



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 80

1147

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Legal Profession (Eligibility for Admission) (No. 4) Order, 2010—(Legal Notice No. 215 of 2010).

Notification—(Legal Notice No. 216 of 2010).

Notification—(Legal Notice No. 217 of 2010).

Notification—(Legal Notice No. 218 of 2010).

Classification of Highways (Amendment) Order, 2010—(Legal Notice No. 219 of 2010).

Special Roads (Traffic) (Amendment) Regulations, 2010—(Legal Notice No. 220 of 2010).

1148

NOTIFICATION OF ESTABLISHMENT OF A NEW BRANCH OF THE TRINIDAD AND TOBAGO UNIT TRUST CORPORATION

IT IS HEREBY NOTIFIED that in accordance with section 4(3) of the Unit Trust Corporation Act, Chap. 83:03, a new Branch of the Trinidad and Tobago Unit Trust Corporation has been established at Shop No. 27, Lot Nos. 1D and 1E, Movietowne Boulevard, Invaders Bay, Audrey Jeffers Highway, Port-of-Spain, and was formally opened to the public on Monday 14th June, 2010.

Made this 15th day of June, 2010.

P. ILKHTCHOU
Corporate Secretary

1149

DETERMINATION OF COMPENSATION TO DEPENDANTS OF DECEASED EMPLOYEE

Re Death of

SURESH MARAJ, late of 4, Boundary Road, San Juan
a workman lately employed with G4S Security Services Ltd.

COMPENSATION in the above matter having been deposited with me under section 8 of the Workmen's Compensation Act, persons claiming to be the dependants of the said Suresh Maraj are hereby required to appear before the Commissioner on TUESDAY THE 13TH DAY OF JULY, 2010, at 9.00 o'clock in the forenoon at the Hall of Justice, Port-of-Spain, when the Commissioner shall proceed to determine the distribution thereof.

Proof of relationship of dependants to the deceased workman will be required by the Commissioner to be furnished by claimants at the enquiry. Such proof to be in the form of certificates of birth and of marriage as in the circumstances be necessary.

A claimant for funeral expenses of the deceased must submit and prove his claim to the Commissioner on or before the 13th day of July, 2010.

Dated this 14th day of April, 2010.

S. CAZABON
*Assistant Registrar,
Supreme Court of Judicature*



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

IN THE MATTER OF

THE CONTRAVENTION OF SECTION 66(1)(a) OF THE SECURITIES INDUSTRY ACT, 1995
BY DEVELOPMENT FINANCE LIMITED

And

In the Matter of

A CONTRAVENTION OF BY-LAW 56(1) OF THE SECURITIES INDUSTRY BY-LAWS, 1997
BY DEVELOPMENT FINANCE LIMITED

And

In the Matter of

A PROPOSED SETTLEMENT AGREEMENT

[Pursuant to Part VIII of Securities Industry (Hearings and Settlements) Practice Rules, 2008 ("the Rules")]

ORDER OF THE COMMISSION

WHEREAS Development Finance Limited ("the Respondent") failed to file its 2008 audited Comparative Financial Statement with the Commission on or before 31st March, 2009;

And whereas the Respondent filed a copy of its 2008 Annual Report with the Commission on 5th May, 2009 past the due date of 30th April, 2009;

And whereas by Notices of Contravention Nos. S.I. 63 of 2009 and S.I. 64 of 2009 dated 29th October, 2009, the Commission notified the Respondent that it was in contravention of —

- (i) By-Law 56(1) of the Securities Industry By-Laws, 1997 ("the By-Laws") by failing to file its 2008 audited Comparative Financial Statement with the Commission on or before 31st March, 2009; and
- (ii) Section 66(1)(a) of the Securities Industry Act, 1995 ("the Act") by filing a copy of its 2009 Annual Report with the Commission on 5th May, 2009 past the due date of 30th April, 2009;

And whereas by letters dated 23rd November, 2009 and 18th January, 2010 respectively, the Commission and the Respondent entered into settlement discussions to determine whether the matter could be settled;

And whereas on the 26th day of February, 2010, the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the General Manager of the Commission ("the Settlement Agreement"), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

And whereas the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

And whereas the Respondent shall within twenty-eight (28) days of the making of this Order pay the sum of fifty-five thousand dollars (\$55,000.00) to the Trinidad and Tobago Securities and Exchange Commission;

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ORDER OF THE COMMISSION—CONTINUED

And whereas the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

It is hereby ordered that—

- (a) The procedure outlined under the Securities Industry (Hearings and Settlements) Practice Rules, 2008 has been followed;
- (b) The Respondent has contravened By-Law 56(1) of the By-Laws and section 66(1)(a) of the Act and shall within twenty-eight (28) days of the making of this Order pay the sum of fifty-five thousand dollars (\$55,000.00) as the fine in this matter; and
- (c) This Order shall be published in the *Trinidad and Tobago Gazette*, in the daily newspapers and on the Commission's Website.

Dated this 3rd day of March, 2010.

DEBORAH THOMAS-FELIX
Chairman

DR. SHELTON NICHOLLS
Commissioner

VISHNU DHANPAUL
Commissioner

FRANCIS LEWIS
Commissioner

MARSHA K. KING
Commissioner

1151



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

IN THE MATTER OF

THE CONTRAVENTION OF SECTION 66(1)(a) OF THE SECURITIES INDUSTRY ACT, 1995
BY SUPREME VENTURES LIMITED

And

In the Matter of

A PROPOSED SETTLEMENT AGREEMENT

[Pursuant to Part VIII of Securities Industry (Hearings and Settlements) Practice Rules, 2008 (“the Rules”)]

ORDER OF THE COMMISSION

WHEREAS Supreme Ventures Limited (“the Respondent”) filed a copy of its 2008 Annual Report with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”), on or before 5th March, 2009, past due date of 28th February, 2009;

And whereas by Notices of Contravention No. S.I. 139 of 2009, the Commission notified the Respondent that it was in contravention of section 66(1)(a) of the Securities Industry Act, 1995 (“the Act”) by filing a copy of its 2008 Annual Report with the Commission on 5th March, 2009 past the due date of 28th February, 2009;

And whereas by letters dated 4th January, 2010, 5th January, 2010 and 7th January, 2010, the Commission and the Respondent entered into settlement discussions to determine whether the matter could be settled;

1151—Continued

ORDER OF THE COMMISSION—CONTINUED

And whereas on the 8th of March, 2010, the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the General Manager of the Commission on behalf of the Commission and the Chief Executive Officer of the Respondent on behalf of the Respondent (“the Settlement Agreement”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

And whereas the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

And whereas the Respondent shall pay the sum of ten thousand Trinidad and Tobago dollars (TT\$10,000.00) to the Commission within twenty-eight (28) days of the making of this Order as the fine in this matter;

And whereas the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

It is hereby ordered that—

- (a) The procedure outlined under the Securities Industry (Hearings and Settlements) Practice Rules, 2008 has been followed;
- (b) The Respondent has contravened section 66(1)(a) of the Act and shall pay the sum of ten thousand Trinidad and Tobago dollars (TT\$10,000.00) within twenty-eight (28) days of the making of this Order as the fine in this matter; and
- (c) This Order shall be published in the *Trinidad and Tobago Gazette*, in the daily newspapers and on the Commission’s Website .

Dated this 4th day of May, 2010.

DEBORAH THOMAS-FELIX
Chairman

MARSHA K. KING
Commissioner

VISHNU DHANPAUL
Commissioner

DR. SHELTON NICHOLLS
Commissioner

1152



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

IN THE MATTER OF

THE CONTRAVENTIONS OF SECTIONS 66(1)(a) AND 66(2) OF THE SECURITIES INDUSTRY ACT, 1995 AND BY-LAW 55(1) OF THE SECURITIES INDUSTRY BY-LAWS, 1997 REPUBLIC FINANCE AND MERCHANT BANK LIMITED

And

In the Matter of

A SETTLEMENT AGREEMENT

[Pursuant to Part VIII of Securities Industry (Hearings and Settlements) Practice Rules, 2008 (“the Rules”)]

ORDER OF THE COMMISSION

WHEREAS by Notices of Contravention Nos. S.I. 167 and 168 of 2009 respectively, dated 31st December, 2009, the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) advised Republic Finance and Merchant Bank Limited (“the Respondent”) that it was in contravention of—

- (1) Section 66(1)(a) of the Securities Industry Act, 1995 (“the Act”) by failing to file a copy of its 2008 Annual Report with the Commission on or before 31st January, 2009; and
- (2) Section 66(2) of the Act and By-Law 55(1) of the Securities Industry By-Laws, 1997 (“the By-Laws”) by failing to file a copy of its 2009 Interim Financial Statements with the Commission on or before 29th May, 2009;

And whereas by submissions dated 1st March, 2010 and 3rd March, 2010, the Commission and the Respondent entered into settlement discussions to determine whether the matter could be settled;

1152—Continued

ORDER OF THE COMMISSION—CONTINUED

And whereas on the 10th day of May, 2010, the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the Acting General Manager of the Commission and the Managing Director on behalf of the Respondent (“the Settlement Agreement”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

And whereas the Settlement Panel approved the Settlement Agreement and agreed to submit the Settlement Agreement to the Commission;

And whereas the Respondent has agreed to pay to the Commission the sum of one thousand Trinidad and Tobago dollars (TT\$1,000.00) in respect of each of the said Notices of Contravention;

And whereas the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

It is hereby ordered that—

- (a) The procedures outlined under the Securities Industry (Hearings and Settlements) Practice Rules, 2008 have been followed;
- (b) In respect of each of the said Notices of Contravention, that the Respondent pay to the Commission, as agent for the Comptroller of Accounts, a fine in the sum of \$1,000.00 within 28 days of the date on which this Order is made, a maximum fine of \$2,000.00; and
- (c) This Order shall be published in the *Trinidad and Tobago Gazette* and on the Commission’s website and that publication in the daily newspapers will be deferred for a period of six months from the date on which this Order is made.

Dated this 13th day of May, 2010.

DEBORAH THOMAS-FELIX
Chairman

DR. SHELTON NICHOLLS
Commissioner

VISHNU DHANPAUL
Commissioner

MARSHA K. KING
Commissioner

1153



TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

IN THE MATTER OF

A CONTRAVENTION OF SECTION 66(1)(a) OF THE SECURITIES INDUSTRY ACT, 1995,
BY PUBLIC TRANSPORT SERVICE CORPORATION

And

In the Matter of

A CONTRAVENTION OF SECTION 66(2) OF THE SECURITIES INDUSTRY ACT, 1995 AND BY-LAW 55(1) OF THE
SECURITIES INDUSTRIES BY-LAWS, 1997, BY PUBLIC TRANSPORT SERVICE CORPORATION

And

In the Matter of

RULE 61 AND RULE 62 OF SECURITIES INDUSTRY (HEARINGS AND SETTLEMENTS) PRACTICE RULES, 2008

ORDER OF THE COMMISSION

WHEREAS the Public Transport Service Corporation (“the Respondent”) failed to file a copy of its 2008 Annual Report with the Trinidad and Tobago Securities and Exchange Commission (“the Commission”) on or before 31st January, 2009;

1153—Continued

ORDER OF THE COMMISSION—CONTINUED

And whereas the Respondent failed to file a copy of its 2009 Interim Financial Statement with the Commission, on or before 29th May, 2009;

And whereas by Notices of Contravention Nos. S.I. 93 of 2009 and S.I. 94 of 2009 dated 31st December, 2009 the Commission notified the Respondent that it was in contravention of—

- (a) Section 66(1)(a) of the Securities Industry Act, 1995 (“the Act”) by failing to file a copy of its 2008 Annual Report with the Commission on or before 31st January, 2009; and
- (b) Section 66(2) of the Act and By-Law 55(1) of the Securities Industry By-Laws, 1997 (“the By-Laws”) by failing to file a copy of its 2009 Interim Financial Statement with the Commission, on or before 29th May, 2009;

And whereas by letters dated 29th January, 2010, 2nd February, 2010, 5th March, 2010 and 31st March, 2010 the Commission and the Respondent entered into settlement discussions to determine whether the matter could be settled;

And whereas on 17th May, 2010 the Respondent entered into a proposed Settlement Agreement with the Staff of the Commission which was signed by the General Manager of the Commission on behalf of the Commission and the Chairman and Corporate Secretary of the Respondent on behalf of the Respondent (“the Settlement Agreement”), in which the parties agreed to a settlement, subject to the approval of the Settlement Panel;

And whereas the Settlement Panel approved the Settlement Agreement and agree to submit the Settlement Agreement to the Commission;

And whereas the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order;

It is hereby ordered that—

- (a) The procedure outlined under the Securities Industry (Hearings and Settlements) Practice Rules, 2008 has been followed;
- (b) The Respondent has contravened sections 66(1)(a) and 66(2) of the Act and By-Law 55(1) of the By-Laws and shall pay to the Commission the sum of \$100,000.00 (representing the total fines in this matter) by way of installments in the following manner:
 - (i) the sum of \$20,000.00 on 1st June, 2010;
 - (ii) the sum of \$20,000.00 on 30th June, 2010;
 - (iii) the sum of \$20,000.00 on 31st July, 2010;
 - (iv) the sum of \$20,000.00 on 31st August, 2010; and
 - (v) the sum of \$20,000.00 on 30th September, 2010.
- (c) This Order shall be published in the *Trinidad and Tobago Gazette*, in the daily newspapers and on the Commission’s Website.

Dated this 26th day of May, 2010.

DEBORAH THOMAS-FELIX
Chairman

VISHNU DHANPAUL
Commissioner

DR. SHELTON NICHOLLS
Commissioner

MARSHA K. KING
Commissioner



**GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO
PUBLIC STATEMENT OF COMMUNITY IMPROVEMENT SERVICES LIMITED
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT (FOIA) 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), **Community Improvement Services Limited** is required by law to publish the following statements which list the documents and information generally available to the public.

THE ACT GIVES MEMBERS OF THE PUBLIC:

1. A legal right for each person to access certain information held by the **Community Improvement Services Limited;**
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS:

**Section 7 (1) (a) (i)
Function and structure of the Community Improvement Services Limited**

MISSION STATEMENT:

The Community Improvement Services Limited mission is "To enhance and improve the quality of life within communities. CISL will respond to the needs of the communities through partnering with various interest groups and expeditious development of infrastructure and services".

The Community Improvement Services Limited is a **Wholly Owned State Enterprise which was incorporated on September 5th 2002** in accordance with the Companies Act of Trinidad and Tobago 1995.

SCOPE OF BUSINESS:

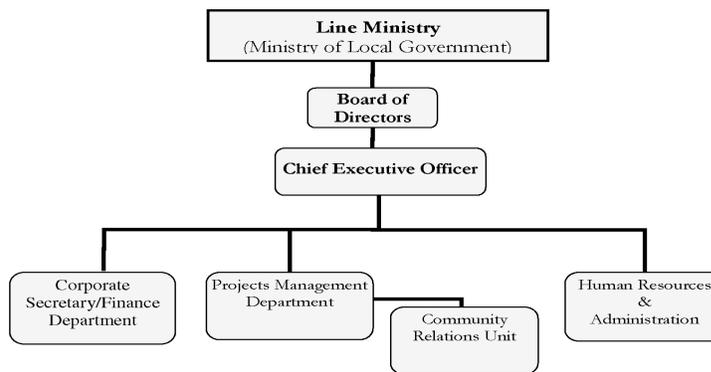
Community Improvement Services Limited was established to undertake infrastructural development activities in communities, particularly in respect of the improvement of secondary road networks, drainage and recreational facilities, within Trinidad. We

refer to a *Note for Cabinet dated November 22, 2006* which indicates CISL's geographical areas of responsibility – "All areas of Trinidad north of the Churchill Roosevelt Highway from Chaguaramas to Wallerfield, together with the urban areas of San Fernando and Pointe-a-Pierre". In order to effectively function, the company contracts services from within and around the respective communities. The company has adopted a *community co-management* approach in pursuit of the community based development and in doing so fosters the empowerment of the community and encourages greater self management at the community level in accordance with the needs of stakeholders.

ORGANIZATIONAL STRUCTURE:

Community Improvement Services Limited (CISL) is headed by a Board of Directors which is responsible for charting the overall direction of the company. The Board comprises of seven (7) directors including a Chairman. CISL currently employs twenty-five (25) staff members and is managed by a Chief Executive Officer. Community Improvement Services Limited is divided into four (4) main areas and the organization is structured as depicted in the approved organizational structure below.

ORGANIZATIONAL STRUCTURE



DETAILS OF RESPONSIBILITY CENTERS:

Chief Executive Officer's Department:

The Chief Executive Officer is responsible for providing effective leadership and direction and for implementing the strategic objectives established by the Board. He establishes intermediate goals consistent with the ultimate objectives of the company and assumes responsibility for the employees of the organization. He further communicates the objectives and goals to the officers of the Company.

He is accountable to the Board through the Chairman for achievement of the Company's declared purposes, policies, performance targets and for the implementation of the Board's decision.

1. Corporate Secretary/ Finance Department:

The Corporate Secretary is accountable to the Board through the Chairman on all matters relating to company secretarial duties.

The department is also responsible for the preparation and maintenance of adequate accounting records in accordance with established policies and procedures,

managing the financial information systems, providing information to the executive team and the board to facilitate strategic decision making.

2. Project Management Department:

This department is responsible for conceptualizing infrastructural projects based on the needs of the communities, designing to established/accepted international engineering standards and managing the construction of these infrastructure utilizing current forms of contracts and management tools to deliver a product to the satisfaction of all stakeholders in urban and rural communities.

3. Human Resources and Administration:

This department is responsible for managing the Human Resources and Administrative activities in accordance with Labour laws and established policies and procedures to ensure the achievement of the company's objectives in a legal, cost effective and timely manner.

Note:

Legal and Information Technology functions: These functions are outsourced.

EFFECTS OF SCOPE OF BUSINESS ON MEMBERS OF THE PUBLIC:

The company engages the public during its project identification stage through public consultations by its Community Relations Department with the Regional Corporations, Community Residents and Community Interest groups. Its operating policies are developed in accordance with rules and guidelines established by the Ministry of Finance and its Line Ministry, the Ministry of Local Government. As such, in the matter of operating policies and procedures, public consultations are not held because the standards are pre-determined by the Ministries.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Community Improvement Services Limited.

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LIST AS APPROPRIATE:

1. Files dealing with administrative support and General administrative documents for the operations of Community Improvement Services Limited.
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 Community Improvement Services Limited.
4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents of approvals.
7. Maps/Charts/Photographs/Compact Discs/ Abstracts/ Tapes/Catalogues
8. News letters.
9. Policy and Procedure Documents
10. Internal and External correspondence files.
11. Contract Administration files.
12. Legislation and Legal Instruments.
13. Legal Opinions and related matters.
14. Minutes/Agenda of meetings.
15. Files dealing with Circulars, memoranda, notices, bulletins, etc
16. Reports: Statistical, Annual/monthly/quarterly, Audit, Consultants'/ Technical, Corporate, Valuation, Accident etc.
17. Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings.
18. Complaint/suggestion files
19. Registers/Certificates.

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

The company is required to publish its Annual Audited Financial Statements approximately four (4) months after its Fiscal Year (October 1 to September 30) and this is available at the time of publication.

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

The company does not prepare any literature which is available by subscription. As such this section is not applicable at this time.

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from Community Improvement Services Limited.****HOW TO REQUEST INFORMATION:****General Procedure**

Our policy is to answer all requests, both oral and written, for information. However, in order to have the rights given to you by the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) for information that is not readily available to the public. These forms can be obtained from our Receptionist.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Designated Officer of Community Improvement Services Limited.

(see Section 7 (1) (a) (vi) for further details)

Details in the Request

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

Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from Community Improvement Services Limited or from another public authority, for example brochures, pamphlets, reports etc.

Responding to your Request**Retrieving Documents**

Community Improvement Services 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 center 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 construct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

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

Time Limits**General**

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

Time Allowed

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 and/or be provided with copies.

Section 7 (1) (a) (vi)**Officers in Community Improvement Services Limited responsible for:**

- (1) The initial receipt of and action upon notices under section 10,
- (2) Requests for access to documents under section 13 and
- (3) Applications for correction of personal information under section 36 of the FOIA

The Designated Officer is:

Corporate Secretary
Leanda Bowen-Moe
16 Factory Road, Building # 3
Brechin Castle
COUVA
Tel.: 868-636-8643, 8549 and 679-5311
Fax: 868-679-1915
info@cisl.gov.tt

The Alternate Officer is:

Chief Executive Officer
Larry Lequay
16 Factory Road, Building # 3
Brechin Castle
COUVA
Tel.: 868-636-8643, 8549 and 679-5311
Fax: 868-679-1915
info@cisl.gov.tt

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies****(Where meetings/minutes are open to the public)**

The company does not engage any advisory Boards, Councils, Committees and other bodies. As such there are no such meetings which are open to the public or minutes of whose meetings are available for public inspection. This section is therefore not applicable at this time.

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

The company does not maintain a library or reading room that is available for public use. As such, this section is not applicable at this time.

SECTION 8 STATEMENTS:**Section 8 (1) (a) (i) and Section 8 (1) (b)**

The company abides by the Laws of the Republic of Trinidad and Tobago and is accountable to the Ministry of Finance and Ministry of Local Government. It functions in accordance with the policies and guidelines established by these Ministries and access to any of the guiding documents may be through these Ministries.

SECTION 9 STATEMENTS:**Section 9 (1) (a)****A report or a statement containing the advice or recommendations, of a body or entity established within Community Improvement Services Limited.**

At this time, we have no reports or statements containing advice or recommendations prepared by a body or entity established within our Community Improvement Services Limited.

Section 9 (1) (b)**A report, or a statement containing the advice or recommendations, * (1) of a body or entity established outside Community Improvement Services Limited 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 authority or to the responsible Minister.**

1. State Enterprises, Performance Monitoring Manual.
2. A Project Management Protocol to be used for the Monitoring of Projects and to Support Project Execution by Special Purpose Project Companies.

Section 9 (1) (c) – 9 (1) (m)

At this time, we have no reports or statements under the aforementioned sections.