



Central Bank of Kenya

CBK DhowCSD USER GUIDE

INVESTOR PORTAL AND MOBILE APPS



DhowCSD
Central Bank of Kenya

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1.0 Introduction

The purpose of this document is to serve as a reference guide on how the Central Securities Depository (DhowCSD) 'users' access and use the system to perform functions that enable them to invest in Kenya Government Securities (Treasury Bills and Treasury Bonds).

These functions will allow them to:

- I. Register as users.
- II. Open a CSD account

2.0 Requirements

Investing using your phone or computer device in Government securities can be done using:-

- Your computer
- Your Mobile device/ Phone
- Below is the Link to the portal

dhowcsd.centralbank.go.ke

3.0 Getting started.

3.1 Registration for CBK Investor CSD account

3.1.1 Individual/Physical persons

Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the DhowCSD app on Google Play store or Apple App store. Investor clicks the investor portal link on the website/App.

Step 2: Investor will click “Create account” to start the registration process.

The screenshot shows the DhowCSD Investor Portal login page. The browser address bar displays <https://dhow.centralbank.go.ke>. The page features a dark blue background with a sailboat on the water. On the left, there is a navigation menu with the following options: "Create account", "Already have a CSD account", and "Securities". Below these are links to download the app on Google Play and the App Store. On the right, there is a login form with fields for "Username or Email" (placeholder: "Your username or email") and "Password" (placeholder: "Your password"). A "Log in" button is below the password field, and a "Forgot password" link is at the bottom right of the form. The DhowCSD logo and the Central Bank of Kenya crest are visible in the top left and right corners, respectively.

Step 3: Investor will input an email, username of choice, password of choice, accept terms and conditions, and click “start registration”.

The screenshot shows the DhowCSD Investor Portal registration page. The browser address bar displays <https://dhow.centralbank.go.ke/registration/account>. The page features a dark blue background with a sailboat on the water. In the center, there is a "Create account" form with the following fields: "Email" (placeholder: "goffgf@gmail.com"), "Username of choice" (placeholder: "ffgff"), and "Password of choice" (placeholder: "*****"). Below the password field is a checkbox labeled "Accept Legal Terms" with the text: "I fully understand the terms and conditions of the tender and undertake to abide by the same together with any rules and regulations that may be made by the Central Bank of Kenya relating to investment in Government securities and related services." A "Start registration" button is at the bottom of the form. The DhowCSD logo and the Central Bank of Kenya crest are visible in the top left and right corners, respectively. A link to the terms and conditions is visible at the bottom left: <https://www.centralbank.go.ke/csd/InvestorPortalMobileAPP/termsConditions.pdf>.

Step 4: Investor picks the user type “Physical Persons” and inputs required information on the details page (Name, Economic sector, birth date, gender, identifier, identifier number, issuing authority, residency, nationality, occupation, KRA PIN number and preferred Brokers where applicable).

The screenshot shows the 'Details' step of a registration wizard. The browser address bar displays 'https://dhow.centralbank.go.ke/registration/wizard/details'. The page features a progress bar at the top with five steps: Details, Contact, Settlement details, Documents, and Email Validation. The 'Details' step is currently active. The form includes the following fields:

- User type:** A dropdown menu with 'Physical person' selected.
- First name:** A text input field with 'First name' as a placeholder and a 'Required field' label.
- Middle name:** A text input field with 'Middle name' as a placeholder.
- Last name:** A text input field with 'Last name' as a placeholder.
- Economic sector:** A dropdown menu with 'Please select an option' as the placeholder.
- Gender:** Two radio buttons labeled 'Male' and 'Female'.
- Birth date:** Three text input fields for 'year', 'month', and 'day'.
- Identifier:** A dropdown menu with 'Please select an option' as the placeholder.
- Identifier Number:** A text input field with 'Identifier Number' as a placeholder.
- Issuing authority (Mandatory for Passports):** A dropdown menu with 'Please select an option' as the placeholder.
- Expiration date (Mandatory for Passports):** A text input field with 'Expiration date' as a placeholder.
- Resident status:** A dropdown menu with 'Please select an option' as the placeholder.
- Country:** A dropdown menu with 'Please select an option' as the placeholder.

This screenshot is identical to the one above, showing the 'Details' step of the registration wizard. The browser address bar displays 'https://dhow.centralbank.go.ke/registration/wizard/details'. The page features a progress bar at the top with five steps: Details, Contact, Settlement details, Documents, and Email Validation. The 'Details' step is currently active. The form includes the following fields:

- User type:** A dropdown menu with 'Physical person' selected.
- First name:** A text input field with 'First name' as a placeholder and a 'Required field' label.
- Middle name:** A text input field with 'Middle name' as a placeholder.
- Last name:** A text input field with 'Last name' as a placeholder.
- Economic sector:** A dropdown menu with 'Please select an option' as the placeholder.
- Gender:** Two radio buttons labeled 'Male' and 'Female'.
- Birth date:** Three text input fields for 'year', 'month', and 'day'.
- Identifier:** A dropdown menu with 'Please select an option' as the placeholder.
- Identifier Number:** A text input field with 'Identifier Number' as a placeholder.
- Issuing authority (Mandatory for Passports):** A dropdown menu with 'Please select an option' as the placeholder.
- Expiration date (Mandatory for Passports):** A text input field with 'Expiration date' as a placeholder.
- Resident status:** A dropdown menu with 'Please select an option' as the placeholder.
- Country:** A dropdown menu with 'Please select an option' as the placeholder.

Step 5: Investor inputs their contact details (Main registered phone number and postal address)

The screenshot shows the 'Contact' step of the registration wizard. The progress bar at the top indicates the following steps: Details (completed), Contact (current), Settlement details, Documents, and Email Validation. The 'Contact' section includes a 'Main phone number' field with a dropdown for country code (Kenya) and a text input for the number (+254 712 123456). Below this is an 'Address' section with multiple optional fields: Country (Kenya), State (Optional), City (Optional), Postal code (Optional), Street (Optional), Number (Optional), Phone number (Optional), and Postal address (Optional). A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right.

Step 6: Investor inputs the settlement details under Individual Account Option

The screenshot shows the 'Settlement details' step of the registration wizard. The progress bar at the top indicates the following steps: Details (completed), Contact (completed), Settlement details (current), Documents, and Email Validation. The 'Settlement details (CREDIT)' section prompts the user to 'Please select an option:'. There are two radio button options: 'Individual Account' (selected) with the description 'Open an account that will be used for personal investments.', and 'Joint Account' with the description 'Open a joint account where multiple clients can share the same account for investments.'. Below the options are two text input fields: 'Investor Settlement Account (Bank account number)' and 'Investor Settlement Account Title (Account name as per bank details)'. There is also a dropdown menu for 'Settlement Bank (Commercial bank)'. A 'Back' button is located at the bottom left, and a 'Next' button is at the bottom right.

Step 7: Investor uploads mandatory documents: Client Photo, Identification Document, KRA pin and KRA exemption where applicable for Physical persons.

Documents

Some custodians accept to receive identification documents online. Please upload the documents as they are specified below.

Client Photo (Mandatory)	Identification Document (Mandatory)	KRA Pin Certificate	Tax Exemption Certificate (Where Applicable)
*Allowed file formats: png, jpg, jpeg, pdf *Maximum allowed file size: 4.9 MB *Maximum number of files allowed: 1 per category	*Allowed file formats: png, jpg, jpeg, pdf *Maximum allowed file size: 4.9 MB *Maximum number of files allowed: 1 per category	*Allowed file formats: png, jpg, jpeg, pdf *Maximum allowed file size: 4.9 MB *Maximum number of files allowed: 1 per category	*Allowed file formats: png, jpg, jpeg, pdf *Maximum allowed file size: 4.9 MB *Maximum number of files allowed: 1 per category

[< Back](#) [Next](#)

Step 8: Investor inputs the received email token.

Email validation

Please check your email address **ggffgf@gmail.com** and paste the token we have sent you in the box below.

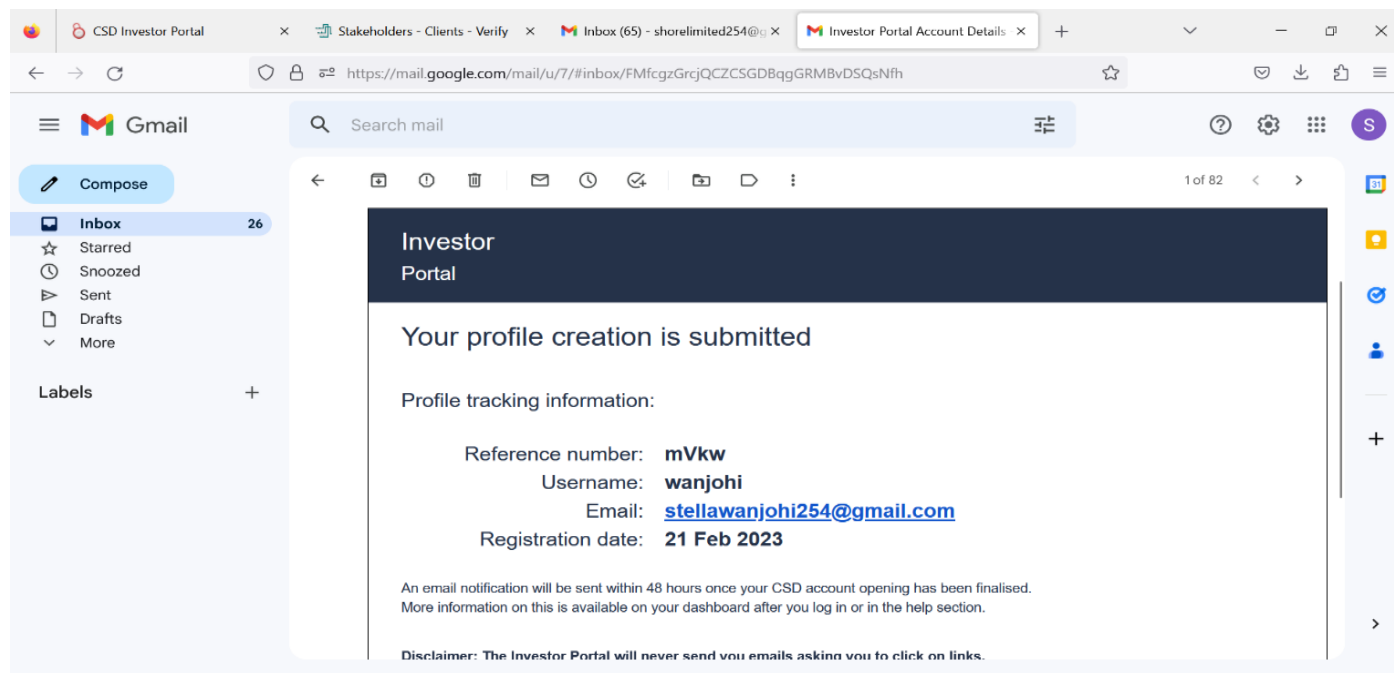
[Verify](#)

[Resend token](#)

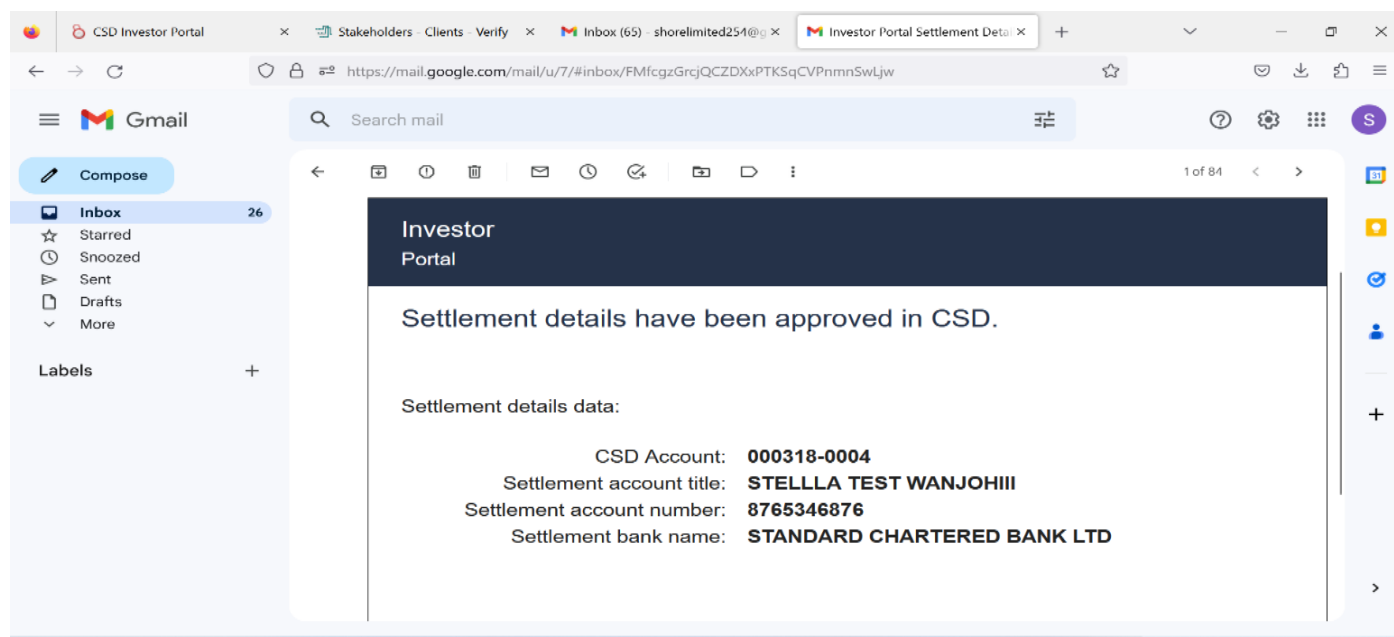
If you have entered your email wrong, please Log Out and start the registration process again with the correct email.

[< Back](#)

Step 9: Registration email alert is sent to the client's email.



Step 10: Once the request is approved by the client's settlement bank, the investor receives an email notification.



Step 11: Investor Logs into the CSD Investor portal using email and password set, goes to the dashboard to access “My Account Information/Settings”, and then settlement details to access their CSD account numbers.

Account Details

Username of choice: sarah

Email: sarahotenotest@gmail.com

Setup 2 Factor Authentication

Change Email

User information

Contact information

Additional data

Attached files

Settlement details (CREDIT)

Add individual account

Add joint account

Reference	Investor Settlement Account Title	Investor Settlement Account	Settlement Bank	CSD Account	Type	Status
IP12252887	ANNE KARIUKI	43356543	VICTORIA COMMERCIAL BANK	000366-0004	Individual	Active

Save

Event history:

28 MAR 2023, 18:22:00 Your user registration has been approved in CSD

NB. The registration process must be completed within seven days or else the incomplete profile will be autodeleted by the system.

3.1.2 Joint Accounts

Creation of a physical profile is a pre-requisite to creation of a joint account in the investor portal. Therefore, the first steps i.e., creation of individual profile shall be repeated.

Investor follows step 1-11 for individual registration in the investor portal.

Step12: Investor(s) log into the CSD investor portal using the username/email and password.

Managing your investments has never been easier

Join our portal and keep track of your portfolio

Create account

Already have a CSD account

Securities

Log in

Forgot password

Step 13: Investor clicks the settings for Mobile app/My account Information on the website icon.

The screenshot shows the 'My account information' page in the DhowCSD Investor Portal. The page has a sidebar with navigation links: Dashboard, Portfolio, Transactions, C.A. Corporate Actions, Securities, Instructions, Bids, and Auctions. The main content area includes buttons for 'Setup 2 Factor Authentication' and 'Change Email'. Below these are expandable sections for User information, Contact information, Additional data, Attached files, and Settlement details (CREDIT). The Settlement details section contains a table of accounts and a 'Save' button.

Reference	Investor Settlement Account Title	Investor Settlement Account	Settlement Bank	CSD Account	Type	Status
IP85809319	REX, CHIMANLAL AND NE...	0100460029900	STANDARD CHARTERED BANK LTD	000180-0004	Joint	Active
IP37105097	REX AND CHIMANLAL	0100460029900	STANDARD CHARTERED BANK LTD	000256-0004	Joint	Removed
IP85294421	REX ARTHUR WATSON	0100460029900	STANDARD CHARTERED BANK LTD	000109-0004	Individual	Active

Event history:

- 19 FEB 2023, 12:56:30 Your account creation has been approved in CSD
- 19 FEB 2023, 12:55:26 Account creation sent successfully to CSD

Step 14: Investor clicks settlement details then “add Joint account” icon.

This screenshot is identical to the previous one, but the 'Add Joint account' button in the Settlement details section is highlighted with a yellow circle, indicating the action to be taken.

Step 15: Investor inputs settlement details and approval mandate of the joint Account.

The screenshot shows the 'Settlement details (CREDIT)' form for a Joint Account. The form includes the following fields and values:

- Investor Settlement Account (Bank account number): 654334565
- Investor Settlement Account Title (Commercial bank): ANNE AND JOYCE
- Settlement Bank (Account name as per bank details): STANDARD CHARTERED BANK LTD
- Approval mandate: Any one can approve

Below the form, there is a section for adding users. It includes a text input field for the email of the user to add, a button labeled 'Add user', and a list of existing users:

- joycekamaucsd@gmail.com (you)
- sarahotienotest@gmail.com

A 'remove' button is located next to the list of users.

Step 16: Investor inputs email address of the jointtees (Joint account holders) and clicks “Add user”.

This screenshot is identical to the one in Step 15, showing the 'Settlement details (CREDIT)' form for a Joint Account. The 'Add user' button is highlighted with a yellow circle, indicating the next step in the process.

Step17: Investor clicks “SAVE” once all the jointees are added to the joint account.

Joint Account

Investor Settlement Account (Bank account number)

654334565

Investor Settlement Account Title (Commercial bank)

ANNE AND JOYCE

Settlement Bank (Account name as per bank details)

STANDARD CHARTERED BANK LTD

Approval mandate

Any one can approve

Please search below the users you want to add to the shared account. If the user has an Investor Portal account, he will receive an invitation.

Email of the user you want to add

[Add user](#)

Users:

- joycekamaucsd@gmail.com (you)
- sarahotienotest@gmail.com

[Back](#) [Save](#)

Step 18: The jointee added receives a notification to join the account.

You have an invitation to join a Joint account

[See invitation](#)

Total Holdings: 0

Values in KES: 0

Step19: The jointee accepts or rejects the invitation to the joint account done by the main joint account holder.

Account Info CSD Linking Notifications

[Back](#)

Account title	Settlement account	Bank name	Account initiator	Account type
ANNE AND JOYCE	654334565	STANDARD CHARTERED BANK LTD	joycekamaucsd@gmail.com	JOINT

[Accept](#) [Reject](#)

Step 20: Investor logs into the investor portal after joint account is approved and views new joint account under list of accounts under settlement details.

Account Details

Username of choice: sarah

Email: sarahobenotes@gmail.com

Buttons: Setup 2 Factor Authentication, Change Email

User information

Contact information

Additional data

Attached files

Settlement details (CREDIT)

Buttons: Add individual account, Add joint account

Reference	Investor Settlement Account Title	Investor Settlement Account	Settlement Bank	CSD Account	Type	Status
IP58131764	ANNE AND JOYCE	654334565	STANDARD CHARTERED BANK LTD	000367-0004	Joint	Active
IP1252867	ANNE KARIUKI	43356543	VICTORIA COMMERCIAL BANK	000366-0004	Individual	Active

Event history:

Buttons: Save

3.1.2.2 Signatory

A signatory is an individual who is authorised to issue instructions on behalf of a corporate entity.

The below steps are involved in Creation of a Signatory.

Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

Investor clicks the investor portal link on the website.

Step 2: Investor will click “Create account” to start the registration process.

Managing your investments has never been easier

Join our portal and keep track of your portfolio

Buttons: Create account, Already have a CSD account

Securities

Google Play, Download on the App Store

Username or Email: Your username or email

Password: Your password

Buttons: Log in, Forgot password

Step 3: Signatory will input email, username of choice and password of choice, accept terms and conditions, and click “start registration”.

The screenshot shows a web browser window with the URL <https://dhow.centralbank.go.ke/registration/account>. The page features a dark blue background with a white central form titled "Create account". The form includes the following fields and elements:

- Email:** A text input field containing "signatory@gmail.com".
- Username of choice:** A text input field containing "signatory1".
- Password of choice:** A password input field with masked characters "••••••••".
- Accept Legal Terms:** A checkbox that is checked, with the text "Accept Legal Terms" and a small disclaimer below it: "I fully understand the terms and conditions of the tender and undertake to abide by the same together with any rules and regulations that may be made by the Central Bank of Kenya relating to investment in Government securities and related services."
- Start registration:** A prominent orange button at the bottom of the form.

Step 4: Signatory chooses user type (signatory) and inputs full name, identifier, identifier number and clicks “next”.

The screenshot shows the "Details" step of a registration wizard on the DhowCSD Investor Portal. The URL is <https://dhow.centralbank.go.ke/registration/wizard/details>. The page has a dark blue header with the DhowCSD logo and a user profile icon labeled "signatory1". A progress bar at the top indicates the current step is "Details", followed by "Contact", "Settlement details", "Documents", and "Email Validation". The "Details" section contains the following fields:

- User type:** A dropdown menu with "Signatory" selected.
- Full name:** A text input field containing "SIGNATORY ONE".
- Identifier:** A dropdown menu with "National Id" selected.
- Identifier Number:** A text input field containing "876567876".

A blue "Next" button is located at the bottom right of the form.

Step 6: Signatory skips the settlement details page and clicks “next”.

The screenshot shows a web browser window with the URL <https://dhow.centralbank.go.ke/registration/wizard/contact>. The page is titled "DhowCSD Central Bank of Kenya". A progress bar at the top indicates the current step is "Contact", with "Details" completed and "Settlement details", "Documents", and "Email Validation" pending. The "Contact" section has a "Main phone number" field with a dropdown for country code (set to +254) and a text input field containing "754555556". A "Back" button is at the bottom left, and a "Next" button is at the bottom right.

Step 7: Signatory uploads mandatory documents: Signatory Image, Unique Identifier Document.

The screenshot shows the same web browser window, but the URL is <https://dhow.centralbank.go.ke/registration/wizard/settlement-details>. The progress bar now shows "Details" and "Contact" as completed steps. The "Settlement details (CREDIT)" section prompts the user to "Please select an option:". A radio button is selected for "No Settlement Details", with a subtext: "You can open an account later from the Settings page, or you can be invited to participate in a Joint/Corporate account by another investor." Below this, it states "No settlement details information will be set at this point." The "Back" and "Next" buttons are still present at the bottom.

Step 8: Signatory inputs the received email token and clicks “verify”.

The screenshot shows the 'Documents' step of the registration wizard. The progress bar at the top indicates that 'Details', 'Contact', and 'Settlement details' are completed, while 'Documents' and 'Email Validation' are in progress. The main content area is titled 'Documents' and includes the instruction: 'Some custodians accept to receive identification documents online. Please upload the documents as they are specified below.' There are two mandatory upload sections: 'Signatory Image (Mandatory)' and 'Unique Identifier Document (Mandatory)'. Each section has a 'Change file' button and a PDF icon. Below the icons, the allowed file formats (png, jpg, jpeg, pdf) and maximum file size (4.9 MB) are specified. A note states that the maximum number of files allowed is 1 per category. A 'Please upload all documents specified above.' message is displayed. At the bottom, there are 'Back' and 'Next' buttons.

Step 9: Registration email alert is sent to the signatory’s email.

The screenshot shows the 'Email Validation' step of the registration wizard. The progress bar at the top indicates that 'Details', 'Contact', 'Settlement details', and 'Documents' are completed, while 'Email Validation' is in progress. The main content area is titled 'Email validation' and includes the instruction: 'Please check your email address signatory@gmail.com and paste the token we have sent you in the box below.' There is a text input field and a 'Verify' button. Below the input field, there is a 'Resend token' link and a note: 'If you have entered your email wrong, please Log Out and start the registration process again with the correct email.'

NB: Once a signatory is created in the Investor portal, they can be added to multiple legal entity accounts in the system.

This removes the need to create a new signatory profile from the Investor portal for every company one may own or work for.

NB. The registration process must be completed within seven days or else the incomplete profile will be autodeleted by the system.

3.1.3 Legal entity/Corporate

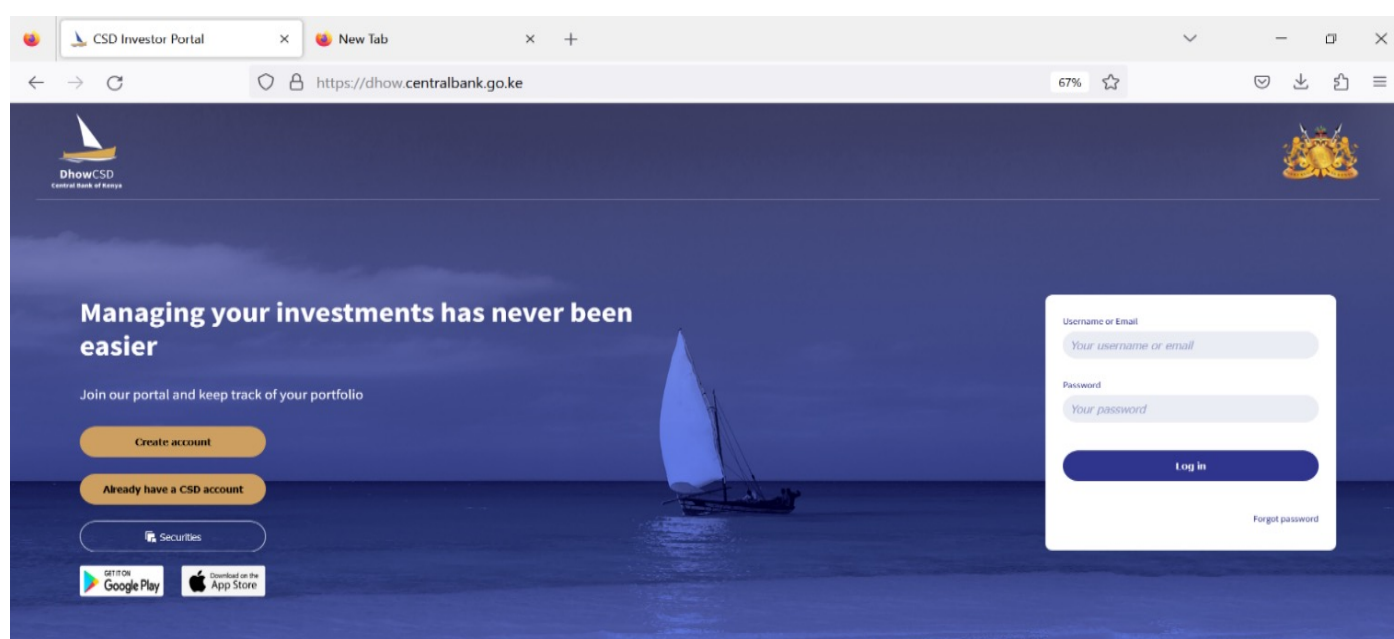
Before creating a legal entity in the Investor portal, all signatories to such accounts must be created prior to enable adding them to the profile under settlements page.

3.1.3.1 Creation of legal entity (Corporates)

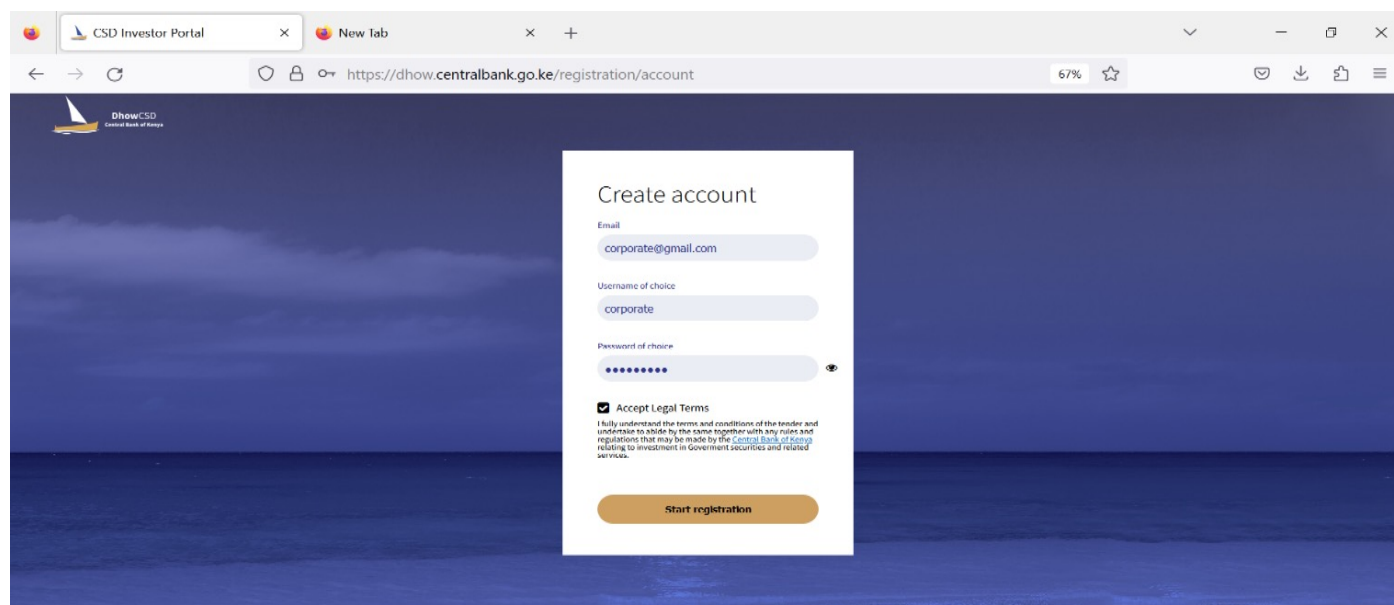
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

Investor clicks the investor portal link on the website.

Step 2: Investor will click “**Create account**” to start the registration process.



Step 3: Signatory will input the corporate/legal entity's email, username of choice and password of choice, accept terms and conditions, and click “**Start registration**”.



Step 4: Signatory chooses user type (**Legal entity**) and inputs full name, economic sector, Incorporation date, identifier, identifier number, residence status, country, directors name, directors ID, director's email, tax status, PIN number and broker and clicks **“next”**.

DhowCSD
Central Bank of Kenya

Details Contact Settlement details Documents Email Validation

Details

User type
Legal entity

Full name
SADIO LIMITED

Economic sector
Private Companies

Incorporation date
2006 Oct 16

Identifier
Registration Document

Identifier Number
C6776777

Resident status
Resident Non-resident

Country
Kenya

KRA PIN (Mandatory for Residents)

DhowCSD
Central Bank of Kenya

Details Contact Settlement details Documents Email Validation

Identifier
Registration Document

Identifier Number
C6776777

Resident status
Resident Non-resident

Country
Kenya

KRA PIN (Mandatory for Residents)
P987777777M

Directors Name (Optional)
Directors Name

Directors ID (Optional)
Directors ID

Directors Email (Optional)
Directors Email

☐ Tax exemption

Tax exempt expiration date (Optional)
Please enter

NSE BROKER

Step 5: Signatory inputs the legal entity's contact details i.e., the main phone number, legal address and/or actual address.

The screenshot shows the 'Contact' step of the registration wizard. The browser address bar displays 'https://dhow.centralbank.go.ke/registration/wizard/contact'. The page features a progress bar at the top with five steps: Details (checked), Contact (active), Settlement details, Documents, and Email Validation. The 'Contact' section includes the following fields:

- Main phone number:** A text input field containing '+254 734566789'.
- Legal address:** A section with multiple optional fields:
 - Country: 'Kenya'
 - State (Optional): 'State (Optional)'
 - City (Optional): 'City (Optional)'
 - Postal code (Optional): 'Postal code'
 - Street (Optional): 'Street (Optional)'
 - Number (Optional): 'Number (Optional)'
 - Phone number (Optional): '+254 712 123456'
 - Postal address (Optional): 'Postal address'
- Actual address:** A section with two radio buttons: 'Same as legal address' (selected) and 'Different address'.

Step 6: Signatory inputs the legal entity's settlement details i.e., Bank account number, account title, approval mandate and settlement bank.

The screenshot shows the 'Settlement details' step of the registration wizard. The browser address bar displays 'https://dhow.centralbank.go.ke/registration/wizard/settlement-details'. The page features a progress bar at the top with five steps: Details (checked), Contact (checked), Settlement details (active), Documents, and Email Validation. The 'Settlement details (CREDIT)' section includes the following fields:

- Please select an option:** A dropdown menu with 'Corporate Account' selected. Below it, a note states: 'Open a corporate account where multiple clients can share the same account for investments.'
- Investor Settlement Account (Bank account number):** A text input field containing '87667876787'.
- Investor Settlement Account Title (Account name as per bank details):** A text input field containing 'SADIO LIMITED'.
- Approval mandate:** A text input field containing 'Any two must approve'.
- Settlement Bank (Commercial bank):** A dropdown menu with 'STANDARD CHARTERED BANK LTD' selected.
- Please search below the users you want to add to the shared account. If the user has an Investor Portal account, he will receive an invitation.**
- Email of the user you want to add:** A text input field containing 'Email of the user you want to add'.
- Add user:** A button with a plus icon and the text 'Add user'.
- Users:** A section for listing users.

Step 7: The signatories' emails are added to the legal entity account by clicking “Add User”.

Settlement details (CREDIT)

Please select an option:

☒ **Corporate Account**
Open a corporate account where multiple clients can share the same account for investments.

Investor Settlement Account (Bank account number)
87667876787

Investor Settlement Account Title (Account name as per bank details)
SADIO LIMITED

Approval mandate
Any two must approve

Settlement Bank (Commercial bank)
STANDARD CHARTERED BANK LTD

Please search below the users you want to add to the shared account. If the user has an Investor Portal account, he will receive an invitation.

Email of the user you want to add
Email of the user you want to add

[Add user](#)

Users:

Step 8: Signatory uploads the legal entity’s documents under the documents page i.e., Board resolution page appointing signatories, Registration Document, KRA pin certificate and exemption where Board Resolution and Registration documents are mandatory.

Documents

Some custodians accept to receive identification documents online.
Please upload the documents as they are specified below.

Registration Document (Mandatory)
[Change file](#)
[PDF icon]
*Allowed file formats: png, jpg, jpeg, pdf
*Maximum allowed file size: 4.9 MB
*Maximum number of files allowed: 1 per category

Board Resolution (Mandatory)
[Change file](#)
[PDF icon]
*Allowed file formats: png, jpg, jpeg, pdf
*Maximum allowed file size: 4.9 MB
*Maximum number of files allowed: 1 per category

KRA Pin Certificate
[upload button]
*Allowed file formats: png, jpg, jpeg, pdf
*Maximum allowed file size: 4.9 MB
*Maximum number of files allowed: 1 per category

Tax Exemption Certificate (Where Applicable)
[upload button]
*Allowed file formats: png, jpg, jpeg, pdf
*Maximum allowed file size: 4.9 MB
*Maximum number of files allowed: 1 per category

Please upload all documents specified above.

[Back](#) [Next](#)

Step 9: Signatory inputs the email token and clicks “Verify”.

Step 10: Signatory logs back in and views the pending signatory approval under the settlement’s details field.

Step 11: The signatories added to the legal entity receive an invitation notification to join the account.

Step12: The signatory “accepts or rejects” the invitation to be added to the legal entity.

The screenshot shows the 'CSD Linking' tab in the DhowCSD Investor Portal. The page has a sidebar with navigation options like Dashboard, Portfolio, Transactions, C.A. Corporate Actions, Securities, Instructions, Bids, and Auctions. The main content area shows a table of account linking invitations. The first row is for SADIO LIMITED with settlement account 87667876787, bank name STANDARD CHARTERED BANK LTD, and account initiator sadio.sadiomane@csd@gmail.com. It has 'Accept' and 'Reject' buttons. The second row is for ZEP-RE PTA REINSURANCE CO with settlement account 0108003413700, bank name STANDARD CHARTERED BANK LTD, and account initiator shore.shorelimited254@gmail.com. It has a 'REMOVED' status. A 'Back' button is at the top right.

Account title	Settlement account	Bank name	Account initiator	Account type	
SADIO LIMITED	87667876787	STANDARD CHARTERED BANK LTD	sadio.sadiomane@csd@gmail.com	CORPORATE	Accept Reject
ZEP-RE PTA REINSURANCE CO	0108003413700	STANDARD CHARTERED BANK LTD	shore.shorelimited254@gmail.com	CORPORATE	REMOVED

Step 13: Main signatory views the settlement details to confirm invitations have been accepted by the other signatories and pending Settlement Bank approval.

The screenshot shows the 'Account Information' page in the DhowCSD Investor Portal. The page has a sidebar with navigation options like Dashboard, Portfolio, Transactions, C.A. Corporate Actions, Securities, Instructions, Bids, and Auctions. The main content area shows a table of corporate accounts. The first row is for SADIO LIMITED with reference IP15674753, investor settlement account 87667876787, settlement bank STANDARD CHARTERED BANK LTD, and CSD account Corporate. It has a status of 'Pending Settlement Bank Approval'. There are buttons for 'Setup 2 Factor Authentication', 'Change Email', 'Add corporate account', and 'Save'. Below the table is an 'Event history' section with three entries.

Reference	Investor Settlement Account Title	Investor Settlement Account	Settlement Bank	CSD Account	Type	Status
IP15674753	SADIO LIMITED	87667876787	STANDARD CHARTERED BANK LTD		Corporate	Pending Settlement Bank Approval

Event history:

- 28 MAR 2023, 19:06:15 User registration together with settlement details sent successfully to CSD
- 28 MAR 2023, 19:06:13 Retry sending user registration to CSD
- 28 MAR 2023, 19:02:58 User registration persisted in Investor Portal

Step 14: Investor logs into the investor portal after corporate account is approved and views new corporate account under list of accounts under settlement details.

Username of choice: sadio

Email: sadiomanccsd@gmail.com

Setup 2 Factor Authentication

Change Email

User information

Contact information

Additional data

Attached files

Settlement details (CREDIT)

Add corporate account

Reference	Investor Settlement Account Title	Investor Settlement Account	Settlement Bank	CSD Account	Type	Status
IP15674753	SADIO LIMITED	87667876787	STANDARD CHARTERED BANK LTD	000369-0004	Corporate	Active

Save

Event history:

- 28 MAR 2023, 19:06:15 User registration together with settlement details sent successfully to CSD
- 28 MAR 2023, 19:06:13 Retry sending user registration to CSD

NB. The registration process must be completed within seven days or else the incomplete profile will be autodeleted by the system.

3.2 Managing accounts.

3.2.1 Account update

3.2.1.1 Physical persons

Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or App store.

Investor clicks the investor portal link on the website.

Step 2: Investor logs into the investor portal with a username/email and the password created.

Managing your investments has never been easier

Join our portal and keep track of your portfolio

Create account

Already have a CSD account

Securities

Google Play

App Store

Username or Email

Your username or email

Password

Your password

Log in

Forgot password

Step3: Client clicks on the “Settings” icon on Mobile app or “My account Information” in the DhowCSD Portal on website.

The screenshot shows the 'Account Info' page in the DhowCSD Investor Portal. The sidebar on the left has 'My account information' highlighted. The main content area includes tabs for 'Account Info', 'CSD Linking', and 'Notifications'. Under 'Account Info', there are sections for 'Account Details' (Username: sarah, Email: sarahotenotest@gmail.com), 'User Information', 'Contact information', 'Additional data', 'Attached files', and 'Settlement details (CREDIT)'. There are buttons for 'Setup 2 Factor Authentication' and 'Change Email'. An 'Event history' table shows three entries related to user registration and account creation. A 'Save' button is at the bottom right.

Step 4: Client clicks “Account Info” to access all the profile information.

The screenshot shows the 'Account Info' page with personal details. The sidebar on the left has 'My account information' highlighted. The main content area includes tabs for 'Account Info', 'CSD Linking', and 'Notifications'. Under 'Account Info', there are sections for 'Personal details', 'Contact information', 'Additional data', and 'Settlement details (CREDIT)'. The 'Personal details' section includes fields for First name (ANNE), Middle name (Optional), Last name (KARUKI), Birth date (15 Sep 1992), Gender (Female), Economic sector (Household (Individuals)), Occupation (Optional), Resident status (Resident), Country (Kenya), Nationality (Kenya), Identifier (National Id), Identifier Number (66765677), Issuing authority (Mandatory for Passports), Expiration date (Mandatory for Residents), KBA PIN (Mandatory for Residents), Next of kin contact (Optional), and Next of kin contact (Optional). There are buttons for 'Please enter' and 'Please select an option'. A 'Save' button is at the bottom right.

Step 6: Client clicks “**SAVE**” once they are done updating their profile information.

The screenshot shows the 'Account Information' page of the DhowCSD Investor Portal. The page has a dark blue header with the DhowCSD logo and a user profile icon labeled 'sarah'. A left sidebar contains navigation links: Dashboard, Portfolio, Transactions, Corporate Actions, Securities, Instructions, Bids, and Auctions. The main content area is divided into sections for uploading mandatory documents: 'Client Photo (Mandatory)', 'Identification Document (Mandatory)', 'KRA Pin Certificate', and 'Tax Exemption Certificate (Where Applicable)'. Each section includes a 'Change file' or 'upload' button and specific file format and size requirements. Below these sections is a 'Settlement details (CREDIT)' section with a dropdown arrow. At the bottom, there is an 'Event history' table and a prominent orange 'Save' button.

Event history	Description
28 MAR 2023, 18:22:00	Your user registration has been approved in CSD
28 MAR 2023, 18:22:00	Your account creation has been approved in CSD
2 MAR 2023, 17:08:31	User registration together with settlement details sent successfully to CSD
2 MAR 2023, 17:08:29	User registration persisted in Investor Portal

Step 7: Information moves to their respective Settlement Bank for Approval and verification.

3.2.1.1.2 Signatory

Step 1: Signatory will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

Signatory clicks the investor portal link on the website.

Step 2: Signatory logs into the investor portal with a username/email and the password created.

The screenshot shows the login page of the DhowCSD Investor Portal. The page features a dark blue header with the DhowCSD logo and the Central Bank of Kenya crest. The main content area has a background image of a sailboat on the water. The text 'Managing your investments has never been easier' is prominently displayed. Below this, there are two orange buttons: 'Create account' and 'Already have a CSD account'. A 'Securities' button is also visible. At the bottom, there are links to download the app from Google Play and the App Store. On the right side, there is a white login box with fields for 'Username or Email' and 'Password', a 'Log in' button, and a 'Forgot password' link.

Step 3: Signatory clicks on the “settings” icon on the Mobile Application or **“My Account Information”** on the DhowCSD portal.

The screenshot shows the DhowCSD portal interface. The browser address bar displays <https://dhow.centralbank.go.ke/client/account-settings/account-information>. The page title is "Account Info" with sub-tabs for "CSD Linking" and "Notifications". The left sidebar contains navigation options: Dashboard, Portfolio, Transactions, C.A. Corporate Actions, Securities, Instructions, Bids, Auctions, and "My account information" (highlighted). The main content area is divided into sections: "Account Details" (Username of choice: kariukian5161, Email: kariukian@centralbank.go.ke, buttons: Setup 2 Factor Authentication, Change Email), "User information" (Type: Signatory, Full name: ANNE KARIUKI), "Contact information", "Additional data" (Identifier: National Id, Identifier Number: 66765677), and "Attached files". Under "Attached files", there are two mandatory upload sections: "Signatory Image (Mandatory)" and "Unique Identifier Document (Mandatory)", each with a "Change file" button and a file upload icon.

Step 5: Signatory clicks on account details, user information, contact information, additional information and attached files tabs to amend required active field.

Step 6: Signatory clicks **“SAVE”** once they are done updating their profile information.

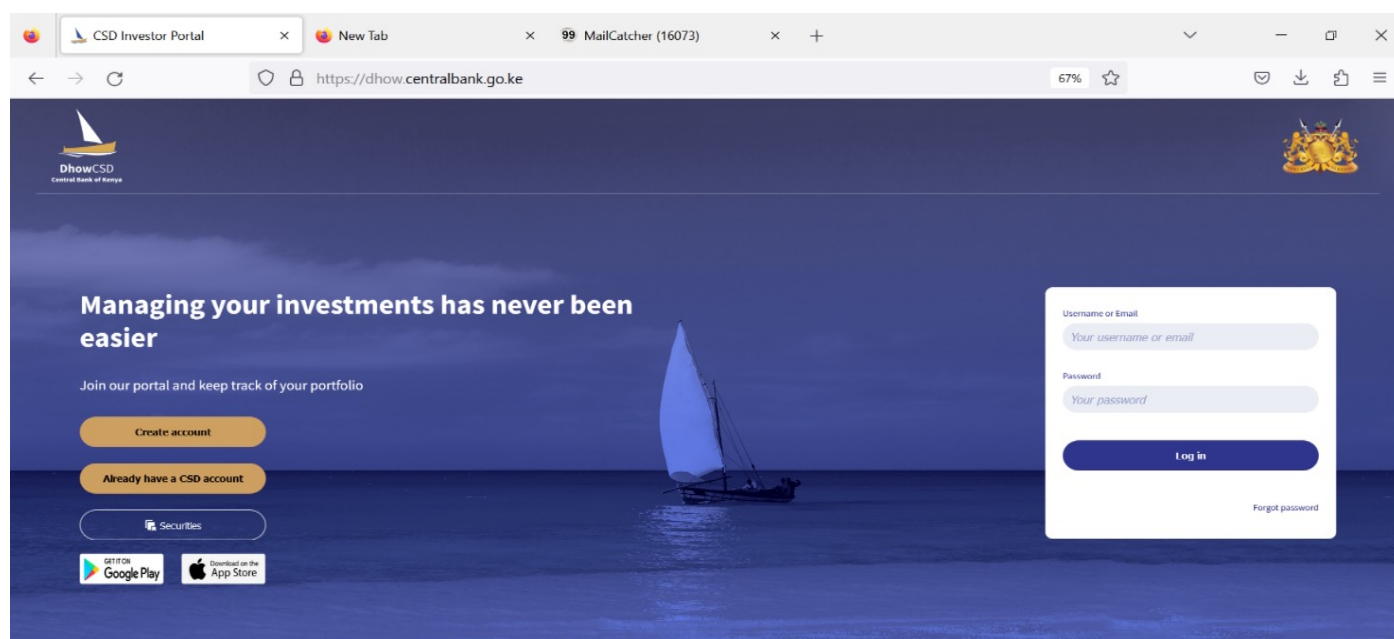
This screenshot shows the same DhowCSD portal interface after updates. The "Signatory" field now displays "ANNE KARIUKI". The "Attached files" section includes file upload instructions: "Allowed file formats: png, jpg, jpeg, pdf" and "Maximum allowed file size: 4.9 MB". A "Save" button is located at the bottom right of the page. The "Event history" section at the bottom shows a log entry: "2 MAR 2023, 14:07:30 The user was migrated for the first time from CSD."

3.2.1.2 Corporate/ Legal entities

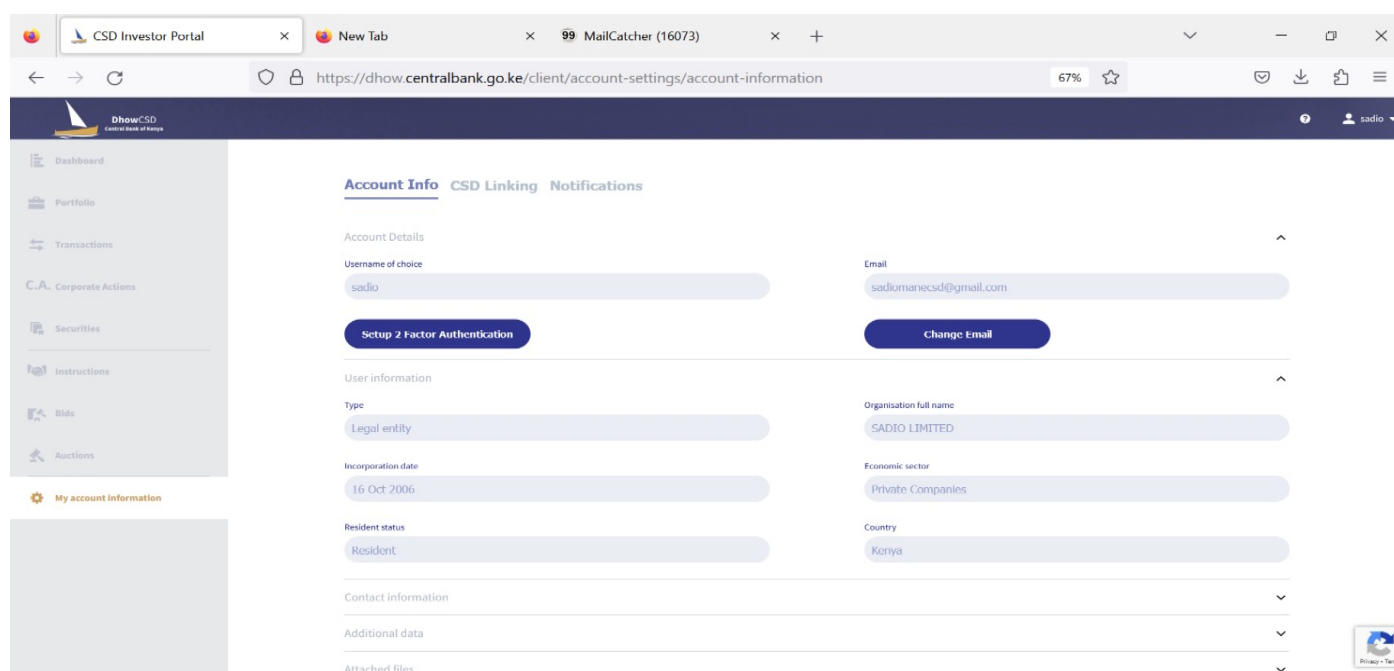
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

Investor clicks the investor portal link on the website.

Step 2: Investor logs into the investor portal with a username/email and the password created for the legal entity.



Step 3: Investor clicks on the “settings” icon on the Mobile Application or “My Account Information” on the DhowCSD portal.



Step 4: Client clicks “Account Info” to access all the profile information.

The screenshot shows the 'Account Information' page in the DhowCSD Investor Portal. The page is divided into several sections:

- Setup 2 Factor Authentication** and **Change Email** buttons at the top.
- User information** section:
 - Type: Legal entity
 - Incorporation date: 16 Oct 2006
 - Resident status: Resident
 - Organisation full name: SADIO LIMITED
 - Economic sector: Private Companies
 - Country: Kenya
- Contact information** section (collapsed).
- Additional data** section:
 - Identifier: Registration Document
 - Identifier Number: C6776777
 - KRA PIN (Mandatory for Residents): P987777777M
 - Directors Name (Optional): Please enter
 - Directors ID (Optional): Please enter

The screenshot shows the 'Attached files' section of the 'Account Information' page. It includes the following details:

- Additional details (Optional):** Please enter
- Attached files** section:
 - Registration Document (Mandatory):** Change file button, PDF icon, and file upload instructions.
 - Board Resolution (Mandatory):** Change file button, PDF icon, and file upload instructions.
 - KRA Pin Certificate:** Upload button, plus icon, and file upload instructions.
 - Tax Exemption Certificate (Where Applicable):** Upload button, plus icon, and file upload instructions.
- Settlement details (CREDIT):** (Collapsed section)

Step 5: Client clicks on account details, user information, contact information, additional information and attached files tabs to amend required active field.

Step 6: Client clicks **“SAVE”** once they are done updating their profile information.

The screenshot displays the 'Account Settings' page for the DhowCSD Investor Portal. The left sidebar contains navigation links: Dashboard, Portfolio, Transactions, C.A. Corporate Actions, Securities, Instructions, Bids, and Auctions. The main content area is titled 'My account information' and includes several document upload sections:

- Registration Document (Mandatory):** Includes a 'Change file' button and a PDF icon. Requirements: Allowed file formats: png, jpg, jpeg, pdf; Maximum allowed file size: 4.9 MB; Maximum number of files allowed: 1 per category.
- Board Resolution (Mandatory):** Includes a 'Change file' button and a PDF icon. Requirements: Allowed file formats: png, jpg, jpeg, pdf; Maximum allowed file size: 4.9 MB; Maximum number of files allowed: 1 per category.
- KRA Pin Certificate:** Includes an 'upload' button and a plus icon. Requirements: Allowed file formats: png, jpg, jpeg, pdf; Maximum allowed file size: 4.9 MB; Maximum number of files allowed: 1 per category.
- Tax Exemption Certificate (Where Applicable):** Includes an 'upload' button and a plus icon. Requirements: Allowed file formats: png, jpg, jpeg, pdf; Maximum allowed file size: 4.9 MB; Maximum number of files allowed: 1 per category.

Below these sections is the 'Settlement details (CREDIT)' section, which is currently collapsed. An 'Event history' table is visible, showing three entries related to user registration and settlement details. A large orange 'Save' button is positioned on the right side of the page.

3.2.2 Account Re-activation

3.2.2.1 Physical persons

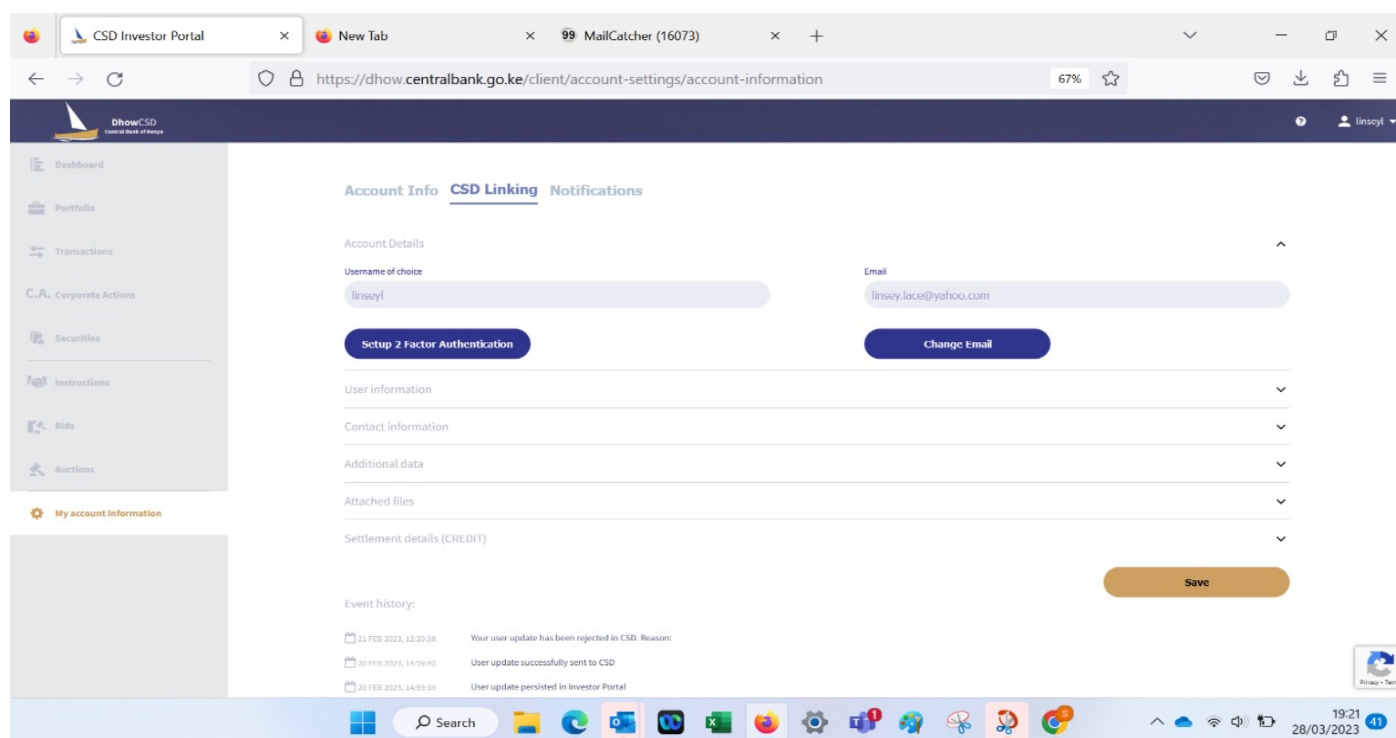
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

Investor **“clicks”** the investor portal link on the website.

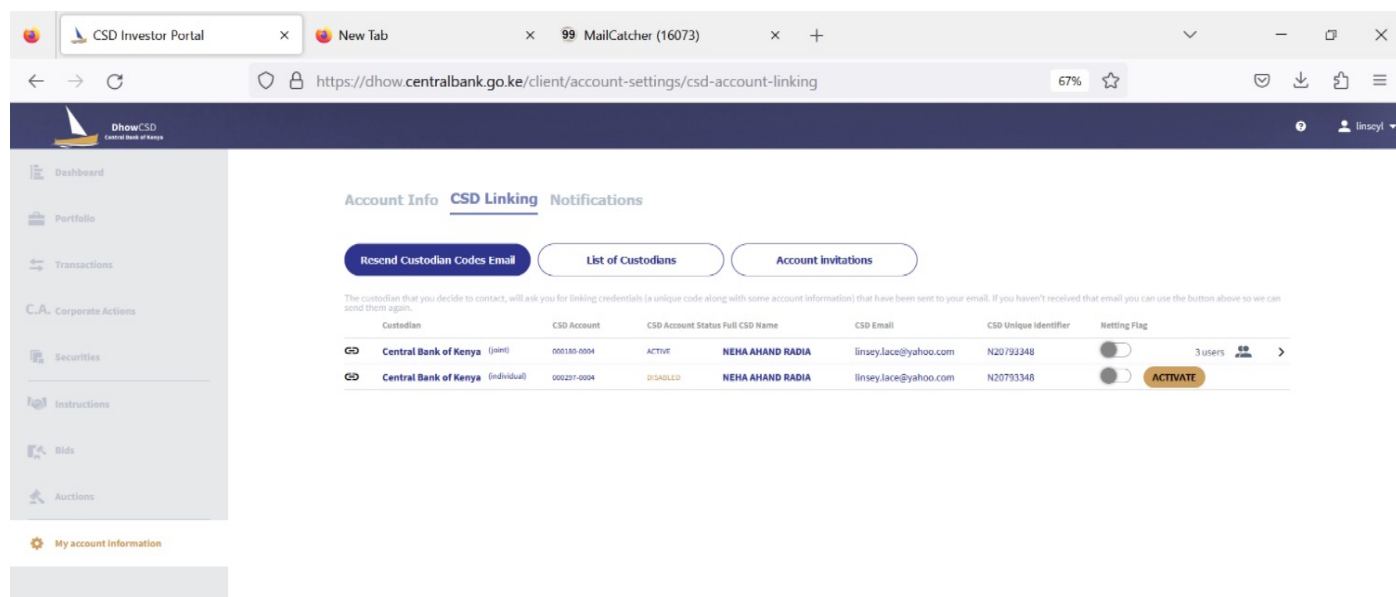
Step 2: Client logs into the investor portal with a username/email and the password created.

The screenshot shows the login page of the DhowCSD Investor Portal. The page has a dark blue header with the DhowCSD logo and the Central Bank of Kenya emblem. The main content area features a large heading 'Managing your investments has never been easier' and a subheading 'Join our portal and keep track of your portfolio'. There are two primary buttons: 'Create account' and 'Already have a CSD account'. A 'Log in' button is also visible. The login form on the right includes fields for 'Username or Email' and 'Password', a 'Log in' button, and a 'Forgot password' link. The page also displays the Central Bank of Kenya logo and app download instructions for Google Play and the App Store.

Step 3: Client clicks on the “**settings**” icon on the Mobile Application or “**My Account Information**” on the DhowCSD portal.



Step 4: Client clicks “**CSD linking**” to access all the Activate button.



Step 5: Client clicks on activate button.

Step 6: Wait for the Settlement bank to approve the activation of the account.

3.2.2.2 Joint

To activate a joint account, replicate the steps above.

3.2.2.3 Corporate

To activate a corporate account, replicate the steps above.

4.0 Securities Auctions

4.1 Bidding

4.1.1 Creation of bids (Bills or Bonds)

- After you log in to the Investor Portal, menu items are displayed on the left side of the screen.
- Click on the Auctions menu item and a list of securities available for Auction are displayed.
- Once you decide on preferred security, click on create bid tab against the selected security and a Place New Bid template will pop-up.
- On the left top side of the bid form, you can opt to either place a Competitive or Non-Competitive Type of bid.
- Fill in face value in “Amount” field.
- Fill in desired rate in “Yield” field (applicable only to Competitive option)
- The “Bid broker” field is defaulted to None (however, you may select a broker from options provided when submitting a bid for Bond securities only)
- “Source of funds” field select either Local or Offshore
- “Specific source of funds” field selects either Maturing T-Bill/T-Bond, Others or Salary. If you opt for “Others” you will be required to provide specific detail in “Additional information” field e.g., farming or Retail Business
- Accept “Legal” and “Fund” terms by checking the boxes.

The screenshot displays the 'Place new bid' interface within the DhowCSD Investor Portal. The left sidebar contains navigation links for Dashboard, Portfolio, Transaction, Corporate Actions, Securities, Instructions, and Bids. The 'Auctions' section is active, showing 'My account information'. The main form area is titled 'Place new bid' and includes a 'Cancel' button. It shows the selected security as 'K5000000969 Coupon' and 'SDM - IPB2/2023/016'. The 'Type' section has 'COMPETITIVE' selected. The 'Amount' field is set to 'Amount' with a 'Bidding increments: 50000' and 'Nominal value: 50,000.00'. The 'Yield' field is set to 'Yield' with 'Accepted yield range: 0.00 - 100.00' and 'Yield increments: 0.0004'. The 'Account number' is 'Central Bank of Kenya, 000189-0004, Individual Account, Kennedy Otter'. The 'Placing Agent (Optional)' is 'None'. The 'Source of funds' is 'Please select an option'. The 'Specific source of funds' is 'Please select an option'. The 'Additional information' is 'Enter specific source of funds'. There are checkboxes for 'Accept Legal Terms' and 'Accept Fund Terms'. The 'Place bid' button is at the bottom right.

- Click on Place Bid tab at the bottom right side and details of bid will be displayed for you to confirm before completing the process.

Bid Placement Confirm

Are you sure you want to place the bid with the following information?

Auction	FXD2/2019/010 _ KE5000009877
ISIN	KE5000009877
Security type	Coupon
Bid type	Competitive
Face Value	2,500,000.00
Yield	12.9999
Custodian	None
Source of funds	Local

OTP still valid

[Resend token](#)

- After input of received OTP number, system will allow submission of bid.
- Click on the Bids menu and system displays your bid(s) with status as submitted.
- You will receive notification via SMS or email indicating details of new bid created.

4.1.2 Approval of Placed Bids

For Corporate and Joint Account Investors Only.

- For Corporate and Joint Account investors the initial process of placing a bid is as above, the status of bid will be displayed as “Pending Approval”.
- One or two other persons as per the approval mandate set when opening the account will log into the IP and access Bids menu. Click on bid and details will be displayed including Approve and Reject tabs.
- Click on Approve tab and details of bid will be displayed for you to confirm and an additional request for OTP number will be sent to either via your email or SMS as selected in notification menu
- After input of received OTP number, system will process submission of bid.
- Once the bid has been fully approved as per approval mandate status of bid is updated as submitted in Bids menu.

4.1.3 Cancellation of Bids

- To cancel a submitted bid before Auction cut-off time, click on the Bids menu item and list of submitted bids will be displayed.
- Select the relevant bid and details will be displayed with a “Cancel bid” tab.
- Click on Cancel bid tab on the top right side and details of bid will be displayed for you to confirm.
- The Bids menu displays your bid with status as cancelled.

- You will receive notification via SMS or email indicating details of cancelled bid.

NB. Cancellation of bids by corporate investors will require approval as per mandate.

4.1.4 Netting (Rollover) Flag

The system provides a netting function whereby Redemption and or Coupon proceeds of security are used to pay for new Security bids.

- To confirm that Redemption and or Coupon date matches issue date of new created bids, click on C.A. corporate Actions menu and list of securities with their maturity dates under “Upcoming” tab are displayed.
- To activate the Netting flag, you click on My Account Information menu and system displays Account Info; CSD Linking and Notifications options at the top.
- Select CSD linking tab and activate Netting flag.
- Activation of Netting flag MUST be done before or immediately after placing bid
- After payment of remember to de-activate Netting flag in case you do not want to use Redemption and or Coupon payments for new Security bids.

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Central Bank of Kenya

Account Info **CSD Linking** Notifications

Resend Custodian Codes Email List of Custodians Account invitations

The custodian that you decide to contact, will ask you for linking credentials (a unique code along with some account information) that have been sent to your email. If you haven't received that email you can use the button above so we can send them again.

Custodian	CSD Account	CSD Account Status	Full CSD Name	CSD Email	CSD Unique Identifier	Netting Flag
Central Bank of Kenya	(individual) 000189-0004	ACTIVE	Kennedy Otieno Ajode	ajodeko@centralbank.go.ke	N9195960	☒

4.2 Auction Results

- To receive notification on Auction; Bids and Transactions via SMS or email you must ensure that “Notifications” under “My Account Information” menu have been ticked/enabled appropriately.

Account Info CSD Linking Notifications

Please validate the main phone number in order to use the SMS option for notifications.

The system will notify you in the following cases:
Select the desired medium:

	Email	SMS	Push
Registration and accounts			
Account status change(enable/disable the account)	☒	☐	☐
Transactions			
New transaction	☒	☐	☐
Transaction status change	☒	☐	☐
Bids			
New bid	☒	☐	☐
Bid status change	☒	☐	☐
Instructions			
New instruction	☒	☐	☐
Instruction status change	☒	☐	☐
Auctions			
New auction	☒	☐	☐
Auction status change	☐	☐	☐

Save

- After receiving notification on status of Auction and Bid via email or SMS, you may confirm status of your bid (Successful or Rejected) under Bids menu.

My Bids

Request #	Auction name	ISIN	Issue Number	Face Amount	Comp. Offer	Last action	Status
RJZ	SBM - 2006/182	KS0000006767	2006/182	KES 100,000.00	10.6545%	2023-03-01 16:02:21.267	INVALID BID
ESMp	BILL - 2007/182	KK0000002525	2007/182	KES 8,500,000.00	none	2023-02-23 17:14:28.948	SUCCESSFUL
HJB	BILL - 2007/182	KK0000002525	2007/182	KES 15,000,000.00	11.45%	2023-02-23 17:14:03.628	SUCCESSFUL
ALM	BILL - 3008/364	KK0000004747	3008/364	KES 5,000,000.00	none	2023-02-20 17:25:51.56	SUCCESSFUL
HLuf	BILL - 3008/364	KK0000004747	3008/364	KES 25,000,000.00	12%	2023-02-20 17:04:57.173	SUCCESSFUL
qzQ	BILL - 1007/091	KK0000004545	1007/091	KES 5,000,000.00	none	2023-02-16 18:35:53.652	SUCCESSFUL
ELmS	BILL - 1007/091	KK0000004545	1007/091	KES 15,000,000.00	9.45%	2023-02-16 18:34:51.888	SUCCESSFUL
4Hm	REOPEN - FXD1/2023/005	KR0000004446	FXD1/2023/005	KES 1,500,000.00	none	2023-02-15 13:23:34.113	SUCCESSFUL
RLVS	REOPEN - FXD1/2023/005	KR0000004446	FXD1/2023/005	KES 3,500,000.00	12.9654%	2023-02-15 13:22:33.839	SUCCESSFUL

- To confirm cash amount payable, click on “Transactions” menu and list of bid transactions for successful bids are displayed.
- On Auction date, system will display either one transaction for cost (Initial placement) and Tax (Taxation) where applicable.

DhowCSD
Central Bank of Kenya

Transactions FILTERS EXPORT

Transaction	Issue Number		Date	Operation Type	Units	Cash amount	Amount
KEK000004411	FXD5/2023/015	← Government of Kenya	17 MAR 2023	Initial placement	500	25,000,000.00 KES	25,000,000.00 KES
KEK000004411	FXD5/2023/015		17 MAR 2023	AuctionPayment	0	12,314,915.00 KES	
KEK000006611	4000/364	← Government of Kenya	17 MAR 2023	Initial placement	400	18,205,040.00 KES	20,000,000.00 KES
KEK000006611	4000/364	← Government of Kenya	17 MAR 2023	Initial placement	560	25,345,964.00 KES	28,000,000.00 KES
KEK000006611	4000/364	OK	17 MAR 2023	Taxation	0	896,105.40 KES	
KEK000006611	4000/364	OK	17 MAR 2023	Taxation	0	283,794.00 KES	
KEK000004411	FXD5/2023/015		17 MAR 2023	TaxTransfer	0	20,045.00 KES	

- Click on a transaction and reference is displayed.
- On the day after Auction, system will display one transaction (Auction payment) which is a total amount of Cost and Tax where applicable.
- Click on the Auction payment and system will display the transaction reference number and the corresponding transactions of cost and Tax where applicable.

CBK

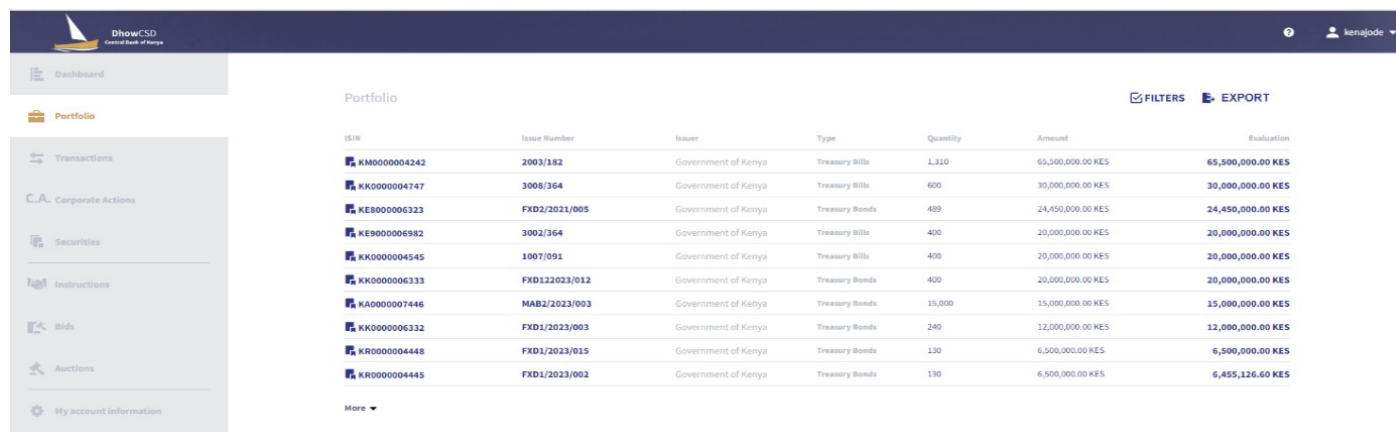
Issue Number		Date	Operation Type	Units	Cash amount
FXD5/2023/015	← Government of Kenya	16 MAR 2023	Initial placement	500	25,000,000.00 KES
3001/182		16 MAR 2023	AuctionPayment	0	12,314,915.00 KES
KEK000003311		Reference : 20230323T000000001			
3001/182	← Government of Kenya	16 MAR 2023	Initial placement	200	9,544,000.00 KES
3001/182	OK	16 MAR 2023	Taxation	0	1,568,900.00 KES

4.3 Payment for Bids

- You need to ensure that adequate funds are available for payment of successful bid in your Commercial Bank account.
- Provide the following bid transaction details to your bank and instruct them to pay CBK
 - Transaction reference and Cash amount for Auction payment
 - Date
 - CSD Account Number
- Alternatively, if you activated the Netting (rollover) Flag, payment for successful bid will automatically be processed and any refund amount paid to your Bank account.
- However, if additional top-up payment is required in addition to Netting (rollover) amount, you need to provide bid Netting transaction details as above to your bank and instruct them to pay CBK.

4.4 Portfolio Statement

- When payment of your bid transaction is concluded, the status is displayed as complete under the Transactions menu.
- Then you can access “Portfolio menu” where a list of securities held is displayed.
- Click on any security and details are also displayed.



The screenshot shows the DhowCSD Investor Portal interface. On the left is a sidebar menu with options: Dashboard, Portfolio (selected), Transactions, C.A. Corporate Actions, Securities, Instructions, Bids, Auctions, and My account information. The main area displays the 'Portfolio' section with a table of securities. The table has columns for ISIN, Issue Number, Issuer, Type, Quantity, Amount, and Evaluation. There are 10 rows of data, all for Government of Kenya Treasury Bills and Bonds. At the top right of the table area are links for 'FILTERS' and 'EXPORT'.

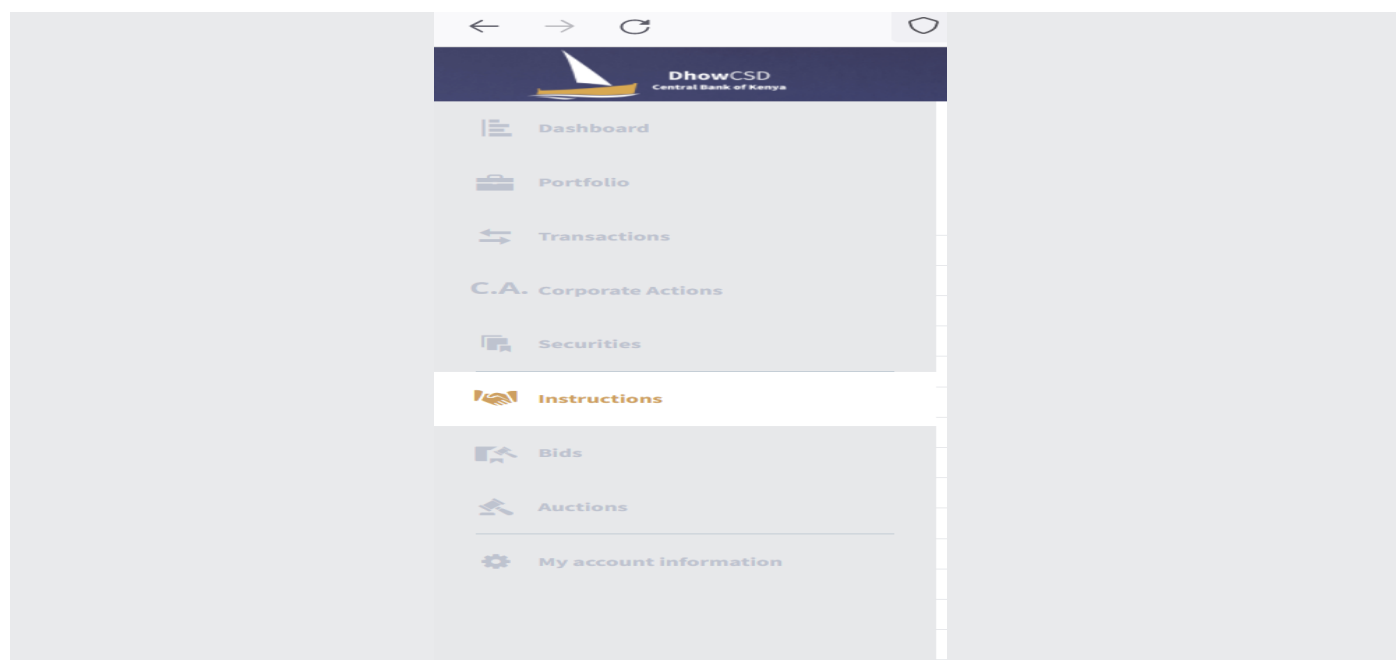
ISIN	Issue Number	Issuer	Type	Quantity	Amount	Evaluation
KM0000004242	2003/182	Government of Kenya	Treasury Bills	1,310	65,500,000.00 KES	65,500,000.00 KES
KK0000004747	3008/364	Government of Kenya	Treasury Bills	600	30,000,000.00 KES	30,000,000.00 KES
KE8000006323	FXD2/2021/005	Government of Kenya	Treasury Bonds	489	24,450,000.00 KES	24,450,000.00 KES
KE9000006982	3002/364	Government of Kenya	Treasury Bills	400	20,000,000.00 KES	20,000,000.00 KES
KK0000004545	1007/091	Government of Kenya	Treasury Bills	400	20,000,000.00 KES	20,000,000.00 KES
KK0000006333	FXD122023/012	Government of Kenya	Treasury Bonds	400	20,000,000.00 KES	20,000,000.00 KES
KA0000007446	MAB2/2023/003	Government of Kenya	Treasury Bonds	15,000	15,000,000.00 KES	15,000,000.00 KES
KK0000006332	FXD1/2023/003	Government of Kenya	Treasury Bonds	240	12,000,000.00 KES	12,000,000.00 KES
KR0000004448	FXD1/2023/015	Government of Kenya	Treasury Bonds	130	6,500,000.00 KES	6,500,000.00 KES
KR0000004445	FXD1/2023/002	Government of Kenya	Treasury Bonds	130	6,500,000.00 KES	6,455,126.60 KES

5.0 Secondary Market

5.1 DvP (Deliverer Vs Payment)

To process sale of Treasury Bills, the menu used is “DvP” through the following steps.

Step 1: Click “instructions”.



Step 2: Click “DvP” from the drop-down menu under the “create new”.

The screenshot shows the DhowCSD Central Bank of Kenya interface. On the left is a sidebar with navigation icons. The main area displays a table titled "My instructions" with columns: Type, ISIN, Issue Number, Counterparty, and Face Value. The table lists several instructions, including EARMARK and DvP (Delivery vs Payment) instructions. To the right of the table is a "FILTERS" button. Further right is a "Create new..." button with a dropdown menu. The dropdown menu is open, showing options: DVP (Delivery vs payment instruction), FOP (Free of payment instruction), EARMARK (Earmark instruction), and PLE (Pledge instruction). The DVP option is highlighted.

Type	ISIN	Issue Number	Counterparty	Face Value
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00
FoP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	200,000.00
FoP	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00
FoP	KR0000004448	FXD1/2023/015	Central Bank of Kenya	100,000.00
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	11,000,000.00
EARMARK	KK0000005454	FXD5/2023/010	Central Bank of Kenya	10,000,000.00
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00

Step 3: Input the relevant fields: Select deliverer (**seller**)/receiver(**buyer**), receiving account/delivering account (**from the drop-down menu**), security deliverer /receiver, receiving and delivering account (**optional**), ISIN (**from the drop-down menu**), trade date, intended settlement date, amount and cash amount.

Step 4: Click “Place instruction” or “cancel” to revert to the menu.

The screenshot shows the "Place instruction" form in the DhowCSD Central Bank of Kenya interface. The form is titled "Place instruction" and has a "Cancel" button in the top right corner. The form is divided into several sections:

- Receiver/Deliverer:** A section with a "Receiver" and "Deliverer" label and a "Please select an option" dropdown.
- Receiving Account/Delivering Account:** A section with "Receiving Account" and "Delivering Account" labels and "Please select an option" dropdowns.
- Security and payment details:** A section with a "Security" label and a "Please select an option" dropdown.
- Trade date:** A section with a "Trade date" label and a "Date" input field.
- Intended settlement date:** A section with an "Intended settlement date" label and a "Date" input field.
- Amount:** A section with an "Amount" label and a "Please enter" input field.
- Cash amount:** A section with a "Cash amount" label and a "Please enter" input field.
- Normal value:** A section with a "Normal value" label and a "Please enter" input field.

 At the bottom right of the form is a "Place instruction" button.

Step 5: Click “Place instruction” again to submit for approval or “Close” to revert to the page.

Instruction Placement Confirmation

Are you sure you want to place the instruction with the following information?

instruction client role	RECEIVER
delivering account	-
receiving account	000179-0004
opposite party name	STANDARD CHARTERED BANK LTD
ISIN:	KK0000006333
operation type code	DVP
intended settlement date	2023-02-28
trade date	2023-02-28
cash amount	46,000.00
face amount	50,000.00

Close

Place instruction

Step 6: Instructions sent to CSD for approval, status changes from “Sending to CSD” to “Waiting CSD approval” to “Not matched”.

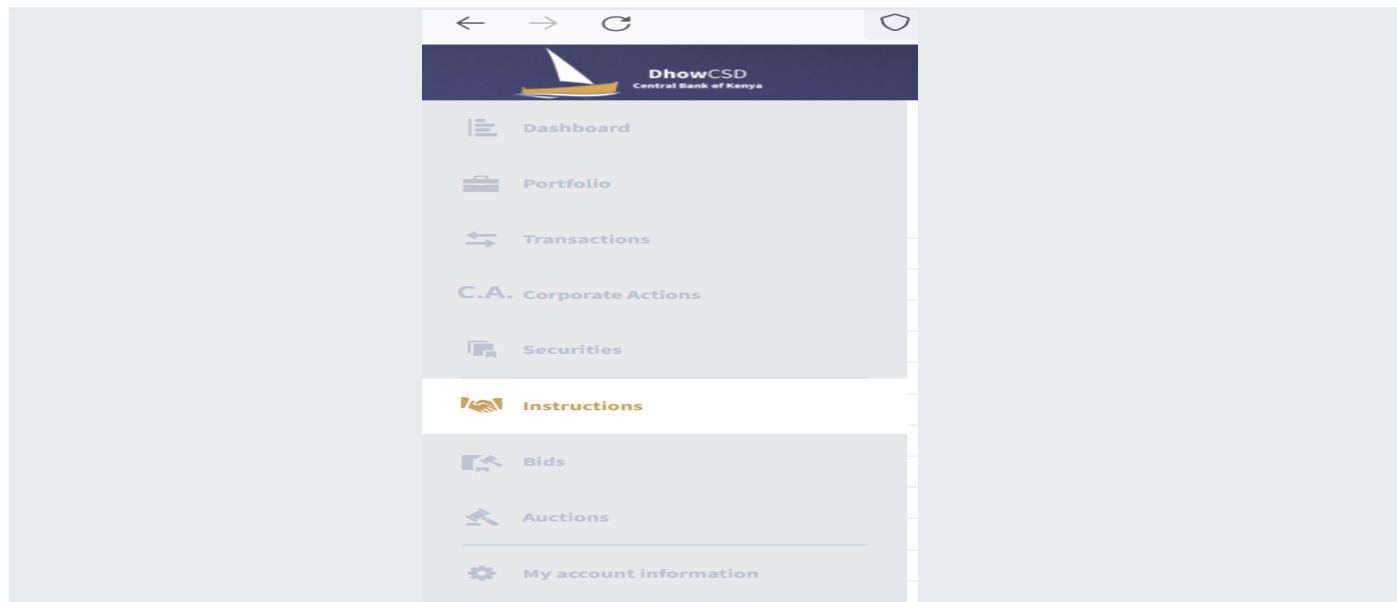
Once the other counterparty (either receiver or deliverer sends instructions, the status changes to ‘settled’. DvP instructions effected.

 DhowCSD Central Bank of Kenya  milcah						
My instructions FILTERED						
 FILTERS Create new...						
Type	ISIN	Issue Number	Counterparty	Face Value	Status	
DvP 	 KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	SETTLED	

5.2 Free of Payment (FoP)

To process gratis transfer of Treasury Bonds & Treasury Bills, the menu used is 'FoP' through the following steps:

Step 1: Click on “instructions”.



Step2: Click on “FoP”

Type	ISIN	Issue Number	Counterparty	Face Value	Settlement Status
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00	
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	
FoP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	200,000.00	
FoP	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	SETTLED
FoP	KK0000004448	FXD1/2023/015	Central Bank of Kenya	100,000.00	SETTLED
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	11,000,000.00	SETTLED

Step 3: Input the relevant fields: **Select deliverer** (seller) **or receiver** (buyer), **receiving /delivering account** (from the drop-down menu), **security deliverer/receiver** (custodian), **receiving /delivering account** (optional), **ISIN** (from the drop-down menu), **trade date**, **intended settlement date**, and **amount**.

The screenshot shows the 'Place instruction' form in the DhowCSD app. The form is divided into several sections: 'Receiving Account' with a dropdown menu; 'Deliverer' with a dropdown menu; 'Security Deliverer' with a dropdown menu; 'Delivering Account' with a dropdown menu; 'Security and payment details' with a dropdown menu; 'Trade date' with a date input field; 'Intended settlement date' with a date input field; and 'Amount' with a numerical input field. A 'Cancel' button is located at the top right of the form.

Step 4: Click on “Place instruction” or “Cancel” to revert to the menu.

The screenshot shows the DhowCSD Central Bank of Kenya interface. The 'My instructions' table lists several instructions with columns for Type, ISIN, Issue Number, Counterparty, and Face Value. A 'Create new...' dropdown menu is open, showing options: DVP (Delivery vs payment instruction), FOP (Free of payment instruction), EARMARK (Earmark instruction), and PLE (Pledge instruction). The 'FOP' option is highlighted.

Type	ISIN	Issue Number	Counterparty	Face Value	Status
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00	
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	
FoP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	200,000.00	
FoP	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	
FoP	KR0000004448	FXD1/2023/015	Central Bank of Kenya	100,000.00	
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	11,000,000.00	

Step 5: Click on “Place instruction” again to submit for approval or “close” to go back to input page.

The screenshot shows the 'Instruction Placement Confirmation' dialog box. It asks 'Are you sure you want to place the instruction with the following information?'. The information displayed is as follows:

instruction client role	RECEIVER
delivering account	-
receiving account	000179-0004
opposite party name	STANDARD CHARTERED BANK LTD
ISIN:	KK0000006333
operation type code	FOP
intended settlement date	2023-02-28
trade date	2023-02-28
cash amount	-
face amount	200,000.00

At the bottom, there are two buttons: 'Close' and 'Place instruction'.

Step 6: Instructions sent to CSD for approval, status changes from ‘sending to CSD’ to ‘waiting CSD approval’ to ‘Not matched’. Once the counterparty (Receiver or Deliverer) sends instructions, the status changes to ‘settled’. FoP instructions effected.

The screenshot shows the DhowCSD Central Bank of Kenya interface. The 'My instructions' table now shows a single instruction with a 'SETTLED' status.

Type	ISIN	Issue Number	Counterparty	Face Value	Status
FoP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	200,000.00	SETTLED

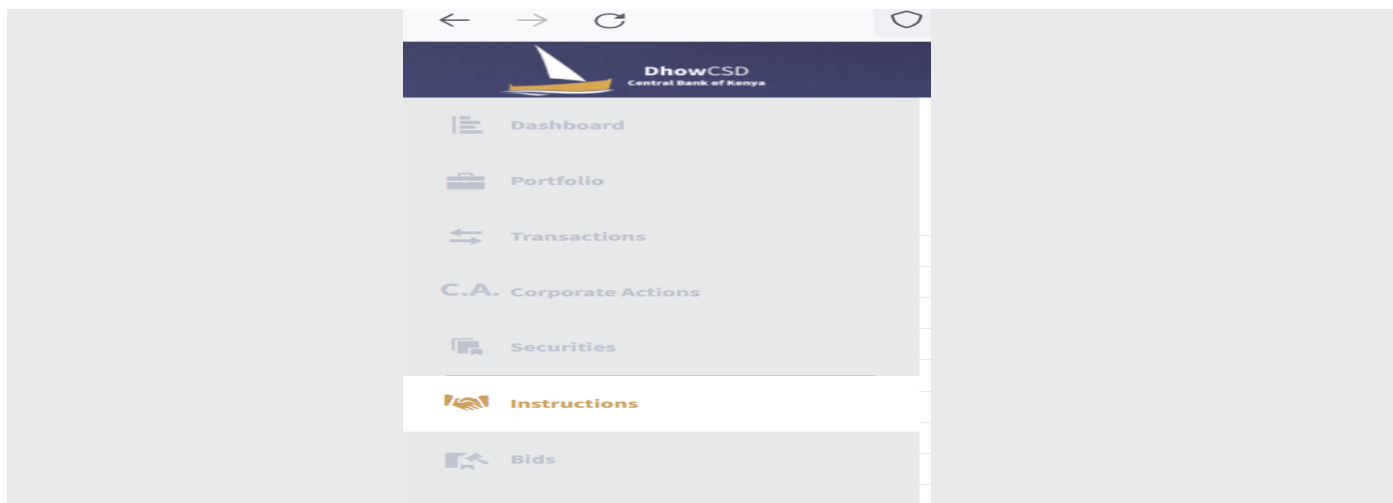
5.3 Earmarking

This is the process of designating Treasury Bonds for trading at Nairobi Securities Exchange (NSE) in the CSD System.

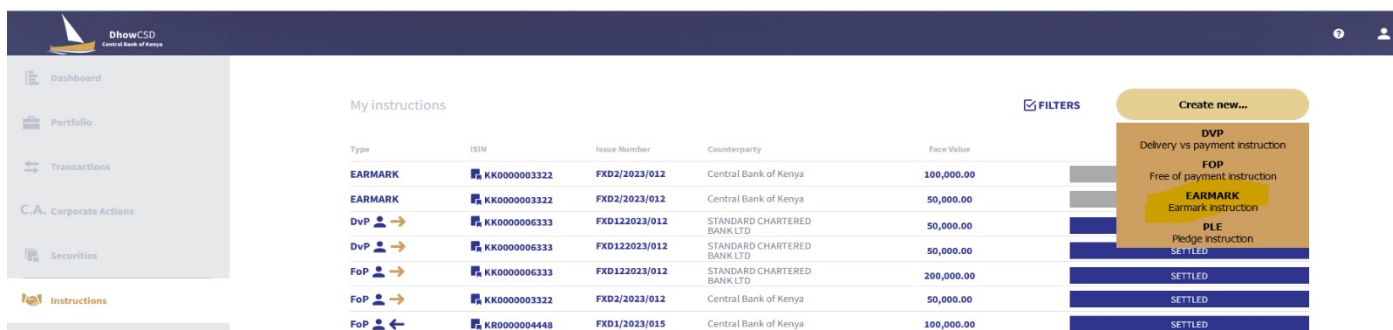
5.3.1 Earmarking Balances

To process sale of Treasury Bonds, the menu used is “**Earmark**” through the following steps:

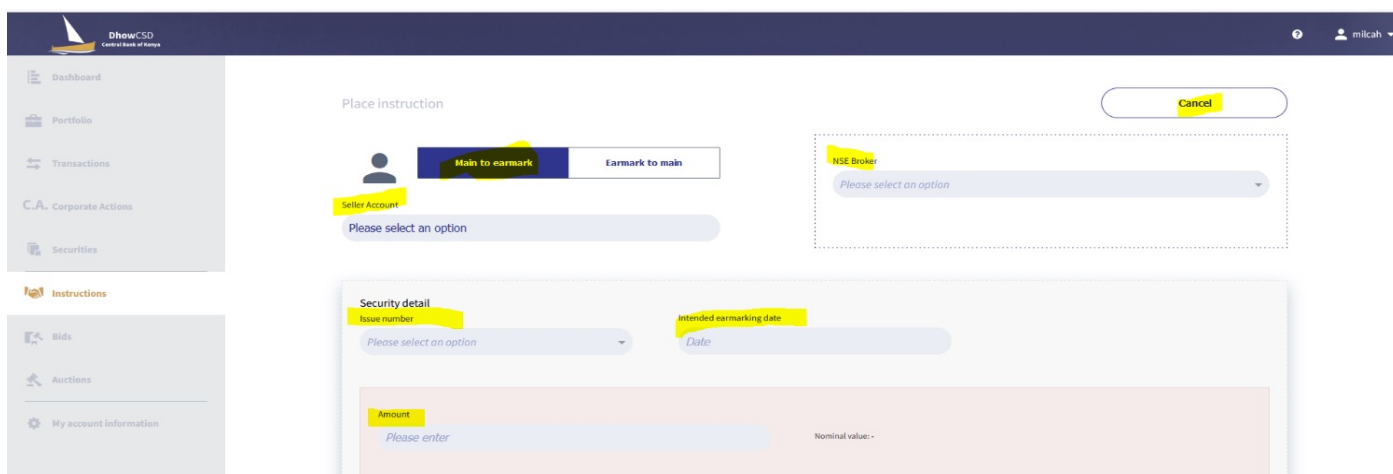
Step 1: Click on “instructions”.



Step 2: Click on “Earmark instruction”



Step 3: Input the relevant fields: **Select main to earmark**, select seller account (From the drop-down menu), select NSE broker from the drop-down, Issue number (ISIN), intended earmarking date, amount (face value)



Step 4: Click on ‘Place instruction’ or ‘cancel’ to revert to the menu.

Instruction Placement Confirmation

Are you sure you want to place the instruction with the following information?

delivering securities account type

MAIN

receiving securities account type

EARMARKED

safekeeping account

000179-0004

broker

BARCLAYSFINANCIAL

ISIN:

KK00000006333

operation type code

EARMARK

intended settlement date

2023-02-28

trade date

-

face amount

150,000.00

Close

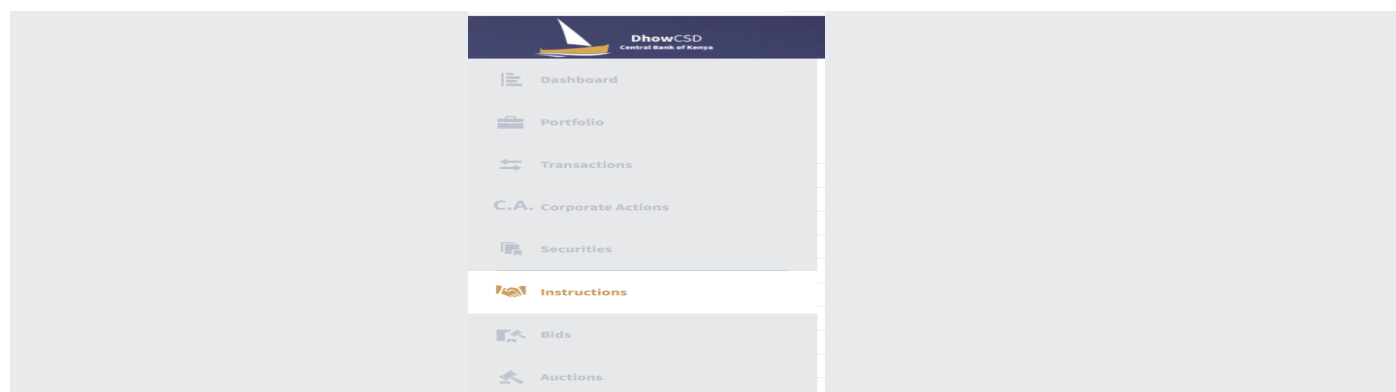
Place instruction

Step 6: Instructions sent to CSD for approval, status changes from “Sending to CSD” to “Waiting CSD approval” to

DhowCSD Central Bank of Kenya ? milcah						
My instructions FILTERED FILTERS Create new...						
Type	ISIN	Issue Number	Counterparty	Face Value	Status	
EARMARK	KK00000006333	FXD122023/012	Central Bank of Kenya	150,000.00	SETTLED	

5.3.2 Cancellation of Earmark

To cancel an earmark before trading is done at NSE, the menu used is ‘Earmark’ through the following steps:



Step 1: Click on “Instructions”

My instructions

☒ FILTERS

Create new...

Type	ISIN	Issue Number	Counterparty	Face Value	
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00	
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	
FoP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	200,000.00	
FoP	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	
FoP	KR0000004448	FXD1/2023/015	Central Bank of Kenya	100,000.00	

DVP
Delivery vs payment instruction
 FOP
Free of payment instruction
 EARMARK
Earmark instruction
 PLE
Pledge instruction
 SETTLED
 SETTLED
 SETTLED

Step3: Input the relevant fields: **Select earmark to main**, select seller account (From the drop-down menu), select NSE broker from the drop-down, Issue number (ISIN), intended earmarking date, amount (face value)

Step 4: Click on “Place instruction” or “Cancel” to revert to the menu.

Place instruction

Cancel

Main to earmark
 Earmark to main

Seller Account
Please select an option

NSE Broker
Please select an option

Security detail

Issue number
Please select an option

Intended earmarking date
Date

Amount
Please enter

Nominal value: -

Place instruction

Step 5: Click on “Place instruction” again to submit CBK admin to approve or “Close” to go back to input page.

×

Instruction Placement Confirmation

Are you sure you want to place the instruction with the following information?

delivering securities account type	EARMARKED
receiving securities account type	MAIN
safekeeping account	000179-0004
broker	FAIDAINVESTMENTBANKL
ISIN:	KK0000006333
operation type code	EARMARK
intended settlement date	2023-02-28
trade date	-
face amount	150,000.00

Close

Place instruction

Step 6: Instructions sent to CSD for approval, status changes from ‘Sending to CSD’ to ‘Waiting CSD approval’ to ‘Settled’. cancellation instructions effected.



?

milcah

My instructions FILTERED

FILTERS

Create new...

Type	ISIN	Issue Number	Counterparty	Face Value	Status
EARMARK	 KK0000006333	FXD122023/012	Central Bank of Kenya	150,000.00	SETTLED

5.3.3 Broker Linkage

CBK clients will link brokers through the following steps:

Step 1: Click on “My account information”

DhowCSD
Central Bank of Kenya

Account Info CSD Linking Notifications

Account Details

Username of choice: milcah

Email: milcahwambui254@gmail.com

Setup 2 Factor Authentication

Change Email

User information

Contact information

Additional data

Attached files

Settlement details (CREDIT)

Save

Event history:

- 3 FEB 2023, 15:22:47 Your user registration has been approved in CSD
- 3 FEB 2023, 15:22:47 Your account creation has been approved in CSD
- 3 FEB 2023, 15:18:46 User registration together with settlement details sent successfully to CSD

Step 2: Under “Account Info” expand “Additional data”

DhowCSD
Central Bank of Kenya

Account Info CSD Linking Notifications

Account Details

Username of choice: milcah

Email: milcahwambui254@gmail.com

Setup 2 Factor Authentication

Change Email

User information

Contact information

Additional data

Attached files

Settlement details (CREDIT)

Step 3: Under **NSE broker** menu select desired broker to link or select all (from the drop-down menu).

Step 4: Click on “Save”,

Step5: Instructions sent to CSD for approval by CBK Admin

5.4 Pledge Instructions

Pledging is when a borrower (pledgor) of funds uses securities as a form collateral to secure the funds it borrows or takes from the Lender (Pledgee.)

CBK clients will be sending pledger instructions through IP through the following steps.

Step 1: Click on “Instructions”.

Type	ISIN	Issue Number	Counterparty	Face Value
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00

Step2: Select “Pledge instruction” from the drop-down menu under “Create new”.

Step2: Input the relevant fields: Select **receiving account** (from the drop-down menu), Select **security Receiver, Pledgee** (from the drop-down menu), Input **Pledgee account** (Not mandatory), Select **ISIN** (from the drop-down menu), Input **Pledge maturity date, intended settlement date, contract number**. Tick ‘Pay to pledger cash entitlement’ and Amount.

Step 4: Click on “Place instruction” again to submit to CSD for CBK admin for approval or “Close” to go back to input page.

Step5: Instructions sent to CSD for approval, status changes from **“Sending to CSD”** to **“Waiting CSD approval”** to **“Not matched”**. Once the pledgee sends instructions, the status changes to **“Settled”**. Pledge instructions effected.

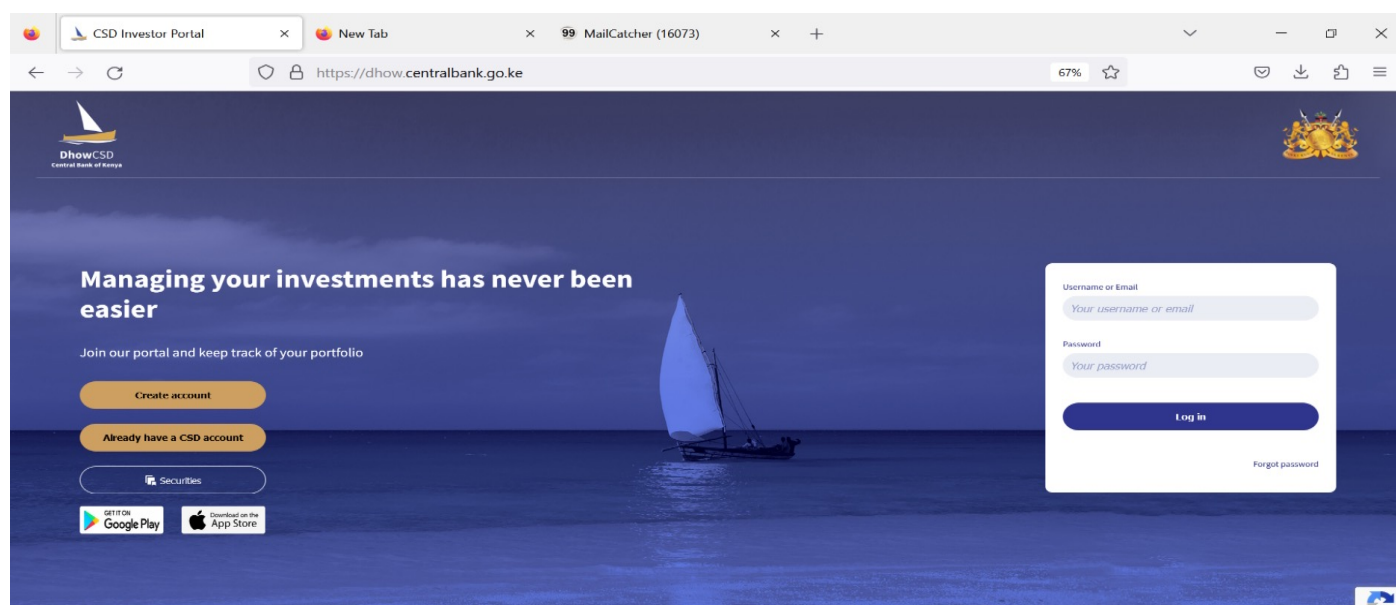


Type	ISIN	Issue Number	Counterparty	Face Value	Status
PLE	KE9100002212	1000/091	ABSA BANK KENYA PLC	50,000.00	SENT TO CSD

6.0 CORPORATE ACTIONS

6.1 Viewing Corporate actions (Redemptions and Interest payments)

Step1: Investor opens the Investor Portal link and logs in as shown below.



Managing your investments has never been easier

Join our portal and keep track of your portfolio

Create account

Already have a CSD account

Securities

GET IT ON Google Play

Download on the App Store

Username or Email

Your username or email

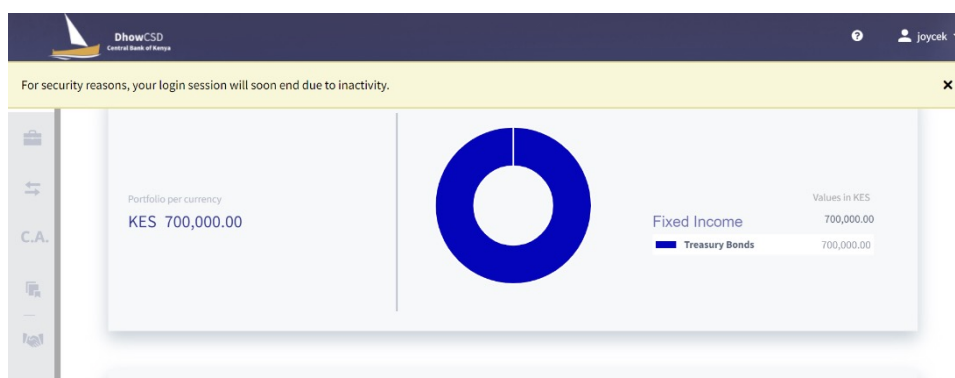
Password

Your password

Log in

Forgot password

Investor will see the Dashboard as shown below:



Step 2: To view Corporate Actions (Redemptions and Interest payments) the investor clicks on the **“C.A Corporate Actions”** link and a list of upcoming, Past and All CA are displayed as shown below:

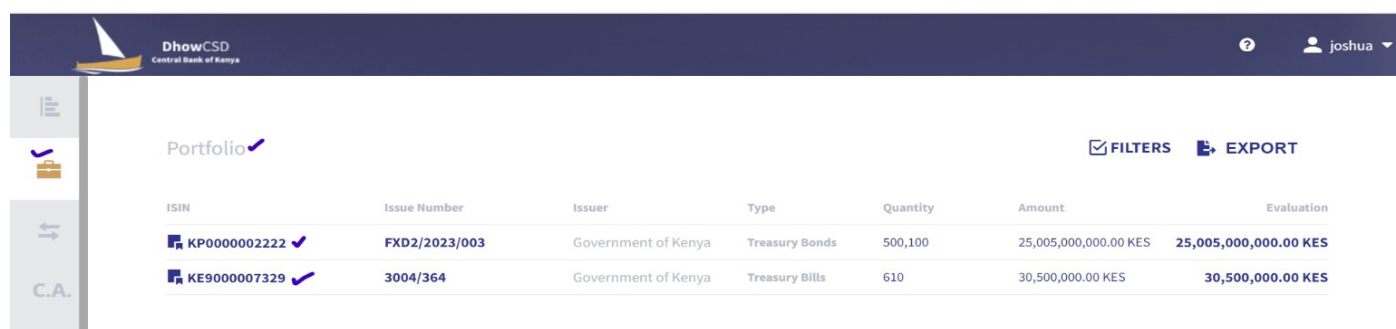
C.A.

Upcoming	Past	All			
more than 3 months from now					
9 AUG 2023	KR0000004448	FXD1/2023/015	Coupon	UNPERFORMED	suspended
9 AUG 2023	KK0000006333	FXD122023/012	Coupon	UNPERFORMED	suspended
more than 9 months from now					
7 FEB 2024	KR0000004448	FXD1/2023/015	Coupon	UNPERFORMED	suspended
7 FEB 2024	KK0000006333	FXD122023/012	Coupon	UNPERFORMED	suspended
more than a year from now					
7 AUG 2024	KR0000004448	FXD1/2023/015	Coupon	UNPERFORMED	suspended

Step 3: To view more details on a CA, Investor opens it by clicking on the **ISIN** (KR0000004448) and the CA opens to indicate the Legacy ID and Amount as shown below:

</

Step 4: To view the actual amount that was remitted to investor's commercial bank and withholding tax deducted on value date, the investor clicks on **"Transactions"** to view the amounts.



ISIN	Issue Number	Issuer	Type	Quantity	Amount	Evaluation
KP0000002222	FXD2/2023/003	Government of Kenya	Treasury Bonds	500,100	25,005,000,000.00 KES	25,005,000,000.00 KES
KE9000007329	3004/364	Government of Kenya	Treasury Bills	610	30,500,000.00 KES	30,500,000.00 KES

7.0 REPORTS

The Dhow CSD provides various reports under the Dashboard Menu.

7.1 Portfolio

Step 1: Under the Dashboard Menu, the system provides **"Portfolio Statement"** tab that allows the CBK Clients to query for their statements.

Step 2: To generate the statement: Click on the **filter's icon**, chose **date**, select the **securities**, select the **security type** to generate a statement for either bills and bonds or both. Click on **"Apply"**.

Step 3: Export the portfolio statement as CSV, Excel, or PDF.



Transaction	Issue Number	Date	Operation Type	Units	Cash amount	Amount
KE9000007329	3004/364	16 FEB 2023	AuctionPayment	0	27,547,435.50 KES	
KE9000007329	3004/364	16 FEB 2023	AuctionPayment	0	462,307.60 KES	
KE9000007329	3004/364	16 FEB 2023	TaxTransfer	0	432,805.50 KES	
KE9000007329	3004/364	16 FEB 2023	TaxTransfer	0	6,651.60 KES	
KE9000007329	3004/364	14 FEB 2023	Initial placement	10	455,656.00 KES	500,000.00 KES
KE9000007329	3004/364	14 FEB 2023	Initial placement	600	27,114,630.00 KES	30,000,000.00 KES

7.2 Transactions

The investor Portal allows CBK clients to view their transactions in detail.

Step 1: To view the transaction statement, click on the Dashboard Menu **"Transactions"**.

Step 2: Filter by choosing the date range, Securities and Click **"Apply"**.

Step 3: Export the portfolio statement as CSV, Excel, or PDF.

ANNEXES

Link to IP

dhowcsd.centralbank.go.ke

Link to terms and conditions

