



Government of the Republic of Trinidad and Tobago

Ministry of Health

TOBACCO CONTROL UNIT

Special Programmes and Services Building,
Eric Williams Medical Sciences Complex, Mt. Hope

CHECKLIST OF REQUIRED DOCUMENTS/ITEMS

Please ensure you have attached the following required documents/items upon submission of your application:

No.	Document/Item	Required by Applicant Type				
		M	I	E	D	W
1.	Business Registration Certificate/Company Certificate of Incorporation	✓	✓	✓	✓	✓
2.	Notice of Directors (<i>most up to date</i>)	✓	✓	✓	✓	✓
3.	Annual Return (<i>most recent</i>)	✓	✓	✓	✓	✓
4.	Copy of Applicant's ID/Passport/Driver's Permit	✓	✓	✓	✓	✓
5.	Copy of ID/Passport/Driver's Permit of Broker/Person Acting on Behalf of Applicant (where applicable)	✓	✓	✓	✓	✓
6.	BIR Number	✓	✓	✓	✓	✓
7.	VAT Registration Number (<i>where applicable</i>)/VAT Clearance Certificate	✓	✓	✓	✓	✓
8.	Original fee receipts from the District Revenue Office	✓	✓	✓	✓	✓
9.	3D sample or printed image of product packaging with mandatory labelling requirements	✓	✓	✓	✓	✓
10.	Product Specification Sheet (applicants to acquire from manufacturer)	✓	✓	✓	✓	✓
11.	Material Safety Data Sheet (MSDS) (applicants to acquire from manufacturer)	✓	✓	✓	✓	✓
12.	Deed/Rental Agreement for Registered Place of Business	✓	✓	✓	✓	✓
13.	Company Floor Plan	✓				✓
14.	Town and Country Approval	✓				
15.	Fire Inspection Certificate	✓				✓
16.	Occupational Health and Safety Plan	✓				
17.	Emergency Response Plan	✓				
18.	Machinery Listing	✓				
19.	Previous licences issued by the Ministry of Health (<i>for renewals only</i>)	✓	✓	✓	✓	✓
20.	Form A: Authorization Letter for Broker/Person Acting on Behalf of Applicant (<i>where applicable</i>)	✓	✓	✓	✓	✓

NB: M- Manufacturer I- Importer E- Exporter D- Distributor W- Wholesaler



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