



# Registration and Update Form A - Individual

Last Updated: January 2023

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**.

## INDIVIDUAL INFORMATION

Personal Information. All fields in the section are mandatory.

ttconnect ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title (Mr. / Ms. / Mrs.): \_\_\_\_\_ Gender: Male  Female  Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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 \_\_\_\_\_

## E-SERVICES AND ROLES

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

- E-Goods Declaration** – Applicant  
ASYCUDA Declarant Number: \_\_\_\_\_  
*You will not be subscribed if this number is not provided.*
- E-Permits and Licences** – Agent / Broker
- E-Certificate of Origin** – Agent / Broker
- E-Permits and Licences** – Trader (Importer /Exporter)
- E-Work Permit** – Applicant
- E-Development Permits (DevelopTT)** – Applicant

## 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](http://www.ttbizlink.gov.tt). You hereby acknowledge that you have the full legal authority to subscribe for the Services selected and certify that the information in this form is correct and true. You also understand that once a ttconnect ID and a TTBizLink ID have been issued to you and you use it to subscribe for TTBizLink Service(s) that you are responsible for the safe keeping and use of such IDs and passwords. The Government of Trinidad and Tobago ("the Government") will not accept any liability for any misuse of your account through any default, failure or negligence on your part as it relates to keeping such IDs and passwords private. Additionally, you agree to pay all charges (if any) incurred by the use of your ttconnect ID, TTBizLink ID and TTBizLink Subscription which may be set by the Government from time to time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

CSS' Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Service Centre: \_\_\_\_\_ Date: \_\_\_\_\_

Form Checked By (Manager): \_\_\_\_\_ **TTBizLink Account ID Number: INV** \_\_\_\_\_

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

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## Explanatory Notes for TTBizLink Registration and Update Form A –Individual



**Step 1** To access any of TTBizLink's e-services you need a tconnect ID. To register for this ID, visit [www1.tconnect.gov.tt/itim\\_expi/selfregister.jsp](http://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](http://www.ttbizlink.gov.tt) to fill in your details, download and print the complete TTBizLink Registration Form A – Individual. Select the e-services and roles that you wish to subscribe to. If you are already registered with TTBizLink and wish to add another role or update information please complete and include the updated information. 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 you are involved in brokerage or cargo clearing business.
- For E-Permits and Licences - Select **Trader (Importer / Broker)** if you are 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-Work Permit – Select **Applicant** if you are an Agent, Attorney or Employer of a prospective employee who wishes to apply for a Work Permit.
- You can be registered for more than one e-service or role.

**Step 3** After you have completed the above:

- Print and sign the last page of the tconnect disclaimer form which is accessed by clicking this link <https://bit.ly/2UKzLkP>.
- Copy, sign and scan at least two (2) valid forms of the following identification documents:

**Driver's Permit**

**Electronic Birth Certificate**

**National Identification Card**

**Passport**

- Take a selfie that displays you holding one of your pictured National identification documents.
- 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.
- N.B.:** 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](mailto:support.ttbizlink@gov.tt).

**Step 4** Your documents will be processed and you will receive an email confirming the enrolment.

### 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](http://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
<b>Port of Spain –</b> Ministry of Trade and Industry	n/a <b>Online applications ONLY</b>	Level 9 Nicholas Tower, 63-65 Independence Square, Port of Spain	Tel: 800-4SEW (4739) Email: <a href="mailto:support.ttbizlink@gov.tt">support.ttbizlink@gov.tt</a> Fax: 623-5156
<b>Arima - tconnect Office</b>	Mondays Wednesdays and Fridays	1st Floor Pennywise Building, 10 -10A Devenish Street, Arima	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-Arima@igovtt.tt">iGovTT-TTConnect-Arima@igovtt.tt</a> Fax: 667-7053
<b>Bon Accord – tconnect Office</b>	Tuesdays and Thursdays	Milford Court Complex, Milford Road, Bon Accord	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-BonAccord@igovtt.tt">iGovTT-TTConnect-BonAccord@igovtt.tt</a> Fax: 631-1853
<b>Chaguanas – tconnect Office</b>	Mondays Wednesdays and Fridays	9 Southern Main Road, Chaguanas	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-Chaguanas@igovtt.tt">iGovTT-TTConnect-Chaguanas@igovtt.tt</a>
<b>Curepe – tconnect Office</b>	Mondays Wednesdays and Fridays	8 Eastern Main Road, Curepe	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-Curepe@igovtt.tt">iGovTT-TTConnect-Curepe@igovtt.tt</a>
<b>Princes Town – tconnect Office</b>	Mondays Wednesdays and Fridays	4 Charlotte Street, Princes Town	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-PrincesTown@igovtt.tt">iGovTT-TTConnect-PrincesTown@igovtt.tt</a>
<b>Saint James – tconnect Office</b>	Tuesdays and Thursdays	121 Western Main Road, St. James	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-St.James@igovtt.tt">iGovTT-TTConnect-St.James@igovtt.tt</a>
<b>Sangre Grande – tconnect Office</b>	Tuesdays and Thursdays	232 Brierley Street, Sangre Grande	Tel: 800-TTCN (8826) Email: <a href="mailto:iGovTT-TTConnect-SangreGrande@igovtt.tt">iGovTT-TTConnect-SangreGrande@igovtt.tt</a>

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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