

This document details the various payment methods that are available to General Registry's customers, the requirements for refunds and the process of applying for a refund.



PAYMENTS & REFUNDS

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GENERAL REGISTRY

PAYMENTS & REFUNDS

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PAYMENT METHODS

Payments may be made to General Registry (the “Registry”) by the following means:

- Cash – May only be made over the counter.
- Credit/Debit Card (at counter and on Registry’s websites)
 - www.vitals.ky
 - www.cbp.ky
 - www.ciregistry.ky
- [Cheques](#)
- [Local Electronic Funds Transfer](#)
- [International Wire Transfer](#)

The Registry reserves the right to request source of funds

CHEQUE PAYMENTS

Cheques may be paid at the [Registry's counter](#) or [mailed](#)

A cover note is required when submitting a cheque payable to the Registry which should clearly outline:

- Purpose of the payment
- Contact details

The cheque should be completed:

- **Date:**
 - The date on the cheque may not be more than 6 months prior to the date of submission to Registry
 - Cheques may not be postdated (i.e. the date on the cheque is after the date of deposit)
- **Payee:** Cayman Islands Government
- **Signature:** The signature of the authorized signatory
- **Amount:** Amount in words must agree to figures.

Clients from other parts of the world may pay by a US draft drawn on a US bank or an international money order.

LOCAL ELECTRONIC FUNDS TRANSFER/DIRECT DEPOSITS

Funds may be remitted to the Cayman Islands Government (CIG) via the Automated Clearing House (ACH) Electronic Funds Transfer (Direct Deposit), from any of the following Cayman Islands Automated Clearing House (CIACH) participant Banks:

- Cayman National Bank Ltd
- Butterfield Bank (Cayman) Limited
- CIBC FirstCaribbean International Bank (Cayman) Limited
- PROVEN Bank (Cayman) Limited
- RBC Royal bank (Cayman) Limited
- Scotiabank & Trust (Cayman) Ltd.

ELECTRONIC FUNDS TRANSFER INFORMATION

CIG Ministry of Financial Services & COMMERCE (FSC)

*Beneficiary 'Short Name'	CIG FINANCIAL SERV
Address	133 Elgin Avenue, Govt. Admin. Bldg. Grand Cayman
Beneficiary Bank	RBC Royal Bank (Cayman) Limited
Beneficiary Account Number	KYD Account number: 069751141266 USD Account number: 069752632008
Beneficiary Account Type	Chequeing
Reference	This is determined by the application type being submitted

ACH ELECTRONIC FUNDS TRANSFER MAXIMUM LIMIT

An individual ACH transaction should not exceed USD 500,000 or the KYD 400,000 equivalent as per CIACH and/or Participant Bank Guidelines for standard ACH transactions. Clients can opt to: Do multiple transactions less than USD 500,000 or KY KYD 400,000 equivalent or pay by cheque/draft.

Please contact your Bank to verify that the maximum amount does not supersede any lower daily digital transaction limit, which may have been set by the Participant Bank.

CROSS CURRENCY

Please ensure that the same currency is selected (paying/receiving), alternatively contact your Bank regarding cross currency transactions (e.g. funds sent in KYD but the receiving account is USD a/c and vice versa).

Reminder: Please email a copy of executed direct deposit with your application

INTERNATIONAL WIRE TRANSFERS

Routing details for US\$ Funds

Pay to: J.P. Morgan Chase

1 Chase Manhattan Plaza

New York, N.Y. 10081

U.S.A.

Swift: CHASUS33

ABA #021 0000 21

Credit to: RBC Royal Bank (Cayman) Ltd.

Beneficiary Bank Address:

24 Shedden Road, Royal Bank House, P.O. Box 245, Grand Cayman KY1-1104, CAYMAN ISLANDS

Telephone: 345-949-4600

Swift: ROYCKYKY

For further credit to:	Cayman Islands Government
Account No.	06975 263-200-8
REFERENCE	This is determined by the application type being submitted
Attention	C.I. Government Ministry of Financial Services & Commerce Exec. Bank Account

APPLICATION TYPES

CORIS TOP-UP (CORPORATE SERVICE PROVIDERS ONLY)

A minimum of \$1,000 is required to top-up CORIS Accounts

Funding CORIS accounts may be done by cheque or electronic funds transfer.

REFERENCE: GR/CORIS account Number/ Account Name

(e.g. GR/281-0-21800/My CORIS Account Ltd.)

Email: Email the executed direct deposit confirmation to ciregistry@gov.ky to have the funds applied to your account.

Reference/Email Subject: *CORIS Top-Up: CORIS account Number, Account Name.*

Deliverables: The credit will be applied to your account once the funds have been credited to our bank account. A receipt will be returned by email to you.

MANUAL APPLICATIONS (CORPORATE SERVICE PROVIDERS ONLY)

(e.g. mergers, trusts, special letters & reports)

Email: Applications to be sent to the relevant [email address](#). **All documents including payment confirmation MUST be attached in PDF format.**

Reference/Email Subject: *"Manual application: ROC#, Entity name"* and should be accompanied by the PDF payment confirmation (EFT) or online debit advice (authorization to debit online account).

Deliverables: Processed applications will be returned by email together with the receipt/debit note.

MANUAL APPLICATIONS (CBP USERS)

Companies that are managed on **cbp** may need to make filings that are not yet available online. These should be sent to grmanual@gov.ky

All documents including payment confirmation MUST be attached in PDF format.

Reference/Email Subject: *“Manual application: ROC#, Entity name”* and should be accompanied by the PDF payment confirmation (EFT)

Deliverables: The credit will be applied to your account once the funds have been credited to our bank account. Processed applications will be returned by email together with the receipt.

REFUNDS

Amounts may be deemed refundable upon review of the application for which the funds were submitted. If it is found that an overpayment was made or that the application for which the payment was made is exempted, a refund will be approved.

Exempted Applications include:

- Entities that were no longer on the register at the time of payment - Being de-registered, merged, dissolved or otherwise terminated
- Applications which are rejected by the Registrar or recalled by the customer prior to processing.

A refund will not be approved for amounts that were due to the Registrar at the time of payment under the legislation.

Annual fees that were paid on or after the due date will not be considered for refund.

A refund processing fee will be deducted for each refund in accordance with the applicable legislation ([see Fee Schedule](#))