



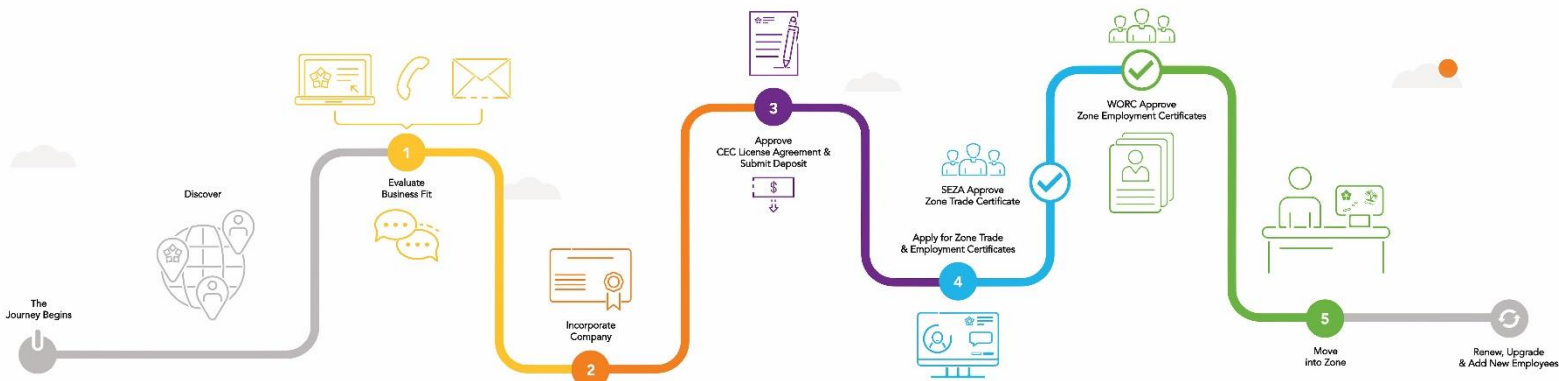
**CAYMAN  
ENTERPRISE  
CITY**  
Special Economic Zones

## Moving Into The Zone

This document provides an overview of the typical journey taken to establish a genuine physical presence in the Cayman Islands with Cayman Enterprise City (CEC). The entire process takes approximately 30 business days and is completed in five key steps. Once complete, you will be welcomed to the CEC community and become owners and operators of your very own Special Economic Zone Company (SEZC).

- STEP 1** – Evaluate your Business Fit
- STEP 2** – Incorporate your Cayman Islands Company
- STEP 3** – Approve your CEC License Agreement & Submit Deposit
- STEP 4** – Apply for Zone Trade & Employment Certificates
- STEP 5** – Move into the Zone!

Once you are ready to proceed, our team will work with you every step of the way.



## 1

### Evaluate your Business Fit

At this initial stage you will be introduced to a member of the CEC team who will discuss the benefits of establishing a genuine physical presence and outline the application process. Your CEC contact will help to answer any questions you may have and evaluate whether your business is suitable for licensing into the CEC Special Economic Zones. Once you have decided to proceed, your lead contact will outline the next steps in detail and introduce you to local service providers such as law firms, banks, real estate agents, and other key business contacts to help you to establish your SEZ business.

**Contact Support:** *Cayman's close-knit community and CEC's extensive network will ensure that you are in contact with the right professionals in every industry. From doctors, to educators, to veterinarians, highly skilled individuals are attracted to Cayman's cosmopolitan island lifestyle and vibrant business community. Need a local contact, just ask!*

At this step you may also wish to visit our campus facilities, meet with CEC community members who have gone through the process, learn about our outreach and workforce development initiatives, discuss your office needs in detail, and review your options for growth.

Meet others who have made the move by visiting our [Client Stories Blog](#).

## 2

### Incorporate your Cayman Islands Company

Incorporating a Cayman Islands entity is typically done through a local attorney or corporate services provider, which you may or may not already have. We work with all local firms and are pleased to make introductions as needed. Once you have set up your Cayman Islands exempted entity you will be able to apply for a Zone Trade Certificate (ZTC), which will allow your entity to conduct business in the Cayman Islands, and Zone Employment Certificates (ZECs), which will allow you and your team members to work in the Cayman Islands.

**Expert Advice:** *If you have an existing Cayman Islands exempted entity and would like to add a physical presence to it, whether for Economic Substance Law purposes or otherwise, you can easily convert your entity into a special economic zone entity.*

## 3

### Approve your CEC License Agreement & Submit Deposit

When details of your Special Economic Zone (SEZ) business have been confirmed, including company name, registered office address, chosen workspace solution, the term of your agreement, and your chosen start date, our team will create an account for you in CEC's Online Portal.

Once your online profile has been created, you will receive an email with a link to the portal and your login credentials. You can then log into to review and approve your CEC License Agreement. When your agreement is signed and uploaded back to the portal, you will receive a series of email notifications that will guide you through the onboarding process, and your CEC contact will introduce you to our Client Experience team, who will provide support throughout the application process.

At this stage you will also be asked to issue a deposit based on your chosen workspace solution. Please note that your deposit is held on account and fully refundable at the end of your term.

## **4 Apply for Zone Trade & Employment Certificates**

To operate your CEC business, you will need to apply for a Zone Trade Certificate (ZTC) for your Special Economic Zone (SEZ) company. The CEC Client Experience team will assist you with the preparation of your application documents, with the gathering of all required due diligence documentation, and will review and file your application on your behalf.

Once your ZTC application has been submitted to the [Special Economic Zone Authority](#) (SEZA) it will take just under two weeks for your application to be processed. If SEZA requires clarification or additional information/documentation, to help them complete the approval process, they will communicate their request to you via the CEC Client Experience team.

## **Zone Trade Certificate Approved by the Special Economic Zone Authority**

As soon as your ZTC has been approved by SEZA, you will be able to submit your five-year renewable applications for ZECs to [Workforce Opportunities and Residency Cayman](#) (WORC). Documents required in this process include a certified medical examination, passport photos, a police clearance, an accommodation form, proof of health insurance, proof of pension, and a letter to SEZA explaining the need for company to hire the particular employee. Just like the ZTC application, the CEC Client Experience team will help you to prepare, gather, review and submit your ZEC applications.

**Expert Advice:** *Begin working on your ZEC application(s) in tandem with your ZTC application so that you can submit your ZEC as soon as your ZTC has been approved by SEZA.*

## **Zone Employment Certificate(s) Approved by the Workforce Opportunities and Residency Cayman (WORC)**

Once your ZEC(s) has been approved by WORC you will be officially authorised to commence business operations within your very own Cayman Islands Special Economic Zone Company (SEZC).



## 5 Move into The Zone!

Throughout the application process the CEC team will be in touch to get your chosen workspace solution ready for you. As soon as your ZTC and ZEC(s) are approved, you will be ready to move in and join the CEC Community. Our serviced offices are fully furnished and thoughtfully designed so that you can plug in and begin working as soon as you arrive.

Each new community member is welcomed into The Zone by way of an onboarding session. You'll meet the team, get acquainted with the campus, and receive access to our community website, which offers opportunities to connect with the wider CEC community and provides helpful resources.



## Renewals, Office Upgrades & New Employees

Flexible office spaces and clever design allow businesses to grow at their own pace and without the fear of penalties. In fact, cost efficiencies increase as you grow your SEZ business!

The CEC team goes above and beyond to help Special Economic Zone (SEZ) businesses and their employees settle comfortably into life in the Cayman Islands. Even after the application process is done and dusted, CEC staff are in constant contact and remain in a supportive role to help SEZ companies flourish. Support services include everything from recruitment, to onboarding new staff, to providing marketing opportunities, and assisting with ZTC and ZEC renewals. Through annual meetings and regular catchups, the CEC team acts as a strategic connector by putting SEZ clients and entrepreneurs in touch with businesses, in related industries, and with service providers who are able to help.

To learn more about life in the Cayman Islands visit our [Lifestyle Blog](#).

**Recruitment Support:** CEC offers complimentary recruitment services to help source local candidates for your company. Simply complete an online form with the details and our Client Experience team will advertise the role on the CEC Jobs Portal, on eCay Trade, and through CEC's social media pages. Applicants will be sent to you for your review and selection. CEC also works with local recruitment providers should you require expert advice and support.