

TTBIZLINK ONLINE APPLICATION PROCESS

To access TTBizLink's online services, one must first complete the following registration steps:

Step 1: Create a ttconnect ID, by visiting www.ttconnect.gov.tt and completing the registration process. Follow the instructions to verify and generate your ttconnect ID. This ttconnect ID will be used to authenticate users on the TTBizLink platform. Next, visit www.ttbizlink.gov.tt to download and complete the relevant registration.

Step 2: Visit any of the ttconnect service locations for verification purposes. Note the supporting documents you are required to present to ensure that your TTBizLink registration is completed successfully.

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 . 2018

GUIDELINES FOR IMPORT LICENCE FOR COMMERCIAL VEHICLES

COMMERCIAL VEHICLES

A 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 (Maximum Gross Weight -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, an onsite investigation will be conducted.

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.



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

- b. For pickup trucks and panel vans exactly seven (7) years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate;
- c. For trucks exactly ten (10) years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate;
- d. If replacing or upgrading vehicles – certified copies of the vehicles to be replaced;
- e. Three (3) copies of sales receipts/invoices as proof of commercial activity;
- f. Contract letters showing proof of jobs to be undertaken, if applicable;
- g. 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. 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;