



Annual Filing Checklist for Cayman Exempted Companies

For Cayman Islands exempted companies, annual compliance is an important part of maintaining good standing. Completing your filings on time helps avoid penalties and ensures your company remains compliant with Cayman Islands regulations.

As a registered office provider, we recommend reviewing the following each year:

- ✓ **Pay Annual Government Fees**
Ensure your annual government registration fees are paid by the applicable deadline to keep your company in good standing.
- ✓ **Review Beneficial Ownership Information**
Confirm whether there have been any changes to the company's beneficial owners, shareholders, or directors. Any changes should be reported promptly to your registered office provider.
- ✓ **Complete the Economic Substance Notification**
Most Cayman exempted companies are required to submit an annual Economic Substance Notification, even if they do not carry on a Relevant Activity.
- ✓ **Determine Whether an Economic Substance Return Is Required**
If your company carries on a Relevant Activity, an Economic Substance Return may also be required. An annual review of your business activities can help determine your reporting obligations.
- ✓ **Update Corporate Records**
Review your company's statutory records and notify your registered office provider of any changes to directors, shareholders, ownership, or business activities.

We're here to Help

At **Hermes Corporate Services Ltd.**, we assist clients with their ongoing Cayman Islands compliance, including:

- Registered Office services
- Annual Government Fee coordination

- Beneficial Ownership filings
- Economic Substance Notifications and Returns
- Corporate secretarial services
- Certificates of Good Standing and other corporate documents

If your company's annual filings are approaching, our team is ready to help ensure your compliance obligations are completed accurately and on time.

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