



TRINIDAD AND TOBAGO GAZETTE

VOL. 49

Port-of-Spain, Trinidad, Thursday 18th February, 2010—Price \$1.00

No. 16

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	the Tobago Public Assistance Board			Limited in compliance with sections 7, 8 and 9	
				of the Freedom of Information Act, 1999	

THE FOLLOWING HAVE BEEN ISSUED:

BILL entitled “An Act relating to the protection of children and for matters related thereto”—(\$8.96).

BILL entitled “An Act to establish the Trinidad and Tobago Revenue Authority and for related matters”—(\$2.10).

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SUPPLEMENTS TO THIS ISSUE

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

Legal Supplement Part C—

Bill entitled “An Act relating to the protection of children and for matters related thereto”.

Bill entitled “An Act to establish the Trinidad and Tobago Revenue Authority and for related matters”.

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PUBLICATION OF BILLS

NOTICE is hereby given that the following Bills are published as a Supplement to this *Trinidad and Tobago Gazette* for public information:

The Children Bill, 2010.

The Trinidad and Tobago Revenue Authority Bill, 2010.

Copies of the Bill may be purchased from the Government Printery Sales Section, 2–4, Victoria Avenue, Port-of-Spain.

18th February, 2010.

J. SAMPSON
Clerk of the House

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APPOINTMENT TO ACT AS MINISTER OF FOREIGN AFFAIRS

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed MRS. HAZEL ANN-MARIE MANNING, a Senator, to act in the Office of the Honourable PAULA GOPEE-SCOON, Minister of Foreign Affairs, with effect from 10th February, 2010 and continuing during the absence from Trinidad and Tobago of the said the Honourable Paula Gopee-Scoon, M.P., in addition to the discharge of her normal duties.

8th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT TO ACT AS MINISTER OF FINANCE

IT IS HEREBY NOTIFIED for general information that His Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in him by subsection (2) of section 79 of the Constitution of the Republic of Trinidad and Tobago, has appointed DR. EMILY GAYNOR DICK-FORDE, a Senator, to act in the Office of the Honourable KAREN NUNEZ-TESTEIRA, Minister of Finance, with effect from 14th February, 2010 and continuing during the absence from Trinidad and Tobago of the said the Honourable Karen Nunez-Testeira, M.P., in addition to the discharge of her normal duties.

10th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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APPOINTMENT TO ACT TEMPORARILY AS MEMBERS OF THE SENATE

IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40(2)(c) and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President has appointed DR. ROLPH BALGOBIN, to be temporarily a Member of the Senate, with effect from 9th February, 2010 and continuing during the period of illness of Senator BASHARAT ALI.

8th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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IT IS HEREBY NOTIFIED for general information that, under the provisions of section 40 and section 44 of the Constitution of the Republic of Trinidad and Tobago, His Excellency the President, acting in accordance with the advice of the Prime Minister, has appointed MR. JOEL PRIMUS, to be temporarily a Member of the Senate, with effect from 9th February, 2010 and continuing during the absence from Trinidad and Tobago of Senator TINA GRONLUND-NUNEZ.

9th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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REAPPOINTMENT AND APPOINTMENT OF MEMBERS OF THE TOBAGO LOCAL PUBLIC ASSISTANCE BOARD

IT IS NOTIFIED for general information that Cabinet, in accordance with the provisions of section 8 of the Public Assistance Act, Chap. 32:03, has agreed to the appointment of Mr. JOHN JAMES as a Member of the Tobago Local Public Assistance Board, for a period of three (3) years, with effect from the date of his appointment and that the undermentioned Members would continue to serve as members of the above-mentioned Board until the expiration of their term of office as indicated—

28TH JULY, 2011

MRS. PHILOMEN GRAY
MS. MAXINE MURRAY

15TH SEPTEMBER, 2011

MS. AULDITH BARRY
MS. CAROL REID

18th January, 2010.

A. POPPLEWELL
*Permanent Secretary,
Ministry of Social Development*

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DECLARATION OF VACANT SENATE SEAT

IT IS HEREBY NOTIFIED for general information that, His Excellency the President, acting in accordance with the advice of the Leader of the Opposition, under the provisions of section 43(2)(e) of the Constitution of the Republic of Trinidad and Tobago, has declared the seat of Senator Mrs. LYNDIRA OUDIT in the Senate of Trinidad and Tobago vacant, with effect from 17th February, 2010.

17th February, 2010.

H. HEMNATH
*Secretary to His Excellency
the President*

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MARRIAGE OFFICER'S LICENCE GRANTED

A LICENCE dated 28th January, 2010 has been granted to the undermentioned Minister of Religion to be a Marriage Officer for the purposes of the Marriage Act, Chap. 45:01.

By Command

28th January, 2010.

P. TAYLOR
Minister of Legal Affairs

<i>Religious Denomination</i>	<i>Name</i>	<i>Where Residing</i>	<i>Place of Worship in which Officiating</i>
Achievers for Christ Ministry	Fitzroy King	No. 81 Papourie Road Esperance Village San Fernando	Achievers for Christ Ministry No. 81 Papourie Road Esperance Village San Fernando

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PROBATE AND LETTERS OF ADMINISTRATION

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

PROBATE of the Will dated the 13th day of March, 2005, of OLIVE WHEELER otherwise OLIVE AURORA WHEELER of Light Pole No. 51, Arthur Street, Cumana Village, Toco, Trinidad, who died on the 24th day of November, 2005, by JEFFERSON QUASHIE of Cumana Village, Toco, Trinidad, the surviving executor named in the Will;

PROBATE of the Will dated the 1st day of September, 2005, of ROOPNARINE RAMDEO of 2941, Naparima-Mayaro Road, Agostini Village, Rio Claro, Charuma, Trinidad, who died on the 30th day of July, 2007, by RAMPERSAD RAMDEO of 3003, Agostini Village, Rio Claro, Charuma, Trinidad, son of deceased, the sole executor named in the Will;

PROBATE of the Will dated the 18th day of May, 2009, of FRANCES SERVILLE otherwise FRANCES ORACIA SERVILLE of Senior Street, La Puerta, Diego Martin, Trinidad, who died on the 25th day of June, 2009, by ANTON DICK of 85, Frederick Street, Port-of-Spain, Trinidad, nephew of deceased, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of ALVIN ARTHUR GOVERNOR otherwise ALVIN GOVERNOR of Light Pole No. 51B, Church Street, Cunupia, Trinidad, who died on the 22nd day of July, 2008, by GWENDOLYN NOEL-GOVERNOR of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of PETER DODOUGH of Delhi Road, Fyzabad, Siparia, Trinidad, who died on the 13th day of February, 2004, by GLEN SUNIL DODOUGH of the same place, his lawful son and the only next of kin;

LETTERS OF ADMINISTRATION of the estate of RAJPATEE FRANCIS otherwise RAJPATIE FRANCIS of 5, Babwah Street, Orange Valley, Couva, Trinidad, who died on the 22nd day of February, 2009, by FRANCIS BALKISSOON of the same place, her lawful husband;

LETTERS OF ADMINISTRATION of the estate of PARKER RAMJIT of 9, Manbodh Avenue, Syne Village, Penal, Siparia, Trinidad, who died on the 1st day of August, 2007, by DHANO RAMJIT of 29, Mungal Trace, La Fortune, Woodland, Naparima, Trinidad, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of ERNEST BENECIO CALDERON otherwise ERNEST CALDERON of Light Pole No. 5, Quarry Road, Calvary Hill, Arima, Trinidad, who died on the 7th day of August, 2008, by FRANCILLIA FELICIA CALDERON of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of AGNES HUGGINS of Light Pole No. 55, Samaroo Village, Arima, Trinidad, who died on the 23rd day of September, 1990, by ESTRELLA GREGG of the same place, the lawfully appointed attorney of LINDA HUGGINS otherwise LINDA HUGGINS WEST;

LETTERS OF ADMINISTRATION with Will dated the 8th day of May, 1980, annexed of the estate of WILFRED BELMAR otherwise WILFRED BELMA of Light Pole No. 1-59, Edma Avenue, Samaroo Village, Arima, Trinidad, who died on the 2nd day of October, 1980, by RUBY BELMAR MENDOZA otherwise MONICA BELMAR of the same place, daughter of deceased, one of the devisees and/or legatees named in the Will;

LETTERS OF ADMINISTRATION of the estate of ALAN CHUNG of Light Pole No. 2, Eastern Main Road, Maturita Village, Arima, Trinidad, who died on the 5th day of May, 2009, by JOANNE CAMILLE RATTAN-CHUNG of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of LAKSHMAN ANIL RAMDASS of Light Pole No. 52, Juteram Street, Sangre Grande, Manzanilla, Trinidad, who died on the 4th day of November, 2008, by DEO RAMDASS otherwise MAHADEO RAMDASS of the same place, his lawful father and the next of kin;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of ANN MARIAN DE LA BASTIDE otherwise ANN MARIAN DE LA BASTIDE of Apartment 7, Coblantz Court, 42, Coblantz Avenue, Cascade, St. Ann's, Trinidad, who died on the 5th day of March, 2009, by MICHAEL SIMON VICTOR DE LA BASTIDE of 5, Longden Street, Port-of-Spain, Trinidad and JULIET DE LA BASTIDE of 12, Charles Apartments, 4, Sydenham Avenue, St. Ann's, Trinidad, her lawful son and daughter respectively and two of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of CORNELIUS BOBB of 192, Lady Young Avenue, Morvant, St. Ann's, Trinidad, who died on the 29th day of June, 1981, by ROY BOBB of Laventille Extension, Morvant, St. Ann's, Trinidad, his lawful son and one of the next of kin;
- LETTERS OF ADMINISTRATION of the estate of TESSA SANDRA HENDERSON otherwise TESSA HENDERSON of 15, New Yalta, Diego Martin Main Road, Diego Martin, Trinidad, who died on the 9th day of October, 2007, by TANIA JANE AFFONSO of 7, Lillian Drive, Tri-Valley Manor, Cantaro Village, Santa Cruz, St. Ann's, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of RAMNARASE SAHADEO of Light Pole No. 1A, Chin Chin Road, Cunupia, Trinidad, who died on the 20th day of November, 2008, by VEDA SAHADEO of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 23rd day of October, 2008, of JEANETTE BARTHOL of Light Pole No. 61, Malabar Branch Road, Arima, Trinidad, who died on the 26th day of April, 2009, by JENNIFER SOOKDEO of Eden Rahim Street, Arima, Trinidad and ROSELYN PAUL of Light Pole No. 61, Malabar Branch Trace, Arima, Trinidad, the executrixes named in the Will;
- PROBATE of the Will dated the 17th day of January, 2007, of CHRISTINE VIOLET LORD of 28, Lowkie Trace, Charlo Village, Penal, Siparia, Trinidad, who died on the 30th day of September, 2009, by VALINE AYANA LORD and SHERRY-ANN RACHEL LORD, both of the same place, daughters of deceased, the executrixes named in the Will;
- PROBATE of the Will dated the 16th day of December, 2004, of WILMA CARTEY otherwise WILMA CARTEY-MOORE otherwise WILMA VICTORIA CARTEY of 84, Tragarete Road, Port-of-Spain, Trinidad, who died on the 22nd day of November, 2007, by MARGUERITE-ANNE MOORE and SHONDA ALIKE LUCIENNE MOORE, both of the same place, daughter and granddaughter of deceased respectively, the executrixes named in the Will;
- LETTERS OF ADMINISTRATION of the estate of INDAR SINGH of ½ Mile Mark, Light Pole No. 24, Guaico Tamana Road, Guaico, Tamana, Trinidad, who died on the 2nd day of May, 2008, by KAMINI RATTANSINGH of the same place, his lawful daughter and one of the next of kin;
- PROBATE of the Will dated the 4th day of October, 1979, of BENJAMIN EDWARDS of Edwards Drive, Off Upper Stoeer Drive, Petit Valley, Diego Martin, Trinidad, who died on the 17th day of February, 2009, by AGATHA EDWARDS of the same place, widow, relict of deceased, the sole executrix named in the Will;
- PROBATE of the Will dated the 8th day of August, 1998, of HUGH REYES of 82, Blazney Road, Upper Santa Cruz, St. Ann's, Trinidad, who died on the 26th day of August, 1998, by ROBERT REYES otherwise ROBERT NIGEAL REYES of 1, La Puerta Avenue, Diego Martin, Trinidad, son of deceased, the sole executor named in the Will;
- PROBATE of the Will dated the 25th day of May, 2004, of CECIL STOKLEY STANLEY otherwise CECIL STANLEY otherwise CECIL STOKELY STANLEY of 15, Argyle Street, Port-of-Spain, Trinidad, who died on the 18th day of May, 2008, by CURTIS JOSEPH of 9, Observatory Street, East Dry River, Port-of-Spain, Trinidad, the sole executor named in the Will;
- PROBATE of the Will dated the 20th day of March, 2008, of MILTON FRANKLIN Mc DOWALL otherwise MILTON Mc DOWALL otherwise MILTON MCDOWALL of 2, Scott Street, St. Clair, Port-of-Spain, Trinidad, who died on the 30th day of June, 2009, by AUDREY ELICE Mc DOWALL of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of SATNARINE MAHARAJ of 275, San Francique Road, Penal, Siparia, Trinidad, who died on the 2nd day of November, 2007, by KUMAR SATNARINE of the same place, his lawful son and one of the next of kin;
- PROBATE of the Will dated the 25th day of June, 2008, of CLARIE ROBINSON of 11, Gosine Street, Bank Village, Carapichaima, Chaguanas, Trinidad, who died on the 28th day of March, 2009, by ARTHUR ROBINSON of 32, Pommegranate Avenue, Santa Rosa Heights, Arima, Trinidad, son of deceased, the sole executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of MONICA LASHLEY-BRATHWAITE of 45, Ramlogan Drive, El Dorado, Tunapuna, Tacarigua, Trinidad, who died on the 4th day of December, 2001, by CHARLENE CARUTH of 29, Charity Crescent, Paradise East, Tacarigua, Trinidad, her daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of SUEYUEN PETER otherwise SUE YUEN PETER of 104, Manekin Drive, Bon Air West, Arouca, Tacarigua, Trinidad, who died on the 2nd day of October, 2008, by IRWIN HENRY of 13A, Sandhurst Street, Belmont, Port-of-Spain, Trinidad, the statutory guardian of XAVIER MA YET MING ANDREW PETER-HENRY;
- LETTERS OF ADMINISTRATION of the estate of THOMAS ALLAHAR of 116, Crescent Gardens, Mausica Road, d'Abadie, Arima, Trinidad, who died on the 26th day of July, 2008, by JASSODRA ALLAHAR of the same place, his lawful widow and relict;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of WESTLEY HUGGINS otherwise WESTLEY ST. CLAIR HUGGINS of 16, George Street, Ste. Madeleine, Naparima, Trinidad, who died on the 19th day of April, 2009, by CAROL MC INTYRE HUGGINS otherwise CAROL ELENOR MC INTYRE HUGGINS of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of ROOPNARINE DWARIKA of 154, Poonah Road, Whiteland, Pointe-a-Pierre, Trinidad, who died on the 15th day of April, 2008, by PARBATE DWARIKA of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of STEPHEN SOYER of Lots Nos. 2 and 3, Henri Street, Arima, Trinidad, who died on the 18th day of February, 1985, by WINSTON IRVIN SOYER JUNIOR of Upper Covigne Road, Diego Martin, Trinidad, his grandson and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of ROBERT RAMSINGH of 10, Hillview Lane, Quarry Village, via Santa Flora, Erin, Trinidad, who died on the 20th day of September, 2009, by OMA RAMSINGH of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of NERISSA DASENT otherwise NARISSA DASENT otherwise NORISA DASENT of Light Pole No. 8, Church Street, Success Village, Laventille, St. Ann's, Trinidad, who died on the 9th day of July, 2007, by ANDERSON CHRISTOPHER DASENT of the same place, her son and the only person entitled to the estate;
- PROBATE of the Will dated the 14th day of June, 2007, of KEVIN DIAZ otherwise KELVIN DIAZ otherwise VINCENT KELVIN DIAZ of 12, San Diego Park, Diego Martin, Trinidad, who died on the 24th day of September, 2007, by GLORIA MARINA DIAZ of 18, Madras Street, St. James, Port-of-Spain, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION with Will dated the 4th day of April, 1986, annexed of the estate of THELMA CREESE of 8, Warner Road, Point Fortin, La Brea, Trinidad, who died on the 16th day of March, 1991, by ANGELA WELLS and ENEZ ALDA TYSON, both of the same place, daughters of deceased, two of the surviving devisees and/or legatees named in the Will;
- LETTERS OF ADMINISTRATION of the estate of ELMO WRIGHT otherwise ELMO BERNADO WRIGHT of 291, Papourie Road, Diamond Village, Naparima, Trinidad, who died on the 5th day of July, 2008, by SHEILA WRIGHT of the same place, his mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of LUCILLIA ALEXANDER of Caratal Road, Gasparillo, Pointe-a-Pierre, Trinidad, who died on the 8th day of November, 1994, by MARTHA ALEXANDER-BOTAS of Commission Street, Mon Repos, San Fernando, Trinidad, her niece and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION with Will dated the 18th day of January, 1994, annexed of the estate of POLICA ELLIOTT otherwise POLICAR ELLIOTT of 1312, Swan Lane, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 16th day of April, 2005, by LAURENCE ELLIOTT of 9, St. Ann's Road, St. Ann's, Trinidad, the lawfully appointed attorney of DOROTHY ELVIRA ELLIOTT;
- LETTERS OF ADMINISTRATION *de bonis non* with Will dated the 29th day of April, 1994, annexed of the estate of RUPERT GABRIEL LENNARD JOSEPH otherwise RUPERT JOSEPH of 14, Jean Street, Cocoyea Village, San Fernando, Trinidad, who died on the 12th day of December, 2000, by JACQUELINE MERLE JOSEPH otherwise JACQUELINE MERLE WELLS-JOSEPH of the same place, widow, relict of deceased, the sole devisee and/or legatee named in the Will;
- PROBATE of the Will dated the 25th day of October, 1996, of SUMINTRA MAHARAJ of 2, Rambally Avenue, Windsor Extension, Pond Street, La Romain, Naparima, Trinidad, who died on the 16th day of June, 2007, by VERNON RAMDHAN of the same place, the other executor named in the Will;
- LETTERS OF ADMINISTRATION of the estate of RODRE RYAN BAHADOOR otherwise RODRE BAHADOOR of 222, Corosal Road, Mayo, Pointe-a-Pierre, Trinidad, who died on the 14th day of June, 2008, by GLORIA JOSEPH of 3, Sancho Road, Poona, Williamsville, Savana Grande, Trinidad, his mother and the only person entitled to the estate;
- LETTERS OF ADMINISTRATION of the estate of VISHAL RIAZ MOHAMMED of 3, Sukhram Village, Ojoe Road, Sangre Grande, Manzanilla, Trinidad, who died on the 13th day of December, 2008, by KAMINI MOHAMMED of the same place, his lawful mother and next of kin;
- LETTERS OF ADMINISTRATION of the estate of NICOLE GONZALES otherwise NICOLE ALICIA JOANNE GONZALES of Radix Village, Mayaro, Guayaguayare, Trinidad, who died on the 5th day of March, 1992, by JOSEPHINE GONZALES of the same place, her mother and the only person entitled to the estate;

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

Dated the 18th day of February, 2010.

E. A. PETERSEN
Registrar, Supreme Court of Judicature

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CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 10TH FEBRUARY, 2010

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
56,469,356	Balances, Investments, etc.	56,795,750
25,402	Gold Subscriptions to I.M.F.	25,402
2,678,784	I.M.F.—S.D.R. Holdings	2,678,519
59,173,542		59,499,671
	Trinidad and Tobago Government Securities:	
172	Treasury Bills (Face Value)	173
23,437	Marketable Securities	23,437
23,609		23,610
	Other Assets:	
1,739,073	Trinidad and Tobago Dollar Securities	1,109,734
186,600	Advances to Government Authorities	186,600
190,812	Advances to Commercial Banks	190,812
3,228,168	Other Assets	3,175,859
5,344,653		4,663,005
228,586	Fixed Assets:	228,586
64,770,390		64,414,872
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
4,302,843	Notes	4,466,019
161,437	Coins	161,497
4,464,280		4,627,516
	Demand Liabilities:	
15,098,729	Commercial Banks	14,426,189
397,413	Financial Institutions (Non-Banking)	397,679
3,014,293	Government and Governmental Organisations	2,232,897
415,686	International Organisations	415,686
206,223	Foreign Currency	206,197
4,649,768	Other	4,705,636
23,782,112		22,384,284
	Other Liabilities:	
3,122,392	Government S.D.R. Allocations	3,122,392
30,093,338	Other Liabilities	31,036,652
1,973,397	Specific Provisions	1,909,157
35,189,127		36,068,201
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
534,871	General Reserve Fund	534,871
1,334,871		1,334,871
64,770,390		64,414,872

“The Heritage and Stabilisation Fund Act, 2007 created the Heritage and Stabilisation Fund (HSF) from 15th March, 2007. The HSF, which is denominated in US dollars, is not part of the Central Bank’s foreign exchange reserves. The provision of the foreign exchange for this Fund led to an amendment to the original accounts published for the Central Bank of Trinidad and Tobago for the period 15th March, 2007 to 10th February, 2010”.

M. BORELY
Financial Controller,
Finance and Accounting



157 – 158 Manic Street, Chaguanas, Trinidad W.I.
 Ph: (868) 749-3462 or (868) 499-7657
 Email: info@cepep.co.tt

FREEDOM OF INFORMATION ACT (FOIA) 1999

PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9

OF THE FREEDOM OF INFORMATION ACT, 1999

Under the Freedom of Information Act No. 26 of 1999, each public authority is required to publish an annual Statement of Affairs. This statement describes the structure and functions of The CEPEP Company Limited (hereinafter called the Company) and lists categories of documents held by the Company which are available for public scrutiny.

SECTION 7 – STATEMENTS

(i) Statement on the organisation and function of the Company

The Company is a Special Purpose State Enterprise under the Ministry of Local Government. The Company was incorporated on 2nd April, 2008 under the Companies Act Chapter 81:01 and commenced operations on 1st November, 2008. The Company comprises a Board of Directors responsible for policy matters and Management and Staff who carry out the day to day operations. The Company is headed by a General Manager. The six (6) Members of the Board, one of whom is the Chairman, were appointed by the Minister.

The Head Office of the Company is located at 157 – 158 Manic Street, Chaguanas.

The Company has responsibility for programme execution in the area of environmental protection and enhancement. Its principal functions are to: -

- Empower communities to improve the condition of the local physical environment.
- Expand employment opportunities for the benefit of semi-skilled and unskilled persons within communities.
- Create opportunities for the establishment and development of small businesses.
- Build capacity through training and development of contractors and their employees as well as the staff of the Company (both business and personal).
- Promote higher levels of social responsibility within communities through awareness, public participation and ownership.

Mission of the Company

“Committed to building successful community business models, sustainable environmental projects and the promotion of social responsibility within communities”.



Organisational Structure

The Company's principal functions are carried out by its two main departments:-

- Environmental Protection and Enhancement Operations
- Business Development

These departments are supported internally by Corporate Administrative Services, Finance and Accounting, Legal, Human Resources, Communications, Information Technology, Research and Internal Audit services.

Environmental Protection and Enhancement Operations

The core functions of this department include:-

- Rationalisation of environmental work areas
- Beautification and landscaping
- Coastal maintenance
- Dead animal removal
- Disaster emergency relief
- Eco-sites management
- Removal of illegal dump sites

Business Development

The core functions of this department include:-

- Implementation of an effective business development model
- Management of green wastes by composting
- Development of skilled and semi-skilled agricultural labour supply
- Recycling

Effect of functions on members of the Public

The work of the Company impacts directly on members of the public. The citizens of the country, local communities and the general public are the ultimate beneficiaries of all the services of the Company. Protecting and enhancing the environment, creating jobs to improve the environment and starting up environmentally related businesses contribute to the alleviation of social ills which in turn has a distinct positive influence on the quality of life in Trinidad and Tobago.

Decision Making Powers Affecting Members of the Public



The principal decision-making powers of the Company which affect members of the public are:-

- Decision-making on applications for contracts with the Company
- Authorisation of funding for programmes and projects under the jurisdiction of the Company

(ii) Statement on categories of documents held by the Company

The documents held by the Company include:-

- 1) Files dealing with administrative support and general administrative documents for the operations of the Company.
- 2) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc.
- 3) Files dealing with the accounting and financial management function of the Company.
- 4) Financial records (cheques, vouchers, receipts, expenses, journals, etc).
- 5) Files dealing with Cabinet documents.
- 6) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 7) Maps/Charts/Photographs/Compact Discs/Catalogues.
- 8) Policy and Procedure Documents.
- 9) Internal and External correspondence files.
- 10) Contractor files.
- 11) Documents relating to strategic and operational plans of the Company.
- 12) Legislation and Legal Instruments.
- 13) Legal Opinions and related matters.
- 14) Files dealing with training.
- 15) Minutes/Agenda of meetings.
- 16) Files dealing with Circulars, memoranda, notices, bulletins, etc.
- 17) Reports: Projects, Annual/monthly/quarterly, Audit Consultant's/Technical, Corporate, Valuation, Accidents, etc.
- 18) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, directories.

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- 19) Files dealing with official conferences and events hosted and attended by the Company.
- 20) Inventories.
- 21) Periodicals and publications.
- 22) Forms.
- 23) Certificates.

(iii) Material prepared by the Company for publication or inspection under Part II of the FOIA and where they can be inspected or obtained

The following printed material can be inspected, once not otherwise specified, at the Head Office of the Company at 157 – 158 Manic Street, Chaguanas.

- Incorporation Documents
- Maps/Charts/Photographs
- By-Laws
- Statement of Company Policy Guidelines on Donations
- Statement of Company Policy Guidelines on Tenders and Disposal
- Strategic Plan
- Operational Plan

(iv) Listing of literature available by way of subscription services

Not Applicable

(v) Procedure to be followed when accessing a document from The CEPEP Company Limited

General Procedure

Our policy is to answer all requests for information. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the prescribed form set out in the Schedule of the FOIA.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Legal Manager / Corporate Secretary of The CEPEP Company Limited.

Details in the Request

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Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Corporate Secretary / Legal Manager.

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 CEPEP Company Limited or from another public authority, for example brochures, pamphlets, etc.

Responding to your Request

- **Retrieving Documents**
The CEPEP Company Limited is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage centre, will be retrieved in order to process your request.
- **Furnishing Documents**
An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

Time limits

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

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document(s) within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the documents requested.

(vi) Statement specifying officers responsible for the process of request to access documents

The Designated Officer for The CEPEP Company Limited is:-

Legal Manager / Corporate Secretary
The CEPEP Company Limited
157 – 158 Manic Street
Chaguanas

Tel.: 749-3462 or 499-7657



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(vii) Statement of all boards, council and bodies constituted by two or more persons

Presently there are no Advisory Boards, Council, Committee or other bodies that fall within the meaning of Section 7(1)(a)(vii) of the FOIA.

(viii) Statement on the Company's library facilities

Presently there is no library or reading room facilities at The CEPEP Company Limited.

SECTION 8 – STATEMENTS

List of documents provided by The CEPEP Company Limited for use by its officers

- Copies of all legislation, laws, regulations, orders
- State Enterprises Performance Monitoring Manual
- Ministry of Finance Investments Division Standard Procurement Procedures
- Tenders and Disposal Policy and Procedures

SECTION 9 – STATEMENTS

List of reports or statements containing advice or recommendations

- R.O.S.E. Report
- CEPEP Impact Study

Chairman: Mr. Raymond Tim Kee
Directors: Mrs. Nadra Nathai-Gyan, Mr. Gervon Abraham, Mr. Newton George, Mr. Brent Mc Fee, Mr. Dale McLeod