



TRINIDAD AND TOBAGO GAZETTE

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SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

- Traffic Restriction (Temporary Provisions) (Steelband Panorama) Order, 2006—(Legal Notice No. 40 of 2006).
Public Festivals (Carnival) Order, 2006—(Legal Notice No. 41 of 2006).
Carnival Regulations—(Legal Notice No. 42 of 2006).

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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 Mr. JARRETTE NARINE, a Member of the House of Representatives, to act in the Office of Senator the Honourable RENNIE DUMAS, Minister of Local Government, with effect from 7th February, 2006 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Rennie Dumas, in addition to the discharge of his normal duties.

H. HEMNATH
*Secretary to His Excellency
the President*

7th February, 2006.

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APPOINTMENT TO ACT TEMPORARILY AS A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed Mrs. MAGNA WILLIAMS-SMITH, to be temporarily a Member of the Senate, with effect from 7th February, 2006 and continuing during the absence from Trinidad and Tobago of Senator RENNIE DUMAS.

7th February, 2006.

H. HEMNATH
*Secretary to His Excellency
the President*



INTEGRITY COMMISSION FOR THE REPUBLIC OF TRINIDAD AND TOBAGO

Notice

Names of Persons in Public Life who have failed to file Declarations of Income,
Assets and Liabilities and Statements of Registrable Interests
with the Integrity Commission

(The Integrity in Public Life Act, 2000)

In accordance with section 11 (6) of the *Integrity in Public Life Act, 2000* the Integrity Commission hereby publishes the fact that the following persons in public life who had served temporarily as Senators have failed to file Declarations of Income, Assets and Liabilities and Statements of Registrable Interests for the year ended December 31, 2003 -

SENATORS

NAME	DOCUMENTS NOT FILED
Dr Tim Gopeesingh	a) Declaration b) Statement of Registrable Interests
Ms Althea Rocke	a) Declaration b) Statement of Registrable Interests

Albert Alkins
Registrar
Integrity Commission

2006 February 03



NOTICE

Names of Persons in Public Life who have failed to file Declarations of Income, Assets and Liabilities and Statements of Registrable Interests with the Integrity Commission

(The Integrity in Public Life Act, 2000)

In accordance with section 11 (6) of the *Integrity in Public Life Act, 2000* the Integrity Commission hereby publishes the fact that the following persons in public life who are / were Permanent Secretaries or have acted as Permanent Secretaries have failed to file Declarations of Income, Assets and Liabilities and Statements of Registrable Interests for the year ended December 31, 2003 –

Permanent Secretaries

No.	Name	Document not filed
1.	Jennifer Boucaud - Blake	a) Declaration for the year 2003 b) Statement of Registrable Interests
2.	Vernon De Silva	a) Declaration for the year 2003 b) Statement of Registrable Interests
3.	Ashwin Creed	a) Declaration for the year 2003 b) Statement of Registrable Interests
4.	John Prince	a) Declaration for the year 2003 b) Statement of Registrable Interests
5.	Angella Jack	a) Declaration for the year 2003 b) Statement of Registrable Interests
6.	Diana Rutherford	a) Declaration for the year 2003 b) Statement of Registrable Interests
7.	Alison Lewis	a) Declaration for the year 2003 b) Statement of Registrable Interests

Albert Alkins
Registrar
Integrity Commission

2006 February 03



OFFICE OF THE
INTEGRITY COMMISSION

NOTICE

Names of Persons who failed to file Declarations or furnish particulars to the Integrity Commission

The Integrity Commission hereby publishes the names of persons who failed to file declarations of income, assets and liabilities or furnish particulars required under the former Integrity in Public Life Act, 1987 –

Name	Designation at the time required to file	Document not filed
Dr. John Prince	Permanent Secretary	a) Declaration for the year 1998 b) Declaration for the year 1999
Dr. Morgan Job	Minister of Government	Particulars in respect of Declarations made for the years 1998 and 1999
Mr. Frank Regis	Acting Permanent Secretary	a) Declaration for the year 1997 b) Declaration for the year 1998 c) Declaration for the year 1999

3rd February 2006

Albert Alkins
Registrar
Integrity Commission

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate and/or Letters of Administration:

LETTERS OF ADMINISTRATION of the estate of JOEL JOHNSON of 20, Fourth Street East, Cane Farm Avenue, Trincity, Tacarigua, Trinidad, who died on the 11th day of August, 2005, by FLORENCE FRANCIS FONCETTE of the same place, his mother and the only person entitled to the estate;

PROBATE of the Will dated the 2nd day of October, 1998, of BASDEO SOOKNANAN of Temple Street, Bank Village, Carapichaima, Chaguanas, Trinidad, who died on the 19th day of September, 2000, by GOBARDHAN SOOKNANAN of Light Pole No. 52, Derrick Road, Chase Village, Carapichaima, Chaguanas, Trinidad, son of deceased, the sole executor named in the Will;

LETTERS OF ADMINISTRATION with Will dated the 29th day of October, 1982, annexed of the estate of DULCINA BRATHWAITE otherwise DELCINA BRATHWAITE of Light Pole No. 66, 1/2 Mile Mark, Hindustan Road, New Grant, Ortoire, Trinidad, who died on the 8th day of March, 1990, by GARLAND SAMUEL of 24, Birchwood Boulevard, Cocoyea, San Fernando, Trinidad, the lawful attorney of GARY SAMUEL;

PROBATE of the Will dated the 3rd day of April, 1987, of HAROLD CREVELLE of 1, Olton Road, Arima, Trinidad, who died on the 5th day of November, 2000, by IRENE DE GENESE otherwise CHRISTINA VICTORIA CREVELLE of 5, Sheriff Street, Tunapuna, Tacarigua, Trinidad, sister of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of BRENDA HOLLINGSWORTH-RAMRATTAN otherwise BRENDA HOLLINGSWORTH RAMRATTAN otherwise MARVA BRENDA JOY HOLLINGSWORTH RAMRATTAN of 7, First Street West Extension, Beaulieu Avenue, Trincity, Tacarigua, Trinidad, who died on the 16th day of August, 2005, by RUPERT RAMRATTAN of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of NEELA ABDUL of 6A, Caratal Road, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 27th day of March, 2004, by ALEXIS RANDOLPH JORDAN ABDUL of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of BEEKAN SUBADAR otherwise BEEKAM SUBADAR of Light Pole No. 263, St. George, Brazil Village, Talparo Main Road, San Rafael, Trinidad, who died on the 10th day of April, 2004, by SAKINA SUBADAR of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of ELIZABETH TOUSSAINT of 4, Palm Drive Extension, Champs Fleurs, St. Ann's, Trinidad, who died on the 7th day of October, 2005, by MICHELLE TOUSSAINT GRAHAM of Light Pole No. 9, Eastern Quarry, Laventille, St. Ann's, Trinidad, her daughter and the only person entitled to the estate;

PROBATE of the Will dated the 11th day of March, 2002, of VERA DYER of Old St. Joseph Road, St. Joseph, Tacarigua, Trinidad, who died on the 5th day of April, 2002, by MERLE THORNHILL of St. Mary's Village, Moruga Road, 18, Preau Village West, Savana Grande, Trinidad, the sole executrix named in the Will;

PROBATE of the Will dated the 9th day of September, 2003, of DOLLY FULCHAN of Corner Buena Vista Street and Urbaneja Street, St. Joseph, Tacarigua, Trinidad, who died on the 9th day of October, 2004, by JULIAN FITZROY WEEKES of Corner Gordon Street and Riverside Road, Curepe, Tacarigua, Trinidad, the sole executor named in the Will;

PROBATE of the Will dated the 15th day of January, 1988, of APDONIE CORNELIUS of Laventille Road, Febeau Village, San Juan, St. Ann's, Trinidad, who died on the 30th day of June, 1997, by GODWIN WILLIAMS of 78B, Febeau Village, Laventille, St. Ann's, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of ANTHONY KONG otherwise JAMES ANTHONY KONG of 20, Crescent Drive, Mausica Road, d'Abadie, Arima, Trinidad, who died on the 22nd day of October, 2005, by DARYL JACOB KONG of the same place, his son and the only person entitled to the estate;

PROBATE of the Will dated the 23rd day of October, 2004, of JEFFREY SHADE otherwise JEFFREY PHILLIPS SHADE of Train Line, Daniel Trace, Malabar, Arima, Trinidad, who died on the 25th day of October, 2004, by LYNETTE SHADE of 10, Shade Lane, Ackbarali Trace, Malabar, Arima, Trinidad, niece of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of SYDNEY CAMPBELL of Phase 4, Beetham Estate, Port-of-Spain, Trinidad, who died on the 13th day of February, 1996, by CINDY CAMPBELL otherwise CINDY GOUTTES ROSALIE CAMPBELL of the same place, his daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of PAUL GUISEPPI of 21, Aranguez Main Road, San Juan, St. Ann's, Trinidad, who died on the 17th day of July, 2005, by DEBRA MATTHEW otherwise DEBRA MATTHEW-GUISEPPI of 51, El Dorado Road, Tunapuna, Tacarigua, Trinidad, the statutory guardian of SAMUEL DAVID GUISEPPI;

PROBATE of the Will dated the 4th day of January, 2005, of STANLEY McMASTER of Light Pole No. 6, Waterhole, Cocorite, Port-of-Spain, Trinidad, who died on the 12th day of January, 2005, by CALISIA ABIGAIL JONAS of the same place, one of the executrices named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of GLYNIS HUDSON of 577, Jacobin Avenue, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 19th day of July, 2005, by DEXTER HUDSON of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of BELFRID GUEVARA of 80, Orchid Drive, Edinburgh Gardens, Chaguana, Trinidad, who died on the 1st day of September, 2005, by MARIA THEODORA GUEVARA otherwise MARIA GUEVARA of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of ELEASE FRENCH otherwise ELEASE HENRY of Light Pole No. 15, Upper Bournes Road, St. James, Port-of-Spain, Trinidad, who died on the 16th day of March, 1981, by RICHARD OSCAR HENRY FRENCH otherwise OSCAR HENRY FRENCH of 115, Big Yard, Carenage, Diego Martin, Trinidad, her son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 13th day of July, 2005, of EDGAR STEWART of 4, Fourth Street, Mt. Lambert, St. Ann's, Trinidad, who died on the 9th day of October, 2005, by OSSLEY FRANCIS of 155, Orange Grove Road, Trincity, Tacarigua, Trinidad, brother of deceased, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of FITZROY SOLOMON of Papourie Road, Esperance Village, San Fernando, Trinidad, who died on the 6th day of March, 1994, by ARLENE MARIA CRUICKSHANK of 26, Papourie Road, Esperance Village, San Fernando, Trinidad, his daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 15th day of December, 1999, of EDITH SANCHEZ otherwise EDITH JULIANA WEEKES of 32, Longden Street, Arima, Trinidad, who died on the 13th day of July, 2003, by ANNETTE OLIVE WEEKES of 5, Randolph Telesford Street, Arima, Trinidad, daughter of deceased, the sole executrix named in the Will;

PROBATE of the Will dated the 2nd day of May, 2005, of DENNIS TERRENCE LILAS otherwise DENNIS LILAS of 1, Paradise Drive, Paradise Gardens, Tacarigua, Trinidad, who died on the 8th day of May, 2005, by PAULA SANCHEZ of 5, Fourth Street, East Cazabon Avenue, Cane Farm, Trincity, Tacarigua, Trinidad, niece of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of ELIAS WILLIAMS of 66, Beggs Trace, Toco, Trinidad, whose death having occurred on the 23rd day of March, 1998, by CYNTHIA WILLIAMS of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of ROBERT ARMOUR otherwise ROBERT Mc DONALD ARMOUR of 4, St. Andrew Avenue, Cocoyea, San Fernando, Trinidad, who died on the 1st day of July, 2005, by DENYSE PAUL-AWAH of 20, Naim Avenue, Cocoyea, Trinidad, the lawful attorney of ANGELA ARMOUR;

LETTERS OF ADMINISTRATION of the estate of DEONANAN BOODOO otherwise DEONARINE BOODOO otherwise DEONAN BOODOO of Macaulay Junction, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 7th day of March, 2005, by BASSO DEONANAN of 12, Dolly Street, Gasparillo, Pointe-a-Pierre, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of OUDIT DEV NARINE otherwise OUDIT NARINE of Alexander Village, Southern Main Road, Couva, Trinidad, who died on the 8th day of October, 2005, by PHULMATIE NARINE of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of SOOKRAJIA DOOKHRAN otherwise SOOKRAJIA DOOKRAN otherwise SOOKRIGA of Flanagan Town, Montserrat, Trinidad, who died on the 20th day of August, 1977, by ROSA DARMANIE otherwise MANGREE DARMANIE otherwise MANGREE DOOKRAN of Darmanie Drive, Boodram Street, Enterprise, Chaguana, Trinidad, her daughter and the only person entitled to the estate;

PROBATE of the Will dated the 18th day of March, 1996, of JOSEPH De GALE of Light Pole No. 109, Carapo Road, Arima, Trinidad, who died on the 31st day of October, 1998, by EDWARD RAMJIT of the same place, the sole executor named in the Will;

LETTERS OF ADMINISTRATION with Will dated the 13th day of July, 2000, annexed of the estate of SACKINA KHAN of Butler Village, Waterloo Road, Carapichaima, Chaguana, Trinidad, who died on the 31st day of May, 2003, by ZAIDA RAMOUTAR of 159, Main Road, Caparo, Chaguana, Trinidad, the lawful attorney of ZORINA MOHAMMED ALI;

LETTERS OF ADMINISTRATION of the estate of AMENAN ALI otherwise AMEERAN ALI of Aranjuez Main Road, Aranjuez, San Juan, St. Ann's, Trinidad, who died on the 5th day of May, 1991, by RASHEED ALI of 119, Aranjuez Main Road, Aranjuez, San Juan, St. Ann's, Trinidad, her son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 18th day of September, 1985, of DOLLY KARIM of Fireborn Road, Freeport, Chaguana, Trinidad, who died on the 26th day of May, 1991, by BASDEO SAM of Sawmill Trace, Pasea Village, Tunapuna, Tacarigua, Trinidad, son of deceased, the sole executor named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of CURTIS CHARLES otherwise CILBERT CHARLES otherwise CURTIS GILBERT CHARLES of 12, Goose Lane, El Socorro Road, San Juan, St. Ann's, Trinidad, who died on the 23rd day of December, 2002, by NAKISHA PETAL LA VAUGHN CHARLES-ST. ROSE of 126, Bon Air Circular, Bon Air Gardens, Phase 1, Arouca, Tacarigua, Trinidad, his daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of RAJWANTIA RAMCHARRAN otherwise BAGWANTEAH RAMCHARRAN otherwise RAJWANTIA RAMCHARAN of 86, Caroni Savannah Road, Charleville, Chaguanas, Trinidad, who died on the 5th day of June, 2001, by RUKHMIN RAMROOP of the same place, her daughter and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 8th day of October, 2002, of HESSIE DALTON otherwise HESSIE CAROLINE DALTON otherwise HESSIE C. DALTON of 12, Salamat Ali Street, Arima, Trinidad, who died on the 4th day of October, 2005, by MARY VIVIAN ASH of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of HECTOR BRUCE of 264, Susan Street, Point Lisas, Couva, Trinidad, who died on the 2nd day of November, 2005, by EMLYN BRUCE of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of VICTOR WILSON otherwise VICTOR ROY WILSON of 15, Colville Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 21st day of November, 2005, by CLAYTON WILSON of the same place, his lawful son and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of MAHARAJEAH of Quarry Settlement, Siparia, Trinidad, who died on the 29th day of May, 1971, by JOHN SAMLAL of the same place, her son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION with Will dated the 4th day of August, 2000, annexed of the estate of WRENICK BISHOP otherwise WRENWICK BISHOP of 1, Stewart Street, Cocoyea Village, San Fernando, Trinidad, who died on the 28th day of May, 2005, by JANO BISHOP of 6, Birchwood Boulevard, Scotland Drive Extension, Cocoyea Village Extension, San Fernando, Trinidad, the lawful attorney of MERLENE BISHOP;

LETTERS OF ADMINISTRATION of the estate of VENA HOBSON of 18, Dumfries Road, Hermitage Village, San Fernando, Trinidad, who died on the 15th day of April, 2005, by ROODAL HOBSON of the same place, her lawful husband;

PROBATE of the Will dated the 8th day of December, 2002, of RUFUS RAMSARROOP of Eastern Main Road, Arouca, Tacarigua, Trinidad, who died on the 30th day of November, 2003, by MARJORIE RAMSARROOP of Light Pole No. 57, Smart Street, St. Augustine, Tacarigua, Trinidad, sister of deceased, the sole executrix named in the Will;

PROBATE of the Will dated the 16th day of June, 2005, of ALLAN GODDARD of 68, Ramdhanie Street, St. Margaret's Village, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 30th day of July, 2005, by WILMA NOEL GODDARD of the same place, widow, relict of deceased, the sole executrix named in the Will;

PROBATE of the Will dated the 6th day of June, 1998, of FLORIE COPILAH otherwise FLORA COPILA otherwise DAYA COPELA of Siparia-Erin Road, Siparia, Trinidad, who died on the 6th day of September, 1998, by RANJIT COPILAH and SEGOBIN COPILAH both of the same place, sons of deceased, the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of STEVE DOUGLAS otherwise STEVE ANTHONY DOUGLAS of 2, Saddle Road, Maraval, Diego Martin, Trinidad, who died on the 22nd day of October, 2005, by SHERRY-ANN SUSAN SMITH-DOUGLAS of the same place, his lawful widow and relict;

PROBATE of the Will dated the 19th day of February, 2002, of PHILLIP ERNEST ROLLOCK of 36, Warren Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 13th day of December, 2005, by RUBINA EVELYN INGACIO-ROLLOCK of the same place, widow, relict of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of CLAYTON HOLDER of Light Pole No. 19, La Horquette Valley Road, Glencoe, Carenage, Diego Martin, Trinidad, who died on the 13th day of August, 2005, by MINTRUDE HOLDER of the same place, his lawful widow and relict;

PROBATE of the Will dated the 24th day of October, 2003, of WHILMA MARLENE LEWIS-ISAAC otherwise WHILMA MARLENE JERINIUM LEWIS-ISAAC otherwise WHILMA ISAAC of Light Pole No. 6, Aldana Street, Princes Town, Savana Grande, Trinidad, who died on the 2nd day of February, 2004, by CHERYL ANGELA THOMAS of 190, Long Circular Drive, Plaisance Park, Pointe-a-Pierre, Trinidad, niece of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of NANDRAM RAMGANESH of 11, Bim Bim Trace, El Socorro, San Juan, St. Ann's, Trinidad, who died on the 28th day of February, 2003, by PHULOW RAMGANESH otherwise PHULOW NANDRAM RAMGANESH otherwise PHULOW POONWASSIE RAMGANESH of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of LENNOX INSKIP MARTIN ANDREWS otherwise LENNOX ANDREWS of 11, Court Drive, Champs Fleurs, St. Ann's, Trinidad, who died on the 29th day of January, 2004, by CYNTHIA ANDREWS of the same place, his lawful widow and relict;

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of HERBERT BOHORAN otherwise HERBERT VICTOR BOHORAN of 153, Charles Street, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 12th day of August, 1998, by ODIN BOHORAN of 40, Murray Park, Baucarro Road, Carapichaima, Chaguanaas, Trinidad, his lawful son and one of the next of kin;

PROBATE of the Will dated the 29th day of January, 2004, of JAMES RAGOONANAN of 9, Battoo Boulevard, Marabella, Naparima, Trinidad, who died on the 15th day of May, 2004, by MARGARET RAGOONANAN of the same place, daughter of deceased, the sole executrix named in the Will;

PROBATE of the Will dated the 9th day of May, 2005, of ARTHUR SULLIVAN of 196, Bush Street North, Eastern Main Road, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 9th day of September, 2005, by PETRONILLA BORWNE of the same place, daughter of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of SYLVIA BACCHUS of Corner of College Road and St. Cecilia Road, Tunapuna, Tacarigua, Trinidad, who died on the 2nd day of August, 2005, by DAVID FITZROY BACCHUS of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of ELIZABETH SAMPSON otherwise ELIZABETH ALBERTINA SAMPSON of Kalpoo Street, Spring Village, Curepe, Tacarigua, Trinidad, who died on the 18th day of July, 1970, by JOSEPH SAMPSON otherwise JOSEPH EMANUEL SAMPSON otherwise JOSEPH EMMANUEL SAMPSON otherwise JOSEPH E. SAMPSON of 15, Ninth Street East, Dinsley Gardens, Trincity, Tacarigua, Trinidad, her son and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of KNOLLY BRUNO BACCHUS otherwise KNOLLY BACCHUS of Los Charos, Palo Seco, Erin, Trinidad, who died on the 17th day of March, 2005, by KNOLLY BRUNO BACCHUS JNR. of 6, Coora Road, Dially Village, Santa Flora, Erin, Trinidad, his son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 18th day of July, 2001, of LEON PARIA otherwise LEON ANDREW PARIA of Light Pole No. 52, Saddle Road, Lower Santa Cruz, St. Ann's, Trinidad, who died on the 4th day of November, 2002, by CAROL PARIA otherwise CAROLINE PARGASSINGH PARIA of the same place, widow, relict of deceased, one of the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of ELSIE BISPHAM of 2nd Caledonia, Lady Young Road, Morvant, St. Ann's, Trinidad, who died on the 23rd day of February, 1989, by THE ADMINISTRATOR GENERAL OF TRINIDAD AND TOBAGO;

LETTERS OF ADMINISTRATION of the estate of ERNEST LING HIM otherwise ERNEST LING of 6, Belgrade Street, Port-of-Spain, Trinidad, who died on the 28th day of July, 1992, by THE ADMINISTRATOR GENERAL OF TRINIDAD AND TOBAGO;

LETTERS OF ADMINISTRATION of the estate of JERRY HOWARD of 23, Jojo Lane, El Socorro, San Juan, St. Ann's, Trinidad, who died on the 27th day of April, 2005, by HAZEL ANN JOE-HOWARD of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of OMEGA REECE otherwise OMEGA BENJAMIN of Moraldo Trace, Sam Boucaud Road, Santa Cruz, St. Ann's, Trinidad, who died on the 14th day of July, 2004, by OSCAR BENJAMIN of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of BHAGWANDEEN NARINE of 3, Seventh Avenue-North, Barataria, St. Ann's, Trinidad, who died on the 8th day of May, 2004, by RAMLOCHAN NARINE of the same place, his lawful brother and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of THEODORA ROMANY of Light Pole No. 5B, Marie Road, Morvant, St. Ann's, Trinidad, who died on the 24th day of February, 2005, by RAQUEL MARGARET PILGRIM of the same place, her lawful daughter and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of KENNETH JOHN of 4B, Mc Kai Lane, Upper Belmont Valley Road, Belmont, Port-of-Spain, Trinidad, who died on the 10th day of August, 2004, by MARVA FOX and ALICIA MICHELLE FOX both of the same place, his daughters and the only two persons entitled to share in the estate;

PROBATE of the Will dated the 16th day of April, 1980, of SAFFERAN ENITE otherwise SAFARAN ENITE otherwise SHAFEEERAN ENITE of 24, Bay Road, St. James, Port-of-Spain, Trinidad, who died on the 9th day of May, 2004, by NAZIR MOHAMMED of the same place, nephew of deceased, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of LEO TELESFORD of 1340, Rancho Quemado, Erin Road, Siparia, Trinidad, who died on the 1st day of October, 2005, by ALBERTINA TELESFORD of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of DEOCHAN RAGBIR otherwise DAUCHARAN RAGBIR of Light Pole No. 35, Beach Road, Palo Seco, Erin, Trinidad, who died on the 23rd day of September, 2004, by MEENA RAJU RAGBIR of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of DAVID THOMAS otherwise MASIAS DAVID THOMAS of 275, Cyrette Street, North Eastern Settlement, Sangre Grande, Manzanilla, Trinidad, who died on the 13th day of November, 2002, by VERONICA THOMAS otherwise VERONICA LEE THOMAS of the same place, his lawful widow and relict;

PROBATE of the Will dated the 1st day of October, 1997, of SAMLAL MAHABIRSINGH otherwise SAMLAL MAHABIR-SINGH of Light Pole No. 74, Crown Trace, Lange Park, Chaguanaas, Trinidad, who died on the 18th day of April, 2005, by RAJNATH MAHABIRSINGH of the same place, the sole executor named in the Will;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of JANE ADINA TIMOTHY otherwise JANE TIMOTHY otherwise JANE LYLIE TIMOTHY otherwise LYLIE TIMOTHY of Light Pole No. 1508, Riseland Settlement, Bethel, Tobago, who died on the 23rd day of January, 1969, by MILLICENT ARCHER otherwise MILLICENT EMOGENE ARCHER of 78, Mt. Pleasant Road, Tobago, her lawful daughter and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of ERROL STEWART of Lambeau Village Street, Lambeau, Tobago, who died on the 7th day of March, 2005, by GERMIN STEWART of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION with Will dated the 8th day of September, 1982, annexed of the estate of CHARLES REID of School Road, Bunsee Trace, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 24th day of July, 1999, by FRANCES ROSE REID otherwise ROSE REID of Bunsee Trace, Claxton Bay, Pointe-a-Pierre, Trinidad, daughter of deceased, one of the devisees and/or legatees named in the Will;

PROBATE of the Will dated the 25th day of June, 1996, of ANTHONY LA CROIX of 8, Macaw Drive, River Estate, Diego Martin, Trinidad, who died on the 18th day of November, 2003, by THELMA LA CROIX of the same place, widow, relict of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of ALFRED WEEKES of 4, Blackett Lane, Gonzales, Belmont, Port-of-Spain, Trinidad, who died on the 28th day of November, 2004, by SHERWIN NICHOLAS WEEKES of the same place, his son and the only person entitled to the estate;

LETTERS OF ADMINISTRATION of the estate of LAWRENCE BIKHARI otherwise LAWRENCE BIKHAREE of 56, Concord Road, Bay View, La Romain, Naparima, Trinidad, who died on the 4th day of February, 2005, by SEEMA DESPOF of the same place, his lawful daughter and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of PHARYMATERY RAMPERSAD otherwise PHARYMATERY DOOKIE otherwise PARMATEE SINGH of Uquire Road, Freeport, Chaguanas, Trinidad, who died on the 13th day of June, 2001, by LEON SINGH of the same place, her lawful son and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of RAMSEY THANNOO otherwise RAMSEY THANOO of Light Pole No. 13, Baker Trace, Guaico, via Sangre Grande, Manzanilla, Trinidad, who died on the 9th day of May, 2003, by MENAWATIE HARDATH of 121, Guaico Tamana Road, Guaico, Tamana, Trinidad, his daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of POONIAH L. SOOBIAH otherwise POONIAH LATCHMIN SOOBIAH otherwise LATCHMIN otherwise POONEAH of Bhagoo Trace, Pasea Village, Tunapuna, Tacarigua, Trinidad, who died on the 5th day of September, 1997, by GURUDAYEE MOHAMMED of Persad Street, El Dorado, Tunapuna, Tacarigua, Trinidad, her daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of MARK CHARLES of 207, Paris Boulevard, Laventille, St. Ann's, Trinidad, who died on the 21st day of May, 2004, by CLAY ANN AMARCA CHARLES of the same place, his daughter and one of the persons entitled to share in the estate;

and unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court of Judicature, through whom the above-mentioned applications have been made, Probate and/or Letters of Administration, as the case may be, in respect of the said applications, will be granted accordingly.

Dated the 9th day of February, 2006.

E. A. PETERSEN

Registrar, Supreme Court of Judicature

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DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEE

Re-Death of

DON SORELLO, late of Mt. d'Or Road, Champ Fleurs
a workman lately employed with Ramco Industries Limited

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Act, the dependants of the said Don Sorello are hereby required to appear before the Commissioner on TUESDAY THE 21ST DAY OF FEBRUARY, 2006, at 9.00 o'clock in the forenoon at the Hall of Justice, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 21st day of February, 2006.

Dated this 20th day of January, 2006.

(3 ins.)

M. ROBERTSON

Assistant Registrar, Supreme Court

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 1ST FEBRUARY, 2006

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
33,974,590	Balances, Investments, etc. ...	33,895,240
25,402	Gold Subscriptions to I.M.F. ...	25,402
23,410	I.M.F.—S.D.R. Holdings ...	23,410
34,023,402	Trinidad and Tobago Government Securities:	33,944,052
—	Treasury Bills (Face Value) ...	—
7,088	Marketable Securities ...	7,088
7,088	Other Assets:	7,088
357,475	Trinidad and Tobago Dollar Securities ...	433,975
217,913	Advances to Government Authorities ...	217,913
2,534,547	Other Assets ...	2,558,626
3,109,935	Fixed Assets:	3,210,514
273,332		273,332
37,413,757		37,434,986
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
2,567,163	Notes ...	2,603,212
113,319	Coins ...	113,508
2,680,482	Demand Liabilities:	2,716,720
4,329,125	Commercial Banks ...	3,762,520
343,766	Financial Institutions (Non-Banking) ...	342,267
15,289,820	Government and Governmental Organisations	15,660,825
762,700	International Organisations ...	762,710
311,782	Foreign Currency ...	308,119
1,095,814	Other ...	1,043,876
22,133,007	Other Liabilities:	21,880,317
415,645	Government S.D.R. Allocations ...	415,645
9,955,512	Other Liabilities ...	10,207,821
2,029,111	Specific Provisions ...	2,014,483
12,400,268	Capital and Reserves:	12,637,949
100,000	Capital Paid-up ...	100,000
100,000	General Reserve Fund ...	100,000
200,000		200,000
37,413,757		37,434,986

S. MOHAMMED
*Manager,
Finance and Accounting*

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RESULTS OF NATIONAL LOTTERY DRAW NO. 1133

NOTICE is hereby given under the provisions of the National Lotteries Regulations, 1969, made in accordance with section 30 of the National Lotteries Act, Chap. 21:04, that the numbers of the winning tickets in Lottery No. 1133 are as follows:

First Prize	41402
Second Prize	64878
Third Prize	36453
Fourth Prize	48098
Fifth Prize	64233
Sixth Prize	50885
Seventh Prize	04853
Eighth Prize	48994
Ninth Prize	02081
Tenth Prize	08626

Dated this 6th day of February, 2006.

By Order of the National Lotteries Control Board.

P. PIERRE-JOSEPH
Acting Secretary to the Board

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NATIONAL LOTTERY DRAW NO. 1134

NOTICE is hereby given with lawful authority under the provisions of the National Lotteries Regulations, 1969, made in accordance with section 30 of the National Lotteries Act, Chap. 21:04, the National Lotteries Control Board has appointed Saturday 11th February, 2006 at 5.00 o'clock in the evening at NCC Television, Juman Building, Lady Young Road, Morvant, as the day, hour and venue at which Draw No. 1134 of the Classic Lottery of Trinidad and Tobago shall be held to determine the numbers of the winning tickets.

The number of tickets issued is 70,000 with serial numbers ranging from 00000 to 69999 at the cost of \$10.00 per ticket. Each ticket is made up of 5 fractions numbered from 1 to 5, each having the value being equivalent in cost to $\frac{1}{5}$ th of a ticket, i.e., \$2.00.

HOLDERS OF WINNING TICKETS

First Prize—\$100,000	2 Approximate First Prizes—\$800 each
Second Prize—\$30,000	2 Approximate Second Prizes—\$700 each
Third Prize—\$15,000	2 Approximate Third Prizes—\$600 each
Fourth Prize—\$10,000	2 Approximate Fourth Prizes—\$500 each
Fifth Prize—\$7,500	2 Approximate Fifth Prizes—\$400 each
Sixth Prize—\$5,000	2 Approximate Sixth Prizes—\$200 each
Seventh Prize—\$3,000	2 Approximate Seventh Prizes—\$200 each
Eighth Prize—\$2,000	2 Approximate Eighth Prizes—\$200 each
Ninth Prize—\$1,500	2 Approximate Ninth Prizes—\$200 each
Tenth Prize—\$1,000	2 Approximate Tenth Prizes—\$200 each

99 Prizes for holders of tickets with first 3 digits of 1st Prize—\$50 each

99 Prizes for holders of tickets with first 3 digits of 2nd Prize—\$50 each

99 Prizes for holders of tickets with first 3 digits of 3rd Prize—\$50 each

99 Prizes for holders of tickets with first 3 digits of 4th Prize—\$50 each

99 Prizes for holders of tickets with first 3 digits of 5th Prize—\$50 each

699 Prizes for holders of tickets with last 2 digits of 1st Prize—\$25 each

699 Prizes for holders of tickets with last 2 digits of 2nd Prize—\$25 each

699 Prizes for holders of tickets with last 2 digits of 3rd Prize—\$25 each

699 Prizes for holders of tickets with last 2 digits of 4th Prize—\$25 each

699 Prizes for holders of tickets with last 2 digits of 5th Prize—\$25 each

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NATIONAL LOTTERY DRAW NO. 1134—CONTINUED

HOLDERS OF WINNING TICKETS—Continued

699 Prizes for holders of tickets with last 2 digits of 6th Prize—\$25 each
 699 Prizes for holders of tickets with last 2 digits of 7th Prize—\$25 each
 699 Prizes for holders of tickets with last 2 digits of 8th Prize—\$25 each
 699 Prizes for holders of tickets with last 2 digits of 9th Prize—\$25 each
 699 Prizes for holders of tickets with last 2 digits of 10th Prize—\$25 each

SELLERS' PRIZES

First Prize—\$3,000	2 Approximate First Prizes—\$100 each
Second Prize—\$2,000	2 Approximate Second Prizes—\$100 each
Third Prize—\$1,000	2 Approximate Third Prizes—\$100 each
Fourth Prize—\$500	2 Approximate Fourth Prizes—\$100 each
Fifth Prize—\$400	2 Approximate Fifth Prizes—\$100 each
Sixth Prize—\$200	2 Approximate Sixth Prizes—\$100 each
Seventh Prize—\$200	2 Approximate Seventh Prizes—\$100 each
Eighth Prize—\$200	2 Approximate Eighth Prizes—\$100 each
Ninth Prize—\$200	2 Approximate Ninth Prizes—\$100 each
Tenth Prize—\$200	2 Approximate Tenth Prizes—\$100 each

99 First 3 digits of 1st Prize—\$50 each
 99 First 3 digits of 2nd Prize—\$50 each
 99 First 3 digits of 3rd Prize—\$50 each
 99 First 3 digits of 4th Prize—\$50 each
 99 First 3 digits of 5th Prize—\$50 each

69 Last 3 digits of 1st Prize—\$40 each
 69 Last 3 digits of 2nd Prize—\$40 each
 69 Last 3 digits of 3rd Prize—\$40 each
 69 Last 3 digits of 4th Prize—\$40 each
 69 Last 3 digits of 5th Prize—\$40 each

AGENTS' PRIZES

First Prize—\$1,000	2 Approximate First Prizes—\$30 each
Second Prize—\$750	2 Approximate Second Prizes—\$30 each
Third Prize—\$500	2 Approximate Third Prizes—\$30 each
Fourth Prize—\$350	2 Approximate Fourth Prizes—\$30 each
Fifth Prize—\$300	2 Approximate Fifth Prizes—\$30 each
Sixth Prize—\$125	2 Approximate Sixth Prizes—\$30 each
Seventh Prize—\$125	2 Approximate Seventh Prizes—\$30 each
Eighth Prize—\$125	2 Approximate Eighth Prizes—\$30 each
Ninth Prize—\$125	2 Approximate Ninth Prizes—\$30 each
Tenth Prize—\$125	2 Approximate Tenth Prizes—\$30 each

Prizes may be claimed at the Board's Offices during the hours of business shown hereunder:

No. 119–121 Duke Street, Port-of-Spain—Mondays to Fridays—9.00 a.m. to 3.00 p.m.

No. 73 Mucurapo Street, San Fernando—Mondays, Wednesdays and Fridays—9.00 a.m. to 12.00 noon and 1.00 p.m. to 2.00 p.m.

Multipurpose Facility, Sangsters Hill, Scarborough, Tobago—Mondays to Fridays—9.00 a.m. to 12.00 noon and 1.00 p.m. to 2.30 p.m.

The public is invited to witness the Draw subject to the availability of space in the Studio at NCC Television, Juman Building, Lady Young Road, Morvant.

Dated this 6th day of February, 2006.

By Order of the National Lotteries Control Board.

P. PIERRE-JOSEPH

Acting Secretary to the Board

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
UPDATED PUBLIC STATEMENT OF THE NATIONAL LIBRARY AND
INFORMATION SYSTEM AUTHORITY (NALIS)

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

THE FOLLOWING INFORMATION IS PUBLISHED BY THE NATIONAL LIBRARY AND INFORMATION SYSTEM AUTHORITY (NALIS)

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act (FOIA) 1999, the National Library and Information System Authority (NALIS) is required by law to publish the following statement, which is an update of the statement published in July 2003. This statement lists the documents and information generally available to the public.

The Act gives the public a general right of access to official documents held by the National Library and Information System Authority (NALIS), namely:-

1. A legal right for each person to access information held by NALIS;
2. A legal right for each person to have official information relating to him/her self amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

Section 7 Statements

Section 7 (1) (a) (i)

Function and Structure of NALIS

Mission Statement:

The Mission of NALIS is:-

"To provide an international standard of service that delivers equitable access to information in all formats through highly capable and motivated staff, utilizing state of the art technologies and facilities to support the developmental and recreational needs of Trinidad and Tobago."

The National Library and Information System Authority is a Statutory Board, established by Act No. 18 of 1998, which provides for "the development and coordination of all library and information services in Trinidad and Tobago and related matters."

This Act incorporated the then existing three Public Library services into the Authority. It also created the mechanism for bringing special libraries, libraries in the educational sector and Public Libraries in Tobago under the ambit of the Authority. This is done through Memoranda of Understanding with Permanent Secretaries, Heads of Department, Heads of Statutory Authorities and the appropriate officer of the Tobago House of Assembly, regarding the management of libraries under their control. (Cl. 6 (1) Act No. 18 of 1998)

Section 9 (1) of this Act provides for the establishment of a Board, the principal duty of which is to ensure the proper and efficient performance of the functions of NALIS. This Board comprises nine (9) persons drawn from various disciplines and includes the Executive Director, who is an ex-officio member.

The administration of NALIS is headed by an Executive Director and Deputy Executive Director, who are appointed by the President, in accordance with Sections 12 and 17 of the Act respectively.

The overall staffing of all libraries within NALIS totals about 600 persons.

The **Head Office** of the Authority is located at the National Library Building, Hart and Abercromby Streets, Port-of-Spain. NALIS comprises eleven (11) Divisions and Departments which are headed by Directors or professional Heads of Departments.

These Divisions and Departments and an overview of their functions are as follows:-

1. **Office of the Executive Director** - The Executive Director is charged with managing "the affairs of NALIS subject to the directions of and in accordance with policies determined by the Board."
2. **The Public Libraries Division** is responsible for administering and coordinating the network of Public Libraries and Book Mobiles serving citizens throughout Trinidad. Libraries are located in Port-of-Spain, St. James, Diego Martin, San Juan, Tunapuna, Maloney, Arima, Sangre Grande, St. Helena, Mayaro, San Fernando, Couva, Chaguanas, Princes Town, Moruga, La Brea, Point Fortin, Siparia, Cedros and Debe. Forty-two Book Mobile stops are distributed in North, East, Central and South Trinidad.
3. **Heritage Library Division** is responsible for acquiring, preserving and facilitating access to all material pertinent to Trinidad and Tobago. The Heritage Library is located on the Second Floor of the National Library Building, Port-of-Spain.
4. **The Educational Libraries Division** is responsible for staff in libraries in the education sector. The main offices are located at the National Library Building, Port-of-Spain.
5. **The Information Networks Division** is responsible for:-
 - (i) provision of technology for on-line information access throughout the library services,
 - (ii) maintenance of the NALIS website,
 - (iii) coordinating the Special Libraries in Government Ministries and Departments.

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Its main office is located at the National Library Building, Port-of-Spain.

6. Technical Services Department is responsible for the selection, acquisition, processing and distribution of all informational library materials needed by the Public Library services.
7. Corporate Legal Services - There is a Corporate Secretary who advises the Board and the Authority on legal and procedural matters and acts as Secretary to the Board.
8. Finance Division is responsible for administering the funds allocated to the Authority by Parliament in accordance with all existing financial rules and regulations.
9. Human Resources Division is responsible for Terms and Conditions of Employment, Training and Industrial Relations.
10. Public Relations and Marketing is responsible for the Authority's internal and external corporate communications, for promoting **NALIS** products and services as well as planning and implementing staff activities and programmes.
11. Research Planning and Development is responsible for planning, organizing, and conducting programmes of research into areas related to library services.

Effect of functions on members of the public:-

1. Public Libraries are freely accessible to all citizens, both children and adults, for:-
 - (i) consultation of newspapers, periodicals and reference materials,
 - (ii) borrowing of lending materials, after completing registration procedures,
 - (iii) accessing information on the Internet using public service computers,
 - (iv) basic instruction and guidance in the use of computers for effective information access on the Internet,
 - (v) participating in a wide range of social and cultural programmes.
2. Special activities such as storytelling, various competitions and workshops are organized for children at all branches.
3. Adult Literacy classes, organized by the Adult Literacy Tutors Association (ALTA) are facilitated at Public Libraries.
4. The Heritage Library, the Adult, the Young Adult, Children's Libraries in Port-of-Spain and all Branch Libraries are freely accessible to all for consulting reference materials and for computer access for Internet searching.
5. Libraries in schools in the secondary and primary sectors impact upon the education of the vast majority of the **300,000** pupils in the school system.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of NALIS:-

The Authority maintains the following records at its Head Office:-

- Personnel Files - being employment records of all persons on the staff of the Authority
- General Files - being accumulation of records of the general administration of **NALIS** and its Divisions, Departments and Branches
- Cabinet Minutes and Draft Cabinet Notes Files
- Financial Records – being accumulation of records on all financial transactions, payments, salaries and wages
- **NALIS** Financial Statements for Fiscal periods 1998 – 2004
- Finance Division Audit Report – Fiscal year ended September 30th, 2004
- Human Resource Department Audit – June to August 2004
- Public Libraries Audit Reports for Branch Libraries – 2005 - Debe, Moruga, Cedros, Couva, Diego Martin, Chaguanas, Mayaro, Siparia, St. Helena, Maloney, Princes Town, Sangre Grande, Tunapuna, Point Fortin, Carnegie Free Library, St. James, Arima, La Brea.
- Job/Position Descriptions - lists of duties, qualifications and competencies required for all jobs on the establishment of **NALIS**
- Minutes of Board, Management and Professional Staff Meetings
- **Strategic Imperatives for NALIS 2003-2008**
- **NALIS** Act (Act No. 18 of 1998)
- Public Library Development Plan 2004 - 2020
- Annual and other periodic reports
- Preservation Planning Study – Draft. (Silverman Study) March, 2005
- Staffing Proposals for **NALIS**: Report of the Staff Needs Assessment Team: December, 2004.
- Policies –
 - Internet Use Policy
 - Collection Development Policy
 - Acquisitions Policy
 - Human Resource Policies
 - Financial Rules
 - Protocol for dealing with the Ministry
 - Lease of Property
 - Tenders Rules and Procedures
 - Human Resource Policy Guidelines and Procedures Manual
- Inventory - of Furniture and Equipment for Head Office and Branch Public Libraries
- Research Reports - on research undertaken by **NALIS**

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- Contracts - for products and services supplied to **NALIS**
- Tenders - documents seeking quotations for goods and services required
- Lease Agreements - for premises rented by **NALIS** for offices and libraries
- Legal Opinions - on matters pertinent to the activities and functioning of **NALIS**
- Library Plans - Plan for the National Library Building,
 - Plans for Branch Library Buildings and premises
- National Library Week materials
- Heritage – The Heritage Library (Booklet)

Section 7 (1) (a) (iii)

Material prepared for publication or inspection:-

The public can obtain access to documents available on the **NALIS** website at <http://www.nalis.gov.tt>

- Act. No. 18 of 1998 (**NALIS** Act)
- The National Library and Information System Authority (**NALIS**) Historical Data, Main Divisions, Principal Objectives and Functions
- The National Library - Brief data
- The Heritage Library - Brief data - opening hours and links to a selection of available documents
- Public Libraries –
 - Brief data on branches - history, opening hours, collections, extension activities,
 - Mobile Library Schedule.
- School Libraries Division - Mission and aims
- Special Libraries - List of special libraries in government ministries and contact personnel
- Library Links - connections to major library bodies and organizations locally, regionally and internationally
- Bibliographies - in the areas of the Environment, History, Humanities and Children's Literature
- Staffing Structure for **NALIS** - organizational chart showing administrative staffing structure for **NALIS**
- Job Descriptions for Vacant Positions
- "Connections" - Newsletter

Section 7 (1) (a) (iv)

Literature available by subscription:-

Trinidad and Tobago National Bibliography:

A select classified list of materials printed and published in Trinidad and Tobago. Latest ed. Vol. 23

Cumulated Issue, 1998-1999

- Annual - US \$20. Trinidad and Tobago and the Caribbean US \$40. outside the Caribbean

Please contact or write to:-

NALIS

Technical Services Department

National Library Building

Hart and Abercromby Streets, Port-of-Spain

Tel: 624-4466 x 2015

Fax: 625-6096

Section 7 (1) (a) (v)

Procedure to be followed for accessing documents from NALIS:-

How to Request Information - Our policy is to answer all requests for information, both oral and written. However, in order to comply with the FOIA, applicants must complete the appropriate form – **Request for Access to Official Documents**. These forms are available in our reception area, at the National Library in Port-of-Spain and at all Public Library branches throughout Trinidad. Completed request forms must be submitted to the Designated Officer, Mr. Esahack Mohammed at the National Library, Port-of-Spain, either in person or by post.

Addressing Requests - To facilitate prompt handling, all requests should be addressed to the Designated Officer, listed at S 7 (1) (a) (vi) hereunder.

Details in the Request - Applicants should provide sufficient details to allow for identification and location of the documents being requested. All applications must be signed by the applicant.

Time Allowed - A decision to grant or refuse access will be communicated to the applicant within thirty (30) calendar days of the request being received at the **NALIS** Head Office. In accordance with S 15 of the FOIA, access will be in the form of:-

- (a) Inspection of the documents
- (b) Provision of copies

Section 7 (1) (a) (vi)

Designated Officers:-

The Designated Officers in **NALIS** are responsible for:-

- (i) Handling enquiries regarding documents arising from this Statement, pursuant to S 10 of the Act,
- (ii) Requests for access to documents under S 13, and
- (iii) Applications for corrections of Personal Information under S 36 of the Act.

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The Designated Officer is:-

Director, Educational Library Services Division
Mr. Esahack Mohammed
NALIS Head Office
National Library Building
Hart and Abercromby Streets, Port-of-Spain
Tel: 624-4466 x 2313
Fax: 625-6096
Email: emohammed@nalis.gov.tt

The Alternate is:-

Director, Heritage Library Division
Mrs. Joan Osborne
NALIS Head Office
National Library Building
Hart and Abercromby Streets, Port-of-Spain
Tel: 624-4466 x 2202
Fax: 625-6096
Email: josborne@nalis.gov.tt

Section 7 (1) (a) (vii) Advisory Boards, Councils and other bodies. There are Friends of the Library Committees at:-

The Heritage Library	Carnegie Free Library
Diego Martin Branch Library	Point Fortin Branch Library
Sangre Grande Branch Library	Tunapuna Branch Library

The Minutes of these committees are open to the public, upon application.

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

Information in the public domain can be accessed at any reference or lending library through our website at <http://www.nalis.gov.tt>

You may make general enquiries at the service desk of any library service point.

The Reading Room of the Authority is located at **NALIS** Head Office, National Library Building, Hart and Abercromby Streets, Port-of-Spain.

Materials will be made available for consultation there, subject to agreed dates and times beforehand, with the Designated Officer.

Policy of **NALIS** for provision of copies of documents held in the public domain.

Documents may be printed from the **NALIS** website, subject to the availability of print facility at the particular branch.

The cost per printed page is \$0.25

Section 8 Statements

Section 8 (1) (a) (ii)

Documents provided by NALIS for use or guidance of its officers and staff

General

- Library Rules
- The Freedom of Information Act 1999 (FOIA)
(Summary information for **NALIS** Staff)
- Internet Usage and Security Policy Document, 1998
- Internet Use Policy

Heritage Library

- Indexing Policy For Caribbeana
- General Indexing Policy
- Policy for Periodicals
- Policy for Handling Queries
- Procedures and Policy Manual
- Retrospective Conversion Report
- Collection Management Policy

Educational Library Services Division

- Standards for Secondary School Library Media Centres, Draft, March 2001
- School Libraries Manual, 2005

Section 9 Statements

Section 9 (1) (m)

Valuation report prepared for NALIS

Valuation Report on:-

- (i) Properties owned by **NALIS**, May, 2001.
- (ii) Properties rented by **NALIS**, October, 2001.

December 16, 2005

