

AMENDMENTS OR ANNOTATIONS TO RECORDS

Amendments or annotations may only be made to administrative records that are generated by the Commission as part of its regulatory responsibilities e.g. reports pertaining to licence fee payment, complaints data and reports, and records related to programming compliance.

Requests for amendments to Broadcasting Commission records that are incomplete, incorrect, out-of-date or misleading:

- must be in writing
- must include specifics concerning the claim and the basis for such, as well as the nature of the amendment or annotation that is required
- must include a statement that indicates the nature of the amendment that is required by the applicant

Requests from eligible parties or persons for amendments to Broadcasting Commission records must include:

- specifics pertaining to matters referred to above
- information that would make the record complete, correct, up-to-date and not misleading

In keeping with standards set out in the **Access to Information Act**, the Commission will send copies of any documents that it amends to the Minister of Information and/or any other relevant agency that holds copies of such records

The Commission cannot amend or make annotations to licence documents, since these are issued by the Minister of Information, and not the Commission.

Requests for amendments or annotations to licence documents should therefore be directed to:

The Minister of Information
c/o The Information Division
Office of the Prime Minister
1 Devon Road
Kingston 6

However, in the event that the Commission receives a request for an amendment to a licence document, it will transfer it to the correct authority within fourteen (14) days of receipt and inform the party making the request of the transfer.