

Refer to the attached explanatory notes to assist you in completing this form. Please **type** or **print** legibly. Please use the date format of **DD/MM/YYYY**.

BUSINESS OR COMPANY INFORMATION

Fax Number is optional. All other fields in this section are mandatory.

Name: _____

Registration Number: _____ Registration Date: _____

BIR Number: _____ Email Address: _____

Phone Number: _____ Fax Number (optional): _____

Address: _____

AUTHORIZED REPRESENTATIVE

Person with Authorizing Ability. All fields in this section are mandatory.

Title (Mr. / Ms. / Mrs.): _____ Gender: Male Female

First Name: _____ Last Name: _____

Designation: _____ Department: _____

Phone Number: _____ Email Address: _____

Identification Documents. Enter the numbers for two valid forms of identification: Driver's Permit (DP); Electronic Birth Certificate (EBC); National Identification Card (ID); Passport (PP)

Identification Number: _____ Identification Number _____

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 certify that the information given above is correct and true and you agree to pay all charges (if any) incurred by the use of your tconnect ID and TTBizLink Subscription which may be set by the Government of Trinidad and Tobago ("the Government") from time to time. 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 TTBizLink Service(s) by signing in the Authorization and Disclaimer Section, that they are responsible for the safe keeping and use of such ID and password. The Government 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. Additionally, you hereby acknowledge that it is your responsibility to notify the SEW Operations Office of any changes in the users you have nominated at least forty-eight (48) hours in advance to the date you would need the changes effected. The Government cannot be held liable for any incident arising from your failure to do so.

Signature of Authorized Representative

Date _____

Business or Company Stamp or Seal

For Official Use By tconnect Only *Action taken by:*

CSS' Name: _____ Signature: _____

Service Centre: _____ Date: _____

Form Checked By (Manager): _____ **TTBizLink Account ID Number** _____

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

Registration and Update Form B – Business or Company

Last Updated: January 2023



To register additional users, attach multiple copies of this page.
Please **type** or **print** legibly. Please use the date format of **DD/MM/YYYY**.

BUSINESS OR COMPANY ACCOUNT-USER INFORMATION

Personal Information. All fields in the section are mandatory.

Business or Company 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 two valid forms of identification:
Driver's Permit (DP); Electronic Birth Certificate (EBC); National Identification Card (ID); Passport (PP)

Identification Number: _____ Identification Number: _____

Signature of user: _____

E-SERVICES AND ROLES

Please check the e-services and roles you wish to access.

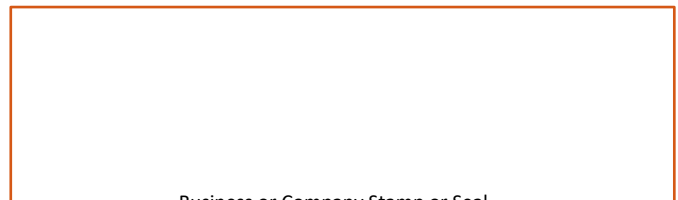
- E-Goods Declaration** – Declarant
ASYCUDA Declarant Number: _____
You will not be subscribed if this number is not provided.
- E-Fiscal Incentives and Import Duty Concessions** – Applicant
- E-Certificate of Origin** – Agent / Broker
- E-Certificate of Origin** – Manufacturer / Signatory
- E-Certificate of Origin** – Trader Clerk / Exporter
- E-Development Permits (DeveloTT)** – Applicant
- E-Maritime** – Shipping Agent / Customs Broker / Clerk
- E-Permits and Licences** – Agent / Broker
- E-Permits and Licences** – Trader (Importer / Exporter)
- E-Work Permit** – Applicant

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Signature of Authorized Representative

Date: _____



Business or Company Stamp or Seal

For Official Use By ttconnect Only Action taken by:

CSS' Name: _____ Signature: _____

Service Centre: _____ Date: _____

Form Checked By (Manager): _____ TTBizLink Account ID Number _____

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

Connect with us via for the latest Trade and Business Developments.

Step 1 To access any of TTBizLink's e-services 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, 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 B - Business or Company. If the user is already registered with your Business' or Company's account on TTBizLink and wishes to add another role or update information, please complete and include the updated information on page 2 only. It is important to note the following for the Business or Company Information:

- Registration or Incorporation Number refers to that which was issued by the Companies Registry of the Ministry of the Attorney General and Legal Affairs (MAGLA). Either an original or a copy of the **Registration Certificate or Incorporation Certificate** is required.
- BIR Number refers to the number issued by the Inland Revenue Department (IRD) and which is used for filing of tax purposes. Either an original or a copy of the **BIR Certificate** is required.
- The email address used must be one that is checked regularly as all notifications will be sent to this account.
- The Authorized Representative refers to a person who has the authority or power to allow persons to transact business on behalf of the Business or Company. For example, this includes the Chairman, Chief Executive Officer (CEO), Managing Director and Corporate Secretary. If the Authorized Representative is not registered as a user on TTBizLink, then he or she would have to attach to Application Form B copies of any two (2) of the following forms of valid identification: **Driver's Permit; Electronic Birth Certificate; National Identification Card; Passport.**
- The name of the Business or Company on the stamp or seal must exactly match the name represented on the Registration Certificate or Incorporation Certificate. No variations will be accepted.

Under the Account-User Information section when selecting the e-services to be subscribed to, please note the following:

- For E-Goods Declaration - Select **Declarant** only if you are a licenced Customs Broker or Customs Clerk. You will be required to provide your ASYCUDA (CBCS) Declarant Number in order to be subscribed for this e-service. Please bring along your confirmation email from the Customs and Excise Division which bears your ASYCUDA (CBCS) Declarant Number.
- For E-Permits and Licences - Select **Agent / Broker** if your Business or Company is a brokerage firm or customs broker.
- For E-Permits and Licences - Select **Trader (Importer / Exporter)** if your Business or Company is involved in the import or export business.
- For E-Certificate of Origin - Select **Agent / Broker** if you are an Agent who applies for Certificates of Origin on behalf of Exporters.
- For E-Certificate of Origin - Select **Manufacturer / Signatory** if you are the Manufacturer and / or the Signatory at your Company.
- For E-Certificate of Origin - Select **Trader Clerk / Exporter** if your Business or Company is involved in the export business.
- For E-Work Permit - Select **Applicant** if you are an Agent, Attorney or Employer of a prospective employee who wishes to apply for a Work Permit.
- For E-Maritime Services - Select **Shipping Agent / Customs Broker / Clerk** if you are a registered Shipping Agent or a licenced Customs Broker or Customs Clerk.
- Each user can be registered for more than one e-service or role.
- To register additional users, attach multiple copies of page 2.

Step 3 After you have completed the above:

- a. Print and sign the last page of the ttconnect 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 ttconnect 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 confirming your enrolment.

ttconnect Office Locations

If preferred, applicants can book an appointment to visit any ttconnect 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 - ttconnect 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 – ttconnect 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 – ttconnect Office	Mondays Wednesdays and Fridays	9 Southern Main Road, Chaguanas	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Chaguanas@igovtt.tt
Curepe – ttconnect Office	Mondays Wednesdays and Fridays	8 Eastern Main Road, Curepe	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-Curepe@igovtt.tt
Princes Town – ttconnect Office	Mondays Wednesdays and Fridays	4 Charlotte Street, Princes Town	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-PrincesTown@igovtt.tt
Saint James – ttconnect Office	Tuesdays and Thursdays	121 Western Main Road, St. James	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-St.James@igovtt.tt
Sangre Grande – ttconnect Office	Tuesdays and Thursdays	232 Brierley Street, Sangre Grande	Tel: 800-TTCN (8826) Email: iGovTT-TTConnect-SangreGrande@igovtt.tt

Please note that ttconnect 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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