



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 91

## ERRATA

IN *“Trinidad and Tobago Gazette, Extraordinary”*, Vol. 50, No. 161, dated Friday 25th November, 2011, Page 1120, Item No. 2058, under the heading “Notice of Intended Removal of Defunct Companies from Register”, the company, “FORMULA 1 TRADING LIMITED—F 1346” was incorrectly published and should have read “FORMULA 1 TRADING LIMITED—F 1346 (95)”. The error is regretted.

IN *“Trinidad and Tobago Gazette, Extraordinary”*, Vol. 50, No. 161, dated Friday 25th November, 2011, Page 1120, Item No. 2059, the undermentioned companies “FORMULA 1 TRADING LIMITED—F 1346 (95)”, “GELDE INVESTMENTS COMPANY LIMITED G 1153 (95)”, “ORANGE SOLUTIONS LTD.—O 523 (95)”, “WINDSURF WMR LIMITED—W 1118 (95)”, “SUPREME NETWORKING LIMITED—S 5033 (95)”, “DECORETE COMPANY LIMITED—D 1051 (95)”, “TOP GUN LIMITED—T 1839 (95)”, “OLYMPSON TRADING CO. LTD.—O 783 (95)”, “ARNUM’S CONSULTING LIMITED—A 3821 (95)”, “TRIPLE D BUSINESS SOLUTIONS LIMITED—T 6359 (95)”, “LINUS SUPPLIES AND SERVICES LIMITED—L 1933 (95)”, “NEW LINE AUTO PARTS LIMITED—N 1706 (95)”, “SAPNA HOMES LTD.—S 5025 (95)”, “AMES INFORMATION SERVICES LIMITED—A 2065 (95)”, “SHOP & GO LIMITED—S 3041 (95)”, “B. DOVER LTD.—B 2436 (95)” and “HARRY AND SONS PAINTING CONTRACTING LIMITED—H 1741 (95)” should be deleted. The error is regretted.

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### APPOINTMENT TO PERFORM THE FUNCTIONS OF THE PRIME MINISTER

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 78(1) of the Constitution of the Republic of Trinidad and Tobago, has authorised the HONOURABLE JACK AUSTIN WARNER, Minister of Works and Infrastructure, to perform the functions conferred upon the Prime Minister, other than the functions conferred by section 78(2) of the Constitution, with effect from the afternoon of 15th May, 2012 and continuing during the absence from Trinidad and Tobago of the said the Honourable KAMLA PERSAD-BISSESSAR, M.P., in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL  
*Secretary to His Excellency  
the Acting President*

15th May, 2012.

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### APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS AND COMMUNICATIONS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed DR. ROODAL MOONILAL, a Member of the House of Representatives who is a Minister, to act in the Office of Dr. the Honourable SURUJRATTAN RAMBACHAN, Minister of Foreign Affairs and Communications, with effect from 2nd May, 2012 and continuing during the absence from Trinidad and Tobago of the said Dr. the Honourable Surujrattan Rambachan, M.P., in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL  
*Secretary to His Excellency  
the President*

1st May, 2012.

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## APPOINTMENT TO ACT AS MINISTER OF LOCAL GOVERNMENT

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed DR. GLENN RAMADHARSINGH, a Member of the House of Representatives who is a Minister, to act in the Office of the Honourable CHANDRESH L. D. SHARMA, Minister of Local Government, with immediate effect and continuing during the absence from Trinidad and Tobago of the said the Honourable Chandresh L. D. Sharma, M.P., in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL  
*Secretary to His Excellency  
the President*

14th May, 2012.

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## APPOINTMENT TO ACT AS MINISTER OF HEALTH

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed EMMANUEL GEORGE, a Member of the Senate, to act in the Office of the Honourable DR. FUAD KHAN, Minister of Health, with effect from 16th May, 2012 and continuing during the absence from Trinidad and Tobago of the said the Honourable Dr. Fuad Khan, M.P., in addition to the discharge of his normal duties.

E. DANIEL-LIVERPOOL  
*Secretary to His Excellency  
the President*

14th May, 2012.

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## APPOINTMENT TO BE A TEMPORARY MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by section 44(1)(a) and section 44(4)(c) of the Constitution of the Republic of Trinidad and Tobago, has appointed DR. LENNOX BERNARD, to be temporarily a Member of the Senate, with effect from 1st May, 2012 and continuing during the absence from Trinidad and Tobago of Senator SUBHAS RAMKHELAWAN.

E. DANIEL-LIVERPOOL  
*Secretary to His Excellency  
the President*

27th April, 2012.

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## REGISTRATION RECOGNITION AND CERTIFICATION BOARD RULES, CHAP. 88:01—RULE 20

## APPLICATION FOR CERTIFICATION OF RECOGNITION

Name and Address of Claimant Union:	GOVERNMENT INDUSTRIAL AND GENERAL WORKERS UNION UPPER BESSON STREET PORT-OF-SPAIN
Name and Address of Employer:	VEHICLE MANAGEMENT CORPORATION OF TRINIDAD AND TOBAGO (VMCOTT) NO. 22 BEETHAM GARDENS LAVENTILLE

TAKE NOTICE that on the 17th February, 2012, the Registration Recognition and Certification Board received from the above-named Claimant Union an application for Certification of Recognition as the Recognised Majority Union in respect of a bargaining unit comprising the “monthly rated” employees of Vehicle Management Corporation of Trinidad and Tobago (VMCOTT).

Dated this 2nd day of April, 2012.

C. BUFFONG  
*Secretary, Registration Recognition  
and Certification Board*

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THE 2011 UPDATED PUBLIC STATEMENT OF NATIONAL ENERGY CORPORATION OF TRINIDAD AND TOBAGO LIMITED IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT CHAPTER 22:02

National Energy Corporation of Trinidad and Tobago Limited ("NEC") is required by Section 7, 8 and 9 of the Freedom of Information Act Chap 22:02 ("FOIA") to publish the following statement which lists the documents and information generally available to the public. This includes the structure and functions of NEC and a list of categories of documents held by NEC. The FOIA also identifies those documents which are eligible for public access and sets out how to obtain same. The following information satisfies the legislative requirements of the Act for the annual public statement.

The FOIA gives members of the public:

1. a legal right for each person to access information held by a public authority;
2. a legal right for each person to have that information relating to him/herself amended where it is incorrect or misleading;
3. a legal right to obtain reasons for adverse decisions made regarding applicant's request for information under the FOIA; and
4. a legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made in accordance with section 7 (1) (b) and (2) (b) of the FOIA.

NEC publishes the following information provided by the Minister of Energy and Energy Affairs in accordance with sections 7 (1) (b) of the FOIA:

#### STATEMENTS UNDER SECTION 7 OF THE FOIA

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

NEC is a wholly owned subsidiary of The National Gas Company of Trinidad and Tobago Limited (NGC). NEC was incorporated as a company under the Companies Ordinance Chapter 31 on 7<sup>th</sup> September, 1979 and continued under the Companies Act Chapter 81:01 on 7<sup>th</sup> July, 1998. NEC holds shares holding or equity interests in any other entity. NEC manages and operates Land Reclamation and Development Company Limited which is a subsidiary of NGC.

THE SCOPE OF BUSINESS OF NEC AND ITS AFFILIATED COMPANIES INCLUDE:

- the conceptualization, promotion, development and facilitation of new energy based and downstream industries in Trinidad and Tobago;
- identification and development of new industrial estates;

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- identification and development of new industrial deep waters port facilities at these estates;
- ownership and operation of marine and other infrastructural assets at all gas-based petrochemical and metal plants;
- development and management of La Brea and Union Industrial Estates;
- towage and haulage operations; and
- sustainable management of the environment.

## CORPORATE INFORMATION

NEC's registered office is located at Corner and Factory Road, Brechin Castle, Couva.

NEC is governed by Board of Directors appointed by the Government of the Republic of Trinidad and Tobago (GORTT). The Members of the Board are:

Larry Wai (Chairman)  
 Haseena Ali  
 Carlton Gibson  
 Cathal Healy-Singh  
 Rabindra Jagernath  
 Clyde Ramkhalawan

Four (4) Board committees assist in formulating and guiding the business and policies of NEC, namely:-

- The Audit Committee
- The Human Resource Committee
- The Finance/Tenders Committee; and
- The Operations Committee.

NEC's executive management team comprises the President, one (1) Vice President, four (4) Managers and one (1) Assistant Manager, and two (2) Heads of Department.

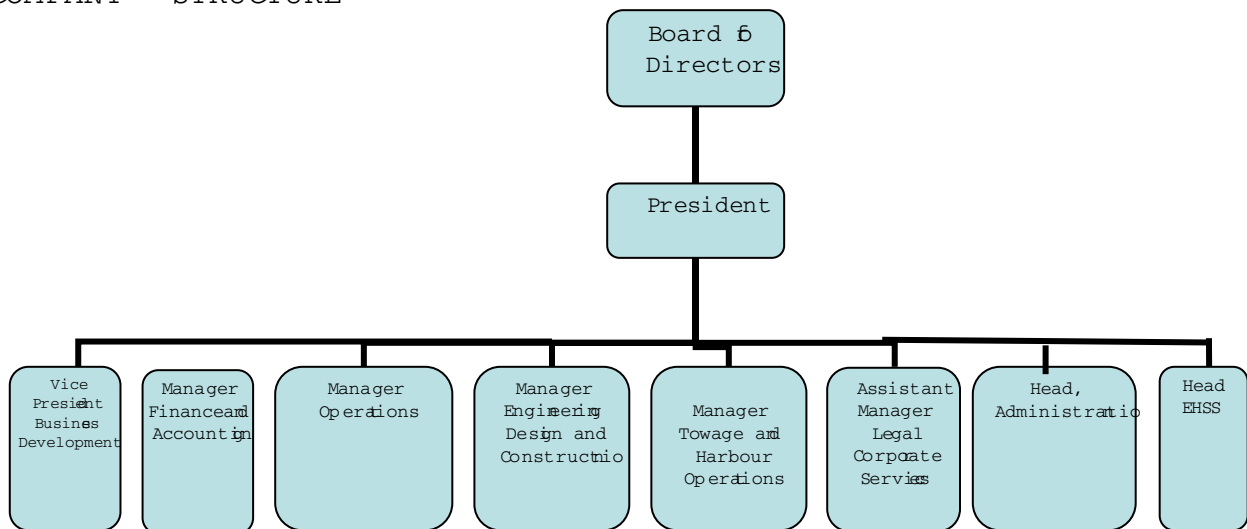
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COMPANY STRUCTURE



There are eight (8) operations within NEC. They are:-

1. the Business Development Department which performs the following functions:

- implementation of the Government's policy with respect to the development of energy based industries in Trinidad and Tobago;
- research and development of energy based projects;
- conceptualization of new energy-based projects;
- technical and economic evaluation of energy projects;
- promotion of energy based industrial projects;
- facilitation of the development of energy projects;
- consultation on energy policy and industry development for foreign governments and foreign National Oil Companies;
- participation in internal and external project development teams;
- strategic planning for the organization.

2. the Marine Terminal Operations Department which performs the following functions:

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- ensures that all ~~used~~ ~~marine~~ terminals are properly maintained and remain available to Users on a continuous basis; and
- ensures that all ~~national~~ ~~safety~~ ~~operating~~ and ~~environmental~~ policies and standards are observed and enforced in order to ~~at~~ ~~facilities~~, secure and efficient ~~handling~~ and ~~discharge~~ of ~~hazardous~~ cargo.

3. *the Engineering Design and Construction Department*, which performs the following functions:

- carries out engineering designs and construction ~~from~~ industrial estates and port facilities;
- oversees for the preparation and ~~submission~~ of the Town and County Planning Division (TCPD) and the Environmental Management Authority (EMA) for Certificates of Environmental (CEC), as a function of NEC's construction projects mandate.;
- monitors the ~~conduct~~ ~~operation~~ and ~~submission~~ of Environmental Impact Assessment Studies to the EMA as ~~and~~ required for the determination of CEC applications; and
- monitors and ~~audits~~ the implementation of CEC ~~conditions~~ on a project basis.

4. *the Tug and Harbour Operations Department*, which performs the following functions:

- manages the ~~operation~~, maintenance and ~~coordination~~ of ~~the~~ fleet of tugs and other ancillary ~~craft~~ to provide ~~tug~~ services ~~to~~ ships, ~~and~~ other ~~marine~~ applications;
- markets & develops ~~tug~~ service; and
- maintains the ~~Port~~ Harbor and ~~navigation~~ aids.

5. *the Legal and Corporate Services Department* which provides legal and corporate secretariat services.

6. *the Finance and Accounting Dept*, which provides finance/treasurer management and ~~financial~~ ~~operation~~ services.

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7. the Administration Department which provides support services in the areas of Human Resources, Office Facilities Management, Information Technology and Corporate Communication.

8. the EH Department which performs the following functions:

- provides NEC with information and advice in matters relating to environment, Health, Safety and Security;
- evaluates & manages EHSS risks, emergency preparedness, crisis management and asset protection;
- positively promotes health & safety;
- ensures compliance with requirements for the best care of NEC and its stakeholders.

EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of NEC is encompassed in its Vision and Mission:

NEC's Vision is to be a leader in the development of sustainable energy based industries.

NEC's Mission is to leverage its assets for the benefit of the nation through:

- ownership and operation of assets;
- innovation;
- strategic alliances; and
- market intelligence

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

STATEMENTS UNDER SECTION 7 OF THE FOIA

Section 7 (1) (a) (ii)





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## CATEGORIES OF DOCUMENTS IN THE POSSESSION OF NEC

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

1. General Administration and Support Services-  
Records related to property management and office services.
2. Intra-Governmental Correspondence-
  - a. Correspondence with Ministers, Cabinet and public authorities; and
  - b. Reports to the Central Statistical Office and other governmental financial management institutions.
3. Committees' Deliberations-  
Minutes and reports of Committees and other internal bodies.
4. Legal Activities-  
Records of decisions, legislation, policies, procedures, contracts, agreements, litigation and other dealings and the tender procedure and process.
5. Business Activities-
  - a. Business plans, proposals and reports;
  - b. Records related to development planning and general management of project
  - c. Records of programmes and relations with communities adjacent to proposed industrial sites;
  - d. Information resource management facilities, services and technology;
  - e. Marketing and business promotions;
  - f. Performance and audit assessments and analyses;
  - g. Consultancy, technical advice, assessment and other various reports that support business decisions;
  - h. Policies, procedures and manuals, e.g. safety manual, evacuation procedure;
  - i. Speeches and presentations in forums and conferences; and
  - j. Records related to the management of corporate events.



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## 6. Financial and Accounting Operations-

- a. Records related to budgeting, capital investments, financial planning and reporting, taxation, share management etc.;
- b. Reports to government, audited financial accounts laid in Parliament and other public financial entities;
- c. Accounting records; and
- d. Annual financial reports.

## 7. Technical Operations-

Records related to the management and maintenance of marine resources, building and physical infrastructure, including port and marine operations and towage and haulage operations of the NEC and estate management operations of La Brea Industrial Development Company Limited.

Section 7 (1) (a) (iii)

## DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION

If not stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3:00 p.m. on normal working days at:-

National Energy Corporation Trinidad and Tobago Limited  
 Corner Rivulet and Factory Roads  
 Brechin Estate  
 Couva

Phone: (868) 636-8471

Fax: (868) 636-2905

- Various pamphlets on natural and the natural gas industry
- Annual Financial Report
- Speeches and presentations before fora and conferences
- Tenders procedure

If distributed copies of these publications of stock exchange persons will be required pay for photocopying or duplication.

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All general information available on NEC's website [www.nec.co.tt](http://www.nec.co.tt)

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

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

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER FOIA

How to Request Information

1. Requests under the FOIA may be made between the hours of 9:00am and 12:00pm from Monday to Friday.
2. All requests for access to documents not already available in the public domain are to be made on a Request for Access Official Document form that is available from the Designated FOIA Officer or from the FOIA Unit.
3. Queries for amendments to documents containing personal information about applicant are to be directed to the Designated FOIA Officer in the form of a letter.
4. To ensure prompt handling of requests, please address it to the Designated FOIA Officer of the National Energy Corporation and Tobago Limited.
5. Requests will be acknowledged when made in the prescribed form.
6. Applicants must provide sufficient information to enable the Designated FOIA Officer to identify the document(s) being requested. If insufficient information is provided, clarification of missing details should be provided by the applicant.
7. The general policy is to answer all requests and provide information. However, in order to have the right given to the applicant by FOIA (for example, the right to challenge a decision if the requested information is refused), the applicant must make the request in writing.
8. If the applicant is not sure, write his/her request in details to include communication should be with the Designated FOIA Officer.

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9. A request under the FOIA will not be processed to the extent that it is for information which is already published, either from this publication or from another public authority, for example brochures, pamphlets, reports etc

#### Time Allowed

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

#### Fees and Charges

1. Fees for photocopying services or purchase of documents will be determined based upon individual requests by applicants.
2. Applicants will be required to complete an official company invoice before funds are paid to the cashier.
3. Regulations for fees under the FOIA are in force and, except for administrative charges, documents will be provided free of charge.

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Section 7 (1) (a) (vi)

The Designated FOIA Officers at the NEC are responsible for -

- 1) the initial receipt of and actions under section 10 of the FOIA;
- 2) requests for access to documents under section 13 of the FOIA; and
- 3) application for correction of information under section 36 of the FOIA.

*The Designated FOIA Officer*

LIESL ROBERTS

National Energy Corporation Trinidad and Tobago Limited

Corners Rivulet and Factory Roads

Brechin Sale

Couva

Phone: (868) 636-8471 ext 224

Fax: (868) 636-2905

Email: [roberts@nec.co.tt](mailto:roberts@nec.co.tt)

*The Alternate FOIA Officer*

MARIA BRIDGEMOHAN

National Energy Corporation Trinidad and Tobago Limited

Corner Rivulet and Factory Roads

Brechin Sale

Couva

Phone: (868) 636-8471 ext 208

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Email: [maria@nec.co.tt](mailto:maria@nec.co.tt)

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Section 7 (1) (a) (vi)

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

At this time, there are no such bodies that fall within the meaning of section 7 of the FOIA.

Section 7 (1) (a) (vi)

LIBRARY/READING ROOM FACILITIES

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

Alternatively, information in the public domain can be accessed through our parent company's website [www.nec.co.tt](http://www.nec.co.tt) or at NEC's website [www.nec.co.tt](http://www.nec.co.tt). General Information enquiries can be made at the Corporate Services Department (868) 636-8471, ext. 206.

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

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

For the purposes of FOIA reference, documents may be viewed between 9 a.m. and 3:00 p.m. from Monday to Friday in the designated reading area located at -

National Energy Corporation of Trinidad and Tobago Limited  
Corner Rivulet and Factory Roads  
Brechin Estate  
Couva

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The public's requirements adhere to the rules and regulations outlined for use of designated area.

#### STATEMENTS UNDER SECTION 8 OF FOIA

##### Section 8(1) (a) (i)

*Documents containing interpretations particular of written laws or schemes administered by NEC, not being incorporated in another written law*

At this time we have no such documents.

##### Section 8 (1) (a) (ii)

*Manuals, rules of procedure, statements of policy, decisions, before or after to persons outside NEC, or similar documents containing rules, policies, guidelines, practices or procedures.*

The following information documents can be made available for inspection upon request -

- EHSS policy and procedures; and
- tenders procedure.

##### Section 8 (1) (b)

*In enforcing written laws administered by NEC where member of the public might be directly affected by that enforcement documents containing information on the procedures to be employed objectives to be pursued enforcement of, the written laws or schemes.*

At this time we have no such documents.

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STATEMENTS UNDER SECTION 9 OF THE FOIA

Section 9 (1) (a)

A report or statement containing ~~the~~ *recommendations*, of a body or entity established within NEC.

At this time we have no such reports or statements.

Section 9 (1) (b)

A report, or statement containing ~~the~~ *recommendation(s)*, of ~~an~~ *any* ~~entity~~ *entity* established outside ~~NEC~~ *NEC* or under written ~~law~~ *law*, ~~or~~ *or* by a Minister of Government or other public authority ~~for the purpose of submitting a report or providing advice or making recommendations to NEC or to the responsible Minister.~~

At this time we have no such reports or statements.

Section 9 (1) (c)

A report, or statement containing ~~any~~ *any* ~~other~~ *other* ~~recommendations~~ *recommendations*, of an inter-departmental Committee whose members ~~include~~ *include* an officer of NEC.

At this time we have no such reports or statements.

Section 9 (1) (d)

A report, or a statement containing ~~the~~ *the* ~~recommendations~~ *recommendations*, of a committee established within NEC ~~to~~ *to* ~~sub~~ *sub* ~~provide~~ *provide* advice or ~~make~~ *make* ~~recommendations~~ *recommendations* to the responsible Minister or to another ~~NEC~~ *NEC* ~~employee~~ *employee* who is not a member of the committee.

At this time we have no such reports or statements.



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## Section 9 (1) (e)

A report ~~including~~ a report ~~concerning~~ ~~the~~ results of studies, surveys or tests for NEC by a scientific or technical ~~employee~~ ~~employed~~ within NEC or not including a report expressing ~~the~~ opinion of such an ~~expert~~ scientific or technical matters.

At this time we have no such reports.

## Section 9 (1) (f)

A report prepared for ~~NEC~~ ~~by~~ ~~the~~ ~~person~~ who was ~~asked~~ ~~to~~ ~~prepare~~ ~~the~~ report.

At this time we have no such reports.

## Section 9 (1) (g)

A report ~~prepared~~ ~~within~~ ~~NEC~~ ~~and~~ ~~containing~~ the results of ~~studies~~ ~~surveys~~ or tests carried out for the purposes ~~of~~ ~~assessing~~ ~~the~~ ~~feasibility~~ of establishing new ~~or~~ ~~proposed~~ Government ~~policy~~ ~~programme~~ or project.

At this time we have no such reports.

## Section 9 (1) (h)

A report on the performance ~~of~~ ~~the~~ ~~NEC~~, or of an office, division or branch of NEC, whether the report is ~~of~~ ~~an~~ ~~internal~~ or concerns a ~~particular~~ ~~programme~~ or project ~~initiated~~ by NEC.

At this time we have no such reports.

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Section 9 (1) (i)

*A report containing ~~information~~ or proposals for the re-organization of the of NEC, (2) the establishment ~~of~~ policy programme or project to be administered by the NEC, (3) the alteration ~~of~~ existing ~~provisions~~ or project administered by NEC, whether or not ~~the~~ proposals are subject to approval by NEC, and ~~the~~ public authority ~~responsible~~ Minister or Cabinet.*

At this time we have no such reports

Section 9 (1) (j)

*A statement ~~passed~~ within ~~NEC~~ and containing policy directions ~~of~~ legislation.*

At this time we have no such statements.

Section 9 (1) (k)

*A report of a test carried out ~~within~~ ~~NEC~~ for the purpose of purchasing equipment.*

At this time we have no such reports.

Section 9 (1) (l)

*An environmental impact statement prepared ~~by~~ NEC.*

At this time we have no such statements.

Section 9 (1) (m)

*A valuation report prepared ~~by~~ a valuator ~~or~~ no other valuator is a officer ~~of~~ N*

At this time we have no such reports.



THE 2010 UPDATED PUBLIC STATEMENT OF LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED IN COMPLIANCE WITH SECTIONS 7, 8 and 9 OF THE FREEDOM OF INFORMATION ACT CHAP 22:02

La Brea Industrial Development Company Limited ("LABIDCO") is required by Section 7, 8 and 9 of the Freedom of Information Act Chap 22:02 ("FOIA"), to publish the following statements which the documents and information generally available to the public includes the structure and function of LABIDCO and a list of categories of documents held by LABIDCO. The FOIA also identifies those documents which are of public interest and set out how to obtain same. The following information satisfies legislative requirements of FOIA. This is an Update Public Statement.

The FOIA gives members of the public:

1. a legal right for each person to access information held by the public authority;
2. a legal right for a person to have official information relating to him/herself amended where complete, incorrect or misleading;
3. a legal right to obtain reasons for adverse decisions made regarding applicant's request for information under the FOIA; and
4. a legal right to approach the Ombudsman and to apply to the High Court for Judicial Review of administrative decisions in accordance with Sections 7 (1) (b) and 9 (2) (b) of the FOIA.

LABIDCO publishes the following information as approved by the Minister of Energy and Energy Affairs in accordance with Sections 7 (b) and 9 (2) (b) of the FOIA:

STATEMENTS UNDER SECTION 7 OF THE FOIA

Section 7 (1) (a) (i)

LABIDCO is a subsidiary of National Gas Company of Trinidad and Tobago Limited (NGC) and is managed and operated by National Energy Corporation of Trinidad and Tobago Limited (NEC) which is a wholly owned subsidiary of NGC. NGC owns 83% of LABIDCO's equity shareholding and the remaining 17% is held by the Petroleum Company of Trinidad and Tobago (Petrotrin). LABIDCO was incorporated as a company under the Companies Ordinance Chapter 31 on 1<sup>st</sup> February 1995 and continued under the Companies Act Chap 81:01 on 1<sup>st</sup> June, 1998. LABIDCO holds no shareholding or equity interest in any entity.

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LABIDCO INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

THE SCOPE OF BUSINESS OF LABIDCO IS:

- provision of dock and harbour facilities;
- provision of a Logistics Centre for shore activities;
- leasing of industrial sites; and
- bioremediation services for oily waste.

CORPORATE INFORMATION

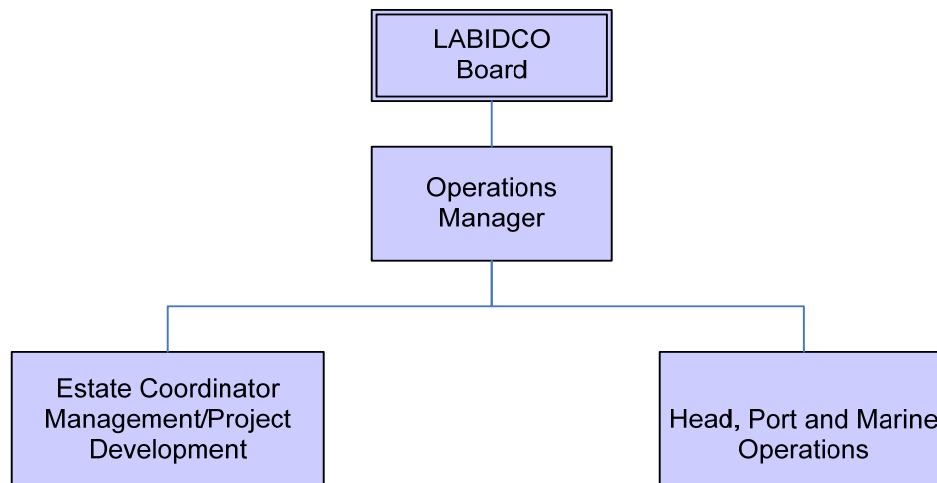
LABIDCO's registered office is at the Estate Corridor Extension, Brighton Material Handling Facility, La Brea Industrial Estate, La Brea.

LABIDCO is governed by a Board of Directors appointed by NGC. The Members of the Board are:

- Rabindra Jagernath (Chairman)
- Peter Inghel
- S. Andrew Mcintosh

LABIDCO is managed and operated by the National Energy Corporation of Trinidad and Tobago Limited (NEC).

COMPANY STRUCTURE





LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

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There are two (2) operations within LABIDCO. They are:

1. *the Estate Coordinator/Project Development Division*, which -

- a. maintains the quality of structure on the estate by implementation of timely maintenance activities and projects resulting in continuous improvement;
- b. ensures that operations (including its tenants) on the estate conform to the highest safety and environmental standards;
- c. ensures that contracts are implemented through procedures that are fair and in accordance with NEC requirements; and
- d. establishes development plan for maximizing usage on the estate for potential clients.

2. *the Port and Marine Operations Division* -

- a. manages, develops and maintains the La Brea Port facilities Fabrication Yard, the Berthing and Navigational Aids;
- b. co-ordinates the utilization of the facilities by the various users ensuring the safe and efficient loading of cargo as well as the berthing and unloading of vessels; and
- c. ensures that all international, national and environmental policies and standards are observed and enforced in order to facilitate the safe, secure and efficient use of the facilities.

Both divisions are overseen by the *Operations Manager* who -

- a. ensures the implementation of the strategic direction by the Board, develops and maintains industrial estate operations at La Brea;
- b. reviews and analyses business environment locally and abroad with a view to protecting LABIDCO's interests;
- c. participates and negotiates in all projects for business development and new ventures;
- d. ensures compliance with environmental, health and safety standards on the Estate; and

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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

e. fosters and maintains healthy community relations with stakeholders in La Brea and the national community.

#### EFFECT OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC

The framework for the scope of business of LABIDCO and its affiliates is as follows:

1. to maximize value from the LABIDCO business transactions for the benefit of the people of Trinidad and Tobago by leveraging its competencies and unleashing entrepreneurial spirit; a
2. to become an industrial hub of choice and a major player in the provision of industrial, port fabrication, logistics and bioremediation services by providing quality service and infrastructure at competitive prices that provide value to the local and international community.

In the course of its business, LABIDCO normally deal directly with members of the general public.

#### STATEMENTS UNDER SECTION 7 OF THE ACT

Section 7 (1) (a) (ii)

#### CATEGORIES OF DOCUMENTS IN THE POSSESSION OF LABIDCO

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

1. General Administration and Support Services - Records related to property management, risk management and office services.
2. Intra-Governmental Correspondence -
  - a. Correspondence with Ministers, Cabinet and public authorities; and
  - b. Reports to the Central Staff and other governmental and financial management institutions.



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3. Committees' Deliberations-

Minutes and reports of Committees and other internal bodies.

4. Legal Activities-

Records of decisions, legislative procedures, contracts agreements, litigation and other proceedings and the tendering procedure and process.

5. Business Activities-

- a. Business plans, proposals, reports
- b. Records related to development, planning and general management of projects;
- c. Human resource management operations;
- d. Public relations including brochures, sponsorships, newsletters, photographs, maps, audio and visual material related to exhibitions activities;
- e. Records of programmes and relations with pipeline communities;
- f. Information resource management facilities, services and technology;
- g. Marketing and business promotions;
- h. Performance and audit assessments and analyses;
- i. Consultancy, technical, quality assessment and other various reports which support business decisions;
- j. Policies, procedures and manuals e.g. safety manual evacuation procedures;
- k. Speeches and presentations in forums and conferences; and
- l. Records related to the management of corporate events.

6. Financial and Accounting Operations-

- a. Records related to budgeting, investments, financial planning and reporting, taxation, share management etc. ;
- b. Reports to government and financial accounts laid in Parliament other public financial entities;
- c. Accounting records; and
- d. Annual financial reports.

7. Technical Operations-

Records related to the management and maintenance of buildings and physical infrastructure, including port and marine operations, and estate management at LABIDCO.



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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAP. 22:02

Section 7 (1) (a) (iii)

DOCUMENTS PREPARED FOR PUBLICATION AND INSPECTION

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 9:30 a.m. and 3:00 p.m. on non-working days at:-

National Energy Corporation Trinidad and Tobago Limited  
Corner Rivulet and Factory Roads  
Brechin Sale  
Couva

Phone: (868)636-8471  
Fax: (868)636-0164

- Annual Financial Report
- Speeches and presentations before parliaments and conferences
- Tenders procedure

If distribution copies of these publications are not in stock, requests will be required to pay for copying and duplication. Further information is also available on the [website, www.nec.co.tt](http://www.nec.co.tt)

Section 7 (1) (a) (iv)

DOCUMENTS AVAILABLE BY WAY OF SUBSCRIPTION

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

Section 7 (1) (a) (v)

PROCEDURE FOR ACCESSING OFFICIAL DOCUMENTS UNDER FOIA

How to Request Information

1. Requests under the FOIA may be made between the hours of 10:00 am and 2:30 pm from Monday to Friday.

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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAP 22:02

2. All requests for access to documents not readily available in the public domain are to be made on *Request for Access to Official Document(s) Form* that is available from the Designated FOIA Officer at the FOIA Unit.
3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designated FOIA Officer in the form of a letter.
4. To ensure prompt handling of requests please address it to the Designated FOIA Officer of LABIDCO.
5. Requests will be acknowledged if official when made in the prescribed form.
6. Applicants must provide sufficient information to enable the Designated FOIA Officer to identify the document(s) being requested. If insufficient information is provided clarification of missing details will be sought from the applicant.
7. The general policy is to answer all, both oral and written, information requests. However, in order to have the rights given to the applicant by the FOIA (for example the right to challenge a decision if the requested information is refused) applicants must make the request in writing.
8. If the applicant is not sure how to do this or what details to include, communication should be made with the Designated FOIA Officer.
9. A request under the FOIA will not be processed to the extent that it asks for information which is already in the public domain from this public authority or from another public authority, for example, brochures, pamphlets, reports etc.

#### Time Allowed

1. Applicants will be notified within thirty (30) calendar days of the request whether or not the request has been approved.
2. Applicants whose requests are incomplete will be informed of same by the Designated FOIA Officer and will be given an opportunity to meet with the applicant for clarification, with a view to clarifying the request.
3. The time limit of thirty (30) days will be suspended while consultation with the applicant is being undertaken and resumes on the day the applicant confirms or alters the request.
4. If the thirty (30) day deadline is not met, the FOIA gives the applicant the right to proceed as though their request has been denied.



LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

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- 5. If it appears that processing the applicant's requests may take longer than the statutory limit we will acknowledge and advise the applicant of the status.
- 6. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may be asked to confirm that we have received the request and to ascertain its status.
- 7. Applicants whose request for documents is refused, will be notified by the Designated FOIA Officer in writing of the reasons for refusal. The Officer will consult with the applicant about alternative recourse that may be available to him/her.

Fees and Charges

- 1. Fees for photocopying services and purchase of documents will be determined based upon individual requests by applicants.
- 2. Applicants will be required to accompany official company invoices if funds are paid to a cashier.
- 3. Regulations for fees under the FOIA yet in force and, except for duplication charges, documents provided free of charge.

Section 7 (1) (a) (vi)

The Designated FOIA Officers are responsible for -

- 1) the initial receipt of and action upon requests under section 10 of the FOIA;
- 2) requests for access to documents under section 13 of the FOIA; and
- 3) applications for correction of information under section 36 of the FOIA.

The Designated FOIA Officer

LIESL BERTS  
 National Energy Corporation Trinidad and Tobago Limited  
 Corner Rivulet and Factory Roads  
 Brechin Estate  
 Couva

Phone: (868) 636 -8471 ext 224

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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

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Fax: (868) 636-2905  
 Email: [oberts@nec.co.tt](mailto:oberts@nec.co.tt)

The Alternate FOIA Officer

MARIA BRIDGEMOHAN  
 National Energy Corporation Trinidad and Tobago Limited  
 Corner Rivulet and Factory Roads  
 Brechin Estate  
 Couva

Phone: (868) 636-8471 ext 208  
 Fax: (868) 636-2905  
 Email: [MariaB@nec.co.tt](mailto:MariaB@nec.co.tt)

Section 7 (1) (a) (vi)

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

At this time there are no such laws within the meaning of this section of the FOIA.

Section 7 (1) (a) (vi)

LIBRARY/READING ROOM FACILITIES

LABIDCO does not maintain such facilities within the meaning of this section of the FOIA. However, there is a designated room for such purposes at NEC.

Alternatively, information of public nature can be accessed through the website [www.nec.co.tt](http://www.nec.co.tt). General information enquiries can be made to Legal and Corporate Services Department of the NEC at (868) 636-8471, extension 206.

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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

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

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

For the purposes of reference, documents may be viewed between 9:00 a.m. and 3:00 p.m. from Monday to Friday in the designated reading area located at

National Energy Corporation Trinidad and Tobago Limited  
 Corner Rivulet and Factory Roads  
 Brechin Estate  
 Couva

The public is required to make a reservation in advance for use of the facility.

#### STATEMENTS UNDER SECTION 8 OF THE ACT

Section 8 (1) (a) (i)

*Documents containing regulations or particulars of written laws or schemes administered by LABIDCO, not being a public authority or another written law*

At this time we have no such documents.

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LABIDCO INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

## Section 8 (1) (a) (ii)

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

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

- EHSS policy and procedures; and
- tenders procedure.

## Section 8 (1) (b)

*In enforcing written laws or schemes administered by LABIDCO, where a member of the public might be directly affected by the enforcement, being documents containing information on the procedure employed or the objectives to be pursued in the enforcement of, the written laws or schemes.*

At this time we have no such documents.

## STATEMENTS UNDER SECTION 9 OF THE ACT

## Section 9 (1) (a)

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

At this time we have no such reports or statements.

## Section 9 (1) (b)

*A report, or statement containing the recommendations, (1) of a body or entity established outside LABIDCO by or underwritten, (2) or by a Minister of Government other than the Minister responsible for the purpose of submitting report or reports, providing advice or recommendations to LABIDCO or to the responsible Minister.*

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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

At this time we have no such reports or statements.

Section 9 (1) (c)

A report, or statement containing advice or recommendations, of an inter-departmental committee whose membership includes an officer of LABIDCO.

At this time we have no such reports or statements.

Section 9 (1) (d)

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

At this time we have no such reports or statements.

Section 9 (1) (e)

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

At this time we have no such reports.

Section 9 (1) (f)

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

At this time we have no such reports.



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LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

## Section 9 (1) (g)

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

At this time we have no such reports.

## Section 9 (1) (h)

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

At this time we have no such reports.

## Section 9 (1) (i)

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

At this time we have no such reports.

## Section 9 (1) (j)

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

At this time we have no such statements.



LA BREA INDUSTRIAL DEVELOPMENT COMPANY LIMITED

FREEDOM OF INFORMATION ACT CHAPTER 22:02

Section 9 (1) (k)

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

At this time we have no such reports.

Section 9 (1) (l)

An environmental impact statement prepared with LABIDCO.

At this time we have no such statements.

Section 9 (1) (m)

A valuation report prepared for LABIDCO by a valuator, whether the valuator is an officer of LABIDCO.

At this time we have no such reports.

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LOSS OF NATIONWIDE INSURANCE COMPANY LIMITED  
POLICY

TRANSFEEE OF THE TRINIDAD BUSINESS OF UNITED SECURITY LIFE  
INSURANCE CO. LTD.

FITZ MINTY having made sworn deposition that Policy Number 396662 issued by NATIONAL LIFE INSURANCE COMPANY OF CANADA on the life of ANN MARIE MINTY has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

NATIONWIDE INSURANCE COMPANY LIMITED

10th May, 2012.

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TRANSFER OF LICENCES  
(*Liquor Licences Act, Chap. 84:10*)

ST. GEORGE WEST

NOTICE is hereby given that a notification in writing has this day Thursday 17th of May, 2012, been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, by Andrew Arietas, that it is his intention to apply to the Licensing Committee at the Port-of-Spain Magistrate's Four A Court on THURSDAY THE 31ST DAY OF MAY, 2012 at 1.00 o'clock in the afternoon for a transfer to him of the Spirit Grocer's Licence now held by Victoria Walters in respect of premises situate at Rincon Road and North Coast, Las Cuevas.

Dated this 17th day of May, 2012 at the Port-of-Spain Magistrates' Court.

Z. ALI-DAN  
*Secretary, Licensing Committee,  
Port-of-Spain*

901

CARONI

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of County Caroni, Chaguanas Area, by Harry Persad Shamkarran of Las Lomas No. 1, Chin Chin Road, Cunupia, Light Pole No. 189, that it is his intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on THURSDAY THE 14TH DAY OF JUNE, 2012, for a transfer to him of the Licence to carry on the trade of a Spirit Grocer now held by Shamkarran Ramcoobir in respect of premises situate at Las Lomas No. 1, Chin Chin Road, Light Pole No. 189, in the said district.

Dated this 10th day of May, 2012 at the Chaguanas Magistrate's Court.

K. DASS  
*Secretary, Licensing Committee,  
Chaguanas*

902

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of County Caroni, Chaguanas Area, by Parbatie Ramlal of Light Pole No. 348, Southern Main Road, Enterprise, Chaguanas, that it is her intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on THURSDAY THE 14TH DAY OF JUNE, 2012, for a transfer to her of the Licence to carry on the trade of a Spirit Grocer now held by Poorandai Ramlal in respect of premises situate at Light Pole No. 348, Southern Main Road, Enterprise, Chaguanas, in the said district.

Dated this 11th day of May, 2012 at the Chaguanas Magistrate's Court.

K. DASS  
*Secretary, Licensing Committee,  
Chaguanas*

903

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of County Caroni, Chaguanas Area, by Ann Ramcharran of 22, Morning Star Avenue, Sunrise Park, Trincity, that it is her intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on THURSDAY THE 14TH DAY OF JUNE, 2012, for a transfer to her of the Licence to carry on the business of a Special Restaurant now held by Wood Lam Wong in respect of premises situate at Upper Level, Mid-Center Mall, Chaguanas, in the said district.

Dated this 14th day of May, 2012 at the Chaguanas Magistrate's Court.

K. DASS  
*Secretary, Licensing Committee,  
Chaguanas*

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NORTH-EASTERN COUNTIES

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of North-Eastern Counties, St. Andrew Area, by Steve Chance and Kevin Marcus of Gill Street, Light Pole No. 57, Valencia, that it is their intention to apply to the Licensing Committee at the Sangre Grande Magistrate's Court on WEDNESDAY THE 23RD DAY OF MAY, 2012, for a transfer of the Restaurant Licence now held by Neville and Sylvan Marcus for premises situate at ¼ Mile Mark, Marcus Lane, Valencia, in the said district.

Dated this 2nd day of May, 2012 at the Sangre Grande Magistrate's Court.

R. SOOKOOL  
*Secretary, Licensing Committee,  
Sangre Grande*