



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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## 2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO POSTAL CORPORATION IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999

In accordance with Sections 7, 8 and 9 of the **Freedom of Information Act, 1999** (“the FOIA”) each public authority is required by law, as a statutory body to publish certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority and the process for obtaining of documents. The statement also identifies those documents that are generally available to the public.

The FOIA gives members of the Public:

1. A legal right for each person to access information held by the Trinidad and Tobago Postal Corporation (“TTPost”);
2. A legal right for each person to have official information relating to him/herself amended where such information 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 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 POSTAL CORPORATION AS APPROVED BY THE HONOURABLE FITZGERALD HINDS, MINISTER OF PUBLIC UTILITIES:

### Section 7 Statements

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

##### **Vision Statement:**

*To be a world leader in the provision of postal and consumer services while achieving economic viability and sustainability*

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED**Mission Statement:**

*To provide innovative, competitive, quality postal services and solutions for businesses and consumers. We do this through knowledgeable, customer-focused employees and effective systems.*

**Structure and Function**

TTPost is a Statutory Corporation which was established in 1999 by the **Trinidad and Tobago Postal Corporation Act, Chap 47:02 (the “TTPost Act”)**. TTPost is governed primarily by the TTPost Act and is guided by other Legislation. TTPost is the designated Postal Administrator of the Republic of Trinidad and Tobago, which means that TTPost provides mail services to the people of Trinidad and Tobago on behalf of the State. The line Ministry for TTPost is the Ministry of Public Utilities.

The TTPost Board of Directors is appointed by the President of the State. The TTPost Act empowers the Board to employ staff as required by TTPost. The Board appoints the Managing Director.

The Managing Director is responsible for the day-to-day management of TTPost subject to the general directions, and according to policies laid down by the Board. The Office of the Managing Director has oversight of all Divisions and is directly responsible for the Audit and International Affairs.

TTPost is structured into six (6) Divisions. Those Divisions are Operations, Sales and Marketing, Finance, Human Resources, Corporate Services and the Office of the Corporate Secretary.

The Operations Division is responsible for mail processing, delivery and transport, courier operations and address management. These functions are housed accordingly into Departments and are headed by respective Managers or Supervisors. The Division is headed by the General Manager, Operations.

The Sales and Marketing Division is responsible for promoting and developing the Corporation’s products and services and maintain customer relations. This Division is populated by for the Marketing Manager, Business Development Manager, National Retail Manager, Retail and Financial Services Product Manager and the Courier Product Manager. The Division is headed by the General Manager, Sales and Marketing.

The Finance Division provides a wide range of professional and financial services, including: procurement, cash management, inventory management, budget planning, accounting, reporting

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

and risk management. This Division is made up of the Accounts and Procurement Departments. The Division is headed by the General Manager, Finance.

The Human Resources Division is responsible for industrial relations, manpower planning and development, compensation and benefits, payroll and training. The Division is headed by the General Manager, Human Resources.

The Corporate Services Division is responsible for Health and Safety, Corporate Communications, Records, Facilities and Information Technology. The Division is headed by the General Manager, Corporate Services.

The Office of Corporate Secretary is responsible for the management of legal and compliance matters. All contracts involving TTPost are channelled through this Division, which also manages rented property and legal aspects of the properties to be vested in the Corporation. This Division also provides support to the Board of Directors and the Committees of the Board. This Division houses the Legal Department. The Division is headed by the Corporate Secretary/Legal Officer.

**The effect of functions on members of the public**

TTPost provides a range of postal and related services to the citizens of the Republic of Trinidad and Tobago.

The following are Core Mail Services provided by the Corporation:

- Bulk Mail
- Local and International Letter Postage
- Local and International Parcel Postage
- Local and International Registered mail
- Express Mail Service (EMS)
- Philately and Stamps
- Post Office Box and Bags

TTPost also offers commercial services and business solutions which were designed to offer convenience and savings to the people of the Republic of Trinidad and Tobago. These services are:

- Western Union Money Transfer (Tobago only)
- Local Courier Service
- International Courier Service

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

- Direct Marketing - Direct and Unaddressed Mail
- International Shopping Service
- Stationery Supplies
- Inland Money Orders
- Lotto Ticket Sales (Tobago only)
- Encashment of Pension Cheques (Toco and Tobago only)
- Canadian Embassy Visa related services

**Section 7 (1) (a) (ii)**

**Categories of Documents is in the possession of the TTPost**

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

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

**Materials prepared for publication or inspection**

- Annual Reports

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

- Brochures
- Advertisements
- Public Notices
- Press Releases

**Where may the public inspect**

Persons wishing to inspect published material can visit:

The Office of the Corporate Secretary  
Trinidad and Tobago Postal Corporation  
National Mail Centre  
240-250 Golden Grove Road,  
Piarco 350462  
Or visit our Website [www.ttpost.net](http://www.ttpost.net)

**Section 7 (1) (a) (iv)****Literature available by subscription**

There are no documents available by way of subscription.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the TTPost**How to request Information:

- General Procedure

TTPost's policy is to answer all oral and written requests for information. The applicant must conform to the requirements and instructions of the FOIA by ensuring that all requests are submitted in writing. All applicants must, therefore, complete the appropriate form (*Request for Access to Official Documents*) available at the *Office of the Corporate Secretary* for information that is not readily available to the public.

- *Addressing Requests*

To facilitate the prompt handling of requests, applicants must address their requests to the Designated Officer of the Public Authority (**see below statement for Section 7 (1) (a) (vi)**).

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

▪ *Details in the Request*

Applicants should provide details that will allow for quick 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 not sure how to write the request or what details to include, the applicant may communicate with the Designated Officer (**See Section 7 (1) (a) (vi)**).

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 TTPost or from another public authority.

Responding to Requests

▪ *Retrieving Documents*

TTPost is required to allow access to copies of documents that are in its possession or documents that can be retrieved from storage. Information stored at any of the Corporation's storage locations may be retrieved in order to process requests.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may, therefore, be impossible. Various Laws, Regulations and Manuals give the time periods for keeping records before they may be destroyed. One such piece of legislation is the **Exchequer and Audit Act, Chap. 69:01**.

▪ *Furnishing Documents*

An applicant is entitled to copies of information that is in the possession of the Corporation. TTPost is only required to furnish one copy of a document. If a legible copy cannot be made of a document to be released, TTPost may not attempt to reconstruct it. Instead, TTPost will furnish the best copy possible and note the quality of the copy in the reply to the request.

TTPost is not compelled to do the following:

- (a) Create new documents.
- (b) Implement new systems in order to facilitate preferences in formats that may be preferred by the applicant. For example, TTPost is not required to write a new programme so that a computer will print information in the format that an applicant may prefer.
- (c) Perform research for the applicant.

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUEDTime Limits▪ *General*

The FOIA sets a time limit of thirty (30) calendar days for determination of requests for access to documents. If this time limit is exceeded, the FOIA provides the applicant with the right to proceed as though the request has been denied. TTPost will endeavour at all times to comply with the time limit. If it appears that processing a particular request may take longer than the statutory limit, the request will be acknowledged and advice will be offered as regards its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, applicants may telephone or write to the Designated Officer in order to confirm receipt of the request and to ascertain its status.

▪ *Time Allowed*

TTPost will determine whether to grant or deny a request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

**Section 7 (1) (a) (vi)****Officers in TTPOST responsible for:**

- (1) The initial receipt and action upon notices under Section 10.**
- (2) Requests for access to documents under Section 13.**
- (3) Applications for correction of personal information under Section 36 of the FOIA**

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

**Designated Officer:**

Mr. Upendra Udharamaney  
Corporate Secretary/ Legal Officer  
Office of the Corporate Secretary  
National Mail Centre  
Trinidad and Tobago Postal Corporation  
240-250 Golden Grove Road  
Piarco 350462  
Tel: 669-5361  
Email: [upendra.udharamaney@ttpost.net](mailto:upendra.udharamaney@ttpost.net)

**Alternate Officer:**

Rupert K. Jones  
Legal Assistant  
Office of the Corporate Secretary  
National Mail Centre  
Trinidad and Tobago Postal Corporation  
240-250 Golden Grove Road  
Piarco 350462  
Tel: 669-5361  
Email: [rupert.jones@ttpost.net](mailto:rupert.jones@ttpost.net)

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

**Section 7 (1) (a) (vii)**

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

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

**Section 7 (1) (a) (viii)**

**A description of library/reading room facilities**

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

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

Fax Number: 669-5392  
Telephone Number 669-5391  
Opening Hours: 8:00hrs to 16:00hrs  
Opening Days: Monday to Friday

**Policy of the Trinidad and Tobago Postal Corporation for the provision of copies of documents which are readily available to the public**

**Members of the public may:**

- i. Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.**
- ii. Be required to supply copying paper for hard copies in instances where requests require large amounts of paper. This is to be determined at the discretion of the Corporation.**

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED**Section 8 Statements****A statement of the documents that are provided by TTPost for the use or guidance of the Corporation and its officers**

The following Manuals and Policies have been approved by the Corporation to guide staff.

- The Human Resources Policy and Procedure Manual
- Credit Facility Requirements Policy
- Overseas Travel Policy
- Disposal of Fixed Assets Policy
- Petty Cash Policy
- Internet and Email Facilities Policy
- Confidentiality Policy
- Conflict of Interest Policy
- Requisitioning Recurrent Purchases Policy
- Customer Complaint Enquiry Handling Policy
- Policy Standards Policy
- Business Ethics Policy
- Contractor Policy
- Health Safety and Environment Policy
- Vending Policy
- Visitors Policy
- Contract Management Policy
- Confidentiality of Company Information Policy
- Internal Service Level Standards – Corporate Services

**Section 9 Statements****Section 9 (1) (a)**

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

At this time TTPost has no reports or statements containing recommendations of a body or entity established within TTPost.

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

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

**A report or a statement containing the advice or recommendations of a body or entity established outside the Public Authority by or pursuant to 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 the Public Authority or to the responsible Minister of that Public Authority.**

At this time TTPost has no reports or statements containing recommendations of a body or entity established outside TTPost, or as otherwise specified by this section.

**Section 9 (1) (c)**

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

This section is not applicable

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

**A report or statement containing advice or recommendations of a committee established within the Public Authority to submit a report, provide advice or make recommendations to the responsible Ministry of that Public Authority or another officer of the Public Authority who is not a member of the Committee.**

This Section is not applicable.

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

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

- Transit Time Surveys
- Customer Satisfaction Surveys

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

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

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

- Business Diagnostic Assessment Report – A Business Case for Change (April 1<sup>st</sup>, 2011)

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

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

This section is not applicable.

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

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

- Auditor General Reports

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

**A report containing final plans on proposals for the reorganization of the functions of the Public Authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the Public Authority or Cabinet.**

This Section is not applicable.

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

**A statement prepared within the Public Authority and containing Policy directions for the drafting of legislation**

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2017 UPDATED PUBLIC STATEMENT OF THE TRINIDAD AND TOBAGO  
POSTAL CORPORATION—CONTINUED

This Section is not applicable.

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

**A report of a test carried out within the Public Authority on a Product for the purpose of purchasing equipment**

This Section is not applicable

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

**An environmental impact statement prepared within the Public Authority.**

This Section is not applicable.

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

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

- Property Valuations

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO****MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENTS OF THE MINISTRY OF PUBLIC UTILITIES 2017****THE FREEDOM OF INFORMATION (FOI) ACT CHAPTER 22:02**

In compliance with Sections 7, 8 and 9 of the Freedom of Information (FOI) Act, the Ministry of Public Utilities is required by law to publish annual statements on its mandate for the benefit of the members of the public.

The FOI Act, was assented to on November 4, 1999 and came into full effect on August 30, 2001 to “give members of the public a general right (with exceptions) of access to official documents of public authorities and for matters related thereto.” The Act provides members of the public with:

1. A legal right for each person to access information held by the Ministry of Public Utilities;
2. A legal right for each person 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 applicant’s request for information under the FOI Act;
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 FOI Act.

**SECTION 7 STATEMENTS****Purpose and Function of the Ministry of Public Utilities**

The Ministry’s strategic framework establishes the context within which its goals and objectives are recognized and pursued. It is defined by the following goals and objectives:

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- To provide effective and efficient leadership and governance to the Utilities Sector;
- To ensure that Trinidad and Tobago's utility sector (electricity, water, waste management, post and telecommunications) is modern, customer oriented and technologically enabled to provide effective, cost efficient quality services to all citizens;
- To provide a framework within the Ministry for promoting employee well-being and ensuring that all employees are treated with dignity, fairness and respect;
- Collaborate with the agencies to ensure that they practice prudent financial management with a view to becoming financially viable.

**Mandate**

To provide effective and efficient leadership and governance in the delivery of Public Utilities Services to the citizenry of Trinidad and Tobago.

**Vision**

To become an organization dedicated to excellence in the delivery of Public Utilities for the sustainability of our country and an improved quality of life of its citizenry.

**Mission**

To facilitate the effective delivery of efficient, affordable and quality Public Utilities Services through a committed, resourceful team of professionals in close collaboration with all stakeholders.

**Core Values**

The Ministry of Public Utilities is guided in its operations by the following core values:

- Integrity
- Service Excellence
- Transparency
- Accountability
- Trust and Mutual Respect
- Partnership

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Reporting**

The Honourable Fitzgerald Hinds, M.P., Minister of Public Utilities, along with the management team and staff of the Ministry, has oversight for the Public Utilities Sector. Services are provided through the efforts of two (2) Divisions, four (4) Statutory Bodies, two (2) State Enterprises and one (1) Agency. The Ministry is also responsible for the administration of the Utilities Assistance Programme and the Residential Electrification Assistance Programme in Trinidad and Tobago.

The Ministry of Public Utilities has three hundred and thirty (330) employees and is accountable to the citizens of Trinidad and Tobago in the areas of: electricity and electrical inspections, telecommunication services, postal services, meteorological services, waste management and water resources.

The Minister of Public Utilities reports to the Cabinet and Parliament on matters for which he has responsibility, which include:

- Visioning and policy direction
- Leadership
- Securing budgetary requirements
- Public accountability

**Ministry Structure****Head Office**

- The Office and Secretariat of the Minister of Public Utilities
- The Office and Secretariat of the Permanent Secretary
- The Office and Secretariat of the Deputy Permanent Secretary
- The Human Resource Services Division, which is comprised of: -
  - The Human Resource Management Unit
  - The Administrative Support Services Unit
  - The Finance and Accounts Unit
- The Monitoring and Evaluation Unit

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- The Economic Research, Policy and Planning Division, which comprises: -
  - The Research Unit
  - The Communications Sector Management Unit
  - The Electrification Sector Management Unit
  - The Water Sector Management Unit.
- The Sectoral Programmes and Projects Unit
- The Customer Service Unit
- The Communications Unit
- The Legal Services Division
- The Information Technology Unit and
- The Internal Audit

**Divisions of the Ministry**

- The Electrical Inspectorate Division
- Trinidad and Tobago Meteorological Services Division

**Statutory Bodies**

- The Regulated Industries Commission (RIC)
- Water and Sewage Authority (WASA)
- The Trinidad and Tobago Electricity Commission (T&TEC)
- The Trinidad and Tobago Postal Corporation (TTPost)

**State Enterprises**

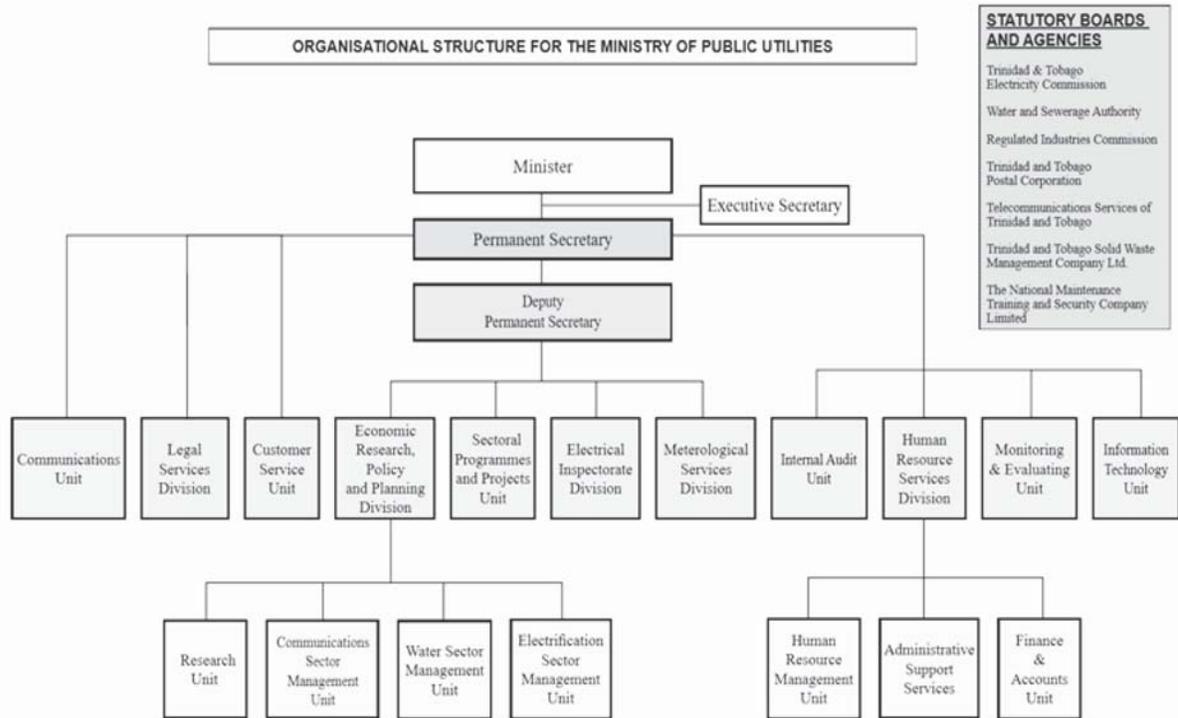
- National Maintenance Training and Security Company Limited. (MTS)
- The Trinidad and Tobago Solid Waste Management Company Ltd. (SWMCOL)

**Agency**

- The Telecommunications Services of Trinidad and Tobago Limited (TSTT)

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
 MINISTRY OF PUBLIC UTILITIES—CONTINUED



**Responsibilities of Internal Divisions and Units (Head Office)**

**Human Resource Services Division**

The primary objective of the Human Resource Services Division is to provide timely and efficient support to the internal clients of the Ministry by offering Financial, Administrative and Human Resource Services through its Human Resource Management Unit, Administrative Support Services Unit and the Finance and Accounts Unit.

**Monitoring and Evaluating Unit**

This Unit is responsible for developing and implementing monitoring and evaluation systems for the Ministry, consistent with the Government’s mandate to provide effective and efficient delivery of public utilities to the citizens of Trinidad and Tobago. The Unit’s primary functions include tracking the progress, outcomes and impact of projects, programmes and policies, evaluating the Ministry’s performance and reporting on its activities.

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Economic Research, Policy and Planning Division**

The Economic Research Policy and Planning Division (ERPPD) is the technical arm of the Ministry of Public Utilities and is charged with the overall policy direction, research and planning of the utilities sector. This Division conducts its work through four (4) Units:

- The Research Unit;
- The Communications Sector Management Unit (Telecommunications and Postal);
- The Electrification Sector Management Unit; and
- The Water Sector Management Unit.

**Sectoral Programmes and Projects Unit**

The Sectoral Programmes and Projects Unit is responsible for monitoring the implementation of sectoral programmes and projects (including capital projects), risk management and project reporting.

**Customer Service Unit**

The Customer Service Unit is responsible for facilitating greater efficiency and effectiveness in the Ministry's service delivery system. The Unit is charged with the following functions: preparing responses to Parliamentary Questions, treating with all matters under the Freedom of Information Act (FOIA) 1999, addressing Utility Complaints/Queries, the management of the Utilities Assistance Programme (UAP) and the administration of Standby Generator Licenses.

**Communications Unit**

The primary responsibility of the Communication Unit is to develop and implement the Ministry's communication strategy in support of Government's plans, programmes and initiatives.

**Legal Services Division**

This Division is responsible for providing legal advice to the Ministry, liaising with other legal counsel in the public and private sectors with respect to the Ministry's legal business, advancing the Ministry's legislative agenda and providing information to the Chief State Solicitor and the Solicitor General on court matters pertaining to the Ministry.

2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Information Technology Unit**

The Information Technology Unit is responsible for managing the Information Systems (IS) and Information Technology (IT) portfolios of the Ministry, as well as providing the necessary IT support to the Ministry.

**Internal Audit**

The Internal Audit is responsible for ensuring that the system of accounting, as prescribed by the Ministry of Finance, is established, implemented and maintained in the Ministry. The Unit's primary functions are to ensure that all financial records of the Ministry are complete and accurate, and that the assets of the Ministry are safeguarded.

**Responsibilities of External Divisions****Electrical Inspectorate Division (EID)**

The Electrical Inspectorate Division's (EID) primary responsibility is to provide inspection and certification of electrical installations in Trinidad and Tobago in accordance with both local and international standards. The EID is also authorised to issue and renew wireman's licenses, and to investigate fires that may be caused by electrical faults, upon the request of the Trinidad and Tobago Police Service, Trinidad and Tobago Fire Services, Trinidad and Tobago Electricity Commission (T&TEC) and Insurance Companies.

**Trinidad and Tobago Meteorological Service Division**

The Meteorological Services Division (MSD) is responsible for providing meteorological information and advice consistent with international standards, namely the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) standards. MSD produces and distributes weather and climate information to the general public and key stakeholders in sectors such as aviation, maritime, agriculture, tourism, water and disaster management.

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Impact of Functions of the Ministry of Public Utilities on Members of the Public**

The Ministry of Public Utilities is responsible for the Utility Sector, such as electricity and electrical inspection, water and sewage, telecommunications and postal services which positively impact the lives of Trinidad and Tobago's citizenry. These contribute valuable resources on which Trinidad and Tobago's basic infrastructure and human and economic development is based, measured and sustained.

**Categories of Documents in the Possession of the Ministry of Public Utilities**

The following documents are in the possession of the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (ii) of the FOI Act:

- **Files:** Administrative, human resource management, financial, procurement, legal, conferences/seminars, programmes, projects, Cabinet, boards, committees, meetings, technical assistance, local/regional/international organisations, and utilities.
- **Financial Records:** Financial and accounting statements and operational documents.
- **Documents:** Copies of legislation, laws, legal notices, bills, regulations, orders, Gazettes, brochures, bulletins, reports from Government agencies.
- **Digital media:** Photographs, CDs, DVDs, diskettes, videos and tapes pertaining to the Ministry's work.

**Material prepared for publication or inspection**

The Ministry produces the following documents which are available to the public:

- The Ministry's Quarterly Newsletter "*Focus on MPU*" (2007-2013)
- Utilities Assistance Programme (UAP) brochures
- Residential Electrification Assistance Programme (REAP) brochures
- Newspaper advertisements (Ministerial vacancies, Ministerial messages and statements)

Members of the public can also visit the Ministry's website for additional information at:  
[www.mpu.gov.tt](http://www.mpu.gov.tt)

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Procedure to be followed when accessing a document from the Ministry of Public Utilities**

The following are the procedures to be followed when accessing documents from the Ministry of Public Utilities, in accordance with Section 7 (1) (a) (v) of the FOI Act.

**(a) General Procedure**

The Ministry's policy is to respond to all requests for information, both oral and written. However, in order to exercise the rights under the FOI Act (for example the right to challenge a decision if the request for information is refused), the applicant must make the request in writing.

The applicant must, therefore, complete the appropriate form (*Request for Access to Official Documents*), available at the Customer Services Unit and the Ministry's Library, for information that is not readily available to the public.

**(b) Addressing Requests**

To facilitate prompt handling of the request, it should be addressed to the Designated Officer of the Ministry (see Section 7 (1) (a) (vi)).

**(c) 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 applicants are unsure of how their request should be written or what details should be included, they should communicate with the Ministry's Designated Officer.

**(d) Requests not handled under the FOI Act**

A request under the FOI Act will not be processed to the extent that it asks for information which is readily available to the public, either from this Ministry or from another public authority, e.g. brochures, pamphlets, reports, etc.

2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**(e) Retrieving Documents**

The Ministry of Public Utilities is required to furnish copies of documents only when they are in its possession or can be retrieved from storage. Information stored in the National Archives or other storage centres will be retrieved in order to process the requests.

**(f) Furnishing Documents**

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

- Create new documents; or
- Perform research for the applicant.

**(g) Time Limits**

The FOI Act sets a time limit of thirty (30) calendar days for the determination of a request for access to documents. The Ministry is required to grant the request for access to information as soon as practicable but no later than 30 days, as required by Section 15 of the FOI Act. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

Should the Ministry fail to meet this deadline, the FOI Act gives the applicant the right to proceed as though the request has been denied. The Ministry will diligently seek to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the Ministry would acknowledge the request and advise the applicant of its status. 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 Ministry has received the request and to ascertain its status.

**(h) Fees and Charges**

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. However, where access to an official

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred

by duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

**Designated Officers in the Ministry of Public Utilities**

The following are the Designated Officers charged with the responsibility for obtaining documents on request by the public in accordance with Section 7 (1) (a) (vi) of the FOI Act.

**The Designated Officer:**

Mrs. Mauricia Pegus  
Manager, Customer Services  
One Alexandra Place  
#1 Alexandra Street  
St. Clair  
Trinidad, W.I.  
Phone: 628-9500 ext. 1115 Fax: 628-6067  
Email: mpegus@mpu.gov.tt

**The Alternate Officer:**

Ms. Anika Farmer  
Director, Legal Services  
One Alexandra Place  
#1 Alexandra Street  
St. Clair  
Trinidad, W.I.  
Phone 628-9500 ext. 5200 Fax: 628-6067  
Email: afarmer@mpu.gov.tt

These Officers are responsible for executing the following functions:

- The initial receipt of an action upon notices under Section 10,
- Requests for access to documents under Section 13, and
- Applications for correction of personal information under Section 36 of the FOI Act.

**Advisory Boards, Councils, Committees, and other bodies (where meetings/minutes are open to the public) Section 7 (1) (a) (vii)**

- National Technical Electrical Committee.

**Library/Reading Room Facilities**

The Ministry of Public Utilities currently has a Reading Room/Library in accordance with Section 7 (1) (a) (viii) of the FOI Act. The Reading Room/Library is located on the Fifth Floor,

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

One Alexandra Place, #1 Alexandra Street, St. Clair, Port-of-Spain. It is open to the public from Mondays to Fridays between the hours of 8:30 am to 3.30 pm.

**Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public**

Members of the public may:

- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

**SECTION 8 STATEMENTS**

**Section 8(1)(a)(i) Documents containing interpretations or particulars of written laws or schemes administered by the Ministry of Public Utilities, not being particulars contained in another written law:**

At this time, the Ministry of Public Utilities 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:**

There are other documents which guide the operations of the Ministry of Public Utilities. These documents can be purchased from the Government Printery, while others may be accessed on-line via [www.ttparliament.org](http://www.ttparliament.org) or [www.ttconnect.gov.tt](http://www.ttconnect.gov.tt). The following applies:

- Trinidad and Tobago Gazette
- Hansard Reports relating to Debates in the Senate and House of Representatives
- Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Departments

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2017 UPDATED PUBLIC STATEMENTS OF THE FREEDOM OF INFORMATION ACT  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- Public Sector Investment Programme (PSIP)
- Reports of Government Agencies
- Annual Budget Documents of the Republic of Trinidad and Tobago
- Policies of Agencies within the purview of the Ministry
- Guidelines for Programmes within the Ministry
- Estimates of Recurrent Expenditure and Development Programmes
- Procurement Policies and Guidelines
- Financial Regulations and Instructions
- Health and Safety Guidelines

**SECTION 9 STATEMENTS**

**In accordance with Section 9 (1) (a)-(m)**, the following reports are available at the Ministry's Reading Room/Library, located on the Fifth Floor, One Alexandra, #1 Alexandra St, St. Clair, Port of Spain:

- The MPU's Annual Administrative Reports
- The MPU's Statistical Digest (2006-2010), (2010-2011)
- The MPU's Quarterly Newsletter (2007-2013)
- Annual Reports and Financial Statements of Agencies of the MPU
- Newsletters/Magazines of Agencies of the MPU (e.g. *Watts Happening* and *RIC News*)
- *Contact Magazine* prepared by the T&T Chamber of Industry and Commerce
- *Linkage Magazine* prepared by the American Chamber of Commerce
- Newsletters of Other Ministries and Agencies (e.g. Ministry of Finance, Ministry of Foreign Affairs and the Environmental Management Authority (EMA))

**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO****THE MINISTRY OF PUBLIC UTILITIES****UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE  
DIVISION 2017****In compliance with Sections 7, 8 And 9 of the Freedom of Information Act (FOIA)1999**

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Electrical Inspectorate Division 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 **Electrical Inspectorate Division**.
- (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 ELECTRICAL INSPECTORATE  
DIVISION****MISSION STATEMENT**

The mission of the Electrical Inspectorate Division is to certify qualified and competent persons to undertake electrical installations in order to safeguard the well-being of people and their property from injury and fire; and to ensure the integrity of these wiring systems and equipment through timely and meticulous electrical inspections

**MANDATE`**

The Electrical Inspectorate Division is responsible for testing and inspecting electrical installations of buildings and facilities to meet local and international standards and to certify whether these installations are compliant. In addition, the Electrical Inspectorate Division is responsible for issuing Wireman's License and Projectionist's License to qualified and competent persons. The Electrical Inspectorate Division is also required to investigate fires in buildings and facilities to determine whether the cause of the fire was related to the electrical installation.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**STRUCTURE**

The Electrical Inspectorate Division is a Division of the Ministry of Public Utilities. The Government Electrical Inspectorate Division (EID) was established by the Electricity (Inspection) Act Chapter 54:72, on January 1, 1946. The Division comprises a staff of fifty-five (55) officers and is headed by the Chief Electrical Inspector, who is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspection of Electrical Installations and the licensing of Electricians and Cinema Operators (Projectionists).

- (1) The Electricity (Inspection) Act Chapter 54:72
- (2) The Electric Installations (Buildings) Act Chapter 54:71
- (3) Legal Notice No. 139 of Cinematograph Ordinance, Chapter 30:10.

The EID operates from three (3) locations in Trinidad and one (1) in Tobago:

- (1) The Head Office at Arouca: services North East (East of Lady Young Road) and part of Central Trinidad.
- (2) Office at La Romaine: services South Trinidad from Guayaguayare to Cedros, including Central South.
- (3) Office at One Alexandra Street, St. Clair, Port of Spain: services North West Trinidad (West of Lady Young Road).
- (4) Office at Old Government Farm Road, Shaw Park, Tobago: services the entire Island of Tobago.

In Tobago, the Tobago House of Assembly, Division of Infrastructure and Public Utilities has Electrical Inspectors who operate under the technical guidelines of the Chief Electrical Inspector.

**FUNCTIONS****Administrative**

- (i) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for these inspections.
- (ii) Assignment of inspections to Electrical Inspectors on a daily basis and review of submitted reports.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- (iii) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (iv) Other functions associated with the maintenance of the clerical and technical operations of the Division.

**Inspections**

- (i) Inspections and Issuance of Certificates of Approval for all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections and Issuance of Certificates of Approval for all rewired or altered installations for compliance with established standards of safety which are also a prerequisite for the energizing/use of these installations.
- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety and advising owners/occupiers of relevant defects, to be corrected within a specified time.
- (v) Annual Inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (viii) Commissioning of new installations including large industrial plants.
- (ix) Maintenance testing at stipulated intervals.

**Advisory/Consultancy Services**

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.
- (ii) Participating in the work of the National Technical Committee (Electrical) of the Trinidad and Tobago Bureau of Standards.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

- (iii) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (iv) Presentations to schools and firms as regards electrical safety and training.

**Fire and Accident Investigation**

- (i) Visiting the scenes of fires to determine if the cause of the fire is due to an electrical fault upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Services or Insurance Companies.
- (ii) Attending court proceedings that may arise from the investigation at one (1) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the nearest Magistrate.

**Regulatory Functions**

- (i) Determining/reviewing codes, regulations and standards relevant to the inspection of installations.
- (ii) Evaluating the qualifications, competence and experience of applicants for the grant of Wireman's License. Reviewing the performance and conduct of Wiremen in the renewal of their License.
- (iii) Administering the grant and renewals of Projectionists (Cinema Operators) Licenses to competent candidates.
- (iv) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (v) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.

**Effects of functions on members of the public**

The functions of the Electrical Inspectorate Division have a profound effect on the public in that it affords them confidence in knowing that their wiring system have met a satisfactory standard of safety. Members of the public are also assured that their person and property are safeguarded from hazards, which may arise from their electricity usage.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION, 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

The public can participate in the decision-making of the Electrical Inspectorate Division through its National Technical Electrical Committee that is open to members of the public.

**Section 7 (1) (a) (ii)**

**Categories of Documents in the possession of the Electrical Inspectorate Division**

- a. Files dealing with administrative support and general administrative documents for the operation of the Electrical Inspectorate Division.
- b. Personnel files, which detail staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- c. Files dealing with the accounting and financial management function of the Electrical Inspectorate Division.
- d. Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
- e. Files dealing with matters relating to the procurement of supplies, services and equipment.
- f. Policy and Procedure Documents.
- g. Internal and External correspondence files.
- h. Customer files.
- i. Legislation and Legal Instruments.
- j. Legal Opinions and related matters.
- k. Files dealing with training – local and foreign and technical co-operation.
- l. Files dealing with circulars, memoranda, notices, bulletins, etc.
- m. Inventory.
- n. Complaints/suggestions files.
- o. Registers/Certificates/Permits/Licenses etc.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Section 7(1) (a) (iii)****Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:00 am to 4:00 p.m. on normal working days at the following locations:

Head Office:	#48 Eastern Main Road, Arouca Tel. 692-6548, 692-6549
South Office:	Maska Building South Trunk Road La Romain. Tel. 697-7976
Port of Spain Office:	One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain Telephone number 628-9500 Ext. 1113, 1114
Tobago Office:	Old Government Farm Road, Shaw Park, Tobago Tel. 639-3459

- High Voltage Regulations
- Low Voltage Regulations
- Electrical Inspections Fees
- Housing Electricians Fees
- Cinema Operators Fees
- Departmental Rulings from the Chief Electrical Inspector
- Requirements for Wireman's License and Cinema Operators Permits.

**Section 7 (1) (a) (iv)****Literature available by subscription**

This section is not applicable.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the Electrical Inspectorate Division.****How to Request Information:****General Procedure:**

Our policy is to answer all requests for information, both oral and written. However, in order to exercise your rights under the FOIA (for example the right to challenge a decision if the request for information is refused), the request must be made in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at any of the four Offices of the Electrical Inspectorate Division, for information that is not readily available to the public.

UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

**Addressing Requests:**

To facilitate prompt handling of your request, please address it to the Chief Electrical Inspector (**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 (**see section 7 (1) (a) (vi)**).

**Request 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 Electrical Inspectorate Division or from another public authority.

**Responding to your Request**

**Retrieving Documents:**

Prior to the commencement of the Freedom of Information Act 1999 old records may have been destroyed. The granting of a request for such documents may therefore not be possible. Various laws regulations and manuals give the time periods for keeping records before they may be destroyed. For example, The Exchequer and Audit Act: Chap: 69:01.

**Furnishing Documents:**

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

Please note we are not compelled to do the following:

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

**Time Limits**

**General**

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. If it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, you may wish to call or write to confirm that we have received the request and to ascertain its status.

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED**Time Allowed**

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the document and/or be provided with copies.

**Fees and Refunds**

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the documents/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven day period you are entitled to a refund of the fees paid in addition to free access to the documents/s requested.

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

Officers in the Electrical Inspectorate Division are 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:**

Mr. Marlon Williams  
Chief Electrical Inspector  
#48 Eastern Main Road, Arouca  
Telephone: 692-6548, 692-6549

**The Alternate Officer:**

Mrs. Monica Williams-Vendor  
Administrative Officer II  
#48 Eastern Main Road, Arouca  
Telephone: 692-6548, 692-6549

**Section 7 (1) (a) (vii)****Advisory Boards, Council, Committee, and other bodies**

- National Technical Electrical Committee of the Government Electrical Inspectorate

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

Certain information may be readily accessed at our offices:

- Head Office - #48 Eastern Main Road, Arouca  
Telephone: #692-6548, 692-6549
- Office - Maska Building South Trunk Road La Romain  
Telephone #697-7976
- Office – One Alexandra Place, 1 Alexandra Street, St. Clair, Port of Spain  
Telephone number 628-9500 Extension 1107, 1113

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UPDATED PUBLIC STATEMENT OF THE ELECTRICAL INSPECTORATE DIVISION 2017  
MINISTRY OF PUBLIC UTILITIES—CONTINUED

The public may also make general enquiries to Chief Electrical Inspector (Mr. Marlon Williams at 692-6548, 692-6549). Our offices are open to the public from Monday to Friday between the hours of 8:00am and 4:00pm.

**Policy of the Electrical Inspectorate Division for provision of copies of documents that are readily available to the public.**

Members of the public are required to provide paper for photocopies.

**Section 8 Statements**

**Rules and Regulation under which the EID operates**

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10, Legal Notice 139
- Public Service Regulations

**Electrical installations in Trinidad and Tobago must comply with the following standards:**

- Trinidad and Tobago Wiring Code, Part 1, Low voltage installation (TTS171: Part 1: 2002)
- Trinidad and Tobago Wiring Code, Part 2, High voltage installation (TTS171: Part 2: 2002)
- Trinidad and Tobago Wiring Code, Part 3, Renewable Energy Systems and Interconnections (TTS171: Part 3: 2011)
- National Electrical Code – 2011
- TTEC – Wiring for Lighting and Power (2008)
- Bulletins issued by the Chief Electrical Inspector

**Section 9 Statements**

This section is not applicable at this time.



PARLIAMENT  
Republic of Trinidad and Tobago

## NOTICE

### NAMES OF PAYEES OF UNCASHED CHEQUES ISSUED IN 2015/2016

The Office of the Parliament wishes to advise all persons who hold cheques which were issued by this Department during the accounting period October 1, 2015 to September 30, 2016 that such cheques will become **void on March 31, 2017**.

Cheques dated within the last six months should be cashed immediately. However, cheques that are stale dated (*i.e. more than six months have elapsed since the date of issue*) should be brought immediately to the **Financial Management Unit, Office of the Parliament** for revalidation.

\* Payees listed below who have already cashed their cheques are asked to kindly disregard this notice.

- |                                |                                |
|--------------------------------|--------------------------------|
| ● Korey Forde                  | ● Agostini's Fastening Systems |
| ● WASA                         | ● Engineering Institute        |
| ● Naheema Zenel Ameeral        | ● Cassandra George             |
| ● Caribbean Airlines           | ● Seeramics Ltd.               |
| ● Richard Ahamad               | ● Blizz Core Technology        |
| ● Blue Waters Products Ltd     | ● He Min                       |
| ● Samuel Williams              | ● Dr. Keith Rowley             |
| ● Teisha Thom                  | ● Reliable Imports Ltd .       |
| ● UTC                          | ● Margaret Bhagan              |
| ● South Caribbean Credit Union | ● Gillian Bishop Ltd.          |
| ● Peake Trading Ltd            | ● Stephenson's Ltd             |
| ● Fakoory's                    | ● Ganga Singh                  |
| ● C&W Ltd.                     | ● Gurley & Associates Ltd.     |
| ● The Book Specialists         | ● Coco Reef Resort and Spa     |
| ● Davendranath Tancoo          | ● Jabari Lynch                 |

**POLICE COMPLAINTS AUTHORITY (PCA)****2017 FREEDOM OF INFORMATION STATEMENT**

IN COMPLIANCE WITH SECTIONS 7, 8, 9 OF THE FREEDOM OF INFORMATION ACT 1999 (FOIA)

- In accordance with sections 7, 8, 9 of the Freedom of Information Act 1999 (FOIA) the Police Complaints Authority (PCA) is required by law to publish this statement, which lists the documents and information generally available to the public from the PCA.

The FOIA gives members of the public:

- A legal right for each person to access information held by the PCA.
- A legal right for each person to have personal/official information relating to him/herself amended where it is held by the PCA and such information is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- 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

POLICE COMPLAINTS AUTHORITY (PCA)  
2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**SECTION 7 STATEMENTS**

**SECTION 7 (1) (a) (i)**

Structure and Function of the Police Complaints Authority

**Establishment of the Police Complaints Authority**

The Police Complaints Authority was established by virtue of Section 5 of the Police Complaints Authority Act, Chapter 15:05 (hereinafter referred to as “the PCA Act”)

**Vision Statement**

The Reliable Authority leading the way to Justice

**Mission statement**

To pursue justice through independent civilian oversight of serious police misconduct and criminality.

**Core Values**

Confidentiality

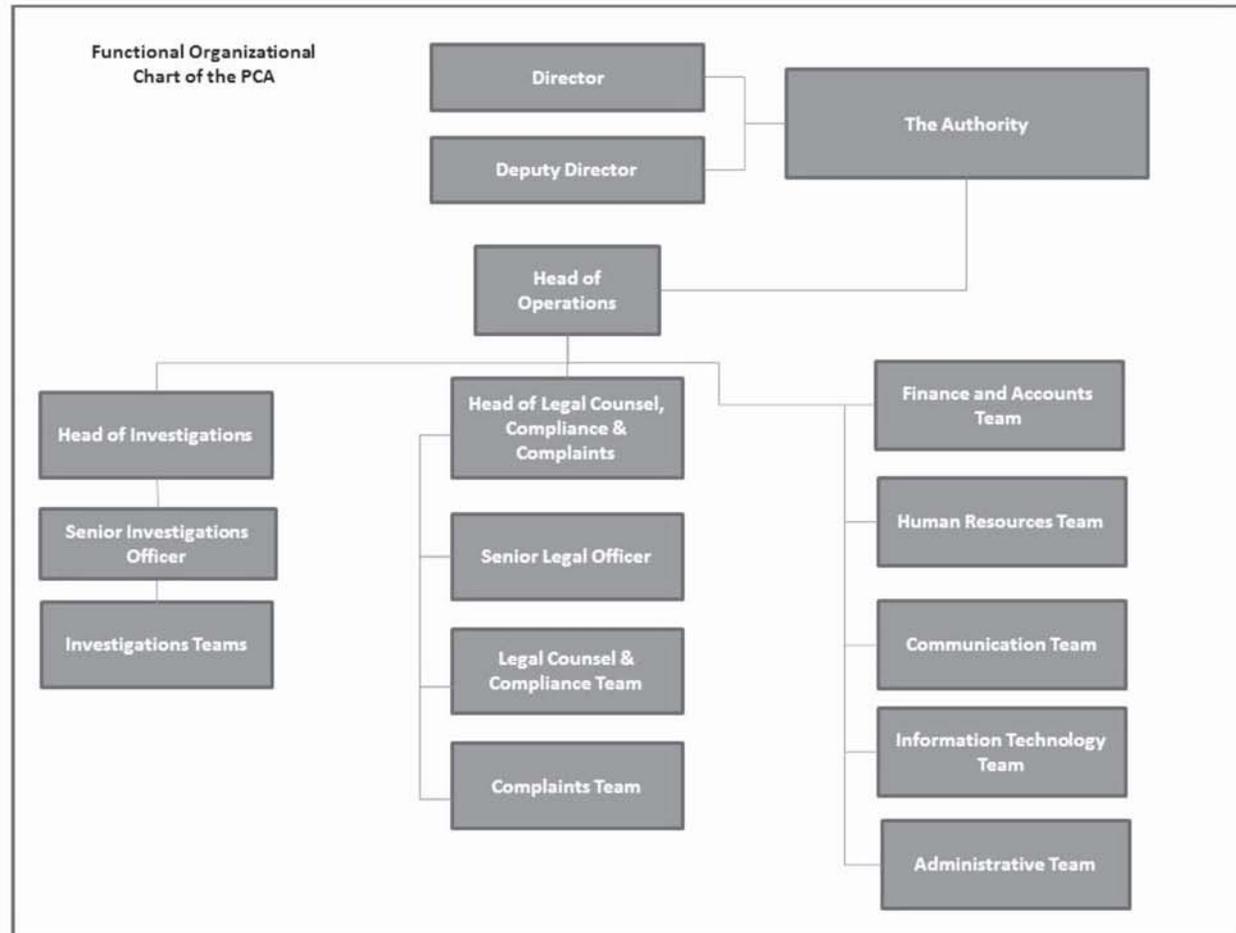
Integrity

Fairness

Professionalism

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## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**Structure of the PCA**

By virtue of Section 6 (1) of the PCA Act the Authority comprises a Director and Deputy Director who are appointed by the President on the joint advice of the Prime Minister and the Leader of the Opposition.

The Authority has direct operational responsibility for the PCA's three (3) main units namely:

1. Investigations
2. Legal Counsel, Compliance and Complaints
3. Operations

## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**INVESTIGATIONS**

The Investigations Team is the largest team in the PCA with its prime focus being the investigating of complaints, that is, criminal offences involving police officers, police corruption and serious police misconduct in strict accordance with the requirements of the PCA Act and the delivery of excellent service on a consistent basis.

**LEGAL COUNSEL, COMPLIANCE AND COMPLAINTS**

The Legal Counsel, Compliance and Complaints Team focuses on the provision of efficient, effective and high quality legal services to the PCA with respect to the investigation of criminal offences involving police officers, police corruption, serious police misconduct and for other related matters. Further, the Legal Counsel, Compliance and Complaints Team ensures effective follow-up and liaison between the PCA and the Director of Public Prosecutions/Police Service Commission/Commissioner of Police and all other persons or bodies whether public or private with whom the PCA works in cooperation with or in association with in the performance of its functions.

The Team ensures the PCA's compliance with all statutory and regulatory requirements and provides the requisite assistance in the execution of the overall functions of the Authority.

**OPERATIONS**

The Operations Team provides the support services required for the Authority to function effectively as detailed below:

**Finance & Accounts**

The Finance and Accounts Unit overlooks the entire system of monitoring and control of finances of the Authority in accordance with general accounting principles and practices. The Finance & Accounts Team gathers and summarises financial data to prepare financial reports for PCA's management, regulatory and statutory responsibilities. The Team also monitors and ensures accountability and approval for the disbursement of funds, salary payments and other financial obligations in line with budgetary and policy guidelines.

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

Information Technology

The Information Technology (IT) Team provides the technological and other platforms which enable the effective provision of service to customers and the recording, sorting and follow-up of all complaints. This Unit also has a significant focus on effective project management and new systems implementation.

Human Resources

The Human Resource (HR) Team focuses primarily on the effective management of PCA's Human Resources and the provision of service to PCA's staff, inclusive of Performance Management, Training and Development and Organisational Development initiatives.

Communications

The Communications Team focuses on the development and implementation of key strategies and innovative initiatives to ensure that the Authority maintains effective and continuous communication with its key stakeholders.

Administration

The Administration Team provides and oversees the administrative services required to support the operations of the PCA. The Administration Team will also routinely exercise quality control over facilities and fleet maintenance.

**Functions of the Authority**

Section 21 (1) of the PCA Act outlines the functions of the PCA.

**21. (1)** The functions of the Authority are to—

(a) investigate criminal offences involving police officers, police corruption and serious police misconduct;

## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

- (b) undertake inquiries into, or audits of, any aspect of police activities for the purpose of ascertaining whether there is police corruption or serious police misconduct or circumstances that may be conducive to both;
- (c) monitor an investigation conducted by any person or authority in relation to any matter mentioned in paragraph (a) and to undertake audits of those investigations;
- (d) advise the Police Service and other public authorities on ways in which police corruption and serious police misconduct may be eliminated;
- (e) gather evidence that may be admissible in the prosecution of a person who is not a police officer for a criminal offence in relation to the Police Service and to furnish that evidence to the Director of Public Prosecutions, or where an authority outside the State is concerned, the Attorney General;
- (f) gather evidence that may be used in the investigation of serious police misconduct and furnish such evidence to the Commissioner or the Commission for appropriate action;
- (g) gather evidence that can be used in the prosecution of a police officer involved in a criminal offence and furnish such evidence to the Director of Public Prosecutions; or
- (h) perform any other functions that may be conferred on it by any other written law.

**SECTION 7 (1) (a) (ii)****Categories of documents in the possession of the PCA:**

- 1. Initial reports**
- 2. Complaints**
- 3. Complaint classification forms**
- 4. Remit assessment forms**
- 5. Legal opinions**
- 6. Complaint additional information forms**
- 7. Complaint information sheets**
- 8. Internal policies (eg. fleet management, driver and visitor policies)**
- 9. Personnel files**
- 10. Job descriptions**
- 11. Organizational chart**
- 12. Letters of appointment**
- 13. Contracts of employment**

## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

14. Contracts for services
15. Contracts for consultancy services
16. Letters of confirmation
17. Interview reports
18. Applications for employment
19. Terms of engagement
20. Offers of employment
21. Letters of promotion
22. Employee performance appraisals
23. Training and development database
24. Leave management sheets
25. Group health and life plan
26. Annual Reports
27. Strategic Plans
28. Press releases and statements
29. Brochures
30. Gazetted material
31. Public relations materials (eg. flyers, presentations)
32. Payment vouchers/ pay sheets
33. Salary deduction vouchers
34. Schedule of accounts
35. Daily cheque listings
36. Summary of net amount payable statement
37. Vote books
38. Cash books
39. Invoice orders
40. Requests for release of funds
41. Monthly expenditure statements
42. Monthly bank reconciliation statements
43. Annual statement of budgetary proposals
44. Statements of gratuity computation
45. Letters of approval of gratuity payment

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

46. Fixed asset registers

47. Travelling registers

48. Contract and utility registers

49. Requisition forms

50. Annual return of remuneration paid and income tax and health surcharge deducted

51. TD 4 certificates

52. Requests for statement of PAYE indebtedness

53. Annual financial statements

54. Standard Operating Procedures (eg. Audio Visual Recordings, Movement and Activity Register etc)

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

##### **Materials prepared for publication or inspection:**

1. Initial Report Form (incidents reported by complainants are recorded on these forms).
2. The Police Complaints Authority Act, Chapter 15:05, Act No. 8 of 2006.
3. The PCA's Annual Reports of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013 and October 1, 2013 to September 30, 2014 which were all laid in Parliament.
4. The PCA's audited statement of accounts for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013 and October 1, 2013 to September 30, 2014 which were all laid in Parliament.

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

##### **Literature available by Subscription**

The PCA is not in possession of literature available by subscription.

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

**The procedure to be followed when accessing documents from the PCA.**

## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**1. How to request information:****• General Procedure**

The PCA's policy is to answer all requests, both oral and written, for information. However in order to exercise the rights given by the FOIA (for example the right to challenge a decision if a request for information is refused), a request must first be made in writing. An applicant seeking information that is not readily available in the public domain, must complete the appropriate form (Request for Access to Official Documents) available from the PCA's Reception Desk or from its Designated Officer.

**• Addressing Request**

To facilitate the prompt handling of a request, it should be addressed to the Designated Officer of the PCA mentioned in **SECTION 7 (1) (a)(vi)** herein.

**• Details in the Request**

An applicant should provide details that will allow for ready identification and location of the information that is being requested. If insufficient information is provided clarification will be sought from the applicant. An applicant who is unsure of how to write a request or of what details to include should inquire of the Designated Officer.

**• Request not handled under the FOIA**

A request under the FOIA may not be processed to the extent that it seeks information that is readily available in the public domain, either from the PCA or from another public authority (e.g. brochures etc.)

**2. Responding to your Request****• Retrieving Documents**

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## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

The PCA is required to furnish copies of documents only when those documents are in its possession, custody or control.

**• Furnishing Documents**

The PCA is required to furnish only one copy of a document. If it cannot make a legible copy of the document to be released, it will not attempt to reconstruct it, instead the best copy possible will be furnished.

The PCA is not compelled to do the following:

- (a) Create new documents, or
- (b) Perform research for an applicant.

**3. Time Limits***General*

Applicants will be notified within thirty (30) calendar days whether or not the request is approved. The PCA will try assiduously to ensure compliance with statutory time limits. If the PCA believes that the processing of your request may exceed the statutory time limit, we will acknowledge receipt of your request and undertake to advise you of its status. You are advised to call the Designated Officer to ensure that the PCA is in receipt of your request and to acquire an update on its status in light of the possibility that requests may be incorrectly addressed or misdirected.

*Time Allowed*

The PCA will advise you of the outcome of your request for access to information as soon as practicable but no later than thirty (30) calendar days from the date the request was received 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.

## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**4. Fees and Charges**

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. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material.

**SECTION 7 (1)(a)(vi)**

The officer in the PCA responsible for:

- a) the initial receipt and auctioning of notices under section 10 of the FOIA;
- b) requests for access to documents under section 13 of the FOIA; and
- c) applications for correction of personal information under section 36 of the FOIA is as follows:

**The Designated Officer is:**

Ms. Anita Mangra

Team Lead Legal Counsel

Tower D Level 24

International Waterfront Complex

1 Wrightson Road

Port of Spain

Tel: 627-4383 ext 2420 Fax: 627-0432

E-mail: [amangra@pca.org.tt](mailto:amangra@pca.org.tt)

The Alternate Officer is:

Ms. Lisa-Marie Robertson

Head of Legal

Tower D Level 24

International Waterfront Complex

1 Wrightson Road

Port of Spain

Tel: 627-4383 ext 2466 Fax: 627-0432

E-mail: [lrobertson@pca.org.tt](mailto:lrobertson@pca.org.tt)

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**SECTION 7 (1) (a)(vii)**

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

This bears no applicability to the PCA.

**SECTION 7 (1)(a) (viii)**

Information can be accessed through the Designated Officer **between the hours of 8:00am and 4:00pm from Mondays to Fridays, at the PCA's office located at:**

Tower D Level 24

International Waterfront Complex

1 Wrightson Road

Port of Spain

Tel: 627-4383 ext 2420; Fax: 627-0432

**SECTION 8(1) STATEMENTS**

**Section 8(1)(a)**

The public is entitled to access documents that are provided by the PCA for the use or guidance of the PCA or its staff in making decisions or recommendations, or in providing advice to persons outside the public authority, with respect to rights, privileges, benefits, obligations, penalties or other detriments, these being:

(i) Documents containing interpretations or particulars of written laws or schemes administered by the PCA, not being particulars contained in another written law; or

## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

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

The above documents will be made available to the public as they are developed, and include:

**Governing Legislation**

The Police Complaints Authority Act, Chapter 15:05.

**SECTION 8(1)(b)**

The public is also entitled to access documents that are provided by the PCA for the use or guidance of the PCA or its staff in enforcing written laws or schemes administered by the PCA where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

There are documents available which can be requested using the procedure set out in **section 7 (1) (a) (v) above**.

**SECTION 9 STATEMENTS****SECTION 9 (1) (a)**

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

Recommendations made to the Office of the Commissioner of Police by the Legal Counsel, Compliance and Complaints Unit of the PCA and approved by the Authority are featured in the PCA's Annual Report of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013 and October 1, 2013 to September 30, 2014.

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

**SECTION 9(1) (b)**

**A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority 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 the public authority or to the responsible Minister of that public authority.**

The 12<sup>th</sup> Report of the Joint Select Committee on Ministries, Statutory Authorities and State Enterprises (Group 1) on the inquiry into the administration and operations of the Police Complaints Authority.

The Report of the Joint Select Committee on National Security “Inquiry into the “total policing” initiative on March 23, 2015”

**SECTION 9 (1)(c)**

**Any report, or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the PCA.**

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

**SECTION 9 (1) (d)**

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

The PCA’s Annual Reports of its activities for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013 and October 1, 2013 to September 30, 2014 which were all laid in Parliament.

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

The PCA's audited statement of accounts for the periods December 29, 2010 to September 30, 2011, October 1, 2011 to September 30, 2012, October 1, 2012 to September 30, 2013 and October 1, 2013 to September 30, 2014.

**SECTION 9 (1) (e)**

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

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

**SECTION 9 (1) (f)**

**Any report prepared for the PCA by a consultant who was paid for preparing the report.**

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

**SECTION 9 (1)(g)**

**Any report prepared within the PCA 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.**

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

**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.**

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

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

**SECTION 9 (1)(i)**

**Any report containing:**

- a. Final plans or proposals for the re-organization of the functions of the PCA;
- b. The establishment of a new policy, programme or project to be administered by the PCA;  
or
- c. The alteration of an existing policy programme or project administered by the PCA, whether or not the plans or proposals are subject to approval by an officer of the PCA, another public authority, the responsible Minister for the PCA or Cabinet;

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

**SECTION 9 (1)(j)**

**Any statement prepared within the PCA and containing policy directions for the drafting of legislation.**

The policy containing amendments to the PCA Act and necessary consequential amendments is summarized hereunder.

*Amendments to the Police Complaints Authority Act, Chapter 15:05, to provide the Authority and its duly authorized officers with certain powers typically exercised by police officers, in particular, the power to:-*

- (a) search a person for weapons or evidence where the Authority considers it relevant so to do in relation to any matter being investigated under the PCA Act and to seize such weapons or evidence for the purpose of giving effect to Sections 21 (1), 26 and 30 of the PCA Act;*
- (b) take charge of and preserve the scene of a crime relative to a complaint under the Authority's investigation for the purpose of giving effect to Sections 21 (1), 26 and 30 of the PCA Act; and*
- (c) retrieve all evidence, including narcotics and "prohibited weapons" recovered during the exercise of the PCA's functions under Sections 21 (1), 26 and 30 of the PCA Act*

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POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

*Amendments deemed necessary as a consequence of providing the Authority and its duly authorized officers with certain powers of the police*

- (a) An amendment to include the Authority as an “authorised officer” under the Interception of Communications Act, Chapter 15:08 so as to permit quick access to subscriber records and intercepted communications in order to give effect to Sections 21 (1), 26 and 30 of the PCA Act.*
- (b) An Amendment to Section 5 of the Dangerous Drugs Act, Chapter 11:12 to recognize the PCA’s duly authorised officers as authorised to have in their possession dangerous drugs in order to give effect to Sections 21 (1), 26 and 30 of the PCA Act.*
- (c) An amendment to Section 6(2) of the Firearms Act, Chapter 16:01, to include the Director and Deputy Director of the PCA in the list of persons permitted to have in their possession any prohibited weapon.*
- (d) An amendment to the Administration of Justice (Deoxyribonucleic Acid) 2012 Act to provide for the PCA to be recognised as an entity which can submit to the Forensics Science Centre materials acquired from a crime scene and also receive reports and information following (DNA) testing.*

*Amendments necessary to:-*

- *Achieve consistency with best practice in civilian oversight*
  - (a) The recording of statements by audio visual means through an amendment to the Audio Visual Rules which are appended to the Evidence Act, Chapter 7:02 in order to include the PCA in the definition of law enforcement officers to whom the rules apply. This is of paramount importance particularly as the PCA already is in possession of audio visual recording equipment.*
- *To facilitate operational and administrative improvements in the PCA*
  - (a) The making of regulations to the PCA Act by the Authority as it is best poised to do so.*
  - (b) Deeming the Authority as “practitioner members” under the Legal Profession Act, Chapter 90:03, thereby making them exempt from the payment of annual contributions and*

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## POLICE COMPLAINTS AUTHORITY (PCA) 2017 FREEDOM OF INFORMATION STATEMENT—CONTINUED

*subscription fees to the Law Association of Trinidad and Tobago for the duration of their appointment.*

*(c) An amendment to the PCA Act to include a provision to deal with the functioning of the Authority in instances of death, resignation or revocation of appointment in respect of either member of the Authority.*

*(d) An amendment to the PCA Act for the inclusion of a new section to declare that the PCA shall be exempted from stamp duty, corporation tax, customs duties, value added taxes, motor vehicle taxes, fees, charges, assessments, levies and imposts on assets which are acquired for use by the PCA.*

➤ *To increase efficiency in oversight*

*The following amendments are imported from the PCA's Jamaican counterparts, The Independent Commission of Investigations ("INDECOM"), which has had great success in independent civilian oversight. The respective provisions have been reengineered to ensure applicability to the PCA whilst retaining the essence of the principal provisions. To mirror the successes of INDECOM the PCA considers it necessary to:*

*(a) Manage, supervise, direct and control an investigation carried out by (a) police officer(s) in relation to matters referred to in Section 21 (1) of the PCA Act*

*(c) Ensure compliance with the recommendations made to the CoP for action pursuant to Section 44 of the PCA Act*

*(*

➤ *To better serve the interests of justice*

*(a) Justice Protection Act, Chapter 5:33*

*Due to the nature of the allegations made to the PCA, complainants are often fearful for their safety and concerned about the potential backlash associated with coming forward.*

*An amendment to the Justice Protection Act, Chapter 5:33 is necessary to designate the PCA as an "approved authority" and allow the PCA to make recommendations for the protection of complainants against reprisal, discrimination and intimidation.*

## 2017 POLICE COMPLAINTS AUTHORITY (PCA) FREEDOM OF INFORMATION STATEMENT—CONTINUED

(b) *An amendment to the Coroner's Act, Chapter 6:04, to define "interested parties" and to include the PCA under that category.*

➤ *To ensure that all police officers are subject to independent oversight  
Lacunae and amendments of other pieces of legislation which touch and concern the oversight operations of the PCA have necessitated the following amendments in order to ensure that all persons falling under the definition of "police officer" under the Act are within the Authority's jurisdiction as far as the making of recommendations for discipline is concerned.*

(a) *The Municipal Police Regulations 2014*

*Section 60 of the Municipal Corporations Act, Chapter 25:04 provides that the Police Service Regulations (inclusive of those dealing with discipline) only applied to the members of the Municipal Police Force until the making of relevant Regulations.*

*Accordingly, the Municipal Police Service Regulations 2014 (MPS Regulations) having been made, are now applicable to members of the Municipal Police Force.*

*Further, under the MPS Regulations, the responsibility for the disciplining of members of the Municipal Police Force who have committed, inter alia, acts of misconduct is now vested in an Assistant Commissioner appointed under the Municipal Corporations Act, Chapter 25:04 (and not the Commissioner of Police).*

*Bearing in mind the remit of the Police Complaints Authority with respect to municipal police officers, the functions of the Authority under Section 21 of the PCA Act and, the definition of "serious police misconduct" under section 4 of the PCA Act, it is necessary that the following amendments be made:*

*The widening of the definition of "serious police misconduct" under Section 4 of the PCA Act to include the commission of a disciplinary offence under the Municipal Police Service Regulations, 2014 which the Authority considers to be so serious as to bring the Municipal Police Force into disrepute.*

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2017 POLICE COMPLAINTS AUTHORITY (PCA) FREEDOM OF INFORMATION STATEMENT—CONTINUED

*The widening of section 21 (1) (d) of the PCA Act to provide for the Authority to advise the Assistant Commissioner appointed under the Municipal Corporations Act on the ways in which he/she can eliminate serious police misconduct;*

*The inclusion of the words “Municipal Police Force” after the words “Police Service” in line 4 of Section (21) (1) (e) of the PCA Act;*

*The widening of section 21 (1) (f) of the PCA Act to provide for the Authority to furnish evidence (gathered) to the Assistant Commissioner appointed under the Municipal Corporations Act with respect to any Municipal Police Officer who has committed a disciplinary offence under the MPS Regulations which the Authority considers so serious as to bring the Municipal Police Force into disrepute; and*

*The creation of a responsibility on the part of the Assistant Commissioner appointed under the Municipal Corporations Act to inform the Authority in a similar manner as prescribed for the Commissioner of Police under Section 48(2) of the PCA Act with respect to information or complaints in relation to Section 21 (1) (a) of the PCA Act.*

*Priority therefore needs to be given to amendments to sections 4, 21 (1) (d), 21 (1) (e), 21 (1) (f) and 48(2) of the Act which have become necessary due to the making of the Municipal Police Service Regulations 2014 on October 24<sup>th</sup>, 2014 by Legal Notice No. 300, Legal Supplement Part B-Vol. 53, No. 135.*

*(b) The Special Reserve Police Act*

*Special Reserve Police Officers (SRPs) are included in the definition of police officers subject to the Act.*

*Under section 4 of the Act, serious police misconduct is defined as “the commission of a disciplinary offence under the Police Service Regulations, 2006 which the Authority considers to be so serious as to bring the Police Service into disrepute”*

*However, the Police Service Act (PSA) and the Regulations made thereunder, including Regulation 150, apply exclusively to police officers who perform duties within the Police Service.*

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2017 POLICE COMPLAINTS AUTHORITY (PCA) FREEDOM OF INFORMATION STATEMENT—CONTINUED

*Under the PSA, the term “Police Service” means “the Trinidad and Tobago Police Service established by section 4” which comprises “...the public offices as set out in the Third Schedule”. However, noticeably absent from that Third Schedule, is any reference to SRPs.*

*Therefore, the Police Service Regulations (which include discipline) made under the Police Service Act do not apply to SRPs.*

*The lacuna must be addressed and particularly so in light of Section 22 (2) of the Special Reserve Police Act, Chapter 15:03 which makes provisions for regulations, inter alia, for the discipline and guidance of SRPs.*

*In the interim, a suitable solution is the insertion of a clause similar to Section 60 of the Municipal Corporations Act which provides as follows:*

*“60. The Commission may make Regulations providing for the classification of officers in a Municipal Police Service, including qualifications, duties and remuneration and providing generally for the discipline, good order and government of the Municipal Police Services and until such Regulations are made hereunder, Regulations made under the Police Service Act, insofar as the Commission deems them applicable to any matter concerning Municipal Police Services or Municipal Police Officers, shall apply mutatis mutandis.”*

*In this way, the PSR shall apply to the SRPs until the making of their own regulations.*

**SECTION 9(1)(k)**

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

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

**SECTION 9 (1)(l)**

**Any environmental impact statement prepared within the PCA.**

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

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2017 POLICE COMPLAINTS AUTHORITY (PCA) FREEDOM OF INFORMATION STATEMENT—CONTINUED

**SECTION 9 (1)(m)**

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

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

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THE SERVICE OF A COPY OF AN APPLICATION FOR CERTIFICATION OF RECOGNITION  
(Section 32(3) of the Industrial Relations Act, Chap. 88:01)

SECTION 32(3) of the Industrial Relations Act, Chap. 88:01 reads as follows:

32(3) An Application under subsection(2) shall—

- (a) be in the prescribed form; and
- (b) describe the proposed bargaining unit in respect of which certification is sought,

and the union making the application (herein referred to as the “claimant union”) shall serve a copy of the application on the employer and the Minister.

In light of the requirement outlined in the above-mentioned Section, the Board reminds all Trade Unions that a copy of their Application for Certification of Recognition must be served on the Employer and the Minister in accordance with section 32(3) of the Act. Such service could be conducted by Registered Mail, e-mail or hand delivery with the person receiving same affixing a signature as received.

B. TAITT  
Secretary, Registration Recognition  
and Certification Board

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REGISTRATION, RECOGNITION AND CERTIFICATION BOARD

THE CONCEPT OF A DEPARTMENT IN THE CONTEXT OF THE INDUSTRIAL RELATIONS ACT, CHAP. 88:01.

THE BOARD sought the advice of the Industrial Court on the concept of a department in the context of the Industrial Relations Act, Chap. 88:01.

The Court defined a department as a division of a greater whole—a subdivision—Black’s Law Dictionary 10th Edition by Editor in Chief, Bryan A. Garner.

The above definition suggests that a department is a subdivision of the whole. It speaks to the grouping of activities and resources according to the nature and objectives of the business. Generally it can be developed by function, by product, by territory, matrix, a team approach or a virtual network approach. It follows then that an organisation would comprise of numerous departments or subdivisions. Moreover, it can be seen as a business organisation concept. Therefore, from a business organisation perspective and in order that the departments work efficiently and effectively there must be the identification of managerial concepts.

Some of the managerial concepts that are common to most organizations may include—

1. the division of labour (this is the functional approach which may be manifest in the form of a specific department)
2. chain of command (hierarchy of authority)
3. span of control
4. delegation of responsibility and authority
5. unity of command
6. rules, regulations and discipline

The aforementioned clearly reveals that a department is a management concept and legal concept which has been given effect in the Industrial Relations Act.

The Board, then, must not only define a Department but has to go further and state that a Department is functional and embodies certain managerial concepts as outlined above, thereby providing clarity to the process used to determine what is department. Moreover, as far as possible the Board in the application of the provisions of the Act especially provisions which require interpretation, must follow the rules of statutory interpretation.

B. TAITT  
Secretary, Registration Recognition  
and Certification Board

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NOTICE OF INTENDED REMOVAL OF DEFUNCT  
COMPANY FROM REGISTER

[Section 275(3) of the Companies Ordinance, Chap. 31:01]

NOTICE is hereby given that at the expiration of three months from the date of this notice the name of the Company appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the company will be dissolved.

*Name of Company*

LOVE IN ACTION—L 648

Dated this 16th day of February, 2017, at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

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[Section 461(3) of the Companies Act, 1995, Chap. 81:01]

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

*Name of Companies*

ASH CYCLE SPECIALIST LIMITED—A 6668 (95)  
ARVIND CONSTRUCTION SERVICES LIMITED—  
C 2013091005590  
BUILDING BEYOND SCAFFOLDING LTD.—  
C 2013081905199  
CARIBBEAN BUSINESS COMPASS LIMITED—  
C 2013040502582  
CLAXTON BAY STEEL PIPES CO. LTD.—  
C 2013030502040  
D C S S GENERAL CONTRACTORS LIMITED—  
D 2900 a (95)  
EXTRA COVER TENT RENTAL LIMITED—E 2320 (95)  
GRAHAM'S MARINE SERVICES LIMITED—  
G 1353 (95)  
HARSAN GENERAL CONTRACTORS LIMITED—  
H 1888 (95)  
JAWAHIR'S MINI MART LTD.—J 2229 (95)  
JOHN MARCHONG PLASTICS LIMITED—  
C 2014031008755  
JOHNWILL AND ASSOCIATE ENGINEERING  
(TRINIDAD) LIMITED—J 663 (C)  
NEXUS SYSTEMS LIMITED—N 2002 (95)  
QUANTUM POSSIBILITIES LIMITED—Q 115 (95)  
RAHAMUT'S GENTS SHOP LIMITED—R 1737 (95)  
SANVIC LANDSCAPING SERVICES LIMITED—  
S 4456 (95)  
SAVANNAH WINDS LIMITED—S 6002 (95)  
SHAZAM MOHAMMED SALES AND SERVICES  
LTD.—S 7034 (95)  
SNAPSHOT SURVEY AND MARKETING LTD.—  
C 2013120607112  
SURVIVAL ASSOCIATES INTERNATIONAL  
LIMITED—S 5771 (95)

SYDMEN SPECIALIZED PURGERS LIMITED—  
S 6190 (95)

SYMTEK E & I SOLUTIONS LTD.—S 4823 (95)

TELLY PAUL ACCIDENT & HEALTH INSURANCE  
SERVICES LIMITED—T 3339 (95)

TERLYSSA CONSTRUCTION SERVICES LIMITED—  
T 6569 (95)

TOY'S LANDSCAPING LTD.—T 5041 (95)

TRICORP MARKETING SOLUTIONS LIMITED—  
T 3604 (95)

TRINIDAD SCIENTIFIC GAMES LIMITED—T 6706 (95)

VANTAGE CONCEPTS AND DESIGN LOGISTICS  
LIMITED—V 1177 (95)

VENUS SPORTS BAR LIMITED—V 639 (95)

WILDFIRE MARKETING LIMITED—W 1617 (95)

YOU & I FABRICATING AND CONSTRUCTION  
LIMITED—C 2013042202877

ZABIKO COMPANY LTD.—Z 259 (95)

Dated this 16th day of February, 2017 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

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NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

*Name of Companies*

ADVANCE INSURANCE & FINANCIAL SERVICES  
LIMITED—A 5888 (95)  
ATLANTIC ROOF MANUFACTURING COMPANY  
LTD.—A 6317 (95)  
BIDHESI'S VICTORY AWARDS LTD.—B 1621 (95)  
BEST IN THE BUSINESS TRINIDAD LTD.—B 3452 (95)  
CELL CENTRE COMPANY LIMITED—C 4221 (95)  
DAVE BAILEY GENERAL CONTRACTING LIMITED—  
D 2327 (95)  
EARTH LANDSCAPERS CONSTRUCTION DESIGN  
LTD.—E 1617 (95)  
JULIEN VISHWANI JOEL IMPORTS (JVJ IMPORTS  
LTD.) LTD.—J 2061 (95)  
NAVKA GENERAL CONTRACTOR LIMITED—  
N 1658 (95)  
PT. LISAS WELDING AND ENGINEERING  
SERVICES LIMITED—P 2156 (95)  
SPARKLE COMPANY LIMITED—S 4821 (95)  
SCREEN & STITCH DESIGN LIMITED—S 5644 (95)  
STRATEGIC ENVIRONMENTAL SERVICES  
LIMITED—S 6989 (95)  
SENCAYA ENTERPRISE CO. LTD.—C 2013070304331  
TOBAGO SNO BIZ LTD.—C 2013102906390

Dated this 17th day of February, 2017 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

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## NOTICE OF INTENDED REMOVAL OF DEFUNCT COMPANIES FROM REGISTER—CONTINUED

*[Section 461(3) of the Companies Act, 1995, Chap. 81:01]*

NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

*Name of Companies*

AZEES COMPANY (2005) LIMITED—A 3534 (95)  
 ACUTE INVESTMENTS LTD.—C 2012123101136  
 BDHARAMDIAL LIMITED—C 2013100105960  
 CARIBBEAN INFRASTRUCTURE DEVELOPMENT CO. LTD.—C 4060 (95)  
 CECELIA AUTO PARTS LTD.—C 6347 (95)  
 CORNERSTONE IMPORTS LTD.—C 6554 (95)  
 COSMETIQUE DISTRIBUTION CENTRE LTD.—C 7215 (95)  
 DAVID'S GARRISON HOLDINGS LTD.—D 2255 (95)  
 D & M TRANSPORT LIMITED—D 2341 (95)  
 DOOLIN'S MINI PHARM LTD.—C 2013091805776  
 ERIAZ CO. LTD.—E 1440 (95)  
 ESTRELLA CANOPUS LIMITED—E 2794 (95)  
 FORESIGHT SECURITIES INTERNATIONAL LIMITED—F 1983 (95)  
 FTG CARIBBEAN LTD.—F 2534 (95)  
 GEORGE BALFOUR AND COMPANY LIMITED—G 2149 (95)  
 GOBIN SEETAHAL'S MINI MART LTD.—C 2016021803966  
 INNOVISION CARIBBEAN LIMITED—I 1822 (95)  
 LOUIS INVESTMENTS LTD.—L 1446 (95)  
 MAINGOT REALTORS LTD.—M 2567 (95)  
 MULTIPLE TRADING COMPANY LTD.—M 3345 (95)  
 MANITA SPORT LTD.—M 4440 (95)  
 MONITRAM SOLUTIONS LIMITED—C 2013091705704  
 RADECON DISTRIBUTORS LIMITED—R 2655 (95)  
 TREVKO SURVEYS AND CONSULTANCY SERVICES LIMITED—T 2706 (95)  
 THE CARIBBEAN LATIN AMERICA CHAMBER OF COMMERCE—T 5823 (95)  
 THE CARIBBEAN LATIN AMERICA BUSINESS OFFICE LIMITED—T 5607 (95)  
 TWILIGHT SUPERSTORE LIMITED—T 5976 (95)  
 THE MAKANDAL DAAGA LAVENTILLE WINNERS FOUNDATION FOR SPORTS, ART AND CULTURE—T 6541 (95)  
 VICTUM MENS LIMITED—V 1252 (95)  
 WILD CHERRY LIMITED—W 1323 (95)

Dated this 22nd day of February, 2017 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

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NOTICE is hereby given that at the expiration of three months from the date of this notice the names of the Companies appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Companies kept at this office, and the Companies will be dissolved:

*Name of Companies*

METAL FORMERS LIMITED—M 1988 (95)  
 MILLENNIUM VENTURE LIMITED—M 1963 (95)  
 DYNAMIC CELLS LIMITED—D 2014 (95)  
 CANDICE NURSE COMPANY LTD.—C 6040 (95)  
 CELESTIN AND COMPANY LIMITED—C 4094 (95)  
 RICARDO OWEN AUTOMOTIVE SERVICES CO. LTD.—R 3543 (95)  
 SPLASHIONISTA LTD.—S 7523 (95)  
 TRINIDAD AND TOBAGO HEALTH SCIENCES INITIATIVE COMPANY (HSIC) LIMITED—T 5395 (95)  
 TEAM ORANGE LTD.—T 6840 (95)  
 ZAHIR MOHAMMED CONSTRUCTION LTD.—C 2012102400211  
 ZAHIR MOHAMMED WHOLESALE STORES LTD.—C 2012102400258  
 KLUMAS ENTERPRISES COMPANY LIMITED—C 2013022701959  
 ISLAND FRIED CHICKEN LIMITED—C 2013040802573  
 INTERNATIONAL TIMBERMEN TRADING LTD.—I 2016 (95)  
 POM POM LIMITED—P 3042 (95)  
 QUIRT GENERAL SERVICES LIMITED—Q 837 (95)  
 PARADISE CONSTRUCTION LTD.—P 3893 (95)  
 ONLINE TRANSPORT LTD.—O 1169 (95)  
 ORIENTAL WOODWORKING CO. LTD.—O 962 (95)  
 MANGELELLA LIMITED—M 4756 (95)  
 MID-LAND CONSTRUCTION LIMITED—M 4430 (95)  
 GABRAN INVESTMENTS LIMITED—G 2878 (95)  
 KCV INVESTMENT ADVISORY SERVICES LIMITED—K 1747 (95)  
 FIREFLY APARTMENTS LTD.—C 2015102701002  
 HERITAGE BRANDS LIMITED—H 1542 (95)  
 ETCHINGS UNLIMITED LTD.—E 1294 (95)  
 DON HOLDER CONTRACTORS CO. LTD.—D 2471 (95)  
 DON & DAWN HOLDER'S ENTERPRISES LTD.—D 2470 (95)

Dated this 22nd day of February, 2017 at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

**382**NOTICE OF REMOVAL OF DEFUNCT COMPANY  
FROM REGISTER*[Section 461(5) of the Companies Act, 1995, Chap. 81:01]*

NOTICE is hereby given that UTC PROPERTY HOLDINGS LIMITED—U 415 (95) was struck off the Register of Companies on the 7th October, 2016.

Dated this 2nd day of March, 2017, at the Registrar General's Office.

K. BRIDGEWATER  
*Registrar General*

**383**LOSS OF PAN-AMERICAN LIFE INSURANCE OF  
(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
ANNETTE CONNELL ... ..	3301004
NIGEL MARTIN ... ..	3339365
HAKIM LEITH ... ..	3384462
SHELDON JACKMAN ... ..	3384965

PAN-AMERICAN LIFE INSURANCE  
OF (TRINIDAD AND TOBAGO) LIMITED

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

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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
ERIC JEMMOTT ... ..	3401781
RITA ST. CLAIR ... ..	892901
CARLOS LUCAS ... ..	3452677
DARREL MAYNARD ... ..	3409900
STEVE CHANDLER ... ..	4153351
STEVE CHANDLER ... ..	3329592
LACHHMIN NARINE ... ..	3443577
LACHHMIN NARINE ... ..	3364893
NARESH NARINE ... ..	3373397

PAN-AMERICAN LIFE INSURANCE  
OF (TRINIDAD AND TOBAGO) LIMITED

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

**385**

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
TREVOR DOMINIQUE ... ..	3499110
KURT WILLIAMS ... ..	3450453
RUDRA BALRAMSINGH ... ..	3404459
DEBRA CHANDLER ... ..	3333170
JOSIAH CARDINEZ ... ..	3399919
CHERRY-ANN DE SOUZA ... ..	3443315
ATIBA WILTSHIRE ... ..	3433877
ATIBA WILTSHIRE ... ..	3442903
TREFOR SCOTT ... ..	3405429

PAN-AMERICAN LIFE INSURANCE  
OF (TRINIDAD AND TOBAGO) LIMITED

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

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

PORT-OF-SPAIN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, has appointed THURSDAY THE 13TH DAY OF APRIL, 2017 at the hour of 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Raul Fabres of 33, Oleander Way, Victoria Gardens, Diego Martin, for a Certificate authorising him to carry on the trade of a Spirit Grocer in respect of premises situate at 143, Long Circular Road, Maraval.

Dated this 27th day of January, 2017 at the Port-of-Spain Magistrates' Court.

R. BANEY  
*Secretary, Licensing Committee,  
St. George West*

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SAN FERNANDO

NOTICE is hereby given that by lawful authority under the provisions of section 18(3) of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of Victoria West, San Fernando Area, has appointed THURSDAY THE 13TH DAY OF APRIL, 2017 at 9.00 o'clock in the forenoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Jason J. George, for a Certificate authorising him to obtain a Wine Retailer's Licence in respect of premises situate at Shop No. 301, South Park Plaza, Corner Tarouba Link Road and San Fernando Bye Pass, San Fernando.

Dated this 20th day of March, 2017 at the San Fernando Magistrates' Court.

N. PUNDIT  
*Secretary, Licensing Committee,  
Victoria West*