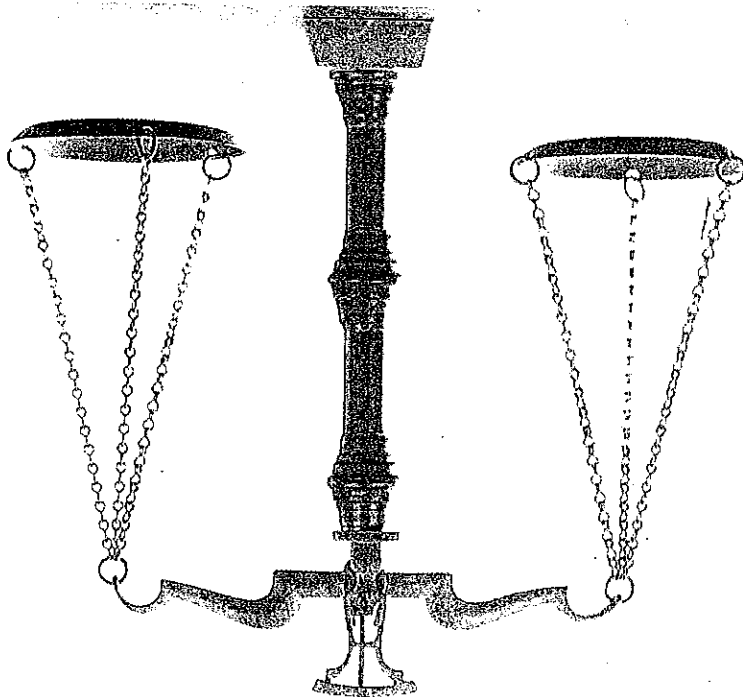


2014-2016

CORPORATE PLAN

MINISTRY OF LEGAL AFFAIRS



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**MINISTRY OF LEGAL AFFAIRS**

**Section 1: Minister's and Accounting Officer's Statement**

**1.1 Minister's Statement**

The Rule of Law is the concept that a functioning society needs an accessible, independent transparent legal system, along with a set of laws that everyone, including the Government, follows:

As Minister of Legal Affairs I am satisfied that the Strategic Policies and Priorities of the Ministry of Legal Affairs will support the Government's quest to build a modern, competitive, many-sided post-colonial economy which is at once local, national, regional and global.

*Ralph Gonsalves*  
.....  
Dr. the Hon. Ralph Gonsalves  
Prime Minister and Minister of Finance  
National Security, Legal Affairs and  
Grenadines Affairs

**1.2 Accounting Officer's Statement**

I submit for discussion and approval the Corporate Plan for 2014 to 2016 for the Ministry of Legal Affairs.

To the best of my knowledge the Corporate Plan:

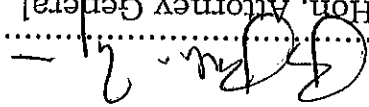
- Accurately portrays the mandate, priorities and strategies of the Ministry;

- Includes a full analysis of the main issues confronting the sector;

- Reflects the input of key stakeholders in the fashioning of the strategic responses for the sector;

- Is based on the best information available extracted from the Ministry's information and managements systems; and

- Is consistent with the guidelines provided by the Ministry of Finance and Planning for the preparation of Strategic Policies and Priorities;

Mrs. Judith S. Jones-Morgan  
  
 Hon. Attorney General

- Antiquated computer systems with outdated software.
- Lack of a Personal Secretary with legal training and experience.
- Legal Officers with limited years of work experience, thus requiring extensive supervision.
- Lack of a Consultant with experience in International Conventions and Treaties.
- Absence of a Solicitor General.

#### *Weaknesses*

- Stable leadership and low staff turnover.
- Good working relationship with the Judicial System and the Legal Department.
- Networking of Legal Minds.
- Strong Support of the Minister of Legal Affairs.

#### *Strengths*

### **3.1 Strengths and Weakness**

## **Section 3: Environmental Analysis of the Portfolio**

To be a focus dynamic efficient and disciplined catalyst, providing professional and high quality service for sustainable growth and development in Saint Vincent and the Grenadines

### **2.2 Vision Statement**

To provide a legal mechanism that would ensure the smooth and efficient running of the legal system in Saint Vincent and the Grenadines.

### **2.1 Mission Statement**

## **Section 2: Departmental Overview**

## 5.1 Annual Priorities 2013

### Section 5: Annual Priorities and Objectives

- The need for an experienced and capable Solicitor General.
- The need for a Consultant on International Conventions and Treaties to advise the Legal Department.
- The need for a Personal Secretary with a minimum of paralegal training.

### 4.1 Identification and Analysis of Critical Issues

#### Section 4: Critical Issues/Risk Analysis

- The continuing challenge of attracting the very best legal minds to the Government service because of the low levels of remuneration offered by the Public Service.
- Slow bureaucratic process hinders speedy solution to perceived problematic situations.
- Antiquated computer systems with outdated software which consistently malfunction, thus reducing productivity and performance of staff.

#### Threats

- Existence of Legislation and sound legal opinions in the interpretation of laws with impartiality.
- Potential for up-to-date Laws with electronic publishing technology.
- Ability to introduce new legislation to improve the rights of citizens and position Saint Vincent and the Grenadines at the forefront of compliance with international legal standards and requirements.
- The development of training and mentoring of young legal professionals.

#### Opportunities

### 3.2 Opportunities and Threats

Loan Authorisation (Caricom Development Fund)(Amendment) Act,

Appropriation Act, 2013

Continue to prepare requisite legislation for House of Assembly.

In compliance with Article 14 of the Treaty for the Prohibition of Nuclear Weapons in Latin America and the Caribbean (Treaty of Tlatelolco), Saint Vincent and the Grenadines submitted the report to OPANAL and IAEA for the period 31<sup>st</sup> December 2010 to 19<sup>th</sup> July 2013.

Ensure that Saint Vincent and the Grenadines is up to date in regional and international Treaty participation, by providing the relevant drafts of Accession, Instruments of Ratification and through cooperation with the Ministry of Foreign Affairs, Foreign Trade and Consumer Affairs.

Fully Achieved.

Maintain zero backlog on civil cases.

Achieved.

Further enhance the timely and efficient response to requests for legal advice, etc.

Fully Achieved

Improve on the quality of the services offered to our internal and external clientele.

COMMENTS

2013 RESULT INDICATORS

5.2 Annual Objectives 2013

- Develop and implement in accordance with legal standards and the ready assistance of CARICOM, OECS, the Commonwealth Secretariat and other similar bodies, a legislative programme through cooperation with the various Ministries and other state agencies, ensuring full exercise of the rights of all stakeholders.
- A well-recognised and adequately supported Ministry: Further enhance awareness of, effect correct understanding of and increase support for the Legal System and the Rule of Law.
- A model of Public Administration: excel in achieving desired results with minimal resources through streamlined structures and processes while maintaining flexibility, guaranteeing accountability and drawing upon sufficient qualified and motivated staff within a caring environment and a bureaucratic culture.

2013  
 Finance Act, 2013  
 Public Sector Investment Loan Act, 2013  
 Airport Service Charge (Amendment) Act, 2013  
 Customs Duties (European Union CARIFORUM Economic Partnership Agreement Tariff) Act, 2013  
 Financial Intelligence Unit (Amendment) Act, 2013  
 Public Sector Projects (ALBA Bank) Loans (Amendment) Act, 2013  
 Protection of Employment (Amendment) Act, 2013  
 Motor Vehicles and Road Traffic (Amendment) Act, 2013  
 Supplementary Appropriation (No.4) Act, 2013  
 Public Sector Loan Act, 2013  
 Loan Authorisation Act, 2013  
 Succession of the Crown Act, 2013  
 Supplementary Appropriation Act, 2013  
 Supplementary Appropriation (No.2) Act, 2013.  
 Eastern Caribbean Magistrates Agreement Act, 2013.  
 Protocols for the Eastern Caribbean Supreme Court Between the



Governments of the Member States and  
the Eastern Caribbean Supreme Court  
Act, 2013.

Cluster Munitions Act, 2013.

Patents (Amendment) Act, 2013.

### Statutory Rules and Orders

Price Control (Amendment) Order,  
2013.

Provisional Collection of Taxes Order,  
2013.

Passport (Amendment) Regulations  
2013.

Registrar's (Fee) Notice, 2013

Registrar's (Fee) (No.2) Notice, 2013

Immigration (Restriction) (Prohibited  
Immigrant) (Revocation) Order 2013.

Saint Vincent and the Grenadines  
Citizenship (Deprivation  
of  
Citizenship) Order, 2013.

Price Control (Amendment) (No.2)  
Order, 2013.

Price Control (Amendment) (No.3)  
Order, 2013.

Proclaiming the 25<sup>th</sup> day April 2013 as  
the day on which the Payment System  
Act shall come into operation.

Payment System (Eastern Caribbean  
Automated Clearing House System)  
Rule, 2013.

Price Control (Amendment) (No.4) Order, 2013

Banana Industry (Variation of Licence Fee) Order, 2013.

Income Tax (Exemption) Order 2013

Protection of the Environment (Aornos Vale) Order, 2013.

Protection of the Environment (Carapan Mountain) Order, 2013.

Price Control (Amendment) (No.5) Order, 2013.

Patents (Amendment) Regulations 2013.

### Statutory Instruments

Eastern Caribbean Supreme Court Civil Procedure (Amendment) Rules.

Granting further extension to Justice Ephraim Georges, Retired High Court Judge, from 1<sup>st</sup> July, 2013 to 31<sup>st</sup> December, 2013 to conclude the hearings and thereafter submit the final report.

- Prepare Deeds of Conveyance, Leases, Contracts and other legal documents for Ministries, Departments and Statutory Bodies.
- Collaborate with other Ministries, Departments and Statutory Bodies to enhance the objectives of the Public Service.

- Liaise with relative branches relating to the administration and dispensation of the Magistracy; Registrar and Deputy Registrar
- Facilitated the attendance of the Magistrate, Registrar and Deputy Registrar

of Justice namely Magistracy, Registry and High Court, Family Court and the Commerce and Intellectual Property Office (CIPO).

Work with BRAGSA to ensure that repairs at the Registry and the Judges Residence are completed on a timely basis.

Execute capital projects under the aegis of the Ministry of Legal Affairs.

Continue to participate in the Council of Legal Education Annual In-Service Training Programme.

Also hosted five (5) university law students during the months of June – August 2013.

Continue to liaise with the Office of the Director of Public Prosecutions to ensure that supporting infrastructure is in place for the efficient disposal of criminal cases.

Continue to guard the public interest.

Continue to provide Legal Aid Services.

The Ministry of Legal Affairs provided legal aid services to economically disadvantaged citizens to assist in the correction of errors on Birth, Death and Marriage Certificates. To date we have successfully assisted seven hundred and thirty-two (732) citizens.

Coordinate with National Properties Ltd. for the design and start up of construction of the Hall of Justice at Richmond Hill.

Updating annually the Laws of Saint Vincent and the Grenadines.

A sum of EC \$89,772.70 was paid to Lexis Nexis for the updates of the laws 2009/10. Updates for 2011 to 2013 will be prepared in 2014.

Registrar of High Court, and Registrar of CIPO, at various meetings, seminars and workshops.

Achieved.

No capital project was assigned during this period.

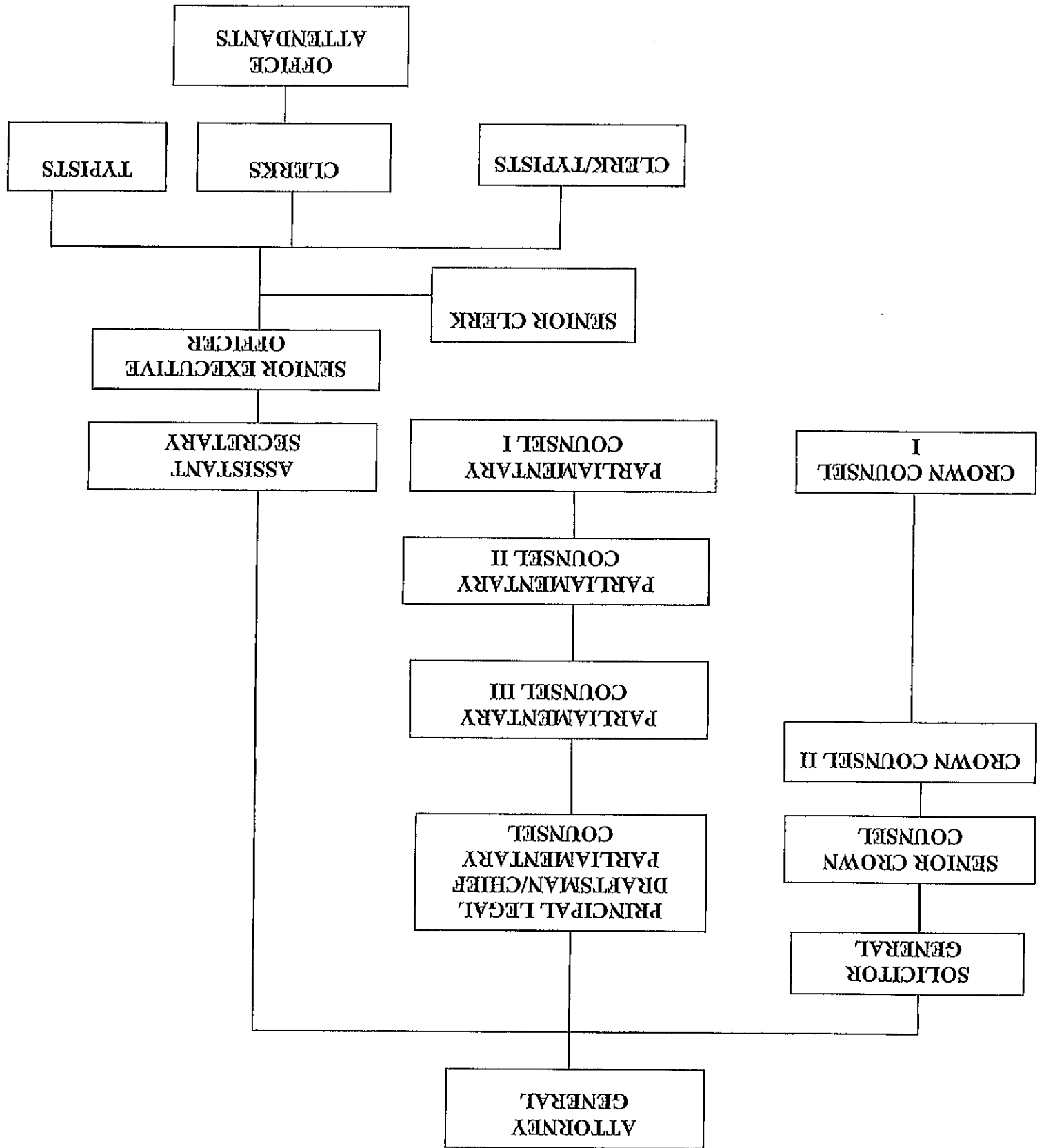
Hosted three (3) interns during the months of June to August.

Fully Achieved.

Fully achieved.

This project is a work in progress.

- 
- 2013 RESULT INDICATORS BY PROGRAMME**
- 
- Improve on the quality of the services offered to our internal and external clientele.
  - Further enhance the timely and efficient response to requests for legal advice, etc.
  - Maintain zero backlog on civil cases.
  - Ensure that Saint Vincent and the Grenadines is up to date in regional and international Treaty participation, by providing the relevant drafts of Accession, Instruments of Ratification and working closely with the Legal Consultant at the Ministry of Foreign Affairs, Foreign Trade and Consumer Affairs.
  - Continue to prepare requisite legislation for House of Assembly.
  - Prepare Deeds of Conveyance, Leases, Contracts and other legal documents for Ministries, Departments and Statutory Bodies.
  - Collaborate with other Ministries, Departments and Statutory Bodies to enhance the objectives of the Public Service.
  - Liaise with relative branches relating to the administration and dispensation of justice namely Magistracy, Registry and High Court, Family Court and the Commerce and Intellectual Property Office (CIPO).
  - Continue to liaise with the Office of the Director of Public Prosecutions to ensure that supporting infrastructure is in place for the efficient disposal of criminal cases.
  - Work with BRAGSA to ensure that repairs at the Registry and the Judges Residence are completed on a timely basis.
  - Execute capital projects under the aegis of the Ministry of Legal Affairs.
  - Continue to participate in the Council of Legal Education Annual In-Service Training Programme.
  - Continue to assist University and Saint Vincent and the Grenadines Community College law students by exposing them to the practical operations of the legal system.
  - Continue to guard the public interest.
  - Continue to provide Legal Aid Services.
  - Updating annually the laws of Saint Vincent and the Grenadines, more particularly 2011-13



Section 6: Organisational and Activity Structure  
6.1 Organisational Structure

Section 7: Resource Requirements

7.1 Financial Summary of the Ministry of Legal Affairs

7.1.1 Preliminary Budgetary Allocations 2013

Programmes	2013	2014	2015	2016
Ministry of Finance	2,166,958.00	2,166,958.00	2,677,064.00	(510,106.00)
Ministry of Affairs	2,677,064.00	2,677,064.00	2,677,064.00	(510,106.00)
Ministry of Legal Gap	(510,106.00)	(510,106.00)	(510,106.00)	(510,106.00)
<b>Total</b>	<b>2,166,958.00</b>	<b>2,166,958.00</b>	<b>2,677,064.00</b>	<b>(510,106.00)</b>

7.1.2 Budget Estimates by Programmes (2014-2016)

Programmes	2014	2015	2016
General Administration	2,558,921.00	2,569,291.00	2,675,545.00
<b>Total</b>	<b>2,558,921.00</b>	<b>2,569,291.00</b>	<b>2,675,545.00</b>

7.1.3 Budget Estimates by Type of Expenditure 2014-2016 (Recurrent and Capital)

Expenditure Type	2014	2015	2016
Recurrent	2,558,921.00	2,569,291.00	2,675,545.00
Capital	-	-	-
<b>Total</b>	<b>2,558,921.00</b>	<b>2,569,291.00</b>	<b>2,675,545.00</b>

7.2.1 Details by Standard Object Code

The Ministry of Legal Affairs appears on behalf of and represents the Government of St. Vincent and the Grenadines in civil matters in the District and High Courts.

PROGRAMME OBJECTIVES	
750	GENERAL ADMINISTRATION
PROGRAMME NAME	

PROG	75	MINISTRY OF LEGAL AFFAIRS	PROJECEDD ESTIMATES 2014	PROJECEDD ESTIMATES 2015	PROJECEDD ESTIMATES 2016	APPROVED ESTIMATES 2013	REVISED ESTIMATES 2013	ACTUAL EXPENDITURE 2012
		SUMMARY BY PROGRAMMES	2,558,921.00	2,569,291.00	2,675,545.00	2,185,958.00	2,166,958.00	2,158,276.00
	750	General Administration	2,558,921.00	2,569,291.00	2,675,545.00	2,185,958.00	2,166,958.00	2,158,276.00
		TOTAL	2,558,921.00	2,569,291.00	2,675,545.00	2,185,958.00	2,166,958.00	2,158,276.00

75- MINISTRY OF LEGAL AFFAIRS

75- MINISTRY OF LEGAL AFFAIRS

7.2 Details of Financial Proposal

NOTES  
 3 Vacant  
 4 Vacant  
 6 Vacant

7 One position vacant  
 8 Vacant  
 12 Vacant

25	\$	22,500.00	\$	22,500.00
25	\$	18,720.00	\$	18,720.00
25	\$	70,000.00	\$	70,000.00
25	\$	5,000.00	\$	5,000.00
25	\$	20,000.00	\$	20,000.00
25	\$	21,600.00	\$	21,600.00
25	\$	1,500.00	\$	1,500.00
25	\$	137,720.00	\$	137,720.00
25	\$	1,336,286.00	\$	1,336,286.00

21 House Allowance	
22 Duty Allowance	
23 Allowance in Lieu of Private Practice	
24 Acting Allowance	
25 Allowance to Trainees	
26 Entertainment Allowance	
27 Telephone Allowance	

Allowances

Staff Positions	Grade	2013	2014	2013	2014
1 Minister of Legal affairs	A1	1	1	\$ 118,236.00	\$ 120,010.00
2 Attorney General	A2	1	1	\$ 83,376.00	\$ 84,623.00
3 Solicitor General	A2	1	1	\$ 76,356.00	\$ 77,501.00
4 Chief Parliamentary Counsel	A3	1	1	\$ 63,900.00	\$ 64,854.00
5 Senior Crown Counsel	B2	1	1	\$ 63,900.00	\$ 64,854.00
6 Parliamentary Counsel III	B2	1	1	\$ 63,900.00	\$ 64,854.00
7 Crown Counsel II	C	2	2	\$ 136,513.00	\$ 138,560.00
8 Parliamentary Counsel II	C	1	1	\$ 58,812.00	\$ 59,699.00
9 Parliamentary Counsel I	D	1	1	\$ 53,424.00	\$ 57,366.00
10 Crown Counsel I	D	3	3	\$ 178,827.00	\$ 178,429.00
11 Assistant Secretary	E	1	1	\$ 61,824.00	\$ 59,979.00
12 Senior Executive Officer	H	1	1	\$ 39,281.00	\$ 30,993.00
13 Senior Clerk	J	1	1	\$ 31,047.00	\$ 31,056.00
14 Administrative Assistant	J	1	1	\$ 23,892.00	\$ 21,184.00
15 Clerk	K	2	2	\$ 44,920.00	\$ 39,591.00
16 Typist	K	4	4	\$ 84,334.00	\$ 87,383.00
17 Clerk/Typist	K	1	1	\$ 15,960.00	\$ 17,151.00
18 Vault/Office Attendant	K	1	1	\$ 21,576.00	\$ 22,777.00
19 Office Attendant	M	1	1	\$ 15,700.00	\$ 16,956.00
20 Additional Staff				\$ 157,200.00	\$ 157,200.00
Less provision for late filling of posts				\$ 1,329,078.00	\$ 1,172,966.00
Total Permanent Staff		25	25	\$ 1,290,786.00	\$ 1,172,966.00



ACCOUNT	MINISTRY OF	PROJECTED ESTIMATES 2014	PROJECTED ESTIMATES 2015	PROJECTED ESTIMATES 2016	REVISED ESTIMATES 2013	APPROVED ESTIMATES 2013	ACTUAL EXPENDITURE 2012
750	LEGAL AFFAIRS						
	GENERAL ADMIN	\$ 2,558,921	\$ 2,569,291	\$ 2,675,545	\$ 2,166,958	\$ 2,158,276	\$ 2,158,276
310	Personal Emoluments	\$ 1,172,966	\$ 1,220,032	\$ 1,267,690	\$ 1,129,078	\$ 1,129,078	\$ 951,623
311	Wages	\$ 9,007	\$ 9,007	\$ 9,007	\$ 8,313	\$ 8,313	\$ 7,800
320	Allowances	\$ 163,320	\$ 163,320	\$ 163,320	\$ 137,720	\$ 137,720	\$ 85,221
340	Utilities	\$ 100,000	\$ 105,000	\$ 110,250	\$ 90,000	\$ 90,000	\$ 97,059
350	Supplies & Materials	\$ 192,516	\$ 202,142	\$ 212,249	\$ 165,034	\$ 165,034	\$ 5,532
360	Communications	\$ 32,000	\$ 33,600	\$ 35,280	\$ 28,350	\$ 28,350	\$ 31,385
361	Operations & Maint	\$ 30,000	\$ 31,500	\$ 33,075	\$ 23,103	\$ 23,103	\$ 22,713
362	Rental Assets	\$ 318,100	\$ 334,005	\$ 350,705	\$ 318,100	\$ 318,100	\$ 295,830
363	Professional & Consult	\$ 400,000	\$ 420,000	\$ 441,000	\$ 238,950	\$ 238,950	\$ 627,713
365	Local Travel & Subsistence	\$ 43,500	\$ 45,675	\$ 47,959	\$ 24,300	\$ 24,300	\$ 26,400
368	Training	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,000	\$ 4,000	\$ -
381	Claims Against Gov't	\$ 92,512	\$ 10	\$ 10	\$ 19,010	\$ 10	\$ 7,000
	<b>TOTAL</b>	<b>\$ 2,558,921</b>	<b>\$ 2,569,291</b>	<b>\$ 2,675,545</b>	<b>\$ 2,185,958</b>	<b>\$ 2,166,958</b>	<b>\$ 2,158,276</b>

Details of Salaries and Wages

Appendices

Ministry of Legal Affairs

STAFF POSITION	NAMES	Salary/2014	Salary/2015	Salary/2016
Attorney General	Judith Jones-Morgan	\$ 120,010.00	\$ 120,010.00	\$ 120,010.00
Solicitor General	Vacant	\$ 84,623.00	\$ 90,174.00	\$ 95,725.00
Principal Legal Draftsman/ Chief Parl Counsel	Vacant	\$ 77,501.00	\$ 82,706.00	\$ 87,911.00
Senior Crown Counsel	will be filled 1st Oct 2013	\$ 64,854.00	\$ 69,020.00	\$ 73,186.00
Parliamentary Counsel III	Vacant	\$ 64,854.00	\$ 69,020.00	\$ 73,186.00
Crown Counsel II	Joazel Jack	\$ 78,861.00	\$ 78,861.00	\$ 78,861.00
Crown Counsel II	Vacant	\$ 59,699.00	\$ 63,531.00	\$ 67,363.00
Parliamentary Counsel II	Vacant	\$ 59,699.00	\$ 63,531.00	\$ 67,363.00
Parliamentary Counsel I	Renee Simmons	\$ 57,366.00	\$ 60,506.00	\$ 63,647.00
Crown Counsel I	Annella James	\$ 63,697.00	\$ 65,896.00	\$ 69,036.00
Crown Counsel I	Cerepha Harper	\$ 57,366.00	\$ 60,506.00	\$ 63,647.00
Crown Counsel I	Michelle Davidson	\$ 57,366.00	\$ 60,506.00	\$ 63,647.00
Assistant Secretary	Tammie Walters	\$ 59,979.00	\$ 62,762.00	\$ 65,543.00
Senior Executive Officer	Vacant	\$ 30,993.00	\$ 32,663.00	\$ 34,133.00
Senior Clerk	Kathleen Glasgow	\$ 31,056.00	\$ 31,056.00	\$ 31,056.00
Administrative Assistant	Lahdall Horne	\$ 21,184.00	\$ 22,210.00	\$ 22,893.00
Clerk	Dougal Allen	\$ 22,440.00	\$ 22,440.00	\$ 22,440.00
Clerk	Safiya Ferguson	\$ 17,151.00	\$ 18,104.00	\$ 19,056.00
Typist	Carolyn Wood	\$ 22,777.00	\$ 22,777.00	\$ 22,777.00
Typist	Samantha Martin	\$ 22,777.00	\$ 22,777.00	\$ 22,777.00
Typist	Alecia James	\$ 22,777.00	\$ 22,777.00	\$ 22,777.00
Typist	Joselle Tash-Ollivierre	\$ 19,052.00	\$ 20,004.00	\$ 20,646.00
Clerk/Typist	Kimberley Dougan	\$ 17,151.00	\$ 17,836.00	\$ 18,774.00
Vault/Office Attendant	Olivia Chambers	\$ 22,777.00	\$ 22,777.00	\$ 22,777.00
Office Attendant	Mc Chesley Micheal	\$ 16,956.00	\$ 17,582.00	\$ 18,459.00
<b>Total</b>		<b>\$ 1,172,966.00</b>	<b>\$ 1,220,032.00</b>	<b>\$ 1,267,690.00</b>









362 RENTAL OF ASSETS - \$318,100.00

An amount of \$ 318,100.00 is required for rental of office space to house the Ministry of Legal Affairs and rental of property to house two (2) Legal Drafters as listed hereunder

Rental of Methodist Building \$20,802.70 \* 12 = \$249,632.40

Rental of property for two (2) Legal Drafters :  
 \$3000.00\*12 = \$36,000.00  
 \$2700.00\*12 = \$32,400.00

**TOTAL \$318,032.40**

Account	Definition	Estimates	Estimates
750	General Administration		
361	Maintenance Services	2013	2014
36105	Operating, repairs and Servicing of Equip	\$ 3,103.00	\$ 5,000.00
36199	Other Operating and Maintenance Services	\$ 20,000.00	\$ 25,000.00
Total		\$ 23,103.00	\$ 30,000.00

The sum of \$30,000.00 is required to cover the cost of operating expenses of printers and a new photocopier.

361 OPERATING AND MAINTENANCE SERVICES - \$30,000.00









- i. Five (5) computers
- ii. Three (3) printers
- iii. One (1) shredder

The following items are being requested to facilitate the smooth operations of the office:

FURNITURE AND EQUIPMENT

Total = \$92512.00

= \$78400.00

Cost  
 3<sup>rd</sup> June 2011 to 2<sup>nd</sup> June 2014 \$78,400.00 x 6% x 3 = \$14112.00

Accumulated interest as follows;

On June 3<sup>rd</sup> 2011 Mr. Christopher McMaster of Argyle in the suit No. 326/2009, Christopher McMaster of Argyle vs the Attorney General, was awarded judgment of \$78400.00 plus 6% interest per annum by the court.

