



# Important Notice (Revised)

## General Registry

Please be advised that in response to the recent announcement of the presence of the Coronavirus being present in the Jurisdiction the Registry has made some changes to the way it conducts business in an effort to delay the spread of the disease within the workplace and our community while balancing the need to maintain and preserve essential public services. As of 16th March 2020 some members of staff have been working remotely to try and maintain services to the public at a reasonable level.

Recognizing the inconvenience that the changes which had to be implemented on March 16<sup>th</sup> 2020 would cause but had to be done for the safety of the Department's staff and the general public we immediately started exploring ways in which to keep those risks at a minimum while enhancing the service delivery level.

Effective immediately the following is in effect:

- (a) Registry's Public counter will remain **closed** until further Notice;

### VITAL EVENTS

- (b) **Marriage Officers** please send us your email address. Specific instructions will be emailed to you on how to file your marriage events with the Registry. Please send your email address to: [cigenreg@gov.ky](mailto:cigenreg@gov.ky) under the subject "MARRIAGE REGISTRATION"

- (c) **Births, Deaths and Marriage Certificates:**

- All certificates **must** be ordered via the Registry's online system at [www.ciregistry.gov.ky](http://www.ciregistry.gov.ky) or [www.vitals.ky](http://www.vitals.ky). Persons will not be allowed entry into the building to make an application.
- When ordering the certificates, please select the "Hold for Pickup" option.
- The applicant will be contacted via email or phone when the certificates are ready for collection.
- Please ensure that you have entered a valid phone number and or email.
- Certificates must be paid for online using a debit or credit card. Cash or check payment on pickup cannot be accommodated at this time.
- Once contacted, certificates can be collected from the Government Administration Building between the hours of 9:00am and 3:00pm, Monday through Friday.
- To collect your certificates, park on the roundabout by the security booth at the Government Administration Building. Please stay in your car and call 244-3101 or 244-3103.

- A security officer will deliver your certificate to you at the roundabout.
- Please **do not** come to collect your certificate until you are advised that the certificate is ready for collection.
- The alphabetical restrictions in force by the “Shelter in Place” provisions would apply.

(d) **Birth Registrations** – The hospital where the birth occurred will make the necessary arrangement with the Department for the registration of the birth, however a printed birth certificate for births which occur 16th March onwards will not be available until such time as the full registration has been completed. There are provisions in place in the event of an emergency and all relevant Government agencies and hospitals have been made aware of the process.

It should be noted that the Cayman Islands Government is considering legislation to tweak the registration process for new-born children wherein registrations could be legally done via electronic means. Once the legislation has been approved, the resulting changes will be communicated to the public.

(e) **Public Records:** Operations regarding this register are temporarily suspended.-

## CAYMAN BUSINESS PORTAL (CPB)

Face-to-face in office support has been suspended until further notice. Users experiencing difficulties should email [CORISHelpdesk@gov.ky](mailto:CORISHelpdesk@gov.ky) . On the subject line please insert “CBP”. Payments for applications on CBP MUST be paid by Visa/MasterCard on the site

## DIRECTOR REPORTS

Director Reports are currently being provided by email. Interested persons should email their request(s) to [ciregistry@gov.ky](mailto:ciregistry@gov.ky). The usual fee of CI\$50 applies.

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## CORIS TOP-UP & MANUAL APPLICATIONS

**(For Corporate Service Providers ONLY)**

For the convenience of our clients, General Registry recently implemented the use of Local Electronic Fund Transfer as a payment method.

**Please see the attached Local Electronic Fund Transfer Instructions from the Cayman Islands Government Treasury Department.**

**REFERENCE** for **CORIS top-up**: General Registry/CORIS account Number/ Account Name (e.g. *General Registry/281-0-21800/My CORIS Account Ltd.*)

Please email the executed direct deposit confirmation to [ciregistry@gov.ky](mailto:ciregistry@gov.ky) with the **subject Line** CORIS Top-Up: CORIS account Number, Account Name. A receipt will be returned by email once the credit is applied.

**MANUAL APPLICATIONS** (e.g. mergers, trusts, partnership dissolutions) may be submitted by email to [ciregistry@gov.ky](mailto:ciregistry@gov.ky) with the subject line “Manual application: ROC#, Entity name” and should be accompanied by the authorization to debit the online account. **All documents**

**MUST be attached in PDF format.**

Processed applications will be returned by email together with the debit note. The usual turnaround times continue to be in effect.

Queries related to this initiative may be directed to [ciregistry@gov.ky](mailto:ciregistry@gov.ky). All other queries should continue to be sent to [CIGENREG@gov.ky](mailto:CIGENREG@gov.ky)

## MANUAL APPLICATIONS

**(General Public - NOT for Corporate Service Providers)**

For the convenience of our clients, General Registry recently implemented the use of Local Electronic Fund Transfer as a payment method.

**Please see the attached Local Electronic Fund Transfer Instructions from the Cayman Islands Government Treasury Department.**

Manual applications (**i.e. applications not available on CBP**) may be submitted by email to [ciregistry@gov.ky](mailto:ciregistry@gov.ky) with the **subject line** “Manual application: Entity name” and should be accompanied by the executed direct deposit confirmation.

**REFERENCE FOR LOCAL ELECTRONIC FUND TRANSFER:**

To ensure that your payment is remitted to the correct Government Department (General Registry) please be careful to include the reference format below when making your transfers:

- ❖ **NEW REGISTRATIONS:** General Registry/Registration/Name of Company  
(*e.g. General Registry/Registration/My New Company Ltd.*)

Note that for new registrations the cost of stamp duty (\$50) should be included in the amount transferred. **PLEASE DO NOT PURCHASE POSTAL STAMPS**

- ❖ **OTHER APPLICATIONS:** General Registry/ROC#/ Registered Name  
(*e.g. General Registry/125678/My Company Ltd.*)

Processed applications will be returned by email together with the General Registry receipt. The usual turnaround times continue to be in effect.

All documents **MUST** be attached in PDF format.

Queries related to this initiative may be directed to [ciregistry@gov.ky](mailto:ciregistry@gov.ky). All other queries should continue to be sent to [CIGENREG@gov.ky](mailto:CIGENREG@gov.ky)

We thank you for your understanding and patience during this time.

Registrar General  
5<sup>th</sup> May 2020

## CAYMAN ISLANDS TREASURY DEPARTMENT

### LOCAL ELECTRONIC FUNDS TRANSFER

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 Limited
- Butterfield Bank (Cayman) Limited
- CIBC FirstCaribbean International Bank (Cayman) Limited
- Fidelity Bank (Cayman) Limited
- RBC Royal bank (Cayman) Limited Scotiabank & Trust (Cayman) Limited

### ELECTRONIC FUNDS TRANSFER INFORMATION

#### CIG Ministry of Financial Services & Home Affairs (FSHA)

*Beneficiary 'Short Name'	<b>CIG FINANCIAL FSHA</b>
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	<b>See Department's Notice</b>

### 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 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 Email a copy of executed direct deposit to receiving Department/Agency**