



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



## CONTACT US

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**TRADE LICENCE UNIT**

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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 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 may import the following vehicles for personal use: sedans, wagons, sports utility vehicles or SUVs and other similar types of passenger vehicles for the transport of persons. **This list does NOT include buses, panel vans, vans, trucks and motorcycles.**
3. An individual is allowed to import only ONE (1) vehicle within a four-year period and ownership of this vehicle will not be transferable during that period.
4. Note:  
**Gasoline:** Vehicles must not be more than **three (3) years** old from the year of manufacture at the time of importation into Trinidad and Tobago.

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

For **hybrid** vehicles or vehicles that are capable of being propelled by a combination of an internal combustion engine and an on-board rechargeable energy system, the age shall not exceed **three (3) years** from the year of manufacture.

For **electric powered** vehicles that are propelled by an electric motor powered by a rechargeable battery pack, the age shall not exceed **two (2) years** from the year of manufacture.

5. 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.
6. The vehicle must also be accompanied by age verification documentation showing exact age of the vehicle i.e. year of manufacture of vehicle.

7. 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.
8. The vehicle must be fitted with an ozone-friendly refrigerant in its air conditioning system.
9. 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 via [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt).

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

