



**Government of the Republic of Trinidad and Tobago**

**Ministry of Health**

**TOBACCO CONTROL UNIT**

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

**CHECKLIST OF REQUIRED DOCUMENTS/ITEMS**

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

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>new companies</i> )	✓	✓	✓	✓	✓
3.	Notice of Address for the Company ( <i>new companies</i> )	✓	✓	✓	✓	✓
4.	Annual Return ( <i>most recent</i> )	✓	✓	✓	✓	✓
5.	Form 45 Return of Beneficial Interest or Form 46 for new companies (most recent)	✓	✓	✓	✓	✓
6.	Copy of Applicant's ID/Passport/Driver's Permit (2 forms of ID)	✓	✓	✓	✓	✓
7.	Copy of ID/Passport/Driver's Permit of Broker/Person Acting on Behalf of Applicant where applicable (2 forms of ID)	✓	✓	✓	✓	✓
8.	BIR Number	✓	✓	✓	✓	✓
9.	VAT Registration Number ( <i>where applicable</i> )/VAT Clearance Certificate	✓	✓	✓	✓	✓
10.	Original fee receipts from the District Revenue Office	✓	✓	✓	✓	✓
11.	3D sample or printed image of product packaging with mandatory labelling requirements	✓	✓	✓		
12.	Product Specification Sheet (applicants to acquire from manufacturer)	✓	✓	✓		
13.	Material Safety Data Sheet (MSDS) (applicants to acquire from manufacturer)	✓				
14.	Evidence of application for and/or the trade name and registration number of the tobacco product from the Intellectual Property Office of the Ministry of the Attorney General and Legal Affairs	✓	✓	✓		
15.	Previous licences issued by the Ministry of Health ( <i>for renewals only</i> )	✓	✓	✓	✓	✓
16.	Form A: Authorization Letter for Broker/Person Acting on Behalf of Applicant ( <i>where applicable</i> )	✓	✓	✓	✓	✓
17.	Declaratory Statement by Applicant (to be provided by the TCU)	✓	✓	✓	✓	✓

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



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