



## 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:** 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.

**Step 2:** To register for TTBizLink, one must visit [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt) to download and complete the relevant registration. Individuals must complete "TTBizLink Application Form (A) – Individual" while Businesses/Companies must complete "TTBizLink Application Form (B) – Company/Business". Form B must be signed by an Authorised Representative of the company i.e. (Chairman/CEO/Managing Director/Corporate Secretary).

**Step 3:** After completing the registration form, one must 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.



TRADE  
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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. This will reduce the risk of being defrauded by third parties, who are not authorized Foreign Used Car Dealers.



## 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:** The 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:** The 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):** The 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 **three (3) 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
  - a. Driver's Permit, Passport or National Identification Card;
  - b. Download, sign, scan and upload Declaration for Licence to Import Used Right Hand Drive Motor Vehicle.

**Please access declaration form [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt) under Tariff and Legislation / Trade Licence Unit Requirements**



**Note: new vehicles do not require an Import Licence.**