

Explanatory Notes for TTBizLink Registration and Updated Form A –Individual



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 A – Individual. Select the e-services and roles that you wish to subscribe to. If you are already registered with TTBizLink and wish to add another role or update information please complete and include the updated information. 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 you are involved in brokerage or cargo clearing business.
- For E-Permits and Licences - Select **Trader (Importer / Broker)** if you are 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-Work Permit – Select **Applicant** if you are an Agent, Attorney or Employer of a prospective employee who wishes to apply for a Work Permit.
- You can be registered for more than one e-service or role.

Step 3 After you have completed the above:

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

Driver's Permit

Electronic Birth Certificate

National Identification Card

Passport

- Take a selfie that displays you holding one of your pictured National identification documents.
- 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 tconnect office locations table below.
- N.B.:** 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 be receive an email confirming the enrolment.

ttconnect Office Locations

If preferred, applicants can book an appointment to visit any tconnect 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 - tconnect 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 – tconnect 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 – tconnect Office	Mondays Wednesdays and Fridays	9 Southern Main Road, Chaguanas	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Chaguanas@igovtt.tt
Curepe – tconnect Office	Mondays Wednesdays and Fridays	8 Eastern Main Road, Curepe	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Curepe@igovtt.tt
Princes Town – tconnect Office	Mondays Wednesdays and Fridays	4 Charlotte Street, Princes Town	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-PrincesTown@igovtt.tt
Saint James – tconnect Office	Tuesdays and Thursdays	121 Western Main Road, St. James	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-St.James@igovtt.tt
Sangre Grande – tconnect Office	Tuesdays and Thursdays	232 Brierley Street, Sangre Grande	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-SangreGrande@igovtt.tt

Please note that tconnect 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.

Questions/Comments? Call: 465-7658, 465-7649, 474-7802 or 800-4SEW (4739) Fax: 1(868) 623-5156 E-mail: support.ttbizlink@gov.tt

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