



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

VOL. 45

Port-of-Spain, Trinidad, Friday 27th October, 2006—Price \$1.00

No. 174

1921

VACANCY IN THE JUDICIAL AND LEGAL SERVICE OF TEMPORARY OFFICES OF LEGAL RESEARCH OFFICER I LAW REFORM COMMISSION

Required Qualifications, Experience and Skills

- LLB and a LEC—Legal Education Certificate.
- Admission to practise Law in Trinidad and Tobago.
- No experience required. Officers may be hired as entry level graduates.
- Knowledge of the Laws of Trinidad and Tobago.
- Good advocacy skills.
- Good interpersonal skills.
- Good communication skills both written and oral.
- Good analytical and reasoning skills.

Major Duties and Responsibilities

1. Research Duties: (65%).
2. Conducts research into areas of domestic, regional and international law pursuant to requests from the Attorney General, Chairman of the Law Reform Commission and the Commission Secretary.
3. Undertakes the preparation of working papers and reports on matters assigned.

Legal Duties (35%)

1. Prepares less complex legal opinions and advises on various matters. Also assists in the preparation of preliminary draft bills in conjunction with Senior Officers.
2. Prepares Cabinet Notes for submission to the Cabinet.
3. Collates and tabulates comments received on Working Papers and Green Papers from members of the public, NGOs, organisations, etc.
4. Drafts correspondence to be sent to the other departments in the Ministry, other ministries, private sector, NGOs and individuals.
5. Performs the duties of Secretary to various ministerial or cabinet appointed committees.

Performs related duties as required.

Salary

Group L7B: \$9,500–\$9,900 per month.

Applications should be sent with copies of relevant documents no later than 31st October, 2006 to—

The Director of Personnel Administration
Service Commissions Department
Cipriani Plaza
52–58, Woodford Street, Newtown
Port-of-Spain.

Persons who applied previously and who are still interested in the office are required to re-apply.

Professional Application forms are obtainable From any District Revenue Office, the Chief Administrator, Tobago House of Assembly or the Service Commissions Department.

Government of the Republic of Trinidad and Tobago
Updated Public Statement of The Ministry of Public
Administration and Information
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) the Ministry of Public Administration and Information is required by law to publish the following statements which list the documents and information generally available to the public. The following information is published with the approval of the Minister of Public Administration and Information.

The Freedom of Information Act gives members of the public:

- (1) A legal right for each person to access information held by the Ministry of Public Administration and Information.
- (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 Ministry of Public Administration and Information

The mission of the Ministry of Public Administration and Information is to facilitate the development of the capacity of the public service to deliver quality goods and services in an effective, sustainable and equitable manner and the implementation of the national connectivity agenda which is designed to move Trinidad and Tobago to a prominent position in the global information society.

The Ministry's Head Office is located at Levels 5-7, National Library Building, Corner Hart and Abercromby Streets, Port of Spain.

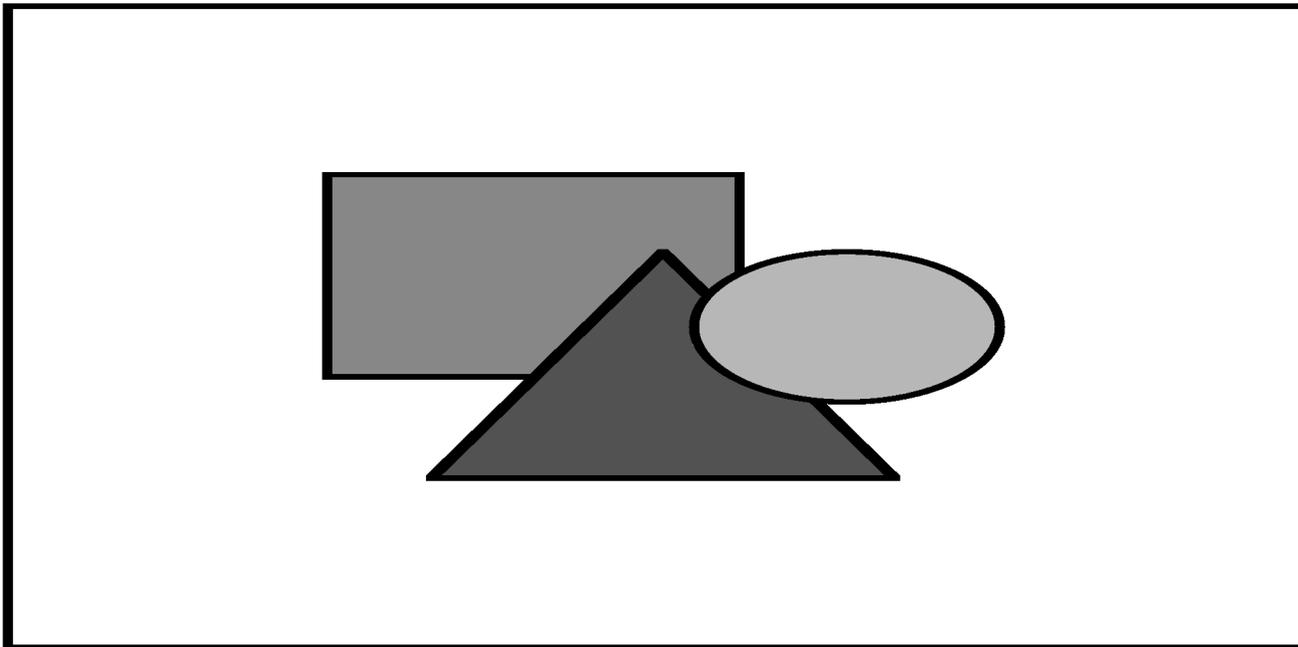
1922—Continued

The Ministry of Public Administration and Information is comprised of the following Divisions:

- *Corporate Services Division **
- *Communications Division*
- *Human Resources Management Division **
- *Legal Services Division **
- *Programme Management Division **
- *Property and Real Estate Services Division*
- *Public Service Academy **
- *Public Service Transformation Division **
- *Public Management Consulting Division*
- *Scholarships and Advanced Training Division **
- *Strategic Services and Information Technology Division **
- *Government Information Services*
- *Government Printery*
- *National Information and Communication Technology (ICT) Division*
- *National Archives*
- *National Information Systems Centre*

* For the purposes of this statement, these Divisions are grouped under the designation "Head Office".

Organisational Structure of the Ministry of Public Administration and Information



August 14, 2006

Section 7 (1) (a) (i)**Functions of the Divisions of the Ministry of Public Administration and Information**

The Corporate Services Division provides a range of administrative and internal support services (financial, office management, registry, etc.) that support the business goals and contribute to the efficiency of the ministry, as well as specifically provides procurement and facilities management services.

The Communications Division is responsible for developing and guiding the Ministry's corporate communications strategy. The Division performs several functions in that it engages both internal and external stakeholders utilizing a diverse skills and method base. The Division's aim is to ensure that the brand image, identity and corporate communications are maintained at all times.

The Human Resource Management Division aims to enhance the ministry's effectiveness and capability to provide excellent client and customer services by building and retaining a human resource skills/knowledge/behaviour base which supports the Ministry's focus as the facilitating agency for public sector transformation and the national connectivity agenda.

The Legal Services Division renders legal advice to the Ministry. The Division performs general legal work and provides essential legal input and support to the Ministry, its various Departments, Divisions and other agencies, which fall under its purview.

The Programme Management Division's role is to effectively promote public sector transformation through efficient management, development and implementation of innovative Public Sector Investment Programme (PSIP) projects for the Ministry and externally funded loans.

The Property and Real Estate Services Division manages the stock of Government properties utilized for its operations in a manner which ensures maximum utilization and economic returns from these assets. It also ensures the provision of appropriately designed and configured workplaces and facilities that are consistent with the needs of contemporary organizations.

The Public Management Consulting Division provides management consulting services to the Cabinet, Ministries/Departments and associated agencies to enhance the Public Service contribution to National Development.

The Public Service Academy's mandate is to ensure that public officers are adequately trained to meet the demands of an evolving society. It aims to maximize the human potential for excellence and high performance through the provision of flexible learning opportunities in collaboration with strategic partners.

The Public Service Transformation Division guides and provides operational support for and monitors and evaluates transformation initiatives of the public service of Trinidad and Tobago. The Division also carries out the functions of the former *Freedom of Information Unit*, which are as follows:

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1. **Support to Public Authorities** - provision of assistance to public authorities in understanding and putting in place arrangements for their compliance with the FOIA through the provision of advice on compliance with the Act, training seminars and sensitization sessions.
2. **Public Awareness** - Educating members of the public about their rights and responsibilities under the FOIA.
3. **Monitoring and Reporting** - the collation of material provided by individual public authorities on the operation of the FOIA and the preparation of the annual report that must be laid before Parliament.

A list of designated officers (as defined in Section 4 of the Act) of public authorities is maintained at PSTD.

The Division assists with queries pertaining to the following:

- ❖ Interpretation and application of the Freedom of Information Act, 1999 (FOIA)
- ❖ Contact information for designated officers/public authorities under the FOIA
- ❖ Operation of the FOIA
- ❖ Procedure for making a request for access to official documents under the FOIA

For general enquiries about the Freedom of Information Act, 1999, please call 625-6111 Ext. 2234 or 623-8578 Ext. 2013 or consult the FOIA website at www.foia.gov.tt

Please note that the information provided through this service does not represent legal advice and should not so be used by members of the public as a substitute for retaining legal counsel or performing their own research.

The Scholarships and Advanced Training Division administers scholarships and long-term technical assistance awards offered by/through the Government of Trinidad and Tobago

The Strategic Services and Information Technology Division coordinates and provides operational support for internal Information and Communications Technology projects and systems and strategic planning activities in the Ministry of Public Administration and Information.

The Government Information Service Division is mandated to develop a deeper understanding and definition of what is called government Information and to record, transmit and preserve this information for the development of Trinidad and Tobago.

The Board of Film Censors is appointed by the Minister responsible for Information, for the purpose of censoring cinematograph films, trailers and posters. The Secretary, who is appointed by the Minister in consultation with the Chairman, is stationed at the Offices of the Information Division, Park Plaza, St. Vincent Street, Port of Spain. Telephone no. 623-6060

1922—Continued

The Board is governed by The Cinematograph Act Chapter 20:10, Section 13. Cinema operators or exhibitors are mandated, in accordance with the Cinematograph Act Chapter 20:10 Section 20, to submit to the Board all films, trailers and posters for approval on form A in the Schedule- Regulations 32.

Members of the public can communicate with the Board via the Secretary to discuss any matter pertaining to the rating of films. Persons making enquiries should expect a response within twenty-four (24) hours of making a request.

The Government Printery facilitates efficient and effective communication and information systems by providing reliable printing, binding and related services for the Government and the public.

The Information Communication Technology Division was established by Cabinet Minute No. 2466 dated September, 2004 to effectively implement *fastforward*, the National Information Communications Technology Plan and to champion the cause of electronic governance as a way of effecting meaningful change in the provision of government services to all stakeholders and for the benefit of all citizens.

The National Archives acquires and preserves the documentary heritage of the nation (on all formats) and makes it accessible to the public through reference and research services. The National Archives comprises the Repository and Record Centre. The Repository, located at 105, St. Vincent Street, Port of Spain keeps all records of archival value to the nation and makes them accessible through the Search Room. The Record Centre, at Chaguaramas, keeps semi-active records of Government Ministries/Departments/Agencies.

The National Archives holdings consist of thousands of documents, mainly official records dating from the 18th century to present. While the records are mainly available on paper, some are accessible on microfilm.

The National Information Systems Centre contributes to the development of a more efficient productive and effective Public Service by providing quality Information Technology (IT) consultancy and support services and training, and establishes policies and standards with respect to the use of IT processing techniques and equipment in the Public Service.

Section 7 (1) (a) (ii)

Categories of Documents which are common to all Divisions in the Ministry of Public Administration and Information

1. Files dealing with administrative support and general administrative documents for the operations of the Ministry
2. Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc
3. Files dealing with the accounting and financial management function of the Ministry
4. Financial Records (cheques, vouchers, receipts, journals etc)
5. Cabinet Documents.
6. Policy and Procedure Documents.
7. Internal and external correspondence files.
8. Customer files.
9. Documents relating to strategic review of the Ministry its divisions and units.

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10. Legislation and Legal Instruments (available at the Government Printery)
11. Files dealing with matters relating to the procurement of supplies, services and equipment
12. Legal Opinions and related matters.
13. Minutes/Agenda of meetings.
14. Files dealing with circulars, memoranda, notices, bulletins
15. Files dealing with official functions, conferences and events hosted and attended by the Public Authority.
16. Complaint/suggestion files
17. News releases, speeches
18. Periodicals and publications
19. Videotapes
20. Reports on Training Programmes
21. Guidelines on Training Plan Preparation

Categories of Documents in the possession of the Public Service Transformation Division

1. Administrative files relating to the Public Service Transformation Division
2. FOI posters
3. FOI 1999 *Request for Access to Official Documents* forms
4. FOIA Annual Reports to Parliament
5. Opinion Panel Leaders' Reports and Newsletters
6. Manuals on the Public Service Change Management Conference

Categories of Documents in the possession of the Government Information Service Division

1. Catalogue of video and audio programmes
2. Photographs and contact sheets of assignments of the President, Prime Minister and Government Ministries.
3. Video and audio footage of assignments of the President, Prime Minister and Government Ministries

Categories of Documents in the possession of the National Archives

1. Gazette
2. Ordinances and laws of Trinidad and Tobago
3. Census Reports
4. Newspaper Collection (19th and 20th century)
5. Council papers
6. Blue Books
7. Hansard Reports
8. Immigration Records

1922—Continued

9. Assessment Rolls
10. Records of Colonial Administration
11. Government Press Releases
12. Journals
13. Rare book collection
14. Reference Collection
15. Maps
16. Photographs

Section 7 (1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of certain material between the hours of **8:30 a.m. to 4:00 p.m.** on normal working days as follows:

1. Materials listed in the “Catalogue/Index of Information” available in the Ministry’s Library located at:

Ministry of Public Administration and Information
Level 5
National Library Building
Cor. Abercromby and Hart Street
Port of Spain
Tel: 625-8578 ext 2035

2. Material relating to the FOIA listed below at:

National Library Building
Level 7,
Corner Hart and Abercromby Streets,
Port of Spain
Tel: 623-7197 (FOI Help Line)
625-8578 ext 2230
Fax: 623-6027
E-mail: info@foia.gov.tt
Website: www.foia.gov.tt

- Publications prepared by the Communications Committee
- Opinion Leaders News
- The Freedom of Information Act, 1999
- The Freedom Information(Amendment) Act, 2000
- The Freedom of Information(Amendment) Act, 2003
- Legal Notices Nos. 7 and 21 of 2003
- Judicial Review Act, 2000
- The Freedom of Information Act pamphlet
- Information Sheets on the Freedom of Information Act
- Request for Access to Official Documents Forms
- Directory of Designated Officers in Public Authorities
- Copies of Published Section 7, 8 and 9 Statements of Public Authorities

1922—Continued

The public may obtain copies of the following material:

- FOIA, 1999 *Request for Access to Official Documents* Forms
- The Freedom of Information Act pamphlet
- Information Sheets on the Freedom of Information Act

3. Materials listed below at the Government Printery at:

2-4, Victoria Avenue
Port of Spain
Tel: 625-4139
Fax: 625-5973
Email: govprintery@tstt.net.tt

- Bills/Acts of Parliament
- Legal Notices
- Trinidad and Tobago *Gazette*

4. Materials relating to the National ICT Plan- **fastforward** listed below at:

Level 5, National Library Building
Corner Hart and Abercromby Streets, Port of Spain
Tel: 800-NICT
Fax: 623-8636
E-mail: mpai@tstt.net.tt
Website: www.fastforward.tt

- National ICT Plan- **fastforward**
- E Readiness assessment report on Trinidad and Tobago
- Benchmarking report on Trinidad and Tobago
- E-commerce essay competition video 2002 & 2003
- E-commerce essay competition launch 2002 & 2003
- E-commerce survey (household) 2003
- E-commerce survey (business) 2001 & 2003

Certain information may be readily accessed on our website address:
www.fastforward.tt

Section 7 (1) (a) (iv)

Literature available by subscription

Literature which is available by subscription from the Ministry of Public Administration and Information.

1. Government Printery
 - Trinidad and Tobago *Gazette*.
 - Subsidiary Legislation

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Ministry of Public Administration and Information.**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*) available in our **Library and Reception/Lobby area**, for information that is not readily available to the public.

▪ *Addressing Requests*

To facilitate prompt handling of your request, please address it to the Designated Officer of the respective Division of the Ministry of Public Administration and Information (**see Section 7 (1) (a) (vi)**). Please note that the following Divisions/Agencies have appointed their own designated officers:

- National Archives (see following Section)
- Government Printery (see following Section)
- Public Management Consulting Division (see following Section)

▪ *Details in the Request.*

You 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 you. If you are not sure how to write your request or what details to include, communicate with our Designated Officer.

▪ *Special Procedure*

The films stored by the Repository, National Archives are in negative form in the British Film Institute in London and special permission must be obtained from the Permanent Secretary responsible for the Information Division for this material to be viewed.

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 this public authority or from another public authority, for example brochures , pamphlets, reports etc.

Responding to your Request▪ *Retrieving Documents*

The public authority 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.

Prior to the commencement of the Freedom of Information Act, 1999 old records may have been destroyed. The granting of a request for such documents may, therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed, for example, The Exchequer and Audit Act, Chap. 69:01

1922—Continued

It should be noted that some documents **at the National Archives** may not be available to individuals due to the following reasons:

- Further use would be detrimental to the preservation of the document
- The document is undergoing repair or restoration in the Conservation Unit
- The document is stored at the Record Centre and can only be accessed by the creating agency or public authority

▪ *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 that 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 preferred.
- (b) Perform research for the applicant.

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 the Ministry 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 Officers for the Ministry are:**Head Office**

Ms. Lois Melville
Director, Corporate Services (Ag)
Ministry of Public Administration and Information
Level 6
National Library Building
Cor. Abercromby and Hart Street
Port of Spain

Tel: 625-6724 ext 2131

Public Management Consulting Division

Mrs Lynette Charles
Administrative Officer II
20, Abercromby Street,
Port of Spain

Tel: 624-9973/6
Fax: 625-3154
E-mail: ipdiv@tstt.net.tt

Alternate Officer

Mrs. Marva Ashby-Williams
Administrative Officer II
20, Abercromby Street, POS

Tel: 624-9973/6
Fax: 625-3154

Government Printery

Mr. Ian Gibson
Assistant Government Printer
Tel: 625-3834
Email: govprintery@tstt.net.tt

Alternate Officer

Ms. Jennifer Joseph -Laing
Administrative Officer 11 (Ag)
Tel: 625-3974

National Archives

Mrs. Helena Leonce
Government Archivist
National Archives
105 St. Vincent Street
Port of Spain
Tel/Fax: 625-2689
E-mail: nattenquires@pai.gov.tt

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

At the present time, there are no bodies that fall within the meaning of this section.

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

Certain information may be readily accessed in our libraries /reading rooms located at the Head Office, the Public Management Consulting Division, the Government Printery and the National Archives. These facilities are open to the public from Monday to Fridays between the hours 8:30 a.m. to 4:00 p.m. You may make general enquiries by calling the Designated Officers listed under Section 7 (1) (a) (vi).

Certain information may be readily accessed at the Information Division, Park Plaza, St. Vincent Street, Port of Spain. Telephone # 625-8676.

Policy of the Public Authority for provision of copies of documents that are readily available to the public

Examples:

- Charge for Photocopies is \$0.20 cents per page however if you provide your own paper no fee (*optional*) will be charged.
- Provision of documents may be subject to a charge to cover administrative costs. An Index of prices is available in the Library.

Section 8 Statements

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

- Freedom of Information Act, 1999 as amended by Act No. 92 of 2000 and Act No. 14 of 2003
- Gazettes Nos. 21 and 59 of 2003
- Legal Notices Nos 7 and 21 of 2003
- FOIA Pamphlet
- FOI Fact Sheets
- Judicial Review Act
- Laws of the Republic of Trinidad and Tobago
- Central Tenders Board Ordinance as amended
- Gazette material (At the Government Printery)

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.

- Freedom of Information Unit Electronic Manual, Freedom of Information Act 1999: A Guide to Implementation and Practical Application published in January 2002.
- Policies and procedures documents
- Handbooks, manuals
- Internal directives
- Strategic Plans

Section 8 (1) (b)

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

- Freedom of Information Unit Electronic Manual, Freedom of Information Act 1999: A Guide to Implementation and Practical Application published in January 2002.

Section 9 Statements

Section 9 (1) (a), (c), (g) and (i)-(m)

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

Section 9 (1) (b);

A report, or a statement containing the advice or recommendations, (1) of a body or entity established outside the public authority 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 of that public authority.

- A National Information and Communication Strategic Plan for Trinidad and Tobago-
fastforward

Section 9 (1) (d)

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

- Advice provided by the Technical Advisory Committee of the IHRIS Steering Committee to the Steering Committee
- IHRIS review by TATA Infotech

Section 9 (1) (e)

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

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- Market and Opinion Research International- Opinion Leaders' Panel 2002- Baseline Report
- Market and Opinion Research International- Opinion Leaders' Panel 2003 Wave 11 Report June-July 2003
- Reports and memoranda on technical assessment and analysis of large ICT projects in the public service, including lhris, communications backbone, payroll projects.
- Business Surveys

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

- Readiness assessment of Trinidad and Tobago
- Benchmarking Report on Trinidad and Tobago

Section 9 (1) (h)

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

- Strategic Intent of the Ministry of Public Administration and Information-2003
- Ministry of Public Administration and Information – Annual Report October 2004 to September 2005.
- Ministry of Public Administration and Information – Annual Report October 2003 to September 2004
- Ministry of Public Administration and Information – Annual Report January 2002 – September 2003
- Trinidad and Tobago National Information Communication Technology Strategy – September 2003
- Cabinet Minute 301 dated January 29th, 2004: Review of the Organizational Structure and Staffing of the Ministry of Public Administration and Information
- Socio-Economic Policy Research and Planning Division Report 2004
- Cabinet Minute No. 2466 dated September 2, 2004 - Establishment of the Information Communication Technology Division of the Ministry of Public Administration and Information.

October 17, 2006

1923

LOSS OF AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED POLICIES

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies numbers stated below which have been declared lost/destroyed:

Name	Policy Number
ROSEMARIE RAMKHELAWAN	3333526
RAGUBAR SOOKOO	3363127
ESTHER BARTOLO	4734542
ASHRAM BALVIN	3349298
CLARENCE LEWIS	3301653

AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

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

1924

PURSUANT to section 163 of the Insurance Act, 1980, this notice is hereby given that after one month of the publication of this notice, this Company intends to issue duplicate policies to replace the following policies numbers stated below which have been declared lost/destroyed:

Name	Policy Number
SHEARLYN HARRIS	3382041
VIRGINIA LOCKHART	3371269

AMERICAN LIFE AND GENERAL INSURANCE COMPANY (TRINIDAD AND TOBAGO) LIMITED

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

1925

LOSS OF SAGICOR LIFE INC. POLICIES

SAGICOR LIFE INC. having made sworn deposition that Policy Number 06629629 issued by Sagicor Life Inc. on the life of PATRICIA MUNROE has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1926

MARCIA LYONS having made sworn deposition that Policy Number 06700882 issued by Sagicor Life Inc. on the life of MARCIA LYONS has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1927

FIRST CITIZENS BANK LTD. having made sworn deposition that Policy Number 00119180 issued by Sagicor Life Inc. on the life of RANDOLPH RAMDEO has been lost, and having made application to the Directors to grant a duplicate of the same, notice is hereby given that unless objection is raised within one month of the date hereof, the duplicate policy asked for will be issued.

SAGICOR LIFE INC.

1928

LOSS OF BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED POLICY

NOTICE is hereby given that Policy Number 101405556 issued by BRITISH AMERICAN INSURANCE COMPANY (TRINIDAD) LIMITED on the life of MAHADEO HARRINARINE has been reported lost.

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

BRITISH AMERICAN INSURANCE COMPANY
(TRINIDAD) LIMITED

1929

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

SANGRE GRANDE

NOTICE is hereby given that the Licensing Committee for the Licensing District of North-Eastern Counties, Sangre Grande Area, has appointed WEDNESDAY THE 13TH DAY OF DECEMBER, 2006 at 9.00 o'clock in the forenoon at the Sangre Grande Magistrate's Court as the day, hour and place at which a Session will be held for the granting of Certificates for the issue of Licences in the above-mentioned District for the period 1st January, 2007 to 31st March, 2007 in pursuance of the above Act.

All applications for Certificates for New Licences must be submitted to the Secretary of the Licensing Committee in writing in duplicate on the prescribed form together with an application fee of forty dollars (\$40.00) and should reach him not later than the 22nd day of November, 2006.

All applicants are required to produce documentary evidence of their Board of Inland Revenue File Number.

Dated this 20th day of October, 2006 at the Sangre Grande Magistrate's Court.

R. SADHU
Secretary, Licensing Committee,
North-Eastern Counties

1930

TRANSFER OF LICENCE
(Liquor Licences Act, Chap. 84:10)

ST. GEORGE WEST

NOTICE is hereby given that a notification in writing has this 25th day of October, 2006 been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. George West, Port-of-Spain Area, by Sandra Vieira, that it is her intention to apply to the Licensing Committee at the Port-of-Spain Magistrates' First Court on THURSDAY THE 16TH DAY OF NOVEMBER, 2006, at 1.00 o'clock in the afternoon for a transfer to her of the Spirit Retailer's Licence now held by Sharon Henry, in respect of premises situate at Light Pole No. 40, New Yalta, Diego Martin Main Road.

Dated this 25th day of October, 2006 at the Port-of-Spain Magistrates' Court.

E. PRINCE
Secretary, Licensing Committee,
Port-of-Spain