

# DECLARANT GUIDE

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## TTBizLink e-Goods Declaration



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## OVERVIEW OF THE ONLINE PROCESS

Step 1: Submit your e-C82 declaration along with the required supplementary documentation to the Comptroller of Customs and Excise via the Customs and Excise Border Control System (CBCS/ASYCUDA). Following payment of duties and taxes, Selectivity will be triggered.

Step 2: Once triggered, CBCS will then transmit a data set (itemized in the Ninth Schedule) to TTBizLink in accordance with Section 279 of the Customs Act, Chap 78:01. This data set will be examined by the relevant regulatory agencies (OGAs) in accordance with the [List of HS Codes Requiring OGA Endorsements](#). These agencies will provide their endorsements electronically through TTBizLink. The OGAs referred to are:

- Trade Licence Unit (TLU) of the Ministry of Trade and Industry
- Trinidad and Tobago Bureau of Standards (TTBS) of the Ministry of Trade and Industry (TTBS)
- Chemistry, Food and Drugs Division (CFDD) of the Ministry of Health
- Plant Quarantine Services (PQS) of the Ministry of Agriculture, Land and Fisheries

Step 3: For TTBS endorsements you will first be required to pay fees upfront and then update the payment details in TTBizLink. Presently, the methods of payment remain unchanged. Note that updating the payment in TTBizLink is a prerequisite for TTBS endorsements, whether or not a payment is actually applicable. Please see the [Update Payment of TTBS Fees](#) section for instructions on updating a payment in TTBizLink.

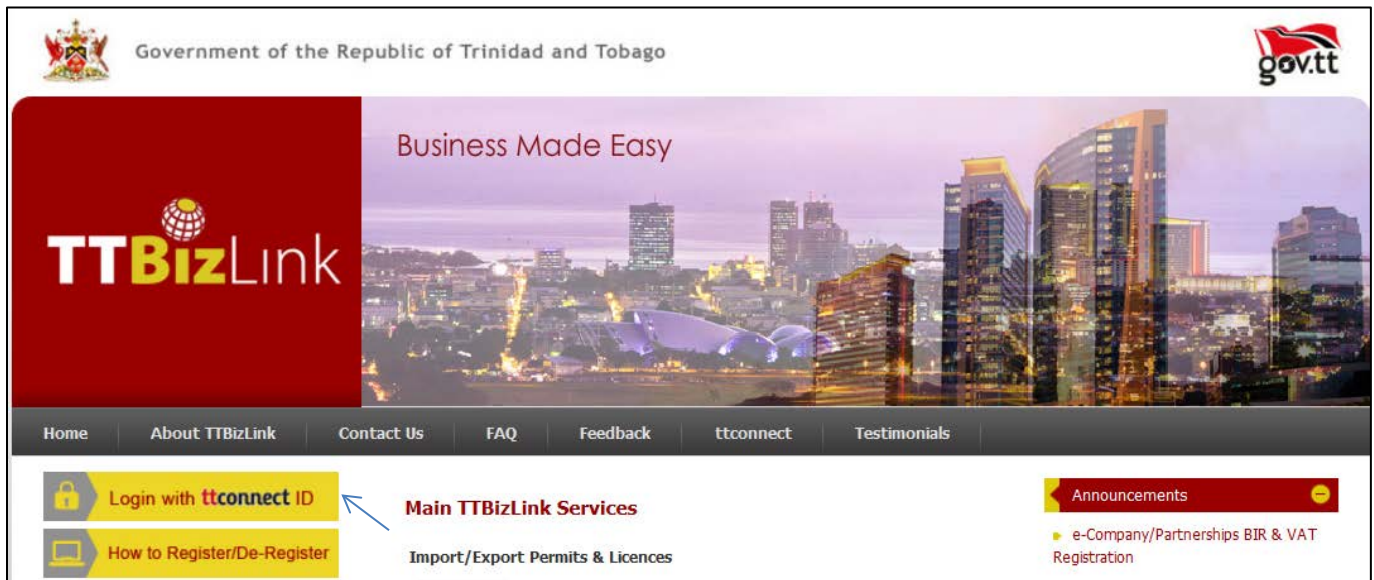
Step 4: If you receive a query from an OGA, you can utilize the query response feature in TTBizLink to respond to it. Please see the [Respond to a Query](#) section for further details on responding to a query via TTBizLink.

Step 5: Each endorsement provided by an OGA in TTBizLink will be automatically and instantaneously transmitted to the CBCS. You can check the status of OGA clearance **both in TTBizLink and in CBCS**. For further details on checking the status of endorsements from the OGAs in TTBizLink, please see the [Check Declaration Status](#) section.

Step 6: Once the required endorsements from all relevant OGAs have been provided and you have received clearance from Customs, you can proceed with the clearance process in CBCS. Note that if you require endorsements from any agencies not currently utilizing TTBizLink, you will be required to get manually stamped endorsements in order to proceed with clearance.

## LOGIN TO TTBIZLINK

Navigate to the TTBizLink website by typing [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt) in the address bar of your web browser. Next, click the Login with ttconnect ID button on the homepage of TTBizLink.



Subsequently, click the Continue to Login with ttconnect ID button at the bottom of the Online Security Alert Page.

### Online Security Alert

**Please ensure the following before logging in**


- The URL address in the address bar of your browser must begin with "https"; the letter 's' at the end of "https" stands for 'secured'.
- Look at the SSL Certificate details to check the authenticity of the website (click on the padlock symbol in Internet Explorer and/or the site information button in Firefox next to the address bar).
- Do not enter your ttconnect ID or password in any pop up window.


**Beware of Phishing Attacks**

- Phishing is a fraudulent attempt made through e-mail, phone calls, SMS etc. seeking your personal and confidential information.
- You will not be sent e-mails/SMSs or receive any phone calls from TTBizLink or any of its partners requesting your personal information or password. Any such e-mail/SMS or phone call is an attempt to steal your credentials. Never respond to such an e-mail/SMS or phone call.
- Please immediately report if you receive any such e-mail/SMS or phone call by sending a copy of the message or any related details to [support.ttbizlink@gov.tt](mailto:support.ttbizlink@gov.tt) or call us at **800-4739** between 8am to 4pm, Monday to Friday.
- Test your knowledge, click [Phishing Scams; Avoid The Bait and Take The Quiz](#) (source: OnguardOnline.gov)

**Important Security Tips**

- Access the TTBizLink website only by typing [ttbizlink.gov.tt](http://ttbizlink.gov.tt) in the address bar of your browser.
- Do not click on any link which has been received via e-mail from an unexpected/untrusted source.
- Change your ttconnect ID password periodically.
- Having the following will improve your internet security:
  - Newer version of Operating System with latest security patches.
  - Latest version of Browsers (Internet Explorer 7.0 and 8.0, Mozilla Firefox 3.1 and above).
  - Firewall is enabled.
  - Antivirus signatures applied.
- Keep your computer free from malware, scan regularly with Antivirus software to ensure that the system is Virus/Trojan free.
- Never reveal your ttconnect ID password to anyone and change it immediately if you have accidentally done so.
- Avoid accessing TTBizLink from cyber cafes or shared computers.
- For information on malware, click [Protect Your Computer from Malware](#) (video source: OnguardOnline.gov).
- For information on how to safely use public Wi-Fi networks, click [Public Wi-Fi Networks Advice](#) (video source: OnguardOnline.gov).





On the succeeding page, enter your ttconnect ID and Password in the specified fields and then click the Login button.

ttconnect  
government at your service

Font Size: [minus] [plus] | Email to Friend | Feedback | Bookmark | Print

## Login

To login, please enter your ttconnect ID and password. [GoRTT Home](#) [TTBizLink](#)

**Existing User**

ttconnect ID:  [Forgot your ttconnect ID?](#)  
Password:  [Forgot your password?](#)

←

**New User**

[Register as a new user](#)

Norton SECURED  
powered by Symantec

Once you login successfully, a Welcome message will be displayed where the Login button was originally.

Welcome **DECLARANT USER** ←  
11:23 AM, 16 April 2014

**Useful Links**

- Tariff and Legislation
- InvesTT

**Document Verification Links**

- 2D Barcode Verification

**Interactive Media**

- Watch us on YouTube
- Meet us on Facebook
- Find us on LinkedIn

**Main TTBizLink Services**

**e-Import/Export Permits & Licences [Non subscribed]**

This service allows importers/exporters to apply electronically for trade permits and licences from the Ministry of Trade, Industry and Investment (MTII) - Trade Licence Unit (TLU); Ministry of Food Production (MFP) - Animal Production and Health Division, and Plant Quarantine Services. ....more

**e-Import Duty Concession [Non subscribed]**

The Ministry of Trade, Industry and Investment (MTII), through this service, allows companies seeking IDCs to complete the necessary application forms and upload supporting documents online. All applications are then processed electronically by the MTII with dynamic feedback provided to the applicant as required. ....more

**e-Company Registration [Non subscribed]**

The e-Company Registration service will enable online submission and tracking of Business Registration and Company Incorporation applications/documents to the Registrar General's Department of the Ministry of Legal Affairs (MLA) for processing. This service will also enable an online Name Search and application for Name Reservation. ....more

**Announcements**

- Services Roll-out
- TTBizLink Registration

**Business News**

**Events & Holidays**

**Awards & Recognitions**

1<sup>ST</sup> PLACE WINNER  
IN THE 2013 UNITED NATIONS  
PUBLIC SERVICE AWARDS  
TTBizLink  
Business Made Easy

Scroll to the relevant e-service you wish to access and then click the heading to go to your Dashboard.

**e-Goods Declaration [Subscribed]** ←

This service enables the Importer/Exporter or authorized agent of imported and exported goods who has submitted cargo declaration data to the Customs Border Control System (Asycuda World) to thereafter obtain regulatory approvals/endorsements from the Trade Licence Unit and Trinidad and Tobago Bureau of Standards of the Ministry of Trade, Industry and Investment; Chemistry, Food and Drugs Division of the Ministry of Health; and the Plant Quarantine Service of the Ministry of Food Production.

## DASHBOARD

Once you follow the steps to login to e-Goods Declaration as described in the [Login to TTBizLink](#) section, you will be routed to your Dashboard. A sample Dashboard is shown in the screenshot below.

Welcome **DECLARANT, USER**  
11:06 AM, 27 February 2015

**Dashboard**

**Inbox**

<< Page 1 of 14 >> Go to Page 1 Go

S.No.	Reference No. ↕	Importer Name ↕	Declarant Name ↕	Customs Reg No. ↕	Customs Reg Date (dd/mm/yyyy) ↕	Action
1	GSD2015022602024	Circuit Breakers Ltd.	TTBizLink Test	T 1009	26/02/2015	PayNow
2	GSD2015021002005	Pricesmart	TTBizLink Test	T 1010	09/02/2015	PayNow
3	GSD2015021002004	Hadco	TTBizLink Test	T 1009	09/02/2015	PayNow
4	GSD2015021002003	Circuit Breakers Ltd.	TTBizLink Test	T 1008	09/02/2015	PayNow
5	GSD2015020902002	Exception Ltd	TTBizLink Test	T 1007	09/02/2015	PayNow
6	GSD2015020902001	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1005	09/02/2015	PayNow
7	GSD2015012801970	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1004	28/01/2015	PayNow
8	GSD2015012801969	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1003	28/01/2015	PayNow
9	GSD2015012701961	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	A 1002	27/01/2015	PayNow
10	GSD2014121201781	TTBizLink	TTBizLink	A 121201	18/11/2014	PayNow

Records 1 to 10 of 133

### Inbox

Your Inbox is the main component of your Dashboard. It contains actionable declarations, that is, declarations pending a TTBS payment update and/or a response to a query from an OGA. Note that you can only access declarations successfully transmitted from CBCS with the Declarant Number corresponding to your TTBizLink Profile. Also, your Inbox is divided into pages and you can use the << and >> arrows or the "Go to Page" feature to go to a particular page. The declarations in your Inbox can also be sorted by column headers in ascending or descending order.

### Menu

Your Menu is located to the left and is accessible from any page within the e-Goods Declaration module. The Menu allows you to navigate to your Dashboard or to the Search Page. You can also access this guide from the Menu.

Welcome **DECLARANT, USER**  
2:37 PM, 20 February 2015

- Goods Declaration
- Dashboard
- Search
- How to
- Declarant Guide

## UPDATE PAYMENT OF TTBS FEES

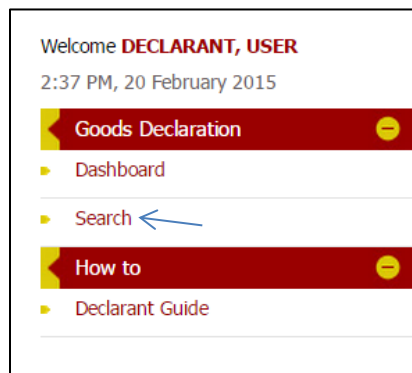
In accordance with the [List of HS Codes Requiring OGA Endorsements](#), TTBizLink will automatically calculate fees based on the HS Code(s) for any item on your e-C82 declaration that requires intervention from TTBS. An email will be sent to you with the amount owing. Irrespective of a payment being applicable, updating the payment in TTBizLink is a prerequisite for endorsements from TTBS. Follow the steps below to update a payment in TTBizLink.

1. Login to TTBizLink e-Goods Declaration as described in the [Login to TTBizLink](#) section. Once you follow those steps you will be routed to your Dashboard.
2. Click the **Pay Now** link in the Action column of the relevant declaration and then continue from step 6 to update your payment.

Inbox						
Page 1 of 14    Go to Page 1    Go						
S.No.	Reference No. ↓	Importer Name ↓	Declarant Name ↓	Customs Reg No. ↓	Customs Reg Date (dd/mm/yyyy) ↓	Action
1	GSD2015021002005	Pricesmart	TTBizLink Test	T 1010	09/02/2015	PayNow
2	GSD2015021002004	Hadco	TTBizLink Test	T 1009	09/02/2015	
3	GSD2015021002003	Circuit Breakers Ltd.	TTBizLink Test	T 1008	09/02/2015	
4	GSD2015020902002	Exception Ltd	TTBizLink Test	T 1007	09/02/2015	PayNow
5	GSD2015020902001	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1005	09/02/2015	
6	GSD2015012801970	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1004	28/01/2015	
7	GSD2015012801969	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1003	28/01/2015	PayNow
8	GSD2015012701961	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	A 1002	27/01/2015	PayNow
9	GSD2014121201781	TTBizLink	TTBizLink	A 121201	18/11/2014	
10	GSD2014113001751	TTBizLink	TTBizLink	A 113003	18/11/2014	

Records 1 to 10 of 132

3. Alternatively, the **Pay Now** link can be accessed from the Search page. First, click **Search** in the Goods Declaration Menu. You will then be routed to the Search Page to locate the declaration that needs updating.



- On the Search Page, enter information related to the declaration in one of the fields. Alternatively, select the “Pending Fee” status to view all declarations pending payment updates. Next, click the Search button.

**Search**

**Search Criteria**

Declarant No.: BR9898

Declarant Name: DECLARANT USER

Reference No.:

Importer No.:

Importer Name:

Status: Pending Fee ▼

Customs Office: -- Select One --

Customs Reg No.: No Action Required











Customs Reg Date (dd/mm/yyyy): From Pending Decision To Pending Fee

From  To

- From the Search Results that are generated click on **Pay Now** in the Action column of the relevant declaration.

**Search Result**

Page 1 of 13    Go to Page 1    Go

S.No.	Reference No. ↓	Importer No. ↓	Importer Name ↓	Declarant No. ↓	Declarant Name ↓	Customs Reg No. ↓	Customs Reg Date (dd/mm/yyyy) ↓	Action
1	GSD2015022602024	V120990	Circuit Breakers Ltd.	BR9898	TTBizLink Test	T 1009	26/02/2015	 PayNow
2	GSD2015021002005	V120990	Pricesmart	BR9898	TTBizLink Test	T 1010	09/02/2015	 PayNow
3	GSD2015021002004	V120990	Hadco	BR9898	TTBizLink Test	T 1009	09/02/2015	
4	GSD2015021002003	V120990	Circuit Breakers Ltd.	BR9898	TTBizLink Test	T 1008	09/02/2015	 PayNow
5	GSD2015020902002	V120990	Exception Ltd	BR9898	TTBizLink Test	T 1007	09/02/2015	 PayNow
6	GSD2015020902001	V114658	BUDGET MARINE (TDAD) LTD	BR9898	TTBizLink Test	T 1005	09/02/2015	
7	GSD2015012801970	V114658	BUDGET MARINE (TDAD) LTD	BR9898	TTBizLink Test	T 1004	28/01/2015	
8	GSD2015012801969	V114658	BUDGET MARINE (TDAD) LTD	BR9898	TTBizLink Test	T 1003	28/01/2015	 PayNow
9	GSD2015012701961	V114658	BUDGET MARINE (TDAD) LTD	BR9898	TTBizLink Test	A 1002	27/01/2015	 PayNow
10	GSD2014121201781	V118393	TTBizLink	BR9898	TTBizLink	A 121201	18/11/2014	

Records 1 to 10 of 124



6. Next, navigate to the Decision Tab of the declaration and complete the Fee Payment Details section.

Welcome **DECLARANT,USER**  
11:23 AM,31 December 2014

**Goods Declaration**

- Dashboard
- Search
- How to
- Declarant Guide

**Goods Declaration**

Reference No. : GSD2014113001750      Custom Office Code : TTPOS - PORT OF SPAIN  
 Status : Pending Fee      Customs Reg No. : A 113002 18/11/2014

General Info   Item Details   Attachments   Fee Details   **Decision**

**Decision History**

S/No	OGA Name	Approver Name	Submission Date & Time	Overall Remarks	OGA Decision
1	Trade License Unit	TLU GD Approver	2014-11-30 02:34:33	<a href="#">View</a>	<a href="#">View</a>

**Query Reply History**

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Query Attachment	Reply Description	Reply Date	Reply Attachment	Action
No records found									

**Fee Payment Details**

Payment Mode \* :  Bank  Other  Exempt

Bank Name \* : --Select One--

Receipt Number \* :

Receipt Date \* :

Amount \* :  (75.00)

Depositor Name \* :

Remarks:

**Supporting Documents**

Max file size = 1MB. Accepted file types = jpeg, bmp, gif, png, doc, txt, xls, pdf. Total attachments = 10.

S/No	Description	Attachment
Attach/Edit Payment Receipt		

7. Fill in the payment details. The fields marked with an asterisk (\*) are mandatory. If omitted or the data is entered in an incorrect format, a red prompt will appear below the relevant field.

**Fee Payment Details**

Payment Mode \* :  Bank  Other  Exempt

Bank Name \* : --Select One--

Receipt Number \* :

Receipt Date \* :

Amount \* :  (75.00)

Depositor Name \* :

Remarks:

8. Next, upload your receipt. Click the Attach/Edit Payment Receipt button and a pop-up window will open. Note that a clear copy of the receipt must be uploaded as evidence of payment.

S/No	Description	Attachment
1		Browse...

Update Payment Cancel

9. The Description field can be used to provide a name for the attachment. Click the Browse or Choose File button in the pop-up window to locate the file on your computer and then click the Submit button to upload it.

S/No	Description	Attachment
1		Browse... No file selected.

Submit Cancel

**Exemption:** If payment is not applicable but fees were calculated, update the payment details as follows:

- Payment Mode: select the Exempt option
- Remarks: enter a justification for the exemption from fees
- Receipt Attachment: where appropriate, attach evidence that payment is not applicable

10. Note that a receipt can only be removed prior to clicking Update Payment. Once you have filled in the Fee Payment Details section and attached the receipt, click the Update Payment button to complete the process.

**Fee Payment Details**

Payment Mode \* :  Bank  Other  Exempt

Bank Name \* :

Receipt Number \* :

Receipt Date \* :

Amount \* :  (1492.87)

Depositor Name \* :

Remarks:

---

**Supporting Documents**

Max file size = 1MB. Accepted file types = jpeg, bmp, gif, png, doc, txt, xls, pdf. Total attachments = 10.

S/No	Description	Attachment
1	TTBS Receipt	Sample Receipt.pdf <a href="#">Remove</a>

11. A green confirmation message will be displayed at the top of the page if the payment details were updated successfully. The Status of the declaration will also change from "Pending Fee" to "Pending Decision".

✔ Fee Payment Details are updated successfully for GSD2014032000608.

**Goods Declaration**

**Reference Header**

Reference No. : GSD2014032000608      Custom Office Code : TTPOS - Port of Spain  
 Status : Pending Decision      Customs Reg No. : A 9047 19/03/2014

General Info
Item Details
Attachments
Fee Details
Decision

**Query Reply History**

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply Description	Reply Date	Query Attachment	Action
No records found								

**Decision History**

S/No	OGA Name	Approver Name	Process Date & Time	Overall Remarks	OGA Decision
No records found					

**Payment Query:** If your payment is queried by TTBS, you will be required to update the payment details with the relevant change. Follow the steps above to respond to a payment query. Note that the details of the query will be listed in the Payment Query Remarks field of the Payment Query History section on the Decision Tab.

Payment Query History

<< Page 1 of 1 >> Go to Page  Go

Number	Receipt Date	Amount	Depositor Name	Payment Remarks	Payment Date	Payment Attachments	Payment Queried By	Payment Query Remarks	Payment Query Date	Payment Query Attachments
				tesat PRasad	2015-08-26 02:04	MARdoc03.pdf	TTBS GD APPROVER	test	2015-08-26 02:05	
50602163	06/08/2015	4545.00	test	test	2015-08-26 02:00	MARdoc03.pdf	TTBS GD APPROVER	tesat	2015-08-26 02:03	
50602163	20/05/2015	23.00	test	update payment 1	2015-05-28 15:53	Fcb2.gif	TTBS GD APPROVER	The receipt uploaded and information entered do not match, please clarify.	2015-05-29 09:08	
50602163	20/05/2015	23.00	test	update payment 1	2015-05-25 00:56	reply_1.pdf	TTBS GD APPROVER	query 2	2015-05-25 00:57	query2.pdf
50602163	20/05/2015	23.00	test	payment 1	2015-05-25 00:38	MARdoc01.pdf	TTBS GD APPROVER	approver query1	2015-05-25 00:49	query1.pdf

## RESPOND TO A QUERY

If an Officer from one of the OGAs queries your declaration, an email notification with the reference number of the queried declaration will be sent to you. Follow the steps below to respond to the 'Query'.

1. Login to TTBizLink e-Goods Declaration as detailed in the [Login to TTBizLink](#) section. Once you have successfully logged in, locate the queried declaration and click on the Reference Number.

Welcome **DECLARANT, USER**  
2:37 PM, 20 February 2015

**Goods Declaration**

- Dashboard
- Search
- How to**
- Declarant Guide

**Dashboard**

**Inbox**

<< Page 1 of 14 >> Go to Page 1 Go

S.No.	Reference No. ↓	Importer Name ↓	Declarant Name ↓	Customs Reg No. ↓	Customs Reg Date (dd/mm/yyyy) ↓	Action
1	GSD2015021002005	Pricesmart	TTBizLink Test	T 1010	09/02/2015	PayNow
2	GSD2015021002004	Hadco	TTBizLink Test	T 1009	09/02/2015	🔒
3	GSD2015021002003	Circuit Breakers Ltd.	TTBizLink Test	T 1008	09/02/2015	🔒
4	GSD2015020902002	Exception Ltd	TTBizLink Test	T 1007	09/02/2015	PayNow
5	GSD2015020902001	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1005	09/02/2015	🔒
6	GSD2015012801970	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1004	28/01/2015	🔒
7	GSD2015012801969	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	T 1003	28/01/2015	PayNow
8	GSD2015012701961	BUDGET MARINE (T'DAD) LTD	TTBizLink Test	A 1002	27/01/2015	PayNow
9	GSD2014121201781	TTBizLink	TTBizLink	A 121201	18/11/2014	🔒
10	GSD2014113001751	TTBizLink	TTBizLink	A 113003	18/11/2014	🔒

Records 1 to 10 of 132

2. Navigate to the Query Reply History section on the Decision Tab and click **Respond Now** in the Action column of the 'Query' that you wish to respond to.

General Info Item Details Attachments Fee Details **Decision** ←

**Decision History**

S/No	OGA Name	Approver Name	Submission Date & Time	Overall Remarks	OGA Decision
1	Trinidad and Tobago Bureau of Standards	TTBS GD APPROVER	2015-03-06 00:18:58	View	View
2	Trade License Unit	TLU GD APPROVER	2014-11-30 02:34:33	View	View

**Query Reply History**

<< Page 1 of 1 >> Go to Page 1 Go

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Query Attachment	Reply Description	Reply Date	Reply Attachment	Action
1	Trinidad and Tobago Bureau of Standards	TTBS GD APPROVER	test	2015-03-06 00:18					Respond Now
2	Trinidad and Tobago Bureau of Standards	TTBS GD APPROVER	test	2015-03-06 00:18					Respond Now

Records 1 to 2 of 2

- Enter a textual response to the 'Query' in the Remarks text box generated and then click the Attach/Edit Documents button to upload any supporting documents that may have been requested by the OGA.

General Info | Item Details | Attachments | Fee Details | **Decision**

**Query Reply History**

<< Page 1 of 1 >> Go to Page 1 Go

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply Description	Reply Date	Query Attachment	Action
1	Trinidad and Tobago Bureau of Standards	Approver Declaration	too old	2014-04-01 13:20				Respond Now

Records 1 to 1 of 1

Remarks

Supporting Documents

Max file size = 1MB. Accepted file types = jpeg, bmp, gif, png, doc, txt, xls, pdf. Total attachments = 10.

S/No	Attachment Code - Description	Attachment
Attach/Edit Documents		

- In the pop-up window that opens, click the Browse or Choose File button to locate the file on your computer. If you wish, enter a name for the attachment in the Description field. Repeat this process if multiple documents were requested and then click the Submit button in the pop-up window to upload them.

**Supporting Documents**

S/No	Attachment Code - Description	Attachment
1	Sample	Browse... Sample Attachment.png
2		Browse... No file selected.
3		Browse... No file selected.
4		Browse... No file selected.
5		Browse... No file selected.
6		Browse... No file selected.
7		Browse... No file selected.
8		Browse... No file selected.
9		Browse... No file selected.
10		Browse... No file selected.

Submit Cancel

- Note that you can remove an attachment by clicking **Remove** prior to sending the response. Once successfully uploaded, click the Submit button at the bottom of the page to send the response to the relevant OGA.

**Remarks**

Sample Document attached

**Supporting Documents**

Max file size = 1MB. Accepted file types = jpeg, bmp, gif, png, doc, txt, xls, pdf. Total attachments = 10.

S/No	Attachment Code - Description	Attachment
1	Sample	Sample Attachment.png <a href="#">Remove</a>

Attach/Edit Documents

**Decision History**

S/No	OGA Name	Approver Name	Process Date & Time	Overall Remarks	OGA Decision
1	Trinidad and Tobago Bureau of Standards	Approver Declaration	2014-04-01 13:20:17	<a href="#">View</a>	<a href="#">View</a>

Submit Cancel

- A confirmation message will be displayed at the top of the page indicating that it was sent successfully. Also, the status would have changed from “Queried” to “Pending Decision”. If there are multiple queries by different OGAs you will need to respond to each query individually by following the steps above.

Welcome **DECLARANT,USER**  
3:06 PM,07 April 2014

**Goods Declaration**

- Dashboard
- Search

**Goods Declaration**

**Reference Header**

Reference No. : GSD2014040100662 Custom Office Code : TTPOS -  
Status : Pending Decision Customs Reg No. : A 100984 26/03/2014

General Info Item Details Attachments Fee Details **Decision**

**Query Reply History**

<< Page 1 of 1 >> Go to Page 1 Go

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Reply Description	Reply Date	Query Attachment	Action
1	Trinidad and Tobago Bureau of Standards	Approver Declaration	too old	2014-04-01 13:20	Sample Document attached	2014-04-07 15:06		

Records 1 to 1 of 1

**Decision History**

S/No	OGA Name	Approver Name	Process Date & Time	Overall Remarks	OGA Decision
1	Trinidad and Tobago Bureau of Standards	Approver Declaration	2014-04-01 13:20:17	<a href="#">View</a>	<a href="#">View</a>

Cancel

## CHECK DECLARATION STATUS

1. Login to TTBizLink e-Goods Declaration as described in the [Login to TTBizLink](#) section. Once you have successfully logged in, locate the relevant declaration using the Search option from your menu. Once found, click on the Reference Number.
2. Navigate to the Decision History section on the Decision Tab and click the **View** link in the OGA Decision column.

Welcome **DECLARANT, USER**  
2:43 PM, 10 March 2015

**Goods Declaration**

- Dashboard
- Search
- How to**
- Declarant Guide

**Goods Declaration**

**Reference Header**

Reference No. : GSD2015010901883      Custom Office Code : TTPOS - PORT OF SPAIN  
 Status : Processed      Customs Reg No. : T 2015010901 17/12/2014

General Info   Item Details   Attachments   Fee Details   **Decision** ←

**Decision History**

S/No	OGA Name	Approver Name	Submission Date & Time	Overall Remarks	OGA Decision
1	Chemistry Food and Drugs Division	CFDD GD APPROVER	2015-01-09 03:45:43	<a href="#">View</a>	<a href="#">View</a>
2	Trade License Unit	TLU GD APPROVER	2015-01-09 03:42:29	<a href="#">View</a>	<a href="#">View</a>
3	Pesticide and Toxic Chemicals Inspectorate	PESTICIDE APPROVER 1	2015-01-22 14:16:05	<a href="#">View</a>	<a href="#">View</a> ←

**Query Reply History**

S/No	OGA Name	Query Approver Name	Query Description	Query Date	Query Attachment	Reply Description	Reply Date	Reply Attachment	Action
No records found									

Cancel

3. The corresponding pop-up window will display the decisions provided by that OGA for each applicable item.

**Decision History**

Item No.	Commodity Code	Approver Name	Decision	Process Date & Time	Remarks
1	29036900	TLU GD APPROVER	Exempt from Import Licence	2015-01-09 03:42:23	

Close



## FURTHER ASSISTANCE

For further assistance or clarification on the above steps you can contact the **TTBizLink Help Desk** at 800-4SEW/4739 or email [support.ttbizlink@gov.tt](mailto:support.ttbizlink@gov.tt).

For specific assistance regarding fees or a query please contact the relevant OGA below:

### **Ministry of Trade and Industry**

Trade Licence Unit  
Level 16, Nicholas Tower  
63-65 Independence Square, Port of Spain  
The Republic of Trinidad and Tobago  
Tel: (868) 623-2931 Ext. 2615

### **Ministry of Agriculture, Land and Fisheries**

Plant Quarantine Service  
Trinidad:  
Centeno Tel/Fax: (868) 642-0718  
Port of Spain Tel: (868) 625-3266  
Piarco Tel: (868) 669-4860  
Point Lisas Tel: (868) 679-5277  
Tobago:  
Scarborough Custom House  
Tel: (868) 639-5582  
ANR Robinson Airport  
Tel: (868) 639-0634  
Email: [plantquarantine.centeno@fp.gov.tt](mailto:plantquarantine.centeno@fp.gov.tt)  
Website: [www.agriculture.gov.tt](http://www.agriculture.gov.tt)

### **Ministry of Health**

Chemistry, Food and Drugs Division  
92 Frederick Street  
Port of Spain  
The Republic of Trinidad and Tobago  
Tel: (868) 624-5968, 623-5242  
Fax: (868) 623-2477  
Opening hours: 8:00 a.m. to 4:00 p.m., Monday  
to Friday.  
Email: [cfdd@health.gov.tt](mailto:cfdd@health.gov.tt)  
Website: [www.health.gov.tt](http://www.health.gov.tt)

### **Trinidad and Tobago Bureau of Standards**

1-2 Century Drive  
Trincity Industrial Estate  
Macoya, Tunapuna  
The Republic of Trinidad and Tobago  
Tel: (868) 662-8827  
Fax: (868) 663-4335  
Email: [ttbs@ttbs.org.tt](mailto:ttbs@ttbs.org.tt)  
Website: [www.ttbs.org.tt](http://www.ttbs.org.tt)