



Thank you for considering **Cayman Islands Chamber of Commerce Pension Plan** for your business!

We value your continued support and know the importance of exceptional customer service. For your convenience we have prepared this checklist and the enclosed forms, which we trust will make doing business with us easy, clear and concise.

If you have any questions during any stage in this process please do not hesitate to give us a call at 345-745-7630 or email us at [admin@pensions.ky](mailto:admin@pensions.ky).

### New Employer Check List

- Completed New Employer Application
- Completed Member Enrollment Form(s)
- Completed New Employer Questionnaire
- Valid Passports for Each Pensionable Employee
- Valid Passport(s) for Company Owner
- Copy of Register of Directors, Officers & Members (if applicable)
- Copy of Valid Trade and Business License, Current Receipt, or Other Incorporated Documents
- Cover Letter (see below for further information)

**A cover letter on letterhead paper addressed to The Chamber Pension Plan is required for all new employer applicants. The letter should address each of the following (where applicable):**

1. What is the nature of the business?
2. How long has the company been opened?
3. Written explanation for non-payment
4. List of all employees that work or worked for the company since inception, date of birth, monthly income for the period in question and status (permit/ non-permit) within the Cayman Islands (please include the date each employee started employment with the company)
  - i. Was this their first permit on island?
  - ii. If not, give the date of their first work permit on island?
5. All other information that would be significant to the application

**We thank you for your business and look forward to better serving you!**