

Register of Interests (ROI) Portal

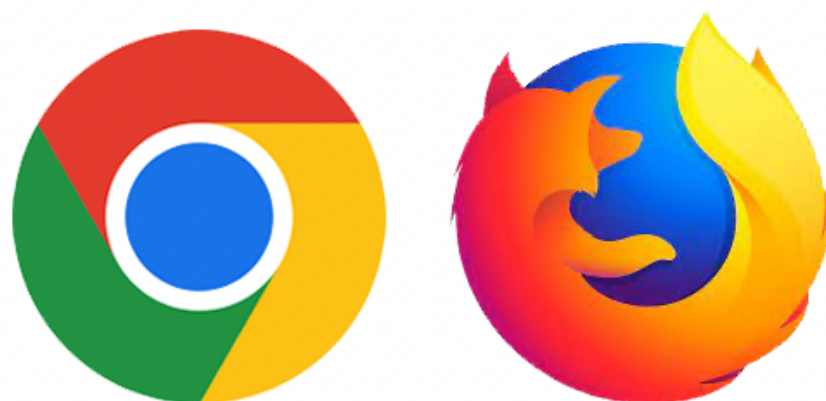


Existing User's Quick Reference Guide

Welcome to the Commission for Standards in Public Life Register of Interests Portal User's Quick Reference Guide. Here you will learn how to register and submit a declaration of interests, income, assets, and liabilities online. The link is provided below:

<https://www.standardsinpubliclifecommission.ky/register-of-interests>

It is important to note that **Google Chrome** and **Firefox** are preferred browsers for optimal function of the eServices sign-in and Register of Interests portal. If using a browser other than these some features may not display properly and cause confusion.



Once on the ROI webpage, click the '**CSPL Register of Interests Portal**' button to access the Cayman Islands Government eServices sign-in to make a declaration.



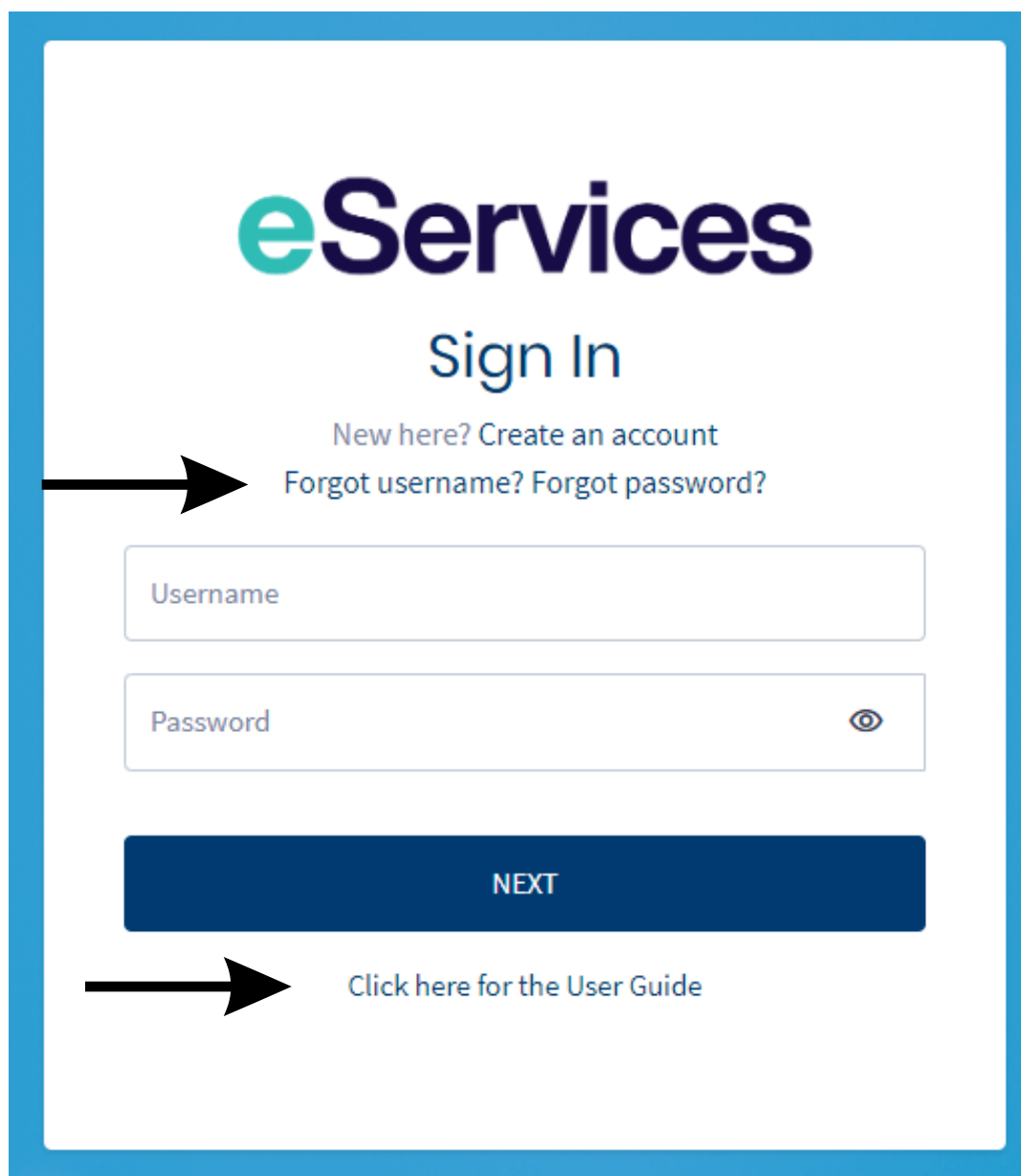
How to Register and Submit a Declaration

Login

The Register of Interests portal utilises the Cayman Islands Government eServices sign-in interface.

For existing declarants/users, you can login into the portal using your Cayman Islands Government eServices sign-in account by entering your pre-existing username and password.

If you have forgotten your username or password, or if you encounter any other login issues, you can use the options available to you (such as 'Forgot password?' 'Forgot username?' or 'User Guide') on the login screen to resolve your issue.




The screenshot shows the eServices Sign In page. At the top is the eServices logo. Below it is the text 'Sign In'. Underneath that are two links: 'New here? Create an account' and 'Forgot username? Forgot password?'. A black arrow points from the left to the 'Forgot username? Forgot password?' link. Below the links are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the input fields is a dark blue button labeled 'NEXT'. Below the button is a link 'Click here for the User Guide'. A black arrow points from the left to this link.

eServices

Sign In

[New here? Create an account](#)
[Forgot username? Forgot password?](#)

Username

Password 

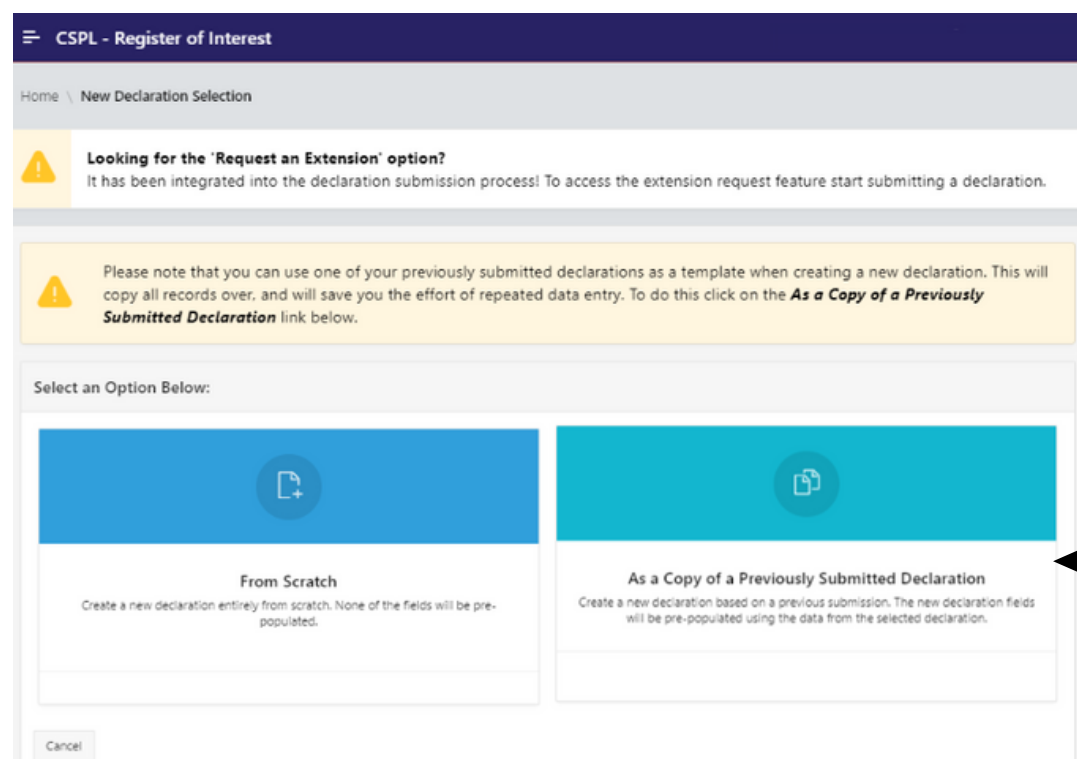
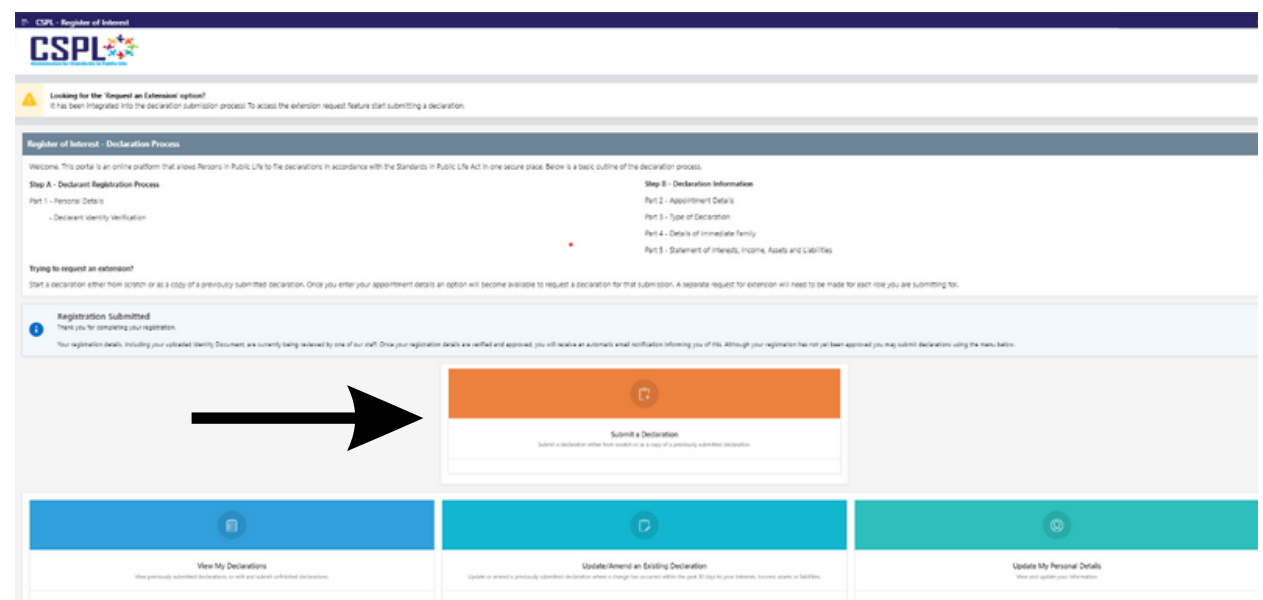
NEXT

[Click here for the User Guide](#)

Submitting a Declaration

Once logged in as an existing user you will not need to register again. If any of your personal details have changed you may update them at any time.

As an existing user you will have the ability to create a new declaration from a copy of a previously submitted declaration. Select the '**Submit a Declaration**' option and then choose '**As a Copy of a Previously Submitted Declaration**'. To start your declaration, you will need to select the declaration you wish to copy. The new declaration fields will be pre-populated using data from the selected declaration. You will be required to confirm you have read the Guidance Notes/Instructions and update your personal details if needed.



As all sections and fields will be pre-populated, you will need to review and update the information as necessary and relevant to the declaration period. Be sure not to overlook updating fields which may be unique to this new declaration, such as the declaration period year and appointment details.

If in need of an extensions on your declaration you can request this once you begin completing a declaration. When you've reached the '**Immediate Family**' section yo can find the '**Request Extension**' button at the bottom of the page.

CSPL - Register of Interest

Home > New Declaration > Immediate Family

Looking for the 'Request an Extension' option?
It has been integrated into the declaration submission process! To access the extension request feature start submitting a declaration. You will see the 'Request Extension' button once you reach the 'Immediate Family' section.

Progress bar: Guidance Notes, Personal Details, Declaration Schedule, Declaration Period/Type, **Immediate Family**, Section (A) Shareholding/Directorship, Section (B) Contracts, Section (C) Companies, Partnerships & Assoc., Section (D) Trusts, Section (E) Land Ownership, Section (F) Investment Funds, Section (G) Add. Source of Income, Section (H) Substantial Interests, Reciprocity or Otherwise, Section (I) Loans, Section (J) Gifts, Hospitality & Entertainment, Connected Persons, Declaration.

Details of Immediate Family

- Click on the **Add Immediate Family** button to add a new entry to this section.
- Immediate family means a spouse, a civil partner, or a dependant.
- If you have no immediate family members to add tick the checkbox below to proceed to the next page.

As a reminder:

- Your submission must include the interests, income, assets and liabilities in relation to yourself and any members of your immediate family.
- If your spouse or dependant has not been residing in the same household as you for a continuous period of three months immediately preceding the filing of this declaration, you may limit the details to be included to such assets held by your spouse or dependant in trust for or as your agent.

☐ I hereby acknowledge that I have no immediate family to add to this declaration.

Immediate Family

Add Immediate Family

No entries made

Request Extension

Once you have completed all sections of the declaration, you can view everything you have entered in. When you are ready, confirm the Declaration Statement and click '**Submit Declaration**'.

CSPL - Register of Interest

Home > New Declaration

Looking for the 'Request an Extension' option?
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Progress bar: Guidance Notes, Personal Details, Declaration Schedule, Declaration Period/Type, Immediate Family, Section (A) Shareholding/Directorship, Section (B) Contracts, Section (C) Companies, Partnerships & Assoc., Section (D) Trusts, Section (E) Land Ownership, Section (F) Investment Funds, Section (G) Add. Source of Income, Section (H) Substantial Interests, Reciprocity or Otherwise, Section (I) Loans, Section (J) Gifts, Hospitality & Entertainment, Connected Persons, **Declaration**.

Declaration

Reference Number: REF0082

Declaration Period: 01-JUL-2021 - 30-JUN-2022

Declaration Summary (Click on arrow to expand)

Declaration

☒ I confirm that I am the person whose interests, income, assets and liabilities are declared in this submission, as evidenced by the current and valid Government ID that I have uploaded.

Submit Declaration

Thank you for your time and we hope this User's Quick Reference Guide has provided you with all the necessary information and guidance to complete your declaration to the Register of Interests.

If you have any further questions, please contact the Commissions Secretariat at roi@standardsinpubliclifecommission.ky or call 244-3685. Office hours are 8:30am – 5:00pm, Monday – Friday.