

# TTBIZLINK ONLINE APPLICATION PROCESS

Applications may now be submitted to the Trade Licence Unit via the online platform known as TTBizLink. This includes Import Licences, Export Licences, Duty Relief Licences, Safeguard Certificates and Suspension Certificates. To access TTBizLink's online services, one must first complete the following registration steps:

**Step 1:** To access TTBizLink's e-services you need to have a ttconnect ID. To register for this, visit the ttconnect website at <https://www.ttconnect.gov.tt/gortt/portal/ttconnect/registration> and enter the required information. After creating an account at the above site, an e-mail will be sent to you to activate your ttconnect ID online. If you already have a ttconnect ID, then you can ignore this step.

**Step 2:** Go online to the TTBizLink Portal at [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt) to download, print and complete the appropriate TTBizLink Registration and Update Form. Select the e-services and roles that you wish to subscribe to. If you are already registered with TTBizLink and wish to add another role or update information please complete and include:

Individuals transacting business on their own behalf will use TTBizLink Registration and Update Form (A) – INDIVIDUAL.

Businesses and Companies that wish to register employees to transact business on its behalf will register using TTBizLink Registration and Update Form (B) – COMPANY or BUSINESS.

**Step 3:** After you have completed the first (2) two steps:

- Print and sign the last page of the ttconnect disclaimer form, click the link <https://bit.ly/2UKzLkP> to access the document.
- Copy, sign and scan at least two (2) valid forms of the following identification documents: Driver's Permit, National Identification Card, Electronic Birth Certificate or Passport.
- 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 with your birth certificate would not be accepted).

- Email the completed TTBizLink Form, signed last page of the disclaimer, signed copies of two forms of national ID and the photo of your face with a national picture ID to the most convenient email address from the listing below
  - [iGovTT-TTConnect-Arima@igovtt.tt](mailto:iGovTT-TTConnect-Arima@igovtt.tt)
  - [iGovTT-TTConnect-BonAccord@igovtt.tt](mailto:iGovTT-TTConnect-BonAccord@igovtt.tt)
  - [iGovTT-TTConnect-Chaguanas@igovtt.tt](mailto:iGovTT-TTConnect-Chaguanas@igovtt.tt)
  - [iGovTT-TTConnect-Curepe@igovtt.tt](mailto:iGovTT-TTConnect-Curepe@igovtt.tt)
  - [iGovTT-TTConnect-PrincesTown@igovtt.tt](mailto:iGovTT-TTConnect-PrincesTown@igovtt.tt)
  - [iGovTT-TTConnect-SangreGrande@igovtt.tt](mailto:iGovTT-TTConnect-SangreGrande@igovtt.tt)
  - [iGovTT-TTConnect-St.James@igovtt.tt](mailto:iGovTT-TTConnect-St.James@igovtt.tt)

**Step 4:** Your documents will be processed and you will be registered or your account will be updated for the TTBizLink e-services of your choice within 3 hours.

After enrolling in TTBizLink, you can then register for your TTBizLink ID by going to the website <http://www.ttbizlink.gov.tt/tntcmn/faces/common/SelfRegistration.jsf> and entering the required information. You will then receive an e-mail with a link. Click the link to set your password at which point you will be immediately and fully registered for your TTBizLink ID.

Once successfully registered, individuals and businesses may visit [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt), log in using their ttconnect ID and password, and select the Import/Export Permits & Licences Module e-Service. Upon entering the Permits & Licences Module, new applications may be created. Application Instructions may also be accessed from within the Module for those who may need assistance. Note that required supporting documentation may be scanned, uploaded and attached to the online application.

For further information, you may also contact the TTBizLink Help Desk via 800-4739, 465-7649 and 474-7802. This can be accessed between the hours of 8:00 a.m. to 4:00 p.m. from Monday to Friday or you can e-mail [support.ttbizlink@gov.tt](mailto:support.ttbizlink@gov.tt).

A complete application is one in which ALL of the required information is stated at submission. Please ensure that all items are described in detail. Your compliance and cooperation will assist in preventing delays caused by incomplete applications.

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#42 Tenth Avenue, Barataria  
Trinidad, W.I.

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868 . 675 . 8242

868 . 638 . 9151

**TRADE  
LICENCE  
UNIT**

[tradellicenceunit@gov.tt](mailto:tradellicenceunit@gov.tt)  
[WWW.TRADEIND.GOV.TT/TLU](http://WWW.TRADEIND.GOV.TT/TLU)  
MINISTRY OF TRADE AND INDUSTRY . 2022



**TRADE  
LICENCE  
UNIT**



**GUIDELINES FOR  
IMPORT LICENCE  
FOR COMMERCIAL  
VEHICLES**

# COMMERCIAL VEHICLES

Commercial Vehicle is defined as a vehicle used primarily for industrial or trade purposes. This may include pickup trucks, panel vans, trucks etc.

## CONDITIONS TO BE MET BEFORE IMPORT

**1** For pickup trucks and panel vans – the vehicle to be imported must not be more than **seven (7) years** from the year of manufacture.

**2** For trucks (MGW 2950kgs and above) – the vehicle to be imported must not be more than **ten (10) years** from the year of manufacture.

**3** For first time applicants seeking to import, onsite investigation will be carried out.

## PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicant must submit online to the Trade Licence Unit of the Ministry of Trade and Industry an application for a licence to import such vehicle.
2. State in the description whether vehicles are Right Hand Drive or Left Hand Drive, and Maximum Gross Weight (MGW) of the vehicle.
3. Scan, upload and attach approval from the Transport Board for trucks with MGW over 15,000KG
4. **First time Applicants** must scan, upload and attach the following documents:
  - a. Cover letter with the following details:
    - i. How long the business/company has been in operation;
    - ii. Detailed description of current commercial activities;
    - iii. Persons employed, their roles and whether temporary or permanent;
    - iv. List of commercial vehicles currently owned;
    - v. Purpose and age of vehicle to be imported.
    - vi. Contract letters showing proof of jobs to be undertaken, if applicable
    - vii. Confirmation that there is adequate parking to store the vehicle to be imported



**NOTE: Garbage Compactors less than MGW 15 TONNES (15000KG) DO NOT REQUIRE AN IMPORT LICENCE**

- a. For pickup trucks and panel vans exactly 7 years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate.
- b. For trucks exactly 10 years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate
- c. If replacing or upgrading vehicles – certified copies of the vehicles to be replaced.
- d. Three (3) copies of sales receipts/invoices as proof of commercial activity
- e. Contract letters showing proof of jobs to be undertaken, if applicable
- f. If vehicle to be imported is for agricultural use, submit the following documents:
  - i. Recent Land & Building Taxes Receipt;
  - ii. Advice of Assignment of Board of Inland Revenue File Number Certificate;
  - iii. Farmers Identification Card;
  - iv. Land Deed;

5. Business Registration Documents:

### For company -

- Certificate of Incorporation
- Notice of Directors
- Notice of Registered Address
- Advice of Assignment of the Board of Inland Revenue (BIR) File Number Certificate

### For sole trader -

- Certificate of Registration
- Advice of Assignment of the Board of Inland Revenue (BIR) File Number Certificate

### For partnership -

- Certificate of Registration
- Advice of Assignment of the Board of Inland Revenue (BIR) File Number Certificate on the company's name

6. Repeat applicants must scan, upload and attach the following documents:
  - a. Cover letter with the following details:
    - i. Detailed description of current commercial activity if expanded or diversified since last import licence application;
    - ii. Purpose and age of vehicle to be imported;
    - iii. Status of previous import licence, whether utilized, unutilized, or expired;
    - iv. If previous import licence was utilized, status of vehicles imported, whether registered/unregistered;
  - b. If previously imported vehicle is registered, submit certified copy;
  - c. If previously imported vehicle is not registered, submit copies of customs documents – C82 and Bill of Lading;
  - d. If replacing or upgrading vehicles – certified copy of the vehicles to be replaced;
  - e. If commercial activity has expanded or diversified – produce supporting documents e.g. sales receipts/invoices;
  - f. Additional contract letters showing proof of jobs to be undertaken, if applicable;