

ttconnect and TTBizLink Registration Guidelines

To access TTBizLink you must first apply for a ttconnect ID Number. Only through this ID number will you be able to login to the TTBizLink website once your registration is complete.

To apply online for a ttconnect ID, visit the ttconnect website and complete the online registration form. For ease of reference, the direct link to the ttconnect ID Registration page is as follows: https://www.ttconnect.gov.tt/itim_expi/selfregister.jsp

After creating the account you will receive two (2) e-mails. The first contains a ttconnect ID Activation Link. Clicking on that link will trigger a second e-mail containing your unique thirteen (13) digit ttconnect ID Number. We advise that you check your Junk, Spam and Trash folders should the message not be seen in your Inbox Folder.

Once you have received the second e-mail, you can complete the relevant TTBizLink Application Form where you will indicate the e-service(s) you wish to subscribe to.

After completing the ttconnect registration, you can now proceed to the enrolment process for TTBizLink. You can do so using the **TTBizLink Application Form (A) – INDIVIDUAL** or **TTBizLink Application Form (B) – COMPANY/BUSINESS**.

This form can be accessed by visiting the TTBizLink website at www.ttbizlink.gov.tt. Once there click on



You will be taken to a page to select the relevant application form. Once selected, download, print and complete the form.

Please note that for each form various documents are required.

For the ttconnect registration and **TTBizLink Application Form (A) – INDIVIDUAL** these are as follows:

- Completed and signed Application Form.
- Originals and copies of at least two (2) of the following forms of identification
 - ✓ New Driver's Permit
 - ✓ Electronic Birth Certificate (and attachments as necessary e.g. affidavit)
 - ✓ National Identification Card
 - ✓ Passport
- Signed Terms and Conditions Agreement (This will be made available to you when you visit the ttconnect Service centre to drop off the TTBizLink application form).
- **In order to subscribe to the TTBizLink Goods Declaration e-service, licenced Customs Brokers/Clerks are required to provide their ASYCUDA (CBCS) Declarant No. They will also be required to bring along their confirmation e-mail from the Customs and Excise Division which bears their ASYCUDA (CBCS) Declarant No.**

For the **TTBizLink Application Form (B) – COMPANY/BUSINESS** these are as follows:

- Completed and signed Application Form with the stamp or seal affixed, as indicated on the form.

- Copy of Certificate of Incorporation or Registration issued by The Registrar General's Department, Ministry of Legal Affairs.
- Copy of Board of Inland Revenue Certificate or proof of company BIR number issued by the Inland Revenue Division.
- Originals and copies of at least two (2) of the following forms of identification
 - ✓ New Driver's Permit
 - ✓ Electronic Birth Certificate (and attachments as necessary e.g. affidavit)
 - ✓ National Identification Card
 - ✓ Passport
- Signed Terms and Conditions Agreement (This will be made available to you when you visit the ttconnect Service centre to drop off the TTBizLink application form).
- **In order to subscribe to the TTBizLink Goods Declaration e-service, licenced Customs Brokers/Clerks are required to provide their ASYCUDA (CBCS) Declarant No. They will also be required to bring along their confirmation e-mail from the Customs and Excise Division which bears their ASYCUDA (CBCS) Declarant No.**

On each of these forms, please pay particular attention to the Explanatory Notes.

Once the ttconnect ID has been received, you must visit a ttconnect Service Centre in person to be verified. However, given that the TTBizLink application form also has to be dropped into a ttconnect Service Centre, this can be done all at the same time.

Please note that there is a ttconnect Service Centre located at the Ministry of Trade, Industry and Investment (MTII), Level 9 Nicholas Tower, 63-65 Independence Square, Port of Spain.

Should you have any questions or comments please feel free to contact us at 800-4SEW (4739), Monday to Friday between the hours of 8:00 a.m. to 4:00 p.m., except public holidays. Alternatively, you can e-mail us at support.ttbizlink@gov.tt.



Ministry of Trade, Industry and Investment
 Level 9, Nicholas Tower
 63-65 Independence Square,
 Port of Spain, Republic of Trinidad and Tobago.
 Tel: 800-4SEW (4739) Fax: (868) 623-5156
 Email: ttbizlinkinfo@gov.tt
 Web: www.ttbizlink.gov.tt



ttconnect Service Centre Locations:
 Level 9, Nicholas Tower,
 62-63 Independence Square, Port of Spain
 Republic of Trinidad and Tobago
 Tel: (868) 623-2931 Ext. 2938 or 2905
 As well as: Arima, Bon Accord, Chaguanas, Princes
 Town, St. James and Tunapuna
 Tel: 800-TTCN (8826) Fax number: (868) 624-8001
 E-mail: info.ttconnect@gov.tt
 Website: www.ttconnect.gov.tt