

# Guide for Beneficial Ownership Information File Format

## About this guide

1. This guide provides guidance on the file format to be used to provide Beneficial Ownership information to the Cayman Islands Government (CIG) for use in its Beneficial Ownership search platform. The file described in this guide must first be created to match this format defined below before it is encrypted for transport. The encryption guide will be provided separately. This guide should be used by each Corporate Service Provider (CSP) for the purpose of updating their IT systems to produce a compatible Beneficial Ownership file for CIG.

## Description of the File Format

2. Files should be submitted in Comma Separated Values (CSV) format. The comma delimiter (,) must be used to separate each column. Each column must only contain ASCII characters and must be quoted with double quotes (""). Each file will contain a series of records, one record per line and each record must be terminated with the new line character. Each column must be included in the record even if the value is not present. In such cases the column should be represented by a pair of double quotes (""") to identify a blank column.
3. The file type should be denoted by the .csv extension to clearly identify the file as a CSV file. The file should be named using the following format with all letters in lower case. The file should be named with the following format:-

data-dd-mm-yyyy.csv

4. The CSV columns for each record in file format is described below:-

Field Name	Context	Format	Example
Entity (Company) Name	Company	[Text]	ABC Company
Incorporation/Registration Number	Company	[String]	12345
Beneficial Owner Status	Company	[Enquiries Pending] OR [No registrable person identified] OR [Exempt] OR [Blank]	Enquiries pending
RP Type	BO/RLE/DBO	[Beneficial Owner] OR [Relevant Legal Entity] OR [Deemed Beneficial Owner (Section 244(2))] OR [Blank]	DBO
BO First Name	BO	[Text]	John
BO Middle Name	BO	[Text]	James
BO Last Name	BO	[Text]	Doe
BO DOB	BO	[DD/MM/YYYY]	01/01/2001
BO ID Type	BO	[Passport] OR [Drivers Licence] OR [National ID]	Passport
BO ID Number	BO	[String]	123456
BO ID Date of Issue	BO	[DD/MM/YYYY]	01/01/2001
BO ID Date of Expiry	BO	[DD/MM/YYYY]	01/01/2001
BO ID Country of Issue	BO	[XXX] – ISO 3-character country code	GBR
RLE/DBO Name	RLE/DBO	[Text]	ABC Holdings
RLE/DBO Legal Form	RLE/DBO	[Text]	Company
RLE/DBO Governing Law	RLE/DBO	[Text]	Cayman Islands
RLE Registration Number	RLE	[String]	123456
RLE Applicable Register	RLE	[String]	Register of Companies
BO/RLE/DBO Address Line 1	BO/RLE/DBO	[String]	1 Home Street
BO/RLE/DBO Address Line 2	BO/RLE/DBO	[String]	Grand Cayman
BO/RLE/DBO Postal Code	BO/RLE/DBO	[String]	KY1-0000
BO/RLE/DBO Country	BO/RLE/DBO	[String]	Cayman Islands
BO Service Address Line 1	BO	[String]	1 Home Street
BO Service Address Line 2	BO	[String]	Grand Cayman

BO Service Address Postal Code	BO	[String]	KY1-0000
BO Service Address Country	BO	[String]	Cayman Islands
Date became an RP	BO/RLE/DBO	[DD/MM/YYYY]	01/01/2017
Date ceased to be an RP	BO/RLE/DBO	[DD/MM/YYYY]	01/01/2017
Date RP particulars confirmed	BO/RLE/DBO	[String] or [DD/MM/YYYY]	Confirmation Pending or 01/01/2017
Exemption Utilised	Exempt	[a] OR [b] OR [c] OR [d] OR [e(i)] OR [e(ii)] OR [f] OR [Other]	e(i)
Name of Stock Exchange	Exempt	[String]	CSX
Name of Approved Person	Exempt	[String]	John Doe
Regulator or Stock Exchange relevant to approved person	Exempt	[String]	Stock Exchange Authority
Jurisdiction of Stock Exchange	Exempt	[String]	Cayman Islands
Relevant Regulator	Exempt	[String]	Stock Exchange Authority
Jurisdiction of Regulator	Exempt	[String]	Cayman Islands
Name of Partnership	Exempt	[String]	Partnership Name
Name of Licensee	Exempt	[String]	Licensee Name
Name of Exempted Parent	Exempt	[String]	Exempted Parent Name

### Rules for Exemption Columns

- Columns 30 to 39 are new columns added to accommodate reporting of exemptions. These columns must be included even if you do not have any exemption to report.
- For all exempt entries, the word 'Exempt' must be used in Column 3 and the exemption being used must be specified in column 30. Use the guidance below to determine the required fields for each exemption type.
  - If exemption under paragraph a is selected the column 31 above is the only required field.
  - If exemption under paragraph b is selected then no other columns required to be completed;
  - If exemption under paragraph c then columns 32, 33, and 34 or 36 are required to be completed;
  - If exemption under paragraph d then columns 35 and 36 are required to be completed;
  - If exemption under paragraph e(i) then column 37 is required to be completed;

- If exemption under paragraph e(ii) then columns 32, 33, 34 or 35, and 37 is required to be completed;
- If exemption under paragraph f then column 38 is required to be completed; and
- If exemption because of being a subsidiary of one or more legal entities that fall under exemptions in paragraphs a through e then column 39 is required to be completed along with the relevant columns based on the exemption being utilized.