



**LANDS AND SURVEY  
DEPARTMENT**  
CAYMAN ISLANDS GOVERNMENT

**Date: 23 March 2020**

Lands & Survey Department is taking steps to support recommendations by our Government to maintain social distance and to avoid as much as possible in-person contact due to the COVID-19 (novel coronavirus) disruptions. We are also aware that most organisations have introduced remote work and other policies to avoid non-essential contact. Consequently, the Registrar of Lands will be putting in place measures to assist some customers who are unable to attend our offices and in particular as it relates to the execution requirements under the Registered Land Law.

**Please note that these procedures will remain in effect until and including 1 May 2020.**

**Execution of Instruments**

**Section 107** of the Registered Land Law requires an individual executing an instrument to appear before a prescribed witness. However, to maintain social distance and to reduce the risk of transmission of COVID-19, individuals may be unwilling or unable to attend before one of the officers listed. In these circumstances, the Registrar of Lands will accept instruments that are executed and witnessed contemporaneously in counterpart, where the transferor's signature is on a different page from that of the officer. This allows a transferor to sign an execution copy of, for example, Transfer of Land RL 1, in the presence of, but at a safe distance from, the officer who would apply his/her signature and officer details on an identical execution copy. As a result, having the two signatures on separate pages will not trigger any action against the designate who certified the document.

In the context of COVID-19, the Registrar of Lands will take a reasonable approach for officers prescribed under the law in their approach to verifying the identity by using video conferencing technology.

Officers prescribed under the law who verify a client's identification using video conference technology should be able to demonstrate that they:

- are reasonably satisfied that the Government-issued identification is valid and current;
- were able to compare the image in the Government-issued identification with the client to be reasonably satisfied that it is the same person;
- record (with the applicable date) the method used to verify the client's identification; and
- otherwise comply with their obligations under applicable laws relating to client identification.

### **Time for Payment of Stamp Duty & Fees**

The Government will allow **an additional 45 days** within which to submit documents executed during this period for the payment of stamp duty and registration fees, with no penalties and interest for a total of 90 days for documents executed between the 1 February 2020 and 15 April 2020.

### **Lodgments for attorneys in private practice, Category A licensed financial institutions and the Credit Union**

Customers may wish to reduce the time spent with us and not submit the original documentation during this time. We will assist attorneys-at-law in private practice, Category A licensed financial institutions, and the Credit Union, and allow them to scan and submit the lodgments to a dedicated email [landreglodgement@gov.ky](mailto:landreglodgement@gov.ky). Our team will liaise with you to confirm lodgment after your submission. Documents submitted using this method will be treated in the same way as if they were lodged at our customer service desk.

Attorneys-at-law in private practice, Category A licensed financial institutions, and the Credit Union utilising these services should also submit a Statutory Declaration confirming that they have the original documentation. The prescribed form of Statutory Declaration is also attached to this communication and can be found on our website at [www.caymanlandinfo.ky](http://www.caymanlandinfo.ky).

### **Lodgments for all other persons**

All other customers may wish to drop off their documents utilizing our drop-in-box, located near our public counters to reduce the time spent visiting us. Our customer service team can assist customers during their visit should they wish to use this service and will liaise with you to confirm lodgment after your visit.

Documents left deposited in the drop-in-box will be treated in the same way as if they were lodged under the existing service, and customers will still receive a unique tracking number for all dealings.

We also encourage customers to mail in less urgent documents such as Change of Name or Change of Address, Deletion of Death of Joint Proprietor & Discharge of Charges. Applications and fees can be mailed to:

Lands & Survey Department  
133 Elgin Avenue  
Government Administration Building  
Box 120  
Grand Cayman KY1-9000  
Cayman Islands

### **Presentation of Documents**

The original documents must be submitted to the Land Registry within two weeks of completion.

### **Stays of Registration**

We will continue the registration of stays by submission of copies. However, attorneys-at-law in private practice who submit copies of stays during this period, will not be required to produce the original for registration to proceed.

### **Over-the-counter searches**

Customers intending to conduct an over-the-counter search but who are unable to visit can arrange a search by submitting the request to our dedicated email [landregsearch@gov.ky](mailto:landregsearch@gov.ky).

The following information will be required:

- Contact Name;
- Contact Phone Number;
- Contact email, if different from the email used to submit the request; and,
- Description of the document(s) required. The description should be as precise as possible such as Block & Parcel Number or Instrument Number if you have this information.

It is important that you provide the correct and complete contact information so that we can contact you for further clarification on your submitted request, if necessary. Please note that land registry documents that are pending registration will not be available using this method. In addition, some records, such as colour survey plans, are large size files that may be blocked by some email systems. We would suggest that you request black & white copies.

### **Payments**

To complete the registration process, we will also offer customers the ability to settle their fees by using wire transfer/direct debit. The details of the account are set out below:

**Beneficiary:** Cayman Islands Government  
**Beneficiary Bank:** Royal Bank of Canada  
**Transit Number:** 6975

**Beneficiary Account Name:** Ministry of Education, Youth, Sports, Agriculture & Lands (EYSAL) **Executive Revenue KYD a/c # 114-660-4 and US\$ a/c # 263-754-4** are to be used for payment of Registry, Stamp Duty Land Transfers, and Other Stamp Duty applications/instruments.

**Bank Account Name:** Ministry of Education, Youth, Sports, Agriculture & Lands (EYSAL) **Entity Revenue KYD a/c # 112-458-5 and US\$ a/c # 262-531-7** are to be used for payment of other entity applications. (Please refer to attached schedule for entity revenue applications).

Please ensure that you add a specific description to identify the transaction relevant to the fees. Registration will not be completed unless we have received payment. To assist the process, you may submit evidence of your payment.

## **Customers visits to L&S**

The health and wellbeing of our employees and customers is our number one priority.

L&S is taking steps to ensure that our premises are healthy and safe. We have:

- Provided additional hand sanitiser for employees.
- Reinforced our policy that employees who are unwell or who have recently travelled overseas do not come to work.
- Increased the frequency of cleaning at our offices.
- Advised customers not to visit if they may have been exposed to COVID-19 in the 14 days prior to their visit.

We urge customers not to attend our offices if they feel unwell or if they have been overseas within the preceding two weeks.

We wish to assure you that we have activated the necessary protocols that will allow us to provide land registry services should the COVID-19 situation gets worse.

We welcome questions or suggestions from customers to ensure we can continue to support your business as we respond to this ongoing situation.

**As the situation remains fluid, please check the website regularly for updates.**

Contact (names): Jon Hall, Director, Lands and Survey  
Sophia Williams, Registrar of Lands  
Michael Whiteman, Chief Surveyor  
Uche Obi, Chief Valuation Officer

Contact emails: [jon.hall@gov.ky](mailto:jon.hall@gov.ky)  
[sophia.williams@gov.ky](mailto:sophia.williams@gov.ky)  
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