



Department of
Labour & Pensions
Cayman Islands Government

Gratuity Distribution Scheme Amendment Request Form

Pursuant to Section 37 of the Labour Act (2021 Revision)

Company Name: _____ Submission Date: _____

Confirm company details remain the same: ☐ Yes ☐ No

Is gratuity reporting up to date: ☐ Yes ☐ No

Select the required amendment option: ☐ Amend Distribution Scheme ☐ Change Gratuity Percentage
☐ Change Owners ☐ Change of Business Name ☐ Other

Trade & Business License Number: _____

If amending the Company Name, complete the following:

New Company Name: _____

Name of the new owner(s) (if applicable): _____

If amending the Distribution Scheme, complete the following:

Current distribution scheme: ☐ Hourly ☐ Hourly Point ☐ Shift Point ☐ Volume of Sales

Scheme change to: ☐ Hourly ☐ Hourly Point ☐ Shift Point ☐ Volume of Sales

Important Notice: The Department of Labour & Pensions (DLP) enforces the Labour Act (2021 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 accordingly.

If amending the Gratuity Percentage, complete the following:

What is the current approval percentage:

☐ 5%	☐ 11%	☐ 17%
☐ 6%	☐ 12%	☐ 18%
☐ 7%	☐ 13%	☐ 19%
☐ 8%	☐ 14%	☐ 20%
☐ 9%	☐ 15%	☐ 21%
☐ 10%	☐ 16%	

What is the proposed percentage:

☐ 5%	☐ 11%	☐ 17%
☐ 6%	☐ 12%	☐ 18%
☐ 7%	☐ 13%	☐ 19%
☐ 8%	☐ 14%	☐ 20%
☐ 9%	☐ 15%	☐ 21%
☐ 10%	☐ 16%	

Checklist of Required Documentation to Submit

- ☐ Updated Trade & Business License
- ☐ Sample gratuity report
- ☐ Updated staff listing including positions and hourly rate
- ☐ Employee acceptance letter & ID's
- ☐ Authorization Letter & ID's for Owner and Representative (if updating company information)