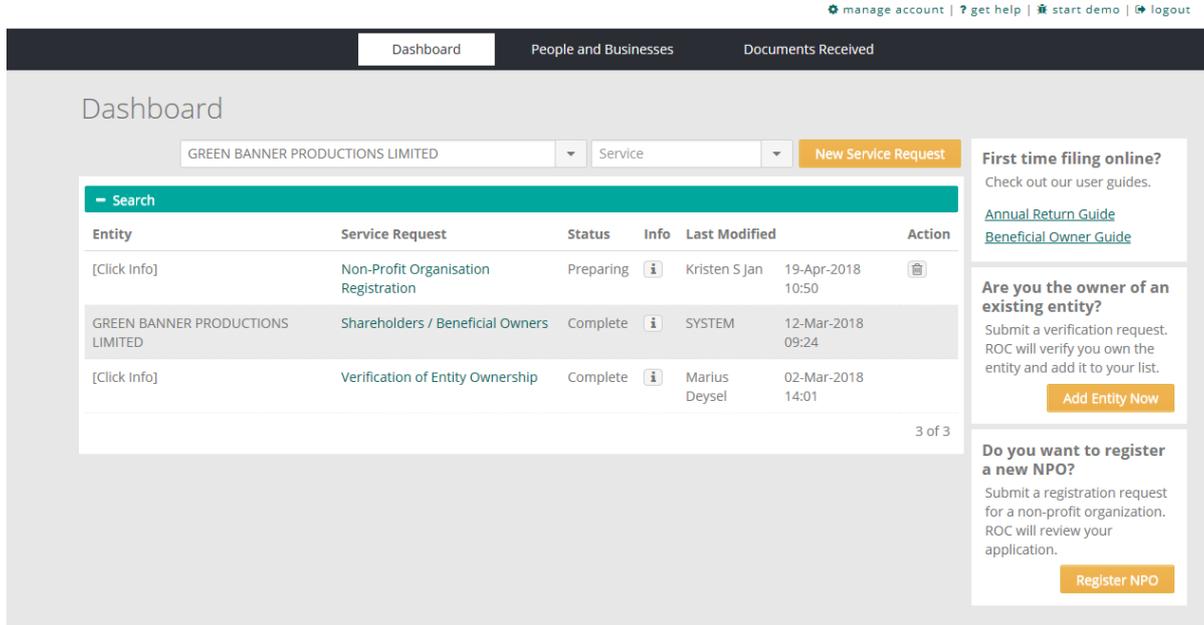


HOW TO REGISTER A NOT FOR PROFIT ORGANISATION

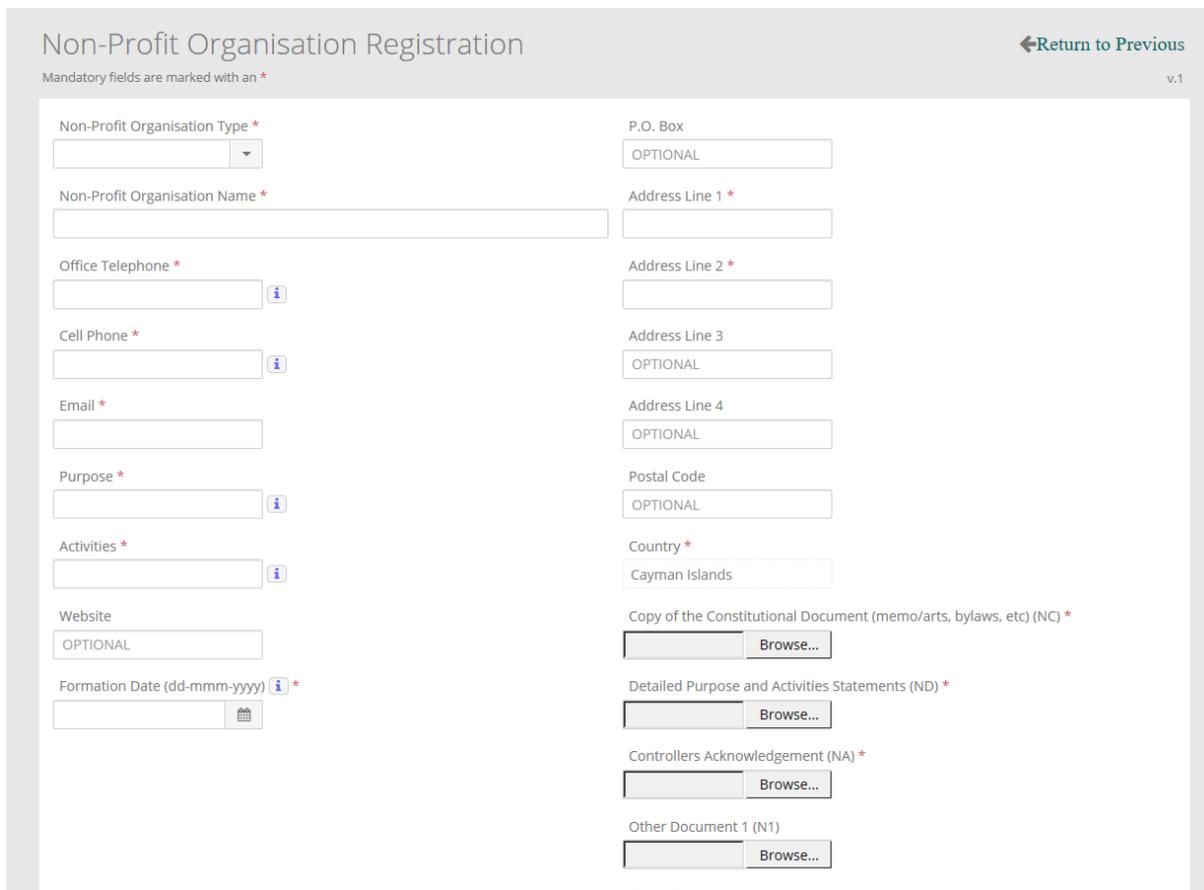
Once you have logged into the CBP Portal you will land on the Dashboard section of the portal which should look like this –



The screenshot shows the CBP Portal Dashboard. At the top right, there are links for 'manage account', 'get help', 'start demo', and 'logout'. The main navigation bar includes 'Dashboard', 'People and Businesses', and 'Documents Received'. The 'Dashboard' section is active, showing a search bar with 'GREEN BANNER PRODUCTIONS LIMITED' and a 'New Service Request' button. Below this is a table with columns: Entity, Service Request, Status, Info, Last Modified, and Action. The table contains three rows of data. On the right side, there are three informational boxes: 'First time filing online?', 'Are you the owner of an existing entity?', and 'Do you want to register a new NPO?'. Each box contains a brief description and a corresponding orange button ('Add Entity Now' or 'Register NPO').

Entity	Service Request	Status	Info	Last Modified	Action
[Click Info]	Non-Profit Organisation Registration	Preparing	[i]	Kristen S Jan 19-Apr-2018 10:50	[trash]
GREEN BANNER PRODUCTIONS LIMITED	Shareholders / Beneficial Owners	Complete	[i]	SYSTEM 12-Mar-2018 09:24	
[Click Info]	Verification of Entity Ownership	Complete	[i]	Marius Deyssel 02-Mar-2018 14:01	

CLICK ON the orange button on the bottom right corner that says 'Register NPO'. The following screen will open up.



The screenshot shows the 'Non-Profit Organisation Registration' form. The title is 'Non-Profit Organisation Registration' with a 'Return to Previous' link. Below the title, it says 'Mandatory fields are marked with an *' and 'v.1'. The form is divided into two columns. The left column contains: 'Non-Profit Organisation Type *' (dropdown), 'Non-Profit Organisation Name *' (text input), 'Office Telephone *' (text input with info icon), 'Cell Phone *' (text input with info icon), 'Email *' (text input), 'Purpose *' (text input with info icon), 'Activities *' (text input with info icon), 'Website' (text input with 'OPTIONAL' placeholder), and 'Formation Date (dd-mmm-yyyy) *' (text input with calendar icon). The right column contains: 'P.O. Box' (text input with 'OPTIONAL' placeholder), 'Address Line 1 *' (text input), 'Address Line 2 *' (text input), 'Address Line 3' (text input with 'OPTIONAL' placeholder), 'Address Line 4' (text input with 'OPTIONAL' placeholder), 'Postal Code' (text input with 'OPTIONAL' placeholder), 'Country *' (text input with 'Cayman Islands' placeholder), 'Copy of the Constitutional Document (memo/arts, bylaws, etc) (NC) *' (text input with 'Browse...' button), 'Detailed Purpose and Activities Statements (ND) *' (text input with 'Browse...' button), 'Controllers Acknowledgement (NA) *' (text input with 'Browse...' button), and 'Other Document 1 (N1)' (text input with 'Browse...' button). There is also a partially visible 'Other Document 2 (N2)' field at the bottom.



First chose from the drop down menu what type of NPO you are registering – there are four types to choose from

Non-Profit Organisation- those entities that are incorporated under a specific Cayman Islands legislation (not included the Churches Incorporations Law).

NPO established as a Registered / Unregistered Association of Persons- those entities that are not registered as a Company, Trust, Partnership or enacted by Legislation.

NPO established as a Church- entities that are registered/ incorporated under the Churches Incorporations Law 2007.

NPO established as a Company- entities incorporated under the Companies Law to include Section 80, Companies Limited by Guarantee and Ordinary Companies.

Start completing the remainder of the fields and upload the requested documents in PDF format. NPO establish as a Company scan and upload your memorandum and articles of association as a single document; to include the signature page.

NPOs established as an Unincorporated Association of persons upload by laws or constitution.

NPO's established as a Church under the Churches Incorporations Law upload the Churches Incorporations Law 2007 Revision. NPO's incorporated by other legislation upload copy of same.

Now would be a good time to save your work, scroll down to the bottom of the page and CLICK ON '**Save – I'll finish later**'. It is a good idea to save your work as you enter data.

Save - I'll finish later

Submit Now

ADDING YOUR CONTROLLERS, SENIOR OFFICERS AND MANAGEMENT PERSONNEL

Before you start adding your controllers, senior officers and management personnel you will need to create their profile in People and Business.

Controllers are defined in the law as the person who owns, manages or controls the entity. Section 12 of the law also speaks to the controller's responsibility to ensure that the entity maintain proper books and records of all financial transactions conducted by the NPO. As a best practice, entities may want to consider nominating more than one controller.

CLICK ON People and Business at the top of the screen

Dashboard

People and Businesses

Documents Received

The following page will open up if you are creating a new person CLICK ON new person or if you wish to edit the information of an existing contact CLICK ON their name.

People and Businesses

[Add Business](#) [Add Person](#)

— Search

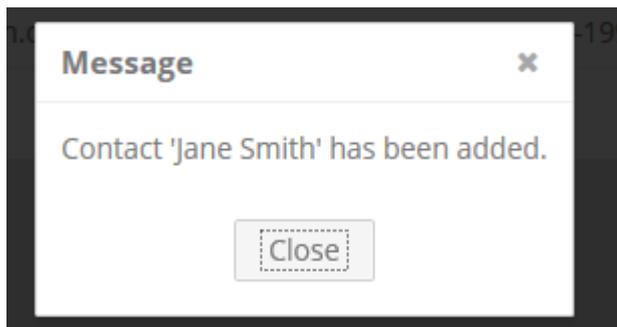
Name	Type	Email	Birth / Formation Date	Action
GREEN BANNER PRODUCTIONS LIMITED	Company			
Joe Smith	Person			

The following form will open up – complete the names as it appears on the valid Government ID we also require an email address and telephone number (unless none available). Anytime you see the following icon  CLICK ON it to get more information.

Person ✕

Given Name	Email
<input type="text" value="Jane"/>	<input type="text" value="janemsith@smith.com"/>
Middle Name	Phone
<input type="text" value="OPTIONAL"/>	<input type="text" value="925-0000"/>
Family Name *	Birth Date (dd-mmm-yyyy) 
<input type="text" value="Smith"/>	<input type="text" value="01-May-1999"/> 
Full Name	Place of Birth
<input type="text" value="Jane Smith"/>	<input type="text" value="Cayman Islands"/> 
	Nationality
	<input type="text" value="Cayman Islands"/> 

CLICK ADD (you will be able to edit or add additional information later.)



CLICK ON CLOSE

The name will appear like below

People and Businesses

[Add Business](#) [Add Person](#)

- Search				
Name	Type	Email	Birth / Formation Date	Action
Jane Smith	Person	janemsith@smith.com	01-May-1999	

1 of 1

CLICK ON the name to add an ID, for example a Cayman Islands Driver's License, Passport or Voter Registration Card; as well as a physical address. You can add these by CLICKING on ADD under identification and Address. If you make edits to a person's details, CLICK ON SAVE to make sure your work has been saved.

Person

Summary

Type <input type="text" value="Person"/>	Given Name <input type="text" value="Jane"/>	Place of Birth <input type="text" value="Cayman Islands"/>
Name * <input type="text" value="Jane Smith"/>	Middle Name <input type="text" value="OPTIONAL"/>	Birth Date (dd-mmm-yyyy) <input type="text" value="01-May-1999"/>
Nationality <input type="text" value="Cayman Islands"/>	Family Name * <input type="text" value="Smith"/>	Email <input type="text" value="janemsith@smith.com"/>
		Phone <input type="text" value="925-0000"/>

[Save](#)

Identifications

Primary	Type	Number	Country	Issue Date	Expiry Date	Action
						0 of 0 Add

Addresses

Primary	Tag	Address	Action
			0 of 0 Add

Summary

Type <input type="text" value="Person"/>	Given Name <input type="text" value="Jane"/>	Place of Birth <input type="text" value="Cayman Islands"/>
Name * <input type="text" value="Jane Smith"/>	Middle Name <input type="text" value="OPTIONAL"/>	Birth Date (dd-mmm-yyyy) <input type="text" value="01-May-1999"/>
Nationality <input type="text" value="Cayman Islands"/>	Family Name * <input type="text" value="Smith"/>	Email <input type="text" value="janemsith@smith.com"/>
		Phone <input type="text" value="925-0000"/>

Identifications

Primary	Type	Number	Country	Issue Date	Expiry Date	Action
						0 of 0 <input type="button" value="Add"/>

Addresses

Primary	Tag	Address	Action
<input checked="" type="radio"/>	12 Sun...	P.O. Box 567 12 Sunny Lane South Sound KY1-1104 Cayman Islands	
			1 of 1 <input type="button" value="Add"/>

Once you have added the details for all your Controllers, Senior Officers and Management Personnel you are ready to complete the next section of the NPO Filing. Go back to your dashboard and CLICK ON your saved NPO filing.

Dashboard

GREEN BANNER PRODUCTIONS LIMITED

Entity	Service Request	Status	Info	Last Modified	Action
[Click Info]	Non-Profit Organisation Registration	Preparing		Kristen S Jan 26-Apr-2018 12:30	

When the form opens up scroll down to the section on Controller and Senior Officers and Management Personnel

+ Controllers										
Opt	Category	Name	Telephone	Email	Office Held	Start Date	End Date	Address	Document	Action
<input type="button" value="Add"/>										
+ Senior Officers and Management Personnel										
Opt	Category	Name	Telephone	Email	Office Held	Start Date	End Date	Address	Document	Action
<input type="button" value="Add"/>										



CLICK ON ADD and the following screen will open up.

Name	Type	Email		
jane	OPTIONAL	OPTIONAL		
Search	Clear	Close		
Name	Type	Email	Birth / Formation Date	Opt
Jane Smith	Person	janemsmith@smith.com	1999-05-01	+

Enter a portion of either the first or last name in the Name search box and CLICK ON SEARCH if you have created the contact in People and Business then it will appear below CLICK ON the plus sign to the right and the following box will appear.

Editor

Category *	Office Held *
Individual	DIRECTOR
Name *	Start Date (dd-mmm-yyyy) <i>i</i>
Jane Smith	* 13-Feb-2017 <i>📅</i>
Telephone *	End Date (dd-mmm-yyyy) <i>i</i>
9250000	OPTIONAL <i>📅</i>
Email *	Documents <i>i</i> *
janemsmith@smith.com	C:\Users\Sara\Doc Browse...
Address *	
.Y1-1104 Cayman Islands) <i>▼</i>	
Apply	Cancel

Enter the relevant information or use the drop-down menu to select the correct information and CLICK ON APPLY

+ Controllers										
Opt	Category	Name	Telephone	Email	Office Held	Start Date	End Date	Address	Document <i>i</i>	Action
+	Individual	Jane Smith	9250000	janemsmith@smith.com	DIRECTOR	13-Feb-2017		P.O. Box 567 12 Sunny Lane South Sound KY1-1104 Cayman Islands	Click to View <i>i</i>	<i>📄</i>

+ Add



Keep adding people until you have added all the people to the Controllers, Senior Officers and Managers.

+ Controllers										
Opt	Category	Name	Telephone	Email	Office Held	Start Date	End Date	Address	Document	Action
+	Individual	Jane Smith	9250000	janemsmith@smith.com	DIRECTOR	04-Feb-2015		P.O. Box 567 12 Sunny Lane South Sound KY1-1104 Cayman Islands	Click to View	
<input type="button" value="Add"/>										

+ Senior Officers and Management Personnel										
Opt	Category	Name	Telephone	Email	Office Held	Start Date	End Date	Address	Document	Action
+	Individual	Joe Smith	7899000	joesmith@smith.com	MANAGING DIRECTOR	06-Feb-2018		P.O. Box 890 67 Water Road West Bay KY1-1109 Cayman Islands	Click to View	
<input type="button" value="Add"/>										

CONTRIBUTIONS AND BANKING ARRANGEMENTS

In the next section you will need to provide some financial information. For those entities already in existence the below information should comprise of cumulative figures from the previous year for each applicable field. For new entities please provide projected figures

There is also an option to provide financial statements. Please note that the NPO legislation stipulates that those entities that have gross incomes of CI\$250,000 per year and remit 30% off island to have a review done and provide a copy of this review as part of the annual return.

+ Contributions			
<input checked="" type="radio"/> Contributions from the preceding year (Existing Organisation)		<input type="radio"/> Contributions projected for upcoming year (New Organisation)	
Details of Contributions		Details of Application of Contributions	
Activity Type	Amount Raised (CI\$)	Activity Type	Amount Expended (CI\$)
Donations	<input type="text" value="OPTIONAL"/>	Funds Donated / Contributed in accordance with NPO's Purpose	<input type="text" value="OPTIONAL"/>
Fund Raising Events / Activities	<input type="text" value="OPTIONAL"/>	Contributions / Donations to other causes	<input type="text" value="OPTIONAL"/>
Grants	<input type="text" value="OPTIONAL"/>	Salaries	<input type="text" value="OPTIONAL"/>
Other	<input type="text" value="OPTIONAL"/>	Rent	<input type="text" value="OPTIONAL"/>
Total	<input type="text" value="0"/>	Other Expenses (e.g. insurance, utilities, pension, etc)	<input type="text" value="OPTIONAL"/>
		Total	<input type="text" value="0"/>
Entities with Gross Annual Income of CI\$250,000 and above			
Financial Statements (NF)	Amount Remitted Off Island (CI\$)	Jurisdiction	
<input type="text" value="Browse..."/>	<input type="text" value="OPTIONAL"/>	<input type="text" value="OPTIONAL"/>	



In the available banks section, search for your bank, once you have found your bank **CLICK ON** the arrow to the left to move it to the box to the left. **CLICK 'save – I'll finish later'**.

+ Banking Arrangements

Banks

▶ ◀ Available Banks ▼

Comment

[Save - I'll finish later](#) [Submit Now](#)

+ Banking Arrangements

Banks

▶ ◀ Available Banks ▼

Comment

[Save - I'll finish later](#) [Submit Now](#)

REVIEW AND SUBMIT

You are almost done, carefully review your information once you are satisfied that the information is correct **CLICK ON SUBMIT NOW**.

The NPO Filing in your Dashboard will change from preparing to pending (this means you have successfully submitted your application). The General Registry will review the information submitted, if they need additional information they will contact you. Once your application has been approved you will get an email notification and the status of your NPO filing in your dashboard will change to Completed. You will be able to view your approved documents in the documents section of your portal.