



## 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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Government of the Republic of Trinidad and Tobago  
Ministry of Trade, Investment and Tourism

## TRADE LICENCE UNIT



## GUIDELINES FOR IMPORT LICENCE FOR COMMERCIAL VEHICLES

# COMMERCIAL VEHICLES

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 **ten (10) years** from the year of manufacture.
- 2 For trucks (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 carried out.

## PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicants must submit online to the Trade Licence Unit of the Ministry of Trade, Investment and Tourism application for a licence to import commercial vehicles.
2. State in the description whether vehicles are Right-Hand Drive, and provide 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
    - vi. Contract letters showing proof of jobs to be undertaken, if applicable
    - vii. Confirmation that there is adequate parking to store the vehicle to be imported.



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

- a. For pickup trucks and panel vans exactly 10 years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate.
- c. For trucks exactly 10 years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate
- d. If replacing or upgrading vehicles, provide 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 (BIR) File Number Certificate
  - iii. Farmers Identification Card
  - iv. Land Deed.

5. Business Registration Documents to include:

### For company -

- Certificate of Incorporation
- Notice of Directors
- Notice of Registered Address
- Advice of Assignment of the BIR File Number Certificate.

### For sole trader -

- Certificate of Registration
- Advice of Assignment of the BIR File Number Certificate

### For partnership -

- Certificate of Registration
- Advice of Assignment of the BIR File Number Certificate on the company's name.

6. **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.