

CAYMAN ISLANDS



Supplement No. 2 published with Extraordinary  
Gazette No. 47 dated 15<sup>th</sup> June, 2018.

**THE TRADE AND BUSINESS LICENSING LAW, (2018 REVISION)**

**THE TRADE AND BUSINESS LICENSING (FORMS) (AMENDMENT)  
(NO. 2) REGULATIONS, 2018**



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**THE TRADE AND BUSINESS LICENSING LAW, (2018 REVISION)**

**THE TRADE AND BUSINESS LICENSING (FORMS) (AMENDMENT)  
(NO. 2) REGULATIONS, 2018**

The Cabinet, in exercise of the powers conferred by sections 18, 22 and 40 of the Trade and Business Licensing Law (2018 Revision) makes the following Regulations -

1. These Regulations may be cited as the Trade and Business Licensing (Forms) (Amendment) (No. 2) Regulations, 2018. Citation

2. The Trade and Business Licensing (Forms) Regulations, 2015 are amended in Schedule 1 as follows - Amendment to Schedule 1 to the Trade and Business Licensing (Forms) Regulations, 2015 - forms

(a) by deleting Form A and substituting the form below -

**“FORM A**

**Form for applicants that are registered companies**

<b>APPLICATION FOR THE GRANT OR RENEWAL OF A TRADE AND BUSINESS LICENCE (REGISTERED COMPANIES)</b>
Please submit this form accompanied by the relevant fee and required documents to: <b>The Secretary, Trade and Business Licensing Unit</b> <b>Department of Commerce and Investment</b> <b>133 Elgin Avenue, Government Administration Building, Suite 126</b> <b>George Town, Grand Cayman, Cayman Islands</b> Tel: 345-9450943 Email: <a href="mailto:info@dc.gov.ky">info@dc.gov.ky</a> ; Website: <a href="http://www.dci.gov.ky">www.dci.gov.ky</a>
<b>Please refer to guidance leaflet before completing this form. Use capital letters.</b>
I hereby apply for the <input type="checkbox"/> GRANT <input type="checkbox"/> RENEWAL of a licence under the Trade and Business Licensing Law (2018 Revision).
<b>A. INCENTIVE DETAILS</b> <i>(This section to be completed only by applicants seeking consideration for incentives)</i>
Name: _____ <i>(In block letters)</i>
District: <input type="checkbox"/> BT <input type="checkbox"/> EE <input type="checkbox"/> GT <input type="checkbox"/> NS <input type="checkbox"/> WB <input type="checkbox"/> CB <input type="checkbox"/> LC

<p><b>BUSINESS TYPE:</b>  <input type="checkbox"/> Micro ( a business that employs less than five persons, not including the owner, and has an annual gross revenue of two hundred and fifty thousand dollars or less)  <input type="checkbox"/> Small ( a business that employs up to a maximum of twelve persons, not including the owner, and which has an annual gross revenue of up to seven hundred and fifty thousand dollars)</p>		<p>Annual gross revenue preceding fiscal year                  CIS\$ _____</p> <p>Total number of employees _____                  (including part-time and temporary)</p>
<p><b>B. APPLICATION</b></p>		
1. Name of Company:		2. Trade Name:
3. Trade Name:		4. Company Registration No.
4. Mailing Address:		
5. Telephone:		
(Main)                  (Primary Contact)                  (Emergency Contact)		
6. Email:		
(Primary)    (Director/Manager)		
7. Nature/Type of business:		
8. Exempt Company <input type="checkbox"/> Yes <input type="checkbox"/> No      Non- Resident <input type="checkbox"/> Yes <input type="checkbox"/> No Limited Liability <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. Registered Office (Name): Address:		
<p><b>C. BUSINESS DETAILS</b></p>		
1. If the business is categorised as retail/merchant/wholesaler, please specify the size of the selling area in square feet:		
2. If the business is categorised as baker, please specify the number of employees:		
3. If the business is categorised as contractor, please specify the number of employees:		
4. If the business is categorised as accountant, please specify the number of accountants:		
5. If the business is categorised as agent, please specify the number of agents:		
6. If the business is categorised as restaurant, please specify the seating capacity:		
7. Please identify the type of premises of business: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
8. Exact location of business premises:		
(i) Building name and number:                                  (ii) Street name and number:		
(iii) Block and Parcel:    (iv) District:		
9. Is this location different from last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details: (Please use separate sheet if necessary)		
10. Shareholder Details:		
<p><i>(Please provide the names, date of birth and passport number, class of shares held, percentage of shares held by the shareholder, immigration status of the shareholder and the number of years that</i></p>		

<i>the shareholder has been legally and ordinarily resident in the Islands.</i>	
11. Director Details:  <i>(Please provide the names, date of birth and passport number and immigration status of each director and the number of years that the director has been legally and ordinarily resident in the Islands.)</i>	
12. Has there been a change in shares or directorship? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes provide details: _____	
13. Are any directors/shareholders employed by the Cayman Islands Government? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state Department:	
14. Has Head of Department approval been granted (Government employees only)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. ISIC Code: _____ (Internal Only)	16. CITES Trader <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>D. DECLARATION</b> In making this application, the applicant declares that <i>(tick the appropriate box)</i> -  (i) <input type="checkbox"/> the applicant has applied for a licence under Local Companies (Control) Law (2015 Revision) if such a licence is required under that Law;  (ii) <input type="checkbox"/> the applicant is not, under the provisions of the Trade and Business Licensing Law (2018 Revision) or any other law, disqualified from holding the licence sought in this application; and  (iii) <input type="checkbox"/> the applicant gives consent to the Department of Commerce and Investment and the Trade and Business Licensing Board to obtain relevant information regarding this application directly from the Cayman Islands General Registry, the Royal Cayman Islands Police Service, the Cayman Island Monetary Authority, the Lands and Survey Department, the Department of Planning or the Department of Health Regulatory Services.  The applicant declares that the information set out in this application is, to the best of the applicant's knowledge, a truthful statement.  _____	

Signature	Date
<p><i>The applicant's attention is drawn to the provisions of section 7 of the Local Companies (Control) Law, (2015 Revision) which requires that a return of shareholding be forwarded to the Secretary of the Trade and Business Licensing Board when applying for the renewal of a licence for any company registered for more than twelve months.</i></p> <p><i>Failure to provide all relevant information will result in the application being returned to the applicant. Re-submission may incur a re-submission fee of fifty dollars.</i></p> <p><i>The Department of Commerce and Investment will use the email address provided as the primary means of communicating with you. If there is a change in your email address please provide the new email address along with a copy of a Government issued identification to <a href="mailto:info@dci.gov.ky">info@dci.gov.ky</a>.</i></p>	
<b>E. OTHER FEES</b>	
Application fee (non-refundable)	\$75 (Section 18(2)(b)(ix) of the Law)
Licence fee	As set out in respective category in Part B of the Law
Renewal fee	As set out in respective category in Part B of the Law
Re-submission fee	\$50 (Section 18(4) of the Law)
Expedited licence fee	\$400 (In addition to the relevant licence & application fee) (Section 21(5) of the Law)
Expedited renewal of licence fee	\$100 (In addition to the relevant licence & application fee) (Section 21(5) of the Law)
Amendment fee	\$50 (Section 25 of the Law)
Inspection of Register fee	\$10 (Section 32(3) of the Law)
Non-refundable processing fee (Appeals)	\$100 (Section 38(1) of the Law)
<b>F. PENALTIES</b>	
In accordance with the Trade & Business Licensing Law (2018 Revision)	
<b>G. EXPEDITED APPLICATION</b>	
<input type="checkbox"/> Expedite (Includes fee of CI \$400 in addition to relevant licence fee for grant or CI\$100 in addition to relevant licence fee for renewal.”; and	

(b) by deleting Form B and substituting the form below -

**“FORM B**

**Form for applicants that are sole traders or partnerships**

<b>APPLICATION FOR THE GRANT OR RENEWAL OF A TRADE AND BUSINESS LICENCE</b> (SOLE TRADER, PARTNERSHIP)	
Please submit this form accompanied by the relevant fee and required documents to: <b>The Secretary, Trade and Business Licensing Unit</b> <b>Department of Commerce and Investment</b> <b>133 Elgin Avenue, Government Administration Building, Suite 126</b> <b>George Town, Grand Cayman, Cayman Islands</b> Tel: 345-9450943 Email: <a href="mailto:info@dci.gov.ky">info@dci.gov.ky</a> ; Website: <a href="http://www.dci.gov.ky">www.dci.gov.ky</a>	
<b>Please refer to guidance leaflet before completing this form. Use capital letters.</b>	
I hereby apply for the <input type="checkbox"/> GRANT <input type="checkbox"/> RENEWAL of a licence under the Trade and Business Licensing Law (2018 Revision).	
<b>A. INCENTIVE DETAILS</b> <i>(This section to be completed only by applicants seeking consideration for incentives)</i>	
<b>Name:</b> _____ <i>(In block letters)</i>	
<b>District:</b> <input type="checkbox"/> BT <input type="checkbox"/> EE <input type="checkbox"/> GT <input type="checkbox"/> NS <input type="checkbox"/> WB <input type="checkbox"/> CB <input type="checkbox"/> LC	
<b>BUSINESS TYPE:</b> <input type="checkbox"/> Micro ( a business that employs less than five persons, not including the owner, and has an annual gross revenue of two hundred and fifty thousand dollars or less) <input type="checkbox"/> Small ( a business that employs up to a maximum of twelve persons, not including the owner, and which has an annual gross revenue of up to seven hundred and fifty thousand dollars)	Annual gross revenue preceding fiscal year CI\$ _____  Total number of employees _____ (including part-time and temporary)
<b>B. APPLICANT DETAILS</b>	
1. Name of Applicant: (Last) _____ ( Middle Initial) _____ (First) _____	
2. Trade Name: _____	
3. Applicant's Date of Birth: _____	
4. Mailing Address: (Business) _____	
5. Address of Residence: _____	
6. Telephone: _____ <i>(Main) (Primary Contact) (Emergency)</i>	
7. Email: _____ <i>(Primary) (Director/Manager)</i>	
8. Nature/Type of business: _____	
9. Please provide the passport number and immigration status of the applicant and the number of years that the applicant has been legally and ordinarily resident in the Islands: _____	
10. Is the applicant employed by the Cayman Islands Government? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state Department: _____	
11. Has Head of Department approval been granted? (Government employees only) <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>C. BUSINESS DETAILS</b>	
1. If the business is categorised as retail/merchant/wholesaler, please specify the size of the selling area in square feet:	
2. If the business is categorised as baker, please specify the number of employees:	
3. If the business is categorised as contractor, please specify the number of employees:	
4. If the business is categorised as accountant, please specify the number of accountants:	
5. If the business is categorised as agent, please specify the number of agents:	
6. If the business is categorised as restaurant, please specify the seating capacity:	
7. Please identify the type of premises of business: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
8. Exact location of business premises: (i) Building name and number: (ii) Street name and number: (iii) Block and Parcel: (iv) District:	
9. Is this location different from last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit an amendment	
10. Partnership Details:  <i>(Please provide the names, date of birth and passport number and immigration status of each partner and the number of years that the partner has been legally and ordinarily resident in the Islands.</i>	
11. ISIC Code:	(Internal Only) 12. CITES Trader <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>D. DECLARATION</b>	
In making this application the applicant declares that <i>(tick the appropriate box)</i> -	
(i) A. For applicant who is sole trader:  <input type="checkbox"/> The applicant is Caymanian (this includes persons possessing the right to be Caymanian or holding Caymanian status)	
B. For applicant who is a partnership:  <input type="checkbox"/> The applicant is comprised of 60% Caymanian (this includes persons possessing the right to be Caymanian or holding Caymanian status)	
(ii) <input type="checkbox"/> The applicant is not, under the provisions of the Trade and Business Licensing Law (2018 Revision) disqualified from holding the licence	



sought in this application; and

- (iii)  The applicant gives consent to the Department of Commerce and Investment and the Trade and Business Licensing Board to obtain relevant information regarding this application directly from the Cayman Islands General Registry, Royal Cayman Islands Police Service, Cayman Islands Monetary Authority, Lands and Survey Department, Department of Planning or the Department of Health Regulatory Services.

The applicant declares that the information set out in this application is, to the best of the applicant's knowledge, a truthful statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Failure to provide all relevant information will result in the application being returned to the applicant. Re-submission may incur a re-submission fee of fifty dollars.*

*The Department of Commerce and Investment will use the email address provided as the primary means of communicating with you. If there is a change in your email address please provide the new email address along with a copy of a Government issued identification to [info@dci.gov.ky](mailto:info@dci.gov.ky).*

**E. OTHER FEES**

Application fee (non-refundable)	\$75 (Section 18(2)(b)(ix) of the Law)
Licence fee	As set out in respective category in Part B of the Law
Renewal fee	As set out in respective category in Part B of the Law
Re-submission fee	\$50 (Section 18(4) of the Law)
Expedited licence fee	\$400 (In addition to the relevant licence & application fee) (Section 21(5) of the Law)
Expedited renewal of licence fee	\$100 (In addition to the relevant licence & application fee) (Section 21(5) of the Law)

Amendment fee	\$50 (Section 25 of the Law)
Inspection of Register fee	\$10 (Section 32(3) of the Law)
Non-refundable processing fee (Appeals)	\$100 (Section 38(1) of the Law)
<b>F. PENALTIES</b> In accordance with the Trade & Business Licensing Law (2018 Revision)	
<b>G. EXPEDITED APPLICATION</b> <input type="checkbox"/> Expedite (Includes fee of CI \$400 in addition to relevant licence fee for grant or CI\$100 in addition to relevant licence fee for renewal.”.	

Made in Cabinet the 14<sup>th</sup> day of June, 2018.

Kim Bullings

Clerk of the Cabinet.