

GUIDELINE ON PUBLICATION OF FINANCIAL STATEMENTS AND OTHER DISCLOSURES CBK/PG/10

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PART I: PRELIMINARY

1.1 Title - Guideline on Publication of Financial Statements and Other Disclosures.

1.2 Authorisation - This Guideline is issued under section 33(4) of the Banking Act, which empowers the Central Bank of Kenya to issue guidelines to be adhered to by institutions in order to maintain a stable and efficient banking and financial system.

1.3 Application - All institutions licensed under the Banking Act.

PART II: STATEMENT OF POLICY

2.1 Purpose- This guideline is intended to enhance market discipline in the banking and financial sector in general. As a custodian of public funds, institutions have the responsibility to safeguard their integrity and credibility in order to maintain public confidence.

It is under these considerations that institutions are required to periodically publish their financial statements and other disclosures in order to avail timely information to all stakeholders. This would also encourage institutions to enhance prudent management of their affairs and exercise self- regulation.

2.2 Responsibility - The board of directors of each institution shall be responsible for the adherence and compliance with the provisions of this guideline. This is consistent with the board of directors' responsibility to ensure that the financial statements are drawn up so as to give a true and fair view of the state of affairs and of the results of the institution.

PART III: SPECIFIC REQUIREMENTS

3.1 Institutions should present a statement of financial position that groups assets and liabilities by nature, listed in an order that reflects the relative liquidity of the groups of assets and liabilities. Similarly, a statement of comprehensive income should reflect income and expenses grouped by nature, quantifying the principal types of income and expenses.

3.2 Audited Financial Statements and Other Disclosures - All institutions licensed and operating in Kenya shall be required, within three months of the end of every financial year, to publish in a newspaper of nationwide circulation, between Mondays and Fridays excluding public holidays, a copy of their audited statement of financial position showing their assets and liabilities, statement of comprehensive income covering its activities and any other information prescribed by Central Bank of Kenya. The financial statements and other

disclosures so published must fully conform to the format prescribed by the Central Bank of Kenya from time to time.

All the audited financial statements and other disclosures to be published should first be submitted to the Central Bank of Kenya for clearance at least two weeks before publication. The financial statements must be signed by the Chief Executive Officer and at least one non-executive director of the institution. The reports forwarded to the Central Bank of Kenya for clearance must provide detailed reconciliations for any differences between them and the CBK (BSM), PR4-1-2, PR21, PR3 and any other return relating to the financial year end cut-off date which had earlier been forwarded.

Institutions shall also submit within three months of the end of every financial year audited financial statements in the Central Bank's prescribed format i.e. CBK-BSM (A), PR4-1-2A, PR21A, PR3A and any other prescribed returns to the Central Bank of Kenya. The returns should be certified by the external auditors of the institution. The Management Letter of the institution should also be submitted not later than 31st March of every year.

3.3 Un-audited Financial Statements and Other Disclosures - Every institution shall cause a copy of un-audited financial statements to be published in a newspaper of nationwide circulation, between Mondays and Fridays excluding public holidays, in the format prescribed by the Central Bank of Kenya from time to time. In order to facilitate comparisons, the prescribed formats shall be similar to those used to publish audited financial statements.

The un-audited financial statements shall be published at quarterly intervals in accordance with the following programme:

Period ending	Publication Deadline
31 st March	31st May
30th June	31st August
30th September	30th November

The publication for the period ending 31st December should follow the process described under clause 3.2 on Audited Financial Statements.

In addition to the newspaper publication requirement, every institution shall publish the audited and un-audited financial statements on its official website in a clearly accessible location. The publication on the website shall be effected no later than the above prescribed newspaper publication deadlines and shall remain continuously available on the website.

All the quarterly financial statements and other disclosures to be published should first be submitted to the Central Bank of Kenya for clearance at least two weeks before publication. The financial statements must be signed by the Chief Executive Officer and at least one director of the institution. The reports forwarded to the Central Bank of Kenya for clearance must provide detailed reconciliations for any differences between the disclosures and the CBK-BS (M), PR4-1-2, PR21, PR3 and other prudential returns relating to the same cut-off date which had earlier been forwarded.

3.4 Continued Access to Financial Statements and Other Disclosures

To ensure continuous access of institutions' financial statements and other disclosures by the public, institutions shall include a note in their quarterly publications in the newspapers stating that their financial statements and other disclosures are available on their website, together with the address of the websites. The institutions should also disclose the physical address of its head office where the financial statements and other disclosures can be accessed.

3.5 Qualitative Disclosures

Public disclosure of reliable and timely information by banks enable users of that information to make an accurate assessment of a bank's financial condition and performance, business activities, risk profile and risk management practices. However, disclosure alone does not necessarily result in transparency. To achieve transparency, a bank must provide timely, accurate, relevant and sufficient disclosures of qualitative and quantitative information that enables users to make proper assessment of the institution's activities and risk profile.

At minimum the following broad categories of information should be disclosed in clear terms and appropriate detail to help achieve a satisfactory level of bank transparency. These are:

- financial performance;
- financial position (including capital, solvency and liquidity);
- risk management strategies and practices;
- risk exposures (including credit risk, market risk, liquidity risk, and operational, climate related risks, legal and other risks);
- environmental, social and governance (ESG) disclosures.
- aggregate exposure to related parties and transactions with related parties;
- all material entities in the group structure;
- accounting policies; and
- basic business, management and corporate governance information, including the business model, business strategy, organizational structure, ownership and shareholder structure, board

composition, including independence, qualifications and tenure, key board committees and their composition and mandate, and senior management.

The scope and content of information provided and the level of disaggregation and detail should be commensurate with the size and nature of a bank's operations.

Where information on any of the above categories is not part of the published disclosures, institutions are required to prepare and update the disclosures on a quarterly basis, forward to CBK for clearance together with the disclosures for quarterly publication and upload them in their websites on the same link as the published disclosures for reference by interested parties.

PART IV: CORRECTIVE MEASURES

4.1 Remedial measures - if an institution fails to comply with this guideline, the Central Bank may pursue any or all corrective actions as provided under Sections 33, 34 and 55 of the Banking Act.

4.2 Administrative sanctions - in addition to the use of corrective actions noted in paragraph 1 above, the Central Bank may pursue any or all of the following administrative sanctions against an institution, its board of directors, or its officers:

- 4.2.1 Prohibition from declaring or paying dividends;
- 4.2.2 Prohibition from establishing new places of business;
- 4.3.3 Prohibition from engaging in new activities or from expanding existing activities; and
- 4.3.4 Prohibition from declaring or paying bonuses, salary incentives, or other discretionary compensation to directors or officers.

PART V: EFFECTIVE DATE

5.1 Effective date - The effective date of this guideline shall be 1st January 2027.

5.2 Supersedence – This guideline supersedes and replaces Guideline on Publication of Financial Statements and Other Disclosures, CBK/PG/10 of 1st January 2013..

Enquires

Any enquiries on this Guideline should be forwarded to:

Director

Bank Supervision Department

Central Bank of Kenya

P. O. Box 60000 - 00200
NAIROBI
TEL...2860000
E-mail: *fin@centralbank.go.ke*

NAME OF INSTITUTION.....

AUDITED FINANCIAL STATEMENTS AND OTHER DISCLOSURES CBK/PR 10-1(A)

		Bank		Group Consolidated	
1	STATEMENT OF FINANCIAL POSITION AS AT	31st Dec	31st Dec	31st Dec	31st Dec
		Previous Year	This Year	Previous Year	This Year
		Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
A	ASSETS	(Audited)	(Audited)	(Audited)	(Audited)
1	Cash (both local and foreign)				
2	Balances with Central Bank of Kenya				
3	Kenya Government and other securities held for dealing purposes				
4	Financial Assets at fair value through profit and loss				
5	Investment Securities: (a) At amortised cost: a. Kenya Government securities b. Other securities (b) Fair value through other comprehensive income: a. Kenya Government securities b. Other securities				
6	Deposits and balances due from local banking institutions				
7	Deposits and balances due from banking institutions abroad				
8	Tax recoverable				
9	Loans and advances to customers (net)				
10	Balances due from banking institutions in the group				
11	Investments in associates				
12	Investment in subsidiary companies				
13	Investments in joint ventures				
14	Investment properties				
15	Property, plant and equipment				
16	Prepaid lease rentals				
17	Intangible assets				
18	Deferred tax asset				

		Bank		Group Consolidated	
1	STATEMENT OF FINANCIAL POSITION AS AT	31st Dec	31st Dec	31st Dec	31st Dec
		Previous Year	This Year	Previous Year	This Year
		Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
A	ASSETS	(Audited)	(Audited)	(Audited)	(Audited)
19	Retirement benefit assets				
20	Other assets				
21	TOTAL ASSETS				
B.	LIABILITIES				
22	Balances due to Central Bank of Kenya				
23	Customer deposits				
24	Deposits and balances due to local banking institutions				
25	Deposits and balances due to banking institutions abroad				
26	Other money market deposits				
27	Borrowed funds				
28	Balances due to banking institutions in the group				
29	Tax payable				
30	Dividends payable				
31	Deferred tax liability				
32	Retirement benefit liability				
33	Other liabilities				
34	TOTAL LIABILITIES				
C	SHAREHOLDER'S FUNDS				
35	Paid up/Assigned capital				
36	Share premium (discount)				
37	Revaluation reserve				
38	Retained earnings/Accumulated losses				
39	Statutory loan loss reserve				
40	Other Reserves				
41	Proposed dividends				
42	Capital grants				
43	TOTAL SHAREHOLDER'S FUNDS				
44	TOTAL LIABILITIES AND SHAREHOLDERS' FUNDS				

AUDITED FINANCIAL STATEMENTS AND OTHER DISCLOSURES CBK/PR 10-2(A)

			Bank		Group Consolidated	
	11	STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED	31st Dec	31st Dec	31st Dec	31st Dec
			Previous Year	This Year	Previous Year	This Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
1	INTEREST INCOME		(Audited)	(Audited)	(Audited)	(Audited)
	1.1	Loans and advances				
	1.2	Government Securities				
	1.3	Deposits and placements with banking institutions				
	1.4	Other interest income				
	1.5	Total Interest income				
2	INTEREST EXPENSES					
	2.1	Customer deposits				
	2.2	Deposits and placements from banking institutions				
	2.3	Other Interest Expenses				
	2.4	Total Interest Expenses				
3	NET INTEREST INCOME/(LOSS)					
4	OTHER OPERATING INCOME					
	4.1	Fees and commissions on loans and advances				
	4.2	Other fees and commissions				
	4.3	Foreign exchange trading income (loss)				
	4.4	Income from fair value through profit and				
	4.5	Dividend Income				
	4.6	Other income				
	4.7	Total Other Operating Income				
5	TOTAL OPERATING INCOME					
6	OPERATING EXPENSES					
	6.1	Loan loss provision				
	6.2	Staff costs				
	6.3	Directors' emoluments				
	6.4	Rental Charges				
	6.5	Depreciation charge on property and equipment				
	6.6	Amortisation charges				

			Bank		Group Consolidated	
	11	STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED	31st Dec	31st Dec	31st Dec	31st Dec
			Previous Year	This Year	Previous Year	This Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
1		INTEREST INCOME	(Audited)	(Audited)	(Audited)	(Audited)
	6.7	Other operating expenses				
	6.8	Total Operating Expenses				
7		Profit/(loss) before tax and exceptional items				
8		Exceptional items				
9		Profit/(Loss) after exceptional items				
10		Current tax				
11		Deferred tax				
12		Profit/(loss) after tax and exceptional items				
13		Other Comprehensive Income:				
	13.1	Gains/(Losses) from translating the financial statements of foreign operations				
	13.2	Fair value changes in available-for-sale financial assets				
	13.4	Revaluation Surplus on property, Plant and Equipment				
	13.5	Share of other comprehensive income of associates				
	13.6	Income tax relating to components of other comprehensive income				
14		Other comprehensive income for the year net of tax				
15		Total comprehensive income for the year				

AUDITED FINANCIAL STATEMENTS AND OTHER DISCLOSURES CBK/PR 10-3(A)

			Bank		Group Consolidated	
	111	OTHER DISCLOSURES	31st Dec	31st Dec	31st Dec	31st Dec
			Previous Year	This Year	Previous Year	This Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
1		NON-PERFORMING LOANS AND ADVANCES	(Audited)	(Audited)	(Audited)	(Audited)
	a)	Gross non-performing loans and advances				
		Less				
	b)	Interest in suspense				
	c)	Total Non-performing loans and advances (a-b)				
		Less				
	d)	Loan loss provisions				
	e)	Net Non-performing loans (e-d)				
	f)	Discounted Value of Securities				
	g)	Net NPLs Exposure (e-f)				
2		Insider Loans and Advances				
	a)	Directors, shareholders and associates				
	b)	Employees				
3		Off-Balance Sheet Items				
	a)	Letters of credit, guarantees, acceptances				
	b)	Forwards, swaps, and options				
	c)	Other contingent liabilities				
	d)	Total Contingent Liabilities				
4		Capital Strength				
	a)	Common Equity Tier (CET) 1 capital				
	b)	Minimum statutory capital				
	c)	Excess/(Deficiency)				
	d)	Additional Tier 1 Capital				
	e)	Tier 1 capital (a + d)				
	f)	Tier 2 Capital				
	g)	Total capital (e + f)				
	h)	Total risk weighted assets				
	i)	CET 1 capital/total deposit liabilities				
	j)	Minimum statutory ratio				

			Bank		Group Consolidated	
	111	OTHER DISCLOSURES	31st Dec	31st Dec	31st Dec	31st Dec
			Previous Year	This Year	Previous Year	This Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
	k)	Excess/(Deficiency) (i - j)				
	l)	CET 1 capital/total risk weighted assets				
	m)	Minimum Statutory ratio				
	n)	Excess/(Deficiency) (l - m)				
	o)	Total capital/total risk weighted assets				
	p)	Minimum statutory ratio				
	q)	Excess/(Deficiency) (o - p)				
	r)	Leverage Ratio				
	s)	Minimum statutory ratio				
	t)	Excess/(Deficiency) (r - s)				
5	Liquidity					
	a)	Liquidity Ratio				
	b)	Minimum statutory ratio				
	c)	Excess/(Deficiency) (a-b)				
	d)	Liquidity Coverage Ratio (LCR)				
	e)	Minimum statutory NSFR ratio				
	f)	Excess/(Deficiency) (d-e)				
	h)	Net Stable Funding Ratio (NSFR)				
	i)	Minimum statutory NSFR ratio				
	j)	Excess/(Deficiency) (h-i)				
These financial statements are extracts from the books of the institution as audited by..... received unqualified/qualified opinion. The complete set of audited financial statements, statutory and qualitative disclosures can be accessed on the Institution's website ----- . They may also be accessed at the institutions head office located at ----- (physical address). Signed..... Signed..... CHIEF EXECUTIVE OFFICER NON-EXECUTIVE DIRECTOR						

NAME OF INSTITUTION.....

QUARTERLY FINANCIAL STATEMENTS AND OTHER DISCLOSURES

CBK/PR 10-1

		Bank					Group Consolidated		
1	STATEMENT OF FINANCIAL POSITION AS AT	Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
		Same Quarter	Previous year	Current Year	Current Year	Current Year	Same Quarter	Previous year	Current Year
		Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
A	ASSETS	Unaudited	Audited	Unaudited	Unaudited	Unaudited	Unaudited	Audited	Unaudited
1	Cash (both local and foreign)								
2	Balances with Central Bank of Kenya								
3	Kenya Government and other securities held for dealing purposes								
4	Financial Assets at fair value through profit and loss								
5	Investment Securities: a). At amortised cost:: a. Kenya Government securities b. Other securities b). (b) Fair value through other comprehensive income: a. Kenya Government securities b. Other securities								
6	Deposits and balances due from local banking institutions								
7	Deposits and balances due from banking institutions abroad								

		Bank					Group Consolidated		
1	STATEMENT OF FINANCIAL POSITION AS AT	Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
		Same Quarter	Previous year	Current Year	Current Year	Current Year	Same Quarter	Previous year	Current Year
		Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
A	ASSETS	Unaudited	Audited	Unaudited	Unaudited	Unaudited	Unaudited	Audited	Unaudited
8	Tax recoverable								
9	Loans and advances to customers (net)								
10	Balances due from banking institutions in the group								
11	Investments in associates								
12	Investments in subsidiary companies								
13	Investments in joint ventures								
14	Investment properties								
15	Property, plant and equipment								
16	Prepaid lease rentals								
17	Intangible assets								
18	Deferred tax assets								
19	Retirement benefit assets								
20	Other assets								
21	TOTAL ASSETS								
B	LIABILITIES								
22	Balances due to Central Bank of Kenya								
23	Customer deposits								
24	Deposits and balances due to local banking institutions								
25	Deposits and balances due to foreign banking institutions								

		Bank					Group Consolidated		
1	STATEMENT OF FINANCIAL POSITION AS AT	Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
		Same Quarter	Previous year	Current Year	Current Year	Current Year	Same Quarter	Previous year	Current Year
		Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
A	ASSETS	Unaudited	Audited	Unaudited	Unaudited	Unaudited	Unaudited	Audited	Unaudited
26	Other money market deposits								
27	Borrowed funds								
28	Balances due to banking institutions in the group								
29	Tax payable								
30	Dividends payable								
31	Deferred tax liability								
32	Retirement benefit liability								
33	Other liabilities								
34	TOTAL LIABILITIES								
C	SHAREHOLDERS' FUNDS								
35	Paid up/Assigned capital								
36	Share premium/(discount)								
37	Revaluation reserves								
38	Retained earnings/Accumulated losses								
39	Statutory loan loss reserve								
40	Other Reserves								
41	Proposed dividends								
42	Capital grants								
43	TOTAL SHAREHOLDERS' FUNDS								
44	TOTAL LIABILITIES AND SHAREHOLDERS' FUNDS								

NAME OF INSTITUTION.....

QUARTERLY FINANCIAL STATEMENTS AND OTHER DISCLOSURES CBK/PR 10-2

			Bank					Group Consolidated		
11	STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED		Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
			Same Quarter	Previous year	Current Year	Current Year	Current Year	Same Quarter	Previous year	Current Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
			Unaudited	Audited	Unaudited	Unaudited	Unaudited	Unaudited	Audited	Unaudited
1	INTEREST INCOME									
	1.1	Loans and advances								
	1.2	Government securities								
	1.3	Deposits and placements with banking institutions								
	1.4	Other interest income								
	1.5	Total Interest income								
2	INTEREST EXPENSES									
	2.1	Customer deposits								
	2.2	Deposits and placements from banking institutions								
	2.3	Other interest expenses								
	2.4	Total Interest Expenses								
3	NET INTEREST INCOME/ (LOSS)									
4	NON-OPERATING INCOME									
	4.1	Fees and commissions on loans and advances								
	4.2	Other fees and commissions								

			Bank					Group Consolidated		
11	STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED		Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
			Same Quarter	Previous year	Current Year	Current Year	Current Year	Same Quarter	Previous year	Current Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
			Unaudited	Audited	Unaudited	Unaudited	Unaudited	Unaudited	Audited	Unaudited
	4.3	Foreign exchange trading income (loss)								
	4.4	Income from fair value through profit								
	4.5	Dividend income								
	4.6	Other income								
	4.7	Total Non-Interest Income								
5.	TOTAL OPERATING INCOME									
6	OTHER OPERATING EXPENSES									
	6.1	Loan loss provision								
	6.2	Staff costs								
	6.3	Directors' emoluments								
	6.4	Rental charges								
	6.5	Depreciation charge on property and equipment								
	6.6	Amortisation charges								
	6.7	Other operating expenses								
	6.8	Total Other Operating Expenses								
7	Profit/(loss) before tax and exceptional items									
8	Exceptional items									
9	Profit/(loss) after exceptional items									
10	Current tax									
11	Deferred tax									

			Bank					Group Consolidated		
11	STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED		Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
			Same Quarter	Previous year	Current Year	Current Year	Current Year	Same Quarter	Previous year	Current Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
			Unaudited	Audited	Unaudited	Unaudited	Unaudited	Unaudited	Audited	Unaudited
12	Profit/(Loss) after tax and exceptional items									
13	Other Comprehensive Income:									
	13.1	Gains/(Losses) from translating the financial statements of foreign operations								
	13.2	Fair value changes in available -for-sale financial assets								
	13.4	Revaluation Surplus on Property, plant and equipment ion								
	13.5	Share of other comprehensive income of associates								
	13.6	Income tax relating to components of oth comprehensive income								
14		Other comprehensive income for the year net of tax								
15		Total comprehensive income for the year								

NAME OF INSTITUTION.....

QUARTERLY FINANCIAL STATEMENTS AND OTHER DISCLOSURES CBK/PR 10-3

			Bank					Group Consolidated		
OTHER DISCLOSURES			Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
			Same Quarter	Previous year	Current Year	Current Year	Same Quarter	Previous year	Current Year	Current Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
			Unaudited	Audited	Unaudited	Unaudited	Unaudited	Audited	Unaudited	Unaudited
1	NON-PERFORMING LOANS AND ADVANCES									
	a)	Gross non-performing loans and advances								
		Less:								
	b)	Interest in suspense								
	c)	Total Non-performing loans and advances (a-b)								
		Less								
	d)	Loan loss provisions								
	e)	Net non-performing loans (c-d)								
	f)	Discounted value of securities								
	g)	Net NPLs Exposure (e-f)								
2	Insider Loans and Advances									
	a)	Directors, shareholders and associates								
	b)	Employees								
	c)	Total insider loans, advances and other facilities								
3	Off-balance sheet items									

			Bank					Group Consolidated		
OTHER DISCLOSURES			Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
			Same Quarter	Previous year	Current Year	Current Year	Same Quarter	Previous year	Current Year	Current Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
			Unaudited	Audited	Unaudited	Unaudited	Unaudited	Audited	Unaudited	Unaudited
	a)	Letters of credit, guarantees, acceptances								
	b)	Forwards, swaps, and options								
	c)	Other contingent liabilities								
	d)	Total Contingent liabilities								
4	Capital strength									
	a)	Common Equity Tier (CET) 1								
	b)	Minimum statutory capital								
	c)	Excess/(Deficiency)								
	d)	Additional Tier 1 Capital								
	e)	Tier 1 capital (a + d)								
	f)	Tier 2 Capital								
	g)	Total capital (e + f)								
	h)	Total risk weighted assets								
	i)	CET 1 capital/total deposit liabilities								
	j)	Minimum statutory ratio								
	k)	Excess/(Deficiency) (i - j)								
	l)	CET 1 capital/total risk weighted assets								
	m)	Minimum Statutory ratio								
	n)	Excess/(Deficiency) (l - m)								
	o)	Total capital/total risk weighted assets								
	p)	Minimum statutory ratio								
	q)	Excess/(Deficiency) (o - p)								

			Bank					Group Consolidated		
OTHER DISCLOSURES			Previous year	31 st Dec	1 st Quarter	2 nd Quarter	3 rd Quarter	Previous year	31 st Dec	Current Quarter
			Same Quarter	Previous year	Current Year	Current Year	Same Quarter	Previous year	Current Year	Current Year
			Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'	Shs.'000'
			Unaudited	Audited	Unaudited	Unaudited	Unaudited	Audited	Unaudited	Unaudited
	r)	Leverage Ratio								
	s)	Minimum statutory ratio								
	t)	Excess/(Deficiency) (r - s)								
5	Liquidity									
	a)	Liquidity ratio								
	b)	Minimum Statutory ratio								
	c)	Excess/Deficiency) (a-d)								
	d)	Liquidity Coverage Ratio (LCR)								
	e)	Minimum statutory LCR ratio								
	f)	Excess/(Deficiency) (d-e)								
	h)	Net Stable Funding Ratio (NSFR)								
	i)	Minimum statutory NSFR ratio								
	j)	Excess/(Deficiency) (h-i)								
These financial statements are extracts from the books of the institution. The complete set of quarterly financial statements, statutory and qualitative disclosures can be accessed on the institutions website -----. They may also be accessed at the institutions head office located at ----- (physical address). Signed..... Signed..... CHIEF EXECUTIVE OFFICER NON -EXECUTIVE DIRECTOR										

NOTES FOR COMPLETION OF FINANCIAL STATEMENTS AND OTHER DISCLOSURES: CBK/PG10

GENERAL

- These completion instructions are issued to ensure uniformity of reporting by all institutions.
- No asset or liability stated in the statement of financial position should be offset by deduction of another liability or asset except inter-branch balances and items in transit or where a legal right of set-off exists.
- The financial statements should be prepared in accordance with the International Financial Reporting Standards (IFRS).
- All figures should be shown in thousands of Kenya shillings.
- All the rows should be published irrespective of whether the institution has a figure to report or not.

I. STATEMENT OF FINANCIAL POSITION

A. ASSETS

1. Cash balances

Notes and coins (both local and foreign) held in the tills and vaults.

2. Balances with Central Bank of Kenya

These include:

- Balances held with the Central Bank of Kenya, including cash held for cash reserve ratio purposes; and
- Repo purchases from the Central Bank of Kenya, which constitute amounts lent to CBK against government securities.

3. Kenya Government and other securities held for dealing purposes

These include Government and other marketable securities held for dealing purposes. Institutions hold these securities with the intention of reselling them in the short-term. They include Treasury Bonds bought at Nairobi Stock Exchange, Corporate bonds and commercial paper which can be sold in active market.

4. Financial assets at fair value through profit and loss

These are financial assets acquired principally for the purpose of selling in the near term or if it is part of a portfolio of financial assets that are managed together, there is evidence of a recent actual pattern of short-term profit-taking. These include listed treasury bonds, corporate bonds and equity instruments.

5. Investment Securities:

a) At amortised cost:

- a. Kenya Government securities
- b. Other securities

These are government securities and other securities (both local and foreign) with fixed or determinable payments and fixed maturities that an institution's management has the positive intention and ability to hold to maturity.

b) Fair value through other comprehensive income:

- a. Kenya Government securities
- b. Other securities

These are government securities and other securities (both local and foreign) that are intended to be held for an indefinite period of time, which may be sold in response to needs for liquidity or changes in interest rates, exchange rates or equity prices.

6. Deposits and balances due from local banking institutions

These include:

- Placements by the reporting institution with other institutions including inter-bank placements. Placements with collapsed institutions should be disclosed among "other assets" net of provisions held, if any.
- All loans and advances granted to other institutions and building societies.
- All credit balances in current accounts held with other institutions.

7. Deposits and balances due from foreign banking institutions

These include:

- Placements by the reporting institution with other institutions including inter-bank placements overseas. Placements with collapsed institutions should be disclosed among "other assets" net of provisions held, if any.

All loans and advances granted to other overseas institutions and building societies.

- All credit balances in current accounts held with other institutions.
- Banking institutions include building societies.

8. Tax Recoverable

This is tax that is recoverable as a result of overpayment of tax in the previous periods.

9. Loans and Advances to Customers (Net)

These are term loans, overdrafts, bills discounted and hire purchase. The balance to be reported is net of provisions and interest in suspense. These also include commercial paper and corporate bonds, with fixed or determined payment and maturities.

10. Balances due from banking institutions in the group

These are amounts due from group companies conducting banking business.

11. Investments in Associates

These are equity investments by the reporting institution in other companies where it has significant influence and which is neither a subsidiary nor a joint venture of the institution.

12. Investments in Subsidiary Companies

These include equity investments by the reporting institution in its subsidiaries.

13. Investments in Joint Ventures

These are investments by the reporting institution in joint ventures.

14. Investment Properties

Investment Properties are defined in IAS 40 as a property (land or a building or part of a building or both) held (by the owner or by the lessee under a finance lease) to earn rentals or for capital appreciation or both, rather than for: -

- (a) Use in the production or supply of goods or services or for administrative purposes;
or
- (b) Sale in the ordinary course of business.

15. Properties, Plant and Equipment

Comprise all the immovable and other fixed assets of the reporting institution. These are to be reported net of accumulated depreciation. They include:

- Staff houses.
- Furniture, fixtures and fittings.
- Motor vehicles.
- Office equipment including computer equipment.
- Land and buildings including leasehold land classified as finance lease (excludes leasehold land classified as operating lease and investment property).
- Others not specified elsewhere including foreclosed assets.

16. Prepaid lease rentals

These relate to the cost of the leasehold land classified as operating lease net of accumulated amortised amount.

17. Intangible assets

Include all intangible assets such as goodwill, computer software, royalties, copyrights etc.

18. Deferred Tax Asset

These are taxes recoverable in future periods in respect of:

- Deductible temporary difference.
- The carry forward of unused tax losses.
- The carry forward of unused tax credits.

19. Retirement Benefit Asset

These are staff retirement benefit assets computed as per IAS 19.

20. Other assets

These include assets which do not fall in any category already disclosed including amounts due from other group companies other than banks.

21. Assets Total

This is the total of items 1 to 20 above.

B. LIABILITIES

22. Balances due to Central Bank of Kenya

These include:

- Overnight loans and advances from Central Bank; and
- Reverse REPO sales to the Central Bank against government securities.

23. Customer Deposits

These include all funds received from public bodies, parastatals, private enterprises, individuals and other non-profit making institutions, both resident and non-resident in Kenya. They include current account balances, fixed/call deposits, and savings account balances, margins on letters of credit or any other deposit by whatever name both in local and foreign currencies whether matured or not.

24. Deposits and balances due to local banking institutions

These include deposits due to commercial banks, financial institutions, mortgage finance companies and building societies domiciles in Kenya. All inter-bank borrowings should be reported here.

25. Deposits and balances due to foreign banking institutions

These include deposits due to commercial banks, financial institutions, mortgage finance companies and building societies domiciled abroad (overseas).

26. Other Money Market Deposits

These include deposits/financial instruments from the money market, which have not been disclosed in any other category.

27. Borrowed Funds

These include term borrowings from the Central Bank of Kenya, commercial banks both in Kenya and overseas, companies, donor agencies and other lending agencies both in Kenya and overseas. Special loan facilities covering funds received through special arrangements between the Kenya government and other foreign governments or donor agencies, such as EIB Loans, for onward lending or distribution to specified sectors of the economy should be entered here. Shareholders' loans whose original maturities are below 5 years should be classified as borrowed funds.

28. Balances due to banking institutions in the group

These include amounts owed to banking institutions in the group.

29. Tax Payable

This relates to tax liability computed but not yet paid.

30. Dividends Payable

These are dividends that have been declared and approved at annual general meeting but not yet paid.

31. Deferred Tax Liability

These are taxes payable in future periods in respect of taxable temporary differences.

32. Retirement Benefit Liability

This is the retirement benefits liability as accounted for under IAS 19.

33. Other Liabilities

These include all other liabilities not specified elsewhere e.g.

- Items in transit.
- Amount due to other group companies other than banks.

34. Total Liabilities

This is the total of items 22 to 33 above.

C. SHAREHOLDERS' EQUITY

35. Paid up/Assigned Capital

This is the nominal value of ordinary and preference shares issued and fully paid by the shareholders or capital assigned to Kenyan Branch (es) by foreign parent companies.

36. Share premium/(discount)

This is the difference between the nominal price and the purchase price of ordinary and preference shares, which is not refundable.

37. Revaluation Reserve

These are revaluation surpluses/losses arising from revaluation of fixed assets.

38. Retained Earnings/Accumulated Losses

These are undistributed profits or losses brought forward over the years. They should also include unrealised gains/losses.

39. Statutory Loan Loss Reserve

These are provisions that have been appropriated from retained earnings (revenue reserves). This will only apply if provisions computed under Risk Classification of Assets and Provisioning Guideline is in excess of impairment losses computed under the relevant International Financial Reporting Standards.

40. Other Reserves

These include such reserves as fair value gains on fair value through other comprehensive income investment securities.

41. Proposed Dividends

These are dividends that have been proposed by the Board but have not been ratified at the annual general meeting.

42. Capital Grants

These are grants to the institution, which are not callable.

43. Total Shareholders' Funds

This is the sum of items 35 to 42 above.

II STATEMENT OF COMPREHENSIVE INCOME

1. INTEREST INCOME

1.1 Loans and advances

This covers interest income and discounts on loans and advances including bills and notes discounted/purchased and interest on commercial paper and corporate bonds. Interest income should not include interest on non-performing loans and this should exclude fees, commissions and penalties on loans and advances.

1.2 Government securities

This covers interest and discounts earned on all Government securities.

1.3 Deposits and placements with banking institutions

This includes all interest earned on placements and overnight lending to commercial banks, financial institutions, mortgage finance companies and building societies. Also include interest earned on current accounts held the institutions with other commercial banks, mortgage finance companies and building societies. Interest on placements with collapsed institutions, should be suspended and not recognized as income.

1.4 Other interest income

This represents other interest income not captured above including interest income on repos. Interest income doubtful of recovery should not be recognized.

1.5 Total Interest Income

Total for items Nos.1.1-1.4 above.

2. INTEREST EXPENSES

2.1 Customer deposits

Consists of interest expenses on all categories of deposits, both local and foreign, excluding interest on borrowed funds.

2.2 Deposits and placements from banking institutions

Includes interest on borrowed funds plus interest on money market borrowings, both from domestic and overseas markets.

2.3 Other interest expenses

Consists of all other interest expenses on borrowings other than those specified in 2.1 and 2.2 above.

2.4 Total Interest Expenses

Total for item Nos. 2.1-2.3 above.

3. NET INTEREST INCOME/(LOSS)

Deduct item No. 2.4 from item 1.5 above

4. OTHER OPERATING INCOME

4.1 Fees and commission income on loans and advances

This includes all charges and commissions relating to lending e.g. appraisal fees, commitment fees, administration fees etc

4.2 Other Fees and commission income

This includes all charges and commissions relating to account operations (e.g. ledger fees), fees received from managing other institutions/group companies, commissions earned (e.g. charges on standing orders, safe-deposit facilities and ATMs) etc.

4.3 Foreign exchange trading income/(loss)

Consists of the gain (loss) arising from the purchase and sale of foreign currency. Also include gains/loss arising from the revaluation or conversion of foreign currency balances.

4.4 Income from fair value through profit and loss

This income is earned from financial assets acquired principally for the purpose of selling in the near term or if it is part of a portfolio of financial assets that are managed together, there is evidence of a recent actual pattern of short-term profit-taking. These include listed treasury bonds, corporate bonds and equity instruments.

4.5 Dividend income

This income is earned from shareholding in other firms.

4.6 Other income

This is all other income not specified elsewhere above. This income should arise from normal banking business operations.

4.7 Total Other Operating Income

This is the total of items Nos. 4.1 - 4.5 above.

5. TOTAL OPERATING INCOME

Aggregate item 3 and 4.6

6. OPERATING EXPENSES

6.1 Loan loss provision

Enter the loan loss charge for the current period. Recoveries from a loan, which had been written off, should be reported under other income.

6.2 Staff costs

These are staff salaries and other staff benefits excluding the executive directors.

6.3 Directors' emoluments

These are compensations, salaries and benefits to the executive directors and non-executive directors for running the institution for the period.

6.4 Rental charges

These are rental charges by the institution in the normal course of its business.

6.5. Depreciation charge on property and equipment

This is the depreciation charge on property and equipment for the period.

6.6 Amortization charges

Amortization charge on prepaid lease rentals, capital grants and intangible assets.

6.7 Other operating expenses

Includes all other expenses arising from normal banking business operations that have not been specified elsewhere. When finalizing the annual report and financial statements, any significant item (i.e. more than 10% of the value of items in this category) should be disclosed separately.

6.8 Total Operating Expenses

This is the sum of items 6.1-6.7

7. PROFIT/(LOSS) BEFORE TAX AND EXCEPTIONAL ITEMS

Enter the difference between item 5 and 6.8 above.

8. EXCEPTIONAL ITEMS

Income or expenses that arise from events or transactions that are clearly distinct from ordinary banking activities of the institution and therefore are not expected to recur frequently or regularly.

9. PROFIT/ (LOSS) AFTER EXCEPTIONAL ITEMS

Enter sum of item on line 8 and item on line 7 above.

10. Current tax

Enter the corporate tax charge for the period.

11. Deferred tax

Enter the deferred tax charge.

12. PROFIT/(LOSS) AFTER TAX AND EXCEPTIONAL ITEMS

Enter the sum of items on lines 9, 10 and 11 above. If item 9 is a profit, subtract items 10 and 11.

13. Other Comprehensive Income

Includes unrealised gains or losses on foreign currency translations, fair value changes in available-for-sale financial assets, revaluation surplus on property, plant and equipment revaluations, gains or losses from translating the financial statements of foreign operations and pension liabilities. Prior to 2009 when IAS 1 was amended, these were disclosed as separate components of shareholders equity on the statement of financial position.

III OTHER DISCLOSURES

1. NON-PERFORMING LOANS AND ADVANCES

a) Gross Non-Performing Loans

Enter the gross aggregate of substandard, doubtful and loss accounts inclusive of interest in suspense.

b) Interest in suspense

Enter the aggregate of interest in suspense for substandard, doubtful and loss accounts.

c) Total non-performing loans net of interest in suspense

Enter the difference between (a) and (b) above.

d) Loan loss provisions

Enter the aggregate of loan loss provisions made for substandard, doubtful and loss accounts computed as per Prudential Guideline on Risk classification of Assets and Provisioning, CBK/PG/04.

e) Net Non-Performing Loans (c-d)

Enter the difference between items (c) and (d) above.

f) Discounted Value of Securities

Enter the discounted value of securities held against substandard and doubtful accounts. However, for an individual non-performing debt, if the discounted value of security is more than the debt amount net of interest in suspense and the provisions, then enter the net amount of the debt. The value of securities should be compiled as per the CBK Prudential Guideline on Risk Classification of Assets and Provisioning, CBK/PG/04.

g) Net NPLs Exposure (e-f)

Enter the difference between (e) and (f) above. Note that where the Discounted Value of Securities is less than the NPL exposure, an explanatory note should be provided to the Central Bank when the disclosures are being submitted for approval before publication.

2. INSIDER LOANS, ADVANCES AND OTHER FACILITIES

(a) Directors, Shareholders and Associates

- On-balance sheet
- Off-balance sheet

These are loans and advances including off-balance sheet items to Directors, Significant Shareholders and their associates as per section 2 of the Banking Act.

(b) Employees

Enter loans and advances to employees.

(c) Total Insider Loans

Enter the aggregate of 2(a) and 2(b).

3. OFF- BALANCE SHEET ITEMS

a) Letters of Credit, Guarantees and Commitments

Enter Letters of Credit, Guarantees, Commitments etc. This should exclude off-balance sheet items to insiders.

b) Enter amounts for Forward Contracts, Swaps and Options

c) Other Contingent Items

Enter other items not covered under 3(a) and 3(b) above.

d) Total Contingent Items

Enter aggregate of items on lines 3(a), 3(b) and 3(c) above.

4. CAPITAL STRENGTH

The following risk-based capital items should be computed as stipulated in the Capital Adequacy Prudential Guideline, CBK/PG/03.

- a) Common Equity Tier 1 Capital
- b) Additional Tier 1 Capital
- c) Tier 1 Capital
- d) Tier 2 Capital
- e) Total Capital
- f) Total Risk Weighted Assets
- g) CET 1 Capital/Total deposit liabilities
- h) CET 1 Capital /Total risk weighted assets
- i) Total capital/Total risk weighted assets
- j) Leverage Ratio

5. LIQUIDITY

The liquidity ratio should be computed as stipulated in Liquidity Management Prudential Guideline, CBK/PG/05

- (a) Net Liquid Assets/Total short-term liabilities
- (b) Minimum Statutory Ratio
- (c) Excess/Deficiency (a-b)
- d) Liquidity Coverage Ratio (LCR)
- e) Minimum LCR statutory ratio
- f) Excess/(Deficiency) (d-e)
- h) Net Stable Funding Ratio (NSFR)
- i) Minimum NSFR statutory ratio
- j) Excess/(Deficiency) (h-i)