



TRINIDAD AND TOBAGO GAZETTE

VOL. 47

Port-of-Spain, Trinidad, Thursday 31st July, 2008—Price \$1.00

No. 113

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APPOINTMENT TO SHORT SERVICE COMMISSIONS IN THE TRINIDAD AND TOBAGO DEFENCE FORCE (COAST GUARD)

IN ACCORDANCE with the provisions of section 16, Part III of the Defence Act, Chap. 14:01 of the Laws of the Republic of Trinidad and Tobago, it is notified for general information that, His Excellency the President has approved the appointment of the undermentioned persons to Short Service Commissions in the Trinidad and Tobago Defence Force (Coast Guard) in the ranks and positions stated hereunder, for a period of three (3) years in the first instance, with effect from 1st December, 2007.

Name	Rank	Position
KIRK JEAN-BAPTISTE	Lieutenant (N)	Public Relations Officer
FRANCISE CAZOE	Sub-Lieutenant	Engineer Officer
RYAN RICKHI	Sub-Lieutenant	Engineer Officer

J. BOUCAUD-BLAKE
Permanent Secretary
 Ministry of National Security

July, 2008.

1334

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

Number	Name	Date
12297 ...	HERMON ADOLPHUS LESPIERRE	8th July, 2008—(NS: 19/2/1 S. 14932)
12298 ...	MIRIAM BELFON-SQUIRES	8th July, 2008—(NS: 19/2/1 S. 14602)
12299 ...	AGNES BRENDA BLAKE-MASON	8th July, 2008—(NS: 19/2/1 S. 14907)
12300 ...	VIDEWATI RAMDAT	8th July, 2008—(NS: 19/2/1 S. 14904)

V. BELGRAVE
Permanent Secretary
 Ministry of National Security

1335

GRANT OF CERTIFICATES OF REGISTRATION—CONTINUED

(Citizenship of the Republic of Trinidad and Tobago Act, 1976)

<i>Number</i>	<i>Name</i>	<i>Date</i>
12304 ...	CHRISTIAN CLEARY ...	8th July, 2008—(NS: 19/2/1 S. 14917)
12305 ...	PARBATIE MUSTAPHA ...	8th July, 2008—(NS: 19/2/1 S. 14980)
12306 ...	ONYECHE HELEN ADOGWA ...	8th July, 2008—(NS: 19/2/1 S. 14939)
12307 ...	KAWALMATIE RAMPRASHAD ...	8th July, 2008—(NS: 19/2/1 S. 14940)
12308 ...	AGNES RAMLAL ...	8th July, 2008—(NS: 19/2/1 S. 14935)
12321 ...	MOAZZAM ALI ...	8th July, 2008—(NS: 19/2/1 S. 14799)

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

1336

RENUNCIATION OF TRINIDAD AND TOBAGO CITIZENSHIP

MARIE VERONICA SALANDY who was born in Trinidad and Tobago on 5th August, 1986 has renounced her Citizenship of the Republic of Trinidad and Tobago.

This has been recorded at the Ministry of National Security.

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

7th July, 2008—Ref.: (NS: 19/4/1 Vol. XIX).

1337

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 CLAUDIUS JOHN otherwise JOHN CLAUDIUS otherwise CLAUDIUS JAMES JOHN otherwise CLAUDIUS AUGUSTINE JAMES JOHN of 141, East 95th Street, Brooklyn, New York 11212, United States of America, who died on the 22nd day of July, 1995, by HAZEL CLAUDIA JOHN-PRESCOTT of 1290, Southern Main Road, Vance River, La Brea, Trinidad, his lawful daughter and one of the next of kin;

PROBATE of the Will dated the 21st day of May, 2001, of TERENCE LAKE otherwise TERRENCE LAKE of 9B, Leotaud Lands, O'Meara Road, Arima, Trinidad, who died on the 27th day of July, 2007, by LAURELL LAKE of 3-4, Railway Road, Arima, Trinidad, daughter of deceased, the other executrix named in the Will;

PROBATE of the Will dated the 3rd day of February, 1999, of EUNICE EDWARDS of 14, Carlton Avenue, St. James, Port-of-Spain, Trinidad, who died on the 12th day of March, 2006, by RHONDA AKIN of 65, Jasper Avenue, Diamond Vale, Diego Martin, Trinidad, niece of deceased, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION with Will dated the 15th day of September, 1988, annexed of the estate of HARRYNATH CHAITRAM of Light Pole No. 55, Sisters Road, via Princes Town, Savana Grande, Trinidad, who died on the 22nd day of July, 2007, by HOSEIN SADAR of 5A, Lord Street, San Fernando, Trinidad, the lawful attorney of GAINDIE CHAITRAM;

LETTERS OF ADMINISTRATION of the estate of PALTOO of 4 Mile Post, Clarke Road, Penal, Siparia, Trinidad, who died on the 3rd day of April, 1996, by JASSODRA PALTOO of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of DYLAL RAMNATH otherwise DYAL RAMNATH of Light Pole No. 68, Lower Couva Road, Preysal Village, Couva, Trinidad, who died on the 15th day of July, 2004, by MARY SANICHARIE RAMNATH otherwise MARIE SANICHARIE RAMNATH of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of IRMA BAYLEY otherwise IRMA MARJORIE BAYLEY of 6, Sierra Vista Drive, O'Meara Road, Arima, Trinidad, who died on the 30th day of October, 2004, by FRANK DOUGLAS BAYLEY of 42, Real Spring Avenue, Valsayn South, Tacarigua, Trinidad, her lawful son and one of the next of kin;

LETTERS OF ADMINISTRATION of the estate of ANTHONY EUSTACE LEZAMA otherwise ANTHONY LEZAMA of 37, Queensway Drive, West Balmoral Park, Edinburgh, Chaguanas, Trinidad, who died on the 5th day of December, 2007, by AVA LEZAMA of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of JAMES NEWTON of 20, Cosmos Street, Coconut Drive, Morvant, St. Ann's, Trinidad, who died on the 22nd day of February, 2008, by JOSLYN NEWTON of the same place, the lawful attorney of DWIGHT JAMES NEWTON;

1337—Continued

PROBATE AND LETTERS OF ADMINISTRATION

- LETTERS OF ADMINISTRATION of the estate of EGBERT JOSEPH WILLIAMS otherwise STEPHEN JOSEPH WILLIAMS otherwise JOSEPH WILLIAMS of 15, St. Cecelia Road, El Dorado, Tunapuna, Tacarigua, Trinidad, who died on the 31st day of January, 2008, by COLINE WILLIAMS of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of LYNTON ALLISON WILLIAMS otherwise LYNTON WILLIAMS of 14, Fourth Street, Mount Lambert, San Juan, St. Ann's, Trinidad, who died on the 10th day of March, 2008, by MONA REGINA WILLIAMS of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of DHANRAJ BOWLAH of 31, Adjodha Road, Bejucal, Cunupia, Trinidad, who died on the 24th day of April, 2007, by KHAMRAJ BOWLAH otherwise KIMRAJ BOWLAH of the same place, his lawful father and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of VERONICA THOMAS otherwise VERONICA OMEGA THOMAS of Apartment 1R, 787, Sterling Place, Brooklyn, New York, United States of America, who died on the 24th day of January, 2007, by HENRY THOMAS of 18, Seeraj Trace, Chin Chin Road, Cunupia, Trinidad, her lawful husband;
- PROBATE of the Will dated the 17th day of June, 2006, of CARLYLE REGINALD LUE-KING otherwise CARLYLE LUE KING of C04, Bayside Towers West, Western Main Road, Cocorite, Port-of-Spain, Trinidad, who died on the 1st day of July, 2006, by JOAN LUE KING of the same place, widow, relict of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of LORELEI CAMILLE LETREN EMMANUEL otherwise LORELEI CAMILLE LETREN otherwise LORELEI CAMILLE EMMANUEL otherwise LORELEI EMMANUEL of 6, Crown Park, Crown Trace, Enterprise, Chaguanas, Trinidad, who died on the 30th day of June, 2006, by CURTIS EMMANUEL of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of SEISBHAN MAHARAJ of 42, La Plaisance Road, La Romain, Naparima, Trinidad, who died on the 21st day of April, 2007, by THERESA SABITAR MAHARAJ otherwise THERESA MAHARAJ of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION with Will dated the 28th day of January, 2000, annexed of the estate of BERTRAND DESMOND QUAN otherwise BERTRAND QUAN of J's Welcome Home, 1, Rudder Drive, Off Pentecostal Road, Tunapuna, Tacarigua, Trinidad, who died on the 12th day of September, 2007, by MARCUS ANTHONY DE SILVA of 46, Alyce Glen, Petit Valley, Diego Martin, Trinidad, the lawful attorney of LESLIE LEE-PACK;
- LETTERS OF ADMINISTRATION of the estate of DEOMATTEE DIAL otherwise DEOMATTIE DIAL otherwise DEOMATTIE MARAJH of Lower Bravo Hill, Eastern Main Road, Sangre Grande, Manzanilla, Trinidad, who died on the 3rd day of December, 2004, by VASISHT DIAL of the same place, her lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of THOMAS TAYLOR otherwise THOMAS ROBERT TAYLOR of 99, Emerald Drive, Diamond Vale, Diego Martin, Trinidad, who died on the 31st day of March, 2007, by ANNETTE TAYLOR of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of BALCHAN SOOKRAM of 229, Main Road, Palmiste, Longdenville, Chaguanas, Trinidad, who died on the 15th day of April, 2006, by DHANMATTEE SOOKRAM of 39, Todd's Station Road, Todd's Road, Chaguanas, Trinidad, the statutory guardian of STEVE SOOKRAM and VISHAM JASON SOOKRAM;
- PROBATE of the Will dated the 19th day of September, 1983, of ROBINSON JUPITER otherwise ROBINSON JUPPITER of El Carmen Street, Sangre Grande, Manzanilla, Trinidad, who died on the 28th day of December, 1995, by IRMA JUPITER-CALLENDER otherwise OMER JUPPITER of Light Pole No. 52, Guaico Tamana Road, Cunaripo, Tamana, Trinidad and JUNIOR JUPITER otherwise JUNIOR JUPPITER of 2, Palmiste Drive, Coalmine, via Sangre Grande, Manzanilla, Trinidad, daughter and son of deceased respectively, the executors named in the Will;
- PROBATE of the Will dated the 3rd day of March, 2006, of LINA DE LEON otherwise LINA MARIE DE LEON of 71, First Avenue, San Juan, St. Ann's, Trinidad, who died on the 27th day of January, 2007, by LOUISA THOMAS of 6, Hillview Gardens, La Baja Road, St. Joseph, Tacarigua, Trinidad, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of LATCHMAN RAMROOP of 52, Henri Street, Tumpuna Road, Arima, Trinidad, who died on the 19th day of November, 2007, by SAMAROO RAMROOP otherwise SAHDEO RAMROOP of 10, Henri Street, Arima, Trinidad, his lawful father and next of kin;
- LETTERS OF ADMINISTRATION of the estate of HOLLIS JOEFIELD of Black Rock, Tobago, who died on the 8th day of September, 2005, by KANDEL HOLLIS JOEFIELD of Light Pole No. 372, Patience Hill, Tobago, his son and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of NIRMAL BALKARAN of Light Pole No. 1, School Trace, Claxton Bay, Pointe-a-Pierre, Trinidad, who died on the 22nd day of February, 2008, by VASHTEE BALKARAN of 4, School Trace, Claxton Bay, Pointe-a-Pierre, Trinidad, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of NARANJIT BHIMULL otherwise KENNY BHIMULL of 108, Aranguez Main Road, San Juan, St. Ann's, Trinidad, who died on the 28th day of May, 1991, by FARIDA MUSTAPHA of the same place, his lawful relict;
- LETTERS OF ADMINISTRATION of the estate of ABRAHIM RAMJOHN of 82, De Gannes Village, Siparia, Trinidad, who died on the 14th day of November, 2007, by PHOOLMANIE RAJKLIA RAMJOHN otherwise PHOOLMANIE RAMJOHN of the same place, his lawful widow and relict;

1337—Continued

PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- PROBATE of the Will dated the 6th day of October, 2006, of LEENA MOOTOO otherwise LENA MOOTOO of 1, San Fernando-Siparia-Erin Road, Syne's Village, Penal, Siparia, Trinidad, who died on the 12th day of August, 2007, by DENIS DESMOND MOOTOO otherwise DENNIS MOOTOO of 6, Manbodh Avenue, Syne's Village, Penal, Siparia, Trinidad, son of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of CLARANCE RAMPERSAD SINGH otherwise CLARENCE RAMPERSAD SINGH of 7A, Bownath Trace, Batchyia Village, Penal, Siparia, Trinidad, who died on the 21st day of October, 2007, by MINAWATEE RAMPERSADSINGH of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of SOOGRIM RAMDASS otherwise SUGRIM RAMDASS otherwise SOOGRIM MOHUN RAMDASS of 40, Eunice Trace, Busy Corner, New Grant, Princes Town, Savana Grande, Trinidad, who died on the 25th day of June, 1999, by SHEILA GOSINE-RAMDASS otherwise SHEILA ROOKMINE GOSINE-RAMDASS of 128, Iere Village Branch Road, Princes Town, Savana Grande, Trinidad, his lawful widow and relict;
- PROBATE of the Will dated the 29th day of October, 1987, of EMILE ALEXANDER otherwise EMIL ALEXANDER of 33, Elie Street, Rio Claro, Charuma, Trinidad, who died on the 29th day of July, 2005, by BRUNA ALEXANDER SEEHARAN otherwise BRUNA ALEXANDER of Land Settlement, Ecclesville, Rio Claro, Charuma, Trinidad, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of MAHENDRAWATI ALI of 1, Knowles Street, Curepe, Tacarigua, Trinidad, who died on the 12th day of July, 2005, by NEDAN NARENDRA ALI of 18, Fifth Street East, Beaulieu Avenue, Trincity, Tacarigua, Trinidad and NAIDA KHESHMA ALI of 1, Knowles Street, Curepe, Tacarigua, Trinidad, her lawful son and daughter respectively and next of kin;
- LETTERS OF ADMINISTRATION of the estate of ALFRED SIMMONS of Light Pole No. 63, Sea Trace Extension, Diego Martin, Trinidad, who died on the 27th day of April, 2001, by ALEXANDRINA SIMMONS of Dundonald Hill, St. James, Port-of-Spain, Trinidad, his sister and the only person entitled to the estate;
- PROBATE of the Will dated the 18th day of May, 1987, of COWSILLIA otherwise COWSILLIA EDWARD of Opposite Light Pole No. 9, Freeman Road, St. Augustine, Tacarigua, Trinidad, who died on the 22nd day of November, 1989, by MONICA RAMCHARAN of the same place, granddaughter of deceased, the other executor named in the Will;
- PROBATE of the Will dated the 1st day of July, 2002, of ROOKMIN DENNIS of 88, Boos Settlement, Rio Claro, Charuma, Trinidad, who died on the 12th day of July, 2002, by STEPHEN DENNIS of 88, Rio Claro-Mayaro Road, Ecclesville, Rio Claro, Charuma, Trinidad, son of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of TERRANCE GALLAI of 14, Gallai Trace, San Francique, Penal, Siparia, Trinidad, who died on the 1st day of August, 2007, by DHANRAJI ANGELA GALLAI otherwise DHANRAJI GALLAI of the same place, his lawful mother and next of kin;
- LETTERS OF ADMINISTRATION of the estate of DHANIRAM BHOOPSINGH of 125B, Suchit Trace, Penal, Siparia, Trinidad, who died on the 30th day of September, 2006, by BHOOPSINGH BHOOJHAWAN of the same place, his lawful father and next of kin;
- PROBATE of the Will dated the 22nd day of May, 1986, of PRESTON DERRICK of Calcutta No. 2 Settlement, Balmain, Freeport, Chaguanas, Trinidad, who died on the 24th day of January, 1995, by CAROLINE LAYNE of 1, Betty Street, Cocoyea Village, San Fernando, Trinidad, cousin of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of FERDINAL DEWER otherwise FERDINAND DEWER of 71, Main Road, Lower Piparo, Williamsville, Savana Grande, Trinidad, who died on the 14th day of August, 2002, by BERNADETTE DEWER of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of SYLVIA TERESA CHANG KING of 13, Methuen Street, Woodbrook, Port-of-Spain, Trinidad, who died on the 24th day of December, 2007, by LAURA CHANG KING of the same place, her lawful daughter and one of the next of kin;
- PROBATE of the Will dated the 17th day of May, 2003 and Codicil dated the 18th day of April, 2007, of HAROLD SKINNER otherwise HAROLD BERESFORD SKINNER of 35, Agra Street, St. James, Port-of-Spain, Trinidad, who died on the 8th day of October, 2007, by TECKLE SKINNER and EDWIN SKINNER, both of the same place, sons of deceased, the executors named in the Will and Codicil;
- LETTERS OF ADMINISTRATION of the estate of HUGH DURGADEEN of 70, Union Road, Marabella, Naparima, Trinidad, who died on the 5th day of December, 2002, by HENRY DURGADEEN of the same place, his brother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of JOHN STEPHEN OTTLEY otherwise STEPHEN JOHN OTTLEY of 33, Ragoobar Street, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 25th day of July, 2007, by CAROLINE DORIS OTTLEY otherwise CAROLINE D. OTTLEY of the same place, his lawful mother and next of kin;
- PROBATE of the Will dated the 15th day of May, 2003, of GERALD GIBBS of Finbar Ryan Home, Sangangar Trace, Morne Coco Road, Diego Martin, Trinidad, who died on the 5th day of October, 2003, by VIBERT GIBBS of Lot No. 4, Fairview, via John Lane, d'Abadie, Arima, Trinidad, son of deceased, the sole executor named in the Will;

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 31st day of July, 2008.

E. A. PETERSEN
Registrar, Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 23RD JULY, 2008

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
56,654,956	Balances, Investments, etc.	57,459,512
25,402	Gold Subscriptions to I.M.F.	25,402
12,514	I.M.F.— S.D.R. Holdings	12,514
56,692,872		57,497,428
	Trinidad and Tobago Government Securities:	
54,586	Treasury Bills (Face Value)	135,238
24,765	Marketable Securities	24,765
79,351		160,003
	Other Assets:	
349,097	Trinidad and Tobago Dollar Securities	327,347
197,179	Advances to Government Authorities	197,179
576,702	Other Assets	558,347
1,122,978		1,082,873
272,347	Fixed Assets:	272,347
58,167,548		59,012,651
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
3,708,135	Notes	3,698,883
147,226	Coins	147,480
3,855,361		3,846,363
	Demand Liabilities:	
7,502,499	Commercial Banks	7,415,768
418,644	Financial Institutions (Non-Banking)	417,271
17,069,142	Government and Governmental Organisations	17,295,868
1,008,001	International Organisations	1,007,932
287,358	Foreign Currency	290,503
2,354,228	Other	2,647,761
28,639,872		29,075,103
	Other Liabilities:	
469,617	Government S.D.R. Allocations	469,617
23,954,961	Other Liabilities	24,158,936
462,695	Specific Provisions	677,590
24,887,273		25,306,143
	Capital and Reserves:	
500,000	Capital Paid-up	500,000
285,042	General Reserve Fund	285,042
785,042		785,042
58,167,548		59,012,651

"The Heritage and Stabilisation Fund Act, 2007 created the Heritage and Stabilisation Fund (HSF) from 15th March, 2007. The HSF, which is denominated in US dollars, is not part of the Central Bank's foreign exchange reserves. The provision of the foreign exchange for this Fund led to an amendment to the original accounts published for the Central Bank of Trinidad and Tobago for the period 15th March, 2007 to 23rd July, 2008".

M. BORELY
Financial Controller,
Finance and Accounting



Lake Asphalt of Trinidad and Tobago (1978) Limited

Government of the Republic of Trinidad and Tobago

Updated Public Statement of Lake Asphalt of Trinidad and Tobago (1978)
Limited In Compliance with sections 7 (1) (b), 8 (2) (b) and 9 (2) (b) of The
Freedom of Information Act (FOIA) 1999

1339—Continued

Introduction

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act 1999 ("FOIA"), Lake Asphalt of Trinidad and Tobago (1978) Limited is required by law to publish the statements contained herein, which list the documents and information generally available to the public.

The Act gives members of the Public (hereinafter referred to as "the applicant"):

- (i) A Legal Right for each person to access information held by Lake Asphalt of Trinidad and Tobago (1978) Limited
- (ii) A Legal Right for each person to have official information relating to him or herself amended where it is incomplete, incorrect or misleading
- (iii) A Legal Right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA and
- (iv) A Legal Right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under this FOIA.

Part I - Section 7 : Statements

Section 7 (1) (a) (i)

1. Mission Statement

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

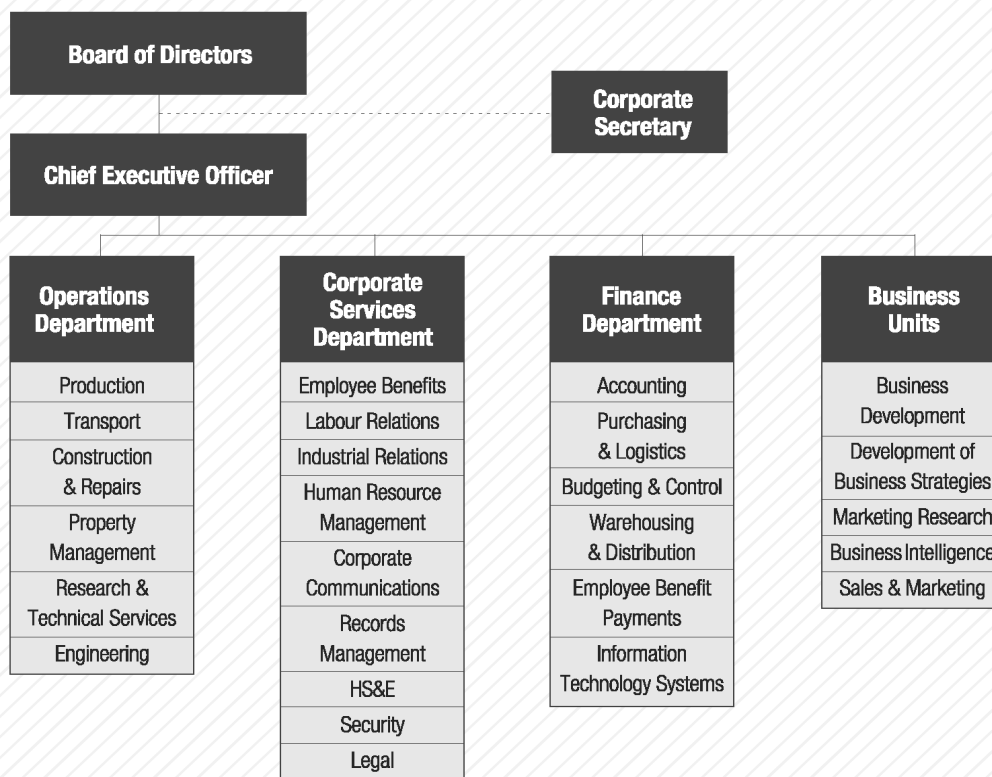
2. Function and Structure

Lake Asphalt of Trinidad and Tobago (1978) Limited (Lake Asphalt) is a wholly owned state enterprise falling under the purview of the Ministry of Energy and Energy Industries. The Company was incorporated in 1978 under the Companies Ordinance and continued under Section 343 of the Companies Act 1995. Its registered office is located at LP 4717, Brighton, La Brea.

Lake Asphalt is engaged in the mining, processing and marketing of Trinidad Lake Asphalt or Dried Asphalt which is extracted from the Pitch Lake in La Brea, Trinidad. In addition, the company manufactures and markets Cationic Bitumen Emulsions and a range of industrial coatings and paint marketed under the Brand name - LASC0. The Company's Revenue is primarily generated from Export Sales, the major markets being Europe and the Far East.

2.1. Organizational Structure

The organizational structure of the Company is as follows:



The Company is headed by a Board of Directors appointed by the Government. The Directors which are listed hereunder control the overall direction of the Company:

- Mr. Anthony Richardson** - Deputy Chairman
- Mr. Gene Portner** - Director
- Mr. Owen C. Hinds** - Director
- Mr. Raval Singh** - Director
- Ms. Merlin Boyce** - Director

1339—Continued

The Board is supported by a Corporate Secretary whose responsibility includes ensuring that good corporate governance practices are adhered to.

The Management Team is responsible for the management of the Company and reports to the Board via the Chief Executive Officer - Mr. Wayne Wood. The Company currently employs 170 permanent employees and 129 casual workers and is divided into six (6) responsibility centers - Corporate Services, Finance Marketing and Business Development, Engineering, Production and Research and Technical Services.

Effect of functions on members of the public

The Company's main interface with members of the public is in the form of the Customer - Supplier relationship in which case, the "public" refers to commercial entities and individuals in the Road Paving Industry, which include small, medium and large contractors.

It should be noted that the organization's interest in the Pitch Lake is of a commercial nature only and does not include the tourism aspect of the Lake and that the Pitch Lake as a tourist site does not fall under its jurisdiction. The company has no relationship with any tour guides, official or otherwise who are attached to the Pitch Lake.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of Lake Asphalt

Administrative

1. Files dealing with administrative support and general administrative documents for the operations of Lake Asphalt
2. Personnel files relating to staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation
3. Files dealing with training
4. Minutes and other documents pertaining to meetings
5. Files containing circulated information re: Memos, notices etc.
6. Licenses and Permits
7. Internal and external correspondence files

Legal

1. Legal Opinions and related matters
2. Industrial Agreements
3. Legislation
4. General Contracts

Financial

1. Financial and Accounting Files
2. Financial Policy Statements
3. Vouchers, Receipts, Cheques
4. Accounts Payable and Receivable Records
5. Invoices
6. Files relating to procurement of supplies and services
7. Fixed Asset Register

Corporate

1. News Releases, speeches originating from Lake Asphalt
2. Policy and Procedure Documents
3. Files relating to the strategic intent of Lake Asphalt
4. Files relating to Information Technology Strategy
5. Statistical Reports, Technical and Corporate
6. Pension Plan Guidelines

Marketing

1. Customer Files
2. Files dealing with official functions and events hosted by Lake Asphalt
3. Magazines and brochures on products
4. Sales & Production Statistics

Technical

1. Books
2. Pamphlets, periodicals and publications
3. Feasibility Studies
4. Maintenance Records
5. Service Job Orders

1339—Continued

Section 7 (1) (a) (iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of **9:00 a.m. - 3:30 p.m.** on normal working days at:

Lake Asphalt's Administration Building
Brighton, La Brea
Telephone No.: 648-7583 Fax No.: 648-7433
Email: latt@trinidadlakeasphalt.com
Website: www.trinidadlakeasphalt.com

- Technical information on the composition of the Lake for educational purposes.
- Technical Brochures on Trinidad Lake Asphalt and projects using Trinidad Lake Asphalt.
- Published News Releases on Lake Asphalt of Trinidad and Tobago (1978) Limited and its products.
- Technical Specifications for Trinidad Lake Asphalt.

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

There are no publications available by subscription at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from Lake Asphalt****How to Request Information****• General Procedure**

Our policy is to respond to 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 complete the appropriate form "**Request for Access to Official Documents**" which is available from the Receptionist / Telephone Operator in the Company's Administration Building, Brighton, La Brea. This form is used for information that is not readily available in the public domain.

• Addressing Requests

To facilitate prompt handling of your request, the Form should be addressed to the Designated Officer of Lake Asphalt of Trinidad and Tobago (1978) Limited [see section 7(1) (a) (vi) for further details]

• Details in Request

Applicants should provide sufficient details that will allow for ready identification and location of the records being requested. If insufficient information is provided clarification will be sought from the applicant in an attempt to comply with the request. If you are not sure how to write your request or what details to include, please contact the Designated Officer.

Requests not handled under the FOIA

- A request under the FOIA will not be processed if the information requested is currently available in the public domain, either from Lake Asphalt or another public authority.

Time Limits**• General**

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If we fail to meet this deadline, the FOIA gives you the right to proceed as though your request has been denied. We will try diligently to comply with the time limit. 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 incorrectly addressed or misdirected, 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 and/or be provided with copies.

Responding to your Request**• 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.

• 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 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.

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Section 7 (1) (a) (vi)**Officers in Lake Asphalt of Trinidad & Tobago (1978) Limited responsible for Implementation of the Freedom of Information Act.**

The Designated Officer in the Company with responsibility 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 is

Ms. Sati Jagmohan
Corporate Secretary
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
Telephone (648-7555/6) Ext. 203
sjagmohan@trinidadlakeasphalt.com

The alternative Officer is:

Mrs. Charlene Pollard
Personnel Assistant I
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton, La Brea
Telephone (648-7555/6) Ext. 206
cpollard@trinidadlakeasphalt.com

Section 7 (1) (a) (vii)**Advisory Board, Councils, Committees and other bodies (where meetings / minutes are open to the public)**

This section is not applicable at this time.

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

Certain Information can be accessed at our Reading Room or through our website at www.trinidadlakeasphalt.com

Location: The Reading Room is located at Corporate Services Department and is **open to the public from Mondays to Fridays between the hours of 9:00 am and 3:30 pm**

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

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

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

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

Section 8 (1) (a) (ii)

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

Financial Policy Statements
Corporate Policies and Procedures

Section 8 (1) (b)

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

Tender Rules & Procedures

The items listed in this section relate to documents that were created since 20th February 2001

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Section 9 : Statements**Section 9 (1) (a)**

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

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

Section 9 (1) (b)

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

Performance Monitoring Manual.

Section 9 (1) (c)

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

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

Section 9 (1) (d)

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

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

Section 9 (1) (e)

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

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

Section 9 (1) (f)

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

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

Section 9 (1) (g)

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

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

Section 9 (1) (h)

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

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

Section 9 (1) (i)

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

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

Section 9 (1) (j)

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

- Tender Assessment reports for:
 - Telephone System Acquisition

Section 9 (1) (k)

An environmental impact statement prepared within the public authority.

Trinidad Lake Asphalt - Asphalt Cement Upgrade Project.

Section 9 (1) (l)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

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

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TENDER FOR THE PRINTING AND DISTRIBUTION OF CURRICULUM GUIDES IN PRINT AND CD FORMATS FOR FORMS 1–3 IN EIGHT CORE SUBJECT AREAS FOR ONE HUNDRED AND THIRTY-ONE GOVERNMENT AND GOVERNMENT ASSISTED SECONDARY SCHOOLS AND THREE MINISTRY OF EDUCATION OFFICES—MINISTRY OF EDUCATION—IDB/SEMP LOAN NO. 1180/OC–TT

TENDERS are invited for the printing and distribution of Curriculum Guides in Print and CD formats for forms 1–3 in eight (8) core subject areas for one hundred and thirty-one (131) Government and Government Assisted Secondary Schools and three (3) Ministry of Education Offices.

Tender documents may be obtained at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain during normal working hours. Any further information may be obtained during normal working hours from:

Mr. Arnott West
Programme Consultant
Secondary Education Programme Co-ordination Unit
MTS Plaza
Aranguez Main Road, San Juan
Telephone Numbers: 868-675-9739/9741/9744/9746
Fax: 868-675-7788
E-mail:

A pre-tender meeting will be held at 10.00 a.m. on Wednesday 30th July, 2008 at the Secondary Education Modernization Programme Co-ordinating Unit MTS Plaza, Aranguez Main Road, Aranguez.

Tenders must be accompanied by the following:

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to closing date for the receipt of tender.
- (b) valid Certificate of Compliance issued in accordance with the National Insurance Act.

Tenderers are also required to provide a bid security of TT \$20,000.00 with their tender.

Sealed tenders, an original and four (4) copies on the approved Tender Form will be received up to 1.00 p.m. on Thursday 14th August, 2008. Envelopes must be addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Printing and Distribution of Curriculum Guides in Print and CD Formats for forms 1–3 in eight (8) core Subject areas for one hundred and thirty-one (131) Government and Government Assisted Secondary Schools and three (3) Ministry of Education Offices—Ministry of Education" and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenderers are asked to note that the dimensions of the slot of the Tenders Box are 37.5 cm x 5.5 cm and as such, tenders should be packaged accordingly.

Tenders will be opened shortly thereafter. The tenderer or a representative may be present at the opening.

Late tenders will not be considered under any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

Prospective tenderers are advised that they can visit the following website at <http://www.finance.gov.tt> for all published Tender Notices.

16th July, 2008.

J. JONES
Chairman,
Central Tenders Board