



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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## SUPPLEMENT TO THIS ISSUE

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

### *Legal Supplement Part B—*

Notification—(Legal Notice No. 259 of 2005).

Value Added Tax (Amendment of the Second Schedule) Order, 2005—(Legal Notice No. 260 of 2005).

Civil Proceedings (Amendment) (No. 3) Rules, 2005—(Legal Notice No. 261 of 2005).

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2055

## APPOINTMENT TO ACT AS PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 78(1) of the Constitution of the Republic of Trinidad and Tobago, has authorized SENATOR DR. THE HONOURABLE LENNY SAITH, Minister of Public Administration and Information, to perform the functions conferred upon the Prime Minister, other than the functions conferred by section 78(2) of the Constitution, with effect from the morning of 11th October, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable PATRICK A. M. MANNING, M.P., in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

11th October, 2005.

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2056

## APPOINTMENT TO ACT AS MINISTER OF FINANCE

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MR. CONRAD ENILL, a Senator, to act in the Office of Dr. the Honourable PATRICK A. M. MANNING, Minister of Finance, with effect from the morning of 11th October, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Patrick A. M. Manning, M.P., in addition to the discharge of his normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

11th October, 2005.

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2057

## APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MRS. CAMILLE ROBINSON-REGIS, a Member of the House of Representatives, to act in the Office of the Honourable ERIC WILLIAMS, Minister of Energy and Energy Industries, with effect from 11th October, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Eric Williams, M.P., in addition to the discharge of her normal duties.

H. HEMNATH  
*Secretary to His Excellency  
the President*

11th October, 2005.

## PUBLIC STATEMENT

of

### MINISTRY OF TOURISM

#### IN COMPLIANCE WITH SECTION 7 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999

In accordance with Section 7 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Tourism is required by law to publish the following statement which lists 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 official documents (with exemptions) held by the *Ministry of Tourism*
- (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.

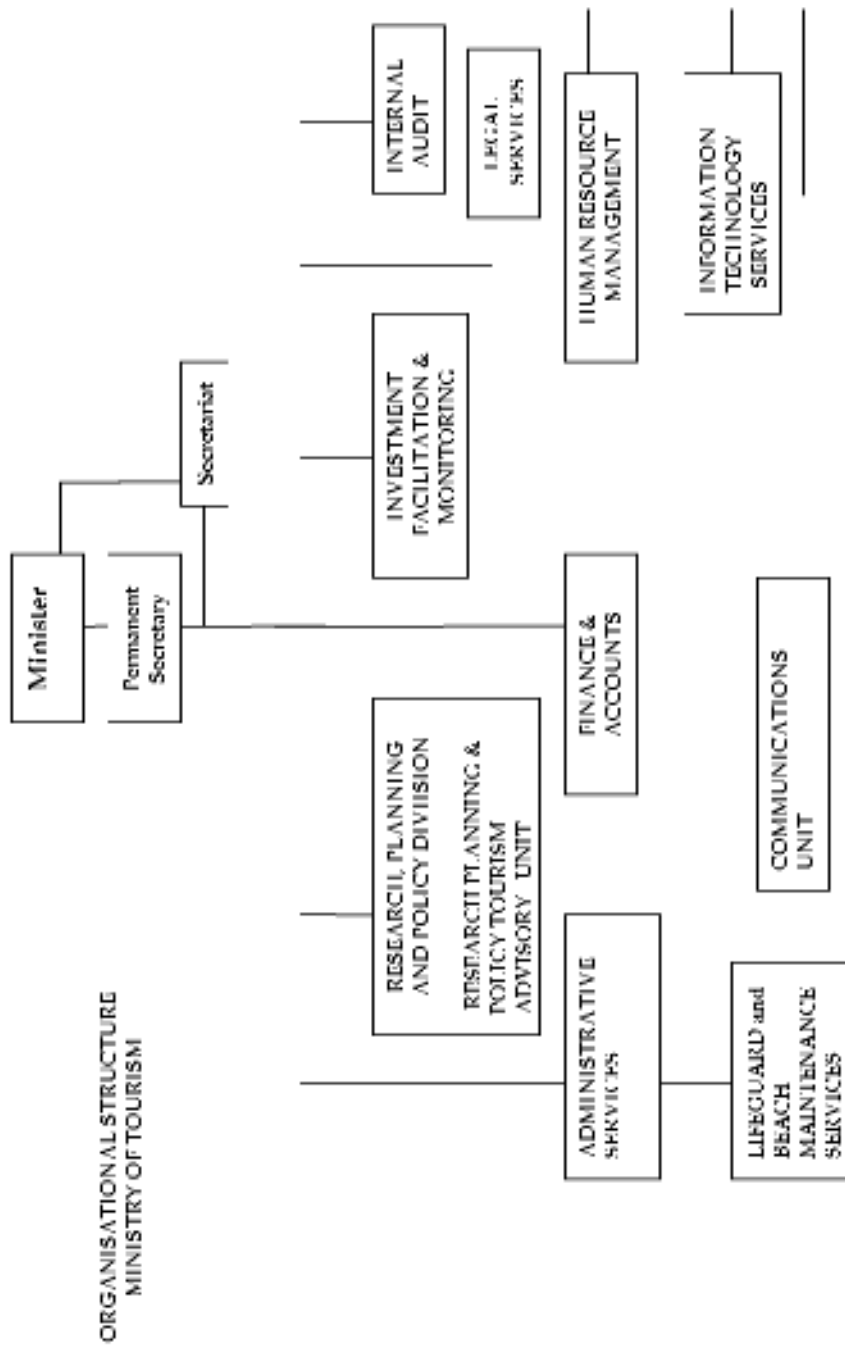
#### **Section 7 (1) (a) (i)**

##### **Function and structure of the Ministry of Tourism**

The Ministry of Tourism's *mission* is to develop an environmentally sustainable tourism sector through the establishment of a national tourism policy, to become a significant contributor to GDP, and a major generator of well paid employment.

The Ministry of Tourism was established on 10<sup>th</sup> November 2003. It comprises a staff of 79 and is headed by Senator the Honorable Howard Chin Lee, Minister of Tourism. The Ministry of Tourism is divided into 13 responsibility centers as depicted in the following Organizational Chart:

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

#### **Categories of Documents in the possession of the Ministry of Tourism:**

The official documents in the Ministry of Tourism relates to a diverse range of government policy matters, administration and other matters that fall under the scope of the responsibilities of the Ministry. These documents include:

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry of Tourism,
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 Ministry of Tourism.
4. Financial Records (cheques, vouchers, receipts, journals pay records, etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps/Charts/Photographs/Compact Discs/ Diskettes/Tapes/Catalogues/Forms,
8. News Releases and speeches,
9. Policy and Procedure Documents.
10. Registers of Internal and External correspondence files.
11. Customer Investment files,
12. Legislation and Legal Instruments
13. Reports – Statistical, Annual/quarterly, Audit, Consultants/ Technical, Valuation, Accident etc.
14. Books, booklets, leaflets, pamphlets, brochures, newspaper clippings and posters, periodicals and publications,
15. Files dealing with training, – local and foreign and technical co-operation,
16. Files dealing with Circulars, memoranda, notices, bulletins, etc
17. Files dealing with official functions, conferences and events hosted and attended by officials of the Ministry of Tourism,
18. Inventories and Listings
19. Files dealing with Tourism Product Development

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

#### **Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material on Tuesdays and Thursdays between the hours of 9:00 a.m to 12:00 noon and 1:00p.m. to 4:00 p.m. respectively.

- Water Safety Tips and other Brochures
- Reports, guidelines and publications on tourism related matters

Inspection of the above mentioned documents may take place at, the Ministry of Tourism's office located at 50-51 Frederick Street, Port-of-Spain. We can be contacted via:

Telephone: 624-1403

Fax: 625-0437

E-mail: [mintourism@tourism.gov.tt](mailto:mintourism@tourism.gov.tt)

*Please note that our Website is not currently operational but it is expected to be shortly.*

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

#### **Literature available by subscription**

We currently have no material available for subscription

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

#### **Procedure to be followed when accessing a document from the Ministry of Tourism**

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 official documents is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents* which is available from the Designated Officer of the Ministry of Tourism) for information that is not readily available to the public.

##### *§ Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the Ministry of Tourism see Section 7 (1) (a) (vi).

##### *§ 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 readily available to the public, either from this Ministry or from another public authority, for example brochures , pamphlets , reports etc.

#### **Responding to your Request:**

##### *§ Retrieving Documents*

The Ministry of Tourism is required to furnish copies of official 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.

##### *N.B.*

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 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.

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### **Time Limits**

#### *§ General*

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. 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 incorrectly addressed or misdirected, 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 taken to grant access to the information requested, you will be permitted to inspect the documents and/or be provided with copies.

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

**Officers in the Ministry of Tourism 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 information under section 36 of the FOIA**

#### **The Designated Officer is:**

Job title: Administrative Officer IV  
Name: Ms. Marcelle Edwards  
Address (work): 50 - 51 Frederick Street, P.O.S.  
Telephone Number: 624 1403/4797/ 3151 (X 238)  
Fax numbers: 625-0437

#### **The Alternate Officer is:**

Job title: Administrative Officer 11  
Name: Mark John  
Address (work): 50 - 51 Frederick Street, P.O.S.  
Telephone Number: 624 1403/4797/ 3151 (X 239)  
Fax numbers: 625-0437

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

**Advisory Boards, Councils, Committees, and other bodies**

**(Where meetings/minutes are open to the public)**

*At the present time there are no bodies in the Ministry of Tourism that fall within the meaning of this section of the FOIA*

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

**Library/Reading Room Facilities**

Certain information may be readily accessed in our library. You may make general enquiries to our Librarian. The Library/Reading Room in the Public Authority is located on the First (1<sup>st</sup>) Floor, Ministry of Tourism, 50-51 Frederick Street, Port of Spain.

The Library/Reading Room is open to members of the public on Tuesdays and Thursdays between the hours of 9:00a.m to 12:00 noon and 1:00p.m. to 4:00p.m. respectively.

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**Policy of the Ministry of Tourism for provision of copies of documents that are readily available to the public. Examples:**

§ Provision of documents may be subject to a charge to cover administrative costs.

§ No smoking, eating or drinking is allowed in the Reading Room/Library etc

*Please be advised that Sections 8 and 9 Statements are not applicable at this time.*

**2059**

LOSS OF SAGICOR LIFE INC. POLICIES

VJAY VERMA having made sworn deposition that Policy Number 06543049 on the life of VIJAY VERMA has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

**2060**

KAY GOVIA having made sworn deposition that Policy Number 00066895 on the life of BRIAN GOVIA has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

**2061**

JOANNE RAUCEO having made sworn deposition that Policy Number 06425865 on the life of JOANNE RAUCEO has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

**2062**

AJAY VERMA having made sworn deposition that Policy Number 06543059 on the life of AJAY VERMA has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

**2063**

LOSS OF AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, 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:

| Name                   | Policy Number |
|------------------------|---------------|
| MILTON WALLACE ... ..  | 892572        |
| MERVYN WARNER ... ..   | 3357713       |
| JASON ALSOP ... ..     | 3372258       |
| JASON ALSOP ... ..     | 3364602       |
| AISHA HOPKINSON ... .. | 4725191       |

AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

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

**2064**

PURSUANT to section 163 of the Insurance Act, 1980, 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:

| Name                  | Policy Number |
|-----------------------|---------------|
| INDARJIT GAJAI ... .. | 3347151       |
| INDARJIT GAJAI ... .. | 4710522       |
| DEXTER ARCHIE ... ..  | 3334476       |

AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

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

**2065**

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

ST. GEORGE EAST

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 the County of St. George East, Arima Area, by Louise Lezama of No. 15, Devenish Street, Arima, that it is her intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 18TH DAY OF OCTOBER, 2005 at 9.00 o'clock in the forenoon for a transfer to her of the Special Restaurant Licence now held by Barbara Belcon in respect of premises situate at No. 4 Guanapo Street, Arima.

Dated this 29th day of September, 2005 at the Arima Magistrate's Court.

Z. KHAN  
Secretary, Licensing Committee  
Arima

**2066**

VICTORIA (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 the County of Victoria (West), San Fernando Area, by Dexter Lallan of 66, Mon Roche Quarry Road, Poonah that it is his intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on THURSDAY THE 27TH DAY OF OCTOBER, 2005 at 9.00 o'clock in the forenoon for the transfer to him of the Spirit Retailer's Licence now held by Boysie and Elcira Lallan in respect of premises situate at 66, Mon Roche Quarry Road, Poonah.

Dated this 3rd day of October, 2005 at the San Fernando Magistrates' Court.

A. SOOKRAM  
Secretary, Licensing Committee,  
San Fernando