

REQUIREMENTS FOR THE REGISTRATION OF IMPORTER/EXPORTER NUMBERS

All importers, with the exception of individuals declaring non-commercial imports valued less than \$20,000 TTD, must be registered with Customs and Excise before importing goods into Trinidad and Tobago. The requirements for registration vary depending whether the individual or business is VAT registered or not and are listed as follows:

VAT REGISTERED

- i. Copy of VAT Registration Certificate
- ii. Copy of Business Registration/Company Incorporation Certificate
- iii. Approved Brokers Board Authorization Form (attached on page 2)
- iv. Copy of Valid ID/Passport for Authorized Signature
- v. Copy of BIR Number (Advice of Assignment of BIR number)

NOT REGISTERED WITH VAT (Business)

- i. Completed “Application Form for Importer/Exporter Registration Number” in duplicate (attached on page 3)
- ii. Approved Brokers Board Authorization Form (attached on page 2)
- iii. Copy of Business Registration/Company Incorporation Certificate
- iv. Copy of Valid ID/Passport for Authorized Signature
- v. Copy of BIR Number (Advice of Assignment of BIR number)

NOT REGISTERED WITH VAT (Individual)

- i. Completed “Application Form for Importer/Exporter Registration Number” in duplicate (attached on page 3)
- ii. Approved Brokers Board Authorization Form (attached on page 2)
- iii. Copy of Valid ID/Passport for Authorized Signature
- iv. Copy of BIR Number (Advice of Assignment of BIR number) or letter of exemption if applicable (students, housewives, returning nationals etc.). Letters of exemption can be obtained from the Board of Inland Revenue, Registration Unit, 1st Floor, Queen Street, Port of Spain by submitting the following:
 - a. BIR Number Application Form 1A (attached on page 4)
 - b. Copy of Valid ID
 - c. Copy of Bill of Lading
 - d. Affidavit for Returning National (Returning National). [Click here for sample](#)
 - e. Biodata page of passport (Returning National)

For more information regarding the letter of exemption please contact the Board of Inland Revenue at 623-1211-14 ext. 516, 534 and 200.

These documents may be submitted by a broker on behalf of the importer seeking registration. The documents must be submitted to ASYCUDA section, Customs and Excise, located at:

3rd Floor Customs House

Abercromby Street,

Port of Spain

Phone: 1-(868)-625-6004

Email: asycuda@customs.gov.tt

Opening hours: 8:00 am to 4:00 pm, Monday to Friday except public holidays

CUSTOMS BROKERS' BOARD

LETTER OF AUTHORIZATION OF A CUSTOMS BROKER TO ACT ON BEHALF OF AN IMPORTER/EXPORTER

REF. NO. _____

DECLARATION OF AUTHORIZATION

I, _____ certify that I have
(Name of Signatory in BLOCK CAPITALS)
authorized _____ to act
(Name of Customs Broker/Brokerage Business in BLOCK CAPITALS)
on behalf of _____
(Full Name of the Business/Individual in BLOCK CAPITALS)
of _____
(Principal Place of Business of the Importer/Exporter in BLOCK CAPITALS)

in connection with the entering/clearing of goods or other transactions under the Customs Laws.

TEL. NO. # _____ REG. # _____ B.I.R. # _____ V.A.T. # _____
(Fill out where applicable)

ACTUAL SIGNATURE OF IMPORTER/EXPORTER
(PROVIDE VALID PROOF OF SIGNATORY)

STATUS OF SIGNATORY IN THE BUSINESS

DECLARATION OF ACCEPTANCE OF AUTHORIZATION

I, _____
(Name of Customs Broker in BLOCK CAPITALS)
trading as _____ holder of
(Name of Customs Brokerage Business in BLOCK CAPITALS)
a valid Customs Broker's Licence No. _____ undertake to act
on behalf of _____
(Full Name of Importer/Exporter in BLOCK CAPITALS)

in connection with the entering/clearing of goods or other transactions under the Customs Laws. I agree to charge and accept in return for such services the fees and charges specified in the Second Schedule to the Customs Brokers and Customs Clerks Act. Chapter 78:03.

DATE: _____

ACTUAL SIGNATURE OF CUSTOMS BROKER

APPLICATION FORM FOR IMPORTER/EXPORTER REGISTRATION NUMBER

Importer/Exporter
Address
Telephone Number † Certificate of Reg. No.
B.I.R.
† Customs Broker

OFFICIAL USE ONLY

Importer/Exporter Code I/We hereby declare that I/we/am/are □
registered for VAT.

Comptroller of Customs and Excise

Applicant's Signature and Status

† If Applicable

APPLICATION FORM FOR IMPORTER/EXPORTER REGISTRATION NUMBER

Importer/Exporter
Address
Telephone Number † Certificate of Reg. No.
B.I.R.
† Customs Broker

OFFICIAL USE ONLY

Importer/Exporter Code I/We hereby declare that I/we/am/are □
registered for VAT.

Comptroller of Customs and Excise

Applicant's Signature and Status

† If Applicable

APPLICATION FOR BIR NUMBER BOARD OF INLAND REVENUE

FORM IA-001

Please Type or Print

SECTION A—For Individual Applicants

1	Applicant's Name (Surname)		
2	First Name	Middle Name	
3	Date of Birth/dd/mm/yyyy	4 Occupation	5 Sex
			<input type="checkbox"/> Male <input type="checkbox"/> Female
6	Mother's Maiden Name		7. Pin Number
8	Residential Address		
9	Mailing Address (if different from above)		
10	Telephone (Home)	(Workplace)	(Cell)
11	E-mail Address		
12	Identification Document (Please attach copy [both sides] of any one of the mentioned Identification Documents to this form)		
	National ID Number:	Driver's Permit Number	Passport Number
13	If Self-Employed, state your Business Name:		
14	If Self-Employed, state your Business Address:		
15	If Self-Employed, state the Nature of your Business:		Date Business Started: dd/mm/yyyy
16	If Self-Employed, do you have any employees? 17 If Yes, state the number of persons you employ:		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
18	Do you make or intend to make commercial supplies over \$200,000? If yes please complete lines 39 to 41 at Section B		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
19	Applicant's Signature		20 Date: (dd/mm/yyyy)

Do not write in the spaces below

BIR No.

Account Number	Tax Type