

Applying for Import Duty Concessions

The Government of the Republic of Trinidad and Tobago offers incentives to local and foreign investors and local manufacturers for undertaking certain investment projects. Section 56 of the Customs Act provides for import duty concessions to encourage industrial development, promote investment, and facilitate trade.

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What entities are eligible to receive import duty concessions?

Locally-based manufacturers are eligible to be granted import duty concessions to assist with reducing their production costs.

What is the process for applying for import duty concessions?

Entities interested in applying for import duty concessions should obtain and complete sections A and B of an “Application for the Approval of an Investment Project” form, which can be downloaded from the Ministry of Trade and Industry’s website by following the link at the end of this section. Applications can also be obtained from the following locations:

Industrial Development and Inward Investment Division
Ministry of Trade and Industry
Level 14 Riverside Plaza
Besson Street
Port of Spain
Trinidad, West Indies
Tel: (868) 625-3819, 627-1313 or 623-2931-3 Ext. 2120
Fax: (868) 624-9594
E-Mail: wpunnette@tradeind.gov.tt

Trade Licence Unit
Ministry of Trade and Industry
Ground floor, Trinidad and Tobago Manufacturers’ Association Building
42 Tenth Avenue
Barataria
Trinidad, West Indies
Tel: (868) 674-3545 or (868) 675-8242
Fax: (868) 675-5465
E-Mail: tlicencing@tradeind.gov.tt

The original and one copy of each the following items should be attached to the completed application form:

- Certificate of Incorporation / Registration Certificate.
- Memorandum and Articles of Association.

- Registered Certificate of Particulars of Directors.
- A technical feasibility report / business proposal.
- Financial projections for the next five calendar years.
- Town and Country Planning approval.

Sections A and B of the form should be completed in accordance with the included instructions and returned, with all required documentation, to the Industrial Development and Inward Investment Division at the address above.

[Application for the Approval of an Investment Project](#)

What happens after an application is submitted?

Upon receipt of an entity's application, a representative from the Ministry of Trade and Industry will review the application and, if necessary, request omitted information.

Within one month from the date an entity submits a completed application for import duty concessions, including all required supporting documentation, a representative from the Ministry of Trade and Industry will:

- Visit the entity's site.
- Analyse pertinent information in the form and, if necessary, communicate with the entity for clarification.
- Conduct market research and, if necessary, communicate with the Chemistry, Food and Drugs Division of the Ministry of Health, the Caribbean Industrial Research Institute (CARIRI) and the Central Statistics Office (CSO).
- Prepare an Evaluation Report on the application.

Entities not eligible to receive import duty concessions will be notified in writing as to the reason for their ineligibility. Entities eligible to receive import duty concessions will be notified in writing within two business days of the Minister of Trade and Industry approval.

The entity granted import duty concessions must submit a list of items he or she wishes to import with quantities and tariff numbers on an Import License application form to the Trade Licence Unit of the Ministry. This list must contain only the items approved for the manufacture of the approved product.

Where can I obtain more information about Investment Project Incentives?

For further information on requirements and assistance for investment projects, please contact:

Mr. Wayne Punnette
 Assistant Director, Industrial Development and Inward Investment
 Ministry of Trade and Industry
 Level 14 Riverside Plaza
 Besson Street
 Port of Spain
 Trinidad, West Indies
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