

**Step 1** To access any of TTBizLink's services you will need to have a ttConnect ID. To Sign-up for a ttConnect ID log on to <http://www.ttconnect.gov.tt> and enter the required information. After creating an account at this site, an email will be sent to you to activate your ttconnect ID online.

**Step 2** Go online to the TTBizLink Portal ([www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt)) to download and print Application Form B-COMPANY/BUSINESS). Note: This form can only be prepared by an Authorised Representative (Chairman/CEO/Managing Director/Corporate Secretary) of the company/business.

**Step 3** After you have completed Steps 1 & 2 you MUST visit any one of our service centres below for verification purposes:

LOCATION	CONTACT
<b>POS: Ministry of Trade and Industry</b> Level 9, Nicholas Tower, 63-65 Independence Square, Port of Spain	Tel: 800-4739 Email: <a href="mailto:ttbizlinkinfo@gov.tt">ttbizlinkinfo@gov.tt</a>
<b>St. James NALIS Public Library</b> 31 Church Street, St. James, Trinidad	Tel: 622-7254 Fax: 628-2960
<b>South: Princes Town NALIS Public Library</b> 2A St. James Street, Princes Town, Trinidad	Tel: 655-6015 Fax: 655-5006
<b>Central: Chaguanas</b> Gaston Street, Gaston Court, Lange Park, Chaguanas, Trinidad	Tel: 672-5858 Fax: 671-5196
<b>East: Arima</b> 1st Floor, Pennywise Building, 10-10A Devenish Street, Arima, Trinidad	Tel: 667-4465 Fax: 667-7053
<b>East: Tunapuna</b> 2nd Floor, 107 Eastern Main Road, Tunapuna, Trinidad	Tel: 662-6447 Fax: 663-6517
<b>Tobago: Bon Accord</b> Milford Court Complex, Milford Road, Bon Accord, Tobago	Tel: 639-0430 Fax: 631-1853

Please remember to bring along originals of at least two (2) valid forms of the following documentation:

(a) Passport; (b) Electronic Birth Certificate; (c) National ID Card

b. If you are an individual who will be required to access any of our services on behalf of a business/ company (your own or that of your employer) the following additional documents will be required:

- i. Completed TTBizLnk COMPANY Application Form (Form-B)
- ii. Copy of BIR Certificate of the business/company issued by the Board of Inland Revenue (BIR)
- iii. Copy of Business/Company Registration Certificate issued by the Registrar General of the Ministry of Legal Affairs (MLA)

**Step 4** At the ttConnect service centre your documents will be processed and you will be registered for the TTBizLink service/s of your choice. Your TTBizLink subscription will commence within 48hrs of your registration.