



**Department of
Labour & Pensions**
Cayman Islands Government

Submit To:
Department of Labour & Pensions
2nd Floor Midtown Plaza, #273 Elgin Avenue
P.O. Box 2182, Grand Cayman KY1-1105
Ph: 945-8960 | Email: dlp@gov.ky

Registration of a Charitable Organisation

Definition of a charitable organisation as per the Labour Act (2021 Revision) is an organisation accepted and registered as such by the Director of the Department of Labour and Pensions.

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

a) **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;

b) **Charitable Organisations;** or

c) **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 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: _____ Fax: _____ Email: _____

Website: _____

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

Information/Documentation to accompany this application:

- ☐ Names, occupation, contact details, of ALL Directors & Officers.
- ☐ Letter authorising person(s) to act on behalf of the Organisation.
- ☐ Details of all physical locations from where the organisation will operate.
- ☐ A statement outlining the primary purpose of the organisation, including the aims and objectives.
- ☐ 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
 - Overtime pay, Public holiday pay, Vacation pay, and Sick leave pay
 - Payroll Statements
 - Warnings for poor performance or misconduct
 - Pension Compliance
 - Workplace Safety

DLP Official Use Only

Director: _____ ☐ Accepted ☐ Rejected Date: _____

Date Register updated: _____ Updating Officer: _____