



SERVING JAMAICA'S ENERGY NEEDS

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Ref. No. 20201217-03

January 13, 2021

Jamaica Accountability Meter Portal
7 Lady Musgrave Road
Kingston 5

Dear Sir/Madam:

Re: Access to Information Act – Request for Petrojam Limited

Please be advised that a total of twelve (12) board meetings were convened from 2018 to present and Board meeting minutes are regularly submitted to Permanent Secretary, Ministry of Science Energy & Technology (MSET). See details below:

Period	Dates of Board Meetings	Dates Board Minutes Sent To MSET
2008 – December 2018	May 14, 2008 - September 22, 2017	January 3, 2019
2018/2019	October 5, 2018	January 21, 2019
	December 14, 2018	September 5, 2019
2019/2020	August 20, 2019	December 9, 2019
	November 21, 2019	March 10, 2019
	January 29, 2020	July 27, 2020
2020/2021	April 23, 2020	July 27, 2020
	June 24, 2020	September 7, 2020
	August 20, 2020	November 25, 2020
	October 28, 2020	November 25, 2020
	December 9, 2020	Minutes will be sent to MSET once approved.
December 29, 2020		

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Ref. No. 20201217-030

Jamaica Accountability Meter Portal
 Re: Access to Information Act Request – Petrojam Limited

January 13, 2021

A total of ten (10) Board, nine (9) Finance, eight (8) Human Resource (HR), and eight (8) Audit sub-committee meetings of the Board were held since December 2018 to present. See dates of meetings below:

Period	Board	Finance Committee	HR Committee	Audit Committee
2018/2019	Dec. 14, 2018	Dec. 3, 2018	Dec. 20, 2018	
2019/2020	Aug. 20, 2019	Sept. 27, 2019	Nov. 5, 2019	Aug. 15, 2019
	Nov. 21, 2019	Dec. 11, 2019	Dec. 12, 2019	Sept. 25, 2019
	Jan. 29, 2020	Feb. 19, 2020	Feb. 20, 2020	Dec. 13, 2019
				Feb. 17, 2020
2020/2021	Apr. 23, 2020	Apr. 17, 2020	May 7, 2020	May 6, 2020
	Jun. 24, 2020	Jun. 10, 2020	Jul. 16, 2020	Jun. 30, 2020
	Aug. 20, 2020	Jul. 2, 2020	Sept. 17, 2020	Jul. 29, 2020
	Oct. 28, 2020	Sept. 2, 2020	Jan. 11, 2021	Sept. 29, 2020
	Dec. 9, 2020	Jan. 5, 2021		
	Dec. 29, 2020			

Yours sincerely,
PETROJAM LIMITED


TAMARA ROBINSON (MRS.)
 LEGAL OFFICER/CORPORATE SECRETARY

TAMARA ROBINSON
ATTORNEY-AT-LAW
 No. 3799

