


PUBLICATION SCHEME 2026



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Section 1: About the Publication Scheme	1
Section 2: Information that may be withheld	2
Section 3: Methods of access	3
Section 4: Fees and charges	5
Section 5: Requests for information outside the publication scheme	6
Section 6: Complaints	6
Section 7: Categories of information	7
• About Us	8
• Strategic Management	15
• Finance & Administration	17
• Policies & Procedures	19
• Decisions & Recommendations	19
• Lists & Registers	20
• Our Services	20



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 Cayman Islands Intellectual Property Office to making information available to the public as part of its normal business activities.

The Cayman Islands Intellectual Property Office 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 Cayman Islands Intellectual Property Office will generally not publish:

- information in draft form;
- information that is not held by the Cayman Islands Intellectual Property Office, 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 Cayman Islands Intellectual Property Office (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

If you are having trouble locating information listed under our publication scheme, please contact the Information Manager by e-mail at foi.mfs@gov.ky.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call (345) 946-7922 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
Cayman Islands Intellectual Property Office
Ground Floor, Government Administration Building
P.O. Box 123
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.ciipo.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 foi.mfs@gov.ky or (345) 244-3460

The Cayman Islands Intellectual Property Office 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 Cayman Islands Intellectual Property Office is legally required to translate any information, it will do so.

The Cayman Islands Intellectual Property Office 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 foi.mfs@gov.ky or (345) 244-3460.



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 Cayman Islands Intellectual Property Office 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, Cayman Islands Intellectual Property Office 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 Acts.

Postage costs

The Cayman Islands Intellectual Property Office 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 Cayman Islands Intellectual Property Office has received your payment.

REQUESTS FOR INFORMATION OUTSIDE THE PUBLICATION SCHEME

Information held by the Cayman Islands Intellectual Property Office that is not published under this scheme can be requested by:

Writing to the Information Manager, Cayman Islands Intellectual Property Office, Ground Floor, Government Administration Building, P.O. Box 123, Grand Cayman KY1-9000, CAYMAN ISLANDS;

Sending an e-mail to the Information Manager, Cayman Islands Intellectual Property Office at foi.mfs@gov.ky.

Visiting our offices on the Ground Floor, Government Administration Building, Grand Cayman KY1-9000, CAYMAN ISLANDS, or you can also refer online to: <http://www.ciipo.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 Cayman Islands Intellectual Property Office 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, Cayman Islands Intellectual Property Office, Ground Floor, Government Administration Bldg., 133 Elgin Avenue, Box 123, Grand Cayman KY1-9000, CAYMAN ISLANDS or and we will try to resolve your complaint as quickly as possible.

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.



Office of the Ombudsman,
5th 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

Name of Public Authority

Cayman Islands Intellectual Property Office/Ministry of Financial Services and Commerce

Key Personnel

Premier & Minister

Honourable André Ebanks, MP

Government Administration Building
133 Elgin Avenue, George Town
PO Box 102
Grand Cayman, KY1-9000
CAYMAN ISLANDS

Chief Officer

Dax Basdeo, Ph.D., JP

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133 Elgin Avenue, George Town
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CAYMAN ISLANDS

Director

Terita Kalloo

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133 Elgin Avenue, George Town
PO Box 123
Grand Cayman, KY1-9000
CAYMAN ISLANDS
Contact number: 345-946-7922
E-mail: Terita.Kaloo@gov.ky

Intellectual Property Examiner

Carolee Nunez

Ground Floor, Government Administration Building
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Information Manager

Tammi Selzer

Government Administration Building
133 Elgin Avenue, George Town
PO Box 123
Grand Cayman, KY1-9000
CAYMAN ISLANDS
Contact number: 345-244-3460
E-mail: foi.mfs@gov.ky or Tammi.selzer2@gov.ky

Department Overview

The Cayman Islands Intellectual Property Office administers intellectual property rights in the Cayman Islands. The department falls under the Ministry of Financial Services and Commerce.

Organisation Location and Hours

- Ground Floor, Government Administration Building, 133 Elgin Avenue

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

Website: <https://www.ciipo.ky/>

Organisation Function

Key Areas of Work

- Trademark registration and maintenance
- Patent registration by extension from the United Kingdom
- Design right registration by extension
- Intellectual property guidance
- Customer service for rights holders and legal practitioners
- Outreach and education
- Support for IP policy and legislative development

FOI Responsibilities

Note that FOI responsibilities for the department is undertaken by the Ministry of Financial Services and Commerce.

Tribunals

Trade Marks Tribunal

Copyright Tribunal

Governance

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

- The Trade Marks (Transitional Provisions) Regulations 2017
- Consolidation of UK CDCA Act and Cayman Copyright Orders 2015 and 2016
- CIPO Practice Notes – Filing of Applications Under the New IP Laws
- CIPO Practice Notes – NICE Classifications
- Trademarks Regulations 2017
- The Patents Act (2018 Revision)
- Patents Regulations (2018 Revision)
- Patent Publication Fees Order, 2017
- The Trade Marks Act, 2016
- The Copyright (Cayman Islands) Order, 2015
- The Copyright (International Organisations) Order 2016
- The Copyright (Licensing of Orphan Works) Regulations 2016
- The Copyright (Material Open to Public Inspection) (Making Copies of Maps) Order 2016
- The Copyright (Material Open to Public Inspection) (Marking of Copies of Plans and Drawings) Order 2016
- The Copyright (application to other Countries) Order 2016
- The Designation of Educational Institutions Order 2016
- The Infringing Copies (Notice of Seizure) Order 2016
- The Copyright (Customs) Regulations 2016
- The Design Rights Registration Act, 2016
- Design Rights Registration Regulations, 2017
- Design Rights Publication Fees Order, 2017

You can access some of these documents on the Government Gazettes website or the CIIPO (<https://www.ciipo.ky/>) website under Resources.

Alternatively, you can access the Cayman Islands Online Legislation website - <https://legislation.gov.ky/cms/>

To see how the Department fits into the overall structure of Government, please use the following link - <https://gov.ky/organisationalchart> .

Corporate management

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

- Ministry Annual Report 2025
- 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 2026-2027.
- 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 (2026 Revision) & Financial Regulations (2024 Revision) & in Government's Procurement Policy - you can access the Cayman Islands Online Legislation website - <https://legislation.gov.ky/cms/>
- Departmental expenditure – available in the Ministry Annual Report or under Publication on <https://gov.ky/web/mfsc>.

LEGISLATION:

The Public Management and Finance Act (2026 Revision)

The Financial Regulations (2024 Revision)

The Procurement Act, 2023

The Procurement Regulations, 2022

Administration

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

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

LEGISLATION

Public Service Management Act (2018 Revision)

Personnel Regulations (2025 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 (2026 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 can be accessed by contacting the Department FOI personnel at foi.mfs@gov.ky.

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

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

DECISIONS AND RECOMMENDATIONS

- Decisions of the Tribunals may be obtained from the department upon request.

LISTS AND REGISTERS



- List of agents (<https://www.ciipo.ky>).

OUR SERVICES

Refer to Overview Section of this document.

