



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 51

Port-of-Spain, Trinidad, Tuesday 11th December, 2012—Price \$1.00

No. 194

2274

GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

2012 Updated Public Statement of the ELECTRICAL INSPECTORATE DIVISION MINISTRY OF PUBLIC UTILITIES

**In compliance with Sections 7, 8 and 9 of
The Freedom of Information Act (FOIA) 1999**

In accordance with Section 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA) the Ministry of Public Utilities is required by law to publish and update information on the Electrical Inspectorate Division for the benefit of the public. This includes the structure and function of the Electrical Inspectorate Division, the list of categories of documents held by the Division and the process for obtaining such documents.

The Act gives members of the public:

1. A legal right for each person to access information held by the Electrical Inspectorate Division.
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 Electrical Inspectorate Division

Mission Statement:

The mission of the Electrical Inspectorate Division is to certify qualified and competent persons to safeguard the well-being of our people and their property from injury and fire;

to maintain the integrity of wiring systems and their equipment through timely and meticulous electrical inspections.

Structure

The Electrical Inspectorate Division (EID) is a Division of the Ministry of Public Utilities. The Division comprises a staff of fifty-five (55) officers and is headed by the Chief Electrical Inspector, who is responsible for the administration, regulation and enforcement of the following Acts as they relate to the inspection of Electrical Installations and the licensing of Electricians and Cinema Operators (Projectionists).

- The Electricity (Inspection) Act Chapter 54:72
- The Electric Installations (Buildings) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10

The Division has three (3) responsibility centres:

- (1) The Head Office at Port of Spain: services North and part of Central Trinidad.
- (2) Sub Office at San Fernando: services South Trinidad from Guayaguayare to Cedros, including the Central South region.
- (3) Sub Office at Scarborough: services the entire Island of Tobago.

Functions

Administrative

- (i) Receipt of applications for inspections of domestic, commercial or industrial electrical installations. Determination and collection of the appropriate fees and assignment of dates for the said inspections.
- (ii) Assignment of inspections to electrical Inspectors on a daily basis and review of submitted reports.
- (iii) Maintenance of records associated with inspections of electrical installations on all building/structures in Trinidad and Tobago.
- (iv) Other functions associated with the maintenance of the clerical and technical operations of the Division.

Inspections

- (i) Inspections of all New Domestic, Commercial and Industrial Electrical Installations in Trinidad and Tobago. Issuing Certificates of Approval which are mandatory for the connection of an Electricity Supply by the Trinidad and Tobago Electricity Commission.
- (ii) Inspections of all rewired or altered installations for compliance with established standards of safety. Certificates of Approval are also a prerequisite for the energizing/use of these installations.
- (iii) Inspection of 'Disconnected Installations' for 're-connection' purposes.
- (iv) Routine 'Condition Inspection' of installations to determine their continued safety. Advising owners/occupiers of defects if any, to be corrected within a specified time.
- (v) Annual Inspection of the electrical installation and apparatus in all Public Buildings and places of entertainment (Electricity Inspection Act Chap. 54:72 Section 15). {Electricity (Inspection) Rules}.
- (vi) Routine inspections carried out in large industries and high-risk areas. Owner/occupiers are advised of defects (if any) that need to be corrected within a specific period.
- (vii) Inspection of High Voltage Installations.
- (viii) Commissioning of new Installations including large industrial plants.
- (ix) Maintenance testing (at stipulated intervals).

Advisory/Consultancy Services

- (i) Responding to owners, electricians, contractors and other members of the public upon their requests for information that impact upon the inspection of their electrical installation.
- (ii) Participating in the work of the Electrical Codes Committee (Board of Engineering of Trinidad and Tobago and the National Training Board).
- (iii) Interfacing with the Trinidad and Tobago Electricity Commission as regards defects/problems associated with electrical systems/installations.
- (iv) Presentations to schools and firms as regards electrical safety and training.

Fire and Accident Investigation

- (i) Visiting scenes of fires upon requests from the Police, the Trinidad and Tobago Electricity Commission, Trinidad and Tobago Fire Services or Insurance Companies. Carrying out investigations with the intent of determining if the fire was due to an electrical fault.
- (ii) Attending court proceeding that may arise from the investigation at one (1) above, when summoned to give evidence.
- (iii) Investigations of incidents/accidents resulting in loss of life or grievous hurt to any person that occurred in connection with electrical installations or plant or apparatus and submission of findings to the nearest Magistrate.

Regulatory Functions

- (i) Determining/reviewing codes, regulations and standards that are adhered to in the inspection of installations.
- (ii) Evaluating the qualifications, competence and experience of applicants for the grant of Wireman's License. Reviewing/Evaluating the performance/conduct of Wiremen and renewing their Licenses as appropriate.
- (iii) Administering the grant of Projectionists (Cinema Operators) Licenses to competent candidates and renewal of same.
- (iv) Interfacing with the Trinidad and Tobago Electricity Commission regarding defects/problems associated with electrical systems/installations.
- (v) Interfacing with Importers, Distributors and Manufacturers as regards the design, application and acceptable standard of electrical products.

Effects of functions on members of the public

The functions of the Electrical Inspectorate Division have a profound effect on the public in that it affords them a degree of comfort, knowing that their wiring system have met a satisfactory standard of safety. They are also assured the practical safeguarding of all persons and their property from hazards, which may arise from their usage of electricity.

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The public can participate in the decision-making of the Electrical Inspectorate Division through the Electrical Association of Trinidad and Tobago (E.A.T.T.) via the Electrical Code Committee of the Board of Engineering of Trinidad and Tobago.

Section 7 (1) (a) (ii)

Categories of Documents in the possession of the Electrical Inspectorate Division

1. Files dealing with administrative support and General administrative documents for the operation of the Electrical Inspectorate Division.
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 Electrical Inspectorate Division.
4. Financial Records (cheques, vouchers, receipts, journals, Electrical Inspection, Housing Electricians and Cinema Operators Fees).
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Policy and Procedure Documents.
7. Internal and External correspondence files.
8. Customer files.
9. Legislation and Legal Instruments.
10. Legal Opinions and related matters.
11. Files dealing with training – local and foreign and technical co-operation.
12. Files dealing with Circulars, memoranda, notices, bulletins, etc.
13. Complaints/suggestions files.
14. Registers/Certificates/Permits/Licenses etc.

Section 7(1) (a) (iii)

Material prepared for publication or inspection

The public may inspect and/or obtain copies of the following material:

- High Voltage Regulations
- Low Voltage Regulations

- Electrical Inspections Fees
- Housing Electricians Fees
- Cinema Operators Fees
- Departmental Rulings from the Chief Electrical Inspector
- Requirements for Wireman's License and Cinema Operators Permits.

Persons who wish to inspect or obtain copies of such material can visit the offices of the Electrical Inspectorate between the hours of 8:00 am to 4:00 p.m. on normal working days at:

Head Office: #48 Eastern Main Road, Arouca
Tel. 692-6548, 692-6549

South Sub Office: 11 Independence Avenue, San Fernando.
Tel. 652-3483/0646

Tobago Office: Cor. Castries and Carrington Streets, Scarborough, Tobago
Tel. 639-3459

Members of the public can also visit the Ministry's website: www.mpu.gov.tt

Section 7 (1) (a) (iv)

This section is not applicable.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from the Electrical Inspectorate Division (EID).

How to Request Information:

General Procedure:

The EID's policy is to answer all requests for information, both oral and written. However, in order to access the rights given to the public under the FOIA (for example the right to challenge a decision if a request for information is refused), the applicant must make the request in writing. The applicant must, therefore, complete the appropriate form (Request for Access to Official Documents) which is available at any of the three Offices of the Electrical Inspectorate Division, for information that is not readily available to the public.

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Addressing Requests:

To facilitate prompt handling of request, please address it to the Chief Electrical Inspector of the Electrical Inspectorate Division (**see section 7 (1) (a) (vi)**)

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 the applicant is unsure of how to write the request or what details to include, they should communicate with the Designated Officer (**see section 7 (1) (a) (vi)**).

Request 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 Electrical Inspectorate Division or from another public authority.

Responding to your Request

Retrieving Documents:

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 not be possible. 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.

Furnishing Documents:

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

Please note the Electrical Inspectorate Division is 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 an applicant's request for access to documents. If the EID fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The EID will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the request has been received and to ascertain its status.

Time Allowed

The EID will determine whether to grant a 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, the applicant will be permitted to inspect the document and/or be provided with copies.

Fees and Refunds

Section 17(1) stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies or copies in some other form, such as on a tape, disk, film or other material, the applicant will be required to pay the prescribed fee incurred for duplication of the said material. Similarly, where documents in the public domain are made available to a member of the public, the Ministry may charge duplication fees in accordance with its normal replication policy.

Section 7 (1) (a) (vi)

Officers at the Electrical Inspectorate Division are responsible for:

1. The initial receipt of and action upon notices under section 10;
2. Requests for access to documents under section 13; and

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3. Applications for correction of personal information under Section 36 of the FOIA.

The Designated Officer is:

Mr. Marlon Williams

Chief Electrical Inspector

#48 Eastern Main Road, Arouca

Telephone: 692-6548, 692-6549

The Alternate Officer is:

Ms. Nikisha Rambarran

Administrative Officer II

#48 Eastern Main Road, Arouca

Telephone: 692-6548, 692-6549

Section 7 (1) (a) (vii)

Advisory Boards, Council, Committee, and other bodies

There are no bodies that fall within the meaning of this section of the FOIA

Section 7 (1) (a) (viii)

Library/Reading Room Facilities

There is no library or reading room at the EID. Information may be accessed at our three offices from Monday to Friday between the hours of 8:00am and 4:00pm.:

- Head Office, #48 Eastern Main Road, Arouca
Tel. 692-6548, 692-6549
- Sub Office, 11 Independence Avenue, San Fernando
Telephone #652-3483/0646
- Tobago Office, Castries and Carrington Streets, Scarborough, Tobago
Telephone #639-345

Policy of the Ministry of Public Utilities for the provision of copies of documents which are readily available to the public

Members of the public may:

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- (a) Indicate the form in which the copies are to be made available e.g. soft or hard copies, and must take into consideration, the possibility that the copies may not be available in the form required.
- (b) Be required to supply copying paper for hard copies in instances where requests require large amounts of paper.

Section 8 Statements

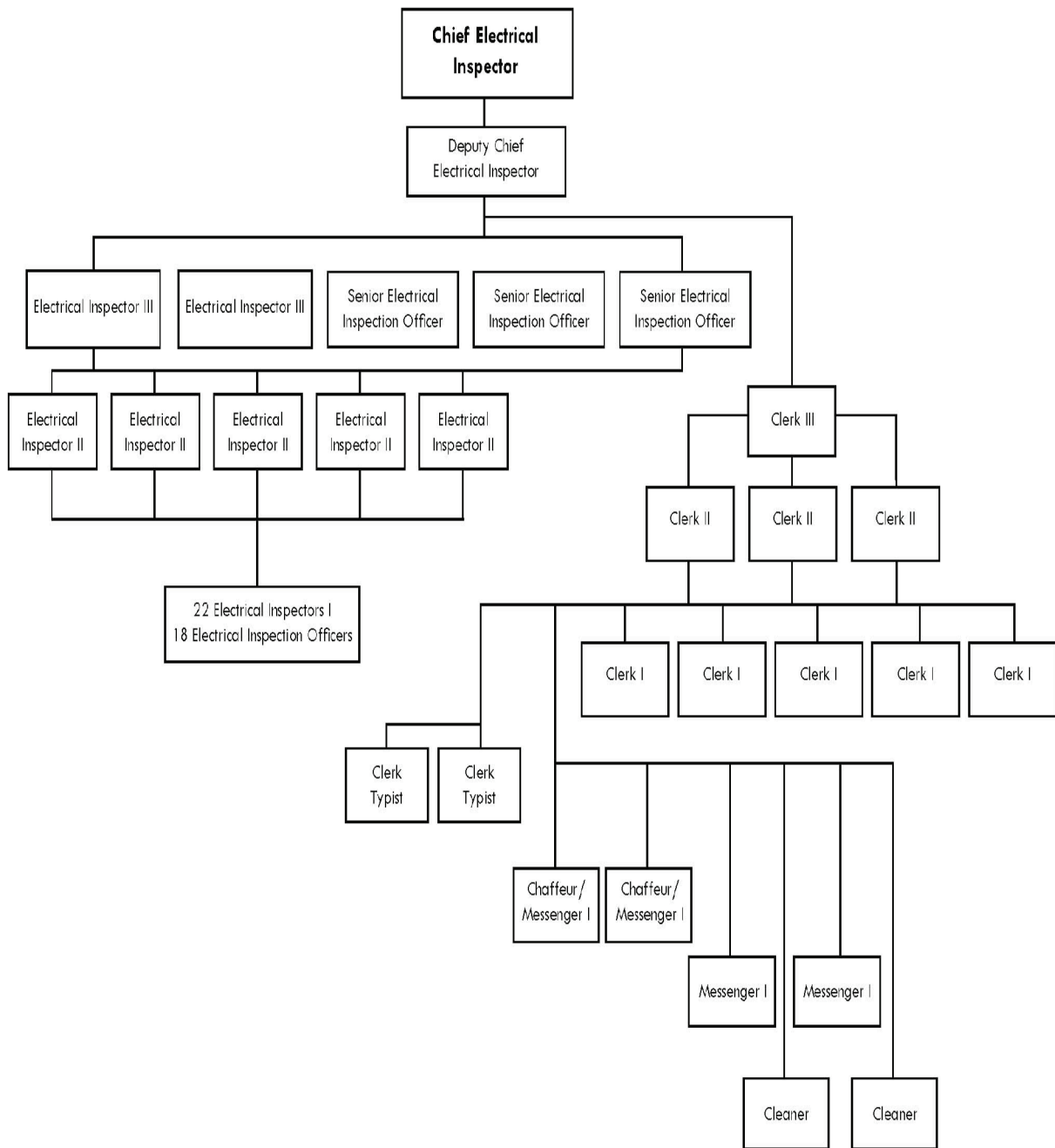
The EID is guided by the following pieces of legislation, rules and regulation:

- Electricity (Inspection) Act Chapter 54:72
- Electrical Installation (Building) Act Chapter 54:71
- The Cinematograph Act and Video Entertainment Act Chap: 20:10
- Public Services Commission Regulations
- Trinidad and Tobago Wiring Code, Part 1, Low voltage installation (TTS171: Part 1: 2002)
- Trinidad and Tobago Wiring Code, Part 2, High voltage installation (TTS171: Part 2: 2002)
- Trinidad and Tobago Wiring Code, Part 3, Renewable Energy Systems and Interconnection Requirements (TTS171: Part 3: 2011)
- National Electrical Code – 2011
- TTEC – Wiring for Lighting and Power (2008)
- Bulletins issued by the Chief Electrical Inspector

Section 9 Statements

This section is not applicable at this time.

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TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION

**In The Matter of Contraventions of
Section 64 (2) of the Securities Industry Act, 1995
By Brimont Limited**

And

**In The Matter of Contraventions of
Section 65 (1) of the Securities Industry Act, 1995
By Brimont Limited**

And

**In The Matter of Contraventions of
Section 69 of the Securities Industry Act, 1995
By Brimont 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

Dated this th day of *October*, 2012

WHEREAS ("the Respondent") failed to:

- I. register with the Commission as a reporting issuer prior to its offering of securities to the public to the value of \$50,000,000.00.

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- II. register with the Commission, securities to the value of \$50,000,000.00, before issuing the said securities to the public.
- III. file with the Commission a prospectus for which a receipt had been issued by the Commission, prior to the distribution of securities to the public, to the value of \$50,000,000.00.

AND WHEREAS by letter dated August 29, 2011 the Commission notified the Respondent that it was in contravention of Sections 64(2), 65 (1) and (69) of the Act by its failure to:

- I. register with the Commission as a reporting issuer, prior to its offering of securities to the value of \$50,000,000.00.
- II. register with the Commission, securities to the value of \$50,000,000.00, before issuing the said securities to the public.
- III. file with the Commission a prospectus for which a receipt had been issued by the Commission, prior to the distribution of securities to the public, to the value of \$50,000,000.00.

AND WHEREAS by letters dated December 5, 2011, August 17, 2012 and August 28, 2012 the Commission and the Respondent entered into settlement discussions to determine whether the matter could be settled;

AND WHEREAS on the 18th day of September, 2012 the Respondent entered into a proposed settlement agreement with the Staff of the Commission which was signed by the duly authorized representative of the Commission for and on behalf of the Commission and the duly authorized representatives of the Respondent for and 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 to the Commission the sum of Forty Thousand Dollars (\$40,000.00) for each of the contraventions, a total penalty of One Hundred and Twenty Thousand Dollars (\$120,000.00) Trinidad and Tobago currency within twenty-eight days of the making of this Order;

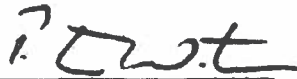
AND WHEREAS the Commission has considered the Settlement Agreement and is of the opinion that it is in the public interest to make this Order.

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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 64(2), 65(1) and (69) of the Act and shall within twenty-eight days of the making of this Order pay to the Commission, as Agent for the Comptroller of Accounts, the total sum of \$120,000.00 as the fine in this matter; and
- (c) This Order shall be published in the Trinidad and Tobago Gazette and in a daily newspaper.

Dated this 8th day of October, 2012



Professor Patrick Watson
Chairman



Marsha K. King
Commissioner



Dr. Shelton Nicholls
Commissioner



Ravi Rajcoomar
Commissioner



Horace Mahara
Commissioner

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**Government of the Republic of Trinidad and
Tobago**
Public Statement of the
Land Settlement Agency
In Compliance with Sections 7, 8 and 9 of
The Freedom of Information Act 1999 (FOIA)

The Act gives members of the public:

- 1) A legal right for each person to access information held by the Land Settlement Agency(LSA);
- 2) A legal right for each person to have official information relating to himself/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.

In accordance with Sections 7 (1) (b), 8 (2) (b), and 9(2) (b) of the Freedom of Information Act 1999, the Land Settlement Agency is required by law to publish the following update statement which lists the documents and information generally available to the public. This updated statement is to September 30, 2012.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i): Functions and Structure of the Land Settlement Agency

The Land Settlement Agency

The Land Settlement Agency is an agency under the Ministry of Housing, Land and Marine Affairs. The Land Settlement Agency (LSA) was established as a body corporate under the provisions of the State Land (Regularisation of Tenure) Act No. 25 of 1998, Chapter 57:05 and is charged with the responsibility enshrined in the legislation for implementing same in the island of Trinidad. The Tobago House of Assembly (THA) is responsible for implementing these provisions in the island of Tobago.

The specific responsibilities of the LSA are as follows:

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1. The regularisation of squatters and tenants in occupation of State land who qualify for regularisation and the overall enhancement and improvement of their living conditions and welfare;
2. The development of Land Settlement Areas (new Greenfield sites) for landless citizens;
3. Facilitating the issuance of leases to eligible squatters and tenants in designated areas and Land Settlement areas on State land; and
4. The development of sustainable communities through the establishment of settlement councils and the facilitation of micro enterprise thereby fostering the development of self sustaining income generating skills thus improving living standards and quality of family life in general.

Organizational Structure and Staffing:

See attached.

Squatter Regularisation:

Squatter Regularisation involves two activities:

- Providing security of tenure by the grant of a Deed of Lease to squatters who fulfill the requirements under the provisions of the State Land (Regularisation of Tenure) Act No. 25 of 1998.
- The upgrading and/or establishment of physical infrastructure on certain squatter sites such as roads, drainage, along with the provision of services such as potable water and electricity. These works are done in accordance with standards established by the Statutory Planning Authorities.

Effect of Functions on Members of the Public

- Provision of Security of Tenure;
- Provision of affordable infrastructure using incremental methods of development - roads, drainage, water, electricity, sewage treatment facilities;
- Provision of social amenities by the allocation of land for health facilities, police stations, schools, shopping facilities;
- Protection of areas that are environmentally sensitive State lands - water sheds, forest reserves, steeply sloping land, river banks, coastal areas and flood plains;
- Protection of State Land allocated for public purposes - highway reserves, parks, flight paths for aircraft, electricity transmission line reserves;

Section 7 (1) (a) (ii): Categories of Documents in the Possession of the Land Settlement Agency

1. Files dealing with administrative support and general administrative documents for the operations of the Land Settlement Agency.
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 / functions of the Land Settlement Agency.
4. Financial Records including financial statements, budgets, financial planning and reporting.
5. Files dealing with matters relating to the procurement of supplies, services and equipment.
6. Cabinet Documents.
7. Maps / Charts / Photographs / Compact Discs / Diskettes / Abstracts.
8. News Releases and /or speeches originating in the Land Settlement Agency
9. Policy and Procedure Documents.
10. Contract Documents of IDB loans.
11. Internal and external correspondence files.
12. Customer files.
13. Documents relating to Strategic Review of the Land Settlement Agency, Information Technology Strategy and Training Plans.
14. Legislation and Legal Instruments.
15. Legal Opinions and related matters.
16. Files dealing with training – local and foreign and technical co-operations.
17. Minutes / Agenda of Meetings.
18. Files dealing with Circulars, memoranda, notices, bulletins etc.
19. Reports: Statistical, Annual / monthly / quarterly, Audit, Consultants' / Technical Corporate, Valuation, Accident etc.
20. Inventories.
21. Periodicals and publications.
22. Registers / Certificates / Permits / Licenses.
23. Land-Use and Structure Plans.
24. Environmental Impact Assessments.
25. Certificates of Environmental Clearances issued by the Environmental Management Authority
26. Planning Permissions to carry out Development.

Section 7 (1) (a) (iii): Material prepared for Publication or Inspection

The public may inspect and/or obtain copies of the following material as indicated, between the hours of 9:00 a.m. and 3:00 p.m. on normal working days at:

Land Settlement Agency

Ministry of Housing, Land and Marine Affairs.

44-46 South Quay,

Port of Spain,

Trinidad.

Republic of Trinidad and Tobago,

West Indies.

Tel. 1-868-623-4663 ext 3120

Fax. 1-868-640-9574

Email: info@lsa.gov.tt

- ◆ Register of Certificates of Comfort issued (inspection only)
- ◆ Register of Statutory Leases issued (inspection only)
- ◆ Register of Deeds of Lease issued (inspection only)
- ◆ Map of Geographic Distribution of Certificate of Comfort Applications received by the LSA
- ◆ Map of Geographic Distribution of Squatter Sites in Trinidad (inspection only)
- ◆ Map of Geographic Distribution of Upgraded Squatter Sites in Trinidad (inspection only)
- ◆ Land-Use Plans for squatter sites that have been upgraded, for example : (inspection only)

La Platta, Valencia;

La Paille, Caroni;

Rice Mill, Arouca;

Samaroo Village, Arima;

Ackbarali Trace, Arima;

John Boodoo Road, Brazil Village;

Picton Road Extension, Sangre Grande;

Jacob's Hill, Wallerfield;

Harmony Hall, Gasparillo; and

Southern Gardens, Point Fortin.

Section 7 (1) (a) (iv): Literature Available by Subscription

This section is not applicable at this time.

Section 7 (1) (a) (v): Procedure to be followed when requesting access to a document from the Land Settlement Agency

How to Request Information:

➤ General Procedure

The Land Settlement Agency's policy is to respond to all requests for information, both oral and written. In order to have the rights provided under the FOIA (for example, the right to challenge a decision if a request for information is refused) the applicant's request must be made in writing on the appropriate form, that is, the "Request for Access to Official Documents" form.

➤ Addressing Requests

To facilitate prompt handling of requests for access to information, applicants should address the completed request form to the Designated Officer, Land Settlement Agency.

➤ Details in Requests

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 the applicant is not sure of how to make the request or the details to be included, he/she may communicate with the LSA's Designated Officer.

Requests not handled under the FOIA

- A request under the FOIA to access information that is currently available in the public domain, for example in the form of brochures and pamphlets, will not be made available.

Responding to a Request for Access to Information

➤ Retrieving Documents

The Land Settlement Agency is required to furnish copies of documents currently in its possession or which can be retrieved from storage. Information stored in the National Archives or another storage center will be retrieved in order to process an applicant's request.

Furnishing Documents

Subject to exceptions under the provisions of the FOIA, an applicant is entitled to copies of information in the LSA's possession, custody or power. The LSA is required to furnish only one copy of a document to an applicant. If a legible copy of a document cannot be made to be released, the LSA may not attempt to reconstruct it. Instead, the LSA will furnish the best copy available to the applicant and note the quality in its response to the applicant.

Please note that the Land Settlement Agency is not compelled to do the following:

- (a) Create new documents. For example, the LSA is not required to write a new program so that a computer will print information in the format preferred by the applicant.
- (b) Perform research for the applicant.

Time Limit

➤ General

The FOIA establishes a time limit for the LSA to make a decision regarding its ability to disclose the documents to which access has been requested. If the deadline is not met, the FOIA gives the applicant the right to proceed as if his/her request has been denied. The LSA will try diligently to comply with the statutory time limit, but if it appears that processing the request may take longer than the statutory time limit, the request will be acknowledged and the applicant advised of its status. Since there is a possibility that requests may be misaddressed or misrouted, the applicant may wish to call or write to the Designated Officer to confirm that the LSA has received the request and to ascertain its status.

➤ Time Allowed

The LSA will determine whether to grant the 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, the applicant will be permitted to inspect the documents or be provided with copies, if so requested.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees incurred in making the documents available. The applicant is entitled to receive the document(s) within seven days of payment of the relevant fee. If the LSA fails to provide the information within the seven-day period, the applicant is entitled to a refund of the fees paid, in addition to access to the document(s) requested.

Section 7 (1) (a) (vi): Officers in the Land Settlement Agency responsible for:

- 1) The initial receipt of an action upon notices under section 10,**
- 2) Requests for access to documents under section 13 and**
- 3) Applications for corrections of Personal Information under section 36 of the FOIA**

The Designated Officer is:

Job Title	Corporate Secretary
Name	Neil Bhagan
Address (work)	Land Settlement Agency 44-46 South Quay Port of Spain

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Tel/Fax Nos. 623-4663 (HOME) Ext. 3120, 627-4489.
E-mail address info@lsa.gov.tt

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

This section is not applicable.

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

Information in the Land Settlement Agency can be accessed by contacting the LSA's Designated Officer to make an appointment and the necessary accomodation will be made. Smoking, eating or drinking is not allowed while accessing documents.

SECTION 8 STATEMENTS

Section 8 (1) (a) (i): Documents containing interpretations or particulars of written laws or schemes administered by the Land Settlement Agency, not being particulars contained in another written law.

1. The State Land (Regularisation of Tenure) Act No. 25 of 1998
2. Legal Notice No. 151 of 1999 – Application for a Certificate of Comfort (Form A) and Declaration to Support Application for a Certificate of Comfort (Form B)
3. Legal Notice No. 198 of 1999 – The State Land (Regularisation of Tenure) (Delegation of Power) Order, 1999.
4. Legal Notice No. 36 of 2000 – The State Land (Regularisation of Tenure) (Certificate of Comfort) Regulations, 2000.
5. Legal Notice No. 134 of 2000 – Application for a Certificate of Comfort (Form A1).
6. Legal Notice No. 135 of 2000 – Declaration to Support Application for a Certificate of Comfort (Form B1).

These may be purchased at the Government Printery.

Sections 8 (1) (a) (ii) and 8 (1) (b)

These sections are not applicable at this time.

SECTION 9 STATEMENTS

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Section 9 (1) (a) Report or Statement containing the advice/recommendations of a body or entity established within the Land Settlement Agency

Title	Author	Year
Strategic Plan of the Land Settlement Agency	Land Settlement Agency	2003

Section 9 (1) (b): Report or Statement containing advice/recommendations of a body or entity established outside of the Land Settlement Agency for that purpose

Title	Author	Year
Showing Trinidad and Tobago A New Way Home.	Ministry of Housing	2002

Sections 9 (1) (c) to (g)

These sections are not applicable at this time.

Section 9 (1) (h): Report on the Performance and Efficiency of the Land Settlement Agency

Title	Author	Year
Report of the Land Settlement Agency (1999 -2004), Ministry of Housing to the Joint Select Committee of Parliament- November 2004	Ministry of Housing	2004
Achievements of the Land Settlement Agency for the period September 2002 to September 2006	Land Settlement Agency	2006
Achievements of the Land Settlement Agency for the period October 2006 to September 2007	Land Settlement Agency	2007

Section 9 (1) (i) to (k)

These sections are not applicable at this time.

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Section 9 (1) (l)

Title	Author	Year
Report of the EIA for KP Lands, Valencia.	Geo-Tech Associates & epas Consultants Ltd.	2003

Section 9 (1) (m)

Valuation reports for each of the sites under the 2002-2010 IDB funded programme have been prepared for Land Settlement Agency by the Commissioner of Valuations.

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