

Carefully read the Explanatory Notes before completing this form.

The \* symbol indicates a mandatory field.

To register additional approvers, attach multiple copies of the second page.

Please type or print legibly. Please use the date format of DD/MM/YYYY.

**MINISTRY/AGENCY INFORMATION** Type or Print

Ministry/ Agency\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

Phone No.\* \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**MINISTRY/AGENCY HEAD**

Title (Mr./Ms./Mrs.) \_\_\_\_\_ First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Designation\*: \_\_\_\_\_ Department\*: \_\_\_\_\_

Gender\* Male  Female  Phone No.\* \_\_\_\_\_

Mobile Phone\* \_\_\_\_\_ Fax No.\* \_\_\_\_\_

Email Address\*: \_\_\_\_\_

*Identification Documents. Please enter the numbers for at least two (2) valid forms of identification.*

*Driver's Permit (DP); Electronic Birth Certificate (EBC); National Identification Card (ID); Passport (PP)*

ID /DP / EBC /PP: \_\_\_\_\_ ID /DP / EBC /PP: \_\_\_\_\_

**AUTHORIZATION AND DISCLAIMER**

*By signing below, you acknowledge that you have read and agree to be bound by the Terms and Conditions Agreement and Privacy Statement of the Single Electronic Window (SEW) for Trade and Business Facilitation branded as 'TTBizLink' and available on www.ttbizlink.gov.tt. You also agree and understand that having nominated the person (s) in this form that they are legally authorized to act on behalf of your Ministry/Agency with respect to processing applications available and being submitted through the Website. Additionally, you hereby acknowledge that it is your responsibility to notify the SEW Operations Office of any changes in the roles of the users you have nominated at least forty-eight (48) hours in advance to the date you would need the changes effected. The Government of Trinidad and Tobago cannot be held liable for any incident arising from your failure to do so. The users you have nominated also understand that once a tconnect ID has been issued to them and they have agreed to use it for Subscription to the TTBizLink Service(s) by signing Section 2 above, that they are responsible for the safe keeping and use of such ID and password. The Government of Trinidad and Tobago will not accept any liability for any misuse of your or their account through any default, failure or negligence on your or their part as it relates to keeping such ID and password private.*

\_\_\_\_\_  
 Signature of Ministry/Agency Head

Date: \_\_\_\_\_

\_\_\_\_\_  
 Ministry/Agency Stamp

**For Official Use By MTI**

Received By: \_\_\_\_\_ Signature: \_\_\_\_\_

Registration Location: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**AGENCY APPROVER INFORMATION**

Personal Information. *All fields in the section are mandatory.*

Agency Name: \_\_\_\_\_  
 ttconnect ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title (Mr. / Ms. / Mrs.): \_\_\_\_\_ Gender: Male  Female  Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_

Identification Documents. *Please enter the numbers for at least two (2) valid forms of identification.*

*Driver's Permit (DP); Electronic Birth Certificate (EBC); National Identification Card (ID); Passport (PP)*

ID /DP / EBC /PP: \_\_\_\_\_ ID /DP / EBC /PP: \_\_\_\_\_

Signature of Approver: \_\_\_\_\_

*Please check the system role(s) that you are authorized to access:*

**E-Work Permits (MNS)**

- Approving Administrator
- Cashier
- Final Recommender
- Initial Recommender
- Minister
- Officer in Charge
- Work Permit Divisional Clerk

**E-Certificate of Origin (exporTT, TTCIC)**

- Approving Administrator
- Certification Officer
- Clerk

**E-Maritime Services (MoF, MoH, MoWT, MNS, Port Admin)**

- Agent
- Processing Officer
- Risk Manager
- View only

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\_\_\_\_\_  
 Signature of Ministry/Agency Head

Date: \_\_\_\_\_

\_\_\_\_\_  
 Ministry/Agency Stamp

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**Step 1** To perform any of the approving roles on TTBizLink you will need a tconnect ID. To register for this ID, visit [www1.tconnect.gov.tt/itim\\_expi/selfregister.jsp](http://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 already, then you can ignore this step and go to Step 2.

**Step 2** Go online to the TTBizLink Portal at <https://www.tbizlink.gov.tt/trade/tnt/html/HowToRegister.html> to download, print and complete TTBizLink Registration Form C2 - Ministry/Agency. Select the roles that you intend to be subscribed to. This form must be signed by an Authorized Representative (Ministry or Agency Head).

**Step 3** After you have completed the above:

- a. Print and sign the last page of the tconnect 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:
 

<b>Driver's Permit</b>	<b>National Identification Card</b>
<b>Electronic Birth Certificate</b>	<b>Passport</b>
- 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 tconnect office locations table below.

If you already have an active TTBizLink account, simply email a copy of two (2) forms of valid identification and your completed TTBizLink Form to [support.tbizlink@gov.tt](mailto:support.tbizlink@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 tconnect services through iGovTT's e-Appointment system available at [www.appointment.gov.tt](http://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
<b>Port of Spain</b> – Ministry of Trade and Industry	n/a <b>Online applications ONLY</b>	Level 9 Nicholas Tower, 63-65 Independence Square, Port of Spain	Tel: 800-4SEW (4739) Email: <a href="mailto:support.tbizlink@gov.tt">support.tbizlink@gov.tt</a> Fax: 623-5156
<b>Arima</b> - tconnect Office	Mondays Wednesdays and Fridays	1st Floor Pennywise Building, 10 -10A Devenish Street, Arima	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-Arima@igovtt.tt">iGovTT-TTConnect-Arima@igovtt.tt</a> Fax: 667-7053
<b>Bon Accord</b> – tconnect Office	Tuesdays and Thursdays	Milford Court Complex, Milford Road, Bon Accord	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-BonAccord@igovtt.tt">iGovTT-TTConnect-BonAccord@igovtt.tt</a> Fax: 631-1853
<b>Chaguanas</b> – tconnect Office	Mondays Wednesdays and Fridays	9 Southern Main Road, Chaguanas	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-Chaguanas@igovtt.tt">iGovTT-TTConnect-Chaguanas@igovtt.tt</a>
<b>Curepe</b> – tconnect Office	Mondays Wednesdays and Fridays	8 Eastern Main Road, Curepe	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-Curepe@igovtt.tt">iGovTT-TTConnect-Curepe@igovtt.tt</a>
<b>Princes Town</b> – tconnect Office	Mondays Wednesdays and Fridays	4 Charlotte Street, Princes Town	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-PrincesTown@igovtt.tt">iGovTT-TTConnect-PrincesTown@igovtt.tt</a>
<b>Saint James</b> – tconnect Office	Tuesdays and Thursdays	121 Western Main Road, St. James	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-St.James@igovtt.tt">iGovTT-TTConnect-St.James@igovtt.tt</a>
<b>Sangre Grande</b> – tconnect Office	Tuesdays and Thursdays	232 Brierley Street, Sangre Grande	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-SangreGrande@igovtt.tt">iGovTT-TTConnect-SangreGrande@igovtt.tt</a>

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.

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