



Heritage

PETROLEUM
COMPANY LIMITED



IMPLEMENTATION OF THE **FOREST RESERVE** **PASS SYSTEM**

OVERVIEW



What is the Forest Reserve Pass System?

This pass system aims to secure a greater measure of access control within the Forest Reserve compound by requiring all users of the route to present validating credentials.



Requirements for Applicants

- The application for the Field Pass is subject to the terms and conditions set out by Heritage on the application form.
- The application form can be used to apply for first issue, renewal or replacement if the Field Pass is lost or stolen. A replacement fee of **TTD 125.00** accompanied by a police report will apply in instances where a Field Pass is lost or stolen.
- For more than one applicant, individuals or organisations will be required to submit information in a table format as shown in **Attachment 1 (available on <https://heritage.co.tt>)**.

IMPLEMENTATION PROCESS

Effective Monday 03rd January 2022 all non-employees and persons deemed non-essential to Heritage's operations will be required to obtain a pass to access and traverse through the facility via Forest Reserve Main and West Gates. Persons not in possession of a pass will be debarred entry to and through the facility.

To apply for the Field Pass, applicants will be required to complete the application form and submit together with the following documents:

- A copy of the applicant's ID card (for nationals and/or permanent residents) or passport data page and applicant's work permit (for non-nationals)
- Copy of company's identification badge
- Copy of valid driving permit (front and back)
- Copy of valid insurance and inspection certificates
- A recent colour passport-sized photo of the applicant against a white background
- Payment of the prescribed application fee is by online transfer or direct deposits
- Accounting details will be provided to successful applicants only
- The fee for each Field Pass is TTD 375.00
- Validity – One (1) calendar year or any part thereof

NO PASS – NO ENTRY!

Effective Wednesday
01st September 2021 application forms
will be available via Heritage's website
<https://heritage.co.tt> and from its various
Security Headquarters in Santa Flora,
Point Fortin and Penal.

All applications are to be submitted online
to the following email address:
frpasses@heritage-tt.com.

Additional information regarding
contact persons and numbers are
contained within the
application form.

Process for Successful Applicants

Please be guided by the following:

- The applicant will be notified by the Security Department that their application was successful and they can proceed to make the payment of **TTD 375.00**.
- Banking information will be provided by the Security Department.
- Two (2) payment options will be available (online transfer or direct deposit).
- For persons choosing direct deposit option, they can proceed to the bank and make an over-the-counter payment.
- The electronic receipt or the scanned/jpeg format of the hard copy must be emailed to frpasses@heritage-tt.com as proof of payment.
- Once this process has been completed, the applicant will be notified by the Security Department when their pass is ready for collection.
- Passes may **ONLY** be collected from the Security Headquarters at Santa Flora.

PASS TEMPLATE

FRONT

FR/2021/PASS NUMBER



Heritage
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**TEMPORARY MOTOR VEHICLE PASS
TO ENTER FOREST RESERVE FIELD**

FR

PERMIT HOLDER'S NAME:

.....

PERMIT HOLDER'S ADDRESS:

.....

DRIVER'S NAME:

.....

DRIVER'S ADDRESS:

.....

CORPORATE SECURITY MANAGER:

ISSUE DATE.....

EXPIRY DATE.....

BACK

CONDITIONS UNDER WHICH PERMIT IS GRANTED

PERMISSION IS HEREBY GRANTED BY HERITAGE PETROLEUM COMPANY LIMITED (hereinafter called 'Heritage') to the person or persons named on the reverse side (hereinafter called 'the Permit Holder') to enter the Heritage's Private Roads in the MORNE L'ENFER RESERVE OILFIELDS, FYZABAD in the ward of SIPARIA ('the Field') with his/her motor vehicle, registration number stated on the reverse side, subject to the following conditions:

1. The Field Pass must be prominently displayed on the windshield of the vehicle while on Heritage's premises.
2. The Field Pass is non-transferable and shall not be assigned without Heritage's prior written consent. The vehicle must be owned solely by the Permit Holder and must be driven by the owner while on the Company's premises except in cases where passes are issued to a company. The unauthorised possession, use, retention or transfer to another person or company is a violation of the conditions stated herein and the Pass will be revoked.
3. The vehicle for which the Field Pass has been issued may be searched by any member of the Heritage's Corporate Security Department while on the premises of Heritage.
4. **Vehicles must not be used on any road on the Field except on the Main Road from Main Gate to Forest Reserve West Gate and return journey, without the prior consent of a duly authorised representative of Heritage's Corporate Security Department.**
5. The Permit Holder always agrees to comply with all traffic signs and markings and other traffic rules. Speed limit of the Company's private roads is 30 miles/hr (50 km/hr) and overtaking is strictly prohibited.
6. **The Permit Holder agrees to comply with all traffic directions given by any duly authorised representative of Heritage's Corporate Security Department and/or the Trinidad and Tobago Police Service at all times.**
7. The Permit Holder acknowledges and agrees that the use of Heritage's Private Roads is entirely at his/her own risk and that Heritage is not responsible for any loss, damage or injury caused as a result thereof.
8. The Permit Holder agrees to defend, indemnify and keep harmless, at all times, Heritage and its employees from all loss, damages, injuries, claims and/or demands whatsoever of all persons whomsoever which may be in anyway sustained or for any reason or in consequence of the use of Heritage's Private Roads by the Permit Holder, its employees, servants or agents.
9. In the event of the vehicle being sold or otherwise disposed of, Heritage's Corporate Security Department must be notified, and the Field Pass returned not later than one (1) week after transfer/disposal of the vehicle.
10. **The Field Pass is valid for a period of one (1) year from issuance. The Field Pass remains the property of Heritage at all times and must be returned to the Corporate Security Department within forty-eight (48) hours of expiry, or revocation. Heritage reserves the unfettered right to revoke the Field Pass hereby granted at any time for its convenience and in its sole discretion before the expiration of this Permit. The grant of any application to re-issue, replace or renew the Field Pass shall be at Heritage's sole discretion and the Permit Holder hereby acknowledges and agrees that any associated application fees shall not be refunded under any circumstances.**
11. Smoking in the vehicle is strictly prohibited.
12. The use of cellular/mobile phones by the Permit Holder while driving and or when the vehicle engine is running in the Field road is strictly prohibited.
13. The Permit Holder is deemed to have read and understood the current editions of the Forest Reserve Field Road conditions of application and agrees to abide therewith.
14. These conditions are governed by Trinidad and Tobago Laws. The Permit Holder submits irrevocably to the exclusive jurisdiction of the Courts of Trinidad and Tobago.
15. The Permit Holder is required to comply with all applicable laws and Heritage's policies, procedures, instructions and directions relating to Health, Safety, Security and the Environment while on Heritage's premises.

I HEREBY AGREE TO THE ABOVE CONDITIONS AND TO PERMIT MY VEHICLE TO BE SEARCHED BY ANY AMALGAMATED SECURITY PERSONNEL AND HERITAGE CORPORATE SECURITY OFFICIAL.

DATE: DD/MM/YYYY

PERMIT HOLDER'S SIGNATURE: _____

WHAT YOU MUST KNOW ABOUT THE **FOREST RESERVE PASS SYSTEM**

- In case of an emergency, instructions will be provided by the Corporate Security Manager or his designate to the officers working at the gates to allow access where it is deemed necessary.
- This pass does not apply to residents of Forest Reserve or their visitors. Residents will have unfettered access to and from their respective residences. They will be required to provide visitor information to the gates and access would be granted.
- Government agencies and elected local and central Government representatives whilst on official duty and in official vehicles will be allowed access.
- School transportation and school staffers will be required to apply for a pass. The Forest Reserve Anglican School's staff, students, parents transporting children and school transportation will be granted controlled/conditional access.
- The maximum number of vehicles per pass is two (2). However, this will be placed on one pass since the pass covers the person and vehicle. Allowances may be given for three (3) vehicles where such a request can be justified. This vehicle will require an additional pass.
- Contractors working for Heritage will be granted access. Sub-contractors and contractors/businessmen not connected to Heritage's operations will be required to apply for a pass.
- The pass is being outsourced so there is a cost to procure same. The pass is a toll equivalent to \$1.03 per day for the usage of the route.

Contact Information

Heritage Corporate Security Telephone Contacts & Email Addresses

Command Centre Direct Line: (868) 649-5521
Forest Reserve Pass Email Address: frpasses@heritage-tt.com
Penal Security: (868) 649-6751 ext. 4214/4215
Santa Flora Security: (868) 649-6751 ext. 6458

Heritage Community Relations & CSR Email Addresses

community@heritage-tt.com
heritagecsr@heritage-tt.com