



Department of
Labour & Pensions
Cayman Islands Government

Submit To:
Department of Labour & Pensions
2nd Floor Midtown Plaza, #273 Elgin Avenue
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Application for Registration of a Charitable Organisation in accordance with the Cayman Islands Labour Act (2021 Revision)

Definition of a Charitable Organisation as per the Labour Act - An organisation accepted and registered as such by the Director.

The Cayman Islands Labour Act (2021 Revision) does not apply to:

- The Public Service: Provided that the Personnel Regulations, 2006, from time to time applying to the public service shall not prescribe or permit conditions of service which are less favourable to the employee than those required by this Act;
- Charitable Organisations; or
- Churches

Note: Upon approval, a Certificate of Registration signed by the Director of Labour & Pensions will be issued to each registered Charitable Organisation. This certificate is valid for twenty four (24) months and expires on the anniversary date of the registration. Thereafter, a renewal application is required for consideration of continued exemption.

Details of Registered Office

Organisation Name:		Date of application:	
Physical location:		Postal address:	
Contact number(s):		Website:	
Email:			

Note: In the event the organisation no longer operates under the premise of a charitable organisation; notification must be made to the Director of Labour within fourteen (14) working days of such change in circumstance.

Information/Documentation to accompany this application

- ☐ Names, occupation, contact details and notarised identification of **all** Directors and **all** Officers
- ☐ Signatures of each Director(s) and Officer(s)
- ☐ Details of all physical locations from where the organisation will operate
- ☐ A statement of the primary purpose of the organisation
- ☐ A short statement explaining the aims and objectives of the organisation
- ☐ Where the association is formed as a limited company and is registered by the Governor in accordance with section 80 of the Companies Act, (2021 Revision). Please provide evidence of approval and Incorporation.
- ☐ Current practices relevant to the following:
 - Employment contracts/Statement of Working Conditions
 - Probation
 - Payroll statements
 - Overtime pay, Public holiday pay, Vacation pay,
 - Sick leave pay
 - Warnings for poor performance or misconduct
 - Pension compliance
 - Workplace safety

Important Notice: The Department of Labour & Pensions (DLP) enforces the National Pensions Act (2012 Revision) (the "Act") and engages with employers and employees to prevent breaches of this Act by providing the necessary information and training to both parties in accordance of this Act. The information collected from an employer or an employee is derived from the completion of this document, which will not be shared with any other external persons and/or organizations. However, the information provided may be shared with the employer of an employee who has authorized the sharing of such information or requests a further investigation to be completed by the DLP. The information collected from this enquiry will be stored in DLP's secure database and used in investigations authorised by the provider and will be archived at the conclusion of the matter as per the National Archive and Public Records Act. Please visit www.dlp.gov.ky to read our Privacy Notice. To learn more about how we process your personal data or exercise your rights under the Freedom of Information Act (2021 revision) and Data Protection Act (2021 Revision), please visit www.dlp.gov.ky or contact foi.dlp@gov.ky.

DLP OFFICIAL USE ONLY

Date: _____

Director: _____

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Accepted

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Rejected

Date register updated: _____ Updating Officer: _____