



DEPARTMENT OF
COMMERCE & INVESTMENT
CAYMAN ISLANDS GOVERNMENT

PUBLICATION SCHEME 2024

Produced in accordance with the Deputy Governor's Code of Practice on Publishing.

Published by:

Department of Commerce and Investment

Date Published:

30 April 2024

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ABOUT THE PUBLICATION SCHEME

Every public authority covered by the Freedom of Information Act has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits Department of Commerce and Investment to making information available to the public as part of its normal business activities.

The Department of Commerce and Investment will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public; and
- regularly review and update the information made available under this scheme.





INFORMATION THAT MAY BE WITHHELD

The Department of Commerce and Investment will generally not publish:

- information in draft form;
- information that is not held by the Department of Commerce and Investment, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access; and
- information that is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matters will be published in a redacted form, wherever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in section 7: Categories of information.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the Act of confidentiality, infringe personal privacy, harm the Department of Commerce and Investment (or another organization's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

- If you wish to complain about any information which has been withheld, please refer to Section 6: Complaints.





METHODS OF ACCESS

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

Online & E-mail

Many of our documents are published electronically on our website and can be downloaded in PDF format. You can browse our website at <https://www.dci.gov.ky/> or use its "Search" facility to locate documents. If you are still having trouble locating information listed under our scheme, please contact the Information Manager by e-mail at info@dci.gov.ky or foi.dci@gov.ky.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 945-0943 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

The Information Manager
Department of Commerce and Investment
2nd Floor, Government Administration Building
P.O. Box 126
Grand Cayman KY1-9000
CAYMAN ISLANDS

In your request, please provide your name and address, and full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fees. (See section 4: Fees and charges for further details.)





METHODS OF ACCESS

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in section 7: Categories of information, and relevant contact details will be provided in that section.

Advice and assistance

Please refer to our Disclosure Log on our website <https://www.dci.gov.ky/> first, as the information that you are seeking may have already been published.

If you experience any difficulty identifying the information you want to access, please contact the Information Manager at info@dci.gov.ky or foi.dci@gov.ky or (345) 945-0943.

The Department of Commerce & Investment will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Commerce & Investment is legally required to translate any information, it will do so.

The Department of Commerce and Investment will endeavour to make as much information available on its [website](#) as possible, however, if you are seeking information that is not posted there, or if you would prefer to view the information in hard copy in person, arrangements can be made to do so by appointment.

In order to make an appointment, you can contact the Information Manager by e-mail at info@dci.gov.ky or foi.dci@gov.ky or (345) 945-0943.





FEES AND CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public.

The Department of Commerce and Investment strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information that is published online, downloaded through a website will be provided **free of charge**.

Reproduction costs

Where fees apply, Department of Commerce and Investment will contact the applicant to obtain agreement as to the cost prior to processing the requested information. We will endeavor to keep the cost to a minimum within the constraints of the various Laws.

Postage costs

The Department of Commerce and Investment will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within Section 7: Categories of information.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Commerce and Investment has received your payment.

SECTION 5



REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Department of Commerce and Investment that is not published under this scheme can be requested by:

Writing to the Information Manager, Department of Commerce and Investment, 2nd Floor, Government Administration Building, P.O. Box 126, Grand Cayman KY1-9000, CAYMAN ISLANDS;

Sending an e-mail to the Information Manager, Department of Commerce and Investment at info@dc.gov.ky or foi.dci@gov.ky.

Visiting our offices on the 2nd Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS, or

you can also refer online to: <http://www.dci.ky> Within the FOI Section of the website you will find information on making a request.

In all instances, your request will be considered in accordance with the provisions of the FOI Act.

SECTION 6

COMPLAINTS

The Department of Commerce and Investment aims to make our publication scheme easy to use and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Information Manager, Department of Commerce and Investment, 2nd Floor, Government Administration Bldg., 133 Elgin Avenue, Grand Cayman KY1-9000, CAYMAN ISLANDS and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Complaints-handling procedures (<https://www.dci.gov.ky/make-a-complaint-against-dci>) ; HR Policies and procedures.

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.



SECTION 5



Office of the Ombudsman,
3rd floor, Anderson Square
64 Shedden Road, George Town
Grand Cayman, Cayman Islands
P.O. Box 2252
Grand Cayman, KY1-1107
CAYMAN ISLANDS
Telephone: 345 946 6283
Email: info@ombudsman.ky





CATEGORIES OF INFORMATION

About Us

Strategic Management

Finance & Administration

Policies & Procedures

Decisions & Recommendations

Lists & Registers

Our Services



ABOUT US



Name of Public Authority

Department of Commerce and Investment

Key Personnel

Deputy Premier & Minister

Honourable André Ebanks, MP

3rd Floor Government Administration Building

133 Elgin Avenue, George Town
PO Box 126

Grand Cayman, KY1-9000

CAYMAN ISLANDS

Contact number: 345-244-2230

Chief Officer

Dax Basdeo, Ph.D., JP

3rd Floor Government Administration Building

133 Elgin Avenue, George Town
PO Box 126

Grand Cayman, KY1-9000

CAYMAN ISLANDS

Contact number: 345-244-2436

Director (Interim)

Claudia Brady

2nd Floor Government Administration Building

133 Elgin Avenue, George Town
PO Box 126

Grand Cayman, KY1-9000

CAYMAN ISLANDS

Contact number: 345-244-6677

E-mail: cbrady@dc.gov.ky

Deputy Director

Mitzi Watson-Jervis

2nd Floor Government Administration Building

133 Elgin Avenue, George Town
PO Box 126

Grand Cayman, KY1-9000

CAYMAN ISLANDS

Contact number: 345-244-2219

E-mail: mwatson-Jervis@dc.gov.ky

Administrative and Operations Manager

Trenda Kelly

2nd Floor Government Administration Building

133 Elgin Avenue, George Town
PO Box 126

Grand Cayman, KY1-9000

CAYMAN ISLANDS

Contact number: 345-244-6631

E-mail: tkelly@dc.gov.ky

Information Manager

Lolita Bodden

143 Stake Bay Road,
Bodden & Bodden Building

Cayman Brac

CAYMAN ISLANDS

Contact number: 345-948-2400

E-mail: foi.dci@gov.ky or

lbodden@dc.gov.ky





Ministry Overview

The Department of Commerce and Investment falls under the Ministry of Financial Services and Commerce whose remit covers the financial services sector including local commerce, as well as the aviation and maritime industries. For more information see <https://www.mfs.gov.ky>.

Organisation Location and Hours

Grand Cayman:

- 2nd Floor, Government Administration Building, 133 Elgin Avenue

Cayman Brac and Little Cayman:

- 143 Stake Bay Road, Bodden & Bodden Building, Cayman Brac. Tel: 345-948-2400

Office Hours: Mon-Fri. 8:30am - 5:00pm – Mon-Fri (Closed on Public Holidays)

Counter Hours: Mon-Fr. 9:00am – 4:00 pm.

Website: <https://www.dci.gov.ky>

Organisation Function

The Department of Commerce and Investment provides business licensing services to specified sectors, ensuring compliance of licensed businesses with local commerce legislation and local and international standards. This includes administration and issuance of Trade & Business Licenses, Local Company (Control) Licenses, Tobacco Permits, Liquor Licenses, Public Film Exhibition Premises Licenses and Special Economic Zone Company Licenses. These services, in conjunction with the regulatory and enforcement activities that the Department of Commerce and Investment undertakes, are critical to ensure that there is a robust framework to support the growth and success of the local business environment.

The main units are:

- Business Services and Licensing
- Compliance and Enforcement

FOI Responsibilities

In addition to the Department, the Authority has FOI responsibility for its Boards. Refer to Section 5: Requests for information outside the Publication Scheme for guidance on making an FOI Request to the Department.

Boards

Special Economic Zone Authority

Langlie Powery – Chairperson
Cora Grant-James – Deputy
Chairperson
Elkie Rose – Member
Ridhiima Kapoor– Member
Arikka Farley – Member

Liquor Licensing Board (SI)

Nathaniel Tibbetts – Chairperson
Dave Tatum – Deputy Chairperson
Tisa Dixon – Member
Sheldon Scott – Member
Maxine McCoy Moore - Member

Liquor Licensing Board (GCM)

Noel Williams – Chairperson
– Deputy Chairperson Carson Ebanks–
Member
Tamika Williams – Member
Arleth Gould - Member
Shakkira Connor – Member
Randy Moore – Member

Trade and Business Licensing Board

Anne Storie – Chairperson
Joel Burke – Deputy Chairperson
Trisha Johnson - Member
Reginald Delapenha - Member
Brian Barnes – Member
Michelle Coleman – Member



Governance

The following legislation and regulations inform and direct the functions and activities of the Department:

- Trade & Business Licensing Act (2021 Revision)
- Liquor Licensing Act (2019 Revision)
- Music & Dancing Control Act (2012 Revision)
- Tobacco Act (2008)
- Tobacco Regulations (2017)
- The Film Exhibition Control Act (2015)
- Local Companies (Control) Act (2019 Revision)
- The Special Economic Zones Act (2017 Revision)
- Sunday Trading Act (2014 Revision)
- The Sunday Trading Order (2015)
- The Secondhand Dealers Act 2014
- The Anti-Money Laundering Regulations (2023 Revision)

You can access some of these documents on the Government website at <https://www.gov.ky> - Gazettes. However, if you do not find the Act that you are looking for you can purchase it from the Legislative Department at cost. That Department can be contacted at:

Address: P.O. Box 890
33 Fort Street, George Town,
Grand Cayman KY1-1103 (mail or drop in).
Fax #: (345) 949-9514
Website: www.legislativeassembly.ky
FOI E-Mail: foi.lgl@gov.ky

To see how the Department of Commerce and Investment fits into the overall structure of Government, please use the same website above and follow the path Government/More About Government/ Government Organization Chart.





Corporate management

These documents assist the Department with planning, oversight, and evaluation:

- ♦ Ministry Annual Report 2023
- ♦ Continuity of Operations Plan 2023



Financial management

The following relate to the administration of the authority's monetary resources which is centralized through the Ministry:

- Annual Budget 2024-2025.
- Financial statements/half-yearly/quarterly reports – these are contained in the Annual Budget Statement.
- Accounting procedures & contracting procedures – these can be found in the Public Management and Finance Act (2020 Revision) & Financial Regulations (2024 Revision) & in Government's Procurement Policy – see www.gov.ky Gazettes.
- Departmental expenditure – available in the Ministry Annual Report or under Publication on <https://www.mfs.ky>

LEGISLATION:

The Public Management and Finance Act (2018 Revision)

The Financial Regulations (2018 Revision)

The Procurement Act, 2016

The Procurement Regulations, 2018

Administration

The following documents pertain to the other administrative functions carried out within the authority:

- Press releases/News see <https://www.dci.ky>
- Vacancies/career opportunities see <https://www.careers.gov.ky>

LEGISLATION

Public Service Management Act (2018 Revision)

Personnel Regulations (2017 Revision)

Public Service Code of Conduct For Civil Servants– December 2007

Interpretation Act (1995 Revision)

Confidential Information Disclosure Act, 2016

Annual Salary Scale for Salaried Staff (July 1, 2015)



Chief Secretary's Code of Practice on Record Management
The National Archive and Public Records Law (2015 Revision)
Data Protection Act (2021 Revision)
Freedom of Information Act (2021 Revision)





POLICIES & PROCEDURES

The following are current written protocols used by the authority for carrying out functions, activities and delivering services and can be accessed by contacting the Department FOI personnel at foi.dci@gov.ky.

- Public Servant's Code of Conduct
- Complaints-handling
- Credit Card Policy and Expense Claim Form
- Data Protection Policy

Other policies and procedures may be obtained from our offices upon request.

DECISIONS AND RECOMMENDATIONS

- Board Meeting Minutes - Decisions of Boards may be obtained from our offices upon request.

LISTS AND REGISTERS



- Cinema Licences Lists
- Liquor, Music and Dancing Licences Lists
- Trade and Business Licensing Lists
- Tobacco Licences Lists
- Special Economic Zone Trade Lists

Lists of licences can be found on our website (<https://www.dci.gov.ky>) under reports within the relevant licence category.

OUR SERVICES

Refer to Overview Section of this document.

