

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.

SECTION 1 – 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 Agency Head or Representative

Date: _____

 Agency Stamp or Seal

For Official Use By MTI and TCPD Only *Received forms are to be sent to TCPD Administrator of MPD*

Received By: _____ Signature: _____

Registration Location: _____ Date: _____

Form Checked By: _____ Agency Code _____

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

SECTION 2 - 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 roles under the agency you wish to access. See list of applicable agencies and roles on Page 4.

Town and Country Planning Division (TCPD)

- Administrator
- Clerk
- Development Control Inspector
- Development Control Specialist
- Enforcement Officer
- Executive
- Internal Review Committee
- Planner
- Planner (Deviations)
- Planner (Mining)
- Planner (Variation)
- Plotter
- Supervisor
- Viewer

Other Agencies

- Administrator
- Cashier
- Clerk
- Chief Executive Officer
- Chief Officer
- Engineer
- Inspector
- Receiving Officer I
- Receiving Officer II
- Supervisor
- Viewer

Please enter which region, if you belong to TCPD.

Region (North / South / East / Tobago): _____

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Signature of Ministry/Agency Head

Date: _____

Ministry/Agency Stamp

For Official Use By ttconnect, MTI, TCPD Only Received forms are to be sent to TCPD Administrator of MPD

Received By: _____ Signature: _____

Registration Location: _____ Date: _____

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Step 1 To perform any of the approving roles for the Automated Construction Permitting System (ACPS) you will need to have a tconnect ID. To register for a tconnect ID, visit the tconnect website at 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.

Step 2 Go online to the TTBizLink Portal at www.ttbizlink.gov.tt to download, print and complete TTBizLink Registration Form C3 – Development Permits Agency Approvers. Select the roles that you intend to be subscribed to. This form must be signed by an Authorized Representative (Head of Agency). See below for list of agencies this form will apply to including agency code and position of the Authorized Representative.

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:

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 tconnect 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 confirmation of your enrolment. You will then be able to access DevelopTT.

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.

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Applicable Agencies and Roles

Agency Code	Agency Name	Applicable Roles
CAR	Caroni 1975 Limited	Viewer; Administrator; Supervisor; Chief Officer
AATT	Airport Authority of Trinidad and Tobago	Viewer; Administrator; Chief Officer
EMA	Environmental Management Authority	Viewer; Administrator; Chief Officer; Clerk; Inspector; Supervisor
HDC	Housing Development Corporation	Viewer; Administrator; Chief Officer; Supervisor
IMA	Institute of Marine Affairs	Viewer; Administrator; Chief Officer; Supervisor
MALF - LRC	Ministry of Agriculture, Land and Fisheries - Land Reclamation Committee	Viewer; Administrator; Chief Officer; Supervisor
MALF - COSL	Ministry of Agriculture, Land and Fisheries - Office of the Commissioner of State Lands	Viewer; Administrator; Chief Officer; Supervisor
MALF - SMD	Ministry of Agriculture, Land and Fisheries - Survey and Mapping Division	Viewer; Administrator; Chief Officer; Supervisor
MEEI - POMD	Ministry of Energy and Energy Industries - Petroleum Operations Management Division	Viewer; Administrator; Chief Officer; Inspector; Supervisor
MOH - CMOH	Ministry of Health - County Medical Officers of Health	Viewer; Administrator; Chief Officer; Inspector; Supervisor
MNS - TTFS - FPA	Ministry of National Security - Trinidad and Tobago Fire Service - Fire Prevention Administration	Viewer; Administrator; Chief Officer; Inspector; Supervisor
MNS - TTFS - WES	Ministry of National Security - Trinidad and Tobago Fire Service - Water and Essential Services Unit	Viewer; Administrator; Chief Officer; Inspector; Supervisor
MPD - TCPD	Ministry of Planning and Development - Town and Country Planning Division	Viewer; Administrator; Clerk; Development Control Inspector; Development Control Specialist; Director; Enforcement Officer; Executive; Internal Review Committee; Planner; Planner (Mining); Planner (Variations); Plotter; Supervisor
MPU - GEID	Ministry of Public Utilities – Government Electrical Inspectorate Division	Viewer; Administrator; Chief Officer; Clerk; Supervisor
MRDLG - MC - ED	Ministry of Rural Development and Local Government - Municipal Corporations – Engineering and Building Inspectorate Departments	Viewer; Administrator; Cashier; Chief Executive Officer; Engineer, Inspector
MRDLG - MC - PHD	Ministry of Rural Development and Local Government - Municipal Corporations – Public Health Departments	Viewer; Administrator; Chief Officer; Clerk; Receiving Officer I & II, Inspector; Supervisor
MOWT - CD	Ministry of Works and Transport - Construction Division	Viewer; Administrator; Chief Officer; Supervisor
MOWT - CD - HRU	Ministry of Works and Transport - Construction Division - Historical Restoration Unit	Viewer; Administrator; Chief Officer; Inspector; Supervisor
MOWT - DD	Ministry of Works and Transport - Drainage Division	Viewer; Administrator; Chief Officer; Inspector; Supervisor
MOWT - HD	Ministry of Works and Transport - Highways Division	Viewer; Administrator; Clerk; Chief Officer; Inspector; Supervisor
MOWT - TMB	Ministry of Works and Transport - Traffic Management Branch	Viewer; Administrator; Chief Officer; Inspector; Supervisor
NTTT	National Trust of Trinidad and Tobago	Viewer; Administrator; Chief Officer; Inspector; Supervisor
OSHA	Occupation Safety and Health Authority and Agency	Viewer; Administrator; Chief Officer; Inspector; Supervisor
THA - DHWSP - OCMOH	Tobago House of Assembly - Division of Health, Wellness and Social Protection - Office of the County Medical Officer of Health	Viewer; Administrator; Chief Officer; Inspector; Supervisor
THA - DHWSP - PHSD	Tobago House of Assembly - Division of Health, Wellness and Social Protection - Public Health Services Department	Viewer; Administrator; Chief Officer; Inspector; Supervisor
THA - DIQUD	Tobago House of Assembly - Division of Infrastructure, Quarries and Urban Development	Viewer; Administrator; Clerk; Chief Officer; Inspector; Supervisor
THA - DIQUD - DE	Tobago House of Assembly - Division of Infrastructure, Quarries and Urban Development - Department of Environment	Viewer; Administrator; Clerk; Chief Officer; Inspector; Supervisor
THA - DSPURD	Tobago House of Assembly - Division of Settlements, Public Utilities and Rural Development	Viewer; Administrator; Chief Officer; Inspector; Supervisor
THA - OCS - LMD	Tobago House of Assembly - Office of the Chief Secretary - Land Management Department	Viewer; Administrator; Chief Officer; Supervisor
THA - OCS - PRD	Tobago House of Assembly - Office of the Chief Secretary - Planning Department	Viewer; Administrator; Chief Officer
TTCAA	Trinidad and Tobago Civil Aviation Authority	Viewer; Administrator; Chief Officer
TTEC	Trinidad and Tobago Electricity Commission	Viewer; Administrator; Chief Officer; Supervisor
WASA	Water and Sewerage Authority	Administrator; Clerk

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