

TRADE LICENCE UNIT

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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 tconnect ID, by visiting www.tconnect.gov.tt and completing the registration process. Follow the instructions to verify and generate your tconnect ID. This tconnect ID will be used to authenticate users on the TTBizLink platform.

Step 2:

To register for TTBizLink, one must visit 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 tconnect service locations for verification purposes. Note the supporting documents you are required to present to ensure that your TTBizLink registration is completed successfully.

Once successfully registered, individuals and businesses may visit www.ttbizlink.gov.tt, log in using their tconnect ID and password, and select the Import/Export Permits & Licences Module e-Service. Upon entering the Permits & Licences Module, new applications may be created. Application Instructions may also be accessed from within the Module for those who may need assistance. Note that required supporting documentation may be scanned, uploaded and attached to the online application.

For further information you may also contact the TTBizLink Help Desk via 800-4739. This 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.

A complete application is one in which ALL of the required information is stated at submission. Please ensure that all items are described in detail. Your compliance and cooperation will assist in preventing delays caused by incomplete applications.

IMPORTING GOODS ON THE IMPORT NEGATIVE LIST

General Guidelines

An import licence must be obtained from the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications PRIOR to the shipment of any item on the import negative list to Trinidad and Tobago. Failure to do so may result in fines or forfeiture of goods.

Please note the following:

- When completing an application, the item description must be accurate and specific. Click [here](#) to see examples of item descriptions.
- If items are different in nature they must be included on separate applications for e.g. Motor Vehicles and Refrigerators.
- Where a licence has expired, a new application for a licence must be submitted.
- Regarding Left-Hand Drive vehicles:
 - The importation of Left-Hand Drive vehicles is prohibited except for those allowed under the Customs Act Section 45 (2).
 - Section 45(2) (a) to (g) permits the importation of Left-Hand Drive vehicles without an import licence only under the conditions that are outlined therein.
 - Left-Hand Drive vehicles other than those allowed to be imported under (a) to (g) require an import licence. (Amended by Act No. 2 of 2013).

Commercial Vehicles

DEFINITION OF COMMERCIAL VEHICLE

Commercial Vehicle means 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 seven (7) 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, onsite investigation will be carried out.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicant must submit online to the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications an application for a licence to import such vehicle.
2. State in the description whether vehicles are Right-Hand Drive or Left-Hand Drive, and 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. Confirmation that there is adequate parking to store the vehicle to be imported
 - b. Registration documents
 - i. If incorporated company – Certificate of Incorporation, Notice of Directors, Notice of Registered Address, BIR advice of assignment
 - ii. If business – Certificate of Registration, BIR advice of assignment.
 - c. For pickup trucks and panel vans exactly 7 years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate.
 - d. For trucks exactly 10 years old, submit evidence of chassis number e.g. pro forma invoice or cancellation certificate
 - e. If replacing or upgrading vehicles – certified copies of the vehicles to be replaced.
 - f. Three (3) copies of sales receipts/purchase invoices as proof of commercial activity
 - g. Contract letters showing proof of jobs to be undertaken, if applicable
 - h. 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 File Number Certificate
 - iii. Farmers ID
 - iv. Land Deed
5. **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.

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

Maxi Taxis

DEFINITION OF MAXI TAXI

Maxi Taxi means a public service vehicle with seating accommodation for not less than nine nor more than twenty-five passengers (Motor Vehicles and Road Traffic Act, Chapter 48:50).

CONDITIONS TO BE MET BEFORE IMPORT

1. The imported vehicle must be approved by the Licencing Authority for use as a public service vehicle.
2. At the time of entry into Trinidad and Tobago the vehicle must be no more than four (4) years old from the year of manufacture and must be structurally and mechanically sound and in an undamaged condition.
3. The vehicle must be accompanied by a Certificate of Cancellation of Registration stamped by the Transport Authority in the Country of Origin which provides the exact age and mileage of the vehicle. Such document should bear the engine, chassis and shell numbers of the vehicle.
4. The imported vehicle must meet all environmental requirements as determined by statute or regulations approved by the Transport Commissioner.
5. Air Conditioning unit in the vehicle must operate with ozone friendly refrigerants only.
6. The vehicle must be sourced through Registered Dealers. Ordering and Landing through unregistered Importers are prohibited.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. The applicant must first make an application to the Transport Commissioner at the Ministry of Transport to acquire Maxi Taxi Certification for the importation of a vehicle to be used as a Maxi Taxi. The applicant is required to submit to the Transport Commissioner:
 - a. Brochure/photograph of the vehicle
 - b. Pro forma Invoice with full description, detailed specifications and performance characteristics of the vehicle
 - c. Certificate of Cancellation of Registration/Certificate of Export stamped by the Transport Authority in the country of origin giving particulars of year of manufacture, chassis and engine numbers and c.c. and hp ratings
2. Applicant will then submit online to the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications an application for a licence to import such vehicle. The following documents should be scanned, uploaded and attached to the application:
 - a. Certification from the Transport Commissioner
 - b. Recommendation from the Transport Commissioner re: suitability of the vehicle for use as Maxi Taxi
 - c. Advice of Assignment of Board of Inland Revenue File Number Certificate
 - d. Pro forma invoice from foreign supplier of local Registered Dealer giving a description of vehicle (including year of manufacture)
 - e. Driver's Permit, Passport or any valid form of photo identification

Private School Buses

DEFINITION OF PRIVATE SCHOOL BUS

Private School Bus means a public service vehicle having seating capacity for not less than nine nor more than twenty-five persons used for transporting school children and is of a type approved by the Licensing Authority (Motor Vehicles and Road Traffic Act).

CONDITIONS TO BE MET BEFORE IMPORT

1. Must not be more than six (6) years old from date of manufacture;
2. Must have the capacity to carry **not less than nine (9) or more than twenty-five (25)** passengers.
3. Engine can either be gas, diesel or CNG fuel.
4. Must be properly ventilated with sliding glass windows.
5. Passenger entrance and exit doors must be on the **left hand side** of the vehicle **only**. Vehicle must be **Right-Hand Drive** only.
6. **Must** have a rear emergency exit.
7. Must meet all environmental requirements as determined by regulations approved by the Transport Commissioner.
8. Air condition unit in the vehicle must operate with the ozone friendly refrigerants **only**.
9. The vehicle must be accompanied by a Certificate of Cancellation of Registration stamped by the Transport Authority in the Country of Origin which provides the exact age and mileage of the vehicle. Such documents should bear the engine, chassis and shell numbers of the vehicle.
10. 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 roadworthiness for use on the roads of Trinidad and Tobago.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. The applicant must first make an application to the Transport Commissioner at the Ministry of Transport for approval to own and operate a private school bus. The applicant is required to submit to the Transport Commissioner:
 - a. Brochure/photograph of the vehicle
 - b. Pro forma Invoice with full description, detailed specifications and performance characteristics of the vehicle
 - c. Certificate of Cancellation of Registration/Certificate of Export stamped by the Transport Authority in the country of origin giving particulars of year of manufacture, chassis and engine numbers and c.c. and hp ratings
2. Applicant will then submit online to the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications an application for a licence to import such vehicle. The following documents should be scanned, uploaded and attached to the application:
 - a. Approval from Transport Commissioner
 - b. Advice of Assignment of Board of Inland Revenue File Number Certificate
 - c. Driver's Permit, Passport or any valid form of photo identification

Foreign Used Car Dealers

DEFINITION OF A FOREIGN USED CAR DEALER

A Foreign Used Car Dealer includes any person or business that sells or offers for sale imported Fully Assembled Right-Hand Drive Foreign Used Cars and is registered by the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications to engage in the retail trade of such cars in Trinidad and Tobago.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicant will then submit online to the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications an application for a licence to import such vehicle. For subsequent licences, the application must be accompanied by the following documents:
 - a. The sales return and warranty document per Foreign Used Car sold from the previous licences granted; and
 - b. A list of recent customers and their contact information.

REGISTRATION PROCESS FOR FOREIGN USED CAR DEALERSHIP

To become a foreign used car dealer, the relevant application form must be completed in BLOCK LETTERS. This form can be downloaded here and must be submitted with the original and copy of the following supporting documents:

1. Company Certificate of Incorporation or Business Certificate of Registration
2. Company Notice of Director(s)
3. Company Notice of Registered Address
4. VAT Registration Certificate
5. Board of Inland Revenue (BIR) Advice of Assignment of File No.
6. National Insurance Board Registration Certificate

REQUIREMENTS FOR REGISTRATION

To determine eligibility each applicant will be subject to an investigation/field visit by an officer from the Trade Licence Unit. The applicant must fulfil the following requirements to be considered for registration:

1. Office area with office equipment e.g., computer, fax, printer and internet service
2. Reception/Waiting area to adequately accommodate customers and conduct transactions
3. Storage Area for vehicles. If storage is provided offsite, the following are required:
 - a. If applicant owns the property, a copy of deed
 - b. If applicant leases the property, a copy of lease agreement and copy of deed showing owner of property
4. Garage Facilities provided either directly by owner or via Joint Venture Agreement with other garages to provide required services. If provided via Joint Venture Agreement, the following are required:
 - a. A written agreement clearly stating the services to be provided
 - b. Agreement must be signed by both parties (owner of dealership & person/company providing the service)
5. Types of services and equipment:
 - a. Mechanical: Jacks, Hoist, Lift or Ramp and /or other related tools
 - b. Electrical: Diagnostic test kit (essential requirement) and other related equipment

- c. Auto Body Works: Paint room/adequate painting area, polishers, sanders, buffers, compressors, paint gun, welding equipment etc.
- 6. Competent staff to carry out the requisite functions

Individuals Wishing to Personally Order and Land Their Own 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 registered 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, Industry, Investment and Communications 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 3-year period and ownership of this vehicle will not be transferable during that period.
3. The vehicle must be no more than SIX (6) years old from the year of manufacture at the time of importation into Trinidad and Tobago.
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 an 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 imported vehicle must NOT be fitted with a diesel engine.
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.
10. Vehicles five (5) years and over from the date of manufacture MUST undergo a pre-registration inspection by The Ministry of Transport as mandated by The Motor Vehicles and Road Traffic Act of Trinidad and Tobago.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicant must submit online to the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications 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
 - c. Where motor vehicle is exactly 6 years old, Certificate of Cancellation of Registration (where available), or pro forma Invoice.

Returning Nationals

Both the returning national and his/her spouse are entitled to import either a Right-Hand or Left-Hand vehicle for personal use.

DEFINITION OF A RETURNING NATIONAL

A Returning National under Section 45(2)h of the Customs Act is a citizen who has attained 18 years of age and:

1. is or was a citizen of Trinidad and Tobago;
2. has citizenship of two countries, one of which is Trinidad and Tobago; or
3. is the spouse of the person referred to in subparagraph (1) or (2).

NOTE: persons who have lost their status as citizens of Trinidad and Tobago must apply for restoration of citizenship.

CONDITIONS TO BE MET BEFORE IMPORT

1. Must have resided abroad for a continuous period of **not less than five (5) years** immediately **prior to the date of return**.
2. Continuous residence abroad by a returning national should not be affected by temporary visits to Trinidad and Tobago for periods **not exceeding three (3) months in each of the five (5) years immediately prior to his return** to Trinidad and Tobago to reside permanently.
3. **Prior** to the date of applicant's return to Trinidad and Tobago he/she must have owned the vehicle and have same registered in his/her name.
4. Returned to **reside permanently** in Trinidad and Tobago.
5. Require the vehicle for **personal use**.
6. Must import the vehicle **within six (6) months prior to or within one (1) year after, his return to Trinidad and Tobago**.
7. Must not sell or transfer the vehicle **within two (2) years of importation** without the permission of the Ministry of Trade, Industry, Investment and Communications.
8. Applicant is entitled to **one vehicle only**.
9. The concession granted to a returning national for the importation of a motor vehicle under is a **one-time facility**.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

An import licence must be obtained from the Trade Licence Unit PRIOR to the shipment of the vehicle to Trinidad and Tobago. An interview with the returning national must be conducted before consideration can be given to the application. The following documents must be submitted (with originals) at this interview:

1. A valid machine readable Trinidad and Tobago Passport(s) / Foreign Passport(s) - must show evidence of being abroad for the continuous period of time, **prior to date of RETURN** for permanent residency within Trinidad and Tobago. In addition, where a foreign passport is presented as evidence, the applicant must also be the holder of a valid machine readable Trinidad and Tobago Passport to prove citizenship.
2. In cases where the full period stipulated at (a) cannot be determined, persons may be required to submit official employment records/Income Tax documents and/or obtain a flight pattern from the Immigration Division of the Ministry of National Security.

3. In cases where the applicant is the spouse of a Trinidad and Tobago national, a marriage certificate is required.
4. Affidavit. For a sample affidavit for the returning national, click [here](#). For a sample affidavit for the spouse of a returning national click [here](#).
5. In order to verify ownership, a copy of the Registration Certificate/Certificate of Title of ownership of vehicle from country abroad must be attached to the application.

For the details of any tax concessions granted to returning nationals, contact the Customs and Excise Division of the Ministry of Finance and the Economy of Trinidad and Tobago: www.customs.gov.tt

Marine Vessels / Boats

Import licences are only required for vessels that are under 250 tonnes.

CONDITIONS TO BE MET BEFORE IMPORT

1. The colour of the vessel must not be painted in either of the following colours:
 - a. Light Admiral Grey;
 - b. Oxford Permael Blue.
2. Except by special permission of the Minister of National Security, the vessel to be imported should not be capable of travelling at speeds in excess of thirty knots.
3. When applying for permission to import the vessel, applicants should at the same time seek the permission of the Telecommunications Authority of Trinidad and Tobago to install radio equipment.
4. Mountings on the vessels should be so designed to enable them to be fitted with equipment necessary for navigation only.
5. Particulars of the designs of the mounting in (4) above should accompany all applications.
6. Pyrotechnics should be limited to day/night flares. Verex pistols and rocket flares are considered firearms and applications for their use should be made in accordance with the Firearms Act Chapter 16:01 of the Laws of Trinidad and Tobago.

PROCEDURES AND DOCUMENTATION TO BE SUBMITTED

1. Applicant must submit online to the Trade Licence Unit of the Ministry of Trade, Industry, Investment and Communications an application for a licence to import such vessel.
2. State the description of the vessel, identifying the type and name.
3. Scan, upload and attach a specifications document or a photograph of the vessel.
4. Before the Ministry of Trade Industry, Investment and Communications can approve the import licence, an investigation is carried out by the Ministry of National Security.
5. The Customs Officer may request the advice of the Office of the Chief of Defence Staff at the time of examination and importation.

EXPORTING GOODS ON THE EXPORT NEGATIVE LIST

General Guidelines

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

When completing an application, 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: Where 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 Food Production (MFP) or authorized agency of the country to which the animals are to be exported
2. Veterinary health certificate from MFP - 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 MFP - Animal Production and Health Division. Note: Certificates obtained from private vets must be certified by MFP.

Export of Birds

1. Veterinary health certificate from MFP
2. Special permit for wildlife (reptiles, amphibians, mammals, birds) from MFP - Wildlife Section, Forestry Division
3. A CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) permit

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 MFP - Plant Quarantine Services
3. Invoice with detailed description of plant(s) including biological name(s)

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. For a sample which may be printed, completed, scanned and attached, [click here](#). If transaction records are already maintained in this format, the records can be scanned and attached.
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.

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 (PATT) 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 Competent Authority - 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).

GUIDELINES FOR THE COMPLETION OF PAPER APPLICATION FORMS

Paper Import Licence Application

All applications for business related imports MUST be made online through TTBizLink. However, individuals seeking to import items for personal use may still submit paper based applications manually (with the exception of individuals importing motor vehicles for personal use). The following additional guidelines should be noted:

1. Complete paper import licence application form in triplicate.
2. Write in BLOCK LETTERS.
3. Present one form of photo ID, i.e. passport/DP/ID (copy and original)
4. Indicate the supplier's name and foreign address.
5. State the prices of items in Trinidad and Tobago Dollars (\$TTD).
6. Sign each copy of the application form.
7. State contact numbers - mobile, work, home, etc.

Paper Export Licence Application

All applications for business related exports MUST be made online through TTBizLink. However, individuals seeking to export personal items e.g. dogs and cats, may still submit paper based applications manually. The following additional guidelines should be noted:

1. Complete paper export licence application form in triplicate.
2. Write in BLOCK LETTERS.
3. Insert Tariff No., Item Quantities, CIF and Payment Terms.
4. Submit original and copies of all supporting documents, certificates and identification.
5. Sign each copy of the application form.
6. State contact numbers - mobile, work, home, etc.

TRADE LICENCE UNIT CONTACT INFORMATION

MINISTRY OF TRADE, INDUSTRY, INVESTMENT AND COMMUNICATIONS
TRADE LICENCE UNIT

Trinidad:

Ground Floor, TTMA Building

#42 Tenth Avenue, Barataria

Republic of Trinidad and Tobago

Tel: (868) 674-3545, 675-8242, 675-4852, 638-9151, 674-1806

Fax: (868) 675-5465

E-mail: TradeLicenceUnit@gov.tt

Website: <http://www.tradeind.gov.tt/Business-Development/Trade-Licence-Unit>

Tobago (Every Tuesday 8.30am – 3.00pm):

ExporTT Ltd. Office

Unit 30-31 eTeck Mall

Sangster's Hill

Scarborough, Tobago

USEFUL RESOURCES

[Consolidated Import Negative List](#)

[Consolidated Export Negative List](#)

[Used Car Dealer Registration Form and Guidelines](#)

[Declaration for Licence to Import Used RHD Motor Vehicle](#)

[Sample Affidavit – Returning National](#)

[Sample Affidavit – Spouse of a Returning National](#)

[Customs Act](#)

[Motor Vehicles and Road Traffic Act](#)

[Old Metal and Marine Stores Act](#)

[Statutory Declarations Act](#)

[Firearms Act](#)

[Paper Import Licence Application](#)

[Paper Export Licence Application](#)