



# Instructions

## Beneficial Ownership Access Restriction

The Beneficial Ownership Transparency (Access Restriction) Regulations, 2024 allow individuals to apply for protection from disclosure of information on the beneficial ownership search platform where they believe that information relating to them, if disclosed, will place them or persons living in the same household as them at serious risk of kidnapping, extortion, violence, intimidation or any similar danger or serious harm.

### Steps for Applying for Access Restriction

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#### Step 1: Indicate Your Intent to Apply

1. Send an email to [bo-ar@gov.ky](mailto:bo-ar@gov.ky) indicating the intention to apply for Access Restriction.
2. Given the sensitive nature of the information, use of a generic or shared email address is not advised.
3. **Please do not forward personal data or confidential information to us at this email address**
4. In the email:
  - a. Please advise whether you're applying on behalf of yourself or someone else.
  - b. **If applying on behalf of yourself**, please indicate whether you are seeking Access Restriction for one or more than one legal person.
  - c. **Where applying on behalf of an individual as a Third-Party**, please indicate the number of individuals you are applying on behalf of, and for each of the individuals, the number of legal persons Access Restriction is being sought. A Third-Party Authorisation Form is required if applying on behalf of someone else and the respective form will be provided to you at a later step in the process.

#### Step 2: Access to Secured File Exchange System

1. You will receive an email notification requiring you to enrol to a secured file exchange system.
2. This secured access will contain all the necessary forms for download and will be used by you to upload all the required documentation to support an application for Access Restriction.
3. **Access to this platform is limited to the individual's email address provided.**

#### Step 3: Complete the Application

1. **Applying for yourself**
  - a. Download and complete the Beneficial Ownership Access Restriction Application.



- b. **Please note that you are required to complete a separate application for each legal person where there are multiple legal persons for which Access Restriction is being sought.**
  - c. Completed application/s should be uploaded with all the necessary documents to support your application/s.
  - d. Delays in the submission of supporting documents may affect the processing of your application/s.
- 2. Applying on behalf of someone else**
- a. Download and complete the Third-Party Authorisation Form. **A separate Third-Party Authorisation Form must be completed for each individual for which Access Restriction is being sought.**
  - b. The completed and signed Third-Party Authorisation Form must then be uploaded to the secured file exchange system.
  - c. Upon confirmation of this form by the Beneficial Ownership Competent Authority, you will receive a notification on the availability of the Beneficial Ownership Access Restriction Application for download from the secured file exchange system.
  - d. Download and complete the Beneficial Ownership Access Restriction Application.
  - e. **A separate application form must be completed for each individual requesting Access Restriction. If applying for Access Restriction for the same individual across multiple legal persons, separate application forms must be completed for each legal person.**
  - f. Completed application/s should be uploaded with all the necessary documents to support the application/s. Delays in the submission of supporting documents may delay the outcome of your request.

## Step 4: Payments

1. Download the payment instructions from the secured file exchange system on how to pay the application fee.
2. Fee per application CI \$1,000.00 (USD \$1,219.51)
3. Payments are accepted through the online payment system<sup>NEW</sup>, by Electronic Funds Transfers (EFTs) or International Wire Transfers.
4. Please upload evidence of payment to the secured file exchange system. Applications will not be processed until confirmation that all fees have been paid.
5. **Fees are non-refundable.**

Once all relevant documents have been received and payments made, the application will be processed.

Applicants will be notified via the secured file exchange system of the decision.