



Government of the Republic of Trinidad and Tobago

Ministry of Agriculture and Fisheries

Fisheries Division

Aquaculture Unit

Bamboo Settlement #2, Churchill Roosevelt Highway, Valsayn, Trinidad and Tobago, West Indies, Phone: 1-(868) 462-4337/4344, 226-9490 Email: Aquacultureunit@hotmail.com.

GUIDELINES FOR THE IMPORT / EXPORT OF LIVE FISHES

1. Visit the Trinidad and Tobago's Trade and Business Information (TTBIZLINK) portal @ info.ttbizlink.gov.tt to sign up for an account. Follow the documentation checklist to successfully register your account.
2. Select Apply > Agency > Fisheries Division > Trade Import or Export Licence for Live/Ornamental Fish and follow the guidelines to successfully apply and obtain the respective trade licence. A full visual tutorial for TTbizlink Import/Export applications can be accessed at <https://biolink.cloud/aquaculture-unit>
3. Inform Aquaculture Unit **at least 72 hrs** prior to the scheduled import or export date, with flight information, approximate time and port of entry or exit. The Aquaculture Unit is to be informed of any changes thereof.
4. The Aquaculture Unit conducts inspections of all import / export consignments. Documents required at inspection **(originals and 2 copies of each)** are as follows:
 - Airway bill
 - Health certificate for all imports and where necessary for exports
 - Health Certificate and Invoice from Country of Origin for all transshipments
 - Supplier's Invoice for fish
 - License issued by MTI. Please ensure that the breakdown sheet is completed.
 - Original Returns form/s from prior imports certified (stamped) by Customs and Excise official.
 - US Fish and Wildlife Permit for all shipments of non-tank bred fish originating from or repackaged in the United States of America
 - CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) certificate where necessary (**CITES.org**). Should a CITES permit be required: (a) for export please contact Forestry Division (b) for import, the exporter should contact the competent authority in exporting country to issue CITES permit for the respective species in the consignment.
 - Export permit from Country of Shipment where applicable.
5. The Aquaculture Unit conducts inspections **Monday to Friday from 8am to 4pm** (excluding public holidays).
6. There is a requirement by Customs & Excise Division that all shipments have an entry prepared for release of goods. Please contact the Customs & Excise Division office at Piarco (669-1929) for further information and refer to section 214 of the Customs Act, Chapter 78:01, Act 22 of 1938.
7. Non-commercial quantities (<24) of ornamental fish shall be subject to customs duties if declared on a Commercial trade licence. In the case of trade licences declared for Breeding and Commercial Use, 24 fish per species imported shall be exempt from duties- The appropriate HS. Code must be used to differentiate species meant for breeding and trade use. E.g Live Freshwater Ornamental: Guppy (*Poecilia reticulata*) - For a total of 100 fish declared for Breeding and Commercial, 24 must be applied for as breeding (hs code: 0301.11.10) and 76 must be applied for as a separate item for trade/commercial use. (hs code: 0301.11.90)
8. Applicants for Breeding or Breeding and Trade Licenses must provide proof of conducting breeding operations and provide reports on the brood stock when reapplying for subsequent applications for breeding. The Aquaculture Unit will contact the applicant to schedule an inspection of the facility to confirm operational status.
N.B The Customs and Excise Division reserves the right to conduct independent investigations on matters concerning the declaration of imported goods and evasion of customs duties.

SPECIAL PROVISIONS

Koi (*Cyprinus carpio*) & Goldfish (*Carassius auratus*.)

Koi & Goldfish are restricted species that require a Minister's License for bona fide commercial breeders to import.

9. Submit a letter of request to the Aquaculture Unit for the importation Koi and/or Goldfish which should include the following information:
 - Species (common and scientific names)
 - Number of fish of each species being requested for importation.
 - Country of origin
 - Purpose for **importing** the fish
 - Importer's Contact information
 - A copy of Deed of Ownership or permission letter from the property owner that the property is being used as a breeding facility and the Deed of Ownership for the property cited on the permission letter.
10. The Aquaculture Unit will contact the applicant to schedule an inspection of the facility to confirm operational status. Depending on the findings a recommendation will be made to the Minister of Agriculture and Fisheries for approval and issuance of a Minister's License for the import of the fish.
11. Once a Minister's Licence is granted, the applicant will be contacted for collection of letter of permission issued by The Aquaculture Unit to import Koi or Goldfish.
12. Please refer to points 5-8 above.

Scientific Research.

- Submit a letter of request to import / export fish for scientific research purposes from the respective University or recognized research institution / agency to the Aquaculture Unit (above address) which should include the following information:
 - Species (common and scientific names)
 - Number of fish of each species being requested to be imported / exported
 - Purpose for import / export
 - Consignee's detailed information ie. Name of research institution, both local and abroad, mailing address, telephone number and email address.
13. The Aquaculture Unit would issue a letter of permission for import / export of the consignment to the shipper, addressed to the Trinidad and Tobago's Customs & Excise Division.
14. The Aquaculture Unit would issue a letter of permission for import / export of the consignment to the shipper, addressed to the Trinidad and Tobago's Customs & Excise Division.

15. Once permission is granted please refer to points 4-6 above.

Please address all Request letters to:

Fisheries Division
Aquaculture Unit
Bamboo
Settlement #2,
Churchill Roosevelt Highway,
Valsayn,

Attn: Fisheries Officer