



# GENERAL REGISTRY

## Publication Scheme

Produced in accordance with the Deputy Governor's Code of Practice

---

### CONTENTS:

1. About the publication scheme
2. Information that may be withheld
3. Methods of access
4. Fees and charges
5. Requests for information outside the publication scheme
6. Complaints
7. Categories of information

### 1. ABOUT THE PUBLICATION SCHEME

---

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the General Registry to making information available to the public as part of its normal business activities.

The General Registry will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## 2. INFORMATION THAT MAY BE WITHHELD

---

The General Registry will generally **not** publish:

- information in draft form;
- information that is not held by the General Registry, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – e.g. information that is contained in files that have been placed in storage, or is otherwise difficult to access; and
- Information which is exempt under the FOI Law, or otherwise protected from disclosure – e.g. personal information; or corporate sensitive information. In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it. e.g. where disclosure would breach the law of confidentiality, infringe personal privacy, harm the General Registry or another organization commercial interests.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

## 3. METHOD(S) OF ACCESS

---

Information available under our publication scheme will usually be accessible through the methods described below.

*Section 7: Categories of information* provides additional details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

### ONLINE

Much of the information that is available from our Authority is accessible electronically on our website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant section of the website.

If there is no link, or the link is broken, you can use our website's "Search" facilities listed below. If you are still having trouble locating information listed under our scheme, please contact [grace.bell@gov.ky](mailto:grace.bell@gov.ky) or write to Information Manager, General Registry Department, Ground Floor, Government Administration Bldg., Box 123, 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS.

## **EMAIL**

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You may email us to request information. Please also provide a telephone number so that we can call you to clarify details if necessary.

## **POST**

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager, General Registry Department, Ground Floor, Government Administration Bldg., Box 123, 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See Section 4: Fees and charges for further details.)

## **PERSONAL VISITS**

In limited cases, you may be required to make an appointment to view information listed in the publication scheme.

## **ADVICE AND ASSISTANCE**

If you experience any difficulty identifying the information you want to access, please contact [grace.bell@gov.ky](mailto:grace.bell@gov.ky) or [cigenreg@gov.ky](mailto:cigenreg@gov.ky).

The [General Registry](#) will adhere to its obligations under Section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held.

#### **4. FEES AND CHARGES**

---

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The [General Registry](#) strives to ensure that the [fees and charges](#) are clearly explained.

Fees may be charged for providing information in paper copy or on computer disc.

Updated [currency rates and currency calculator](#) are available on the [General Registry's](#) website

#### **REPRODUCTION COSTS**

Where fees apply, the General Registry will contact the applicant to obtain agreement as to the cost prior to processing the requested information. We will endeavor to keep the cost to a minimum within the constraints of the various Laws. In addition to any other relevant fee computer discs will be charged at a rate of \$2 per disc. Information will be provided when the General Registry has received your payment.

#### **POSTAGE COSTS**

The General Registry will pass on to the applicant the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the General Registry has received your payment.

#### **5. REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME**

---

Information held by the General Registry that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Law.

Please contact the Information Manager, Grace A. Bell at (345) 946 7922 or by email at [grace.bell@gov.ky](mailto:grace.bell@gov.ky) or [foi.reg@gov.ky](mailto:foi.reg@gov.ky)

#### **6. COMPLAINTS**

---

The General Registry aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Information Manager, General Registry Department, Ground Floor, Government

Administration Bldg., Box 123, 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS or by email [grace.bell@gov.ky](mailto:grace.bell@gov.ky) and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from [Complaints-handling procedures; HR Policies and procedures](#)

You have legal rights to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman  
3rd Floor, Anderson Square  
64 Shedden Road  
George Town  
Grand Cayman, Cayman Islands

Mailing Address:  
PO Box 2252  
Grand Cayman KY1 1107  
CAYMAN ISLANDS

Telephone:  
345-946-6283

Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)

Website: [www.ombudsman.ky](http://www.ombudsman.ky)

## 7. CATEGORIES OF INFORMATION

---

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

### [ABOUT US](#)

#### GENERAL REGISTRY DEPARTMENT

##### Principal Officer(s)

Cindy Jefferson-Bulgin, Registrar General, [cindy.jefferson@gov.ky](mailto:cindy.jefferson@gov.ky) or (345) 946 7922

Grace A. Bell, Deputy Registrar General, [grace.bell@gov.ky](mailto:grace.bell@gov.ky) or (345) 946 7922

Donnell Dixon, Deputy Registrar General, [donnell.dixon@gov.ky](mailto:donnell.dixon@gov.ky) or (345) 946 7922

##### Information Manager

Grace A. Bell  
General Registry Department  
Ground Floor, Government Administration Building,  
133 Elgin Avenue, Grand Cayman KY1-9000  
CAYMAN ISLANDS

Email: [grace.bell@gov.ky](mailto:grace.bell@gov.ky)

#### MINISTRY

Ministry of Financial Services & Home Affairs (MFSHA)

## ORGANISATION MISSION AND FUNCTION

### MISSION STATEMENT

To deliver exceptional customer experience through the administration of corporate, intellectual property and vital events registers that promote the Cayman Islands as the leading place to do business.

### FUNCTION

The General Registry is responsible for collecting a significant portion of revenue through registry management and the maintenance of public records. The General Registry activities involve the maintenance of a General Register for Companies, Partnerships, Trusts, Patents, Trade Marks, Copyrights, Design Rights, Non-Profit Organizations, Public records, Births, Deaths, Marriages, Co-Operatives, Trade Unions and Building Societies, as well as services to the public and clients relating to these registers. The Registry further provides Policy advice and services to support the Ministry of Financial Services & Home Affairs and Cabinet.

Mailing address: General Registry Department,  
Ground Floor, Government Administration Building  
133 Elgin Avenue  
Box 123  
Grand Cayman KY1-9000  
Cayman Islands

Telephone number: (345) 946 7922

Fax number: (345) 949 0969

Email address: General queries - [cigenreg@gov.ky](mailto:cigenreg@gov.ky)  
  
Intellectual properties only – [info@ciipo.gov.ky](mailto:info@ciipo.gov.ky)  
  
Cayman Business Portal– [help@cbp.ky](mailto:help@cbp.ky)

Website addresses: General - [www.ciregistry.gov.ky](http://www.ciregistry.gov.ky)  
  
Vital Records - [www.vitals.ky](http://www.vitals.ky)  
  
Intellectual properties - [www.ciipo.gov.ky](http://www.ciipo.gov.ky)  
  
Cayman Business Portal – [www.cbp.ky](http://www.cbp.ky)

Location and hours	Matters handled
<p><i>General Registry</i>  Ground Floor, Government Administration Building.  133 Elgin Avenue  Grand Cayman  CAYMAN ISLANDS</p> <p>Office Hours: Mon-Fri. 8:30am - 5:00pm  Closed on Public Holidays</p>	<p>Registration and maintenance of Companies, Partnerships, Trusts, Patents, Trade Marks, Copyrights, Design Rights, Non-Profit Organizations, Public records, Births, Deaths, Marriages, Co-Operatives, Trade Unions and Building Societies</p>

## **BOARDS AND COMMITTEES**

None.

## **FREQUENTLY ASKED QUESTIONS**

See [FAQs](#)

## **STRATEGIC MANAGEMENT**

Administering the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

## **GOVERNANCE**

### **COMPANIES:**

- Companies Law (2018 Revision)
- The Companies (Translation Certificate) Regulations, 2011
- The Beneficial Ownership (Companies) Regulations, 2017
- Companies Winding Up Rules (2008)
- Limited Liability Companies Law (2018 Revision)
- The Limited Liability Companies (Fees) Regulations, 2016
- The Limited Liability Companies (Translation Certificate) Regulations, 2016
- The Beneficial Ownership (Limited Liability Companies) Regulations, 2017
- The Foundation Companies Law, 2017

The Foundation Companies (Fees) Regulations, 2017  
Local Companies (Control) Law (2015 Revision)  
Local Companies (Control) Regulations (1998 Revision)

**PARTNERSHIPS:**

Exempted Limited Partnership Law (2018 Revision)  
Exempted Limited Partnership Regulations (2018 Revision)  
Partnership Law (2013 Revision)  
Partnership (Fees) Regulations (2007 Revision)

**TRUSTS:**

Trust Law (2018 Revision)

**BENEVOLENT ORGANISATIONS:**

The Non-Profit Organisations Law, 2017  
The Non-Profit Organisations (Registration Application) Regulations, 2017  
The Friendly Societies Law (1998 Revision)  
Churches Incorporation Law (2007 Revision)

**VITAL EVENTS:**

Public Recorder Law (2010 Revision)  
Births and Deaths Law (2007 Revision)  
Marriage Law (2010 Revision)

**INTELLECTUAL PROPERTY:**

The Patents Law (2018 Revision)  
Patents Regulations (2018 Revision)  
Patent Publication Fees Order, 2017  
The Trade Marks Law, 2016  
Trademarks Regulations 2017  
The Copyright (Cayman Islands) Order, 2015  
The Copyright (International Organisations) Order 2016  
The Copyright (Licensing of Orphan Works) Regulations 2016  
The Copyright (Material Open to Public Inspection) (Making Copies of Maps) Order 2016

The Copyright (Material Open to Public Inspection) (Marking of Copies of Plans and Drawings) Order 2016

The Designation of Educational Institutions Order 2016

The Infringing Copies (Notice of Seizure) Order 2016

The Copyright (Customs) Regulations 2016

The Design Rights Registration, 2016

Design Rights Registration Regulations, 2017

Design Rights Publication Fees Order, 2017

**OTHERS:**

Cooperative Societies Law (2001 Revision)

The Trade Union Law (1998 Revision)

Building Societies Law (2014 Revision)

**Legislations Administered by the Authority under Review:**

Marriage Law (2010 Revision)

**Legislations Administered by the Authority under Development:**

Limited Liability Partnerships Law

The Copyright (Application to other Countries) Order 2016

**CORPORATE MANAGEMENT**

[Annual Reports](#)

**STATISTICS:**

Up-to-date [statistics](#) are maintained by the General Registry. Further statistics may be obtained from our offices upon request.

**FINANCE & ADMINISTRATION**

Administering the authority's internal functions and managing its resources efficiently and effectively including the management of monetary resources; material resources; human

resources; information resources; and relationships with clients, the public and other government agencies.

## **FINANCIAL MANAGEMENT**

The Public Management and Finance Law (2018 Revision)

The Financial Regulations (2018 Revision)

The Procurement Law, 2016

The Procurement Regulations, 2018

Annual Salary Scale for Salaried Staff (July 1, 2015)

[Annual Budget](#)

## **ADMINISTRATION**

Public Service Management Law (2018 Revision)

Personnel Regulations (2017 Revision)

Public Service Code of Conduct FOR Civil Servants– December 2007

Interpretation Law (1995 Revision)

Confidential Information Disclosure Law, 2016

## **RECORDS MANAGEMENT**

Chief Secretary's Code of Practice on Record Management

Freedom of Information Law (2015 Revision)

The National Archive and Public Records Law (2015 Revision)

[Press Releases](#)

## **POLICIES & PROCEDURES**

[Complaints-handling procedures; HR Policies and procedures](#)

## **DECISIONS & RECOMMENDATIONS**

None.

## **LISTS & REGISTERS**

The Authority oversees the functions and activities of eleven Registers namely; Companies, Partnerships, Trusts, Patents, Trade Marks, Copyrights, Design Rights, Non-Profit Organizations, Public records, Births, Deaths, Marriages, Co-Operatives, Trade Unions and Building Societies.

[\*Births, Deaths & Marriages\*](#)

[\*Companies, Partnerships & Trusts\*](#)

[\*Patents, Trade Marks & Designs\*](#)

## **OUR SERVICES**

A list of services provided by the General Registry relative to the various registers it oversees is shown at [\*\*Services Provided\*\*](#)