



## GOVERNMENT OF THE CAYMAN ISLANDS

### APPLICATION FORM

### **CAYPass CARD**

'business@itsbest'

### NOTES FOR APPLICANTS

#### **Who is eligible to apply for a CAYPass card ?**

Applications are welcomed from:

- Business visitors in the financial services sector *who are*
- Directors or senior officers *with*, or professional service providers (eg lawyers, accountants) *to*
- A Cayman Islands financial services entity or a Cayman Islands registered company and *who have*
- A Cayman Islands financial services firm to sponsor their application

#### **What does the CAYPass card entitle holders to?**

The CAYPass card entitles holders to use the dedicated CAYPass line for expedited immigration and customs clearance through Owen Roberts International Airport (ORIA). Additionally, the card is proof of non-application of the temporary work permit requirements, when traveling to the Cayman Islands for business meetings.

Cayman Airways, our national flag carrier, also offers a 15% discount for cardholders purchasing tickets for travel on Cayman Airways **and** use of the Sir Turtle Club counter at check-in. Additionally, access to the Sir Turtle Club lounge at ORIA will be available to CAYPass card holders traveling on Cayman Airways. Tickets may be purchased at any Cayman Airways office or by calling the Reservations Centre at

1.800.G.CAYMAN. Please note that some restrictions may apply to the discount.

Please note that the card does ***not*** –

- a) exempt holders from the need to obtain a visa in the case of nationals from visa countries;
- b) exempt holders from the passport requirements; or
- c) exempt holders from completing the customs declaration form and immigration landing card.

### **How do I apply for a *CAYPass* card?**

Just submit this application form together with a current police clearance certificate from your local (i.e State/Provincial) or national authorities. An affidavit is also acceptable. Please see Appendix I for the format in which the affidavit should be submitted. If you have filed an affidavit or police clearance certificate with the Cayman Islands Monetary Authority at any time within 6 months of the date of your application, this will be sufficient.

There is a one-off non refundable processing fee of CI\$100 (US\$120.00) for the card, payable on submission of the application. Payment can be made in either CI\$ or US\$, by international bank draft or cheque drawn on a Cayman Islands retail bank. Drafts/cheques are to be made payable to the Cayman Islands Government. Two passport size colour photos ( one profile and one full face) should also be attached to the completed application.

When completed, please submit the application form and fee to:

**Cayman Islands Investment Bureau  
PO Box 10087  
Grand Cayman KY1 1001  
CAYMAN ISLANDS**

**Fax: (345) 945 0941**

**Ph: (345) 244 2202**

You will be notified by email when the card is available to be collected. To collect, simply come in-person or a representative from the local sponsoring company (only) may collect the card from the offices of the Cayman Islands Investment Bureau, Ground Floor, Cayman Corporate Centre, Hospital Road, George Town.

## **What are the conditions of use of the *CAYPass* card ?**

Please be kind enough to observe the conditions attached to the *CAYPass* card, as follows:

- Loss of card must be reported immediately to the Immigration Department at [imweb@gov.ky](mailto:imweb@gov.ky)
- Card is valid only for holder and may not be transferred
- If any of the information provided in sections I, II or IV of the application form changes, the updated information must be provided promptly to the Portfolio of Finance & Economics at [cigfin@candw.ky](mailto:cigfin@candw.ky)

Other conditions of use:

- Card is valid until surrendered by the holder or revoked by the government
  - One or more of the following circumstances will trigger revocation:
    - loss of card
    - card presented by person other than cardholder/attempted fraudulent use of card
    - cardholder is convicted of any criminal offence in the Cayman Islands or any other jurisdiction
    - The Cayman Islands entity with which the cardholder is associated ceases to be a licensee or registrant of the Cayman Islands Monetary Authority
    - Provision of false or misleading information in this application form
    - Withdrawal of sponsor
    - Any other material matter, at the discretion of the Portfolio of Finance & Economics or the Immigration Department.

***Please note that it is an offence under Cayman Islands law to provide false or misleading information to Immigration authorities, punishable by a fine ranging from \$2,000 to \$4,000 and a term of imprisonment ranging from 6 to 12 months.***

<b>SECTION I</b>	<b>PERSONAL DETAILS</b>
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SURNAME:

FIRST NAME:

MIDDLE NAME:

OVERSEAS ADDRESS (please make sure to include zip code, telephone, fax and email):

NATIONALITY (as in passport):

DATE OF BIRTH (d/m/y):

SEX (circle one): Male      Female

PASSPORT NUMBER:

<b>SECTION II</b>	<b>BUSINESS DETAILS</b>
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Complete ***either A or B:***

**A.**

CAYMAN ISLANDS BUSINESS ENTITY NAME:

CAYMAN ISLANDS MONETARY AUTHORITY LICENCE # AND TYPE OF LICENCE (where applicable):

CAYMAN ISLANDS REGISTERED COMPANY#:

DATE OF FORMATION:

POSITION HELD WITH ENTITY (applicant must be director or other senior officer):

B.

NAME OF FIRM:

TYPE (eg law firm, audit firm, bank, investment manager etc):

TITLE/POSITION HELD:

CAYMAN ISLANDS FINANCIAL SERVICES ENTITY WITH WHICH ASSOCIATED (if **different** from sponsor in section IV):

**SECTION III CURRENT POLICE CLEARANCE CERTIFICATE/AFFIDAVIT** (check as appropriate)

- I am submitting a police clearance certificate/affidavit with this application form
- I have submitted a police clearance certificate/affidavit to the Cayman Islands Monetary Authority within the past 6 months, and confirm my authorisation as set out in section V

**SECTION IV SPONSOR DETAILS**

NAME OF SPONSOR:

SPONSOR TYPE (check as appropriate):

- Accounting/Audit firm
- Bank
- Company Management firm
- Insurance Management firm
- Investment Advisor firm
- Investment Manager firm
- Law firm
- Mutual Fund Administrator
- Securities Broker
- Trust Company
- Other (specify):

**SECTION V APPLICANT DECLARATION AND SIGNATURE:**

I declare that the information provided in this application form is accurate and that I have read, understood and accepted all the terms and conditions attached to the card.

*(Delete paragraph below if not applicable)*

I hereby authorise the Cayman Islands Monetary Authority to provide to the Portfolio of Finance & Economics on a confidential basis with information on, or a copy of, any police clearance certificate and personal questionnaire data relating to me for the purposes of this application.

APPLICANT SIGNATURE:

DATE:

**VI SPONSOR DECLARATION AND SIGNATURE**

I declare that \_\_\_\_\_ is known to me and  
(applicant name)

has a current business relationship with \_\_\_\_\_.  
(sponsor firm)

SPONSOR SIGNATURE (per senior officer):

DATE:

**VII FOR OFFICIAL USE ONLY**

Approved/not approved

Fee paid

Date applicant notified:

Portfolio Comments:

**VIII AUTHORISED SIGNATURE FOR PORTFOLIO OF FINANCE & ECONOMICS**

Immigration Stamp:

Immigration Comments:

**IX AUTHORISED SIGNATURE FOR IMMIGRATION DEPARTMENT:**

**APPENDIX I**

AFFIDAVIT

*I [NAME OF APPLICANT], of [FULL ADDRESS] MAKE OATH and SAY as follows: -*

- 1. I am a citizen of [name jurisdiction].
- 2. I permanently reside in [as above stated].
- 3. I am a person of good character and integrity.
- 4. To the best of my knowledge there are no civil suits or actions pending against me personally or in any other capacity.
- 5. I have no criminal convictions in this or any other jurisdiction.

SWORN to at [address]                    )  
 This [date]                                    )  
   )  
   )  
   )  
   )  
   )

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 Notary Public/Justice of the Peace  
 (including seal)

## **APPLICATION CHECKLIST**

Before submitting your application please ensure that it is complete, using this checklist as a guide.

Telephone, fax and email details

Cayman Islands Monetary Authority Licence # and type of Licence (where applicable)

Title/Position Held within financial services entity (where applicable)

Police clearance certificate or affidavit

Payment (US\$120 or CI\$100) in the form of an international bank draft or a cheque drawn on a Cayman Islands retail bank made payable to the Cayman Islands Government. **PERSONAL CHEQUES ARE NOT ACCEPTED.**

Signatures of applicant and sponsor