



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 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.

Business 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.

For further information you may also contact the TTBizLink Help Desk via **800-4739** which 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.



TRADE LICENCE UNIT

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MINISTRY OF TRADE AND INDUSTRY . 2022



TRADE LICENCE UNIT



GUIDELINES FOR INDIVIDUALS WHO WISH TO PERSONALLY ORDER AND LAND THEIR OWN VEHICLES

PERSONAL USE VEHICLES

Individuals who wish to personally order and land their own vehicles must first register with TTBizLink and submit an online import licence application for the motor vehicle.

It is strongly advised that individuals submit applications personally and not by third parties. This will serve to reduce the risk of being defrauded by such third parties, who are not authorized Foreign Used Car Dealers registered with the Ministry of Trade and Industry.



CONDITIONS TO BE MET BEFORE IMPORT

1. The individual who is seeking the import licence for the importation of a used motor vehicle must personally order and make arrangements for the landing of the vehicle at the Port of Entry. The individual is disqualified from protection by Ministry of Trade and Industry with respect to the inappropriate dealings of any Registered/Unregistered Dealer in connection with the vehicle.
2. An individual is allowed to import only ONE (1) vehicle within a 4-year period and ownership of this vehicle will not be transferable during that period.
3. The vehicle which is to be imported:-

Gasoline: This vehicle must not be more than **three (3) years** old from the year of manufacture at the time of importation into Trinidad and Tobago;

Dieseline: This vehicle must not be more than **three (3) years** old inclusive of the year of manufacture at the time of importation into Trinidad and Tobago;

Compressed Natural Gas (CNG): This vehicle must not be more than **three (3) years** old inclusive of the year of manufacture at the time of importation into Trinidad and Tobago;

Hybrid: Hybrid vehicle means a vehicle that is capable of being propelled by a combination of an internal combustion engine and an on-board rechargeable energy system and the age shall not exceed **three (3) years** from the year of manufacture;

Electric Powered: Electric vehicle means a vehicle that is propelled by an electric motor powered by a rechargeable battery pack and the age shall not exceed **two (2) years** from the year of manufacture.

4. The vehicle must also be accompanied by a Certificate of Cancellation of Registration stamped by the Transport Authority in the country of origin. Such document should bear the engine and chassis numbers of the vehicle.
5. The vehicle must also be accompanied by age verification documentation showing exact age of the vehicle i.e. year of manufacture of vehicle.
6. The imported vehicle must be structurally sound on importation and meet all environmental requirements as determined by statute or regulations approved by the Transport Commissioner.

7. The vehicle must be fitted with an ozone-friendly refrigerant in its air conditioning system.
8. Prior to registration, the vehicle must be in a generally good condition and must be subject to inspection and certification by the Transport Commissioner as to its road-worthiness for use on the roads of Trinidad and Tobago.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicant must submit online to the Ministry of Trade and Industry an application for a licence to import such vehicle. The following documents should be scanned, uploaded and attached to the application:
 - a. Driver's Permit, Passport or any valid form of photo identification
 - b. Signed Declaration for Licence to Import Used RHD Motor Vehicle

Please access declaration form www.ttbizlink.gov.tt under Tariff and Legislation / Trade Licence Unit Requirements (To sign and upload with online application)

Note: new vehicles do not require an Import Licence.

