

REQUIREMENTS FOR OPENING AND CHANGING DETAILS FOR THE CDS ACCOUNTS FOR INDIVIDUALS/JOINT ACCOUNTS

1. Individuals may hold a single or joint CDS accounts but **NO** minor accounts.
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, Eldoret or the Currency Centers in Meru, Nakuru and Nyeri.
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. **NO alternations/errors**.
6. The card **MUST** not be folded or disfigured in anyway.
7. Signatories to the CDS account will be required to sign the card in the **presence of a designated CBK Officer or any Authorized Agent**.
8. On completion applicants will **personally** submit the duly completed card (s) together with:
 - a. One **recent** coloured Passport size **photograph** of the account Holder.
 - b. The reverse side of the photograph **MUST** be certified by the applicants Bankers and stamped.
 - c. The photograph must **NOT** be stapled or glued to the card.
 - d. The **original and clear copy** of the **National Identity card/valid Passport/alien certificate** for verification. (Note that the copies will be retained by CBK)
9. **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 9 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 application (s) will be processed within **seven working days**.
- ✓ Change of address may be advised through a letter signed by signatories as per the mandate.
- ✓ To change details of the CDS account one completes a CDS card and follows all the requirements mentioned from no. 1 to 9.
- ✓ For any further clarifications kindly contact us on Tel +254 020 2860000 /email:ndo@centralbank.go.ke/applications@centralbank.go.ke/visit our offices in Nairobi, Kisumu, Mombasa, Meru, Nakuru or Nyeri.

CENTRAL BANK OF KENYA
MONETARY OPERATIONS AND DEBT MANAGEMENT