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SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette: Legal Supplement Part B*—

Land Acquisition [(Declaration of Acquisition) (No. 10) Order, 2001] (Amendment) Order, 2002—(Legal Notice No. 53 of 2002).

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APPOINTMENT OF MEMBERS OF THE NATIONAL LOTTERIES CONTROL BOARD

IN ACCORDANCE with the provisions of section 3(5) of the National Lotteries Act, Chap. 21:04, the public is notified for general information that the Minister of Finance has appointed the following Members of the National Lotteries Control Board (NLCB) as indicated hereunder:

Ms. CHERYL GUIDE	Member with effect from 27th March, 2002 for a period <i>co-terminus</i> with that of the Chairman of the Board, that is, up to 13th January, 2005
Ms. LYNSAY A. D. PARMASHWAR	do.
MRS. NORMA LEWIS-PHILLIP	Member with effect from 14th May, 2002 for a period <i>co-terminus</i> with that of the other Members of the Board, that is, up to 13th January, 2005

N. JACKMAN
*for Permanent Secretary,
Ministry of Finance*

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IN ACCORDANCE with the provisions of section 3 of the National Lotteries Act, Chap. 21:04, the public is notified for general information that the Minister of Finance has appointed Mr. CARL GROOME as a Member of the National Lotteries Control Board with effect from 21st June, 2002 for a period *co-terminus* with that of the other Members of the Board, that is, up to 13th January, 2005.

P. PERRY
*for Permanent Secretary,
Ministry of Finance*

25th June, 2002.



**agricultural development bank
of Trinidad and Tobago**

FREEDOM OF INFORMATION ACT (FOIA) 1999

DOCUMENTS AND STATEMENTS AVAILABLE TO THE PUBLIC IN THE AGRICULTURAL DEVELOPMENT BANK

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Agricultural Development Bank (ADB) is required by law to publish the following statements which list the documents and information existing within the Bank. The Act gives the public a general right of access (with exemptions) to official documents held by the Agricultural Development Bank.

SECTION 7 STATEMENTS:

General information relating to the function, organizational structure and responsibility of the Agricultural Development Bank of Trinidad and Tobago.

Function of the Agricultural Development Bank

The ADB was incorporated by an Act of Parliament No. 3 of 1968 which governs the Bank's activities. In accordance with the Act, the Bank's Mandate is to foster the development of the country's agriculture and fishing sectors through the provision of credit.

Mission:

The Mission of the Agricultural Development Bank is ***"to be the leading regional agribusiness development institution, providing quality financial and related services at a profit, through the satisfaction of customer needs by staff dedicated to excellence and professionalism."***

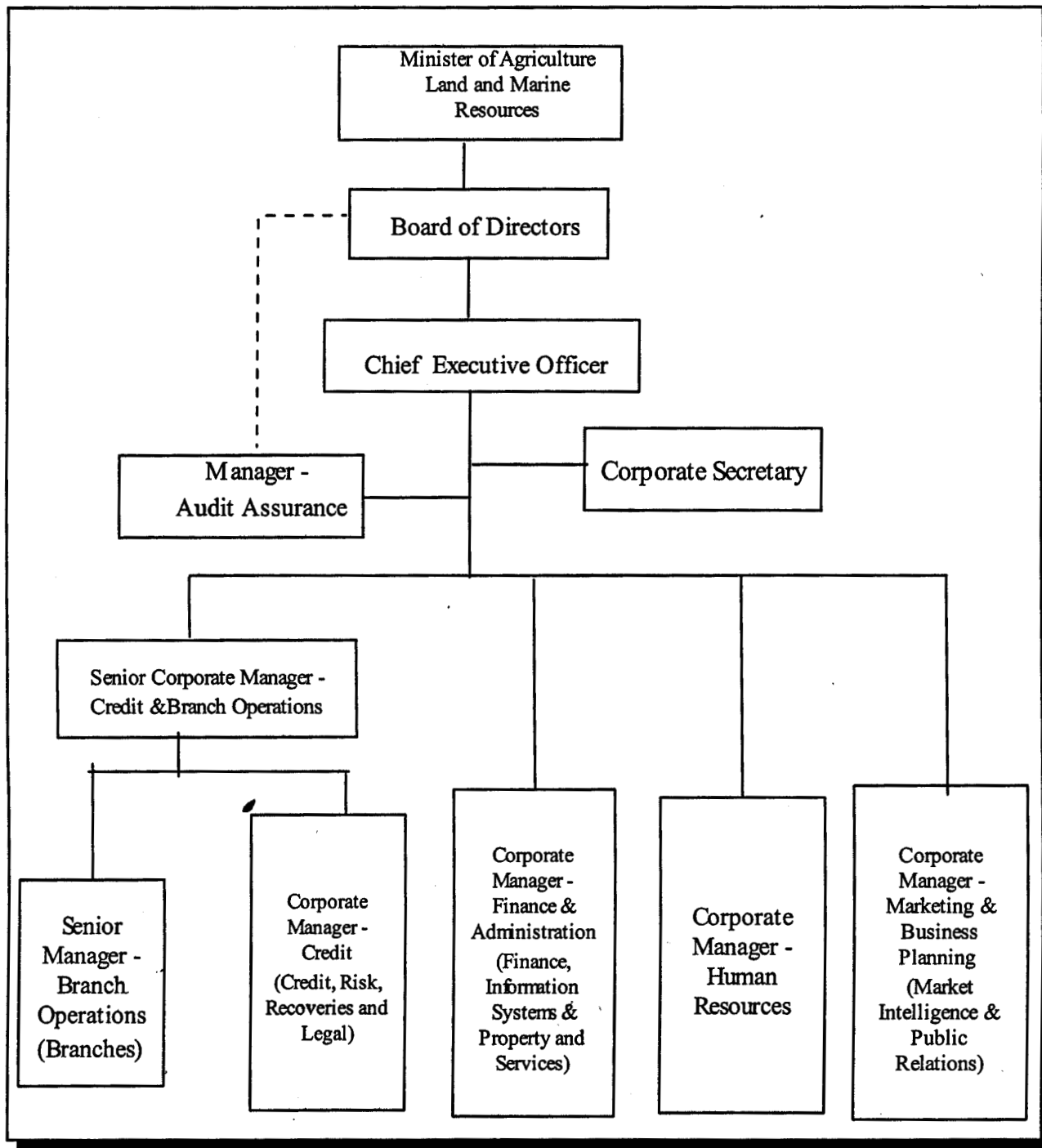
Structure:

The Agricultural Development Bank is accountable to the Minister of Agriculture Land and Marine Resources, and is governed by a Board of Directors (BOD) appointed by the Cabinet of the Government of Trinidad and Tobago.

The Bank's Board of Directors is charged with responsibility of policy formulation as defined within the limitations of the Bank's Act. The Bank's policies and procedures are administered by a Chief Executive Officer (CEO) who oversees operational activities and reports directly to the BOD. The CEO is assisted by a team of Corporate Managers including a Corporate Secretary. These Managers are responsible for key functional areas such as Credit, Finance & Administration, Human Resources and Marketing. The Corporate Secretary co-ordinates all Board related matters.

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The Bank's organizational structure for 2001 is as follows:



The Bank's BOD has sought to execute its fiduciary responsibility and further assist Corporate Management through the formation of sub-committees of the BOD namely; Audit, Finance, Human Resources and Tenders.

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Functions & Decision Making:

The Minister of Agriculture Land and Marine Resources is now the Minister responsible for the ADB with effect from 2002. The ADB was previously governed by the Ministry of Finance. The Minister has overall ministerial responsibility for the operations of the ADB.

The Board of Directors approves Bank Policies, appointments to the Bank's Management Team and specific levels of credit and administrative matters.

The Chief Executive Officer, the Corporate Managers, and the Branch Managers have varying levels of responsibility for the administrative and credit functions of the Bank.

Location:

The Agricultural Development Bank is located strategically across Trinidad and Tobago. The Bank's Head Office is situated at #87 Henry Street Port of Spain, and its four (4) Branches are located as follows:

- North Branch : 40-40A Green Street, Arima
- South Branch : 7 Ciperó Street, San Fernando
Sub-Offices : ① Ministry of Food Production & Marine Resources
Ecclesville Road, Ecclesville
② NAMDEVCO Wholesale Market
S.S. Erin Road, Debe
- Central Branch : 29 Ramsaran Street
Chaguanas
- Tobago Branch : Unit 4 TIDCO Sangster's Hill
Scarborough
Tobago

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CATEGORIES OF DOCUMENTS HELD BY THE AGRICULTURAL DEVELOPMENT BANK:

- ADB Act and subsequent amendments
- Annual Financial Statements and Reports
- Annual Reports from International Institutions e.g. CDB, IDB
- Audit reports
- Consultants' reports
- Contractual arrangement with the European Union for the Youth Window Project
- Corporate Plans and Reports
- Cost of Production Models (1996)
- Customers' files
- Documents emanating from the BOD and the BOD Committee Meetings
- Files relating to personnel and staffing matters
- Financial records (cheques, vouchers, receipts, journals)
- General administrative documents
- Internal and External Correspondence Files
- Loan Contracts (Caribbean Development Bank-CDB, Inter-American Development Bank-IDB, First Citizens Bank-FCB)
- Management Accounts and Financial Performance Reports
- Minutes of the Annual General Meetings
- Policy documents
- Legal Opinions
- Other Contracts (service providers, insurance companies, other financial institutions e.g. Taurus Services Limited)
- Procedure Documents
- Statistical reports
- Strategic Plans
- Valuation Reports (securities, Bank assets)

MATERIAL PREPARED FOR INSPECTION BY THE PUBLIC:

- Annual Financial Report
- Brochures
 - Truth in lending
 - Sugar Cane
 - Finance for Agribusiness
 - Miniature Fact Sheets

The public may inspect this material at all Branches and at the Information Center, located at #87 Henry Street, Port of Spain, Monday to Friday during the hours of 8:00 am - 3:00 pm.

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PROCEDURE TO BE FOLLOWED TO ACCESS DOCUMENTS:

In accordance with the FOIA (1999) Regulations, to access a copy of a document from the Agricultural Development Bank that does not readily exist in the public domain, the applicant must complete the appropriate form available at any of the Bank's offices.

Requests should provide sufficient detail such that the information required could be clearly identified.

Notification of approval and applicable fees or refusal of requests would be provided within thirty (30) days. Unless the applicant chooses to inspect the information, fees which cover the cost of providing copies will be charged. The information will be made available within seven (7) days of receipt of payment or fees paid will be refunded.

All notices or requests for access to information or for amendment of information in the possession of the Agricultural Development Bank should be addressed to the Designated Officer and in that person's absence the Alternate Officer as follows:

Designated Officer

Monica Rogers-Fletcher
#87 Henry Street, Port of Spain
Telephone Number: 623-6261/5 Ext. 239 & 268

Alternate Officer

Dale Rudder
#87 Henry Street, Port of Spain
Telephone Number: 623-6261/5 Ext. 222

Request for Information forms could be delivered to any Branch of the Agricultural Development Bank or its Head Office.

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SECTION 8 STATEMENTS:

The following documents are provided by the Agricultural Development Bank for the use and guidance of its officers:

Annual Financial Reports
Audit Charters for the Bank's Audit Committee and Audit Assurance Department
Cost of Production models
Credit Policy
Delegation of Financial Authorities
Financial Policies
Human Resource Policy and procedures document (including Job Descriptions, Payroll Policies and Procedures, Collective Agreements)
Information Technology Policies
Organizational Structure (January 10, 2001)
Property, Services, Administration and Tendering Policies
The Agricultural Development Bank's Act No. 3 of 1968 and subsequent amendments

SECTION 9 STATEMENTS:

The following information is in the possession of the Agricultural Development Bank from June 30th 2001:

Reports generated by an internally established committee for the purpose of providing advice:

Publication of Statements and Procedures for implementation of the Freedom of Information Act (1999)

Reports on performance and efficiency:

Audit reports and related summaries
Loans Portfolio Management reports
Loan Activity reports
Reports from the Auditor General and PricewaterhouseCoopers Limited
Variance Reports (loans programme - 2001)
ADB Statistical Reports (Bank and Branch performance)
Trend Analyses (Volume I - Basic Statistics 2001)
PricewaterhouseCooper's Audited Financial Statements of the Global Agricultural Credit Programme for 2000

Reports of advice and recommendations by external entities:

Attorneys' briefs and legal opinions

Reports of plans for reorganization of functions of the Bank:

Strategic Plan 2001 - 2005

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LOSS OF BRITISH AMERICAN INSURANCE COMPANY
(TRINIDAD) LIMITED POLICY

NOTICE is hereby given that Policy Number 101422702 issued by BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED on the life of CHARLENE DAVIS has been reported lost.

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

BRITISH AMERICAN INSURANCE COMPANY
(TRINIDAD) LIMITED

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LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

REPUBLIC BANK LIMITED having made sworn declaration that Policy Number 102246 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of LOUIS LE GENDRE has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

No. 29 Tenth Avenue
Barataria.

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JOSEPH CALLENDER having made sworn declaration that Policy Number 231356 issued by MARITIME LIFE (CARIBBEAN) LIMITED on his life has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

No. 29 Tenth Avenue,
Barataria.

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

ARIMA/BLANCHISSEUSE/SAN RAFAEL

NOTICE is hereby given that the Licensing Committee for the Licensing District of the County of St. George East, Arima/Blanchisseuse/San Rafael Areas, has appointed TUESDAY THE 10TH DAY OF SEPTEMBER, 2002 at 9.00 o'clock in the forenoon at the Arima Magistrate's Court as the day, hour and place at which a session will be held for the granting of Certificates for the issue of New Licences for the period 1st October, 2002 to 31st March, 2003 in pursuance of the above Act.

All applications for Certificates for New Licences must be submitted to the Secretary of the Licensing Committee, Arima, in writing in duplicate, on the prescribed forms, along with a fee of forty dollars (\$40.00) and three (3) copies of the Floor Plan of the premises proposed to be licensed and should reach him not later than 19th August, 2002 at the Arima Magistrate's Court.

Applicants are required to produce documentary evidence of their Board of Inland Revenue File Number together with the application.

Dated this 3rd day of July, 2002 at the Arima Magistrate's Court.

F. PERSAD
*Secretary, Licensing Committee,
Arima*

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

ST. GEORGE EAST

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 St. George East, Arima Area, by Ralph Castellano, of Light Pole No. 70, Malabar Extension Road, Arima, that it is his intention to apply to the Licensing Committee at the Arima Magistrate's Court on TUESDAY THE 23RD DAY OF JULY, 2002 at 9.00 o'clock in the forenoon for a transfer to him of the Spirit Retailer's Licence now held by Ian Hope, in respect of premises situate at Light Pole No. 70, Malabar Extension Road, Arima.

Dated this 2nd day of July, 2002 at the Arima Magistrate's Court.

F. PERSAD
*Secretary, Licensing Committee,
Arima*

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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, Sangre Grande Area, by Mohan Kerry Seenath, of Ramnath's Terrace, Sangre Grande, that it is his intention to apply to the Licensing Committee at the Sangre Grande Magistrate's Court on WEDNESDAY THE 17TH DAY OF JULY, 2002 for a transfer to him of the Licence to carry on the business of a Spirit Retailer now held by Parbatie Ramdeen in respect of premises situate at 31½ Mile Mark, Eastern Main Road, Sangre Chiquito, in the said district.

Dated this 1st day of July, 2002 at the Sangre Grande Magistrate's Court.

S. RAGHOO
*Secretary, Licensing Committee,
Sangre Grande*

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VICTORIA (WEST)

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 the County of Victoria (West), San Fernando Area, by Stephen Chin Aleong and Doraleen Chin Aleong, of Moonesar Drive, Duncan Village, San Fernando, that it is their intention to apply to the Licensing Committee at the San Fernando Magistrates' Court on THURSDAY THE 18TH DAY OF JULY, 2002, at 9.00 o'clock in the forenoon for a transfer to them of the Special Hotel Licence now held by Stephen Chin Aleong in respect of premises situate at Moonesar Drive, Duncan Village, San Fernando.

Dated this 1st day of July, 2002 at the San Fernando Magistrates' Court.

E. PRINCE
*Secretary, Licensing Committee,
San Fernando*