



Cayman Islands  
General Registry

# PUBLICATION SCHEME 2024

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

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# ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Act 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 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; and
- regularly review and update the information made available under this scheme.





# 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 – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access; and
- information that is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matters will be published in a redacted form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited 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 Act expressly permits it.

For example: where disclosure would breach the Act of confidentiality, infringe personal privacy, harm the General Registry (or another organization's) commercial interests, or endanger the protection of the environment.

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.





# METHODS OF ACCESS

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

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

### Online & E-mail

Many of our documents are published electronically on our website and can be downloaded in PDF format. You can browse our website at <https://www.ciregistry.ky/> or use its "Search" facility to locate documents. If you are still having trouble locating information listed under our scheme, please contact the Information Manager by e-mail at [Grace.Bell@gov.ky](mailto:Grace.Bell@gov.ky) or [cigenreg@gov.ky](mailto:cigenreg@gov.ky).

### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 946 7922 to request information.

### Post

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

The Information Manager  
General Registry  
Ground Floor, Government Administration Building  
P.O. Box 123  
133 Elgin Avenue  
Grand Cayman KY1-9000  
CAYMAN ISLANDS

In your request, please provide your name and address, and 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 fees. (See section 4: Fees and charges for further details.)





# METHODS OF ACCESS

### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in section 7: Categories of information, and relevant contact details will be provided in that section.

### Advice and assistance

Please refer to our Disclosure Log on our website <https://www.ciregistry.ky> first, as the information that you are seeking may have already been published.

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at [cigenreg@gov.ky](mailto:cigenreg@gov.ky) or (345) 946-7922.

General Registry will adhere to its obligations under section 10 of the FOI Act, 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 or in such other language that is legally required. Where General Registry is legally required to translate any information, it will do so.

The General Registry will endeavour to make as much information available on its [website](#) as possible, however, if you are seeking information that is not posted there, or if you would prefer to view the information in hard copy in person, arrangements can be made to do so by appointment.

In order to make an appointment, you can contact the Information Manager by e-mail at [foi.reg@gov.ky](mailto:foi.reg@gov.ky), [Grace.Bell@gov.ky](mailto:Grace.Bell@gov.ky) or phone (345) 946-7922.





# 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.

General Registry strives to ensure that [fees and charges](#) are clearly explained.

### **Reproduction costs**

Where fees apply, 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 Acts.

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**

General Registry will pass on to the requester 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 General Registry has received your payment.

## SECTION 5



# REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by General Registry that is not published under this scheme can be requested by:

Writing to the Information Manager, General Registry, P.O. Box 123, Grand Cayman KY1-9000, CAYMAN ISLANDS;

Sending an e-mail to the Information Manager, General Registry at [foi.reg@gov.ky](mailto:foi.reg@gov.ky).

Visiting our offices on the Ground Floor, Government Administration Building, 133 Elgin Avenue, Grand Cayman, CAYMAN ISLANDS, or you can also refer online to:

<http://www.ciregistry.ky>

Within the [FOI Section](#) of the website you will find information on making a request. In all instances, your request will be considered in accordance with the provisions of the FOI Act.

## SECTION 6

# COMPLAINTS

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, 4<sup>th</sup> Floor, Government Administration Bldg., 133 Elgin Avenue, Box 123, Grand Cayman KY1-9000, CAYMAN ISLANDS or 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](#).

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  
P.O. Box 2252  
Grand Cayman, KY1-1107  
CAYMAN ISLANDS  
Telephone: 345 946 6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)





# CATEGORIES OF INFORMATION

About Us

Strategic Management

Finance & Administration

Policies & Procedures

Decisions & Recommendations

Lists & Registers

Our Services





## Name of Public Authority

Cayman Islands General Registry

## Key Personnel

### Premier & Minister

**Honourable Juliana O'Connor-Connolly JP, MP**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 135  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS

### Chief Officer

**Dax Basdeo, Ph.D., JP**

3rd Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 135  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS

### Director

**Cindy Jefferson-Bulgin**

Ground Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 123  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-914-3401  
E-mail: [Cindy.Jefferson@gov.ky](mailto:Cindy.Jefferson@gov.ky)

### Deputy Director

#### Information Manager

**Grace Bell**

Ground Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 123  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-3403  
E-mail: [Grace.Bell@gov.ky](mailto:Grace.Bell@gov.ky)

### Deputy Director

**Glenda Leben**

Ground Floor Government Administration Building  
133 Elgin Avenue, George Town  
PO Box 123  
Grand Cayman, KY1-9000  
CAYMAN ISLANDS  
Contact number: 345-244-3259  
E-mail: [Glenda.Leben@gov.ky](mailto:Glenda.Leben@gov.ky)





## Ministry Overview

General Registry falls under the Ministry of Financial Services and Commerce whose remit covers the financial services sector including local commerce, as well as the aviation and maritime industries. For more information see <https://www.mfs.gov.ky>.

## Organisation Location and Hours

- Ground Floor, Government Administration Building, 133 Elgin Avenue

Office Hours: Mon-Fri. 8:30am - 5:00pm – Mon-Fri (Closed on Public Holidays)

**General Website:** <https://www.ciregistry.ky>

**Phone:** (345) 946-7922 **General Email:** [cigenreg@gov.ky](mailto:cigenreg@gov.ky)

## Application websites:

Corporate Administration Platform (cap) - [www.cap.ky](http://www.cap.ky)

Cayman Business Portal (cbp) - [www.cbp.ky](http://www.cbp.ky)

Vital Statistics (Birth, Death, Marriage, Civil Partnerships & Public Records)- [www.vitals.ky](http://www.vitals.ky)

## Section email addresses:

Refunds & Escrow Account Funding

[ciregistry@gov.ky](mailto:ciregistry@gov.ky)

Manual Applications

[grmanual@gov.ky](mailto:grmanual@gov.ky)

Beneficial Ownership

[grcompliance@gov.ky](mailto:grcompliance@gov.ky)

[grenforcement@gov.ky](mailto:grenforcement@gov.ky)

[RegistrarOfCompanies@gov.ky](mailto:RegistrarOfCompanies@gov.ky)

Non-Profit Organisations (NPOs)

[grcompliance@gov.ky](mailto:grcompliance@gov.ky)

Cayman Business Portal (cbp)

[help@cbp.ky](mailto:help@cbp.ky)

Corporate Administration Platform (cap)

[support@cap.ky](mailto:support@cap.ky)

## **Organisation Function**

General Registry is a department in the Ministry of Financial Services and Commerce. The primary function of the General Registry is to develop and implement policies and systems for all registers under its administration (see below) to ensure continued effective contribution to the financial services industry and the public; to maintain and improve storage mediums and facilities for records to ensure that vital statistics and other information is readily available now and in the future; and to deliver service to its customers courteously and efficiently.

The Department oversees the functions and activities of the following Registers namely; Companies, Partnerships, Trusts, Non-Profit Organizations, Public records, Births, Deaths, Marriages, Civil Partnerships, Co-Operatives, Trade Unions and Building Societies.

## **FOI Responsibilities**

Refer to Section 5: Requests for information outside the Publication Scheme for guidance on making an FOI Request to the Department.

## **Boards**

The General Registry does not have a Board.



## Governance

The following legislation and regulations inform and direct the functions and activities of the Department:

### ➤ COMPANIES:

- Companies Act (2023 Revision)
  - The Companies (Translation Certificate) Regulations, 2011
  - Beneficial Ownership (Companies) Regulations (2022 Revision)
  - Companies Winding Up Rules (2023 Consolidation)
- Limited Liability Companies Act (2023 Revision)
  - Limited Liability Companies (Fees) Regulations (2020 Revision)
  - The Limited Liability Companies (Translation Certificate) Regulations, 2016
  - The Beneficial Ownership (Limited Liability Companies) Regulations (2023 Revision)
- The Foundation Companies Act, 2017
  - The Foundation Companies (Fees) Regulations, 2017
- Local Companies (Control) Act (2019 Revision)
  - Local Companies (Control) Regulations (1998 Revision)

### ➤ PARTNERSHIPS:

- Exempted Limited Partnership Act (2021 Revision)
  - Exempted Limited Partnership Regulations (2021 Revision)
- Partnership Act (2013 Revision)
  - Partnership (Fees) Regulations (2007 Revision)
- Limited Liability Partnership Act (2021 Revision)
  - Limited Liability Partnership (Fees) Regulations, 2020
  - Beneficial Ownership (Limited Liability Partnership) Regulations (2022 Revision)

### ➤ TRUSTS:

- Trust Act (2021 Revision)
  - Trusts (Transparency) Regulations, 2019

### ➤ BENEVOLENT ORGANISATIONS:

- Non-Profit Organisations Act (2020 Revision)



- Non-Profit Organisations (Registration Application) Regulations
- The Friendly Societies Act (1998 Revision)
- Churches Incorporation Act (2007 Revision)
  
- VITAL EVENTS:
  - Public Recorder Act (2023 Revision)
  - Births and Deaths Registration Act (2021 Revision)
  - Marriage Act (2010 Revision)
  - Civil Partnership Act, 2020
    - Civil Partnership Regulations, 2020
  
- OTHERS:
  - Cooperative Societies Act (2020 Revision)
    - Cooperative Societies Regulations (1997 Revision)
  - The Trade Union Act (2019 Revision)
  - Building Societies Act (2020 Revision)

You can access some of these documents at <https://www.legislation.gov.ky> or the General Registry (<https://www.ciregistry.ky/>) website under Frameworks tab. However, if you do not find the Act that you are looking for you can purchase it from Parliament for a fee at:

Address: P.O. Box 890  
33 Fort Street, George Town,  
Grand Cayman KY1-1103 (mail or drop in).  
Phone: (345) 949-4236  
Email: [info@parliament.ky](mailto:info@parliament.ky)  
Website: [www.parliament.ky](http://www.parliament.ky)

To see how General Registry fits into the overall structure of Government - <https://www.gov.ky/organisationalchart>



## Corporate management

These documents assist the Department with planning, oversight, and evaluation:

- Ministry Annual Report 2023
- Continuity of Operations Plan 2023

## Financial management

The following relate to the administration of the authority's monetary resources which is centralized through the Ministry:

Annual Budget 2024-2025.

Financial statements/half-yearly/quarterly reports – these are contained in the Annual Budget Statement.

Accounting procedures & contracting procedures – these can be found in the Public Management and Finance Act (2020 Revision) & Financial Regulations (2024 Revision) & in Government's Procurement Policy.

Departmental expenditure – available in the Ministry Annual Report or under Publication on <https://www.mfs.ky>

### LEGISLATION:

- The Public Management and Finance Act (2018 Revision)
- The Financial Regulations (2018 Revision)
- The Procurement Act, 2016
- The Procurement Regulations, 2018

## Administration

The following documents pertain to the other administrative functions carried out within the authority:

- Vacancies/career opportunities see <https://www.careers.gov.ky>

### LEGISLATION

- Public Service Management Act (2018 Revision)
- Personnel Regulations (2017 Revision)
- Public Service Code of Conduct for Civil Servants– December 2007
- Interpretation Act (1995 Revision)
- Confidential Information Disclosure Act, 2016

- 
- Chief Secretary's Code of Practice on Record Management
  - The National Archive and Public Records Act (2015 Revision)
  - Data Protection Act (2021 Revision)
  - Freedom of Information Act (2021 Revision)
  - Voluntary Declarations Act (1998 Revision)



# POLICIES & PROCEDURES

The following are current written protocols used by the authority for carrying out functions, activities and delivering services can be accessed by contacting the Department FOI personnel at [foi.reg@gov.ky](mailto:foi.reg@gov.ky).

- Public Servant's Code of Conduct Complaints-handling
- Credit Card Policy and Expense Claim Form
- Data Protection Policy

Other policies and procedures may be obtained from our offices upon request.

# DECISIONS AND RECOMMENDATIONS

Contact the Department FOI personnel at [foi.reg@gov.ky](mailto:foi.reg@gov.ky).

# LISTS AND REGISTERS



- Companies Register
- Partnerships Register
- Trusts Register
- Non-Profit Organisations
- Birth, Death and Marriages
- Civil Partnerships
- Public Records
- Co-operatives
- Trade Union
- Building Societies

Lists can be found on our website (<https://www.ciregistry.ky>).

## OUR SERVICES

Refer to Overview Section of this document.

