

Registering of Non-Profit Organizations requirements

1. A Constitutional document/Bylaws is required to be filed in accordance with the NPO Law – this states why the NPO exists and what the purpose and activities will be in raising of funds and the roles and duties of the positions that exists within the organisation.
2. A fully completed NPO Application – a banking institution **must** be listed whether the present or intended bank.
3. Certified colored copies of valid Passports are required for all persons on organization.
4. The NPO must have a physical presence on the island whether that is through persons' resident on the island, a place of where the organisation will be operating from on island or a registered office. **(If a registered office it is to be stated by the registered office if they will be holding the books and records are if they are only providing the service of registering the NPO)**
5. Personal Physical and P.O. Box address, email address and a phone number should be provided for each Controller/Senior Officers. (Controllers are defined in the law as the person who owns, manages or controls the entity. Section 12 of the law also speaks to the controller's responsibility to ensure that the entity maintain proper books and records of all financial transactions conducted by the NPO. As a best practice, entities may want to consider nominating more than one controller.)
6. Controllers Acknowledgement form which is to be signed by all persons being listed on the organisation.

Different Types of NPO's

7. **Non-Profit Organisation**- those entities that are incorporated under a specific Cayman Islands legislation (not included the Churches Incorporations Law).

NPO established as a Registered / Unregistered Association of Persons- those entities that are not registered as a Company, Trust, Partnership or enacted by Legislation.

NPO established as a Church- entities that are registered/ incorporated under the Churches Incorporations Law 2007.

NPO established as a Company- entities incorporated under the Companies Law to include Section 80, Companies Limited by Guarantee and Ordinary Companies.

NPOs established as an Unincorporated Association of persons upload by laws or constitution.

NPO's established as a Church under the Churches Incorporations Law upload the Churches Incorporations Law 2007 Revision. NPO's incorporated by other legislation upload copy of same.

The time frame for completion of an NPO is up to 30 days as background checks and proper and fit tests has to be completed.