



Designated Non-Financial Business and Profession (DNFBP) Registration Form

This registration form should be completed by firms of accountants that carry on, or intend to carry on, business as a DNFBP pursuant to the Anti-Money Laundering Regulations (2025 Revision) (the "AMLRs").

Introduction

Pursuant to the AMLRs, CIIPA is the designated Supervisory Authority for firms of accountants.

A firm of accountants that carries on, or intends to carry on, business as a DNFBP in or from within the Cayman Islands is required to register with CIIPA in accordance with the AMLRs.

As part of the registration process, CIIPA may require an applicant to provide documents, statements or other information necessary to determine whether the applicant is carrying on relevant financial business as defined by Schedule 6 of the Proceeds of Crime Act (2025 Revision) and to assess whether the applicant and its beneficial owners and connected persons satisfy applicable fit and proper requirements.

The applicant may not carry on business as a DNFBP unless and until CIIPA has confirmed in writing that the registration has been approved or otherwise determined that registration requirements have been satisfied.

How to Complete this Registration Form:

Where necessary, guidance is provided before the relevant question. Please read the guidance carefully before completing the form.

Complete the form electronically wherever possible and provide all supporting documents requested.

If additional space is required to answer a question, please attach a separate sheet and clearly identify the section to which the information relates.

If you have any questions as you are filling the form, please email admin@ciipa.ky or call +1345 749 3360.

Points to note

To enable CIIPA to assess the application, applicants may be required to provide supporting documentation including:

- constitutional and formation documents;
- ownership and control information;
- details of beneficial owners and connected persons;
- fit and proper questionnaires and supporting documents;
- AML/CFT policies and procedures;
- information relating to AML officers; and
- any additional information reasonably requested by CIIPA.

CIIPA may request further information at any stage of the registration process where necessary to assess compliance with the AMLRs or determine the applicant's AML/CFT risk profile.

Important Notice

Registration as a DNFBP under the AMLRs is separate from registration as a Public Practice Firm or Sole Practitioner under the Accountants Act (2024 Revision).

Where the applicant engages in public practice, registration under both frameworks may be required.

1 Basis of registration as a firm of accountants

Please indicate the basis upon which the firm falls within the definition of a firm of accountants under the Anti-Money Laundering Regulations (tick all that apply):

1.1 Basis of registration as a firm of accountants
☐ Engages in public practice as defined in the Accountants Act (2024 Revision)
☐ Provides bookkeeping services
☐ Provides payroll services
☐ Provides accounts preparation services
☐ Provides tax advisory services
☐ Provides tax compliance services
☐ Other accounting services (please specify):

2 Details of the DNFBP

2.1 Details of firm making the application	
Legal name of firm:	
Trading name of firm (if different):	
Trade & Business Licence Number:	
Local Companies (Control) Licence Number:	

Please submit copies of licences where applicable.

2.2 What is the legal form of the firm? (tick one)

☐ Sole Practitioner	☐ Exempted Company
☐ General Partnership	☐ Limited Liability Partnership
☐ Company	☐ Other (please specify below)

2.3 Please provide the following details:

If a body corporate or partnership	
Country of incorporation:	
Date of incorporation:	
Address of registered office:	
If a sole practitioner	
Full name:	
Address:	
Other (firm type description):	

Please provide copies of supporting documents (e.g. partnership agreement, certificate of incorporation, constitutional documents).

3 Licensing

3.1 Licensing — complete if the DNFBP is licensed or regulated other than by CIIPA	
Type of licence / registration held:	
Name of licensing body / regulator:	
Address of licensing body / regulator:	
Business / activity licensed:	
Date of registration / licence:	

Please provide copies of supporting documents (e.g. Trade and Business Licence, CIMA registration / licence).

4 Beneficial owners and connected persons

Please provide information identifying the ownership and control structure of the DNFBP, including information on the beneficial owners of the DNFBP and all connected persons in relation to the DNFBP.

Defined terms:

Beneficial owner — a natural person who ultimately owns or controls the DNFBP, including:
(a) a person who directly or indirectly owns or controls 10% or more of the shares or voting rights;
(b) a person who otherwise exercises ultimate effective control over the management of the DNFBP; or
(c) in the case of a legal arrangement, the trustee or other person who exercises ultimate effective control.

Connected person — in relation to a DNFBP carrying out relevant financial business:
(a) a manager of the DNFBP; or
(b) a director, secretary or senior executive of the DNFBP, regardless of job title.

4.1 Beneficial owners

Name	Address	Nature of ownership / control

4.2 Connected persons

Name	Address	Nature of ownership / control

* If the firm has more than seven beneficial owners or connected persons in either category, please attach a separate sheet using the same format.

5 Anti-Money Laundering Officers

5.1 Anti-Money Laundering Compliance Officer ("AMLCO")

Have you appointed an AMLCO?	☐ Yes ☐ No
If yes, please provide details below	
Full name:	
Date of appointment:	
Email address:	
Direct telephone:	

5.2 Money Laundering Reporting Officer ("MLRO")

Have you appointed an MLRO?	☐ Yes ☐ No
If yes, please provide details below	
Full name:	
Date of appointment:	
Email address:	

Direct telephone:	
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5.3 Deputy Money Laundering Reporting Officer ("DMLRO")

Have you appointed a DMLRO?	☐ Yes ☐ No
If yes, please provide details below	
Full name:	
Date of appointment:	
Email address:	
Direct telephone:	

Note: The AMLCO, MLRO and DMLRO are connected persons of the DNFBP and are required to complete the Fitness and Propriety Questionnaire (see section 6).

6 Fit and proper persons

CIIPA is required to assess whether persons associated with a DNFBP are fit and proper. The persons listed below must each complete the Fitness and Propriety Questionnaire (see Appendix 1) and provide the supporting documents set out therein. Where there is no natural person who ultimately owns or controls the DNFBP, each connected person must complete the questionnaire.

6.1 Beneficial owners and connected persons	
Each beneficial owner identified in section 4.1 and each connected person identified in section 4.2 must complete the Fitness and Propriety Questionnaire.	
Fitness and Propriety Questionnaires enclosed:	☐ Yes — see section 6.5 ☐ No

6.2 Anti-Money Laundering Compliance Officer ("AMLCO")

The Anti-Money Laundering Regulations require that every person carrying out relevant financial business designate a person at managerial level as the Anti-Money Laundering Compliance Officer. The AMLCO is a connected person of the DNFBP and must complete the Fitness and Propriety Questionnaire.

Fitness and Propriety
Questionnaire:

☐ Yes — see section 6.5 ☐ No

6.3 Money Laundering Reporting Officer ("MLRO")

The Anti-Money Laundering Regulations require that every person carrying out relevant financial business designate a person employed at managerial level as the Money Laundering Reporting Officer. The MLRO is responsible for securing compliance with Part 4 of the Proceeds of Crime Act (as revised) and for receiving and considering internal disclosures of suspected money laundering, terrorist financing or proliferation financing. The MLRO is a connected person of the DNFBP and must complete the Fitness and Propriety Questionnaire.

Fitness and Propriety
Questionnaire:

☐ Yes — see section 6.5 ☐ No

6.4 Deputy Money Laundering Reporting Officer ("DMLRO")

The Anti-Money Laundering Regulations require that every person carrying out relevant financial business designate a manager or official at managerial level as the Deputy Money Laundering Reporting Officer. The DMLRO discharges the functions of the MLRO in the absence of the MLRO. The DMLRO is a connected person of the DNFBP and must complete the Fitness and Propriety Questionnaire.

Fitness and Propriety
Questionnaire:

☐ Yes — see section 6.5 ☐ No

6.5 Summary — Fitness and Propriety Questionnaires enclosed

Each beneficial owner (section 4.1)

☐ Enclosed ☐ N/A

Each connected person (section 4.2)

☐ Enclosed ☐ N/A

Anti-Money Laundering Compliance Officer (AMLCO)	☐ Enclosed ☐ N/A
Money Laundering Reporting Officer (MLRO)	☐ Enclosed ☐ N/A
Deputy Money Laundering Reporting Officer (DMLRO)	☐ Enclosed ☐ N/A

* Where the same individual holds more than one of the roles listed above, a single completed Fitness and Propriety Questionnaire is sufficient, provided all roles are identified on the questionnaire.

7 Relevant financial business

CIIPA's duties as a Supervisory Authority include effectively monitoring and taking necessary measures to ensure compliance with the AMLRs of every DNFBP if it is conducting relevant financial business. Please indicate below the accounting services provided and activities undertaken by the DNFBP (tick all that apply).

7.1 Accounting services

Please tick all accounting services provided by the DNFBP:

- ☐ Audit and assurance services
- ☐ Due diligence in relation to mergers and acquisitions
- ☐ Bookkeeping services
- ☐ Payroll services
- ☐ Accounts preparation
- ☐ Providing tax advisory services
- ☐ Providing tax compliance services
- ☐ Internal audit (as a professional service) and advice on internal control and risk management
- ☐ Forensic accounting
- ☐ Company liquidation / insolvency / receiver-managers / bankruptcy related services
- ☐ Regulatory and compliance services, including outsourced regulatory examinations and remediation services
- ☐ Other (please specify): _____

7.2 Activities constituting relevant financial business

Please tick all activities carried on by the DNFBP in the course of business:

- ☐ Advice to undertakings on capital structure, industrial strategy and related questions, and advice and services relating to mergers and the purchase of undertakings
- ☐ Accounting services provided in the course of business relating to management of client money, securities or other assets;
- ☐ Accounting services provided in the course of business relating to management of bank, savings or securities accounts; or
- ☐ Accounting services provided in the course of business relating to the creation, operation or management of legal persons or arrangements, and buying and selling of business entities
- ☐ Investing, administering or managing funds or money on behalf of other persons
- ☐ Financial services provided in the course of business relating to management of bank, savings or securities accounts
- ☐ Financial services provided in the course of business relating to other activities falling within the definition of relevant financial business in Schedule 6 of the Proceeds of Crime Act (2024 Revision)
- ☐ Other (please specify): _____

8 Declarations

I, the undersigned, hereby declare that the information set out in this form is true, complete and accurate to the best of my knowledge and belief. I understand that the provision of false or misleading information to CIIPA is in contravention of Regulation 55 of the AMLRs, is a criminal offence and may give rise to a penalty.

On behalf of the firm, I confirm:

- ☐ the firm meets the definition in the Anti-Money Laundering Regulations (2025 Revision) of a firm of accountants and is therefore a designated non-financial business and profession ("DNFBP") which carries on or intends to carry on business in or from within the Cayman Islands;
- ☐ I acknowledge CIIPA's responsibility to share or provide information of its own volition or upon request by any other Supervisory Authority, competent authority or government body for the purpose of — (a) assessing money laundering, terrorist financing and proliferation financing risks; or (b) discharging any function or exercising any power under law.

Authorised signatory	
Name:	
Title:	
Signature:	
Date:	
Direct telephone:	
Email address:	