

# E-IMPORT DUTY CONCESSIONS



Under the Third Schedule of the Customs Act, Chapter 78:01, Import Duty Concessions are granted to qualifying manufacturing and processing companies in Trinidad and Tobago. Import Duty Concessions allow such companies to receive exemptions on import/customs duties for items that they import as supplies for their manufacturing or processing needs. These items include raw materials, machinery, equipment and packaging material.

## **Users of this Service (Applicants)**

Companies engaged in manufacturing or processing industries can apply for Import Duty Concessions. Eligibility is also dependent on the following criteria:

1. The company must be incorporated in Trinidad and Tobago.
2. The company must be VAT and BIR registered.
3. Part of the production of the final output must be done locally.

## **Application Process**

### **Stage 1: Application**

1. 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 Import Duty Concessions e-service. The applicant can then also apply for a TTBizLink ID.
2. The Applicant acting on behalf of the company then submits an electronic application to the Ministry of Trade and Industry (MTI) via the TTBizLink website [www.ttbizlink.gov.tt](http://www.ttbizlink.gov.tt).

3. The Applicant must scan and upload the Registration Certificate or Certificate of Incorporation unto the TTBizLink e-application.

### Stage 2: Processing

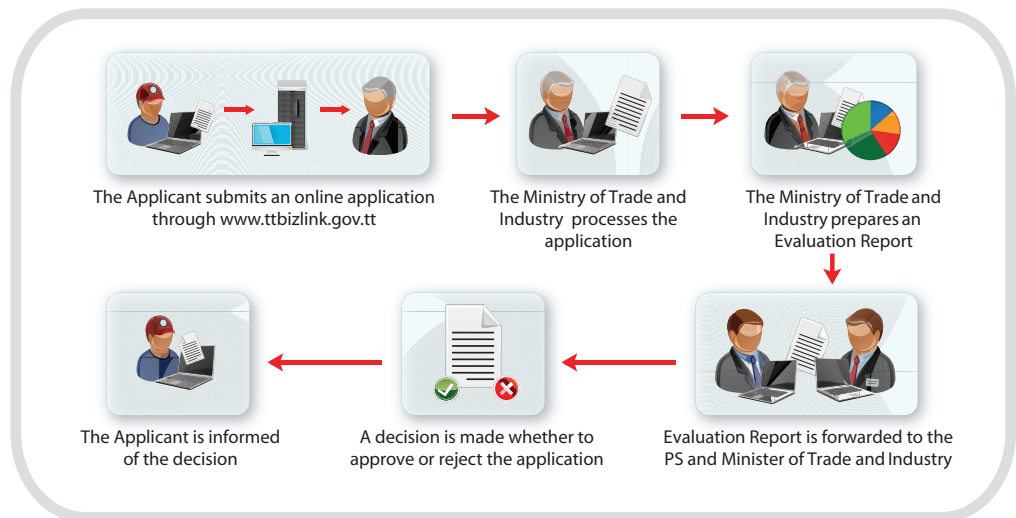
1. The Investment Directorate of the MTI reviews the application, along with the supporting documents.
2. The Investment Directorate of the MTI prepares an Evaluation Report through TTBizLink.

### Stage 3: Approval

1. The Evaluation Report is forwarded to the Permanent Secretary (PS) and then to the Minister of Trade and Industry through TTBizLink for consideration.
2. The Applicant receives an e-mail notification if there is a query at any stage in the approval process. He/she will also receive an immediate e-mail notification when a final decision is made concerning his/her application.
3. An official letter is sent to the applicant to inform him/her of the Minister's decision.

### 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.



TT BizLink is led by



Developed by



### Ministry of Trade and Industry

Level 12 Nicholas Tower, 63-65 Independence Square, Port of Spain, Republic of Trinidad and Tobago  
Tel: (868) 623-2931-4 • Fax: (868) 627-8488/0002 • E-mail: [mti-info@gov.tt](mailto:mti-info@gov.tt) • Website: [www.tradeind.gov.tt](http://www.tradeind.gov.tt)  
TTBizLink Help Desk: 800-4SEW (4739)