

REQUIREMENTS FOR OPENING OR CHANGING DETAILS FOR THE CDS ACCOUNTS FOR CORPORATE ENTITIES (THESE INCLUDES, COMPANIES, CO-OPERATIVES AND OTHER SOCIETIES, INSURANCE COMPANIES, BANKS , NON-BANK FINANCIAL INSTITUTIONS, NGO'S AND CORPORATE ENTITIES ESTABLISHED BY STATUTES).

1. All authorized signatories will be required to complete a mandate cards which in this case is the specimen signature mandate card (the card), which can be collected from any of the Central Bank of Kenya branches in Nairobi, Mombasa, Kisumu and Eldoret.
2. The cards should be completed in **BLOCK LETTERS**, neatly and clearly and names must be written in the order that they appear on the identification document.
3. Any **alterations/errors** must be signed against and the card must not be folded or disfigured in anyway.
4. Authorized Signatories are required to sign the card in the **presence of a designated CBK officer or an authorized agent.**
5. On completion, applicants will personally submit the duly completed card(s) together with.
 - a) One recent coloured passport size photograph.
 - i. The reverse side of the photographs should be certified by a designated CBK officer or authorized agent
 - ii. Photographs should not be glued or stapled to the card.
 - b) **Originals and copies** of the following documents for certification. (Note that the copies will be retained by the Bank).
 - i. Certificate of incorporation and/or valid license to operate.
 - ii. Board resolution appointing authorized signatories
 - iii. National Identity cards, valid passport or alien certificate of authorized signatories and a valid work permit for foreigners.
 - iv. Audited report for the last financial year
6. Emboss **corporate seal** on the CDS card(s).
7. **Two** signatories of your bankers, whether a Commercial Bank or Financial Institution, **must sign and stamp** the card on the space provided, confirming the bank account details.

Kindly note:

- The Commercial Bank/Financial institution under note 7 above must be licensed by the Central Bank of Kenya.
- Payments will be made to the bank account specified in the mandate card.
- At least two signatories should sign for any transactions involving government securities.
- On receipt of all the requirements CDS account applications will be processed within **seven working days.**
- Change of address may be advised through a letter signed by the signatories to the Account as per the mandates.
- Any CDS account not operated for a period of one year will be closed.

For any further clarifications kindly contact us on Tel. 254-020-2860000: Fax 254-020-2863723 email: ndo@centralbank.go.ke or visit our offices in **Nairobi, Kisumu, Mombasa** or **Eldoret.**

**CENTRAL BANK OF KENYA
MONETARY OPERATIONS & DEBT MANAGEMENT DEPARTMENT.**