

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—

Police Service Commission (Amendment) (No. 2) Regulations, 2006-(Legal Notice No. 80 of 2006).

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APPOINTMENT TO ACT AS MINISTER OF PUBLIC ADMINISTRATION AND INFORMATION

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. MARTIN JOSEPH, a Senator, to act in the Office of Senator Dr. the Honourable LENNY SAITH, Minister of Public Administration and Information, with effect from the evening of 24th April, 2006 and continuing during the absence from Trinidad and Tobago of the said Senator Dr. the Honourable Lenny Saith, in addition to the discharge of his normal duties.

H. HEMNATH Secretary to His Excellency the President

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24th April, 2006.

APPOINTMENT TO ACT AS MINISTER OF ENERGY AND ENERGY INDUSTRIES

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MRS. CHRISTINE SAHADEO, a Senator, to act in the Office of Senator Dr. the Honourable LENNY SAITH, Minister of Energy and Energy Industries, with effect from the evening of 24th April, 2006 and continuing during the absence from Trinidad and Tobago of the said Senator Dr. the Honourable Lenny Saith, in addition to the discharge of her normal duties.

H. HEMNATH Secretary to His Excellency the President

24th April, 2006.

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APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed Ms. ROSE JANNEIRE, to be temporarily a member of the Senate, with effect from 25th April, 2006 and continuing during the absence from Trinidad and Tobago of Senator Dr. LENNY SAITH.

H. HEMNATH Secretary to His Excellency the President

APPLICATION FOR A PIPELINE LICENCE BY BG TRINIDAD AND TOBAGO LIMITED

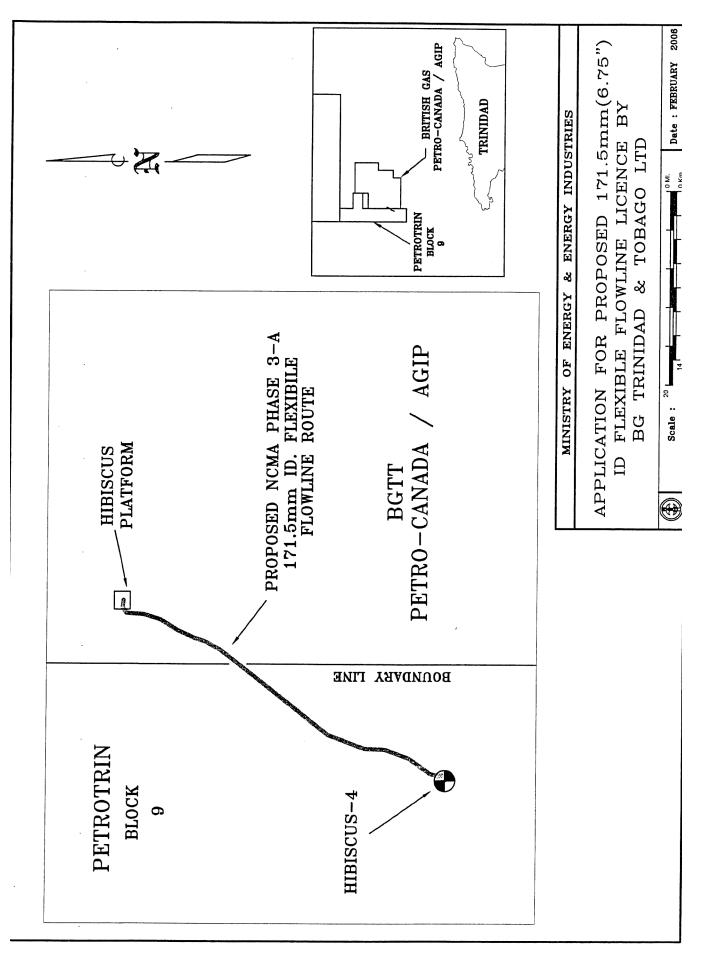
PURSUANT to section 7 of the Petroleum Act, Chap. 62:01, notice is hereby given that an application for a pipeline licence has been made by BG Trinidad and Tobago Limited to construct, install, maintain and operate a pipeline as described in the attached Schedule along the route indicated in the attached map marked "A".

Any person may object to the issue of the above-mentioned licence on the ground that it is inconsistent with, or would interfere with, rights held by him under the Petroleum Act, Chap. 62:01.

All objections to the grant of the Pipeline Licence to the afore-mentioned applicant may be lodged with the Minister of Energy and Energy Industries within thirty days of the date hereof at Government Offices, Riverside Plaza, Level 9, Besson Street, Port-of-Spain.

SCHEDULE ABOVE REFERRED TO-DESCRIPTION OF PIPELINE

			SCHEDULE ABOVE REFERRED TO—DESCRIPTION OF PIPELINE		
Route			The proposed 171.5 mm (6.75-inch) flexible flowline will begin at the Hibiscus 4 well in Block 9 and end at the BGTT Hibiscus "A" Platform in the NCMA Block. Reference Map "A".		
Length			4510.0 metres (14797.0 feet).		
Specification of Pipeli	ne		Outside Diameter—317.6 mm (12.5-inch). Internal Diameter—171.5 mm (6.75-inch).		
Material of Constructi	ion		The flexible pipe consists of a combination of helically wound steel armour wires and concentric, extruded or wound polymer layers.		
Coating Specification			External—An outer sheath of Medium Density Polyethylene (MDPE)—10.0 mm (0.4-inch). Internal—None.		
Fabrication			The flexible line will be in 3 sections, each mechanically connected by Grayloc hubs.		
Cathodic Protection			The end fittings will be protected by Aluminium-Zinc-Indium sacrificial anodes.		
Depth of Line			The pipeline will be laid on the seabed in a water depth of 154 metres (505 feet).		
Fluid for Transmissio	n		Natural Gas and Condensate.		
Design Pressure			248.2 bars g (3600.0 psig)		
Maximum Allowable Operating Pressure		ng	248.2 bars g (3600.0 psig).		
Operating Pressure			165.5 bars g (2400.0 psig)		
Hydrotest Pressure			1.5 x Design Pressure		
Estimated Capacity			$4.2 \ge 10^{6} \text{m}^{3}/\text{d} (150.0 \text{ MMscf/d}) \text{ and } 23.8 \text{m}^{3}/\text{d} (150 \text{ bbls/d})$		
Owners of lease through which line will pass			Petrotrin, BG/Petro-Canada/AGIP		
Estimated Cost			US \$8 Million.		



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO UPDATED PUBLIC STATEMENT OF THE REGULATED INDUSTRIES COMMISSION IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999 (FOIA)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) the Regulated Industries Commission (the Commission) is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

- (1) A legal right for each person to access information held by the Regulated Industries 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 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 Regulated Industries Commission

Mission Statement:

- To ensure that service providers maintain reliable and efficient services at fair and reasonable rates.
- To build a credible and transparent regulatory regime that responds adequately to stakeholders' concerns.
- To demonstrate fairness, equity and concern for the national welfare in the performance of the Commission's functions.

The Regulated Industries Commission is a Statutory Body established by Act No. 26, of 1998 (the RIC Act) to regulate and monitor the operations of the service providers named in the RIC Act. The RIC replaced the Public Utilities Commission (PUC) whose jurisdiction was issued under the Public Utilities Commission Act Chap 34:01, which was repealed under the RIC Act. The named service providers that presently fall under the purview of the RIC Act include:

- The Water and Sewerage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Power Generation Company of Trinidad and Tobago (PowerGen)
- Trinity Power Limited (formerly InnCogen Limited)

With the proclamation of the Telecommunications Act 2001, the Commission no longer possesses regulatory authority over the Telecommunications Services of Trinidad and Tobago (TSTT) and telephone services. TSTT now falls under the purview of the Telecommunications Authority of Trinidad and Tobago.

The role of the Commission has been expanded under the RIC Act to include:

- Making Recommendations to the Minister on the awarding of licences.
- Monitoring and enforcing compliance with licence conditions and imposing penalties for non-compliance.
- Prescribing and monitoring standards of service.
- Establishing the principles on which tariffs will be based and conducting periodic reviews of rates.
- Conducting studies of efficiency and economy of operation and performance by service providers.
- Investigating consumer complaints and facilitating relief in respect of rates, billing and unsatisfactory service.
- Facilitating competition among service providers, where desirable.
- Collection of licence fees.

The Commission consists of a Chairman, Deputy Chairman and at least three (3) other members. The total composition of the Commission shall not consist of less than five (5) or more than seven (7) members, appointed by the President for a maximum of five (5) years in each case. The RIC Act also provides for an Executive Director, who is presently contracted for two (2) years.

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The functions of the Commission are discharged with the assistance of the thirty (30) members of staff employed at the office of the Commission. Staff serves as a support arm of the Commission by functioning in furtherance to the mandate of the Commission. The organizational structure of the Commission is attached.

The office of the Commission is located on the 1st and 3rd Floors, Furness House, Corner of Wrightson Road and Independence Square, Port-of-Spain.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Regulated Industries Commission

- 1. Files dealing with administrative support and general administrative documents for the operations of the Commission;
- 2. Personnel files, re: staff appointments, job applications, job specifications, promotions, resignations, deaths, retirements, leave, vacation, etc.;
- 3. Files dealing with accounting and the financial management of the Commission;
- 4. Other financial records relating to expenditure by the Commission (including cheques, vouchers, receipts etc);
- 5. Files dealing with matters relating to the procurement of goods and services;
- 6. Legislation and Legal Instruments;
- 7. Customer service records including completed complaint forms or letters of complaint;
- 8. News releases originating in the Commission;
- 9. Materials dealing with conferences and events hosted by the Commission;
- 10. Reports/ Judgements of the Public Utilities Commission (PUC);
- 11. Consultation Documents;
- 12. Minutes/Agenda of meetings held by the Commission;;
- 13. Library material including
 - a. Books
 - b. Periodicals
 - c. Newspaper clippings

14. Research papers on various aspects of the operations of the Service Providers.

Section 7 (1) (a) (iii) Materials prepared for publication or inspection

The public may inspect and/or obtain copies of the materials listed below between the hours 8.00 am to 4.00 pm on normal working days at:

The Regulated Industries Commission 1^{st} and 3^{rd} Floors Furness HouseCorner of Wrightson and Independence SquarePort of SpainRepublic of Trinidad and Tobago1-868-627-7820/0821/0503 (Tel. No.)1-868-625-5384/3655 (Tel. No.)1-868-624-2027 (Fax)http://www.ric.org.ttricoffice@ric.org.tt(E-mail)

The following documents may be accessed by the public:

- 1. The Regulated Industries Commission Act, 1998;
- 2. Information Documents prepared by the Commission;
- 3. Consultation Documents prepared by the Commission;
- 4. Utility Standards;
- 5. TTEC Rate Review Documents;
- 6. RIC Newsletters/ Brochures;
- 7. Video Clippings: RICs Press Conferences and Consultations

Section 7 (1) (a) (iv) Literature available by Subscription

The Commission does not possess any literature available by subscription.

Section 7 (1) (a) (v) Procedure to be followed when accessing a document from the Regulated Industries Commission

How to Request Information

General Procedure

Our policy is to answer all requests, oral and written requests, 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), <u>you must make</u> <u>your request in writing</u>. The applicant must therefore, complete the appropriate form (**Request for Access to Official Documents**) available from our Designated Officer, in order to access information that is not readily available in the public domain.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of the Commission [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 the Commission or from another public authority, for example brochures, pamphlets, reports, magazines, journals.

Responding to your request

Retrieving Documents

The Commission is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage.

• 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 will not attempt to reconstruct. 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.
- (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 to diligently 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 of call or write to confirm that we have received the request and to ascertain its status.

• Time allowed

We will determine whether to grant your request for access to information <u>as soon as practicable but no later that 30 days</u> 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 Regulated Industries Commission who are responsible for:

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

The Designated Officer is:

Belinda Samlal Librarian The Regulated Industries Commission 1st and 3rd Floors Furness House Corner of Wrightson and Independence Square Port of Spain Republic of Trinidad and Tobago 1-868-627-7820 ext 233 (Tel. No.) 1-868-624-2027 (Fax) <u>samlalb@ric.org.tt</u> (E-mail)

The Alternate Officer is:

Turkessa Blades Legal/Corporate Secretary The Regulated Industries Commission 1st and 3rd Floors Furness House Corner of Wrightson and Independence Square Port of Spain Republic of Trinidad and Tobago 1-868-627-7820 ext 325 (Tel. No.) 1-868-624-2027 (Fax) bladest@ric.org.tt (E-mail)

Section 7 (1) (a) (viii) Library /Reading Room Facilities

Certain documents may be readily assessed in our Library/Information Centre or through our website at <u>www.ric.org.tt</u>. You may make general enquiries to our Librarian at 627-7820 ext 233.

The Library/Reading Room in the Regulated Industries Commission is located at 1st Floor Furness House Corner of Wrightson and Independence Square Port of Spain Republic of Trinidad and Tobago

The Library/Reading Room is open to the public from Mondays to Fridays between the hours of 8.00 am - 4.00 pm.

No eating, smoking or drinking is allowed in the Library/Information Centre.

All documents are available for reference. Library materials are not available for loan.

Section 8 (1) (a) (i)

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

- 1. Legal Notice No. 83 of 2001 The Regulated Industries Commission (Approval of Cess) Order 2001.
- 2. Legal Notice No. 42 of 2002 The Regulated Industries Commission (Approval of Cess) Order 2002.
- 3. Legal Notice No. 104 of 2003 The Regulated Industries Commission (Approval of Cess) Order 2003.
- 4. Legal Notice No. 133 of 2004 The Regulated Industries Commission (Approval of Cess) Order 2004.
- 5. Legal Notice No. 64 of 2004 The Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004.
- 6. Legal Notice No. 50 of 2005 The Regulated Industries Commission (Approval of Cess) Order 2005
- 7. Legal Notice No. 282 of 2005 Notice of the Trinidad and Tobago's Electricity Commission's request for a review of tariffs

Section 8 (1)(a)(ii)

Manuals of 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 procedures.

- 1. The Commission's Policy Manual
- 2. FOIA responses
- 3. Complaints Responses

Section 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.

- 1. Legal Notice No. 64 of 2004 Regulated Industries Commission Electricity (Transmission and Distribution) Order 2004.
- 2. Legal Notice No. 282 of 2005 Notice of the Trinidad and Tobago's Electricity Commission's request for a review of tariffs

SECTION 9 STATEMENTS

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public by a scientific – relating to or based on science; systematic, methodical - or technical – having to do with the practical skills of a particular subject, for example, science - expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

- Water Quality testing from outside agency/agencies
- International Call Centres
- 2003 Report on T&TEC's Rio Claro Substation
- 2003-2004 Report on Pollution of the Caroni River affecting the Caroni Arena Water Treatment Plant.

Section 9 (1) (f) A report prepared for the public authority by a consultant who was paid for preparing the report

- 2003 Report on The Willingness To Pay for Changes in Water, Wastewater and Electricity Services in Trinidad and Tobago.
- Report of Rate of Return Review for TSTT 1999-2003.
- Information Technology Incident Report 2005
- 2005 Draft Final Report Analysis of Investment Plans and Advisory on Asset Valuation Methodology in respect of the Trinidad and Tobago Electricity Commission.

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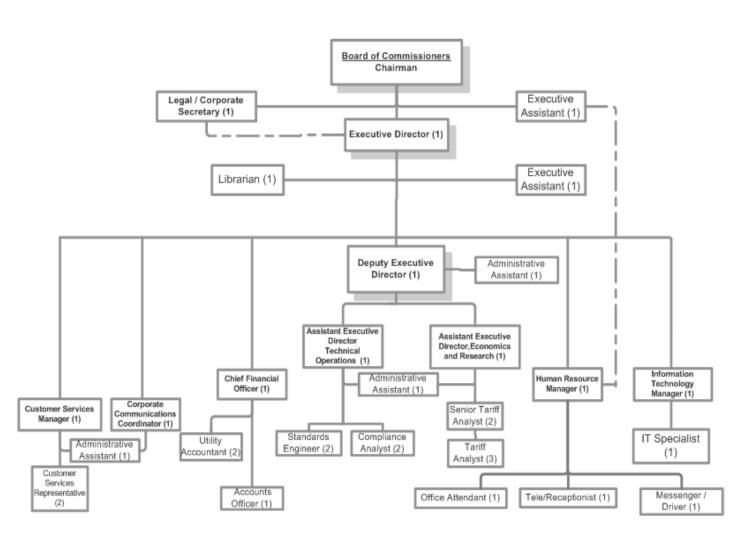
Section 9(1)(h)

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.

The following reports relate to the performance and efficiency of the RIC:

- Certificate and Report of the Auditor General on the Accounts of the RIC for the period June 01 to December 31, 2000. The report is dated December 4, 2001.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended December 31, 2001. The report is dated July 27, 2001.
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended December 31, 2002. The report is dated February 24, 2005
- Certificate and Report of the Auditor General on the Accounts of the RIC for the year ended December 31, 2003. The report is dated August 20, 2005.

The Commission is not in possession of information under Sections 9 (1), (a), (b), (c), (d), (g), (j), (k), (l), (m).



RIC Organisation Structure

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Updated 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 and update 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 TTEC;
- 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:

A.Sankar Comment: TTEC

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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

A Board of Commissioners appointed by the Government of the Republic of Trinidad and Tobago and an Executive Management Team headed by the General Manager are responsible for the management of the Commission. The Commission is structured into six (6) functional Divisions – Administration, Engineering, Finance, Human Resources, Distribution and Transmission. 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, Metering, Information Systems and Supplies Departments.

Engineering Division

The Engineering Division is responsible for generation planning and interface, planning design and implementation of the Transmission and Subtransmission systems, System control, Communications systems, and System Protection. This Division consists of the following Departments – Generation, Communication and Networking, Protection and SCADA and Planning and Control.

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.

Human Resources Division

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

Distribution Division

The Distribution Division is responsible for planning, designing and developing the distribution network at 12,000 Volts and below, operating and maintaining the electricity distribution systems and providing customer service. This Division comprises five (5) distribution Areas (Northern, Southern, Eastern, Central and Tobago), which are managed by Area Managers.

Transmission Division

The Transmission Division is responsible for designing, developing, operating and maintaining the transmission and sub-transmission network comprising transmission lines and substations. The Transmission Division is also responsible for the National Streetlighting Programme. The Division consists of the following Departments – Transmission Development and Engineering Services, Transmission Operations and Maintenance, Projects, Technical Support and Training and the Streetlighting Implementation Unit.

SECTION 7(1) (a) (ii)

<u>CATEGORIES OF DOCUMENTS HELD AND MAINTAINED IN THE POSSESSION</u> <u>OF T&TEC</u>:

- 1. Strategic Plans;
- 2. Business Plans;

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

SECTION 7(1) (a) (iii)

MATERIAL PREPARED FOR INSPECTION OR PUBLICATION BY THE PUBLIC:

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 1st Quarter 1998;
- 9. Quarterly Financial Report 2nd Quarter 1998;
- 10. Quarterly Financial Report 3rd Quarter 1998;
- 11. Quarterly Financial Report 4th Quarter 1998;
- 12. Quarterly Financial Report 1st Quarter 1999;
- 13. Quarterly Financial Report 2nd Quarter 1999;
- 14. Quarterly Financial Report 3rd Quarter 1999,
- 15. Quarterly Financial Report 4th Quarter 1999;
- 16. Quarterly Financial Report 1st Quarter 2000;
- 17. Quarterly Financial Report 2nd Quarter 2000;
- 18. Quarterly Financial Report 3rd Quarter 2000;
- 19. Quarterly Financial Report 4th Quarter 2000;

- 20. Quarterly Financial Report 1st Quarter 2001;
- 21. Quarterly Financial Report 2nd Quarter 2001;
- 22. Quarterly Financial Report 3rd Quarter 2001; 23. Quarterly Financial Report 4th Quarter 2001;
- 24. Quarterly Financial Report 1st Quarter 2001;
- Quarterly Financial Report 1st Quarter 2002;
 Quarterly Financial Report 2nd Quarter 2002;
- 26. Quarterly Financial Report 3rd Quarter 2002;
- 27. Quarterly Financial Report 4th Quarter 2002;
- 28. Quarterly Financial Report 1st Quarter 2002;
- 29. Quarterly Financial Report 2nd Quarter 2003;
- 30. Quarterly Financial Report 3rd Quarter 2003;
- 31. Quarterly Financial Report 4th Quarter 2003;
- 32. Quarterly Financial Report 1st Quarter 2004;
- 33. Quarterly Financial Report 2nd Quarter 2004;
- 34. Quarterly Financial Report 3rd Quarter 2004;
- 35. Quarterly Financial Report 4th Quarter 2004;
- 36. Quarterly Financial Report 1st Quarter 2005;
- 37. Quarterly Financial Report 2nd Quarter 2005;
- 38. Quarterly Financial Report 3rd Quarter 2005;
- 39. Energy Sales and Peak Demand Forecast 2001;
- 40. Energy Sales and Peak Demand Forecast 2002;
- 41. Energy Sales and Peak Demand Forecast 2003;
- 42. Energy Sales and Peak Demand Forecast 2004;
- 43. Energy Sales and Peak Demand Forecast 2005;
- 44. Energy Sales, Peak Demand and Generation Statistics 1987 -2001;
- 45. Energy Sales, Peak Demand and Generation Statistics 1989 -2003;
- 46. Exchange Rate Adjustment Calculation;
- 47. Monthly Calculation of Fuel Charge;
- 48. Damaged Appliance Claims;
- 49. Damaged Appliance Claims Procedure;
- 50. Retroactive Billing Policy;
- 51. Training Policy;
- 52. Training Programme 2001;
- 53. Training Programme 2005
- 54. Employee Manual;
- 55. Code of Ethics;
- 56. Industrial Relations Procedural Instructions; Safety Manual; Safety Rules.

Material For Publication:

- 1. Wiring for Light and Power Booklet;
- 2. Know your Pole Number;
- 3. Pre-qualified Contractors;
- 4. T&TEC, RIC Standards and You;

- Towards a Better and Brighter Future A Consumer Guide to T&TEC's Application for a Review of tariffs;
- 6. Advice to Kite Flyers;
- 7. Consumption patterns of Appliances;
- 8. Conserve Electricity;
- 9. Holiday Safety;
- 10. Prepare for Hurricane Safely;
- 11. Guidelines on Food Care;
- 12. Learn About Electricity;
- 13. What to do During Periods of Load Shedding;
- 14. ; How much you pay for Electricity you use;
- 15. Electrical Safety Tips;
- 16. T&TEC Motor Protection Guide;
- 17. How to open a new Account;
- 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 The Nation's Sole Transmission and Distribution Utility.

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 Stanley Pierre Ottley Building 7 Uriah Butler Highway (North) Mt. Hope

Members of the public can contact the Librarian at, 663-2788 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

T&TEC's policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the public by the FOIA, the applicant <u>must</u> <u>make his/her request in writing</u>. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) available at T&TEC's Library for information that is not readily available in the public domain.

Addressing Requests

To facilitate their prompt handling requests should be addressed 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 the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with T&TEC's 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 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 T&TEC has in its possession, custody or power. T&TEC will furnish only one copy of a document. If T&TEC cannot make a legible copy of a document to be released, T&TEC may not attempt to reconstruct it. Instead T&TEC will furnish the best copy possible.

Please note T&TEC is not compelled to do the following:

- a) Create new documents. For example, T&TEC is not required to write a new program so that a computer will print information in the format preferred by the applicant.
- b) Perform research for the public.

Time Limits

General

- T&TEC will determine whether to grant a 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.

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 information under Section 36 of the FOIA

The Designated Officer to deal with the FOIA requests is: Mr. Israiell Ali Corporate Planner Trinidad and Tobago Electricity Commission Stanley Pierre Ottley Building # 7 Uriah Butler Highway (North) Mount Hope

Telephone: 663-2788, Extension 2160

The Alternate Officer is:

Ms. Avril Rahim Legal Officer II Trinidad and Tobago Electricity Commission Stanley Pierre Ottley Building # 7 Uriah Butler Highway (North) Mount Hope.

Telephone: 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.

SECTION 7(1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information in the public domain can be accessed at T&TEC'S library or through T&TEC website at <u>www.ttec.co.tt</u>.

Members of the public may make general enquiries to T&TEC Librarian at 663 –2788 Extension 2550.

T&TEC's Library/Reading Room is located on the third Floor of T&TEC 's Mt. Hope Offices, located at Stanley Pierre Ottley Building, 7 Uriah Butler Highway (North) Mt. Hope.

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, T&TEC has 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:

- o 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

- o Department Manuals, Policies and Procedures
- Strategic Plans
- o 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, T&TEC has no such documents.

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, T&TEC has 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:

The Regulated Industries Commission (RIC) Draft Determination on T&TEC's Rate Review Application

SECTION 9(1) (c)

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

At this time, T&TEC has 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, T&TEC has 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, T&TEC has no such reports.

SECTION 9(1) (f)

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

- 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;
- Report on Gap Analysis ISO9001: 2000 for T&TEC.

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.

The National Streetlighting Programme 2005 – 2007 Project Brief.

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, T&TEC has 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, T&TEC has no such reports.

SECTION 9(1) (j)

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

At this time, T&TEC has no such statements.

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, T&TEC has no such reports.

SECTION 9(1) (l)

An environmental impact statement prepared within T&TEC:

At this time, T&TEC has 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:

o Valuation Report on the Central Stores Warehouse

2006 February 17

SAWMILL LICENCES ISSUED DURING THE MONTH OF MARCH, 2006

IT IS HEREBY NOTIFIED as required by section 6 of the Sawmills Act, Chap. 66:02, that Licences, issued in the month of March, 2006, to carry on the business of a Sawmill for the year ending 31st December, 2006, have been granted as follows:

Licence No.	Name of Sawmiller		Date of Issue	Location of Sawmill
4/2006 (N)	Sasenath Hanoo		3rd March, 2006	 Light Pole No. 170, Caparo Main Road
5/2006 (N)	Errol Aking		13th March, 2006	 Eastern Main Road, Arima
6/2006 (N)	Albert Charles		17th March, 2006	 11 Mile Mark, Toco Main Road, Matura
7/2006 (N)	Adesh Roopnarine		17th March, 2006	 Orange Field Road, Chase Village
8/2006 (N)	John Dick		21st March, 2006	 Light Pole No. 184, Brasso Caparo Road, Caparo
9/2006 (N)	C. Maharaj		29th March, 2006	 No. 72 Depot Road, Longdenville
$10/2006\ (N)$	Neeshan Resal		29th March, 2006	 No. 187–189 Mission Road, Freeport
11/2006 (N)	Harbance Seejattan		29th March, 2006	 1105, San Fernando-Siparia- Erin Road, Debe
$12/2006\ (N)$	Kamala Sooknanan		29th March, 2006	 No. 45 Southern Main Road, Couva
$13/2006\ (N)$	Jebodh Jagmohan		29th March, 2006	 331, Rochard Road, Penal
14/2006 (N)	Premadath Maharaj		29th March, 2006	 733, Torrib-Tabaquite Road, New Grant
15/2006 (N)	Rubina Shaffie		29th March, 2006	 El Socorro Extension Road, San Juan
16/2006 (N)	Ramesh Seebalack		29th March, 2006	 Seebalack Trace, Rochard Road, Penal
17/2006 (N)	Kenneth Seecharan		29th March, 2006	 Main Road, Tabaquite
18/2006 (N)	Ramesh Seebalack		29th March, 2006	 Seebalack Trace, Rochard Road, Penal
19/2006 (N)	Moti Mala Ramoutar		29th March, 2006	 Eastern Main Road, Manzanilla
20/2006 (N)	Seesahai Ramsahai		29th March, 2006	 10, Samnah Street, Canefarm, Arouca
21/2006 (N)	Keith Phillip		29th March, 2006	 4 ¹ /2 Mile Mark, Eastern Main Road, d'Abadie
22/2006 (S)	Sastree Ramoutar Ramnasibsingh		3rd March, 2006	 31–35, Cunapo Southern Main Road, Rio Claro
23/2006 (S)	Rick's Lumber Yard Ltd		8th March, 2006	 No. 545 Rochard Road, Barrackpore
24/2006 (S)	Seepersad Singh		13th March, 2006	 No. 197 Union Road, Marabella
25/2006 (S)	Deonanan & Ophelia Ramnarine		14th March, 2006	 No. 16 King's Wharf, San Fernando
26/2006 (S)	John & Taramatie Jaggersar		27th March, 2006	 Penal-Quinam Road, Penal
27/2006 (S)	G & P Sawmilling Industry		27th March, 2006	 4 ¹ /2 Mile Post, Penal Rock Road, Penal
28/2006 (S)	Rambachan Seepersad		28th March, 2006	 Light Pole No. 9, Old Clarke Road, Penal
29/2006 (S)	Vironica Valdez	• …	28th March, 2006	 Seemungal Trace, Penal Rock Road, Penal
30/2006 (S)	Loddie Valdez		28th March, 2006	 Arjoonsingh Trace, Penal Rock Road, Penal
31/2006 (S)	Bharat Ramnarine		28th March, 2006	 No. 29 Rochard Road, Penal
32/2006 (S)	Diptee Bachue		28th March, 2006	 No. 1 Moolchan Trace, Rock Road, Penal
33/2006 (S)	Russel Sawh		29th March, 2006	 No. 34 Light Bone, Gasparillo

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LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

SURINDRANATH MAHARAJ having made sworn declaration that Policy Number 349351 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of SURINDRANATH MAHARAJ 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 date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue, Barataria.

760

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:

Name			Policy Number
ANJEE MAHARAJ PAN'	ΓIN	 	3356290
VISHRAM LALTOO		 	4724106

American Life and General Insurance Company (Trinidad and Tobago) Limited

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

761

LOSS OF SCOTIALIFE TRINIDAD AND TOBAGO LIMITED POLICY

SWORN declaration having been made that the following Policy issued by SCOTIALIFE TRINIDAD AND TOBAGO LIMITED 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 date thereof, the duplicate policy will be issued.

	Policy Number			
RICHARD	DAVIS			 U00033P01

762

LOSS OF BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED POLICIES

NOTICE is hereby given that Policy Number 101449778 issued by BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED on the life of KENCILLA JUMRATTIE has been reported lost.

Unless objection is raised within one month of the date thereof, this Company intends to issue a duplicate policy.

> BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED

763

NOTICE is hereby given that Policy Number 361429 issued by BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED on the life of FITZPATRICK PITT has been reported lost.

Unless objection is raised within one month of the date thereof, this Company intends to issue a duplicate policy.

BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED

764

LOSS OF NATIONWIDE INSURANCE COMPANY LIMITED POLICY

GRACE AUGUSTINE having made sworn deposition that Policy Number 90038365 issued by NATIONWIDE INSURANCE COMPANY LIMITED on the life of GRACE AUGUSTINE 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.

NATIONWIDE INSURANCE COMPANY LIMITED

765

LOSS OF SAGICOR LIFE INC. POLICY

ROBERT BOOPSINGH having made sworn deposition that Policy Number 06563681 issued by Sagicor Life Inc. on the life of ROBERT BOOPSINGH 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.

766

LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to record that ELLALEEN BRISTOL Policies Numbers T: 28592T and TD: 10841 were declared as lost/ misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street, Port-of-Spain.

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PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to CEDRIC TIMOTHY a replacement Policy Number GEM:000008293 declared as lost/ misplaced/stolen.

49, Dundonald Street, Port-of-Spain. MEGA INSURANCE COMPANY LIMITED

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

SANGRE GRANDE

NOTICE is hereby given that the Licensing Committee for the Licensing District of North-Eastern Counties (St. Andrew and St. David), has appointed WEDNESDAY THE 21ST DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Sangre Grande Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Licences in the above-mentioned District for the period 1st July, 2006 to 31st March, 2007 in pursuance of the above Act.

All applications for Certificates for New Licences must be submitted to the Secretary of the Licensing Committee in writing in triplicate on the prescribed form together with an application fee of forty dollars (\$40.00) and should reach him not later than the 31st day of May, 2006.

All applicants are required to produce documentary evidence of their Board of Inland Revenue File Number.

Dated this 6th day of April, 2006 at the Sangre Grande Magistrate's Court.

G. PERSAD Secretary, Licensing Committee, North-Eastern Counties

769

MAYARO

NOTICE is hereby given that the Licensing Committee for the County of Nariva/Mayaro Licensing District, has appointed WEDNESDAY THE 14TH DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Mayaro Magistrate's Court as the day, date, hour and place at which a session will be held for the granting of Certificates for the issue of Licences for the period 1st July, 2006 to 31st March, 2007 in pursuance of the provisions of the above Act.

All applications for New Licences must be submitted in triplicate on the prescribed form and accompanied by an approved plan of the premises sought to be licensed, together with the prescribed fee of forty dollars (\$40.00) and should reach the Secretary, Licensing Committee, Mayaro on or before Wednesday 24th May, 2006.

Dated this 6th day of April, 2006 at the Mayaro Magistrate's Court.

F. PERSAD Secretary, Licensing Committee, South-Eastern Counties

770

RIO CLARO

NOTICE is hereby given that the Licensing Committee for the Rio Claro Licensing District, has appointed THURSDAY THE 8TH DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Rio Claro Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Licences for the period 1st July, 2006 to 31st March, 2007 in pursuance of the provisions of the above Act.

All applications for New Licences must be submitted in triplicate on the prescribed form and accompanied by an approved plan of the premises sought to be licensed, together with the prescribed fee of forty dollars (\$40.00) and should reach the Secretary, Licensing Committee, Rio Claro on or before Thursday the 18th day of May, 2006.

Dated this 13th day of April, 2006 at the Rio Claro Magistrate's Court.

G. PERSAD Secretary, Licensing Committee, South-Eastern Counties 771

(Sale of Produce Act, Chap. 63:52)

SANGRE GRANDE

NOTICE is hereby given that the undersigned Magistrate has appointed WEDNESDAY THE 21ST DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Sangre Grande Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Licences as Dealers in Licensable Produce in the Magisterial District of Sangre Grande for the period 1st July, 2006 to 31st December, 2006.

All applications for such Licences must be submitted to the Magistrate in writing in duplicate on the prescribed form and should reach him not later than the 6th day of June, 2006.

Dated this 6th day of April, 2006 at the Sangre Grande Magistrate's Court.

C. A. BLAKE Senior Magistrate, North-Eastern Counties

772

MAYARO

NOTICE is hereby given that the undersigned Magistrate has appointed WEDNESDAY THE 14TH DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Mayaro Magistrate's Court as the day, date, hour and place at which a session will be held for the granting of Licences as Dealers in Licensable Produce in the County of Nariva/Mayaro Licensing District, for the period 1st July, 2006 to 31st December, 2006 in pursuance of the provision of the above Act.

All applications for such licences must be submitted to the Magistrate in duplicate on the prescribed form and should reach him/her on or before 31st May, 2006.

Dated this 6th day of April, 2006 at the Mayaro Magistrate's Court.

J. NARAINE Senior Magistrate, South-Eastern Counties

773

RIO CLARO

NOTICE is hereby given that the undersigned Senior Magistrate has appointed THURSDAY THE 8TH DAY OF JUNE, 2006 at 9.00 o'clock in the forenoon at the Rio Claro Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Licences as Dealers in Licensable Produce in the Rio Claro Licensing District, for the period 1st July, 2006 to 31st December, 2006 in pursuance of the provisions of the above Act.

All applications for such Licences must be submitted to the Magistrate in duplicate on the prescribed form and should reach him on or before Thursday the 25th day of May, 2006.

Dated this 13th day of April, 2006 at the Rio Claro Magistrate's Court.

O. C. JOKHAN Senior Magistrate, South-Eastern Counties