



**NOTICE – RESTRICTED PUBLIC
ACCESS**

ABSTRACT

This documents details the changes in operations within General Registry due to the COVID-19 Pandemic. Other Government restrictions may apply.

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Registrar General

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INTRODUCTION

Please be advised that in response to the recent announcements of the presence of COVID-19 in the Jurisdiction the Registry has made some changes to the way it conducts business in an effort to control the spread of the disease within the workplace and our community while balancing the need to maintain and preserve essential public services. Some members of staff will be working remotely in an effort to maintain services to the public at a reasonable level.

Effective immediately the following is in effect:

1. The access to the Registry's Public counter will remain **RESTRICTED** until further Notice
2. Payments in Cash or cheques are **SUSPENDED** until further notice
3. Documents are to be presented in the same format as required prior to the pandemic. **No exemptions to the requirement for notarization of declarations is allowed at this time.** Note that electronic notarization is permitted under the Notaries Public (Virtual Conduct of Notarial Acts) Regulations, 2020.

VITAL EVENTS

BIRTH REGISTRATIONS

Birth registrations will be done by appointment ONLY. Documents are to be emailed in advance to BDM@gov.ky:

- Valid Passport (photo page) of both parents
- Marriage certificate (if married outside the jurisdiction)
- Live Birth Notification from the hospital (child's name should be printed)

MARRIAGE REGISTRATIONS

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: BDM@gov.ky under the subject "MARRIAGE REGISTRATION"

VITAL EVENTS CERTIFICATES

Applications for vital events (births, deaths, marriages, adoptions, civil partnerships) certificates should be done:

- a. Online: www.vitals.ky
- b. Email BDM@gov.ky
- c. Whatsapp: (345) 926-7428

When ordering certificates online, please:-

- Select the "Hold for Pickup" option.
- Ensure that you have entered a valid phone number and or email.

The applicant will be contacted via email or phone when the certificates are ready for collection. Once contacted, certificates can be collected from the General Registry Government Administration Building between the hours of 9:00am and 4:00pm, Monday through Friday.

A security officer will verify your approval to collect the certificate. Please do not come to collect the certificate until you are advised that it is ready for collection. Persons will not be allowed to enter without pre-approval.

Other applicable Government restrictions may apply

Payments MUST be made by:

- a. Credit/debit Card **or**
- b. **LOCAL ELECTRONIC FUNDS TRANSFER.** (“EFT”) (see details attached)

Payments in Cash or cheques and in-person/over the counter applications for certificates are **SUSPENDED** until further notice

PUBLIC RECORDS

Documents (along with the EFT confirmation) should be dropped off at General Registry’s Public Counter during the hours of 9:00am to 4:00pm.

Documents will be held in quarantine for three (3) days before the commencement of processing.

Payments in Cash **SUSPENDED** until further notice

CAYMAN BUSINESS PORTAL

COMPANIES REGISTRATIONS

Effective 1 October 2021 all **registrations of ordinary resident (local) companies** having a share capital and without a licensed service provider as its registered office **MUST** be submitted on the **Cayman Business Portal** (“CBP”) www.cbp.ky.

Note that for new registrations the cost of stamp duty (\$50) will be included in the amount paid online. **PLEASE DO NOT AFFIX POSTAL STAMPS TO DOCUMENTS**

OTHER COMPANY SERVICES

Other services that are available on CBP are:

1. Beneficial Ownership Filing
2. Annual Returns
3. Change of Name
4. Amended & Restated Memorandum and Articles of Association
5. Certificates of:
 - Good standing
 - Incorporation
 - Incorporation on Change of Name
 - Directors & Officers (Incumbency)
 - Existence

Payments for applications on CBP **MUST** be paid by Visa/MasterCard on the site.

CLIENT SUPPORT

Face-to-face in-office support for Cayman Business Portal has been **SUSPENDED** until further notice. Users experiencing difficulties may email CORISHelpdesk@gov.ky . On the subject line please insert “CBP”.

CORIS TOP-UP & MANUAL APPLICATIONS

(For Corporate Service Providers ONLY)

Payments to top-up online accounts are to be made by **LOCAL ELECTRONIC FUNDS TRANSFER**. Please see the attached **LOCAL ELECTRONIC FUNDS TRANSFER (“EFT”)** Instructions from the Cayman Islands Government Treasury Department.

REFERENCE FOR LOCAL ELECTRONIC FUNDS TRANSFER:

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 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

Mergers

Merger applications are to be submitted by email to GIGENREG@gov.ky with the subject line “*Merger: Name of Surviving Entity*” and should be accompanied by the authorization to debit the online account or the EFT confirmation. All documents **MUST** be submitted in PDF format.

Trusts

Trusts applications are to be submitted by email to GRManual@gov.ky with the subject line “Trust: ROT#, Name of Trust” and should be accompanied by the authorization to debit the online account or the EFT confirmation. All documents **MUST** be submitted in PDF format.

Kindly preface the subject with “**EXPRESS**” when expedited service is required.

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

TURNAROUND TIMES

EXPRESS: **1 - 2** business days

REGULAR: **3 - 5** business days

Queries related to this initiative may be directed to ciregistry@gov.ky. All other queries should continue to be sent to CIGENREG@gov.ky

MANUAL APPLICATIONS – GENERAL PUBLIC

(NOT for Corporate Service Providers)

All applications relating to local companies without a licensed service provider as its registered office (except for applications available on CBP) may be submitted by email to GRManual@gov.ky with the subject line “*Manual application: Entity name*” and should be accompanied by the executed Electronic Fund Transfer confirmation. All documents submitted for processing are to be in PDF format.

Kindly preface the subject with “**EXPRESS**” when expedited service is required.

REFERENCE FOR LOCAL ELECTRONIC FUNDS 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:

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.

TURNAROUND TIMES

EXPRESS: 1 - 2 business days

REGULAR: 3 - 5 business days

Queries related to this initiative may be directed to ciregistry@gov.ky . All other queries should continue to be sent to CIGENREG@gov.ky

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

Registrar General

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 & Commerce (FSC)

*Beneficiary 'Short Name'	CIG FINANCIAL SERV
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	See Filing Instructions

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 KY 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

INTERNATIONAL WIRE TRANSFER INSTRUCTIONS

Routing details for US\$ Funds:

Pay to: J.P. Morgan Chase
1 Chase Manhattan Plaza
New York, N.Y. 10081
U.S.A.

Swift: CHASUS33

ABA #021 0000 21

Credit to: RBC Royal Bank (Cayman) Ltd.

A/C #001 1 153 Swift: ROYCKYKY

For further credit to: Cayman Islands Government

Account No: 06975 263-200-8

REFERENCE:

General Registry/CORIS account Number/ Account
Name

(e.g. General Registry/281-0-21800/My CORIS Account
Ltd

Attention: C.I. Government Ministry of Financial Services &
Commerce Bank Account