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## NOTICE REGARDING OFFICE HOURS

In light of the confirmed and suspected case(s) of COVID-19 in the Cayman Islands, the General Registry Department has taken steps to ensure the health and wellbeing of our staff and customers. As a result, staff members will be working remotely and on a shift basis. Please note CIPO's office hours which has been varied to **7:30am – 11:30am, Monday to Friday** until further notice. Kindly be advised that we will **no longer be accepting cheques or manual work during this time** as the General Registry counter will be closed for business. All filings must be sent to [ipfilings@ciipo.gov.ky](mailto:ipfilings@ciipo.gov.ky) and queries can be sent to [info@ciipo.gov.ky](mailto:info@ciipo.gov.ky). Should you wish to speak to a member of our team, you can reach us between the aforementioned hours at 244 3104.

Please recall our email of 11<sup>th</sup> March, 2020 regarding subject matter “**Implementation of Electronic Funds Transfer**” for guidance on transmission of fees. Copies of said notices has been attached to this email for your convenient reference.

The Health Services Authority has established a dedicated email address ([flu@hsa.ky](mailto:flu@hsa.ky)) and 24 hour hotlines (1-800-534-8600 and 947-3077) to field calls from the public and answer any questions you may have regarding the coronavirus. Be safe and may God be with us during this challenging time.

Thank you for your continued support!

Sincerely yours,

Candace Westby  
Head of Intellectual Property

