



Instructions

Beneficial Ownership Legitimate Interest Access

In the Beneficial Ownership Transparency (Legitimate Interest Access) Regulations, 2024 members of the public meeting the criteria at regulation 3 are able to apply for access to beneficial ownership information on the basis that the member of the public:

- (a) Is a person engaged in **journalism** or *bona fide* **academic research**
or
- (b) Is acting on behalf of a **civil society organisation** whose purpose includes the prevention or combating of money laundering, its predicate offences or terrorism financing
or
- (c) Is seeking information in the **context of a potential or actual business relationship or transaction with the legal person** about whom the information is sought,
- AND** has a legitimate interest in the information being sought, as the information is being sought for the purpose of preventing, detecting, investigating, combating or prosecuting money laundering or its predicate offences or terrorist financing.

Please note before applying:

1. Searches on the Beneficial Ownership Register can only be conducted on the name of a Legal Person. No applications for searches will be permitted on the basis of an individual's name.
2. Where multiple legal persons are alleged to be involved together in money laundering, any of its predicate offences or terrorist financing they can be considered connected legal persons, and one application should be filed.
3. Where the legal persons are not connected, a Beneficial Ownership Legitimate Interest Access Application would need to be completed for each legal person.
4. Completed application/s should be uploaded with all the necessary documents to support your request, including evidence to support the category of the public you fall into. Delays in the submission of supporting documents may delay the outcome of your application.

Where an applicant meets any of the criteria in regulation 3, and subject to notes 1-4 above, the following are the steps to apply for Legitimate Interest Access.



Steps for Applying for Legitimate Interest Access

Step 1: Indicate Your Intent to Apply

1. Send an email to bo-lia@gov.ky indicating the intention to apply for Legitimate Interest Access.
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 or confidential information to us at this email address**

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 to upload all the required documentation to support an application for Legitimate Interest Access.
3. **Access to this secured file exchange system is limited to the individual's email address provided.**

Step 3: Complete the Application

1. Download and complete the Beneficial Ownership Legitimate Interest Access Application.
2. Completed application/s should be uploaded to the secured file exchange system with all the necessary documents to support your application/s.
3. Delays in the submission of supporting documents may affect the processing of your application/s.

Step 4: Payments

1. Download the payment instructions from the secured file exchange system on how to pay the application fee.
2. **Fee for application**
CI 75.00 (USD \$91.46) for one Legal Person
CI 100.00 (USD \$121.95) for connected Legal Persons
CI 250.00 (USD \$ 304.87) for multiple applications made within a one-year period in relation to any number of legal persons.



3. Payments are accepted through the online payment system^{NEW}, by Electronic Funds Transfers (EFTs) or International Wire Transfers.
4. Please upload evidence of payment to the secured file exchange system.
5. Applications will not be processed until confirmation that all fees have been paid.
6. **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.