



Central Bank of Kenya



DhowCSD
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REQUIREMENTS FOR CORPORATES

NOTE

- A computer/ laptop is required to log into the Investor Portal (IP) using the following link dhowcsd.centralbank.go.ke
- A Mobile device/phone is required to log into the mobile application. The *DhowCSD* App is available on Google Play store or Apple App store.
- The registration process must be completed within seven days or else the incomplete corporate's profile will be **autodeleted** by the system.
- Once a signatory is created in the Investor portal/Mobile App, they can be added to multiple legal entity accounts in the system.
- A step-by-step user guide can be found on CBK Website.

REGISTRATION REQUIREMENTS

Signatory profile creation

1. A valid email address is required for a successful log-in to the investor portal or mobile App.
2. Creation of the signatory profile is a pre-requisite to the creation of a corporate profile in the investor portal/ mobile App.
3. Signatories require to input the following details once logged into the investor portal/Mobile app:
 - I. User type- signatory
 - II. Name (As per the identification document)
 - III. Identification document number (ID/PP/Alien card number)
 - IV. Valid mobile number
4. Signatories require to upload the following details once logged into the investor portal/Mobile app:
 - I. A clear coloured Passport size photo
 - II. Identification Document (National ID/Passport for foreigners and non-residence/Alien card)
5. Once you as Signatory have created a Profile on the investor portal/Mobile App, you shall receive an email notification with the Username details
6. The assigned Username or email shall be required for any future log ins to access one's profile in the investor portal/Mobile App

Corporate/Legal Entity profile creation

1. A valid **email address** is required for a successful logging into the investor portal or mobile App.
2. Creation of the corporate profile should be done once signatory's profiles are complete.
3. The following corporate details are mandatory input in the investor portal/Mobile app:
 - I. User type- Legal entity
 - II. KRA pin
 - III. Name, address, registration details etc
 - IV. Valid mobile number
4. The corporates settlement (Valid & Active) details are a mandatory requirement:
 - I. Investor Settlement account (**Bank Account number**)
 - II. Investor settlement Account title (**Account name as per bank details**)
 - III. Settlement bank (**commercial bank**)
5. The **board resolution** appointed signatories, whose profiles are already created should be added to the corporate account
6. Corporates are required to upload the following mandatory documents:
 - I. Registration document
 - II. Corporate /Legally entity KRA PIN
 - III. KRA exemption certificate where applicable.
 - IV. Board resolution page appointing signatories
7. The assigned Username or email shall be required for any future log ins to access one's profile in the Investor Portal/Mobile App.

KINDLY NOTE

- ✓ To create a corporate account, Signatory profile(s) must first be created as a Signatory on the Investor Portal/Mobile Application which is then used to create a corporate account via the Investor Portal
- ✓ Change of **email and settlement details** shall be done **by a CBK administrator**. The relevant form is available for download on our website. Investors can visit the nearest Branch/Centre or alternatively contact us via Telephone on 0709 081 222 or Toll-Free 0800 720 222. US Based Investors can contact us Toll-free on +1 (833) 201 0220. Emails can be sent to: ndo@centralbank.go.ke