



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 52

Port-of-Spain, Monday 18th March, 2013—Price \$1.00

No. 37

ERRATA

In *Trinidad and Tobago Gazette (Extraordinary)*, Vol. 51, No. 9, dated Monday 23th January, 2012, Page 58, Item No. 102, under the heading “Notice of Removal of Defunct Companies from Register”, the company “SPF DISTRIBUTORS LIMITED—S 3367” was incorrectly publish and should have read “SPF DISTRIBUTORS LIMITED—S 3367 (95)” the error is regretted.

In *Trinidad and Tobago Gazette*, Vol. 52, No. 7, dated Thursday 17th January, 2013, Page 50, Item No. 94, under the heading “Notice of Removal of Defunct Companies from Register”, the company “AURISA CONSTRUCTION SERVICES LTD.—A 5578 (95)” was incorrectly publish and should have read “AURISTA CONSTRUCTION SERVICES LTD.—A 5578 (95)” the error is regretted.

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SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Notice of Lands likely to be required for a public purpose—(Legal Notice No. 48 of 2013).

Trinidad and Tobago Free Zones (No. 2) Order, 2013—(Legal Notice No. 49 of 2013).

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ELECTIONS AND BOUNDARIES COMMISSION

NOTICE REQUIRED UNDER ELECTION RULE 23(5) OF THE REPRESENTATION OF THE PEOPLE ACT

IT IS HEREBY NOTIFIED for public information, that the symbol reproduced below has been assigned by the Elections and Boundaries Commission, as the symbol of the Seers Team.



Z. KING
for Chief Election Officer.
Election and Boundaries Commission

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

PUBLIC STATEMENT OF THE MINISTRY OF FOREIGN AFFAIRS IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA), 1999 (CHAP 22:02)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) (Chap 22:02), the **Ministry of Foreign Affairs**, being a public authority, is required by law to publish the following statements which list the documents and information generally available to the public.

The FOIA gives members of the public:

- 1) A legal right for each person to access information held by the Ministry;**
- 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; and**
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.**

SECTION 7

Section 7 (1) (a) (i)

FUNCTION AND STRUCTURE OF THE MINISTRY OF FOREIGN AFFAIRS

The Ministry of Foreign Affairs, established in 1962, serves as the external arm of the Government of the Republic of Trinidad and Tobago and directs the country's foreign relations with other states and international entities mainly through diplomatic initiatives and representation. The foreign policy of the country is pursued through the activities of the Ministry's Headquarters, Overseas Missions and Honorary Consuls.

The Ministry is responsible for the following:

- Caribbean Community (CARICOM) Affairs (wider Caribbean)
- Consular and Protocol Services
- External Relations
- Overseas Missions
- Treaties

Headquarters

The Ministry's Headquarters comprise:

- The Minister's Secretariat
- The Permanent Secretary's Secretariat
- The Deputy Permanent Secretary's Secretariat
- The Africa, Asia, Middle East and the Pacific Division
- The Americas Division
- the European Affairs Division
- The Multilateral Relations Division
- The CARICOM and Caribbean Affairs Division (of which the CARICOM Single Market and Economy [CSME] Unit is a sub-unit)
- The Protocol Division
- The Treaties, International Agreements and Legal Division
- The Consular Affairs Division
- The Policy and Planning Division
- The Office of the Ambassadors
- The Administration Division (encompassing the Human Resource Services Division, the Finance and Accounts Unit, the Internal Audit Unit, the Information Technology Unit, the Communications Unit, the Registry Section, the Records Management Section, the Library, the Office Management Section, and the Property Management Unit)
- The Mission Inspectorate

Overseas Missions

At present, there are eighteen (18) Overseas Missions that are charged with protecting and promoting the interests of Trinidad and Tobago within the international arena. These are as follows:

- The Embassies in Washington D.C. (and Permanent Mission to the Organization of American States), Brussels, Brasilia, San José, Havana and Caracas.
- The High Commissions in Ottawa, New Delhi, Kingston, Abuja, Pretoria, Kampala and London
- The Permanent Missions to the United Nations in New York and Geneva
- The Consulates General in Toronto, Miami and New York

Honorary Consuls

The Ministry has engaged the services of Honorary Consuls to represent the interests of Trinidad and Tobago where there is no diplomatic or consular representation. These Honorary Consuls are located in:

- The Americas: The Bahamas [Nassau], Belize [Belmopan], Bolivia [La Paz], Brazil [Rio de Janeiro, São Paulo, Goiania, Pará and Minas Gerais], Canada [Montreal], Colombia [Bogotá] Dominica [Roseau], the Dominican Republic [Santo Domingo], Ecuador [Quito], Haiti [Port-au-Prince] Grenada [St. George's], Haiti [Port au Prince], Panama [Panama City], Paraguay [Asunción], Peru [Lima], Puerto Rico [San

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Juan], St Kitts and Nevis [Basseterre], St Lucia [Castries], Suriname [Paramaribo] and the United States of America [Texas]

- Europe: Denmark [Copenhagen], France [Paris], Germany [Bonn, Hamburg, Munich], Italy [Rome], Norway [Oslo] Finland [Helsinki] and Sweden [Stockholm]
- Africa: Ghana [Tema]
- Asia: Hong Kong, the Republic of Korea [Seoul] and Singapore
- The Middle East: Lebanon [Tripoli]
- The Pacific: New Zealand [Auckland]

Section 7 (1) (a) (ii)

CATEGORIES OF DOCUMENTS IN THE POSSESSION OF THE MINISTRY

- Files dealing with administrative support and general administrative documents for the operations of the Ministry
- Policy and procedure documents
- Documents relating to the strategic review of the Ministry as well as information technology strategy
- Cabinet documents
- Personnel files detailing, *inter alia*, staff appointments, job specifications, promotions, transfers and leave
- Files dealing with training and technical cooperation as well as training plans
- Files dealing with accounting and financial matters
- Financial records such as cheques, vouchers, receipts and journals
- Files relating to the procurement of supplies, services and equipment
- Inventories
- Media releases and speeches originating in the Ministry
- Files dealing with official functions, conferences and events hosted and attended by the Ministry
- Internal and external correspondence files
- Customer files
- Complaint and suggestion files
- Registers and certificates
- Legislation, legal instruments and legal opinions
- Briefing documents
- Diplomatic lists
- Reports: annual, audit, consultants', and technical, among others
- Minutes and agenda of meetings
- Books, periodicals, publications, leaflets, pamphlets, brochures, posters, newspaper clippings, notices and bulletins
- Maps, charts, photographs, compact discs, diskettes, abstracts, tapes and catalogues

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

The public may inspect and/or obtain copies of the following material from the Designated Officer (please refer to Section 7 [1] [a] [vi]) between the hours of 8:15 a.m. to 4:30 p.m. from Monday to Thursday and 8:15 a.m. to 4:15 p.m. on Friday:

- Addresses/statements by the Honourable Minister of Foreign Affairs
- Addresses/statements by the Permanent Secretary of the Ministry
- Statements by Heads of Mission
- Press releases
- Communiqués from: conferences of the Heads of Government of CARICOM and meetings, conferences of United Nations bodies and meetings of regional and hemispheric bodies (e.g. OAS, ACS).
- Guidelines on the movement of professionals within CARICOM
- Newsletters produced by Headquarters and the High Commissions in New Delhi, London and Ottawa

The public can also access the **Ministry's website** at www.foreign.gov.tt.

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

The Ministry has no literature available by way of subscription.

Section 7 (1) (a) (v)**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE MINISTRY****Requesting Information*****General Procedure***

The policy of the Ministry is to answer all requests for information, both oral and written. However, in order to have the rights given to the public by the FOIA (for example the right to challenge a decision if a request for information is refused), one must make a request in writing. The applicant must complete the appropriate form (*Request for Access to Official Documents*) available online at http://www.foia.gov.tt/sites/default/files/FOIA_Request_Form.pdf for information that is not readily available to the public.

Addressing Requests

To facilitate prompt handling of requests, applications must be addressed to the Designated Officer (please refer to 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. If the applicant is not sure how to write the request or what details to include, he/she must communicate with the 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 that is readily available to the public, either from this Ministry or from another public authority. These may include, *inter alia*, brochures, pamphlets and reports.

How the Ministry Responds to Requests

Retrieving Documents

The Ministry is required to furnish copies of documents only when these are in its possession or can be retrieved from storage. Information stored in the National Archives or at another storage centre will be retrieved in order to process your request.

Furnishing Documents

An applicant is entitled to copies of documents that are in the possession, custody or power of the Ministry. The Ministry is required to furnish only one copy of a document. If a legible copy of an original document cannot be made, no attempt will be made to reconstruct it. In such circumstances, the best copy possible will be furnished with its quality being noted in the Ministry's reply.

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

- 1) Create new documents. For example, a new programme will not be written so that a computer will print information in the format preferred by the applicant.
- 2) Perform research for you.

Time Limits

The FOIA sets a time limit of thirty (30) calendar days for determination of the request for access to documents. If this deadline cannot be reached, the FOIA gives you the right to proceed as though the request has been denied. The Ministry will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant will be advised of its status.

Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents and/or be provided with copies.

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Section 7 (1) (a) (vi)

OFFICERS IN THE MINISTRY RESPONSIBLE FOR *(1) THE INITIAL RECEIPT OF AND ACTION UPON NOTICES UNDER SECTION 10 OF THE FOIA, *(2) REQUESTS FOR ACCESS TO DOCUMENTS UNDER SECTION 13 OF THE FOIA, AND *(3) APPLICATIONS FOR CORRECTIONS OF PERSONAL INFORMATION UNDER SECTION 36 OF THE FOIA

Designated Officer

Name: *Mr. Yohanssen Ramoutar*
Job Title: International Relations Officer
Address: Levels 10 – 14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS
Tel. no.: 623-6894 ext. 2254
Fax no.: 623-5853
Email address: ramoutary@foreign.gov.tt

Secondary Designated Officer

Name: Ms. Lisa Daniel-Charles
Job Title: Communications Specialist
Address: Levels 10 – 14, Tower C, International Waterfront Complex, 1A Wrightson Road, POS
Tel. no.: 623-6894 ext. 2520
Fax no.: 623-5853
Email address: charlesdl@foreign.gov.tt

Section 7 (1) (a) (vii)

ADVISORY BOARDS, COUNCILS, COMMITTEES, AND OTHER BODIES WHERE MEETINGS/MINUTES ARE OPEN TO THE PUBLIC

At present there are no bodies in the Ministry that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)**LIBRARY/READING ROOM FACILITIES**

The Library is currently unavailable for reading documents.

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SECTION 8

Section 8 (1) (a) (i)

DOCUMENTS CONTAINING INTERPRETATIONS OR PARTICULARS OF WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY, NOT BEING PARTICULARS CONTAINED IN ANOTHER WRITTEN LAW

- Treaties
- Conventions
- Memoranda

Section 8 (1) (a) (ii)

MANUALS, RULES OF PROCEDURE, STATEMENTS OF POLICY, RECORDS OF DECISIONS, LETTERS OF ADVICE TO PERSONS OUTSIDE THE MINISTRY, OR SIMILAR DOCUMENTS CONTAINING RULES, POLICIES, GUIDELINES, PRACTICES OR PRECEDENTS

The following internal documents can be made available for inspection only upon request to the Designated Officer (see Section 7 [1] [a] [vi]):

- Organizational Handbook
- Handbook for Officers on Transfer

Section 8 (1) (b)

DOCUMENTS OUTLINING THE PROCEDURES TO BE EMPLOYED OR THE OBJECTIVES TO BE PURSUED IN ENFORCING WRITTEN LAWS OR SCHEMES ADMINISTERED BY THE MINISTRY WHERE THE PUBLIC MIGHT BE DIRECTLY AFFECTED BY THAT ENFORCEMENT

- Information documents prepared with respect to the Caribbean Community (CARICOM) Free Movement of Persons Act, 1997

SECTION 9

Section 9 (1) (a) – (b)

There are no documents to be published under these subsections at this time.

Section 9 (1) (c)

A REPORT OR STATEMENT CONTAINING THE ADVICE OR RECOMMENDATIONS OF AN INTERDEPARTMENTAL COMMITTEE WHOSE MEMBERSHIP INCLUDES AN OFFICER OF THE MINISTRY

- Submission to the Commission on the Limits of the Continental Shelf
- Report by the Marine Scientific Research Sub-Committee
- Reports of the Inter-sectoral Committee on a Marine Pollution Prevention and Compensation Regime for Trinidad and Tobago

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- Reports of the Working Group to Determine the Implications of Global Warming, Climate Change and Sea Level Rise
- Report of the Bilateral Oil Spill Committee
- Report by the Inter-Ministerial International Humanitarian Law Committee
- Report of the Trade Negotiations Committee
- Reports of the Inter-Ministerial Consultative Committee on the CARICOM Single Market and Economy
- Report of the CARICOM Trade Support Programme of Trinidad and Tobago
- Reports of the Business and Labour Advisory Committee
- Report of the Bilingual Steering Committee
- Minutes of Meetings of the National Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO)

Sections 9 (1) (d) – (g)

There are no documents to be published under these subsections at this time.

Section 9 (1) (h)

A REPORT ON THE PERFORMANCE OR EFFICIENCY OF THE MINISTRY, OR OF AN OFFICE, DIVISION OR BRANCH OF THE MINISTRY, WHETHER THE REPORT IS OF A GENERAL NATURE OR CONCERNS A PARTICULAR POLICY, PROGRAMME OR PROJECT

- Report by Auditor General on the Ministry
- Annual Reports of the departments at Headquarters and of the Overseas Missions
- Reports on the Major Achievements of the departments at Headquarters and of the Overseas Missions
- Ministerial Performance Management Framework Report of the Ministry

Section 9 (1) (i)

A REPORT CONTAINING FINAL PLANS OR PROPOSALS FOR *(1) THE RE-ORGANIZATION OF THE FUNCTIONS OF THE MINISTRY, *(2) THE ESTABLISHMENT OF A NEW POLICY, PROGRAMME OR PROJECT TO BE ADMINISTERED BY THE MINISTRY, OR *(3) THE ALTERATION OF AN EXISTING POLICY, PROGRAMME OR PROJECT ADMINISTERED BY THE MINISTRY, WHETHER OR NOT THE PLANS OR PROPOSALS ARE SUBJECT TO APPROVAL BY AN OFFICER OF THE MINISTRY, ANOTHER PUBLIC AUTHORITY, THE RESPONSIBLE MINISTER OR CABINET

There are no documents to be published under this subsection at this time.

Section 9 (1) (j)

A STATEMENT PREPARED WITHIN THE MINISTRY AND CONTAINING POLICY DIRECTIONS FOR THE DRAFTING OF LEGISLATION

- Report on the establishment of the CARICOM Single Market and Economy
- Report on the establishment of the Caribbean Court of Justice

Section 9 (1) (k) – (m)

There are no documents to be published under these subsections at this time.

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MAYARO-RIO CLARO REGIONAL CORPORATION

CLOSURE OF CHURCH ROAD

THE PUBLIC is hereby notified that Church Road in the Ward of Guayaguayare will be closed to all vehicular traffic with effect from 12th March, 2013 and continuing for a period of three (3) weeks.

This has become necessary to facilitate the construction of a Cylindrical Culvert.

The public is advised that the alternative route is through Radix Cemetery to Gould Street.

The Corporation apologizes for any inconvenience which may be caused.

D. KISSOON
*Acting Administrative Officer II
for Chief Executive Officer*

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REPUBLIC OF TRINIDAD AND TOBAGO

THE COMPANIES ACT, CHAP. 81:01
[Pursuant to section 429(1)]

NOTICE OF APPOINTMENT OF LIQUIDATOR

MEMBERS' VOLUNTARY WIND UP

NAME OF COMPANY: HYACINTH AKOW LIMITED

To: The Registrar

I, the undersigned, hereby give you notice that I have been appointed the Liquidator of the above-named Company, by the Special Resolution of the Company, dated the 5th day of March, 2013.

<i>Signature</i>	<i>Address</i>	<i>Description</i>
Brian Hackett	PricewaterhouseCoopers Advisory Services Limited Nos. 11-13 Victoria Avenue, Port-of-Spain	Accountant

Dated this 12th day of March, 2013.

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LOSS OF BRITISH AMERICAN INSURANCE COMPANY
(T'DAD) LIMITED POLICY

NOTICE is hereby given that Policy Number 101406975 issued by BRITISH AMERICAN INSURANCE COMPANY (T'DAD) LIMITED on the life of FLOYD BUSHHELL has been reported lost.

Unless objection is raised within one month of the date thereof, this Company intends to issue a duplicate policy.

BRITISH AMERICAN INSURANCE COMPANY
(T'DAD) LIMITED

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LOSS OF PAN-AMERICAN LIFE INSURANCE OF
(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:

<i>Name</i>	<i>Policy Number</i>
RACHAEL ANDREWS	4703652
JAGDAI GOMEZ	3377781
GLEN QUAN KEP	3382927
KENRICK ERROL KALLOO	3416204
TALIM RAZAC	3353933

PAN-AMERICAN LIFE INSURANCE
OF (TRINIDAD AND TOBAGO), LIMITED

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

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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:

<i>Name</i>	<i>Policy Number</i>
LEE WHISKEY	4734060
VERNESA FORRESTER	3361756
GRISHA GIDDINGS	3391377
REYA RAMLOCHAN	3449926
ROGER KENNY SHIM	3394767

PAN-AMERICAN LIFE INSURANCE
OF (TRINIDAD AND TOBAGO), LIMITED

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

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

TUNAPUNA

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 East, Tunapuna Area, has appointed WEDNESDAY THE 20TH DAY OF MARCH, 2013 at 9.00 o'clock in the forenoon at the Tunapuna Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Frank Ghany of 25, Windsor Road, Valsayn North, for a Certificate authorizing him to carry on the trade of a Spirit Retailer in respect of premises situate at Lot No. 9A, Trincity Industrial Estate.

Dated this 28th day of February, 2013 at the Tunapuna Magistrate's Court.

J. DICKSON
*Secretary, Licensing Committee,
St. George East*