



TRINIDAD AND TOBAGO GAZETTE

VOL. 64

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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—

Carnival (Prohibition of Glass Bottles) Regulations, 2025—(Legal Notice No. 38 of 2025).

Legal Profession (Eligibility for Admission) (No. 4) Order, 2025—(Legal Notice No. 39 of 2025).

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REPUBLIC OF TRINIDAD AND TOBAGO

THE CONSTITUTION OF THE REPUBLIC OF TRINIDAD AND TOBAGO

NOTIFICATION

Made by the President under section 123(4) of the Constitution and subject to affirmative resolution
of the House of Representatives

PURSUANT to section 123(4) of the Constitution of the Republic of Trinidad and Tobago, it is hereby notified that the Police Service Commission, in accordance with subsections (2) and (3) of section 123 of the said Constitution and Clause 4(2) of Legal Notice No. 277 of 2021—*The Commissioner of Police and Deputy Commissioner of Police (Selection Process) (No. 2) Order, 2021 as amended by Legal Notice No. 278 of 2021*, has nominated MR. JUNIOR BENJAMIN, Deputy Commissioner of Police, to act in the office of Commissioner of Police—Trinidad and Tobago Police Service.

Dated this 31st day of January, 2025.

CHRISTINE CARLA KANGALOO, O.R.T.T.

President

Approved by the House of Representatives this 5th day of February, 2025.

B. CAESAR
Clerk of the House

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REPUBLIC OF TRINIDAD AND TOBAGO

THE CONSTITUTION OF THE REPUBLIC OF TRINIDAD AND TOBAGO

NOTIFICATION

Made by the President under section 123(4) of the Constitution and subject to affirmative resolution of the House of Representatives

PURSUANT to section 123(4) of the Constitution of the Republic of Trinidad and Tobago, it is hereby notified that the Police Service Commission, in accordance with subsections (2) and (3) of section 123 of the said Constitution and Clause 5(2) of Legal Notice No. 277 of 2021—*The Commissioner of Police and Deputy Commissioner of Police (Selection Process) (No. 2) Order, 2021 as amended by Legal Notice No. 278 of 2021*, has nominated MR. CURT SIMON, Assistant Commissioner of Police, to act in the office of Deputy Commissioner of Police—Trinidad and Tobago Police Service.

Dated this 31st day of January, 2025.

CHRISTINE CARLA KANGALOO, O.R.T.T.
President

Approved by the House of Representatives this 5th day of February, 2025.

B. CAESAR
Clerk of the House

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NOTICE OF SUSPENSION AS A PRACTICING DENTIST

IT IS HEREBY NOTIFIED for general information that, having been found guilty of unprofessional conduct, Dr. VISHAN RAMTAHAL has been suspended from the practice of dentistry for two (2) weeks with effect from Monday 10th February, 2025.

Dated this 31st day of January, 2025.

DR. ELLA-MAE JURAWAN
*Secretary, Dental Council
of Trinidad and Tobago*

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PROBATE AND LETTERS OF ADMINISTRATION

PUBLIC NOTICE is hereby given that applications have been made for the following grants of Probate or Letters of Administration:

LETTERS OF ADMINISTRATION of the estate of **RAPHAEL STAPLETON** of 104, Laventille Road, Febeau Village, San Juan, St. Ann's, Trinidad, who died on 23rd day of September, 2019, by **Eva Seville Roberts** otherwise **Seville Roberts** otherwise **Eva Stapleton** otherwise **Eva Seville Roberts** of the same place, his lawful widow and relict;

PROBATE of the Will dated the 22nd day of March, 2024, of **ALEXANDRINE DANIEL-AWAI** otherwise **ALEXANDRINE DANIEL AWAI** of 28, Railway Road, Arouca, Tacarigua, Trinidad, who died on the 25th day of September, 2024, by **Dorothy Daniel** of St. Joseph's Convent, 53, Pembroke Street, Port-of-Spain, Trinidad, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **RICHARD MALCOLM ANTHONY BOYACK** otherwise **RICHARD BOYACK** otherwise **RICHARD MALCOLM A. BOYACK** otherwise **RICHARD MALCOLM BOYACK** otherwise **RICHARD M. BOYACK** of 15, Apple Blossom Avenue, Petit Valley, Diego Martin, Trinidad, who died on the 19th day of February, 2024, by **LUANA ANTONIA MARIA BOYACK** otherwise **LUANA A. M. BOYACK** otherwise **LUANA BOYACK** of 6, Scott Street, St. Clair, Port-of-Spain, Trinidad, the lawfully appointed attorney for **Graeme Malcolm Anthony Boyack**;

PROBATE of the Will dated the 26th day of May, 2015, of **RAYWANARINE CHADEE** of Light Pole No. 87A, O'Meara Road, Caparo, Arima, Trinidad, who died on the 15th day of May, 2022, by **Indra Rajkumar-Chadee** of the same place, the sole executrix named in the Will;

LETTERS OF ADMINISTRATION of the estate of **RAWLE BRATHWAITE** of 102, St. Charles Road, St. John's Village, Princes Town, Savana Grande, Trinidad, who died on the 8th day of October, 2023, by **Carol Odette Brathwaite** otherwise **Carol Brathwaite** of the same place, his sister and one of the persons entitled to share in the estate;

PROBATE of the Will dated the 27th day of September, 2024, of **LAWTEE GANGARAM** of 28, Peaceville, 7th Avenue, Malick, Barataria, San Juan, St. Ann's, Trinidad, who died on the 19th day of October, 2024, by **Hardeo Ragbir** of the same place, the sole executor named in the Will;

LETTERS OF ADMINISTRATION of the estate of **JEFFREY ROBERTS** of 19, Fifteenth Street, Beetham Gardens, Port-of-Spain, Trinidad, who died on the 28th day of February, 2023, by **Albertina Alexander-Roberts** of the same place, his lawful widow and relict;

LETTERS OF ADMINISTRATION of the estate of **RAJCOOMAR RAMSINGH** of 99, Second Street, Barataria, San Juan, St. Ann's, Trinidad, who died on the 11th day of June, 2021, by **Shrimatee Bhaggan-Ramsingh** of the same place, his lawful widow and relict;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **ANCIL PROVERBS** of 5, Inverness Avenue, Cocoyea Village, San Fernando, Trinidad, who died on the 12th day of June, 2024, by **Rita Proverbs** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 19th day of August, 2022, of **CLIFFORD LUTCHMAN** of 272, Southern Main Road, Cunupia, Trinidad, who died on the 8th day of September, 2022, by **Soraya Lachman** of 1035, Soldado Road, Lange Park, Chaguanas, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **DAVID ANTHONY YORKE** of 6, Latchmie Drive, Latchmie Gardens, Felicity, Chaguanas, Trinidad, who died on the 18th day of July, 2024, by **Chandmati Bhagwandeem-Yorke** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **KAMLA NARINE** otherwise **KAMLAWATEE NARINE** of Apartment 2B, 8, Perseverance Street, San Juan, St. Ann's, Trinidad, who died on the 26th day of January, 2021, by **Rameshwar Narine** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION of the estate of **JOSEPH CHARLES** of 2, The Alley of Ethel Street, La Romain, Naparima, Trinidad, who died on the 17th day of June, 2022, by **Ashadavi Ashadair Charles** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 25th day of April, 2019, of **JOHN POORAN RAMSAROOP** otherwise **JOHN RAMSAROOP** of 56, Mausica Road, d'Abadie, Arima, Trinidad, who died on the 30th day of August, 2021, by **Sunil Shivanand Ramsaroop** and **Shalini Nadia Ramsaroop** both of the same place, the executors named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ANSLEM MOORE** of 68, Bagna Trace, Chase Village, Chaguanas, Trinidad, who died on the 22nd day of September, 2021, by **Chantel Richelle Moore** of 185, Production Avenue, Sea Lots, Port-of-Spain, Trinidad, his daughter and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **RANDALL WARREN HECTOR** of 35, Irish Avenue, Glencoe, Diego Martin, Trinidad, who died on the 31st day of December, 2024, by **Sherraine Adenike Alethia Hector** otherwise **Sherraine Adenike Alethia Genas** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION with Will dated the 6th day of June, 2015, annexed of the estate of **MABEL PASCALL BOURNE** otherwise **MABEL CECILY PASCALL BOURNE** otherwise **MABEL CECILY PASCALL-BOURNE** otherwise **MABEL C. PASCALL-BOURNE** otherwise **MABEL BOURNE** otherwise **MABEL CECILY PASCALL** otherwise **MABEL PASCALL** otherwise **CECILY MABEL PASCALL** of 15, Opal Drive, El Dorado Gardens, El Dorado, Tunapuna, Tacarigua, Trinidad, who died on the 28th day of September, 2015, by **Kimone Burris-Isaac** of the same place, the lawfully appointed attorney of **Denise T. McMillan** otherwise **Denise Teresa Mc Millan** otherwise **Denise Teresa Pascall** otherwise **Denise Pascall**;
- PROBATE of the Will dated the 9th day of January 2014, of **NORMA ATHERTON-SORZANO** of Light Pole No. 56, Pipiol Road, Cantaro Village, Santa Cruz, St. Ann's, Trinidad, who died on the 27th day of June, 2024, by **Junior Columbo Sorzano** of the same place, the sole executor named in the Will;
- PROBATE of the Will dated the 21st day of October, 2021, of **KRISHNA MONGROO** of Light Pole No. 56, Ramkissoon Trace, Santa Cruz, San Juan, St. Ann's, Trinidad, who died on the 25th day of July, 2022, by **Sharmatee Mongroo** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 17th day of December, 2018, of **CYNTHIA MARGARET PHILLIP** of Light Pole No. 24, Upper Espinet Street, Success Village, Laventille, St. Ann's, Trinidad, who died on the 27th day of February, 2024, by **Jenile Shenja Serrano** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 18th day of April, 2024, of **SAFFACCOOR BAKSH** of 183, Third Street, New Settlement, Dow Village, California, Couva, Trinidad, who died on the 3rd day of September, 2024, by **Omatee Ann-Marie Hansraj** of 8, Diamond Road, Claxton Bay, Pointe-a-Pierre, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ELIAS EL HAJALY** of Unit 21, West Park Villas, Westmoorings, Diego Martin, Trinidad, who died on the 8th day of October, 2022, by **Salim Boulos** of Apartment 9A, Tower 3, One Woodbrook Place, Woodbrook, Port-of-Spain, Trinidad, the lawfully appointed attorney of **Najla Darouiche**;
- LETTERS OF ADMINISTRATION of the estate of **TARA MAHARAJ** of 3, Jaipaulsingh Road, Lengua Village, Barrackpore, Naparima, Trinidad, who died on the 2nd day of October, 2017, by **Mohanlal Maharaj** of the same place, her lawful husband;
- PROBATE of the Will dated the 6th day of January, 2023, of **MARLENE SEENATH** of 20, Co-Operative Street, Sangre Grande, Manzanilla, Trinidad, who died on the 28th day of January, 2023, by **Sherrilyn Manrajh** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **HERMIA EDWARDS** of Light Pole No. 10, Upper Irving Street, Petit Bourg, San Juan, St. Ann's, Trinidad, who died on the 8th day of August, 2020, by **Winston Anderson** of the same place, the surviving cohabitant;
- LETTERS OF ADMINISTRATION of the estate of **CHRIS RAMPERSAD** otherwise **DHARMENDRA CHRIS RAMPERSAD** of Light Pole No. 874, Eastern Main Road, Guaico, Sangre Grande, Manzanilla, Trinidad, who died on the 29th day of August, 2023, by **Samdai Sirju** otherwise **Samdai Camla Sirju** of the same place, his mother and one of the persons entitled to share in the estate;

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PROBATE AND LETTERS OF ADMINISTRATION—CONTINUED

- LETTERS OF ADMINISTRATION of the estate of **WAYNE SIMON DAVIS** of Popwel Dive West, Resthouse Village, Mayaro, Guayaguayare, Trinidad, who died on the 1st day of December, 2023, by **Lucina Louis** of Light Pole No. 69, La Seiva Road, Sangre Grande, Manzanilla, Trinidad, his mother and one of the persons entitled to share in the estate;
- LETTERS OF ADMINISTRATION of the estate of **CHANARDAYE RAMSAWAK** otherwise **CHANARDAYE RAMLOGAN** otherwise **CHANARDAYE RAMSEWAK** of 11, Sancho Trace, Calcutta Road No. 1, Mc Bean Village, Couva, Trinidad, who died on the 17th day of July, 2015, by **Jairaj Ramsawak** of the same place, her lawful husband;
- LETTERS OF ADMINISTRATION with Will dated the 25th day of July, 2012, annexed of the estate of **RAMDAYE RAJKUMAR** of 2748, Club Cortile Circle, Kissimmee, Florida, 34746, United States of America, who died on the 10th day of April, 2018, by **Cyntra Guinness-Dabie** of 38, Sunflower Crescent, Serenity Heights, Debe, Naparima, Trinidad, the lawfully appointed attorney of **Satie Singh**;
- PROBATE of the Will dated the 6th day of February, 2006, of **LEONIE AGNES GILLARD-BENN** otherwise **LEONIE GILLARD BENN** of 30, Coquette Street, Ste Madeleine, Naparima, Trinidad, who died on the 15th day of March, 2024, by **Sharon Gillard-Boyce** of the same place, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **ARNOLD CARL LOGAN** of 20, Comorant Avenue, Couva North Phase II, Couva, Trinidad, who died on the 2nd day of March, 2024, by **Natalie Luke-Logan** of the same place, his lawful widow and relict;
- PROBATE of the Will dated the 3rd day of July, 2017, of **VERA BEDAISSE** otherwise **SUMINTRA BEDESSI** of 7, Fairfield Trace, Perry Young Road, Moruga, Trinidad, who died on the 12th day of January, 2022, by **Marvin J. Constance** of the same place, the sole executor named in the Will;
- PROBATE of the Will dated the 14th day of September, 2020, of **JEAN ANGELA GRANT-JAGROOPSINGH** otherwise **JEAN A. GRANT-JAGROOPSINGH** otherwise **JEAN A. GRANT** otherwise **JEAN ANGELA JAGROOPSINGH** of 5, Roy Avenue, Mootoo Lands, Marabella, Naparima, Trinidad, who died on the 4th day of August, 2023, by **Carolyn Jagroopsingh-Jagessar** otherwise **Carolyn I. Jagroopsingh-Jagessar** of the same place, and **Deborah Jagroopsingh-Dean** otherwise **Deborah Naila Jagroopsingh-Dean** otherwise **Deborah N. Jagroopsingh-Dean** of 42, Mayo Road, Williamsville, Pointe-a-Pierre, Trinidad, the executrices named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **RAMNARACE DHANOOKDHARRY** of Light Pole No. 56, Maracas Old Road, Maracas Bay, Maracas, St. Joseph, Tacarigua, Trinidad, who died on the 13th day of September, 2022, by **Elkanah Dhanookdharry** of the same place, his son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 5th day of January, 2016, of **ERROL KALPATOO** otherwise **ERROL JOSEPH KALPATOO** otherwise **MAHABIR SNODGRASS** otherwise **MAHABIR SHODGRASS** of 60, King Street, St. Joseph, Tacarigua, Trinidad, who died on the 14th day of March, 2023, by **Margaret Kalpatoo** of 55, King Street, St. Joseph, Tacarigua, Trinidad, the sole executrix named in the Will;
- LETTERS OF ADMINISTRATION of the estate of **GLENN FORDE** otherwise **GLENDISON EMMANUEL FORDE** otherwise **GLENN EMMANUEL FORDE** of 198, Point Sable Road, Point d'Or, La Brea, Trinidad, who died on the 2nd day of November, 2019, by **Irma Duncan-Forde** of the same place, his lawful widow and relict;
- LETTERS OF ADMINISTRATION of the estate of **MAMIN RAJPAUL** of 924, Cipero Road Junction, Lengua Village, Princes Town, Savana Grande, Trinidad, who died on the 21st day of October, 2023, by **Hosein Ali** of the same place, her son and one of the persons entitled to share in the estate;
- PROBATE of the Will dated the 25th day of September, 2020, of **KAMAL DEOKARAN** of 6, Coconut Drive, Basta Hall, Couva, Trinidad, who died on the 1st day of April, 2024, by **Lisa Harrilal** of the same place, the sole executrix named in the Will;
- PROBATE of the Will dated the 21st day of June, 2022, of **MICHAEL ROBERTS** of 425, Penguin Crescent, Maloney Gardens, d'Abadie, Arima, Trinidad, who died on the 5th day of February, 2006, by **Carlos Roberts** of 1, Opal Avenue, Crown Street, Tacarigua, Trinidad, the sole executor named in the Will;

and unless Caveat is lodged within twenty-one days from the date of this advertisement with the Registrar of the Supreme Court or the Sub-Registrar through whom the above-mentioned applications have been made, Probate or Letters of Administration, as the case may be, in respect of the said applications will be granted accordingly.

Dated the 6th day of February, 2025.

K. PRESCOTT
Acting Registrar
Supreme Court of Judicature

CENTRAL BANK OF TRINIDAD AND TOBAGO

WEEKLY STATEMENT OF ACCOUNT AS AT 29TH JANUARY, 2025

<i>Previous Week</i> \$000	<i>Assets</i>	<i>This Week</i> \$000
	External Assets:	
31,794,046	Balances, Investments etc.	32,077,125
4,160,173	Subscriptions to I.M.F.	4,160,173
6,918,656	I.M.F.—S.D.R. Holdings	6,918,656
42,872,875		43,155,954
	Trinidad and Tobago Government Securities:	
62,943	Treasury Bills (Face Value)	110
22	Marketable Securities	22
62,965		132
	Other Assets:	
3,500	Trinidad and Tobago Dollar Securities	3,500
2,507,936	Other Assets	2,493,188
2,511,436		2,496,688
100,105	Fixed Assets	100,105
45,547,381		45,752,879
	<i>Liabilities and Capital Account</i>	
	Currency in Circulation:	
8,450,545	Notes	8,432,516
276,163	Coins	276,192
8,726,708		8,708,708
	Demand Liabilities:	
14,465,136	Commercial Banks	15,125,321
408,087	Financial Institutions (Non-Banking)	406,850
(3,677,203)	Government and Governmental Organisations	(3,812,932)
164,275	International Organisations	164,275
837,660	Foreign Currency	837,660
916,301	Other	916,896
13,114,256		13,638,070
	Other Liabilities:	
6,831,053	Government S.D.R. Allocations	6,831,053
9,843,049	Other Liabilities	9,557,135
5,432,315	Specific Provisions	5,417,913
22,106,417		21,806,101
	Capital and Reserves:	
800,000	Capital Paid-up	800,000
800,000	General Reserve Fund	800,000
1,600,000		1,600,000
45,547,381		45,752,879

G. BACHAN-SAHADEO
Senior Accountant
Finance and Accounting



**PUBLIC STATEMENT
OF
THE SERVICE COMMISSIONS DEPARTMENT
IN COMPLIANCE WITH SECTIONS 7, 8, AND 9
OF THE FREEDOM OF INFORMATION ACT, 1999 (FOIA)**

In accordance with Sections 7, 8, and 9 of the Freedom of Information Act, 1999 (FOIA) the Service Commissions Department is required by law to publish the following statement which lists the documents and information generally available to the public.

The Act gives members of the public:-

- A legal right for each person to access information held by the Service Commissions Department
- A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading.
- A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA.
- 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.

FUNCTIONS OF THE SERVICE COMMISSIONS

The Service Commissions are constitutional bodies established under the Constitution Chapter 1:01 of the Laws of the Republic of Trinidad and Tobago

- The Public Service Commission-The Civil, Fire and Prison Services (Sections 120 and 121)
- The Police Service Commission - The Police Service (Sections 122 and 123) as amended by Act #6 of 2000
- The Teaching Service Commission-The Teaching Service (Sections 124 and 125)
- The Judicial and Legal Service Commission - The Judicial and Legal Service other than the office of a Judge (Sections 110 and 111)

The powers of the Commissions are as follows:-

- To Appoint;
- To Promote;
- To Transfer;
- To Confirm
- To Remove; and
- To exercise Disciplinary Control

Additional functions of the Police Service Commission include:-

- Monitor the efficiency and effectiveness of the discharge of the Commissioner of Police /Deputy Commissioner of Police
- Prepare annual Performance Appraisal Reports on the Commissioner of Police and Deputy Commissioner of Police

The Members of the Commissions are appointed by the President after consultation with the Prime Minister and the Leader of the Opposition. They are appointed for a fixed term of not less than three (3) years and not more than five (5) years.

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PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

Section 7(1) (a) (i)**FUNCTION AND STRUCTURE OF THE SERVICE COMMISSIONS DEPARTMENT**

The primary function of the Service Commissions Department is to provide supporting services to enable the Service Commissions to discharge their constitutional responsibilities of staffing and exercising disciplinary control over the Public Service.

Mission Statement:

To revolutionize Service Commissions Department processes and services by leveraging technology to provide robust advisory services to our clients support the Commission's monitoring and policy responsibilities and to do so through our core values.

Vision Statement:

A team of Human Resource Specialist committed to excellence in service and meeting customer needs through timely and quality services.

The Service Commissions Departments are located as follows:-

Head Office

**Cipriani Plaza,
52-58 Woodford Street,
Port of Spain**

Police Service Commission Secretariat

**Corner Pasea Main Road and
Churchill Roosevelt Highway
Tunapuna**

#31 Wilson Road

**Scarborough
Tobago**

Section 7(1) (a) (ii)**CATEGORIES OF DOCUMENTS HELD BY THE SERVICE COMMISSIONS DEPARTMENT**

1. Confidential Personnel files for each officer in the Service (birth certificates, qualifications, personal data, staff reports, medical reports).
2. Notes and Commissions' Minutes of meetings (record of discussions by Commissioners at meetings and Commissions' decisions).
3. Documents required for decision-making in the various functional areas: -
 - a) Appointments (application forms, academic certificates, birth certificates, examination results, character references, evaluation forms, advertisements of vacancies, job specifications, security vetting reports, interview results, seniority lists, Order-of-Merit Lists).
 - b) Confirmation of appointments (progress reports, recommendations).
 - c) Promotions (staff reports, recommendations, merit lists, examination results, evaluation forms, seniority lists, establishments).
 - d) Transfers (notices of transfer, representations).
 - e) Discipline (investigating officers' reports, disciplinary tribunal reports, record of evidence before tribunals, recommendations).
 - f) Retirements/Resignations (staff reports, medical reports, and recommendations)

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PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

These documents pertain to:-

- The operations of the Commissions with respect to the services under its administration.
 - The administration of the Service Commissions Department.
4. Documents relating to the administration of the Service Commissions Department:
- Files dealing with administrative support and general administrative documents for the operations of the Service Commissions Department.
 - Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
 - Files dealing with the accounting and financial management function of the Service Commissions Department.
 - Financial Records (cheques, vouchers, receipts, journals etc.)
 - Files dealing with matters relating to the procurement of supplies, services and equipment.
 - Internal and external correspondence files.
 - Legislation and legal instruments.
 - Files dealing with circulars, memoranda, notices, bulletins etc.
5. Policy Documents:-
- Annual Commissions reports
 - Procedure manuals and handbooks for staff.
 - Strategic plans
 - Re-structuring proposals.
 - Working papers
 - Circulars.
6. Legal Documents (legal opinions, instructions for amendments to regulations and delegation orders, court matters involving the Commissions, Public Service Appeal Board proceedings, laws, legal notices, judgment, law reports, legal text, working papers).
7. Official Publications (Regulations, Delegation Orders, circulars, brochures, periodicals, training materials including videos).
8. Reference Materials (texts, periodicals, newspapers, research materials).

DOCUMENTS AVAILABLE FOR INSPECTION

- Official Publications (Regulations, Delegation Orders, Circulars, Brochures)
- Reference Materials (Newspapers, Research Materials, Texts)
- Policy Documents (Handbook for Staff, Annual Commissions' Reports).

Documents available for inspection upon request:

- 1.) Documents required for decision-making in the various functional areas:-
- a) Appointments (application forms, academic certificates, birth certificates, examination results and character references in respect of officers/applicants. Evaluation forms, advertisements of vacancies, job specifications.
 - b) Confirmation of appointments (progress reports, recommendations).
 - c) Promotions (staff reports of officers, recommendations evaluation forms).
 - d) Transfers (notices of transfer, representations).
 - e) Retirements/Resignations (staff reports, medical reports, and recommendations).
 - t) Seniority List.
 - g) Order-of-Merit List.

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PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

- h) Establishments Records.
- i) Job Specifications.
- j) Examination Scripts.

DOCUMENTS EXEMPT FROM INSPECTION

- Internal working documents
- Documents subject to legal privilege
- Documents affecting personal privacy
- Documents containing material obtained in confidence
- Documents to which secrecy provisions apply

PROCEDURE TO ACCESS DOCUMENTS

The Service Commissions Department is willing to answer all requests both oral and written for information. However, applicants must make their request in writing by completing the prescribed "Request for Information" form available in the Reception area of the Service Commissions Department. These forms must only be completed for information that is not readily available in the public domain or from another public authority.

ADDRESSING REQUESTS

To facilitate the prompt handling of requests, please address them to the Designated Officer of the Service Commissions Department.

DETAILS IN THE REQUEST

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

REQUESTS NOT HANDLED UNDER FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is currently available in the public domain, either from the Service Commissions Department or from another public authority, for example brochures and pamphlets etc.

RESPONDING TO YOUR REQUEST/RETRIEVING DOCUMENTS:

The Service Commissions Department is required to furnish copies of documents only when they are in its possession or where it can be retrieved from storage. Information stored in the National Archives or another storage center, will be retrieved in order to process your request.

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

FURNISHING DOCUMENTS

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality.

PUBLIC STATEMENT OF THE SERVICE COMMISSIONS DEPARTMENT—CONTINUED

PLEASE NOTE WE ARE NOT COMPELLED TO DO THE FOLLOWING:

- ◆ 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.
- ◆ Perform research for you.

TIME LIMITS**GENERAL**

The FOIA sets certain time limits for us to decide whether to disclose the documents you have requested. If we **fail** to meet the deadlines, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limits, but 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 misaddressed or misrouted, you may wish to call or write to confirm that we have received the request.

TIME ALLOWED

We will determine whether to grant your request for access to information as soon as practicable but no longer than 30 days as required by Section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

THE DESIGNATED OFFICER IS:

Ms. Vilma Seetaram

Human Resource Adviser III

Service Commissions Department

DFL Building

10 Cipriani Boulevard

Newtown

Port of Spain

Tel: 623-2711 Ext. 2435

THE ALTERNATE OFFICERS ARE:

Ms. Joy Boodhoo

Deputy Director of Personnel

Administration

Service Commissions Department

Cipriani Plaza

52-58 Woodford Street

Port of Spain

Tel: 623-2711 Ext. 2297

Mr. Corey Harrison

Director of Personnel Administration

Service Commissions Department

Cipriani Plaza

52-58 Woodford Street

Port of Spain

Tel: 623-2711 Ext. 2290

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LOSS OF PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO 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>
SARAH ALBERT	3414341
CARLTON JACKSON	3347443
AUSHA-MARIE ALLEYNE	3438112
AYDAN CALEB ALLEYNE	3438111

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

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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>
AARON ALEEM ALLEYNE	3438113
KENNETH BALKISSOON	3513324
GILLIS LONDON	4701794

PAN-AMERICAN LIFE INSURANCE OF TRINIDAD AND TOBAGO

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

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

REGION OF PRINCES TOWN

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 the Region of Princes Town, by Imtiaz Ali of No. 19 Douglin Street, Mount Stewart *via* Princes Town, that it is his intention to apply to the Licensing Committee at the Princes Town District Court on TUESDAY THE 25TH DAY OF FEBRUARY, 2025, for a transfer to him of the Licence to carry on the trade of a Spirit Retailer now held by Seereram Seepersad in respect of premises situate at No. 244A Naparima-Mayaro Road, St. Julien Village, Princes Town.

Dated this 30th day of January, 2025 at the Princes Town District Court.

N. HOSPEDALES-DAVID
*Secretary, Licensing Committee
Region of Princes Town*

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REGION OF SANGRE GRANDE

NOTICE is hereby given that a notification in writing has this day been lodged with me the undersigned Secretary of the Licensing Committee of the said Region, by Savitri Radhica Jawahir, that it is her intention to apply to the Licensing Committee at the Sangre Grande District Court on WEDNESDAY THE 12TH DAY OF FEBRUARY, 2025 at 1.00 o'clock in the afternoon, for a transfer to her of the Licence to carry on the trade of a Spirit Retailer, now held by Neil Jawahir, for the premises situate at Light Pole No. 36, Ojoe Road, Sangre Grande, in the said Region.

Dated this 27th day of January, 2025.

D. VERASAMMY
*Secretary, Licensing Committee
Region of Sangre Grande*