Cayman Islands Legal Services Council

Guidance Note 1/2026

***Legal Services Act 2020*, s. 50(2)**

Guidance Note on the Issuance of Practising Certificates to Attorneys admitted generally

The *Legal Services Act 2020* (the **Act**) provides:

> ***Application for practising certificate***
>
> ***49****. (1) An attorney-at-law may obtain a practising certificate on application to the Council.*
>
> *(2) An application for a practising certificate shall, subject to subsection (3), be made by a law firm, an in-house counsel or a statutory authority in the form approved for the purpose by the Council and shall be accompanied by the prescribed practising certificate fee.*
>
> *(3) An application for a practising certificate shall —*
>
> *(a) state the jurisdiction that will be the attorney-at-law's principal place of practice during the currency of the practising certificate applied for;*
>
> *(b) specify any jurisdiction, other than the Islands, in which the attorney-at-law is admitted to practise law; and*
>
> *(c) state whether or not the attorney-at-law is or has been the subject of a disciplinary complaint or any other action that could cause or did cause the attorney-at-law's name to be struck off the roll of a jurisdiction in which the attorney-at-law is or was admitted.*

Pursuant to s.50(2) of the Act, until amended or revoked, the Council hereby issues the following guidance for the issuance of Practising Certificates to admitted attorneys:

1. An applicant for a practising certificate / practising certificates shall provide the following information to the Council in the following form, which shall constitute an "approved form" per s. 49(2) of the Act.
2. In <u>all</u> cases, for the correct assessment of Practising Certificate Fees, each application shall state which fee grouping the application is sought under. The options are as per the *Legal Services (Fees) Regulations 2025*. At the time of issuing this Guidance, but as may be updated from the time to time, the options are (per certificate):
    a. Sole Practitioner: $1,000.00;
    b. In House Counsel: $2,500.00;
    c. Firms with no affiliate:
        i. No Affiliate 1-15 Attorney Firm: $1,000.00;
        ii. No Affiliate, 15+ Attorney Firm: $2,000.00;
    d. Firms with affiliates:

i. Firm with Affiliate, On Island or Caymanian/RERC: $2,500.00

ii. Firm with Affiliate, Foreign Practice (Non-Caymanian/RERC): $7,500.00

3. Where the application is by or on behalf of a single attorney or in-house counsel:

   a. the applicant shall provide:

      i. a statement of the attorney's name (e.g. "Ms. Jenny Jones"; "Mr. James Jones");

      ii. a statement of the Practising Certificate fee class (as above) (e.g. "No Affiliate, 1-15 Attorney Firm");

      iii. a statement of the attorneys' firm or organisation (if applicable, e.g. "Jones Legal, LLP", alternatively e.g. "Sole Practitioner");

      iv. a statement of the jurisdiction that will be the principal place of practice during the currency of the practising certificate (e.g. "Cayman Islands" or "London, England"; "Hong Kong", etc);

      v. a statement where else the attorney has been admitted to practise law (e.g. "BVI, England and Wales" or "None / No other admissions") (ie. these are the jurisdictions in which the attorney has been admitted, whether or not they are practising or hold a practising certificate for that jurisdiction);

      vi. a statement of whether or not s. 49(3)(c) applies to them, for example:

      "I confirm that I am not and have not been the subject of a disciplinary complaint or any other action that could cause or did cause my name to be struck off the roll in any jurisdiction for which I have been admitted at any time".

   b. Such an application may be provided in writing / by email and does **not** need to be provided by way of affidavit.

   c. By way of fuller example:

> *Applicant Name: Ms Jenny Jones*
>
> *Applicant Firm: Jones Legal, LLP*
>
> *Applicant PC Fee Group: No Affiliate, 1-15 Attorney Firm*
>
> *Principal Place of Practice: Cayman Islands*
>
> *Other Admissions: BVI, England and Wales*
>
> *Confirm s.49(3): I confirm that I am not and have not been the subject of a disciplinary complaint or any other action that could cause or did cause my name to be struck off the roll in any jurisdiction for which I have been admitted at any time*

4. Where more than one application is made / sought at once, such applications by law firms may be made by providing a spreadsheet with the above information in a row based / tabular form, with the required confirmation under s.49(3) being provided by a simple "confirmation" or "Yes" / "No" in the table. The only further information required is where an attorney works for an affiliate of a local firm, that should be specified, as should the local firm.

5. By way of example:

All of the below are for Jones Legal (Cayman) LLP, and each is a request for a "No Affiliate, 1-15 Attorney Firm" certificate.

Each attorney noted as giving the s.48(3) confirmation confirms that they are not and have not been the subject of a disciplinary complaint or any other action that could cause or did cause their name to be struck off the roll in any jurisdiction for which they have been admitted at any time

Full Name	***Place of Practice***	***Other Admissions***	***S.48(3) Confirmation***
Jones, Jenny	*Cayman Islands*	*BVI, England and Wales*	*Confirmed*
…			

6. By way of further example:[1]

All of the below are for Jones Legal (Cayman) LLP, a firm which also has a Hong Kong Affiliate (Jones Legal (Hong Kong) LLP.

Each attorney noted as giving the s.48(3) confirmation confirms that they are not and have not been the subject of a disciplinary complaint or any other action that could cause or did cause their name to be struck off the roll in any jurisdiction for which they have been admitted at any time

Full Name	***Place of Practice***	***Other Admissions***	***S.48(3) Confirmation***	***Class***	***Affiliate Firm***
Jones, Jenny	*Cayman Islands*	*BVI*	*Confirmed*	*On Island / Caymanian*	*N/A*
Long, Tim	*Cayman Islands*	*Scotland*	*Confirmed*	*On Island / Caymanian*	*N/A*
Smith, Mark	*Hong Kong*	*None*	*Confirmed*	*Foreign Practice*	*Jones Legal (Hong Kong) LLP*
Zoom, Sally	*Hong Kong*	*Queensland, Australia*	*Confirmed*	*On Island / Caymanian*	*Jones Legal (Hong Kong) LLP*

7. There is no further attestation required (whether by affidavit or otherwise) of the information provided in the spreadsheet for such a firm, however, such tables may (should the applicant wish)

[1] Where Saly Zoom is Caymanian but working in Hong Kong; and Mark Smith was previously admitted in Cayman but now works in a different office (and is not Caymanian/RERC holder).

provide such further information as may assist the Council (e.g. summary of total fees payable, other notes on immigration status, information for s.38(2) etc).

8. Where the s.48(3) confirmation *cannot* be given, a further statement of the circumstances as to why and full information shall be provided for the Council's consideration. It is recommended such applications be made separately to any grouped applications.
9. No further information is required for a practising certificate. However, the Council is aware that admitted attorneys will need to provide information to the Clerk of the Court for the Roll of Attorneys in due course per s.38(2) of the Act. Until further Guidance, such further information is not presently required as part of the practising certificate renewal process for admitted attorneys.
10. Practising Certificates issued for the year 2026 will be issued with effect from 1 January 2026.

Dated: 2 February 2026