



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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1873

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
Public Statement of the
MINISTRY OF JUSTICE
In Compliance with sections 7, 8, 9 of
The Freedom of Information Act (FOIA) Chapter 22:02

2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE

In accordance with sections 7, 8, and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Ministry of Justice is required by law to publish this statement which lists 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 an official document held by the Ministry of Justice;
2. A legal right for each person to have personal information relating to him/her corrected where it is incomplete, incorrect; misleading or not relevant to the purpose for which the document is held;
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

Section 7 (1) (a) (i)

Functions of the Ministry of Justice (MOJ)

The MOJ was created in May 2010 with the mandate to transform and modernize the Criminal Justice and Penal Systems to ensure swift justice from the point of arrest of persons accused of committing criminal offences to the final determination of these criminal matters. The MOJ aims to provide speedier justice initiatives, improve the way that justice is administered and ultimately reduce the rate of re-offending. At the same time, focus on the rights and retribution for victims of injustice is of parallel priority.

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

Mandate of the MOJ

- To reengineer the Criminal Justice System to ensure swift justice
- To facilitate improvement in the administration of justice and support law enforcement through provision of better case evidence
- To restructure the Penal System to reflect the current movement away from the retributive style of penology to one that places emphasis on the reduction of crime through the successful reintegration of the offender into society.

The programmes and services of the MOJ are planned and executed by Statutory Bodies, Divisions and Units under the purview of the Minister of Justice, with a view to the fulfillment of its overall vision and directives.

The responsibilities of the MOJ are as follows:

Criminal Justice System

- Reform and Transformation
- Quicker Justice Initiative Programme

Forensic Services

- DNA Services

Offender Management

- Prison Service
- Community Service
- Parole and Prisoner Management
- Rehabilitation
- Witness Protection, Care and Support
- Youth Re-offender Programme

Victims of Crime

- Charter and Counselling
- Compensation

Advisory Committee on the Power of Pardon (Mercy Committee)

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

Organisational Structure of the MOJ

Statutory Bodies:

- Criminal Injuries Compensation Board (transferred to the Ministry of Legal Affairs with effect from September 6, 2013)
- Legal Aid and Advisory Authority (transferred to the Ministry of Legal Affairs with effect from September 6, 2013)
- Police Complaints Authority (transferred to the Ministry of Legal Affairs with effect from September 6, 2013)
- Advisory Committee on the Power of Pardon (Mercy Committee)

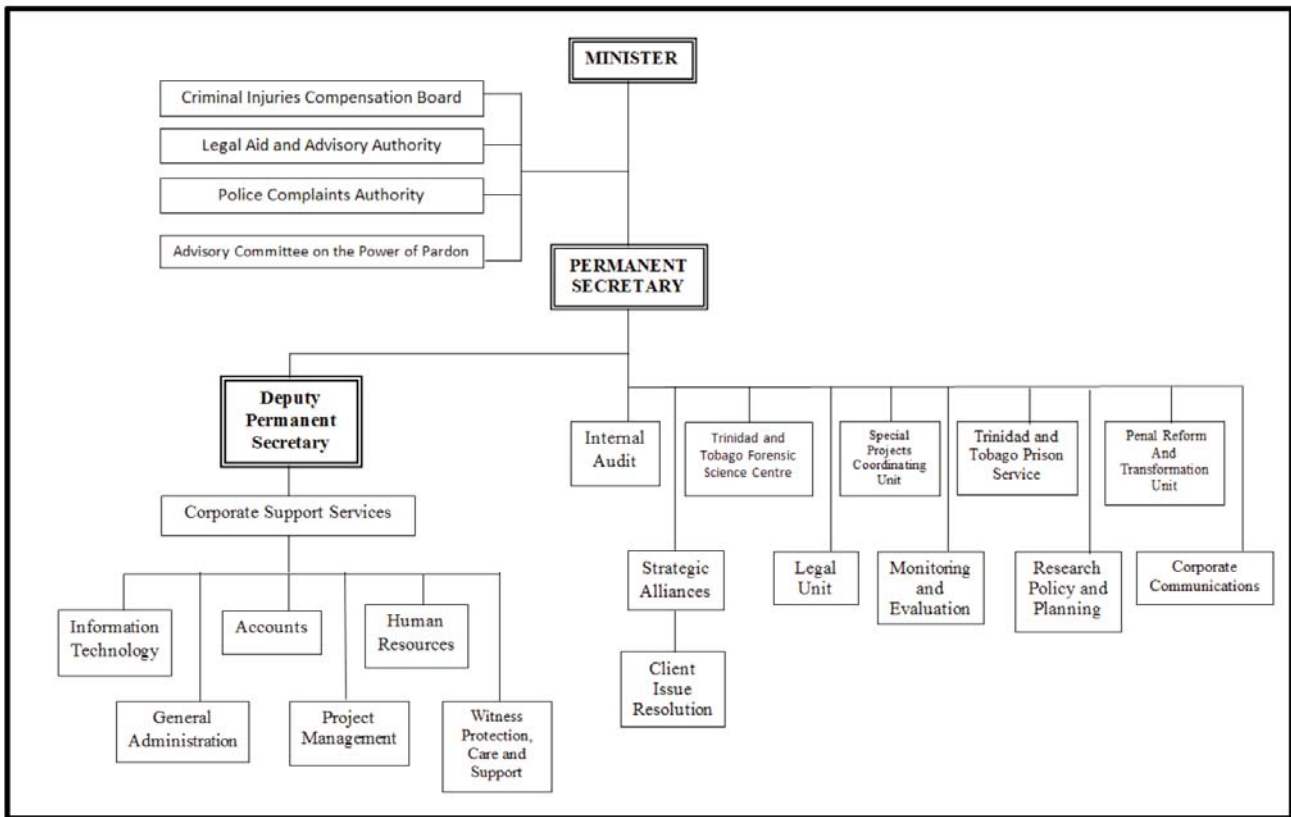
Divisions and Units:

- Trinidad and Tobago Prison Service
- Trinidad and Tobago Forensic Science Centre
- Penal Reform and Transformation Unit
- Legal Unit
- Special Projects Coordinating Unit
- Project Management Unit
- Research, Policy and Planning Unit
- Monitoring and Evaluation Unit
- Strategic Alliances Unit
- Human Resource Management Unit
- Corporate Communications Unit
- Information Technology Unit
- Accounting Unit
- Internal Audit Unit
- General Administration Unit
- Client Issues Resolution Unit
- Justice Protection Programme Administrative Centre

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

The following organizational chart depicts the main responsibility centres of the MOJ:



** The Criminal Injuries Compensation Board, Legal Aid and Advisory Authority and Police Complaints Authority were transferred to the Ministry of Legal Affairs with effect from September 6, 2013*

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

CRIMINAL INJURIES COMPENSATION BOARD

The Criminal Injuries Compensation Board (CICB) was established in 2006 to provide a simple effective, equitable and humane means whereby a victim of a crime of violence can obtain compensation for injuries suffered. The activities of the Board are governed by the Criminal Injuries Compensation Act, Chapter 5:31.

LEGAL AID AND ADVISORY AUTHORITY

The Legal and Advisory Authority (LAAA) is a Statutory Body established to provide affordable legal advice and assistance to members of the public who are proven eligible (i.e. of small or moderate means). Applicants can access legal aid and advice on all general areas of Law and Applications for the Grant of Letters of Administration or Probate where the value of the Estate does not exceed \$100,000.00 in value.

POLICE COMPLAINTS AUTHORITY

The Police Complaints Authority is an independent corporate body established to investigate allegations of criminal offences, corruption and instances of serious misconduct by police officers. The Authority comprises a Director and Deputy Director to be appointed by His Excellency the President of the Republic of Trinidad and Tobago. The Authority was duly constituted on 29th December, 2010, on the appointment of the first Director and Deputy Director.

ADVISORY COMMITTEE ON THE POWER OF PARDON (MERCY COMMITTEE)

The Mercy Committee is established under section 88 of the Constitution of the Republic of Trinidad and Tobago to consider matters relating to the power of the President under section 87(1) to:

- grant to any person convicted of any offence against the law of Trinidad and Tobago a pardon, either free or subject to lawful conditions;
- grant to any person a respite, either indefinite or for a specified period, from the execution of any punishment imposed on that person for such an offence;
- substitute a less severe form of punishment for that imposed by any sentence for such an offence; or
- remit the whole or any part of any sentence passed for such an offence or any penalty or forfeiture otherwise due to the State on account of such an offence.

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

FUNCTIONS OF THE DIVISIONS AND UNITS***TRINIDAD AND TOBAGO PRISON SERVICE***

The Trinidad and Tobago Prison Service, as an arm of the Criminal Justice System, is committed to the protection of society and crime prevention by facilitating the opportunities for habilitation/rehabilitation of offenders, while maintaining control under safe, secure and humane conditions.

The Trinidad and Tobago Prison Service is governed chiefly by the operations of the under mentioned Laws of the Republic of Trinidad and Tobago.

- Prisons Act, Chapter 13:01
- Prison Service Act, Chapter 13:02
- Young Offenders Detention Act, Chapter 13:05

The aims and objectives of the Trinidad and Tobago Prison Service are defined under five core strategic priorities. These are to Protect, Correct, Re-integrate, Relate (with internal and external stakeholders) and Restore.

TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE (TTFSC)

The TTFSC provides forensic pathology and analytical laboratory services to support law enforcement and other agencies responsible for the investigation of crime and the administration of justice. These services are also available to private agencies and individuals for a fee.

PENAL REFORM AND TRANSFORMATION UNIT (PRTU)

The PRTU assists in the design and execution of strategies and programmes to facilitate the shift in the Penal System from retributive to restorative through the implementation of a Restorative Justice philosophy. The Unit seeks to champion the change initiative in the transformation of the administration and management of the Prison Service, with specific reference to the implementation of the Shared-Responsibility Model of Rehabilitation, and modern management structures.

LEGAL UNIT

The Legal Unit is designated to deliver the necessary input and support to the MOJ in undertaking the transformation of the Criminal Justice System of Trinidad and Tobago. The duties of the Unit include criminal justice legislative reform through policy development and the development of appropriate strategies to address the prevailing inefficiencies and inadequacies

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

within the Criminal Justice System. The Unit also has responsibility for the general legal work of the Ministry and provides essential legal counsel and assistance to the various Divisions and Units of the Ministry.

SPECIAL PROJECTS COORDINATING UNIT (SPCU)

The overall responsibility of the SPCU is to manage, supervise and report on the major projects of the MOJ, including the proposed construction of six (6) Supreme Court of Judicature Buildings (Judicial Centres).

PROJECT MANAGEMENT UNIT

The Project Management Unit is responsible for managing/overseeing and reporting on the projects under the Public Sector Investment Programme (PSIP) of the MOJ and its Divisions/Units.

RESEARCH, POLICY AND PLANNING UNIT

This Unit supports the Ministry's objectives through the formulation of policy positions and guidelines and coordinates analyses and research. This is achieved via the application of valid, objective research methodology and strategic planning in the development and implementation of criminal justice policies and issues.

MONITORING AND EVALUATION UNIT

The main objective of the Monitoring and Evaluation Unit is to ensure that the necessary systems are in place for monitoring and evaluation, and to conduct on-going data collection and necessary investigations, analyses and reporting on performance. The Unit provides the framework for the tracking of outputs, outcomes and impact of projects, programmes and policies to facilitate evidence-based decision making.

STRATEGIC ALLIANCES UNIT

The Strategic Alliances Unit supports the achievement of the Ministry's mandate through:

- Contributing to the development of effective relationships with key stakeholders in Government Ministries and Agencies, Non-Governmental Organisations, and International Organisations

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

- Adopting international best practice for stakeholder engagement and strategic partnerships with key organizations
- Supporting and connecting with other Divisions and Units within the MOJ.

HUMAN RESOURCE MANAGEMENT UNIT

This Unit is responsible for the recruitment and retention of a cadre of competent staff, management of all HR functionalities including training and employee development, HR planning, performance management, employee relations, and contributing to developing and maintaining a positive organization culture.

CORPORATE COMMUNICATIONS UNIT

The Communications Unit is charged with the responsibility of promoting public awareness of the Ministry's activities and achievements, creating a positive corporate image, and maintaining effective relationships among the Ministry's internal and external stakeholders.

INFORMATION TECHNOLOGY (IT) UNIT

The IT Unit is responsible for the research, design, implementation, maintenance and strengthening of institutional technologies that improve service quality and increase efficiency/effectiveness in the operations of the core and administrative units.

ACCOUNTING UNIT

The role of this Unit is to ensure that the Ministry's financial resources are prudently managed in accordance with the Exchequer and Audit Act, Chapter 69:01. The Unit's responsibilities include budgetary control, general accounting, payroll accounting, preparation of statutory reports such as the appropriation account, and financial advice.

INTERNAL AUDIT UNIT

The main function of this Unit is to safeguard the financial and physical assets of the Ministry and to ensure that the Ministry's operations are compliant with the Financial Regulations.

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

GENERAL ADMINISTRATION UNIT

The primary responsibility of this Unit is to provide timely administrative services in the areas of records management and inventory control, messenger and mail support, procurement of goods, services, equipment and supplies, staff safety and comfort, and facilities management.

CLIENT ISSUES RESOLUTION UNIT

The Client Issues Resolution Unit treats with written requests from the public for intervention in matters affecting them arising out of shortcomings in services from a government Ministry or agency, complaints about legal services and/or delays in court cases and any matter in which injustice is alleged to have occurred.

JUSTICE PROTECTION PROGRAMME ADMINISTRATIVE CENTRE

The Justice Protection Programme is governed by the Justice Protection Act, Chapter 5:33, which provides for the establishment, inter alia, of an Administrative Centre, an Investigative Agency and a Protective Agency. The Act stipulates that the Administrative Centre shall develop, manage and maintain the Justice Protection Programme and shall be responsible for deciding whether a prospective participant is to be afforded protection or assistance or both, under the Programme.

EFFECT OF MOJ FUNCTIONS ON MEMBERS OF THE PUBLIC

As enunciated in its Vision, Mission and Strategic Initiatives, the work of the Ministry of Justice impacts on every citizen of Trinidad and Tobago.

Vision:

To be the lead in advancing a Criminal Justice System that is innovative, swift, fair and humane

Mission:

To reform the Criminal Justice System to be efficient, impartial and accessible, thus engendering public confidence and promoting safer communities

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

Strategic Initiatives

- Execution of strategies and programmes to enhance the rehabilitation intervention process for offenders and to promote a restorative justice philosophy for the benefit of offenders, victims and the community
- Coordination and management of the construction of Judicial Centres throughout Trinidad and Tobago
- Coordination of interventions and management of offenders throughout the Criminal Justice System
- Development of modern legislative policies to assist in transforming the Criminal Justice System
- Engagement of internal and external stakeholders to gain support for the Ministry's programmes and initiatives.

Section 7 (1) (a) (ii)**Categories of Documents in the Possession of the MOJ**

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry
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 Ministry
4. Financial records (cheques, vouchers, receipts, journals etc.)
5. Files dealing with matters relating to the procurement of supplies, services and equipment
6. Files containing all speeches made by the Minister of Justice
7. Cabinet documents
8. News Releases
9. Policy and procedure documents
10. Internal and external correspondence files
11. Legislation and Legal Instruments
12. Legal Opinions and related matters
13. Files dealing with training, local and foreign, and technical co-operation
14. Minutes/Agenda of meetings
15. Files dealing with Circulars, memoranda, notices, bulletins etc.
16. Reports, including Administrative Reports, National Performance Framework (NPF) Reports, PSIP Reports
17. Pamphlets, brochures, newspaper clippings

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

18. Files dealing with official functions, conferences and events hosted and attended by the MOJ
19. Inventories
20. Periodicals and publications

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The following material can be accessed via the Ministry's website - www.justice.gov.tt:

- Speeches made by the Honourable Minister of Justice
- Legislation

Section 7 (1) (a) (iv)

Literature available by subscription

This section is not applicable to MOJ

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the Ministry of Justice

How to request information:

1. General Procedure

The policy of the MOJ is to answer all requests for information, both oral and written. However, in order to exercise the rights under the FOIA (for example the right to challenge a decision if a request for information is refused), a request must be made in writing. A person must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available from the Designated Officer of MOJ or www.foia.gov.tt, for information that is not readily available to the public.

2. Addressing Requests

To facilitate prompt handling of a request, please address it to the Designated FOI Officer of the MOJ (see Section 7 (1) (a) (vi)).

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

3. 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 an applicant is unsure how to write a request or what details to include, communicate with Designated FOI Officer of the MOJ (see Section 7 (1) (a) (vi)).

4. 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 readily available to the public, either from the MOJ or from another public authority, e.g. brochures, pamphlets, reports etc.

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge
- A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Ministry of Justice
- A document that is available for public inspection in a registry maintained by the Registrar General or other public authority
- A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority
- A document which contains the personal information of another individual

5. Responding to your Request

Once a document is not an exempt document, the MOJ is required to furnish copies of documents only when such documentation is in the possession of the MOJ or if it can be retrieved from storage.

6. Furnishing Documents

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

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

Please note the MOJ is not compelled to do the following:

- (a) Create new documents;
- (b) Perform research for an applicant.

7. Time Limits

The FOIA sets a time limit of thirty (30) days for determination of a request for access to documents. If the MOJ fails to meet this deadline, the FOIA gives an applicant the right to proceed as though the request has been denied. The MOJ will try diligently to comply with the time limit. If it appears that processing a request may take longer than the statutory limit, the MOJ will acknowledge the request and advise an applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, an applicant may wish to call or write to confirm that the MOJ has received the request and to ascertain its status.

8. Time Allowed

The MOJ will determine whether to grant the request for access to information as soon as practicable but no later than thirty (30) days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, an applicant will be permitted to inspect the documents and/or be provided with copies.

9. Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. An applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. If the MOJ fails to provide the information within seven working days, the applicant is entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (vi)

Officers in the MOJ are 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
- 3) Applications for corrections of personal information under section 36 of the FOIA

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

The **Designated Officer** is:

Farzana Nazir-Mohammed
Legal Officer II
Ministry of Justice
Level 21, Port of Spain International Waterfront Complex
#1 Wrightson Road
Tel: 625-5878 ext. 2125
Fax: 623-5596
E-mail: farzana.mohammed@moj.gov.tt

The **Alternate Officer** is:

Malini Ganga Persad
Research Officer I
Ministry of Justice
Level 19, Port of Spain International Waterfront Complex
#1 Wrightson Road
Tel: 625-5878 ext. 2053
Fax: 623-5596
E-mail: malini.gangapersad@moj.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where meetings are open to the public or Minutes are available for public inspection)

- Not applicable

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

The reading room is located on Level 21, Port of Spain International Waterfront Complex, #1 Wrightson Road, Port of Spain and is open to the public from Monday to Friday between the hours of 9:00 a.m. and 3:00 p.m.

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

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

Documents containing interpretations or particulars of written laws or schemes administered by the MOJ, not being particulars contained in another written law that are provided for the use or guidance of the MOJ or its officers

1. The Constitution (the Schedule to the Constitution of the Republic of Trinidad and Tobago, Chapter 1:01)
2. The Exchequer and Audit Act, Chapter 69:01, the Financial Regulations and the Financial Instructions, 1965
3. Ministry of Finance Financial Directives
4. The Central Tenders Board Act, Chapter 71:91
5. The Civil Service Act, Chapter 23:01 and Regulations
6. The Public Service Commission Regulations
7. The Industrial Relations Act, Chapter 88:01
8. The Occupational Safety and Health Act, Chapter 88:08
9. The Freedom of Information Act, Chapter 22:02
10. The Data Protection Act, 2011
11. The Criminal Injuries Compensation Act, Chapter 5:31
12. The Legal Aid and Advice Act, Chapter 7:07
13. The Police Complaints Authority Act, Chapter 15:05
14. The Justice Protection Act, Chapter 5:33
15. The Prisons Act, Chapter 13:01
16. The Prison Service Act, Chapter 13:02
17. The Prison Rules
18. The Young Offenders Detention Act, Chapter 13:05
19. The Children Act, Chapter 46:01
20. The Children's Authority Act, Chapter 46:10
21. The Probation of Offenders Act, Chapter. 13:51
22. The Community Service Orders Act, Chapter 13:04
23. The Administration of Justice (Deoxyribonucleic Acid) Act, 2012
24. The Administration of Justice (Electronic Monitoring) Act, 2012
25. The Corporal Punishment (Offenders over Eighteen) Act, Chapter. 13:04
26. The Miscellaneous Provisions (Remand) Act, 2010
27. The Remission of Penalties Act, Chapter 13:50

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside MOJ, or similar documents containing rules, policies, guidelines, practices or precedents that are provided for the use or guidance of the MOJ or its officers

1. Circular memoranda from the Ministry of Finance, Comptroller of Accounts, Chief Personnel Officer, Director of Public Administration and other Ministries/agencies
2. IT policy documents

Section 8 (1) (b)

In enforcing written laws or schemes administered by MOJ 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 STATEMENTS**Section 9 (1) (a)**

A report, or a statement containing the advice or recommendations, of a body or entity established within the MOJ

- There are no reports or statements to be published under this section at this time

Section 9 (1) (b)

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

**(1) of a body or entity established outside the MOJ by or under a written law; or
(2) 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 MOJ or to the Minister of Justice**

- Inspector of Prisons Report, 2012
- Special Prisons Committee Report, 2013

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

- “No time to Quit: Engaging Youth at Risk”- Executive Report of the Committee on Young Males and Crime in Trinidad and Tobago, 2013

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 MOJ

- There are no reports or statements to be published under this section at this time

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the MOJ to submit a report, provide advice or make recommendations to the Minister of Justice or to another officer of the MOJ who is not a member of the committee

- There are no reports or statements to be published under this section at this time

Section 9 (1) (e)

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

- There are no reports to be published under this section at this time

Section 9 (1) (f)

A report prepared for the MOJ by a consultant who was paid for preparing the report

- There are no reports to be published under this section at this time

Section 9 (1) (g)

A report prepared within the MOJ 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

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

- There are no reports to be published under this section at this time

Section 9 (1) (h)

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

- Monthly reports on the Implementation of Public Sector Investment Programme projects
- National Performance Framework Report, 2013
- Auditor General Reports

Section 9 (1) (i)

A report containing:

- (1) final plans or proposals for the re-organisation of the functions of the MOJ;**
- (2) the establishment of a new policy, programme or project to be administered by the MOJ or**
- (3) the alteration of an existing policy programme or project administered by the MOJ, whether or not the plans or proposals are subject to approval by an officer of the MOJ, another public authority, the Minister of Justice or Cabinet**

- There are no reports to be published under this section at this time

Section 9 (1) (j)

A statement prepared within the MOJ and containing policy directions for the drafting of legislation

- Policy to amend the Evidence Act Chapter 7:02
- Policy to amend the Criminal Offences Act Chapter 11:01 for the creation of a new criminal offence of “Obstruction of Justice”
- Policy to amend the Prisons Act Chapter 13:01
- Policy to amend the DNA Act Chapter 5:34
- Policy for Regulations pursuant to the DNA Act Chapter 5:34
- Policy to amend the Police Service Act Chapter 15:01
- Policy to amend the Jury Act Chapter 6:53
- Policy to amend the Bail Act Chapter 4:60

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2013 FREEDOM OF INFORMATION STATEMENT OF THE MINISTRY OF JUSTICE—CONTINUED

Section 9 (1) (k)

A report of a test carried out within the MOJ on a product for the purpose of purchasing equipment

- There are no reports to be published under this section at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the MOJ

- There are no statements to be published under this section at this time.

Section 9 (1) (m)

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

- Construction of Court houses - Valuation report prepared for sites at Roxborough, Tobago and Sangre Grande

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

Public Statement of the

TRINIDAD AND TOBAGO PRISON SERVICEIn Compliance with sections 7, 8, 9 of
The Freedom of Information Act (FOIA) Chapter 22:02**2013 FREEDOM OF INFORMATION STATEMENT OF THE
TRINIDAD AND TOBAGO PRISON SERVICE**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA) the Trinidad and Tobago Prison Service 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:

- (1) A legal right for each person to access official documents held by the Trinidad and Tobago Prison Service;
- (2) A legal right for each person to have official information relating to him/her corrected where it is incomplete, incorrect, misleading or not relevant to the purpose for which the document is held;
- (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 under the FOIA.

SECTION 7**Section 7(1) (a) (i)****Function and Structure of the Trinidad and Tobago Prison Service****Mission Statement**

- The Trinidad and Tobago Prison Service, as an arm of the Criminal Justice System, is committed to the protection of the society and crime prevention by facilitating the opportunities for habilitation/rehabilitation of offenders, while maintaining control under safe, secure and humane conditions.

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2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

The Trinidad and Tobago Prison Service is governed chiefly by the operations of the under mentioned Laws of the Republic of Trinidad and Tobago.

- Prisons Act, Chapter 13:01
- Prison Service Act, Chapter 13:02
- Young Offenders Detention Act, Chapter 13:05

The aims and objectives of the Trinidad and Tobago Prison Service are defined under five core strategic priorities. These are to Protect, Correct, Re-integrate, Relate (with internal and external stakeholders) and Restore. These objectives include: -

- i) To ensure the safe custody of inmates who are committed to Prison by due process of law
- ii) To ensure that inmates are kept in a healthy and humane environment
- iii) To develop programmes which facilitate the reformative and rehabilitative treatment of inmates consistent with the Reintegrative Penal Policy
- iv) To maintain structures and provide amenities for the accommodation, comfort, physical, social and spiritual well being of inmates
- v) To ensure that those serving imprisonment terms of “Hard Labour” are made to work and are trained in various skills to enable them to be industrious and to afford them an opportunity for gainful employment on their release
- vi) To provide welfare, recreational, educational and religious programmes for inmates in order to assist in their re-socialization and better prepare them for re-entry into mainstream society
- vii) To attract, train, develop and retain suitable staff to facilitate the objectives at (i) to (vi).

Structure

The Trinidad and Tobago Prison Service is comprised of a staff of approximately two thousand four hundred and eleven (2,411) officers. It is headed by the Commissioner of Prisons, who is the Chief Executive Officer responsible for short, medium and long term planning and associated policy formulation and implementation. The Commissioner is guided in his management portfolio by Government Policy dictates, as defined by the Ministry of Justice.

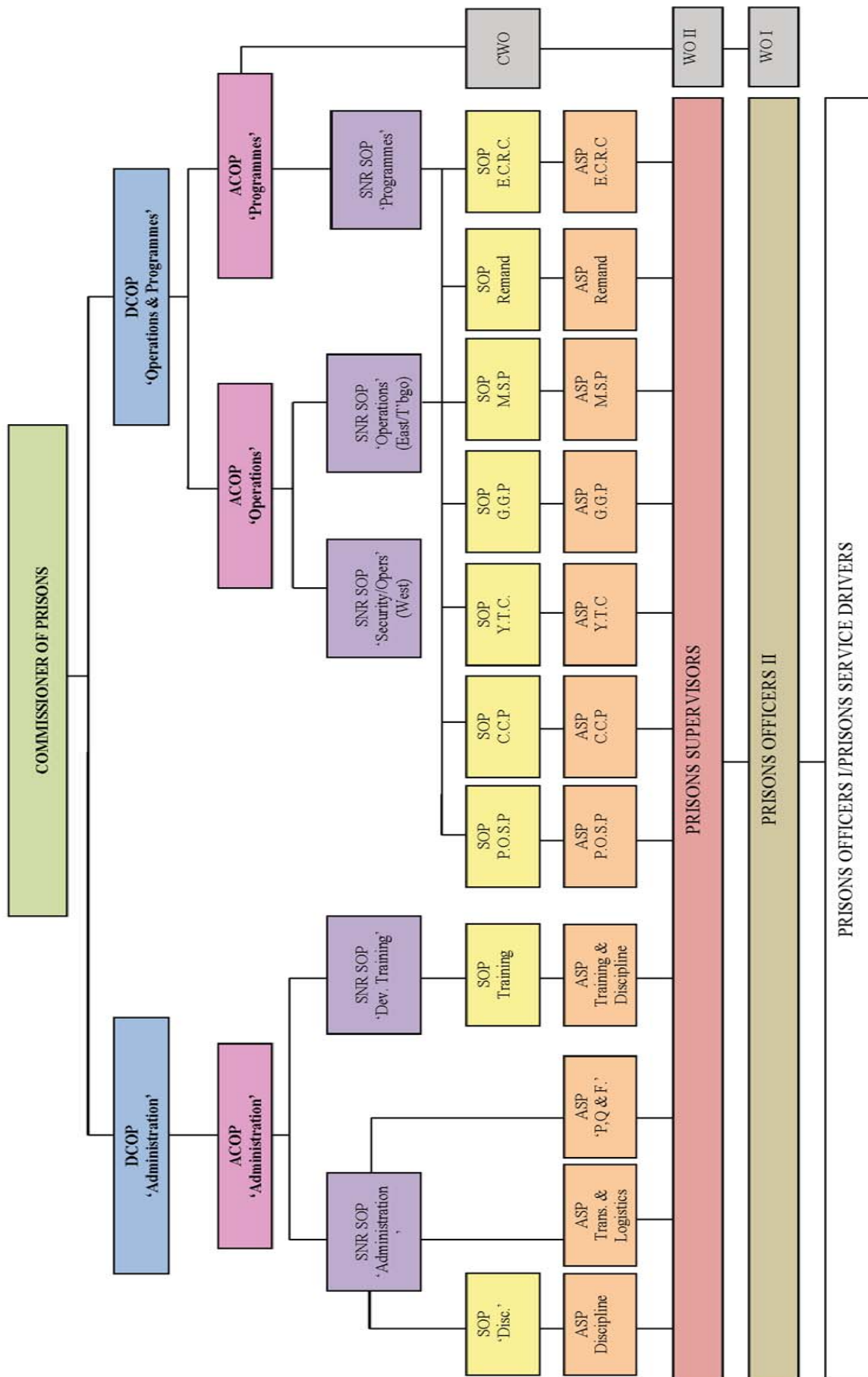
In terms of the internal management of the Prison Service, the Commissioner is assisted by the Executive Officers comprising two (2) Deputy Commissioners of Prisons and three (3) Assistant Commissioners of Prisons. Together they are responsible for ensuring that the Vision, Mission and Strategic Priorities are achieved through planning, implementation and evaluation. The Executive is assisted by other Senior Administrative Officers who are guided and influenced by performance and feedback from the subordinate ranks.

The Organizational Chart as depicted below reflects the way the communication channels flow and gives an indication of the levels of responsibility and the manner in which authority is delegated.

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

EXISTING ORGANIZATIONAL CHART – TRINIDAD AND TOBAGO PRISON SERVICE



PRISONS OFFICERS I/PRISONS SERVICE DRIVERS

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

The Trinidad and Tobago Prison Service is divided into three (3) clearly defined areas, namely: Administration, Operations, and Programmes, each headed by an Assistant Commissioner of Prisons.

Additionally, in its thrust to improve its human resource management function, the Trinidad and Tobago Prison Service has established a Human Resource Management Unit led by a Director, Human Resources, and comprising thirteen (13) other Human Resources positions. These positions are filled by civilian staff.

A) ADMINISTRATION

This Section is headed by the Assistant Commissioner of Prisons ‘Administration’ who has responsibility for:

- **Human Resource Management Unit** – This Unit oversees human resource planning, employee relations and training (local and foreign). Functions include recruitment, allocation, transfers, staff reports, terms and conditions of service (sick leave, vacation leave, maternity and paternity leave, etc.)
- **Accounting Unit** – This Unit is responsible for processing of monthly salaries, travelling, acting and subsistence allowances, over-time payments, pension and gratuity, and the processing of bills and vouchers for payment. The preparation of Draft Estimates for the financial year also falls under the purview of this Unit. Attached to this Unit are the Statistics, National Insurance and Pensions branches.
- **Cash and Pay** –
 - (i) Administers all transactions with respect to Redeemable and Irredeemable Imprests, the Good Conduct and Relief Fund and the Hobby Class Fund
 - (ii) Receives cash in favour of Revenue and prepares Returns of Revenue.
- **Stores and Procurement**–
 - (i) Purchases uniforms, foodstuff and general stores (clothing, tools etc.)
 - (ii) Purchases medicine for officers and inmates
 - (iii) Acquires all sundries and paraphernalia needed by the Service
- **Training** –
Plans and implements:
 - Induction training of recruits (Drivers and Officers)
 - Refresher courses
 - Development Courses and Seminars

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

- Specialized training—weapon training, crowd control and physical training (drills and self-defence)

➤ **Investigation and Discipline -**

- Conducts investigations into allegations of misconduct/indiscipline involving subordinate Officers
- Prepares and presents matters before a Disciplinary Tribunal

B) OPERATIONS

This section is headed by the Assistant Commissioner of Prisons 'Operations' whose functions include:

- Planning
- Reviewing and developing systems and procedures for the effective functioning of penal institutions
- Monitoring the implementation of such systems and procedures
- Formulation of general and operational policies
- Monitoring penal institutions to ensure that operational procedures for the supervising and securing of inmates are being adhered to.

The Operations Section encompasses all operational areas pertaining to the general management of all establishments within the Prison Service and all matters involving prisoners and young offenders. There are nine (9) individual establishments:

Port of Spain Prison:—

Located at 103A Frederick Street, the Port of Spain Prison is a maximum security prison. It houses approximately five hundred and seventy two (572) inmates (both remanded and convicted)

Golden Grove Prison:—

Located at Golden Grove Road, Arouca, this is a medium security prison that houses approximately three hundred and sixty-eight (368) convicted inmates

Maximum Security Prison:—

Completed in 1995, the Maximum Security Prison is located at Waterloo Road Extension, Golden Grove, Arouca. It houses an average of one thousand (1,000) inmates

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Carrera Convict Prison:—

This prison is located on Carrera Island approximately two (2) miles off the mainland. It houses approximately three hundred and four (304) convicted inmates

Remand Prison:—

The Remand Prison is located on the Golden Grove compound and houses approximately one thousand and one hundred (1,100) remanded inmates

Women's Prison:—

This prison is located on the Golden Grove compound and houses approximately one hundred and seventeen (117) female inmates

Youth Training Centre:-

The Youth Training Centre is located at Golden Grove Road, Arouca. It is a centre for juveniles between the ages of sixteen (16) to eighteen (18) years who have been sentenced by the courts to a period of training. It is also a holding bay for juveniles charged for various offences and whose cases have been remanded for hearing at the Magistrate's Court or High Court. It houses approximately one hundred and seventy-eight (178) lads.

Eastern Correctional and Rehabilitation Centre:-

Located in Santa Rosa, Arima, this is a pre-release centre for low risk, non-violent inmates. It houses approximately sixty-five (65) inmates

Tobago Prison: —

Located at Young Street, Scarborough, Tobago, this prison houses approximately fifty-four (54) inmates, both convicted and un-convicted.

An officer of the rank of Superintendent is directly responsible for the management of each of the above institutions (except Tobago) and reports directly to the Assistant Commissioner of Prisons 'Operations'. The Tobago Prison falls under the command of the Superintendent of Prisons 'Operations' but because of its location, is directly supervised by a Prison Officer II, with the Senior Superintendent of Police, Tobago Division having oversight responsibilities.

C) PROGRAMMES:

This Section is headed by the Assistant Commissioner of Prisons 'Programmes' whose functions encompass:

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

- Developing and reviewing rehabilitative, recreational and educational programmes
- Planning and directing educational, recreational and rehabilitative programmes
- Liaising with wider society on the creation, implementation and working of corrective programmes

The Welfare Section

The Welfare Section is headed by the Chief Prison Welfare Officer who is assisted by five (5) Welfare Officers II and twenty two (22) Welfare Officers I. The functions of this Section include:-

- Interviewing and counselling inmates and helping them adjust to life in prison
- Assisting inmates in making and maintaining contact with relatives
- Conducting business, monetary and private transactions on behalf of inmates
- Performing investigative work to determine inmates' suitability/eligibility for child visits and viewing of dead relatives at funeral homes
- Preparing of Discharge Reports on inmates.

Effect of Functions of the Trinidad and Tobago Prison Service on Members of the Public

The reform of the Prison System has seen a shift in focus from the dominant retributive philosophy to a new Restorative Justice approach to penal management. This approach recognizes the need for the Prison Service to embrace not only the offenders but also to place greater emphasis on interaction with all stakeholders including the communities from which both the offenders and victims originate. This has meant a deeper embrace of the community corrections approach with more emphasis on reintegrative penal policy and implementation of constructive regimes for inmates. Essential to all this has been the expansion of the Prison Service's strategic priorities to include protection, correction, reintegration, restoration and relations. This redefined focus places greater emphasis on the public's role in the successful reformation of the prison system.

Section – 7 (1) (a) (ii)**Categories of documents held by the Trinidad and Tobago Prison Service**

1. Administrative Matters (Files):
 - (a) Policy and procedures
 - (b) Members of staff
 - (c) Circulars/General Orders/Station Orders/Directives
 - (d) Transfers
 - (e) Staff reports

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

2. Finance:
 - (a) Accounts
 - (b) Stores
 - (c) Administrative
 - (d) Gratuity, pension, leave and NIS

3. Personnel:
 - (a) Filling of vacancies
 - (b) Recruitment/ resignations/ retirements
 - (c) Conferences/seminars/meetings/events (international and local)
 - (d) Vacation leave, maternity and paternity leave, sick leave, study leave, etc.

4. Training:
 - (a) Local
 - (b) Foreign

5. Reports:
 - (a) Administrative
 - (b) Investigative
 - (c) Annual/Quarterly/Monthly

6. Operations
 - (a) Letters and Visits
 - (b) Inmates' records
 - (c) Requests
 - (d) Rehabilitative programmes
 - (e) Security and safety
 - (f) Procedures
 - (g) Complaints (public, Ombudsman, etc.)
 - (h) Court documents

Section – 7 (1) (a) (iii)**Materials prepared for publication and inspection**

Not applicable

Section – 7 (1) (a) (iv)**Literature available by the way of subscription services**

Not applicable

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Section – 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Trinidad and Tobago Prison Service****How to request information:****1. General Procedure**

The policy of the Trinidad and Tobago Prison Service is to respond to all oral and written requests for information. However, in order to exercise the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), a request must be made in writing, using the required request form, which is available at the Prison Administration Headquarters or at any public authority.

2. Addressing Requests

Requests must be addressed to the Designated Officer in the Trinidad and Tobago Prison Service. See Section 7 (1)(a)(vi) for a listing of the Designated Officers.

3. Details in the Request

Applicants should provide clear details that will allow for speedy identification and location of records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is not sure how to write the request or what details to include, he/she is advised to communicate with the Designated Officer.

4. 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 readily available to the public, either from the TTFSC or from another public authority, e.g. brochures, pamphlets, reports etc.

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge
- A document which contains information that is available for purchase by the public in accordance with the arrangements made by the Ministry of Justice

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

- A document that is available for public inspection in a registry maintained by the Registrar General or other public authority
- A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority
- A document which contains the personal information of another individual

5. Responding to your Request

The Trinidad and Tobago Prison Service will furnish documents only when they are in its possession or when they can be retrieved from storage.

6. Furnishing Documents

An applicant is entitled to copies of documents the Trinidad and Tobago Prison Service has in its possession, custody or power. The Prison Service will furnish only one copy of a document. If it cannot release a legible copy, there will be no attempt to reconstruct it; instead it will furnish the best copy possible and note the quality in its reply.

Please note that the Trinidad and Tobago Prison Service is not compelled to do the following:

- (a) Create a new document, for example, developing a new programme that will enable a computer to print the information in a format the applicant prefers; or
- (b) Perform research for an applicant.

7. Time Limits

The Trinidad and Tobago Prison Service will comply with the time limit stipulated in the FOIA, but if it appears that processing a request may take longer than the statutory limit, the Prison Service will acknowledge the request and advise of its status. Since there is a possibility that requests may be misaddressed or misrouted, applicants may wish to call or write to confirm that the request was received and to ascertain its status.

8. Time allowed

The Prison Service will determine whether to grant a request for access to information as soon as practicable, but no later than thirty (30) days as stipulated by section 15 of the FOIA. If a decision is taken to grant access to the information requested, the applicant will be permitted to inspect the documents or be provided with a copy if so requested.

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

9. Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. An applicant is entitled to receive the document/s within seven working days of payment of the relevant fee. If the Prison Service fails to provide the information within seven (7) working days, the applicant is entitled to a refund of the fees paid, in addition to access to the document/s requested.

Section – 7 (1) (a) (vi)

Officers in the Trinidad and Tobago Prison Service is responsible for:

- The initial receipt of and action upon notices under section 10
- The initial receipt of and action upon requests for access to documents under section 13
- The initial receipt of and action upon applications for corrections of personal documents under section 36 of the FOIA

The Designated Officer is:

Mr. Conrad Barrow
Commissioner of Prisons
Prison Administrative Building
10 – 11 Phillips Street
Port of Spain
Phone: 623-3561 (office)
Fax: 1 868 –624-4687
Email: cbarrow@prison.gov.tt

The Alternate Officer is:

Mr. Dennis Pulchan
C/o Prisons Training College
Badoo Avenue Extension
Tumpuna Road, Arima
Phone: 643-2247

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Section – 7 (1) (a) (vii)**Advisory Boards, Councils, Committees and other Bodies (where meetings are open to the public or Minutes are available for public inspection)**

- Not applicable

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

Documents accessed by members of the public under the provisions of the FOIA can be viewed at the reading room of the Ministry of Justice. Said reading room is located on Level 21, International Waterfront Complex, #1 Wrightson Road, Port-of-Spain and is open to the public from Monday to Friday between the hours of 9:00 a.m. and 3:00 p.m.

SECTION 8 STATEMENTS**Section 8 (1) (a) (i)****Documents containing interpretations or particulars of written laws or schemes administered by the Trinidad and Tobago Prison Service, not being particulars contained in another written law**

- United Nations Standard Minimum Rules for the Treatment of Prisoners
- The Judge's Ruling in cases pertaining to the Trinidad and Tobago Prison Service

Section 8 (1) (a) (ii)**Manuals, rules and procedures, statements of policy, records of decisions, letters of advice to persons outside the Trinidad and Tobago Prison Service, or similar documents containing rules, policies, guidelines, practices or precedents**

- There are no reports or statements to be published under this section at this time

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Section 8 (1) (b)

In enforcing written laws or schemes administered by the Trinidad and Tobago Prison Service 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.

- There are no reports or statements to be published under this section at this time

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 Trinidad and Tobago Prison Service

- There are no reports or statements to be published under this section at this time

Section 9 (1) (b)

A report or a statement containing the advice or recommendations, (1) of a body or entity established outside the Trinidad and Tobago Prison Service 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 public

- There are no reports or statements to be published under this section at this time

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an inter-departmental Committee whose membership includes an officer of the Trinidad and Tobago Prison Service

- There are no reports or statements to be published under this section at this time

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a committee established within the Trinidad and Tobago Prison Service to submit a report, provide advice or make recommendations to the Minister of Justice or to another officer of the Trinidad and Tobago Prison Service who is not a member of the committee

- There are no reports or statements to be published under this section at this time

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the Trinidad and Tobago Prison Service by a scientific or technical expert, whether employed within the Trinidad and Tobago Prison Service or not, including a report expressing the opinion of such an expert on scientific or technical matters

- There are no reports or statements to be published under this section at this time

Section 9 (1) (f)

A report prepared for the Trinidad and Tobago Prison Service by a consultant who was paid for preparing the report

- There are no reports or statements to be published under this section at this time

Section 9 (1) (g)

A report prepared within the Trinidad and Tobago Prison Service 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 reports or statements to be published under this section at this time

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Section 9 (1) (h)

A report on the performance or efficiency of the Trinidad and Tobago Prison Service, or of an office, or branch of the Trinidad and Tobago Prison Service, whether the report is of a general nature or concerns a particular policy, programme or project administered by the Trinidad and Tobago Prison Service

- A Prison Administration Report is prepared annually and submitted to the line Minister with responsibility for The Trinidad and Tobago Prison Service i.e. the Minister of Justice. This is a performance report outlining how the various sections performed during the previous year.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of the Trinidad and Tobago Prison Service, (2) the establishment of a new policy, programme or project to be administered by the Trinidad and Tobago Prison Service or (3) the alteration of an existing policy, programme or project administered by the Trinidad and Tobago Prison Service, whether or not the plans or proposals are subject to approval by an officer of the division, another public authority, the Minister of Justice or Cabinet.

- At this time there is a document called the “Trinidad and Tobago Prison Service Five Year (5) Strategic Plan (1998 – 2002)”, which contains proposals for the reorganisation of the Prison Service.
- Additionally there is the Cabinet Appointed Task Force on Prison Reform and Transformation 2002. This document also contains proposals for the restructuring of the Trinidad and Tobago Prison Service. Some of these proposals are already in force.

Section 9 (1) (j)

A statement prepared within the Trinidad and Tobago Prison Service containing policy directions for the drafting of legislation

- There are no reports or statements to be published under this section at this time

1874—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE PRISON SERVICE—CONTINUED

Section 9 (1) (k)**A report of a test carried out within the Trinidad and Tobago Prison Service on a product for the purpose of purchasing equipment**

- There are no reports or statements to be published under this section at this time

Section 9 (1) (l)**An environmental impact statement prepared within the Trinidad and Tobago Prison Service**

- There are no reports or statements to be published under this section at this time

Section 9 (1) (m)**A valuation report for the Trinidad and Tobago Prison Service by a valuator, whether or not the valuator is an officer of the Trinidad and Tobago Prison Service**

- There are no reports or statements to be published under this section at this time

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
Public Statement of the
TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE
In Compliance with sections 7, 8, 9 of
The Freedom of Information Act (FOIA) 1999

**2013 FREEDOM OF INFORMATION STATEMENT OF THE
TRINIDAD AND TOBAGO FORENSIC SCIENCE CENTRE**

In accordance with sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 (FOIA), the Trinidad and Tobago Forensic Science Centre is required to publish the following statement which lists 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 an official document held by the Trinidad and Tobago Forensic Science Centre;
- 2) A legal right for each person to have personal information relating to him/her corrected where it is incomplete, incorrect, misleading or not relevant to the purpose for which the document is held;
- 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

Section 7 (1) (a) (i)

Function and Structure of the Trinidad and Tobago Forensic Science Centre (TTFSC)

Mission Statement

- To provide for all an impartial, reliable and efficient Forensic Science Service based on established scientific principles.

The TTFSC is a Division of the Ministry of Justice. It comprises a staff of sixty-nine (69) members and is headed by the Director.

The Forensic Science services essentially comprise the following:

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

- identification of illicit drugs (narcotics, psychotropics) in seized material
- identification of fire accelerants
- restoration of erased identification numbers (e.g., chassis and engine numbers of motor vehicles)
- identification of explosive residues
- identification of corrosives
- comparison of various evidential materials (e.g., soil, paint, glass)
- identification of poisonous substances in human body fluids and viscera and in food, water and agricultural, pharmaceutical and household products
- determination of alcohol (ethanol) in blood
- identification of narcotics and psychotropic drugs in blood and urine
- hair and fibre identification and comparison
- identification of fragments of wood and other plant material
- identification and DNA profiling of blood and bloodstains
- identification and DNA profiling of semen and seminal stains
- identification of faecal, saliva and other body fluid stains
- comparison of handwriting
- comparison of typewriting
- detection of alterations on documents
- comparison of inks, paper, adhesives, etc
- identification of the work of various office machines⁷
- deciphering of indented writing
- examination of currency notes
- examination of firearms, projectiles and cartridge cases to determine weapon used
- identification of devices such as firearms or ammunition
- estimation of firing distances in shooting cases
- identification of cutting instruments and other tools from examination of tool marks

The above-mentioned analyses/examinations are undertaken only in the context of forensic investigations and not in connection with other regulatory objectives.

The Forensic Pathology services consist mainly of

- post mortem examination of bodies of deceased persons to determine cause of death in cases of unnatural death, particularly those suspected to involve a felony
- identification of skeletal remains.

The TTFSC will not agree to perform for a client any service not specified above, unless all the implications of the relevant analysis or examination have been investigated and it is clear that the institution possesses personnel with the required expertise, as well as the equipment, reagents and materials necessary for the procedure.

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED**EFFECT OF FUNCTIONS ON MEMBERS OF THE PUBLIC**

The work done at the TTFSC contributes to the detection and solving of crime in Trinidad and Tobago.

Section 7 (1) (a) (ii)**Categories of Documents in the Possession of the TTFSC****A. Files**

1. Administrative Matters
 - (1) Policy
 - (2) Staff Matters
 - (3) Circulars
 - (4) Projections
2. Conferences/Seminars/Meetings/Events
 - (1) International
 - (2) Local
 - (3) Administrative.
3. Finance
 - (1) Estimates
 - (2) Accounts
 - (3) Administrative.
4. Office Management
 - (1) Scientific Supplies
 - (2) Office Supplies
 - (3) Books/Journals
 - (4) Minor Equipment
 - (5) Maintenance of Building
 - (6) Maintenance of Scientific Equipment
 - (7) Maintenance of Office Equipment
 - (8) Vehicles
 - (9) IT Equipment
5. Operations
 - (1) Proficiency Testing
 - (2) Analysis
 - (3) Relations with Local Bodies
 - (4) Relations with international Countries and Bodies
 - (5) Relations with the United Nations
 - (6) Lectures

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

- (7) Computerization
 - (8) Security
 - (9) Publications
 - (10) New Technologies
 - (11) Institutional Strengthening
 - (12) Quality Audits
 - (13) Customer Service Feedback
6. Personnel
- (1) Creation of Positions
 - (2) Filling of Vacancies
 - (3) Acting Arrangements
 - (4) Temporary Appointments/Leave Reliefs
 - (5) Non Establishment and Non-Contract Personnel
7. Reports
- (1) Administrative
 - (2) Forensic Science
 - (3) Forensic Pathology
 - (4) Training
8. Training
- (1) International
 - (2) Local
 - (3) Policy

B. Standard Operating Procedures

- (1) Biology
- (2) Chemistry
- (3) Documents
- (4) Firearms and Toolmarks
- (5) Toxicology

C. Publications

Nil

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

This section is not applicable to TTFSC

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

Section 7 (1) (a) (iv)

Literature available by subscription

This section is not applicable to TTFSC

Section 7 (1) (a) (v)

Procedure to be followed when accessing a Document from the TTFSC

How to Request Information:

1. General Procedure

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

2. Addressing Requests

To facilitate prompt handling of a request, please address it to the Designated Officer of the TTFSC (see Section 7 (1) (a) (vi)).

3. 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 an applicant is not sure how to write a request or what details to include, communicate with the Designated Officer.

4. 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 readily available in the public domain, either from the TTFSC or from another public authority, for example, brochures and pamphlets.

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

A person is not entitled to obtain, in accordance with the procedure provided for in this Part, access to –

- A document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another written law, where that access is subject to a fee or other charge
- A document which contains information that is available for purchase by the public in accordance with the arrangements made by the TTFSC
- A document that is available for public inspection in a registry maintained by the Registrar General or other public authority
- A document which is stored for preservation or safe custody, being a document which is a duplicate of a document of a public authority
- A document which contains the personal information of another individual

5. Responding to your Request

Once a document is not an exempt document, the TTFSC is required to furnish copies of documents only when such documentation is in the possession of the TTFSC or if it can be retrieved from storage

6. Furnishing Documents

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

Please note the TTFSC is not compelled to do the following:

- i. Create new documents. For example the TTFSC is not required to write a new programme so that a computer will print information in the format that the applicant prefers
- ii. Perform research for an applicant.

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED**7. Time Limits**

The FOIA sets a time limit of thirty (30) days for determination of a request for access to documents. If the TTFSC fails to meet the deadlines, the FOIA gives the applicant the right to proceed as if his request has been denied. The TTFSC will try diligently to comply with the time limits, but if it appears that processing a request may take longer than the statutory limit, the Centre will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be misaddressed or misrouted, an applicant may wish to call or write to confirm that TTFSC has received the request and to ascertain its status.

8. Time Allowed.

The TTFSC will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, an applicant will be permitted to inspect the documents or be provided with copies, if he so requests.

9. Fees and Refunds.

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. An applicant is entitled to receive the document/s within seven (7) working days of payment of the relevant fee. If the TTFSC fails to provide the information within seven working days, the applicant is entitled to a refund of the fees paid in addition to access to the document/s requested.

Section 7 (1) (a) (vi)

Officers in the TTFSC are 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.
- (3) Applications for correction of personal information under section 36 of the FOIA.

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2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

The Designated Officer is:

Arlette Lewis
Director
Trinidad and Tobago Forensic Science Centre
Barbados Road
Federation Park
Port of Spain
Tel: 622 1011
Fax: 622 5443
E-mail: arlette.lewis@moj.gov.tt

The Alternate Officer is

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Trinidad and Tobago Forensic Science Centre
Barbados Road
Federation Park
Port of Spain
Tel: 622 1011
Fax: 622 5443
E-mail: emmanuel.walker@moj.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees, and other bodies (where meetings are open to the public or Minutes are available for public inspection)

- Not applicable

Section (7) (a) (viii)

Library/Reading Room Facilities

The TTFSC utilizes the reading room facilities of the Ministry of Justice.

Information in the public domain can be accessed in the reading room of the Ministry of Justice, Level 21, International Waterfront Complex, #1 Wrightson Road, Port-of-Spain. The

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

reading room is open to the public from Mondays to Fridays between the hours of 9 a.m. to 3 p.m.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

Documents containing interpretations or particulars of written laws or schemes administered by TTFSC, not being particulars contained in another written law that are provided for the use or guidance of the TTFSC or its officers

- Freedom of Information Act, Chapter 22:02
- Provisional Collection of Taxes (No 2) Order, 1992 under the Evidence Act, Chapter 7:02, Trinidad and Tobago Forensic Science Centre, Ministry of Justice, Scale of Fees

Section 8 (1) (a) (ii)

Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside TTFSC, or similar documents containing rules, policies, guidelines, practices or precedents that are provided for the use or guidance of the TTFSC or its officers

- Quality Manual
- Standard Operating Procedures for Biology, Chemistry, Documents, Firearms and Toolmarks, Toxicology, Stores.
- Manual of Staff Circulars
- Safety Manual

Section 8 (1) (b)

In enforcing written laws or schemes administered by TTFSC 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

- Standard operating procedures for the purchase of Minor Equipment Items – Sub Head 03.
- Procedure for the evaluation of tenders.

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED**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 TTFSC

- At this time there are no reports or statements containing advice or recommendations prepared by a body or entity established within the TTFSC.

Section 9 (1) (b)

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

- (1) of a body or entity established outside the TTFSC 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 TTFSC or to the Minister of Justice**

- There are no reports or statements to be published under this section at this time

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 TTFSC

- There are no reports or statements to be published under this section at this time

Section 9 (1) (d)

A report or a statement containing the advice or recommendations, of a committee established within the TTFSC to submit a report, provide advice or make recommendations to the Minister of Justice or to another officer of the TTFSC who is not a member of the committee

- There are no reports or statements to be published under this section at this time

1875—Continued

2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED**Section 9 (1) (e)**

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

- There are no reports or statements to be published under this section at this time

Section 9 (1) (f)

A report prepared for the TTFSC by a consultant who was paid for preparing the report

- There are no reports or statements to be published under this section at this time

Section 9 (1) (g)

A report prepared within the TTFSC 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 reports or statements to be published under this section at this time

Section 9 (1) (h)

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

- There are no reports or statements to be published under this section at this time

Section 9 (1) (i)

A report containing:

- (1) final plans or proposals for the re-organization of the functions of the TTFSC;**
- (2) the establishment of a new policy, programme or project to be administered by the TTFSC or**

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2013 FREEDOM OF INFORMATION STATEMENT OF THE TRINIDAD AND TOBAGO FORENSIC
SCIENCE CENTRE—CONTINUED

(3) the alteration of an existing policy programme or project administered by the TTFSC, whether or not the plans or proposals are subject to approval by an officer of the TTFSC, another public authority, the Minister of Justice or Cabinet

- There are no reports or statements to be published under this section at this time

Section 9 (1) (j)

A statement prepared within the TTFSC and containing policy directions for the drafting of legislation

- There are no reports or statements to be published under this section at this time

Section 9 (1) (k)

A report of a test carried out within the TTFSC on a product for the purpose of purchasing equipment

- There are no reports or statements to be published under this section at this time

Section 9 (1) (l)

An environmental impact statement prepared within the TTFSC

- There are no reports or statements to be published under this section at this time

Section 9 (1) (m)

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

- There are no reports or statements to be published under this section at this time



DORMANT ACCOUNTS

Scotiabank Trinidad and Tobago Limited ("the Bank") advises that pursuant to Section 76 (1) of the Financial Institutions Act (2008), the sums held in accounts payable by the Bank to the persons listed below, shall be paid to the Central Bank of Trinidad and Tobago, unless the persons to whom the accounts are payable or their legal personal representatives, submit a claim to the appropriate branch of the Bank within three months of the date hereof.

For further information, please contact Telescotia at 62-SCOTIA (627-2684).

ARIMA

4007676
ABZUETA, JORGE VILORIA
57 COCORITE RD.
ARIMA

157612
CARR-GEORGE, BURNIDEENE
2216 PHASE 2
LA HORQUETTA
ARIMA

42826
COA, JOSEPH
CARAPO MAIN RD.
POLE 128
CARAPO

4006914
COLE, PATRICE S
81 DESPERS CRESCENT
MALABAR PHASE 2
ARIMA

140346
CONSTANTINE, GINA
22-23 TORRECILLA GARDENS
ARIMA

4006623
CORREIA, GREGORY
50 CAIMAN CIRCULAR
ELIZABETH GARDENS
ST. JOSEPH

155293
DAVID, ELAINE M
DANIEL TR.
MALABAR
ARIMA

4006288
FORDE, UDELL E
14 VANDA ST.
MACOYA GARDENS
TACARIGUA

42237
FRANCIS, HUGH T
44 SORZANO ST.
ARIMA

156953
HOLLINGSWORTH, SYLVESTER
LOT 554
SANTA ROSA HEIGHTS
ARIMA

156987
HUMPHREY, MYRA DICK
117 BOY'S LANE
D'ABADIE

156955
JAMES, THERESA
18 O'MEARA RD.
ARIMA

132380
LORD, ANGIE S
8 GRENADA PLACE
MONTCLAIR
NEW JERSEY
USA

4001940
MANSANO, LAWRENCE
SAN PEDRO EXTENSION
VALENCIA

157038
MATTHEW, HENRY
RED HILL
D'ABADIE

3600718
MAYERS-PARRIS, JOSEPHINE N
EP 3B71 FACTORY RD.
AROUCA

4000225
MELVILLE, RUDOLPH
33 KELLY TR.
O'MEARA RD.
ARIMA

90325
NAGASSOR, MOLLY
LP 1/64 MAUSICA RD.
D'ABADIE

25233
NARACE, R JERRY
5 NEVIS AVE.
FEDERATION PARK
ST. CLAIR

140383
NIC-HOLAS, JULIETTE F
9 STONE HURST ST.
DOR BOSTON MASS 02122
USA

157475
POLLARD, RALPH W
MAUSICA OLD RD.
ARIMA

82270
RAMOUTAR, PEARL
BRAMBLE TR.
CUMUTO

4001479
RICHARDSON, GAMIEEN
LP 12 THOMAS TR.
AROUCA

88333
SAMUEL, DAVE R
C/O THE BANK OF NOVA
SCOTIA
1151 WESTON RD.
TORONTO

157693
SAVALANI, EZORA
9A PAUL ST.
ARIMA

155524
SAXON, VIRGINIA
BYE PASS RD.
ARIMA

80090
SINGH, KRISHNA
LP 51 CARATAL RD.
CUMUTO

156880
SINGH, RANBEIR
61 EASTERN MN RD.
D'ABADIE

157491
SOOKLAL, BASDAI
LP 117 CARAPO RD.
ARIMA

89419
TRINIDAD TAXI CAB LTD.
COCONUT DRIVE
TUMPUNA RD.
ARIMA

155436
VILLAFANA, NEVILLE
36 SAMAROO VGE.
ARIMA

83909
WHITEMAN, CHARLENE
73 FOURTH ST.
TUMPUNA RD.
ARIMA

157218
WILLIAMS, MC COLMAN
17 LAWRENCE AVE.
LAWRENCE PARK
ARIMA

CHAGUANAS

210479
ALI, NAZAR
52 AJIM ALI ST., MUNROE ST.
CUNUPIA

4005944
ANDRADE, JUAN
3 BOUGAINVILLE AVE.
ST. CLAIR GARDENS
ST. CLAIR

138301
BABOORAM, INDRANI
APT. FRNT
101-50 121 ST. SOUTH
RICHMOND
NY 11419-2122
USA

4006095
BAKSH, TARIQ R
89 12TH ST.
BARATARIA

4005080
BAKSH, WAZIM
10 LIMEFUIT RD.
CALCUTTA RD. #1
FREEPORT

4009333
BASDEO, MANOSH
LP NO 102 ARENA RD.
FREEPORT

63244
CABRALES, YVONNE
GURAHOO TR C/CHAIMA
168/20 144TH RD. QUEENS
NEW YORK
USA

4000064
CAESAR, SHERRY A
15 PEMBERTON ST.
LA ROMAIN

30018
CAPARO VILLAGE COUNCIL
MAIN RD.
CAPARO

21786
CORNWALL, ROSALIND
WATERLOO RD.
CARAPICHAIMA

4010477
FURLONGE, DEXTER
11 ELSMERE RD.
BRAMPTON

210266
GANNASE, SHASTRI
57 ELEANORE ST.
CHAGUANAS

300359
GARIB, INDIR P
LP 127 MUNROE RD.
CUNUPIA

130424
GIEOWARSINGH, IAN
1 MON PLASIR RD.
CUNUPIA

4001456
GOPAUL, KERRY
LP 53 AMAROOSINGH ST.
LONGDENVILLE
CHAGUANAS

4004360
GURRAH, DAISY
SOLOMON HOCHOY H/WAY
FREEPORT

200911
HAMMAN, CHANDRA
SEETAHAL ST.
ANGUILLA VGE.
AROUCA

300363
INDARJIT, SHIRLEY
32 ENDEAVOUR RD.
CHAGUANAS

4008106
JACKSON, KERITA NATASHA
35 WYABY RD.
CARAPICHAIMA

128309
JOHN, WENDY
LP 51A EDINBURGH VGE.
CHAGUANAS

350133
LALCHAN, LUTCHMAN
C/O THE FAMILY MEDICINE
CENTRE
MID CENTRE MALL
CHAGUANAS

210690
MADOO, SHIVANIE
LP 224 MAIN RD.
LONGDENVILLE

263214
MAHARAJ, KRISHNA B
TRINIDAD

210031
MANNNA, SAVITRI
ARENA GARDENS
SECOND ST.
FREEPORT

51012
MONTROSE MUSLIM
ASSOCIATION
ANDREW ST.
MONTROSE VGE.
CHAGUANAS

267414
MORAMUNOZ, LUIS E
EL PARAISO AV
WASHINGTON CJ PINART T-A
14 APT 143 SAN MARTIN
DISTRITO CAPITAL
1020-033

4001502
ORIE, MICHELLE
257 A RAVINE SABLE RD.
LONGDENVILLE
CHAGUANAS

4005644
PARASRAM MOHAMMED,
NESHIA
LP 73 JOHN ELIE RD.
CHASE VGE.
CHAGUANAS

4010252
PERSAD, RAMNARINE
49 MAIN RD.
TODDS RD., FLETCHERS RD.
CHAGUANAS

107
POPE, MARCELLE
8 ANDREW ST.
MONTROSE CHAGUANAS

71350
RAMLAL, CYRIL
MAIN RD. CAPARO
CAPARO

128297
RAMLAL, GITA
1371 SIMCOE ST. NORTH
306 OSHAWA ONTARIO,
CANADA

200646
RAMLOGAN, DEVINDRA
13 KOLAHAL RD.
CHARLIEVILLE
CHAGUANAS

20012
RAMPERSAD, LUCY
CALCUTTA RD. 2D 2
LP 39
FREEPORT

134895
RAMSACKAL, DEORAJ
7 SOUTHERN MAIN RD.
CUNUPIA

8289
RAMSACKAL, DOLLY
SOUTHERN MAIN RD.
CUNUPIA

22790
ROOPCHAND, CLARA
CALCUTTA SETTLEMENT #1
FREEPORT

4010922
SANT, SITA
83 SUMARIA TR.
CHARLIEVILLE
CHAGUANAS

4009651
SEECHARAN, CHARLES H
55 RAMDHANIE ST.
ST. MARGARETS
CLAXTON BAY

4008935
SEEMUNGAL'S
TRANSPORT LTD.
LP 4 ENDEAVOUR RD.
ENDEAVOUR ST.
CHAGUANAS

4004351
SEEPAUL, MICHAEL
WATERLOO RD.
CARAPICHAIMA

138518
SEEPERSAD, HAZRA
9 CALCUTTA #2
FREEPORT

170368
SHAISTRA DARSHAN
MANDALAM (THE HINDU
VISION SOCIETY)
NAGAR SITE
URIAH BUTLER HIGHWAY
CHAGUANAS

300693
SINANAN, PAUL K
LP 4 DYETTE TR.
CUNUPIA

30263
THE NATIONAL COUNCIL OF
HINDU ORGANIZATIONS
CARLSEN FLD CHAG
CHAGUANAS

137624
TT CUSTOMS AND EXCISE
CRICKET TEAM
256 CACANDEE RD.
FELICITY
CHAGUANAS

133436
WILSON, KIM
3 LA CLAVE ST.
MONTROSE
CHAGUANAS

135668
WILSON, KIM
3 LA CLAVE ST.
MONTROSE
CHAGUANAS

155517
WRIGHT, EURICK
BERO RD.
ENTERPRISE
CHAGUANAS

29939
YANKARRAN, JOYCE
GOSINE TR.
BANK VGE.
CARAPICHAIMA

CIPERO AND RUSHWORTH

4003153
ABDUL, ANDREW
104 4TH AVE.
MARAJ LANDS
MARABELLA

4003706
ALI, AMILYAH A
59 TEMPLE ST.
LA ROMAIN

500392
ALI, ISRAFILL
40 RIVER SIDE RD.
CASCADE

500254
ALL, MAHARANI
38 DUMFRIES RD.
HERMITAGE VGE.
SAN FERNANDO

26620
BOOPSINGH, STEVE
94 MUCURAPO ST.
SAN FERNANDO

130896
DANIEL, STEPHANIE
LP21 SOBO VGE.
LA BREA

16472
EDOO, NAZIR
77 MUCURAPO ST.
SAN FERNANDO

35211
GREEN CRESCENT WELFARE
SERVICES
42 CIPERO ST.
SAN FERNANDO

4003410
HALL, THOMAS
30 TODD ST.
SAN FERNANDO

131078
HARRYPERSAD
17 1/4MM MAIN RD.
TABAQUITE

4001173
HOUSEND, MARY
14 HUMMING BIRD AVE.
DUNCAN VGE.
SAN FERNANDO

9665
JOHN, MOLLY J
460 SOUTHERN MN RD.
LA ROMAIN

24012
KARAPAN, MAHADEO
TOP OF FIFTH ST.
159 CORITH SETTLEMENT
ST. MADELINE

4000982
KHAN, RUBY HANEIPH
80 CIPERO RD.
RETRENCH VGE C/CROSSING
SAN FERNANDO

256811
MOHAMMED, KELVIN
52 PELICAN DRIVE
PHILLIPINE

6355
RAMDIAL, KOUSIL
21 RETRENCH SETTLEMENT
CROSS CROSSING
SAN FERNANDO

27714
RAMKELLAWAN, BASDEO
3 NAGGE AVE.
IERE VGE.
PRINCES TOWN

4000542
SAMLAL, DEBIKA
70 GOODING VGE.
SAN FERNANDO

4003064
SOOKNANAN, NAINDRA
3 VICTORIA VGE.
CROSS CROSSING
SAN FERNANDO

500500
SOOKRAJ, SURESH
1, CHURCH ST.
LA ROMAIN

25921
UMRAW, IAN
13 INDIRSINGH DRIVE
DIAMOND VGE.
SAN FERNANDO

1876—Continued



DORMANT ACCOUNTS

Scotiabank Trinidad and Tobago Limited ("the Bank") advises that pursuant to Section 76 (1) of the Financial Institutions Act (2008), the sums held in accounts payable by the Bank to the persons listed below, shall be paid to the Central Bank of Trinidad and Tobago, unless the persons to whom the accounts are payable or their legal personal representatives, submit a claim to the appropriate branch of the Bank within three months of the date hereof.

For further information, please contact Telescotia at 62-SCOTIA (627-2684).

COUVA

4003418
ATCO CARIBBEAN LTD.
SBTT
COUVA

14192
BRIDGELAL, GANGIAH
BASTAHALL VGE.
COUVA

4005087
JAIRAM, KHEMRAJ
91 MC GREGOR ST.
CENTRAL PARK
COUVA

131943
JOHN, AVINAJ M
LOT 779 SALINE RD.
LANGE PARK
CHAGUANAS

4005237
LEZAMA, SHELDON M
24 MM NAVET VGE.
RIO CLARO

4005238
LEZAMA, SHELDON M
24 MM NAVET VGE.
RIO CLARO

71769
LODGE, WINSTON
LP 64 ST. ANDREWS VGE.
CARLI BAY RD.
COUVA

4002739
MARA, VISHNUDAT
CAPILDEO BLOCK
COUVA

19355
MATURASINGH, LILIAN
EXCHANGE LOTS
COUVA

4005677
NARINE, DASOLAL
12, LODGE ALI TR.
CLAXTON BAY

131804
RAMDASS, JAMES
NO 1 RUM DISTILLERY
COMPOUND
OLD SOUTHERN MAIN RD.
CARONI

80947
RAMRATTAN, ANJANIE
LP 74 CALCUTTA RD. 2
BALMAIN VGE.
COUVA

140402
SEEJOOR, MAMIN
LP 72 PHOENIX PARK RD.
CALIFORNIA

CUNUPIA

4006367
BENJAMIN, JOHN L
LP 379
SOUTHERN MAIN RD.
ENTERPRISE, CHAGUANAS

4003022
KANGALEE, JOSEPH
LP 4 DYETT TR.
CUNUPIA

130158
MOHAMED, SHAZARD

4005203
MURRAY, GEOFFREY
983 SOLADO RD.
LANGE PARK
CHAGUANAS

4001116
RAGOOBIR, CHANARDAI
CHIN CHIN RD.
CUNUPIA

200047
RAHAMUT, SHEIK R
CARONI SAVANNAH RD.
CHARLEVILLE
CHAGUANAS

4001250
RAMNARINE, BAILEY
LP 51 BAGNA TR. EXT
CHASE VGE.
CHAGUANAS

4005501
SINGH, KAMRAJ S
HYDE PRIVATE RD.
SAN JUAN

DIEGO MARTIN

200403
AKAL, KAMINI B
11 FITZGERALD LANE
PORT OF SPAIN

4001450
ALEXANDER, KHALIL
29 PINWOOD GARDENS
PETIT VALLEY

130085
ALEXIS, JACK H
4 SEAVIEW GARDENS
CARENAGE

155499
ALI, DOLLY
5 CRYSTAL STREAM
DIEGO MARTIN

155437
AMMERALI-EDGHILL, LIMA
237 LEO BASS AVE.
PETIT VALLEY

4003267
BART, WILLIAM
LP 100 A
MORNE COCO RD.
PETIT VALLEY

4000666
BOATSWAIN, MIRIAM
74 TOMATO TR.
DIEGO MARTIN

25392
BROWN, IRVIN
WINNI MOHAMMED RD.
NEW YALTA
DIEGO MARTIN

22242
CHARLES, SYDNEY
12 UPPER BELMONT
VALLEY RD.
BELMONT

4000523
DIAZ, KEVIN V
12 SAN DIEGO PARK
DIEGO MARTIN

155429
ELLIOT, DORA
SAVANNAH WEST
& S. LUCIEN RD.
BLUE RANGE
DIEGO MARTIN

26645
EUSTACHE, LAZARE
453 EAST 46 ST.
BROOKLYN
NEW YORK
USA

4001448
FARAH, JASON
134 STUART RD.
WESTMOORINGS

4003218
FREDERICK, ANTHONY
5401 SCHORN DRIVE
KILLEN
TEXAS
USA

23518
HINDS, ALDWIN
21 AYLCE GLEN
PETIT VALLEY

1200815
HONEY GRILLE RESTAURANT
CORNER DENGUE ST.
99 WESTERN MAIN RD.
ST. JAMES

23418
JOHNSON IMPORTS
C/O KIRT NOEL
200A NORTHPOST RD.
DIEGO MARTIN

140259
JONES, LENNOX
9 JADE GARDENS
DIAMOND VALE
DIEGO MARTIN

24454
MANNING, MARGIANNA

200356
MC LEOD, DESMOND A
6 MERCER ST.
DIEGO MARTIN

15029
PATNA RIVER ESTATE GOVT
PRIMARY SCHOOL PTA
SCOTIABANK DIEGO MARTIN
STARLITE SHOPPING PLAZA
DIEGO MARTIN

155564
PLACIDE, MAVIS
7 PEARL PARKWAY
DIAMOND VALE
DIEGO MARTIN

4002819
RIGDEN, JOHN
C/O SCOTIABANK
DIEGO MARTIN

4002541
RODE, PAULA
LA BURNUM AVE.
PETIT VALLEY

155277
SIRJOO, SONNY
3 HENRY ST.
PATNA VGE.
DIEGO MARTIN

155214
TAYLOR, PHYLLIS
355 ZEV BEN-ELIAZER ST.
DIEGO MARTIN

170047
THE RADIO
TELECOMMUNICATION
ASSOCIATION
C/O CARIBBEAN TELECOMS
LTD.
PO BOX 732
PORT OF SPAIN

199419
WILLIAMS, JACK
67 PEARL GOODMAN AVE.
OFF CRYSTAL STREAM
DIEGO MARTIN

ELLERSLIE PLAZA

2401835
CHUI, MUI PING M
314 EASTERN MAIN RD. &
RAMJIT ST.
EL DORADO

300926
CRAIGWELL, MICHAEL J
4 OASIS AVE
PARADISE WEST.
TACARIGUA

4002874
FAY, JOSHUA
45A-45C ST. VINCENT ST.
PORT OF SPAIN

300743
FLEMING, NICHOLAS
LP 4 SANDY TR.
LAVENTILLE

4003031
GEERE, ALAN
C/O EXPRESS
NEWSPAPERS LTD.
35-37 INDEPENDENCE
SQUARE
PORT OF SPAIN

2401742
HOME & OFFICE
TECHNOLOGIES LTD.
5 LONG CIRCULAR RD.
ST. JAMES

172323
JODHAN, ANNIE
4 ST. ANDREW'S TERRACE
MARAVAL

4001828
LEACOCK, CHRISTOPHER
914 CALEDONIA RD.
LANGE PARK
CHAGUANAS

20509
LEE YING, PETER
8 ELLERSLIE PARK,
ST. CLAIR

2401247
MENDES, JOCELYN
3 MOORE AVE.
ST. ANNS

4003876
PHILLIP, ANNE MARIE
LOT 56 ARIPO AVE.
FIVE RIVERS CRESCENT
AROUCA

200688
PILGRIM, HOLLISTER
C/O KELVIN ALI
30 ALFREDO ST.
WOODBROOK

4003034
POSTON, ELIZABETH J
135 KEITH DRIVE
GREENVILLE

4002293
PRINCE, ADAM J
APT 5B LA RIVIERA
WEST MOORINGS

21023
RAMNARINE, VISHAN
675 ORBIT ST.
LANGE PARK
CHAGUANAS

4003791
RIPEPI, ALEJANDRO TAMAYO

4001957
THOMPSON, KEVIN
67 BELLE VUE, LONG
CIRCULAR RD.
ST. JAMES

4003268
VIALES, CARLOS WEEDEN
22 QUEEN'S PARK SAVANNAH
APT 1B
PORT OF SPAIN

300600
WILCOX, CLARENCE
LOT 5 LA SEIVA HEIGHTS
MARAVAL

4003532
YELOV, PHILLIPA
128 SADDLE RD.
MARAVAL

MARABELLA

102794
AWONG, PETER
2 HUNGERMARCH TR.
GASPARILLO

155711
BARROW, FRANK
16 SALVIA LANE
PLEASANTVILLE
SAN FERNANDO

75941
CHIN, JAMES
LOT 87
IBIS BOULEVARD
PHILLIPINE

71434
COOPER, CARL F
30 ST. PAULS RD. NORTH
HEMPSTEAD

155460
DASRATHSINGH, SEETA
232 HAPPY HILL
GASPARILLO

3601242
DAVE'S ELECTRICAL CO LTD.
PIPARO

4007255
GAYADEEN, RISHI R
7, JAIPAL ST.
STE MADELEINE

210666
GORDON, SYBIL W
76 2ND ST.
UNION PARK EAST.
MARABELLA

4000833
LAWRENCE, CURTIS E
10 CALCITE CRESCENT
UNION HALL, CROSS
CROSSING
SAN FERNANDO

4006730
LEE POY, ANTHONY
12 DENMARK ST.
COCOYEA VGE.
SAN FERNANDO

4005514
MAHASE, NARASE
65 UNION VGE
CLAXTON BAY

3601415
MC LEOD, SUNITA

4006466
MODIKHAN, SHARIDA
259 TERENCE VIEW DRIVE
GULF VIEW
LA ROMAIN

200036
NANAN, JASSODRA
475 TORRIB TA3AQUITE RD.
NEW GRANT
PRINCES TOWN

4007074
RACKAL, MORTON L
19 ST. MARGARET'S VGE.
CLAXTON BAY

92344
RAMJATTAN, BHAGWANDAI
58 CARATAL RD.
HERMITAGE VGE.
CLAXTON BAY

3601361
RAMLAKHAN, VITRA M
7 RIA JEANNE AVE, SUNLAND
DEV.
SAN FERNANDO

4001982
ROBERTS, KATHLEEN A
31 MONTY ST.
MARABELLA

88622
ROSTER, SHEILA
360 6TH ST.
BATTOO AVE.
MARABELLA

5414
SINGH, PRAIMRAJ
OPP MIN OF WORKS
TRINIDAD

PARK AND PEMBROKE

155324
ALEXANDER, CONROY G
41 ROYAL PALM AVE.
VICTORIA GARDENS
DIEGO MARTIN

4003443
ALEXIS-EDWARDS,
ELIZABETH H
BELMONT CIRCULAR RD.
BELMONT
PORT OF SPAIN

4004097
BAPTISTE, GLORIA
POINSETTIA DRIVE
MORVANT

29415
BRUNO, LENORE
LP 41 E ST. BARBS RD.
LAVENTILLE
PORT OF SPAIN

4003916
CHIN, ISABELLA Y
4 TORRECILLA ST.
ARIMA

5360
CUMBERBATCH, ROSALIE
40 RIVERSIDE RD.
CASCADE

45304
CYRUS, VICTORIA
DAN KELLY QUARRY D/STS
NORTH PICTON RD.
LAVENTILLE

300398
DE SILVA, ANNEMARIE M
2 SUNSET GARDENS
OFF ST. LUCIEN RD.
DIEGO MARTIN

36792
GODSON-PHILLIPS, PATRICK
4 HUTTON HEIGHTS
ST. ANNS

155909
HARRY-LEWIS, CLAUDETTE G
P.O. BOX 3255
DIEGO MARTIN

10983
JAMES, SHEILA ROBERT R

18488
JOB, HUREN
1101 LA HORQUETTA RD.
ARIMA

1200283
JOHNSON, MICHAEL
C.O. PLANNING AND
STANTEC LTD.
53 PARK AND PEMBROKE STS.
PORT OF SPAIN

171151
LAVENTILLE EMANCIPATION
COMMITTEE
UNIT 13 GARDEN HOMES
SADDLE RD.
SANTA CRUZ

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1876—Continued



DORMANT ACCOUNTS

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For further information, please contact Telescotia at 62-SCOTIA (627-2684).

43772 LEE KING YUNG-SMITH, ANN 75 NORTH POST RD. DIEGO MARTIN	4006870 KANHAI, SUNIL 4950 NW 18TH ST. LAUDERHILL	155271 BERNARD, RAYMOND C/O AGOSTINE BROS LTD. PO BOX 191 PORT OF SPAIN	130961 GRANT, ETHIA 5 GERIDOT CRESCENT DIAMOND VALE DIEGO MARTIN	13342 RICHARDSON, PATRICK 21 MEASHAM WAY LOWER EARLEY, READING ENGLAND	4008912 HAMID, ROGER 24 MANAHAMBRE BRANCH ST. PRINCES TOWN
131125 MERRITT, KAREN 2 MISTY CRESCENT, SUNRISE PARK TRINCITY	4004161 KHAN, ZORIDA 58 BHIMULL TR. SAN FRANCISQUE RD. PENAL	112728 BETHELMY, JOHN A 4 SAWMILL AVE. BARATARIA	150145 GROSVENOR, EILEEN M 9 STONE ST. PORT OF SPAIN	2006218 ROBINSON-CAREW, YVETT 46 CHRYSANTHEMUM DRIVE COCOINUT DRIVE MORVANT	4006302 HARRILAL, VIDYA 236 MAIN RD. WILLIAMSVILLE
300764 PANTALEON, NEVILLE D CANTARO VGE. UPPER SANTA CRUZ SANTA CRUZ	250125 KISSOON, CRYSTAL 4 1/2 ML PENAL ROCK RD. PENAL	129917 BIDSHI, STEVE 20-21 REGENTS PT REGENTS PARK WESTMOORINGS	133842 JOHN, ELTON 4526 CREDIT PINTE DR. MISSISSAUGA ONTARIO CANADA	4002184 SANTANA, DIANA A FLAT 66 OTTER CLOSE BLAKER RD. LONDON	69577 HARRIOTT, LENNOX G ALDANA BRANCH ST. PRINCES TOWN
300100 PATTERSON, EARL 22 HOLIDAY PARK ST. LUCIEN RD. DIEGO MARTIN	155658 LUTCHMAN, ROSEMARY C LP 25 3 1/4 MM QUARRY RD. MORNE DIABLO	1201085 BUILDING DESIGN CONSORTIUM LTD. 13 O'CONNOR ST. WOODBROOK PORT OF SPAIN	109163 JOHNSON, MABLE 18 CASSIA ST. MORVANT	131342 SMITH, MARVIN 112 KEITH ST. PETERSVILLE ARIMA	68746 JOSEPH, JOHN C
957 ROGERS, CLERMONT 18 MC CARTHY ST. SANTA CRUZ	59712 MILLINGTON, KEVIN 4TH HSE SUNDARSINGH TR. BATCHEYIA VGE. PENAL	1200162 CAFÉ, FOREST EXCELLENT CITY CENTRE FOOD COURT, FREDERICK ST. PORT OF SPAIN	4000996 LA-SALA, HYACINTHA A 20 RIVER SIDE RD. CASCADE	155450 STANLEY, CARL 53 ALFRED DRAX AVE. ORANGE GROVE TRINCITY	58951 LEE YOUNG, ALBERT 11 6TH COMPANY RD. PETIT CAFÉ
1200081 SEA BRIDGE SHIPPING & BROKERAGE LTD. 1ST FLOOR ADMIN BLDG, PORT AUTHORITY DOCK RD. PORT OF SPAIN	155078 MOHAMED, ZAHINA 52 MULCHAN TR. PENAL ROCK RD. PENAL	108158 CHANG, MARGARET E 9 PETRA ST. WOODBROOK PORT OF SPAIN	8165 LE BENN, CYNTHIA 200 DULTERIN ST. TORONTO, ONTARIO CANADA	4006998 TALMA, MARK NO 4 SAAMAN DRIVE PERSEVERANCE MARAVAL	4004935 MANOHAR, JOEL 1350 ROBERT VGE. TABLEAND
155930 SKEETE, ULLIE 23 AMOW'S VILLE POINT CUMANA CARENAGE	130740 NORMAN, HELEN 9 KING ST. PENAL	149217 CLARKE, WINSTON 14 PINEWOOD GARDENS PETIT VALLEY	134149 LYNCH, ANACLETUS C MARACAS LA SIEVA VGE. ST. JOSEPH	201013 TIMOTHY, CARL J 90 EAST DALE AVE 209 TORONTO ONTARIO	300547 MAYWALAL, JAGDESH 405 FREDERICK RD. HINDUSTAN
42454 SMITH, JANICE APT A, 48-52 GEORGE ST. PORT OF SPAIN	4001828 PARTAP, LAWRENCE 59 BIRCH RD. NORTH AMITYVILLE NY 11701	4003832 COY, SCOTT 01012 EL TUCHUCHE GARDENS ROYAL RD. MARACAS ST. JOSEPH	101300 MARTIN, ALBERTINA PORT OF SPAIN	171239 VALERE, EMILE ST. JAMES	300558 OGEER, ZAID 13 MARCANO RD. ST. CROIX RD. PRINCES TOWN
131094 SOBERS, JUNIOR 6 CHAPEL ST. PORT OF SPAIN	4006013 RAMJOHN ST. IMPR & CULT 8 RAMJOHN ST. PENAL	200562 DAILEY, JOAN 249 BLUE BIRD DRIVE BON AIR PHASE 3 AROUCA	1200730 MASER LTD. HOLD ALL MAIL PORT OF SPAIN	131239 VILABRERA, JULIA SCHOOL ST. CARENAGE	4327 QUAN, GEORGE KING ST. PRINCES TOWN
4002352 T&T RED CROSS SOCIETY - ASIAN APPEAL 7A FITZ BLACKMAN DRIVE, WRIGHTSON RD. EXTENSION, PORT OF SPAIN	130421 SEEPERSAD, SHEILA 338 CLARKE ROCHARD RD. PENAL	131189 DASS, POLLY 7 HENRY ST. DIEGO MARTIN	155530 MODESTE, IVAN	210911 WILLIAMS, WILFRED G 904 WILLIAMS DELIGHT FSTED ST. CROIX 841 ST. CROIX	4004172 REID, MICHAEL DAVID 24 JAGVILLE AVE. ST. JULIEN AVE. PRINCES TOWN
300076 WILLIAMS, ROSALIE WATERWHEEL RD. DIEGO MARTIN	155744 TAHALOO, MANIRAM 3 3/4 MM PENAL ROCK RD. PENAL	156329 DE FREITAS, MELVINA 20 RIVERSIDE RD. CASCADE	134304 MOHAMMED, HAMEEDA 20 AROUAC RD. VALSAYN SOUTH VALSAYN	210611 YEARWOOD, GLENIS 4 AKAR TR. CANTARO VGE. UPPER SANTA CRUZ	4001301 SALICKRAM, LATCHMIN 11 MALGRETOUTE RD. PRINCES TOWN
PENAL	63957 TAHALOO, SAROJINE 3 3/4 MM PENAL ROCK RD. PENAL	1200924 ECC. ES, VERONICA 794 MIDWOOD ST. BROOKLYN NEW YORK	201637 MURRAY, LENNOX E PROSPECT AV 18, MOUNT VERNON MIRAMAR NEW YORK USA	1210177 NAIPAUL, KAMILA BAMBOO GROVE 2 RATTAN ST. VALSAYN	1200535 SAVING GRACES C/O DEANNE MOHAMMED 16 SIPARIA ERIN RD. PHILLIPINE DUNCAN VGE. SAN FERNANDO
4005937 BOODOO, VEESHAM 2 CLARKE ROCHARD RD. PENAL	250077 THOMAS, DENNIS 3 1/4 MM PENAL ROCK RD. PENAL	104540 GEORGE, EDWARD LP 83 HIBISCUS DRIVE PETIT VALLEY	105279 NOREIGA, STEPHEN RICON TR. LAS CUEVAS	4001177 SECHARAN, NATASHA 25 GRAND CENTRAL PARK PHASE II CHAGUANAS	65641 WHARWOOD, JEAN 1/4 MM IERE VGE. PRINCES TOWN
4005822 DEONARINE, SASENARINE 91B DIGITY TR. CLARKE RD. PENAL	PORT OF SPAIN	2002257 GOBERDHAN, SONNY 123 1ST ST. BARATARIA	4002233 O'LALL, JOSEPH NATHANIEL 191 LAMAHA GARDENS GEORGETOWN GUYANA	4000030 SEERAM, VANDANA 18 SHAH AVE. SANTA MONICA GARDENS, MAUSICA RD. D'ABADIE	RIO CLARO
66477 JAGDIPSINGH, DOODNATH 1360 S.S. ERIN RD. PENAL	84609 ACHOY, HENRY 27 ROSALINO ST. WOODBROOK	155762 GOODING, A INEZ LA RESOURCE SOUTH DABADIE D'AEADIE	106851 PAUL, UNA 47 BOURNEBROOK RD. KIEBROOKE	300229 DINNOO, ANTHONY 104 HIGH ST. PRINCES TOWN	40439 CHARUMA VGE. COUNCIL CHARUMA VGE. CHARUMA
14818 JAGGERNAUTH'S HARDWARE ELECTRICAL AND PLUMBING SUPPLIES 204 SAN FRANCISQUE RD. PENAL	155995 ALEXANDER, MAGGIE 30 ANEX DRIVE DIA YOND VALE DIEGO MARTIN	200545 GORDON, LAVAUGHN N 61 MORALDO ST. MARAVAL PORT OF SPAIN	109038 PETERSON, JANICE 294 PRINCENTON RD. ROCKVILLE CENTRE NEW YORK USA	61668 DUBE, NINA M EDWARD ST. PRINCES TOWN	99346 GEORGE, JOY 196 GUAYAGUAYARD RD. RIO CLARO
4001483 JASSANT-SOMAI, KAMANEE 52 BATCYIA 1 BRANCH TR. PENAL	201293 ALEXANDER, NORMAN 85 NORFOLK ST. BELMONT	210375 GRANT, ETHIA 5 GERIDOT CRESCENT DIAMOND VALE DIEGO MARTIN	4007743 PHILLIPS, MERLE 8014 LA HORQUETTA ARIMA	4001075 ALI, BRIAN 152 REALIZE RD. PRINCES TOWN	155036 LONDON, BERNARD 1/2MM, ECCLESVILLE RD. RIO CLARO
50879 JHILMIT, VERLYN 7 MM PENAL ROCK RD. PENAL	200664 BAILLIE, MICHAEL LA PUERTA AVE. DIEGO MARTIN			75834 RAMOUTAR, GANPATH 7 CHARUMA VGE. ST. 2 NAVET VGE. RIO CLARO	72023 SOOKRAM, SUDAMA 1/4MM ECCLESVILLE RD. RIO CLARO

1876—Continued



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SAN FERNANDO

57675
JOBITY, JANET
29 MON CHAGRIN ST.
SAN FERNANDO

4002726
KHAN, SHARIDA N
SUGAR RD.
BRONTE, P O BOX 65
SAN FERNANDO

700074
MOHAMMED, HISHAM R
29 COQUETTE ST.
STE MADELEINE

4005216
MOHAN, MAINTWEE C
ICACOS VGE.
CEDROS

156159
MOTILAL, SAMDAI
MACAULAY JUNCTION,
CLAXTON BAY

4002252
RAMDIAL, KALAUTIE
CHURCH ST.
RAMBERT VGE.
LA ROMAIN

134061
RAMNATH, SANMOOK
HARRYPAUL VGE.
PICTON

77674
RAMROOP, RAJ
LP 89 UNION VGE.
CHAMOO TR.
CLAXTON BAY

73313
RAMSANKAR, BHARATH
SUMANIE TR.
ROCHARD DOUGLAS RD.
BARRACKPORE

54616
ROACH, GISELLE

355917
SAMLALSINGH, SHAHRZAD
COFFEE ST.
SAN FERNANDO

86537
SEEPERSAD, VIO
143 DUMFRIES RD.
HERMITAGE VGE.

72788
SEEPERSAD, VIO
143 DUMFRIES RD.
HERMITAGE VGE.

133480
SIMON, WINSTON
48 SEAVIEW RIDGE
PLAISANCE PARK
POINTE A PIERRE

133758
SINGH, BHAGWATI
95 MANOHAR ST.
MAABELLA

4008602
SINGH, MARLON
27-29 HAMILTON DRIVE
BORDE NARVE VGE.
PRINCES TOWN

82192
STANFORD, SEMONIA
VANCE RIVER
SAN FERNANDO

36342
TAIT, ST. LEWIS
HARDBARGAIN VGE.
WILLIAMSVILLE

71381
TEELUCKSINGH, FRANK
C/O ASHRAPH HOLDINGS
70A-72 HIGH ST.
SAN FERNANDO

54214
ARJOON, RAMLAL
SOUTHERN MAIN RD.
CLAXTON BAY

4001864
BEHARRY, ROBBY R
54 LA FORTUNE
WOODLAND

4009311
BEHARRY, VISHNU
69 NEW COLONIAL RD.
BARRACKPORE

155924
BOODOO, SHARON
174 SOUTHERN MAIN RD.
BAMBOO VGE.
LA ROMAIN

88203
BROWNE-SPENCER, LYNN A
6 JEAN ST.
COCOYEA VGE.
SAN FERNANDO

85398
COOPER, MAGDALENE
MAUDE ST.
LA ROMAIN

4005475
DEOLAL, EVELYN
LP 4 CHURCH ST.
LA ROMAIN

156487
DOUGLAS, HINTON
9 MODESTE RD.
CLIFTON HILL ESTATE
POINT FORTIN

156209
ELIAS, MARY
2-4 IRVING ST.
SAN FERNANDO

156747
ENG LEANG, SHEILA
18 HARRIS ST.
SAN FERNANDO

156669
FORTUNE, SIMONESE
251 QUARRY RD.
MORNE DIABLO
VIA PENAL

72795
GOPAUL, FARIDA
6 OTAHEITE BAY
DOW VGE.
SOUTH OROPOUCHE

700032
GRANT, SYBIL
15 HIBISCUS DRIVE
PLEASANTVILLE
SAN FERNANDO

34384
HALLS, CLYDE
63 DUMFRIES RD.
BAMBOO VGE.
LA ROMAIN

4002153
HARPER, VICTORIA M
18 GEORGE ST.
STE MADELEINE

156739
HENRY, VERONICA
ST. MARY'S VGE.
SOUTH OROPOUCHE

700060
HOTEL ATLANTIC LTD.
P.O. BOX 42
LA ROMAIN

133439
JAGESSAR, DHANRAGEE
CLARK RD.
PENAL

50016
TERRA SEIS TRINIDAD LTD.
29 RAMSARN ST.
CHAGUANAS

100189
VIALVA, AVA M
LP 235 ST. MARY'S VGE.
MORUGA

156246
WHISKEY, EVERETA
15 OLEANDER DRIVE
PLEASANTVILLE

SAN JUAN

4003591
AHCNG, JOSEPH
8 JULIEN TR.
CASCADE

4008144
ALEXANDER, PAULETTE
115 HUTTON ST.
ST. JOSEPH

4002579
ALI BOUCAS, SHAMSHUDEEN
45 SECOND ST.
SAN JUAN

4005109
ALI, ALIYAH N
52A KANHAI TR.
ARANGUEZ
SAN JUAN

300363
ALI, SAYEED
20 FAZAR ALI ST.
ARANGUEZ
SAN JUAN

155432
ANDREW, ALBERT
10 EON MIGUEL RD.
SAN JUAN

4008267
BAKSH, JINNAH K
COR FREEPORT MISSION &
TODDS RDS.
CARAPICHAIMA

170579
BARATARIA REGIONAL
COMPLEX
THIRD AVE.
BARATARIA

4006759
COLAI-DUKHARAN, SEEMA
KALAWITE
2B 5 SAWMILL ST.
PASEA RD.
TUNUPUNA

4008760
COWIE, SEAN
1973 ROCKWAY PARKWAY
BROOKLYN NY 11236
NEW YORK
USA

4004770
FRANCIS, RODNEY
LP 52 SANTA CRUZ OLD RD.
SAN JUAN

4000282
JOHN, ANTHONY
29 BENEDICTINE ST.
APT 9
CARENAGE

88888
JONATHAN, PHYLLIS
COR BHM BHIM ST.
EL SOCORRO RD.
SAN JUAN

300522
KHAN, SHERENE
140 STUART RD.
WESTMOORINGS

101729
PARIA, KENNETH
44 SEVENTH AVE.
MALICK
BARATARIA

300568
PETERSON, CURTIS
1 CEDAR AVE.
VALSAYN

131959
RAMKISSOON, BASDEO
5 CORONATION ST.
ARANGUEZ
SAN JUAN

4007440
RASHEED MOHAMMED T/A
MOHAMMED ENTERPRISE
10 ALI TR
PASEA VGE.
TUNAPUNA

4000483
SAMMY, DAVID
70 EASTERN MAIN RD.
SILVERMILL
SAN JUAN

86799
SINGH, PARAMDAIE
13 CIRCULAR RD.
MT LAMBERT

300432
SINGH, RENA
12 SADDLE RD. SAN JUAN

171035
SLAYERS SPORT & CULTURAL
CLUB
5 HENRY ST.
ARANGUEZ
SAN JUAN

4008052
SMALL, GERMAINE
49 OLD ST. JOSEPH RD.
LAVENTILLE

103470
STS WINNERS

132167
TOMLINS, SONMATTIE

80425
TREBOWAN, EDGAR
35 SADDLE RD.
SAN JUAN

SANGRE GRANDE

19285
BHULAWAN, PHULO
CUNAPO SOUTHERN RD.
3/4MM
SANGRE GRANDE

45991
CARTER, NADINE A
CEMETERY ST.
TOCO

4003635
DOOKRAM, KALLIAN
3 3/4MM GUAICO TAMANA
RD.
CUNARIPO
GUAICO

4004469
INDOI, TEELUCKSINGH
1 1/2MM GUAICO TAMANA
RD.
GUAICO

70390
MANZANLLA LABOUR CO-
OPERATIVE
NORTH MANZANILLA 4
MANZANLLA

130949
MASIMBA, MONTSHO
WALKE ST.
SANGRE GRANDE

23429
MOHAMMED, MICHAEL
KATWAROO TR
OJEO RD.

4005625
MUNGAL, BOBBY
SEECHANDRA PARK
SANGRE CHIQUITO

4001801
PAUL, NETA
LP 14 (HSE 118) BOODOO
HIGHWAY
OROPOUCHE RD.
SANGRE GRANDE

1200325
PERSAD, ZAHIDA
3 PRIMROSE TERRACE
FOSTER RD.
SANGRE GRANDE

250142
RAGOONANAN, SEERAM
1 1/2MM VEGA DE
OROPOUCHE
SANGRE GRANDE

131012
RAPHAEL, JANEY
PICTON ST.
SANGRE GRANDE

4005727
WEST, BRENDON K
EP 8 TURURE RD.
GUAICO
SANGRE GRANDE

SCARBOROUGH TOBAGO

155543
ARTHUR, TORFREDA
DELAFORD
TOBAGO

14721
BAIRD, METHUEN
SIGNAL HILL
TOBAGO

4000210
BATES, RONALD
10886 SOUTH PROSPECT
AVE.
CHICAGO
ILLINOIS
USA

4001360
CARTER, LUKE L
CHANCE ST.
BUCCOO
TOBAGO

24438
JACOB, CLEVELAND
COR. MT. PELIER/GLEN RD.
TOBAGO

200055
JAMES, NESTOR A
TOBAGO

1200091
JAPIA ROTI FACTORY
C/O ANTHONY NICHOLAS
ST. CECELIA RD., CONCORDIA
TOBAGO

23732
JOHN, URSULA
TOBAGO

155554
JORDAN, RONALD

37796
KERR, ERROL N
1 KILGWYN BAY RD.
BON ACCORD
TOBAGO

300338
KERR, ERROL N
1 KILGWYN BAY RD.
BON ACCORD
TOBAGO

24471
MOHAMMED, ALLAN
NEW RD.
BLACK ROCK
TOBAGO

300092
MOORE-MIGGINS, DEBORAH
INTEGRITY CHAMBERS
YOUNG ST., SCARBOROUGH
TOBAGO

4006950
NURSE, ANN J
211 GRASSLANDS RD.
HUNTSVILLE
USA

1200018
PERRY, LA DONNA M
10886 SOUTH PROSPECT AVE.
CHICAGO
ILLINOIS
USA

1200541
PRINCE, LAWRENCE S
PO BOX FH 14315
NASSAU

4001801
REID, MILDRED
TODD ST.
PEMBROKE,
TOBAGO

155001
ROBERTS, DAWSON
DUNVEYGAN RD.
WHIM
TOBAGO

155347
SMITH, MELISSA
SIGNAL HILL
TOBAGO

34795
STANISLAUS, VILMA
TOBAGO

4002222
TEAM SPEAK SPOKE SPOKEN
TD.

33572
TOBY, YVONNE
PATIENCE HILL,
TOBAGO

200102
TOEBICH, HEINZ

4001626
TROTMAN, KAYE
13 FOURTH ST.
GASKIN BAY RD., BON
ACCORD
TOBAGO

30202
WALLACE, DORCAS A
PEMBROKE
TOBAGO

1200204
WHIM POLICE YOUTH CLUB
C/O JENNY FRANKLYN
WHIM MAIN RD.
TOBAGO

38450
WILLIAMS, ROY
TOBAGO

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4000865
WOODS, STEPHANIE
COURLAND BUSH TR.
BLACK ROCK
TOBAGO

SCOTIA CENTRE

4000359
CARIBBEAN
GEOGRAPHIC LTD.
114 ALYCE GLEN GARDENS
PETIT VALLEY

300164
DORENS, CHANTAL E VAN
ERVEN
SCOTIA CENTRE
74815

4000887
EASTON, PETER
53 PACIFIC AVE.
POINT LISAS
INDUSTRIAL ESTATE
POINT LISAS

1201370
EMPRESAS Y&V LLC
1500 SAN REMO AVE.,
SUITE 125
CORAL GABLES

300744
FARRAY, LINCOLN
20 AMRIT ST.
SUNSPASH GARDENS
LA RESOURCE
D'ABADIE

9111
MOUTTET, FRANCOIS
C/O ZEMCO LTD.
47-49 SACKVILLE ST.
PORT OF SPAIN

7465
REYES, THOMAS
C/O SHERIDAN INT'L
ENTERPRISES INC.
72 READE ST. SUITE 303,
NEW YORK
NEW YORK
USA

1201256
SIDECO LTD.
103 ROBERTS ST.
PORT OF SPAIN
WOODBROOK

90913
V.C. TELECOMMUNICATIONS LTD.
53 LORNDALE RD.
GLENCOE

SIPARIA

4000461
ALI, ZAID
18 THICK VGE.
SIPARIA RD., SIPARIA,
SIPARIA

55116
GEORGE, AGNES V
20 CAYENNE TR.
SANTA FLORA

170243
SINGH, VERA
86 JERNINGHAM JUNCTION RD.
CHARLIEVILLE

ST. JAMES

85290
ALEXANDER, LARRY
C/O 4 CHURCH ST.
ST. JAMES

2800369
ALI-LOPEZ, NASEEM
LOT 16 LES BOIX
DEVELOPMENT
MORNE COCO RD.
MARAVAL

800430
ANTOINE, DECLAN H
87 SADDLE RD.
MARAVAL

81931
CHARLES, BURNELLE
BLDG D 002D PHASE 1
POWDER MAGAZINE
COCORITE

22328
CHARLES, JOYCELYN
MERLE BHAGAN
42 CHURCH ST., ST. JAMES

27821
CLARKE, ANN-MARIE
2901 ST. CLAIR AVE. EAST
TORONTO, ONTARIO
M4B 1N5

13107
CLEMENT, EARLIN C
15 MADRAS ST.
ST. JAMES

155142
COLLINS, AGNES
CAMERON RD.
PETIT VALLEY

230656
COX, JODY
ADOLPHUS COX RD.
SANGRE GRANDE

171371
COX, JODY
ADOLPHUS COX RD.
SANGRE GRANDE

800692
HORIZON IMPORT AND
EXPORT LTD.
NO 28 THIRD AVE.
BARATARIA

155725
JULIEN, THEOPHILUS
13 CLARENCE ST.
ST. JAMES

155663
SANDERSON, CYRIL

4001764
SEEFERSAD, CHARLES
67 PEMBROKE ST.
PORT OF SPAIN

4000183
SMITH-YORKE, LUCY
LP 92 AVONDALE SADDLE RD.
LOWER
SANTA CRUZ

155257
SMITH, GUYTON
245 LINDBERGH BOULEVARD
TEANECK

1200055
THE GARDEN OF PEACE
THE HOLY TRINITY CATHEDRAL
30A ABERCROMBY ST.
PORT OF SPAIN

4002426
WILSON-PHILO, RENEE
1 TCPAZ TERRACE
DAIMOND VALE
DIEGO MARTIN

TUNAPUNA

4004398
ALMANDOZ, MARION
1 GORDON ST.
ST. AUGUSTINE

200557
BATCHOO, BISSESSAR
WILKINSON ST.
EL DORADO VGE.
TUNAPUNA

4003326
BISSSESSAR, DEREK
3 COSMIC CLOSE
SUNRISE PARK
TRINICITY

155069
CALLISTE, VINCENT
MONTE GRANDE
STREATHAM LODGE RD.
TUNAPUNA

1200949
CBO & ZEDLAV II. SOLUTIONS
5A LASTIQUE ST.
PORT OF SPIAN

201269
CELESTIN, LENNOX
3 BRONTE TERRACE
ST. AUGUSTINE

1201098
CHUI, MUI PING M
314 EASTERN MAIN RD. &
RAMJIT ST.
EL DORADO

155432
DANIEL, LEONARD
LP 53 BAMBOO RD.
FIVE RIVERS
AROUCA

62866
DRAKES, NOEL L
LP 7, 2ND TR.
MAINGOT RD.
TUNAPUNA

1201019
GOBINSINGH, MARGARET
LP 53 OLTON RD.
ARIMA

4006661
HARRICHARAN, SHURLAN A
2 THAVENOT ST.
TACARIGUA

1201245
HUSFORD, EMANUEL
34 MOHAMMED TR.
EL SOCORRO

81047
KHAN, LISA F
1 SEVENTH ST. WEST.
FIVE RIVERS
AROUCA

44799
LALLOOBHAI, PRABHOOBHAI
C/O JEWAN RAMCHARITAR
PRICEWATERHOUSE
COOPERS LTD.
11-13 VICTORIA AVE.
PORT OF SPAIN

155695
LUCES-SUTHERLAND, MARIE
4 ST. JOHN RD.
ST. AUGUSTINE

80813
MARAJ, LINCOLN
5 DIAMOND AVE.
LAS LOMAS 2
VIA ARIMA

201071
MARTIN, SIMONE A
15 UPPER MELWOOD AVE.
KINGSTON 8
JAMAICA

4003596
MILLER, CLAIRE
FLAT 6 LA JOYA COMPLEX
ST. JOSEPH

4001044
MOHAMMED, FAREED
40 EASTERN MAIN RD.
TACARIGUA

4000626
MUNROE, BRENDA
14 SIXTH ST. (W)
CANE FARM AVE.
TRINICITY

4001601
NAGASSAR, RLDRA
LP 10 PRIVATE RD. OFF
MARAJ ST.
PASEA VGE., TUNAPUNA

4005682
PRIETO, RAFAEL L
188 EASTERN MAIN RD.
TUNAPUNA

1200667
RAGOONANAN, JUNIOR
2 RANJIT-KUMAR ST.
ST. JAMES

132321
RAMANA, SANDRAMA
11 MAHARAJ ST.
PASEA
TUNAPUNA

200186
RAMANA, SANDRAMA
11 MAHARAJ ST.
PASEA
TUNAPUNA

155591
RAMPHAL, DANIEL
44 BAMBOO SETTLEMENT 1
VALSAYN

62461
RAMSUBEIK, SUNIL
63 DOOKIESINGH ST.
ST. AUGUSTINE

4005813
SERAPIO, ANN H
1304 NEW YORK AVE 1H
BROOKLYN
USA

62661
SOLOMON, HERMINTRUDE W
HERREIRA TR.
KELLY VGE.
PIARCO

4005959
SOOKDEO, NEELA M
150 CAURA ROYAL RD.
EL DORADO

4005791
ST. BERNARD, DAVE
EP 2 WILLIAM ST., AFANGUEZ
SAN JUAN

1200923
STANLEY, CARL
53 ALFRED DRAX AVE.
ORANGE GROVE
TRINICITY

4002835
STEEDE, LOUIS
PO BOX 629
PORT OF SPAIN

1201018
THOMAS-JOACHIM, SHEILA
10 SEVENTH ST. EAST.
CANE FARM
TACARIGUA

4005549
THOMPSON, MICHELLE
COR. PENTECOSTAL RD.
TUNUPUNA

86614
TRINITY SOUNDS
C/O CLYDE JOSEPH
196 EASTERN MAIN RD.
TUNAPUNA

156024
WILLIAMS, LLOYD
17 GARDENIA CIRCULAR
MACOYA GARDENS
TUNAPUNA