

**PROCESS FOR SUBMITTING APPLICATIONS FOR ENDORSEMENTS, DUPLICATES, EXEMPTED TRUSTS  
AND CERTIFIED COPIES AS OF 22<sup>ND</sup> JUNE, 2020**

The Cabinet Office continues to accept requests for New Applications, Renewals and Re-Issues (*not the same as an endorsement*) via the Corporate Administration Platform (CAP). Applications for Endorsements, Duplicates, Exempted Trusts and Certified Copies must be submitted by hand in a sealed envelope addressed to the Clerk of the Cabinet at the Reception Desk at the Government Administration Building.

Documents Required for Endorsements\*:

- Cover Letter/Application;
- Change of Name Certificate;
- Tax Exemption Certificate\*; and
- Copy of EFT Payment.

*\*In the case where the Tax Exemption Certificate (TEC) was issued online via CAP an electronic copy of the TEC will be sufficient (if there were no previous endorsements) and the entire application for endorsement may be submitted via email.*

Documents Required for Exempted Trusts (*can also be submitted via email*):

- Cover Letter/Application;
- Certificate of Registration; and
- Copy of EFT Payment.

Documents Required for Duplicates (*can also be submitted via email*):

- Cover Letter/Application;
- Copy of EFT Payment.

Documents Required for Certified Copies;

- Cover Letter/Application;
- Original Tax Undertaking; and
- Copy of EFT Payment.

Additionally, we have changed the way that we accept payment for these manual services, in that, we will no longer accept cheques as the method of payment as of Friday, 3<sup>rd</sup> July, 2020. Payments should be made via the Electronic Funds Transfer (EFT) method. Please refer to the information below which outlines the bank details for EFTs in relation to tax undertakings.

## **TAX UNDERTAKING FEES - LOCAL ELECTRONIC FUNDS TRANSFER**

Funds may be remitted to the Cayman Islands Government (CIG) via the Automated Clearing House (ACH) Electronic Funds Transfer (Direct Credit), 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 – CABINET OFFICE**

*Beneficiary 'Short Name'	CIG CABINET OFFICE
Address	133 Elgin Avenue, Govt. Admin. Bldg. Grand Cayman
Beneficiary Bank	RBC Royal Bank (Cayman) Limited
Beneficiary Account Number	KYD 069751127067 or USD 069752624872
Beneficiary Account Type	Chequing
Reference	Client Name/Service ( <i>i.e. Passage Holdings – Endorsement or Passage Trust – Trust TU</i> )

**\*Beneficiary 'Short Name' name must be entered online as stated above**

## **TAX UNDERTAKING FEES**

As a reminder tax undertaking fees in accordance with the Government Fees Order, 2017 please click on the link below.

[Government Fees Order, 2017](#)

## **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 the executed direct deposit to [TEC@GOV.KY](mailto:TEC@GOV.KY).