



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—

Value Added Tax (Amendment to Schedule 2) (No. 2) Order, 2007—(Legal Notice No. 101 of 2007).

Trinidad and Tobago Free Zones (Revocation) Order, 2007—(Legal Notice No. 102 of 2007).

912

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 and Minister of Energy and Energy Industries, 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 May, 2007 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*

10th May, 2007.

913

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 the Honourable PATRICK A. M. MANNING, Minister of Finance, with effect from the morning of 11th May, 2007 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*

10th May, 2007.

914

APPOINTMENT TO ACT AS MINISTER OF TOURISM

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. CHRISTINE SAHADEO, a Senator, to act in the Office of the Honourable HOWARD CHIN LEE, Minister of Tourism, with effect from 12th May, 2007 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Howard Chin Lee, in addition to the discharge of her normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

11th May, 2007.

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND
TOBAGO**

**PUBLIC STATEMENT OF THE STATUTORY AUTHORITIES'
SERVICE COMMISSION IN COMPLIANCE WITH SECTIONS
7,8 AND 9 OF THE FREEDOM OF INFORMATION ACT
(FOIA) 1999**

1. In accordance with Sections 7, 8 and 9 of the FOI Act, 1999 (FOIA) the Statutory Authorities' Service Commission is required by law, to publish a statement listing the documents held and the information available to the public.

2. The Freedom of Information Act gives members of the public:-

- (1) A legal right for each person to access information held by the Statutory Authorities' Service Commission
- (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 apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA

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3. Section 7 Statements**Section 7 (1) (a) (i)****Structure, Role and Function of the Statutory Authorities' Service Commission**

The Statutory Authorities' Service Commission was established by Act #16 of 1966, which was amended by Acts #15 of 1979 and #8 of 1983. According to Sections 4(1) and 5(1) of the Statutory Authorities' Act Chapter 24:01, the Commission has the power to appoint persons to be or act as officers and to transfer, promote, remove and exercise disciplinary control over persons so appointed. An officer is defined as a person holding a pensionable office in the service of a Statutory Authority and whose remuneration is paid on a monthly basis.

4. The following fourteen (14) Statutory Authorities fall under the control of the Commission

- **Agricultural Society of Trinidad and Tobago**
- **Arima Borough Corporation**
- **Cocoa and Coffee Industry Board**
- **National Housing Authority**
- **National Lotteries Control Board**
- **Point Fortin Borough Corporation**
- **Port of Spain City Corporation**
- **San Fernando City Corporation**
- **St. Dominic's Children's Home**
- **St. Jude's School for Girls**
- **St. Mary's Children Home**
- **St. Michael's School for Boys**
- **Sugar Industry Labour Welfare Committee**
- **Zoological Society of Trinidad and Tobago**

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5. By Act No. 24 of 2005, proclaimed on October 1, 2005, the National Housing Authority – listed above – was replaced by the Trinidad & Tobago Housing Development Corporation. The Corporation now has responsibility under that Act to, *inter alia*, employ its own staff. Accordingly the Statutory Authorities' Service Commission no longer has responsibility for the staffing etc of the National Housing Authority, but continues to handle residual matters arising pending formal removal of the Authority from the schedule of Authorities under its purview.

6. The Commission comprises the following Members who were appointed by the President for a period of two (2) years with effect from February 14, 2007:-

- | | | |
|--------------------------------|---|-----------------|
| • Mr. Louis Bryan | - | Chairman |
| • Mr. Thirbhawon Seegobin | - | Deputy Chairman |
| • Mr. Ignatius Trim | - | Member |
| • Mrs. Vanessa Sookhai-Singh | - | Member |
| • Mrs. Kathleen Boswell Inniss | - | Member |
| • Ms. Cislyn Baptiste | - | Member |

7. The Commission normally meets once per week on Tuesday to conduct its regular business.

8. The Commission's Secretariat comprises the Statutory Authorities' Service Commission Department, which is headed by the Executive Officer. The Department's mandate is as follows:-

“to provide information and assistance to the Statutory Authorities' Service Commission on Human Resource Management matters under its purview thus enabling the Commission to efficiently and effectively carry out its mandate.

To provide service and advice to Statutory Authorities, to officers of those Authorities and to Members of the Public on matters within the Commission's jurisdiction"

9. The Department is located on the 2nd and 3rd floors of the General Building and Loan Association Building, 81-83 Abercromby Street, Port of Spain.

10. **Section 7 (1)(a)(ii) and (iii)**

Categories of Documents Held by the Statutory Authorities' Service Commission Department

These documents pertain to –

- i. the operations of the Commission with respect to the Statutory Authorities under its jurisdiction; and
- ii. the administration of the Statutory Authorities' Service Commission Department

A. Operational Records

- **The Statutory Authorities Act and Regulations, Chap. 24:01**
- **Policies, decisions of the Commission**
- **Staffing arrangements for each Statutory Authority**
- **Reports**
- **Establishment records**
- **Job specifications**
- **Job applications**
- **Personal files of employees of Statutory Authorities**

Copies of the Statutory Authorities Act and its Regulations can be obtained from the Government Printer.

All appointments, promotions, transfers and separations approved by decisions of the Commission are published in the **Trinidad and Tobago Gazette**.

B. Administrative Records of the Statutory Authorities' Service Commission Department

- Strategic plan/review
- Policies pertaining to the internal operations of the Department
- Human resource matters
- General office files required for internal administration of the Department
- Inventories
- Establishment records
- Accounting files and registers
- Personal files of employees of the Statutory Authorities' Service Commission Department.

Material For Inspection

- The Statutory Authorities' Act and its Regulations
- Appointments, promotions, transfers and separations published in the Trinidad and Tobago Gazette
- Job Specifications

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

Procedure to be followed to access documents from the Statutory Authorities' Service Commission Department

In order to gain access to a document or other information, an applicant must submit a 'Request for Access to Official Documents' form providing sufficient information to enable the Department to determine what document is required.

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The applicant may be allowed to inspect a document or obtain a copy of it for a small fee within seven (7) days of payment.

Efforts are made to reply promptly to all requests or at least within thirty (30) days of receipt of request as specified in the Freedom Of Information Act.

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

Requests for access to information should be submitted to the undermentioned persons:

Designated Officer

Mrs. Esther Daniel -Liverpool
Administrative Officer IV (Ag.)
Statutory Authorities' Service Commission Department
3rd Floor, General Building & Loan Association Building
81-83 Abercromby Street
Port of Spain
Phone No. 625-1630 Ext. 10

Alternate

Miss O'Hara Christian
Records Manager I
Statutory Authorities' Service Commission Department
2nd Floor, General Building & Loan Association Building
81-83 Abercromby Street
Port of Spain
Phone No. 623 0972 Ext. 23.

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LOSS OF GUARDIAN LIFE OF THE CARIBBEAN
LIMITED POLICIES

SWORN declaration having been made that Policy Number 5000205863 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of TERRANCE RAJESH ROOPCHAN has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive
Westmoorings South-East
24th April, 2007.

917

SWORN declaration having been made that Policy Number 8000362309 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of CHRISTOPHER ALLAN Mc MASTER has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive
Westmoorings South-East
24th April, 2007.

918

SWORN declaration having been made that Policy Number ET60196819 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of SHAM SOOKDEO RAMNARINE has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive
Westmoorings South-East
24th April, 2007.

919

SWORN declaration having been made that Policy Number ET60286793 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JOANNE UTRICIA CHARLES has been lost, and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN
LIMITED

1, Guardian Drive
Westmoorings South-East
24th April, 2007.

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

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

<i>Name</i>	<i>Policy Number</i>
FRANCISCA ANDREWS	3345606
NANDOO POORAN	4157928
PATRICK FIGARO	3380009

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

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

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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 St. George West, Port-of-Spain Area, has appointed THURSDAY THE 31ST DAY OF MAY, 2007 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 Ronald Moses of 173, St. Anthony's Drive, Westmoorings, for a Certificate authorising him to carry on the business of a Special Restaurant in respect of premises situate at 35, Carlos Street, Woodbrook.

Dated this 11th day of May, 2007 at the Port-of-Spain Magistrates' Court.

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

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SCARBOROUGH

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10(18), the Licensing Committee for the Licensing District of Tobago, Scarborough Area, has appointed THURSDAY THE 17TH DAY OF MAY, 2007 at 9.00 o'clock in the forenoon at the Scarborough Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Ashton Lutchman of Shirvan Road, Tobago, for a New Licence authorising him to carry on the business of a Special Restaurant in respect of premises situate at Shirvan Road, Tobago.

Dated this 30th day of April, 2007 at the Scarborough Magistrate's Court.

E. WILLIAMS
*Secretary, Licensing Committee,
Tobago*