



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO



## **Introduction**

TTBizLink is an IT-platform known as a Single Electronic Window (SEW), that is designed to facilitate business and trade. The process is quite simple – companies/individuals who wish to import/export goods, apply for permits, licences, register a business or conduct other business related activities can submit their documents online via [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt).

These are then sent to the various government agencies responsible for approvals and within a set period are processed. TTBizLink is a secure, user-friendly web interface. In addition, the approval status of applications can be tracked online.

More than just an IT solution, TTBizLink is an entire national change management process that is aimed at modernising the way companies connect with government agencies in the process of conducting business and trade.

## **What does this mean?**

TTBizLink will revolutionize the way trade and business are conducted in Trinidad and Tobago. No longer will there be a need for multiple forms and repeated trips to several different agencies. Transactions will be conducted online simultaneously and smoothly.

## **Benefits - How will the SEW impact business?**

For business operators and investors, the benefits of this new system include:-

- Greater operational efficiency
- Increase in the speed of business/trade transactions
- Access to vital, timely information to support more efficient business-to-business transactions and investment decisions
- Sharpening the competitive edge of companies and industries
- Increased transparency in dealing with the Government of Trinidad and Tobago

## **How will TTBizLink improve Government service delivery?**

At the Governmental level, the project involves significant co-operation amongst a range of Ministries and agencies responsible for business/trade facilitation. Benefits to clients include:-

- Greater co-operation and coordination amongst the range of Ministries and agencies responsible for business/trade facilitation and
- Major business process re-engineering for these various agencies to enhance service delivery
- Real time trade data and business intelligence will now be available to support policy decisions
- Better delivery of government services

## TTBizLink Modules

The eight modules which comprise Phase I of TTBizLink are the basic services provided by the system, and were developed in conjunction with users and operators:-



**Import/Export Permit & Licenses** –This service allows importers/exporters to apply for trade permits and licenses from the Ministry of Trade and Industry (MTI) - Trade License Unit (TLU), Ministry of Food Production Land and Marine Affairs (MFPLMA) - Animal Production and Health Division and Plant Quarantine Services and the Ministry of Health - Chemistry, Food and Drug Division. The approval status of the application can be tracked and permits and licenses can be printed online.



**Import Duty Concession** -The Ministry of Trade and Industry (MTI) through this service allows firms seeking import duty concessions to complete the necessary application forms & upload supporting documents online. The application status can be tracked and the approvals printed online through this service.



**Cargo Manifest** - This service enables the master of every aircraft or ship or his agent and every cargo reporter to prepare and submit cargo manifest data to the Customs and Excise Division and Ports online through a secure and user friendly web interface. Users will have the option to key in manifest data or upload a manifest document in XML file format. The Ports and Customs will receive the data through a secure system to system link.



**Goods Declaration** - The Goods Declaration service enables the Importer/Exporter or authorized agent of imported and exported goods to submit cargo declaration data and supporting documents to the approving agencies online through a secure and user friendly web interface. Declaration data will be electronically transmitted to the Customs and Excise Division for approval through a secure system to system link.



**Company Registration** - The Company Registration service will enable online submission and tracking of business registration and company incorporation applications/documents to the Registrar General's Department of the Ministry of Legal Affairs (MLA) for processing. This service will also enable an online name search and application for name reservation. Applications for a BIR Number for the purpose of business registration will also be facilitated through this service.



**Certificate of Origin** - The Certificate of Origin (CO) service allows exporters to apply for COs issued by the Business Development Company Ltd. or Trinidad and Tobago Chamber of Industry and Commerce (TTCIC) through an online application process.



**Fiscal Incentives** - The Ministry of Trade and Industry (MTI) through this service allows companies seeking Fiscal Incentives to submit the necessary application forms & upload supporting documents online. The application status can be tracked and approvals printed online through this service.



**Work Permit** - This service enables companies/businesses and individuals to electronically submit Work Permit applications to the Ministry of National Security (MNS) -Work Permit Secretariat. This service will allow applicants to track their approval status online.

TTBizLink is led by



Partnered with

Ministry of Health

Ministry of Finance

Ministry of Public Administration

Ministry of Food Production, Land and Marine Affairs

Ministry of National Security



Developed by



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