISSA MARY CYRUS ...	15th October, 2003—(NS: 19/2/1 S. 13453)
10781 ...	GARFIELD VISCOUNT DE JONGE ...	15th October, 2003—(NS: 19/2/1 S. 12922)
10783 ...	CARMEN ELIZABETH NICHOLAS ...	15th October, 2003—(NS: 19/2/1 S. 11766)
10786 ...	CHERRYL ELIZABETH GRIFFITH ...	15th October, 2003—(NS: 19/2/1 S. 13457)

A. McCOMIE  
Permanent Secretary,  
Ministry of National Security

2227

RENUNCIATION OF TRINIDAD AND TOBAGO CITIZENSHIP

ANUPA PATEL who was born in Trinidad and Tobago on 27th March, 1981, has renounced her Citizenship of the Republic of Trinidad and Tobago and this has been recorded at the Ministry of National Security.

11th September, 2003—Ref: (NS: 19/4/1 Vol. XIV).

A. McCOMIE  
Permanent Secretary,  
Ministry of National Security

2228

**NOTICE OF RELEASE OF LIQUIDATOR**

Name of Company: Equitable Insurance Company Limited

Address of Registered Office: No. 109 St. Vincent Street, Port-of-Spain

Number of Matter: H.C.A. No. W-8 of 1992

Liquidator's Name: Mr. Victor P. Herde

Liquidator's Address: c/o Pricewaterhouse-Coopers 11-13, Victoria Avenue, Port-of-Spain

Date of Release: 29th October, 2003

1587

APPLICATION OF PHOENIX ASSURANCE COMPANY LIMITED FOR  
RELEASE OF ITS STATUTORY DEPOSITS

NOTICE is hereby given that the Phoenix Assurance Company Limited with registered office at 27, Chacon Street, Port-of-Spain, herein gives notice that it has run-off its general insurance business. The Company proposes to apply to the Supervisor of Insurance for the release of the residual Statutory Deposit on or about the 29th December, 2003.

Any policy holder who is opposed to the release should file his opposition with the Supervisor on or before the date specified in this notice.

Dated 20th August, 2003.

(12 ins.)

V. MEYER  
Director  
Carl A. Meyer (London Guarantee)  
Insurances Limited

2229

## **Government of the Republic of Trinidad and Tobago**

### **Public Statement of**

## **The Chaguaramas Development Authority**

### **In Accordance with sections 7,8,and 9 of The Freedom of information Act (FOIA) 1999**

In accordance with Sections 7,8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Chaguaramas Development Authority is required by law 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 Chaguaramas Development Authority;
- (2) A legal right for each person to have official information relating to him/herself 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.

### **Section 7 Statement of the Organisation and Functions**

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#### **Section 7 (1) (a) (i)**

#### **Function and Structure of the Chaguaramas Development Authority**

##### **Mission Statement:**

The Chaguaramas Development Authority's mission is ***"to develop and manage Chaguaramas by maximizing the opportunities offered by its assets for nature-based land and water recreation, with emphasis on creating a prime, model centre for recreation, leisure and eco-tourism, ensuring social, economic and environmental sustainability for the enjoyment for all"***.

The Chaguaramas Development Authority is a Statutory Body, established on 9<sup>th</sup> December 1972, in accordance with an Act of Parliament, Chapter 35:02 in the Revised Laws of the Republic of Trinidad and Tobago (The CDA Act, 1972). It comprises a staff of 131 and is headed by a General Manager. The Chaguaramas Development Authority is divided into 9 responsibility centers, as shown below:

2229—Continued

- (1) **General Manager's Office:**  
The General Manager is the Accounting Officer for the Authority; ensures execution of and compliance with the directives of the Board of the Authority; co-ordinates the activities of all the operating departments of the Authority; and provides overall guidance to all members of staff of the Authority.
- (2) **Human Resources:**  
The Human Resources Department is responsible for ensuring that the Authority is provided with an effective workforce, on a timely basis, in pursuit of the achievement of the Authority's goals and objectives.
- (3) **Corporate Secretary's Office:**  
The Office of the Corporate Secretary provides the full range of Corporate Secretarial functions and services to the Board and the Authority, in accordance with the Chaguaramas Development Authority (CDA) Act, Chap. 35:02, and consistent with the guidelines of the Chartered Secretaries and Administrators. The legal function of the Authority, including negotiation and drafting of contracts, is also under the purview of this department.
- (4) **Finance & Administration:**  
The Finance & Administration Department provides services to ensure that the performance and viability of the authority is monitored and recorded as part of proper corporate governance, and that the Authority's assets are not exposed to undue risk. The services provided include Financial Accounting Services; Management Accounting Services; Treasury Management Services; Procurement/Inventory Services; and Payroll Services.
- (5) **Tenancy Administration:**  
The principal responsibility of the Tenancy Department of the Authority is the administration and maintenance of the existing tenancy relationships of the Authority. The department also operates as the first line of inquiry for applicants seeking to establish operations and seeking out investment opportunities within the Chaguaramas peninsula.
- (6) **Property Services:**  
The Property Services Department is responsible for the maintenance of the Authority's assets, which include buildings; grounds; machinery and equipment; and Forestry.
- (7) **Security Services:**  
The responsibilities of the Security Services Department include the protection of life and limb of residents and visitors to the area under the jurisdiction of the Authority, and extend to the protection of the physical assets of the Authority. The Authority's jurisdiction extends from Tembladora in the east to the offshore islands in the west.
- (8) **Marketing & Public Relations:**  
The Marketing and Product Development Department of the Authority is responsible for undertaking marketing, and product and services development work associated with the Chaguaramas National Park, in conjunction with other departments of the Authority, other state agencies and private businesses and individuals, both local and foreign.

2229—Continued

(9) **Business Support Services:**

The Business Support Services Department provides services to the Authority in the areas of Corporate Planning and Business Development, Environmental Planning and Systems, Information Management and Communications Management.

**Effect of Functions on Members of the Public**

Under the CDA Act, 1972, the Authority is vested with all the lands of the North-West Peninsula, (including the offshore islands of Gaspar Grande, Gasparillo, Monos, Huevos and Chacachacare). The Authority's principal function is the development of the North-West peninsula in the interest of the people of Trinidad and Tobago, in accordance with a development plan and development order. And to ensure that such development is carried out in conformity with the requirements of the Town and Country Planning Act (Chap 35:01).

**Section 7 (1) (a) (ii)**

**Categories of Documents in the possession of the Chaguaramas Development Authority**

1. Files dealing with administrative support and general administrative documents for the operations of the Chaguaramas Development Authority;
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.;
3. Files dealing with the accounting and financial management function of the Chaguaramas Development Authority;
4. Financial records (cheques, vouchers, receipts, journals, etc.);
5. Files dealing with matters relating to the procurement of supplies and equipment;
6. Maps/ Charts/ Photographs/ Compact Discs/ Diskettes;
7. News releases, speeches originating in the Chaguaramas Development Authority;
8. Policy and Procedure documents;
9. Internal and external correspondence files;
10. Customer files;
11. Documents relating to strategic review of the Chaguaramas Development Authority, Information Technology Strategy and Training Plans;
12. Legislation and legal instruments;
13. Legal opinions and related matters;

2229—Continued

14. Minutes/Agenda of meetings;
15. Files dealing with Circulars, memoranda, notices, bulletins, etc.
16. Reports: Statistical, Annual/ Monthly/ Quarterly, Audit, Consultants'/ Technical, Valuation, etc.;
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings;
18. Files dealing with official functions, conferences, symposia and events hosted and attended by the Chaguaramas Development Authority;
19. Periodicals and publications;
20. Registers, certificates, permits, licences, etc.

#### **Section 7 (1) (a) (iii)**

**Material prepared by the Chaguaramas Development Authority and where they can be inspected or obtained.**

The public may inspect and/or obtain copies of material at:

Website: <http://www.chagdev.com>

The public may obtain copies of material, on normal working days between the hours of 8.00 a.m. and 3.45 p.m. (Monday through Thursday), and between the hours of 8.00 a.m. and 3.30 p.m. (Fridays) at:

Chaguaramas Development Authority  
Head Office  
Airway Road  
Chaguaramas  
Telephone: (868)-634-4364  
Facsimile: (868)-634-4311

#### **Legislation, Legal Instruments, Certificates and Permits –**

- Chaguaramas Development Authority Act (Chap 35:02, Act 37 of 1972)
- VAT Registration Certificate

#### **Development Plans –**

- Planning for Development: Chaguaramas Development Plan (Town & Country Planning Division of the Ministry of Planning & Development – 1974)
- Draft Chaguaramas Development Plan 1988 (Town & Country Planning Division of the Ministry of Planning & Mobilization – 1988)
- Chaguaramas Local Area Conceptual Plan (Ministry of Housing and Settlement and the Interim National Physical Planning Commission - Halcrow/Planviron – 1996)

2229—Continued

**Handbooks, Brochures, Booklets, Leaflets –**

- Investment Guide to Chaguaramas (CDA - June 2000)
- Brochures about various guided tours conducted by the CDA

**Reports –**

- Chaguaramas Infrastructure Study (Trintoplan Consultants Ltd. – November 1996)
- Chaguaramas National Park Study – Phases I, II & III (Rapid Environmental Assessments Limited)
- Report of Indigenous Forest of Chaguaramas (Gill, Campo, Roberts – 1991)
- Various reports on water quality of the seas in the Chaguaramas area
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**Section 7 (1) (a) (iv)**

**Listing of Literature available by subscription**

The Chaguaramas Development Authority publishes no literature available by subscription.

**Section 7 (1) (a) (v)**

**Procedure to be followed when accessing a document from the Chaguaramas Development Authority.**

To access a copy of a document from the Chaguaramas Development Authority that is not readily available to the public, the applicant must fill the appropriate form available at the Chaguaramas Development Authority.

Your request should provide sufficient information to enable the office to identify the document you wish to acquire.

You would be notified within thirty (30) days as to the approval or refusal of the request. Unless you choose to inspect the document, a fee will be charged and you should receive the document within seven (7) days of payment.

If the Chaguaramas Development Authority fails to produce the document within seven (7) days of payment, you will be refunded the fees paid.

**How to request Information:**

- **General procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing.

- **Addressing requests**

To facilitate prompt handling of your request, please address it to the designated officer of the Chaguaramas Development Authority (see Section 7 (1) (a) (vi)).

2229—Continued

- Details in the request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our designated officer.

Requests not handled under the FOIA

- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Chaguaramas Development Authority or from another public authority, for example through brochures and pamphlets, etc.

Responding to your request

- Retrieving documents

The Chaguaramas Development Authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example: The Exchequer and Audit Act, Chap: 69:01.

- Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note that we are not compelled to do the following:

- (a) Create new documents. For example: we are not required to write a new program so that a computer will print information in the format you prefer.
- (b) Perform research for you.

Time Limits

- General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

- Time allowed

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is



2229—Continued

taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

- **Fee and refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven day period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

**Section 7 (1) (a) (vi)**

**Officers in the Chaguaramas Development Authority responsible for:**

- (1) The initial receipt of and action upon notices under section 10;**
- (2) Requests for access to documents under section 13; and**
- (3) Applications for corrections of Personal Documents under section 36 of the FOIA**

**The Designated Officer is:**

Legal Officer/Corporate Secretary  
Mrs. Calise Narinesingh-Martin  
Chaguaramas Development Authority  
Airway Road  
Chaguaramas  
Telephone – 634-4413; Facsimile – 634-2465  
e-mail: [cmartin@chagdev.com](mailto:cmartin@chagdev.com)

**The Alternate Officer is:**

Manager, Administration  
Mr. Stanislaus Seale  
Chaguaramas Development Authority  
Airway Road  
Chaguaramas  
Telephone – 634-4364; Facsimile – 634-2465  
e-mail: [sseale@chagdev.com](mailto:sseale@chagdev.com)

**Section 7 (1) (a) (vii)**

**Advisory Boards, Councils, Committees and other bodies  
(Where meetings/ minutes are open to the public)**

- Not applicable

2229—Continued

### **Section 7 (1) (a) (viii)**

#### **Library/Reading Room facilities**

At this time, the Chaguaramas Development Authority does not have a Library/Reading Room where members of the public may access information in the public domain, however information in the public domain may be accessed through our website at [www.chagdev.com](http://www.chagdev.com).

**Policy of the Chaguaramas Development Authority for provision of copies of documents held in the public domain.**

### **Section 8 Statements**

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#### **Section 8 (1) (a) (i)**

**Documents containing interpretations or particulars of written laws or schemes administered by the Chaguaramas Development Authority, not being particulars contained in another written law**

Chaguaramas Development Authority Act, #37 of 1972 – Chapter 35:02 in the Revised Laws of the Republic of Trinidad and Tobago. This document is available at our offices for inspection only. (The document may be purchased from the Government Printery.)

#### **Section 8 (1) (a) (ii)**

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Chaguaramas Development Authority, or similar documents containing rules, policies, guidelines, practices or precedents**

- Investment Guide to Chaguaramas
- Lease Policy Guidelines

#### **Section 8 (1) (b)**

**In enforcing written laws or schemes administered by the Chaguaramas Development 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**

- Lease Policy Guidelines

### **Section 9 Possession of reports and Statements**

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#### **Section 9 (1) (a)**

**A list of Reports are available for inspection at the Chaguaramas Development Authority.**

2229—Continued

**A. C D, E, F- Not Applicable**

**Section 9 (1) (b)**

**A report, or a statement containing the advice or recommendations:**

- (1) of a body or entity established outside the Chaguaramas Development Authority by or under a written law; or**
- (2) by a Minister of Government or other public authority**

**for the purpose of submitting a report or reports, providing advice or making recommendations to the Chaguaramas Development Authority or to the responsible Minister of the Chaguaramas Development Authority**

- A Report of Audit of Salary and other Arrears of Monthly Paid Staff of the Chaguaramas Development Authority. November 2001: Author – Ministry of Enterprise Development and Foreign Affairs.

**Section 9 (1) (m)**

**A valuation report prepared for the Chaguaramas Development Authority by a valuer, whether or not the valuer is an officer of the Chaguaramas Development Authority**

- Report on a portfolio of Residential Properties at Macqueripe Cottages, Macqueripe, Chaguaramas – Author – Brent Augustus & Associates, Ltd., September 2002

**2230**

## REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

*[Companies Ordinance, Ch. 31. No. 1, section 275(5)]*

NOTICE is hereby given that the following Company was struck off the Register of Companies on the 18th February, 2003.

*Name of Company*

HARWAR INVESTMENTS LIMITED—H 555

Dated this 26th day of September, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2231**

NOTICE is hereby given that the following Companies were struck off the Register of Companies on the 19th February, 2003.

*Name of Company*

SIGMA MARKETING &amp; CONSTRUCTION COMPANY LIMITED—S 1312

KLASS FOODS LIMITED—K 355

UNIQUE SECURITY SERVICES LIMITED—U 161

SWAN DIVING COMPANY LIMITED—S 1313

TIP TOP BROILER GROWERS LIMITED—T 1450

Dated this 10th day of October, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2232**

NOTICE is hereby given that the following Company was struck off the Register of Companies on the 18th February, 2003.

*Name of Company*

PRODECOM HOUSING LIMITED—P 754

Dated this 30th day of September, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2233**

NOTICE is hereby given that the following Company was struck off the Register of Companies on the 17th February, 2003.

*Name of Company*

PRE-PRESS GRAPHICS AND COMPANY LIMITED—P 758

Dated this 25th day of September, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2234**

NOTICE is hereby given that the following Company was struck off the Register of Companies on the 19th February, 2003.

*Name of Company*

ISLAND MARKETING LIMITED—I 364

Dated this 13th day of October, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2235**

NOTICE is hereby given that the following Company was struck off the Register of Companies on the 18th February, 2003.

*Name of Company*

LOCK-BONN LIMITED—L 482

Dated this 2nd day of October, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2236**

## NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER

*[Subsection (3) of section 275 of Companies Ordinance, Ch. 31. No. 1]*

NOTICE is hereby given that at the expiration of three months from the date of this notice the name of the Company appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Company will be dissolved.

*Name of Company*

SHELL EXPLORATION AND PRODUCTION COMPANY TRINIDAD LIMITED—S 1992

Dated this 10th day of October, 2003 at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*

**2237***[Section 461(3) of the Companies Act, 1995]*

NOTICE is hereby given that at the expiration of three months from the date of this notice the name of the Company appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Company will be dissolved.

*Name of Company*

QUEHE LIMITED—Q 48(C)

Dated this 10th day of October, 2003, at the Registrar General's Office.

K. BRIDGEWATER  
*Deputy Registrar of Companies*