



REQUIREMENTS FOR INDIVIDUALS

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

NOTE

- Individuals may hold a **single or joint** CDS accounts but **NO** minor accounts.
- **Each** individual Applicant **MUST** complete the CDS account 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, Nyeri or Kisii.
- The card (s) should be completed in **BLOCK LETTERS**, neatly and clearly.
- Names **are** be written in the **order** that they appear on the **identification document**.
- **No** alterations/errors.
- The card **MUST** not be folded or disfigured in anyway.
- Signatories to the CDS account will be required to **sign** the card in the **presence** of a designated CBK Officer or any Authorized Agent.

REQUIREMENT

1. On completion, applicants will **personally** submit the duly completed card (s) together with:
 2. One recent **coloured** Passport size **photograph** of the account Holder.
 3. The reverse side of the photograph **MUST** be **certified** by the applicants Bankers and **stamped**.
 4. The photograph must **NOT** be stapled or glued to the card.
 5. The **original and clear copy** of your:
 - a. KRA PIN
 - b. NATIONAL IDENTITY CARD/ALIEN CERTIFICATE for verification. (Please note that the copies will be retained by CBK) (N/B - Passports are for None Citizens only)
 6. Two signatories of your Bankers, whether a Commercial Bank or Financial institution must **sign and stamp** the card on the space provided on the mandate card, confirming the Bank account details.
- ❖ Fill out the **email indemnity** agreement. Ensure you fill the email indemnity agreement and find a witness on your behalf to fill the section for 'witness signature' before submitting all the documents.
7. Register for **CBK-Treasury Mobile Direct (TMD)** for specific Mobile services on Government Securities.

KINDLY NOTE

- ✓ The Commercial Bank/Financial institution under note 6 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 yourself as per the mandate.
- ✓ To change details of the CDS account/activate dormant account one completes a CDS mandate card and follows all the requirements mentioned from no. 1 to 6.
- ✓ For any further clarifications kindly contact us on Tel +254 020 2860000/email to: ndo@centralbank.go.ke/visit any of our offices in Nairobi, Kisumu, Mombasa, Meru, Nakuru, Nyeri or Kisii