

Explanatory Notes for TTBizLink Registration and Update Form B – Business or Company



Step 1 To access any of TTBizLink's e-services you will need a tconnect ID. To register for this ID, visit www1.tconnect.gov.tt/itim_expi/selfregister.jsp and enter the required information. After creating an account at the above site, an e-mail will be sent to you to activate your tconnect ID online. If you already have a tconnect ID, then you can ignore this step.

Step 2 Go online to the TTBizLink Portal at www.ttbizlink.gov.tt to download, print and complete TTBizLink Registration Form B - Business or Company. If the user is already registered with your Business' or Company's account on TTBizLink and wishes to add another role or update information, please complete and include the updated information on page 2 only. It is important to note the following for the Business or Company Information:

- Registration or Incorporation Number refers to that which was issued by the Companies Registry of the Ministry of the Attorney General and Legal Affairs (MAGLA). Either an original or a copy of the **Registration Certificate or Incorporation Certificate** is required.
- BIR Number refers to the number issued by the Inland Revenue Department (IRD) and which is used for filing of tax purposes. Either an original or a copy of the **BIR Certificate** is required.
- The email address used must be one that is checked regularly as all notifications will be sent to this account.
- The Authorized Representative refers to a person who has the authority or power to allow persons to transact business on behalf of the Business or Company. For example, this includes the Chairman, Chief Executive Officer (CEO), Managing Director and Corporate Secretary. If the Authorized Representative is not registered as a user on TTBizLink, then he or she would have to attach to Application Form B copies of any two (2) of the following forms of valid identification: **Driver's Permit; Electronic Birth Certificate; National Identification Card; Passport.**
- The name of the Business or Company on the stamp or seal must exactly match the name represented on the Registration Certificate or Incorporation Certificate. No variations will be accepted.

Under the Account-User Information section when selecting the e-services to be subscribed to, please note the following:

- For E-Goods Declaration - Select **Declarant** only if you are a licenced Customs Broker or Customs Clerk. You will be required to provide your ASYCUDA (CBCS) Declarant Number in order to be subscribed for this e-service. Please bring along your confirmation email from the Customs and Excise Division which bears your ASYCUDA (CBCS) Declarant Number.
- For E-Permits and Licences - Select **Agent / Broker** if your Business or Company is a brokerage firm or customs broker.
- For E-Permits and Licences - Select **Trader (Importer / Exporter)** if your Business or Company is involved in the import or export business.
- For E-Certificate of Origin - Select **Agent / Broker** if you are an Agent who applies for Certificates of Origin on behalf of Exporters.
- For E-Certificate of Origin - Select **Manufacturer / Signatory** if you are the Manufacturer and / or the Signatory at your Company.
- For E-Certificate of Origin - Select **Trader Clerk / Exporter** if your Business or Company is involved in the export business.
- For E-Work Permit - Select **Applicant** if you are an Agent, Attorney or Employer of a prospective employee who wishes to apply for a Work Permit.
- For E-Maritime Services - Select **Shipping Agent / Customs Broker / Clerk** if you are a registered Shipping Agent or a licenced Customs Broker or Customs Clerk.
- Each user can be registered for more than one e-service or role.
- To register additional users, attach multiple copies of page 2.

Questions/Comments? Call: 465 - 7649, 474 - 7802 or 800 - 4SEW (4739) Fax: 1(868) 623-5156 E-mail: support.ttbizlink@gov.tt

Connect with us via     for the latest Trade and Business Developments.

Step 3 After you have completed the above:

- a. Print and sign the last page of the ttconnect disclaimer form which is accessed by clicking this link <https://bit.ly/2UKzLkP>.
- b. Copy, sign and scan at least two (2) valid forms of the following identification documents:

Driver's Permit	National Identification Card
Electronic Birth Certificate	Passport
- c. Take a selfie that displays you holding one of your pictured National identification documents.
- d. Email the completed TTBizLink Form, signed last page of the disclaimer, signed copies of two forms of national ID and the selfie to the most convenient email address listed in the ttconnect office locations table below.

If you already have an active TTBizLink account, simply email a copy of two forms of valid identification and your completed TTBizLink Form to support.ttbizlink@gov.tt.

Step 4 Your documents will be processed and you will receive an email confirming your enrolment.

ttconnect Office Locations

If preferred, applicants can book an appointment to visit any ttconnect services through iGovTT's e-Appointment system available at www.appointment.gov.tt. However, online submissions can still be done by emailing the documents in Step 3 to the most convenient location from the table below.

Location	Appointment Days	Address	Contact Information
Port of Spain – Ministry of Trade and Industry	n/a Online applications ONLY	Level 9 Nicholas Tower, 63-65 Independence Square, Port of Spain	Tel: 800-4SEW (4739) Email: support.ttbizlink@gov.tt Fax: 623-5156
Arima - ttconnect Office	Mondays Wednesdays and Fridays	1st Floor Pennywise Building, 10 -10A Devenish Street, Arima	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Arima@igovtt.tt Fax: 667-7053
Bon Accord – ttconnect Office	Tuesdays and Thursdays	Milford Court Complex, Milford Road, Bon Accord	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-BonAccord@igovtt.tt Fax: 631-1853
Chaguanas – ttconnect Office	Mondays Wednesdays and Fridays	9 Southern Main Road, Chaguanas	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Chaguanas@igovtt.tt
Curepe – ttconnect Office	Mondays Wednesdays and Fridays	8 Eastern Main Road, Curepe	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Curepe@igovtt.tt
Princes Town – ttconnect Office	Mondays Wednesdays and Fridays	4 Charlotte Street, Princes Town	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-PrincesTown@igovtt.tt
Saint James – ttconnect Office	Tuesdays and Thursdays	121 Western Main Road, St. James	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-St.James@igovtt.tt
Sangre Grande – ttconnect Office	Tuesdays and Thursdays	232 Brierley Street, Sangre Grande	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-SangreGrande@igovtt.tt

Please note that ttconnect Office locations are open 8:00 a.m. to 4:00 p.m., with a 12:00 p.m. to 1:00 p.m. closure for lunch, Monday to Friday, except on public holidays.