



Government of the Republic of Trinidad and Tobago

Ministry of Health

TOBACCO CONTROL UNIT

#4-6 Queen's Park East, Port of Spain 101002

**HOW TO APPLY FOR A LICENCE TO MANUFACTURE / DISTRIBUTE / IMPORT /
EXPORT / WHOLESALE TOBACCO AND TOBACCO PRODUCTS**

Pre-considerations:

- The Intended Applicant should decide on the appropriate licence(s) for its company / business.
- Should the Intended Applicant require a manufacturing licence, it is advised that the Intended Applicant receives first-hand approval from Customs and Excise Division prior to submitting its application to the Tobacco Control Unit.
- Ensure that the packaging and labeling of the tobacco product meets the stipulated requirements in accordance with the Tobacco Control Act Chap. 30:04 and its Regulation as amended.
- Ensure that the tobacco product has an active Registered Trademark Number.
- Ensure that the Intended Applicant as a body corporate has all its supporting documents up to date.
- New applicants or applicants whose licenses have elapsed are advised not to import tobacco products into the country before being issued a tobacco licence.
- For tobacco licence(s) renewal applicants, please apply at least 3 months prior to your licence expiry date.
- Submit a sample of their packaging and labeling of the intended tobacco product either by virtual 3D sample or by physical packaging for approval 'in principle', prior to making payment at the District Revenue Office and submitting the official application. This can be e-mailed to tobaccocontrolunit@health.gov.tt or delivered to the Tobacco Control Unit (TCU) office at:

**Tobacco Control Unit
Ministry of Health
#4-6 Queen's Park East
Port of Spain
101002**



1 (868) 217-4664
Ext. 13830-13836



www.health.gov.tt



tobaccocontrolunit@health.gov.tt

Step 1: Visit the Ministry of Health website at www.health.gov.tt to download the Download Application Form and other relevant documents

1. Complete **Application Form** in duplicate.
2. Download and reference the **Checklist of Required Documents** for Application for a tobacco licence.
3. Download and review the **Packaging and Labelling Requirements for Tobacco Products under the Tobacco Control Act** document to ensure that the tobacco product meets the requirements.
4. Download and complete **Form A** if required, to identify the agent of the applicant company.
5. Download and complete **Statement of Declaration**.

Step 2. Submit completed application form with the required documents and sample packaging and labelling for the subject tobacco product(s) to the Tobacco Control Unit for review. **Refer to the Checklist of required documents for guidance.** Some of the documents included but may not be limited to the following for submission:

1. Business Registration Certificate/Company Certificate of Incorporation
2. Notice of Directors (for new companies)
3. Notice of Address for the Company (for new companies)
4. Annual Return (most recent)
5. Form 45 Return of Beneficial Interest (most recent) or Form 46 (for new companies)
6. Copy of Two (2) forms of the Applicant's National ID/Passport/Driver's Permit
7. Copy of the National ID/Passport/Driver's Permit of Broker/Person Acting on Behalf of Applicant (where applicable)
8. BIR Number
9. VAT Registration Number (where applicable)/VAT Clearance Certificate
10. 3D sample or printed image of product packaging with mandatory labelling requirements.
11. Product Specification Sheet (applicants to acquire from manufacturer)
12. Material Safety Data Sheet (MSDS) (manufacturers only)
13. Previous licences issued by the Ministry of Health (for renewals only)
14. Form A: Authorization Letter for Broker/Person Acting on Behalf of Applicant (where applicable)
15. Statement of Declaration



Step 3:	<div>1. Collect Voucher Forms from TCU in duplicate to make payment to the District Revenue Office. Pay the relevant fees:<div>Importer- TT\$6,000 Exporter-TT\$6,000 Distributor-TT\$6,000 Manufacturer-TT\$12,000 Wholesaler-TT\$6,000</div></div> <div>2. Submit the Original fee receipts along with the updated Voucher Form from the District Revenue Office to the TCU.</div> <div>3. Fees can be paid at any of the following District Revenue Offices:</div> <div><div><div><u>Tunapuna:</u> Tunapuna Administrative Complex Corner Centenary Street & Eastern Main Road</div><div><u>Arima:</u> 6 Prince Street</div><div><u>Siparia:</u> High Street</div><div><u>Rio Claro:</u> Naparima Mayaro Road</div></div><div><div><u>Port-of-Spain:</u> Government Campus 2-4 Ajax Street</div><div><u>Sangre Grande:</u> 400 Eastern Main Road Damarie Hill Guaico</div><div><u>Princes Town:</u> High Street</div><div><u>La Brea:</u> High Road</div></div><div><div><u>Couva:</u> Railway Road</div><div><u>Chaguanas:</u> 20 Ramsaran Street</div><div><u>San Fernando:</u> Independence Avenue</div><div><u>Roxborough, Tobago:</u> Roxborough Main Road</div></div></div>
Step 4:	<div>1. The applicant will be contacted by the Public Health (PHI) office to schedule an inspection of all premises where the tobacco product will be stored.</div> <div>2. If defects are identified during the inspection, the applicant will be notified via a letter from the PHI of the defects/areas to be remedied and or additional documentation that will be required to satisfy the inspection process. The PHI reserves the right to refer noncompliance to other agencies.</div> <div>3. The PHI will then schedule a Follow-Up Spot check with the applicant to confirm resolution of defects.</div>
Step 5:	Once all requirements above have been met by the applicant, a recommendation will be made by the TCU for issuance of licence and all reported recommendations is forwarded to the Minister of Health for approval.
Step 6:	The applicant will be contacted regarding the issuance of licence.

