



Any reply or subsequent reference to this communication should be addressed to the **Contractor-General** and the following reference quoted:-

REF. No.:

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OFFICE OF THE CONTRACTOR-GENERAL
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P.O. BOX 540
KINGSTON 5
JAMAICA, W.I.

May 7, 2009

To: The Cabinet Secretary
The Financial Secretary
All Permanent Secretaries
All Accounting or Principal Officers of Public Bodies

CC: The Prime Minister, the Hon. Bruce Golding
Honourable Ministers of Government
The Solicitor General
Director of Public Prosecutions

Re: Formal Requisition for the Provision of Information Regarding Government Licences and the Process by which Public Bodies award, suspend and revoke such Licences

Public Bodies are hereby formally advised that the Office of the Contractor-General, acting on behalf of the Contractor-General, intends to systematically monitor the award, suspension and revocation of all prescribed licences. As such, all Public Bodies that are engaged in the granting of any prescribed licence will be required to submit reports on the issue, grant, suspension, termination and/or revocation of any such licence in the manner and at the times to be specified by the Contractor-General in a Subsequent Requisition.

A. Application and Scope of Requisition

- (1) This Requisition is being made pursuant to the powers which are vested in a Contractor-General by the Contractor-General Act and, in particular, by Sections 4 (1)(b), 4 (2)(d), 4 (2)(e) and 4 (4) of the Act. The Requisition applies to all Public Bodies, inclusive of all Ministries of Government, the Office of the Prime Minister and the Office of the Cabinet.
- (2) A 'Prescribed Licence' is defined by Section 2 of the Contractor-General Act as "any licence, certificate, quota, permit or warrant issued or granted pursuant to any enactment by a public body or an officer thereof".
- (3) A 'Public Body' is defined by Section 2 of the Contractor-General Act as:



(2)

- “a. Ministry, department or agency of Government;*
- b. a statutory body or authority;*
- c. any company registered under the Companies Act, being a company in which the Government or an agency of Government, whether by the holding of shares or by other financial input, is in a position to influence the policy of the company.”*

B. Substance of Requisition – Provision of Information Executive Summary

All Public Bodies that are engaged in licensing activities must provide to the Office of the Contractor-General, by **4:00 PM on Thursday, June 18, 2009**, an Executive Summary, in electronic and hard-copy versions, in which should be outlined an overview of its licensing authority and licensing activities, inclusive of the following particulars:

- (1) Particulars regarding the types of licences which the Public Body is authorized to issue, the quantities in which they are issued, the frequency of issue, the duration of their validity, the fees which are levied or charged, etc.
- (2) Full particulars regarding the procedures and/or processes that are required to be complied with in respect of the issue, grant, suspension, termination and/or revocation of each licence;
- (3) An indication of whether or not a license monitoring division exists within the Public Body and, if so, a brief overview of its structure, its composition and its method of operation;
- (4) A copy of the Act/Acts of Parliament which govern each licence;
- (5) A completed Agency Profile Sheet, a specimen of which is enclosed, herewith, in the form of Appendix 1.

Please note that electronic submissions must be made on a Compact Disc in Microsoft Word or Excel formats

Where a Public Body does not issue any prescribed licence, that Public Body is nevertheless required to submit, to the Office of the Contractor-General, a letter which advises same. Any such letter must be duly executed by the Public Body’s Accounting Officer or Principal Officer.

C. Legal Authority to Make Requisition

This Requisition has been lawfully mandated in accordance with, and pursuant to, the powers which are vested in a Contractor-General by the Contractor-General Act.

Section 4 (1) (b) of the Contractor-General Act provides as follows:

“Subject to the provisions of this Act, it shall be the function of a Contractor-General, on behalf of Parliament – to monitor the grant, issue, suspension or revocation of any prescribed licence, with a view to ensuring that the circumstances of such grant, issue, suspension or revocation do not involve impropriety or irregularity and, where appropriate, to examine whether such licence is used in accordance with the terms and conditions thereof”.



(3)

Section 4 (4) of the Contractor-General Act provides as follows:

“For the purposes of paragraphs (d) and (e) of subsection (2) the Contractor-General shall have power to require any public officer or any other person to furnish in such manner and at such times as may be specified by the Contractor-General, information with regard to the grant, issue, suspension or revocation of any prescribed licence and such other information in relation thereto as the Contractor-General considers desirable”.

We anticipate your usual prompt and cordial response to this matter, and thank you, in advance, for your kind cooperation.

Should you have any questions whatsoever regarding this Requisition, please do not hesitate to contact our Mr. Craig Beresford, Senior Director, Monitoring, Corporate Communications and Special Projects via his direct telephone number at 876-926-0033 or via his Administrative Assistant at 876-926-0034.

Very respectfully yours,

Greg Christie (Signed)

Greg Christie
Contractor-General

Enclosure: Appendix 1