



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

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No. 146

1625

SUPPLEMENT TO THIS ISSUE

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

Legal Supplement Part B—

Notice of Declaration of Trinidad and Tobago Standards—(Legal Notice No. 154 of 2018).

Notice of Revocation of Trinidad and Tobago Standards—(Legal Notice No. 155 of 2018).

Proclamation No. 12 of 2018—(Legal Notice No. 156 of 2018).

Legal Profession (Eligibility for Admission) (No. 8) Order, 2018—(Legal Notice No. 157 of 2018).

Trinidad and Tobago Housing Development Corporation (Vesting) (Amendment to the first Schedule) (No. 3) Order, 2018—(Legal Notice No. 158 of 2018).

Civil Proceedings (Amendment) Rules, 2018—(Legal Notice No. 159 of 2018).

Criminal Procedure (Amendment) Rules, 2018—(Legal Notice No. 160 of 2018).

1626

REPUBLIC OF TRINIDAD AND TOBAGO

No. 35

CANCELLING OF REGISTRATION (*Friendly Societies Act*)

OFFICE OF THE REGISTRAR OF FRIENDLY SOCIETIES, PORT-OF-SPAIN

Name of Society: PHOENIX LODGE NO. 1

Register No: 685

THE REGISTRATION of the above-mentioned Society is hereby cancelled pursuant to section 76(1)(c) of the Friendly Societies Act, Chap. 32:50, because it has ceased to exist in accordance with sections 76(3)(a), 76(3)(b), and 76(3)(c), of the Friendly Societies Act.

Dated this 27th day of June, 2018.

Z. HAYNES-SOO HON
Registrar of Friendly Societies



Government of the Republic of Trinidad and Tobago

Ministry of the Attorney General and Legal Affairs

THE REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE

Claim No. CV2018-04245

**IN THE MATTER OF THE ANTI-TERRORISM
ACT, CHAPTER 12:07**

AND

**IN THE MATTER OF AN APPLICATION BY THE
ATTORNEY GENERAL OF TRINIDAD AND
TOBAGO FOR A DECLARATORY ORDER UNDER
SECTION 22B OF THE ANTI-TERRORISM ACT,
CHAPTER 12:07**

BETWEEN

**THE ATTORNEY GENERAL OF TRINIDAD AND
TOBAGO**

CLAIMANT

AND

**Haqqani Network also known as HQN
DEFENDANT**

ORDER

Before the Honourable Madame Justice N. Kangaloo

Dated the 14th day of November, 2018

UPON READING the Fixed Date Claim Form filed on November 13th, 2018 and the affidavit of [REDACTED] sworn and filed on November 13th, 2018 together with the exhibits attached thereto;

AND UPON HEARING Attorney-at-Law for the Claimant;

IT IS ORDERED THAT personal service on the Defendant be dispensed with.

IT IS HEREBY DECLARED that Pursuant to section 22B(3)(a) of the Anti-Terrorism Act, Chap. 12:07 the Defendant, **HAQQANI NETWORK** also known as **HQN** a.k.a.: na F.k.a.: na Address: na Listed on: 5 Nov. 2012 Other information: Network of Taliban fighters centered around the border between Khost Province, Afghanistan and North Waziristan, Pakistan. Founded by Jalaluddin Haqqani (TAi.040) and currently headed by his son Sirajuddin Jallaloudine Haqqani (TAi.144). Other listed members include Nasiruddin Haqqani (TAi.146), Sangeen Zadrar Sher Mohammad (TAi.152), Abdul Aziz

Abbasin (TAi.155), Fazl Rabi (TAi.157), Ahmed Jan Wazir (TAi.159), Bakht Gul (TAi.161), Abdul Rauf Zakir (TAi.164). Responsible for suicide attacks and targeted assassination as well as kidnappings in Kabul and other provinces of Afghanistan. Linked to Al-Qaida (QDe.004), Islamic Movement of Uzbekistan (QDe.010), Tehrik-e Taliban Pakistan (QDe.132), Lashkar I Jhangvi (QDe.096), and Jaish-IMohammed (QDe.019), listed at page 32, 1st paragraph of the United Nations Security Council Sanctions List concerning the Taliban dated October 25, 2018 and designated by the United Nations Security Council 1988 Committee as a listed entity for the purposes of the Anti-Terrorism Act, Chapter 12:07 ("the Act").

IT IS FURTHER ORDERED that:

The matter be deemed fit for hearing as a matter of urgency;

1. Pursuant to Section 22B(3)(b) of the Act that the property:
 - (i) owned or controlled by the Defendant;
 - (ii) wholly or jointly owned or controlled, directly or indirectly, by the Defendant; and
 - (iii) derived or generated from funds or other assets owned or controlled directly or indirectly by the Defendant,
 be frozen;
2. Pursuant to Section 22B(4D)(b) of the Act, the Registrar of the Supreme Court do serve an Office Copy of the Order on the Financial Intelligence Unit immediately in accordance with the Civil Proceedings Rules 1998 (as amended);
3. Pursuant to Section 22B(5) of the Act, the Attorney General shall within seven (7) days after the date of this Order, cause a copy of the Order and a statement that the matter will be reviewed every six (6) months, to be published in the Trinidad and Tobago Gazette and in two (2) daily newspapers of general circulation in Trinidad and Tobago; and
4. Liberty to apply; and
5. There be no order as to costs.

.....
**Assistant Registrar
 Supreme Court**

Notice is hereby given that the matter which is the subject of the aforementioned Order will be reviewed by the Honourable Attorney General every six (6) months in accordance with section 22B(9) of the Anti-Terrorism Act, Chap. 12:07.



FINANCIAL INTELLIGENCE UNIT
MINISTRY OF FINANCE
PUBLIC NOTICE

FATF's LIST OF JURISDICTIONS WITH AML/CFT DEFICIENCIES

NOTICE IS GIVEN that pursuant to Section 17(1) (a) of the Financial Intelligence Unit Act of Trinidad and Tobago Chap. 72:01, the Financial Intelligence Unit of Trinidad and Tobago is required to publish a list of countries identified by the Financial Action Task Force (FATF) as jurisdictions that have strategic anti-money laundering and counter financing of terrorism (AML/CFT) deficiencies.

AND NOTICE IS GIVEN that, the FATF's public statement dated October 19, 2018 identified the following jurisdictions as having strategic AML/CFT deficiencies and the measures which must be taken.

FATF PUBLIC STATEMENT ISSUED OCTOBER 19, 2018

A. JURISDICTIONS SUBJECT TO AN FATF CALL FOR THE APPLICATION OF COUNTER-MEASURES AND ENHANCED DUE DILIGENCE MEASURES.

• **DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA (DPRK)**

The FATF calls on its members and urges all jurisdictions to advise their financial institutions to give special attention to business relationships and transactions with the DPRK, including DPRK companies, financial institutions, and those acting on their behalf. In addition to enhanced scrutiny, the FATF further calls on its members and urges all jurisdictions to apply effective counter-measures, and targeted financial sanctions in accordance with applicable United Nations Security Council Resolutions, to protect their financial sectors from money laundering, financing of terrorism and weapons of mass destruction (WMD) proliferation financing (ML/FT/PF) risks emanating from the DPRK.

• **IRAN**

The FATF remains concerned with the terrorist financing risk emanating from Iran and the threat this poses to the international financial system until Iran implements the measures required to address the deficiencies identified in their Action Plan. The FATF, therefore, calls on its members and urges all jurisdictions to continue to advise their financial institutions to apply enhanced due diligence to business relationships and transactions with natural and legal persons from Iran, consistent with FATF Recommendation 19.

B. IMPROVING GLOBAL AML/CFT COMPLIANCE: ON-GOING PROCESS.

- | | | | |
|------------|-------------|---------------------|-----------|
| • BOTSWANA | • PAKISTAN | • SERBIA | • TUNISIA |
| • ETHIOPIA | • SRI LANKA | • THE BAHAMAS | • YEMEN |
| • GHANA | • SYRIA | • TRINIDAD & TOBAGO | |

The FATF has identified these Jurisdictions with strategic AML/CFT deficiencies but which have developed an action plan with the FATF and have provided a written high-level political commitment to address the identified deficiencies. The FATF calls on these jurisdictions to complete the implementation of action plans expeditiously and within the proposed time frame.

Further information can be sourced at www.fatf-gafi.org

Dated this 12th November, 2018.

Susan S. François
Director
Financial Intelligence Unit



Government of the Republic of Trinidad and Tobago

PUBLIC STATEMENT OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

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 Housing and Urban Development is required by law to publish the following statement, which lists the documents and information generally available to the public.

The FOIA gives members of the public:-

- (1) A legal right for each person to access information held by the Ministry of Housing and Urban Development.
- (2) A legal right for each person to have official information relating to him/her 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 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 (1) (a) (i)

Mission and Vision Statements

The Mission and Vision Statements for the Ministry of Housing and Urban Development have not been developed to date, since the Ministry has been recently established.

Function

The housing portfolio of the Ministry of Housing and Urban Development involves the provision of appropriate housing solutions for low and middle income families through the direct construction and distribution of new homes, the development of appropriate home financing

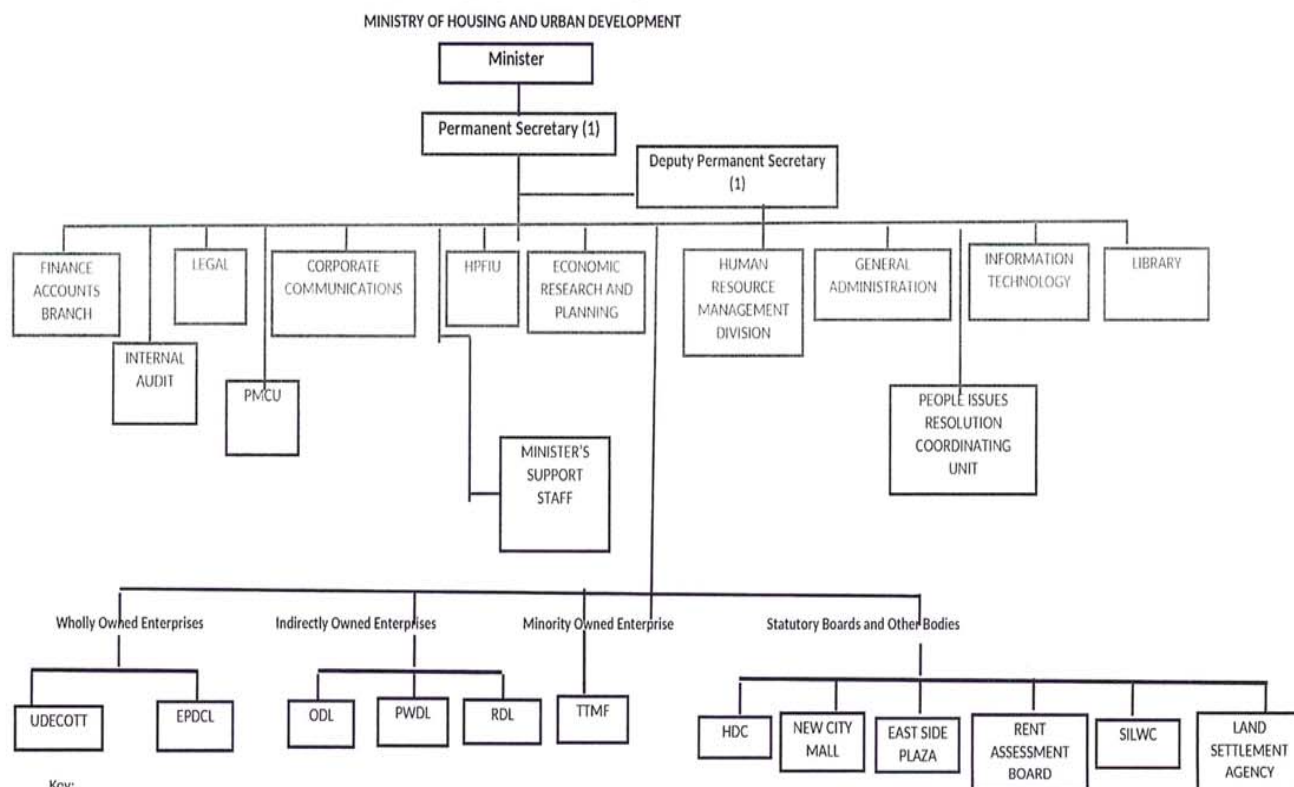
mechanisms and development of sustainable communities.

The Ministry has also placed emphasis on the maintenance of housing stock, the upgrading of infrastructure in Government housing developments and the distribution of grants and subsidies to members of the public through the requisite divisions for the purpose of improving the social conditions of poor families, enhancing the aesthetic quality of Government developments and reducing the annual national demand for new homes.

The Ministry also engages in the development of urban centres, including Port of Spain and San Fernando. Through, regeneration and revitalization, to include infrastructural upgrades, the Ministry aims to develop the capital city as a business and financial centre and to develop San Fernando as a thriving 'second city'.

ORGANIZATIONAL STRUCTURE AND STAFFING

The Ministry of Housing and Urban Development is headed by the Permanent Secretary and has seventy- nine (79) established and approximately sixty-three (63) contract positions in sum, comprising of clerical, technical/professional, secretarial, administrative and manipulative staff. The core Ministry is divided into the following Divisions/Sections/Units; as outlined in the organizational chart attached.



Key:

HPFIU- Housing Policy Facilitation and Implementation Unit
 PMCU- Programme Monitoring and Coordinating Unit
 UDECOTT- Urban Development Corporation of Trinidad and Tobago
 EPDCL- East Port-of-Spain Development Corporation Limited
 ODL- Oropune Development Limited
 PWDL- Port-of-Spain Waterfront Development Limited
 RDL- Rincon Development Limited
 TTMF- Trinidad and Tobago Mortgage Finance Company Limited
 HDC- Housing Development Corporation
 SILWC- Sugar Industry Welfare Committee

1629—Continued

PUBLIC STATEMENT OF MINISTRY OF HOUSING AND URBAN DEVELOPMENT
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

Human Resource Service Division

This division is responsible for the management of the Ministry's human capital in an effective, fair, and consistent manner, so as to achieve the Ministry's strategic goals and objectives. The functions include recruitment, human resource planning, training and development, performance evaluation management, development of human resource management policies, industrial and employee relations and compensation.

General Administration/Operations

This section is responsible for the provision of support services for the Ministry, through the registry and office management functions. The Registry ensures the orderly recording and safe storage of Ministry files and documents. The office management section is responsible for the procurement of goods and services, e.g. office supplies, furniture, equipment, messenger, maid, janitorial services etc.

Economic Research and Planning Unit

The Economic Research and Planning Unit is responsible for assisting in the preparation of policies, programmes and projects in the housing sector and ensuring that these policies, programmes and projects are executed in accordance with Government's mandate.

This Unit is instrumental in monitoring the budgetary requirements of the divisions and agencies under the purview of the Ministry of Housing and Urban Development. The Economic Research and Planning Unit has responsibility for:

- Oversight of the implementation of the Public Service Investment Programme (PSIP);
- Preparation of annual budgets (mainly capital);
- Monitoring of the Ministry's performance under Government's Policy Framework for Sustainable Development;
- Provision of data and advice on ongoing projects to the Minister/ Permanent Secretary;
- Provision of comments on reports and documents (in-house or from other Ministries/agencies);
- Development of initiatives to ensure that goals are achieved including liaising with other departments within the Ministry;
- Ensuring internationally agreed goals are achieved e.g. The Millennium Development Goals(MDGs);
- Disbursement of Emergency Shelter Relief Grants;
- Preparation of comprehensive reports on the Ministry (e.g. Action Plan report, Administrative reports).

Finance and Accounts Unit

The functions of the Accounts unit include:

- The processing of the Ministry's payroll;
- Processing payments to all suppliers of goods and services to the Ministry;
- Processing payments to the Ministry's agencies for their operational and capital projects; and
- Preparing statutory and other reports for the Ministry of Finance, the Comptroller of Accounts and the Auditor General.

Information Technology (IT) Services Unit

The IT Unit is responsible for the Ministry's IT platform which allows the Ministry and its support agencies to share information in real-time, and so improves the public's access to housing information through the internet interface. The four (4) broad areas of services provided by the IT Unit are:

- Systems analysis: i.e. analyzing the business needs of the Ministry and its agencies to identify business problems, and recommend possible solutions;
- Systems development: i.e. the development and maintenance of new applications;
- Systems installation: i.e. installation, maintenance and monitoring of the Ministry's computer network, inclusive of the hardware and software; and
- Systems administration: i.e. implementation, training and documentation of new systems and applications.

Housing Policy Facilitation and Implementation Unit (HPFIU)

The Housing Policy Facilitation and Implementation Unit administers the Home Improvement Grant Programme which targets low income persons with a total maximum household income of \$5,000 per month. The maximum amount of the Grant is \$15,000, and the funds are used to carry out repairs to the beneficiaries' homes. Beneficiaries are selected through a random draw system.

Programme Monitoring and Coordinating Unit (PMCU)

The Programme Monitoring and Coordinating Unit (PMCU) has the responsibility of monitoring and implementing the Inter-American Development Bank (IDB) Assisted Neighbourhood Upgrading Programme, through the following Subsidies:

- The Home Construction Subsidy – this is a subsidy of **up to \$50,000.00** to assist families in the **construction** of a new housing solution. In order for an Applicant to qualify for this subsidy, the Applicant's total annual household income must not exceed the sum of \$84,000.00;
- The Home Purchase Subsidy – this is a subsidy of **up to \$50,000.00** granted to assist

families in the **purchase** of new housing solutions. In order for an Applicant to qualify for this subsidy, the Applicant's total annual household income must not exceed the sum of \$84,000.00; and

- The Home Improvement Subsidy – this is a subsidy of up to **\$20,000.00** to assist families with needed home improvement up to a maximum of \$20,000.00.

Corporate Communications Unit

The Corporate Communications Unit of the Ministry of Housing and Urban Development is responsible for the creation, implementation and management of all internal and external communication programmes which are designed to raise awareness of the Ministry's mandate and the activities which are being undertaken to fulfil its mandate. Some of the specific duties of this unit include strategic communication planning, reputation management, image and branding, media relations, digital media management, event planning and management, protocol, stakeholder engagement and internal communications.

Legal Services Unit

The Legal Services Unit provides legal opinions, oversight and guidance to the Ministry and its agencies on various matters that pertain to their operations within a legal framework. The Unit ensures that the Ministry adheres to sound legal principles in executing its functions and ensures that the Ministry fulfills all statutory obligations. The Unit facilitates the advancement of the Ministry and its agencies legislative agenda as well as the examination of policy from a legal standpoint in relation to housing and urban development. Officers of the Unit function as Instructing Attorneys to the Solicitor General and Chief State Departments for all litigious matters in which the Ministry is involved.

Internal Audit

The Internal Audit Unit is responsible for ensuring that the government's accounting system as prescribed by the Ministry of Finance is implemented in the Ministry, which involves ensuring that all the Ministry's accounting records are complete, accurate and appropriately secured.

Library Services

The Library provides staff of the Ministry with traditional library services, research facilities, e-document delivery and information consultation services.

BUSINESS AND DEPARTMENTS OF THE MINISTRY

- Home Improvement Grants Policy
- Government Subsidised Housing
- Monitoring and Evaluation of housing trends and markets in the country
- Regularisation of Squatters
- Land Settlement
- Regularisation of Tenure/Housing for Squatters
- Urban Development

Statutory Boards and Other Bodies

- Trinidad and Tobago Housing Development Corporation
- New City Mall
- East Side Plaza
- Rent Assessment Board
- Sugar Industry Labour Welfare Committee
- Land Settlement Agency

Indirectly Owned Enterprises

- Oropune Development Limited
- Port-of-Spain Waterfront Limited
- Rincon Development Limited

Wholly Owned Enterprises

- East Port-of-Spain Development Company Limited
- Urban Development Corporation of Trinidad and Tobago

Minority Owned Enterprises

- Trinidad and Tobago Mortgage Finance Company Limited

FUNCTIONS OF THE STATUTORY BOARDS AND OTHER BODIES/WHOLLY OWNED AND INDIRECTLY OWNED ENTERPRISES OF THE MINISTRY OF HOUSING AND URBAN DEVELOPMENT

The Trinidad & Tobago Housing Development Corporation (HDC)

The Trinidad and Tobago Housing Development Corporation (HDC), is an Agency of the Ministry of Housing and Urban Development, and was established by Act No. 24 of 2005. The HDC is managed by a Board of Directors. The functions of the HDC include the following:

- Provision of quality, affordable housing solutions for first-time home-owners who fall within the low to middle income brackets and associated community facilities for use by these families;
- Carrying out the broad policy of the Government in relation to housing;
- Stimulation of private sector activities with respect to home construction;
- Rationalizing and restructuring of its mortgage portfolio;

PUBLIC STATEMENT OF MINISTRY OF HOUSING AND URBAN DEVELOPMENT
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

- Management and maintenance of its housing estates; and
- Acquisition of land for housing development.

New City Mall

New City Mall, which was formally established in 1997, is a shopping facility owned by the Government of Trinidad & Tobago. It is located within the Metropolitan District of east Port of Spain, a geographic area earmarked by the Government for "urban regeneration". Its main objective is to create better spaces for commercial letting in a secure and more inviting environment, in order to facilitate viable micro-entrepreneurial ventures. The mission of New City Mall includes the following:

- Providing modern commercial spaces with adequate services for tenants and facilities for micro/small and traditional businesses;
- Supporting tenants to ensure their financial viability; and
- Ensuring customer satisfaction.

East Side Plaza

East Side Plaza is located within the metropolitan district of East Port of Spain and it is strategically situated within the geographic area earmarked for urban regeneration by the Government of the Republic of Trinidad & Tobago.

Its main objective is to create better spaces for commercial letting in a secure and more inviting environment, in order to facilitate viable micro-entrepreneurial ventures. The mission of East Side Plaza includes the following:

- Providing modern commercial spaces with adequate services for tenants and facilities for micro/small and traditional businesses;
- Supporting tenants to ensure their financial viability; and
- Ensuring customer satisfaction.

Rent Assessment Board

The Rent Assessment Board is not operational at this time.

Sugar Industry Labour Welfare Committee (SILWC)

The Sugar Industry Labour Welfare Committee (SILWC) was formally established by Act No 64:05 of 1951 to control and administer the Sugar Industry Labour Welfare Fund to Caroni workers. Its main focus was the improvement of housing for persons involved in the sugar industry.

Under the said Act, the (SILWC) exercises the powers to:

- Acquire by purchase, transfer, assignment, donation, exchange, demise, gift, bequest, grant, conveyance or otherwise any real or personal property in Trinidad and Tobago and any estate or interest therein; and
- Sell, demise, grant, convey, exchange or otherwise dispose of and deal with all property which may from time to time, be vested in or acquired by the committee.

The main focus of the work of the SILWC is the maintenance of housing estates for workers in the sugar industry.

Land Settlement Agency

The Land Settlement Agency (LSA) was established by an Act of Parliament No. 25 of 1998, and commenced formal operations in 1999. It operates under the jurisdiction of the Ministry of Housing and Urban Development and commenced formal operations in 1999. Its mandate is to:

- Protect certain squatters from ejectment from State Lands;
- Facilitate the acquisition of leasehold titles by both squatters and tenants in designated areas;
- Provide for the establishment of land settlement areas; and
- Regularise the tenure of squatters who have been in illegal occupation of State lands without permission prior to 1st January, 1998.

Oropune Development Limited

Oropune Development Limited (a subsidiary of UDeCOTT) is an indirectly owned enterprise which was formed in 2000 to be responsible for the development of lands at Oropune Gardens, Piarcó.

Port-of-Spain Waterfront Limited

Port-of-Spain Waterfront Limited (a subsidiary of UDeCOTT) is an indirectly owned enterprise established in 1998 to be responsible for the development and management of the waterfront in Port of Spain.

Rincon Development Limited

Rincon Development Limited (a subsidiary of UDeCOTT) is an indirectly owned enterprise and was established to:

- Develop and improve the infrastructure of residents along the North Coast of Trinidad; and
- Oversee the squatter regularization process in the Las Cuevas Bay Estate area and plan and manage the development of 470 acres of land for housing lots and homestead in said area.

Urban Development Corporation of Trinidad and Tobago (UDeCOTT)

UDeCOTT is a wholly-owned, limited liability, State Company which was incorporated in 1994 with the following key objectives:

- To assist in the development of the capital city, Port of Spain, as a business and

financial centre;

- To assist in the regeneration of the city of San Fernando as the energy centre of the country;
- To develop urban centres.

East Port of Spain Development Company Limited

East Port of Spain Development Company Limited is a wholly-owned, limited liability State Company which was incorporated to fulfill the following mandate:

- To develop and re-develop the Metropolitan District of East Port of Spain which includes areas such as Charlotte Street, Lady Young Road and Eastern Main Road, Morvant, Never Dirty, Caledonia, Sea Lots, Beetham Gardens and Katanga; and
- To improve the social, economic and physical environment of these areas.

Trinidad and Tobago Mortgage Finance Company Limited (TTMF)

TTMF is a minority owned enterprise. It is a full mortgage lender, committed to helping citizens realize their dreams of home ownership. TTMF offers mortgages to buy a home, build a home, buy land or for home improvement and home equity.

Effects of Functions on Members of the Public

The work of the Ministry of Housing and Urban Development directly impacts on social and economic sectors in the country. Moreover, the Ministry's functions are geared towards long term sustainable development by:

- Improving the quality of life of citizens by the provision of adequate and affordable homes;
- Creating opportunities for the proper maintenance of homes;
- Regularizing the tenure of squatters; and
- The accumulation of wealth, through property ownership.

Section 7 (1) (a) (ii)

Categories of Documents held by the Public Authority

1. Files
2. Financial records
3. Documents
 - Copies of legislation
 - Legal notes
 - Reports
4. Digital Data
 - CD's
 - DVD's etc.

Related Legislation

- Land Tenants (Security of Tenure) Act, Chapter 59:54;
- Land Tenants (Security of Tenure) Amendment Act, No.10 of 2010;
- The Trinidad and Tobago Housing Development Corporation Chapter 33:03;
- Slum Clearance Act;
- Land Acquisition Act;
- Trinidad and Tobago Housing Development Corporation (Vesting) Act Chapter 33:06;
- The Housing Act Chapter 33:01;
- The Rent Restriction (Dwelling Houses) Act, Chapter 59:55;
- Sugar Industry Labour Welfare Committee (Incorporation) Act, Chapter 64:05;
- Sugar Industry Special Funds Act, Chapter 64:04;
- The Town and Country Act, Chapter 35:01;
- The Conveyancing and Law of Property Act, Chapter 56:01;
- The Real Property Act, Chapter 56:02;
- The Real Property Limitation Act, Chapter 56:03;
- The Registration of Deeds Act, Chapter 19:06;
- The Wills and Probate Act, Chapter 9:03;
- The Administration of Estates Act, Chapter 9:01;
- State Lands Act, Chapter 57:01; and
- State Land (Regularisation of Tenure) Act, Chapter 57:05.

Reports

1629—Continued

PUBLIC STATEMENT OF MINISTRY OF HOUSING AND URBAN DEVELOPMENT
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF THE FREEDOM OF INFORMATION ACT (FOIA) 1999—CONTINUED

Not available at this time.

Section 7 (1) (a) (iii)

Material prepared by public authority for public inspection

Not applicable at this time.

Section 7 (1) (a) (iv)

Literature Available by Subscription

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be Followed when Accessing a Document from the Public Authority

How to Request Information:

- **General** – The Ministry of Housing and Urban Development's Policy is to respond to all requests for information, both oral and in writing. 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, a 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, please address the completed request form to the Designated Officer, Ministry of Housing and Urban Development.
- **Details in the Requests** – Applicants should provide details that will facilitate identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from you. If you are unsure how to make the request or the details to be included, communicate with our 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 Ministry of Housing and Urban Development is only required to furnish copies of documents currently in its possession or when the said documents could be retrieved from storage. Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals state the time periods for keeping records before they may be destroyed.

Furnishing Documents

An applicant is entitled to copies of information that the Ministry of Housing and Urban Development (MHUD) has in its possession, custody or power. The MHUD is required to furnish one copy of a document to an applicant. If a legible copy of a document cannot be made for release, the MHUD may not attempt to reconstruct it. Instead, the best copy available will be furnished and a statement regarding its quality made in the response to the applicant.

Please note that the Ministry of Housing and Urban Development is not compelled to do the following:

1. Create new documents. The MHUD is, for example, not required to write a new program to enable a computer to print information in the format preferred by the applicant.
2. Perform research for the applicant.

Time Limits

- **General** – The FOIA establishes time limits for the Ministry to make a decision regarding its ability to disclose the documents requested. If these deadlines are not met, the FOIA gives the applicant the right to proceed as if his/her request has been denied. The MHUD will diligently try to comply with the time limits, but 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 misaddressed or misrouted, the applicant may wish to call or write to the Designated Officer to confirm that the MHUD received the request and to ascertain its status.
- **Time Allowed** – The MHUD 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 related to the search, retrieval and provision of documents. The applicant is entitled to receive the document/s within seven days of payment of the relevant fee. If the MHUD fails to provide the information within the seven day period he/she 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 Ministry of Housing and Urban Development are responsible for:

1. The initial receipt of and action upon notices under Section 10;
2. Processing requests for access to documents under Section 13; and
3. Processing applications for correction of Personal Information under Section 36 of the FOIA.

The Designated Officer is:

Job Title Senior Legal Officer
Name Vinda Maharaj
Address Ministry of Housing and Urban Development
44-46 South Quay
Port-of Spain
Telephone 623-4663 Ext. 2189
Fax 623-5827
e-mail Vinda.Maharaj@mhlma.gov.tt

The Alternate Officer is:

Job Title Legal Officer I
Name Athena Ryan
Address Ministry of Housing and Urban Development
44-46 South Quay
Port-of Spain
Telephone 623-4663 Ext. 2177
Fax 623-5827
e-mail Athena.Ryan@housing.gov.tt

Section 7 (1) (a) (vii)

Advisory Boards, Councils, Committees and other Bodies where Meetings/Minutes are Open to Members of the Public

No information is available at this time.

Section 7 (1) (a) (viii)

Library / Reading Room Facilities

The Library and Information Services Unit of the Ministry of Housing and Urban Development is located on the 2nd Floor of the HDC Building at Nos. 44-46 South Quay, Port of Spain.

Opening hours – 8:30 a.m. – 4:00 pm

Public Policy for the provision of Copies of Documents held in the public domain

Not applicable at this time.

Section 8 (1) (a) (i)

Certain Documents to be Made Available for Inspection and Purchase

- Reports of Government Agencies;
- Medium Term Planning Framework;
- Public Sector Investment Programme (PSIP);
- Reports of meetings attended on programming, monitoring and evaluating the PSIP;
- Monthly, midterm and annual reports on the performance of the PSIP;
- Quarterly project monitoring reports on programmes/projects financed wholly or partly by International Financing Institutions;
- Documents providing Guidance to the process and procedures in the preparation of the PSIP;
- Building Cost Averages Manual;
- Policies of Sectoral Agencies;
- Estimates of Expenditure, Recurrent and Development Programme;
- Implementation Plan and Action Plans;
- Procurement Policies and Guidelines;
- Financial Regulations and Instructions;
- Guidance on Implementation of FOIA; and
- Manual on Financial and Economic Analysis.

Section 8 (1) (a) (ii)

Documents containing interpretations or particulars of written laws or schemes administered by the public authority

At this time this section is not applicable.

Section 8 (1) (b)

Documents on the procedures to be employed or the objectives to be pursued in the enforcement of written laws or schemes.

At this time this section is not applicable.

Section 9

Statement of Possession of Certain Documents to Be Published

No Documents are available at this time.

MINISTRY OF HOUSING AND URBAN DEVELOPMENT

1630

CLOSING OF PRIVATE ROADS ON LANDS OF YARA
TRINIDAD LTD. AT SAVONETTA

NOTICE is hereby given that the Private Roads situate on lands of Yara Trinidad Ltd. at Savonetta in the Ward of Couva leading from Southern Main Road to the chemical fertilizer plant and the customs housing of Yara Trinidad Ltd. will be closed to the public on Sunday 25th November, 2018, between the hours of 6.00 a.m. and 8.00 a.m.

Dated the 21st day of November, 2018.

For and on behalf of Yara Trinidad Ltd.

R. DATTADEEN
Finance & Administration Manager

1631

LOSS OF MARITIME LIFE (CARIBBEAN) LIMITED
POLICIES

ROSINA VALISA MAYNARD having made sworn declaration that Policy Number 301260 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 7th day of November, 2018.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1632

CLARENCE LINTON RAMRATTAN having made sworn declaration that Policy Number 404773 issued by MARITIME LIFE (CARIBBEAN) LIMITED has been lost and having made application to the Company for a duplicate policy, notice is hereby given that unless objection is raised within one month of the date thereof, the duplicate policy asked for will be issued.

Dated the 7th day of November, 2018.

MARITIME LIFE (CARIBBEAN) LIMITED
No. 29 Tenth Avenue
Barataria.

1633

LOSS OF CUNA CARIBBEAN INSURANCE
SOCIETY LIMITED POLICY

NOTICE is hereby given that Policy Number 3597022-001 on the life of PHIL ROGER BRITTON issued by CUNA CARIBBEAN INSURANCE SOCIETY LIMITED is lost according to a sworn declaration made by the Insured under this policy.

It is the intention of CUNA Caribbean Insurance Society Limited to issue a Special Policy in place of the said policy, in accordance with section 163 of the Insurance Act, 1980, unless objections are raised within one month from the date thereof.

CUNA CARIBBEAN INSURANCE SOCIETY LIMITED

1634

SPECIAL LICENSING SESSIONS
(*Liquor Licences Act, Chap. 84:10*)

TUNAPUNA

NOTICE is hereby given that by lawful authority under the provisions of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of St. George East, Tunapuna Area, has appointed WEDNESDAY THE 28TH DAY OF NOVEMBER, 2018, at 9.00 o'clock in the forenoon at the Tunapuna Magistrate's Court as the day, hour and place at which a Special Session will be held to hear and determine the application of Ryan Ramphal of No. 44 Bamboo Settlement No. 1, Valsayn for a Certificate authorizing him to carry on the trade of a Spirit Grocer in respect of premises situate at No. 44 Bamboo Settlement No. 1, Valsayn.

Dated this 9th day of November, 2018 at the Tunapuna Magistrate's Court.

S. HEERALAL-NARINE
*Chairman, Licensing Committee
St. George East*

1635

SAN FERNANDO

NOTICE is hereby given that by lawful authority under the provisions of section 18(3) of the Liquor Licences Act, Chap. 84:10, the Licensing Committee for the Licensing District of Victoria West, San Fernando Area, has appointed FRIDAY THE 23RD DAY OF NOVEMBER, 2018 at 1.00 o'clock in the afternoon at the San Fernando Magistrates' Court as the day, hour and place at which a Special Session will be held to consider the application of Osseh Hughes of No. 3 Ellis Street, Marabella, for a Certificate authorising him/her to obtain a Spirit Grocer Licence in respect of premises situate at Lot Nos. 87-89, Manjack Street, Vistabella.

Dated this 1st day of November, 2018 at the San Fernando Magistrates' Court.

S. S. RAMSARAN
*Secretary, Licensing Committee
Victoria West*

1636

TRANSFER OF LICENCE
(*Liquor Licences Act, Chap. 84:10:18*)

ST. PATRICK EAST

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee for the Licensing District of St. Patrick East, Siparia/Erin Area, by Anand Madho, that it is his intention to apply to the Licensing Committee at the Siparia Magistrate's Court on FRIDAY THE 14TH DAY OF DECEMBER, 2018, for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Arthur Jhagroo in respect of premises situate at No. 177 Clarke Road, Penal.

Dated this 12th day of November, 2018 at the Siparia Magistrate's Court.

C. DARSOO
*Chairman, Licensing Committee
Siparia/Erin*