



## 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](http://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](http://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](mailto:support.ttbizlink@gov.tt).



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MINISTRY OF TRADE  
AND INDUSTRY



TRADE  
LICENCE  
UNIT



## CONTACT US

Ground Floor,  
TTMA Building,  
#42 Tenth Avenue, Barataria  
Trinidad, W.I.



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REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF TRADE  
AND INDUSTRY

868 . 674 . 3545  
868 . 675 . 8242  
868 . 638 . 9151

[tradelicenceunit@gov.tt](mailto:tradelicenceunit@gov.tt)  
[WWW.TRADEIND.GOV.TT/TLU](http://WWW.TRADEIND.GOV.TT/TLU)  
MINISTRY OF TRADE AND INDUSTRY . 2018



## GUIDELINES FOR EXPORTING GOODS ON THE NEGATIVE LIST

# GENERAL GUIDELINES

An export licence must be obtained from the Trade Licence Unit of the Ministry of Trade and Industry PRIOR to the shipment of any item on the export negative list from Trinidad and Tobago.

When completing an application online via the TTBizLink Platform, the item description must be accurate and specific.

If items are different in nature they must be included on separate applications for e.g. copper and Lead Acid Batteries.

**NOTE: When a licence has expired (at the end of every calendar year), a new application for a licence must be submitted.**

## ANIMALS AND PLANTS

The following documents must be scanned, uploaded and attached to export licence applications for the export of animals and plants as specified below:

### Export of Horses:

1. Import permit stamped by the Ministry of Agriculture, Land and Fisheries (MALF) or authorized agency of the country to which the animals are to be exported;
2. Veterinary health certificate from MALF - Animal Production and Health Division;
3. Trinidad and Tobago Racing Authority (TTRA) Certificate of Exportation.

### Export of Dogs, Cats, Sheep and Goats

1. Veterinary health certificate from MALF - Animal Production and Health Division. Note: Certificates obtained from private veterinarians must be certified by MALF.

### Export of Birds

1. Veterinary health certificate from MALF;
2. Special permit for wildlife (reptiles, amphibians, mammals, birds) from MALF - Wildlife Section, Forestry Division;

## SCRAP METALS

### Conditions to be Met Before Shipment

1. For first time scrap metal dealers seeking to export, an onsite investigation will be carried out;
2. If the dealer receives the metal from a person, the dealer must keep a copy of any document which the dealer uses to verify the name or address of that person.

### Procedures and Documentation to be Submitted

1. Scan, upload and attach valid "Old Metal and Marine Stores Dealer's Licence" from the relevant District Magistrate's Court located in the area where the business is operating. (This licence/permit is valid for a calendar year and must be renewed annually);
  2. Scan, upload and attach scrap metal transaction details in the format as described in Second Schedule to the Old Metal and Marine Stores Act, Chapter 84:07;
  3. Scan, upload and attach shipping documents including any export invoice and Bill of Lading related to exports from the previous export licence;
  4. Describe the type of scrap metal/ore to be exported clearly. Do not enter 'scrap metal' as the item detail description but rather enter the name of the metal, for e.g. aluminium, copper, or brass.
3. A CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) permit available from MALF.

### Export of Fresh/Frozen Fish, Shrimp, Crabs and Other Seafood (as outlined on the export negative list)

1. Approval from the Director of Fisheries. When submitting the application, please ensure that the item description matches that approved by the Director of Fisheries.

### Export of Plants

1. Certificate from country to which plant is to be exported;
2. Phytosanitary Certificate from MALF - Plant Quarantine Services;
3. Invoice with detailed description of plant(s) including biological name(s).

## USED LEAD ACID BATTERIES

### Conditions to be Met Prior to Shipment

1. Used Lead Acid Batteries (ULABs) must not be shipped in any container containing other goods, materials or scrap metal;
2. Containers containing ULABs for export may be subject to inspection by the relevant authorities;
3. Containers containing ULABs for export purposes must clearly bear the name of the exporter and must be airtight;
4. The minimum capacity requirement for the shipment of ULABs is one (1) twenty-tonne container per month;
5. Containers used for the shipment/export of ULABs must carry International Maritime Dangerous Goods (IMDG) sticker labels class 6, 8 and 9 on the exterior of the container to clearly distinguish containers that hold hazardous materials;
6. Shipping documents are to be authorized by the Customs and Excise Division and submitted to the Port Authority of Trinidad and Tobago prior to the arrival of the container at the Port. Persons whose documents are found not to be in order will not be allowed entry of the container on the Port.

### Procedures and Documentation to be Submitted

1. Scan, upload and attach letter from the Occupational Safety and Health Authority Agency (OSHAA) with respect to the outcome of the inspection of premises;
2. Scan, upload and attach approved forms endorsed by the Environmental Management Authority (EMA) (Revised Notification and movement documents for the control of trans-boundary movement of hazardous wastes in accordance with Article 6 of the Basel Convention).

