

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