



Trinidad and Tobago

Connecting Opportunities... Fostering Growth



A Guide to Investing in
Trinidad and Tobago 2012



Connecting Opportunities... Fostering Growth

investTT is the nation's investment promotion agency aligned to the Ministry of Trade, Industry & Investment. We are the first point of contact for investment opportunities in Trinidad and Tobago and deliver customised investor solutions. We do this through our unique combination of knowledgeable sector experts, strategic alliances and extensive network of real estate and industrial parks.

Facilitation Services

We facilitate the investment process by assisting both local and foreign investors with their specific information requirements and other business needs:

- Develop and coordinate all aspects related to in-country visits
- Assist with provision of information and data related to making an investment decision
- Assist with regulatory and registry issues in setting up initial operations
- Property and location assistance
- Recruitment and training guidance
- Assist with settlement of any ex-pat personnel in country
- Referrals to local service providers

Aftercare Services

We provide support to Multinational Companies operating in Trinidad & Tobago by resolving specific business challenges or business eco-system issues to create an environment to encourage reinvestment:

- Advisory & Real Estate Services
- Create business linkages
- Problem Solving/ Highlighting for policy change
- Assist in regulatory and registry issues for expansions

For more information on investing in Trinidad and Tobago or to register for our services, please visit us at **www.investt.co.tt**

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FAST FACTS

Trinidad and Tobago

Language	English (Official), Spanish (Second)
Population	1.3 million
Location	Trinidad: Latitude, 10.5°N Longitude, 61.5°W Tobago: Latitude, 11.5°N Longitude, 60.5°W
Total Area	Trinidad: Approx. 1864 square miles (4,828 sq km) Tobago: 116 square miles (300 sq km)
Capital	Trinidad: Port-of-Spain Tobago: Scarborough
Climate	Temperature: Daytime - Approx. 31°C (87°F) Nighttime - Approx. 21°C (69°F) Seasons: Dry season – January to May Rainy season – June to December
Time Zone	Trinidad and Tobago is 1/-1 hour ahead of US Eastern Standard Time (EST) and 4/5 hours behind Greenwich Mean Time (GMT)

Economic Data

Exchange Rate: US\$1.00 - TT\$6.43

Unemployment Rate: 5.8% (2011)

Main GDP Contribution: Petroleum Sector 45.3%

GDP Growth: -1.4% (2011)

GDP: US\$22.4 million (2011)

GDP Per Capita: US\$16,963 (2011)

Inflation Rate: Headline inflation 5.3% (2011)

Labour Force: 632,100

Political System – Parliamentary Democracy

Head of State: President George Maxwell Richards

Head of Government: Prime Minister Kamla Persad-Bissessar

Financial System

Standard and Poor's Rating: Grade A (2011); Moody's – Baa1

Number of Commercial Banks: 8

Number of Branches: 133

Number of Automatic Teller Machines (ATM): 254

Transportation

2 Main International Airports: Piarco International Airport (Trinidad), and A.N.R. Robinson International Airport, (Tobago).

2 Main Seaports: Port of Spain and Point Lisas, Trinidad

Inter-island Transport: 2 Fast Ferries

Inland Transport: The country has a well integrated system of public transportation buses, private minibuses and taxis.

Work Permits, Visas

A person may be allowed to enter and work without producing a work permit for a maximum of thirty (30) days.

Most Commonwealth countries do not require visas for entry except Australia, New Zealand, India, Nigeria, Papua New Guinea, Sri Lanka and Tanzania, Cameroon, Fiji Islands, Mozambique, Tonga, Uganda and South Africa.

Business Hours

Offices

(Public or Private):

Mon - Fri: 8:00 a.m. - 4:30 p.m.

Banks

(City Centres):

Mon - Thur: 8:00 a.m. - 2:00 p.m.

Fri: 8 a.m. - noon;

3:00 p.m. - 5:00 p.m.

(Shopping Centres):

Mon - Fri: 10:00 / 11:00 a.m. -

5:00 p.m. / 6:00 p.m.

Retail

(City Centres):

Mon - Fri: 8:00 a.m. - 4:30 p.m.

Sat: 8:00 a.m. - 1:00 p.m.

(Shopping Centres):

Mon - Sat: 10:00 a.m. - 7:00 p.m./8:00 p.m.

Business Dress Code

Trinidad – More formal with lightweight suits

Tobago – Jackets are optional except on formal occasions

Health

Number of Public Hospitals – 9

Health Centres in the North West Region - 17

Health Centres in North Central Region - 11

Health Centres in Eastern Region - 16

Health Centres in South Western Region - 33

Health Centres in Tobago - 19

District Health Facilities – 9

Number of Private Hospitals – 152

Sources

Central Bank of Trinidad and Tobago, Central Statistical Office,

Immigration Division, Ministry of Health, National Energy Corporation



REASONS TO INVEST IN

Trinidad and Tobago

Trinidad and Tobago is at the “heart” of the Americas and serves as a gateway to Latin America, the United States and Canada; and though we’re an English speaking Republic, close proximity to South America and the French speaking Caribbean provides easy access to Spanish and French speakers. Trinidad and Tobago has earned a reputation as an excellent investment site for international businesses and has one of the highest growth rates and per capita incomes in Latin America and the region.

Our population is highly skilled. Trinidad and Tobago boasts a literacy rate of 98% and has an approximate matriculation rate of over 7,000 tertiary level students entering the workforce every year. There are many vocational schools and skills training programmes, all of which ensure a ready and available

labour force. The Government of the Republic of Trinidad and Tobago is committed to enabling legislation to provide a hassle-free business environment for investment partners. Investing companies are allowed 100% ownership of locally-registered private companies and are allowed repatriation of profits by law.

The country features special advisory services for investors, such as this Investment Guide, and is interested in building lasting and productive relationships with investors. Other helpful services include the facilitation of land purchases and the creation of special economic zones and heavy to light industrial parks throughout the country. In the near term, Tamana InTech Park will serve as a research, development and production “centre of excellence” for knowledge based and ICT companies.

“Trinidad and Tobago has many vocational schools and skills training programmes, all of which ensure a ready and available labour force.”

ABOUT THIS PUBLICATION

A Guide to Investing in Trinidad and Tobago, is written and revised annually by InvesTT Limited (invesTT), a member of the eTeck group. It is intended to provide investors and potential investors with basic, yet useful information on doing business in Trinidad and Tobago and the investment and tax climate that currently exists. While every effort is taken

to make the guide as complete and accurate as possible, it is not intended to be a comprehensive statement of the law or used as a substitute for appropriate professional advice. InvesTT waives any responsibility or liability for any errors or facet of opinion herein.

invesTT welcomes any feedback that would help make this guide more useful. Please do not hesitate to contact the Marketing Department at The Atrium, Don Miguel Road Extension, El Socorro, Trinidad, W.I. P: (868) 638-0038 F: (868) 638-7742
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INTRODUCING

Trinidad and Tobago

The Republic of Trinidad and Tobago comprises the two most southerly isles of the Caribbean archipelago. A former British colony, Trinidad and Tobago gained independence on August 31, 1962 and later became a republic on August 1, 1976. Trinidad is 4,828 sq km (1,864 sq mi) in area and approximately rectangular in shape. It is 81.25 km long by 57-73 km wide, or 50 miles by 35-45 miles. Once attached to the South American mainland, the island is situated 12 km (7 miles) northeast of the coast of Venezuela and is separated from it by the Gulf of Paria, in which there are several islets, including Chacachacare, Huevos, Monos and Gaspar Grande. The island of Trinidad has three (3) mountain ranges.

The Northern Range with the highest point, El Cerro del Aripo, at 940 metres (3,084 ft) above sea level, is an extension of the Andes mountain chain. It runs along the northern coast of the island and is home to the majority of Trinidad's lush rainforest and a number of wild species eagerly sought by nature lovers. The Central Range, runs diagonally across the island, consisting of flat land for agriculture purpose. The Southern Range, featuring rolling hills, runs along the southern coast of the island, and is home to the La Brea Pitch Lake, from which asphalt is produced.

Tobago, 300 sq km (116 sq miles) in area, lies 34 km (21 miles) northeast of Trinidad. Of volcanic origin, the island is a single mountain mass, although the southwest is flat or undulating and coralline. The highest peak, the Main Ridge, reaches

an elevation of about 576 metres (1,890 ft). The coastline is broken by inlets and sheltered beaches, and there are several uninhabited islets. The island is tourism dependent with the famous Buccoo Reef being the star attraction. Trinidad is home to 95% of the total population of 1.3 million people and the balance resides in Tobago.

Geography

Islands' Geographic Coordinates:

Latitude 10 1/2° N,

Longitude 61 1/2° W

Trinidad & Tobago is approximately:

- 613 km (381 miles) from Caracas
Flying time: 1.2 hours
- 2598 km (1614 miles) from Miami
Flying time: 3.75 hours
- 3200 km (1988 miles) from New York
Flying time: 4.8 hours
- 4000 km (2486 miles) from Toronto
Flying time: 5.5 hours
- 6400 km (3977 miles) from London
Flying time: 8.7 hours

Climate

Trinidad and Tobago offers a marine, tropical climate, with sunny weather throughout. Daytime temperatures average 31°C (87°F) moderated by northeast trade winds, while nights are a cool 21°C (69°F). Trinidad possesses two distinct seasons – dry, from January to May, and wet, from June to December. There is a short dry period around mid-September called Petit Carême, which is an excellent off-season time to visit. Trinidad is just outside the usual path of hurricanes and other tropical storms but Tobago can experience inclement weather as a result of such weather systems.

History

Before the arrival of Columbus in 1498 the islands were inhabited by Amerindian tribes - mainly the Kalinagos and the Tainos. Though the descendents of those indigenous inhabitants have dwindled in numbers, many aspects of Amerindian culture were preserved, and many towns, rivers and boroughs are named with Amerindian words. The island was settled by the Spanish in the late 1500's. Although it attracted French, free Black, and other non-Spanish settlers, Trinidad remained under Spanish rule until the British captured it in 1797. During the colonial period, Trinidad's economy relied on large sugar and cocoa plantations.

Tobago's development was quite different from Trinidad's. During the colonial period, French, Dutch, and British forces fought for possession of the island, which changed hands twenty-two times – more often than any other West Indian



island. Tobago was finally ceded to Great Britain in 1814. Trinidad and Tobago was incorporated into a single colony in 1888.

With the abolition of slavery in 1834 planters found themselves without the traditional cheap labour to cultivate their agricultural plantations. This shortfall in labour was met by Indian indentured labourers who first arrived in Trinidad in 1845. They migrated from Uttar Pradesh, Madras, Punjab and other provinces, and comprised both Muslims and Hindus. From 1806 to 1866 the Chinese came as indentured



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labourers and in the 1850's the Portuguese came from the island of Madeira as well. Many Syrians and Lebanese also came to Trinidad as traders, the last wave having arrived by 1934. This unique immigration pattern largely created the cosmopolitan society that Trinidad and Tobago is today.

The direction of the Trinidad and Tobago economy began to change in the 1850's with the discovery of oil in Trinidad, and the commercialisation of the petroleum industry during the early 20th century. Trinidad and Tobago achieved full independence in 1962 and joined the British Commonwealth.

Political System

Trinidad and Tobago is an independent Republic that preserves the Westminster tradition of Parliamentary democracy upon which the constitution is based. General elections are held every five years. The head of state is the President, who is elected by an Electoral College of members of the Senate and House of Representatives for a five-year term. Executive power, however, is vested in the Prime Minister and Government following elections. The Prime Minister and appointed Cabinet Ministers serve as the political heads of the Ministries. The administrative heads are the Permanent Secretaries.

The island of Tobago, through the local Government body, Tobago House of Assembly, enjoys a certain degree of autonomy, and its separate history, culture, and identity are recognised.

Its seat is in the capital city, Scarborough. The country has remained a member of the Commonwealth, and has retained the Judicial Committee of the Privy Council in London as its highest court of appeal for criminal matters. Local government is conducted by nine (9) regional corporations and five (5) municipalities.

The Senate and the House of Representatives

The Senate is the appointed Upper House of the bicameral Parliament of Trinidad and Tobago, which is based at the Red House. The Senate comprises of Government Senators appointed on the advice of the Prime Minister, Opposition Senators appointed on the advice of the Leader of the Opposition and Independent Senators appointed by the President to represent other sectors of civil society.

The Presiding Officer, the President of the Senate, is elected from the Government benches.

The House of Representatives is the elected Lower House. Members are elected to represent single-seat constituencies. The Parliament is elected with a five-year life-span, but may be dissolved earlier by the President at any time if so advised by the Prime Minister.

The Role of the President and Prime Minister

The President of Trinidad and Tobago is the country's Head of State and Commander in Chief of the country's armed forces. The President replaced the British monarchy as the



Head of State when Trinidad and Tobago became a Republic on August 1, 1976. (The event is celebrated on September 24 since this is the date Parliament first met under the new Constitution).

Under the 1976 Constitution, the office of President is a ceremonial post, with executive power remaining with the Cabinet, headed by a Prime Minister. The President appoints as Prime Minister the leader of the largest party in the House of Representatives, and also appoints members of the Senate on the recommendation of the Prime Minister and the Leader of the Opposition. The current President of Trinidad and Tobago is Professor Emeritus, His Excellency, George Maxwell Richards. (2012)

The Prime Minister is the presiding member of Cabinet, which is the body, comprised of the heads of Ministries, that governs the country. The Prime Minister can select and dismiss other members of the cabinet, and allocate posts to members within the Government. As well as being Head of Government, a Prime Minister may have other roles or titles or portfolios. The current Prime Minister is The Honourable, Mrs. Kamla Persad-Bissesar. (2012)

Economic System

The Trinidad and Tobago economy is the most diversified in the English speaking Caribbean. The island is quite advanced in industrialisation and is seen today as the industrial and commercial capital of the Caribbean. A large segment of



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the well educated population is employed within the service sector.

Trinidad and Tobago has traditionally been an important oil and gas producing country. It is currently the largest supplier of Liquefied Natural Gas (LNG) to the United States. The abundant reserves of natural gas and government initiatives have encouraged huge inflows of foreign direct investment into downstream gas-based projects. Since April 1999, with the opening of the Atlantic Liquefied Natural Gas (LNG) plant, gas can be exported in large quantities, and the majority is shipped to the United States and Spain. The renewed investment boom in the energy sector will spur renewed activity in the construction, distribution, transport and local manufacturing sectors.

The country's hydrocarbon resources and, in particular, its natural gas, of which approximately 3.9 billion cubic feet per day (Dec 2011) are produced, have enabled it to become the most industrialised Caribbean nation. Oil production averaging 91,919 barrels per day (2011) and refining continue to be important, but LNG, petrochemicals and, to a lesser extent, steel have assumed much greater significance.

The Government of Trinidad and Tobago has made a commitment to actively encourage foreign investment. Its economic policy is directed to the development of a robust and open market-driven economy. Trade Liberalisation and public sector rationalisation are being pursued. Private



enterprise is being strongly encouraged. While there is State involvement in public utilities and in oil, gas and petrochemicals the Government is intensifying its efforts at divesting ownership in these key areas. Legislation removing restrictions on foreign investment, removing foreign exchange controls and providing various incentives to investors has been enacted.

Trinidadian manufactured goods can be found prominently in all Caribbean islands and worldwide. The Tobagonian economy relies primarily on tourism and secondarily on agriculture for domestic consumption. Trinidad and Tobago is classified as an upper middle income country in the World Development Report of the World Bank.

Financial System

The financial system is well-organised and soundly regulated. The Central Bank of Trinidad and Tobago determines monetary policy and sets discount rates and reserve requirements. It regulates operations of the commercial banks and other financial institutions. There are eight (8) commercial banks with a total of 133 branches and 254 ABM locations with an asset base of over TT\$18 billion.

The ABM banking system offers access to advance cash withdrawals for VISA, MasterCard and VISA Plus clients as well as enables access to accounts from any ABM. LINX can also be used to make purchases at retail outlets throughout the country. Traveller's Cheques and Credit Cards are

accepted at most establishments. In addition, there are non-bank financial institutions, merchant banks, finance houses, trust companies, mortgage finance institutions, mutual funds including a unit trust corporation, a secondary mortgage company and more than thirty (30) insurance companies. The Deposit Insurance Corporation guarantees deposits up to TT\$50,000. There is also the National Insurance System, the Trinidad and Tobago Stock Exchange and the Depository as well as a number of other development finance institutions catering for Central securities, commercial, agricultural and small business development. The securities industry is governed by the Securities and Exchange Commission.

Internationally, Trinidad and Tobago is a member of the International Monetary Fund, the World Bank, the Inter-American Development Bank, and subscribes to the General Agreement of Tariffs and Trade. It is active in a number of regional, hemispheric and international organisations and enjoys a good reputation among members of these bodies.

The Capital and other Major Cities

The capital of Trinidad and Tobago is Port of Spain, which is situated in the north-west of the island of Trinidad. Port of Spain sprawls from the Gulf of Paria into the foothills of the rugged Northern Range and is the largest city and administrative capital of the Republic. It is the financial centre of the country and ever increasingly the Caribbean. Government and the Central Bank operate from the capital, which incorporates Trinidad's main port.



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The heart of the city is the downtown area, with Queen's Park Savannah at the northern edge and the Brian Lara Promenade to the South, linked by a series of busy commercial streets. Port of Spain is a mixture of elements both modern and rustic. At South Quay, the impressive and ultramodern waterfront tips a hat to Trinidad's future. At the Queen's Park Savannah, a row of mansions called the Magnificent Seven that lines the western side displays the country's strong heritage. Along the northern flank, the Botanic Gardens and the Emperor Valley Zoo adjoin the stately President's House as well as the Prime Minister's Residence and Diplomatic Centre.

When Port of Spain became the capital in 1757, it was a little muddy seaport. Now, it is one of the busiest commercial centres in the Caribbean, with the construction of the waterfront on the Port of Spain Harbour that includes the Hyatt Regency Trinidad, conference facilities, Class A office space, as well as retail and parking space. San Fernando, on the southeast of Trinidad, is the second largest city and is considered the industrial capital of the country. San Fernando is the commercial and government centre in south Trinidad, approximately 50 kilometres (31 miles) from Port of Spain via the Solomon Hochoy Highway.

Trinidad's most important industrial zone is at the port of Point Lisas, in central Trinidad, where the majority of manufacturing and industrial buildings are located. Strategically located in the "middle" of Trinidad, Point Lisas is the hub for downstream and upstream energy activity.

Scarborough is the administrative capital of Tobago and is the main commercial and government centre.

Downtown Scarborough is within close proximity to tourist resorts and historical sites; but above all, the port facility is located in the heart of Scarborough. Crown Point is a major town in Tobago, as it hosts the A.N.R. Robinson International Airport (formerly Crown Point International Airport) as well as many beach resorts, and is a main centre for tourism. Magdalena Beach Resort, Tobago's premier and leisure business resort, located beside the Atlantic Ocean, on the magnificent Tobago Plantation has been awarded the 2012 Trip Advisory Certificate for Excellence, which is awarded to hotels that receive consistent commendation from travellers. Magdalena Grande has also been recognised for its consistent 4.5 out of 5 ratings.

Culture

The festivals, music, customs, cuisine, religions and races of Trinidad and Tobago reflect a rich and unique cultural diversity. Influences originate locally with the indigenous Kalinagos and Tainos, and abroad from Europe to Africa and Asia. The nation has a passionate and colourful history spanning five centuries – the result of several European interests clamouring for colonial rights to the islands. Famous for its pre-Lenten celebration, Trinidad and Tobago's Carnival, one of the most popular in the world, is a festival bursting with vivid colour, exquisite costumes, calypso music and the pulsating steelpan, which is widely claimed to be

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the only acoustic musical instrument invented during the 20th century. This festival attracts close to 40,000 visitors annually which directly contributes an estimated TT\$18 million dollars in revenue. The diverse cultural and religious backgrounds of the people allow for many festivities and ceremonies throughout the year. Other indigenous art forms include soca (a derivative of calypso), parang (Venezuelan-influenced Christmas music), chutney and the famous Limbo dance. There are several art galleries in the Port of Spain area that feature the works of both local and foreign artists. Small but vibrant theatre and dance companies thrive in Trinidad as well. The cultural diversity of Trinidad and Tobago is further reflected in the variety of local food choices that range from Indian influenced to the local Creole cuisine. There is also a wide choice of international cuisine and popular North American fast foods throughout the island.

Language

The official language of Trinidad and Tobago is English. Facilities exist for foreign language dealings and translations, as may be required. In 2004, the government initiated Spanish as a First Foreign Language Programme, heralding a large increase in Spanish proficiency in the following years. Spanish and French are taught at many of the nation's secondary schools. There are also institutions in Trinidad that offer opportunities to study Spanish, French, Hindi, Chinese, Japanese, Portuguese and German. Translation and interpretation services in German, Spanish and French are



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available. For information on language learning in Trinidad and Tobago please contact:

- Trinidad and Tobago foreign missions
- The University of the West Indies
- Alliance Française of Trinidad and Tobago
- College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

People

Trinidadians and Tobagonians like to socialise and foreign visitors are warmly received. The population's friendly attitude provides an amicable atmosphere for business discussions. Trinidad and Tobago claims two Nobel prize-winning authors: V.S. Naipaul and St. Lucian-born Derek Walcott, and two Miss Universe title holders: Janelle Penny Commissiong (1977) and Wendy Fitzwilliam (1998). Mas designer, Peter Minshall, is renowned not only for his production of carnival costumes, but also for his role in opening ceremonies of the Barcelona Olympics, the 1994 Football World Cup, the 1996 Summer Olympics and the 2002 Winter Olympics, for which he won an Emmy Award.

Ethnic Composition

Trinidad and Tobago prides itself on being a cosmopolitan nation, where people of all races and religions work in harmony. Due to its complex history, there are various ethnic groups in the country. The average life expectancy is 70.3 years, with 68 per cent of the population between 15 and 64 years.

Ethnic Group % of Population:

East Indian descent.....	40.0
African descent	37.5
Mixed	20.5
Caucasian.....	0.6
Chinese	0.3
Other	0.3
Not Stated	0.8

Source: Central Statistical Office, 2000 Census

Religion

Several religions are practised in Trinidad and Tobago. Religious tolerance allows for active observance of many faiths including, Christianity, Hinduism and Islam.

Religion % of Population:

Roman Catholicism	26.0
Other Christianity	33.2
Hinduism	22.5
Anglicanism	7.8
Presbyterianism	3.3
Islam	5.8
Not Stated	1.4

Source: Central Statistical Office, 2000 Census

Telecommunications

Trinidad and Tobago has a modern telecommunications infrastructure with the latest in digital and fibreoptic technology. Telecommunications Services of Trinidad and Tobago Limited (TSTT) and Columbus Communications Ltd. (Flow Trinidad) are the only landline service providers in the country. Both TSTT and Digicel, an Irish-based telecommunications provider operating in the Caribbean, offer mobile phone services in both islands. International Direct Distance Dialing is available nationwide and on public payphones.

The International Access Code for Trinidad and Tobago is (1), followed by the Country Code (868), and the seven-digit local number. International phone cards are sold in many local shops, pharmacies and at TSTT and Digicel offices. With broad coverage throughout the islands, cell phones are an easy and available option. Internet and email services are cheap and easy to find at hotels, cybercafés and via smartphones.

Electricity

Trinidad and Tobago has a reliable supply of electricity with rates among the lowest in the Caribbean. The domestic and commercial supply voltage is 115/230 volts (+/- 6 percent) and 60Hz.

Water

The Water and Sewerage Authority (WASA), a state enterprise, is the sole provider of water services in Trinidad and Tobago.



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The water service is reliable in most hotels and guesthouses. The water is chlorinated and safe to drink. Several good bottled water alternatives are available at supermarkets.

Transportation

Driving is on the left-hand side. International visitors to Trinidad and Tobago may drive on the roadways for up to ninety (90) days but must have an International Driver's Permit or a valid driver's licence from the Bahamas, Canada, England, France, Germany, or the United States. Most rental car companies require drivers to be at least twenty-five years old and have at least two years of driving experience.

Trinidad and Tobago has an extensive transportation network of paved roads, which underwent major improvements in 2000. Major highways link the north and south of the island (Uriah Butler Highway, Solomon Hochoy Highway), and the east and west (Churchill-Roosevelt Highway); however, traffic is heavy at peak hours when a large number of vehicles head into or exit the capital city and environs. There is ample public transport around Port of Spain, so it's easy to get around. The "maxi taxi" stands near the Brian Lara Promenade are the hub of minibus routes throughout the city and beyond. Route taxis are also available and will pick up and drop off passengers along the main roads. Beyond the Brian Lara Promenade, on South Quay is the big City Gate hub, from where buses and maxi-taxis serve every corner of the island. Daily water taxis also bring commuters from the south of Trinidad into Port of Spain.



Airports

Piarco International Airport is 27 km (17 miles) from Port of Spain with Airport code POS. The A.N.R. Robinson International Airport is 10 km (7 miles) from Scarborough with Airport code TAB.

Seaports

The main seaports are located in Port of Spain and Point Lisas. The Port of Spain port handles dry and general cargo, break bulk, containers and passenger traffic. The Point Lisas port, mainly a bulk port for industrial commerce, also handles container and general cargo traffic. Three new sites have

been identified for industrial ports – Pt. Lisas South and East for pier facilities, Brighton for a Dock & Storage Yard and Galeota which will include a new fishing and landing facility as well as serve offshore companies.

Ferries

The Port Authority of Trinidad and Tobago operates the domestic ferry service providing transport for passengers, vehicles and cargo between Trinidad and Tobago. Services include dining and bar.

Fast ferries: *T&T Express* and *T&T Spirit*. Duration: 2 hours. Fares: Adult TT\$50 one-way; TT\$100 return, economy class. Conventional ferry for Cargo purposes: *Warrior Spirit*. Duration: 5 ½ hours. Fares (Economy) one-way TT\$37.50; return TT\$75. (Cabin) one-way TT\$80; return TT\$160.

As of December 2008, transport via ferries or watertaxis between Port of Spain and San Fernando was introduced. Fares one-way are TT\$15.00.

Health

Trinidad and Tobago's health system consists of government-funded and private hospitals, well-qualified specialists, private medical practitioners, and clinics/health centres, scattered throughout the islands. Specialists trained in gynaecology, pediatrics, radiology, physiotherapy, cardiology, gastrology, urology, and orthopaedics work both in private practice and in the health care facilities. Medical services are



free at the government funded institutions and clinics, but a fee is charged at all others. 24-hour emergency services are available at several government and private medical facilities. There is also a 24-hour Emergency Air Ambulance Service. Specialist Medical Services are among the best in the Caribbean. There are nine public and one hundred and fifty-two private medical hospitals in Trinidad and Tobago.

Education

The education system is modeled after the British system, and produces one of the highest standards of education in the Caribbean. Primary and secondary level education at most



institutions is free but private school options are available for a fee. Post-secondary and tertiary education providers include The University of the West Indies (UWI), distance learning tertiary level institutions, colleges and vocational/technical training schools, and a technology-based University of Trinidad and Tobago (UTT). Trinidad and Tobago boasts one of the highest literacy rates in the hemisphere (98%).

Post/Courier Services

Regular mail, express mail and courier delivery are reliable, and available from local provider TT Post at excellent rates. Also available are thematic, colourful local stamps for collectors and connoisseurs alike. International courier services such as FedEx, DHL and UPS are readily available.

Money and Exchange Rate

The currency of Trinidad and Tobago is the dollar TT\$1.00 = 100 cents. Notes are in denominations of TT\$100, 20, 10, 5 and 1. Coins are in denominations of TT cents 25, 10, 5 and 1. The exchange rate, as of April 2011, is approximately US\$1.00 to TT\$6.42.

Media

Newspapers

Daily Newspapers:	3
Bi-weekly:	2
Weeklies:	8

Television

Local Television Stations:	8
Local Cable Stations:	2

Radio

FM Radio:	37
AM Radio:	1

Shopping

You can shop just about anywhere on the island, from main streets boasting small variety shops and family-run businesses to multi-level shopping malls. The main shopping malls are located in the east at Trincity Mall in Trincity, in the west at Long Circular Mall in St. James and The Falls at West Mall in Westmoorings, and in the south at Gulf City in La Romain. Roadside and street vending are also very common.

Duty-free shopping is available at Piarco International Airport, both on arrival and departure. Adults can import 200 cigarettes, 1.5 litres of wine or spirits, a reasonable quantity of perfume, and gifts up to the value of US\$200. Also, on the island, duty-free shopping is available at The Falls at West Mall; Long Circular Mall; Maraj and Sons Jewellers Ltd., Frederick Street, Port of Spain; Rhyners Record Shop, St James; and Stechers Ltd. nationwide.

Sports

The people of this country are passionate about sports, namely cricket and football, or “soccer”. The Trinidad and Tobago “Soca Warriors”, as its national team is affectionately

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called, qualified for and participated in the 2006 FIFA World Cup in Germany. The West Indies Cricket Team comprises members from various Caribbean islands, including Trinidad and Tobago nationals, who participate at the highest level in the Cricket World Cup. Trinidad and Tobago's Brian Lara, ranked among the top 5 greatest batsmen of all times, held the record until 2008 for the highest individual score in a test innings and the highest individual score in first-class cricket. In the world of athletics, some of the greatest sprinters of all time came out of this country in the names of Hasely Crawford and Ato Boldon.

The former created history when he won the first Olympic gold medal for Trinidad and Tobago in the 100 metres in 1976, and the latter holds four (4) Olympic medals. Ato won two (2) coveted titles - an unprecedented feat, as no one had ever before won both the 100 and 200 metres sprint events in the same meet - and became the youngest sprinter ever to achieve under 10 seconds in the 100-metre sprint, and under 20 in the 200 metres. Another successful son of the soil, George Bovell III, is the most successful swimmer in history to come out of the Caribbean winning an Olympic bronze medal and breaking the world record in the 200m Individual medley.

In the recently concluded 2012 Olympics Trinidad once again made its mark in the sports arena when the 19 year old Keshorn Walcott came away with gold in the javelin throw. We also achieved a bronze medal in the men's 4 x 100 relay. The 2012 Olympics saw the Trinidad contingent emerging with a total of four medals.

The tropical climate of this twin-island Republic encourages both land and waterborne activities. Have your choice of track and field, cricket, football, cycling, boating, yachting, sports-fishing, windsurfing, scuba diving, parasailing, go-kart, rally racing, dirt-biking, hiking, golf, tennis, adventure races, hashing, kite-surfing, jet-skiing, surfing, kayaking and dragon boat racing. Several facilities are available to accommodate these high energy pastimes.





– strengthening T&T's investment environment

Trinidad and Tobago's (T&T's) Ministry of Trade, Industry and Investment (MTII) has improved – and continues to enhance – the country's investment environment, by refining the way business is transacted. The MTII's TTBizLink is a recent initiative that is positively impacting the investment environment.

TTBizLink is a Single Electronic Window (SEW) or IT platform through which investors can undertake various transactions for establishing and operating a business in T&T. The process is simple – companies or individuals who are registered to use TTBizLink log on to the portal – www.ttbizlink.gov.tt – using their unique credentials, complete the relevant online application form and submit one single e-document through the portal. The document is then automatically routed to the relevant government agency responsible for application processing and approval, with applicants receiving status updates via e-mail. Applications are accessible anytime (24/7), from anywhere via the TTBizLink portal.

T&T is therefore transitioning itself from paper-based transactions to online transactions.

The infrastructure for TTBizLink was developed by CrimsonLogic which has over two decades of experience in eGovernment. CrimsonLogic was responsible for Singapore's SEW known as TradeNet®. This SEW has resulted in Singapore's number 1 world ranking in the *World Bank's Doing Business 2012 Report* and other such previous reports.

The design and implementation of TTBizLink involved process reengineering, standardisation of procedures, automation of transactions and the integration of relevant agencies involved in trade and business. TTBizLink is therefore strengthening the



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business environment by enabling greater business rule compliance, accountability and transparency.

For the investor, this results in increased efficiencies through:

- Greater access to information via centralisation, better cross-referencing and filing
- Standardisation of documentation
- Facilitation of business transactions with the use of electronic signatures and electronic documents; and
- Increase in the speed at which business is transacted

In this first phase, TTBizLink will facilitate several transactions online, including two fundamental transactions which investors must undertake to establish a business in T&T. These are as follows:

- **e-Company Registration** – which provides for Name Search, Name Reservation, Registering a Business and Incorporating a Company from the Companies Registry of the Ministry of Legal Affairs (MLA).
- **e-Work Permit** – which allows companies, businesses, or attorneys-at-law practicing in Trinidad and Tobago acting on behalf of the business, to apply for Work Permits and Work Permit Extensions both for individuals and groups (i.e. ten persons or more) from the Work Permit Secretariat (WPS) of the Ministry of National Security (MNS).



Additionally, TTBizLink facilitates key business transactions online that enhance the way businesses operate in T&T. These are as follows:

- **e-Certificate of Origin (CO)** – which allows exporters/brokers to apply for COs issued by the Business Development Company Ltd. (BDC – exporTT) and the Trinidad and Tobago Chamber of Industry and Commerce (TTCIC). Exporters can also track the status of CO applications and pre-register with the BDC-exporTT or TTCIC.
- **e-Import Duty Concession (IDC) and Fiscal Incentives (FIs)** – which allow businesses in the non-energy sector to apply for IDCs and FIs from the Government.
- **e-Permits & Licences** – which allow importers/exporters to apply for Permits and Licences from the Animal Production and Health Services, and Plant Quarantine Division of the Ministry of Food Production and from the Trade Licence Unit (TLU) of the MTII. The former encompasses Animal Import Permits and Plant Import Permits. The latter includes Import Licences; Export Licences; Duty Relief Licences/Minister's Licences; Suspension Certificates and Safeguard Certificates.

Attached to the various e-services are SEW Specialists who are responsible for the operations and continued refinement of the respective e-services. Additionally, there is a Help Desk that can be accessed by calling 800-4SEW (4739).

TTBizLink's legislative framework is grounded in the Electronic Transaction Act No. 6 of 2011 and the Data Protection Act No. 13 of 2011, both of which were proclaimed in January 2012. These

In the design of the infrastructure, several security features have been incorporated to ensure that the system is secure. These features exist at every tier of the system thereby ensuring its impenetrability.

two laws provide for electronic documents, electronic records, electronic signatures, electronic transactions and the protection of personal privacy and information.

In the design of the infrastructure, several security features have been incorporated to ensure that the system is secure. These features exist at every tier of the system thereby ensuring its impenetrability.

Additionally, three levels of security features have been incorporated into all electronically generated permits, licences and certificates to make certain that authenticity cannot be compromised. These are as follows:

- Common Optical Watermark (Coat of Arms of the Republic of Trinidad and Tobago with the exception of Certificates of Origin which carry the respective watermarks of the relevant Authorised Organisations) with same dimensions, centre positioning and common templates for all the documents stated above.
- 2D Barcode with encrypted data relevant to the specific document.
- Microprint located at the bottom of the 2D Barcode.

Attempts to tamper with or modify any of the TTBizLink documents will compromise the appearance of the Watermark and Microprint. Additionally, attempts to modify or edit the data on a TTBizLink document will not affect the data encrypted on the 2D Barcode i.e. the Barcode cannot be doctored.

To use TTBizLink's e-services is simple. The first step is to register for your unique ttconnect identification number which comprises thirteen (13) digits. To access the ttconnect registration form, simply go to the TTBizLink portal, click on the ttconnect button on the main menu heading and follow the instructions.

Once you have registered for, and received your ttconnect identification number you simply have to sign up for the TTBizLink e-service(s) you wish to use by completing the relevant form. A business or company may register employees to conduct business on its behalf using Registration Form B. Alternatively, you may register to conduct business on your own behalf using Registration Form A. These forms, along with an outline of the steps to be undertaken, can be found on the TTBizLink portal by clicking the "How to Register/De-Register" button located to the top of the menu on the left hand side of the home page.

Once you have completed the steps outlined above, you simply log on to the TTBizLink portal using your unique credentials and use the e-service(s) for which you had subscribed. Investors can also work through any of the several brokers and/or attorneys-at-law practicing in Trinidad and Tobago who are registered to use TTBizLink.

It is important to note that the ttconnect registration activity is a one-time process and that your ttconnect identification number will

allow you to use the e-services currently online and any others that come on stream in the future.

Already TTBizLink has made an impact on those who are using the system. Natalie Austin, Human Resources Officer at the Arthur Lok Jack Graduate School of Business had this to say on the way service delivery has almost instantaneously been enhanced through the Work Permit e-service:

"At first I was a bit apprehensive about using the online system. However, it was much easier than I thought and I found the level of customer service I received from the support staff to be exceptional... Great Job TTBIZLINK team!"

As an agency of the MTII, the invesTT and TTBizLink teams work closely to ensure that the business set-up needs of investors are met. These two arms of the MTII continue to build on its complementarity in the relevant areas and interdependence for meeting its responsibility for attracting investors.

For further information on accessing TTBizLink, please contact the Ministry of Trade, Industry and Investment as follows:

TTBizLink Head Office,
Level 9, Nicholas Tower, 63-65 Independence Square,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: 800-4739
Fax: (868) 623-5156
E-mail: ttbizlinkinfo@gov.tt
Website: www.ttbizlink.gov.tt

TTBizLink – Business Made Easy!



Trade and Investment Approvals and Procedures

ECONOMIC ENVIRONMENT

Economic Trends

Since 1994, Trinidad and Tobago's economy has continued on a growth path in both the petroleum and non-petroleum sectors. The economy has successively been buoyed by the strong recovery in international oil prices and higher levels of domestic production, which has boosted government revenue from the oil sector by over 200% since early 1999. Albeit, public finances remain vulnerable to fluctuations in international oil prices, this issue is being rectified by the development of the downstream industries in the country.

Economic growth has been driven primarily by the petroleum sector, which rose by 2.0% in 2010. Despite this expansion, many local and foreign investors seek to diversify and expand the non-energy sector in the country.

In addition to price and exchange rate movements, institutional factors also affect country competitiveness. The Global Competitiveness Report (GCR) published annually by the World Economic Forum ranks countries on a number of factors to determine their competitiveness: basic requirements, efficiency enhancers and innovation and sophistication. These three (3) indices are further divided into twelve (12) pillars. Trinidad and Tobago ranked 81st out of 142 countries in the 2011-2012 report, up from 84th in the previous report.

Trinidad and Tobago is classified as a high income country by the World Development Report of the World Bank. The country's economy is expected to grow by 1.5% in 2012. This comes as the Government has embarked on a number of initiatives to increase investment in the economy and address the unemployment rate, particularly among the youth.

Standard and Poor's Ratings Services adjusted its Domestic Rating for Trinidad and Tobago from stable in 2009, to a positive A. The country's foreign rating maintained a flat A in 2011.

Key Economic Indicators

Trinidad and Tobago recorded an unemployment rate of 5.8% in the period January - June 2011. The labour force declined by 14,300 persons in the second quarter of 2011 when compared to the same period in the previous year. This had the positive impact of reducing the unemployment rate from 6.3%, but it also marked a decrease in the number of persons with jobs from 592,000 to 581,000. Over this period the participation rate was 61.6% in the second quarter of 2011, higher than the equivalent second quarter in 2010.

In 2011, the inflation rate fell from double digits in January (12.5%) to an historic low in August (0.6 per cent) before rebounding by the end of the year to 5.3%. Supply shocks and favourable domestic food production can be attributed to the decline in inflation. The movements in the overall Retail Price Index (RPI) were largely driven by movements in food prices as core inflation remained relatively sticky. The slow movement of the core price index can be related to the relatively stagnant consumer demand evident throughout the year.

Balance of Payments

Trinidad and Tobago's balance of payments recorded a surplus of \$667.7 million for the first six (6) months of 2011, compared with an improvement from the surplus of \$459.3 million for the corresponding period of 2010. As has been the case for many years the surplus was largely due to the country's export of energy products. While the overall net trade remained relatively stable when compared to

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**Table 5.1: Trinidad and Tobago:
Selected Economic Indicators 2007-2011**

Annual Percentage Changes					
	2007	2008	2009	2010	2011(est)
Real GDP Growth	4.8	2.7	-3.3	0.0	-1.4
Energy Sector	1.7	-0.3	2.5	2.0	0.0
Non-Energy	7.6	4.9	-6.7	-3.8	-1.0
Agriculture	21.8	7.6	-32.4	60.2	-4.1
Manufacturing	16.3	4.1	1.4	1.6	1.0
Construction	7.1	4.5	-7.1	-28.4	-7.9
Financial Services	10.4	3.1	-4.5	8.1	4.3
Inflation Rate (%)	7.6	14.5	1.3	13.4	5.3
Unemployment Rate (%)	5.5	4.6	5.3	5.9	5.8
Gross Official Reserves (US\$M)	6673.5	9380.3	8651.6	9070.0	9822.7

Sources: Central Bank of Trinidad and Tobago, Central Statistical Office of Trinidad and Tobago and Ministry of Finance.

the same period in 2010, exports of both energy and non-energy goods increased over the period. The positive developments on the international energy markets and in some CARICOM member states proved beneficial to Trinidad and Tobago exporters. The capital account continued to be in deficit as private sector outflows reached \$1.4 billion and foreign direct investment flows remain subdued. At the end of December 2011, gross official reserves amounted to \$9,822.7 million or 11.9 months of prospective imports of goods and non-factor services.





5.2: Gross Domestic Product of Trinidad and Tobago at Constant (2000) Prices /TT\$ millions

Sector	2007	2008	2009	2010	2011
GROSS DOMESTIC PRODUCT	89,874.3	92,334.0	89,306.3	89,285.1	88,060.8
PETROLEUM INDUSTRY	36,709.5	36,600.3	37,526.9	38,268.5	38,281.4
Exploration and Production	20,305.4	20,059.2	20,425.3	20,795.9	20,322.1
Refining (Incl Atlantic LNG)	9,524.1	10,012.8	10,639.1	11,079.6	11,548.7
Petrochemicals	4,094.7	3,979.8	4,325.8	4,289.7	4,252.1
Service Contractors	901.4	668.0	266.5	198.4	232.4
Distribution	1,854.5	1,851.6	1,852.5	1,877.1	1,886.2
Asphalt Production	29.4	28.9	17.7	27.8	39.9
NON-PETROLEUM INDUSTRY	52,389.2	54,974.2	51,279.8	49,354.7	48,884.3
Agriculture excluding Sugar	344.5	347.2	313.9	308.8	314.9
Agriculture and Sugar	475.1	511.4	345.9	554.1	531.6
Export Agriculture	7.5	6.8	4.6	4.5	4.4
Domestic Agriculture	337.0	340.4	309.3	304.3	310.5
Sugar:	130.6	164.2	32.0	245.3	216.7
Sugar refineries	(113.6)	(113.0)	(116.4)	0.0	0.0
Cane farming and cultivation	18.7	1.9	1.9	1.9	0.0
Distilleries	225.5	275.3	146.5	243.4	216.7
Manufacturing¹	7,326.4	7,626.9	7,734.6	7,856.0	7,933.5
Food, Beverages and Tobacco	3,150.0	3,413.9	3,608.8	3,751.1	3,877.0
Textile, Garments & Footwear	134.2	161.7	169.0	182.0	192.9
Printing, Publishing etc.	829.8	802.7	717.9	669.5	631.7
Wood & Related Products	173.3	173.8	184.2	176.7	273.7
Chemical & Non- Metallic Minerals	1,314.8	1,244.4	1,211.5	1,245.2	1,254.7
Assembly Type and Related Industries	1,397.7	1,417.5	1,343.4	1,299.4	1,153.0
Miscellaneous Manufacturing	326.6	412.9	499.8	532.1	550.5
Services	44,587.7	46,835.9	43,199.3	40,944.6	40,419.2
Electricity and Water	1,230.6	1,267.2	1,270.6	1,271.7	1,239.2
Construction and Quarrying	7,068.6	7,386.0	6,863.2	4,913.1	4,523.7
Distribution and Restaurants²	10,828.6	11,889.9	9,370.4	8,281.2	7,575.0
Hotels and Guest Houses	258.3	218.4	213.3	188.0	176.6
Transport, Storage & Communication	6,502.6	7,051.7	6,948.4	6,858.0	7,043.0
Finance, Insurance & Real Estate etc.	11,669.5	12,032.6	11,491.7	12,421.1	12,950.9
Government	4,099.3	4,168.0	4,097.3	4,005.0	3,945.4
Education & Cultural Services	1,786.7	1,717.3	1,785.7	1,802.0	1,800.7
Personal Services	1,143.5	1,104.8	1,158.7	1,204.5	1,164.7
FISIM	(3,163.3)	(3,072.2)	(2,847.7)	(2,847.7)	(2,804.8)
Add: VALUE ADDED TAX (VAT)	3,938.9	3,831.7	3,578.9	4,509.6	3,699.9

¹ Excludes oil refining and petrochemical industries

² Excludes distribution of petroleum products



Trade and Investment Approvals and Procedures

Table 5.3: Balance of Payments

Date	BOP Overall Surplus/ Deficit (US\$Mn)	Total Exports (US\$Mn)	Total Imports (US\$Mn)
2006	7,700.2	14,217.4	6,517.2
2007	5,721.4	13,391.3	7,669.9
2008	9,064.4	18,686.4	9,622.0
2009	2,202.1	9,175.2	6,973.1
2010*	2,868.8	7,704.4	4,835.6

Source: Central Bank of Trinidad and Tobago

* January -September 2012

The surplus on the current account reflected buoyant energy exports which underpinned a net merchandise trade position of \$2.3 billion. During the first half of 2011 total merchandise exports increased by 18.6 per cent compared with January – June 2010. Energy exports amounted to \$5.4 billion, \$763.0 million more than the corresponding period a year earlier, driven in large part by the strength in crude oil prices. Non-energy exports increased by \$259.2 million to \$1,121.4 million, in large measure due to a rise in exports to CARICOM.

Exchange Rate Stability

The Government of Trinidad and Tobago took a decision to float the TT dollar with effect in 1993. Removal of official foreign exchange controls was simultaneously announced. The country's rate is now determined by the demand and supply for foreign currency at the commercial banks. Some degree of influence is exerted, however, by the Central Bank through its monetary policy on bank reserves and interest rates, as well as by the commercial banks through their discretion in the sale of foreign exchange. Such measures make the system tantamount to a managed float.

Source: Review of the Economy 2011

International energy prices rebounded in 2010 and remained fairly robust into 2011, rising to US\$97.30/bbl in July 2011, compared to US\$81.89/bbl in October 2010. The recovery in energy prices, served to alleviate pressures in the foreign exchange market. In the period October 2010 and June 2011, purchases from the public (including energy companies) by authorised foreign exchange dealers increased by 11.7 percent from US\$3,052.6 million to US\$3,411.0 million and sales of foreign currency by authorised dealers to the general public rose by 10.9 percent to US\$4,602.6 million, from US\$4,151.9 million when compared to the same period a year earlier. The Central bank funded the gap between sales and purchases by selling US\$1,390.0 million in foreign currency to authorised dealers over the period. The weighted average buying rate for the United States (US) dollar during the period October 2010 to July 2011 increased steadily from TT\$6.3242 in October 2010 to peak at TT\$6.3227 in July 2011.

During the period from July 2010 to June 2011, the average buying rate of the United States dollar appreciated from \$6.3227 to \$6.3845. Within the same period, the selling rate increased from \$6.3759 to \$6.4293.

The exchange rate now stands at approximately US\$1=TT\$6.4385.

Investment in Trinidad and Tobago

The Government of the Republic of Trinidad and Tobago (GORTT) welcomes foreign direct investment.

While there are various government bodies to facilitate investment in the country, GORTT encourages the creation of new opportunities and the incubation of new business without government interference.

Table 5.4: Population, Labour Force and Employment (2005 to mid- year, 2011)

	2005*	2006*	2007*	2008*	2009*	2010*	2011*p
TOTAL POPULATION	1,294,494	1,297,944	1,303,188	1,308,587	1,310,106	1,317,714	1,325,402
% change	0.3	0.3	0.4	0.4	0.1	0.6	0.6
TOTAL MALE	649,189	650,919	653,549	656,257	657,018	660,822	664,677
%change	0.3	0.3	0.4	0.4	0.1	0.6	0.6
TOTAL FEMALE	645,305	647,025	649,639	652,330	653,088	656,892	660,725
% change	0.3	0.3	0.4	0.4	0.1	0.6	0.6
Dependency Ratio (%)	48	48	48	48	47	47	-
Non Institutional Pop.15 yrs and over	979,000	978,300	980,900	987,000	991,100	996,900	-
Labour Force**	623,700	625,200	622,400	626,600	621,000	619,000	-
Persons Employed	574,000	586,200	522,500r	597,700	588,400	582,200	-
Persons Unemployed	49,700	39,100	34,600	29,000	32,600	36,800	-
Participation Rate (%)	63.7	63.9	63.4r	63.5	62.7	62.1	-
Unemployment Rate (%)	8.0	6.2	5.6	4.6	5.3	5.9	-
Births per 1,000 persons	13.80	13.70	13.95	14.12	15.25	15.40	15.21
Deaths per 1,000 persons	7.74	7.69	7.60	7.70	7.68	7.68	7.06
Crude Natural Growth Rate per 1,000	6.06	6.01	6.35	6.42	7.57	7.72	8.15

Source: Central Statistical Office

* Figures based on 2000 census

** Figures based on CSSP estimates

p: Provisional

r: Revised





SECTION 5

The Heritage Foundation Index of Economic Freedom for 2012 ranks Trinidad & Tobago #13 in the Americas and #63 worldwide out of 179 countries. Foreign ownership of companies is welcomed, and governed by the Foreign Investment Act (1990). Among foreign companies operating in Trinidad and Tobago are commercial banks, several air-courier services, airlines, fast food franchises and insurance companies. Foreign companies have interests in two electric power companies, a number of oil and gas operations, petrochemical plants, and a desalination plant.

Investors are presently in negotiations with the Trinidad and Tobago government for manufacture of petrochemicals and iron and steel.

The GORTT becomes involved in foreign investment when the investor is seeking government incentives or concessions such as tax holidays, duty-free import of equipment and materials, or exemption from VAT on inputs. The government also facilitates when an investor wishes to lease land in one of the state-owned industrial parks, and when a planned activity requires a licence, such as mining or drilling. Nationals and non-nationals are generally treated equally with respect to obtaining licences. Negotiations for memoranda of understanding or framework agreements and incentives or, in the case of petrochemical investors, negotiations for favourable natural gas prices will take longer than the simple registration of a company. Environmental approval for large industrial projects is based upon the completion of criteria set forth by the Environmental Management Authority (EMA), which may take some time to complete. Many projects are given provisional go ahead with only outline approval.

Trinidad and Tobago has been on a path towards privatisation of key sectors since the 1990s. Some sectors that have undergone privatisation include electrical power generation (T&TEC) and the postal service (TTPost). Others have been transformed. Caroni (1975) Ltd., a sugar producer, was closed in 2003 and replaced by Sugar Manufacturing Company Ltd. (SMCL), which was subsequently closed in April 2010. However, opportunities still exist for the development of this sector.

Table 5.5: Trinidad and Tobago Credit Rating History: 2005-2011 by Moody's Investors Service

Year	Outlook	Foreign Currency Ceiling		Government Bond Ratings			
		Bonds and Notes		Bank Deposits		Foreign Currency	Local Currency
		Long Term	Short Term	Long Term	Short Term	Long Term	Short Term
July 2011	Stable	A1	-	Baa1	-	Baa1	Baa1
Jun 2009	Stable	A1	-	Baa1	-	Baa1	Baa1
Dec 2008	Stable	A1	-	Baa1	-	Baa1	Baa1
Oct 2007	Stable	A1	-	Baa1	P-2	Baa1	Baa1
July 2006	Stable	A1	-	Baa1	P-2	Baa1	-
May 2006		A2	P-1	-	-	-	-
Aug 2006	Stable	Baa2	P-3	Baa2	P3	Baa2	-

Source: Moody's Investment Service



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The Trinidad and Tobago Government has been seeking a private-sector investor for the cargo-handling operations of the Port Authority of Trinidad & Tobago (PATT), as well as private sector management contractors for certain business units of PATT, including Destination Trinidad and Tobago Limited (the cruise shipping business unit); Trinidad and Tobago Inter-Island Company Limited (the ferry service); the Port of Port of Spain Company Limited (infrastructure company); the Port of Scarborough Marine Operations, and the CARICOM Wharves. Steps are also being taken to sell the assets of Trinidad and Tobago Forest Products Limited (Tanteak) to the private sector.

Moody's Investors Service in June 2011 maintained Trinidad and Tobago's credit rating at Baa1 for government bonds in both foreign and local currency. The stable outlook is due to the diversified energy sector, low risk exposure, low levels of public debt and other external indicators.

Foreign Ownership

The Foreign Investment Act, 1990 was proclaimed as an Act to provide for the acquisition, by foreign investors, of an interest in land or shares in local private or public companies, and for the formation of companies by foreign investors. In summary, the Foreign Investment Act, 1990 makes the following provisions:

- A foreign investor is permitted to own 100% of the share capital in a private company, but the Minister of Finance must be notified prior to the investment.
- Foreign investors are permitted to own up to 30% of the share capital of a local public company without a licence.
- A licence is required to permit foreign investors to own more than 30% of the share capital of a public company.

- A foreign investor is permitted to own one (1) acre of land for residential purposes and five (5) acres of land for trade or business without having to obtain a licence.
- No one is permitted to hold land in Trinidad and Tobago or shares in any local company in trust for a foreign investor who requires a licence but has not obtained same. Amendments to the Act are being proposed.

Profit Remittance and Capital Repatriation

There are no restrictions on repatriation of capital, profits, dividends, interest, distributions or gains on investment. Repatriation may be effected through the commercial banking sector. There remains the liability to pay withholding tax, where applicable.

Investment Protection Mechanisms

Bilateral Investment Agreements, which guarantee foreign investors a level playing field, exist between Trinidad and Tobago and the United Kingdom, Canada, Swiss, USA, France, Cuba, India, Germany, China, Spain, Mexico and Korea. A Bilateral Investment Treaty and an Intellectual Property and Rights Agreement have been entered into with the United States. Highlights of the Bilateral Investment Treaty include:

- A requirement that the treatment of foreign investments be no less favourable than that accorded domestic investments ("National Treatment").
- A prohibition against expropriation of an investment without just compensation calculated as the equivalent to the fair market value of the expropriated investment immediately before expropriatory action.
- A requirement that investments suffering losses from war or

similar events be accorded National Treatment.

- A provision to allow financial transfers relating to the investments to be made freely and without delay into and out of each country.
- A provision to ease requirements relating to entry, sojourn and employment of aliens for establishing foreign investment of a substantial capital amount.
- A prohibition against performance requirements as a condition for investment.
- A provision for dispute resolution alternatives, including binding arbitration.

INTERNATIONAL ASSOCIATIONS

Trinidad and Tobago is a stable democracy that maintains close relations with its Caribbean neighbours and major North American and European trading partners. Trinidad and Tobago is a member of the United Nations (UN), Organisation of American States (OAS), Association of Caribbean States (ACS), Commonwealth of Nations, World Trade Organization (WTO) and the Caribbean Community (CARICOM). After independence in 1962, Trinidad and Tobago joined the UN and the Commonwealth. In 1967, it became the first Commonwealth country to join the OAS. In 1995, Trinidad hosted the inaugural meeting of the Association of Caribbean States and has become the headquarters.

Trinidad and Tobago is an active member of the Organization of American States (OAS) and hosted the Fifth Summit of the Americas in April 2009, attended by United States President Barack Obama. Trinidad and Tobago has hosted several regional and global ministerial meetings on energy, education, and labor, women's affairs, and terrorism and security. In 2009, Trinidad played host to the Commonwealth Heads of Government Meeting (CHOGM).

Trinidad and Tobago actively supports CARICOM economic integration. In early 2006, Trinidad and Tobago, in conjunction with the larger CARICOM nations, inaugurated the CARICOM Single Market, a precursor to the full CARICOM Single Market and Economy.

CARIBBEAN COMMUNITY (CARICOM)

In 1972, Commonwealth Caribbean leaders at the Seventh Heads of Government Conference decided to transform the Caribbean Free Trade Association (CARIFTA) into a Common Market and establish the Caribbean Community (CARICOM). The signing of the Treaty establishing the Caribbean Community on 4th July 1973 was a defining moment in the history of the Commonwealth Caribbean. Although a free-trade area had been established under CARIFTA, it did not provide for the free movement of labour and capital, or the coordination of agricultural, industrial and foreign policies.

The objectives of the CARICOM as identified in Article 6 of the Revised Treaty are:

- improve standards of living and work;
- the full employment of labour and other factors of production
- accelerated, coordinated and sustained economic development and convergence;
- expansion of trade and economic relations with third States;
- enhanced levels of international competitiveness;
- organisation for increased production and productivity; and
- achievement of a greater measure of economic leverage and effectiveness of Member States in dealing with third States, groups of States and entities of any description and the enhanced coordination of Member States' foreign and foreign economic policies and enhanced functional cooperation.



Trade and Investment Approvals and Procedures

By 2002, provisions relating to market liberalisation were undertaken as CARICOM sought to eliminate the removal of existing barriers, and establish a Single Market space in which not only goods, services, capital, technology, and skilled persons could freely circulate, but also where Caribbean citizens could enjoy the rights of establishment of enterprise within any member state.

The CARICOM Single Market seeks to enable:

- **FREE intra-CARICOM movement of Goods and Services** - There are no import duties, tariffs and quantitative restrictions on goods of CARICOM origin. The treatment of intra-regional imports would be different from those coming from the rest of the world. Manufacturers will be able to get their goods to over six million (14 million if Haiti is included) people in the Caribbean.
- **FREE intra-CARICOM movement of Skills** - Under the CSME, the free movement of persons across the region entails the removal of work permits for University Graduates, Media Workers, Sports Persons, Musicians, Artists, Managers, Supervisors and other service providers. Workers in these categories can now move freely to another Member State and enjoy the same benefits and rights regarding conditions of work and employment as those given to national workers. Freedom of movement includes the freedom to leave and re-enter any Member State of choice and also to have access to property either for residential or business purposes.
- **FREE intra-CARICOM movement of Capital** - Citizens are able to transfer money to another member country through bank notes, electronic transfers, etc. without having to obtain prior authorisation. No new restriction can be added and the

restrictions that already exist will be removed. There will also be the equal right to buy shares in any company in any Member State and the right to remove your capital from one Member State to another.

- **RIGHT to Establishment** - The right to work as a self-employed person has been provided for in respect of persons wishing to engage in non-wage earning activities of a commercial, industrial agricultural or artisanal nature.

Such nationals may create and manage economic enterprises, including any type of organisation which they own or control (e.g. sole proprietorship, company, etc) for the production of or trade in goods, or the provision of services. Nationals exercising this right may move to another Member State on a permanent basis.

Affiliated with the right of establishment is the right to move the Technical, Supervisory and Managerial staff of such entities, as well as their spouses and immediate dependent family members.

Trade Agreements

CARICOM has negotiated free trade agreements with several countries in Latin America. CARICOM bilateral trade accords include:

- CARICOM and Colombia
- CARICOM and Costa Rica
- CARICOM and Cuba
- CARICOM and the Dominican Republic
- CARICOM and Venezuela



Trade and Investment Approvals and Procedures

CARICOM and the United States

The trade programs known collectively as the Caribbean Basin Initiative (CBI) are a vital element in U.S. economic relations with the Central American and the Caribbean countries. The CBI was developed to facilitate the economic development and export diversification of the Caribbean Basin economies. Launched in 1983, the Caribbean Basin Economic Recovery Act (CBERA) was substantially expanded in 2000 through the U.S.-Caribbean Basin Trade Partnership Act (CBTPA). CBTPA entered into force on October 1, 2000 and continues in effect until September 30, 2020. Trinidad and Tobago is one of the countries that benefits from the CBI program and would therefore benefit from CBTPA through preferential duty-free access to the U.S. market for most goods until 2020.

Development of a fully developed CARICOM-US trade agreement has been deferred until the completion of the negotiation of a Trade and Development Agreement with Canada.

CARICOM and Canada

CARICOM is a long established trade and investment partner for Canada, with commercial relations dating back to pre-confederation. A trade agreement with CARICOM would further strengthen Canada's commercial ties with longstanding regional partners and contribute to the shared goal of development through economic integration within the western hemisphere. The WTO General Council, at the request of Canada, has recently extended the MFN waiver for CARIBCAN (one-way preferential arrangement) to 2013.

As such, Trinidad and Tobago continues to be a beneficiary of the 1986 Caribbean/Canada Trade Agreement (CARIBCAN) which

provides non-reciprocal duty free access to the Canadian market for a range of goods from participating CARICOM countries. Trinidad and Tobago and other CARICOM partners are now involved in the negotiation of a reciprocal trade and development agreement with Canada. It is projected that this Agreement, consistent with Article XXIV of the General Agreement on Tariffs and Trade (GATT), will be concluded before the expiration of the WTO waiver.

The main objective of Trinidad and Tobago's participation in the negotiations of the proposed agreement is to further the national trade development agenda by providing a more secure and predictable market access for locally produced goods exported to Canada; expand the agreement to include trade in services and investment; provide for the settlement of disputes; and solidify development support and funding for the adjustment to liberalisation.

The Economic Partnership Agreement (EPA)

The CARIFORUM Economic Partnership Agreement (EPA) is expected to improve trade and investment relationships between CARIFORUM (i.e. CARICOM plus the Dominican Republic) and Europe. It provides for the establishment of a stable and secure trading environment for goods and services from the Caribbean; as well as intended to stimulate greater investment between Europe and the Caribbean.

Goods and services coming from the African Caribbean Pacific (ACP) countries previously enjoyed preferential access to the EU markets under the Lomé Agreement. However, with increasing opposition from WTO states, the ACP countries and the EU agreed to develop new WTO-compatible trading arrangements, progressively removing barriers to trade between them and enhancing cooperation

in all areas relevant to trade. This arrangement termed the Economic Partnership Agreements (EPA) succeeded the Cotonou Agreement, which defined economic relations between the EU and the ACP since 2000.

The EPA came into effect from January 1st, 2008 and covers areas such as Market Access, Services and Investment, Trade Related Issues, Legal and Institutional Issues and Development Cooperation.

Under the EPA, with respect to trade in goods, Trinidad and Tobago as part of CARIFORUM now has guaranteed duty free, quota free access for exports to European markets, with the temporary exception of rice and sugar, until 2010 and 2015 respectively. Additionally, import duties will be gradually liberalised over a period of 10-25 years. Non-competitive and sensitive products, however, are excluded from tariff liberalisation. Some of these include primary agricultural products, agro processed products, milk and cream, pasta, chocolate, juices, aerated beverages, mineral & aerated waters, alcohol, insecticides, disinfectants, and clothing.

Trinidad and Tobago Bilateral Agreements

Trinidad and Tobago has also recently negotiated a Partial Scope Agreement with Panama and is preparing to engage other Latin American countries such as Guatemala and El Salvador. These agreements are part of the government's strategy to pursue new markets for manufactured goods and services.

Bilateral Investment Treaties

Bilateral Investment Treaties (BITs) are agreements between two countries for the reciprocal encouragement, promotion and protection of investments in each other's territories by companies based in either country. Trinidad and Tobago has Bilateral Investment

Treaties with the following countries:

- Canada
- China
- Cuba
- France
- Germany
- India
- Korea
- Mexico
- Spain
- Switzerland
- United Kingdom
- United States of America

Double Taxation Treaties

These treaties ensure that income earned within the signatory countries will only be taxed once – either in the place where the income is earned or by providing a tax credit in the country of earnings. Trinidad and Tobago has entered into double taxation agreements with several countries:

- Brazil
- Canada
- Denmark
- France
- Germany
- India
- Italy
- Luxembourg
- Norway
- Spain
- Sweden



Trade and Investment Approvals and Procedures

- Switzerland
- United Kingdom
- USA
- Venezuela
- CARICOM

Infrastructure and Transportation

Bus and Taxi Services

There are many transportation services, which include private and public transportation, available nationwide. Public transportation systems are organised and highly reliable, although there is always the element of traffic congestion. Private transportation is also very accessible and timely, and available throughout the country.

Maxi Taxis – colour-coded mini-buses

Maxi taxis are also available in Trinidad and Tobago through various maxi taxi routes. This form of transport is available nationwide and is quite efficient as the Priority Bus Route (along the East-West corridor) is designated for maxi taxi use.

Independent Taxis - private or hired taxi service

- (1) Prices vary from TT\$3.00 to TT\$15.00 on average around town and in other cities/towns.
- (2) Fixed routes generally operate from designated stands.
- (3) Off route transfers usually cost more, on average, TT\$85.00 to TT\$200.00.

Ports

Trinidad and Tobago is strategically located in an unrivalled geographic location, enabling the transformation into an international

centre for trade and transport. The country is perfectly situated to capture a share in trade growth that is forecasted to occur between South America and the Pacific Rim countries - acting as a relay point for business in either region wishing to trade with Europe, redirecting cargo through the Panama Canal. All port operations are administered by the government and the state-owned enterprises set up for their management: the Airports Authority of Trinidad and Tobago (AATT), Point Lisas Industrial Development Company (PLIPDECO) and the Port Authority of Trinidad and Tobago (PATT). Their mission is to become the most attractive, efficient, customer-oriented ports in the region, to achieve and maintain financial self-sufficiency and to be exemplars of corporate performance in facilitating the achievement of national aspirations.

For further information on the port facilities in Trinidad and Tobago, please visit the following site:

<http://www.patnt.com/>

Or the following can be contacted for personal reference:

Communications Specialist

Port Authority of Trinidad and Tobago,
Administrative Building,
1 Dock Road,
Port of Spain.
The Republic of Trinidad and Tobago
Tel: (868) 623-2901 X113

Airports and Routes

There are two (2) international airports in the twin islands: Piarco International Airport, Trinidad, and A.N.R. Robinson International Airport (formerly called Crown Point International Airport), Tobago.

Piarco International Airport is situated approximately 25 km (16 miles) from Trinidad's capital of Port of Spain - about a US\$20.00 taxi ride away. Allow extra travel time, to and from the airport, depending on the time of the day. In particular, schedule extra time when going to Port of Spain during the morning hours, and when leaving for the airport in the evening. Sufficient short and long-term parking is located in front of the airport's terminal building. The fees for parking are TT\$ 6.00 (US\$ 0.94) per hour and TT\$ 36.00 per day. Airport code POS.

A.N.R. Robinson International Airport located approximately 11km (7 miles) from Tobago's capital, Scarborough, is on the south-west end of the island. The Store Bay beach and several hotels and guesthouses are in walking distance of the airport. The famous Pigeon Point beach is about a five (5) minute taxi drive or twenty-five (25) minute walk.

Airport code TAB.

Flight information and daily updates can be found at <http://www.tntairports.com/>

Airlines

There are currently eight (8) airlines operating from Piarco International Airport and five (5) airlines operating from A.N.R. Robinson International Airport listed below:

Figure 5.6: Airlines Operating from Trinidad and Tobago

Piarco International Airport

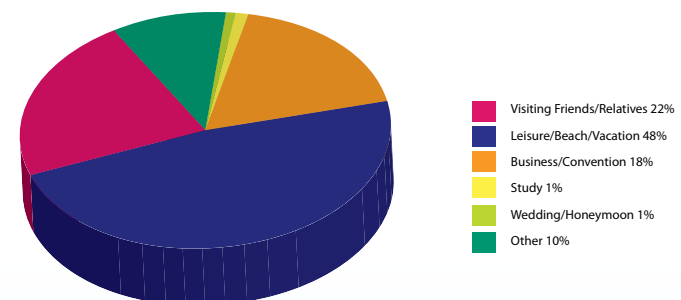
25km (16miles) from Port of Spain, Airport code POS, Piarco is serviced by scheduled flights operated by:
American Airlines, Aeropostal, British Airways, Caribbean Airlines, Continental Airlines, Copa Airlines, LIAT, Surinam Airways

A.N.R. Robinson International Airport

11km (7miles) from Scarborough. Airport code TAB, Crown Point is serviced by scheduled flights operated by:
British Airways, Caribbean Airlines, Condor, LIAT, Virgin Atlantic

Source: Airports Authority of Trinidad and Tobago

Figure 5.7: Trinidad and Tobago Arrivals by Purpose of Visit (2010)



Source: Tourism Development of Trinidad and Tobago



Trade and Investment Approvals and Procedures

Table 5.8: Stopover Visitors to Trinidad & Tobago by Accommodation 2010

	Apartment	Bed & Breakfast	Campus	Condo	Dive Lodge	Eco L Guest House	Hotel	Private Home	Staff House	Villa	Cottage	Undefined	Total
January	253		52	234	27	22	560	6689	15,303	29	327	10622	34118
February	116		31	8	28	6	410	4884	18177	15	165	10018	33858
March	288		61	22	28	18	678	7782	12521	44	329	11969	33740
April	200		40	30	21	9	480	6792	13816	11	241	7563	29203
May	150		51	58	17	5	458	6285	13902	14	234	6024	27198
June													
July													
August													
September													
October													
November													
December													
YTD Total	1,007		235	352	121	60	2,586	32,432	73,719	113	1,296	46,196	158,117

Domestic Airbridge

The domestic airlines, Caribbean Airlines, Caribbean Star and Tobago Express, fly between the two islands several times daily, between 5:45 a.m. until 9:00 p.m. These flight schedules change on a daily basis. The domestic fare is TT\$150.00 single and TT\$300.00 return.

Cargo Flights

There are several cargo airline services in Trinidad and Tobago, scheduled on demand. In addition, several of the international airlines offer cargo services on scheduled flights, listed below:

Table 5.9: Air Cargo Service Companies

Aeropostal de Mexico	Piarco Air Services	(868) 675-4468
Air Canada	Piarco Air Services	(868) 664-5194
American Airlines Cargo	Piarco Air Services	(868) 669-4732
Amerijet	Skyline Freight	(868) 627-7668
Caribbean Airlines	Sunjet House	(868) 625-7200
RUTACA	Piarco Air Services	(868) 675-4468
Surinam Airways	Piarco Air Services	(868) 675-4468
TransMeridian Airlines	Piarco Air Services	(868) 675-4468
Virgin Atlantic	Tobago	(868) 639-0595

Source: Airport Authority of Trinidad and Tobago

There are also several air courier services which also use Trinidad as a consolidation point, including FedEx and DHL.

For more information on airport fees and handling services, please contact:

The General Manager

Airports Authority of Trinidad and Tobago,
Airports Administration Centre,
Piarco International Airport,
South Terminal,
Golden Grove Road, Piarco.
The Republic of Trinidad and Tobago
Tel: (868) 669 - AATT (2288), 669-5311
Website: aatt@tntairports.com

Sea Ports

Two ports, Port of Spain in the north and Point Lisas in central Trinidad, form the nuclei of shipping operations. The harbour at Point Lisas was developed in the 1970s to facilitate growing industrial activities in central and south Trinidad.

In the late 1980s to early 1990s, the Port of Spain and Scarborough (Tobago) ports were modified for use as Cruise Ship Terminals, given that cruise ship arrivals were expected to emerge as a significant element of tourism development in the 1990s. A twice daily inter-island ferry service is in operation between the islands of Trinidad and Tobago. As of December 2008, there is also a Trinidadian intra-island ferry service linking San Fernando and Port of Spain.

The central shipping location for the nation has been Port of Spain. The capital's modern facilities include advanced handling

equipment, extensive warehousing, ancillary sheds, refrigeration areas, bunkering, and freshwater facilities.

The port contained only eight (8) berths in the late 1980s, however, and congestion was common because of the high number of ships bunkering in Port of Spain en route to North America or South America. Port development is an ongoing activity.

Other major ports have been specific-use facilities, including Point Lisas, Pointe-à-Pierre, Chaguaramas, Point Fortin, Brighton, Tembladora, and Scarborough. Point Lisas specialised in fertilizers, chemicals, petrochemicals, and sugar. Pointe-à-Pierre and Chaguaramas were ports of entry, and the latter also served as a timber and bauxite transshipment site. Point Fortin handled primarily ocean-going oil tankers; Brighton served the asphalt industry, and Tembladora was a privately owned port used as a transshipment point for Guyanese and Surinamese bauxite. Numerous shipping companies made port calls to the country, and Trinidad and Tobago was a member of the regional West Indies Shipping Corporation.

The main port in Tobago is the Port of Scarborough.

Roads

Trinidad and Tobago has a good network of roads totalling some 8,320 km (2000). Main roads constitute 800 km and the remainder is comprised of local and private roads. The Uriah Butler Highway and Solomon Hochoy Highway connect the two cities - Port of Spain in the north and San Fernando in the south, while the Beetham and Churchill Roosevelt Highways connect Port of Spain to Arima, the major town in the east. A vigorous road network expansion and rehabilitation programme is ongoing.



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Transport is affected mainly through buses and thousands of shared route taxis (cars and minibuses, popularly known as “maxi taxis”). The buses are operated by the state-run Public Transport Service Corporation (PTSC). A well-paved route, spanning approximately 28 km from Port of Spain to Arima, following the path of an abandoned railway (renamed the Priority Bus Route) is used almost exclusively for buses and hundreds of permitted maxi taxis and thus facilitates the swift movement of passengers along the East-West “Corridor.”

Utilities Electricity

Table 5.10: Electricity Rates in Trinidad and Tobago

Electricity in Trinidad and Tobago is distributed by the Trinidad and Tobago Electricity Commission (T&TEC)

ELECTRICITY RATES		
Monthly	TT\$	US\$
DOMESTIC RATES		
Minimum Bill	2× Customer Charge	
Customer Charge	6.00	0.95
Energy charge per kWh		
1-400 kWh	0.27	0.04
401-1,000 kWh	0.31	0.05
Over 1,000 kWh	0.35	0.60
COMMERCIAL RATES		
Minimum Bill	2× Customer Charge	
Customer Charge	25.00	3.96
Energy Charge (1-400 kWh)	0.39	0.06
INDUSTRIAL RATES		
D1		
Minimum Bill	Reserve Capacity Charge	Reserve Capacity Charge
Demand Charge per KVA	49.44	7.84
Energy Charge (1-400 kWh)	0.19	0.03
D2		
Minimum Bill	Reserve Capacity Charge	Reserve Capacity Charge
Demand Charge per KVA	49.44	7.84
Energy Charge (1-400 kWh)	0.21	0.03
D3		
Minimum Bill	Reserve Capacity Charge	Reserve Capacity Charge
Demand Charge per KVA	42.23	6.69
Energy Charge (1-400kWh)	0.17	0.03
VERY LARGE INDUSTRIES		
Minimum Bill	Reserve Capacity Charge	Reserve Capacity Charge
Demand Charge per KVA	39.14	6.20
Energy Charge (1-400 kWh)	0.13	0.02

SECTION 5

Table 5.11: Water Rates in Trinidad and Tobago (2011)

WATER RATES			
Quarterly			
DOMESTIC UNMETERED	RATE	TT\$	US\$
Annual Taxable Value (ATV)			
TT\$ 0- TT \$500	95% of ATV	108.00/atr	17.12
TT\$ 501- TT\$ 1000	81% of ATV	118.00/qtr	18.70
TT\$ 1001- TT\$2000	54% of ATV	203.00/ qtr	32.17
Over TT\$ 2000	47% of ATV	270.00/qtr	42.72
AGRICULTURAL UNMETERED	15% of ATV	105.00/mth	16.64
DOMESTIC METERED			
Up to 150 cubic meters	Per cubic meter	1.75/qtr	0.28
Above 150 cubic meters	Per cubic meter	3.50/qtr	0.55
Minimum charge		30.00/qtr	4.75
INDUSTRIAL UNMETERED		474.00/mth	75.12
INDUSTRIAL METERED	Per cubic meter	3.50/mth	0.55
Minimum Charge		35.00/mth	5.55
COMMERCIAL UNMETERED		474.00/mth	75.12
COMMERCIAL METERED	Per cubic meter	3.50/mth	0.55
Minimum Charge		35.00/mth	5.55

Source: Water and Sewerage Authority (WASA)

Table 5.12: Overseas Telephone Rates per minute (in TT\$)

Area		Rate		
Location	Code	Day	Evening	Weekend
Australia	6 11-5 Digits	\$2.50	\$2.00	\$1.50
Barbados	246	\$1.50	\$1.00	\$0.75
Brazil	551-5 Digits	\$2.50	\$2.00	\$1.50
Chile	561-5 Digits	\$2.50	\$2.00	\$1.50
Columbia	571-5 Digits	\$2.50	\$2.00	\$1.50
France	33 1-5 Digits	\$2.50	\$2.00	\$1.50
Germany	491-5 Digits	\$2.50	\$2.00	\$1.50
Hong Kong	852 1-5 Digits	\$2.50	\$2.00	\$1.50
Italy	39	\$2.50	\$2.00	\$1.50
Jamaica	876	\$1.50	\$1.00	\$0.75
Japan	811-5 Digits	\$2.50	\$2.00	\$0.50
London	44171	\$1.25	\$1.00	\$0.50
Miami	305	\$1.25	\$1.00	\$0.50
New York	914/7/607	\$1.25	\$1.00	\$0.50
Ontario	807	\$1.25	\$1.00	\$0.50
South Africa	271-5 Digits	\$2.50	\$2.00	\$1.50
Spain	341-5 Digits	\$2.50	\$2.00	\$1.50
Switzerland	411-5 Digits	\$2.50	\$2.00	\$1.50
Washington	253/360/425	\$1.25	\$1.00	\$0.50

Source www.tsstt.co.tt



Trade and Investment Approvals and Procedures

International Calls that terminate on Mobile Phones face a surcharge of \$1.00 per minute. This fee will be charged when calling a mobile (except those that have Receiving Part Pays such as the USA and Canada).

Charges to the following countries are charged at \$6.00 per minute: Antarctica, Comoros, Guinea Bissau, Niue Island, Sao Tome and Principe, Somalia and Tokelau.

Day Rates - Valid Mon. to Fri., 7:00 a.m. to 6:00 p.m.
Evening Rates - Valid Mon. to Fri., before 7:00 a.m. and after 6:00 p.m.
Weekend Rates - Valid all day Saturday and Sunday (Midnight Friday - Midnight Sunday)

Billing / Charges - per second
Applies To - IDD Calls Only
Applies To - Fixed Line, Prepaid and Postpaid Customers, GSM and TDMA

Internet Access
 Access to the Internet is available through Internet Service Providers (ISP):

Satellite Communications
 VSAT (Very Small Aperture Terminals) are currently being used for the transfer of data via satellite by some companies in Trinidad and Tobago. These include banks and some large multinationals.

Postal Services
 The Trinidad and Tobago Postal Corporation (TTPost) is the postal service provider on behalf of the Government of the Republic of Trinidad and Tobago and was incorporated in 1999 as part of the postal sector reformation project. The corporation has developed a robust retail network of ten (10) corporate shops and 140 franchises and an efficient delivery network capable of providing day plus one service to 96% of the population.

Table 5.13: Internet Service Providers in Trinidad and Tobago	
Columbus Communications Trinidad Limited (Flow)	flowtrinidad.com
Green Dot Limited	mail.tt
Illuminat	illuminatnm.com
Lisa Communications Limited	lisacommunications.com
Open Telecom Limited	opentelecomtt.com
Telecommunications Services of Trinidad and Tobago Limited (TSTT) - Blink	blinkbroadband.tt
Three Sixty Communications Limited	360communications.biz

Natural Gas Prices

Table 5.14: Natural Gas Prices in Trinidad and Tobago

Years	Prices (Henry Hub)
2011	US\$4.00 per million British thermal units (mmbtu)
2010	US\$4.39 per million British thermal units (mmbtu)

Source: Review of Economy 2011

**Table 5.15: Raw Material Resources-
Energy prices in Trinidad and Tobago (Effective 2009)**

	Units	TT\$	US\$
Gasoline Transport	Gal	\$12.35/ gal	\$1.93/ gal
Oil Transport	Gal	\$5.70/ gal	\$0.89/gal
LPG	Kg	\$2.30/kg	\$0.36/gal
Residential Electricity	kWh	\$28.16/kWh	\$4.40/kWh
Commercial Electricity	kWh	\$38.21/ kWh	\$5.97/kWh
Industrial Electricity	kWh	\$14.72/kWh	\$2.30/kWh

Source: Ministry of Energy and Energy Affairs

Notes: Some rates exclude VAT

The Financial Sector

Trinidad and Tobago has a well-developed financial system comprising of:

Commercial Banks	Other Non-Bank Financial	Deposit Insurance
Credit Unions	Institutions	Corporate
Development	The Stock Exchange	Home Mortgage Bank
Financial Institutions	Trust and Pension Fund	Financial Services
Life and General Insurance	Managers	Ombudsman
Companies	Unit Trust and Mutual Funds	Regional Credit
Mortgage		Rating Agency
Finance Companies	Venture Capital Companies	

Key pieces of legislation governing the above institutions in Trinidad and Tobago is the Central Bank Act; the Financial Institutions Act, Financial Institutions (Non-Banking) Act; the Money Lender's Act; the Trustee Ordinance; the Co-operative Societies Act; the Securities Act; the Companies Act, and the Venture Capital Act.



Trade and Investment Approvals and Procedures

In 2004, a White Paper on Financial Sector Reform was produced and this now forms the basis of government's reform strategy in the financial sector, with respect to the upgrading of the supervisory and regulatory framework, as well as the financial sector infrastructure. Based on the recommendations contained therein, the Insurance Act was amended in 2004 and with effect from May 25, 2004, the Central Bank formally assumed responsibility for the supervision of the insurance industry and private pension funds. In addition, the Central Bank embarked on a three year programme (2002-2004) of reform to improve the efficiency of and reduce risk in the payments and securities clearance and settlements system. On October 14, 2004, a Real Time Gross Settlement (RTGS) system called safe-tt was introduced for settlement of large-value payments (TT\$500,000 and over) among commercial banks. The Central Bank also launched the Central Bank Government Securities System (GSS) on December 9, 2004. This system which comprises an on-line auction system and an integrated securities depository, allows the bank's counterparties to bid for new government securities on-line. In July 2004, an Automated Credit Bureau was launched in Trinidad and Tobago which allows credit granting agencies to access credit histories of clients with the consent of said customers.

In March 2005, electronic trading was introduced on the stock exchange and is expected to shorten settlement periods and facilitate more efficient pricing on the stock market. In November 2006, the Automated Clearing House (ACH) began full operations to facilitate faster settlement of retail payments (under TT\$500,000) and lower settlement costs.



Table 5.16: Commercial Banks Interest Rates (December 2011)

Interest Rates		2009	2010	2011					
				I	II	III	I	II	III
A. Loan Rates (Market)									
(i) Term	Range	3.50-25.00	3.00-24.00	4.40-24.00	4.80-23.80	3.00-23.30	4.25-22.81	4.25-22.81	3.83-22.81
	Median	12.07	9.50	9.50	9.50	9.50	8.31	8.00	8.00
(ii) Demand	Range	4.50-25.20	2.00-25.16	3.00-24.00	4.50-23.40	2.00-23.30	3.20-22.75	4.25-20.50	4.00-20.50
	Median	12.25	9.50	9.50	9.50	9.50	8.25	8.00	8.00
(iii) Overdraft	Range	9.00-33.90	6.00-34.50	10.00-34.30	6.00-34.30	6.00-28.00	3.20-22.75	4.25-20.50	4.00-20.50
	Median	12.19	9.50	9.50	9.50	9.50	8.25	8.00	8.00
(iv) Basic Prime Rate	Range	9.90-13.25	8.25-11.25	9.50-11.25	9.50-10.50	9.00-10.50	7.75-10.25	7.75-8.75	7.50-8.75
	Median	12.13	9.50	9.63	9.50	9.50	8.25	8.00	8.00
(v) Real Estate Mortgage	Range	3.75-25.00	3.25-23.00	3.30-23.00	4.30-20.00	4.30-22.00	4.25-22.00	4.25-20.50	4.50-20.50
	Median	11.63	9.50	9.50	9.50	9.50	8.00	8.00	8.00
B. Deposit Rates (Announced)									
(i) Ordinary Savings	Range	0.25-6.10	0.10-3.00	0.10-3.00	0.10-2.00	0.10-2.00	0.05-1.75	0.05-1.75	0.05-1.75
	Median	1.25	0.38	0.40	0.30	0.30	0.30	0.30	0.20
(ii) Special Savings	Range	0.25-3.25	0.05-1.65	0.10-1.70	0.10-2.80	0.00-2.80	0.05-1.75	0.05-1.75	0.05-8.00
	Median	1.74	0.37	0.70	0.40	0.70	0.30	0.30	0.20
(iii) 3- Month Time	Range	0.10-6.75	0.20-4.20	0.20-4.00	0.20-4.20	0.20-4.00	0.10-3.95	0.05-3.95	0.05-3.95
	Median	2.23	0.70	0.80	0.70	0.60	0.50	0.50	0.29
(iv) 6-Month Time	Range	0.65-4.15	0.10-1.70	0.20-1.70	0.20-1.60	0.20-1.60	0.10-1.00	0.10-1.00	0.10-1.00
	Median	1.75	0.80	1.00	0.90	0.70	0.71	0.68	0.68
(v) 1-Year Time	Range	0.65-8.50	0.10-8.38	0.20-8.40	0.20-6.00	0.20-5.80	0.10-7.00	0.10-7.00	0.10-7.00
	Median	3.25	1.65	1.80	1.80	1.50	1.33	1.33	1.85

Source: Central Bank of Trinidad and Tobago

1 Annual data represent the rates for the three (12) months of the year and quarterly data represent the rates for the three (3) months of the quarter



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Interest Rates

The financial system in Trinidad and Tobago is dominated by 8 commercial banks. The implementation of telephone and Internet banking services by all major banks has further improved efficiency in the sector.

Foreign Currency Accounts

There are no foreign exchange controls enforced in Trinidad and Tobago. Individuals and companies can hold foreign currency deposit and chequing accounts, and financial institutions are now allowed to give foreign currency loans. Interest rates vary according to the currency and institution.

Access to Long-Term Finance

Long-term finance is available through mortgage companies, trust companies, merchant banks, the Development Finance Limited and the Agricultural Development Bank, and through the issue of bonds.

Venture Capital Incentive Programme

The Venture Capital Incentive Programme (VCIP) is a government initiative aimed at mobilising equity financing for small and medium sized enterprises in the non-traditional sectors of the economy.

In October 1996 the VCIP programme commenced. This program was introduced with the objective to increase the supply of risk capital to the entrepreneurial business sector, thus fostering the expansion and preservation of businesses as well as creating employment opportunities. The Venture Capital (Amendment) Act, 13 of 2005 which was assented to on July 13, 2005, seeks to increase

activity in the venture capital industry in Trinidad and Tobago. Some of the more significant aspects of the Act as amended include:

1. **Increase in Equity Capital of Venture Capital Companies (VCCs)**

The maximum “paid-up” capital with which a venture capital company (vcc) shall carry on business, has been increased from **twenty million to one hundred million** dollars.

This will allow venture capital companies greater flexibility in financing projects of varying profiles and returns.

2. **Scope of investment activity increases for Venture Capital Companies**

The scope of investment activity for venture capital companies will be expanded to allow investments in companies engaged in the extraction of oil and gas. This development is likely to facilitate local content, in both the upstream and downstream operations in the energy sector. Entrepreneurs in this sector can now have enhanced opportunities to access funding.

3. **Range of financing instruments expands**

A venture capital company is no longer required to restrict its investment in a Qualifying Investee Company to common shares. Preferred shares have now been included in the definition of equity to allow for greater flexibility in the structuring of deals.

4. **Increase in Equity Capital for investee companies**

The maximum share capital for Qualifying Investee Companies (QICs) has been increased from **three million dollars to fifty million dollars**. This change will result in an increase in the number of companies which qualify for venture capital funding.



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5. Fit and proper test for Fund Managers

Every person charged with the responsibility of managing a portfolio of funds of a venture capital company must be deemed a fit and proper person. Fund managers must now possess the necessary academic and practical training as defined in the Act.

In order to register as a Venture Capital Company (VCC) an entity must, among other things:

- Be incorporated or continued under the Companies Act, 1995
- Never have previously carried on business
- Within 30 days of its registration establish and maintain a place of business in Trinidad and Tobago
- Have a name or description that includes the words “Venture Capital”
- Have authorised capital comprising equity shares only
- Have paid-up equity capital of not less than TT\$50,000.00 and not more than TT\$100,000,000.00

Once registered, the VCC:

- Is required to have paid-up equity capital of TT\$500,000.00 within 12 months of registration.
- Must have invested 50% of the equity capital raised within the first year of registration, on or before two years of registration.

A company desirous of becoming a QIC must register with the VCIP and meet certain basic criteria as set out in the Act. A QIC may be either a start-up or existing company and must be incorporated under the Companies Act 1995 or be designated a CARICOM Enterprise under the CARICOM Enterprises Act. The potential QIC must also have fully paid-up capital of less than \$5 million and employ no more than seventy-five (75) employees. Funds received by a QIC from a VCC may be used for both purchasing securities,

acquiring land, entering into non-arms length transactions or for investments outside of Trinidad and Tobago except where the investment is directly in support of the activities of the QIC.

A VCC is expected to hold investments it makes with a QIC for a period of at least five (5) years but for no more than ten (10) years. Exit mechanisms available to the VCC include:

- Sale of shares back to the business owner
- Sale of shares to third parties
- Initial public offering

It is widely believed that venture capital funds should produce above average returns under the VCIP. Given the five-year minimum investment period, it is still too early to say whether VCC's will achieve a return on investment commensurate with the risk inherent in their investments.

For further information, please contact:

Office of the Administrator

Venture Capital Incentive Programme
36 Pembroke Street,
Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 624-3068/3081/3085

E-mail: vcip@carib-link.net

Opening hours: 8:00 a.m. to 4:00 p.m.,
Monday to Friday, except public holidays.

Capital Market – Bonds, Mutual Funds and Stock Market Bonds

In Trinidad and Tobago, bonds have been used very successfully to raise funds by the Central Government, state-owned enterprises

and some of the larger, private companies, in both local and foreign markets. In general, bonds issued on the local market are administered through private placement with a merchant bank or trust company.

From, 2005-2010, a cumulative total of TT\$12.6 billion was raised on the local bond market. In 2011, there were 20 primary bond issues, raising approximately \$7.2 billion compared with 19 bond issues in 2010 which raised \$7.1 billion of the 20 bonds issued in 2011, 6 were denominated in US dollars, raising a total US\$238 million or approximately TT\$1.5 billion. This represented issues by the various players in the market which included local and regional governments, statutory corporations and public enterprises and private sector and other regional institutions in the Caribbean and Latin America. This sector of the financial industry has also grown within recent times with the commencement of other non-financial institutions such as the AIC Financial Group.

Mutual Funds

Since 2005, there have been four (4) major players in the local mutual funds market: the Unit Trust Corporation, which was established in 1981; the RBC Royal Bank of Trinidad and Tobago Limited, which established its first fund in March 1994; First Citizens (formerly called First Citizens Bank) in 1998; and the Republic Bank Limited in 1995. There are also institutions in Trinidad and Tobago that allow for participation in mutual funds invested abroad. The mutual fund industry has expanded tremendously over the years and in recent times. This expansion was not through an increase in the number of entrants into the market but through the wider range of financial instruments offered by existing entrants, some tailored to the specific needs of investors. First Citizens Bank has been the major driver in this regard with the introduction of three (3)

mutual funds tailored to individual or institutional investors. Funds registered and traded in Trinidad and Tobago, are denominated in six currencies: Trinidad and Tobago dollars, US dollars, Barbadian dollars, Sterling pounds, Euros and Canadian dollars. These denominations originate in nine (9) jurisdictions namely: Trinidad and Tobago, United States of America, Europe, Canada, Asia, Isle of Man, Cayman Islands, Barbados and Guernsey.

Funds under management rose by TT\$ 7.4 billion during the twelve (12) months to September 2011 to close the period at TT\$40.96 billion. This represented a 22.2 % increase in funds.

The Unit Trust Corporation was established by an Act of Parliament in 1981. It is regulated by the Unit Trust Corporation of Trinidad and Tobago Act 83:03. It is planned to restructure the Trinidad and Tobago Unit Trust Corporation into a public liability company by passing in parliament the Trinidad and Tobago Unit Trust Corporation (Vesting) Bill 2002. This bill is yet to be enacted. This will allow for an initial public offering by the newly restructured Unit Trust Corporation. Other Institutions licensed to conduct the business of a mutual fund nature at present operate under the Financial Institutions Act. It is expected that new legislation to regulate the mutual fund market will be developed. Among the four (4) institutions operating in Trinidad and Tobago, there are Balanced (Growth and Income) Funds, Money Market Funds and Capital Appreciation Funds.

Profits accruing to a Trust operated by a financial institution, licensed under the Financial Institutions Act, in respect of its unit trust business, are exempt from corporation tax.

In 2005, the Securities Exchange Commission of Trinidad and Tobago (SEC) commissioned a study of the industry so as to aid



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with the implementation of legislation to govern this growing sector.

Stock Market

The stock market has 35 companies listed as at March 2012. The stock market rose to \$94.5 billion at the end of December 2011 from \$88.4 billion in June 2011. Discussions have continued with respect to the harmonisation of trading platforms across the Caribbean with a view to developing a regional stock exchange.

Labour

Trinidad and Tobago has a well-developed human resource base. Education has been a prime focus of the development strategy since the nation's independence. The work-force in Trinidad and Tobago is characterised by a high percentage of university graduates including those with postgraduate qualifications.

Legal, administrative, information technology and general management skills are widely available, as well as scientific, technical and engineering skills specific to industries such as agriculture, construction, and energy, including downstream from energy.

It should be noted that there are a large number of nationals attending universities outside of Trinidad and Tobago, but no official statistics exist on the number. Apart from the other campuses of The University of the West Indies in Barbados, Jamaica and the Bahamas, popular destinations for study include the United States, Canada, and the United Kingdom.

In the second quarter of 2011, the labour force stood at 632,100, an increase from 617,800 persons from the last quarter of 2010, which stood at 614,600.

Minimum Wage

Minimum wages legislation is specified in the Minimum Wages Act, Chapter 88:04: No.2.

The national minimum wage for workers in Trinidad and Tobago is TT\$12.50 per hour effective at present. There are also specialised minimum wages orders for the following:

- The catering industry
- Shop assistants
- Household assistants
- Gas station assistants
- Security industry employees

Table 5.17: Students Enrolled in Government and Assisted Schools

Students enrolled in Government Assisted Schools	2004/2005	2005/2006	2006/2007
Primary	126,370	123,199	121,036
Government Secondary	23,517	24,811	25,442
Assisted Secondary	24,332	26,374	22,983
Junior Secondary	29,760	27,131	22,983
Senior Comprehensive	24,257	23,456	22,347
Composite Schools	8,545	8,427	8,033
Technical and Vocational	-	-	-
UWI- St. Augustine	7,670	8,629	10,168

Source: Central Statistical Office

Normal Working Hours

The normal work day for non-shift workers consists of eight (8) hours, and the normal work week, 40 hours. These are inclusive of a meal break and a rest period. Beyond the normal work day, a worker working continuously is entitled to a meal break and a rest period for each additional four (4) hours.

Overtime Remuneration

The Minimum Wages Order set out the rules for overtime remuneration which pertain to:

- Time worked beyond eight (8) hours (generally)
- Time worked on days off
- Time worked on Sundays
- Time worked on public holidays

Overtime remuneration is:

On normal working days -

- One and one-half times pay for normally worked in excess of four (4) hours
- Two times hourly pay for additional extra four (4) hours, and
- Three times hourly rate thereafter

On Sundays, days off and public holidays -

- Twice hourly pay for time worked the first eight (8) hours and
- Three times hourly pay for time worked in excess of eight (8) hours

Retrenchment and Severance Benefits Act

The Retrenchment and Severance Benefits Act of 1985 lays down minimum severance pay which is payable in the event of

redundancy. Where an employee has served the employer without a break in service for between more than one (1) but less than five (5) years, he is entitled for each such completed year of service to two (2) weeks' pay at his basic rate if he is an hourly, daily or weekly rated worker, or one half month's pay at his basic rate if he is a monthly rated worker.

Where he has served the employer without a break in service for five (5) years or more, he is, in addition to his above-stated entitlement, entitled for the fifth year and for each succeeding completed year of service to three (3) weeks pay at his basic rate if he is an hourly, daily or weekly rated worker, or three-quarters month's pay at his basic rate if he is a monthly rated worker.

In the event of the winding up of the "employer company" or the appointment of a receiver, severance benefits provided for under the act enjoy the same as wages or salaries under the winding up provisions of the Companies Act.

Trade Unions

Employees may choose to join a union. The majority of workers including industrial, civil servants, members of the police force and fire services are represented by trade unions. Via the Industrial Relations Act, under which the Industrial Court is established, power is given to that court to settle trade disputes, prevent inappropriate industrial action and register collective agreements.

Services deemed "essential" such as electricity, water health, fire, communications and sanitation are prohibited from undertaking industrial actions such as strikes and lockouts.





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Social Security

All employees between the ages of sixteen (16) and sixty (60) are covered by the National Insurance System, on an earnings-based system of benefits and contributions. Contributions are made, two-third by employer and one-third by employee. The employer is responsible for submitting payment of the full amount to the National Insurance Board after deducting the employees' share from their wages.

Occupational Safety and Health

The Occupational Safety and Health Authority (OSHA) bill was approved by parliament in February 2004. Amendments were made to OSHA in February 2006. OSHA practices are now mandatory in all workplaces throughout the country.

Labour Exchange

The National Employment Service of the Ministry of Labour, Manpower Development and Industrial Relations, screens, registers, interviews and counsels nationals seeking employment. A skills' bank which categorises workers according to managerial, clerical, secretarial, technical, manipulative and unskilled is maintained, and supports the placement of individuals in companies that request recruitment assistance. The service is provided free of charge.

Real Estate

Acquisition of Real Estate in Trinidad by Foreign Investors

The Foreign Investment Act, 1990 allows foreign investors (including individuals and companies) to purchase up to one (1) acre of land for residential purposes and up to five (5) acres for commercial purposes provided that the purchase price is paid in an internationally traded currency through a bank or other entity authorised by law as a dealer in that currency. Additionally, the

foreigner must, through his Attorney, deliver to the Minister of Finance a Notice specifying his name, address and nationality, the date and registration particulars of the instrument by which he became the owner of the property and evidence of his payment in foreign currency.

Foreigners may exercise the option to lease property or buy freehold title. Under the Foreign Investment Act, land may be acquired by a foreign investor on an annual tenancy or for any less interest for the purposes of his residence, trade or business but not exceeding five (5) acres of land in all. Mortgages are given primarily upon satisfactory evidence as to the value of the property and the fact that the title to the property is free from all encumbrances.

If a foreign investor wishes to purchase land in excess of the stipulated acreages, he must apply for a licence from the country's President. This application must indicate the proposed land use and comply with the controls and restrictions of the relevant planning and environmental authorities.

Acquisition of Real Estate in Tobago by Foreign Investors

Since the making of The Foreign Investment (Tobago Land Acquisition) Order, 2007 and effective February 16, 2007 all foreign investors desirous of purchasing any land in Tobago are required to obtain a licence.

Although currently there is no requirement that a foreign investor must carry out construction where it has purchased bare land, the new legislation will provide that it must commence construction on the land within twelve (12) months of the date of granting of the licence. If it is unable to do so, it may seek an extension from the Minister of Finance. The Minister may grant an extension for a



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further period of eighteen (18) months. The application is stated to be a simple process.

There will be two (2) exceptions to the new land use policy:

- The Government will also reserve the right to prioritise the use of land for particular investments or sectors.
- Issues relating to land ownership in Tobago will fall under the purview of the Tobago House of Assembly (THA). The THA may impose additional requirements related to land ownership which are not inconsistent with what is stipulated in the investment policy e.g. restrictions on the length of ownership before resale and the type of activity to be undertaken on the land.

Contracts for Sale and Purchase of Land

In the case of an agreement for the sale of land, Trinidad and Tobago law prescribes that the agreement must be in writing and duly signed by the parties (the Vendor and the Purchaser). There is no fixed form of contract but, at the very least, the property, price and parties must be identified. The contract usually also provides for the payment of a ten percent (10%) deposit on the purchase price and the balance in a certain period of time (normally ninety (90) days). A clause is commonly inserted allowing for the deposit to be forfeited by the vendor if the purchaser fails to complete the purchase within the stipulated time except where this is due to the vendor's default. Where a real estate agent is employed to sell land on behalf of an owner, the agent often prepares the Agreement for Sale. It is advisable, however, that the purchaser ensures that the agreement is approved by an attorney before he signs it. Alternatively, the attorney may prepare the agreement. Where a real estate agent has been retained by the owner, a commission is payable by the owner amounting to 3% to 5% of the purchase price.

Land Title Systems

There are two (2) systems of law under which land is held in Trinidad & Tobago:

- The old law or common law system of conveyancing
- The Torrens system of registered conveyancing or the Real Property Ordinance (R.P.O.) system of conveyancing.

Most of the land in Trinidad and Tobago is still held under the old law system. This is the system which is based on the English common law as modified from time to time by statute such as, for example, the Conveyancing and Law of Property Ordinance (Chapter 27 No. 12).

This is the system of registration of deeds relating to the transfer of land. The original deeds are lodged at the Deeds Registry of the Registrar General's Department and searches are conducted at that department, to trace the vendor's title or determine how the vendor acquired ownership of the land or property being sold. The purchaser's attorney or his search clerk prepares what is called an Abstract of Title consisting of a list of documents, facts and events setting out the history of ownership of the property and all dealings with the property over a period of at least twenty (20) years. The first document contained in the abstract is called the Root of Title and thereafter, for good title to be constituted there must be in chronological order, a chain of title that continues from the root to the vendor, free from all encumbrances and without any break.

Title to property is either freehold or leasehold. In the case of the latter, the term of years can vary from periods of 25 years to 999 years.

The R.P.O. system is based on the Torrens System (after Sir Robert Torrens). In Trinidad and Tobago, the R.P.O. system exists side by side with the old law system, and it is not uncommon to find one property consisting of lands held under both systems. All dealings with land or property under the R.P.O. system are endorsed on a document called a Certificate of Title, the original of which is kept in the R.P.O. Registry of the Registrar General's Department, and the duplicate of which may be withdrawn from the registry and held by the owner of the property or by anyone else (e.g. a bank) who may have an interest in it.

Under the R.P.O. system, once a person's interest in property has been endorsed on the Certificate of Title, that interest is said to be indefeasible, that is, backed by a Land Assurance Fund against

which any person who has been fraudulently deprived of his interest in land can claim compensation and to the extent of any shortfall in the fund, the claim is guaranteed by the Government of Trinidad & Tobago as a charge on the Consolidated Fund.

The Procedure Involved in the Transfer of Real Estate

In order to facilitate the smooth and timely conclusion of a purchase transaction, the parties concerned are required to submit to the attorney preparing the transfer documents copies or the originals of the following where applicable:

- The Contract for Sale signed by the parties i.e. the Vendor and the Purchaser
- The Deed by which the Vendor acquired the property, or the Certificate of Title if the property is held under the R.P.O
- Releases of all outstanding mortgages on the property together with statements from the mortgagees as to the amount required to effect the releases and a note on the legal costs incurred in preparing such releases
- Current receipts for water and sewerage rates, Water and Sewerage Authority (WASA) Clearance Certificate, Land and Building Taxes, Land Rent and Condominium Management Charges
- Planning approval for development, if the property is to be developed by the Vendor before completion of the sale (or has recently been developed)

As soon as the relevant documentation is received, the attorneys will engage the services of a Search Clerk to conduct a search of the records at the offices of the Registrar General. These searches will indicate the history of ownership of the property and verify whether the property is subject to any, and if so, what encumbrances. On



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average such a search takes between two (2) to three (3) weeks and costs between TT\$1,000 and TT\$1,500. Whilst the search is in progress, the relevant deeds may be prepared.

Once it appears to the attorney that the vendor's title is in order, the relevant transfer documents may be completed. These documents typically consist of a deed/memorandum whereby ownership in the property will be transferred from the vendor to the purchaser. If the purchaser is taking mortgage financing to purchase the property, the lender's attorney will also have to verify that the vendor's title is in order and prepare the document affecting the mortgage for the purchaser to sign. The purchaser is required to engage the services of an attorney to prepare this deed/memorandum on his behalf.

The vendor may either choose to appoint his own attorney to revise the documentation on his behalf, in which case he should notify the other parties involved of the identity of that attorney or alternatively, arrangements can be made for the vendor to attend on the purchaser's attorney to execute the documents there.

The purchaser's attorney is usually responsible for coordinating the closing arrangements for this transaction (or if the Purchaser is taking mortgage financing, the Lender's Attorney). This entails verifying that the title is in order and that the relevant deeds, including the release of any existing mortgages on the property, have all been properly executed. When the relevant transfer documents have been signed by all the parties involved, the balance of the purchase price is paid to the vendor and/or his mortgagee and the sale transaction finalised.

Transfer Taxes

The next stage in the process is the stamping of the documents by the Board of Inland Revenue. Stamp duty payable is as follows:

Table 5.18: Residential Transfers (including a dwelling house)

Where the consideration for the sale or disposal of the property is:

	Consideration	Rate
Up to	\$850,000.00TT	0%
Next	\$400,000.00TT	3%
Next	\$500,000.00TT	5%
Over	\$1,750,000.00TT	7.5%

Table 5.19: Residential Transfers (land only)

Where the consideration for the sale or disposal of the land is:

	Consideration	Rate
Up to	\$450,000.00TT	0%
Next	\$200,000.00TT	2%
Next	\$200,000.00TT	5%
Over	\$850,000.00TT	7%

Table 5.20: Non-Residential Transfers (Commercial)

Non-Residential Transfers refer to commercial properties
The stamp payable is:

	Consideration	Rate
Up to	\$300,000.00TT	2%
Next	\$100,000.00TT	5%
Over	\$400,000.00TT	7%

Once the appropriate stamp duty has been paid, as certified by an embossed stamp affixed by the Board of Inland Revenue, the original transfer documents are lodged with the Registrar General's Department and a registered copy will be delivered to the purchaser as proof of his ownership of the land. The registration fee payable for the old law system is typically TT\$100.00 and TT\$50.00 for the RPO system.

Land Use and Development

Land use and development is controlled by the Regional Corporations and the Town and Country Planning Division. Permission is required to subdivide land, alter its use, carry on development or construction, repairs or renovations.

Plans must be submitted first for the approval of the Town and Country Planning Division. If the plans do not contain any defects that infringe planning and/or building regulations, outline approval is granted subject to the approvals of the other controlling authorities such as the Water and Sewerage Authority (if area is metered), Drainage Division, Ministry of Works and Transport, The Highways Division, the Fire Services, Environmental Management Authority (EMA) and the local Health Authority. Final approval from the Local Authority by the issuance of a Completion Certificate is granted when all the Authorities have certified that the necessary infrastructural works have been put in place and all regulations have been complied with.

A Certificate of Environmental Clearance (CEC) is required from the EMA for the clearing, excavating, grading and land filling of an area more than two (2) hectares (approximately 5 acres) during a two (2) year period. In some instances, the EMA may require an

Environmental Impact Assessment (EIA) prior to determining an application, upon consideration of the proposed development.

Office Space

A wide range of office space is available for rent in the central business district of Port of Spain, and environs. There are several real estate agencies with commercial divisions that can assist a foreign investor in locating office space.

In the central business district of Port of Spain, rental of office space costs between TT\$8.00 - TT\$20.00 per square foot per month (approximately US\$1.25 - US\$3.13).

Outside the main city, rental costs may be as low as TT\$1, approximately US\$0.16 per square foot, to a high of TT\$12.00, approximately US\$1.88 per square foot.

Constructing Properties

The development approval process for buildings involves a number of steps. It should be noted, however, that the current legislation under which these procedures are designed is being revised and a new Planning and Development Act is expected. This will aim at streamlining the process to make it easier for investors.

The core functions of the Ministry of Planning and Sustainable Development derive from the mandate of the Minister, under the provisions of the Act, to secure consistency and continuity in the framing and execution of a comprehensive policy with respect to the use and development of all land in Trinidad and Tobago. This is affected by the execution of two (2) main functions – Development Planning and Development Control. The core activities are:



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- Developing and keeping under review a comprehensive policy framework, a national physical development planning framework, regional plans and local area plans to guide decision-making on the use and development of land
- Evaluating and determining, on behalf of the Minister, applications for planning permission to develop land, in accordance with land use policies and plans
- Evaluating and determining applications for the display of advertisements
- Enforcing planning control
- Assisting in the preparation and review of relevant planning legislation
- Providing an up-to-date database of land use planning data and information for decision making on land use and land development.

The current process for constructing a building in Trinidad and Tobago is as follows:

Constructing a Building
Designs and Drafting of Plan
Town and Country Planning Division of the Ministry of Planning and Sustainable Development
Local Health Authorities
Chief Designs Engineer – Ministry of Works
The Water and Sewerage Authority (WASA)
Fire Service
Factories Inspectorate Division – Ministry of Labour, Small and Micro Enterprise Development
Highways Division – Ministry of Works
Drainage Division – Ministry of Works
Commissioner of State Lands – Director of Surveys – Ministry of Housing and the Environment
Water Connection – WASA
Electrical Connection from Trinidad and Tobago Electrical Commission (T&TEC)
Completion Certificate
Quantity Surveyor's Report
Property Valuation
Commission of Lands and Surveys

For further guidance in the development process, applicants are advised to refer to the document entitled “Guide to Developers and Applicants for Planning Permission” which was prepared by the Town and Country Planning Division:

Urban and Regional Planning Division

(Town and Country Planning)

North Regional Office,

Ground Floor, Eric Williams Finance Building,

Independence Square,

Port of Spain, The Republic of Trinidad and Tobago.

Tel: (868) 625-8445

Exports and Imports

Exports

Exports from Trinidad and Tobago can be divided into four (4) major areas:

- Energy based including crude oil and refined petroleum products, methanol, urea, anhydrous ammonia, iron and steel products
- Traditional agricultural exports including sugar, cocoa, coffee and citrus
- Non-traditional agricultural exports such as processed fish, shrimp, vegetables and fruit, as well as cut flowers
- Manufactured goods of a wide variety from foodstuffs, alcoholic beverages and non-alcoholic beverages, to air-conditioning units and motor vehicle batteries

The energy sector has been the most significant contributor to foreign exchange earnings of the country. Crude oil and refined

products account for around 45% of total export earnings while petrochemical exports account for around 30% of export earnings.

The country's top exports in terms of value are provided in the table below:

Table 5.21: Major Exports

Exported Products January- February 2011	TT\$
Mineral Fuels, Lubricants, Petroleum and Petroleum Products	5,712,000,000.00
Chemicals	2,840,000,000.00
Manufactured goods	410,000,000.00
Food and Beverages	304,000,000.00

Source: Central Statistical Office

Imports

The country's top imports in terms of value are provided in the table below:

Table 5.2: Major Imports

Imported Products January- February 2011	TT\$
Mineral Fuels, Lubricants and related Materials	3,096,000,000.00
Machinery and Transport	1,203,000,00.00
Manufactured goods	877,000,000.00
Food	587,000,000.00

Source: Central Statistical Office



Trade and Investment Approvals and Procedures

Table 5.23: Main Trading Partners

**Trinidad and Tobago's Exports to Major Trading Partners
January-February 2011**

Country	TT\$
Jamaica	\$358 million
Barbados	\$175 million
Suriname	\$146 million
Guyana	\$136 million

Source: Central Statistical Office

Import and Export Procedure

Importing

Licence

There are a few items that require an import licence. Importers who require such are mandated to apply to the Ministry of Trade, Industry and Investment and the Ministry of Tourism. It is advisable to do so prior to arranging shipment, in the event that the application is denied.

The list of items requiring an import licence is continuously renewed. For updated information, contact the Licensing Division of the Ministry of Trade, Industry and Investment or the Ministry of Tourism.

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

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, Industry and Investment's website by following the link at the end of this section.

<http://www.tradeind.gov.tt/>

Applications can also be obtained from the following locations:

Industrial Development and Inward Investment Division

Ministry of Trade, Industry and Investment,

Levels 11-17, Nicholas Tower,

63-65 Independence Square,

Port of Spain,

The Republic of Trinidad and Tobago.

Tel: (868) 625-3819, 627-1313 or 623-2931-3 Ext. 2120

Fax: (868) 624-9594

Trade Licence Unit

Ministry of Trade, Industry and Investment

Ground Floor,

Trinidad and Tobago Manufacturers' Association Building,

42 Tenth Avenue,

Barataria,

The Republic of Trinidad and Tobago.

Tel: (868) 674-3545

Fax: (868) 675-5465

The original and one copy of each of 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 (5) calendar years
- Town and Country Planning approval

Customs

A customs declaration form (Form C-82) is prepared by a customs broker on behalf of the importer. This form, accompanied by supporting documents, such as an invoice from the supplier, bill of lading, licence, if a licence was required, health certificates among others, has to be lodged with Customs, once the goods have arrived in Trinidad. The documents are scanned into the ASYCUDA system, for verification and extraction of statistical information and the duties determined accordingly.

Once the documents have been stamped by Customs and the duties paid, an inspection is carried out at the port of entry, before the goods are cleared.

Duties and Concessions

Raw Materials

Raw materials for approved industries are generally free of customs duties. Refer to the Customs Act.

Plant and Machinery

The majority of capital plant and machinery is free of duty or subject to a 2.5% rate of duty.

CARICOM Goods

Under the Caribbean Common Market (CARICOM) trade agreement, no duty is paid on goods coming from CARICOM member countries. For goods whose origin is outside of CARICOM,

a Common External Tariff (C.E.T.) exists. Effective July 1, 1998, duties ranged from 0% to 20%.

Other Duty Free Goods

Under the various incentive programmes for approved projects, imports may be free of duty.

Exporting

Exporters are required to make a declaration to Customs on the goods to be exported prior to their export, and to have them examined before shipping. There is a system of priority for exports to ensure that the minimum time is spent in the declaration and verification process. The purpose of the declaration and verification is to prevent smuggling and ensure that restricted goods, such as mining and fish products, are accompanied by their appropriate licences or certificates. Customs also performs agency duties in respect of the VAT Administration Office. Here they verify that goods on which no VAT has been paid for the purpose of re-export, are being exported. Items being sent abroad for repairs are also subject to verification checks, since the duties charged on their return would be only on the cost of the repairs.

Exporting goods out of Trinidad and Tobago may involve contact with a number of organisations.

Media

Newspapers

Daily Newspapers:

- Trinidad and Tobago Express
- Trinidad and Tobago Newsday
- Trinidad Guardian





Weekly newspapers:

The Probe, Showtime, Sunday Punch, The Bomb, The Blast, Tobago News, TNT Mirror (biweekly), Uhuru

Monthly journals:

Trinidad and Tobago Review

Postal Services

- TTPost
- FedEx
- DHL Worldwide Express
- United Parcel Services
- E-Couriers
- IBC
- Jet Express

Radio

37 Local FM Radio Stations

1 Local AM Radio Station

Telephone/Cellular Services

TSTT/ bmobile

Digicel

Television

Television (Free to air):

- Advance Community Television Network Limited
- C.C.N. Television Limited
- Caribbean New Media Group Limited
- Gayelle Limited
- Guardian Media Limited (Formerly Trinidad Publishing Company Limited (CNC3)
- WIN Communication Network (Mohan Jaikaran)
- Parliament of the Republic of Trinidad and Tobago
- Synergy Entertainment Network Limited

TV Broadcasting Service via Cable:

IETV Limited

IBN

Subscription Television Broadcasters (Cable)

- Air Link Communications - Niche - Princes Town and Environs
- Columbus Communications Trinidad (Flow) Limited - National
- DirecTV Limited - National
- Green Dot Limited - National
- Independent Cable Network of Trinidad and Tobago (ICNTT) - Major Territorial
- Network Technologies Limited (Transferred from Computer Technologies and Services Limited) - Niche - Mayaro and Guayaguayare
- RVR International Limited - Niche - Princes Town and Rio Claro
- Telecommunications Services of Trinidad and Tobago Limited - National
- TRICO Industries Limited - Minor Territorial





Company Registration

PROCEDURES FOR REGISTERING A BUSINESS IN TRINIDAD AND TOBAGO

Business types commonly registered in Trinidad and Tobago are:

- Sole Proprietorships (Individuals)
- Partnerships
- Limited Liability Companies

Other types of businesses such as external, public/private partnerships and consortia can also be registered as partnerships or companies depending on the nature of arrangements between the joint partners.

The Companies Act, 1995 of Trinidad and Tobago provides the legal framework for the registration of businesses as companies in Trinidad and Tobago.

The Registration of Business Names Act Chapter 82:85 of the Laws of Trinidad and Tobago provides the legal framework for registering businesses other than companies.

The Companies Registry of the Ministry of Legal Affairs administers the registration of a business in Trinidad and Tobago. Applicants can submit the forms online via TTBizLink at www.ttbizlink.gov.tt. Documents required for the completion of the application can be scanned and uploaded. Once an application is made via TTBizLink, it is automatically routed to Companies Registry for processing and the applicant receives status updates and notifications via e-mail.

An applicant may also complete the relevant forms manually and deliver these along with other required documents to the Companies Registry, Ministry of Legal Affairs, for processing.

The relevant contact information for Companies Registry is provided below:

Ministry of Legal Affairs,

Companies Registry,
Registration House,
72-74 South Quay,
Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 624-1660

Website: <http://www.legalaffairs.gov.tt>

San Fernando Office

9 Leotaud Street, San Fernando,
The Republic of Trinidad and Tobago.
Tel: (868) 653-4858/657-7619
Fax: (868) 653-5407

Tobago Office

Caroline Building No 2,
No 11 Hamilton Street, Scarborough,
The Republic of Trinidad and Tobago.
Tel: (868) 639-3210/1330
Fax: (868) 639-2628
Website: www.legalaffairs.gov.tt



Company Registration

Opening hours: 8:00 a.m. to 4:00 p.m., Monday to Friday, except on public holidays when the office will be closed.

Note:

To register a business an applicant must be eighteen (18) years or older.

If you have opted to submit an electronic application through TTBizLink, the relevant fees required under the registration process can be paid by deductions made from an existing subscription account online or, said fees can be paid in cash at the Companies Registry. A schedule of fees can be viewed at the website of the Ministry of Legal Affairs.

With respect to a Subscription Account, please note the following:

- 1) The minimum deposit to open a Subscription Account is currently five hundred dollars, Trinidad and Tobago currency (TT\$500.00). However, persons are encouraged to make a lump sum deposit in accordance with the expected use of the account.
- 2) A Subscription Account can be opened via cheque but not a personal cheque. It can also be opened via a money order which must be addressed to the Registrar General. If the money order is in pounds (£), this must be for £50 or more.
- 3) A letter of authorisation is usually provided when a person is opening a Subscription Account on behalf of another person or company.

All relevant forms for the manual registration process can be downloaded from the website of the Ministry of Legal Affairs, Document Centre, via the following link:



http://www.legalaffairs.gov.tt/all_forms.aspx

Alternatively, forms can be accessed at the Government Printery at the address below:

Government Printery Sales Department

2-4 Victoria Avenue,
Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 623-2410

Opening hours: Monday to Friday, 8:00 a.m. to 3:00 p.m., except public holidays.

STEPS FOR REGISTERING A BUSINESS IN TRINIDAD AND TOBAGO

Business Name Reservation

The first step in registering a business (whether a Sole Proprietorship, Partnership or Limited Liability Company), in Trinidad and Tobago, is to reserve the business name.

This can be done by completing and submitting a Name Reservation form online through the TTBizLink website – www.ttbizlink.gov.tt. The submitted form is then automatically routed to the Companies Registry. Applicants receive responses online via e-mail and are able to also pay online if they have a subscription account. Alternatively, forms can be manually completed and the relevant application for Name Approval/Name Reservation delivered to Companies Registry. The manual process entails inserting required details into Form 25 of the Companies Act with respect to a company and an equivalent form under the Registration of Business Names Act with respect to a sole proprietorship or a partnership.

The Registration of Business Names Act, Chapter 82:85 prohibits the registration of a business name identical to that of another registered or existing business in Trinidad and Tobago. Similarly, the Companies Act, 1995 prohibits the registration of a company name that is the same as, or similar to, the name of any other business or any registered or well-known trade mark or, a name reserved for another company or an intended company.

It may be prudent to conduct a search against a proposed business name prior to application for name reservation. The search would reveal whether a business name has already been registered and where the registered business is located.

There are various search options. The applicant may use the TTBizLink online facility for Name Search which is free of charge. Alternatively, the Business Names Register at the Companies Registry can be searched. Business names are public records.

Once the search results are revealed the next step would be to submit the completed form to have the name of the business approved and reserved. This Name Reservation form can be submitted online via TTBizLink or it can be completed manually at the Companies Registry. The application fee for reserving a business name is twenty dollars, Trinidad and Tobago currency (TT\$20.00).

After the application for the Name Approval/Reservation has been submitted, the applicant is able to check the status of his/her application online, if the application was submitted via TTBizLink. If approval is granted, the applicant can continue the registration process online.

If the applicant has opted to manually complete and submit the application, he/she is required to collect the stamped document signifying name approval and reservation from the Companies Registry at the given date.

The registration process must be completed within three (3) months of the date of approval, failing which the approved name will expire and the process would have to be restarted. The name reservation may be extended on application to the Registrar before the three-month expiration.



Company Registration

Registering a Business as a Sole Proprietorship and as a Partnership

If an applicant wishes to register the business as a Sole Proprietorship or as a Partnership, the applicant can choose to submit an application online to Companies Registry using TTBizLink or he/she can manually complete the application and submit it to the Companies Registry along with the following documents:

- The original Business Name Approval/ Name Reservation Form from the Companies Registry
- For registration by a firm/partners – Form 1 for a sole proprietorship and Form 2 for the partnership (forms must be completed with appropriate fees attached)
- The Board of Inland Revenue File Number of each individual or corporation, presented on an original, official document from the Board of Inland Revenue by means of either of the following: 1. Advice of Assignment of File Number, or 2. Notice of Assessment

The application fee for registering a business is two hundred and twenty dollars, Trinidad and Tobago currency (TT\$220.00).

In both instances above, once the Certificate of Business Registration of a Partnership (Firm) or of a Sole Proprietorship (Individual) has been approved by the Companies Registry, the business is deemed duly registered.

Registering a Business as a Limited Liability Company

An applicant who wishes to register a business as a Limited Liability Company (whether profit or non-profit) must, after having received a name approval and reservation, file Articles of Incorporation and submit to the Companies Registry, along with the applicable fees for the incorporation of a company.

The name of a proposed company with limited liability must include the word 'Limited' or 'Ltd.' and be approved by the Registrar of Companies in advance. The cost of reserving the company name is twenty five dollars, Trinidad and Tobago currency (TT\$25.00).

The Companies Act requires the preparation and registration of Articles of Incorporation which are the constitutional instruments of the company together with other statutory forms. Thereafter, the Registrar of Companies issues a Certificate of Incorporation.

For the incorporation of a profit company, the applicant can submit an e-application online to Companies Registry using TTBizLink or he/she must manually complete and submit Articles of Incorporation, Form 1. For the incorporation of a non-profit company, the applicant can submit an e-application online using TTBizLink or he/she can manually complete and submit Articles of Incorporation, Form 2.

For both profit and non-profit companies, the Articles of Incorporation must be filed together with the following completed documents:

- Declaration of Compliance (Form 31) / Statutory Declaration Form – which must be completed by the applicant, and then commissioned by a Commissioner of Affidavits before the finalisation of the Articles of Incorporation
 - Notice of Directors (Form 8)
 - Notice of Secretary (Form 27)
 - Notice of Registered Office of the Company (Form 4)
- These are all integrated into the online application form on TTBizLink if the applicant wishes to submit an electronic application.

The cost of incorporating a company is as follows:

- (i) For profit – five hundred and sixty dollars, Trinidad and Tobago currency (TT\$560.00)
- (ii) For non-profit – six hundred and sixty dollars, Trinidad and Tobago currency (TT\$660.00)

If however, he/she chooses to manually complete and submit an application, the relevant forms must be completed separately.

The Articles of Incorporation are required to set out:

- The proposed name of the company
- Whether the members' liability is limited or unlimited
- The number of directors
- The classes of shares
- Whether the right to transfer shares is restricted
- Any restrictions on the business that the company may carry on
- Whether the company is profit/non-profit

The Articles of Incorporation must be completed by the applicant and is subject to the payment of Stamp Duty to the Board of Inland Revenue before it can be filed at the Companies Registry. Upon payment of the Stamp Duty the Articles will be embossed by the Board of Inland Revenue with the appropriate stamp value.

In the manual process, the applicant is required to submit, in person, duplicate copies of the documents outlined above to the Companies Registry along with the applicable fees to obtain the Certificate of Incorporation. These documents include: Form 1 or 2 (Name approval), Form 31 (Declaration of Compliance) along with Form 4 (Notice of Address of Registered Office), Form 8 (Notice

of Directors) and Form 27 (Notice of Secretary). This submission can be done online on TTBizLink or the forms can be manually completed and then submitted to the Companies Registry. When the documents have been reviewed and accepted as being compliant with all of the required procedures, the applicant is then notified at the point of submission by the Companies Registry as to the date for collecting the Certificate of Incorporation.

A Certificate of Incorporation is issued within two (2) working weeks of filing all of the documents outlined above and gaining approval of same by the Registrar. Once the Certificate of Incorporation is received, the company is deemed to be duly registered under the Companies Act, 1995.

Once the company has been incorporated under the Companies Act, it may make its by-laws (optional).

The by-laws of a company govern the conduct and affairs of the company. They are prepared by the company for the company's use. By-laws are not required to be filed at the office of the Registrar of Companies.

Once incorporated, a company is required to complete and file its annual returns (Form 28 for a profit company, and Form 29 for a non-profit company) not later than thirty (30) days from the anniversary date of its incorporation.

Post Registration Requirements

The following post registration requirements can, at the moment, only be done manually. These will be included in phase II of TTBizLink which will cater to persons conducting these transactions online.



Company Registration

1. Change in the Name or Nature of the Business

Businesses under the Registration of Business Names Act:

If a registered business requires a name change or a change to the nature of the business, the application must be made under the Registration of Business Names Act – by Form 6 (for a Sole Proprietorship) and by Form 7 (for a Partnership). The particulars must be clearly stated in the form. Companies under the Companies Act:

- Change of registered address of the company can be effected by completing and filing Form 4, with the appropriate fees, at the Companies Registry.
- Change of Directors can be effected by completing and filing Form 8, with the appropriate fees, at the Companies Registry.
- Change of Secretary can be effected by filing a notice of change, Form 27, with the appropriate fees, at the Companies Registry.
- Change of Name can be effected by filing Form 25, with appropriate fees, at the Companies Registry.

2. Requests for Copies of Documents

Members of the public may make requests for certified copies or plain (draft) copies of all documents, except Certificates, filed at the Companies Registry with the appropriate fees attached. Registered number of documents/files should be produced when making requests for copies of documents.

3. Searches

All documents filed at the Companies Registry may be searched by members of the public. The appropriate fee is attached to each search. The registration number of the business name or



company must be produced when making requests. National Identification Card, Driver's Permit or Passport must be produced.

4. Applying for a Board of Inland Revenue (BIR) File Number

Sole Traders, Partnerships and Limited Liability Companies must apply for a Board of Inland Revenue (BIR) file number to pay taxes and file annual returns.

5. Registration With the National Insurance Board

Registered businesses who wish to hire employees must register with the National Insurance Board to get a Certificate of Registration. The relevant contact information for the National Insurance Board is as follows:

Head Office

NIB House, Cipriani Place,

2A Cipriani Boulevard,
Port of Spain, Trinidad,
The Republic of Trinidad and Tobago.

Tel: (868)-625-2171/8

Website: http://www.nibtt.net/NIBTT/ServCentres_rev.html

There are also fourteen (14) service centres, information for which can be found on the website above.

6. Creating an Official Company Seal

Incorporated Companies are required to create an official company seal which will be used on certain documents to be executed by the company.

7. Applying for Pay-As-You-Earn Number (PAYE)

When applying for PAYE, Sole Proprietors should use Form P10 while Partnerships and Limited Liability Companies should use Form P11. A PAYE number will be used to remit taxes withheld from the earnings of employees. Supporting documents relevant to different business types can be received from the Inland Revenue Division. The relevant contact information for the Inland Revenue Division is as follows:

Registration Unit,
Inland Revenue Division, Victoria Courts, Queen Street,
Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 623-1211-4

Website: <http://www.ird.gov.tt/>

8. Registration for Value Added Tax (VAT) Under the Value Added Tax Act

A business must register for VAT if that business sells or expects to sell goods and services over and above two hundred thousand dollars, Trinidad and Tobago currency (TT\$200,000.00) in value a year (within 12 months from the VAT registration date). A business can operate without VAT registration until the time it reaches the TT\$200,000.00 limit. Sole Proprietors should fill out VAT Form No. 1. Partnerships and Limited Liability Companies should fill VAT Form 1 and Form 2.

In Trinidad and Tobago VAT is charged at the rate of fifteen percent (15%) of the price of goods and services and is paid to the Inland Revenue Division of the Ministry of Finance and the Economy.

9. Filing of Financial Statements by Public Companies

In accordance with the Companies Act 1995, all public companies incorporated or continued in Trinidad and Tobago under the Companies Act must file annual financial statements. Failure to do so would entitle the Registrar to collect from the company the relevant penalty fee of one hundred dollars, Trinidad and Tobago currency (TT\$100.00) for every day or part thereof that the company fails to deliver said statements.

10. Registration With the Financial Intelligence Unit (FIU) of Trinidad and Tobago

For the prevention of money laundering, businesses which are financial institutions and listed businesses are required to register with the FIU and comply with the various pieces of legislation relating to the FIU. Listed businesses include real



Company Registration

estate, motor vehicle sales, money or value transfer services, jewelers, art dealers and gaming houses amongst others.

For further information on accessing TTBizLink, please contact the Ministry of Trade, Industry and Investment as follows:

TTBizLink Head Office,

Level 9,
Nicholas Tower 63-65 Independence Square,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: 800-4739
Fax: (868) 623-5156
Email: ttbizlinkinfo@gov.tt
Website: www.ttbizlink.gov.tt

Useful List of Attorneys-at-Law and Consultants

- **Aegis Business Solutions**

Angela Lee-Loy, Chairman.
No. 16-18 Scott Bushe Street, Port of Spain.
The Republic of Trinidad and Tobago.
Tel: (868) 625-6473
Website: www.aegistt.com

- **Ernst & Young**

Stephen Howe Jr., Area Managing Partner
No. 5-7 Sweet Briar Road,
St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 628-1105
Website: www.ey.com

- **Incorporate TT**

Nigel Woodcock, Managing Director,
No. A6 Palmiste Drive, Lazzari Lands, Phillipine,
The Republic of Trinidad and Tobago.
Tel: (868) 653-0713
Email: nigel@incorporatett.com
Website: www.incorporatett.com

- **M. Hamel-Smith & Co.**

Philip D. Hamel-Smith, Managing Partner,
Eleven Albion, Corner Dere and Albion Streets, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 821-5500
Email: philip@trinidadlaw.com
Website: www.trinidadlaw.com

- **Martin A. George & Co.**

Martin A. George, Attorney-at-Law
No. 22-24 St. Vincent Street, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 624-7257
Email: martin.george@magco.org
Website: www.martingeorge.net

- **Orbit Solutions Ltd**

Nicole E. Lawrence, Managing Director,
No. 7 Sweet Briar Road, St Clair,
The Republic of Trinidad and Tobago.
Tel: (868) 622-1885
Email: nicole.lawrence@orbitsolutions.com
Website: www.orbitsolutions.com



Investment Incentives

The Government of Trinidad and Tobago is committed to encouraging foreign investment in the non-energy sector. Investment incentives are coordinated through various Government Ministries.

There are many different investment incentives:

- Concessions from import duty on raw materials, machinery and equipment for approved industrial projects
- Exemption from corporation tax on profits and from tax on dividends (under the Fiscal Incentives Act and Tourism Development Act)
- Loss write-off provisions
- Training subsidies for developing new skills
- Provision of industrial sites and developed industrial accommodation
- Export credit insurance
- Double taxation relief
- Exemption from Value Added Tax on inputs for companies exporting 80% of production
- Free Zones under Act 19 of 1988
- Venture Capital Companies under Act 22 of 1994

Note: Incentives in some cases are only available to locally incorporated companies or locally owned companies.

FISCAL INCENTIVES

Fiscal Incentives are benefits granted to large-scale manufacturing or processing enterprises under the provisions of the Fiscal Incentives Act, Chapter 85:01 (as amended) that have capital investment in excess of TT\$50 million.

Benefits

Under the Provisions of the Fiscal Incentives Act, a company can benefit from exemptions from:

- (1) Customs duties on the construction of an approved project
- (2) Value Added Tax (VAT); and
- (3) Income tax on dividends or other distribution, other than interest, out of profits or gains derived from the manufacture of the approved product or service during the tax holiday period.

Eligibility Criteria

Criteria to be met include:

- (1) The company must be resident in Trinidad and Tobago, with the central management and control of its affairs situated in Trinidad and Tobago.
- (2) The company must be an enterprise, producing approved products or services as indicated by not being on the list of products on the First Schedule of the Fiscal Incentives Act, Chapter 85:01 (as amended).
- (3) The company must be declared an approved enterprise under Sections 2 and 12 of the Fiscal Incentives Act, Chapter 85:01 (as amended).
- (4) The company must make a contribution towards the Trinidad and Tobago economy in terms of employment, linkages or investment.

Application Procedure

Applications for Fiscal Incentives can be done online through the Fiscal Incentives e-service available through TTBizLink at www.ttbizlink.gov.tt. To access this e-service, the applicant must first be registered with TTBizLink.

When completing the online form, the following documents should be scanned and uploaded in the relevant areas/tabs of said 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 (5) calendar years and
- Town and Country Planning approval

Upon receipt of an e-application, an official from the Investment Directorate of the Ministry of Trade, Industry and Investment (MTII) will review the application and, if necessary, request additional information from the applicant using the e-mail address(es) provided. Status updates on the application will also be received by the applicant via said e-mail addresses.

If the entity is approved for the grant of Fiscal Incentives, in order to receive the duty relief benefit (which is included in the Fiscal Incentives grant) the applicant will be required to apply to the Trade Licence Unit (TLU) of the MTII for a Duty Relief/Minister's Licence for the items he/she wishes to import. This application must include quantities and tariff codes and must contain only the items approved for the manufacture of the product or service. The application for the Duty Relief/Minister's Licence can also be done through the Permits and Licences e-service available on TTBizLink.

For further information on Fiscal Incentives, please contact the MTII as follows:



Investment Directorate,
Level 12,
Nicholas Tower, 63-65 Independence Square,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 623-2931
Fax: (868) 623-9594
E-mail: maharajvid@gov.tt
Website: www.tradeind.gov.tt



Investment Incentives

For further information on accessing TTBizLink, please contact the MTII as follows:

TTBizLink Head Office,
Level 9,
Nicholas Tower 63-65 Independence Square,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: 800-4739
Fax: (868) 623-5156
E-mail: ttbizlinkinfo@gov.tt
Website: www.ttbizlink.gov.tt

IMPORT DUTY CONCESSIONS

Benefits

Manufacturing enterprises are allowed certain duty free treatment based upon the provisions of the Third Schedule of the Customs Act, Chapter 78:01 (as amended). These concessions are discretionary and require application to the Ministry of Trade, Industry and Investment (MTII).

Under the Provisions of the Import Duty Concessions Act, a company can benefit from duty exemptions on:

- (1) Raw materials
- (2) Machinery
- (3) Equipment
- (4) Packaging materials



Eligibility Criteria

The company must:

- (1) Be a manufacturing enterprise;
- (2) Make a contribution towards the Trinidad and Tobago economy in terms of employment, linkages, and/or an additional investment; and
- (3) Have a positive local labour weighting and a positive local value added.

Application Procedure

The application procedure for applying for Import Duty Concessions is the same as that for Fiscal Incentives and can be done online through the TTBizLink website/portal at www.ttbizlink.gov.tt.

Upon receipt of an e-application, an official from the Investment Directorate of the MTII will review the application and, if necessary,

request additional information from the applicant using the e-mail address(es) provided. Status updates on the application will also be received by the applicant via said e-mail addresses.

If the entity is approved for the grant of Import Duty Concessions, the applicant will be required to apply to the Trade Licence Unit (TLU) of the MTII for a Duty Relief/Minister's Licence for the items he/she wishes to import. This application must include quantities and tariff codes and must contain only the items approved for the manufacture of the product or service. The application for the Duty Relief/Minister's Licence can also be done through the Permits and Licences e-service available on TTBizLink.

For further information on Import Duty Concessions, please contact the MTII as follows:

Investment Directorate,
Level 12,
Nicholas Tower, 63-65 Independence Square,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 623-2931
Fax: (868) 623-9594
E-mail: maharajvid@gov.tt
Website: www.tradeind.gov.tt

For further information on accessing TTBizLink, please contact the MTII as follows:

TTBizLink Head Office,
Level 9,
Nicholas Tower, 63-65 Independence Square,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: 800-4739
Fax: (868) 623-5156
E-mail: ttbizlinkinfo@gov.tt
Website: www.ttbizlink.gov.tt

TOURISM DEVELOPMENT ACT

The Tourism Development Act, 2000 (as amended) provides for benefits to be granted to the owners/operators of various types of tourism projects, once these projects have the potential of contributing substantially to the growth of the tourism sector.

Under the Tourism Development Act, the owner/ operator of the approved tourism project is eligible for the following benefits:

- Tax exemption on profits for a period not exceeding seven (7) years
- Tax exemption on profits derived from the initial sale of a villa, condominium or the site of a villa or condominium that forms part of an Integrated Resort Development
- Carry-over of losses arising out of the operation or renting of an approved tourism project during the tax exemption period. These may be set off against future profits of the operator or owner
- Customs and Excise Duty Exemption on building materials not otherwise exempt, and articles of tourism equipment to be used



Investment Incentives



- exclusively in connection with construction and equipping of a tourism project, though value added tax remains applicable
- Customs Duty at the rate of 10% on the importation of vehicles where a licence is obtained under the Tourism Act
 - Tax exemption on interest received on an approved loan for an approved tourism project for the period of the loan or 7 years, whichever is the lesser
 - Accelerated depreciation of depreciable equipment owned by the owner or operator and used in an approved project
 - Capital allowance in respect of approved capital expenditure incurred by the owner or operator in the creation of a new tourism project or expansion of an existing tourism project
 - Income tax exemption on dividends accruing to the owner or operator; where a dividend is paid to a non-resident the exemption is limited to the extent that the tax payable in Trinidad and Tobago exceeds the tax payable in his country of residence

Applications for benefits under the TDA, 2000 are processed by the Tourism Development Company Limited (TDC) located in Trinidad as well as the Tobago House of Assembly (THA) in Tobago. The relevant forms are available at the TDC and THA. Potential investors seeking benefits are required to apply on the prescribed application form and to submit it along with the relevant supporting documentation to either agency for processing.

Officers are also available to meet with potential investors to discuss their tourism projects and the combination of benefits that may be considered for their respective projects.

For more information, contact:

Tourism Development Company Ltd

Level 1 – Maritime Centre

#29 Tenth Avenue, Barataria, The Republic of Trinidad and Tobago.

Tel: (868) 675-7034/7

Email: info@tdc.co.tt

Website: www.tdc.co.tt

FREE ZONES

Free Zone incentives have been developed in Trinidad and Tobago to promote the establishment of companies in Trinidad and Tobago that export the majority of their goods and services. Free Zone companies generally produce large volumes of goods or services and therefore carry the potential for job creation in the country. Enterprises are approved by the Free Zones Company to operate in areas designated as free zones. The criteria for approval include:

- A company incorporated or registered in Trinidad and Tobago
- Potential for job creation
- New investment initiative
- Contributions to the development of workforce skills
- Access to overseas markets

Free zone areas are designated by order of the Minister of Trade, Industry & Investment on the recommendations of the Trinidad & Tobago Free Zones Company Limited. Sales into the customs territory are treated as extra regional imports.

Free zone activities that qualify for approval include manufacturing for export, international trading in products, services for export and development and management of free zones. Primary petroleum

and natural gas projects or production activities in which petroleum, natural gas or petrochemicals are a major input would not qualify for free zone approval.

The prescribed activities which may be carried on in a free zone include:

- Warehousing and storing
- Manufacturing operations
- Transshipment operations
- Loading and unloading operations
- Exporting
- Importing
- Service operations including banking, insurance and professional services

Packaging and shipping

- Assembling
- Processing, refining, purifying and mixing
- Merchandising, including international trading on products.

Banking and insurance activities carried on in a free zone are subject to the Financial Institutions and Insurance Acts respectively.

Activities which qualify for tax incentives under the Free Zones Act:

- Development and operation of Free Zones
- Manufacturing
- International Trading in Products
- Services



Investment Incentives

These incentives include:

- Exemption from customs duty on the importation of capital goods, parts and raw materials for use in connection with the approved free zone activity
- Exemption from Value Added Tax
- Exemption from corporation tax
- Exemption from business levy
- Exemption from withholding taxes on remittance of profits, dividends and other distributions;
- Exemption from container examination fees;
- Exemption from work permit fees and land and building taxes

Approval may be granted for a portion of exports from the Free Zones to the Trinidad and Tobago market which would be subject to all applicable import requirements and in the case of Services, to payment of taxes on the proportion of profits relative to the domestic sales.

Free Zones Company

The Trinidad and Tobago Free Zones Company Limited (TTFZ) accepts business plans from limited liability companies incorporated or registered in Trinidad and Tobago who wish to undertake activities in a free zone. The business plan must include detailed information regarding jobs, skills, export markets, environmental and planning considerations, feasibility studies and evidence of compliance with provisions of the Free Zones Act, 19 of 1988 (as amended) and other relevant regulations.

Once a business plan satisfies the established criteria, The TTFZ will provide the company with the appropriate Free Zone application form for designation of a Free Zone and/or approval of an activity.



Enterprises can usually commence operations within one month of submitting the completed application form once approval is granted.

For more information contact:

The Trinidad and Tobago Free Zones Company Limited

Albion Court, 2nd Floor West,
61 Dundonald Street, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 625-4749

Fax: (868) 625-4755

Email: ttfzco@tstt.net.tt

Website: www.ttfzco.com

FILM

A competitive rebate program has been developed with a view to attract international film producers to Trinidad & Tobago by providing cash rebates for expenditures accrued while filming in this country. The Production Expenditure Rebate Programme is administered by the Trinidad and Tobago Film Company (TTFC), a state agency under the Ministry of Trade, Industry & Investment and provides cash rebates for up to 30% off on all location expenses.

Expenditure Rebate

(US\$) Rebate	%
100,000 – 500,000	12.5
500,001 – 999,999	15
Over 1,000,000	30

Rebates apply in the following areas of filmmaking:

- Rental of local equipment, supplies and services
- Payment to the Police, Fire and Ambulance Services
- Wardrobe, props and related items
- Location fees
- Employment of local cast and crew
- Accommodation and food
- Local travel and transportation costs (including drivers)

Applicants interested in applying for rebates must:

- Achieve a certain Qualified Trinidad and Tobago Production Expenditure (QTTPE) with minimum being either US\$100,000 or 52,042 pounds or TT\$200,000.
- Be the entity responsible for all activities involved in making the production in Trinidad and Tobago, and must have access to full financial information for the total production worldwide
- Be incorporated in Trinidad and Tobago solely for the purpose of the production of the film or bundle of films and have at least one Trinidad and Tobago resident company director
- The production must qualify as a Trinidad and Tobago production.

The Trinidad and Tobago Film Company evaluates applications for the rebate referring specially to:

- The total estimated expenditure in Trinidad and Tobago
- The level of employment of Trinidad and Tobago crew
- A script that does not portray Trinidad and Tobago in a negative light.



Investment Incentives

For more information on Production Incentives contact:

The Trinidad & Tobago Film Company Limited

Suite 015, Bretton Hall,
16 Victoria Avenue,
Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 625-FILM (3456)

Fax: (868) 624-2683

Website: www.trinidadandtobagofilm.com

Email: info@trinidadandtobagofilm.com

SPECIAL CLASSES

The Income Tax Act provides for several special classes of company which are entitled to a tax credit.

These special classes of company include:

- Approved small companies
- Approved companies trading in a regional development area
- An approved activity company.

These special companies must be locally incorporated and owned and are subject to a rigorous approval process to ensure that they comply with the criteria defined in the Income Tax Act. The approval process is done via the Ministry of Trade, Industry and Investment, except for approved small companies which are done via the Business Development Company Limited.

LOSS RELIEF

The Income Tax Act and Corporation Tax Act provide for the carry-forward of tax losses without limitations. Tax losses may be lost if a company's ownership changes with a view to transferring the



losses. Group relief is available for 100% owned subsidiaries and parents but the company benefiting from surrendered tax losses must pay at least 75% of the taxes that would otherwise have been due.

VENTURE CAPITAL ACT

The Venture Capital Incentive Programme (VCIP) was introduced to address the lack of equity capital available for small and medium enterprises by providing investors who invest in Venture Capital Companies (VCC's) with a tax credit. Dividends from a venture capital company are tax-exempt. For more information contact:

The Office of the Administrator
Venture Capital Incentive Programme
36 Pembroke Street,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel. (868) 624-3068
FAX: (868) 624-5693
EMAIL: vcip@carib-link.net

AGRICULTURAL INCENTIVES

The Ministry of Food Production is the authority responsible for the administration of incentives in the agricultural sector. has designed a new package of agricultural incentives.

Incentive claims can be made for:

- Vehicles (wheel tractors)
- Machinery and equipment (small machinery, hand tools includes beekeeping)
- Agro-Processing

- Water for agriculture (wells, dams, ponds).
- Soil conservation.
- Land preparation (agricultural inputs - insecticides, herbicides, fungicides)
- Crops (citrus, coffee, cocoa, coconut)
- Protected agricultural systems
- Security
- Waste Management
- Integrated pest management
- Aquaculture
- New farmers (youths in agriculture)
- Post harvest and manufacturing
- Marine fisheries
- Soil amelioration
- Livestock (beef, dairy, goat and sheep, vitamin/drug preparations for livestock/poultry).
- Guaranteed prices (cocoa, coffee, rice, rice seed, milk)

Other incentives include Value Added Tax and stamp duty exemptions on agricultural inputs, marine accessories, boat equipment.

This incentive programme is expected, among others, to attract higher levels of investment capital and technology, foster linkages between primary producing and agro-processing sectors and enhance the foreign exchange earning capacity of both traditional and non-traditional sectors.

This set of incentives is only available for registered farmers. Farmers who wish to be registered would have to address their request to one of the regional offices of the Ministry of Food



Investment Incentives

Production according to their place of residence.
For further information, please contact:

Ministry of Food Production

St Clair Circle,
St Clair, Port of Spain
The Republic of Trinidad and Tobago.

Tel: 868-622-1221

Fax: 868-622-8202

Website: www.agriculture.gov.tt

For more detailed information on incentives for the non-energy sector please visit the Ministry of Trade, Industry and Investment at <http://www.tradeind.gov.tt/Aboutus/Divisions/Investment/CompendiumofIncentives.aspx> for a copy of the Compendium of Incentives.







Areas of Opportunity

Trinidad and Tobago has become known for its well-established, energy-based economy, and the country derives most of its revenues from the energy sector. However, Government recognises that energy resources are finite, and in order to achieve long-term, sustainable growth and development, the country must aggressively diversify the economy, with special emphasis on the downstream from energy, manufacturing and the services sectors.

The objective of the development strategy of the Government of Trinidad and Tobago is to generate economic growth through diversification and the development of business in the non-energy sectors.

The priority is industries for business development, including expansion and job creation possibilities, in areas where we enjoyed traditional advantages, held a substantial resource base or had the potential for competitive advantage in the international trading environment. These industries are as follows:

- Downstream from Energy
- Information Communications Technology
- Financial Services
- Light Manufacturing
- Maritime Industries
- Creative Industries
- Clean Technology

There are new and established industry teams comprising stakeholders from the private and public sector working diligently to develop and in some cases, revise strategic plans to enable these sectors to compete effectively in a globally competitive trading environment. These strategic plans provide operators within the sectors a comprehensive overview of their specific industry,



Areas of Opportunity



its challenges and opportunities, and mechanisms for driving investment growth.

DOWNSTREAM FROM ENERGY

Trinidad and Tobago boasts a well-established, energy-based economy. The twin isle is currently ranked as the number one single site explorer of methanol and ammonia in the world and a major exporter of LNG to the United States. A major player in the international iron and steel market, as well as in the export of crude oil and refined petroleum products, the country is now considered a gas economy, with gas based production exceeding oil production in terms of contributions to GDP.

The major energy-based plants in Trinidad and Tobago include one natural gas liquids processing facility, four (4) LNG trains, eleven (11) ammonia plants including an AUM Complex (Ammonia, UAN Urea Ammonium Nitrate and Melamine), seven (7) methanol plants and urea plant. They also include four (4) direct reduced iron modules, four (4) power generation plants, one (1) petroleum refinery, and one (1) cement manufacturing plant.

Some of the downstream oil and gas companies operating in Trinidad and Tobago include:

- Yara
- PCS Nitrogen Trinidad Ltd
- Methanol Holdings Trinidad Limited
- Point Lisas Nitrogen Limited
- Methanex
- Atlantic LNG Co. Ltd
- Mittal Steel
- Nu-Iron

- Petrotrin
- Phoenix Park Gas Processors Ltd
- Trinidad Nitrogen co. Ltd

Opportunity for investment

- Petrochemicals
- Plastics
- Metals
- Biochemicals
- Alternative Energy Projects
- Inorganic Chemicals
- Energy-based Manufacturing

Benefits of Investing in the Energy Industry

- Highly developed oil, petrochemical and steel industries
- Access to developed and emerging markets
- Highly skilled and trained labour force
- Competitive energy costs
- Competitive raw material cost and availability
- Competitive fiscal incentives
- Excellent infrastructure and support services for heavy industries
- Developed support and secondary industries
- Advanced education and training facilities
- Excellent living standards and communities for foreign nationals and their families

INFORMATION & COMMUNICATIONS TECHNOLOGY

Trinidad and Tobago is transforming into a diverse, knowledge-based industrial powerhouse focused on becoming a leader in ICT services in the region and on providing e-Government services to

local and international businesses and investors. The ICT industry in Trinidad and Tobago already features high penetration and cost effective fixed line, mobile and internet services.

ICT companies contribute an estimated 3.5% to the economy in the areas of Telecommunications, Professional and Technical Services. These include software development, web design, data processing, ICT training and software solutions. The sector has grown steadily in terms of GDP contribution over the last few years and currently has a number of MNC's operating including Microsoft and Fujitsu.

Opportunity for Investment

The ICT industry in Trinidad and Tobago features a diversity of pioneering advantages to high-tech foreign investors and opportunities for investment in Research and Development, Business Process Outsourcing and Regional Headquartering.

Benefits of investing in the ICT industry:

- Superior recruitment and staffing opportunities as professional and skilled labour can be sourced easily from over 400 ICT graduates annually from the University of the West Indies (UWI) and the University of Trinidad and Tobago.
- One of the most prosperous and sustainable business environments in the LAC region, Trinidad and Tobago possesses low costs per unit of power, 2nd highest bandwidth availability in the region.
- High penetration of telecom and internet services and favourable tax incentives for foreign companies starting new operations



Areas of Opportunity

- Online Transactions and user-friendly investment portals designed to assist the investor in establishing business in Trinidad and Tobago
- Good Market access to the Americas and Europe through various bilateral and multi-lateral trade agreements
- Ideal location for offshore data storage and management as Trinidad and Tobago will be home to one of just two Tier III Data Centres in the Caribbean

FINANCIAL SERVICES

The Financial Services sector within Trinidad and Tobago is a strong and steady arm of the country's economic structure. The sector grew by over 4.3% in 2011 and accounts for 13% of GDP, employing over 8% of the work force. Major legislative frameworks have been implemented such as anti- money laundering legislation, key institutions have been established such as a regional Credit Rating Agency (CariCRIS) and the Financial Intelligence Unit (FIU) and fiscal and monetary discipline have been enforced that seek to ensure a stable economic climate. The country holds one of the highest credit ratings in the region, receiving a rating of A (Stable) by Standard and Poor's (2011).

The domestic financial sector consists of Commercial Banking, Non - Bank Financial Institutions, Insurance, Mutual Funds, Credit Unions, SME and Agriculture Credit facilities and Venture Capital programmes.

Opportunities for Investment

In the past few years T&T has emerged as the location of choice for financial institutions to locate their middle and back office operations. This has been spurred by





- A pool of skilled manpower at attractive price point
- Low energy costs
- Proximity to major markets both geographically and culturally
- Links to the Spanish speaking Latin American market

Trinidad & Tobago remains attractive when evaluated alongside alternative locations. Its strengths include:

- Near shore location to major markets in the Eastern US time zone
- A total labour force of 620,000 with strong English skills
- An average annual BPO salary levels range between US\$14,000 to US\$18,000
- Lowest electricity rates in the Caribbean (US\$0.05 per kWh)

Furthermore, in terms of “ease of doing business” the World Bank ranked T&T 68 out of 183 countries. FDI Caribbean & Central American Countries (CCA) of the Future 2011/2012, which was produced by the FDI Intelligence of the Financial Time, ranked T&T as follows:

- 2nd in terms of best cost effectiveness
- 3rd most attractive country in the Caribbean and Central America (CCA) for foreign direct investment and
- 5th in the CCA for best economic potential

The Trinidad and Tobago International Financial Centre (TTIFC) is committed to working with new and existing firms to ensure that Trinidad and Tobago is the preferred choice for operations in the Pan-Caribbean region.



Areas of Opportunity

Working directly with the TTIFC will allow firms to take advantage of a set of levers that the TTIFC could influence in order to facilitate conducting business in Trinidad & Tobago:

1. Tax rationalisation
2. Training subsidies
3. Technical support/business case
4. Marketing engagement
5. Educational programmes
6. Recruiting assistance
7. Concierge services
8. Real estate/infrastructure
9. Regulatory changes

The TTIFC is building momentum to increase the presence of international financial institutions to locate their regional and international support services.

LIGHT MANUFACTURING

Trinidad and Tobago's manufacturing sector is a significant contributor to the GDP of the nation. The sector's divisional structure includes five main sub-sectors:

Chemicals and Non-Metallic Minerals such as pharmaceuticals; Glass products; Concrete products; Industrial gases and paints; Food and Beverages; Printing and Publishing; Textiles; Wood & Related products; Assembly Type and related industries.

The main export markets for Trinidad and Tobago's products are : CARICOM, North America, Central & South America and Europe. Exports of manufactured products include food and beverages,





personal care products, household articles, paper and packaging, building and construction products and transportation and equipment.

Opportunities for Investment

The priority at present is the continued establishment of high growth businesses to produce innovative products that maximise value addition.

Potential investors will find business opportunities in the following areas:-

- Melamine
- Aluminum
- Pharmaceuticals
- Medical Device Manufacturing
- Plastics
- Glass and glass products
- Steel products

Benefits for investing in the Light Manufacturing industry:

The established trade and investment agreements in place, allow for ease of access with preferential terms extended in some locations. This provides the businessman with a competitive advantage to producing and exporting out of Trinidad and Tobago. Low energy costs and low commercial real estate rates also enhance the competitiveness of manufacturing within T&T.

MARITIME INDUSTRY

Trinidad and Tobago is home to one of the world's largest bodies of calm water, the Gulf of Paria, which is also the destination harbor of 100% of the country's bulk cargo and container vessel arrivals.



Areas of Opportunity

Boasting a stable democracy, Trinidad and Tobago has been a member of the International Maritime Organisation since 1965. The country has strong intellectual property legislation which protects trademarks; patents; copyright; industrial design; integrated circuits; geographical indications and new plant varieties.

The domestic maritime sector developed as an offshoot to the expansive energy, manufacturing and trade sectors that required a strong marine presence, transport and logistics capabilities. Up to 350 companies are involved directly and indirectly in the maritime industry.

Key Industry Characteristics include:

- One of the cheapest energy rates in the western hemisphere. US\$0.04 per kWh for the first 400 kWh and US\$0.051 for every kWh thereafter
- Extensive transportation network of paved roads totaling some 1300 km
- Direct Air connections to NY, Mia, FL, Tor and Lon (Gatwick)
- Port and Harbours
 - o Two international Container Ports
 - o 1 LNG terminal
 - o 1 bauxite transshipment facility
 - o 1 petrochemicals loading port
 - o 1 dedicated port for an oil refinery

Opportunities for Investment

As a nation with a long standing maritime history, Trinidad and Tobago continues to benefit from its favourable geographical location and solid infrastructure. The growing demand for Maritime Services is expected to increase and investment opportunities exist



in the following areas:

- Transshipment trade
- Dry Dock Facilities establishment
- Ship repair
- Shipbuilding
- Establishment of service shipyards

CREATIVE INDUSTRIES

Trinidad and Tobago is known for its cultural diversity and rich historical roots. The blend of these attributes has resulted in a microcosm of creative talent and best practice models for the island's creative sectors. Key subsectors that have emerged include Fashion, Film and Entertainment, and Animation. These areas have been thriving and expanding and present appeal to a growing international market.

The main drivers behind this growth are a large pool of talented professionals per subsector, increased market access through international trade agreements, tertiary diploma and degree programs, stable economy and strong intellectual property legislation which protects trademarks, patents, copyright, industrial design, integrated circuits, geographical indications, and new plant varieties.

Benefits include

- 150% tax deduction for sponsorship of creative works
- 35% rebate on local production expenditure for film industry.
- Over 150 trained and experienced animators
- Large talented pool of creative professionals in fashion, music, carnival arts and multi-media
- Increased market access for creative industries through EPA

Opportunities for Investment

- On-location filming shoots
- A sound & music equipment facility
- A carnival entertainment centre
- Sound stages
- Dubbing and subtitling facility
- Industrial park dedicated to "Made in TT" apparel and carnival costume production
- Joint venture relationship/partnership with animation studio Full Circle Animation Limited

CLEAN TECHNOLOGY

Trinidad and Tobago's ready and abundant source of clean energy from natural gas presents an advantage in lowering the carbon footprint of clean technology manufacturing processes such as solar panels and plastics recycling, as well as providing low costs of production.

Benefits for investing

- Large natural resource base for low costs of production
- One of the lowest costs per unit of power in the world
- Competitive real estate prices
- Governmental support for new specific incentives and cluster development initiatives
- Collaboration between T&T and USA in the proposed Renewable Energy Research Center in T&T
- High quality secondary and tertiary education system
- A large pool of specialised skilled labour and skills-specific training programmes
- Politically and economically stable



Areas of Opportunity

- Moderate inflation rate, largely insulated from global slowdown, stable currency
- Low risk of business disruption

Opportunities for Investment

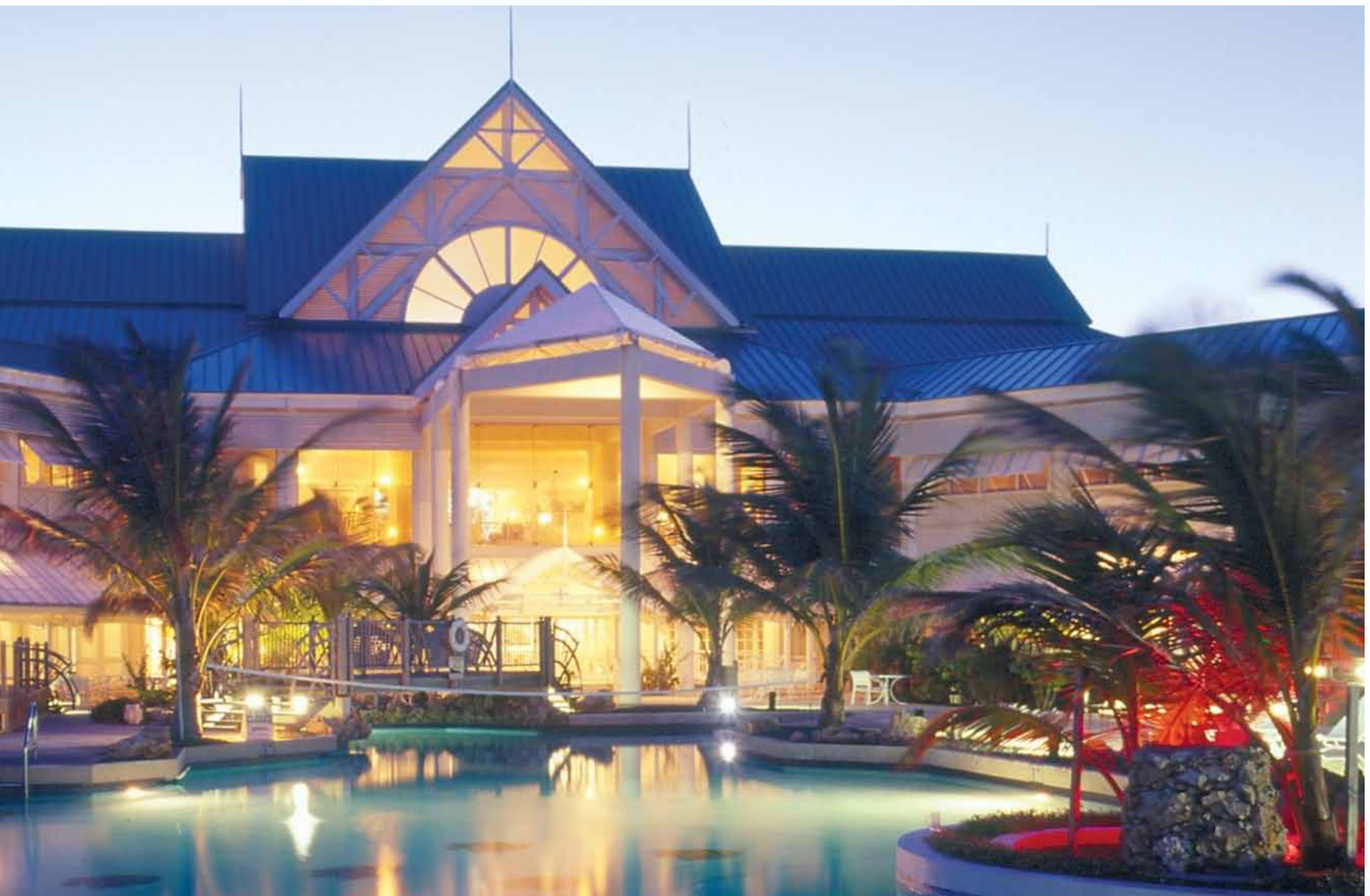
- **SOLAR ENERGY**
 - o Polysilicon refining plant
 - o Float glass plant
 - o Solar photovoltaic modules manufacturing
- **RECYCLING**
 - o Recycling of tyres, batteries and other waste
 - o Land site remediation
 - o PET and other Plastics
- **WASTE MANAGEMENT**
 - o Stream and ground water augmentation
 - o Application of membrane separation technology

TOURISM

Trinidad and Tobago prides itself as being a cosmopolitan nation, and has been referred to as the 'rainbow country', where people of all ethnic and religious backgrounds live and work in harmony.

As a tourism destination, Trinidad and Tobago has much to offer – from traditional sun, sea and sand holidays in Tobago, including excellent diving, to adventure and ecotourism on both islands, business tourism and meetings, incentives, conferences and exhibitions (MICE travel) in Trinidad. Moreover, like many Caribbean islands, the country remains relatively inexpensive. Trinidad and Tobago has a strong advantage over many of its neighbours in that





Areas of Opportunity

it has largely escaped the devastating hurricanes which have hit the region in recent years.

The three government agencies responsible for the development of the tourism sector are the Ministry of Tourism, which sets the policy framework for the sector, the Tobago House of Assembly (THA) and the Tourism Development Company Limited (TDC) which implement government's policy. The guiding principles upon which the sector is being developed are:

- Sustainable Tourism
- Festivals and Events
- Contribution to Social Development
- Placing Trinidad and Tobago on the world stage
- Contribution to the Economy — Economic Linkages
- Contribution to the Economy — Jobs and Foreign Exchange

Benefits for Investment

- Daily flights to and from the US, UK, Europe, Canada and South America
- Active travel / tourist arrivals exceeding 400,000 annually
- Tax benefits
- Customs and Excise duty exemptions

Opportunities for Investment

The country has an exciting and diversified product mix. The Trinidad and Tobago tourism product potential is extraordinary, especially when considered in a Caribbean context. It offers the warm traditional Caribbean experience as well as a cosmopolitan atmosphere, business savvy, exciting festivals, adventures in nature, pulsating music, exotic foods and so much more.



Trinidad and Tobago has identified and is actively promoting the development of the following tourism niche markets:

- Cruise
- Festivals and Events
- Dive
- Ecotourism
- Weddings and Honeymoons
- Meetings, Incentives, Conferences and Exhibitions (MICE)
- Shopping
- Sports
- Yachting



Immigration, Visas & Work Permits

Business persons wishing to visit Trinidad and Tobago should be guided by the general information provided below.

Entering Trinidad and Tobago

All persons entering Trinidad and Tobago must do so at a designated port and must be interviewed by an Immigration Officer upon arrival. The following ports are designated for entry into Trinidad and Tobago:

- | | |
|---------------------|--------------------|
| (a) Brighton | (h) Piarco |
| (b) Crown Point | (i) Point Lisas |
| (c) Chaguaramas | (j) San Fernando |
| (d) Port of Spain | (k) Scarborough |
| (e) Pointe-a-Pierre | (l) Point Galeota |
| (f) Tembladora | (m) Cedros |
| (g) Point Fortin | (n) Charlotteville |

All persons entering Trinidad and Tobago must be in possession of a valid passport or travel document and must complete an Immigration Arrival Declaration (E/D Card).

These requirements are mandatory regardless of nationality.

In addition to the above requirements, visitors to Trinidad and Tobago are also required to be in possession of a valid return ticket to their home country or country of residence. The visitor must also show proof that he/she is able to support himself or herself adequately during his/her stay.

A local address and telephone contact as well as the name, address and telephone contact of the host must be provided to the

Immigration Officer.

Persons wishing to enter this country other than as a tourist or visitor must possess permits subject to the purpose of their visit.

These permits include:

- Work Permit/ Work Permit Exemptions
- Student Permit
- Overseas Missionary Permit
- Certificate of Recognition of CARICOM Skills Qualification

Nationals of countries requiring visas are required to obtain the necessary visa prior to entry in Trinidad and Tobago.

Persons wishing to enter and remain in Trinidad and Tobago for a period of more than six (6) months may be required to pay a security bond upon entry. The amount of the bond is calculated based on the cost of a return ticket and any incidentals.

Visitors wishing to remain in Trinidad and Tobago for more than one (1) year, with the exception of the University of the West Indies students, and members of staff of the Caribbean Court of Justice, are required to undergo a medical examination and submit a medical certificate to the Immigration Division. This must be done either upon entry or at the time of application of extension of stay. Medical forms are available at the Immigration Division.

Extensions of Stay

Persons wishing to extend their stay in Trinidad and Tobago are required to visit any of the Immigration Offices at the under mentioned locations to submit the relevant application.

Immigration Division

116 Frederick Street,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 625-3571-2
Fax: (868) 627-9905, 623-7520

Immigration Division

2 Knox Street,
San Fernando,
The Republic of Trinidad and Tobago.
Tel: (868) 653-4740

Immigration Division

Agricola Building,
Wilson Road,
Scarborough,
The Republic of Trinidad and Tobago.
Tel + Fax: (868) 639-2681

Applications for extensions are processed by appointment, which should be made no later than one (1) month prior to the expiration of the entry stamp.

Persons who have been issued a Work Permit/Work Permit Exemption, Student Permit, Overseas Missionary Permit, Certificate of Recognition of CARICOM Skills Qualification, and Minister's Permit are also required to report to the offices outlined above to have the necessary endorsements made on their passports. Persons will not be deemed to be legally residing in Trinidad and Tobago until they report to the Immigration Division and produce

their permit to have the relevant endorsement made on their passport.

The extension offices also receive applications for entry visa, student permits and certificates of Immigration status.

Short-term Business Visitors

Persons who are entering Trinidad and Tobago to explore investment opportunities, visit clients, attend meetings/conferences or conventions, and to engage in business negotiations are permitted entry as business visitors. These persons may be allowed entry for an initial period of up to thirty (30) days upon production of satisfactory evidence as to the nature of the business. Business visitors are not required to obtain a Work Permit.

If the business visitor does not complete his/her business within the allowed period, he/ she may apply for an extension of stay at the aforementioned offices of the Immigration Division (see extension of stay). Documentation should be presented to prove that the business visitor are still currently in the process of conducting business activities. The granting of an extension is at the discretion of the Immigration Officer.

Visa Requirement

Nationals of some countries require visas for entry into Trinidad and Tobago depending on the length of stay or purpose of visit. Potential visitors should seek advice from their travel agents, the nearest Trinidad and Tobago Consular office, or a British Consular office.

Requirements for visa:

- Completed visa application form
- Valid passport or travel document



Immigration, Visas & Work Permits

- One (1) full front view photo
- Stated reason for visit
- Letter of invitation from host company in Trinidad and Tobago
- Precise local address
- Proof of valid return ticket
- Permits and Certificates

Certificate of Recognition of CARICOM Skills Qualification

CARICOM nationals who receive a Certificate of Recognition of CARICOM Skills Qualification from their country may enter Trinidad and Tobago and work for a period of six (6) months without a Work Permit. If they wish to stay for a period of more than six (6) months, they are required to apply for a Certificate of Recognition of CARICOM Skills Qualification from the CARICOM Division of the Ministry of Foreign Affairs. Applications should be made shortly after arriving in Trinidad and Tobago to allow for processing.

There are no applicable fees and the application form and details can be found at www.foreign.gov.tt/csme.

Overseas Missionary Permit

Persons wishing to enter Trinidad and Tobago, to engage in missionary work require an Overseas Missionary Permit. Persons entering for this purpose for a period of up to thirty (30) days in any twelve (12) months are not required to obtain a permit. Application forms are available at The Ministry of National Security, Temple Court II, 52-60 Abercromby Street, Port of Spain, Republic of Trinidad and Tobago and additional information can be obtained at <http://www.nationalsecurity.gov.tt/>.

Student Permits

Non-citizens and non-residents of Trinidad and Tobago wishing to engage in studies or training at registered schools/institutions in Trinidad and Tobago require student permits. Full time degree students at the University of the West Indies are exempt from this requirement. Application forms are available at the offices of the Immigration Division.

Cost to CARICOM citizens -TT\$100.00 or US\$17.00

Cost to Non-CARICOM citizens -TT\$200.00 or US\$33.00

Work Permit

Persons who are neither residents nor citizens of Trinidad and Tobago, wishing to engage in gainful occupation are required to obtain a Work Permit.

Persons exempt from this requirement are:

- I. Persons who enter for one period, not exceeding thirty (30) days in every twelve (12) consecutive months
- II. Journalists covering a specific event
- III. Holders of a Certificate of Recognition of CARICOM Skills Qualification

Applicants include companies and businesses operating in Trinidad and Tobago that wish to employ a foreign national. Additionally, attorneys-at-law practicing in Trinidad and Tobago may make applications on behalf of self employed persons or a person whose employer is not carrying on business in Trinidad and Tobago. The Certificate of Recognition of Caribbean Community Skills Qualification may exempt a national of a Member State from the requirement of having to obtain a Work Permit.

Work Permit applications are submitted to, and processed by the Work Permit Secretariat of the Ministry of National Security. Work Permit applications are accepted for both individuals and groups for the issuing of Work Permits and the extension of existing Work Permits. Applications can also be made for Work Permit Exemptions. Upon submission of an application a non-refundable processing fee of TT\$600.00 must be paid. If the Work Permit application is approved, the applicant must make a payment of TT\$450.00 for each month of the approved period of the Work Permit. There are two ways in which applications can be submitted to the Work Permit Secretariat.

Manual Work Permit Application

Manual application forms can be completed and submitted to the Work Permit Secretariat. All necessary forms and guidelines for making Work Permit applications are available online at **www.nationalsecurity.gov.tt/**. Original completed application forms and supporting documents must be presented along with seven (7) copies. The submission of manual applications and payment of fees should be made at the address below.

Ministry of National Security

Work Permit Secretariat,
Temple Court II,
52-60 Abercromby Street,
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 623-5239, 625-8425 ext. 13000-13010
Fax: (868) 624-2342
Website: www.nationalsecurity.gov.tt/

Online Work Permit Application

Applications for Work Permits can be submitted and processed through the TTBizLink website at **www.ttbizlink.gov.tt**. Once an applicant is registered to use the e-service they may access all Work Permit related application forms and services online (save for applications for Work Permit Exemptions). Via on-line processing, applicants submit all relevant information and scans of supporting documents via an online form. Applications are then processed by the staff of the Work Permit Secretariat and applicants are notified via email of the status of their application. Payment of fees and the receipt of the Work Permit will take place at the Work Permit Secretariat.





Intellectual Property

Intellectual property is defined [quoted by the Ministry of Legal Affairs] as “... the expressed creation of the mind for example, in books, art, logos, shapes, images and inventions...”

Intellectual property rights in Trinidad and Tobago are managed by the Intellectual Property Office (IPO). Trinidad & Tobago Intellectual Property legislation protects trademarks, patents, copyright, industrial design, integrated circuits, geographical indications and new plant varieties.

Intellectual property is subdivided into two categories:

- Industrial property refers to trademarks (logos, names and symbols); patents (inventions); industrial designs; integrated circuits; new plant varieties and geographical indications.
- Copyright is the intellectual property right that subsists in original literary and artistic works such as books, poems, plays, choreographic works, films, musical works, artistic works such as works of mas, drawings, paintings, photographs, sculptures, architectural designs and computer software. Related rights are rights that pertain to performances, sound recordings and broadcasts.

TRADE MARKS

A trade mark is any sign, symbol, device, brand, heading, label, name, word or combination thereof that is used to distinguish the goods and services of an entity from those of its competitors. There is also a range of non-conventional trade marks which do not fall into these standard categories, such as those based on color, smell, or sound.

Trade Mark Legislation in Trinidad and Tobago provides for the registration of distinctive trade marks in respect of both goods and services. Variations of a trade mark may be registered as series marks thereby garnering protection for each variation but lowering the costs of renewal. Additionally, the Trade Mark Act allows for the registration of collective trade marks and certification trade marks.

TRADE MARK REGISTRATION

Who can apply?

An applicant for a trade mark must either be a person or a company and must provide the name, address, and nationality (if a person) or state of establishment (if a company). Applications must be signed by the applicant or in the case of a company, an authorised officer.

An applicant based outside of Trinidad and Tobago must designate a local representative in the application form.

What documents do I need?

1. The applicant's name and address
2. The applicant's state or country of incorporation or the applicant's nationality if the applicant is an individual
3. Trade mark application form completed in duplicate and filed at the Intellectual Property Office (IPO) together with the payment of the prescribed fee
4. The classes of goods and services intended for use with the trade mark must be listed on the application form in accordance with the Nice Classification (7th Edition) of Goods and Services
5. Seven copies of the mark must accompany the application.
6. If there is a designated representative on the application form, an Authorisation of Agent must be submitted.



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If the application is approved, the IPO will notify the applicant or representative of the approval and send the trade mark to a designated daily newspaper for publication. That newspaper will contact the applicant or representative and request payment of the publication fee.

Trademarks are published every Wednesday in a daily newspaper. Third parties may oppose the trade mark application within three months of its publication. After the expiry of the three-month period, if no oppositions were received, the Certificate of Registration is issued upon payment of the Certificate Fee and the registration can take approximately twelve to eighteen months. If a Notice of Opposition is received, the applicant and the opponent must file various documents and an opposition hearing is convened for a final determination of the matter.

A single application may be used for multiple classes of goods and services.

Priority Application

These can be made provided that the earlier application was filed in a country that is a party to the Paris Convention and an application for the same mark and the same goods or services is filed in Trinidad and Tobago within six months of the filing of the application in the foreign country. A certified copy of the earlier application must be filed at the Intellectual Property Office within three months of filing the application for the same mark at the Intellectual Property Office.

How is the registration process?

If there are no corrections to be made to the application and no opposition to the application, the mark will be registered within six

months of the filing of the trade mark application.

Please note that the filing of a trade mark application is not a guarantee that the mark will be registered. Only marks that fulfill the legal criteria for registration under the Trade Marks Act Chap. 82:81 are registered.

Costs

- Application Fee - TT\$300.00 or US\$50.00 for the first class of goods/services (non-refundable)
- Additional class - TT\$100.00 or US\$17.00 each
- Request for Correction of Mistake(s) - TT\$20.00
- Certificate Fee - TT\$150.00
- Filing of the Authorisation of Agent – no charge

Protection of unregistered trademarks

Unregistered marks receive some protection under the common law of passing off and under the Protection Against Unfair Competition Act 1996.

Granting of a trade mark registration in Trinidad and other Caribbean territories

The grant of a trade mark registration in Trinidad and Tobago preserves the proprietor's rights only in relation to Trinidad and Tobago. In order to secure trade mark rights in other Caribbean jurisdictions, the applicant must register the mark in each of the other jurisdictions.

Length of validity

A registered trade mark is valid for ten years from the filing date and may be renewed for successive ten year periods ad infinitum.

Procedure for a trade mark renewal

The applicant must file the prescribed application form and pay the prescribed fee. An Authorisation of Agent form must also be filed if the attorney on record for your trade mark registration is not the same attorney who has been instructed to file the renewal application. Particulars of the trade mark number, initial filing date of the trade mark application and the current proprietor's name and address on the Trade Marks Register are required in order to complete the application form.

Cost of filing a trade mark renewal application

The government-filing fee is US \$35.00. The Certificate fee is US \$25.00. Professional fees are dependent on the institution.

Removal of a registered trade mark

A registered trade mark may be struck off the Register on either of the following grounds:

- Five years non-use; or
- Lack of bona fide intention to use the mark and three years non-use.

All fees are payable in Trinidad and Tobago Dollars. Payment may be made by certified cheque to "The Controller, Intellectual Property Office," or by cash at any District Revenue Office, with a voucher issued by the Intellectual Property Office.

License

A licensee of a trade mark may be registered as a user on the Trade Marks Register.

In order to register the license agreement, the proprietor of the mark and the licensee must apply jointly to register the trade mark



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license by completing the prescribed application form, paying the prescribed fee and filing the agreement at the Intellectual Property Office. The registered proprietor of the mark must also furnish a statutory declaration that provides the relevant particulars required by the Controller.

A copy of the legislation of the Trademark Act and its subsequent amendments and rules can be obtained from:

The Government Printery

Victoria Avenue and Tragarete Road
Port of Spain

Further information on trademarks can be accessed at:

Intellectual Property Office
Ministry of Legal Affairs
3rd Floor, Registration House,
72-74 South Quay,
Port of Spain,
The Republic of Trinidad and Tobago.
Opening hours: 8:30 a.m. to 4:15 p.m.,
Monday to Friday, except public holidays
Website: www.legalaffairs.gov.tt
www.ipo.gov.tt
E-mail: info@ipo.gov.tt
Tel: (868) 625-9972
Fax: (868) 624-1221

PATENTS

Patent refers to the title granted to protect an invention. An invention must meet several criteria if it is to be eligible for patent protection.

It must:

- Be novel (new), nothing like it in existence in the world or in the literature, including other patent documents
- Exhibit a sufficient “inventive step” (be non-obvious to someone with average skill in the art)
- Industrially applicable, have a technical effect (be useful)

Patents will not be granted for:

- Ideas, hypotheses, discoveries (of things already existing in nature), scientific theories and mathematical methods
- Rules of games, lottery systems, methods for performing mental acts, teaching methods and organizational procedures
- Diagnostic, therapeutic and surgical methods used on the human or animal body
- Literary, dramatic, musical or artistic works or any aesthetic creation whatsoever
- The presentation of information
- Inventions, the exploitation of which would be contrary to public order or morality

Requirements for Registration

- An English translation of the Patent
- An Authorisation of Agent document appointing a firm to act on one’s behalf. There is no need for this document to be legalized or notarised.
- A Statutory Declaration, justifying the Applicant’s rights to the patent, executed by the Applicant and duly notarised
- A certified copy of the Assignment from the Inventor to the Applicant if they are not the same person. The IPO requires stamp duty to be paid on this instrument, and as such there should be at least nominal consideration within the instrument. For stamp duty purposes we recommend that the original Assignment not be brought into Trinidad & Tobago.

How do I apply for a patent in Trinidad and Tobago

1. The request for the grant of a patent shall be made on Form No. 1 and shall be signed by each applicant unless represented by an attorney-at-law, in which case the attorney-at-law may sign the request. (See Rule 9, The Patents Rules, 1996).
2. If the applicant is represented by an attorney-at-law, the request shall so indicate and state the attorney-at-law's name and address. An authorisation of agent may be submitted with the request or three months after the date of application.
3. The request shall be accompanied by a description of the invention, claims, abstract and any drawings forming a part of the patent application. (See Rules 10-14, The Patent Rules, 1996).
4. The application and any accompanying statements or documents shall be filed in triplicate, but the Controller may require the applicant to supply additional copies. (See Rule 16, The Patent Rules, 1996).
5. The Patent application shall be accompanied by the application fee of \$2,000.00. Fees are payable by manager's cheque to The Controller, Intellectual Property Office or may be paid at any District Revenue Office with a deposit voucher from the Intellectual Property Office.
6. In the case of applications entering the National Phase Chapter I or II under the Patent Cooperation Treaty (PCT), entry can be effected by the agent submitting a letter stating that his client wishes to enter the National Phase in Trinidad and Tobago together with the application fee. The request Form No. 1 and all other documents may be submitted after national entry.
7. Copies of The Patents Act, Rules and Regulations, 1996 are available at The Government Printery, Victoria Avenue, Port of Spain.



International Priority Patents can also be filed under the Patent Cooperation Treaty system. The time limit for entry into the national phase in Trinidad and Tobago is thirty one (31) months of the priority date of the international application, or thirty (30) months if an International Preliminary Examination is not requested.

The term of a patent is twenty (20) years from the filing date. A prescribed annuity fee is payable each year thereafter to maintain the validity of the patent. Applicants residing outside of Trinidad and Tobago must be represented by an attorney-at-law, registered, residing and having a place of business in Trinidad and Tobago.



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INDUSTRIAL DESIGNS

Industrial property protection in Trinidad and Tobago protects original or novel industrial designs which must be registered at the Intellectual Property Office.

Applying for an industrial design

1. Application should be made on Form No. 1 and shall be signed by each applicant or authorised agent on A4 paper.
2. The application shall be accompanied by the following:
 - 2-dimensional design - four graphic representations or four drawings or tracings
 - 3-dimensional design - four graphic representations or four drawings or tracings of each of the different sides of the industrial design
 - Industrial design exceeding 10 centimetres x 20 centimetres - drawings or tracings shall be affixed on four sheets of cardboard of A4 size
 - Drawings and tracings shall be in black ink.
 - A specimen shall be of a size not exceeding 20 centimetres x 20 centimetres x 20 centimetres.

The term of protection will be five years from the filing date. Registration can be renewed for two further consecutive five-year periods. The registration may be renewed for two further consecutive periods of five years through the payment of the prescribed fee.

If the applicant's place of residence is outside of Trinidad and Tobago, an Authorisation of Agent, who must be an attorney-at-law resident and practising in this country, must be given authorisation signed by the applicant/s.

To apply for industrial protection, please contact:

The Controller

Intellectual Property Office
Ministry of Legal Affairs,
3rd Floor, Registration House,
72-74 South Quay,
Port of Spain,
The Republic of Trinidad and Tobago.

COPYRIGHT

Copyright gives the original creators of works basic rights to use or authorise others to use the work on agreed terms. The creator of the work can prohibit or authorise:

1. Its reproduction in various forms, such as printed publication or sound recording
2. Its public performance, as in a play or musical work
3. Recordings of it, for example, in the form of compact discs, cassettes or videotapes
4. Its broadcasting, by radio, cable, or satellite; and
5. Its translation into other languages, or its adaptation, such as a novel into a screenplay

In Trinidad and Tobago, registration is not required under the Copyright Act, 1997 to obtain copyright protection. Copyright protection is automatic. No formalities are required as a precondition for obtaining copyright protection. There is also no requirement to deposit your work at the Intellectual Property Office in order to obtain protection.



Generally, copyright lasts the lifetime of the author and fifty (50) years after his death while for Collective or Audio Visual Work it is seventy-five (75) years from the date on which the work was first published or one hundred years from the making of the work, if the work had neither been made available to the public or published before twenty five (25) years after its making. For Works of Applied Arts it is twenty-five (25) years from the making of the work. Copyright guarantees the protection of works irrespective of its mode or form of expression (i.e. aural works are protected, albeit, they have not been expressed in material form)

Neighbouring rights in a broadcast made by foreign performers and foreign producers will be protected.

Copyright in audio-visual productions made by foreign performers and foreign producers will be protected.

Civil and criminal proceedings can be brought against any person who or organization which manufactures or imports for sale or rental, any device (or means) which is specifically designed to decode or circumvent another device (or means) intended to prevent or restrict reproduction or a work or production.

Works not protected

An idea, procedure, discovery, mere data, text of a legislative nature, an official translation, political speeches and speeches delivered in the course of legal proceedings.

Work can be registered in some countries as follows:

Registrar of Copyrights

Copyright Office,
The Library of Congress, Department 17,
Washington D.C. 20540,
United States of America.

The Canadian Intellectual Property Office

Place du Portage 1,
50 Victoria Street, Hull,
Quebec, K1A 0C9, Canada.

GEOGRAPHICAL INDICATIONS

Defined by the Intellectual Property Office, “geographical indications” are a “sign or symbol which identifies a good as



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coming from any specific region of a country which gives the good its known quality or reputation.”

The Geographical Indications Act, 1996 which came into force on December 1, 1997 introduced protection for geographical indications in Trinidad and Tobago for the first time and a simple registration system. The subject matter of protection goes beyond appellations of origin and includes protection for indications, where the reputation or other characteristic of the goods is attributable to its geographical origin. Protection is available irrespective of registration, but registration raises a presumption that the indication registered is a geographical indication within the meaning of the legislation. Criminal sanctions may be imposed upon persons who deliberately and wrongfully use geographical indications.

LAYOUT DESIGNS OF INTEGRATED CIRCUITS

Layout designs, sometimes called topographies, of integrated circuits are the three-dimensional placement of some or all of the elements and interconnections that make up an integrated circuit.

How to apply for protection of an original layout-design

Three things are usually needed to apply for protection of a layout-design:

- A completed application form and fee
- Proof of the right to apply
- A drawing of the layout-design together with information defining the electronic function which the integrated circuit is intended to perform

The term of protection is ten (10) years, either from the date of first commercial exploitation or, if not yet commercially exploited from the filing date.

UNFAIR COMPETITION

The Protection Against Unfair Competition Act, 1996 introduced legislation for the first time in Trinidad and Tobago to protect against unfair competition. The law provides, inter alia, for protection in the course of industrial or commercial activities, against the following:

- Damaging another's goodwill or reputation
- Causing confusion with respect to another's enterprise
- Misleading the public
- Discrediting another's enterprise or activities
- Disclosure, acquisition or use of secret information (trade secrets) including use of secret test of other data

submitted to a competent authority for marketing approval of pharmaceutical or agricultural chemical products utilizing new chemical entities

In addition, any act or practice in the course of industrial or commercial activities that is contrary to honest practices shall constitute an act of unfair competition.

NEW PLANT VARIETIES

The Protection of New Plant Varieties Act, 1997 which came into force on December 1, 1997 introduced protection for plant breeder's rights in respect of plant varieties of a genera and species listed in a special national list. Once the application fulfils the conditions of registration, namely novelty, distinctiveness, homogeneity, stability and a variety denomination acceptable for registration, a breeder's right is granted by the Intellectual Property Office.

Applications may be filed by nationals or residents of Trinidad and Tobago, of state or intergovernmental organisations which are party to the International Convention for the Protection of New Plant Varieties (UPOV) of 1978 and of 1991 and states which, without being party to UPOV, grant reciprocity of treatment to Trinidad and Tobago. The new law is consistent with the UPOV Convention of 1978. The term of protection is either 15 or 18 years, depending on the genera or species to which the variety belongs. Renewal fees are payable annually.

For further information on intellectual property rights, the following offices may be contacted:

The Controller

Intellectual Property Office
3rd Floor, Registration House,
72-74 South Quay,
Port of Spain, The Republic of Trinidad and Tobago.
Tel: (868) 625-9972
Fax: (868) 624-1221
Website: www.ipo.gov.tt

The Ministry of Legal Affairs

Registration House,
72-74 South Quay,
Port of Spain, The Republic of Trinidad and Tobago.
Tel: (868) 624-1660
Fax: (868) 624-1221
Website: www.legalaffairs.gov.tt





Taxation

The taxation regime in Trinidad & Tobago comprises a variety of taxes including both direct and indirect taxes.

Please note that the information contained herein may quickly become out-dated. Persons contemplating doing business in Trinidad and Tobago should seek legal advice with regard to proposed or contemplated ventures.

In Trinidad & Tobago, the principal direct taxes are:

Corporation Tax: A tax rate of 25% on profits and short-term gains of companies accruing in Trinidad & Tobago and includes a business levy (Corporation Tax Act).

Income Tax: A tax of 25% on chargeable income of individuals accruing in Trinidad & Tobago.

Unemployment Levy: A tax at the rate of 5% on the profits of companies subject to the Petroleum Taxes Act. (Unemployment Levy Act).

Business Levy: A tax on gross revenue at a rate of 0.2% payable quarterly. Final liability is offset by corporation tax payable at year-end.

Green Fund Levy: A tax on gross revenue at the rate of 0.1% payable quarterly.

Health Surcharge: A tax levied at two rates based on income.

Petroleum Profits Tax: A tax at the rate of 50% on the profits earned by businesses in the course of petroleum operations falling

under the Petroleum Taxes Act.

Supplemental Petroleum Tax: A tax charged on the gross income of companies liable to petroleum profits tax based on the price of oil.

Lands and Buildings Taxes: A tax based on the assessed value of lands and buildings. (Stamp Duty Act).

Withholding Taxes: A tax based on various income payments to non-residents. (Double Taxation Treaties).

The principal indirect taxes are:

Value Added Tax (VAT): A tax levied on imports and on the value of supplies of goods and services. (VAT Act).

Customs and Excise Duties: A tax on imports and manufactured goods. (Customs Act).

Import Surcharge: A tax on imports.

Stamp Duty: A tax on instruments such as deeds of lease, conveyances, mortgages and share transfers. (Stamp Duty Act).

Financial Services Tax: A tax at the rate of 15% on financial transactions with banks and other financial institutions.

Motor Vehicles Tax: A tax levied on the sale of motor vehicles.

Income Tax - Corporations

Under the Corporation Tax Act, “corporations” or “companies”



Taxation

(including those incorporated outside of Trinidad and Tobago which have registered under the Companies Act) encompass unincorporated associations, but not partnerships.

Filing of Tax Returns

In respect of Corporation Tax/Petroleum Profits Tax returns, filing dates are 30th April each year; the returns must be filed with the Board of Inland Revenue at any of its offices.

The Taxes and Payment

Corporation Tax, Business Levy and Green Fund Levy. Estimated taxes based on the previous year's profits are payable by quarterly instalments on 31st March, 30th June, 30th September, 31st December and the remainder on or before 30th April in the next year. In other cases, taxes are payable thirty (30) days after receipt of a notice of assessment.

Taxation of Non-Resident Companies

A non-resident company is liable to corporation tax on income arising or derived from any trade or business carried on by it in Trinidad and Tobago. Additionally, withholding tax is levied on (a) remittances in respect of Trinidad source income of a non-trading nature earned by non-resident companies and (b) profits of branches of non-resident companies (after making deductions for corporation tax) which are not re-invested (other than in replacement of fixed assets) to the satisfaction of the Revenue. A corporation is considered to be resident where its "mind or management" is ordinarily situated.

Taxable Sources for Corporation Tax

The following revenues are included: Income from sources derived in or accruing in Trinidad & Tobago or elsewhere and whether

2011 FORM 400 ITR
INDIVIDUAL INCOME TAX RETURN FOR 2011
Approved for the Board of Inland Revenue under Section 76 of the Income Tax Act, Chap. 75:01 and the Finance Act, No. 14 of 1997.

2011 FORM 500 CTR
CORPORATION TAX RETURN
FOR COMPANIES OTHER THAN INSURANCE AND PETROLEUM COMPANIES
Approved by the Board of Inland Revenue under Section 76 of the Income Tax Act, Chap. 75:01, as applied by Section 19 of the Corporation Tax Act, Chap. 75:02.

Figure 11.1: Tax Return Forms

received in Trinidad & Tobago or not in respect of gains and profits from farming, fishing, operation of mines or other natural resources, trade or business, professions, vocations or management charges, royalties, rents, interests, discounts, annual payments, fees, commissions, distributions, short term capital gains.

Business Levy and Green Fund Levy

The business levy is payable quarterly at the rate of 0.2% of the gross income of the company. Corporation tax payments are set off against the business levy liability of the corporation in the following year when returns are filed. The individual taxpayer is entitled to a tax credit against his business levy liability for a year of income of any payment made in respect of his income tax liability for that year up to a maximum of his business levy liability.

No liability accrues in respect of gross sales giving rise to exempt income or gross sales not exceeding \$200,000.00 per annum. Green Fund Levy is payable quarterly at the rate of 0.1% of the gross revenue. It applies even if the business is exempt from business levy.

Supplemental Petroleum Tax

Supplemental Petroleum Tax is levied at scales based on the price of oil.

Expenses Allowed as Deductions Under the Corporation Tax Act

All expenses wholly and exclusively incurred in the production of income are allowed except where specifically disallowed. Major expenses not allowed are domestic and private expenses, capital expenses and certain payments to non-residents unless withholding

taxes have been accounted for and paid over to the Board of Inland Revenue.

Significance of Being Resident

Residents are taxed on income derived from abroad whether remitted to Trinidad and Tobago or not.

Applicable Tax Rates

The tax rate for companies is generally 25% of the chargeable profits of the company. The rate is 35% for companies engaged in liquefaction of natural gas, manufacture of petrochemicals and transmission and distribution of natural gas and wholesale marketing and distribution of petroleum products. Petroleum profits tax is levied at 50%.

Territorial Rules

The corporation is resident where its central management and control takes place. Control is exercised where the Board of Directors meets and makes decisions, unless the board is itself controlled by a third party. The worldwide income of resident companies or entities is taxed.

Branch income is taxed as if the branch is a separate entity. All branch profits, unless re-invested in specific activities, are deemed to be remitted, and are subject to withholding taxes.

Withholding Tax Rates

Dividends to individuals: 15%

Dividends to companies: 15% but 10% to a parent company

Royalties to individuals and to companies: 20%

Interest to individuals, companies and banks: 20%



Taxation



Some of the existing double taxation treaties provide rates of up to 30%. In such situations, the domestic lower statutory, 20% rates, will be applied.

The rate of withholding tax on any distribution made or credited to a non-resident person is 10% but where it is made to a parent non-resident company the rate of withholding tax is 5%. Where there is a Double Taxation Agreement, the rate of the Withholding Tax shall be the lesser rate provided.

Income Tax - Partnerships

Partnerships file a partnership return; companies file a corporation tax or petroleum profits tax return. Filing dates are 30th April in each year.

Returns are filed with the Board of Inland Revenue at any of its offices. Taxes assessed must be paid within thirty (30) days of receipt of the notice of assessment. Quarterly instalments of advance income and corporation taxes are also payable.

Calculation of Income

As partnerships are not legal entities, they are not assessed to tax. The profit of the partnership is ascertained from the return filed. The basis of company taxation is all profits and gains arising from a number of sources, for example, rents, trade or business, management charges and interests. The net income of the partnership is allocated in accordance with the shares held by each partner in the partnership.

Income Tax - Other Entities

Taxation of Entities

The income is split between the joint ventures and taxed accordingly.

Joint ventures are not taxed as separate entities. A corporate joint venture is a company and is taxed as such. Foundations set up as companies and associations are taxed as Corporations/Companies under the Corporation Tax Act. Some foundations are set up as trusts in which case the Trustee is charged to tax on the income. Most foundations are set up for charitable purposes in which case they may obtain exemption from corporation tax on income which does not arise from trade or business.

The relevant material on corporations and individuals apply.

Income Tax - Individuals

An income tax return is required to be filed on or before 30th April each year. The returns must be filed with the Board of Inland Revenue at any one of its offices. Employees with income arising only from employment are not required to file a return.

Payment of Taxes

In respect of the self-employed, these are payable quarterly on 31st March, 30th June, 30th September, 31st December, and on or before 30th April (the following year). In other cases, the tax is payable up to thirty (30) days after receipt of a notice of assessment. The tax is estimated on the previous year's profits. In respect of employees, tax is deducted monthly from the employment income under the Pay-As-You-Earn (PAYE) regulations.

Applicable Rates

Tax at the rate of 25% on chargeable income is applicable to an individual.

Sources for Computing Tax

Income from sources derived in or accruing in Trinidad & Tobago

or elsewhere and whether received in Trinidad & Tobago or not in respect of gains and profits from: farming, fishing, operation of mines or other natural resources, trade or business, professions, vocations or managerial charges, employment, rents, royalties, interests, discounts, annual payments, fees, commissions, distributions, short term capital gains.

Deductible Expenses

All expenses wholly and exclusively incurred in the production of income are allowed. Where the source of the income is employment income the only expenses allowed are travelling necessarily incurred in the performance of the duties and trade union dues. Major expenses not deductible are expenses from employment except for travelling, capital expenses, domestic and private expenses and certain payments to non-residents (unless withholding taxes have been accounted for and paid over to the Board of Inland Revenue).

The following are some of the exemptions allowed under the Income Tax Act:

- Income from scholarship or bursary
- Dividends from resident companies (except preference dividends)
- Income of a resident where the total income does not exceed \$60,000.00 for a year of income
- Government gratuities to former monthly paid employees
- Pensions under the National Insurance Act
- Interest from savings accounts accruing to resident individuals on savings accounts or on bonds or other similar investment instruments
- Certain annuities purchased by persons who have reached age sixty (60)



Taxation

- Interest earned by resident individuals in accounts held with local banks and financial institutions
- Severance payments due to redundancy or retirement and certain other payments on termination of office or employment are exempt to a maximum of TT\$300,000.00

Territorial Rules

An individual is taxable in respect of income accruing in or derived from Trinidad and Tobago. The resident individual is subject to tax on his world income.

In the case of income arising outside of Trinidad and Tobago to persons who are not ordinarily resident or not domiciled in Trinidad and Tobago, tax is payable on the amount received in Trinidad & Tobago; but where the employment or office of such person is exercised in Trinidad and Tobago, gains or profits from such employment are taxed in Trinidad and Tobago whether received in Trinidad and Tobago or not.

Taxation of Employment Income

Salary and emoluments are subject to a withholding tax called Pay-As-You-Earn (PAYE), which is deducted by the employer at time of payment. Salaries of non-residents also attract PAYE. The section assumes that the employer is a resident or has a tax presence in Trinidad and Tobago, which makes him subject to the jurisdiction of the Act. The normal withholding tax provisions referred to above do not apply to salary and emoluments.

Other Matters Impacting Employment Income

Pension fund plans, individual retirement plans, savings plans and profit-sharing plans, which are not approved by the Board of Inland Revenue, do not legally secure employee tax benefits.

An individual may claim up to TT\$30,000 in the aggregate as deductions in respect of pensions and/or deferred annuities and National Insurance contributions. Interest on investment loans, subject to exceptions, is a deductible expense (in ascertaining an individual's taxable income). Interest on a loan taken to acquire shares in companies quoted on the Stock Exchange is not an allowable deduction.

A person who became a first time homeowner between the period January 1, 2003 and December 31, 2005 is entitled to an allowance of TT\$10,000.00 per year for the first five (5) years commencing from the year in which the house was acquired. Effective January 1, 2011, an individual who acquires a home (for the first time) is entitled to an allowance of TT\$18,000.00.

Obtaining an Income Tax File Number

An Income Tax File Number is obtained through the Board of Inland Revenue (BIR), which falls under the Ministry of Finance. This number is used to submit income tax payments, as well as health surcharge payments. An application for BIR Number Form must be completed and accompanied by a listing of individual directors' names, addresses and personal BIR income tax numbers, and the original (plus a copy) of Certificate of Incorporation for the said company. All employees of the company must submit health surcharge payments. The numbers used for such payments are their income tax file numbers.

Other Taxes

VAT

Value Added Tax (VAT) is essentially a consumption tax that was introduced in Trinidad and Tobago on January 1, 1990. This is a tax levied at the rate of 15% on the value of imports and the value of

supplies of goods and services. The value of goods imported into Trinidad and Tobago is the total of:

- the value of the goods determined according to the Customs Act (c.i.f.), together with any duties, taxes (other than VAT) and other charges that are charged, paid or payable upon entry of imported goods. There are special provisions for re-imports

VAT administration is the responsibility of the Board of Inland Revenue, VAT Administration Centre. Collection of VAT on imports is the responsibility of the Customs and Excise Division of the Ministry of Finance.

Under the Value Added Tax Act, 1989, most businesses are required to:

- Register with the VAT Administration Centre of the Board of Inland Revenue
- Collect Tax at 15% on nearly all the goods and prescribed services they supply, unless zero-rated or exempt
- File a VAT return and remit the net VAT collected to the VAT Administration Centre, usually every two (2) months on or before the 25th day of the month following the collection/return period

Who Registers?

Any sole proprietor, company, partnership, joint venture and other unincorporated body who conducts a business activity and, who makes commercial supplies within Trinidad and Tobago with a gross value in excess of TT\$200,000 in any 12-month period, is required to apply for VAT registration. VAT returns are due every two (2) months (6 times per annum) and must be submitted within eight

(8) days of the due date. The difference between output tax and input tax is payable or refundable.

Under certain circumstances a supplier who is not resident in Trinidad and Tobago has the option to decide whether the supply of goods and services is made in Trinidad and Tobago. If the supply is made within Trinidad and Tobago the supplier could apply to register for VAT. This would be advantageous since it would allow the non-resident to claim the applicable input VAT paid on goods and services received in Trinidad and Tobago. It is important also for the resident that receives the goods or services, since the resident will be allowed to claim for the input VAT paid to the non-resident.

How to Register for VAT

The application forms (VAT 1 and VAT 2) supplied by the VAT Administration Centre have to be completed. VAT 1 requests the Board of Inland Revenue (BIR) number as well as information related to the commercial supplies of the business. VAT 2 requests names, addresses and signatures of the directors, partners or members. Accompanying documents are as follows:

- Original Certificate of Incorporation or original Certificate of Registration
- Related Documents e.g. List of Directors

The VAT Administration Centre also requests a cash flow projection for a period of twelve (12) months which must be signed by a director, and requires proof (invoices and contracts etc.) to ascertain the date of commencement of the business and that business has actually commenced.

Once issued, the Certificate of Registration must be publically displayed at the place of business. The certificate bears a

How to Register for VAT continues on page 125



Taxation

Non-Residential Transfers

- 2% where the consideration for the sale does not exceed \$300,000.00
- 5% where the consideration for the sale exceeds \$300,000.00 but does not exceed \$400,000.00
- 7% where the consideration for the sale exceeds \$400,000.00

Table 11.1: National Insurance-Table of Contribution Payments

Earnings	Weekly	Monthly Earnings Weekly	Assumed Earnings Weekly Earnings	Employee's Average Weekly Contributions	Employer's Weekly Contributions	Total Weekly Contributions	Class Z
I	120.00 -199.99	520.00-866.99	160.00	6.08	12.16	18.24	1.23
II	200.00-269.99	867.00-1169.99	235.00	8.93	17.86	26.79	1.81
III	270.00-359.99	1170.00-1559.99	315.00	11.97	23.94	35.91	2.43
IV	360.00-449.99	1560.00-1949.99	405.00	15.39	30.78	46.17	3.12
V	450.00-549.99	1950.00-2382.99	500.00	19.00	38.00	57.00	3.85
VI	550.00-659.99	2383.00-2859.99	605.00	22.99	45.98	68.97	4.66
VII	660.00-769.99	2860.00-3336.99	715.00	27.17	54.34	81.51	5.51
VIII	770.00-879.99	3337.00-3812.99	825.00	31.35	62.70	94.05	6.36
IX	880.00-1009.99	3813.00-4376.99	945.00	35.91	71.82	107.73	7.28
X	1010.00-1129.99	4377.00-4896.99	1070.00	40.66	81.32	121.98	8.25
XI	1130.00-1259.99	4897.00-5459.99	1195.00	45.41	90.82	136.23	9.21
XII	1260.00-1399.99	5460.00-6066.99	1330.00	50.54	101.08	151.62	10.25
XIII	1400.00-1549.99	6067.00-6716.99	1475.00	56.05	112.10	168.15	11.37
XIV	1550.00-1719.99	6717.00-7452.99	1635.00	62.13	124.26	186.39	12.60
XV	1720.00-1914.99	7453.00-8299.99	1818.00	69.07	138.13	207.20	14.01
XVI	1915.00 and over	8300.00 and over	1915.00	72.77	145.54	218.31	14.7600-



How to Register for VAT from page 123

registration number that must be stated on all VAT invoices issued. Some items are either exempt or zero-rated from VAT.

Activities include:

- Medical, dental, hospital, optical and paramedical services other than veterinary services
- Training and education in a public school or a private school registered under the Education Act
- Certain bus and taxi services
- Financial services
- Real Estate brokerage
- Public postal services
- Rental of residential property
- Betting, gambling and lotteries

- Services provided by non-resident person to an approved free zone company carrying on an approved activity in a free zone.

Zero-rated supplies or services include:

- Basic foodstuff (cheddar cheese, corned beef, curry, fresh butter, macaroni, peanut butter, salt, salted butter, sardines, smoked herring, toilet paper, yeast, baking powder, rice, flour, bread, milk, unprocessed foods)
- Prescription drugs
- Exports
- Books
- Agricultural equipment and animal feeds
- Repairs to yachts, aeroplanes and ships
- International freight and ancillary charges
- Domestic travel between Trinidad and Tobago
- Range of healthcare items such as artificial joints, limbs and hearing aids
- Computer hardware, software and accessories
- Goods supplied to an approved free zone destination
- Veterinary services

Land and Building Taxes

This is a levy based on the assessed value of property at the rate of 7.5%. The assessed value is either 6% of the capital value or the annual rental value. Undeveloped land is taxed at \$20.00 per acre. Since January 2010, there was a revised property tax regime adopting the rental appraisal method of valuation. Residential, commercial and agricultural properties will be taxed at 3%, 5% and 1% respectively. Industrial properties will be taxed at 6% of the



Taxation

annual taxable value. This will be 6% of the installed cost of plant, machinery and buildings.

A return must be filed on acquisition of ownership and on additions to the property and the yearly tax is due on 31st March in each year.

Stamp Duty

This is a tax levied on instruments of all types, for example, deeds of conveyance, mortgages, debentures, trusts, leases, insurance policies, annuity policies, agreements and share transfers. The duty is paid at the Board of Inland Revenue and a machine stamp is affixed to the instrument.

The rates vary from \$25.00 on a trust deed to \$4.00 per \$1,000.00 on mortgages and charges.

- Residential transfers are exempt up to \$350,000.00.
- On the next \$100,000.00 the rate is 5% (\$350,000 – 450,000).
- On the next \$100,000.00 the rate is 7.5% (\$450,000 – 550,000).
- Over \$550,000.00 the rate is 10%.

Share transfers for companies not listed on the Stock Exchange attract stamp duty payable to the Board of Inland Revenue on an ad valorem basis at the rate of \$5.00 per \$1,000.00. A fixed stamp duty of \$25.00 is paid on transfer to a nominee. Share transfers of shares listed on the Stock Exchange are not generally subject to stamp duty but off the floor transfers are to be stamped at the rate of 5% of the market value of the transaction.

Motor Vehicles Taxes

Taxes are levied by reference to class or description of motor



vehicle. For example, private motorcars and station wagons fall within one class, taxis and maxi-taxis fall within another, whilst goods vehicles fall within a third.

Tax is imposed by reference to engine size for all vehicles.

Customs Duties

These are levied at varying rates on customs entries in respect of imported goods according to classification in Schedules to the relevant legislation. In all cases the basis is the c.i.f. value of the goods at the time of import. There are exemptions in relation to specific goods.

Excise Duties

This duty is levied on manufacture of beverages at rates varying from 20 cents to \$148.95 per litre. Cigarettes also attract excise duties.

Business Licences – Annual Fees

The following annual fees for business licences are applicable:

- Betting Office – \$500,000-\$1,000,000 payable to the Betting Levy Board
- Pawnbroker – \$2,500 payable to the Board of Inland Revenue
- Auctioneer, Moneylender, Video Club – \$500 each, payable to the Board of Inland Revenue
- Liquor – Varies from \$300 to \$4,500, payable to Comptroller of Customs & Excise
- Bank – \$50,000 and each Branch \$10,000, payable to the Central Bank
- Business of Financial Nature – \$20,000 and each Branch \$10,000, payable to the Central Bank
- Customs Broker – \$100 and Customs Clerk – \$50, payable to the Customs Brokers Board

National Health Surcharge

Health Surcharge is paid by income earners at the following rates:

- Over \$469.99 per month – \$33.00 per month
- \$469.99 and under per month – \$19.20 per month

Returns and contributions are made to the Board of Inland Revenue – monthly for employees and quarterly for persons with income other than employment income.

National Insurance

Under the National Insurance Act, Chapter 32:01, all employers and their employees, with few exceptions, must register with the National Insurance Board. To register as an employer, an Employer Registration Form (N.I. 1) must be completed in triplicate. Employer registration is put into effect after the application is verified by an Authorised Officer of the Board. A Certificate of Registration is issued containing the employer's registration number.

Having registered the company, all employed persons and unpaid apprentices working for the company need to be registered if they are not already registered. Where an employee is previously registered, he must provide his employer with his National Insurance number. Any employed person earning more than TT\$120.00 per week must be registered. Exemptions include a non-citizen who is exempt from Social Security Legislation by virtue of International Convention governing Diplomatic and Consular Relations, and anyone employed by an international or regional organisation of which Trinidad and Tobago is a member and who is covered by a Social Security System operated by that organisation.

Where the employer is a company, every employee must be registered, including one who may also be a major shareholder. Employers are required by law to pay contributions on behalf of all employed persons and unpaid apprentices. An employee pays one-third and the employer pays two-thirds of each contribution, except in special cases. The company's share of the contribution is considered an operating expense and is tax deductible in its entirety. The employee claims 70% of his share of the contribution as a tax relief. There is at present, no compulsory scheme of contributions for the self-employed.



Taxation



Contributions that are payable by an employer in respect of employment injury coverage for an employed person who has not yet attained the age of 16 years or who has attained the age of 65 years, shall be as set as in Class Z and for an unpaid apprentice the rate shall be \$1.00 per week.

The employer of a recipient of a retirement pension shall be required to pay contributions on behalf of the recipient in Class Z so as to cover him for payment of injury benefit for the duration of his employment. Employers of persons between the ages of 60 to 65 who have received a retirement grant are required to deduct normal contributions (i.e. not Class Z) until the week before the employees' 65th birthday.

Contributions effective January 2, 2012

Registration Duties

Registration duties are imposed under a national regime. Documents are filed with, and fees paid to, the Registrar of Companies.

- Registration duties upon the incorporation of a local company - TT\$655.00 (approximately US\$109.00)
- Registration of a branch of an overseas company - TT\$2,220 (approx. US\$367)

Other Matters

Arts Allowance

This allowance up to a maximum of TT\$2,000,000.00 is available to companies who sponsor artistic work. To qualify, a company must incur expenditure in respect of an artistic work. Artistic work

means any work of art, whether visual or performing. If a visual work of art, the deduction may only be claimed in respect of the initial acquisition of the work. The work must be done by a national of Trinidad and Tobago and its value certified by an art gallery. In respect of a performing art, the deduction would also only apply if the work is done by a Trinidad and Tobago national and the artist must be registered with the Ministry of Arts and Multiculturalism or with the Tobago House of Assembly.

Sport Allowance

A company which promotes or sponsors sporting activities, events or sportsmen is entitled to claim an allowance in ascertaining their chargeable profits for that income year of the actual expenditure to a maximum of TT\$2,000,000.00. To qualify for the allowance in relation to sponsorship of a sportsman, that sportsman must be a Trinidad and Tobago national. There is also express guidance as to what is considered “sporting activities or events.” Such activities or events include athletics, badminton, basketball, boxing (amateur) martial arts, wrestling, cricket, cycling, model aeroplane flying, football, rugby, golf, hockey, netball, baseball, polo, swimming, tennis, weightlifting and yachting. The Act also allows the minister with responsibility for sports the discretion to prescribe any other activities or events to be covered by the allowance. The list is fairly exhaustive and the allowance will hopefully act as an incentive to companies to sponsor many worthwhile events and enterprising sportsmen.

Audio, Visual, Video Production Allowance

This allowance provides for companies that sponsor audio, visual, or video production. To claim such an allowance the production must be for the purpose of local education or local entertainment.

The production could also be reflective of local culture for radio or television. The allowance claimable on a deduction of 150% of the expenditure in respect of productions is up to a maximum of TT\$2,000,000.00.

A production company which incurs expenditure in respect of its own audio, visual or video production for educational purposes or promoting local entertainment or local culture for use in radio, television or cinematograph works will be allowed a deduction of 150% of expenses incurred up to a maximum of TT\$2,000,000.00.

Capital Allowances

These allowances are available to all companies involved in manufacturing trade. Manufacturing trade means any activity involving the mechanical, physical or chemical transformation of materials, substances, or components into new products. It does not include the printing and publicising of newspapers and other such documents by proprietors.



Appendix A

Useful Contacts in Trinidad and Tobago

Association of Real Estate Agents (AREA)

Mailing Address: P.O. Box 1380, Wrightson Road Post Office, Port of Spain, Trinidad and Tobago.

Office Address: Suite A4, Kencita Court, 76 Picton Street, Newtown, Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 628-9048

Fax: (868) 628-9049

Email: area.tt.assoc@gmail.com

Website: <http://www.areatt.com/>

American Chamber of Commerce of Trinidad and Tobago

Mailing Address: P.O. Box 150, Newtown, Port of Spain, The Republic of Trinidad and Tobago.

Office Address: 62A Maraval Road, Newtown, Port of Spain, Trinidad and Tobago.

Telephone: (868) 662-4466, (868) 662-0303, (868) 628-2508

Fax: (868) 628-9428

Website: <http://www.amchamtt.com/>

Association of Trinidad and Tobago Insurance Companies

Mailing Address: 9A Stanmore Avenue, P.O. Box 208 (JSC/ATTIC), Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 624 2817, (868) 625-2940

Fax: (868) 625-5132

Email: mail@attic.org.tt

Website: <http://www.attic.org.tt>

Copyright Music Organisation of Trinidad and Tobago

Office Address: 139-141 Abercromby Street, Port of Spain (between New and Gordon Streets), The Republic of Trinidad and Tobago.

Telephone: (868) 623-6101, (868) 623-7311, (868) 624-2688 - 624-COTT

Fax: (868) 623-4755

Email: cott@cott.org.tt

Website: <http://www.cott.org.tt/>

Employers' Consultative Association

Office Address: #17 Samaroo Road, Aranguez Roundabout North, Aranguez

Mailing Address: PO Box 911 Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 675-9388, (868) 675-0273, (868) 675-5873

Email: ecatt@tsstt.net.tt

Website: <http://www.ecatt.org/>

Alliance Française of Trinidad and Tobago

Office Address: 17 Alcazar Street, St. Clair, Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 622-6119, (868) 622-6728

Fax: (868) 628-8226

Email: info@alliancetnt.org

Website: <http://www.alliancetnt.org>

Institute of Banking and Finance of Trinidad and Tobago

Office Address: 16 Gray Street, St. Clair, P.O. Box 1259,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 622-0282, (868) 628-2944

Fax: (868) 628-9718

Email: info@ibaf.org.tt

Website: www.ibaf.org.tt

Institute of Chartered Accountants of Trinidad and Tobago

Office Address: ICATT, 2nd Floor Professional Centre Building,
11-13 Fitzblackman Drive, Wrightson Road Extension, Port of
Spain, The Republic of Trinidad and Tobago.

Mailing Address: ICATT, P.O. Box 864, Port of Spain,
The Republic of Trinidad and Tobago..

Telephone: (868) 623-8000, (868) 623-0176, (868) 625-1954

Fax: (868) 627-7087

Email: icatt@tstt.net.tt

Website: http://www.icatt.org/

International School of Port of Spain

Office Address: International School of Port of Spain,
#1 International Drive, Westmoorings,
The Republic of Trinidad and Tobago.

Telephone: (868) 633-4777, (868) 632-4591, (868) 632-4592

Fax: (868) 632-4595

Website: http://www.isps.edu.tt

Joint Consultative Council for the Construction Industry

Office Address: The Professional Centre Building, Unit 202,
Fitzblackman Drive, Wrightson Road Extension, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 623-9396, (868) 622-2722

Fax: (868) 625-5749

Email: jcctt1@gmail.com

Website: http://www.jcc.org.tt

**The University of the West Indies –
Centre for Language Learning**

Mailing Address: Centre for Language Learning, Faculty of
Humanities and Education, The University of the West Indies,
St. Augustine, The Republic of Trinidad and Tobago.

Telephone: (868) 645-2278, (868) 662-2002,

Ext. 82524, 83933, 82453,

Fax: (868) 645-2278

Email: CLL.FHE@sta.uwi.edu

Website: http://sta.uwi.edu/fhe/cll/index.asp

**College of Science, Technology, and Applied Arts of
Trinidad and Tobago (COSTAATT)**

Mailing Address: 9-11 Melville Lane, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 625-5030

Fax: (868) 624-3911

Email: info@costaatt.edu.tt

Website: http://www.costaatt.edu.tt



Appendix A

Useful Contacts in Trinidad and Tobago

Law Association of Trinidad and Tobago

Mailing Address: 3rd Floor, Henry Hudson-Phillips Building,
#33 St. Vincent Street, Port of Spain, The Republic of
Trinidad and Tobago. P. O. Box 534

Telephone/ Fax: (868) 625-9350, (868) 623-2478

Email: lawassociationtt@gmail.com

Website: www.lawassociationtt.com

Library Association of Trinidad and Tobago (LATT)

Mailing Address: P.O. Box 1275, Port of Spain,
The Republic of Trinidad and Tobago.

Website: <http://www.latt.org.tt>

Email: latt46@gmail.com.

Website: <http://www.latt.org.tt/>

National Library and Information System Authority

Mailing Address: National Library of Trinidad and Tobago,
Hart and Abercromby Streets, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 623-6962/7278/9673, (868) 624-1130/4466/5075

Fax: (868) 625-6096

Email: <http://www2.nalis.gov.tt/>

Website: <http://www2.nalis.gov.tt/>

Maple Leaf International School

Mailing Address: Alyce Heights Drive,
Alyce Glen, Petit Valley, The Republic of Trinidad and Tobago.

Phone: (868) 632-9578, (868) 633-3173

Fax: (868) 633-3068

Email: mlis@tsstt.net.tt

Website: <http://www.mapleleaf-school.com/>

The Trinidad and Tobago Institute of Architects

Office Address: Rm 305B, The Professional Centre,
North Block, 11-13 Fitzblackman Drive, Woodbrook,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 624-8842

Mailing Address: P. O. Box 585, Port of Spain,
Trinidad and Tobago, W.I.

Tel/Fax: (868) 624-884 in emergency: (868) 684-3032

Email: administration@ttia-architects.org

Website: <http://www.ttia-architects.org/>

School of Business and Computer Science (SBCS)

Office Address: Champs Fleurs, # 53-54 Sagan Drive,
Champs Fleurs, The Republic of Trinidad and Tobago.

Telephone: (868) 663-7227, (868) 663-1813, (868) 663-9688

Fax: (868) 663-3640

Email: sbcs@sbcsstnt.com

Website: <http://www.sbcs.edu.tt/>

Trillium International School

Address: Hakim Juman Street, Liberty Centre, Chaguanas,
The Republic of Trinidad and Tobago.

Phone: (868)-665-2641

Fax: (868) 665-6174

Email: trillium@tsstt.net.tt

Website: www.trilliumtt.com

The British Academy

Address: 23 Alexandra Street,
St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Phone: (868) 622-4285

Fax: (868) 628 2075

Email: admin@britishacademy.edu.tt

Website: britishacademy.edu.tt

Appendix B

International Organisations

Inter-American Development Bank (IDB)

Office Address: 17 Alexandra Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 622-8800

Email: idbtrinidad@iadb.org

Inter-American Institute for Cooperation on Agriculture (IICA)

Office Address: #10 Austin Street, St. Augustine
Trinidad, West Indies.

Postal Office: P.O. Box 1318, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 645-4555/ 645-5020/ 645-8886

Fax: (868) 662-8253

Email: iica.tt@iica.int

Website: <http://www.iica.int/TrinidadandTobago>

Organization for American States (OAS)

Office Address: 15 D Wainwright St. St. Clair Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 622-0019, (868) 622-9272

Fax: (868) 622-5430

Email: OASTrinidadandTobago@oas.org

United Nations Development Programme (UNDP)

Office Address: UN House, 3A Chancery Lane, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 623-7056

Fax: (868) 623-1658

Email: registry@undp.org.tt

United Nations Economic Commission for Latin America and the Caribbean (ECLAC)

Office Address: 1 Chancery Lane,
P.O. Box 1113 Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 224-8000

Fax: (868) 623-8485

Email: registryeclacpos.org

Website: www.eclacpos.org

United Nations Educational Scientific and Cultural Organisation (UNESCO)

Office Address: 15, Wainwright Street, St. Clair
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 622-0939, (868) 628-0154, (868) 628-0711

Fax: (868) 622-8909

Email: tntncunesco@tstt.net.tt

United Nations Information Centre for the Caribbean Area

Office Address: 16 Victoria Avenue Bretton Hall,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 623-4813

Website: unic.portofspain@unic.org

Pan American Health Organisation (PAHO)

Mailing Address: P.O. Box 898.,
10-12 Sweet Briar Road, St Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Email: e-mail@trt.paho.org

Telephone: 622-4202; 622-5445

Fax: 628-4719



Appendix C

List of Government Ministries in Trinidad and Tobago

Office of the Prime Minister

13-15 St Clair Avenue
Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 622-1625

Official Social Media Channels of the Prime Minister

- Prime Minister's Facebook
Page: <https://www.facebook.com/KamlaPersadBissessar>
- Prime Minister's Twitter Feed: <http://twitter.com/#!/PMKamla>
- Prime Minister's Flickr Photostream:
<http://www.flickr.com/photos/pmkamlapersadbissessar/>
- Prime Minister's YouTube Channel:
<http://www.youtube.com/user/eyeonkamla>

Ministry of Community Development

Address: Corner Jerningham Avenue and Queens Park East,
Port of Spain, The Republic of Trinidad and Tobago.
Telephone: (868) 625-3012 / 3112 / 7425
Fax: (868) 625-3278
Website: <http://www.community.gov.tt/>

Ministry of Education

Address: 18 Alexandra Street
St. Clair, Port of Spain, The Republic of Trinidad and Tobago.
Telephone: (868) 622-2181 -5 Ext. 278, 296
Fax: (868) 628-0145
Website: <http://www.moe.gov.tt/>

Ministry of Energy and Energy Affairs

Address: Levels 15 & 22-26, Energy Tower,
International Waterfront Centre,
#1 Wrightson Road Port of Spain,
The Republic of Trinidad and Tobago.
Telephone: (868) 623-6708
Fax: (868) 625-0306
Website: <http://www.energy.gov.tt/>

Ministry of Finance

Address: Communications Unit
Ministry of Finance, Level 18, Eric Williams Finance Building,
Independence Square, The Republic of Trinidad and Tobago.
Telephone: (868) 627-9700/ 9703 / 9695 Ext: 2805-9
Fax: (868) 627-9700 Ext: 2810
Website: <http://www.finance.gov.tt/>

Ministry of Food Production, Land and Marine Affairs

Address: St. Clair Circle, St. Clair, Port of Spain
The Republic of Trinidad and Tobago.
Telephone: (868) 622-1221-5, 622-5481-7
Fax: (868) 622-8202
Website: <http://agriculture.gov.tt/fplma/>

Ministry of Foreign Affairs

Address: Levels 10 - 14 Tower C, International Waterfront
Complex, Wrightson Road, Port of Spain,
The Republic of Trinidad and Tobago.
Telephone: (868) 623-6894
Fax: (868) 623-5029
Website: <http://www.foreign.gov.tt/>

Ministry of Gender, Youth and Child Development

Address: Level 21, Tower D, International Waterfront Complex,
1 Wrightson Road, Port of Spain,
The Republic of Trinidad and Tobago..

Telephone: TBA

Fax: TBA

Ministry of Health

Address: #63 Park Street, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 627-0010-17

Fax: (868) 623-9528

Website: <http://www.health.gov.tt/>

Ministry of Housing and the Environment

Address: 44 - 46 South Quay, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 623-4663, 625-2793

Website: <http://www.mphe.gov.tt>

Ministry of Justice

Address: Tower C, Levels 19-21 International Waterfront
Complex #1 Wrightson Road, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: 625-JUST (5878)

Fax: 623-5596

Website: <http://www.moj.gov.tt/>

**Ministry of Labour and Small and
Micro-Enterprises Development**

Address: Level 5 & 6, Tower C, International Waterfront Centre,
1 Wrightson Road, Port of Spain;
The Republic of Trinidad and Tobago.

Telephone: (868) 625-8478

Fax: (868) 624-4091

Website: <http://www.molsmed.gov.tt/>

Ministry of Legal Affairs

Address: Registration House, Huggins Building, South Quay,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 625-9971, 623-7163

Fax: (868) 625-9803

Website: <http://www.legalaffairs.gov.tt/>

Ministry of Local Government

Address: Kent House, Maraval Road, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 622-1669/1979, 628-1323-5

Fax: (868) 622-4783, 622-5252

Website: <http://www.localgov.gov.tt/>

Ministry of National Security

Address: Temple Court, 31-33 Abercromby Street,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 623-2441

Fax: (868) 627-8044

Website: <http://www.nationalsecurity.gov.tt/>



Appendix C

List of Government Ministries in Trinidad and Tobago

Ministry of Planning and Sustainable Development

Address: Level 14, Eric Williams Financial Complex
Independence Square, The Republic of Trinidad and Tobago.

Telephone: 627-9711, 627-9700 ext. 2009/1389

Website: <http://pesrga.gov.tt>

Ministry of Public Administration

Address: Level 7, National Library Building,
Corner Hart and Abercromby Street, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 625-6724, 623-7122/8578

Fax: (868) 623-6027

Website: <http://www.mpa.gov.tt/>

Ministry of Public Utilities

Address: 2 Elizabeth Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 628-9500

Fax: (868) 628-6067

Website: <http://www.mpu.gov.tt/home/>

Ministry of Tertiary Education and Skills Training

Address: The International Water Front Centre,
Levels 16-18, Tower C #1A Wrightson Road,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: (868) 625-1380

Fax: (868) 627-5437

Website: <http://www.stte.gov.tt/>

Ministry of Sport

Address: 12 Abercromby Street, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 625-5622-4

Fax: (868) 623-0174

Website: <http://www.msya.gov.tt/home/>

Ministry of the Arts and Multiculturalism

Address: Ministry of Arts and Multiculturalism
JOBSCO Building 51-55 Frederick Street,
Port of Spain, The Republic of Trinidad and Tobago.

Telephone: 625-8519, 625-6962, 627-4991, 627-1061

Fax: 627-4991

Website: <http://www.culture.gov.tt>

Ministry of the Attorney General

Address: Cabildo Chambers
23-27 St. Vincent Street, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 623-7010, (868) 623-1449,
(868) 625-5505 or (868) 625-8901

Fax: (868) 625-0470

Website: <http://www.ag.gov.tt/>

Ministry of the People and Social Development

Address: ANSA Building; Corner Independence
Square and Abercromby Streets, Port of Spain,
The Republic of Trinidad and Tobago.

Telephone: (868) 625-9221

Fax: (868) 627-4853

Ministry of Tobago Development

Address: Jerningham Street, Scarborough,
The Republic of Trinidad and Tobago.
Telephone: (868) 639-2652-5

Ministry of Tourism

Address: Levels 8 & 9 International Waterfront Centre,
1 Wrightson Road, Port of Spain,
The Republic of Trinidad and Tobago.
Telephone: (868) 625-0963, 623-9604
Fax: (868) 625-3894. 625-1825
Website: <http://www.tourism.gov.tt/>

Ministry of Trade, Industry and Investment

Address: Levels 11 to 17, Nicholas Tower;
63-65 Independence Square, Port of Spain,
The Republic of Trinidad and Tobago.
Telephone: (868) 623-2931-2934
Fax: (868) 627-8488 / 0002
Website: <http://www.tradeind.gov.tt/>

Ministry of Transport

Address: Level 23, Tower D, International Waterfront Complex,
1 Wrightson Road, Port of Spain,
The Republic of Trinidad and Tobago.
Telephone: TBA
Fax: TBA

Ministry of Works and Infrastructure

Address: Level 6, Head Office Building,
Corner Richmond and London Streets, Port of Spain,
The Republic of Trinidad and Tobago.
Telephone: (868) 625-1225
Fax: (868) 625-8070
Website: <http://www.mowt.gov.tt/>



Appendix D

Diplomatic Corps List - Diplomatic Representatives in Trinidad and Tobago

Apostolic Nunciature

H.E. Apostolic Nuncio Archbishop Thomas Gullickson,
11 Mary Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-5009 / 6359

Fax: (868) 628-5457

Email: apnuntt@googlemail.com

Embassy of the Argentine Republic

H.E. Mr. Marcelo Salviolo,
TATIL Building
Fourth Floor, 11 Maraval Road, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 628-7557 / 7587

Fax: (868) 628-7544

Email: etrin@mrecic.gov.ar

High Commission for Australia

H.E. High Commissioner Mr. Phillip Charles Kentwell
18 Herbert Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 628-4732 / 0695

Fax: (868) 622-0659

Email: james.holgate@dfat.gov.au

Embassy of the Federative Republic of Brazil

Charge d' Affaires a.i. Mr. Alirio de Oliveira Ramos,
18 Sweet Briar Road, St Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-5779 / 5771

Fax: (868) 622-4323

Email: embassyofbrazil@tstt.net.tt

High Commission for Canada

H.E. High Commissioner Ms. Karen L. McDonald,
3-3A Sweet Briar Road, St. Clair,
The Republic of Trinidad and Tobago.

Tel: (868) 622-6232 / 2581

Fax: (868) 628-2581

Email: pspan@international.gc.ca

Embassy of the Republic of Chile

H.E. Ambassador Patricio Alberto Pradel Elgueta,
#4 Alexandra Street, St. Clair, Port of Spain,
P.O Box No. 5099
The Republic of Trinidad and Tobago.

Tel: (868) 628-0540 / 4763

Fax: (868) 622-9894

Email: echile@tstt.net.tt

Embassy of the People's Republic of China

H.E Ambassador Yang Youming,
39 Alexandra Street, St Clair,
The Republic of Trinidad and Tobago.

Tel: (868) 622-6976

Fax: (868) 622-7613

Email: chinaembtt@mfa.gov.cn

Embassy of the Republic of Costa Rica

H.E. Ambassador Ricardo Thompson Thompson,
The Mutual Centre,
Third Floor, 16 Queen's Park West, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 628-0652 / 0653

Fax: (868) 622-4862

Email: emticatt@trinidad.net

Embassy of the Republic of Cuba

H.E. Ambassador Humberto Rivero Rosario,
92 Tragarete Road, 2nd Floor, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-6075 / 9142

Fax: (868) 628-4186

Email: embacubatrinidad@tstt.net.tt

Embassy of the Dominican Republic

H.E. Ambassador Jose A. Serulle Ramia,
10B Queen's Park West, Suite 101,
Port of Spain, The Republic of Trinidad and Tobago.

Tel: (868) 624-7930

Fax: (868) 623-7779

Email: embadom@hotmail.com

Embassy of the Republic of El Salvador

29 Long Circular Road, St. James
Port of Spain, The Republic of Trinidad and Tobago.

Tel: (868) 628-4454

Fax: (868) 622-8314

Delegation of the European Union to Trinidad and Tobago

Chargé dAffaires Mr. Stylianos Christopoulos
Sagicor Financial Centre
16 Queen's Park West, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-6628 / 0591

Fax: (868) 622-6355

Email: delttopos@ec.europa.eu

Embassy of the French Republic

H.E. Ambassador Michel Trinquier,
6th Floor, TATIL Building, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-7447 / 2388 or (868) 628-8633

Fax: (868) 628-2632

Email: cad.port-d-espagne-amba@diplomatie.gouv.fr

Embassy of the Federal Republic of Germany

H.E.Mr. Stefan Schluter
7-9 Marli Street, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 628-1630 / 1632

Fax: (868) 628-5278

Email: info@ports.diplo.de

High Commission for Great Britain and Northern Ireland

H.E. High Commissioner Eric Jenkinson
19 St Clair Avenue, St Clair, Port of Spain
The Republic of Trinidad and Tobago.

Tel: (868) 350-0444

Fax: (868) 622-4555

Email: generalenquiries.ptofs@gov.tt

Embassy of the Republic of Guatemala

H.E. Ambassador Guisela Atalida Godinez Sazo,
Apt. 701 Regents Towers, Westmoorings By the Sea
Westmoorings, The Republic of Trinidad and Tobago.

Tel: (868) 632-7629

Fax: (868) 632-7629

Email: embaguatt@tstt.net.tt



Appendix D

Diplomatic Corps List - Diplomatic Representatives in Trinidad and Tobago

High Commission for the Republic of India

H.E. High Commissioner Malay Mishra,
6 Victoria Avenue, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 627- 7480 / 7481 / 4027

Fax: (868) 627-6985

Email: hcipos@tstt.net.tt

High Commission for Jamaica

H.E. High Commissioner Sharon Saunders,
2 Newbold Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-4995

Fax: (868) 628-9043

Email: jhctnt@tstt.net.tt

Embassy of Japan

H.E. Ambassador Tatsuaki Iwata,
5 Hayes Street, St. Clair
The Republic of Trinidad and Tobago.

Tel: (868) 628-5991 / 5993

Fax: (868) 622-0858

Email: embassyofjapan@tstt.net.tt

Embassy of The Republic of Korea

H.E. Ambassador Yong-Kyn Kwon,
#60 Eagle Crescent, Fairways, Maraval, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 622-9081

Fax: (868) 627-6317

Email: koremb.tt@gmail.com

Embassy of the United Mexican States

Charge d' Affaires Mr. Nabor Sergio Luna,
12 Hayes Street, St. Clair,
The Republic of Trinidad and Tobago.

Tel: (868) 622-1422 / 7527 / 3930

Fax: (868) 628-8488

Email: info@mexico.tt

Embassy of the Kingdom of the Netherlands

H.E Ambassador Lucita C.G. Moeniralam,
Trinre Building,
69-71 Edward Street, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 625-1210 / 1722 / 2532

Fax: (868) 625-1704

Email: por@minbuza.nl or info@holland.tt

High Commission for the Federal Republic of Nigeria

H.E. High Commissioner Musa John,
3 Maxwell Phillip Street,
St Clair, Port of Spain, The Republic of Trinidad and Tobago.

Tel: (868) 622-6834 / 4002

Fax: (868) 622-7162

Email: nigerianpos@tstt.net.tt

Embassy of the Republic of Panama

H.E. Ambassador Arline Gonzales Costa,
1A Dere Street, Port of Spain,
The Republic of Trinidad and Tobago.

Tel: (868) 623-3435 / 3436

Fax: (868) 623-3440

Email: embapatt@wow.net

High Commission for the Republic of South Africa

Charge d' Affaires a.i. Mr. Karabo Letlaka,
4 Scott Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 622-9869 | (868) 628- 6997
Fax: (868) 622-7089
Email: betsie.erasmus@southafrica.org.tt

Embassy of the Kingdom of Spain

H.E. Ambassador Joaquin De Aristegui
7th Floor, TATIL Building,
11 Maraval Road, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 625-7930
Fax: (868) 624-4983
Email: emb.trinidad@mae.es

Embassy of the Republic of Suriname

H.E. Ambassador Fidelia Graand-Galon,
5th Floor, TATIL Building,
Maraval Road, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 628-0704
Fax: (868) 628-0086
Email: surinameembassy@tstt.net.tt

Embassy of the United States of America

H.E. Ambassador Beatrice Winkinson Welters,
15 Queen's Park West, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 622-6371 / 6376
Fax: (868) 822-5905
Website: <http://trinidad.usembassy.gov>

Embassy of the Republic of Venezuela

H.E. Ambassador Maria Eugenia Marcano Casado,
16 Victoria Avenue, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 627-9821 / 9823-4
Email: embaveneztt@tstt.net.tt



Appendix E

Honourary Consuls to Trinidad and Tobago

Austria

Mr. Karl Pilsti
c/o Blue Haven Hotel, Barcolet
Scarborough, The Republic of Trinidad and Tobago.
Tel: (868) 660-7400-7500
Fax: (868) 660-7900

Bahamas

Dr. Monica Davis
c/o Faculty of Medical Sciences,
University of the West Indies,
Eric Williams Medical Science Complex,
The Republic of Trinidad and Tobago.
Building 35, Room 105
Tel: (868) 663-8986
Fax: (868) 645-1642
Email: honconbahamastt@hotmail.com

Barbados

Mr. Audley Walker,
12 Mayfair Gardens, Santa Cruz,
The Republic of Trinidad and Tobago.
Tel: (868) 638-8431
Fax: (868) 675-1505
Email: tudor@tstt.net.tt

Bangladesh

People's Republic of Bangladesh

Mr. Imtaz Rahamanl
1 Shafik Drive, Cross Crossing, San Fernando,
The Republic of Trinidad and Tobago.
Tel: (868) 653-5534/657-9044
Fax: (868) 653-5534
Email: consulate@rahamutgroup.com

Belize

Mr. Thomas Chanona
c/o Kee – Chanona Limited
11 Warren Street, St Augustine,
The Republic of Trinidad and Tobago.
Tel: (868) 645-4062/4
Fax: (868) 645-4064

Czech Republic

Mr. Krishna Narinesingh C.M.T
262 Nutmeg Avenue,
Haleland Park, Maraval,
The Republic of Trinidad and Tobago.
Tel: (868) 629-8728
Fax: (868) 629-0261

Denmark

Mr. Anthony Alcazar
21 Ferndale Terrace, St. Ann's,
The Republic of Trinidad and Tobago.
Tel: (868) 624-3587
Fax: (868) 627-4480
Email: aalcazaranthony@yahoo.com

Finland

Mr. Henry Peter Ganteaume
PO Box 88, 11 Guardian Drive,
West Moorings, The Republic of Trinidad and Tobago.
Tel: (868) 632-5433/678-7064
Fax: (868) 632-6867
Email: Peter.ganteaume@ghl.co.tt

Grenada

Dr. Vernon Scoon,
27 Coblentz Garden, St. Ann's,
The Republic of Trinidad and Tobago.
Tel: (868) 624-1729

Guyana

Mr. Ernie Ross,
16 Gray Street, St. Clair, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 622-2913/ 628-2616
Fax: (868) 622-2913

Ireland

Mr. Brian K. O'Farrell,
76 Picton Street, Suite 4A,
Kencita Court, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 628-2385
Email: Irishconsul-tt@wow.net

Italy

Mr. Stephen C. Webster,
8 Hillcote, Scott Street, St. Augustine,
The Republic of Trinidad and Tobago.
Tel: (868) 0861/ 645-0960
Fax: (868) 662-0861
Email: italcons@carib-link.net

Korea

Mr. Bernard Dual-Whiteway,
c/o Neal and Massy Holdings Limited
63 Park Street, The Republic of Trinidad and Tobago.
Tel: (868) 625-3426
Fax: (868) 627-9061

Lebanon

Mr. Amer Haidar
1 ICL Drive, Bhagowtie Trace, San Juan,
The Republic of Trinidad and Tobago.
Tel: (868) 638-1697
Fax: (868) 638-4810
Email: haidar@tsstt.net.tt

Mauritius

Dr. V.R. Mooneeram,
12 Wahid Circular Drive,
Sumadh Gardens, San Fernando,
The Republic of Trinidad and Tobago.
Tel: (868) 652-3825/657-6440
Fax: (868) 657-6440
Email: vikkv@tsstt.net.tt

Norway

Mr. Stuart Jardine,
10 French Street, Woodbrook, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 625-4384
Fax: (868) 623-9318
Email: stuarttisal@carib-link.net



Appendix E

Honourary Consuls to Trinidad and Tobago

Pakistan

Dr. Rakib Buckridan,
38A Lopinot Housing Development,
Lopinot, The Republic of Trinidad and Tobago.
Tel: (868) 642-3656
Fax: (868) 662-7533

Philippines

Dr. Marie Magno Advani,
B41 Ridgewood Towers,
Four Roads, Diego Martin, The Republic of Trinidad and Tobago.
Tel: (868) 633-2988
Fax: (868) 633-6946

Portugal

Mr. William Ferreira,
11-13 Milling Avenue, Sea Lots, P.O. Box 283, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 625-1745/1131

Senegal

Dr. Ebrahim Kazim,
3 Rapsey Street, St. Clair, The Republic of Trinidad and Tobago.
Tel: (868) 628-0813
Fax: (868) 622-2000
Email: ekazim@tsstt.net.tt

Sri Lanka

Mr. Krishna Seegobin,
c/o Krishna Seegobin & Co.
Corner Hugh and Algernon Street,
Montrose, Chaguanas, The Republic of Trinidad and Tobago.
Tel: (868) 665-1237
Fax: (868) 665-1237

Suriname

Mr. Jerome Khan,
54 Gordon Street, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 627-4747/0102
Fax: (868) 627-1936
Email: surinameairways@opus.co.tt

Sweden

Mr. Anthony Beaubrun,
2 Pearl Gardens, Petit Valley,
The Republic of Trinidad and Tobago.
Tel: (868) 632-0261
Fax: ((868) 633-9237
Email: tbeaubrun@tsstt.net.tt

Switzerland

Ms. Michele Khan,
70 Dundonald Street, Port of Spain,
The Republic of Trinidad and Tobago.
Tel: (868) 623-7816
Fax: (868) 625-9729/623-7816

Turkey

Mr. Gopichan Ramsaran,
30 Grove Road, Valsayn, The Republic of Trinidad and Tobago.
Tel: (868) 663-1533/662-1250
Fax: (868) 663-1533

Ukraine

Mr. Brett Steven Hobday,
Debrett Ltd. 41 Eastern Main Road,
Laventille, The Republic of Trinidad and Tobago.
Tel: (868) 624-4788/8723

Appendix F

Embassies & Permanent Missions of the Republic of Trinidad and Tobago

Belgium

Embassy of the Republic of Trinidad and Tobago,
Brussels, Belgium
H.E. Mrs. Margaret King-Rousseau
Address: Avenue de La Faisanderie 14
1150 Brussels, Belgium
Tel: 011-322-762-9400
Fax: 011-322-772-2783
Email: info@embtrnbago.be

Brazil

Embassy of the Republic of T&T, Brasilia
H.E. Dr. Hamza Rafeeq
Address: SHIS QL 02
Conjunto 02, Casa 01
71665-028 - Brasilia D.F.
Tel: (011)-5561-3365-3466 | (011)-5561-3365-3572 | (011)-5561-3365-1132
Fax: 011-5561-3365-1733
Email: trnbagoemb@gmail.com
Telex: 611844 EBTT BR

Canada

High Commission of the Republic of Trinidad and Tobago, Ottawa
H.E. Mr. Philip Buxo
Address: Third Level
200 First Avenue, Ottawa, Ontario, Canada K1S 2G6
Tel: 1-613-232-2418-9
Fax: 1-613-232-4349
Email: Ottawa@ttmissions.com
Website: <http://www.ttmissions.com/>

Canada

Consulate General of the Republic of Trinidad and Tobago,
Toronto Consul General Dr Vidhya Gyan Tota-Maharaj
Address: 185 Sheppard Avenue West
M2N 1M9
Tel: 1-416-495-9442-3 | 1-416-495-7342 | 1-416-495-7847
Fax: 1-416-495-6934
Email: congen@ttcgtoronto.gov.tt
Website: <http://ttcgtoronto.gov.tt/>

Costa Rica

Embassy of the Republic of Trinidad and Tobago, San José
H.E. Ms. Sandra Honoré
Address: Edificio Torre La Sabana
Segundo Piso
Del ICE 300 metros Oeste y 25 Norte
Sabana Norte, San José
Costa Rica
Tel: (011) 506-2231-0809
Fax: (011) 506-2231-1244
Email: embttsanjose@racsa.co.cr

Cuba

Embassy of the Republic of Trinidad and Tobago, Cuba
H.E. Dr. Jennifer Jones-Kernahan
Address: 5ta Ave. 6603
E/66 & 68
Miramar, Playa, Ciudad Havana
Tel: 011 537-207-9603 | 011-537-207-9604
Email: ttmissionscuba@enet.cu or
admin.attache@ttmissions.co.cu



Appendix F

Embassies & Permanent Missions of the Republic of Trinidad and Tobago

India

High Commission of the Republic of Trinidad and Tobago,
New Delhi

H.E. Mr. Chandradath Singh

Address: B-3/26, Vasant Vihar, New Delhi, 110057

Tel: 011-9111-4600-7500

Fax: 011-9111-4600-7505

Email: info@hctt.net

Website: <http://www.hctt.net/>

Telex: TrintagoffNewDelhi

Jamaica

High Commission of the Republic of Trinidad and Tobago,
Kingston

H.E. Dr. Iva Gloudon

Address: 7th Floor, Pan Caribbean Building

60, Knutsford Boulevard, Kingston 5

Phone: 1-876-926-5730 | 1-876-926-5739 | 1-876-968-0588

Fax: 1-876-926-5801

Email: kgnhctt@cwjamaica.com

Website: <http://www.kgnhctt.org/>

Nigeria

High Commission of the Republic of Trinidad and Tobago,
Abuja

H.E. Mr. Nyahuma Obika

Address: No. 7 Casablanca Street, Off Nairobi Street,
off Aminu Kano Crescent, WUSE II, Abuja

Tel: 011-(234) 9461 1118 | 011-(234) 9870-2438

Fax: 011-234-9461-1117

Email: trinitobagoabj@yahoo.co.uk or info@ttmissionsnigeria.com

Website: <http://www.ttmissionsnigeria.com/>

South Africa

High Commission of the Republic of Trinidad and Tobago, Pretoria
H.E. Mr. Harry Partap

Address: 258 Lawley Street

Waterkloof

Pretoria, 0181

Tel: 011-27-12-460-9688

Fax: 011-27-12-346-7302

Email: Pretoria@hctt.co.za

Website: <http://hcpretoria.foreign.gov.tt/>

Switzerland

Permanent Mission of the Republic of Trinidad and Tobago to the
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Appendix G

Foreign Companies in Trinidad and Tobago

US FIRMS AND FRANCHISES IN TRINIDAD AND TOBAGO

3M International Inc. (T&T) Division
Alcoa Steamship Company, Inc.
American Airlines
American Life and General Insurance Company (Trinidad & Tobago) Limited
Amerijet International, Inc.
Ashland Limited
Baker Hughes (Trinidad) Limited
Baroid Trinidad Services Ltd.
Benihana Restaurant
Berger Paints Trinidad Limited
Blimpie (Mario's Pizzeria Ltd.)
Bristol-Myers Squibb (W.I.) Ltd.
Burger King/Popeye's (Restaurant Holdings Ltd.)
Captain D's Seafood
Century 21 CYCB Real Estate
Chevron Trinidad and Tobago Resources
Church's Chicken
Citibank Trinidad & Tobago Ltd.
Coca Cola Caribbean Bottlers (Trinidad and Tobago) Ltd.
Continental Airlines
Crown Packaging Ltd.
Delta Airlines, Inc.
DHL Worldwide Express
DirecTV Trinidad
Domino's Pizza
EOG Resources Trinidad Limited
EOG Resources, Inc.
Ernst & Young
Evergreen Helicopters

Federal Express
Fluor Daniel South America Ltd.
Fugro Survey Caribbean Inc.
Global Medical Response of Trinidad & Tobago Ltd.
Halliburton Trinidad Ltd.
King & Associates
Harris Interactive Inc. (Mary King & Associates)
Holiday Inn Express Hotel & Suites
Honeywell Trinidad
Hyatt Regency
IBM World Trade Corp.
Kerr-McGee TT Offshore Petroleum Ltd.
Krafts Foods
Long John Silver's
McCann-Erickson (Trinidad) Ltd.
Medical Air Services Association
Methanex Trinidad Limited
M-I Trinidad Ltd./MI SWACO
Microsoft Trinidad & Tobago Limited
NU-IRON Trinidad and Tobago
Office One Superstore
Papa John's Pizza
Payless Shoe Source
Pepsi Cola Trinidad Bottling Co. Ltd.
Phoenix Park Gas Processors Ltd.
Point Lisas Nitrogen Trinidad Ltd.
Power Generation of T&T
Prestige Holdings Limited
Price WaterhouseCoopers
PriceSmart
Quiznos Sub
Radio Shack

Ruby Tuesdays (Dachin Enterprises Ltd.)
 Schlumberger Trinidad Inc.
 Subway (Mainstream Foods Ltd.)
 TCBY Treats
 Terminix Pest & Termite Control
 TGI Friday
 The Myerson Company Ltd.
 Tidewater Marine
 Tony Romas (T.R. Trinidad Ltd.)
 Trinity Power Limited
 Turner Alpha Ltd.
 Universal Package Systems Limited – UPS
 ZFB Services Ltd.

BRITISH FIRMS IN TRINIDAD AND TOBAGO

Anthony Rowland Associates
 ASCO Trinidad Ltd.
 Atkins (Trinidad) Limited
 Atlantic LNG Company of Trinidad and Tobago
 Bacon, Woodrow & DeSouza
 Bayfield (Galeota) Ltd.
 BG Trinidad & Tobago
 Bibby Offshore Trinidad & Tobago
 Bovis Lend Lease
 bpTT
 British Airways
 British Gas Trinidad and Tobago Ltd.
 CAB International Institute of Biological Control
 Capita Symonds (Trinidad)
 Caribbean Bulk Storage & Trading Co. Ltd.

Carillion (Caribbean) Ltd.
 Centrica Energy Trinidad and Tobago Ltd.
 Crystal Stream Road
 CSM T&T Ltd.
 Czarnikow Group
 Diageo (Caribbean Ltd.)
 Europa (Trinidad & Tobago Ltd.)
 Evolve Partners LLP
 Falck Nutec Trinidad Ltd
 Fujitsu Transaction Solutions (Trinidad) Ltd.
 G4S Secure Solutions (Trinidad) Ltd.
 Germanischer Lloyd Industrial Services T'dad Ltd.
 GlaxoSmithKline
 Global Lifting Services (Trinidad) Ltd.
 Guinness (Caribbean) Ltd.
 Halcrow Group (Trinidad & Tobago) Ltd.
 Haskoning Caribbean Ltd.
 Hydratight Hedley Purvis Ltd.
 INTERTEK Commodities
 Katerserv Airport Services Ltd.
 Lexicon Trinidad Ltd.
 Lloyds Register
 Metropolitan Networks (UK) Ltd.
 Neal & Massy Wood Group Ltd.
 Portia Management Services Ltd.
 Readymix (West Indies) Ltd.
 Reds Caribbean Ltd.
 Rentokil Initial (Trinidad) Limited
 Rex Turtle Beach Hotel
 RGIT Montrose (Trinidad) Ltd.
 Schal Int'l Management Ltd.
 Score Valves (Trinidad & Tobago) Ltd.



Appendix G

Foreign Companies in Trinidad and Tobago

Securicor Trinidad Ltd.
Servus Ltd.
Shell Trinidad Ltd.
Stork Technical Services
Telecommunications Services of Trinidad & Tobago (TSTT)
West Indian Tobacco Co. Ltd. (WITCO)
Trading Company Ltd.
Trinity Exploration & Production (Trinidad) Ltd.
UM Bulk Liquids Trinidad
Unilever Caribbean Ltd.
Virgin Atlantic
Wolseley Trinidad Ltd.
WSP Int'l Management Consulting
ACCA Caribbe

CANADIAN FIRMS IN TRINIDAD AND TOBAGO

Air Canada
Alstons Building Enterprises Ltd.
Applied Courseware Technology Inc.
Avmor Ltd/HJ Heinz of Canada
BHP Billiton Petroleum
Canadian Overseas Packaging Industries Ltd.
Caribbean Methanol Co. Ltd.
Caribbean Packaging Industries Ltd.
Certispec T&T Ltd.
Columbus Communications Trinidad Limited
Cumming Cockburn Ltd.
First Caribbean Int'l Banking & Financial Corporation Ltd.

Fulton Windows
GENIVAR Trinidad & Tobago Ltd.
Georox Resources Inc.
Grand Bay Paper Products Limited
IBI-Maak Inc.
Inter-Comm Holdings Ltd.
Joint ventures and Partnerships
Kaizen Environmental Services (Tdad) Ltd.
Kofman Plastics International Trading of Canada
Local Investments
Methanex Trinidad Unlimited
Modfair Industries Ltd.
Mora Oil Ventures (Moraven)
Parex Resources (Trinidad) Limited
PCS Nitrogen Trinidad Ltd.
PetroCanada
Produits Bel. Inc.
Royal Bank Institute of Business & Technology
Royal Bank of Canada
Scotiabank T & T Ltd.
Talisman Energy Inc.
Territorial Services Limited
The Barrington Consulting Group

INDIAN FIRMS IN TRINIDAD AND TOBAGO

A-1 Auto Supplies
Adams Variety Store
Aman Jewellers & Gift Shop
Amrith Restaurant
Anil's Shopping Centre
Arcelor Mittal Point Lisas Limited

B&R Jewelers Ltd.
Bank of Baroda
Bhagwat & Sons Jewelers
Bombay Duck Restaurant
C&S Jewellery Store
Caribbean Constructions & Materials Ltd.
Delhi Palace
Designer's Castle`
Dipak Jewellers
Dulan Jewellers
Faiz Khan & Sons Jewellery
Gokul's
Gopaul Bros. Jewellers
H. Narwani Bros. Ltd.
House of Jaipur
Indus Merchants Ltd.
Inter-commercial Bank
Jaspal Bhogal Architect
Kanhai Ragubir's Jewellery
Khanna's Wholesale & Retail,
Khemlani's Ltd.
Laxmi Jewellers
Little Store
Maharaja's Ltd.
Mohan Trading Co. Ltd.
Nandlal & Sons Ltd.
New India Assurance
Oriental Supreme Ltd.
Palki Restaurant
Pooja Stores
Preetanjali's Ltd.
Premier Bridal Col. Ltd.

Prishanti's Oriental
Priyadarshini
Priya's Creations
R. Dawar Distributors
S.S. International Ltd.
Selection House
Subhash Jewellers
Verma Bros.
Worley Parsons T'dad Ltd.

IRISH FIRMS IN TRINIDAD AND TOBAGO

Cara Suites Trinidad
Digicel Trinidad Ltd.
Kentz OJ's E&I Services

FRENCH FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Air Liquide T&T Ltd.
Bouygues Batiment T&T Construction Co. Ltd.
CMA CGM Trinidad Ltd.
Etde T&T Branch
Geoservices T&T Branch
Publicis Caribbean Ltd.
Schlumberger Trinidad Inc
Servisair T&T Ltd.
Suez Lng (T&T) Ltd.
Total E&P Trinidad B.V
Total Outre-Mer T&T Branch
Trinidad & Tobago Tires
Trinidad Automobiles Ltd.
Vinci Construction Grands Projects



Appendix G

Foreign Companies in Trinidad and Tobago

GERMAN FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Ferrostaal
LURGI Caribbean Ltd.
PROMAN AG Trinidad Ltd.
Schiebler & Co. (Trinidad) Ltd.
Walter HH Greeve Trinidad Ltd.

SPANISH FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Repsol YPF

AUSTRALIAN FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

bhp Bhilition
Worley Parsons

GUATEMALAN FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Pepsicola

JAPANESE FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Toyota Trinidad Ltd.
Fujitsu
YM Auto Trading Co. Ltd.

KOREAN FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Samsung Engineering
Hitek

BELIZEAN FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Kee-Chanona
Aurora

DANISH FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Pyle

SWEDISH FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Furness Trinidad Ltd.

SWISS FIRMS WITH INTEREST IN TRINIDAD AND TOBAGO

Nestlé

Appendix H

List of Public Holidays

In Trinidad and Tobago, there are fourteen (14) statutory holidays, which are as follows:

Table 1: Holidays in Trinidad & Tobago (2012)

NAME	DATE
New Year's Day	January 1st
Spiritual Baptist Liberation Day	March 30th
Good Friday	April 06th
Easter Monday	April 09th
Indian Arrival Day	May 30th
Labour Day	June 19th
Corpus Christi	June 07th
Emancipation Day	August 1st
Independence Day	August 31st
Republic Day	September 24th
Eid-UI-Fitr	TBA in October
Divali	TBA in October
Christmas Day	December 25th
Boxing Day	December 26th

There are two (2) days celebrated for Carnival and these are the Monday and Tuesday which precede Ash Wednesday. These Carnival holidays may fall two days in February or two days in March, dependent on the date of Ash Wednesday. Carnival dates from the year to 2013 are as follows:

Table 2: Holidays in Trinidad & Tobago (2013)

NAME	DATE
New Year's Day	January 1st
Eid-UI-Fitr	TBA in October
Spiritual Baptist Liberation Day	March 30th
Good Friday	March 29th
Easter Monday	April 01st
Indian Arrival Day	May 30th
Labour Day	June 19th
Corpus Christi	May 30th
Emancipation Day	August 1st
Independence Day	August 31st
Republic Day	September 24th
Divali	TBA in October
Christmas Day	December 25th
Boxing Day	December 26th

Table 3: Carnival dates

YEAR	DATE
2013	February 11th & 12th
2014	March 03rd & 04th
2015	February 16th & 17th
2016	February 08th & 09th
2017	February 27th & 28th
2018	February 12th & 13th





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