



STEP BY STEP PROCESS ON OPENING A DIASPORA CDS ACCOUNT

INDIVIDUAL CDS ACCOUNTS

Kindly click on the link to get you to the Diaspora CDS Account opening forms -

<https://www.centralbank.go.ke/wp-content/uploads/2016/09/DIASPORA-MANDATE-CARD-INDIVIDUAL-1.pdf>

REQUIREMENTS:

1. Complete the form from no.1 to 14 in **BLOCK LETTERS** and **sign** the terms and conditions
2. Names are be written **in the order** of your identification document (ID).
3. **Alterations** and **errors** are not accepted.
4. Under '**Bank for Remittances**' please indicate your Local Bank Account in Kenya(Nos 13 to 14)
5. Attach your latest **coloured** Passport size photograph
6. Attach a **clear copy** of your complete Identification documents (ID/PP)
7. Attach a copy of your KRA (Kenya Revenue Authority) PIN
8. Attach the completed **email indemnity form** – click on the link to download - <https://www.centralbank.go.ke/wp-content/uploads/2016/09/Email-Indemnity-Agreement-2016-Customer-Use.pdf> (Find a witness on your behalf to fill the section for 'witness signature' before submitting all the documents)
9. Scan the completed documents to our email – ndo@centralbank.go.ke
10. Forward the **original documents** to **your Commercial Bank in Kenya**, which you have **indicated** in No. 4 with a **signed letter from yourself, authorizing** them to confirm the highlighted **items in no11**.
11. Kindly **request** your Commercial Bank to:
 - i. Certify the Copy of your ID card
 - ii. Stamp the **reverse side** of your photograph
 - iii. Certify your Passport size photograph **placed** on the Diaspora CDS Mandate form.
 - iv. To **sign** and **stamp** the card/form on the space provided by **two** of **your Bankers**. (Nos.17)
12. Once your Bankers have completed the four items (Nos i to iv) please **advise your Bank to forward:**
13. To the Central Bank of Kenya, through their **Authorized Personnel** held in our Records.
 - a. Your duly completely **original documents**
 - b. The **certified** documents plus your **email indemnity**
 - c. Attach **your envelope** which you **used to mail** your documents to them.

KINDLY NOTE

- The **Commercial Bank** under number 10 above must be licensed by the Central Bank of Kenya.
- **On receipt** of all the requirements, CDS account application (s) will be processed within **seven** working days.
- Once opened you will receive an email notification informing you of your CDS Account.
- To **change details** of the CDS account/**activate dormant** account one completes Diaspora CDS Account opening forms (above) and follows all the requirements mentioned from no. 1 to 6 and 9 to 13.

FOR FURTHER QUERY KINDLY CONTACT US ON:

EMAIL  and indicate CDS Account opening -ndo@centralbank.go.ke **TELEPHONE** -  +254 790 922 259/  +254 768 930 301/  +254 791 067 364/  +254 793 305 049/  +254 791 339 359



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CORPORATE CDS ACCOUNTS

Kindly click on the link to get you to the Diaspora CDS Account opening forms –

<https://www.centralbank.go.ke/wp-content/uploads/2016/09/DIASPORA-MANDATE-CARD-CORPORATE-1.pdf>

REQUIREMENTS:

1. Complete the form from no. no. 1 to 13 in **BLOCK LETTERS** neatly and clearly and **sign** the terms and conditions
2. Names are be written **in the order** that they appear on the identification document.
3. **Alterations** and **errors** are not accepted on completed forms.
4. Under '**Bank for Remittances**' complete from no 1 to 2 only and indicate your Local Bank Account in Kenya.
5. Attach your latest **coloured** Passport size photograph
6. Attach copy of **Certificate of incorporation/registration/valid license.**
7. Attach **Minutes/extract of minutes of Board resolution which should indicate the following:**
 - a. Authorizing investment in Kenya Government Securities.
 - b. Stating the authorized signatories for the account, i.e. their names (Names as per ID) and identification numbers.
 - c. Signed by the Chairman and another Member of the Board.
 - d. Director of the Company appends their signature in the slot written 'Director' on the CDS Mandate card(s) is indicated.
 - e. National Identity card, valid passport or alien certificate for the authorized signatories. For foreigners a valid work permit should be included.
8. Audited report for the last financial year.
9. Tax exemption certificate from Kenya Revenue Authority (KRA) (If applicable) or PIN certificate
10. Append clear corporate stamp/company seal on all the CDS card (s)
11. Attach the completed **email indemnity form** – click on the link to download - <https://www.centralbank.go.ke/wp-content/uploads/2016/09/Email-Indemnity-Agreement-2016-Customer-Use.pdf> (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.

FORWARD THE COMPLETE MANDATES

12. Forward the scanned copies of the completed documents to our email – ndo@centralbank.go.ke
13. Forward the **original documents** to **your Commercial Bank in Kenya**, which you have **indicated** in your CDS Account opening form above



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14. Kindly **request** your Commercial Bank to:

- i. Certify the Copy of your ID card
- ii. Stamp the **reverse side** of your photograph
- iii. Certify your Passport size photograph **placed** on the Diaspora CDS Mandate form, on the part for the photo
- iv. To **sign** and **stamp** the card on the space provided on the Diaspora CDS Mandate form, confirming the Bank account details, by **two** of **your Bankers**. (No 14 of the Mandate form)





15. Once your Bankers have completed the four items (Nos i to iv) please **advise your Bank to forward:**

- a. To the Central Bank of Kenya, through their **Authorized Personnel** held in our Records.
- d. Your duly completely **original documents**
- e. The **certified** documents plus your **email indemnity**
- f. Attach **your envelope** which you **used to mail** your documents to them.

KINDLY NOTE

- The **Commercial Bank** under number 13 above must be licensed by the Central Bank of Kenya.
- **On receipt** of all the requirements, CDS account application (s) will be processed within **seven** working days.
- Once opened you will receive an email notification informing you of your CDS Account.
- To **change details** of the CDS account/**activate dormant** account, one completes Diaspora CDS Account opening forms (above) and follows all the requirements mentioned from no. 1 to 10 and 12 to 16.

For further query kindly Contact us on:

- Email  and indicate CDS Account opening -ndo@centralbank.go.ke
- Telephone -  +254 790 922 259/  +254 768 930 301/  +254 791 067 364/  +254 793 305 049/  +254 791 339 359