



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 47

Port-of-Spain, Trinidad, Wednesday 20th August, 2008—Price \$1.00

No. 121

1426

APPOINTMENT TO SHORT SERVICE COMMISSIONS IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (REGIMENT AND COAST GUARD)

IN ACCORDANCE with the provisions of section 16, Part III of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that His Excellency the President has approved the appointment of the undermentioned persons to Short Service Commissions in the Trinidad and Tobago Defence Force (Regiment and Coast Guard) in the ranks and positions stated hereunder, for a period of three (3) years in the first instance, with effect from 16th April, 2008:

<i>Name</i>	<i>Recommended Rank</i>	<i>Recommended Position</i>
MS. MISTY RAM	Lieutenant (N)	Health and Safety Environmental Officer (Trinidad and Tobago Coast Guard)
PETTY OFFICER ANDRE FERGUSON ...	Sub Lieutenant	Physical Training Officer (Trinidad and Tobago Coast Guard)
LANCE CORPORAL RICHARD LYNCH ...	Lieutenant	Welfare Officer (Trinidad and Tobago Regiment)
LANCE CORPORAL ANDREW SEESAHAI	Lieutenant	Communications Officer (Trinidad and Tobago Regiment)

11th August, 2008.

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

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REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Court House at Port-of-Spain on WEDNESDAY THE 10TH DAY OF SEPTEMBER, 2008 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at the Hall of Justice, Port-of-Spain on Wednesday the 17th September, 2008.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated the 8th day of August, 2008.

D. R. WAITHE
Assistant Registrar, Supreme Court



National Energy Corporation
of Trinidad and Tobago Limited

The 2008 Updated Public Statement of The National Energy Corporation of Trinidad and Tobago Limited in Compliance with Sections 7, 8 and 9 of The Freedom Of Information Act 1999

Under the Freedom of Information Act 1999 ("FOIA"), The National Energy Corporation of Trinidad and Tobago Limited (NEC) is required by Section 7, 8 and 9 of the FOIA to publish the following statements which list the documents and information generally available to the public. This includes the structure and functions of NEC and a list of categories of documents held by NEC. The FOIA also identifies those documents which are eligible for public access under it and sets out how to obtain same. The following information satisfies the legislative requirements of the FOIA.

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.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (i)

NEC is a wholly-owned subsidiary of the National Gas Company of Trinidad and Tobago Limited. NEC was incorporated as a company under the Companies Ordinance Chapter 31 on the 7th September, 1979 and continued under the Companies Act 1995 on 7th July, 1998. NEC also holds shareholding or equity interests in the following entities:

Subsidiary - Alutrint Limited
NEC's Shareholding/Equity Interest - 60%

Subsidiary - Alutech Limited
NEC's Shareholding/Equity Interest - 60%

THE SCOPE OF BUSINESS OF NEC AND ITS AFFILIATED COMPANIES IS:-

- Provision of industrial sites and marine infrastructure that meet the needs of new gas-based industries located in the country.
- Management of the harbour and specialised ports and marine facilities at Port Point Lisas and the Port of Brighton.
- Transformation of Union Estate at La Brea into a world-class industrial parkland for the siting of large-scale energy plants and complexes and the promotion of associated downstream industries.
- Management and development of, on behalf of the National Gas Company of Trinidad and Tobago Limited, the La Brea Industrial Estate and attendant port and marine facilities at the Port of Brighton.
- Promotion and development of an aluminium smelter and its associated down stream industries

CORPORATE INFORMATION

The NEC's registered office is located at Corner of Rivulet and Factory Roads, Brechin Castle, Couva.

The Company is governed by a Board of Directors appointed by the Government of the Republic of Trinidad and Tobago. One Board sub-committee assists in formulating and guiding the business and policies of the Company, namely:-

The Tenders Committee

The Company's executive management team comprises of the President, one Vice President, one Manager and several Superintendents and Heads of Departments.

COMPANY STRUCTURE

There are nine operating divisions within the NEC. They are:-

Business Development carries out the functions related to NEC's role as facilitator of gas-based industrial development. These include strategic

planning and research for the gas industry in Trinidad and Tobago, promotion and development of gas-based investments, and commercial services related to energy-intensive investment projects.

Marine and Terminal Operations ensures that all NEC owned marine terminals are properly maintained and remain available to Users on a continuous basis, and that all international safety, operating and environmental policies and standards are observed and enforced in order to facilitate the safe, secure and efficient loading and discharging of hazardous cargo.

Engineering Design and Construction carries out engineering designs and construction supervision for new industrial estates and port facilities.

Towage and Harbour Operations performs the task of managing the operation, maintenance and co-ordination of the company's fleet of tugs and other ancillary crafts that provide towage services to visiting ships, rigs and other marine vessels. The department is also responsible for the management and maintenance of the Point Lisas Harbour and its navigational aids.

Legal and Corporate Services provides legal and corporate secretariat services.

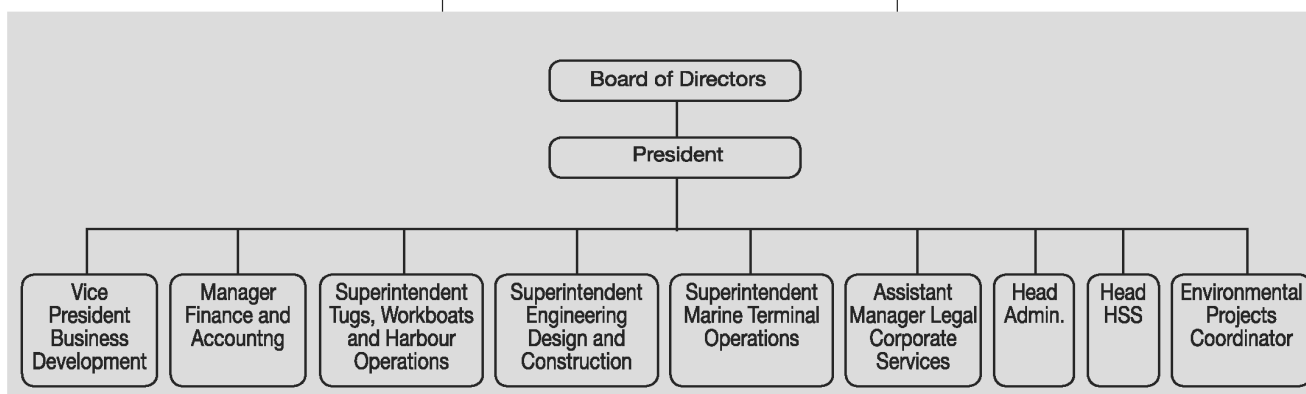
Finance and Accounting provides finance/treasury management and financial operations services.

Administration provides human resources, administrative and information technology services.

HSS provides health safety and security services.

Environmental Projects provides project environmental services.

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National Energy Corporation
of Trinidad and Tobago Limited

The 2008 Updated Public Statement of The National Energy Corporation of Trinidad and Tobago Limited in Compliance with Sections 7, 8 and 9 of The Freedom Of Information Act 1999

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EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of NEC and its affiliates is two-fold:

- 1) To maximize value from the Company's business transactions for the benefit of the people of Trinidad and Tobago by leveraging its competencies and unleashing its entrepreneurial spirit;
- 2) To attract investment in the gas sector, and promote and develop gas-based projects in conjunction with the Natural Gas Export Task Force as well as provide gas based industrial sites, port and marine infrastructure hence establishing Trinidad and Tobago as a major player in the global energy business.

In its course of business, the NEC does not normally deal directly with members of the general public.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NEC

The NEC maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorized as follows:

- 1) General Administration and Support Services
 - a) Records related to property management and office services.
- 2) Intra-Governmental Correspondence
 - a) Correspondence with Ministries, Cabinet and other public authorities.
 - b) Reports to the Central Statistical Office and other governmental financial management institutions.
- 3) Committees Deliberations
 - a) Minutes and reports of Committees and of other internal bodies.
- 4) Legal Activities
 - a) Records of decisions, legislation, policies and procedures, contracts and agreements, litigation and other legal proceedings, tender procedure and process.
- 5) Business Activities
 - a) Cabinet notes and minutes
 - b) Business plans, proposals, reviews, reports

- c) Records related to development, planning and general management of projects
- d) Records of programmes and relations with communities adjacent to proposed industrial sites
- e) Information resource management facilities, services and technology
- f) Marketing and business promotions
- g) Performance and audit assessments and analyses
- h) Consultancy, technical, valuation, assessment and various reports which support business decisions
- i) Policies, procedures and manuals e.g. safety manual, evacuation procedures
- j) Speeches and presentations to public forums, conferences
- k) Records related to the management of corporate events

- 6) Financial And Accounting Operations
 - a) Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management etc.
 - b) Reports to government, audited financial accounts laid in Parliament and other public financial entities
 - c) Accounting records
 - d) Annual financial reports
- 7) Technical Operations
 - a) Records related to the management and maintenance of marine resources, building and physical infrastructure, including port and marine operations of the NEC and estate management operations of LABIDCO

Section 7 (1) (a) (iii)

DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3 p.m. on normal working days at:-
The National Energy Corporation of Trinidad and Tobago Limited
Corner Rivulet and Factory Roads
Brechtin Castle, Couva
Phone: (868) 636-8471
Fax: (868) 636-0164

- Various pamphlets on natural gas and the natural gas industry
- Annual Financial Report
- Speeches and presentations to public forums, conferences
- Tenders procedure

If distribution copies of these publications are out of stock, requestors would be required to pay for photocopying or duplication.

- All general information is also available on the Company's website, www.nec.co.tt

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

The NEC does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER FOIA

How to Request Information

- 1) Requests and public services under the FOIA will be entertained between the hours of 9 am and 12 noon daily.
- 2) All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Document(s) Form that is available from the Designated Officer or from the FOIA Unit.
- 3) Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.
- 4) To ensure prompt handling of requests, please address it to the Designated Officer of the National Energy Corporation of Trinidad and Tobago Limited.
- 5) Requests will be acknowledged as official when made on the prescribed form.
- 6) Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested. If insufficient information is provided clarification would be sought from the applicant.
- 7) The general policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to the applicant by the FOIA (for example the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.
- 8) If the applicant is not sure how to write his/her request or what details to include, communicate with our designated officer.
- 9) A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example, brochures, pamphlets, reports etc.

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Time Allowed

1. Applicants will be notified within thirty (30) calendar days or before whether or not the request is approved.
2. 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.
3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken, and resumes on the day the applicant confirms or alters the request.
4. If the thirty (30) day deadline is not met, the FOIA gives the applicant the right to proceed as though his/her request has been denied.
5. If it appears that processing the applicant's requests may take longer than the statutory limit we will acknowledge the request and advise the applicant of the status.
6. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that we have received the request and to ascertain its status.
7. Applicants whose requests for documents are refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourses that are open to him/her.

Fees and Charges

1. Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
2. Applicants will be required to complete an official company invoice before funds are paid to the Cashier.

Section 7 (1) (a) (vi)

Officers in the NEC 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) Application for correction of personal information under section 36 of the FOIA

The *Designated Officer* is:

LIESL ROBERTS
The National Energy Corporation of
Trinidad and Tobago Limited
Corners Rivulet and Factory Roads
Breachin Castle, COUVA
Phone: (868) 636-8471 ext 224
Fax: (868) 636-0164
Email: Liesl_Roberts@ngc.co.tt

The Alternate Officer is:

MARIA BRIDGEMOHAN
The National Energy Corporation of
Trinidad and Tobago Limited
Corner Rivulet and Factory Roads
Breachin Castle, COUVA
Phone: (868) 636-8471 ext 208
Fax: (868) 636-0164
Email: MariaB@ngc.co.tt

Section 7 (1) (a) (vii)

ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

The NEC does not maintain such facilities falling within the meaning of this section of the FOIA, however there is a designated area committed for such purposes.

Alternatively, information in the public domain can be accessed through the company's website at www.nec.co.tt. General Information enquiries can be made to the Legal and Corporate Services Department, at (868) 636-8471, ext. 224.

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to:

1. A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge.
2. A document which contains information that is available for purchase by the public in accordance with arrangements made by a public authority.
3. A document that is available for public inspection in a registry maintained by the Registrar General or other public authority.
4. A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3 p.m. in the designated reading area located at the

National Energy Corporation of Trinidad and Tobago Limited
Corner Rivulet and Factory Roads
Breachin Castle, Couva

The public is required to adhere to the rules and regulations outlined for use of the designated area.

STATEMENTS UNDER SECTION 8 OF THE ACT

Section 8(1) (a) (i)

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

At this time, we have no such documents.

Section 8 (1) (a) (ii)

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

The following in-house documents can be made available for inspection only upon request.

- Safety policy and procedures
- Tenders procedure
- Visitors security policy

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.

At this time, we have no such documents.

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

A report, or statement containing the advice or recommendations, of a body or entity established within The National Energy Corporation of Trinidad and Tobago Limited.

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

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside The National Energy Corporation of Trinidad and Tobago Limited by or under written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the National Energy Corporation of Trinidad and Tobago Limited or to the responsible Minister.

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National Energy Corporation
of Trinidad and Tobago Limited

The 2008 Updated Public Statement of The National Energy Corporation of Trinidad and Tobago Limited in Compliance with Sections 7, 8 and 9 of The Freedom Of Information Act 1999

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

Section 9 (1) (c)

A report, or statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of The National Energy Corporation of Trinidad and Tobago Limited.

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

Section 9 (1) (d)

A report, or statement containing the advice or recommendations, of a committee established within The National Energy Corporation of Trinidad and Tobago Limited to submit a report, provide advice or make recommendations to the responsible Minister or to another officer of the National Energy Corporation of Trinidad and Tobago Limited who is not a member of the committee.

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

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the National Energy Corporation of Trinidad and Tobago Limited by a scientific or technical expert, whether employed within the National Energy Corporation of Trinidad and Tobago Limited or not, including a report expressing the opinion of such an expert on scientific or technical matters.

At this time, we have no such reports.

Section 9 (1) (f)

A report prepared for The National Energy Corporation of Trinidad and Tobago Limited by a consultant who was paid for preparing the report.

At this time, we have no such reports.

Section 9 (1) (g)

A report prepared within the National Energy Corporation of Trinidad and Tobago Limited 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.

At this time, we have no such reports.

Section 9 (1) (h)

A report on the performance or efficiency of the National Energy Corporation of Trinidad and Tobago Limited, or of an office, division or branch of the National Energy Corporation of Trinidad and

Tobago Limited, whether the report is of a general nature or concerns a particular policy, programme or project administered by the National Energy Corporation of Trinidad and Tobago Limited.

At this time, we have no such reports.

Section 9 (1) (i)

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

At this time, we have no such reports.

Section 9 (1) (j)

A statement prepared within the National Energy Corporation of Trinidad and Tobago Limited and containing policy directions for the drafting of legislation.

At this time, we have no such statements.

Section 9 (1) (k)

A report of a test carried out within the National Energy Corporation of Trinidad and Tobago Limited on a product for the purpose of purchasing equipment.

At this time, we have no such reports.

Section 9 (1) (l)

An environmental impact statement prepared within the National Energy Corporation of Trinidad and Tobago Limited.

At this time, we have no such statements.

Section 9 (1) (m)

A valuation report prepared for the National Energy Corporation of Trinidad and Tobago Limited by a valuator, whether or not the valuator is an officer of the National Energy Corporation of Trinidad and Tobago Limited.

At this time, we have no such reports.



National Energy Corporation
of Trinidad and Tobago Limited



Public Statement of The National Gas Company of Trinidad and Tobago Limited in Compliance with Sections 7, 8 And 9 of The Freedom Of Information Act 1999

Under the Freedom of Information Act 1999 ("the Act"), The National Gas Company of Trinidad and Tobago Limited (NGC) is required by law to publish certain information for the benefit of the public. This includes the structure and functions of NGC and a list of categories of documents held by NGC. It also identifies those documents which are eligible for public access under that Act and sets out how to obtain the same. The following information satisfies the legislative requirements of the Act and is an Updated Public Statement pursuant to section 7 (1) (b) of the Act.

The Act gives members of the public:

1. A legal right to access information held by the Public Authority;
2. A legal right to have official information relating to him/her 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.

NGC publishes the following information as approved by the Minister of Energy and Energy Industries:

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (i)

NGC is a wholly-owned state enterprise incorporated on 22nd August 1975 as a limited liability company under the Companies Ordinance Chapter 31 No.1 and continued as a company on 17th April 1998 under the Companies Act Chapter 81:01 of the laws of Trinidad and Tobago, with its registered office at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas. NGC also holds shareholding or equity interests in the following entities:

THE SCOPE OF BUSINESS OF NGC AND ITS AFFILIATED COMPANIES IS:-

- Purchase and sale of natural gas
- Transmission and distribution of natural gas
- Collection and compression of low pressure natural gas
- Processing of natural gas
- Natural Gas market development, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments.
- Port, Marine and site infrastructure development and management
- Equity investment management

CORPORATE INFORMATION

NGC's registered office is located at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas, Couva.

The Company is governed by a Board of Directors appointed by the Company's shareholder, the Corporation Sole. Five Board sub-committees assist in formulating and guiding the business and policies of the Company:-

- The Audit Committee
- The Finance Committee
- The Human Resources Committee
- The Tenders Committee
- The Operations Committee

The Company's executive management team comprises of the President and five Vice Presidents.

COMPANY STRUCTURE

The five operating groups are:-

Technical Services Group whose functions comprise the compression of low pressure associated gas; and the design, construction and management of construction for new natural gas pipelines and related facilities.

Gas Transmission and Distribution Group whose functions comprise the management, operation and maintenance of the gas transmission and distribution network in order to ensure integrity and deliverability.

Commercial Group whose functions include strategic planning and research, gas marketing and promotion; and gas resource management, commercial services, LNG and other equity Investment.

Legal and Corporate Management Group which provides legal, corporate secretarial, contracts administration, environment, safety, security, general administrative services, risk management, and procurement services including materials management.

Finance and Information Management Group which provides accounts payable, accounts receivable, payroll, financial reporting, treasury services, information technology, library and content management services.

There are also three independent divisions:

Corporate Communications Division which provides community relations and public relations.

Human Resources Division whose functions comprise training and development, human resource planning, organization relations and compensation management.

Internal Audit Division provides independent, objective assurance and consultancy designed to improve the organisation's operations.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of NGC and its affiliates is two-fold:

Continued on next page

SUBSIDIARIES

NGC's SHAREHOLDING EQUITY INTEREST

National Energy Corporation of Trinidad and Tobago Limited (NEC)	100%
La Brea Industrial Development Company Limited (LABIDCO)	83%
NGC Trinidad and Tobago LNG Limited (NGC LNG) in which NGC holds 10% equity interest in Atlantic LNG Company of Trinidad and Tobago (ALNG) (Train 1)	62.16%
Trinidad and Tobago LNG Limited (formerly NGC LNG (Train 4) Limited) in which NGC holds an 11.11% equity interest in Atlantic LNG 4 Company of Trinidad and Tobago Unlimited	100%
NGC NGL Company Limited which holds a 51% shareholding in Phoenix Park Gas Processors Limited	80%
NGC Pipeline Company Limited	100%
NGC Iron Company Limited	100%
NGC E&P Investments Limited which holds a 15% equity interest in BP's Teak, Samaan, Poui (TSP) fields	100%
National Helicopter Services Limited	18%
Trinidad and Tobago Marine Petroleum Company Limited (Trintomar)	20%
National Enterprises Limited	17%

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Public Statement of The National Gas Company of Trinidad and Tobago Limited in Compliance with Sections 7, 8 And 9 of The Freedom Of Information Act 1999

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- 1) To maximize value from the Company's business transactions for the benefit of the people of Trinidad and Tobago by leveraging its competencies and unleashing its entrepreneurial spirit; and
- 2) To establish Trinidad and Tobago as a major player in the global natural gas business

In the course of its business, NGC does not normally deal directly with members of the general public in relation to the formulation of policy in, or the administration of, the public authority.

STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NGC

NGC maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorized as follows:

- 1) General Administration and Support Services
 - a) Records related to property management, risk management and office services.
- 2) Intra-Governmental Correspondence
 - a) Correspondence with Ministries and other public authorities
 - b) Reports to the Central Statistical Office and other governmental financial management institutions
- 3) Committees Deliberations
 - a) Minutes and reports of Committees and of other internal bodies
- 4) Legal Activities
 - a) Records of decisions, legislation, policies and procedures, contracts (including specialty contracts such as deeds), documents pertaining to litigation and other legal proceedings, tenders' rules and procedures
- 5) Business Activities
 - a) Business plans, proposals, reviews, reports
 - b) Records related to development, planning and general management of projects
 - c) Records relating to human resource management operations
 - d) Public relations records and files including, bursaries,

- e) sponsorships, brochures, newsletters, photographs, maps, audio and visual material related to public relations activities
- f) Records of programmes and relations with pipeline communities
- g) Records relating to information resource management facilities, services and technology
- h) Records relating to marketing and business promotions
- i) Performance and audit assessments and analyses
- j) Consultancy, technical, valuation, assessment and various reports which support business decisions
- k) Policies, procedures and manuals e.g. safety manual, evacuation procedures
- l) Speeches and presentations to public forums, conferences
- m) Records related to the management of corporate events
- 6) Financial and Accounting Operations
 - a) Records related to budgeting, capital investments, financial planning and reporting, taxation, cash management etc.
 - b) Reports to government, audited financial accounts laid in Parliament and other public Financial entities
 - c) Accounting records
 - d) Annual financial reports
- 7) Technical Operations
 - a) Records related to the purchase and sale of natural gas, building and physical infrastructure, including port and marine operations of the NEC and estate management operations of LABIDCO

Section 7 (1) (a) (iii)

DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3 p.m. on normal working days at:-

The National Gas Company of Trinidad and Tobago Limited,
Corporate Communications Division
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas
Phone: (868) 636-4662, 4680
Fax: (868) 679-2384

- Gasco Magazine (quarterly)
- Various pamphlets, leaflets, booklets, videotapes and brochures relating to natural gas and the natural gas industry
- Annual Financial Report

- Speeches and presentations to public forums, conferences
- Tenders' rules and procedures

If distribution copies of these publications are out of stock, requestors would be required to pay for photocopying or duplication.

- General information is also available on the Company's website, www.ngc.co.tt

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

NGC does not currently publish any documents that are available by way of subscription.

Section 7 (1) (a) (v)

PROCEDURE TO BE FOLLOWED TO ACCESS OFFICIAL DOCUMENTS UNDER THE FOIA

How to Request Information

- 1) Requests and public services under the FOIA will be entertained between the hours of 10 am and 2:30 pm daily.
- 2) All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Document(s) Form that is available from the Designated Officer or from the FOIA Unit.
- 3) Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated Officer in the form of a letter.
- 4) To ensure prompt handling of requests, please address it to the Designated Officer of The National Gas Company of Trinidad and Tobago Limited.
- 5) Requests will be acknowledged as official when made on the prescribed form.
- 6) Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.
- 7) The general policy is to answer all requests for information, both oral and written. However, in order to derive the rights given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such request for information in writing.
- 8) If insufficient information is provided, clarification will be sought from the applicant.
- 9) If the applicant is not sure how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.

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Public Statement of The National Gas Company of Trinidad and Tobago Limited in Compliance with Sections 7, 8 And 9 of The Freedom Of Information Act 1999

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- 10) A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example, by way of brochures, pamphlets, reports, etc.

Time Allowed

- 11) Applicants will be notified within thirty calendar days or before whether or not the request is approved.
- 12) Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer who will make arrangements to meet with the applicant for consultation, with a view to clarifying the request.
- 13) The time limit of thirty days will be suspended while consultation with the applicant is being undertaken, and will resume on the day the applicant confirms or alters the request.
- 14) An applicant, whose request for documents is refused, will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will consult with the applicant about alternative recourses that are open to him/her.
- 15) If NGC fails to meet the thirty day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
- 16) If it appears that processing the applicant's request may take longer than the statutory limit, NGC will acknowledge the request and advise the applicant of its status; and
- 17) Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the Designated Officer has received the request and to ascertain its status.

Fees and Charges

- 18) Section 17 (1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. Nevertheless, where access to an official document is to be given in the form of printed copies, or copies in some form, such as on tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.
- 19) Details of charges for photocopies or purchase of documents will be determined based upon individual requests by applicants.
- 20) Applicants will be required to complete an official company invoice before funds are paid to the cashier.

Section 7 (1) (a) (vi)

Officers in NGC 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) Application for correction of personal information under section 36 of the FOIA

The Designated Officer is:

ANN MOORE-SPENCER
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868) 636-4662, 4680 ext 1450
Fax: (868) 679-2384
Email: annm@ngc.co.tt
The Alternate Officer is:

VALARIE WALTERS
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868) 636-4662, 4680 ext 1460
Fax: (868) 679-2384
Email: valarie.walters@ngc.co.tt

Section 7 (1) (a) (vii)

ADVISORY BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES (WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC)

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

Section 7 (1) (a) (viii)

LIBRARY/READING ROOM FACILITIES

Information in the public domain can be accessed through our website at www.ngc.co.tt. General Information enquiries can be made to the Corporate Communications Division, Public Relations Officer, at (868) 636-4662, ext. 380.

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3 p.m. in the designated reading area located at:-

Administration Building
The National Gas Company of Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva

All members of the public will be required to adhere to the rules and regulations outlined for use of this facility.

STATEMENTS UNDER SECTION 8 OF THE ACT

The following in-house documents can be made available for inspection only upon request.

- Safety policy and procedures
- Tender's rules and procedures
- Recruitment policy
- Visitors security policy
- Third party accident/injury policies and procedures
- Information dissemination policies and procedures; and under

Section 8 (1) (a) (i)

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

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.

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, documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

STATEMENTS UNDER SECTION 9 OF THE ACT

Section 9 (1) (a)

A report, or statement containing the advice or recommendations, of a body or entity established within The National Gas Company of Trinidad and Tobago Limited.

1. Policies and procedures relating to:
 - (a) the issuing and evaluation of tenders and contracts;
 - (b) personnel administrative matters;
 - (c) information technology;
 - (d) lease acquisition;
 - (e) governance issues.
2. Accident/Incident reports.
3. Pipeline inspection reports.
4. Environment and Safety reports and recommendations.

Section 9 (1) (b)

A report, or statement containing the advice or recommendations, (1) of a body or entity established outside NGC by or under written law, (2) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or

Continued on next page

1429—Continued



Public Statement of The National Gas Company of Trinidad and Tobago Limited in Compliance with Sections 7, 8 And 9 of The Freedom Of Information Act 1999

making recommendations to NGC or to the responsible Minister .

At this time, we have no such statements.

Section 9 (1) (c)

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

1. Reports containing advice and/or recommendations from:
 - (a) Human Resource Committee;
 - (b) Operations Committee;
 - (c) Tenders Committee;
 - (d) Audit Committee
 - (e) Finance Committee.

Section 9 (1) (d)

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

1. Accident/Incident reports;
2. Pollution claims;
3. Periodic financial data reports

Section 9 (1) (e)

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

1. Feasibility studies;
2. Environmental Impact Assessments;
3. Pre-lay and post-lay surveys
4. Scientific tests relating to natural gas;

Section 9 (1) (f)

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

1. Environmental Impact Assessments;
2. Consultancy reports;
3. Means and assets/ investigative reports;
4. Financial reports and audits;
5. Health, Safety and Security reports.

Section 9 (1) (g)

A report prepared within NGC 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. Feasibility studies;
2. Environmental Impact Assessments;

Section 9 (1) (h)

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

1. Financial reports;
2. Audit reports;
3. Project status reports

Section 9 (1) (i)

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

1. Budgets;
2. Business Plans
3. Strategic Plans..

Section 9 (1) (j)

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

At this time, we have no such statements.

Section 9 (1) (k)

A report of a test carried out within the National Gas Company of Trinidad and Tobago Limited on a product for the purpose of purchasing equipment.

At this time, we have no such reports .

1. Information technology reports.

Section 9 (1) (l)

An environmental impact statement prepared within NGC.

At this time, we have no such statements

Section 9 (1) (m)

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

1. Valuation reports;
2. Actuarial reports.



1430

TENDER FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF CLASSROOM COLLABORATIVE LEARNING SYSTEMS AND RELATED SERVICES TO ALL EXISTING PUBLIC AND ASSISTED SECONDARY SCHOOLS FOR THE MINISTRY OF EDUCATION—(MOE) IDB/SEMP LOAN NO. 1180/OC-TT

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) through its Ministry of Education (MOE) has accessed loan funding from the Inter-American Development Bank (IDB) for a Secondary Education Modernization Programme (SEMP) in the form of IDB/SEMP Loan No. 1180/OC-TT. The major goal of the programme being so funded the modernization of the secondary education sector in the Republic of Trinidad and Tobago.

One of the significant areas where attention is being paid by the MOE is the imparting of the Curriculum contents to its students. It is expected that the introduction of these Classroom Collaborative Learning Systems will accelerate the implementation success rate.

In this regard, tenders are invited for the Supply, Delivery, Installation and Commissioning of Classroom Collaborative Learning Systems and Related Services to all of the MOE's existing one hundred and thirty-three (133) Public and Assisted Secondary Schools in Trinidad and Tobago.

Tenders shall be evaluated based on all items offered but one contract will be awarded for the Supply, Delivery, Installation and Commissioning of the entire package of Classroom Collaborative Learning Systems and Related Services.

Tender documents may be obtained at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain during working hours 8.00 a.m. to 4.00 p.m. local time. Any further information may be obtained from:

Mr. Arnott West
Programme Consultant
Secondary Education Modernization Programme Co-ordinating Unit
MTS Plaza
Aranguez Main Road, San Juan
Republic of Trinidad and Tobago
Telephone Numbers: 1-868-675-9739/9741/9744/9746 or 674-7058
Fax: 1-868-675-7788
E-mail: sempcu@tstt.net.tt

A pre-bidders' meeting will be held at 10.00 a.m. (local time) on Friday 5th September, 2008 at the Ministry of Education, Secondary Modernization Programme Co-ordinating Unit (SEMPCU), MTS Plaza, Aranguez Main Road, San Juan, Republic of Trinidad and Tobago.

Tenders from local prospective tenderers must be accompanied by the following where applicable:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to closing date of the tender.
- (b) valid Certificate of Compliance issued in accordance with the National Insurance Act.

Prospective tenderers are also required to provide a bid security of TT \$100,000.00 or alternatively the equivalent in US\$, £ Sterling or Euros.

Tenders, original (1) plus six (6) hard copies and one (1) CD copy in MS Word format, should be placed in sealed envelopes clearly marked: "Tenders for the Supply, Delivery, Installation and Commissioning of Classroom Collaborative Learning Systems and Related Services to all of the existing one hundred and thirty-three (133) Public and Assisted Secondary Schools for the Ministry of Education" and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, Republic of Trinidad and Tobago. The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office no later than 1.00 p.m. (local time) on Thursday 2nd October, 2008.

Prospective Tenderers are asked to note that the dimensions of the slot of the Tenders Box are 37.5 cm x 5.5 cm and as such, proposals should therefore be packaged accordingly.

Tenders will be opened shortly thereafter at the Central Tenders Board (CTB) Offices. A representative may be present at the opening.

The Central Tenders Board reserves the right at any time to cancel the bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposal.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept any proposal.

23rd July, 2008.

J. JONES
Chairman,
Central Tenders Board

1431

TENDER FOR THE RECRUITMENT OF A CONSULTANT TO PROVIDE A PROGRAMME OF INSTRUCTIONS FOR TEACHERS LEADING TO A MASTER'S DEGREE IN READING FOR THE MINISTRY OF EDUCATION (MOE), IDB/SEMP LOAN NO. 1180/OC-TT

THE GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT) through the Ministry of Education (MOE) has accessed loan funding from the Inter-American Development Bank (IDB) for a Secondary Education Modernization Programme (SEMP) in the form of IDB/SEMP Loan No. 1180/OC-TT. The major goal of the programme being so funded is the modernization of the Secondary education sector in the Republic of Trinidad and Tobago.

One of the significant areas where attention is being paid by the MOE is the improvement of the reading abilities which has been identified as one where significant action is necessary to reverse certain trends. In this vein, an advanced programme of preparation of suitably skilled teachers has been formulated to assist in the classroom.

In this regard, proposals are invited for the recruitment of a consultant to provide a Programme of Instructions for Teachers leading to a Master's Degree in Reading for the Ministry of Education.

Bidding documents may be obtained at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain during normal working hours. Any further information may be obtained from—

Mr. Arnott West
Programme Consultant
Secondary Education Modernization Programme Co-ordinating Unit
MTS Plaza
Aranguez Main Road, San Juan
Republic of Trinidad and Tobago
Telephone Numbers: 1-868-675-9739/9741/9744/9746 or 674-7058
Fax: 1-868-675-7788
E-mail: sempcu@tstt.net.tt

A pre-bidders' meeting will be held at 10.00 a.m. (local time) on Thursday 4th September, 2008 at the Ministry of Education, Secondary Modernization Programme Co-ordinating Unit, (SEMPCU), MTS Plaza, Aranguez Main Road, San Juan, Republic of Trinidad and Tobago.

Proposals from local prospective consultants must be accompanied by the following where applicable:

- (i) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated no more than six (6) months prior to the closing date of tender; and
- (ii) valid Certificate of Compliance issued in accordance with the National Insurance Act.

Proposals, original one (1) plus six (6) hard copies and one (1) CD copy in MS Word format, should be placed in sealed envelopes clearly marked—

Envelope No. 1—Technical Proposal—"Recruitment of a firm to provide a Programme of Instruction for Teachers leading to a Master's Degree in Reading for the Ministry of Education", and

Envelope No. 2—Financial Proposal (Name and address of Consultant should be printed on envelope No. 2)—"Recruitment of a firm to provide a Programme of Instruction for Teachers leading to a Master's Degree in Reading for the Ministry of Education", and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain, Republic of Trinidad and Tobago. The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office no later than 1.00 p.m. (local time) on Thursday 2nd October, 2008.

Consultants are asked to note that the dimensions of the slot of the Tenders Box are 37.5 cm x 5.5 cm and as such, proposals should therefore be packaged accordingly.

The technical proposals will be opened shortly thereafter. The consultant or a representative may be present at the opening.

The Central Tenders Board reserves the right at any time to cancel the bidding process in its entirety or partially, without defraying any cost incurred by any firm in submitting their proposal.

Late tenders will not be considered in any circumstances.

The Board does bind itself to accept any proposal.

J. JONES
Chairman,
Central Tenders Board
Government of the
Republic of Trinidad and Tobago

23rd July, 2008.

1432

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 issue to LEONARD A. SMITH a replacement Policy, Number GEM: 000009880 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street
Port-of-Spain.

1433

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 JASON DWARIKA a replacement Policy, Number GEM: 000023326 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street
Port-of-Spain.

1434

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 GANESH KISSOON a replacement Policy, Number T: 20284 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street
Port-of-Spain.

1435

LOSS OF AMERICAN LIFE & 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>
INDRA SINGH	3357074
INDRA SINGH	3321073
INDRA SINGH	3310003
HOLLINS RAMLAL	4156849

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

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

1436

LOSS OF BRITISH AMERICAN INSURANCE COMPANY (T'DAD) LIMITED POLICIES

NOTICE is hereby given that Policy Number 101431876 issued by BRITISH AMERICAN INSURANCE COMPANY (T'DAD) LIMITED on the life of JENNY JHINKOO-HAYTASINGH 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
(T'DAD) LIMITED

1437

NOTICE is hereby given that Policy Number BTT023511 issued by BRITISH AMERICAN INSURANCE COMPANY (T'DAD) LIMITED on the life of SEANDAL DWAYNE TELEMAQUE 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
(T'DAD) LIMITED

1438

NOTICE is hereby given that Policy Number 101411792 issued by BRITISH AMERICAN INSURANCE COMPANY (T'DAD) LIMITED on the life of SUNITA NADIA ROBERTS 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
(T'DAD) LIMITED

1439

SPECIAL LICENSING SESSION
(*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 28TH DAY OF AUGUST, 2008 at the hour of 1.00 p.m. 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 Rita Daniel of No. 17 Andrew Street, Blue Basin Road, Diego Martin, for a Certificate authorizing her to carry on the trade of a Wine Retailer in respect of premises situate at Maracas Bay Beach.

Dated this 12th day of August, 2008 at the Port-of-Spain Magistrates' Court.

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