



# TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 49

Port-of-Spain, Trinidad, Wednesday 10th March, 2010—Price \$1.00

No. 25

364

## SUPPLEMENT TO THIS ISSUE

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

### Legal Supplement Part B—

Notification of Pensionable Offices—(Legal Notice No. 97 of 2010).

Miscellaneous Taxes (Seventh Schedule) (Amendment) Order, 2010—(Legal Notice No. 98 of 2010).

Law Revision (Prescribed Date) Order, 2010—(Legal Notice No. 99 of 2010).

Traffic Control (Experimental Scheme) (Chaguanas) Regulations, 2010—(Legal Notice No. 100 of 2010).

365

## MINISTRY OF HEALTH

### SEPARATIONS

THE following arrangement is notified for general information in accordance with the Director of Personnel Administration's Circular Memorandum P: 39/19, Vol. IV, Temporary I, dated 25th August, 2006:

#### Retirements

Name	Rank of Officer	Ministry/Department	Date	Remarks
Brown, Anthon Mr. ... Retirement	Field Interviewer I ...	Health ...	30th May, 2010	...Voluntary
Bernard, Carl Mr. ...	Watchman ...	do. ...	26th May, 2010 ...	Compulsory Retirement
Noel-Archer, Janice Mrs. ...	District Health Visitor	do. ...	15th February, 2008	Voluntary Retirement
John, Lynette Ms. ...	Principal Pharmacist	do. ...	29th October, 2009	Compulsory Retirement
Noel, Thora Ms. ...	Wardsmaid ...	do. ...	16th December, 2009	do.
Sewalia, Krishendath Mr. ...	Medical Laboratory Technician I	do. ...	10th April, 2010 ...	do.
Mahabir, Vishnu Mr. ...	Health Control Officer II	do. ...	14th January, 2010	do.
Hosein-Rahaman, Alleah Dr.	Acting Registrar ...	do. ...	29th May, 2010 ...	do.
Chen, Gregory Mr. ...	Medical Officer I ...	do. ...	17th November, 2008	do.
Ovid, Kelvin Mr. ...	Health Control Officer II	do. ...	31st January, 2010	do.
Ramcharitar, Dookie Mr. ...	Estate Constable ...	do. ...	23rd October, 2010	do.

366

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

<i>Number</i>	<i>Name</i>	<i>Date</i>
12796 ...	MADONNA ELIZABETH HENRY-PARRIS ...	14th January, 2010—(NS: C&I 19/2/1 S. 11842)
12836 ...	MARGARET JACINTA JOHN ...	14th January, 2010—(NS: C&I 19/2/1 S. 15518)
12837 ...	ANEISHA RENITA LEWIS ...	14th January, 2010—(NS: C&I 19/2/1 S. 15527)
12838 ...	ROSE PURSUE ...	14th January, 2010—(NS: C&I 19/2/1 S. 15515)
12839 ...	DARAN GASPARD ...	14th January, 2010—(NS: C&I 19/2/1 S. 13780)
12840 ...	SHAEENZA DEBBIE HOSEIN ...	14th January, 2010—(NS: C&I 19/2/1 S. 15407)
12841 ...	ABAYOMI ODEKUNLE ...	14th January, 2010—(NS: C&I 19/2/1 S. 15498)
12842 ...	SABRINA ABRAMS ...	14th January, 2010—(NS: C&I 19/2/1 S. 15003)
12843 ...	LUCY AGATHA ROBERTS ...	14th January, 2010—(NS: C&I 19/2/1 S. 15430)
12844 ...	CAROLIN SABRENA SHA ...	14th January, 2010—(NS: C&I 19/2/1 S. 15501)
12845 ...	MOHAMED INTIAZ RASHEED ...	14th January, 2010—(NS: C&I 19/2/1 S. 15419)
12846 ...	KALAWATTIE RAMDHAN ...	14th January, 2010—(NS: C&I 19/2/1 S. 15526)
12848 ...	SANDRA ELIESE CHAPMAN ...	14th January, 2010—(NS: C&I 19/2/1 S. 15505)
12850 ...	MRIDULLA SOOKMANEE-MEIGHOO ...	14th January, 2010—(NS: C&I 34/86/1)
12851 ...	GLEN BILLY-ISAAC ...	14th January, 2010—(NS: C&I 19/2/1 S. 15287)
12852 ...	SANDRA MARVA BEVERLY JONES ...	14th January, 2010—(NS: C&I 19/2/1 S. 15412)
12854 ...	SYLVIA ROMA BAPTISTE ...	14th January, 2010—(NS: C&I 19/2/1 S. 15401)

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

367

GRANT OF CERTIFICATES OF CITIZENSHIP

CERTIFICATE OF CITIZENSHIP No. 149 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to DOODNATH SEEBACHAN KANHAI.

14th January, 2010—Ref.: (NS: 19/10/2 S. 186).

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

368

CERTIFICATE OF CITIZENSHIP No. 150 granted under section 11(2) of the Citizenship of the Republic of Trinidad and Tobago Act, Chap. 1:50 of the Laws of Trinidad and Tobago has been issued to VELDA AUGUSTINE.

14th January, 2010—Ref.: (NS: 19/10/2 S. 194).

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

369

REGISTRATION OF A MINOR—OATH OF ALLEGIANCE

IN ACCORDANCE with the provisions of section 8(3) of the Citizenship of the Republic of Trinidad and Tobago Act, 1976, as amended by Act No. 25 of 1978 and Act No. 63 of 2000, SHIVRAM SOMWARU was registered as a citizen of the Republic of Trinidad and Tobago on 21st December, 2009 while being a Minor.

He is now of full age and has taken the Oath of Allegiance.

14th January, 2010—Ref.: (19/3/1 S. 364).

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



**PUBLIC STATEMENT  
OF  
THE SERVICE COMMISSIONS DEPARTMENT**

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

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Service Commissions Department is required by law to publish the following statement which lists the documents and information generally available to the public.

**The Act gives members of the public:**

- A legal right for each person to access information held by the Service Commissions Department
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

**FUNCTIONS OF THE SERVICE COMMISSIONS**

The Service Commissions are constitutional bodies established under the Constitution Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago

- The Public Service Commission – The Civil, Fire and Prison Services (Sections 120 and 121)
- The Police Service Commission – The Police Service (Sections 122 and 123) as amended by Act #6 of 2000
- The Teaching Service Commission – The Teaching Service (Sections 124 and 125)
- The Judicial and Legal Service Commission – The Judicial and Legal Service other than the office of a Judge (Sections 110 and 111)

**The powers of the Commissions are as follows:**

- To Appoint;
- To Promote;
- To Transfer;
- To Confirm
- To Remove; and
- To exercise Disciplinary Control

The Members of the Commissions are appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. They are appointed for a fixed term of not less than three (3) years and not more than five (5) years.

**Section 7(1) (a) (i)  
FUNCTION AND STRUCTURE OF THE  
SERVICE COMMISSIONS DEPARTMENT**

The primary function of the Service Commissions Department is to provide supporting services to enable the Service Commissions to discharge their constitutional responsibilities of staffing and exercising disciplinary control over the Public Service.

**Mission Statement:**

To be the premier HR organization delivering timely, quality, professional HR services to the satisfaction of the Service Commissions, Public Officers and the General Public.

**Vision Statement:**

To be a caring high performance organization, driven by innovation and technology influencing and responding to the changing HR Environment.

The Service Commissions Department is located at Cipriani Plaza, 52-58 Woodford Street, Port of Spain

**Section 7(1) (a) (ii)  
CATEGORIES OF DOCUMENTS HELD BY  
THE SERVICE COMMISSIONS  
DEPARTMENT**

1. Confidential Personnel files for each officer in the Service (birth certificates, qualifications, personal data, staff reports, medical reports).
2. Notes and Commissions' Minutes of meetings (record of discussions by Commissioners at meetings and Commissions' decisions).
3. **Documents required for decision-making in the various functional areas: -**
  - a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications, security vetting reports, interview results).
  - b) Confirmation of appointments (progress reports, recommendations).

370—Continued

c) Promotions (staff reports, recommendations, merit lists, examination results, evaluation forms).

d) Transfers (notices of transfer, representations).

e) Discipline (investigating officers' reports, disciplinary tribunal reports, record of evidence before tribunals, recommendations).

f) Retirements/Resignations (staff reports, medical reports, recommendations)

**These documents pertain to:**

- The operations of the Commissions with respect to the services under its administration.
- The administration of the Service Commissions Department.

4. Documents relating to the administration of the Service Commissions Department.

- Files dealing with administrative support and general administrative documents for the operations of the Service Commissions Department.
- Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
- Files dealing with the accounting and financial management function of the Service Commissions Department.
- Financial Records (cheques, vouchers, receipts, journals etc.)
- Files dealing with matters relating to the procurement of supplies, services and equipment.
- Internal and external correspondence files.
- Legislation and legal instruments.
- Files dealing with circulars, memoranda, notices, bulletins etc.

5. Policy Documents:

- Annual Commission reports
- Procedure manuals and handbooks for staff.
- Strategic plans
- Re-structuring proposals.
- Working papers.

6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, court matters involving the Commissions, Public Service Appeal Board proceedings, laws, legal notices, judgment, law reports, legal text, working papers).

7. Official Publications (Regulations, Delegation Orders, circulars, brochures, periodicals, training materials including videos).

8. Reference Materials (texts, periodicals, newspapers, research materials).

**DOCUMENTS AVAILABLE FOR INSPECTION**

Official Publications (Regulations, Delegation Orders, Circulars, Brochures).  
Reference Materials (Newspapers, Research Materials, Texts). Policy Documents (Handbook for Staff, Annual Commissions' Reports).

**Documents available for inspection upon request:**

1.) Documents required for decision-making in the various functional areas:-

- a) Appointments (application forms, Academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications.
- b) Confirmation of appointments (progress reports, recommendations).
- c) Promotions (staff reports, recommendations evaluation forms).
- d) Transfers (notices of transfer, representations).
- e) Retirements/Resignations (staff reports, medical reports, recommendations).
- f) Seniority List.
- g) Priority List.
- h) Establishments Records.
- i) Job Specifications.
- j) Examination Scripts.

However the Judicial and Legal Service Commission is exempted from the Act

**DOCUMENTS EXEMPT FROM INSPECTION**

- Internal working documents
- Documents subject to legal privilege
- Documents affecting personal privacy
- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

**PROCEDURE TO ACCESS DOCUMENTS**



370—Continued

The Service Commissions Department is willing to answer all requests both oral and written for information. However, applicants must make their request in writing by completing the prescribed "Request for Information" form available in the Reception area of the Service Commissions Department. These forms must only be completed for information that is not readily available in the public domain or from another public authority.

#### **ADDRESSING REQUESTS**

To facilitate the prompt handling of requests, please address them to the Designated Officer of the Service Commissions Department.

#### **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 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 Service Commissions Department or from another public authority, for example brochures and pamphlets etc.

#### **RESPONDING TO YOUR REQUEST RETRIEVING DOCUMENTS:**

The Service Commissions Department is required to furnish copies of documents only when they are in its possession or where it can be retrieved from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

*Note: 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.

#### **PLEASE NOTE WE ARE NOT COMPELLED TO DO THE FOLLOWING:**

- ◆ 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.
- ◆ 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.

#### **TIME ALLOWED**

We will determine whether to grant your request for access to information as soon as practicable but no longer 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.

#### **THE DESIGNATED OFFICER IS:**

Mr. James Pope  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain  
Tel: 623-2991-6 Ext. 160

#### **The Alternate Officer is:**

Ms. Anastasius Creed  
Service Commissions Department  
Cipriani Plaza  
52-58 Woodford Street  
Port of Spain  
Tel: 624-8571/623-2991-6 Ext. 132

**Mrs. Gloria Edwards-Joseph**  
**Director of Personnel Administration**  
Service Commissions Department  
Cipriani Plaza, 52-58 Woodford Street,  
Port of Spain

**Government of the Republic of Trinidad and Tobago**  
**Updated Public Statement of The Industrial Court of Trinidad and Tobago**  
**In Compliance 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 Industrial Court of Trinidad and Tobago** 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 Industrial Court;
- (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 Statements

---

##### **Section 7 (1) (a) (i)** **Function and structure of the Industrial Court**

Mission Statement:

The Industrial Court's mission is to be an efficient and independent organization dispensing social justice, setting standards for management and labour jurisprudence, promoting industrial peace and contributing to the total development of Trinidad and Tobago.

The Industrial Court was established on March 20<sup>th</sup>, 1965 by section 5(1) of the Industrial Stabilisation Act. This Act was repealed and replaced by the Industrial Relations Act, Chapter 88:01 on July 31<sup>st</sup> 1972. The Industrial Court is a superior court of record. As a superior court of record it has a status that is equivalent to that of the High Court of Justice. It is a specialised court with its own peculiar jurisdiction. It is responsible for dispensing social justice.

The principal role of the Court is to settle unresolved disputes and other matters which arise between employers and trade unions representing the workers employed by the employers under the Industrial Relations Act, Chapter 88:01 (I.R.A.), the Retrenchment and Severance Benefits

371—Continued

Act, No. 32 of 1985, the Maternity Protection Act, No. 4 of 1998 and the Minimum Wages (Amendment) Act, No. 11 of 2000, and the Occupational Safety and Health Act (1 of 2004) as amended.

The Court consists of –

- a) A President of the Court who may be either:
  - i) A Judge of the Supreme Court of Judicature designated, with his consent, by the President of Trinidad and Tobago after consultation with the Chief Justice; or
  - ii) A person who has the qualification (age excepted) to be appointed a Judge of the Supreme Court of Judicature and is appointed by the President of Trinidad and Tobago after consultation with the Chief Justice.
- b) A Vice-President of the Court, who shall be a barrister or solicitor of not less than ten years standing, appointed by the President of Trinidad and Tobago;
- c) Such number of other members as may be determined by the President of Trinidad and Tobago from time to time who shall be appointed by the President of Trinidad and Tobago from among persons experienced in industrial relations or qualified as economists or accountants, or who are barristers or solicitors of not less than five years standing.

The Court sits in two Divisions:

- a) The General Services Division which exercises the jurisdiction of the Court as set out in section 7 of the Industrial Relations Act, Chapter 88:01 with respect to services other than essential services ; and
- b) The Essential Services Division which exercises the jurisdiction of the Court as set out in section 7 of the Industrial Relations Act, Chapter 88:01 with respect of essential services.

The Special Tribunal established by the Civil Service Act, Chapter 23:01 hears and determines disputes in the Civil Service, the Police Service, the Fire Service, the Prison Service, the Teaching Service, the Supplemental Police and Central Bank.

In addition to its inherent powers as a superior court of record, the Court has jurisdiction –

- a) to hear and determine trade disputes;
- b) to register collective agreements and to hear and determine matters relating to the registration of such agreements;
- c) to enjoin a trade union or other organization or workers or other persons or an employer from taking or continuing industrial action;
- d) to hear and determine proceedings for industrial relations offences under this Act;
- e) to hear and determine any other matter brought before it, pursuant to the Act.

371—Continued

The current Judges/(Members) of the Court are:

H.H. Mr. Cecil Bernard	-	President
H.H. Mr. Gregory Baker	-	Vice-President
VACANT	-	Chairman, Essential Services Division

#### MEMBERS – ESSENTIAL SERVICES DIVISION

H.H. Mr. Vernon Ashby  
H.H. Mrs. Judy Rajkumar-Gualbance  
H.H. Mrs. Victoria Harrigin

#### MEMBERS – GENERAL SERVICES DIVISION

H.H. Mr. Albert Aberdeen  
H.H. Mr. Patrick Rabathaly  
H.H. Mr. Ramchand Lutchmedial  
H.H. Mrs Sandra Ramparas  
H.H. Ms. Bindimattie Mahabir  
H.H. Mr. Herbert Soverall  
H.H. Mrs. Lenore Harris  
H.H. Mrs. Ruby Thompson-Boddie  
H.H. Mr. Augustus Ramrekersingh  
H.H. Mr. Gregory Rousseau  
H.H. Mrs. Heather Seale  
H.H. Mrs. Yvette Simon  
H.H. Mr. Robert Linton

The Court also has a Registrar and other public officers who are required to provide the necessary support services for the smooth, effective and efficient performance of the Court's work.

Section 82(1) of the Industrial Relations Act establishes the Office of Economic and Industrial Research which has the following functions:

- a) to collect and compile in accordance with the directions of the Court, information which may be of assistance to the Court in the exercise of its powers and functions under the Act;
- b) to keep information as collected and compiled up-to-date; and
- c) to carry out research in respect of such matters as the Court may direct.

Section 82 (3) stipulates that:

- (3) Information collected and compiled and the results of research carried out, under this section shall be furnished to any person, trade union or other organization desiring to obtain that information or those results.

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

The work of the Court impacts directly on members of the public. The Court in its decisions lays down key principles and guidelines for the conduct of good industrial relations thus setting the climate for industrial stability.

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

#### **Categories of Documents in the possession of the Industrial Court:**

1. Files dealing with administrative support and general administrative documents for the operations of the Industrial Court.
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 Industrial Court.
4. Financial Records (cheques, vouchers, receipts, journals etc.).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Internal and External correspondence files.
7. Legislation and Legal Instruments.
8. Files dealing with Circulars, memoranda, notices, bulletins, etc.
9. Legislation and other legal instruments (Laws of TT, Gazettes and subsidiary legislation)
10. Registry files dealing with all trade disputes, industrial relations offences, essential services disputes, Retrenchment and Severance Benefits Disputes, Maternity Protection Disputes, Minimum Wages Disputes, applications for interpretations, interim decisions, injunctions, hearings de novo, etc. These files contain notes of evidence and arguments particular to the dispute.
11. Court decisions 1965 – present
12. Local newspaper clippings on commentary on the Court, industrial relations, labour, trade unions, employment conditions, public sector policies.

13. Research notes produced by the Office of Economic and Industrial Research.
14. Registered collective agreements; registered memorandum of agreements.
15. Verbatim notes of evidence.
16. ILO reports, law reports, books and periodicals on industrial relations, employment, trade unions, management, economics and other peripheral subjects.

**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 8 a.m. to 4.p.m on normal working days at:

The Library  
Industrial Court of Trinidad and Tobago  
Cor. Queen and St. Vincent Streets, P.O.S.  
Tel: 623-1304-8 exts. 2274-77  
Fax: 623-6179

- Judgments of the Court from 1965 – present
- Annual bound volumes of Industrial Court Judgments. Presently available are volumes for years 1991, 1994, 1995, 1996, 1997 & 1999. Cost per volume is \$600.00.
- Labour legislation (I.R.A., R.S.B. Act, Minimum Wages Legislation, Maternity Protection Act). Cost per set is \$60.00.

The public can refer to the catalogue located in the Library for details on Court judgments.

The public may also inspect and/or obtain copies of the following material between the hours of 8.00 a.m to 4.00 p.m. on normal working days at:

The Office of Economic and Industrial Research  
Tel: 623-1304-8 exts. 2296, 2301-4

- Registered collective agreements
- Research notes on economic and industrial relations data.



371—Continued

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

Members of the public may subscribe for the following material:

- Current year's judgments - - quarterly subscription. Cost varies per quarter depending on the number of pages per judgment. Requests to be made in writing to:

The Librarian  
Industrial Court of Trinidad and Tobago  
St. Vincent St., P.O.S.  
Tel: 623-1304-8 ext. 2274-77

**Section 7 (1) (a) (v)**  
**Procedure to be followed when accessing a document from the Industrial Court**

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 **Library/Human Resource Unit**, 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 Industrial Court (**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 this Court or from another public authority, for example brochures and pamphlets etc.

Responding to your Request

▪ *Retrieving Documents:*

The Industrial Court is required to furnish copies of documents only when they are in our possession or where 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.

NOTE: 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 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

The FOIA sets a time limit of thirty (30) calendar days from the date the request was received. 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.

371—Continued

**Section 7 (1) (a) (vi)****Officers in the Industrial Court 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 Information under section 36 of the FOIA.**

**The Designated Officer(s) is/are:**

Ms. Helen Gilbert, Librarian III  
2<sup>nd</sup> Floor  
Industrial Court of Trinidad and Tobago  
Tel: 623-1304-8, ext. 2277

**The Alternate Officer (s) is/are:**

Mr. Aaron Seepersad, Ag. Clerk III  
Human Resource Unit  
4<sup>th</sup> Floor  
Industrial Court.

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

This section is not applicable to the Court.

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

Information in the public domain can be accessed in our Library. You may make general enquiries to our Librarian/Library Staff at 623-1304-8 ext. 2274-77.

The Library is located on the second floor of the Industrial Court Building. The Library is open to the public from Mondays to Fridays between the hours of 8 am to 4 pm.

**Policy of the Industrial Court for provision of copies of documents held in the public domain**

- Small charges for photocopies
- No bags allowed in the Library
- No smoking, eating or drinking is allowed in the Library
- Cell phones to be kept on mute mode

**Section 8 Statements**

---

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

This section is not applicable.

371—Continued

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

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

Not applicable

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

In enforcing written laws or schemes administered by the Industrial Court 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.

Not applicable

### **Section 9**

- (a) a report, or a statement containing the advice or recommendations, of a body or entity established within the public authority;
- (b) a report, or statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, 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 public authority or to the responsible Minister of that public authority;
- (c) a report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the public authority;
- (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 that public authority or to another officer of the public authority who is not a member committee;
- (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;
- (f) a report prepared for the public authority by a consultant who was paid for preparing the report;
- (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;

371—Continued

- (h) a report on the performance or efficiency of the public authority, or of 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;
- (i) a report containing final plans or proposals for the re-organisation of the functions of the public authority, the establishment of a new policy, programme or project to be administered by the public authority, or the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority, the responsible Minister of the public authority or Cabinet;
- (j) a statement prepared within the public authority and containing policy directions for the drafting of legislation;
- (k) a report of a test carried out within the public authority on a product for the purpose of purchasing equipment;
- (l) an environmental impact statement prepared within the public authority; and
- (m) a valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

372

## LICENSING SESSION

## MAYARO

RETURN of Applications for Licensing Committee's Certificates for Licences in the South-Eastern Counties, Mayaro Area, under the provisions of the Liquor Licences Act, Chap. 84:10, will be considered at the Licensing Session to be held at the Mayaro Magistrate's Court on WEDNESDAY THE 17TH DAY OF MARCH, 2010 at 9.00 o'clock in the forenoon.

<i>Name of Applicant</i>	<i>Occupation</i>	<i>Abode of Applicant</i>	<i>Premises where Situate</i>	<i>Term of Licence</i>
<b>Spirit Retailer's</b>				
Edwin Cooper	Commercial Driver	12 Mile Mark, Guayaguayare Village, Guayaguayare	12 Mile Mark, Guayaguayare Village, Guayaguayare	From 1st April, 2010 to 31st March, 2011
Maurice Bhagwansingh	Floorman	1449, Guayaguayare Village Guayaguayare	1449, Guayaguayare Village Guayaguayare	do.
<b>Special Restaurant</b>				
Dansan Dhansook	Businessman	15-18A, Beaumont Road St. Ann's, Mayaro	15-18A, Beaumont Road St. Ann's Mayaro	do.
<b>Spirit Grocer's</b>				
Larry George	Roustabout	La Savanne Circular Street New Lands Village Guayaguayare	La Savanne Circular Street New Lands Village Guayaguayare	do.

Dated this 25th day of February, 2010 at the Mayaro Magistrate's Court.

L. SAISBHAN  
Secretary, Licensing Committee,  
South-Eastern Counties  
Mayaro

(2 ins.)

**373**

## LOSS OF MEGA INSURANCE COMPANY LIMITED LIFE POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to SUZETTE DENISE WOODLEY a replacement Policy, Number GEM: 000023705 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street  
Port-of-Spain.

**374**

PURSUANT to section 163 of the Insurance Act, 1980, notice is hereby given that after one month of this publication, this Company intends to issue to JUNIOR BOODRAM RAMSAHAI a replacement Policy, Number GEM: 000017820 declared as lost/misplaced/stolen.

MEGA INSURANCE COMPANY LIMITED

49, Dundonald Street  
Port-of-Spain.

**375**

## LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED POLICIES

RALPH DAVIES having made sworn declaration that Policy Number 78549 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of RALPH DAVIES has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue  
Barataria.

**376**

CARLYLE WILLIAMS having made sworn declaration that Policy Number 368 870 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of CARLYLE WILLIAMS has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue  
Barataria.

**377**

KENRICK LUCAS having made sworn declaration that Policy Number 248 168 issued by MARITIME LIFE (CARIBBEAN) LIMITED on the life of KENRICK LUCAS has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

MARITIME LIFE (CARIBBEAN) LIMITED

29, Tenth Avenue  
Barataria.

**378**

## LOSS OF SAGICOR LIFE INC. POLICY

ANDERSON RAMLAL having made sworn deposition that Policy, Number S06787332 issued by SAGICOR LIFE INC. on the life of ANDERSON RAMLAL has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

**379**

## LOSS OF AMERICAN LIFE &amp; GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies, numbers stated below, which have been declared lost/destroyed:

Name	Policy Number
MERVYN NARINE	3354332
ALLIN GUERERO	3304802
KEZIANN RAMROOP	3395999

AMERICAN LIFE & GENERAL INSURANCE  
COMPANY (TRINIDAD AND TOBAGO) LIMITED

91-93, St. Vincent Street  
Port-of-Spain.

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

PORT-OF-SPAIN

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 St. George West, Port-of-Spain Area, has appointed THURSDAY THE 18TH DAY OF MARCH, 2010 at 1.00 o'clock in the afternoon at the Port-of-Spain Magistrates' Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Bernard Francis Bertete of No. 40 Emerald Circular, Bon Air Gardens, Arouca, for a Certificate authorizing him to carry on the business of a Spirit Retailer in respect of premises situate at No. 2 Stella Morris Drive, Western Main Road, Chaguaramas.

Dated this 18th day of February, 2010 at the Port-of-Spain Magistrates' Court.

R. SIEUNARINE  
Secretary, Licensing Committee,  
St. George West