NPOs Acquiring an Account on the Cayman Business Portal (CBP)

In keeping with the E-Government Initiative as well as with General Registry's mission of creating a world class customer experience, please note that all registered Non-Profit Organisations are now required to acquire an online account on the Cayman Business Portal ("CBP"). The following procedure should be complied with when subscribing for the CBP account.

1) One of the controller(s) are require to go to www.cbp.ky create an account by acquiring a user name and password.
2) Having acquired the account select "add entity now" tab and a new window will open.
3) Proceed then to click the "add" button which is located to the right of the page; a new window will open; proceed to type the name of the entity in the "NAME" box and click search.
4) The name of your entity should appear below, click on the plus (+) symbol located to the right side of the page.
5) The system then reverts to the previous page after which the "submit now" button is selected.
6) On our end this submission is process which includes verification of the controller(s) or person submitting the application for CBP access to the entity's profile.
7) When this process is completed, notification is sent via CBP/ email that the submission has been approved.
8) The registered NPO now has a CBP account from which they can file their annual return.
9) To file annual returns, complete the annual return form, print, sign, scan and save to your system. Proceed to annual return tab on the portal, select NPO annual return, upload the scanned document and submit via the CBP portal.

Electronic copies of the annual return form can be obtained from the General Registry website or from the staff at General Registry staff at grcompliance@gov.ky