



TTBIZLINK ONLINE APPLICATION PROCESS

Applications are 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 any of TTBizLink's e-services you are required to visit the Trade and Business Information Portal at <https://info.ttbizlink.gov.tt/> and log in using your TTBizLink ID and password.

ACCOUNT CREATION

If you do not already have a TTBizLink account, please proceed as outlined below:

- Navigate to <https://www.ttbizlink.gov.tt>
- Click [Login to E-Services](#) and then click [Create now](#)

Please note the following requirements when completing your application:

1. Take a photo of your face (selfie) with one (1) form of valid National Identification, from the list below, which carries a photograph of your face. Note that your Birth Certificate would not be relevant here
2. Have readily available as electronic copies/soft copies, any two (2) forms of valid National Identification from among the following:
 - Driver's Permit
 - Electronic Birth Certificate
 - National Identification Card
 - Passport
 - If applicable, Affidavit/Divorce Decree/Deed Poll/Marriage Certificate.

Please have these readily available when completing the account creation process, as an electronic copy/soft copy of the two (2) selected forms of valid National Identification must be uploaded to the online form at the relevant step in the process.

3. Print and sign the relevant TTBizLink Disclaimer
4. Upon submission of the form, a notification of receipt will be sent to you at the email address listed. Your application will be then processed and you will be registered for TTBizLink within three (3) business hours.

Once active, log in. From your dashboard, click "Apply" and select the required e-service. Complete the application. If you require further assistance, contact the TTBizLink Help Desk at 800-4739 (Toll free) 465-7658 | 465-7649 | 474-7802 during the hours 8:00 a.m. to 4:00 p.m. Monday to Friday or email support.ttbizlink@gov.tt.



CONTACT US

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TRADE LICENCE UNIT



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. scrap metal and lead acid batteries.

NOTE: When a licence has expired 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.
3. A Convention on International Trade in Endangered Species of Wild Fauna and Flora or CITES permit available from MALF.

OZONE DEPLETING SUBSTANCES

- Chlorofluorocarbons (CFCs) are not allowed
 - Hydrocarbons (HCs) are allowed
 - Hydrofluoroolefin (HFOs) are allowed.
- **For Hydrochlorofluorocarbons or HCFCs:**
 1. Licences are issued in accordance with the quantities recommended by the National Ozone Unit, Ministry of Planning and Development.
 2. An exporter of HCFC requires a permit from the importing country.
 3. Assembled equipment using HCFC are not allowed.
 4. Parts using HCFC are allowed.
 - **For Hydrofluorocarbons or HFCs as of January 01, 2024:**
 1. Licences are issued in accordance with the quantities recommended by the National Ozone Unit, Ministry of Planning and Development.
 2. All HFC equipment and parts are allowed.

HAZARDOUS WASTE (INCLUDING USED LEAD ACID BATTERIES)

Conditions to be met prior to shipment:

1. An applicant must have a suitable facility/facilities deemed satisfactory by the OSH Agency for the packaging, transport etc. of hazardous waste that has been inspected.
2. Hazardous waste must not be shipped in any container containing other goods, materials or scrap metal.
3. Containers containing hazardous waste for export may be subject to inspection by the relevant authorities.

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).

4. Containers containing hazardous waste for export purposes must clearly bear the name of the exporter and must be airtight.
5. **The minimum capacity requirement for the shipment of USED LEAD ACID BATTERIES (ULABS) is one (1) twenty tonne container per month**
6. Containers used for the shipment/export of hazardous waste must carry International Maritime Dangerous Goods sticker labels class 6, 8 and 9 AND any other relevant on the exterior of the container to clearly distinguish containers that hold hazardous materials.
7. 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.
8. Hazardous waste must be transported inside sealed containers that are specifically designed and applicable for the type of hazardous waste to be transported. These containers must be securely bound, and well packaged to prevent movement or displacement during transport. Vehicles for the transport of waste must satisfy the criteria of the Transport Commissioner.
9. The Office of Disaster Preparedness and Management (ODPM) (and any other relevant authority as specified by the ODPM) must be notified prior to the transport of hazardous waste.
10. When hazardous waste is delivered to the ultimate point, the relevant entity (i.e. the importer, exporter or owner of facilities) must submit a signed and dated copy of the hazardous waste manifest to the ODPM and the Environmental Management Authority (EMA).

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 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).