

APPLICATION FOR FOREST RESERVE FIELD PASS



The Forest Reserve (FR) Field Pass (hereinafter referred to as the "Field Pass") is issued pursuant to the Terms and Conditions set out by Heritage Petroleum Company Limited ("Heritage") and at the absolute discretion of the Heritage Security Department. This pass allows the Permit Holder to traverse along the main road between Main Gate and West Gate and the reciprocal journey **ONLY**. No entry is permitted to restricted areas. A breach of this condition of issue constitutes an offence and offenders may be subject to prosecution in accordance with Section 45 (c) of the Summary Offences Act Chapter 11:02 of the Laws of the Republic of Trinidad and Tobago.

WARNING: Knowingly providing false information and submitting false documents constitutes an offence under the Forgery Act Chapter 11:13 of the Laws of the Republic of Trinidad and Tobago. Where it is discovered that a person has submitted false information and/or documents he/she may be subject to prosecution under the provisions of the Forgery Act.

IMPORTANT INSTRUCTION: PLEASE READ ALL INSTRUCTIONS/INFORMATION PROVIDED CAREFULLY BEFORE COMPLETING THIS APPLICATION.

INSTRUCTIONS TO THE APPLICANT:

1. The application for the Field Pass is subject to the terms and conditions set out by Heritage as appended to this application form and any other terms and conditions as may be implemented by the Heritage from time to time.
2. Use this application form to apply either for initial issue, renewal or replacement where the Field Pass has become lost or has been stolen. A replacement fee of \$125.00 accompanied by a Police Report will apply where this occurs. For more than one applicant, please submit required information in a table format as shown in **Attachment 1**.
3. To apply for the Field Pass, please complete the application form and submit it together with the following documents:
 - i. A copy of the applicant's ID Card (for Trinidad and Tobago Citizens and/or Permanent Residents) or Passport data page and Applicants work permit (for foreigners).
 - ii. Copy of Company's Identification Badge.
 - iii. Copy of Valid Driving Permit (front & back).
 - iv. Copy of Valid Insurance and Inspection certificates.
 - v. A recent colour passport-size photo of the Applicant against a white background.
 - vi. Payment of the prescribed fee is by Online Transfer or Direct Deposits. Accounting info and process will be provided to successful applicants only.
 - vii. The fees payable for the acquisition of each Field Pass are as follows:

<u>Validity Period</u>	<u>Fee</u>
1 year (12 months) or any Part thereof	TT\$ 375.00
 - viii. Please submit all documents electronically to (email: frpasses@heritage-tt.com). Please note the Corporate Security Department will **process** applications between the hours of **8:00 a.m. and 4:00 p.m. from Monday to Thursday, not on Fridays, Public Holidays or Weekends.**
 - ix. **For further inquiries, please contact the Corporate Security Department at Phone No. 649-6751 Ext's. 6666 and 6669.**

INDIVIDUAL APPLICATION:

Please complete the application form and submit along with the requirements listed above and the following additional requirements:

1. Letter from the Applicant's current Employer to Heritage's Corporate Security Manager; if currently unemployed a letter from a recommender stamped by the Justice of the Peace; and
2. Police Certificate of Good Character no more than six (6) months old.

NOTE: Personal requests for access must state in writing (type) the reason for request in the letter to Corporate Security Manager. An individual application will be granted on individual merit in consideration of the supporting documents submitted by the Applicant.

*Heritage Petroleum Company Limited reserves the right to restrict number of passes given to a Company/Institution.

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HERITAGE PETROLEUM COMPANY LIMITED
CORPORATE SECURITY DEPARTMENT

SECTION A: DECLARATION OF APPLICANT'S PERSONAL PARTICULARS

TYPE OF APPLICATION: Initial Issue Renewal Lost/theft

EMPLOYEE NAME:

EMPLOYEE RESIDENTIAL ADDRESS:

VEHICLE REGISTRATION NO.:

DRIVER'S PERMIT NO.:

NATIONALITY:

NATIONAL ID NUMBER/PASSPORT NUMBER:

WORK PERMIT NO.:

DATE OF BIRTH (DD/MM/YYYY): ____ / ____ / ____

GENDER: M F

NO. OF VEHICLES:

REASON FOR REQUEST:

- Persons Critical to the Company Daily Operation
- Business Continuity*
- Personal Request**
- Contractors

*Business Continuity – enable seamless workforce productivity during any kind of business disruption, planned or unplanned.

**Personal Request - Persons who fall in this category will be required to attach a separate note detailing their reason(s) for wanting access through this facility.

SECTION B: DECLARATION OF APPLICANT'S PERSONAL PARTICULARS

I hereby affirm that the information provided above, and all supporting documents enclosed with my application are true, valid and up to date in all respects. I hereby also agree to abide by the Forest Reserve Field Pass Terms & Conditions, and any other terms and conditions as may be implemented by Heritage Petroleum Company Limited from time to time. I further agree to return the Forest Reserve Field Pass to Heritage Petroleum Company Limited, within forty-eight (48) hours of no longer being under the employment of my employer or in circumstances in which the Forest Reserve Field Pass is no longer required by me in my employment or as otherwise required pursuant to the Forest Reserve Field Pass Conditions. I also acknowledge that furnishing false information constitutes an offense according to the Forgery Act Chapter 11:13.

Signature of Applicant.....

Date (DD/MM/YYYY)

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SECTION C: VERIFICATION TO BE COMPLETED BY THE APPLICANT'S EMPLOYER / RECOMMENDER

COMPANY/INSTITUTE/RECOMMENDER:

ADDRESS:

PHONE CONTACT: Mobile:

Direct Line:

E-MAIL ADDRESS:

This is to certify that Mr./Mrs. _____ is an employee of _____ and all information given by him/her is true. His/her character and antecedent has been verified. His/her Forest Reserve Field Pass will be returned to Heritage as and when his/her present assignment is changed or when requested Heritage Petroleum Company Limited.

DATE (DD/MM/YYYY): ____ / ____ / ____

SIGNATURE: _____

NAME: _____

(Employer Authorization Signature with Name, Designation and Official Stamp)

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SECTION D: OFFICIAL USE ONLY

RECEIVED APPLICATION (DD/MM/YYYY): _____ / _____ / _____

Approved:

Not Approved:

Corporate Security Manager Remarks

DATE (DD/MM/YYYY): _____ / _____ / _____

Please Affix Company Stamp

.....
Signature
Heritage Corporate Security Officer

PASS ISSUED ON _____ BY _____

NUMBER: FR 0001/2021

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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 unauthorized 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 reciprocal 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 authorized 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 Pass returned not later than one (1) week after transfer/disposal of the vehicle.
10. **The Field Pass is valid for one (01) Calendar Year or any part thereof. 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 Licensee 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:

APPLICANT'S SIGNATURE: _____

