

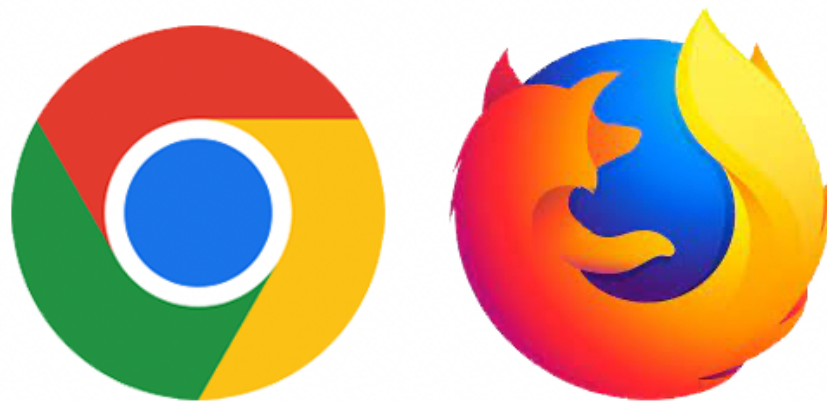
Register of Interests (ROI) Portal

New 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.



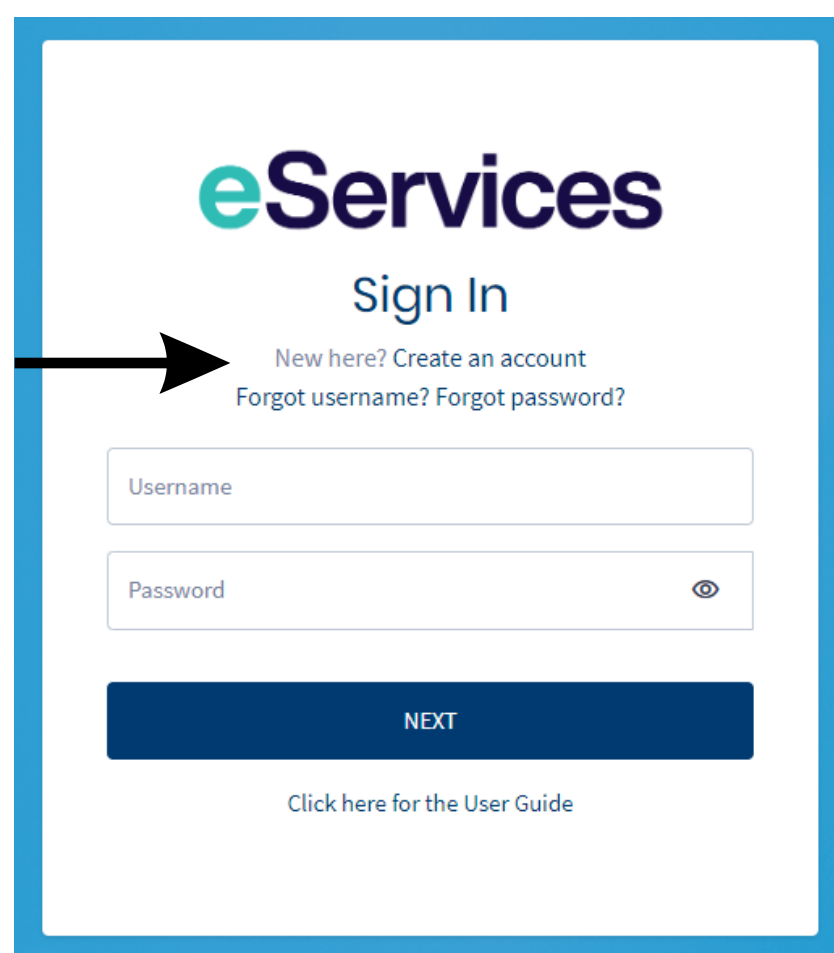
How to Register and Submit a Declaration

Step 1 - Creating an Account

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

New Users must register and create an eServices sign-in account. To create a new account, click [\[CREATE AN ACCOUNT\]](#). The information provided must be unique. If you already have an account you will see an error message when you try to register for a new account. If you do not have a pre-existing account based on the information provided you will be allowed to progress through the remainder of the registration process.


We [strongly](#) encourage you to register with a username or email that is personal to you and not linked to your work. Even though you may be submitting a declaration as a result of a professional role or appointment, the information you are submitting is personal data and you may wish to have access to it if your professional email becomes inactive.



eServices
Sign In

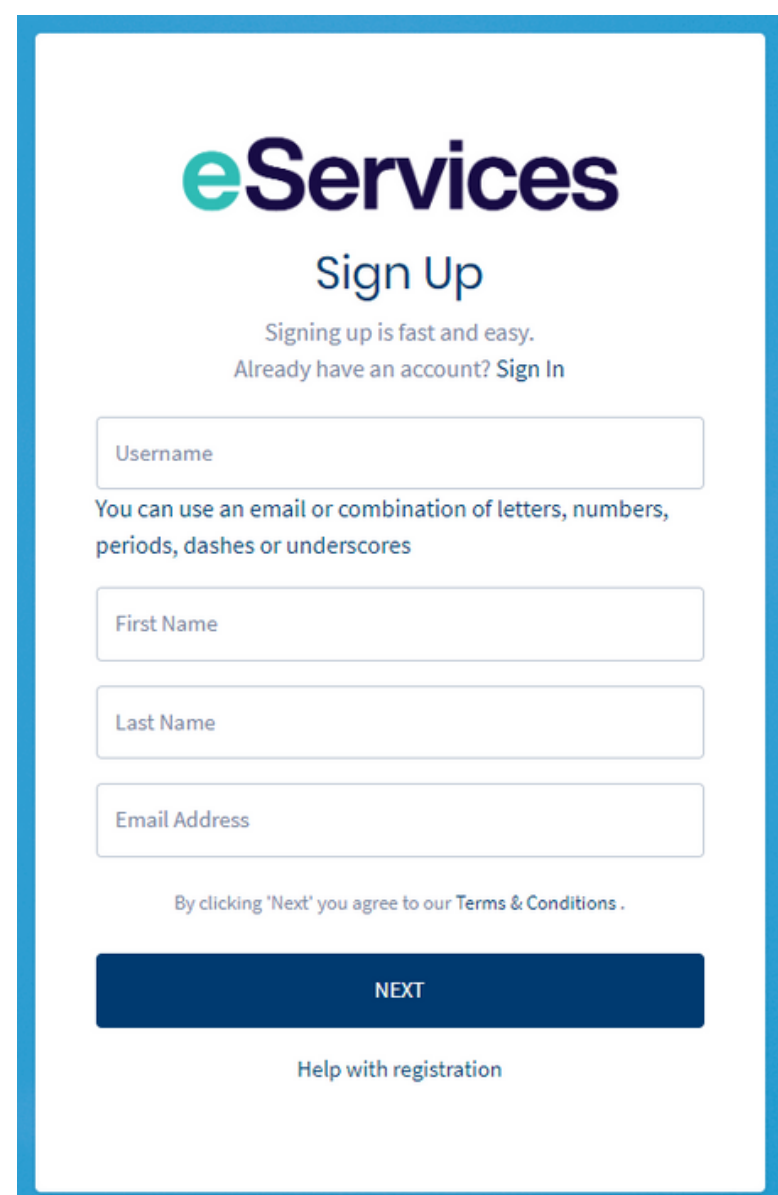
[New here? Create an account](#)
[Forgot username? Forgot password?](#)

Username

Password 

NEXT

[Click here for the User Guide](#)



eServices
Sign Up

Signing up is fast and easy.
Already have an account? [Sign In](#)

Username

You can use an email or combination of letters, numbers, periods, dashes or underscores

First Name

Last Name

Email Address

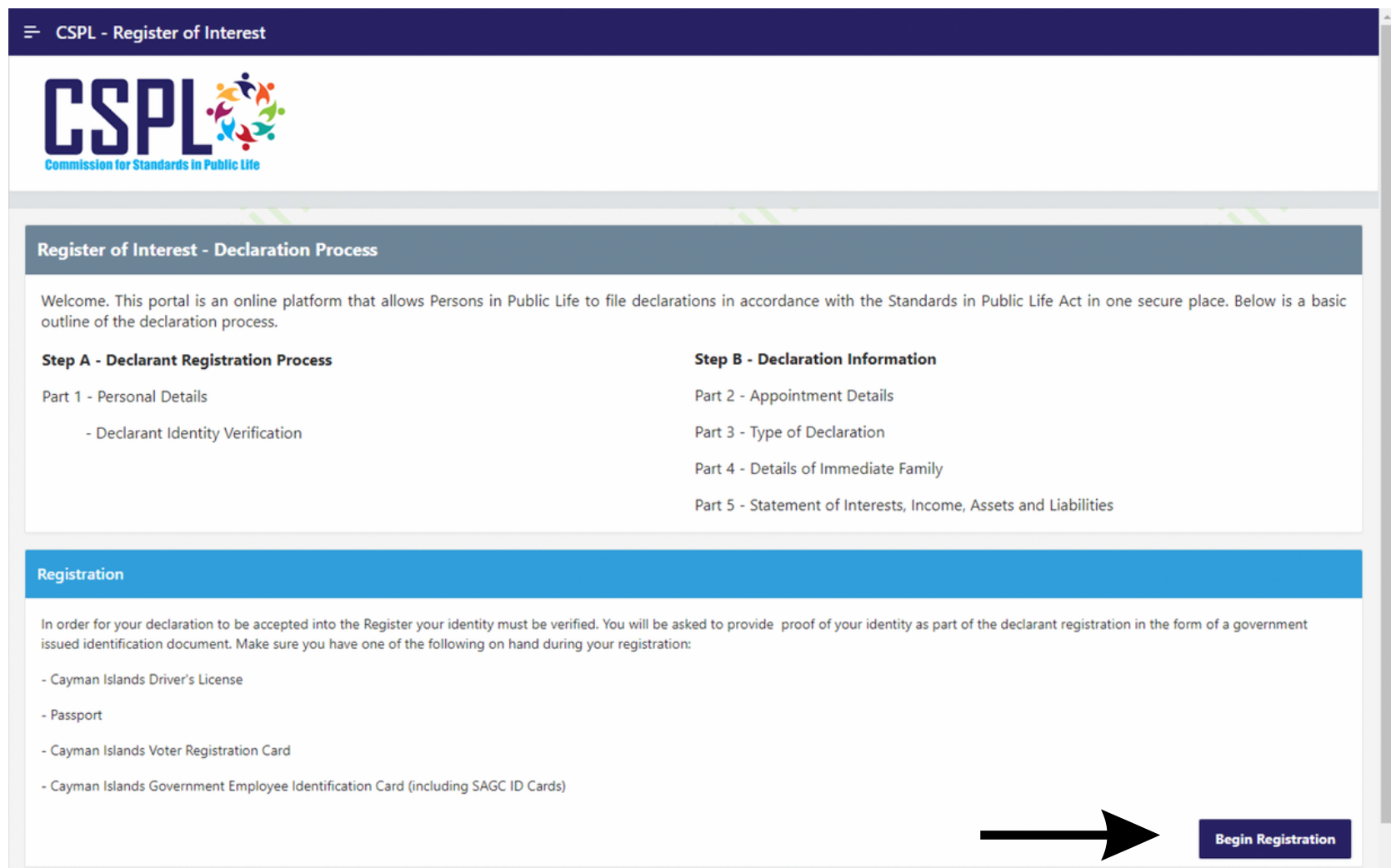
By clicking 'Next' you agree to our [Terms & Conditions](#).

NEXT

[Help with registration](#)

Step 2 - Portal Overview & Registration

Once logged in you will see a dashboard with the only option to '[Begin Registration](#)'. New users will need to register their identity for verification.



The screenshot shows the CSPL - Register of Interest portal. At the top is a dark blue header with the text "CSPL - Register of Interest" and a hamburger menu icon. Below the header is the CSPL logo, which consists of the letters "CSPL" in a bold, blue font, followed by a colorful circular graphic of stylized human figures holding hands, and the text "Commission for Standards in Public Life" in a smaller blue font. The main content area has a light gray background. A dark blue banner with the text "Register of Interest - Declaration Process" is at the top of the main content. Below this banner is a welcome message: "Welcome. This portal is an online platform that allows Persons in Public Life to file declarations in accordance with the Standards in Public Life Act in one secure place. Below is a basic outline of the declaration process." This is followed by two columns of steps. The left column is titled "Step A - Declarant Registration Process" and contains "Part 1 - Personal Details" and "- Declarant Identity Verification". The right column is titled "Step B - Declaration Information" and contains "Part 2 - Appointment Details", "Part 3 - Type of Declaration", "Part 4 - Details of Immediate Family", and "Part 5 - Statement of Interests, Income, Assets and Liabilities". Below these steps is a blue banner with the text "Registration". Under this banner is a message: "In order for your declaration to be accepted into the Register your identity must be verified. You will be asked to provide proof of your identity as part of the declarant registration in the form of a government issued identification document. Make sure you have one of the following on hand during your registration:". This is followed by a list of acceptable identification documents: "- Cayman Islands Driver's License", "- Passport", "- Cayman Islands Voter Registration Card", and "- Cayman Islands Government Employee Identification Card (including SAGC ID Cards)". At the bottom right of the main content area, there is a large black arrow pointing to a dark blue button with the text "Begin Registration".

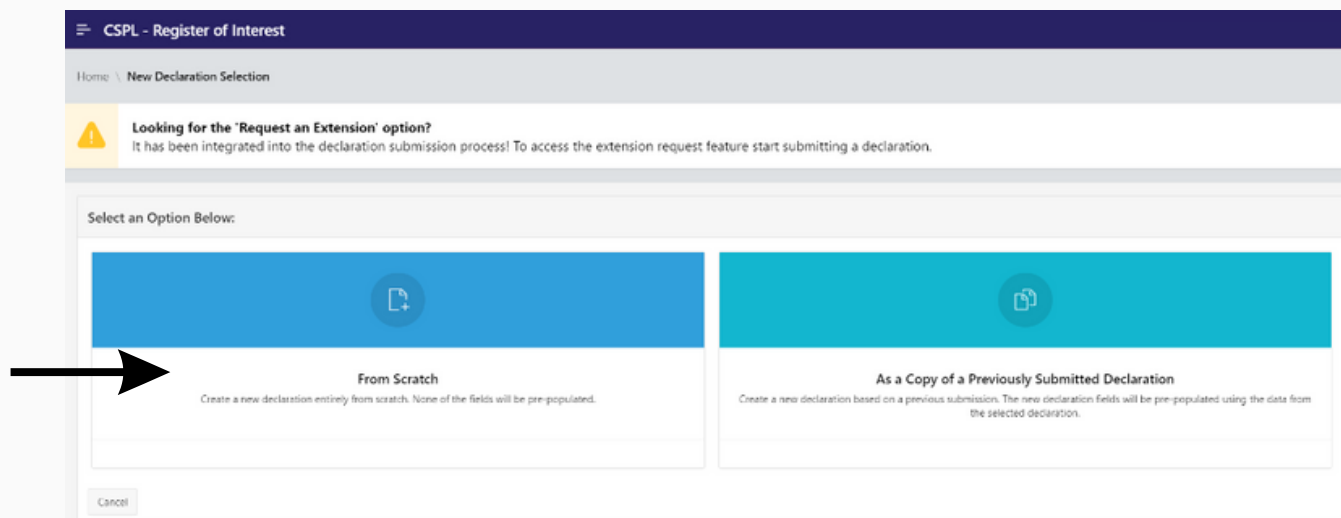
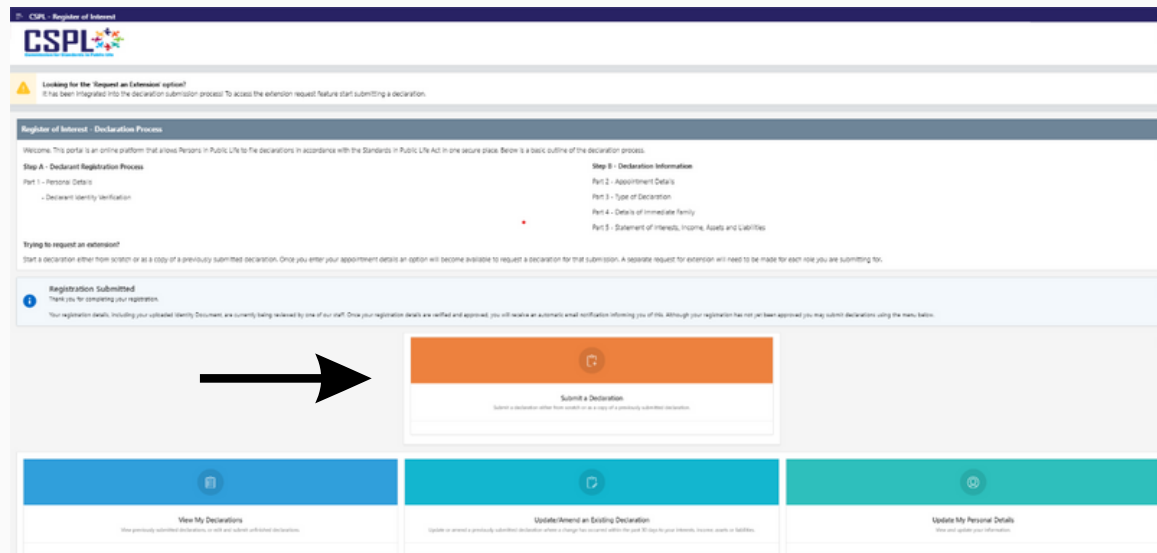
New users will need to complete 'Step A - Declaration Registration process'. This process will allow you to securely register your personal details, including uploading a copy of a current government issued ID for identity verification. Begin Registration and complete the following sections:

- Declarant Responsibilities and Data Protection Notice
- Personal Details
- Declarant Identity Verification
- Registration Summary

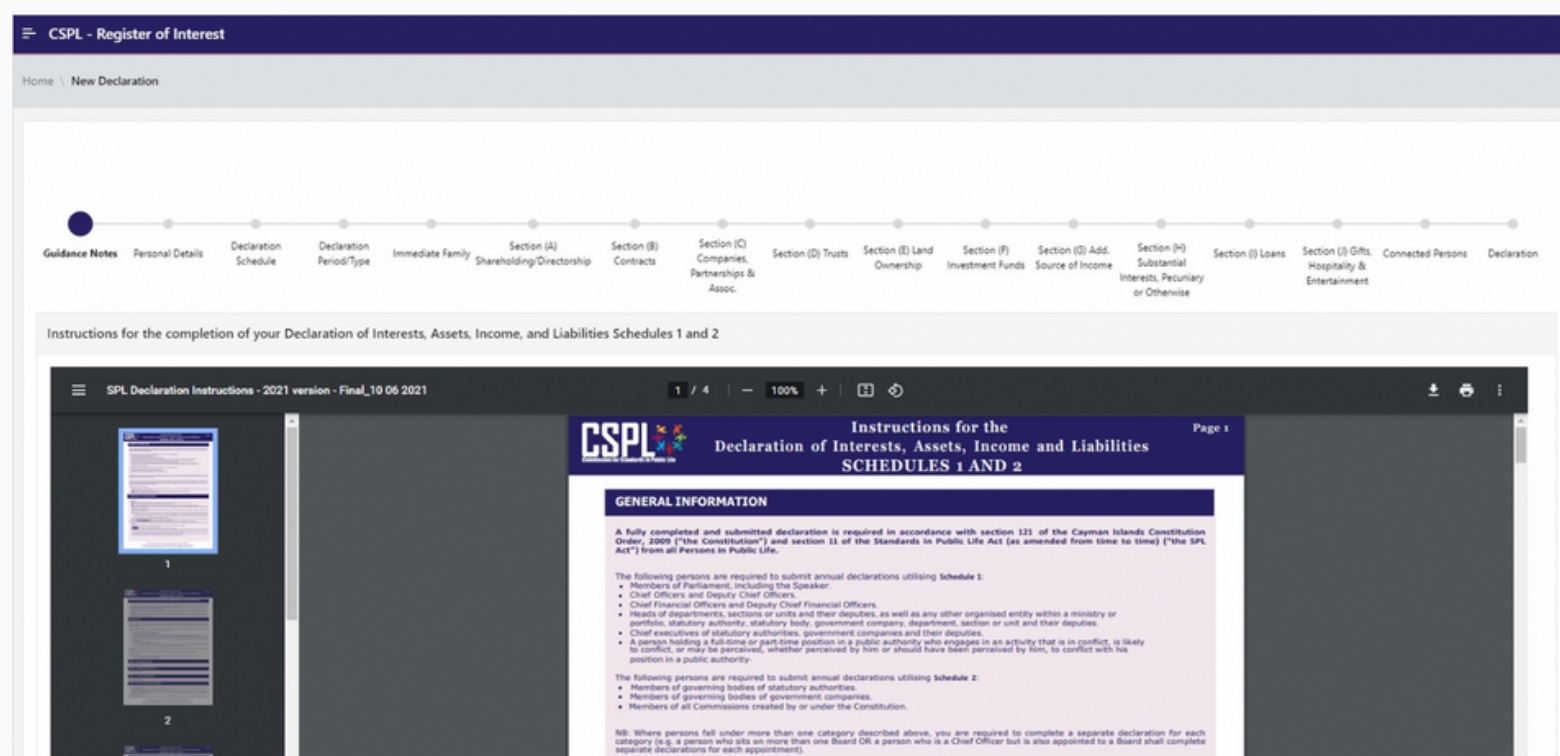
Once you have provided all of the required information you can click '[Submit](#)' and progress to the Declaration process.

Step 3 - Submitting a Declaration (From Scratch)

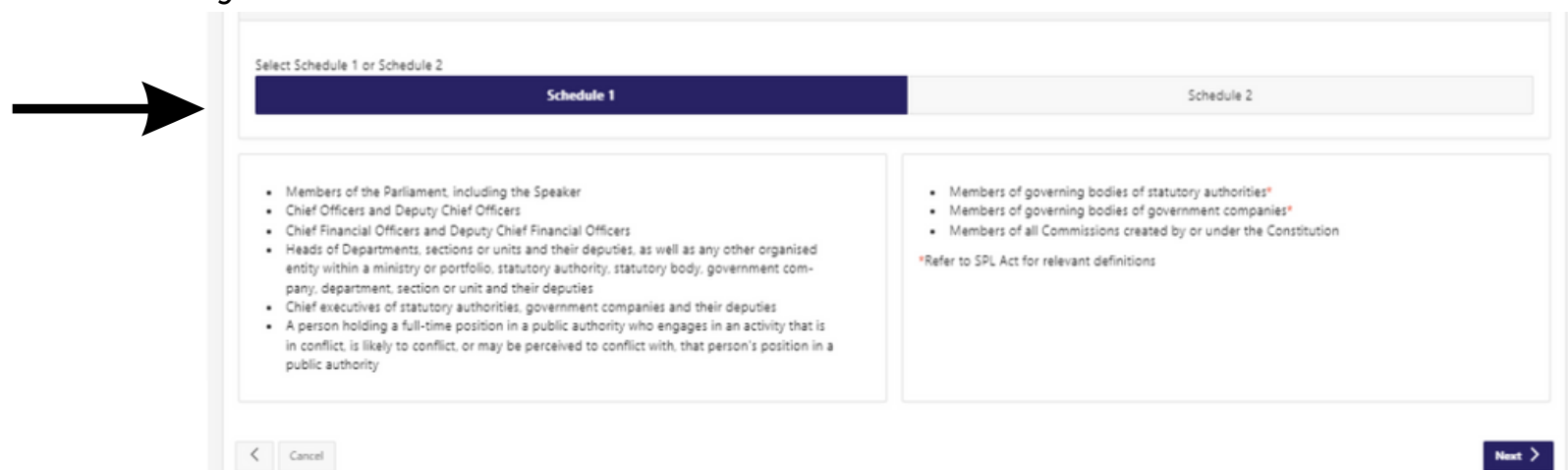
New users or declarants will need to create a new declaration. Select the 'Submit a Declaration' option and then choose 'From Scratch'.



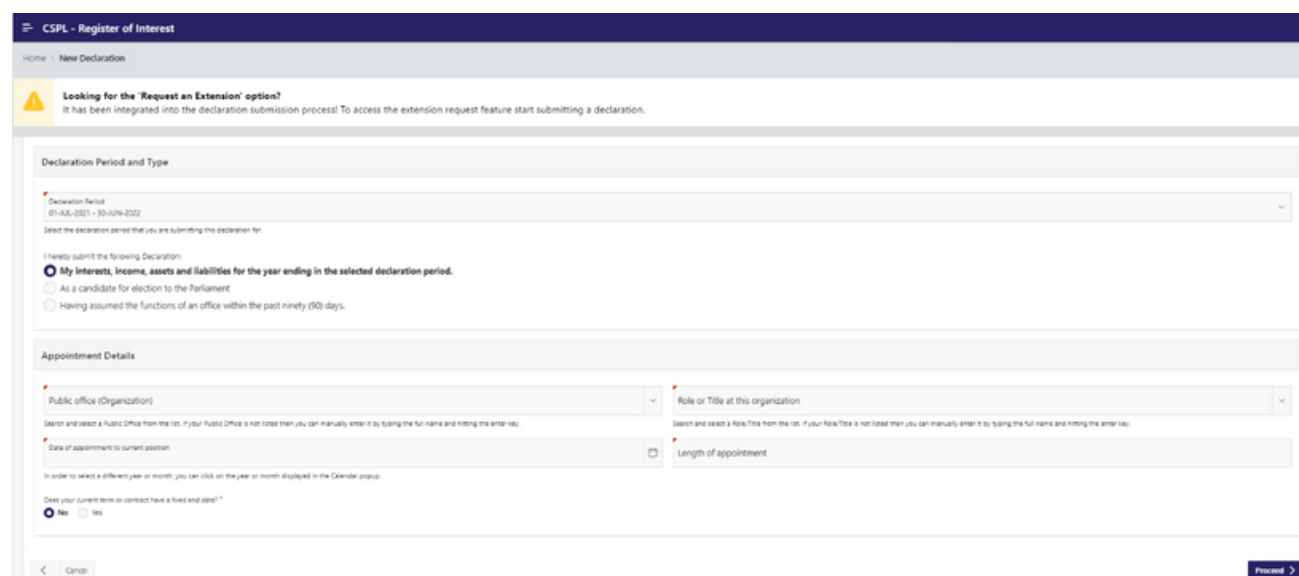
To start your declaration, you will need to review and confirm that you have read the Guidance notes/Instructions and review your Personal Details to update if necessary.



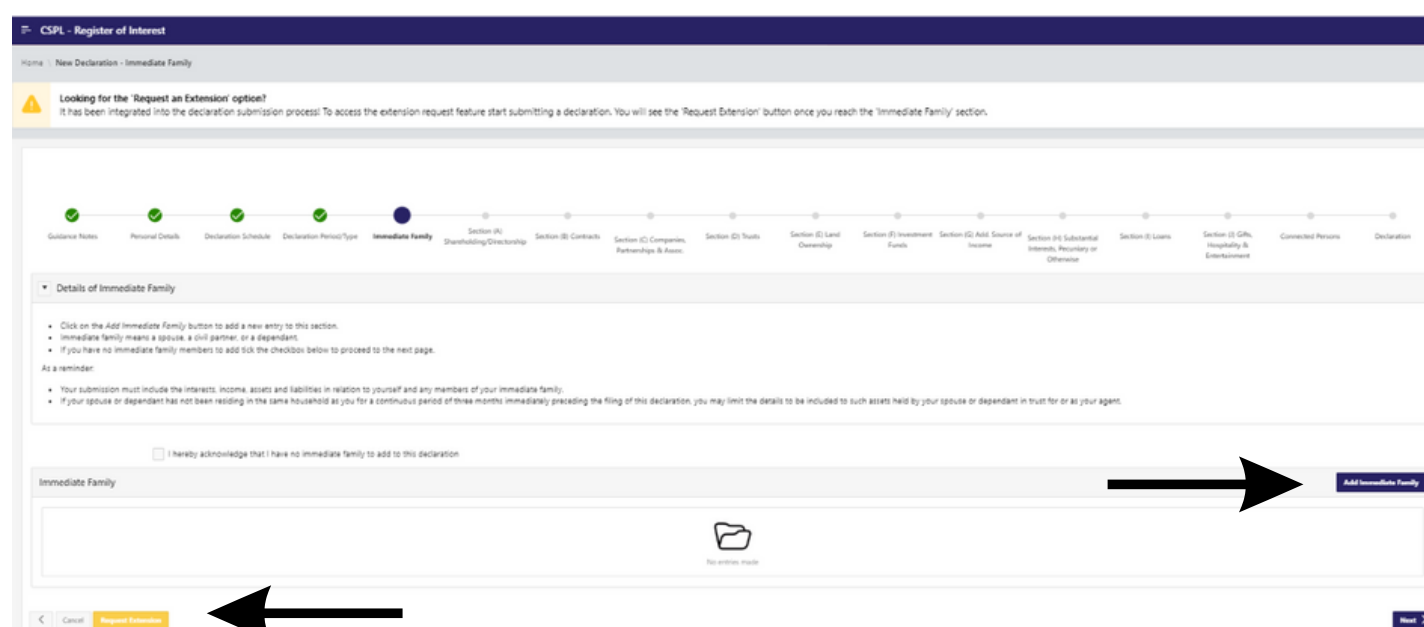
Next, you will need to select the appropriate 'Declaration Schedule'. Select '[Schedule 1](#)' or '[Schedule 2](#)', once you have determined the criteria which best matches your role.



For an annual declaration select the appropriate '[Declaration Period](#)' and the applicable statement. For example, '[My interests, income, assets and liabilities for the year ending in the selected declaration period](#)'. The statement selected will vary depending on your circumstance. Then enter your '[Appointment Details](#)'.



Next, you will need to complete the '[Immediate Family](#)' section by clicking on '[Add Immediate Family](#)'. This will allow you to add any immediate family members meaning spouse, civil partner or any depends you may have. If you don't have any immediate family members to add tick the check box below the description and then proceed to the next page.



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.

Next, you will need to complete the various sections of the Statement of Interests, Income, Assets and Liabilities. It is recommended to have the following items handy if relevant: company information, land information (block and parcel), values of any gifts received in the course of your duties, etc.

CSPL - Register of Interest

Home > New Declaration

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.

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, Pecuniary or Otherwise, Section (I) Loans, Section (J) Gifts, Hospitality & Entertainment, Connected Persons, Declaration.

Once you have completed all sections of the declaration, you can view the Declaration Summary. 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?
It has been integrated into the declaration submission process! To access the extension request feature start submitting a declaration.

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, Pecuniary or Otherwise, Section (I) Loans, Section (J) Gifts, Hospitality & Entertainment, Connected Persons, **Declaration**.

Declaration

Reference Number: REF6082

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.

< Cancel **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.