

# E-PERMITS AND LICENCES



## Licence Approvals

A trader must obtain Licence Approvals for regulated goods before he/she can import or export these goods. The Licence Approval gives the trader the right to import or export goods for a certain period of time and/or for a certain quota.

## Permit Approvals

A trader must obtain Permit Approvals before he/she can import or export certain classes of goods. The application must be made before the import or export of the good(s).

The same Permit or Licence can be used for multiple shipments as long as it is still valid and the approved quota is not exceeded.

The permits and licences from the following departments can now be applied for through TTBizLink ([www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt)):

### Ministry of Trade and Industry - Trade Licence Unit

- Import Licence & Export Licence
- Duty Relief or Minister's Licence
- Offshore Licence
- Suspension Certificate
- Safeguard Certificate

### Ministry of Agriculture, Land and Fisheries - Plant Quarantine Services

- Plant Import Permit

### Ministry of Agriculture, Land and Fisheries - Animal Production & Health Division

- Import Licences for Animal and Food Related Products: Cheese, Commercially Canned Meats, Meat, Feathers, Dressed Leather, Milk and Milk Products, Poultry, Commercial Chicken Eggs for Hatching, Table Eggs, Egg Based Products.
- Export Health Certificates: Meat, Poultry, Dairy Products

### Ministry of Health - Pharmacy/ Drug Inspectorate

- Licence to Store, Sell and Distribute Antibiotics
- Approval to Import Antibiotics
- Withdrawal of Antibiotics from Import Licence
- Withdrawal from Bond of Antibiotics
- Licence to Export Antibiotics
- Licence to Store, Sell and Distribute Narcotics
- Licence to Import Narcotics
- Withdrawal of Narcotics from Import Licence

### Ministry of Health - Chemistry, Food & Drugs Division, Pesticides and Toxic Chemicals Inspectorate

- Licence of Premises - Pesticides
  - Licence of Premises - Toxic Chemicals
  - Licence to Import a Pesticide
  - Licence to Import Toxic Chemicals
  - Draw Down from Toxic Chemicals Import Licence
  - Export Licence/Permit for Toxic Chemicals
- ### Ministry of Health - Chemistry, Food & Drugs Division, Food and Drug Inspectorate
- Export Health Certificates: Food, Fish and Fishery Products
  - Export Free Sale Certificates

## Users of this Service (Applicants)

Although this service will primarily be used by Traders and Customs Brokers, anyone desirous of importing, e.g. a returning resident, may use this module.

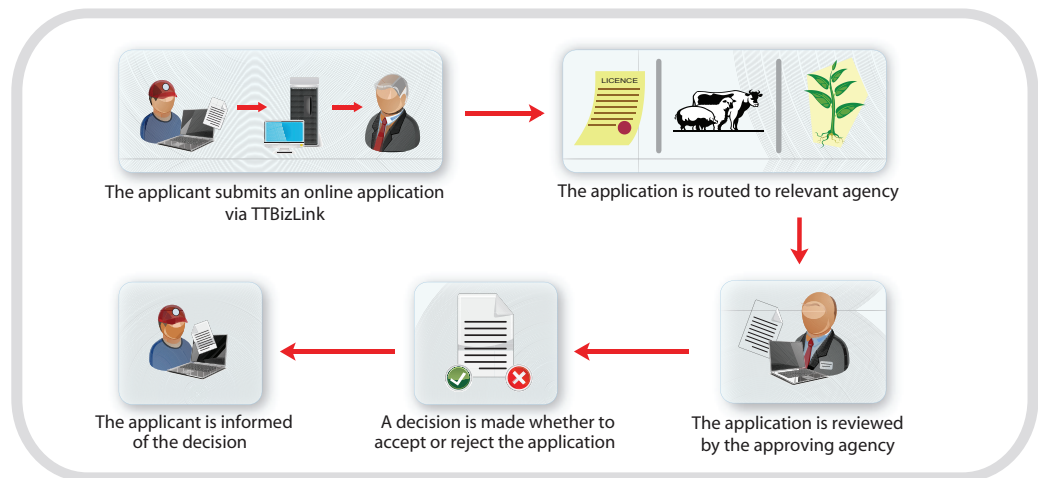
## Application Process

To access the SEW system, an Applicant must first obtain a ttconnect identification number and sign up on TTBizLink for the relevant e-service(s) he/she wishes to use, such as the Permits and Licences e-services. The applicant can then also apply for a TTBizLink ID.

1. The applicant then submits an electronic application via the TTBizLink website **www.ttbizlink.gov.tt**.
2. The application is routed to the relevant agency or for approval.
3. Once the agency receives the application, it is reviewed by the relevant officer. If any additional information or documentation is needed, the officer notifies the applicant via e-mail.
4. The agency makes a decision to accept or reject the application.
5. An e-mail notification of the decision is sent to the applicant.

## Benefits

- Simplified process with 'one-stop' interface for all applications.
- Increased efficiency and elimination of manual processes.
- Set service standard for the processing of all applications.



TTBizLink is led by



Developed by



Partners



### Ministry of Agriculture, Land and Fisheries Animal Production and Health Division

80 Abercromby Street, Port of Spain,  
Republic of Trinidad and Tobago  
Tel: (868) 625-5997/1473 • Fax: (868) 625-5993/4  
E-mail: aphmalmr@tstt.net.tt  
Website: www.agriculture.gov.tt

### Ministry of Agriculture, Land and Fisheries Plant Quarantine Services

Centeno Tel/Fax: (868) 642-0718 • Piarco Tel: (868) 669-4860  
Port of Spain Tel: (868) 625-3266 • Point Lisas Tel: (868) 636-0883  
Scarborough Tel: (868) 639-5582  
ANR Robinson Airport Tel: (868) 639-0634  
E-mail: plantquarantine.centeno@gmail.com

### Ministry of Health

92 Frederick Street, Port of Spain  
Republic of Trinidad and Tobago  
Website: www.health.gov.tt

- **Chemistry, Food and Drugs Division - Food and Drug Inspectorate**  
Tel: (868) 624-5968 or (868) 623-5242 or 800-2333  
Fax: (868) 623-2477 • Email: cfd@health.gov.tt
- **Chemistry, Food and Drugs Division - Pesticides and Toxic Chemicals Inspectorate**  
Tel: (868) 623-7544 • Fax: (868) 623-2477
- **Pharmacy/Drug Inspectorate**  
Tel: (868) 627-0046 • Fax: (868) 625-6049

### Ministry of Trade and Industry Trade Licence Unit

Ground Floor, TTMA Building, 42 Tenth Avenue, Barataria,  
Republic of Trinidad and Tobago  
Tel: (868) 675-8242 or (868) 674-3545 • Fax: (868) 675-5465  
Website: www.tradeind.gov.tt