



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 45

Port-of-Spain, Trinidad, Wednesday 12th April, 2006—Price \$1.00

No. 59

618

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE  
(Sub-Registry, San Fernando)

Claim No. CV 2005–00110

Between

In the Matter of

CARADALE INVESTMENTS LIMITED

And

In the Matter of

THE COMPANIES ACT, 1995  
(As amended by Act No. 5 of 1997)

NOTICE is hereby given that a petition for the winding up of the above-named Company by the High Court of Justice, San Fernando, was on the 11th day of October, 2005, presented to the said Court by Moonieraj Seetaram and Munishwar Seetaram of 898A, Rakeeb Hosein Avenue, La Romain and that the said petition is directed to be heard before the Court sitting at 9.30 a.m. on Thursday the 27th day of April, 2006 and any creditor or contributory of the said Company desirous to support or oppose the making of an order on the said petition may appear at the hearing in person or through Counsel for the purpose, and a copy of the petition will be furnished to any creditor or contributory of the said company requiring the same by the undersigned on payment of the regulated charge for the same.

Dated this 24th day of March, 2006.

DEVINDRA RAMPERSAD  
R. RAMPERSAD & Co.,  
*Applicant's Attorney-at-law*

7A, Harris Promenade  
San Fernando.

NOTE: Any person who intends to appear on the hearing of the said petition must serve on or send by post to the above-named, notice in writing of his intention so to do. This notice must state the name and address of the person, or, if a firm, the name and address of the firm, and must be signed by the person or firm, or his, or their Attorney-at-law (if any), and must be served, or if posted, must be sent by post in sufficient time to reach the above-named not later than 4.00 o'clock in the afternoon of Monday the 24th day of April, 2006.

619

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

CV 2006—00473.

In the Matter of  
POLYSOFT TECHNOLOGY LIMITED

And

In the Matter of  
THE COMPANIES ACT, 1995

NOTICE is hereby given that a petition for the winding up of the above-mentioned Company by the Court was, on the 23rd day of February, 2006, presented to the said Court by Farid Scoon, Attorney-at-law of Mansfield House, No. 24 Abercromby Street, Port-of-Spain on behalf of Godwin Isitor. The said petition is directed to be heard before the sitting Judge in Court Room Pos 23, at the Hall of Justice, Knox Street, Port-of-Spain at 9.00 a.m. on Thursday 27th April, 2006, and any creditor or contributory of the said company desirous to support or oppose the making of an order on the said petition may appear at the time of hearing in person or by his counsel for that purpose, and a copy of the petition will be furnished to any creditor or contributory of the said company requiring the same by the undersigned on payment of the regulated charge for the same.

Dated this 31st day of March, 2006.

Mansfield House,  
No. 24 Abercromby Street,  
Port-of-Spain.

FARID SCOON  
*Attorney-at-law for the Petitioner*

NOTE: Any person who intends to appear on the hearing of the said petition must serve on or send by post to the above-named Farid Scoon, Attorney-at-law, Mansfield House, No. 24 Abercromby Street, Port-of-Spain, notice in writing of his intention so to do. The notice must state the name and address of the firm, and must be signed by the person, or if a firm, or his/her solicitor (if any), and must be served, or if posted, must be sent by post in sufficient time to reach the above-named not later than 6.00 o'clock in the afternoon of Monday the 24th day of April, 2006.

620

## PROMOTIONS AND APPOINTMENTS TO COMMISSIONS IN THE TRINIDAD AND TOBAGO CADET FORCE

IN ACCORDANCE with the provisions of section 5 and Regulations 14(2), (15) and 17(2) of the Cadet Force Act, Chap. 14:02 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that His Excellency the President has approved the following promotions and appointments to Commissions in the Trinidad and Tobago Cadet Force:

*(i) Promotions:*

<i>Name of Officer and Current Rank</i>	<i>Rank to which Recommended</i>	<i>Recommended Date of Promotion</i>
MAJOR HUGH FITZHERBERT RIVERS	... LIEUTENANT COLONEL	2nd June, 2004
CAPTAIN ELTON PRESCOTT ... ..	MAJOR	3rd May, 2004
CAPTAIN LENNOX PITT ... ..	MAJOR	3rd May, 2004
CAPTAIN KALLIPERSAD SAMAROO ... ..	MAJOR	3rd May, 2004
CAPTAIN REYNOLD YORK ... ..	MAJOR	3rd May, 2004
CAPTAIN KAREN WOODS ... ..	MAJOR	3rd May, 2004
CAPTAIN VINCENT JAMES ... ..	MAJOR	3rd May, 2004
CAPTAIN JEFFREY HOLDER ... ..	MAJOR	3rd May, 2004
CAPTAIN ELLIS ROBINSON ... ..	MAJOR	3rd May, 2004
CAPTAIN (Archdeacon) KENNETH FORRESTER	MAJOR	3rd May, 2004
CAPTAIN RODNEY BROWN ... ..	MAJOR	3rd May, 2004
CAPTAIN NYLEUNG HYPOLITE ... ..	MAJOR	3rd May, 2004
CAPTAIN OPHEMIA ELBOURNE ... ..	MAJOR	3rd May, 2004
CAPTAIN LAWRENCE WILSON ... ..	MAJOR	1st May, 2005
LIEUTENANT RANDALL ROBERTS ... ..	CAPTAIN	3rd May, 2004
LIEUTENANT ARTHUR POTTS ... ..	CAPTAIN	3rd May, 2004
LIEUTENANT MARLON HART ... ..	CAPTAIN	3rd May, 2004
LIEUTENANT RANDAL LUCES ... ..	CAPTAIN	3rd May, 2004
LIEUTENANT ANNE BEST-JONES ... ..	CAPTAIN	3rd May, 2004
LIEUTENANT COLIN SAMPSON ... ..	CAPTAIN	3rd May, 2004
LIEUTENANT CLOYD BLACKMAN ... ..	CAPTAIN	3rd May, 2004

620—Continued

PROMOTIONS AND APPOINTMENTS TO COMMISSIONS IN THE TRINIDAD AND TOBAGO  
CADET FORCE—CONTINUED

*(i) Promotions:*

<i>Name of Officer and Current Rank</i>	<i>Rank to which Recommended</i>	<i>Recommended Date of Promotion</i>
SECOND LIEUTENANT WARREN BRUCE	... LIEUTENANT	5th January, 2004
SECOND LIEUTENANT BLAIR FERGUSON	... LIEUTENANT	3rd March, 2004
SECOND LIEUTENANT FRANK GOPIE ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT RENALDO ROMEO	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT NIGEL CUMBERBATCH	LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT HAMLIN DIPNARINE ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT KENWYN SIMMONS ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT CHARMAINE MUNROE	LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT THOMAS FREDERICK ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT DENZIL KERR ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT MARK WILSON ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT GENEVIEVE JONES ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT MERVYN JACK ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT OWEN THOMAS ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT COLIN PETERSON ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT MARCUS WOODS ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT OBA GULSTON ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT DEVON MATTHEWS ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT KEN JONES ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT DEREK WILLIAMS ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT BRENT AGUILLERA ...	... LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT ROXANNE CUMMINGS	LIEUTENANT	3rd May, 2004
SECOND LIEUTENANT FRANKLYN TUITT ...	... LIEUTENANT	3rd May, 2004

*(ii) Appointments to Commissions:*

<i>Name of Officer and Current Rank</i>	<i>Rank to which Recommended</i>	<i>Recommended Date of Promotion</i>
WARRANT OFFICER CLASS 2 WENDY ANN ARTHUR	LIEUTENANT	3rd May, 2004
WARRANT OFFICER CLASS 2 GARY PARMASSAR	LIEUTENANT	3rd May, 2004
WARRANT OFFICER CLASS 1 PETER SAWYER	LIEUTENANT— Bandmaster, Trinidad and Tobago Cadet Force (grant of a Commission)	1st July, 2005
WARRANT OFFICER CLASS 2 ALBERT SYDNEY	SECOND LIEUTENANT	1st July, 2005
UNDER OFFICER DR. VICTOR WHEELER ...	CAPTAIN	27th March, 2004
UNDER OFFICER DR. WALLACE WILLIAMS ...	CAPTAIN	1st May, 2005
UNDER OFFICER MAURICE BURKE ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER MICHAEL LLANOS ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER EARL POORAN ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER ANTHONY MCKENZIE ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER KOFI MCINTYRE ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER MARK RAMCHARAN ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER SHARON ANN DAVIDSON ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER GIFTON CAESAR ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER ARIANNE MCKENNA ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER WALTER REID ...	... SECOND LIEUTENANT	27th March, 2004
UNDER OFFICER SHERYL DOTIN BAPTISTE	SECOND LIEUTENANT	1st May, 2005

J. BOUCAUD-BLAKE  
*Acting Permanent Secretary,  
Ministry of National Security*

**GOVERNMENT OF THE REPUBLIC OF  
TRINIDAD AND TOBAGO  
FREEDOM OF INFORMATION ACT (FOIA) 1999**

**PUBLIC STATEMENT OF THE  
MINISTRY OF PLANNING AND DEVELOPMENT**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act (FOIA) 1999, the Ministry of Planning and Development is required to publish a Statement setting out certain information for the benefit of the public. The Statement describes the organisation, functions, decision-making powers and arrangements for consultation in the formulation of policy. The Statement also lists the categories of documents that are available for inspection by the public and how to access the documents which are eligible for public scrutiny under the FOIA.

The following information is published by the Ministry of Planning and Development with the approval of the Minister of Planning and Development.

**SECTION 7 STATEMENT**

**(i) STATEMENT OF THE ORGANIZATION AND FUNCTIONS**

The **Mission** of the Ministry of Planning and Development is -

*"to promote sustainable development aimed at improving the quality of life of all our citizens".*

The Head Office of the Ministry is located at Level 14, Eric Williams Finance Building, Independence Square, Port of Spain.

The Ministry's major functions include:

- Developing, co-ordinating and reviewing the short, medium and long-term policy framework to guide economic and social development, in collaboration with key stakeholders
- Advising on the allocation of financial resources consistent with national priorities for social and economic development
- Preparing the Public Sector Investment Programme (PSIP), co-ordinating and monitoring PSIP implementation and reviewing the PSIP
- Securing for the PSIP adequate loan and grant resources on the most beneficial terms and conditions
- Liaising between Multi-lateral Agencies and Government on loan and grant programs and projects
- Co-ordinating, accessing and allocating technical co-operation in support of national institutions and Civil Society
- Planning for the development of the country's manpower resources
- Co-ordinating the national statistical system
- Providing high quality, current information and statistics relevant to the society's needs
- Employing a comprehensive and accepted policy framework for decision-making on land use and land development
- Assisting in the preparation and review of up-to-date planning legislation aimed at a streamlined planning system
- Re-engineering the delivery system for land use and land development to ensure greater involvement of the municipal and regional corporations and the public
- Facilitating the implementation of urban development projects
- Facilitating the implementation of a national indicative programme funded by the European Development Fund resources

The Ministry of Planning and Development is comprised of the following Divisions, Special Units and Agencies as shown on the Organizational Chart:

- Socio-Economic Policy Planning Division
- Project Planning and Reconstruction Division
- Technical Co-operation Unit

621—Continued

- Central Statistical Office
- Urban and Regional Planning Division
- Population Council Secretariat
- Library Services
- Central Administrative Services

These Divisions are supported internally by Legal, Data, Information, Information Technology, Accounting and Internal Audit services.

The Special Units which function under the overall ambit of the Ministry are:

- The European Development Fund Unit
- The Advisory Town Planning Panel Secretariat
- The Interim National Physical Planning Commission

The Ministry is also assisted in its Urban Development mandate through its oversight and policy guidance to:

- Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT).
- The Chaguaramas Development Authority.

## **PARTICULARS OF THE ORGANIZATION AND FUNCTIONS OF THE MINISTRY OF PLANNING AND DEVELOPMENT**

### **Socio-Economic Policy Planning Division**

This Division, located at Level 13, Eric Williams Finance Building, has as its core functions:

- The articulation and review of short, medium and long term Development Planning Frameworks through consultation with key stakeholders and civil society. These policy frameworks provide the parameters for the following:
  - developing sectoral reform initiatives by Government Ministries and agencies to address sectoral deficiencies
  - mobilising international financial and developmental support
  - ensuring consistency between public policies, the PSIP and central Government plans
  - co-ordinating inter-sectoral policy and strategies
  - research and analysis of domestic and international economic and socio-economic trends and issues
  - facilitating the mobilization of financial and technical resources from the multi-lateral financial institutions
  - on-going review and assessment of the impact of policies, programmes and projects

### **Project Planning and Reconstruction Division**

The Project Planning and Reconstruction Division is located on Level 13, Eric Williams Finance Building. This Division complements the role played by the Socio-Economic Policy Planning Division. The Division is responsible for ensuring and managing the translation of the development strategies and policies conceived at the national and sectoral levels, into specific programmes and projects which are rigorously formulated to reflect national priorities adequately.

The Division is an important instrument for fostering a systematic approach to the planning and resource allocation process. It also promotes an integrated approach to the micro and macro-economic aspects of public investment management.

621—Continued

The Core Functions of this Division include:

- Securing for the Public Sector Investment Programme, adequate resources on the most beneficial terms and conditions – this includes both loan and grant resources from the major Multi-lateral Agencies such as the Inter-American Development Bank (IDB), The World Bank (IBRD), European Union (EU), and the Caribbean Development Bank (CDB);
- Acting as liaison between Multi-lateral Agencies and the Government on matters relating to loan and grant programmes;
- Coordinating Programming, Appraisal and Monitoring Missions of Multi-lateral Agencies and report to the Minister;
- Providing support and information to the Minister in preparation for negotiations with Multi-lateral Agencies;
- Allocating those resources efficiently among a set of programmes and projects that have been vigorously and carefully selected on the basis of established criteria, such as job creation, foreign exchange savings, sustainability and propensity to achieve Government's macro policy objectives;
- Assisting executing agencies in the effective implementation of the projects and programmes for which these resources have been allocated, by way of upgrading the skills and capabilities of implementing agencies in project cycle management and operating systems, and providing technical advice relating to the project cycle;
- Co-ordinating and managing PSIP implementation to facilitate optimization of the use of the resources, pro-active monitoring, interaction, and encouraging the timely flow of accurate and reliable information from client Ministries;
- Developing proper mechanisms to enable and encourage feedback from client Ministries and other key stakeholders; and
- Evaluating the developmental impacts of projects and programmes based on resource utilization, benefits accrued, best practices learnt, strengths and weaknesses in project design etc.

#### **Technical Co-operation Unit**

The Technical Co-operation Unit is located at Level 12, Eric Williams Finance Building. The Unit serves as the national focal point for interfacing with Governments, Regional and International agencies on technical co-operation, and facilitating technical exchanges towards sustainable development.

The Core Functions of this Unit include:

- formulating programmes/projects of a technical co-operation nature in accordance with policy
- assessing the demand for and supply of technical co-operation to contribute to the priority needs of the country
- providing information on technical co-operation opportunities to public sector agencies and civil society
- accessing all possible sources of technical co-operation to meet identified needs
- co-ordination among donor agencies to ensure that there is no overlap nor gaps
- facilitating Technical Co-operation between Trinidad and Tobago and other developing countries

#### **Central Statistical Office**

The Central Statistical Office (CSO) is located in the National Statistics Building (former Guardian Life Building) at the corner of Independence Square North and Edward Street, Port of Spain. The CSO executes the provisions of the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad and Tobago, 1982.

The Core Functions of the CSO in relation to the Statistics Act are:

- Data collection – collection of accurate primary and secondary data in a timely and efficient manner
- Data processing – the transformation of raw data into information

621—Continued

- Data dissemination
- Marketing building public awareness of available statistical products and promotion of interface with users
- Monitoring and evaluation of the statistical function
- Consultancy and training provision of expert service on a commercial basis
- Statistical co-ordination co-ordination of the national statistical system

#### **Urban and Regional Planning (Town & Country Planning) Division**

The Urban and Regional Planning Division is comprised of a Head Office and four Regional Offices currently located as follows:

Head Office:		Level 17, Eric Williams Finance Building,
Port of Spain Office:		Ground Floor, Eric Williams Finance Building
East Office:		Government Office Complex, Eastern Main Road, Tunapuna
South Office:	-	OWTU Building, Pointe a Pierre Road, San Fernando
Tobago Office:	-	Former Ministry of Works Building, Scarborough, Tobago.

The Urban and Regional Planning Division administers the Town & Country Planning Act, Chapter 35:01 of the Laws of Trinidad and Tobago under the direction of the Minister responsible for town and country planning, the Minister of Planning and Development.

The Core Functions of the Division are:

- Developing and keeping under review a comprehensive policy framework, local area, regional plans and a national physical development planning framework to guide decision making on the use and development of land
- Evaluating and determining on behalf of the Minister applications for planning permission to develop land and for the display of advertisement
- Enforcement of planning control
- Assisting in the preparation and review of relevant planning legislation
- Providing an up-to-date database of land use planning data and information for decision making on land use and land development
- Maintaining the register of planning applications

#### **The Population Council Secretariat**

The Population Council Secretariat is located at Level 14, Eric Williams Finance Building.

The Population Council is a multi-sectoral body responsible for the dissemination of information on population and ensuring its appropriate use for planning and decision-making. The Council is also an advisory body to the Government on population matters, providing overall policy direction.

The Core Functions of the Population Council Secretariat are:

- Co-ordinating and monitoring the implementation of the national population policy
- Disseminating information on population matters

621—Continued

- Promoting the use of demographic data in national socio-economic policy and programme formulation and planning
- Co-ordinating research on population issues

#### **Library Services Unit**

The Library, located at Level 6, Eric Williams Finance Building, provides information services to the Ministry of Planning and Development, the Ministry of Finance and all other Departments housed in the Eric Williams Finance Building.

The Library of the Ministry of Planning and Development contains a collection of 78,000 publications in the following fields: Applied Sciences, Bibliographic and Online Services, Current Affairs, Economic Development, Economics, Financial and Business Management, Human Resource Management and Public Administration, Information Sciences, International Relations, International Trade, Latin America and the Caribbean, Project Management, Urban and Regional Planning and Land Development.

The Library serves as the depository for documentation arising from this country's membership in The World Bank, the Inter-American Development Bank, the Caribbean Development Bank, the International Monetary Fund, and other international agencies, and carries out the responsibilities associated with this designation.

The Library also houses the Laws of the Republic of Trinidad and Tobago, Regulations Orders, Gazettes, Legal Instruments.

#### **Central Administrative Services Unit**

The Central Administrative Services Unit is located at Level 14, Eric Williams Finance Building.

The Unit is responsible for providing administrative services, including the day-to-day supervision of the accounting function, for the efficient and effective functioning of the Ministry of Planning and Development.

#### **European Development Fund (EDF) Unit**

The EDF Unit is located at Level 12, Eric Williams Finance Building

The Unit was established in January, 2001 to co-ordinate and facilitate the implementation of the National Indicative Programme agreed between the Government of Trinidad and Tobago and the European Commission, funded by grant resources under the European Development Fund

The Permanent Secretary, Ministry of Planning and Development, is designated as the National Authorising Officer (NAO) for the EDF Programme

The Core Functions of the EDF Unit include:

- Assisting in the preparation of the Country Support Strategy and other documentation required for accessing EDF funds
- Liaising with Ministries, Agencies, the private sector and NGO's in order to identify projects and programmes that can lead to a commitment of funds in the 9<sup>th</sup> EDF
- Assisting Ministries/Agencies, the private sector and NGO's in preparing Terms of Reference, Tender Dossiers and project related documents
- Assisting line Ministries in the management of implementation of projects including monitoring and evaluation

#### **Advisory Town Planning Panel**

The Advisory Town Planning Panel operates out of the Ministry of Housing and Settlements located at South Quay, Port of Spain.



621—Continued

The Advisory Town Planning Panel was established under the Town & Country Planning Act Chapter 35:01 for the express purpose of advising the Minister on any matter within their knowledge or on which the Minister may seek their advice.

The Advisory Town Planning Panel's functions include the conduct of reviews, on behalf of the Minister, of the decisions made on applications for planning permission to develop land, complaints against unauthorized development and on enforcement of planning control.

### **The Interim National Physical Planning Commission**

The Interim National Physical Planning Commission is located at the office of the Ministry of Housing and Settlements, South Quay, Port of Spain.

The Interim National Physical Planning Commission was established in October, 1996 pursuant to a decision of Cabinet to undertake the following functions:

- Preparation of an integrated physical plan for Trinidad and Tobago
- Development of codes of appropriate building construction and development standards and practices
- Ensuring adherence to the requirements of the National Plan and codes and standards as developed
- Reporting on the delineation of authority to local government bodies
- Modification of the draft Planning and Development Land Bill to provide for the composition and functions of a National Physical Planning Commission
- Invitation of public comments on the proposed Planning Bill

In summary, the INPPC has been involved in laying the framework for the enactment of the Planning and Development of Land Bill and for its subsequent administration.

### **Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)**

UDeCOTT is located at the Uptown Mall, First Floor, 44-58 Edward Street, Port of Spain

UDeCOTT is a wholly-owned State Company continued under Section 343 of the Companies Act, 1995. The Corporation comprises a Board of Directors responsible for policy matters, and Management and Staff who carry out the day to day operations. The Corporation is headed by a Chief Executive Officer.

The major functions of UDeCOTT include providing project management services mainly to Ministries and State Agencies. These services cover the full range of the project development process involving

- co-ordinating the preparation of land use plans at the national, regional, local and action area levels to provide a context for project formulation, feasibility assessment, project design, financing and construction
- operating as a property developer by acquiring large parcels of land, and forming special purpose Development Companies to execute property development

### **DECISION MAKING POWERS AFFECTING MEMBERS OF THE PUBLIC**

The principal decision-making powers of the Ministry of Planning and Development which affect members of the public are:

- Decision-making on applications for planning permission to develop land and display of advertisements
- Enforcement against unauthorized development
- Authorisation of funding of programmes and projects under the EDF programme

621—Continued

The other functions of the Ministry relate primarily to internal work within the Ministry and the rest of the Public Service.

UDeCOTT retains the services of professional firms and contractors in accordance with its procurement procedures which are available for scrutiny.

#### **ARRANGEMENTS FOR PUBLIC CONSULTATION OR REPRESENTATION**

The principal functional areas for which arrangements are in place for public consultation or representation are:

Socio Economic Policy Planning Division  
Project Planning and Reconstruction Division  
Urban and Regional Planning Division  
Advisory Town Planning Panel  
Interim National Physical Planning Commission  
Urban Development Corporation of Trinidad and Tobago  
European Development Fund Unit

**The Socio Economic Policy Planning Division** arranges for public discussion and public input from the widest possible range of stakeholders and the public at large in the preparation development planning framework.

**The Project Planning and Reconstruction Division** in undertaking its work on the preparation of the Public Sector Investment Programme is informed by the public consultations held annually by the Minister to solicit information for incorporation into the annual budget. Such information is used for programming resources into appropriate programmes and projects for the following fiscal year.

**The Urban and Regional Planning Division** administers the legal mandate under the Town and Country Planning Act Chapter 35:01 to consult with the local authorities in the course of preparing local, regional and national physical development plans for various areas and the public at large to have their formal representations and inputs into the physical development plans. Public consultations are convened by the Urban and Regional Planning Division and the Interim National Physical Planning Commission in accordance with the provisions of the Act, to provide the formal opportunity for public comment.

The Urban and Regional Planning Division encourages discussion by developers and members of the public on their applications for planning permission, and on Complaints through an 'Open Door' policy one day per week at each Regional Office and on an on going basis through field visits.

**The European Development Fund Unit** pursuant to the requirements under the new ACP EU Partnership Agreement entitled the "Cotonou Agreement" has promoted a participatory approach involving the private sector, civil society at large, and other economic and social actors in the formulation of the Country Support Strategy and will involve these parties in the implementation of EDF funded programmes and projects and in capacity building initiatives.

**The Advisory Town Planning Panel** invites persons requesting a review of the decision on their applications to appear in person or to be represented by professional, technical or legal advisers at the hearings of the Panel. In the formulation of local area, regional and national physical development policies and plans, formal representations are invited and public consultations are convened by the **Urban and Regional Planning Division and the INPPC**, in accordance with the provisions of the Town & Country Planning Act, to provide the opportunity for public comment.

**UDeCOTT** provides for public consultation whereby presentations on projects are made and feedback invited from the public. Such projects are advertised directly in the respective communities and in the press.

621—Continued

**(ii) CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY OF PLANNING AND DEVELOPMENT**

The documents in the Ministry of Planning and Development relate to a diverse range of Government policy matters in respect of public administration, land use planning and development, statistics, technical co-operation, agreements with international agencies, socio-economic planning, programme and project management, and other matters that fall under the scope of the responsibilities of the Ministry. These documents include:

- Files dealing with administrative support and staffing for the operations of the Minister and the Ministry
- Files dealing with the accounting and financial management function of the Ministry
- Files dealing with the procurement of services equipment and supplies
- Documents relating to Strategic Review of Ministry, Information Technology Strategy, Training Plans
- Documents relating to the country's membership in international financial institutions and multi-lateral entities
- Legal Agreements with international financial institutions
- Loan contracts and grants Agreements with international financial institutions
- Files dealing with Projects funded by International Organizations
- Documents dealing with Development Programme Estimates of Expenditure of all Ministries and Departments
- Project proposals from line Ministries/Departments/Executing agencies
- Briefing papers for Senior Government officials
- Consultants/Technical Reports, Architectural and Engineering Designs, and Feasibility Studies
- Project Studies
- Monthly/Annual Reports
- Cabinet documents
- Legislation and Legal Instruments
- Work Programmes and Implementation Schedules
- Files dealing with Circular Memoranda from other Government Ministries/Departments
- Demographic and Social Statistics
- Agricultural Statistics and Methodology
- Statistical Reports/Bulletins
- Files dealing with training - local and foreign, and technical co-operation
- Agenda/Minutes of Committee/Sub Committee meetings
- Physical Development Plans
- National Development Conceptual Framework and Local Area Plans
- Files dealing with Applications for Planning Permission to Develop Land
- Environmental Impact Assessments for Major Development Projects
- Files dealing with appeal matters
- Maps/Charts/Aerial Photographs
- Information and Requests for Data and Information
- External and Internal Boards and Committees

**(iii) MATERIAL PREPARED BY THE DIVISIONS / UNITS OF THE MINISTRY OF PLANNING AND DEVELOPMENT AND WHERE THEY CAN BE INSPECTED OR OBTAINED**

The following printed material can be inspected once not otherwise specified, at the Library of the Ministry of Planning and Development at Level 6, of the Eric Williams Finance Building in respect of the under-mentioned Divisions/Units.

**Socio-Economic Policy Planning Division**

**Addresses** by the Honourable Minister of Planning and Development and the Permanent Secretary.

- Responses by Ministers of Planning and Development to Motions in the House of Representatives

621—Continued

- Comments on policy proposals of sectoral Ministries/Agencies
- Launch of the Population and Housing Census 2000 by the Honourable Minister of Finance, Planning and Development
- Submission of the Census Order 2000 to the House of Representatives by the Honourable Minister of Finance, Planning and Development
- Country input into comments on documents on country social and economic situation and issues prepared by international organizations – Annual Reports, Implementation Completion Reports

#### **Reports**

- Managing the Resurgence of Growth – April 27, 1995
- 1989 – 1995 – Medium Term Macro Planning Framework
- National Strategic Development Planning Framework 2000-2006 (Draft)

#### **Project Planning and Reconstruction Division**

- Public Sector Investment programme for each year

#### **Technical Co-operation Unit**

Documents dealing with Technical Assistance from UNDP, UNICEF, OAS, CFTC, Government of Japan, China, India, Singapore, Malaysia, Israel, the Netherlands, Venezuela, Cuba, Argentina and Canada as follows:

- Training/Scholarships
- Seminars/Workshops
- Projects funded by International Agencies

Documents dealing with CARIFORUM matters.

#### **Central Statistical Office**

The following material has been prepared by the Central Statistical Office (CSO) and is available for inspection at the Library of the CSO, corner Independence Square North and Edward Street, Port of Spain.

Data on trade, tourism, travel, labour force, population and vital statistics, housing, economic indicators, fertility, education, business establishments, crime, balance of payments, national income, economic activity, migration, social indicators and departing visitors

#### **Urban and Regional Planning (Town and Country Planning) Division**

The following material has been prepared for inspection by the public

Inspection of documents relating to the specific geographic area of operations of the respective Regional Offices may be done at the relevant Regional Office of the Division

#### **Related Legislation**

Town & Country Planning Act Chapter 35:01 (1960)  
Town & Country Planning (Miscellaneous Licences) Act, 1982  
Draft Planning and Development of Land Bill 2001

#### **Reports**

- Annual reports on the Achievements of the Division

621—Continued

- Quarterly Reports on Development Control Statistics
- Quarterly Newsletter – “The Town Crier”
- Reports on the status of Compliant Matters, Ombudsman Matters, Environmental Management Authority Matters and Enforcement Matters
- Reports on Technical matters- Land Use Surveys, Public Consultations on Land Use Plans and Policies

### **Physical Development Plans and Policy**

Files dealing with

- the preparation of Land Use Plans at the national, regional, local area and action area level
- the preparation of Land Use Policies
- the review / up-date of Land Use Plans and Policies.

### **Information relating to development of land**

- Map Register, Alphabetical Index and Application Register concerning all applications for planning permission for development of land
- Complaints Register and Enforcement Register

### **Documents / Publications**

The following documents, publications were prepared by the Town and Country Planning Division

- National Physical Development Plan – 1985
- Development Plans at the Regional, Local Area and Action Area Level for thirty five (35) areas within Trinidad and Tobago
- Land Use Policies that serve to inform decision making on applications for planning for development of land
- “Guide to Developers and Applicants for Planning Permission” – 1990
- Mapped land use policies for built-up areas of Trinidad and Tobago.

### **Population Council Secretariat**

- National Population Policy
- White Paper on National Population Policy

### **European Development Fund (EDF) Unit**

- Country Support Strategy Paper
- Manual on Project Cycle Management – European Commission

### **Reports**

- Centre for Development of Industry – Annual Report 1999
- Annual Report on Co-operation Between the European Union and the Republic of Trinidad and Tobago
- ACP-EU Partnership Agreement signed in Cotonou on June 23, 2000
- Instruction Manual – General Seminar EDF Financial and Procurement Procedures

### **Interim National Physical Planning Commission**

Related Legislation administered by the INPPC or affecting the operation of the INPPC –

Town and Country Planning Act, Chapter 35:01

Manuals of Standards

Draft Land Use Plans

621—Continued

**Advisory Town Planning Panel**

- Annual Reports on the operations of the Advisory Town Planning Panel

**Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT)**

The following material is available at the office of the Urban Development Corporation of Trinidad and Tobago:

- Layout Plan for Richmond Place

**Port of Spain International Conference Complex**

- Joint Venture Implementation Plan
- Valuation Report

**Government Office Accommodation**

- St. Joseph – Urban Development Plan and Cost Estimates
- Siparia Administrative Complex – Urban Development Plan
- Siparia Administrative Complex – Architectural and Engineering Designs and Cost Estimates
- Customs & Excise Head Office – Architectural & Engineering Designs Cost Estimates
- Layout Plan for Richmond Place

**Local Area Plans – Phase 2 – Interim Report**

- Chaguaramas
- Greater Port of Spain
- San Fernando Waterfront

**Port of Spain Waterfront Development – Invaders Bay**

- Financial Feasibility Study
- Valuation Report
- Land Use Plan

**Churchill-Roosevelt/Triah Butler Highways Interchange**

- Inception Report
- Traffic Studies
- Geometric Design Report
- Engineering Design Drawings
- Contracts 1 & 2

**National Archives**

- Architectural & Engineering Designs & Cost Estimates

**Las Cuevas Development**

- Incorporation Documents and Land Lease
- Valuation Report

621—Continued

- Financial Feasibility Report
- Land Use Plan & Development Strategy

**Oropune Development**

- Incorporation Documents & Land Lease

**Mille Fleurs Restoration**

- Request for proposals

**(iv) LISTING OF LITERATURE AVAILABLE BY WAY OF SUBSCRIPTIONS**

- Not applicable

**(v) PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY OF PLANNING AND DEVELOPMENT**

To access a copy of a document from the Ministry of Planning and Development that is not readily available to the public, the applicant must fill the appropriate form available at any of the Divisions of the Ministry of Planning and Development.

Your request should provide sufficient information to enable the office to identify the document you wish to acquire.

You would be notified within thirty (30) days as to the approval or refusal of the request. Unless you choose to inspect the document, a fee will be charged and you should receive the document within seven (7) days of payment.

If the office of the Ministry of Planning and Development fails to produce the document within seven (7) days of payment, you will be refunded the fees paid.

**(vi) OFFICERS IN THE MINISTRY OF PLANNING AND DEVELOPMENT RESPONSIBLE FOR THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10, AND REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 AND APPLICATIONS UNDER SECTION 36 OF THE FREEDOM OF INFORMATION ACT**

The designated officer for the Ministry of Planning and Development is Mrs. Claudette Matthews Singh located at Level 14, Eric Williams Finance Building, Ministry of Integrated Planning and Development, Telephone No. 627 9700 ext. 2002.

The alternate is Mr. Ewart Serrant located at Level 12, Eric Williams Finance Building, Ministry of Integrated Planning and Development, Telephone No. 627 9700 ext. 2176.

At IDeCOTT arrangements may be made to obtain copies of documents or to inspect them by contacting the designated officer, Mrs. Brenda Alleyne Wood.

**(vii) DIVISIONS / UNITS WHOSE MEETINGS ARE OPEN TO THE PUBLIC**

The meetings of the Advisory Town Planning Panel, only, are open to the public.

**(viii) LIBRARY AND READING ROOMS IN THE OFFICE OF THE MINISTRY OF PLANNING AND DEVELOPMENT**

The Library of the Ministry of Planning and Development is located at Level 6, Eric Williams Finance Building, Independence Square, Port of Spain. The Library is open to the public between the hours of 9:00 am to 3:00 pm.

621—Continued

### **SECTION 8 STATEMENTS**

List of documents provided by the Ministry of Planning and Development for use by its officers

- Copies of all legislation, laws, regulations, orders
- Copies of Trinidad and Tobago Gazettes
- Circular Memoranda from the Minister of Finance, Comptroller of Accounts, the Chief Personnel Officer, Director of Public Administration and other Departments
- Reports of Government Agencies
- Medium Term Planning Framework
- Public Sector Investment Programme
- Reports of meetings attended on programming, monitoring and evaluating the PSIP
- Monthly, midterm and annual reports on the performance of the PSIP
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions
- Documents providing Guidance to the process and procedures in the preparation of the PSIP
- Building Cost Averages Manual
- Policies of Sectoral Agencies
- Estimates of Expenditure, Recurrent and Development Programme
- Implementation Plan and Action Plans
- Procurement Policies and Guidelines
- Land Use Plans and Policies
- Site development standards
- Codes for Building and Land Sub-Division
- Handbooks for the preparation of development plans and for the development control function
- Maps, Aerial Photographs
- Financial Regulations and Instructions
- Guidance on Implementation of FOIA
- Manual on Financial and Economic Analysis

These documents are available at the respective divisions of the Ministry of Planning and Development, Eric Williams Financial Complex.

### **SECTION 9 POSSESSION OF REPORTS AND STATEMENTS**

A list of the reports is available for inspection in the Library, Ministry of Planning and Development



621—Continued

**LIST OF REPORTS AND STATEMENTS UNDER  
SECTION 9 POSSESSION OF REPORTS AND STATEMENTS**

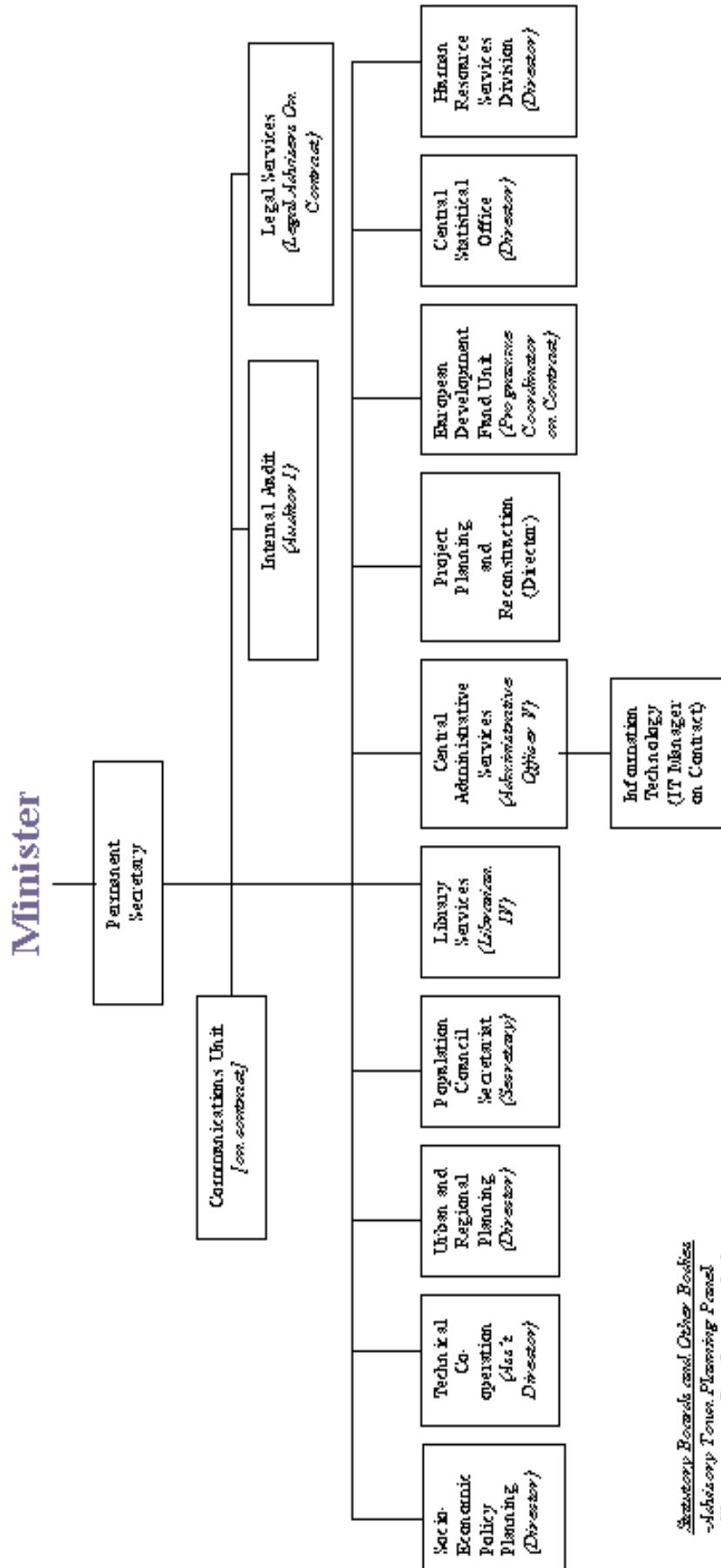
- Brief for the Minister of Planning and Development on the Structure, Functions and Current Activities of the Ministry of Planning and Development
- Briefs from each Division, Unit on Structure Functions and Current Activities
- Briefs for the attendance of the Minister and Permanent Secretary at Meetings of the Inter-American Development Bank, CDB, European Commission and ACP
- Reports on the Attendance of Regional and International Meetings, Meetings by Personnel of the Ministry of Planning and Development
- Report of the Committee Established by the Minister of Planning and Development to Examine the Structure and Financing of the proposed Port of Spain International Conference Complex
- Final Evaluation Report of IDB Consultant on Ten School Buildings Constructed in 2000-01, Twelve school Buildings to be constructed in 2001-2002 and Performance and Capabilities Analysis of MIS
- Report prepared by Technical Consultant on Fourth Basic Education Programme – Rock Road Primary School Technical Report on the Design and Tendering Process.
- Draft National Strategic Development Planning Framework 2000-2006 – dated November 2000
- Report of the IDB Portfolio Review Mission to Trinidad and Tobago, May 2002
- Country Support Strategy Paper between the Government of Trinidad and Tobago and the European Union
- Country Review of the EC funded Programmes and Projects in Trinidad and Tobago for 2001
- Review of the Country Co-operation Framework between the GORTT and the UNDP 1996-2001, 2002
- Country Co-operation Framework between the GORTT and the UNDP 2002-2006, 2002
- Five Year National HIV/AIDS Strategic Plan
- “Report of the Committee to examine the Implications of the new Entry Requirements for the General Public Service, Teaching Service at the Primary Level and Government Training Institutions” – dated September 2001
- Draft Project Proposal for the Institutional Strengthening of the Central Statistical Office;
- Report by IDB Consultant on a Review of Current Operations of the Central Statistical Office, 2001
- Report of the Committee on the Future Direction of Caroni (1975) Limited
- Reports of meetings attended on programming, monitoring and evaluation of the PSIP
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Lending Agencies
- Reports prepared as and when necessary on specific issues eg. proposed or ongoing programmes/projects in the public sector. These reports may be prepared either by consultants, by officers of the Unit or by the Unit officers and other Ministries.

Reports containing the advice and recommendations of the Environmental Impact Statement (EIS) Review Committee on EIS documents submitted in support of applications for planning permission for development of land.

- Coral Sands T9K 152/98
- Atlas Methanol T5M 1392/00
- Point Lisas Port Expansion T5M 1434/2000
- MHTL Methanol (5000) Plant T5M 1677/2000
- BP Bombax Gas Line T6G 1735/2000
- Minutes of Meetings of the Population Council
- Comments of the Population Council re: the Survey of Return Migration; and the Draft Report Survey of Living Conditions of Persons 60 years and over (1999)
- The Population Council’s Response re: 1996 World Food summit Status Report
- Report of Consultant on Farm-based Cocoa Rehabilitation Programme in Trinidad and Tobago proposed for EC funding, 2001
- Report of Consultant on Phase II Project for Caribbean Business Services Ltd proposed for EC funding, 2002
- Report of Consultant on Phase II Rural Electrification Project, proposed for EC funding, 2002
- Interim Report of Consultant on Phase II, Business Development Programme for Trinidad and Tobago, proposed for EC funding, 2002
- Terms of Reference and Project Proposals for the Analysis of the Survey of Living Conditions, 1997
- Final Report of the Committee appointed by the Trinidad and Tobago Society of Planners to conduct a Review of the Planning and Development of Land Bill, 2001
- Report by Consultants on the Mid-Term Review of the Community Development Fund, December 2001
- Reports of the Internal Auditor on the Implementation of Activities of the Work Programme of the Ministry of Planning and Development.

621—Continued

MINISTRY OF INTEGRATED PLANNING AND DEVELOPMENT  
ORGANIZATIONAL CHART



*Statutory Boards and Other Bodies*  
*- Advisory Town Planning Panel*  
*- Caribbean Development Authority*  
*Major Owned State Enterprises*  
*- Urban Development Corporation of Trinidad and Tobago*

**Government of the Republic of Trinidad and Tobago****Public Statement of****The Chaguaramas Development Authority****In Accordance with sections 7, 8 and 9 of  
The Freedom of information Act (FOIA) 1999**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Chaguaramas Development Authority is required by law to publish the following statements which list the documents and information generally available to the public.

The Act gives members of the public:

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

**Section 7 Statement of the Organization and Functions****Section 7 (1) (a) (i)****Function and Structure of the Chaguaramas Development Authority****Mission Statement:**

The Chaguaramas Development Authority's mission is

*"To develop a World-Class recreation, entertainment and eco-tourism industry in Chaguaramas for the enhancement of the quality of life and well-being of the people of Trinidad and Tobago, by providing investment opportunities and premiere support services and facilities for our partners, while maintaining a symbiotic balance between the built and natural environments."*

622—Continued

The Chaguaramas Development Authority is a Statutory Body, established on 9<sup>th</sup> December 1972, in accordance with an Act of Parliament, Chapter 35:02 in the Revised Laws of the Republic of Trinidad and Tobago (The CDA Act, 1972). It comprises a staff of 180 and is headed by a General Manager. The Chaguaramas Development Authority is divided into 9 responsibility centers, as shown below:

- (1) General Manager's Office:  
The General Manager is the Accounting Officer for the Authority; ensures execution of and compliance with the directives of the Board of the Authority; co-ordinates the activities of all the operating departments of the Authority; and provides overall guidance to all members of staff of the Authority.
- (2) Human Resources:  
The Human Resources Department is responsible for ensuring that the Authority is provided with an effective workforce, on a timely basis, in pursuit of the achievement of the Authority's goals and objectives.
- (3) Corporate Secretary's Office:  
The Office of the Corporate Secretary provides the full range of Corporate Secretarial functions and services to the Board and the Authority, in accordance with the Chaguaramas Development Authority (CDA) Act, Chap. 35:02, and consistent with the guidelines of the Institute of Chartered Secretaries and Administrators. The legal function of the Authority, including negotiation and drafting of contracts, is also under the purview of this department.
- (4) Finance and Accounting:  
The Finance & Administration Department provides services to ensure that the performance and viability of the authority is monitored and recorded as part of proper corporate governance, and that the Authority's assets are not exposed to undue risk. The services provided include Financial Accounting Services; Management Accounting Services; Treasury Management Services; and Payroll Services.
- (5) Tenancy Administration:  
The principal responsibility of the Tenancy Department of the Authority is the administration and maintenance of the existing tenancy relationships of the Authority. The department also operates as the first line of inquiry for applicants seeking to establish operations and seeking out investment opportunities within the Chaguaramas peninsula.
- (6) Property Services:  
The Property Services Department is responsible for the maintenance of the Authority's assets, which include buildings; grounds; machinery and equipment; and Forestry.
- (7) Security Services:  
The responsibilities of the Security Services Department include the protection of life and limb of residents and visitors to the area under the jurisdiction of the Authority, and extend to the protection of the physical assets of the Authority. The Authority's jurisdiction extends from Tembladora in the east to the offshore islands in the west.
- (8) Marketing & Public Relations:  
The Marketing and Product Development Department of the Authority is responsible for undertaking marketing, and product and services development work associated with the

622—Continued

Chaguaramas National Park, in conjunction with other departments of the Authority, other state agencies and private businesses and individuals, both local and foreign.

(9) **Manager Administration:**

The Administration Department is responsible *inter alia* for the Procurement and inventory Services of the Authority.

**Effect of Functions on Members of the Public**

Under the CDA Act, 1972, the Authority is vested with all the lands of the North-West Peninsula, (including the offshore islands of Gaspar Grande, Gasparillo, Monos, Huevos and Chacachacare). The Authority's principal function is the development of the North-West peninsula in the interest of the people of Trinidad and Tobago, in accordance with a development plan and development order. And to ensure that such development is carried out in conformity with the requirements of the Town and Country Planning Act (Chap 35:01).

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

**Categories of Documents in the possession of the Chaguaramas Development Authority**

1. Files dealing with administrative support and general administrative documents for the operations of the Chaguaramas Development Authority;
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation, etc.;
3. Files dealing with the accounting and financial management function of the Chaguaramas Development Authority;
4. Financial records (cheques, vouchers, receipts, journals, etc.);
5. Files dealing with matters relating to the procurement of supplies and equipment;
6. Maps/ Charts/ Photographs/ Compact Discs/ Diskettes;
7. News releases, speeches originating in the Chaguaramas Development Authority;
8. Policy and Procedure documents;
9. Internal and external correspondence files;
10. Customer files;
11. Documents relating to strategic review of the Chaguaramas Development Authority, Information Technology Strategy and Training Plans;
12. Legislation and legal instruments;

622—Continued

13. Legal opinions and related matters;
14. Minutes/Agenda of meetings;
15. Files dealing with Circulars, memoranda, notices, bulletins, etc.
16. Reports: Statistical, Annual/ Monthly/ Quarterly, Audit, Consultants' Technical, Valuation, etc.;
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings;
18. Files dealing with official functions, conferences, symposia and events hosted and attended by the Chaguaramas Development Authority;
19. Periodicals and publications;
20. Registers, certificates, permits, licences, etc.

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

#### **Material prepared by the Chaguaramas Development Authority and where they can be inspected or obtained.**

The public may inspect and/or obtain copies of the following material, on normal working days between the hours of 8.00 a.m. and 3.45 p.m. (Monday through Thursday), and between the hours of 8.00 a.m. and 3.30 p.m. (Fridays) at:

Chaguaramas Development Authority  
Head Office  
Airway Road  
Chaguaramas  
Telephone: (868) 634 4364  
Facsimile: (868) 634 4311/2465  
E mail address: [info@chagdev.com](mailto:info@chagdev.com)  
Website: <http://www.chagdev.com>

#### **Legislation, Legal Instruments, Certificates and Permits –**

- Chaguaramas Development Authority Act (Chaq. 35:02, Act 37 of 1977)
- VAT Registration Certificate

#### **Development Plans –**

- Planning for Development: Chaguaramas Development Plan (Town & Country Planning Division of the Ministry of Planning & Development – 1974)  
Draft Chaguaramas Development Plan 1988 (Town & Country Planning Division of the Ministry of Planning & Mobilization – 1988)
- Chaguaramas Local Area Conceptual Plan (Ministry of Housing and Settlement and the Interim National Physical Planning Commission - HalcrowPlantron – 1996)

622—Continued

**Handbooks, Brochures, Booklets, Leaflets –**

- Investment Guide to Chaguaramas (CDA - June 2000)
- Brochures about various guided tours conducted by the CDA

**Reports –**

- Chaguaramas Infrastructure Study (Trintoplin Consultants Ltd – November 1996)
- Chaguaramas National Park Study – Phases I, II & III (Rapid Environmental Assessments Limited)  
Report of Indigenous Forest of Chaguaramas (Gill, Campo, Roberts 1991)  
Various reports on water quality of the seas in the Chaguaramas area

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

The Chaguaramas Development Authority publishes no literature available by subscription.

**Section 7 (1) (a) (v)****Procedure to be followed when accessing a document from the Chaguaramas Development Authority****How to request information:****- General procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to official documents) available in our Lobby, for information that is not readily available in the public domain.

**- Addressing requests**

To facilitate prompt handling of your request, please address it to the designated officer of the Chaguaramas Development Authority (see Section 7 (1) (a) (vi)).

**- Details in the request**

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our designated officer.

**Requests not handled under the FOIA**

- A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Chaguaramas Development Authority or from another public authority, for example through brochures and pamphlets, etc.

622—Continued

### Responding to your request

#### - Retrieving documents

The Chaguaramas Development Authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

Prior to the commencement of the Freedom of Information Act, 1999, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed. For example: The Exchequer and Audit Act, Chap: 69:01.

#### - Furnishing Documents

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

Please note that we are not compelled to do the following:

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

### Time Limits

#### - General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.

#### Time allowed

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

#### - Fee and refunds

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



622—Continued

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

**Officers in the Chaguaramas Development Authority 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 corrections of Personal Documents under section 36 of the FOIA

**The Designated Officer is:**

Corporate Secretary  
Ms Kathleen Gillens  
Chaguaramas Development Authority  
Airway Road  
Chaguaramas  
Telephone – 634-4413; Facsimile – 634-2465  
e-mail: [kgillens@chagdev.com](mailto:kgillens@chagdev.com)

**The Alternate Officer is:**

Manager, Administration  
Mr. Stanislaus Scale  
Chaguaramas Development Authority  
Airway Road  
Chaguaramas  
Telephone – 634-4364; Facsimile – 634-2465  
e-mail: [sscale@chagdev.com](mailto:sscale@chagdev.com)

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

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

Not applicable

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

**Library/Reading Room facilities**

At this time, the Chaguaramas Development Authority does not have a Library/Reading Room where members of the public may access information in the public domain, however information in the public domain may be accessed through our website at [www.chagdev.com](http://www.chagdev.com).

**Policy of the Chaguaramas Development Authority for provision of copies of documents held in the public domain**

The charge for photocopies of documents is \$1.00 per page.

---

**Section 8 Statements**

---

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

**Documents containing interpretations or particulars of written laws or schemes administered by the Chaguaramas Development Authority, not being particulars contained in another written law**

Chaguaramas Development Authority Act, #37 of 1972 – Chapter 35:02 in the Revised Laws of the Republic of Trinidad and Tobago. This document is available at our offices for inspection only. (The document may be purchased from the Government Printery.)

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

**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the Chaguaramas Development Authority, or similar documents containing rules, policies, guidelines, practices or precedents**

- Investment Guide to Chaguaramas
- Lease Policy Guidelines

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

**In enforcing written laws or schemes administered by the Chaguaramas Development 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**

- Lease Policy Guidelines

---

**Section 9 Possession of reports and Statements**

---

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

**A report or a statement containing the advice or recommendations of a body or entity established within the Chaguaramas Development Authority**

- Not applicable

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

**A report, or a statement containing the advice or recommendations:**

- (1) of a body or entity established outside the Chaguaramas Development Authority by or under a written law; or**
- (2) by a Minister of Government or other public authority**

622—Continued

**for the purpose of submitting a report or reports, providing advice or making recommendations to the Chaguaramas Development Authority or to the responsible Minister of the Chaguaramas Development Authority**

- A Report of Audit of Salary and other Arrears of Monthly Paid Staff of the Chaguaramas Development Authority. November 2001: Author – Ministry of Enterprise Development and Foreign Affairs.

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

**A report, or a statement, containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Chaguaramas Development Authority**

- Not applicable

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

**A report, or a statement, containing the advice or recommendations, of a Committee established within the Chaguaramas Development Authority to submit a report, or provide advice or make recommendations to the responsible Minister of the Chaguaramas Development Authority or to another officer of the Chaguaramas Development Authority who is not a member of the Committee**

- Not applicable

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

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

Not applicable

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

**A report prepared for the Chaguaramas Development Authority by a consultant who was paid for preparing the report**

Not applicable

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

**A report prepared within the Chaguaramas Development 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**

- Not applicable

622—Continued

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

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

- Not applicable

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

**A report containing:**

- (1) final plans or proposals for the re-organization of the functions of the Chaguaramas Development Authority;**
- (2) the establishment of a new policy, programme or project to be administered by the Chaguaramas Development Authority; or**
- (3) the alteration of an existing policy programme or project administered by the Chaguaramas Development Authority ,**

**whether or not the plans or proposals are subject to approval by an officer of the Chaguaramas Development Authority, another public authority, the responsible Minister of the Chaguaramas Development Authority or Cabinet**

- Not applicable

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

**A statement prepared within the Chaguaramas Development Authority and containing policy directions for the drafting of legislation**

Not applicable

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

**A report of a test carried out within the Chaguaramas Development Authority on a product for the purpose of purchasing equipment**

Not applicable

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

**An environmental impact statement prepared within the Chaguaramas Development Authority**

Not applicable

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

**A valuation report prepared for the Chaguaramas Development Authority by a valuer, whether or not the valuer is an officer of the Chaguaramas Development Authority**

- Report on a portfolio of Residential Properties at Peake Marine Services,  
- Mervyn C Thompson, September 2004



# PUBLIC STATEMENT

RUM DISTILLERS OF TRINIDAD AND TOBAGO (RDTT) IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT 1999 "FOIA"

*Under the freedom of information Act, 1999 each public authority, which includes all Ministries, Statutory Authorities, publicly owned companies amongst others, is required to publish certain information for the benefit of the public. This includes the structure and function of each public authority, a list of categories of documents held by the authority and the process for the obtaining of documents.*

*The statement also identifies those documents that are generally available for public scrutiny and purchase.*

## THE FOLLOWING INFORMATION IS PUBLISHED BY RDTT AS APPROVED BY THE MINISTER OF PUBLIC ADMINISTRATION AND INFORMATION

### Section 7 (1) (a) (i) STRUCTURE AND FUNCTIONS

**RDTT** is a limited liability company incorporated under the Companies Ordinance Chapter 31 No. 1 and continued under the Companies Act 1995. One Hundred Percent (100%) of its shares is wholly owned by the Government of Trinidad and Tobago.

**RDTT** acquired the assets of the former Caroni (1975) Limited, Rum Division and is set up to manage these assets.

*The mission of RDTT is to distill the aged rum stocks in a timely and efficient manner while maximizing profitability.*

**RDTT** is run by a CEO who reports to the Board of Directors, and is divided into three management areas (Finance, Marketing and Sales, and Production). Managers in each of these areas report to the Chief Executive Officer.

*Marketing and Sales, and Production). Managers in each of these areas report to the Chief Executive Officer.*

**RDTT** sells rum in bulk to other companies both local and foreign, and sells bottled branded rums mainly on the local market.

### These brands include:

- Gold Magic Rum
- White Magic Rum
- Old Cask Rum
- Felicite Gold Rum
- Stallion Pantheon Rum
- Caroni Pantheon Rum

### Section 7 (1) (a) (ii) CATEGORIES OF DOCUMENTS IN THE POSSESSION OF RDTT

1. Files dealing with administrative support and general administration of the operations of RDTT.
2. Personal files detailing human resource and industrial relations matters including training.
3. Contract files.
4. Files dealing with accounting and financial management functions of RDTT.
5. Financial records.
6. Files relating to the purchasing of supplies, services and equipment.
7. Policy and procedure documents.
8. Correspondence between departments.
9. Minutes and agendas of meetings.
10. Reports from laboratory and other departments including sales and production.
11. Inventory reports.
12. Reference books, booklets, pamphlets, brochures, posters and newspaper clippings.
13. Customs and Excise regulations.
14. Registers, certificates permits and licenses.

### Section 7(1) (a) (iii) MATERIAL PREPARED FOR PUBLICATION OR INSPECTION

Access to official documents shall be made upon application to the Minister of Trade and Industry. When permission is given the public may inspect and/or obtain copies of the following material between the hours of 8.00 am and 4.00 pm on normal working days, at our registered office at Old Southern Main Road, Caroni, Telephone No. 663-1781/2, Fax No. 663-1403 or e-mail: rumdistillers@carib-link.net.

1. RDTT's Distillers License.
2. The meeting and minutes of the Board of Directors and in-house committees are not open to, or available for public inspection.
3. Annual Reports from the Board of Directors.

### Section 7(1) (a) (iv) LITERATURE AVAILABLE BY SUBSCRIPTION

This section is not applicable to RDTT.

### Section 7(1) (a) (v) PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM RDTT

All applications for access to documents must be made to the Minister of Trade and Industry.

Our policy is to answer all requests both verbal and written for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must send a letter to the Minister of Trade and Industry which specifies the information requested. The letter should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write the request, communicate with the office of the Chief Executive Officer at RDTT.

### Requests Not Handled Under The FOIA

#### Retrieving Documents

The public authority is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage center will be retrieved in order to process your request.

Prior to the commencement of the FOIA, 1999 old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the periods for keeping records before they may be destroyed. For example, The Forecaster and Audit Act, Chapter 09:01.

### Furnishing Documents

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

RDTT was established in 2000 and has no old records.

Please note we are not compelled to do the following:

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

### Time Limits

#### General

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we fail to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received that request and to ascertain its status.

#### Time Allowed

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

#### Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribed the fees related to the search retrieval and provision of documents. You are entitled

to receive the document/s within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the document/s requested.

### Section 7(1) (a) (vi) OFFICERS AT RDTT RESPONSIBLE FOR:

- (1) The initial receipt of and action upon notices under section 11;
- (2) Requests for access to documents under section 13; and
- (3) Applications for corrections of Personal Documents under section 36 of the FOIA.

After approval has been obtained from the Minister of Trade and Industry, the Designated Officer is RUDOLPH MOORE, Chief Executive Officer, at Rum Distillers of Trinidad & Tobago Ltd., Old Southern Main Road, Caroni, Telephone No. 663-1781/2, Fax 4000, Fax No. 663-1404, e-mail: rudym@carib-link.net.

The alternate is LAINNOLA GIBLL, Accountant/Corporate Secretary at the above address and Fax. 4012, e-mail: lennoxgret@carib-link.net.

### Section 7(1) (a) (vii) ADVISORY BOARDS COMMITTEES & OTHER BODIES

At this present time there are no bodies that fall within the control of this section of the FOIA.

### Section 7(1) (a) (viii) LIBRARY AND READING ROOM FACILITIES

RDTT does not have either a Library or a reading room facility.

### Part B (Section 8 Statements)

Not applicable

### Part C (Section 9 Statements)

Not applicable

624

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED POLICIES

SWORN declaration having been made that Policy Number 800033310-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of SHANTA PAGE WANTEE MAHARAJ 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

625

SWORN declaration having been made that Policy Number 500004151-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of MALCOLM GREGORY CAMPBELL 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

626

SWORN declaration having been made that Policy Number 800025947-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JE-ANN MANUELA BORNEO 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

627

SWORN declaration having been made that Policy Number 800018663-2 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of VILMA HOLDER 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

628

SWORN declaration having been made that Policy Number DT9005455-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of LYSTRA PARRIS-PHILLIP 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

629

SWORN declaration having been made that Policy Number 800014398-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JOSEPH SEEPERSAD 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

630

SWORN declaration having been made that Policy Number 500034639-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of JEROME SEAN ALS 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

631

SWORN declaration having been made that Policy Number 800032992-1 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of NIRMALA RAMKUMAR-RAMBARAN 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

632

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED POLICIES—CONTINUED

SWORN declaration having been made that Policy Number 800005052-8 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of ALDWIN LAWRENCE DICK 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

633

SWORN declaration having been made that Policy Number 500058710-3 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of VENKATA RAMANA BALISSETTY 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

634

SWORN declaration having been made that Policy Number 500025021-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DUANE SHERLON GRIFFITH 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

635

SWORN declaration having been made that Policy Number 500019490-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of MAKULA OLGA KROMAH 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

636

SWORN declaration having been made that Policy Number 800024229-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of GAITREE DILRAJ 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

637

SWORN declaration having been made that Policy Number 800016698-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of STEPHEN DARYLL SALANDY 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

638

SWORN declaration having been made that Policy Number 800016589-9 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of STEVEN MICHAEL PAUL 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

639

SWORN declaration having been made that Policy Number 800016751-4 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of DELANO NIGEL BROWN 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

640

LOSS OF GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED POLICIES—CONTINUED

SWORN declaration having been made that Policy Number 800016702-6 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of GEMMA JULIEN 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

641

SWORN declaration having been made that Policy Number 800016700-0 issued by GUARDIAN LIFE OF THE CARIBBEAN LIMITED on the life of AYANNA MCGOWAN 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 undermentioned date, the duplicate policy requested will be issued.

GUARDIAN LIFE OF THE CARIBBEAN  
LIMITED

1, Guardian Drive,  
Westmoorings South-East.  
22nd March, 2006.

642

LOSS OF THE DEMERARA LIFE ASSURANCE COMPANY  
OF TRINIDAD AND TOBAGO LIMITED POLICY

UGINDR MAHARAJ having made sworn declaration that DEMERARA LIFE ASSURANCE COMPANY LIMITED Policy Number T13776 on the life of UGINDR MAHARAJ has been lost, and having made application to the Company for a duplicate, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy requested will be issued.

THE DEMERARA LIFE ASSURANCE COMPANY OF  
TRINIDAD AND TOBAGO LIMITED

136-138, St. Vincent Street,  
Port-of-Spain.

643

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICY

HAZEL ANN RICHARDSON having made sworn declaration that Policy Number 210712 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of CLIVE PHILLIP (Deceased) has been lost and having made application to the Company for the death benefit of the policy, notice is hereby given that unless objection is raised within one month of the date thereof, the death benefit due will be paid.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue,  
Barataria.

644

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

SANGRE GRANDE

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of North Eastern Counties (St. Andrews and St. David), has appointed WEDNESDAY THE 26TH DAY OF APRIL, 2006 at 9.00 o'clock in the forenoon at the Sangre Grande Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Cindy Garib of No. 54 Valencia Junction, for a Certificate authorising her to carry on the business of a Special Restaurant in respect of premises situated at Eastern Main Road, Valencia Junction.

Dated this 5th day of April, 2006 at the Sangre Grande Magistrate's Court.

G. PERSAD  
*Secretary, Licensing Committee,  
North Eastern Counties*

645

SAN FERNANDO

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, 18(3), the Licensing Committee for the Licensing District of the County of Victoria (West), San Fernando Area, has appointed THURSDAY THE 27TH DAY OF APRIL, 2006 at 9.00 o'clock in the forenoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Bruce Chen for a Certificate authorising him to obtain a Spirit Retailer's Licence in respect of premises situate at Diamond Junction, Sum Sum Hill, Claxton Bay.

Dated this 6th day of April, 2006 at the San Fernando Magistrates' Court.

A. SOOKRAM  
*Secretary, Licensing Committee,  
Victoria (West)*

646

PRINCES TOWN

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of the County of Victoria East, Princes Town/Moruga Area, has appointed TUESDAY THE 18TH DAY OF APRIL, 2006 at 9.00 o'clock in the forenoon at the Princes Town Magistrate's Court as the day, hour and place at which a Special Session will be held to consider the application of Anthony Lewis of 173, Buen Intento Road, Princes Town, for a Certificate authorising him to obtain a Spirit Retailer's Licence in respect of premises situate at 173, Buen Intento Road, Princes Town.

Dated this 24th day of March, 2006 at the Princes Town Magistrate's Court.

E. SUPERSAD  
*Secretary, Licensing Committee,  
Victoria*