



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

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No. 196

THE FOLLOWING HAS BEEN ISSUED:

HOUSE PAPER No. 12 OF 2005—First Report of the Joint Select Committee of the Parliament appointed to inquire into and report to Parliament on Municipal Corporations and Service Commissions with the exception of the Judicial and Legal Service Commission.

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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*—

Traffic Restriction (Temporary Provisions) (Divali Nagar Festival) Order, 2005—(Legal Notice No. 266 of 2005).

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### APPOINTMENT TO ACT AS MINISTER OF SPORT AND YOUTH AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MRS. JOAN YUILLE-WILLIAMS, a Senator, to act in the Office of the Honourable ROGER BOYNES, Minister of Sport and Youth Affairs, with effect from 25th October, 2005 and continuing during the absence from Trinidad and Tobago of the said the Honourable Roger Boynes, M.P., in addition to the discharge of her normal duties.

H. HEMNATH  
*Secretary to Her Excellency  
the Acting President*

19th October, 2005.

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### GRANT OF CERTIFICATES OF REGISTRATION (Citizenship of the Republic of Trinidad and Tobago Act, 1976)

<i>Number</i>	<i>Name</i>	<i>Date</i>
11353 ...	SEUTHALIA MIRIAM LOUIS-CHARLES ...	5th October, 2005—(NS: 19/2/1 S. 13960)
11354 ...	SEETA KAVITA DEVI SINGH ...	5th October, 2005—(NS: 19/2/1 S. 13929)
11356 ...	GLENDA NERVINA WELLS ...	5th October, 2005—(NS: 19/2/1 S. 13909)

J. BARTHOLOMEW  
*Permanent Secretary,  
Ministry of National Security*

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### GRANT OF CERTIFICATE OF NATURALISATION (Citizenship of the Republic of Trinidad and Tobago Act, 1976)

<i>Number</i>	<i>Name</i>	<i>Date</i>
693 ...	MOHAMAD ALDWAIRI ...	...5th October, 2005—(NS: 19/1/1 S. 753)

A. BARTHOLOMEW  
*Permanent Secretary,  
Ministry of National Security*

**NOTICE****Pursuant to Section 21(3) of the Telecommunications Act, 2001**

The Telecommunications Authority of Trinidad and Tobago hereby notifies that it received on 17 October 2005 and is now reviewing, applications from Telecommunications Services of Trinidad and Tobago Limited (TSTT) of 1 Edward Street, Port of Spain, for the following concessions:

1. To operate a National Public Domestic Fixed Telecommunications Network;
2. To operate a National Public Domestic Mobile Telecommunications Network;
3. To operate a Public International Telecommunications Network;
4. To provide National Public Domestic Telecommunications Services; and,
5. To provide Public International Telecommunications Services.

Comments on or objections to the above applications, should be submitted to the Telecommunications Authority of Trinidad and Tobago by 4pm on 18 November 2005.

Comments should be addressed to:

The Corporate Secretary  
Telecommunications Authority of Trinidad and Tobago  
Suites 3-5,  
BEN Court,  
76 Boundary Road,  
San Juan,  
Trinidad.

Tel: (868) 675-8288

Fax: (868) 674-1055

Email: [legal@tatt.org.tt](mailto:legal@tatt.org.tt)

**Government of the Republic of Trinidad and Tobago**  
**Public Statement of**  
**The Trinidad and Tobago Free Zones Company Limited**  
**In Compliance with Sections 7, 8 and 9 of**  
**The Freedom of Information Act, 1999 (FOIA)**

The Act gives members of the public:

- A legal right for each person to access information held by a Public Authority;
- A legal right for each person to have official information relating to him/herself amended where it 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.

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Trinidad and Tobago Free Zones Company Limited (hereinafter called TTFZ) is required by law to publish the following statements which list the documents and information generally available to the public.

**Section 7 (1) Statements**

**Function and structure of the TTFZ**

TTFZ's mandate is to promote, facilitate, administer and regulate free zones in Trinidad and Tobago. A free zone is an area so designated by the Minister pursuant to the Act within which special Customs procedures and duty and tax waivers are applicable to exports of products and services.

TTFZ is a Wholly Owned Enterprise which was incorporated on 6<sup>th</sup> July 1988 and was continued under section 343 of the Companies Act 1995 on 9<sup>th</sup> April 1998. It comprises a staff of four and is headed by a Chief Executive Officer.

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TTFZ deals exclusively with the Free Zones Programme, which is administered in accordance with the provisions of the Trinidad and Tobago Free Zones Act No. 19 of 1988 (hereinafter called the Act). The Programme is dedicated exclusively to exports and as such the Authority's dealings are with investors with overseas market access.

TTFZ is empowered to:-

- Recommend designations of free zone areas to the Minister pursuant to section 3 and may recommend to the Minister, pursuant to section 14, the making of bye laws for the purpose of specifying information to be provided, conditions of use of facility, security arrangements and other relevant matters.
- Administer and control all free zones and regulate the activities which may be carried on therein and may operate and manage its own free zones under the provisions of section 6 of the Act.
- Approve enterprises to undertake approved activities subject to terms and conditions and make sales to the customs territory as provided for in sections 15 and 24 of the Act.

The Act provides for imposition of duties by the Comptroller of Customs and Excise and for revocation of designation and approval orders by the Minister on TTFZ's recommendation, for non-compliance with the provisions of the Act and terms and conditions of approval. And in addition, it provides, upon summary conviction, for imposition of significant fines and imprisonment.

#### **Categories of Documents maintained in possession of TTFZ**

- Legislation and Legal Instruments.
- Pamphlets, brochures, which are available upon request.
- Forms.
- General administrative documents.
- Annual audited statements of accounts and annual report which are laid in Parliament by the Minister. The audited statement of accounts is published by TTFZ in a daily newspaper, as required by Cabinet decision.



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**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 12 noon and 1:30 p.m. to 4:00 p.m. on normal working days at TTFZ's office at:

61 Dundonald Street, Port of Spain  
Tel no. (868) 625-4749; (868) 623-8363  
Fax no. (868) 625-4755

- Explanatory booklets.
- Compilation of the Act with amendments.
- Statements of policies and procedures.

**Procedure to be followed in requesting access to documents**

TTFZ's policy is to answer all requests, both oral and written, for information. However, requests for access for official documents, under section 13 of the FOIA must be made in writing in the form established in the FOIA. The appropriate form can be obtained from TTFZ's office.

Applicants should provide details that will allow for ready identification and location of the records that are being requested.

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from TTFZ or from another public authority, for example brochures and pamphlets, published Acts, Orders, statements of accounts, etc.

TTFZ is required to furnish copies of documents only when they are in its possession or can be retrieved from storage.

It should be noted that the FOIA does not mandate the creation of new documents or the performance of research for applicants.

The FOIA sets certain time limits for processing of applications. Written requests on the appropriate form will be processed within 30 days, as required by Section 15 of the FOIA.

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. However, if access to an official document is not provided within seven working days of payment of the

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relevant fee, the applicant shall, in addition to access to the official document requested, be entitled, pursuant to section 17 (4), to a refund of the fee paid.

To facilitate prompt handling of requests they should be addressed to the Designated Officer.

**Officers responsible for processing requests for documents:**

The Designated Officer is:

Executive Assistant  
Eileen Richmond  
61 Dundonald Street, Port of Spain  
Tel. Nos. (868) 625-4749; (868) 623-8363  
Fax No. (868) 625-4755

**Section 8 (1) Statements**

**Manuals, rules of procedures, statements of policy.**

Statement of policies and procedures.

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**THE FREEDOM OF INFORMATION STATEMENT OF LAKE ASPHALT OF TRINIDAD AND TOBAGO (1978) LIMITED**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 (FOIA) Lake Asphalt of Trinidad and Tobago (1978) Limited is required by law to publish the following Statement that lists the documents and information generally available to the public.

The Freedom of Information Act gives members of Public:

1. A Legal Right for each person to access information held by Lake Asphalt of Trinidad and Tobago (1978) Limited
2. A Legal Right for each person to have official information relating to him/herself amended where it is appropriate, incorrect or misleading
3. A Legal Right to obtain reasons for adverse decisions made regarding an 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 under this FOIA

**Section 7(1) (a) (i)**

**Function and Structure of Lake Asphalt of Trinidad and Tobago (1978) Limited**

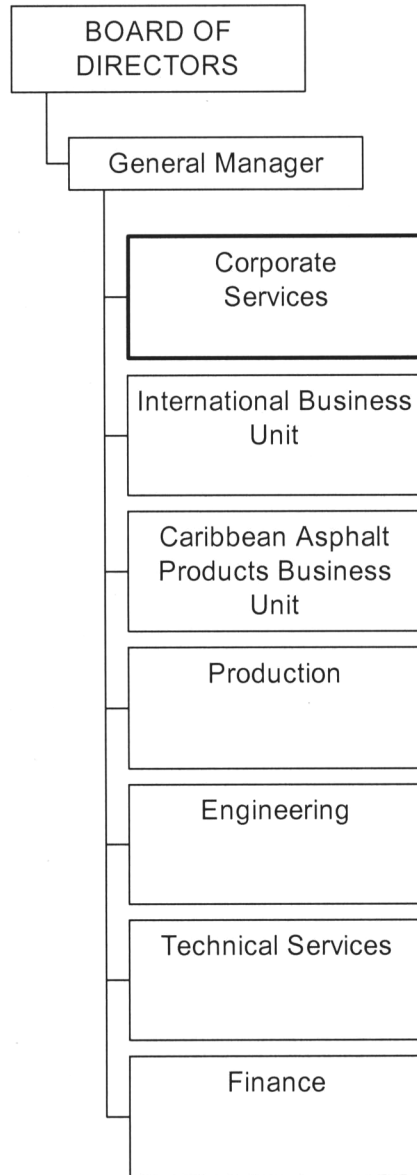
Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) is a wholly owned State Enterprise falling under the purview of the Ministry of Energy and Energy Industries. The Company was incorporated in 1978 in accordance with the Companies Ordinance and continued under Section 343 of the Companies Act 1995.

The Company's Mission Statement is:

**"To be a profitable, dynamic Company of high integrity, providing quality asphalt products, surpassing customer and other stakeholders' expectations, empowering dedicated and satisfied employees, working in harmony with our community and environment."**

The Company is comprised of one hundred and sixty (160) permanent employees and ninety (90) casual employees. The Company is led by a Management Team which reports directly to the Company's Board of Directors. The organisation is divided into seven (7) major responsibility centers, Corporate Services, Finance, Technical Services, Caribbean Asphalt Products Business Unit, International Business Unit, Production and Engineering.

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The Company is a supplier of asphalt products and solutions. It is involved in the mining, processing and marketing of **Trinidad Lake Asphalt (TLA)** from the world famous Pitch Lake in La Brea, Trinidad. TLA, is a premium quality enhancer for refinery bitumen which is used in a number of applications including the paving of roadways, highways, bridge decks, racetracks and airport runways. TLA material conforms to a number of standards including the American Society for Testing and Materials (ASTM) Standards, European Standards and the Trinidad & Tobago Bureau of Standards (TTBS) Specification.



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The Company also manufactures and markets Cationic Bitumen Emulsions and a range of industrial coatings and paints marketed under the Brand name - LASCO. In addition, the Company markets refinery bitumen locally and regionally.

Lake Asphalt, and its predecessor companies have been part of the landscape of the country since the 1800s. The Company enjoys a rich tradition borne out of its long history in the asphalt industry. At the same time, it sits on the cutting edge of asphalt research and has over 20 patents, the most significant of which is the patent for Pelletized TLA.

The Company is a global organization with distributors in the United Kingdom, the United States, China, Europe, Germany and most recently West Africa.

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

The general public should be aware of the fact that the organisation's interest in the Pitch Lake is a **commercial one** and that the Pitch Lake as a tourist site does not fall under its jurisdiction. The Company has no relationship with any tour guides, official or otherwise, who are attached to the Pitch Lake. The Company does not arrange or conduct tours of the Pitch Lake for members of the general public.

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

### **Categories of Documents in the possession of Lake Asphalt of Trinidad and Tobago (1978) Limited**

#### **Administrative**

- Files dealing with administrative support and general administrative documents
- Files relating to staff movements, transfers, promotions, retirements, resignations etc.
- Correspondence Files
- Files dealing with training
- Minutes of Meetings/Meeting Agendas
- Files containing circulated information re: Memos, notices etc.
- Licenses and Permits

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- Legal Opinions and related matters
- Industrial Agreements
- Legislation
- General Contracts

**Financial**

- Financial and Accounting Files
- Financial Policy Statements
- Vouchers, Receipts, Cheques
- Accounts Payable and Receivable Records
- Invoices
- Files relating to procurement of supplies and services
- Fixed Asset Register

**Corporate**

- News Releases, speeches originating from the Company
- Policy and Procedure Documents
- Files relating to the strategic review of the Company
- Files relating to Information Technology Strategy
- Statistical Reports
- Pension Plan Guidelines

**Marketing**

- Customer Files
- Files dealing with official functions and events hosted by the Organisation
- Magazines and brochures on products

**Technical**

- Books
- Pamphlets
- Maintenance Records
- Service Job Orders

**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 **9:00 a.m. - 3:30 p.m.** on normal working days at:

**Address:** Brighton  
La Brea  
**Telephone:** 648-7556/7477/7429  
**Fax Number** 648-7433  
**Email :** latt@trinidadlakeasphalt.com  
**Website:** www.trinidadlakeasphalt.com

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- Company Newsletter – Quarterly
- Technical information on the composition of the Lake for educational purposes
- Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt Published
- News Releases on Lake Asphalt of Trinidad and Tobago (1978) Limited and its products
- Safety Procedures and Policy Statements

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

#### **Literature available by subscription**

There are no publications available by subscription at this time.

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

#### **Procedure to be followed when accessing a document from Lake Asphalt of Trinidad and Tobago (1978) Limited**

##### How to Request Information

##### General Procedure

All requests for information whether issued orally or in writing will be answered by our organisation. Please note however that in order to have the rights which are provided to you under the Freedom of Information Act, you **must** make your request **in writing**. The request must be made on the official FOIA Request for Access to Official **Documents Form** which you may request or which you may collect at the **receptionist/operator's** desk in the Company's administration building in La Brea.

##### Addressing Requests

In order to facilitate prompt handling of your request, please address it to the Designated Officer (see Section 7 (1) (a) (vi) ) of Lake Asphalt of Trinidad and Tobago (1978) Limited, Brighton, La Brea.

##### Details in 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 we will seek clarification from the applicant in an attempt to assist in compliance with the request. Please communicate with the Designated Officer if you are unsure as to how to write your request or what specific details should be included.

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for

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information that is currently available in the public domain, either from the Company or another public authority

#### Responding to your Request

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

#### Furnishing Documents

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish one copy of a document. If we cannot make a legible copy of a document to be released, we will make every reasonable effort to furnish the applicant with the best copy possible. The applicant should note that

- (a) We are not compelled to create new documents or write a new program to provide the information in your desired format
- (b) We are not compelled to conduct research for you

#### **Time Limits**

##### General

Under the FOIA, we have a specific time frame within which to decide whether to disclose the documents requested by the applicant. In the event that this deadline is exceeded, the applicant has the right under the Act to proceed as if the request was denied. The Company shall make every possible effort to comply with your request within the limits outlined in the Act, we will advise you as to the status of your request in the event that it appears as though the processing may take longer than the statutory limit.

##### Time Allowed

We will determine whether to grant your request for access to **information as soon as practicable but not 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 documents or be provided with copies if you so request.

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

Officers in Lake Asphalt of Trinidad & Tobago (1978) Limited 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



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**The Designated Officers (s) is/are  
Corporate Administration Officer  
Debra Barnes - Lewis  
Lake Asphalt of Trinidad and Tobago (1978) Limited  
Brighton, La Brea  
Telephone (648 - 9572)  
Fax (648 – 7433)  
dbLewis@trinidadlakeasphalt.com**

**The Alternate Officer (s) is/are  
Personnel Assistant II  
Mrs. Charlene Pollard  
Lake Asphalt of Trinidad and Tobago (1978) Limited  
Brighton, La Brea  
Telephone (648 – 9572)  
Fax (648 – 7433)  
cpollard@trinidadlakeasphalt.com**

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

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

**This Section is not applicable at this time.**

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

Information can be accessed in our **Reading Room** or through our website at [www.trinidadlakeasphalt.com](http://www.trinidadlakeasphalt.com).

**Location:** The Reading Room is located at the Administration Building and is **open to the public from Monday's to Fridays between the hours of 9:00 am and 3:30 pm**

**Reading Room Rules:** **Please note that there is to be no smoking, eating or drinking in the Reading Room.**

The nominal charge for photocopies is 50 cents per page. This charge is subject to change.

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

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

**There are no documents of this nature held by the Organisation at this time.**

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

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Company, documents containing rules, policies, guidelines, practices or precedents.

- Manuals of Departments and Operational Procedures
- Health, Safety and Environment Procedures

**Section 8 (1) (b)**

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

**There are no documents of this nature held by the Organisation at this time.**

**The items listed in this Section relate to documents that were created since 20<sup>th</sup> February 2001.**

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

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

**There are no documents of this nature held by the Organisation at this time.**

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

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

**There are no documents of this nature held by the Organisation at this time.**

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

A report or a statement containing the advice or recommendations, of an interdepartmental Committee whose membership includes an officer of the public authority.

**There are no documents of this nature held by the Organisation at this time.**

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

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

**There are no documents of this nature held by the Organisation at this time.**

**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

**There are no documents of this type at the present time.**

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

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

**There are no documents of this type at the present time.**

**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.

**There are no documents of this type at the present time.**

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

A report on the performance or efficiency of the public authority, or 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.

**There are no documents of this type at the present time.**

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

A report containing \* (1) final plans or proposals for the re-organisation of the functions of the public authority, \* (2) the establishment of a new policy, programme or project to be administered by the public authority, or \*(3) the alteration of an existing policy programme or project administered by the public authority 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

**Strategic Plan – 2006 - 2008**

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

A Statement prepared within the public authority and containing policy directions for the drafting of legislation

**There are no documents of this type at the present time.**

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

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment

**There are no documents of this type at the present time.**

**Sections 9 (1) (l)**

An environmental impact statement prepared within the public authority.

**Certificate of Environmental Clearance – Certificate No. CEC0383/2003**

**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

**There are no documents of this type at the present time**