

Lands & Survey Department Lodgements

Manual

Computer Services

Cayman Islands Government

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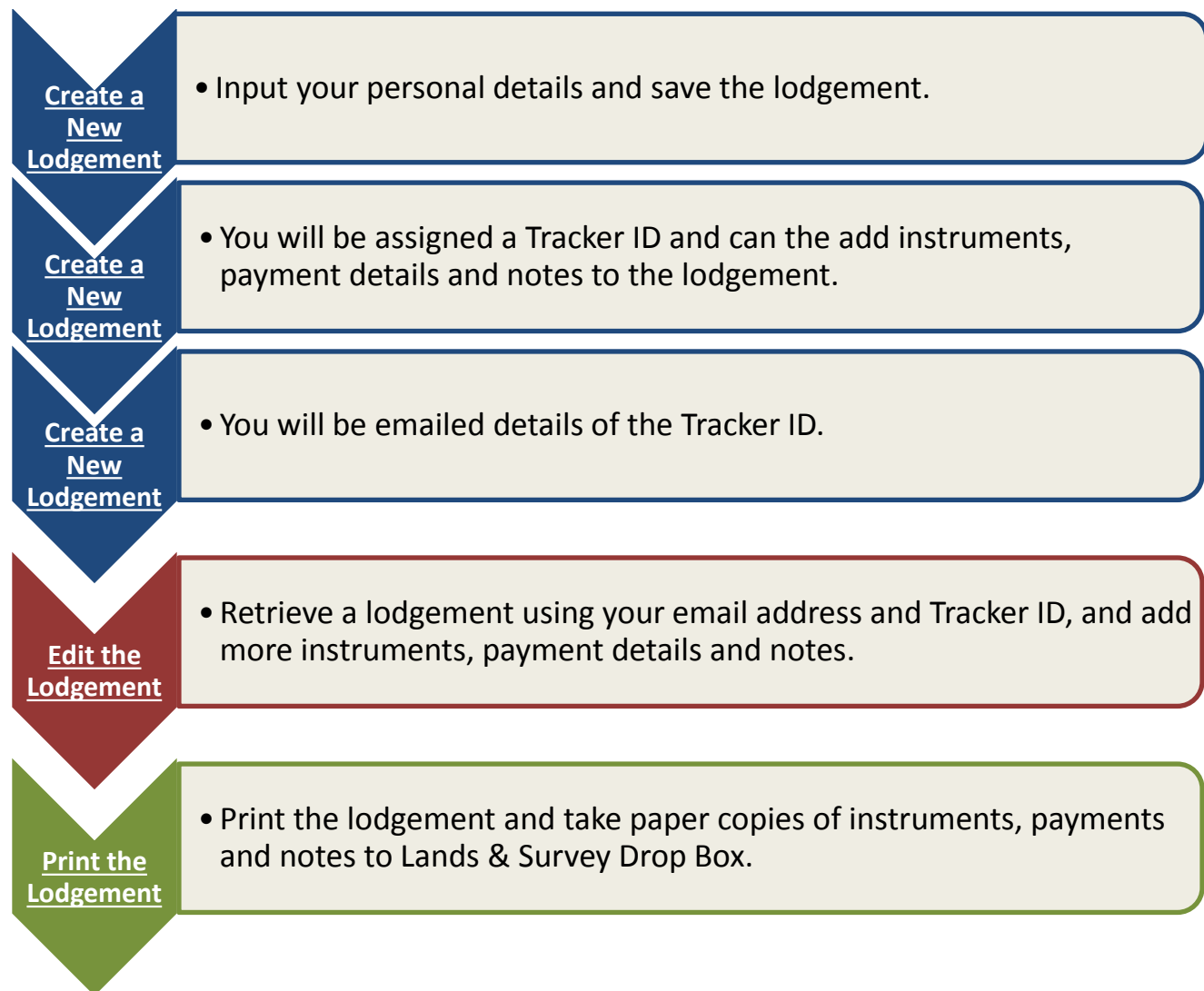
1 User Manual

1.1 Introduction

Welcome to the Land Registry Lodgements area. Customers now have the option to complete and print the Document Submission Form Online. This will enable us to process documents much quicker and minimize any errors made in data entry.

This facility will also enable you to access an interactive and blank panel forms for use in submission of documents in the Land Registry.

1.1.1 Procedure



1.2 Home Screen

The screenshot shows the home screen of the Lands & Survey Department website. At the top, there is a black bar with the GOV.KY logo. Below that is a blue header with the Cayman Islands Government crest and the text 'Lands & Survey Department' and 'Cayman Islands Government'. The main content area is white and features a search form titled 'Find a Submission'. The form has two input fields: 'Tracker ID' and 'Email'. Below these fields is a green 'Search' button. At the bottom of the form is a button with a plus sign and the text '+ New Lodgement'.

- The main screen allows you to add a new Lodgement, and also retrieve previous lodgements.
- In order to add a new lodgement, click on the New Lodgement button.
- In order to retrieve a previous lodgement, enter the tracker ID and Email from the lodgement in question. The Tracker ID is provided to you by the system when creating a new Lodgement. It is also emailed to you when you save a lodgement.

1.3 New Lodgement Screen


The screenshot displays the 'New Lodgement' screen. At the top, there is a header with the 'GOV.KY' logo and the 'Lands & Survey Department' logo for the Cayman Islands Government. Below this is a blue banner with the department name. The main content area has a light blue background with the title 'New Lodgement' and a breadcrumb 'Home / New Lodgement'. There are four tabs: 'Lodgement' (selected), 'Instruments', 'Payments', and 'Notes'. The form contains the following fields:

- Tracker Id
- Submitted By (text input)
- On Behalf Of (text input)
- Client/Agent (text input)
- Line 1 (text input)
- Line 2 (text input)
- Line 3 (text input)
- Email Address (text input)
- Phone Number (text input)
- Fax Number (text input)
- Express? (dropdown menu, currently set to 'No')
- Process On (dropdown menu, currently set to 'Grand Cayman')

At the bottom of the form, there are two buttons: 'Save' and 'Print Lodgement Form'.

- The main details of the Lodgement need to be entered on this screen. The 'Submitted By' and 'Email Address' fields must be completed before the Lodgement can be saved
- Once completed hit the Save button. This will update the Lodgement with a Tracker ID and send an automated email containing the details.
- Instruments, Payments and Notes tabs are not accessible until 'Submitted By' and 'Email Address' fields are completed and Lodgement saved
- Enter the name of the organisation and the name of the person at the organisation who the Land Registry should contact, if necessary, regarding the application. This will include, email address, telephone number and/or fax number.
- Enter the complete mailing address of the organisation and the address of the contact person if different from the organisation's address.
- Select if an express service is required, and if the lodgement is to be processed on Grand Cayman or Cayman Brac.

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Lands & Survey Department

Cayman Islands Government

New Lodgement

Home / New Lodgement

Lodgement Instruments Payments Notes

Information Record Saved Successfully!

Tracker Id 60110IEP782XNEY9ID

Submitted By Email Address

On Behalf Of Phone Number

Client/Agent Fax Number

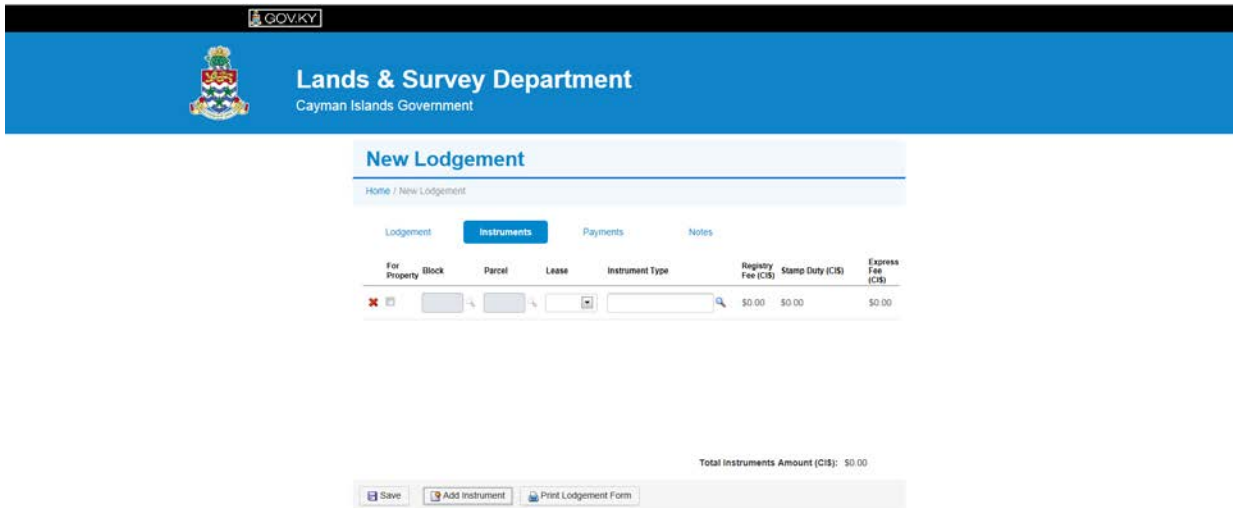
Line 1 Express?

Line 2 Process On

Line 3

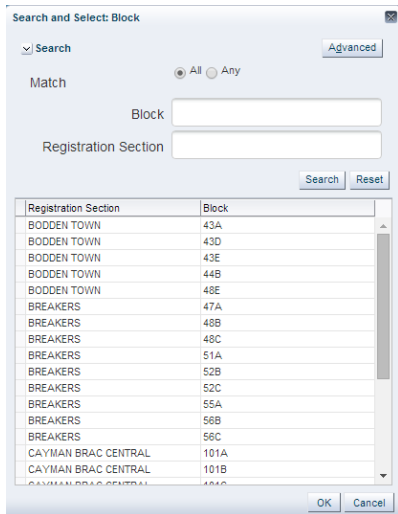
- Once the basic information has been entered on the New Lodgement main page, it is possible to access the 'Instruments', 'Payments' and 'Notes' tabs, and add items to the lodgement.

1.4 Instruments

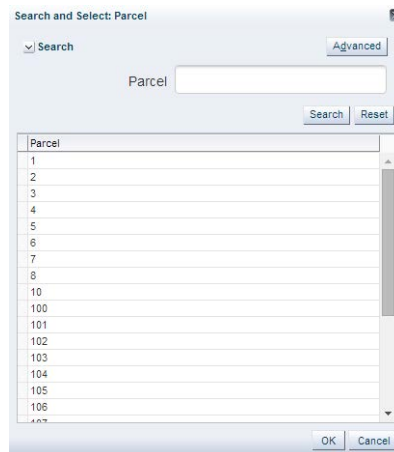


- To add an instrument, hit the Add Instrument button. This will add a new row to be completed with details.
- For registration against a parcel of land select For Property.
- Please note that the Block, Parcel and Instrument fields can be completed using the following pop-up windows.

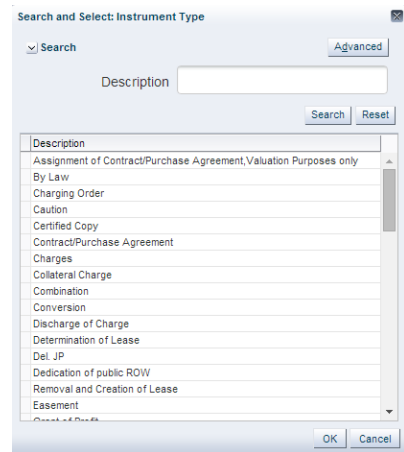
Block – Pop Up



Parcel – Pop Up



Instrument Type – Pop Up



Fields

Field Name	Notes
For Property	Please select if documents will be registered against a parcel of land.
Block	Please enter the block for each instrument that you add.
Parcel	Please enter the parcel for each instrument that you add.
Lease	Some Blocks/Parcels will require you to select a Lease.
Instrument Type	Select the required Instrument Type from the pop up window.
Registry Fee	This will automatically populate depending on the selected Instrument Type.
Stamp Duty	This will automatically populate depending on the selected Instrument Type.
Express Fee	Express Fees will be added if the Express option has been selected on the main Lodgement Tab.

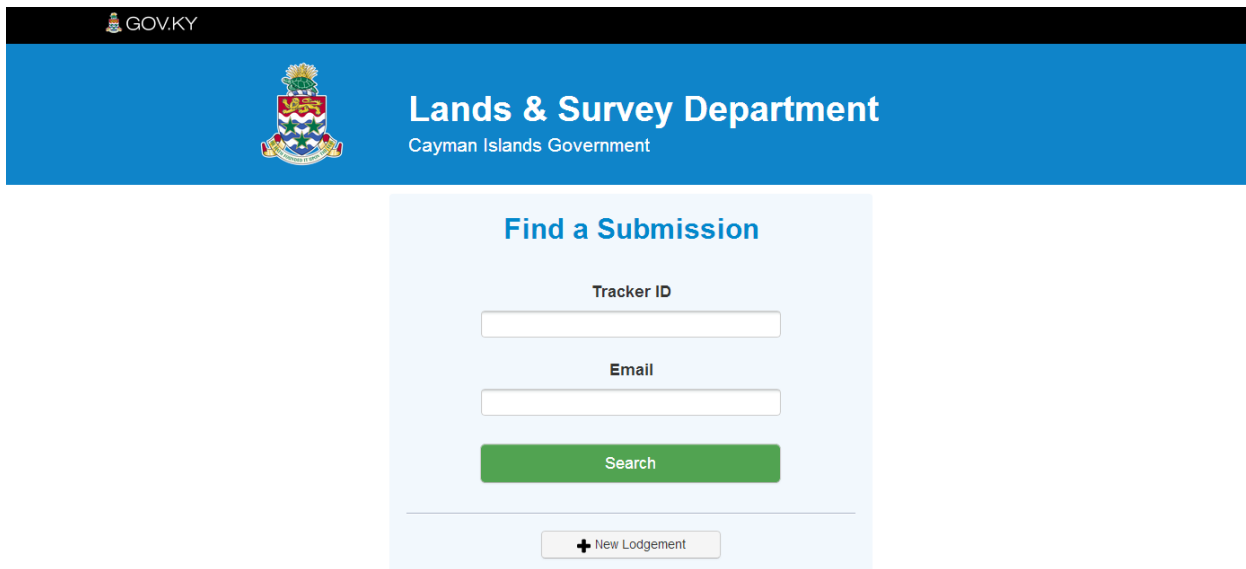
The screenshot shows the 'New Lodgement' page in the Cayman Islands Government's web application. At the top, there is a header for 'GOV.KY' and the 'Lands & Survey Department' logo. Below the header, a navigation bar includes 'Home / New Lodgement', 'Lodgement', 'Instruments' (highlighted), 'Payments', and 'Notes'. A green message bar states 'Information Record Saved Successfully!'. A table displays a single record with the following details:

Block	Parcel	Lease	Instrument Type	Registry Fee (CIS)	Stamp Duty (CIS)	Express Fee (CIS)
✕ 51A	7		Certified Copy	\$50.00	\$50.00	\$0.00

Below the table, it shows 'Total Instruments Amount (CIS): \$100.00'. At the bottom, there are three buttons: 'Save', 'Add Instrument', and 'Print Lodgement Form'.

- Hitting the 'Save' button will save the item to the lodgement.
- The message in the green bar confirms that the record has been saved successfully.
- Rows can be deleted by clicking on the red cross to the left of each record.

1.5 Retrieving and Editing a Lodgement



The screenshot shows the top navigation bar with the GOV.KY logo. Below it is a blue header for the Lands & Survey Department, Cayman Islands Government, featuring the department's crest. The main content area is a light blue box titled 'Find a Submission'. It contains two input fields: 'Tracker ID' and 'Email'. Below these is a green 'Search' button. At the bottom of the box is a button with a plus sign and the text '+ New Lodgement'.

- Once you have saved a lodgement, you can retrieve and further edit it.
- You need to input the Tracker ID from the lodgement and the email address originally entered on the 'New Lodgement' page.

1.6 Payments


Please detail all payments made to cover the lodgement charges. If paying by cheque kindly include the name of the financial institution on which the cheque is drawn, the cheque number and the amount on the cheque.

- To add a payment, hit the Add Payment button. This will add a new row to be completed with details.

Fields

Field Name	Notes
Bank Name	Please enter the name of the bank issuing the cheque.
Cheque Number	Please enter the cheque number.
Currency	Please select if the cheque is in Cayman Islands or US Dollars.
Amount	Please enter the amount of the cheque. Please note the total value of the payments needs to cover the total charges as displayed on the fully completed Instruments page.

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 **Lands & Survey Department**
Cayman Islands Government

Edit Lodgement

Home / Edit Lodgement

Lodgement Instruments **Payments** Notes

Information Record Saved Successfully!

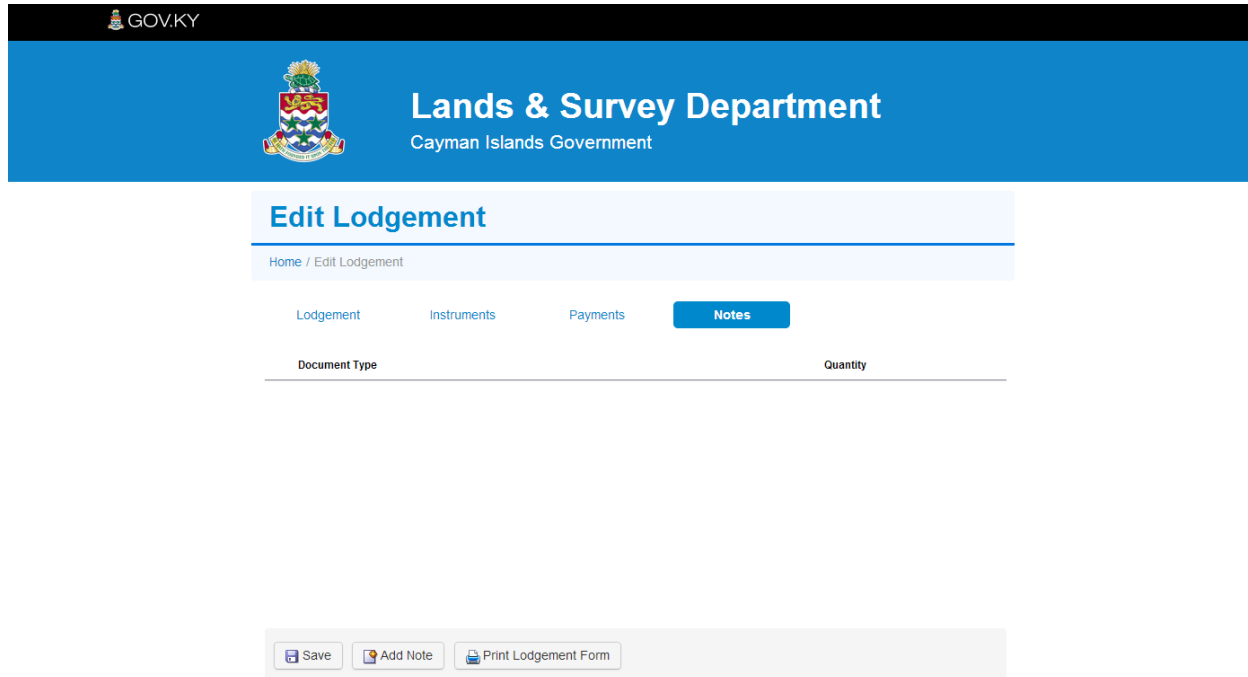
Bank Name	Cheque Number	Currency	Amount
 CNB	100123	<input checked="" type="radio"/> CI Dollar <input type="radio"/> USD Dollar	\$100.00

Total Payments Amount (CI\$): \$100.00

- Hitting the 'Save' button will save the item to the lodgement.
- The message in the green bar confirms that the record has been saved successfully.
- Rows can be deleted by clicking on the red cross to the left of each record.

1.7 Notes

Provide a complete and comprehensive list of all documents submitted in support of the application. Select the document type from the list. If your document is not accounted for in the list, please select 'Other' and then describe the document being submitted.




- To add a note, hit the Add Note button. This will add a new row to be completed with details.

Fields

Field Name	Notes
Document Type	Please select the type of supporting document.
Quantity	Please enter the quantity of each document type.

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 **Lands & Survey Department**
Cayman Islands Government

Edit Lodgement

Home / Edit Lodgement

Lodgement Instruments Payments **Notes**

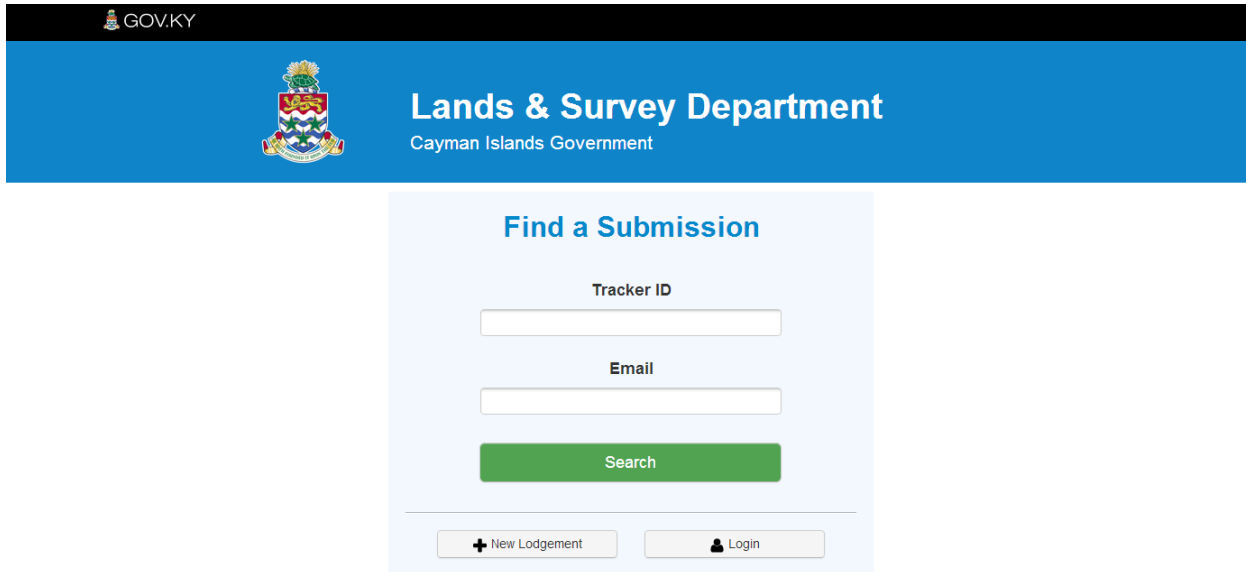
Information Record Saved Successfully!

Document Type	Quantity
 Certificate of Good Standing	1

- Hitting the 'Save' button will save the item to the lodgement.
- The message in the green bar confirms that the record has been saved successfully.
- Rows can be deleted by clicking on the red cross to the left of each record.

2 Staff Manual


2.1 Accessing Back-End Screens




The screenshot shows the top navigation bar with the GOV.KY logo. Below it is a blue header for the Lands & Survey Department, Cayman Islands Government, featuring the national coat of arms. The main content area is a light blue box titled "Find a Submission". It contains two input fields: "Tracker ID" and "Email". Below these is a green "Search" button. At the bottom of the box are two buttons: "+ New Lodgement" and "Login".

- Hit the Login button and enter your credentials to access the Lands and Survey back-end screens.

2.2 Viewing Submitted Lodgement List





Lands & Survey Department

Cayman Islands Government

Lodgements

Welcome Fajar | [Logout](#)

Tracker Id	Email Address	Date Submitted	Status	
60115DN2SNB18IC96YK	judith.witter@gov.ky	4/24/2014	SUBMITTED	Edit
60116U40KA409ZSJNE1	bb@candw.ky	4/24/2014	SUBMITTED	Edit
60117U9EX4JBEMT2K1G	jj@yahoo.com	4/24/2014	SUBMITTED	Edit
60119AHTIKW6NWKKKEX	shariene.brown@gov.ky	4/25/2014	SUBMITTED	Edit
60114SXTQDL1YTABMV0	sophia.williams@gov.ky	4/24/2014	SUBMITTED	Edit
601200KHDWZZ08AAJZT	judith.witter@gov.ky	4/25/2014	SUBMITTED	Edit
60125BQQTYURWVPVGDJK	judith.witter@gov.ky	4/25/2014	SUBMITTED	Edit
60126XGHFAMILYL1VKAZ	judith.witter@gov.ky	4/25/2014	SUBMITTED	Edit

- Identify the lodgement you wish to investigate
- Click on the Edit button to the right of the lodgement to open it

2.3 Accessing a Lodgement

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Lands & Survey Department
Cayman Islands Government

Edit Lodgement

Home / Edit Lodgement

Lodgement Instruments Payments Notes

Tracker Id **60115DN2SNB18IC96YK**

Submitted By Email Address

On Behalf Of Phone Number

Client/Agent Fax Number

Line 1 Express?

Line 2 Process On

Line 3

- From this page it is possible to click through and review all instruments, payments and notes that form the lodgement

2.4 Reviewing Instruments

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Lands & Survey Department
Cayman Islands Government

Edit Lodgement

Home / Edit Lodgement

Lodgement **Instruments** Payments Notes

Block	Parcel	Lease	Instrument Type	Registry Fee (CIS)	Stamp Duty (CIS)	Express Fee (CIS)	Received
✗ 20B	205H3		Collateral Charge	\$50.00	\$50.00	\$0.00	<input type="checkbox"/>
✗ 20B	205H3		Proprietor by Transmissio	\$50.00	\$50.00	\$0.00	<input type="checkbox"/>
✗ 20B	205H3		Rectification	\$50.00	\$50.00	\$0.00	<input type="checkbox"/>

Total Instruments Amount (CIS): \$300.00

Save Add Instrument Return To Client Print Lodgement Form

- Note the Received checkbox to the right of each record. Check this to confirm receipt of each item that makes up the lodgement

2.5 Reviewing Payments

Home / Edit Lodgement

Lodgement Instruments Payments Notes

Block	Parcel	Lease	Instrument Type	Registry Fee (CIS)	Stamp Duty (CIS)	Express Fee Received (CIS)
20B	205H3		Collateral Charge	\$50.00	\$50.00	\$0.00 <input type="checkbox"/>
20B	205H3		Proprietor by Transmission	\$50.00	\$50.00	\$0.00 <input type="checkbox"/>
20B	205H3		Rectification	\$50.00	\$50.00	\$0.00 <input type="checkbox"/>

Total Instruments Amount (CIS): \$300.00

Save Add Instrument Return To Client Print Lodgement Form

- Note the Received checkbox to the right of each record. Check this to confirm receipt of each item that makes up the lodgement

2.6 Reviewing Notes

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Lands & Survey Department
Cayman Islands Government

Edit Lodgement

Home / Edit Lodgement

Lodgement Instruments Payments **Notes**

Document Type	Quantity	Received
Letter of consent from Minister of Finance to own property (Exempt C)	1	<input type="checkbox"/>

- Note the Received checkbox to the right of each record. Check this to confirm receipt of each item that makes up the lodgement
- If the Lodgement is incomplete, click on the Return to Client button.
- If the Lodgement is complete and all instruments, payments, and notes have been received, click on the Save button.