



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 47

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No. 112

1316

### REVOCATION OF 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 subsection (1) of section 78 of the Constitution of the Republic of Trinidad and Tobago and all other powers thereto him enabling, has revoked, with effect from the night of 23th July, 2008, the authority conferred on Senator Dr. the Honourable LENNY KRISHENDATH SAITH, by Instrument dated 21st July, 2008, to perform the functions of the Prime Minister.

H. HEMNATH  
*Secretary to His Excellency  
the President*

24th July, 2008.

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### MINISTRY OF COMMUNITY DEVELOPMENT CULTURE AND GENDER AFFAIRS

#### SEPARATIONS

IN ACCORDANCE with the Director of Personnel Administration's Circular Memorandum E/18 of 2006, the following arrangement, is notified for general information.

#### Retirements

Name	Rank of Officer	Ministry/Department	Date	Remarks
Mr. Kenneth Patterson	Community Development Supervisor II	Ministry of Community Development, Culture and Gender Affairs	3rd February, 2008	Compulsory Retirement
Mr. Stephen Mohan ...	Messenger I ...	do.	20th March, 2008	do.
Mrs. Mayda Edwards Cowie	Best Village Officer II ...	do.	9th May, 2008	do.
Mr. Heralal Ganess ...	Motor Vehicle Driver Operator II	do.	4th August, 2008	do.
Mr. Kawal Dabideen ...	Community Development Officer II	do.	24th October, 2008	do.
Mr. Trevor Pantin ...	Best Village Officer II ...	do.	29th October, 2008	do.
Mr. Keith Ovid ...	Community Development Supervisor	do.	15th September, 2008	do.

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

<i>Number</i>	<i>Name</i>	<i>Date</i>
12253 ...	MATTHEW BENJAMIN PETER TOMPSETT ...	24th June 2008—(NS: 19/2/1 S. 14819)
12278 ...	PHILIP JOHN FREDERICK TOMPSETT ...	24th June 2008—(NS: 19/2/1 S. 14861)
12279 ...	REBECCA SARI MARGARET TOMPSETT ...	24th June 2008—(NS: 19/2/1 S. 14865)
12282 ...	DIANNE DIANA BLACKWOOD-ARTHUR ...	24th June 2008—(NS: 19/2/1 S. 14871)
12283 ...	YVETTE TITTIL ...	24th June 2008—(NS: 19/2/1 S. 14881)
12284 ...	SIMONE VANESSA LEWIS ...	24th June 2008—(NS: 19/2/1 S. 14894)
12285 ...	RUESHANA LINDELLA HODGE ...	24th June 2008—(NS: 19/2/1 S. 14142)
12286 ...	SHARIMA SAFAR ...	24th June 2008—(NS: 19/2/1 S. 14901)
12287 ...	CHRISTINE CECILIA DANZELL ...	24th June 2008—(NS: 19/2/1 S. 14859)

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

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GRANT OF CERTIFICATE OF CITIZENSHIP

CERTIFICATE OF CITIZENSHIP No. 126 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to KUNDAUTIE ANTU-LEE

24th June, 2008—Ref.: (NS: 19/10/2 S. 157).

J. BOUCAUD-BLAKE  
*Permanent Secretary,*  
*Ministry of National Security*

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RENUNCIATIONS OF TRINIDAD AND TOBAGO CITIZENSHIP

JENNIFER WIEZORRECK *nee* SAHADEO who was born in Trinidad and Tobago on 29th April, 1979 has renounced her Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

24th June, 2008—Ref.: (NS: 19/4/1 Vol. XIX).

V. BELGRAVE  
*Permanent Secretary,*  
*Ministry of National Security*

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NAZARENE SHAH *nee* HOSEIN who was born in Trinidad and Tobago on 2nd March, 1960 has renounced his Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

24th June, 2008—Ref.: (NS: 19/4/1 Vol. XIX).

V. BELGRAVE  
*Permanent Secretary,*  
*Ministry of National Security*

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## MINISTRY OF WORKS AND TRANSPORT

## VEHICLES APPROVED BY THE TRINIDAD TRANSPORT BOARD

REGISTRATION NUMBER: TCJ 8130

Approved by the Trinidad Transport Board at the VCCC Round Robin Meeting on 10th March, 2008.

Owner	...	...	...	...	...	Envirotec Holdings
Address	...	...	...	...	...	No. 9 Concession Road, Sea Lots
Type of Vehicle	...	...	...	...	...	Nissan Diesel CWB450PHNT CAB Chassis Truck
Chassis Number	...	...	...	...	...	CWB450P09753
Engine Number	...	...	...	...	...	PF6129138A
M. G. W.	...	...	...	...	...	26,000 kgs
TARE Weight	...	...	...	...	...	10,290 kgs
Registration Weight	...	...	...	...	...	—
Overall Length	...	...	...	...	...	8.5 m
Overall Width	...	...	...	...	...	2.44 m
Longitudinal Overhang	...	...	...	...	...	—
Lateral Overhang	...	...	...	...	...	1.28 between two axles
Annual Licence Fee	...	...	...	...	...	—
Tyre Size	...	...	...	...	...	11R x 22.5
Axle Type	...	...	...	...	...	Tandem
No. of Axle	...	...	...	...	...	Two (2)
Colour	...	...	...	...	...	Green and Yellow
Country of Origin	...	...	...	...	...	Japan

14th July, 2008.

P. CHAITRAM  
*Motor Vehicle Inspector I*

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PUBLIC STATEMENT OF THE PETROLEUM COMPANY OF TRINIDAD AND TOBAGO LIMITED  
IN COMPLIANCE OF SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION  
ACT, (199)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), the Petroleum Company of Trinidad and Tobago Limited ("Petrotrin") is required by law to publish the following statements which list the documents and information existing within Petrotrin and are generally available to the public.

The FOIA gives members of the public:

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

## **SECTION 7 STATEMENTS**

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

#### **Function and structure of Petrotrin**

Petrotrin was incorporated on 1993 January 21 as a limited liability company and is wholly owned by the Government of the Republic of Trinidad and Tobago. The registered office of the Company is located at Petrotrin Administration Building, Southern Main Road, Pointe-a-Pierre, Trinidad, West Indies. By the Petrotrin Vesting Act, 1993, the exploration, production, manufacturing and marketing assets, liabilities and obligations of Trinidad and Tobago Oil Company Limited and Trinidad and Tobago Petroleum Company Limited were vested in Petrotrin from 1993 October 01.

Petrotrin is engaged in the exploration for and production of crude oil and natural gas, refining of crude oil, international sales of petroleum products and supply to the local retail market sector. Its land operations are spread over the southern half of Trinidad. Its marine operations are located mainly off the southwest coast of Trinidad.

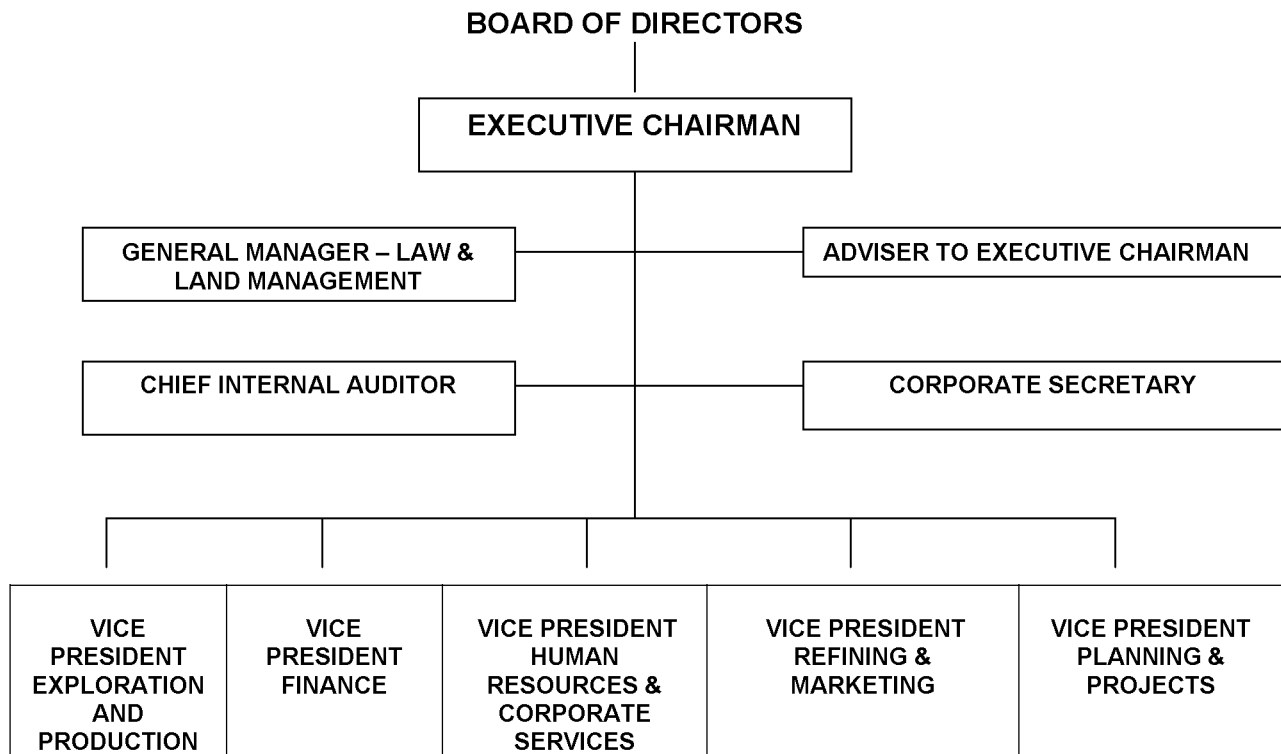
Petrotrin's mission is, as the national petroleum company, to operate to optimize the returns from its resources for the benefit of its shareholders and the citizens of Trinidad and Tobago.

Its vision is to be a high performing energy organization, that delivers superior results to its shareholders every time, all the time; to be a premier fully integrated petroleum-based energy organization, the preferred supplier in the Caribbean and Latin America, recognized for its responsiveness to its employees, customers, the State and other stakeholders; to make Petrotrin innovative, dynamic, viable and efficient; safe in its operations and sensitive to the ecology; driven by customers, competent and empowered people, creative business ideas and appropriate leading technology.

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**Organisational Structure**

The Organizational structure of the Company is as follows:

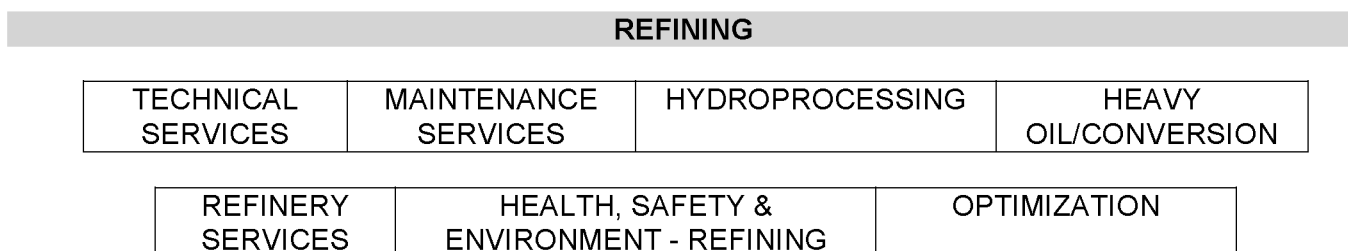


The Board of Directors is the representative of the shareholder and controls the overall direction of the Company. Its members are:-

- Malcolm A. Jones - Executive Chairman
- Charmaine Baptiste
- Anthony Chan Tack
- Garvin Chimming
- Angela Hamel-Smith
- Andrew Jupiter
- Harry Pirtheesingh
- Ramnarine Ramdass

***Refining***

The Refining Group is located at Pointe-a-Pierre and consists of the following Departments:



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The Refining Group:

- ⇒ Converts indigenous and imported crude oil into high quality petroleum products at its refinery at Pointe-a-Pierre
- ⇒ Processes crude oil on a fee basis for third parties
- ⇒ Develops new downstream business opportunities.

### **Marketing and Trading**

The Marketing and Trading Group is located at Pointe-a-Pierre and consists of the following Departments:

#### MARKETING AND TRADING

MARKETING - ADMINISTRATION	SALES & TRADING	CRUDE SUPPLY & TRADING	PORT & MARINE SERVICES
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The Marketing Group:

- ⇒ Acquires crude oil for the refinery
- ⇒ Sells and trades bulk refined petroleum products in the local, regional, extra-regional and international markets
- ⇒ Operates the Company's port and marine facilities

### **Exploration and Production**

The Exploration and Production Group operates out of Santa Flora and has fields from Guayaguayare in the east to Point Fortin in the west. It consists of the following Departments:

#### EXPLORATION AND PRODUCTION

E&P - ADMINISTRATION	EXPLORATION & DEVELOPMENT	TRINMAR OPERATIONS	JOINT VENTURES
BUSINESS SUPPORT		CRUDE FISCALIZATION	

The Exploration and Production Group:

- ⇒ Explores for and produces crude oil and natural gas in land and marine areas of Trinidad
- ⇒ Transports own and third-party crude oil from the refinery
- ⇒ Transports natural gas to production facilities, refinery and/or gas processing plant
- ⇒ Provides technical expertise to support the operations and to economically increase oil and gas production, find new reserves
- ⇒ Offers farmout and lease operatorship opportunities via competitive bidding
- ⇒ Participates in up-stream joint ventures with local independent and major international companies
- ⇒ Manages Petrotrin's interest in the various joint ventures including lease operatorships and farmouts
- ⇒ Seek new E&P joint venture arrangements for increasing reserves and production

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**Finance & Corporate Planning**

The Finance & Corporate Planning Group operates primarily out of Pointe-a-Pierre and consists of the following Departments:

**FINANCE & CORPORATE PLANNING**

TREASURY & RISK MANAGEMENT	INFORMATION & COMMUNICATION TECHNOLOGY	PROCUREMENT	CORPORATE ACCOUNTING
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**Human Resources & Corporate Services**

The Human Resources & Corporate Services Group operates out of Pointe-a-Pierre and consists of the following Departments:

**HUMAN RESOURCES & CORPORATE SERVICES**

INDUSTRIAL RELATIONS AND CORPORATE SERVICES	HUMAN RESOURCE SERVICES
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**Planning & Projects**

The Planning & Projects Group operates out of Pointe-a-Pierre and consists of the following Departments:

**PLANNING & PROJECTS**

STRATEGY & BUSINESS DEVELOPMENT	ENGINEERING & CONSTRUCTION
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The Planning & Projects Group is responsible for strategic planning as well as for developing and implementing new projects.

**Section 7(1)(a)(ii)****Categories of documents in the possession of Petrotrin**

1. Files dealing with administrative support and general administration of the operations of Petrotrin
2. Personnel files detailing *inter alia* staff movements, job evaluations, human resource and industrial relations issues
3. Files dealing with the accounting and financial management function of Petrotrin.
4. Financial records and audit files
5. Files dealing with matters relating to the procurement of supplies, services and equipment
6. Maps, charts, photographs, compact discs, diskettes, abstracts, tapes, catalogues
7. News releases and speeches originating from Petrotrin
8. Policy and procedure documents
9. Internal and external correspondence files
10. Documents relating to strategic review of Petrotrin
11. Legislation and legal instruments
12. Legal opinions and related matters

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13. Files dealing with training (local and foreign) and technical co-operation
14. Minutes and agendas of meetings
15. Files dealing with circulars, memoranda, notices, bulletins etc.
16. Reports: statistical, periodic, audit, consultants', technical, corporate, valuation and accident
17. Environmental impact assessments
18. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings
19. Files dealing with official functions, conferences and events hosted and attended by Petrotrin
20. Inventories
21. Periodicals and publications
22. Complaint/suggestion files
23. Registers, certificates, permits and licenses
24. Scientific and Technical files/Reports
25. Files dealing with projects initiated, conducted and/or facilitated by Petrotrin
26. Medical files of employees (current and retired)
27. Files dealing with contractors associated with Petrotrin
28. Files dealing with tenders issued by Petrotrin
29. Files dealing with health, safety and environment issues
30. Contract files inclusive of Collective Agreements

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

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

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

Petrotrin Public Information Unit  
Guaracara Park  
Pointe-a-Pierre  
Tel. No. 658-0056 or 658-4200 ext. 2037  
Fax No. 658-0056  
E-mail [freedomofinformation@petrotrin.com](mailto:freedomofinformation@petrotrin.com)

1. Petrotrin's Annual Report
2. Petromission newspaper
3. Petrovision magazine
4. Booklets, leaflets, pamphlets, videotapes and brochures highlighting various aspects of the Company's functions, organization, operations or services.

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

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

This section is not applicable to Petrotrin at this time.

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

##### **Procedure to be followed when accessing a document from Petrotrin**

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 following procedure should be followed when making a request:

1. Request an FOIA Application Form from the Public Information Unit ("PIU"), Guaracara Park, Pointe-a-Pierre, or a copy can be accessed at the Company's website or obtain a copy from the Government FOIA Unit at their website address: [www.foia.gov.tt](http://www.foia.gov.tt)



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2. You can either fill out the Form at the PIU and request assistance from the Designated Officer or the Administrator – PIU or if you are certain of what to do, you can fill out the Form at your convenience. Please note that pursuant to sec.13(2) of the FOIA your request need not be specific but sufficient information is to be provided so that the document may be identified with reasonable effort.
3. The Form may be:
  - Hand delivered to the PIU; or
  - Mailed to the PIU; or
  - Faxed to the PIU at no. 658-0056 to be followed up by mailing or delivering the original to the PIU. Please note that for the purpose of calculating the time limit set out at 4 below, electronic signatures i.e. fax, e-mail etc., are not acceptable and computation will therefore commence upon receipt of the original document.
4. There is a time limit of not later than thirty days for your request to be determined by the Company (sec. 15). You should note that your request would be registered by the Administrator as having been received on the day that your application form is stamped at the PIU. This means that the thirty-day period does not start to run until the request is received by the Unit. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.
5. Upon any consultation between yourself and the Designated Officer time is suspended in the computation of the thirty-day period (sec. 21{7}).
6. You must get a notice in writing from the Company of its decision and the reasons for the decision taken (sec. 23{1}).
7. If your request for the information is granted and you need a copy of the data on paper, diskette or compact disc, you are required to pay the prescribed fee (sec. 17{2}) as set out in the Regulations to the FOIA prior to receiving the data. You will be notified of the appropriate fee. You are entitled to receive the document(s) within seven days of payment of the relevant fee. If we fail to provide the information within the seven day period, you are entitled to a refund of the fees paid in addition to access to the document(s) requested. Please note that the actual making of the request is free of charge (sec. 17{1}).
8. You have the right to correct by supplementing, amending or deleting personal information in an official document if the information is inaccurate, incomplete, misleading or not relevant to the purpose for which the document is held by the Company (sec. 36).
9. If your request for some or all of the information or for correction to personal information is denied and you are dissatisfied with the reasons, then you have the right to
  - (a) apply to the High Court for Judicial Review of the decision (sec. 39). Please note however, that pursuant to sec. 11 of the Judicial Review Act, No. 60 of 2000 an application for judicial review shall be made promptly and in any event within three months from the date of the decision; or
  - (b) write to the Ombudsman within twenty-one days of receiving the decision of the Company (sec. 38A).

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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 Petrotrin or from another public authority, for example brochures and pamphlets etc.

Prior to the commencement of the FOIA 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 e.g. The Exchequer and Audit Act, Chap. 69:01.

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

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

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

##### **Officers in Petrotrin 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 36 of the FOIA

The designated officer (alternate) for Petrotrin is Mr. Kevin M. Singh. All communication should be addressed as follows:

Designated Officer  
Public Information Unit  
Petrotrin  
Guaracara Park  
Pointe-a-Pierre

To contact the Unit, the public may either:

Phone	658-0056 or 658-4200 Ext. 2037
Fax	658-0056
e-mail	<a href="mailto:freedomofinformation@petrotrin.com">freedomofinformation@petrotrin.com</a>

#### **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 Petrotrin 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 can be accessed at our reading room at Petrotrin's Public Information Unit Building, Guaracara Park, Pointe-a-Pierre during the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. Monday – Friday.

**Policy of Petrotrin for provision of copies of documents:**

- ↪ Charge for photocopies is \$0.50 per page.
- ↪ Certain provision of 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 willful malicious use of the said property
- ↪ Downloading of information from the Company's information technology systems and data bases is strictly prohibited
- ↪ No smoking, eating or drinking is allowed in the Reading Room.

**SECTION 8 STATEMENT**

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

**SECTION 9 STATEMENT**

The public is asked to note that due to the volume of documents produced by the Company pertaining to this Section, an index has been prepared and is available for inspection upon request.

**Section 9(1)(a)****A report or a statement containing the advice or recommendations, of a body or entity established within Petrotrin**

1. Departmental workshops, seminars and training sessions
2. Policies and Procedures with regard to
  - a. the issuing and evaluation of tenders and contracts
  - b. consultant register of interest
  - c. personnel administrative matters
  - d. information technology
  - e. Company property
  - f. lease acquisition
  - g. schedule of financial authorities
  - h. car lease rental
  - i. housing – residential properties
  - j. governance issues
3. Accident/Incident Reports
4. Implementation of Geographic Information System Pilots
5. Hurricane Emergency Response Plan
6. Pipeline inspection
7. Recommendations for the release of Company lands
8. Proposal for remediations
9. Crude production, storage, preparation and handling requirements
10. Human resource and personnel issues reports

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11. Information technology improvements and strategies
12. Royalty Split Reports
13. Pollution, health, safety, environment and other field visit reports
14. SW Soldado Development Plan
15. Tools, equipment and materials reports including reliability, inventory, dispatch, movement, repairs and servicing
16. Legal Opinions
17. Agreements and contracts
18. Statement of State owned trees cut and purchased by Petrotrin
19. SAP R/3 matters
20. Statement of earnings
21. Daily electrical outage reports
22. Safety inspections
23. Standing field instructions
24. Project emergency response plans and respondent tabletop exercises
25. Oil spill contingency plans and respondent tabletop exercises

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

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

- (i) of a body or entity established outside Petrotrin by or under a written law
- (ii) 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 Petrotrin or to the responsible Minister of Petrotrin

1. Project implementation plans
2. Restart of oil producing fields
3. Safety and inspection reports
4. Information technology report

#### **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 Petrotrin:**

1. Integration of Trinmar into Petrotrin
2. Voluntary Selective Separation Plan Task Force report
3. Review of Wells, Lease Operatorship Programme
4. Accident/incident reports
5. Pre-budget preparation
6. Employee benefit plans
7. Financial instruments and arrangements

#### **Section 9(1)(d)**

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

1. Accident/incident reports
2. Pollution claims
3. Periodic financial data reports
4. First draft of the National Oil Spill Contingency Plan for Trinidad and Tobago

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5. Cost efficiency reports
6. Human resource matters
7. Listing of external legal services
8. Requests for assistance from Government agencies
9. Manual and digital Maps
10. Pollution, environmental and other field visit reports
11. Stakeholder survey of the Shore of Peace Cremation Site
12. Information technology reports
13. Process safety management reports
14. HAZOPs
15. Safety Committee reports
16. Site Inspection Visit reports
17. HSE Audit reports

#### **Section 9(1)(e)**

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

1. Suriname gas station project
2. Asbestos test clearance reports for schools
3. Health, safety and environmental reports
4. The southern district land spreading unit – field supervisor’s guide
5. Trinity Waterflood-corrosion and biocide treatment
6. Restart of steam injection in Parrylands “E” area
7. Crude production, storage, preparation and handling requirements reports
8. Information technology reports
9. Pipelines network
10. Groundwater management
11. Survey plans
12. Technical work programmes prior to execution of jobs
13. Emergency response plans
14. Oil spill contingency plans
15. Refinery program reports
16. Laboratory analyses
17. IADB Annual Environmental reports

#### **Section 9(1)(f)**

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

1. Training programmes
2. Legal Opinions
3. Benchmarking reports
4. Health, safety and environment reports
5. Job evaluation and HRXpert reports

#### **Section 9(1)(g)**

**A report prepared within Petrotrin 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.**

1. Reports which impact on engineering standards and codes.

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**Section 9(1)(h)**

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

1. Departmental periodic highlights and performance indicators
2. Crude production, storage, preparation and handling requirements
3. Monthly summary of tenders and contracts awarded
4. Balance scorecard and benchmarking
5. Cost efficiency reports
6. Team building exercises
7. Personal performance/assessment reports
8. Monthly Corporate Overview, annual report and other periodic financial data
9. Periodic personnel administration and human resources reports
10. Lease operatorship performance reports
11. Performance enhancement report
12. Health, safety and environment periodic reports
13. Project status reports
14. Tools, equipment and materials reports including performance and reliability
15. Marine reports including cargoes, boat costs, passenger boardings, allocation of resources with crane barge and vessels
16. Listing of outstanding diagnostics jobs
17. Insurance audits
18. Reports of periodic and ad hoc meetings with suppliers of goods and services
19. Annual technical reports
20. Report to Customs and Excise Division
21. Reports of Internal Audit Department on review of Company policies, procedures, processes and operations.

**Section 9(1)(i)**

**A report containing:**

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

1. Budgets
2. Business Plan
3. Strategic Plan
4. Organisation structures and functional charts
5. Human resource matters including job descriptions and evaluations, manpower proposals and collective agreements

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**Section 9(1)(j)**

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

At this time we have no statements containing advice or recommendations under this section.

**Section 9(1)(k)**

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

1. Information technology reports
2. Brush transformers
3. Guidelines for the purchase of new plant and equipment
4. Product certificates of quality

**Section 9(1)(l)**

**An environmental impact statement prepared within Petrotrin.**

1. Parrylands Environmental Impact Assessment
2. Study on the Moruga West Joint Venture
3. Drilling of 39 wells at Point Fortin, Guapo and Fyzabad
4. Drilling of 33 wells at Penal, Barrackpore and Wilson
5. Environmental impact assessments on Petrotrin's operations (both existing and proposed)

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

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

1. Valuators Daily reports
2. Actuarial valuations

**2008 July 16**

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LOSS OF GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED POLICIES

SWORN declaration having been made that Policy Number 800028653-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of MAXINE RAMDASS 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.  
7th July, 2008.

1325

SWORN declaration having been made that Policy Number 800043045-2 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JASON DAVIDSON 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.  
7th July, 2008.

1326

SWORN declaration having been made that Policy Number 800045184-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of NYGHTON RAMSEY 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.  
7th July, 2008.

1327

SWORN declaration having been made that Policy Number 800016939-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of STEPHANIE KNIGHTS 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.  
7th July, 2008.

1328

SWORN declaration having been made that Policy Number 800036060-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of GREGORIE WILLIAMS 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.  
7th July, 2008.

1329

SWORN declaration having been made that Policy Number 800009950-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of GARVIN WELLS 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.  
7th July, 2008.

1330

SWORN declaration having been made that Policy Number 800031057-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of KENT SHIELDS 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.  
7th July, 2008.

1331

SWORN declaration having been made that Policy Number 800022915-3 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JOYCELYN DUNCAN 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.  
7th July, 2008.

1332

SWORN declaration having been made that Policy Number DT9002285-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of STEPHEN WALDROPT 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.  
7th July, 2008.