

# How to submit an NPO application online

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In keeping with the E-Government Initiative as well as with General Registry's mission of creating a world class customer experience, please note that an application to register a Non-Profit Organisation is now required to be done online via the Cayman Business Portal ("CBP") [www.cbp.ky](http://www.cbp.ky), or [Corporate Administrators Platform \("CAP"\)](#). The following procedure should be complied when submitting the application.

CAP users must submit the application via said portal. For those using CBP, please take note of the following:

## Acquiring an account on CBP

- 1) A controller is required to go to [www.cbp.ky](http://www.cbp.ky), and create an account on the portal. This involves nominating a user name and password which will be used throughout this online application process. You will also be required to provide personal details and answers to personal security questions as part of the process (this information will be used to reset password or verify owner of account).
- 2) Having acquired the account click on registering a NPO tab on the lower right hand side of the page.
- 3) A new window shall appear which take you to the electronic NPO application page.
- 4) At the top of the page there is a downloadable PDF (Guidance on Registering NPO on CBP) which provide step by step guidance on navigating through the portal when making the NPO application.

## NPO Application via CBP or CAP

- 5) The following information/ documentation must be provided in the application: It should be read in conjunction with the above mentioned guidance.
  - a) **The name of the NPO**- please notes that the name should be exactly as spelt on the constitutional document (memorandum and articles of association in the case of a Company, bylaws in the case of an Unincorporated Association of Persons and Trust deed in case of a Trust).
  - b) **The type of NPO** – can be selected from the drop down tab ( as indicated in the guidance)
  - c) **The address** must incorporate the physical address, PO Box and KY code
  - d) We also require an email address, telephone number and or website if applicable
  - e) **Short description of the NPOs Purpose and activities** (on the smart form application)
  - f) **A detail purpose and activities statement** must be uploaded as a separate document. It must provide detail description of activities of the NPO which allows the Registrar to understand how the NPO's activities will benefit the people/ public of the Cayman Islands), how funds will be raised (what activities will be used and how) and how those funds will be used [specifically if funds will be sent off island, this must be mentioned in purpose and activities statement]
  - g) **The personal details of the controllers and senior officers**- Full name of the each individual whose being presented in the application. The name should be exactly as presented on the passport or other government ID. We also require both physical address and address for

postal service, i.e. the postal code and PO box details, as well as email address and telephone numbers.

- h) **Controllers and senior officers Acknowledgement form-** all persons whose name appears in the application must sign the controllers and senior officers' form. This form informs the Registrar that you have consented to being part of the management committee and that you understand the role and responsibilities. This form must also be uploaded onto the system as part of the application being submitted.
- i) **Banking details-** All registered NPOs must have a bank account with a local bank in the Cayman Islands. The Registrar recognize that there will be those instances where newly establish NPO are yet to obtain an account. In those situations, please provide the details of which Bank the NPO intends to establish its account with. Post registration, the NPO is obligated to provide confirmation that the account has been established.
- j) **A constitutional document** – If the entity is a registered company, for example section 80 or company limited by Guarantee, please upload copies of the memorandum and articles of association. If the entity was established as a Trust and is seeking to be registered as a NPO, we require the Trust deed to be submitted. For those entities who are unincorporated association or body of persons, kindly upload the entity's constitution or Bylaws.
- k) This constitutional document should speak to who the organisation is, its purpose and activities, where and how funds will be raised, how those funds will be utilized in keeping with the NPO law. It should include processes of corporate governance, the management structure, appoints and removals, various boards or committees (if applicable). A Financial year (when it starts and concludes), if audits are utilize (note this is not a legal requirement, but a best practice). It must incorporate regulation 4 and 13 of the NPO Regulations 2019. Regulation 4 speaks to how the assets and income of the NPO will be used, that funds will be used solely for the purpose of the NPO only and Regulation 13 speaks to the dissolution of the NPO and that when all the debts and liabilities are satisfied the remaining assets must be handed over to another of similar purpose and activities and not an NPO who pays dividends to its members. (The Registrar of NPOs in in possession of some constitutional templates that can be used where the entity is an unincorporated association of persons).
- l) The constitution must provide a signature page sign and dated by one or all of the controllers.
- m) **Certified Color Copy of Valid Passports-** The certification can be completed by a justice of the peace, a notary public, a professional held to a professional ethical standing or a senior government official. If done by a professional, the certification should indicate that the picture or ID bears true semblance of the bearer; and or that the holder is known personally to the certifier. The certifier must print name as well as provide a signature and date of certification.
- n) **SAVE:** whilst entering the information associated with the application, please occasionally save (press the save tab at the bottom of the page) the information. This will ensure that the system does not time out and resulting in loss of the information and having to repeat the process.

**Processing Period:** Kindly note that the processing period for NPO applications is thirty (30) days. If the application is deferred, when it's resubmitted this 30 day period starts over.

**Application Fees:** The fee for NPO application is CI\$300.00. Fees are paid with a credit or debit card. For general enquiries related to NPO application kindly email [grcompliance@gov.ky](mailto:grcompliance@gov.ky) for assistance.

