



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 54

Port-of-Spain, Trinidad, Wednesday 30th September, 2015—Price \$1.00

No. 100

CORRIGENDA

In a Memo, dated 17th March, 2015, under the heading “Notice of Removal of Defunct Companies from Register”, The Registrar of Companies has decided to discontinue the process to strike the Company “THE MCU AL IJARA CO. LTD.—T 4441 (95)” from the Register, as the request to do so has been withdrawn.

In a Memo, dated 13th August, 2015, under the heading “Notice of Removal of Defunct Companies from Register”, The Registrar of Companies has decided to discontinue the process to strike the Company “POINT LISAS PARK LIMITED—P 2956 (95)” from the Register, as the request to do so has been withdrawn.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 72, dated Tuesday 7th July, 2015, Page 848, Item No. 975, under the heading “Notice of Intended Removal of Defunct Companies from Register”, [Section 461(3) of the Companies Act, 1995], The Registrar of Companies has decided to discontinue the process to strike the Companies “BEETHAM GARDENS PHOTOGRAPHY ASSOCIATION—C 2013012201423, ISLAMIC RESOURCE SOCIETY—I 899 (95) and Item No. 976, SRI RAM VIJAI MANDIR—S 6381 (95) from the Register, as the requests to do so have been withdrawn.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 73, dated Wednesday 8th July, 2015, Page 856, Item No. 982 under the heading “Notice of Intended Removal of Defunct Companies from Register”, [Section 461(3) of the Companies Act, 1995], The Registrar of Companies has decided to discontinue the process to strike the Company NUR-E-ISLAM JAMAAT—N 908 (95) from the Register, as the request to do so has been withdrawn.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 74, dated Thursday 9th July, 2015, Page 867, Item No. 997 under the heading “Notice of Intended Removal of Defunct Companies from Register”, [Section 461(3) of the Companies Act, 1995], The Registrar of Companies has decided to discontinue the process to strike the Company BAPTIST SEMINARY OF THE WEST INDIES—B 1987 (95) from the Register, as the request to do so has been withdrawn.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 76, dated Thursday 16th July, 2015, Page 879, Item No. 1023 under the heading “Notice of Intended Removal of Defunct Companies from Register”, [Section 461(3) of the Companies Act, 1995], The Registrar of Companies has decided to discontinue the process to strike the Company “TRINIDAD & TOBAGO DENTAL ASSOCIATION—T 4639 (95)” from the Register, as the request to do so has been withdrawn.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 83, dated Thursday 6th August, 2015, Page 950, Item No. 1163, under the heading “Notice of Intended Removal of Defunct Companies from Register”, [Section 461(3) of the Companies Act, 1995], The Registrar of Companies has decided to discontinue the process to strike the Companies THEE SAVING GRACE ASSEMBLY—T 6855 (95), THE REDEEMED CHRISTIAN CHURCH OF GOD, TRINIDAD & TOBAGO—T 4268 (95), TOBAGO NETWORK OF COMMUNITY ORGANIZATIONS—T 4568 (95) T and THE RENAL CARE CENTRE OF TRINIDAD AND TOBAGO—T 3895 (95) and Page 951, Item No. 1164–1165, FLOS CARIBBEAN—F 1477 (95), D’ABADIE MEDIATION AND FAMILY SERVICES CENTRE—D 2192 (95), CARIBBEAN REGIONAL NETWORK OF PEOPLE LIVING WITH HIV/AIDS (CRN+)—C 2981 (95) and UNITED KINGDOM WOMEN’S CLUB OF TRINIDAD AND TOBAGO—U 457 (95) from the Register, as the requests to do so have been withdrawn.

In *Trinidad and Tobago Gazette*, Vol. 54, No. 83, dated Thursday 6th August, 2015, Page 952, Item No. 1165 under the heading “Notice of Intended Removal of Defunct Companies from Register”, [Section 461(3) of the Companies Act, 1995], The Registrar of Companies has decided to discontinue the process to strike the Company FULL GOSPEL TABERNACLE-STREAMS OF POWER TRINIDAD AND TOBAGO—F 443 (C) from the Register, as the request to do so has been withdrawn.



PUBLIC STATEMENT

Government Human Resource Services Company Limited's Public Statement in compliance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (hereinafter called "*the FOIA*"), Government Human Resource Services Company Limited (hereinafter called "*GHR*S") 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.

The FOIA gives members of the public:

- (1) A legal right for each person to access information held by GHR
- (2) A legal right for each person to have official information relating to him/her amended, where such information 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 GHR

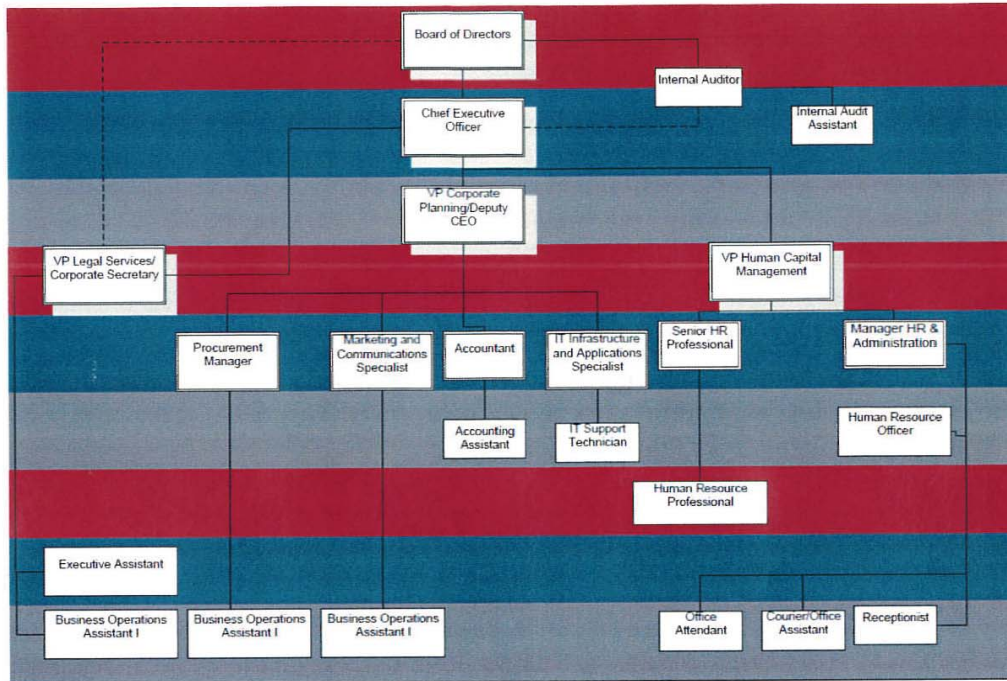
Mission Statement:

To support transformation of the Public Sector through value added recruiting and human resource solutions.

Vision Statement:

To be the preferred provider of exceptional human resource services to all Public Sector entities.

Organizational Structure of the Government Human Resource Services Company Limited:



Core Values:

The core values of GHRM underpin and guide the decisions and actions taken by our organisation and its employees.

The core values are as follows:

Customer Focused

We are people focused

We are quality focused

We are driven to provide client satisfaction with the utmost professionalism

Integrity

We are accountable in everything we do

Ethical conduct is our priority

Innovation

We strive, through continuous improvement, to ensure that the services we provide to our clients are cutting edge.

We shall adapt and provide the relevant services that meet and exceed expectations.

Section 7 (1) (a) (ii)**CATEGORIES OF DOCUMENTS IN THE POSSESSION OF GHRS**

- (1) Administrative files used in the daily operations of GHRS
- (2) Personnel records containing information on staff appointments, job applications, job specifications, transfers, resignations, deaths, retirements, leave, vacation etc.
- (3) Files dealing with the accounting and financial management function of GHRS
- (4) Financial Records (cheques, vouchers, receipts, journals etc.)
- (5) Files dealing with matters relating to the procurement of goods and services
- (6) Cabinet Documents
- (7) Policy and Procedure Documents
- (8) Internal and External correspondence files
- (9) Vendor files
- (10) Agenda and Minutes of meetings
- (11) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings and
- (12) Contract documents
- (13) Interview Notes
- (14) Scorecards
- (15) Application Forms for Job Seekers
- (16) GHRS Strategic Plan 2014 - 2017

1438—Continued

GOVERNMENT HUMAN RESOURCE SERVICES COMPANY LIMITED—CONTINUED

Section 7 (1) (a) (iii):**MATERIAL PREPARED FOR PUBLICATION AND INSPECTION**

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

- Brochures:
 - ✓ Customized HR solutions
 - ✓ Recruitment, Assessment and Selection
 - ✓ Assessment and Development
 - ✓ Training, Design and Delivery
 - ✓ Dressing for Success
 - ✓ Writing that winning resume
 - ✓ Interviewing Tips
- Financial Policy and Procedures Manual
- Human Resource Policy
- Health and Safety Policy
- Procurement Procedures for the acquisition of goods, provision of services, undertaking works and disposal of unserviceable items in Government Human Resource Service Company Limited.
- State Enterprise Performance Monitoring Manual

The public may inspect/obtain copies of the aforementioned material, between the hours of 8:30 a.m. to 4:00 p.m. on normal working days at:

16 Mulchan Seuchan Road,

Chaguanas 501316.

Phone: (868) 672-GHRS (4477)

Fax: (868) 672-9405

Section 7 (1) (a) (iv):**LITERATURE AVAILABLE BY SUBSCRIPTION**

There is no literature available by subscription.

Section 7 (1) (a) (v):**PROCEDURE TO BE FOLLOWED WHEN ACCESSING A DOCUMENT FROM THE GHRS****How to Request Information:**▪ *General Procedure:*

The policy of GHRS is to respond to all oral and written requests for information. However, in order to derive the rights given to the applicant under the FOIA, (for example, the right to challenge a decision if your request for information is refused), the applicant must make such request in writing. The applicant must, therefore, complete the *Request for Access to Official Document(s) Form* that is available in our Reception/Lobby area at the GHRS' premises at Chaguanas.

▪ *Addressing Requests:*

To ensure prompt handling of your request, please address it to the Designated Officer of GHRS: **Section 7 (1) (a) (vi) below refers.**

▪ *Details in the Request:*

Applicants must provide sufficient information which will enable the Designated Officer to identify the document(s) being requested. If insufficient 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 how to write his/her request or what details to include therein, communication with the Designated Officer is recommended.

▪ *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:▪ *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, we will furnish the best copy possibly and note its quality when replying.

Please note GHRS 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 the applicant.

Time Limits:▪ *General*

Applicants will be notified within thirty (30) calendar days whether or not the request is approved. 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.

1438—Continued

GOVERNMENT HUMAN RESOURCE SERVICES COMPANY LIMITED—CONTINUED

▪ *Time Allowed*

We will determine whether to grant your request for access to information as soon as practicable but no later than thirty (30) calendar days from the date the request was received 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.

▪ *Fees and Refunds*

The Freedom of Information (Fees and Charges) Regulations prescribes the fees to be incurred in making the documents available. Where such fees are payable, the applicant is entitled to receive the document(s) within seven (7) days of payment of the relevant fee. If we fail to provide the information within the seven day period, the applicant is entitled to a refund of the fees paid in addition to free access to the document(s) requested.

Section 7 (1) (a) (vi):

Officers in GHRS responsible for:

- (i) The initial receipt of and action upon notices under section 10.
- (ii) Requests for access to documents under section 13.
- (iii) Applications for correction of personal information under section 36 of the FOIA.

All Requests for Access to Information should be submitted on the prescribed form addressed to:

The Designated Officer: Ms. Vanessa K. Garcia
Vice President Legal Services and Corporate Secretary
#16 Mulchan Seuchan Road
Chaguanas
Tel: 672 – 4477 extension 305
Fax 672 – 9405
vanessa.garcia@ghrs.gov.tt

The Alternate Officer: Mrs. Michelle Mulcare
Marketing and Communications Specialist
16 Mulchan Seuchan Road
Chaguanas
Tel: 672 – 4477 extension 221
Fax: 672 - 9405
michelle.mulcare@ghrs.gov.tt

Section 7 (1) (a)(vii):

Advisory Boards, Councils, Committees, and other bodies, (Where meetings/minutes are open to the public)

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

Section 7 (1) (a)(viii):

Library/Reading Room Facilities

Certain information may be readily accessed through our website at www.ghrs.gov.tt. You may make general enquiries by calling the Designated Officer listed under Section 7 (1) (a) (vi).

Certain information may be readily accessed at our offices located at 16 Mulchan Seuchan Road Chaguanas.

Provision of copies of documents that are readily available to the public

- Charge for Photocopies is \$0.50 cents per page

Section 8 Statements**Section 8 (1) (a) (i):**

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

This section is not applicable to GHRS at this time.

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.

This section is not applicable to GHRS at this time.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, 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.

This section is not applicable to GHRS at this time.

Section 9 Statements:**Section 9 (1) (a)**

A report or a statement containing the advice or recommendations, of a body or entity established within the public authority.

This section is not applicable to the GHRS at this time.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, 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.

This section is not applicable to the GHRS at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the GHRS.

This section is not applicable to the GHRS at this time.

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.

The section is not applicable to the GHRS at this time.

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.

This section is not applicable to the GHRS at this time.

Section 9 (1) (f)

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

This section is not applicable to the GHRS at this time.

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

This section is not applicable to the GHRS at this time.

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.

There are no reports or statements to be published under this section at this time.

Section 9 (1) (i)

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

This section is not applicable to the GHRS at this time.

Section 9 (1) (j)

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

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

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

There are no reports to be published under this section at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

There are no environmental impact statements to be published under this section at this time.

Section 9 (1) (m)

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

There are no reports to be published under this section.



GHRS new office located at 16 Mulchan Seuchan Road, Chaguanas

1439

NOTICE OF INTENDED REMOVAL OF DEFUNCT
COMPANY FROM REGISTER*[Section 461(3) of the Companies Act, 1995]*

NOTICE is hereby given that at the expiration of three months from the date of this notice the name of the Company appearing hereunder will, unless cause is shown to the contrary, be struck off the Register of Company kept at this office, and the Company will be dissolved.

Name of Company

EXERTER LIMITED—E 1085 (95)

Dated this 3rd day of September, 2015, at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1440

NOTICE OF REMOVAL OF DEFUNCT COMPANIES
FROM REGISTER*[Section 461(5) of the Companies Act, 1995]*

NOTICE is hereby given that the following Company MARCASTUTA LIMITED—M 2950 (95) was struck off the Register of Companies on the 3rd November, 2014.

Dated this 3rd day of September, 2015 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

NOTICE is hereby given that the following Company RASU'S ONE STOP SHOP COMPANY LIMITED—R 3894 (95) was struck off the Register of Companies on the 13th February 2015.

Dated this 3rd day of September, 2015 at the Registrar General's Office.

K. BRIDGEWATER
Registrar General

1441

LOSS OF PAN-AMERICAN LIFE INSURANCE OF
(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:

<i>Name</i>	<i>Policy Number</i>
MARILYN MERVINA PETERS	3435171
TANISHA PIERRE	3473815
TANISHA PIERRE	3430350

PAN-AMERICAN LIFE INSURANCE COMPANY
OF (TRINIDAD AND TOBAGO), LIMITED

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

1442

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

ST. GEORGE EAST

NOTICE is hereby given that a notification in writing has this day been lodged with the undersigned Secretary of the Licensing Committee for the Licensing District of St. George East, Arima Area, by Joel Victor Joseph of No. 9A Queen Street, Arima, that it is his intention to apply to the Licensing Committee at the Arima Magistrate's Court on THURSDAY THE 1ST DAY OF OCTOBER, 2015 at 9.00 o'clock in the forenoon for a transfer to him of the Special Restaurant Licence now held by Victor Joseph in respect of premises situate at No. 9A Queen Street, Arima.

Dated this 25th day of September, 2015 at the Arima Magistrate's Court.

M. SMART
*Secretary, Licensing Committee,
Arima*

1443

CARONI

NOTICE is hereby given that a notification in writing has this 22nd day of September, 2015, been lodged with the undersigned Secretary of the Licensing Committee for the Licensing District of County Caroni, Chaguanas Area, by Watson George, Narissa Mohammed and Massy Stores, of Eastview House, Light Pole No. 58, Upper Cleaver Road, Arima, No. 1A Mimosa Drive, The Crossings, Tumpuna Road, Arima and 39A, Wrightson Road, Port-of-Spain, that it is their intention to apply to the Licensing Committee at the Chaguanas Magistrate's Court on THURSDAY THE 22ND DAY OF SEPTEMBER, 2015 at 1.00 o'clock in the afternoon for a transfer to them of the Licence to carry on the trade of a Spirit Grocer now held by Shiva Mungal, Narissa Mohammed and Massy Stores in respect of premises situate at Mid Centre Mall, Chaguanas, in the said district.

Dated this 22nd day of September, 2015 at the Chaguanas Magistrate's Court.

U. KANHAI
*Secretary, Licensing Committee,
Chaguanas*

1444

NORTH-EASTERN COUNTIES

NOTICE is hereby given that a notification in writing has this day been lodged with the undersigned Secretary of the Licensing Committee for the Licensing District of North-Eastern Counties, Sangre Grande Area, by Kerry-Ann Trotman of No. 51 Andre Street, Sangre Grande, that it is her intention to apply to the Licensing Committee at the Sangre Grande Magistrate's Court on WEDNESDAY THE 30TH DAY OF SEPTEMBER, 2015, for a transfer of the Spirit Grocer's Licence held by Roopsham Baldeo in respect of premises situate at No. 15 Andre Street, Sangre Grande, in the said district.

Dated this 21st day of September, 2015 at the Sangre Grande Magistrate's Court.

J. HILLS
*Secretary, Licensing Committee,
Sangre Grande*