



THE SINGLE ELECTRONIC WINDOW

FOR TRADE AND BUSINESS FACILITATION



The Ministry of Trade and Industry continues revolutionise the way business is conducted in Trinidad and Tobago via the Single Electronic Window (SEW), which is branded as TTBizLink.

TTBizLink is a secure, user-friendly online platform accessed via www.ttbizlink.gov.tt that facilitates the online preparation, submission and processing for over forty (40) trade and business related transactions. These transactions pertain to any of twenty five (21) Government Agencies across seven (7) Ministries which are using this platform. TTBizLink therefore truly exemplifies the Government's commitment to inter-agency collaboration, interconnectivity and to partnering with the private sector.

Since the launch of TTBizLink's the first e-service in 2012 to the present time, TTBizLink has registered over 4,000 company/business accounts and 30,000 individual accounts. The following e-services are currently available to the public through TTBizLink.

Current e-Services

The inter-governmental collaborations, together with that of the Trinidad and Tobago Chamber of Industry and Commerce, have resulted in the ability to electronically prepare and submit applications for the following Modules and their respective e-services:

e-Certificate of Origin

- ▶ exporTT - Ministry of Trade and Industry
- ▶ Trinidad and Tobago Chamber of Industry and Commerce

e-Company Registration

- ▶ Companies Registry - Ministry of the Attorney General and Legal Affairs

e-Fiscal Incentives and e-Import Duty Concession

- ▶ Investment Directorate - Ministry of Trade and Industry

e-Goods Declaration

- ▶ Chemistry, Food and Drugs Division, Food and Drug Inspectorate - Ministry of Health
- ▶ Chemistry, Food and Drugs Division, Pesticides and Toxic Chemicals Inspectorate - Ministry of Health
- ▶ Customs and Excise Division - Ministry of Finance
- ▶ Plant Quarantine Services - Ministry of Agriculture, Land and Fisheries
- ▶ Trade Licence Unit - Ministry of Trade and Industry
- ▶ Trinidad and Tobago Bureau of Standards

e-Import/Export Permits and Licences

- ▶ Animal Production & Health Division - Ministry of Agriculture, Land and Fisheries
- ▶ Chemistry, Food and Drugs Division, Food and Drug Inspectorate - Ministry of Health
- ▶ Chemistry, Food and Drugs Division, Pesticides and Toxic Chemicals Inspectorate - Ministry of Health
- ▶ Pharmacy/Drug Inspectorate - Ministry of Health
- ▶ Plant Quarantine Services - Ministry of Agriculture, Land and Fisheries
- ▶ Trade Licence Unit - Ministry of Trade and Industry

e-Maritime Services

- ▶ Environmental Health Unit - Ministry of Health
- ▶ Maritime Services Division - Ministry of Works and Transport
- ▶ Port of Point Lisas - Ministry of Works and Transport
- ▶ Port of Port of Spain - Ministry of works and Transport
- ▶ Trinidad and Tobago Coast Guard - Ministry of National Security

e-Mobile Inspection

- ▶ Chemistry, Food and Drugs Division, Food and Drug Inspectorate - Ministry of Health
- ▶ Chemistry, Food and Drugs Division, Pesticides and Toxic Chemicals Inspectorate - Ministry of Health
- ▶ Plant Quarantine Services - Ministry of Agriculture, Land and Fisheries
- ▶ Trinidad and Tobago Bureau of Standards

Registering for TTBizLink

STEP 1:

To access any of TTBizLink's e-services you will need to have a tconnect ID. To register for a tconnect ID, visit the tconnect website at https://www1.tconnect.gov.tt/itim_expi/selfregister.jsp and enter the required information. After creating an account at the above site, an e-mail will be sent to you to activate your tconnect ID online. If you already have a tconnect ID, then you can ignore this step.

STEP 2:

Go online to the TTBizLink Portal at www.ttbizlink.gov.tt to download, print and complete the relevant TTBizLink Registration and Update Form. Form A is if registering as an individual to transact your own business and Form B is if transacting business on behalf of a Business or Company.

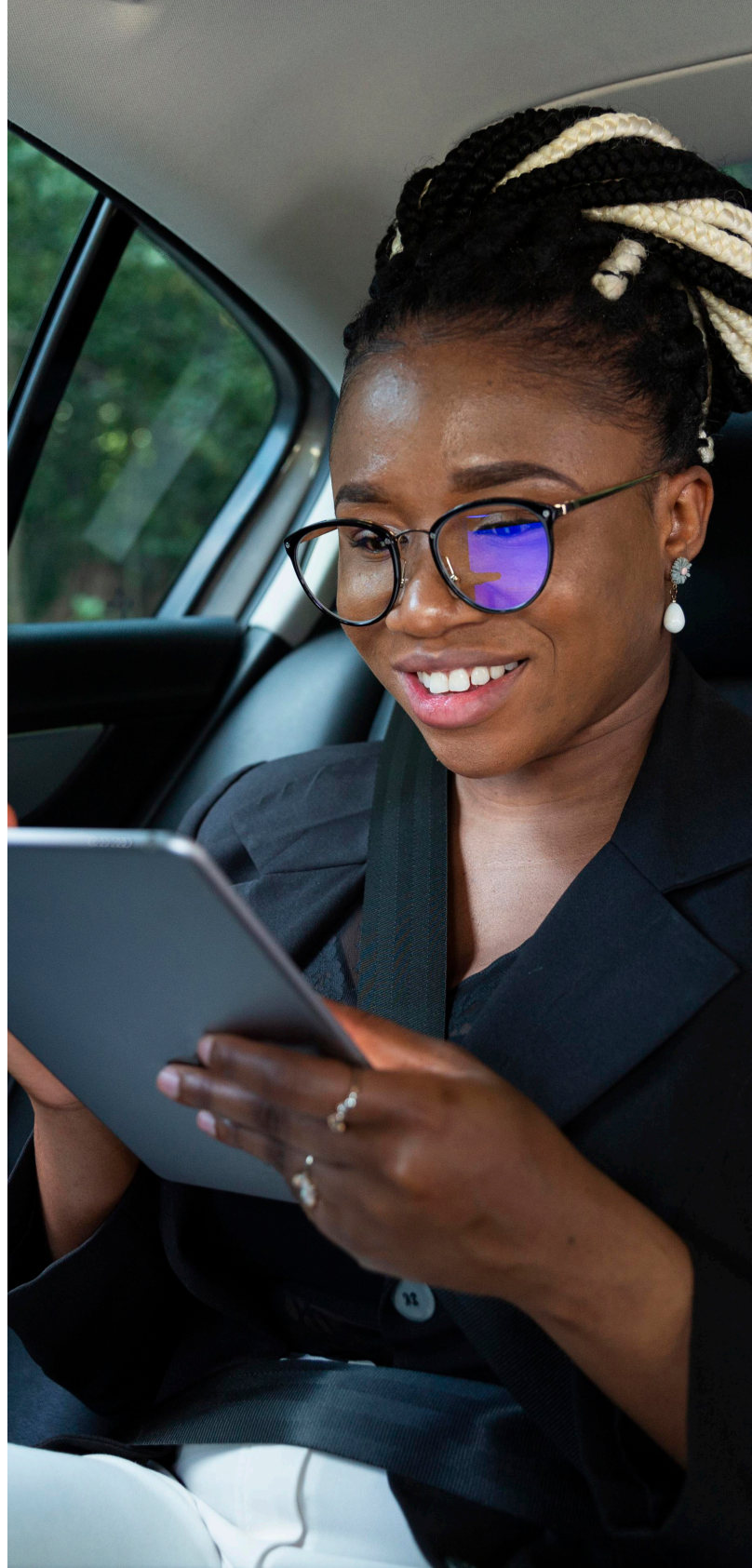
Step 3:

After you have completed the above:

- a. Print and sign the last page of the tconnect disclaimer form which is accessed by clicking this link <https://bit.ly/2UKzLkP>
- b. Copy, sign and scan at least two (2) valid forms of the following identification documents
 - ▶ Driver's Permit
 - ▶ National Identification Card
 - ▶ Electronic Birth Certificate
 - ▶ Passport.
- c. Take a photo of your face (as in a selfie) with one of the National identification documents which carries a photograph of your face (a photo of your face, your birth certificate would not be accepted)
- d. Email the completed TTBizLink Form, signed last page of the disclaimer, signed copies of two (2) forms of national ID, the photo of your face with a national picture ID and any other required documents to any of the following tconnect email addresses:
 - ▶ iGovTT-TTConnect-Arima@igovtt.tt
 - ▶ iGovTT-TTConnect-BonAccord@igovtt.tt
 - ▶ iGovTT-TTConnect-Chaguanas@igovtt.tt
 - ▶ iGovTT-TTConnect-Curepe@igovtt.tt
 - ▶ iGovTT-TTConnect-PrincesTown@igovtt.tt
 - ▶ iGovTT-TTConnect-St.James@igovtt.tt
 - ▶ iGovTT-TTConnect-SangreGrande@igovtt.tt
- e. If you already have an active TTBizLink account, simply email a copy of two forms of valid identification and your completed TTBizLink Form to support.ttbizlink@gov.tt.

STEP 4

Your documents will be processed and you will be registered for the selected system roles within 48 hours.



 **TTBizLink**

Contact Us

TTBizLink Help Desk

Phone: 800-4739 (Toll free) | 465-7649 | 474-7802

Monday to Friday from 8:00 am to 4:00 pm (except public holidays)

E-mail: support.ttbizlink@gov.tt