



REGISTRAR OF NON-PROFIT ORGANIZATIONS (“NPOs”)

Guidance for Non-Profit Organizations: Disaster Relief Best Practices

This guidance is for non-profit organizations (NPOs) undertaking disaster relief activities. It is issued under section 4(1)(g) of the Non-Profit Organizations Act (2020 Revision) (the “Act”), which empowers the Registrar to advise and guide NPOs on best practices. By following these principles, NPOs in the Cayman Islands can support relief efforts responsibly, transparently, and in compliance with the law. Additionally, the guidance is intended to serve as a risk management tool in preventing NPOs from being victims of other predicate offences.

Transparency

- Be clear and open about how donations are collected, managed, and used.
- Provide regular updates to donors, partners, and the public on how funds and goods are distributed and the impact achieved.
- Use traceable and secure donation platforms, and keep good communication with your stakeholders.
- Work only with trusted and verified organizations. Confirm that local partners and distribution channels are legitimate before transferring funds or supplies.

Accountability

- Assign clear roles and responsibilities for those managing relief operations.
- Maintain accurate financial records as required under Part 5 of the Act.
- Deposit cash donations into your organization’s bank account within 24 hours of receipt.
- Use a simple cash log to record dates, amounts, and sources of donations, and obtain signatures where possible.
- Separate duties for collecting, recording, and reviewing funds, and rotate responsibilities to reduce risk.
- Encourage staff and volunteers to report any suspicious activity or irregularities. If wrongdoing or misuse is suspected, inform the Registrar of NPOs or the Royal Cayman Islands Police Service (RCIPS).

Integrity

- Avoid conflicts of interest when selecting partners, suppliers, or beneficiaries.
- Ensure that all staff and volunteers act honestly and follow your organization’s code of conduct.
- Report any misuse or mismanagement of funds or resources promptly to the Registrar or relevant authorities, as required under the Act.

Participation

- Involve affected communities and diaspora groups in planning and decision-making.
- Cooperate with other NPOs, government bodies, and international partners to maximize effectiveness and avoid duplication.

- Maintain proper records of all goods received and distributed, including labelling, inventories, and delivery documentation.

Fairness and Equity

- Ensure that aid is distributed based on need and that support reaches those most vulnerable.
- Avoid bias, favoritism, or discrimination.
- Make decisions guided by fairness, compassion, and respect for human dignity.

Compliance

- Comply with all legal and regulatory obligations for cross-border assistance, financial reporting, and volunteer management.
- Keep your registration and required certificates up to date, including Certificates of Good Standing and Certificates of Controllers and Officers.
- Include details of disaster relief fundraising and spending in your organization's annual returns, as outlined in the Act.
- Use secure, trusted payment systems and provide donors with receipts and impact updates.
- Ensure that cross-border transactions are properly documented and monitored to prevent any misuse, including potential links to terrorism financing or other illegal activities.

By embedding these practices in your disaster response work, your organization helps to maintain public trust, uphold transparency, and ensure that your relief efforts genuinely benefit those most in need.