

Applying for A Tax Exemption Certificate

Tax exemption certificates protect Exempted Companies, Limited Liability Companies, Limited Partnerships and Trusts in the event that taxation is introduced to the Cayman Islands.

E-Service for Tax Exemption Certificates

We are pleased to announce that General Registry has commenced a slow launch of the e-Service to their clients. Access will be issued in stages to clients determined by the Registrar of Companies.

Manual Service for Tax Exemption Certificates

It is important to note that once an Agent has been granted online access, the Cabinet Office will no longer accept manual applications for TECs with the exception being requests for Trusts, duplicates, endorsements and certified copies.

For those Agents **not yet** granted online access request letters should be submitted to the Clerk of the Cabinet, per the below guidelines. The review process will be completed within 1 week. Certificates will be issued and dispatched by the 2nd week.

Additional information is available from Mrs. Davina Wilson, Deputy Clerk of the Cabinet. tel. 345-244-2208 or email: tec@gov.ky.

Express Service

Applications for express service received **before** 12 pm from Monday - Friday will be available for collection on the afternoon of the same day that it is received.

Applications for express service received **after** 12 pm from Monday - Friday will be available for collection on the following business day.

Please email tec@gov.ky or call 244-2208 to advise when an express application has been delivered.

Express Fees

New Applications, Renewals and Reissues:

Exempted Companies, Exempted Limited Partnerships, Exempted Trusts and exempted Limited Liability Companies - CI\$150.00 or USD\$ 182.93

Certified Copy, Endorsement, or Change of Name:

Exempted Companies, Exempted Limited Partnerships, Exempted Trusts and Limited Liability Companies - CI\$100.00 or USD\$121.95

New Exempted Company—Manual submission

Supporting Documents

- Letter of Application,
- Certified copy by the Registrar—Certificate of Incorporation
- Certificate of Good Standing is **only** required if a company has been registered for over two years prior to applying for a tax concession.

Fee

CI\$1,500 or US\$1,829.27

Processing Time

New Limited Liability Company—Manual Submission

Supporting Documents

- Letter of Application
- Certificate of Registration.
- Certificate of Good Standing is **only** required if the limited partnership has been incorporated for over two years prior to applying for a tax concession

Fee

CI\$1,500 or US\$1,829.27

Processing Time

Two weeks

New Exempted Limited Partnership—Manual Submission

Supporting Documents

- Letter of Application
- Certificate of Registration.
- Certificate of Good Standing is **only** required if the limited partnership has been incorporated for over two years prior to applying for a tax concession

Fee

CI\$1,500 or US\$1,829.27

Processing Time

Two weeks

Two weeks

New Exempted Trust —Manual Submission

Supporting Documents

- Letter of application. The letter must state the name(s) of the trustee.
- Certificate of Registration.
- Certificate of Good Standing is **only** required if the trust has been registered for over two years prior to applying for a tax concession.

Fee

CI\$1,500 or US\$1,829.27

Processing Time

Two weeks

Renewal of Exempted Companies, Exempted Trusts, Exempted Limited Partnerships and Limited Liability Companies — Manual Submission

Supporting Documents

- Letter of renewal under relevant law
- Original expired tax concession certificate
- Certificate of Good Standing

Fee

CI\$1,500 or US\$1,829.27

Processing Time

Two weeks

Duplicate Certificates of Exempted Companies, Limited Liability Companies, Exempted Trusts and Exempted Limited Partnerships — Manual Submission*Supporting Documents*

- Letter of Application quoting the registered number issued by the General Registry.

Fee

CI\$1,500 or US\$1,829.27

Processing Time

Two Weeks

Change of Name Endorsement of Exempted Companies, Limited Liability Companies, Exempted Trusts and Exempted Limited Partnerships — Manual Submission*Supporting Documents*

- Letter requesting change of name under relevant law
- Original tax concession certificate
- Certificate of Change of Name

Fee

CI\$150.00 or US\$182.93 **per** endorsement

Processing Time

Two weeks

Change of Trustee of a Trust — Manual Submission

Supporting Documents

- Letter of request
- Original tax concession certificate
- Certificate of Existence from Registrar confirming appointment of new trustee
- Copy of the supplemental Trust Deed of Appointment and retirement of Trustees

Fees

CI\$150.00 or US\$182.93 **per** endorsement

Processing Time

Two weeks

Certified Copy of Tax Exemption Certificates for Exempted Companies, Limited Liability Companies, Exempted Trusts, and Exempted Limited Partnerships — Manual Submission

Supporting Documents

- Letter of application
- Original Tax Undertaking Certificate

Fees

CI\$ 150.00 or US\$182.93

Frequently Asked Questions (FAQ's) -

Tax Exemption Certificates (TECs)

Q1. What is a re-issue?

A: When a re-issue is requested, the client will receive a new tax exemption certificate with the current name of the entity and the new date that the certificate was issued. It will **not** have the original name of the entity (if a change of name has occurred), neither will it have the old date that the TEC was initially issued. Once processed the original TEC is no longer valid.

Q2. What is a duplicate?

A. A duplicate is a reprint of a TEC that was already issued. This is usually requested if the original certificate has been lost or destroyed.

Q3. What is a certified copy?

A. A certified copy validates that the copy of the original TEC is true. Clients are required to provide the original TEC when requesting this service.

Q3. What is an endorsement or a change of name?

A: An endorsement is processed when an entity has changed its name but wishes to keep the original certificate in the old name and old date. The certificate will be “endorsed” on the back to reflect the name change. ***This service will be offered until such time as a TEC Change of Name Certificate format has been created and made available online.***