



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:
Legal Supplement Part B—

Traffic Restriction (Temporary Provisions) (Siparia Ki Mai Celebrations) Order, 2005—(Legal Notice No. 58 of 2005).

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APPOINTMENT OF JUSTICES OF THE PEACE

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General has been pleased to appoint BOODLAL BALKARAN, Acting Clerk of the Peace II as Justice of the Peace *ex officio* for the Magisterial District of Arima, during the period which he holds office.

Dated this 24th day of February, 2005.

M. JOHNSON
*for Permanent Secretary,
Ministry of the Attorney General*

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UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General has been pleased to appoint the undermentioned persons as Justices of the Peace *ex officio* for the Magisterial District of Victoria West, during the period which they hold office as stated hereunder:

MARY JASPER-PHILLIP	Acting Clerk III
RITA BANEY	Acting Accounting Assistant

Dated this 24th day of February, 2005.

M. JOHNSON
*for Permanent Secretary,
Ministry of the Attorney General*

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UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General has been pleased to appoint RALPH DANIEL, Acting Section Manager and 2nd Deputy Marshal as Justice of the Peace *ex officio* for Trinidad and Tobago, during the period which he holds office.

Dated this 18th day of February, 2005.

M. JOHNSON
*for Permanent Secretary,
Ministry of the Attorney General*



**PUBLIC STATEMENT OF
THE TRINIDAD AND TOBAGO POSTAL CORPORATION
IN COMPLIANCE WITH SECTION 7, 8 AND 9 OF THE FREEDOM OF
INFORMATION ACT 1999**

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Trinidad and Tobago Postal Corporation (TTPOST) is required by law as a statutory body to publish certain information for the benefit of the public.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of the Trinidad and Tobago Postal Corporation

Mission Statement:

- To transform TTPOST into a successful commercial business
- To become a world class Postal service

The Trinidad and Tobago Postal Corporation (**TTPost**) is a Statutory Corporation with a Board of Directors and is wholly owned by the Government of Trinidad and Tobago. TTPost was established by Act of Parliament. The Trinidad and Tobago Postal Corporation Act was assented to on February 10th 1999 and proclaimed on July 1, 1999. The Corporation comprises a staff of 1197 employees and is headed by the Managing Director who is also an executive member of the Board.

TTPost is divided into nine (9) responsibility centres, namely, the Operations, Sales and Marketing, Finance and Administration, Corporate Services, Human Resources Divisions and the Internal Audit, Procurement, Security and Communications Departments. The Divisions are headed by General Managers and the Departments by Managers who all report to the Managing Director. The Managing Director reports to the Board.

Under the Operations Division, there are the National Delivery Manager, the National Transport Manager and the Processing Shift Manager with their respective Team Leaders and staff. The Sales and Marketing Division has Managers and support officers in the areas of marketing, business development, retail, accounts, products and customer service. The information technology (IT), inventory and purchasing functions fall under the Finance and Administration Division and the Property Department under the Corporate Services Division.

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The effect of functions on members of the public

The Trinidad and Tobago Postal Corporation provides a range of postal and related services to the population of Trinidad and Tobago. Apart from the delivery of mail to citizens across the country and core mail services, TTPost has introduced a number of products and services aimed at providing convenience, savings, easy access and variety to the population of Trinidad and Tobago. These include the:

- Bill Pay Facilities
- Philatelic Products
- Western Union Money Transfer
- International Courier Service
- Local Courier Service
- Direct Mail (Direct Marketing)
- Un Addressed Mail Service
- Mail House Services
- Stationery Supplies
- Embassy Visa related Services

Section 7 (1) (a) (ii)**Categories of Documents in the possession of the Public Authority**

- Files regarding Administrative, Personnel, Industrial Relations, Accounting, Management, Procurement, Training, Meetings, Social Events, Circulars, Legal documents, Newspaper Clippings, Conferences and Customer Matters
- Financial records
- Strategic Plans
- Human Resource files
- Reports such as Annual, Monthly, Board, Departmental, Statistical, Technical
- Corporate Policy documents
- Tender documents and Reports
- Contracts
- Board Files
- Manuals
- Auditor General Reports
- Leases
- Quarterly Magazine
- Internal Newsletter
- Internal and External correspondence
- Survey Plans
- Brochures and pamphlets
- Speeches

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- Press Releases
- Parcel Notifications
- Registered Delivery documents
- Registered Manifest documents
- Inventories
- Maps, charts, photographs, diskettes
- Delivery and Processing Records

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

- Annual Reports
- Brochures
- Quarterly Magazine
- Advertisements
- Public Notices

Where may the public inspect

Persons wishing to inspect published material can visit:

TTPOST Head Office
Customer Service Department
National Mail Centre,
1 Golden Grove Road,
Piarco
Or visit our Website @ ttpost.net

Section 7 (1) (a) (iv)

Literature available by subscription

There are no documents available for subscription

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Public Authority

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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. The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available in our *Customer Service Department*, 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 Public authority (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 public authority or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request

▪ *Retrieving Documents*

The public 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.

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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.

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.

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▪ **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 Public 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 correction of personal information under section 38 of the FOIA

All Requests for Access to Information should be submitted on the prescribed form addressed to:

Designated Officer Ms. Joanne Ellis
Team Leader
Corporate Communications Department
Trinidad and Tobago Postal Corporation
National Mail Centre
1 Golden Grove Road
Piarco

Alternate Officer Ms. Nicole Chapman
General Manager Corporate Services
Trinidad and Tobago Postal Corporation
National Mail Centre
1 Golden Grove Road
Piarco

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Section 7 (1) (a) (vii)

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

- At this time there are no bodies that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)

A description of library/reading room facilities

There is no library or reading room facility at the National Mail Centre. Visitors will however, be provided with a space in which to inspect information.

Persons can visit the Customer Service Department at the National Mail Centre for the purpose of inspecting published material.

Fac Number: 669-5392
Telephone Number: 669-5391
Opening Hours: 8:00 a.m. to 4:00 p.m.

Section 8 Statements

This section is not applicable

Section 9 Statements

Section 9 (1) (a)

A report, or a statement containing the advice or recommendations, of a body or entity established within the public authority.

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our public authority

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Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside the public authority by or under a written law, * (2) or 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 public authority or to the responsible Minister of that public authority.

- **Report on Performance Targets for Years 2,3,4 and 5 prepared by Postal Policy Consulting Services**

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority.

This section is not applicable

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

This section is not applicable

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- **Transit time survey**
- **Customer satisfaction survey**
- **Report on Performance Targets**

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Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

This section is not applicable

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

This section is not applicable

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.

- **Auditor General Reports**
- **World Bank Aide Memoire**
- **Report on Performance Targets**

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organization of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet.

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This section is not applicable

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

This section is not applicable

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

This section is not applicable

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

This section is not applicable

Section 9 (1) (m)

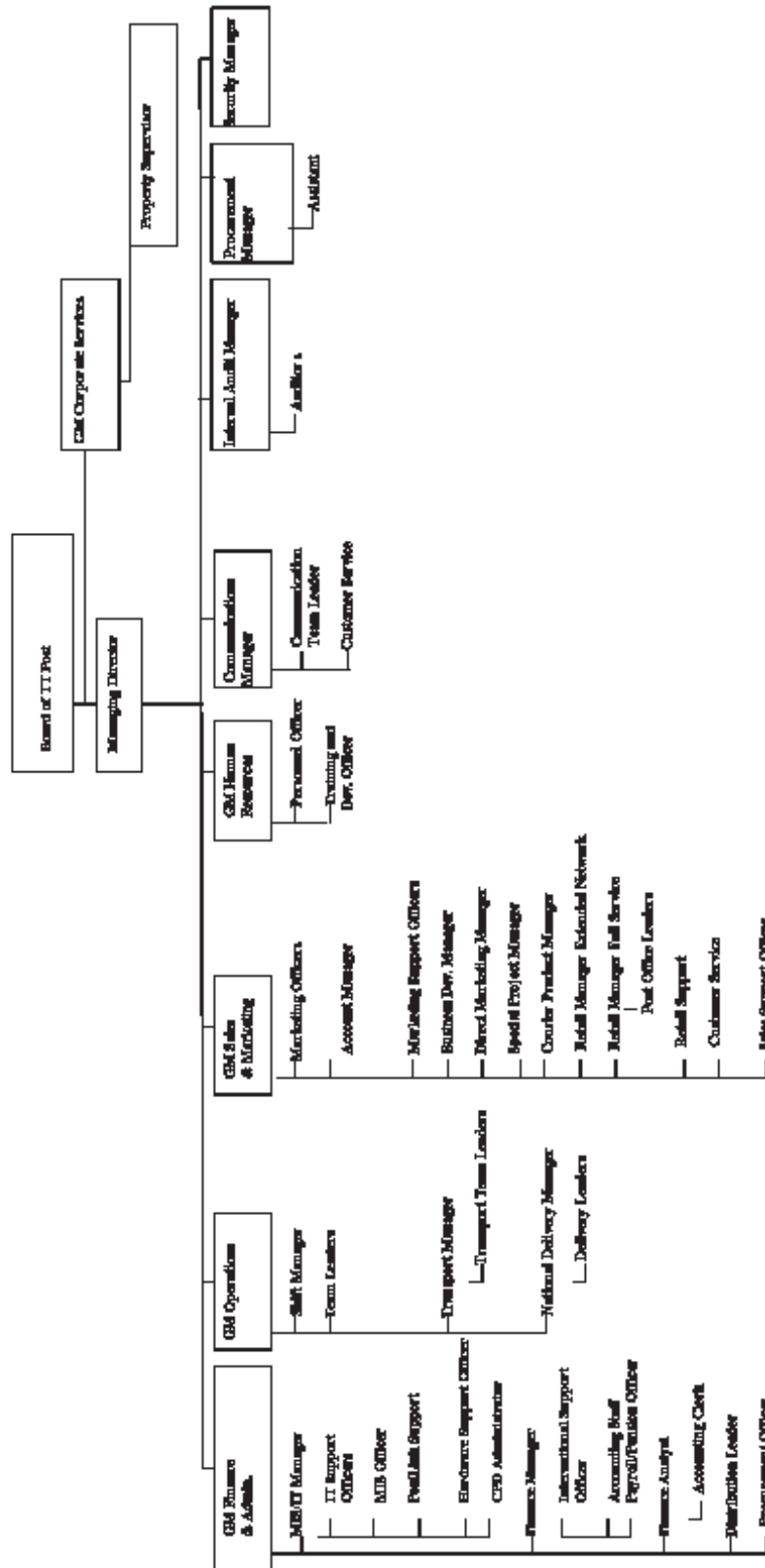
A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

- Valuation reports for properties

ORGANISATIONAL STRUCTURE

TRINIDAD AND TOBAGO POSTAL CORPORATION

ANNEX A-1



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO**Public Statement***of***TRINIDAD AND TOBAGO ELECTRICITY COMMISSION****In Compliance with sections 7, 8, and 9 of
The Freedom of Information Act (FOIA) 1999**

Under the Freedom of Information Act 1999 each public authority is required to publish certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority, and the process for the obtaining of documents. The statement also identifies those documents that are generally available for public scrutiny and purchase.

The Act gives members of the public:

1. A legal right for each person to access information held by the Public 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.

THE FOLLOWING INFORMATION IS PUBLISHED BY THE TRINIDAD AND TOBAGO ELECTRICITY COMMISSION AS APPROVED BY THE HONOURABLE PENNELOPE BECKLES, THE HONOURABLE MINISTER OF PUBLIC UTILITIES AND THE ENVIRONMENT:

SECTION 7 STATEMENTS

SECTION 7(1) (a) (i)

The Trinidad and Tobago Electricity Commission (T&TEC) is a body corporate established by virtue of the Trinidad and Tobago Electricity Commission Act Chapter 54:70 as amended by the T&TEC Amendment Act No. 32 of 1994. The T&TEC Act vests T&TEC with the following powers to:

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- a) **manage and operate works acquired by the Commission pursuant to the Act;**
- b) **establish, manage and operate such works as the Commission may consider expedient to establish;**
- c) **promote and encourage the use of energy with a view to the economic development of Trinidad and Tobago;**
- d) **advise the Government on all matters relating to the generation, transmission, distribution and use of energy.**

¶ Mission Statement:

"To provide the public with a reliable, safe and adequate supply of electricity in the most efficient manner and at prices required by law to meet both the present and future social and economic needs of the Republic of Trinidad and Tobago".

Structure and Functions

Organisational Structure

The Commission is structured into five (5) functional Divisions – Engineering, Transmission and Distribution, Administration, Human Resources and Finance. An Assistant General Manager who reports directly to the General Manager heads each Division. Other Departments reporting directly to the General Manager are Corporate Secretariat (including Legal and Security), Audit, Corporate Planning, and Corporate Communications.

¶ The General Manager

The General Manager is responsible and accountable for managing all of T&TEC's operations to ensure that customers are provided with a reliable supply of electrical energy in a cost-effective manner. He reports to members of the Commission appointed by the President of the Republic of Trinidad and Tobago.

¶ Administration Division

The Administration Division co-ordinates and ensures the efficient administration of accounts and transactions relating to the provision of light and power and other services including the fostering of favourable customer relations. It also performs the information technology function and is the procurement centre for electricity components and other inputs. The Division consists of the Commercial, the Information Systems and Supplies Departments.

¶ Engineering Division

The Engineering Division is responsible for generation planning, planning design and implementation of the Transmission and Subtransmission systems, System control, Communications systems, metering and System Protection. This Division consists of the following Departments – Engineering Services and Planning, Protection and Meter, Control and Communications and Generation Interface.

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ÿ Finance Division

The Finance Division is responsible for financial planning and management (inclusive of accounting and reporting) of T&TEC's financial assets. This Division consists of Financial Planning, Financial Reporting, Risk and Insurance Administration, Pension Plan Administration, Payments, Revenue Accounting and Financial Services.

ÿ Human Resources Division

The Human Resource Division is responsible for undertaking the planning (manpower and retirement) recruitment and selection, training, evaluation, compensation and Industrial Relations functions. The Health, Safety and Environment Department report to this Division.

ÿ Transmission and Distribution Division

The Transmission and Distribution Division is responsible for planning, designing and developing the distribution system, operating and maintaining the transmission, subtransmission and distribution electricity systems and providing customer service. This Division comprises five (5) distribution Areas (Northern, Southern, Eastern, Central and Tobago), which are managed by Area Managers.

SECTION 7(1) (a) (ii)

CATEGORIES OF DOCUMENTS HELD AND MAINTAINED IN THE POSSESSION OF T&TEC:

1. Corporate Plans.
2. Business Plans and Reports.
3. Management Policies and Procedures.
4. Load and Generation Forecasts.
5. Financial Reports and Statements.
6. Human Resource and Industrial Relations Policies, Programmes, Procedures and Practices.
7. Personnel Files.
8. Customer Related Policies, Procedures, Reports and Files.
9. Procurement Related Policies and Procedures and Files.
10. Legal Contracts, Deeds and Leases.
11. Copies of Court Proceedings.
12. Legal Opinions.
13. Licenses/Permits.
14. Legislation.
15. Minutes/Agenda.
16. Tender Documents.
17. Internal and External Correspondence Files.
18. Periodicals.

455—Continued

SECTION 7(1) (a) (iii)

MATERIAL PREPARED FOR INSPECTION OR PUBLICATION BY THE PUBLIC:

j Material For Inspection:

1. Strategic Plan 1994-1996;
2. Strategic Plan 1995-1997;
3. Strategic Plan 1999- 2001;
4. Strategic Plan 2001- 2003;
5. Business Plan 1999-2001;
6. Annual Report 1989;
7. Audited Financial Statements 1999,2000, 2001;
8. Quarterly Financial Report – 2nd Quarter 2000;
9. Quarterly Financial Report 3rd Quarter 2000;
10. Quarterly Financial Report 2nd Quarter 2001;
11. Quarterly Financial Report 3rd Quarter 2001;
12. Quarterly Financial Report – 3rd Quarter 2003;
13. History and Forecast 2000, 2001, 2002,2003;
14. Exchange Rate Adjustment Calculation;
15. Monthly Calculation of Fuel Charge;
16. Damaged Appliance Claims;
17. Damaged Appliance Claims Procedure;
18. Retroactive Billing Policy;
19. Training Policy Training Programme 2001;
20. Employee Manual;
21. Code of Ethics;
22. Industrial Relations Procedural Instructions; Safety Manual; Safety Rules.

j Material For Publication:

1. Wiring for Light and Power Booklet;
2. T&TEC Motor Protection Guide;
3. Know your Pole Number;
4. Pre-qualification of Contractors;
5. Tree Trimming Guide;
6. Hanging Banners Requirements;
7. Tree Cutting Compensation Schedule;
8. Request for Street Lighting;
9. Know your T&TEC Area Number;

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10. How to read your Meter;
11. How to read your Light Bill;
12. How much you pay for Electricity you use;
13. Electrical Safety Tips;
14. T&TEC Motor Protection Guide;
15. How to open a new Account;
16. Turn me off (Switches);
17. Get in the habit. Conserve Electricity;
18. Welding sets can overload circuits at home and in your neighbourhood;
19. Pay your Electricity Bill with your debit (Linx) card at any T&TEC Payment Centre;
Hotline numbers for Rapid Response;
20. T&TEC - Your Electric Utility;
21. T&TEC - The Nation's Sole Transmission and Distribution Utility;
22. Trinidad and Tobago Common Entrance Programme;
23. Forty (40) years of Electricity in Tobago.

The public may inspect or obtain this material between the hours of 8:00 a.m. and 4:00 p.m. at T&TEC's Library and Reading Room at:

Trinidad and Tobago Electricity Commission
63 Frederick Street
Port of Spain

Members of the public can contact the Librarian at 623-6291, Extension 2550.

All general information is also available on T&TEC's website: www.ttec.co.tt

SECTION 7(1) (a) (iv)

LITERATURE AVAILABLE BY WAY OF SUBSCRIPTION

This section is not applicable to T&TEC.

SECTION 7(1) (a) (v)

PROCEDURE TO BE FOLLOWED WHEN ACCESSING A PUBLIC DOCUMENT FROM T&TEC

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, you must make your request in **writing**. The applicant must, therefore, complete the appropriate form (**Request for Access to Official Documents**) **available in our Library for information that is not readily available in the public domain.**

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• **Addressing Requests**

To facilitate prompt handling of your request, please address it to the Designated Officer of T&TEC.

• **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 T&TEC or from another public authority.

• **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.

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.

Time Limits

• **General**

- 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.
- Applicants whose requests are incomplete or unclear will be informed of same by the Designated Officer who will make arrangements to meet with the applicant for consultation with a view to clarifying the request.
- The time limit of 30 days will be suspended while consultation with the applicant is being undertaken.

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SECTION 7(1) (a) (vi)

Officers at T&TEC 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 correction of Personal Documents under Section 36 of the FOIA

The Designated Officer to deal with the FOI requests is:

Ms. Grace Maharaj
Secretary
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope

Telephones: 663-2788, Extension 2500

The Alternate Officer is:

Ms. Kathryn Baptiste
Legal Officer
Trinidad and Tobago Electricity Commission
Stanley Pierre Ottley Building
7 Uriah Butler Highway (North)
Mount Hope.

Telephones: 663-2788, Extension 2510

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 that fall within the meaning of this section of the FOIA.

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SECTION 7(1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information in the public domain can be accessed in our library or through our website at www.ttec.co.tt.

Members of the public may make general enquiries to our Librarian at **623-6291, Extension 2550.**

The Library/Reading Room at T&TEC is located on the First Floor of our Head Office at **63 Frederick Street, Port of Spain.**

The Library/Reading Room is open to the public for the purpose of FOIA reference from Mondays to Fridays between the hours of **8:00 a.m. and 4:00 p.m.**

SECTION 8 STATEMENTS

SECTION 8(1)

DOCUMENTS THAT ARE PROVIDED FOR THE USE OR GUIDANCE OF T&TEC:

Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by T&TEC, not being particulars contained in another written law:

At this time, we have no such documents.

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:

- Management General Instructions, including:
 - Procedure for recruitment, promotion, transfer and acting appointments
 - Disciplinary Procedure
 - Disconnection and Reconnection orders for non payment of account
 - Role of Safety Committees and safety department
 - Payments Procedure
 - Tendering and Purchasing Procedures
- Department Manuals, Policies and Procedures
- Strategic Plans
- Handbooks and Brochures

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:~~

At this time, we have no such documents.

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SECTION 9 STATEMENTS

SECTION 9(1) (a)

A report, or a statement containing the advice or recommendations of a body or entity established within T&TEC:

At this time, we have no such reports or statements.

SECTION 9(1) (b)

A report, or a statement containing the advice or recommendations of a body or entity established outside of T&TEC by or under a written law; or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to T&TEC or to the responsible Minister:

At this time, we have no such reports or statements.

SECTION 9(1) (c)

A report, or a statement containing the advice or recommendations of an Inter-departmental Committee whose membership includes an officer of T&TEC:

At this time, we have no such reports or statements.

SECTION 9(1) (d)

A report, or a statement containing the advice or recommendations of a committee established within T&TEC to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of T&TEC who is not a member of the committee:

At this time, we have no such reports or statements.

SECTION 9(1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for T&TEC by a scientific or technical expert, whether employed within T&TEC or not, including a report expressing the opinion of such an expert on scientific or technical matters:

At this time, we have no such reports.

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SECTION 9(1) (f)

A report prepared for T&TEC by a consultant who was paid for preparing the report:

- o Analysis of T&TEC's Main Alternative for the South Area Transmission System 2008 – by The Centre of Energy Studies, Engineering Institute, U.W.I. – December 2004.

SECTION 9(1) (g)

A report prepared within T&TEC and containing the results of studies, surveys or tests carried out for the purpose of assessing or making recommendations on, the feasibility of a new or proposed Government policy, programme or project.

At this time, we have no such reports.

SECTION 9(1) (h)

A report on the performance or efficiency of T&TEC, or of an office, division or branch of T&TEC, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

At this time, we have no such report.

SECTION 9(1) (i)

A report containing final plans or proposals for the re-organization of the functions of T&TEC, the establishment of a new policy, programme or project to be administered by T&TEC, or the alteration of an existing policy, programme or project administered by T&TEC whether or not the plans or proposals are subject to approval by an officer of T&TEC, another public authority, the responsible Minister for T&TEC or Cabinet.

At this time, we have no such reports.

SECTION 9(1) (j)

A statement prepared by T&TEC containing policy directions for the drafting of legislation:

At this time, we have no such statements.

455—Continued

SECTION 9(1) (k)

A report of a test carried out within T&TEC on a product for the purpose of purchasing equipment:

At this time, we have no such reports.

SECTION 9(1) (l)

An environmental impact statement prepared within T&TEC:

At this time, we have no such statement.

SECTION 9(1) (m)

A valuation report prepared for T&TEC by a valuator, whether or not the valuator is an officer of T&TEC:

- **Valuation Report on the Central Stores Warehouse**

2005 March 16

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Public Statement of The Trinidad and Tobago Solid Waste Management Company Limited in compliance 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 (FOIA) 1999, The Trinidad and Tobago Solid Waste Management Company Limited (SWMCOL) is required by law to publish the following statements, which list the documents and information available for public scrutiny.

The Act gives members of the public:

- 1) A legal right for each person to access certain information held by the Company;
- 2) A legal right for each person to access certain information relating to him/herself amended where it is incomplete, 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 STATEMENTS**Section 7 (1) (a) (i)*****Function and Structure of the Company***

The Company is a fully owned State Enterprise that was established on 12th November 1980 and continued under Section 343 of the Companies Act 1995. The objects for which the Company is established include, *inter alia*:

- To manage, control, collect, treat and dispose of all wastes either alone or jointly with other companies, statutory authorities, or persons in Trinidad and Tobago.
 - To establish and operate:
 - disposal sites in accordance with proper sanitary landfill procedures;
 - a central hazardous waste disposal facility;
 - transfer stations where appropriate based on sound economic considerations.
 - To promote, establish and operate resource recovery systems for retrieval of valuable secondary materials wherever technically and economically feasible and in accordance with good public health and sanitation practices.
 - To educate the public on the hazards of poor sanitation and on their role in maintaining a clean and healthy environment.
 - To maintain close liaison with community groups and other public and private agencies in planning and undertaking country-wide and region-wide cleanup campaigns and to encourage public participation.
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Vision Statement

To be the premier environmental services company in the Caribbean Region.

Mission Statement

Provision of quality waste management and environmental services that will ensure the protection and enhancement of the environment.

Core Values

- Accountability:* We take ownership and hold each other accountable for doing what we say we will do.
- Empowerment:* We take responsibility for delivering superior results by providing the required support systems.
- Integrity:* We value "walking the talk" by adhering to high ethical principles and professional standards. Integrity is paramount in every Company action. We do what's right.
- Objectivity:* We make our decisions considering the broadest view of all stakeholders, seeking at all times for synergistic results.
- Unity* We are a family and personify team spirit. Our sense of family fuels business success.

Responsibilities of the Departments in the Company

Office of the Executive Chairman

This Office oversees the implementation of the policies and priorities of the Board and work programmes of the Company, co-ordinates with other governmental entities and regional and international organizations and ensures the achievement of the Company's strategic goals and objectives. This Office has three (3) Departments:

- a. Environmental Research
- b. Legal/Corporate Secretary
- c. Audit

Environmental Research Department - This Department is responsible for researching, developing reports and identifying new technologies, systems, methods and practices in environmental waste management relevant to the future plans of the Company and country.

Legal/Corporate Secretary Department - This Department is responsible for reviewing agreements or proposed agreements for conformity to Company rules and regulations, and advises the Company concerning legal rights, obligations and privileges.

Audit Department - The responsibilities of the Department are to implement the necessary risk management systems and internal controls, with the associated reporting framework, and to manage the risks.

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Corporate Services Group

The following Departments fall under the supervision of the Corporate Services Group:

1. Human Resources
2. Corporate Communications
3. Information Systems
4. Quality Environment, Health and Safety
5. General Administration: Security, Property, Risk

Human Resources Department - This Department provides strategic human resource and operational support to management, in addition to personnel administrative functions, recruitment, training, industrial relations services, maintaining discipline and good employee relations.

Corporate Communications Department - This Department develops and implements national programmes of environmental public education in collaboration with other stakeholders to improve the Company's corporate image and to educate the public on their role and responsibility in the protection and enhancement of the environment.

Information Systems Department - This Department develops and utilises information management and technology capability in the Company's decision-making process to increase efficiency and reduce costs.

Quality, Environment, Health and Safety Department - This Department is responsible for the development and implementation of an Environmental Health and Safety Management Manual and a Quality Management System.

General Administration - The responsibilities of this Department are to provide administrative support services to the Company in the functional areas of Security, Risk Insurance, Property Maintenance and Office Equipment and Supplies.

Environmental Projects Group

The responsibilities of this Group are to provide consultancy services to both internal and external customers and to undertake feasibility studies and make recommendations for new environmental and related projects and programmes for the companies consideration.

Operations Group

The responsibilities of the group are to mobilise the required equipment and personnel resources in order to satisfy the contractual responsibilities of its clients. The Department uses the necessary systems and infrastructure to develop and implement effective and efficient servicing of all customers' waste management and environmental needs.

Four (4) Departments fall under this Group:-

1. Engineering and Maintenance Department
 2. Collections and Disposals Department
 3. Landfill Operations Department
 4. Tobago Operations
-

456—Continued

Engineering and Maintenance Department - The responsibilities of the Engineering and Maintenance Department are to manage the preventative maintenance programme of the unit, to reduce downtime of all equipment and machinery, and to optimize vehicle and equipment performance.

Collections and Disposals Department - The Collections and Disposal Department is responsible for the delivery of the Company's general waste management services to its customer base in an effective and timely manner.

Landfill Operations Department - The responsibilities of the Landfills Department are the management and implementation of the landfill management operational plan, to provide oversight for landfill equipment operators and contractors, to assure compliance with landfill operation procedures, and to operate centralized special and hazardous waste facilities.

Tobago Operations - The responsibilities of this Department are to deliver quality services to the residents of Tobago, to strengthen SWMCOL's relationship with Tobago government agencies, to maintain the existing markets and expand the service lines, and to develop Environmental Consultancy Services in Tobago.

Finance Group

This Group's responsibilities are to maintain an acceptable return on equity, to increase the Company's asset base, to develop revised financial policies and procedures, to effect proper financial management systems to facilitate decision-making, to develop and implement a Financial Information System (FIS), and to strengthen the existing Accounting Policies and Procedures.

Marketing Group

The Marketing Group's objectives are to manage marketing costs within budgeted allocations, to develop a Solid Waste Master Plan for Tobago, to optimize service lines, to increase market share, and to increase capacity for recovery and recycling via optimization of collections.

Community-Based Environmental Protection and Enhancement Programme (CEPEP)

The administrative arm of this Programme falls under the responsibility of the Company. The objectives of CEPEP are to empower communities to improve the condition of their local environment, to provide a business incubator model to facilitate the development of entrepreneurial skills among new start-up small companies, to expand employment opportunities for the benefit of semi-skilled and unskilled individuals within their communities, and to create opportunities for the development of small businesses.

Community Environment Improvement Initiative (CEII)

The administrative arm of this Initiative falls under the responsibility of the Company. The objectives of the CEII are to educate the national community on the need to conserve the environment and to foster the right attitudes and behaviour patterns towards the environment among the nation's citizens.

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Effect of Functions on Members of the Public

The carrying out of the Company's various functions will impact on the public in the delivery and quality of the waste management services that the public receives. Waste management is one of the most serious problems that countries face, particularly Small Island Developing States such as Trinidad and Tobago. The Company will play a key role in the preservation and enhancement of the country's environment on a sustainable basis. The Company will also assist the government in all its endeavours to achieve the objective of environmental sustainability and the exploration of new business opportunities that may arise.

Public Participation

There is no official forum for public participation in the formulation of policy or in the administration of the Company. However, as an organisation which provides waste management services to the public, the Company carries out informal telemarketing customer surveys from which it gets information on what the customer desires. Additionally, individuals and organizations make representations to the company from time to time and such representations may be taken into account in determining policy. Finally, being a Company in which the State has majority ownership, the views of the people through their government representatives are communicated to the Company through guidelines and advice to the Board.

Section 7 (1) (a) (ii)

Categories of Documents maintained in the possession of the Company

- 1) Files containing documents pertaining to the administrative support and general administration of the operations of the Company.
- 2) Internal and external correspondence files.
- 3) Incorporation documents.
- 4) Minutes of meetings of the Company's Board of Directors and its various Board Sub-Committees.
- 5) Personnel files.
- 6) Technical and operational documents.
- 7) Files detailing the accounting functions by which the Company operates.
- 8) Financial records (cheques, vouchers, receipts, pay records, etc.).
- 9) Audit reports.
- 10) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 11) Files dealing with official functions, conferences and events hosted and attended by the Company.
- 12) Policy and Procedure Documents.
- 13) News releases, speeches originating in the Company.
- 14) Files dealing with projects initiated, conducted or facilitated by the Company.
- 15) Files dealing with contractors associated with the Company.
- 16) Files dealing with tenders issued by the Company.
- 17) Contract files inclusive of Collective Agreement.
- 18) Maps, charts, compact discs, diskettes, tapes, photographs, abstracts and catalogues.

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- 19) Legislation of Trinidad and Tobago.
- 20) Files dealing with training – local, foreign and technical cooperation.
- 21) Departmental reports – annual and monthly.
- 22) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, bulletins.
- 23) Periodicals and publications.
- 24) Customer files.

Section 7 (1) (a) (iii)

Material prepared for Publication or Inspection

Certain documents held by the Company are available at its Information Centre. The Information Centre allows the public to research topics related to environmental management and to the Company. Such research can be facilitated through access to written publications and copies of documents can be provided.

For general information the public may contact or write to:

The Information Officer,
The Trinidad and Tobago Solid Waste Management Company Limited,
34 Independence Square,
Port of Spain.

Telephone: 625-6678/80, Ext. 254
Fax: 623-6334
Email: info@srwmc00.co.tt
Website: www.srwmc00.co.tt

Opening Hours of the Information Centre are 8:00 am to 12:00 noon and 1:00 p.m. to 4:00 p.m., Mondays to Fridays.

Section 7 (1) (a) (iv)

Literature available by Subscription

Not applicable

Section 7 (1) (a) (v)

Procedures to be Followed when accessing a Document from the Company

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How to Request Information

- **General Procedure**

Our policy is to answer all requests, both verbal 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. The applicant must therefore complete the appropriate Form (**Request for Access to Official Documents**) available at our Head Office – Information Centre for information that is not readily available in the public domain.

- **Addressing Requests**

To facilitate prompt handling, please address your request to the Designated Officer of the Company.

- **Details in the Request**

Applicants should provide sufficient information 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 that is readily available in the public domain, either from this Company or from another public authority, for example brochures, pamphlets, etc.

Responding to your Request

- **Retrieving Documents**

The Company 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 centre will be retrieved in order to process your request.

- **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 (1) 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 quote its quality in our reply.

Please note we are not compelled to do the following:

- i. Create new documents
 - ii. Perform research for you
-

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Time Limits**• General**

The FOIA sets a time limit of thirty (30) calendar days for us to decide whether to disclose the documents you have requested. If we fail to meet the deadline, 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 your request may have been mis-addressed, mis-directed or mis-routed, you may wish to call or write to confirm that we have received that request and to ascertain its status.

• Time Allowed

We will determine whether to grant your request for access to information as soon as is practicable but no later than thirty (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 document and to 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 (7) days of payment of the relevant fee. If we fail to provide the information within the seven (7) day period you are entitled to a refund of the fees paid in addition to access to the document(s) required.

Section 7 (1) (a) (v)

Officer(s) in the Company responsible for:

- 1. The initial receipt of, and action upon, notices under Section 18,*
- 2. Requests for access to documents under Section 13*
- 3. Applications for corrections of personal information under Section 36 of the FOIA.*

The Designated Officer for the Company is:-

Mr. Garth Arnsand,
Manager Corporate Services,
The Trinidad and Tobago Solid Waste Management Company Limited,
34 Independence Square,
Port of Spain

Telephone: 625-5678, Ext. 234
Fax: 623- 6534
E-mail: garnsand@swmco.ltd.tt

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The Alternate to the Designated Officer is:-

**Mr. Trevor Chang,
Manager Marketing,
The Trinidad and Tobago Solid Waste Management Company Limited,
34 Independence Square,
Port of Spain.**

**Telephone: 625-6678/80, Ext. 260
E-mail: tchang@swmco.ltd**

List of Documents provided by the Company for use by its Officers:

- FOIA Handbook
- Handbook for Designated Officers

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and Other Bodies (where meetings/minutes are open to the public)

At present there are no bodies in the Company that fall within the meaning of this Section of the FOIA.

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

Certain documents held by the Company are available at our Information Centre. The Information Centre is located on the First (1st) Floor, 34 Independence Square North, Port of Spain. The hours of operation are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 pm, Mondays to Fridays.

Policy of the Company for Provision of Copies of Documents:

- Charge for photocopies is \$0.50 per page.
- The provision of certain documents may be subject to a small charge to cover administrative costs.
- Users will be liable for any damage caused to the Company's property through the said user's wilful malicious use of the said property.
- No smoking, eating or drinking is allowed in the Information Centre.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by the Company, not being particulars contained in another written law.

There are no applicable statements to be published under this section at this time.

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Section 8 (1) (a) (i)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Company, or similar documents containing rules, policies, guidelines, practices, or precedents.

- Policies and Procedure Documents
- Handbooks, Manuals
- Board and Board Committee Minutes

Section 8 (1) (b) (i)

In enforcing written laws or schemes administered by the Company 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.

There are no statements applicable to be published under this Section at this time.

SECTION 9 STATEMENTS

Section 9 (1) (a)

A report or statement containing the advice or recommendations, of a body or entity established within the Company.

At this time, the Company has no reports or statements containing advice or recommendations under this Section.

Section 9 (1) (b)

A report or a statement containing the advice or recommendations:

- 1. of a body or entity established outside the Company by or under a written law*
- 2. or 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 Company or to the responsible Minister of the Company,*

At this time, the Company has no reports or statements containing advice or recommendations under this section.

Section 9 (1) (c)

A report or statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of the Company

At this time, the Company has no reports or statements containing advice or recommendations under this section.

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Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the Company to submit a report, provide advice or make recommendations to the responsible Minister of the Company or to another officer of the Company who is not a member of the Committee.

At this time, the Company has no reports or applicable statements containing advice or recommendations under this section.

Section 9 (1) (e)

A report including a report concerning the results of studies, surveys or test(s) prepared for the Company by a scientific or technical expert, whether employed within the Company or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (f)

A report prepared for the Company by a consultant who was paid for preparing the report.

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (g)

A report prepared within the Company and containing the results of studies, surveys or test carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed government policy, programme or project.

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (h)

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

1. Audit Reports
2. Departmental Monthly Reports
3. Annual Reports
4. Financial Reports

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Section 9 (1) (i)

A report containing:

- i. Final plans or proposals for the re-organisation of the functions of the Company*
- ii. The establishment of a new policy, programme or project to be administered by the Company, or*
- iii. The alteration of an existing policy programme or project administered by the Company, whether or not the plans or proposals are subject to approval by an officer of the Company, another public authority, the responsible Minister for the Company or Cabinet.*

- 1) Budgets
- 2) Board Minutes
- 3) Special Project Reports
- 4) Strategic Plan
- 5) Organisation structure and functional charts

Section 9 (1) (j)

A statement prepared within the Company and containing policy directions for the drafting of legislation.

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (k)

A report of a test carried out within the Company as a product for the purpose of purchasing equipment

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (l)

An environmental impact statement prepared within the Company

At this time, the Company has no reports or applicable statements under this Section.

Section 9 (1) (m)

A valuation report prepared for the Company by a valuator, whether or not the valuator is an officer of the Company.

1. Evaluation Report on the Company's Head Office Building at 34 Independence Square, Port of Spain.

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LOSS OF SAGICOR LIFE INC. POLICY

PRO-ADVANCED CONS AND TECH. LIMITED having made sworn deposition that Policy Number 06411132 on the life of CAROL CHARLES YOUNG LOY 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.

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LOSS OF LIFE OF BARBADOS LIMITED POLICES

PURSUANT to section 163 of the Insurance Act, 1980, Policy Number U200900-2 on the life of JASON GILL has been reported lost and we hereby give notice of our intention to issue a special policy in replacement thereof within 30 days of this publication.

LIFE OF BARBADOS LIMITED

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PURSUANT to section 163 of the Insurance Act, 1980, Policy Number U143693 on the life of ALDWIN WILLIAMS has been reported lost and we hereby give notice of our intention to issue a special policy in replacement thereof within 30 days of this publication.

LIFE OF BARBADOS LIMITED

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

PORT-OF-SPAIN

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 the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 24TH DAY OF MARCH, 2005 at 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 Robert Hadad and Hadco Limited of Bhagoutie Trace, San Juan for a Certificate authorising them to carry on the business of a Spirit Dealer in respect of premises situate at J. R. J. Warehousing Compound, Bhagoutie Trace, San Juan.

Dated this 8th day of March, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

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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 the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 14TH DAY OF APRIL, 2005 at 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 Diane Sookram Juman of No. 21 Rosslands, Upper Bournes Road, St. James for a Certificate authorising him to carry on the business of a Spirit Grocer in respect of premises situate at No. 77 Ariapita Road, St. Ann's.

Dated this 15th day of March, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

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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 the County of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 7TH DAY OF APRIL, 2005 at 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 Bernice Eugene of No. 33 Morne Coco Road, Maraval, for a Certificate authorising her to carry on the business of a Spirit Grocer in respect of premises situate at No. 33 Morne Coco Road, Maraval.

Dated this 14th day of March, 2005 at the Port-of-Spain Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
St. George West*

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

ST. GEORGE EAST

NOTICE is hereby given that a notification in writing has this 11th day of March, 2005, been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of the County of St. George East, Tunapuna Area, by Marion Joseph of Eastern Main Road, St. Joseph, that it is her intention to apply to the Licensing Committee at the Tunapuna Magistrate's First Court on WEDNESDAY THE 6TH DAY OF APRIL, 2005 at 9.00 o'clock in the forenoon for a transfer to her of the Licence to carry on the business of a Special Restaurant now held by Barry Persad (Deceased) in respect of premises situate at Eastern Main Road, St. Joseph (Opposite W.A.S.A.).

Dated this 11th day of March, 2005 at the Tunapuna Magistrate's Court.

A. ALI
*Secretary, Licensing Committee,
Tunapuna*