



TRINIDAD AND TOBAGO GAZETTE

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No. 142

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1681

SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Private Hospitals (Amendment to the Second Schedule) Order, 2017—(Legal Notice No. 162 of 2017).

1682

APPOINTMENT TO BE TEMPORARILY A MEMBER OF THE SENATE

IT IS HEREBY NOTIFIED for general information that Her Excellency the Acting President, in exercise of the power vested in her by section 44(1)(b) and section 44(4)(c) of the Constitution of the Republic of Trinidad and Tobago, has appointed PASTOR CLIVE DOTTIN, to be temporarily a member of the Senate, with effect from 5th December, 2017 and continuing during the absence of Senator SOPHIA CHOTE, S.C. by reason of illness.

G. SERRETTE
*Secretary to Her Excellency
the Acting President*

5th December, 2017.

1683

APPOINTMENT OF EASTERN REGIONAL HEALTH AUTHORITY'S CHIEF EXECUTIVE OFFICER

IT IS HEREBY NOTIFIED for general information that the Eastern Regional Health Authority's Board of Directors has appointed MR. RONALD TSOI-A-FATT as Chief Executive Officer, effective 1st December, 2017.

T BLACKMAN-MOORE
Manager, Corporate Communications

1684

MARRIAGE OFFICER'S LICENCES GRANTED

LICENCES dated 12th December, 2017 have been granted to the undermentioned Ministers of Religion to be Marriage Officers for the purposes of the Marriage Act, Chap. 45:01.

By Command

12th December, 2017.

F. AL-RAWI
Attorney General and
Minister of Legal Affairs

| <i>Religious Denomination</i> | <i>Name</i> | <i>Where Residing</i> | <i>Place of Worship in which Officiating</i> |
|---|----------------------|--|--|
| Church of Spiritual Metaphysics Incorporated | Gilbert Lovelace | ... Light Pole No 52, Readymix Road, Eastern Quarry Laventille | St. Michael Spiritual Baptist Church No. 2 Savannah Road Alley Drive, Diego Martin |
| Mt. Pisgah Spiritual Baptist Archdiocese International | Ricardo Dominic Reid | ... No. 49 Hermitage Road Gonzales, Belmont | Holy Trinity Healing School Spiritual Baptist Church No. 3 Escallier Hill Gonzales, Belmont |
| Life Redeeming Ministries | Richie Changoor | ... No. 2 Valley Hills Avenue Lowkie Trace, Penal | Life Redeeming Ministries No. 130 San Fernando-Siparia- Erin Road, Debe |
| The Methodist Church in the Caribbean and the Americas | Ancil Hendrick Harry | ... No. 15-17 La Pompe Trace Troumacaque Laventille | Sangre Grande Methodist Church, Picton Street Sangre Grande |
| Pentecostal Assemblies of the West Indies Trinidad and Tobago | Jannette Inniss | ... No. 12 Clarke Trace Mt. Pleasant Tobago | Maranatha Christian Assembly, Bower Junction Mt. Gomery Road, Tobago |

1685

HINDU MARRIAGE OFFICER'S LICENCE GRANTED

A LICENCE dated 12th December, 2017 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Hindu Marriage Act, Chap. 45:03.

By Command

12th December, 2017.

F. AL-RAWI
Attorney General and
Minister of Legal Affairs

| <i>Religious Denomination</i> | <i>Name</i> | <i>Where Residing</i> | <i>Place of Worship in which Officiating</i> |
|--------------------------------------|-----------------|---|--|
| Shri Krishna Chaitanya Sabha Inc. | Krishna Maharaj | ... No. 4 Mehelal Street Boundary Road Aranguez | Shri Mata Marrikhumba Kovil Pagarsingh Avenue El Socorro Extension San Juan |

1686

PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

- LETTERS OF ADMINISTRATION of the estate of BRUCE JEFFREY otherwise BRUCE MARCUS PETER JEFFREY of Light Pole No. 58, Symond Valley Road, St. Ann's, Trinidad, who died on the 29th day of December, 2013, by CHERICE TAMICA HENRY of Light Pole No. 50, Ash Street, Diego Martin, Trinidad, the statutory guardian of BRIANN KATRICE ALEXIS JEFFREY and KEANU CHRISTIAN PETER JEFFREY;
- LETTERS OF ADMINISTRATION of the estate of MYRA CADAN otherwise MYRA BERNICIA CADAN of 1, George Street, Arouca, Tacarigua, Trinidad, who died on the 25th day of February, 2017, by RANJIT CADAN of the same place, her lawful husband;
- PROBATE of the Will dated the 7th day of May, 2003, of EUNICE AGATHA WARNER otherwise EUNICE WARNER of 161, Rowland Road, Westmoorings, Diego Martin, Trinidad, who died on the 9th day of April, 2017, by CAMILLA CATHERINE WARNER of the same place, and SANDRA WARNER of Unit 13, Palm Court, Smart Street, St. Augustine, Tacarigua, Trinidad, the executrices named in the Will;
- PROBATE of the Will dated the 8th day of November, 2013, of ROBERT COMMISSIONG of 14, Walnut Drive, Bregon Park, d'Abadie, Arima, Trinidad, who died on the 29th day of May, 2016, by VALERIE MARGUERITE O'NEAL COMMISSIONG of the same place, widow, relict of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of BRIAN COMMISIONG of 39, Amaryllis Crescent, La Horquetta, Arima, Trinidad, who died on the 20th day of April, 2014, by GISSEL GARRAWAY-COMMISIONG of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of RALPH BASDEO SIEUSARAN otherwise BASDEO RALPH SIEUSARAN otherwise BASDEO otherwise BASDEO SIEUSARAN of Brasso Pedira Road, Flanagan Town, Montserrat, Trinidad, who died on the 6th day of April, 2006, by ANITA SIEUSARAN of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 27th day of September, 1991, of BHAGWANDAI RAMPERSAD of Light Pole No. 117, Fullerton Village, Cedros, Trinidad, who died on the 2nd day of December, 2015, by WINSTON RAMSARAN of 148, Gopie Trace, Penal, Siparia, Trinidad, son of deceased, the sole executor named in the Will;
- PROBATE of the Will dated the 8th day of July, 2011, of STELLA MILDRED GUEVARA of Light Pole No. 63, Railway Road, Guaico, Sangre Grande, Manzanilla, Trinidad, who died on the 3rd day of September, 2016, by GRACE ALLEN-ANTOINE of 155, Maturita Circular, Arima, Trinidad, daughter of deceased, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of IVAN JONES of Light Pole No. 304, Travellers Quarters Road, Rest House Village, Mayaro, Guayaguayare, Trinidad, who died on the 14th day of October, 2015, by ISHA TINNEL JONES GRANT of the same place, his lawful daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of DEBRA BROWN otherwise CHRISTINA DEBRA COLLEEN BROWN of 6, George Street, Marabella, Naparima, Trinidad, who died on the 14th day of January, 2017, by SHEILA BROWN of the same place, her lawful mother and the only person entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of JOSEPHINE WONG FO SUE otherwise JOSEPHINE LAURETTA WONG FO SUE of 39, Sugar Apple Drive, Santa Rosa Heights, Arima, Trinidad, who died on the 1st day of May, 2017, by MICHAEL WONG FO SUE otherwise MICHAEL LESLIE WONG FO SUE of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of HEATHER AGNES JOSPEH otherwise AGNES HEATHER JOSEPH otherwise HEATHER JOSEPH of 23B, Geranium Drive, Coconut Drive, Morvant, St. Ann's, Trinidad, who died on the 17th day of November, 2010, by DAWN DESIDERIUS JOSEPH otherwise DESIDERIUS JOSEPH otherwise DAWN JOSEPH of the same place, her sister and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of LINDA CATHERINE HOWARD-LEZAMA of Light Pole No.7, Boney Lane via Green Street, Tunapuna, Trinidad, who died on the 22nd day of January, 2017, by MERVYN LEZAMA otherwise MERVYN ALBON LEZAMA of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of MATTHEW KENNEDY of 75, Diamond Vale Industrial Estate, Diego Martin, Trinidad, who died on the 26th day of December, 2015, by VERA INNISS-KENNEDY otherwise VERA KENNEDY of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 11th day of December, 2002, of HERBERT GRAHAM of Light Pole No. 23, Mt d'Or Road, Champs Fleurs, St. Ann's, Trinidad, who died on the 3rd day of December, 2013, by HELEN GRAHAM-ALVAREZ otherwise HELEN GRAHAM of Fishkill Drive, Homestead Gardens, Sam Boucaud, Santa Cruz, St. Ann's, Trinidad and KENRICK GRAHAM of Midas Avenue, El Dorado, Tunapuna, Tacarigua, Trinidad, one of the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of MICHAEL ANTHONY PREVATTE otherwise MICHAEL ANTHONY of 95, Pelham Street, Belmont, Port-of-Spain, Trinidad, who died on the 27th day of July, 2008, by CERONNE SHIRLEY PREVATT otherwise CERONNE SHIRLEY POLLYCARPO PREVATT of C2, La Reine, Flagstaff, Long Circular, St. James, Port-of-Spain, his sister and one of the persons entitled to share in the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

LETTERS OF ADMINISTRATION of the estate of EUTICA LENORE WILLIAMS otherwise EUTICE WILLIAMS otherwise EUTICA LA TOUCHE otherwise EUTICA LENORE LA TOUCHE of 48, Mora Drive, Homeland Gardens, Cunupia, Trinidad, who died on the 31st day of January, 2017, by SHELDON STAFFORD LA TOUCHE of the same place, her lawful son and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 25th day of August, 2016, of BRIAN JORDAN of Lot No. 136, Woodpecker Lane, Pleasantville, San Fernando, Trinidad, who died on the 28th day of October, 2016, by VICTOR KENNY JORDAN of 354, Ciperó Road, St. John's Village, Naparima, Trinidad, brother of deceased, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of SOOKRAM RAMLOCHAN of 513, Guaracara-Tabaquite Road, Williamsville, Pointe-a-Pierre, Trinidad, who died on the 12th day of January, 1996, by KEN SOOKRAM of the same place, his lawful son and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of WINSTON GAY of 7, Agriculture Road, Dow Village, South Oropouche, Siparia, Trinidad, who died on the 15th day of August, 2016, by CLAUDETTE FORDE-GAY of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of LISA BRATHWAITE of 52, Kingston Avenue, La Canoa Road, Lower Santa Cruz, St. Ann's, Trinidad, who died on the 7th day of July, 2017, by CLIVE EMMANUEL ANDERSON BRATHWAITE otherwise ANDERSON BRATHWAITE of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of ZAHARA NISSA SOLOMON of 142, Caroni Savannah Road, Charlieville, Chaguanas, Trinidad, who died on the 21st day of June, 2012, by SHAFFIE SOLOMON of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of BASDEO RAMBARAN of Light Pole No. 8, Bon Aventure Trace, Cunupia, Trinidad, who died on the 25th day of September, 2016, by JENNIFER RAMBARAN otherwise JENNIFER OUKHA RAMBARAN of the same place, his lawful widow and relict;

PROBATE of the Will dated the 22nd day of June, 2013, of GERTRUDE ELOISE TIMOTHY otherwise GERTRUDE TIMOTHY of 5, Ryan Street, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 16th day of January, 2017, by EUGENE GARVIN WENDELL NELSON of Light Pole No. 5, San Antonio Street, San Juan, St. Ann's, Trinidad, the sole executor named in the Will;

LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 22nd day of November, 2005, annexed of the estate of DHANRAJH RAMSAROOP of 30, La Quesa Road, Freeport, Chaguanas, Trinidad, who died on the 7th day of November, 2006, by RAMRAWTIE RANIE NOEL of the same place, the surviving devisee and or legatee named in the Will;

LETTERS OF ADMINISTRATION of the estate of VERDA FRENCHIE of 4, Fairley Street, Tunapuna, Tacarigua, Trinidad, who died on the 18th day of October, 2014, by NEAL FRENCHIE of the same place, her lawful son and the only person entitled to the estate;

PROBATE of the Will dated the 26th day of September, 2015, of VERONICA NABBIE otherwise VERONICA NOBBIE of 61, Jacksingh Street, La Fortune, Woodland, Naparima, Trinidad, who died on the 5th day of April, 2016, by IMRAN NABBIE and JAVED NABBIE both of the same place, the executors named in the Will;

LETTERS OF ADMINISTRATION of the estate of HILDA OLLIVIERRA of 138, Sunset Drive, Plaisance Park, Pointe-a-Pierre, Trinidad, who died on the 13th day of October, 2016, by MARVA BETTY ANN THORNE of 56, Byron Boulevard, Gopaul Lands, Marabella, Naparima, Trinidad, her lawful daughter and one of the persons entitled to share in the estate;

LETTERS OF ADMINISTRATION of the estate of CHRISTOPHER DUNCAN of 24, Rivulet Road, Indian Trail Village, Couva, Trinidad, who died on the 24th day of January, 2016, by CYNTHIA LEWIS DUNCAN of the same place, his lawful widow and relict;

and unless a Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court of Judicature, which the above-named applications have been made, for Probate or Letters of Administration, as the case may be, in respect of the said applications, will be granted accordingly.

Dated the 28th day of December, 2017.

N. BANSEE-SOOKHAI
Acting Registrar, Supreme Court of Judicature

1687

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 20TH DECEMBER, 2017

| <i>Previous Week</i> \$000 | <i>Assets</i> | <i>This Week</i> \$000 |
|-------------------------------|---|---------------------------|
| | External Assets: | |
| 58,556,296 | Balances, Investments, etc. | 57,907,451 |
| 4,398,670 | Subscriptions to I.M.F. | 4,398,670 |
| 2,267,577 | I.M.F.—S.D.R. Holdings | 2,267,577 |
| 65,222,543 | | 64,573,698 |
| | Trinidad and Tobago Government Securities: | |
| - | Treasury Bills (Face Value) | — |
| 20,292 | Marketable Securities | 20,292 |
| 20,292 | | 20,292 |
| | Other Assets: | |
| 91,922 | Trinidad and Tobago Dollar Securities | 91,922 |
| 93,988 | Advances to Government Authorities | 93,988 |
| 4,104,654 | Other Assets | 4,061,210 |
| 4,290,564 | | 4,247,120 |
| 170,406 | Fixed Assets: | 167,977 |
| 69,703,805 | | 69,009,087 |
| | <i>Liabilities and Capital Account</i> | |
| | Currency in Circulation: | |
| 8,972,003 | Notes | 9,140,958 |
| 235,953 | Coins | 236,156 |
| 9,207,956 | | 9,377,114 |
| | Demand Liabilities: | |
| 17,605,755 | Commercial Banks | 17,170,769 |
| 281,898 | Financial Institutions (Non-Banking) | 281,280 |
| (6,698,455) | Government and Governmental Organisations | (5,524,148) |
| 658,875 | International Organisations | 801,755 |
| 534,956 | Foreign Currency | 536,814 |
| 2,378,341 | Other | 2,407,763 |
| 14,761,370 | | 15,674,233 |
| | Other Liabilities: | |
| 3,006,741 | Government S.D.R. Allocations | 3,006,741 |
| 35,822,178 | Other Liabilities | 33,942,785 |
| 5,305,560 | Specific Provisions | 5,408,214 |
| 44,134,479 | | 42,357,740 |
| | Capital and Reserves: | |
| 800,000 | Capital Paid-up | 800,000 |
| 800,000 | General Reserve Fund | 800,000 |
| 1,600,000 | | 1,600,000 |
| 69,703,805 | | 69,009,087 |

S. SWAN DANIEL
Assistant Manager
Finance and Accounting



Freedom of Information Act

The Public's Right to Access Information under the Freedom of Information Act relating to NGC and its operations

FOIA Public Statement 2017

Under the Freedom of Information Act 1999 ("the Act"), The National Gas Company of Trinidad and Tobago Limited (NGC) is required by law to publish certain information for the benefit of the public. This includes the structure and functions of NGC and a list of categories of documents held by NGC. Also identified are those documents which are eligible for public access under the Act, as well as how to obtain the same. The following information satisfies the legislative requirements of the Act and is an Updated Public Statement pursuant to Section 7(1) (b) of the Act.

The Act gives members of the public:

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

NGC publishes the following information as approved by the Minister of Energy and Energy Industries.

STATEMENTS UNDER SECTION 7 OF THE ACT

SECTION 7(1) (a) (i)

NGC is a wholly-owned state enterprise incorporated on 22nd August 1975 as a limited liability company under the Companies Ordinance Chapter 31 No.1 and continued as a company on 17th April 1998 under the Companies Act Chapter 81:01 of the laws of Trinidad and Tobago, with its registered office at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas. Listed below are NGC's operational or fully-owned companies:

- National Energy Corporation of Trinidad and Tobago Limited (National Energy)
- La Brea Industrial Development Company Limited (LABIDCO)
- NGC Pipeline Company Limited (NPCL)
- NGC NGL Company Limited (NGC NGL)
- Trinidad and Tobago LNG Limited (TTLNG)
- NGC E&P Investments Limited (NGC E&P)
- NGC CNG Company Limited (NGC CNG)
- Trinidad and Tobago NGL Limited (TTNGL)
- Phoenix Park Gas Processing Limited (PPGPL)
- NGC Petrochemical Limited
- Downstream Petrochemical Research and Development Limited
- NGC E&P Investments (Barbados) Limited
- NGC E&P (Barbados) Limited

For a full listing of all NGC shareholdings and equity interests, please see NGC's website www.ngc.co.tt

The scope of business of NGC and its affiliated companies is:

- Purchase and sale of natural gas
- Transmission and distribution of natural gas
- Processing of natural gas

- Natural gas market development, including project planning and development, investment facilitation and marketing promotion of Trinidad and Tobago as a competitive location for natural gas-based investments
- Port, marine and site infrastructure development and management
- Equity investment management

Corporate information

NGC's registered office is located at Orinoco Drive, Point Lisas Industrial Estate, Point Lisas, Couva.

The Company is governed by a Board of Directors appointed by the Company's shareholder, the Corporation Sole, and are as follows:

- Gerry C. Brooks – Chairman
- Andrew Jupiter
- Kenneth Allum
- Sham Mahabir
- Marcus Ganness

Five Board sub-committees assist in formulating and guiding the business and policies of the Company:

- The Audit Committee
- The Finance and Investment Committee
- The Human Resource Committee
- The Tenders Committee
- The Operations Committee

The Company's executive management team comprises of the President, six (6) Vice Presidents and three (3) Managers.

Company Structure

The six (6) operating Groups are:

- **Commercial** which provides gas energy marketing and trading; commercial assurance and analytics; and gas business development services.
- **Corporate Compliance and Governance** which provides governance and compliance, corporate secretarial, risk management support; transport and fleet management; and knowledge and information management services.
- **Finance and Information Management** whose function includes financial planning and reporting; treasury and investments; financial operations; projects/controls and system optimisation; taxation; and information and communication technology.
- **Legal and Corporate Affairs** which provide corporate, commercial, legal and contracts administration services.
- **Operations** includes the functions of pipeline operations; pipeline maintenance; field engineering; and strategic projects.
- **Procurement and Projects** which provides project management control; engineering; construction; property management; and procurement and contracts services.

There are also five (5) independent Divisions:

- **Corporate Communication** provides corporate social responsibility, communications and branding, and stakeholder and reputation management services.
- **Health, Safety, Environment and Security** provides health, safety, environment and security management services.

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- **Human Resources** provides corporate learning and development; talent management and strategy; organisation development and performance; compensation and benefits; industrial relations and employee relations; and office management services.
- **Internal Audit** provides independent assurance and consultancy designed to improve the Company's operations.
- **Office of Strategic Management** functions include business intelligence; planning and alignment; and strategic initiatives.

Effect of Scope of Business on Members of the Public

The framework for the scope of business of NGC and its affiliates is two-fold:

- To create exceptional national value from natural gas and energy businesses; and
- To be positioned as a leading player in the energy value chain delivering sustainable benefits through our people for all stakeholders.

In the course of its business, NGC does not normally deal directly with members of the general public in relation to the formulation of policy in, or the administration of, the Public Authority.

SECTION 7(1) (a) (ii)

Categories of documents in the possession of NGC:

NGC maintains records that relate to its administrative functions, support services and its technical operations (related to its core business activities). These records are generally categorised as follows:

- 1. General Administrative and Support Services**
 - a. Records related to property, risk management and office services
- 2. Intra-Governmental Correspondence**
 - a. Communication with Ministries and other public authorities
 - b. Reports to the Central Statistical Office and other governmental financial management institutions
- 3. Committee Deliberations**
 - a. Minutes and reports of Committees and other internal bodies
- 4. Legal Activities**
 - a. Records of decisions; legislation; policies and procedures; contracts (including speciality contracts such as deeds); documents pertaining to litigation and other legal proceedings; and tenders' rules and procedures
- 5. Business Activities**
 - a. Business plans, proposals, reviews, reports
 - b. Records related to development, planning and general management of projects
 - c. Records relating to human resource management operations
 - d. Public relations records and files including: bursaries, sponsorships, brochures, newsletters, photographs, maps, and audio and visual material related to public relations activities
 - e. Records of programmes and relations with pipeline communities
 - f. Records relating to information resource management facilities, services and technology
 - g. Records relating to marketing and business promotions
 - h. Performance and audit assessments and analyses
 - i. Consultancy, technical, valuation, assessment and various reports which support business decisions

FOIA Public Statement 2017

- j. Policies, procedures and manuals, e.g., safety manual, evacuation procedures
- k. Speeches and presentations to public forums and conferences
- l. Records related to the management of corporate events
- 6. Financial and Accounting Operations**
 - a. Records related to budgeting; capital investments; financial planning and reporting; taxation; cash management, etc.
 - b. Reports to Government, audited financial accounts laid in Parliament and other public Financial entities
 - c. Accounting records
 - d. Records related to control and systems optimization
 - e. Annual Financial reports
- 7. Commercial Activities**
 - a. Records related to contract management
 - b. Records related to Asset and Value management
 - c. Strategy and Planning Records
- 8. Technical Operations**
 - a. Records related to the purchase and sale of natural gas; and building and physical infrastructure, including port and marine operations of National Energy and estate management operations of LABIDCO
- 9. Environment, Health, Safety and Security**
 - a. Records related to total recordable injuries for contractors and employees; and environmental impacts.

SECTION 7(1) (a) (iii)

Documents prepared for publication and inspection

If in stock and available, the public may inspect and/or obtain copies of the following material between the hours of 10:00 a.m. and 2:30 p.m. Monday to Thursday at:

The National Gas Company of Trinidad and Tobago Limited
Corporate Communications Division
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas
Phone: (868) 636-4662, 4680
Fax: (868) 679-2384

- Gasco Magazine (Quarterly)
- Various pamphlets, leaflets, booklets, videotapes and brochures relating to natural gas and the natural gas industry
- Annual Financial Report
- Speeches and presentations to public forums, and conferences
- Tenders' rules and procedures

These publications and other general information are also available on NGC's website www.ngc.co.tt

SECTION 7(1) (a) (iv)

Documents available by way of subscription

NGC does not currently publish any documents that are available by way of subscription.

SECTION 7(1) (a) (v)

Procedure to be followed to access official documents under the FOIA

How to request information:

1. Requests and public services under the FOIA will be entertained between the hours of 10 a.m. and 2:30 p.m. Monday to Thursday.
2. All requests for access to documents that are not readily available in the public domain are to be made on the Request for Access to Official Document(s) Form that is available from the Designation Officer or from the FOIA Unit.



**THE NATIONAL GAS COMPANY
OF TRINIDAD AND TOBAGO LIMITED**

3. Queries for amendments to documents containing personal information about the applicant are to be directed to the Designation Officer in the form of a letter.
4. To ensure prompt handling of requests, please address requests to the Designated Officer of the National Gas Company of Trinidad and Tobago Limited.
5. Requests will be acknowledged as official when made on the prescribed form.
6. Applicants must provide sufficient information to enable the Designated Officer to identify the document(s) being requested.
7. The general policy is to answer all requests for information, both oral and written. However, in order to derive the rights given to the applicant under the Act (for example the right to challenge a decision if the request for information is refused), the applicant must make such requests for information in writing.
8. If insufficient information is provided, clarification will be sought from the applicant.
9. If the applicant is not sure how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.
10. A request under the Act will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority, for example, by way of brochures, reports, etc.

Time allowed:

1. Applicants will be notified within 30 calendar days or before whether or not the request is approved.
2. Applicants whose requests are incomplete or unclear will be informed of the same by the Designated Officer who will make arrangements to consult with the applicant, with a view to clarifying the request.
3. The time limit of 30 days will be suspended while consultation with the applicant is being undertaken, and will resume on the day the applicant confirms or alters the request.
4. An applicant whose request for documents is refused will be notified by the Designated Officer in writing of the reasons for refusal. The Designated Officer will inform the applicant of alternative recourses that are open to him/her.
5. If NGC fails to meet the 30-day deadline, the Act gives the applicant the right to proceed as though his/her request has been denied.
6. If it appears that processing the applicant's request may take longer than the statutory limit, NGC will acknowledge the receipt and advise the applicant of its status.
7. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may call or write to confirm that the Designated Officer has received the request and to ascertain its status.

Fees and Charges

1. Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some form such as a tape, disk, film or other material, the applicant shall pay the prescribed fee incurred for duplication of the said material.
2. Details of charges for duplication of documents will be determined based upon individual requests by applicants.
3. Applicants will be required to complete an official company invoice before funds are paid to the Cashier.

FOIA Public Statement 2017

SECTION 7(1) (a) (vi)

Officer in NGC responsible for:

1. The initial receipt of and action upon notices under Section 10
2. Requests for access to documents under Section 13
3. Application for correction of personal information under Section 36 of the Act

The Designated Officer is:

Ann Moore-Spencer
The National Gas Company of
Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva
Phone: (868) 636-4662/4680, ext. 1450
Fax: (868) 679-2384
Email: annm@ngc.co.tt

SECTION 7(1) (a) (vii)

Advisory boards, councils, committees and other bodies (where meetings/minutes are open to the public)

At this time, there are no bodies that fall within the limits of this Section of the Act.

SECTION 7(1) (a) (viii)

Reading room facilities

Information in the public domain can be accessed through our website at www.ngc.co.tt. General information enquiries can be made to the Manager Corporate Communications Division at (868) 636-4662/4680, ext. 2102

For the purposes of FOIA reference, documents may be viewed between 9:30 a.m. and 3:00 p.m. in the designated reading area located at:

Administration Building
The National Gas Company of
Trinidad and Tobago Limited
Orinoco Drive
Point Lisas Industrial Estate
Point Lisas, Couva

All members of the public will be required to adhere to the rules and regulations outlined for the use of this facility.

STATEMENTS UNDER SECTION 8 OF THE ACT

The following in-house documents can be made available for inspection upon request:

1. Safety policy and procedures
2. Tenders' rules and procedures
3. Recruitment policy
4. Visitors' security policy
5. Third party accident/injury policies and procedures
6. Information management policies and procedures

SECTION 8(1) (a) (i)

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



**THE NATIONAL GAS COMPANY
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SECTION 8(1) (a) (ii)

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

SECTION 8(1) (b)

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

STATEMENTS UNDER SECTION 9 OF THE ACT

SECTION 9(1) (a)

A report or statement containing the advice or recommendations, of a body or entity established within The National Gas Company of Trinidad and Tobago Limited.

1. Policies and procedures relating to:
 - a. The issuing and evaluation of tenders and contracts
 - b. Personnel administrative matters
 - c. Information technology
 - d. Lease acquisition
 - e. Governance issues
2. Accident/Incident reports
3. Pipeline inspection reports
4. Environment and safety reports and recommendations

SECTION 9(1) (b)

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

1. Reports for
 - a. The Natural Gas Export Task Force

SECTION 9(1) (c)

A report or statement containing the advice or recommendations of an interdepartmental committee whose membership includes an officer of NGC.

1. Reports containing advice and/or recommendations from:
 - a. Human Resources Committee
 - b. Operations Committee
 - c. Tenders Committee
 - d. Audit Committee
 - e. Finance and Investment Committee

SECTION 9(1) (d)

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

1. Accident/incident reports
2. Pollution claims
3. Periodic financial data reports

SECTION 9(1) (e)

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

FOIA Public Statement 2017

1. Feasibility studies
2. Environmental Impact Assessments
3. Pre-lay and post-lay surveys
4. Scientific tests relating to natural gas

SECTION 9(1) (f)

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

1. Environmental Impact Assessments
2. Consultancy reports
3. Means and assets/investigative reports
4. Financial reports and audits
5. Health, Safety and Security reports

SECTION 9(1) (g)

A report prepared within NGC 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

1. Feasibility studies
2. Environmental Impact Assessments

SECTION 9(1) (h)

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

1. Financial reports
2. Audit reports
3. Project status reports

SECTION 9(1) (i)

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

1. Budgets
2. Business Plans
3. Strategic Plans

SECTION 9(1) (j)

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

At this time, we have no such statements.

SECTION 9(1) (k)

A report of a test carried out within the National Gas Company of Trinidad and Tobago Limited on a product for the purpose of purchasing equipment.

At this time, we have no such statements.

SECTION 9(1) (l)

An environmental impact statement prepared within NGC.

At this time, we have no such statements.

SECTION 9(1) (m)

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

1. Valuation reports
2. Actuarial reports

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LICENSING SESSIONS

ARIMA

APPLICATIONS for the Licensing Committee's Certificates for New Licences in the Licensing District of St. George East, Arima Area under the provisions of the Liquor Licences Act, Chap. 84:10, will be considered at a Licensing Session to be held at the Arima Magistrate's Court on TUESDAY THE 19TH DAY OF DECEMBER, 2017 at 9.00 o' clock in the forenoon.

| <i>Name of Applicant</i> | <i>Occupation</i> | <i>Address of Applicant</i> | <i>Premises where Situate</i> | <i>Term of Licence</i> | |
|---------------------------|-------------------|-----------------------------|---|---|--|
| Spirit Retailer's | | | | | |
| Ralph Hoyte | ... | Businessman | Light Pole No. 2 Maturita Village Arima | No. 9 Queen Street Arima | From 19th December, 2017 to 31st March, 2018 |
| Can Quan Lui | ... | do. | No. 13 Maple Avenue Kelly Village, Caroni | Corner Farfan Street and Woodford Streets, Arima | do. |
| Qiang Jia | ... | do. | No. 117 Carapo Main Road Arima | No. 117 Eastern Main Road Arouca | do. |
| Saturinus Boodhoo | ... | do. | Maturita Trace Maturita Village Arima | Maturita Trace, Maturita Village, Arima | do. |
| Marieo Vialva | ... | do. | Lot No. 7, Lopinot Road, Arouca | Lot No. 7, Lopinot Road Arouca | do. |
| Stephen Chee | ... | do. | No. 10 Broadway Street, Arima | No. 34 Corner Broadway and St. Joseph Streets Arima | do. |
| Alicia Daniel | ... | Businesswoman | Corner Mahabir Lane and Eastern Main Road, d'Abadie | Corner Mahabir Lane and Eastern Main Road d'Abadie | do. |
| Special Restaurant | | | | | |
| Qiang Jai | ... | Businessman | No. 117 Carapo Road Arima | No. 26 Eastern Main Road Maturita | do. |
| Richard Williams | ... | Proprietor | 13B, Pro Queen Street Arima | 13B, Pro Queen Street Arima | do. |
| Spirit Grocer's | | | | | |
| Stephen Chee | ... | Businessman | No. 10 Broadway Street Arima | 2B, Malabar Road Arima | do. |

Dated this 7th day of December, 2017 at the Arima Magistrate's Court.

*Secretary, Licensing Committee
St. George East*

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POINT FORTIN

RETURN of Application for Licensing Committee's Certificates under the Provisions of the Liquor Licences Act, Chap. 84:10 for the issue of New Licences at the Magisterial District of St. Patrick West, Point Fortin Area, to be considered at the Licensing Session which will be held at the Point Fortin Magistrate's Court on THURSDAY THE 14TH DAY OF DECEMBER, 2017 at 9.00 a.m.

| <i>Name of Applicant</i> | <i>Abode of Applicant</i> | <i>Premises where Situate</i> | <i>Term of Licence</i> | |
|--------------------------|---------------------------|--|---|---|
| Spirit Retailer's | | | | |
| Elizabeth Ramraj | ... | No. 283 Granville Road via Point Fortin | Opposite Light Pole No. 4 Syfoo Trace, Granville | From 1st January, 2018 to 31st March, 2018 |

Dated this 1st day of December, 2017 at the Point Fortin Magistrates' Court.

*Secretary, Licencing Committee
St. Patrick West*