

REQUIREMENTS FOR OPENING OR CHANGING DETAILS FOR INDIVIDUALS/JOINT CDS ACCOUNTS

1. Individuals may hold CDS accounts singly or jointly.
2. Each individual CDS account holder/applicant must complete the CDS accounts 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 .
3. The card(s) should be completed in **BLOCK LETTERS**, neatly and clearly.
4. Names must be written in the order that they appear on the identification document.
5. Any **alterations/errors** must be signed against and must not be folded or disfigured in anyway.
6. Signatories to the CDS account will be required to sign the card in the **presence of a designated CBK officer or any authorised agent.**
7. On completion applicants will personally submit the duly completed card(s) together with
 - a) One recent coloured passport size photograph.
The reverse side of the photographs should be certified by a designated CBK officer or authorized agent and should not be glued or stapled to the card.
 - b) The **original and copy** of the National Identity card, valid Passport or alien certificate for verification
8. **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 8 above must be licensed by the Central Bank of Kenya.
- Payments will be made to the bank account specified in the mandate card.
- 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 signatories as per the mandate.
- 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.**