



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

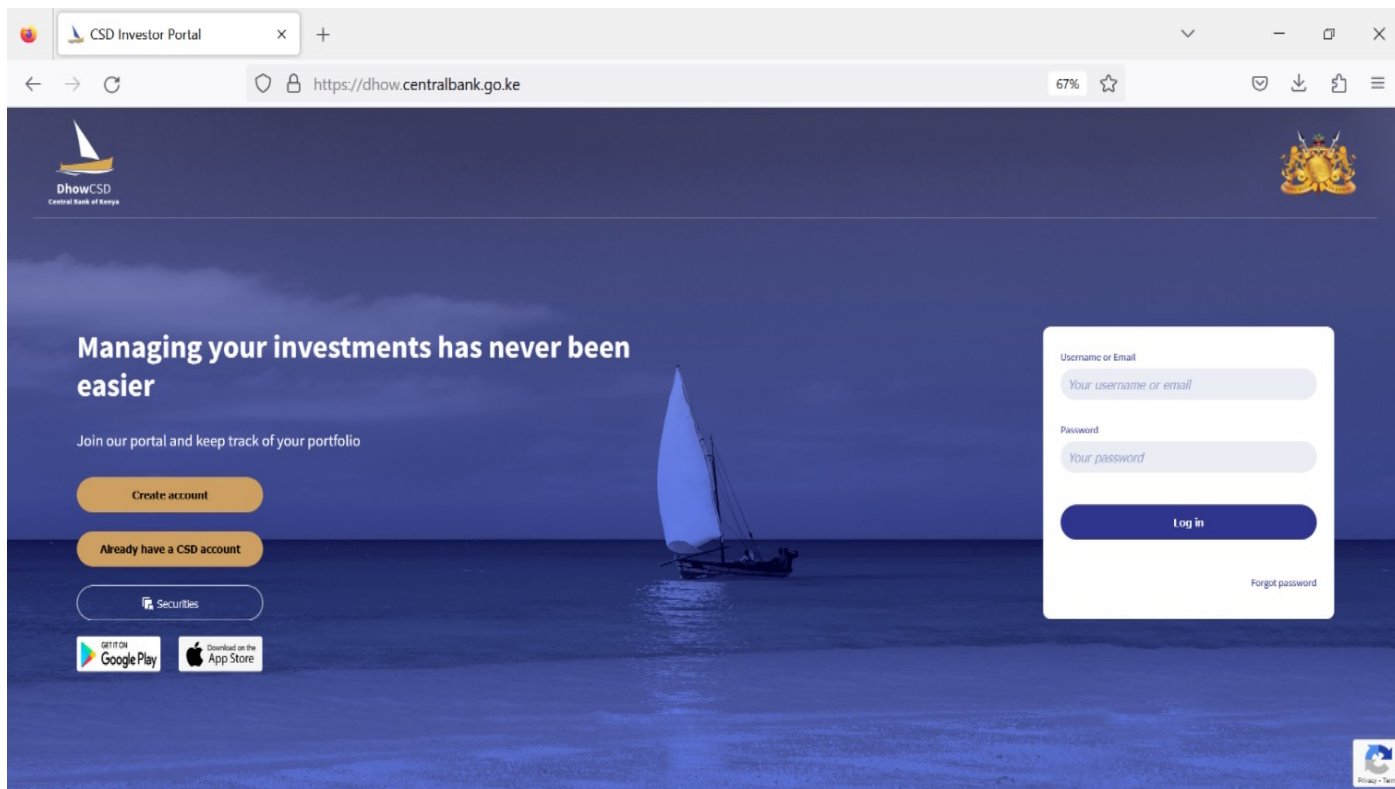
3.0 Getting started.

3.1 Registration for CBK Investor CSD account

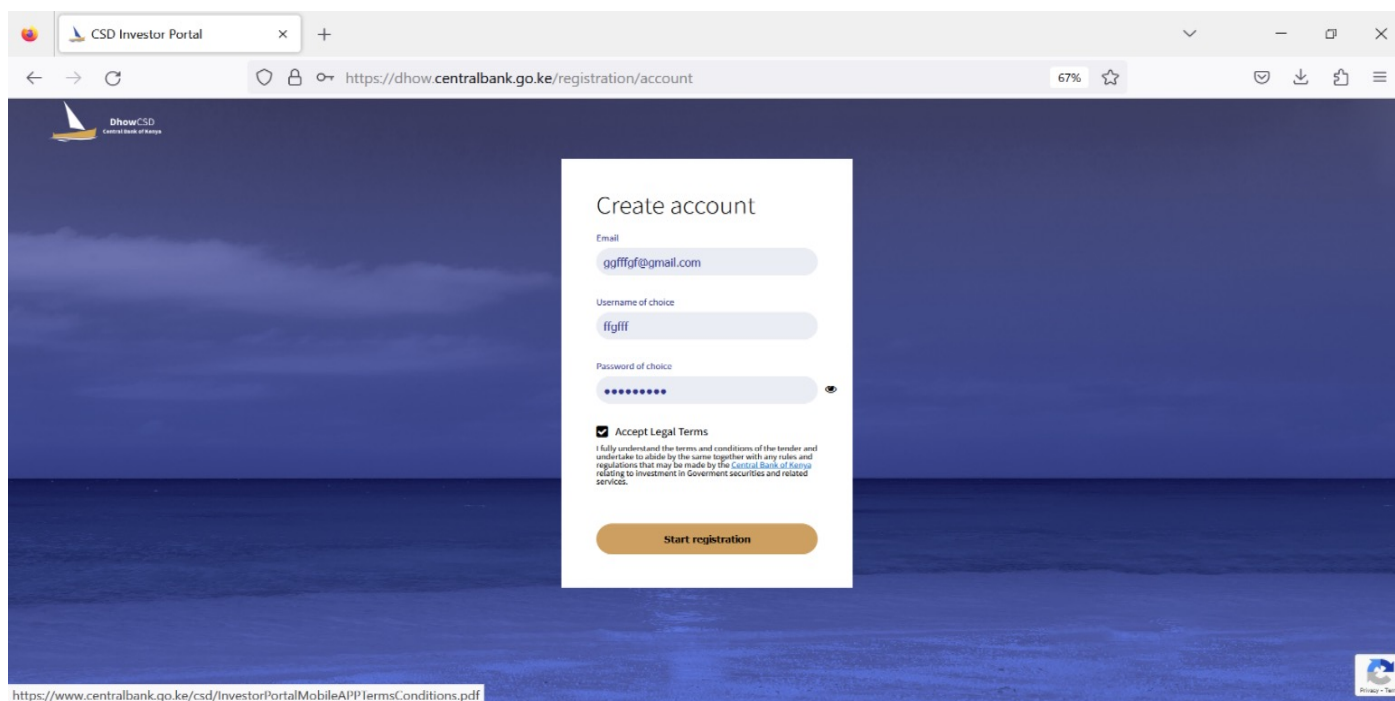
3.1.1 Individual/Physical persons

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.



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



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 on the DhowCSD Investor Portal. The browser address bar shows the URL <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 and options:

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

This screenshot is identical to the one above, showing the 'Details' step of the registration wizard. It displays the same form fields and options as described in the previous block, including the user type 'Physical person', name fields, economic sector, gender selection, birth date fields, identifier, and various mandatory fields for passports.

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 that 'Details' is completed, 'Contact' is the current step, and 'Settlement details', 'Documents', and 'Email Validation' are yet to be completed. The form contains the following fields:

- Main phone number:** A text input field containing '+254 712 123456'.
- Address section:**
 - Country:** A dropdown menu with 'Kenya' selected.
 - State (Optional):** A text input field with 'State (Optional)' as a placeholder.
 - City (Optional):** A text input field with 'City (Optional)' as a placeholder.
 - Postal code (Optional):** A text input field with 'Postal code' as a placeholder.
 - Street (Optional):** A text input field with 'Street (Optional)' as a placeholder.
 - Number (Optional):** A text input field with 'Number (Optional)' as a placeholder.
 - Phone number (Optional):** A text input field containing '+254 712 123456'.
 - Postal address (Optional):** A text input field with 'Postal address' as a placeholder.

Navigation buttons include a 'Back' button on the bottom left and a 'Next' button on the bottom right.

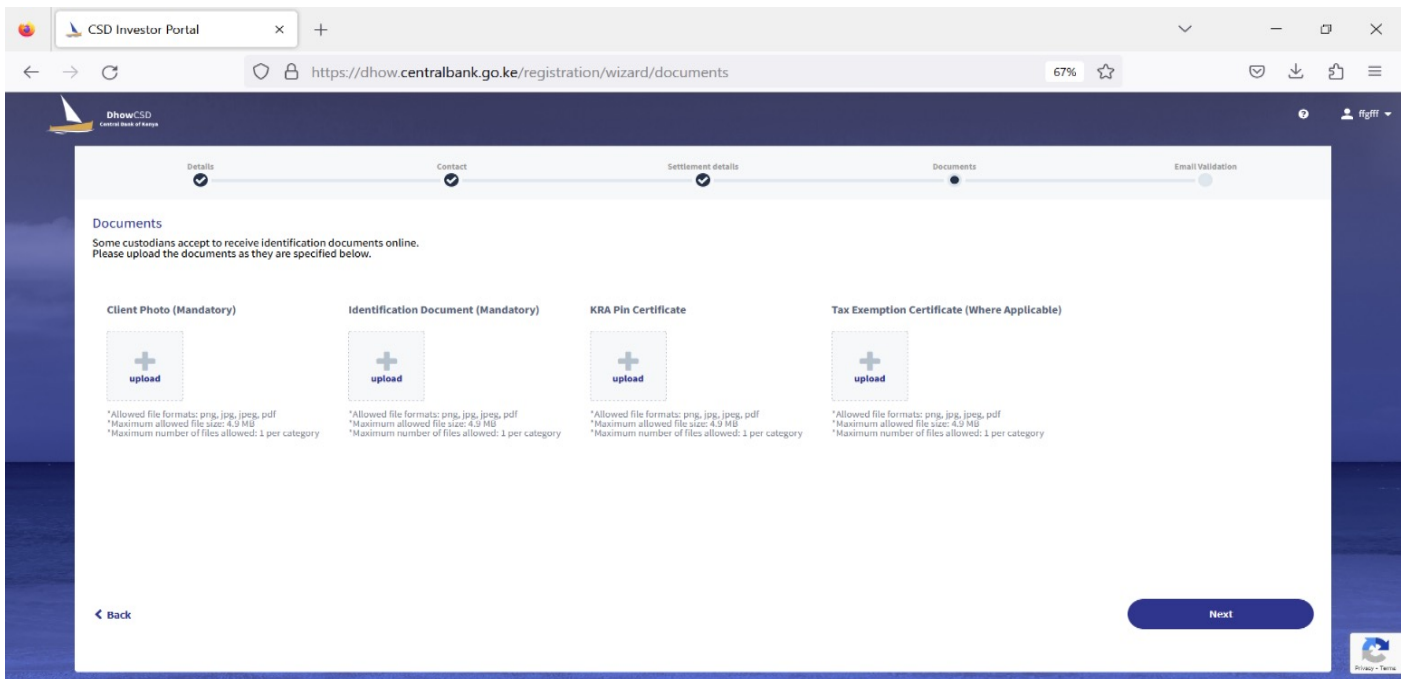
Step 6: Investor inputs the settlement details under Individual Account Option

The screenshot shows the 'Settlement details' step of the registration wizard. The progress bar at the top indicates that 'Details' and 'Contact' are completed, 'Settlement details' is the current step, and 'Documents' and 'Email Validation' are yet to be completed. The form contains the following elements:

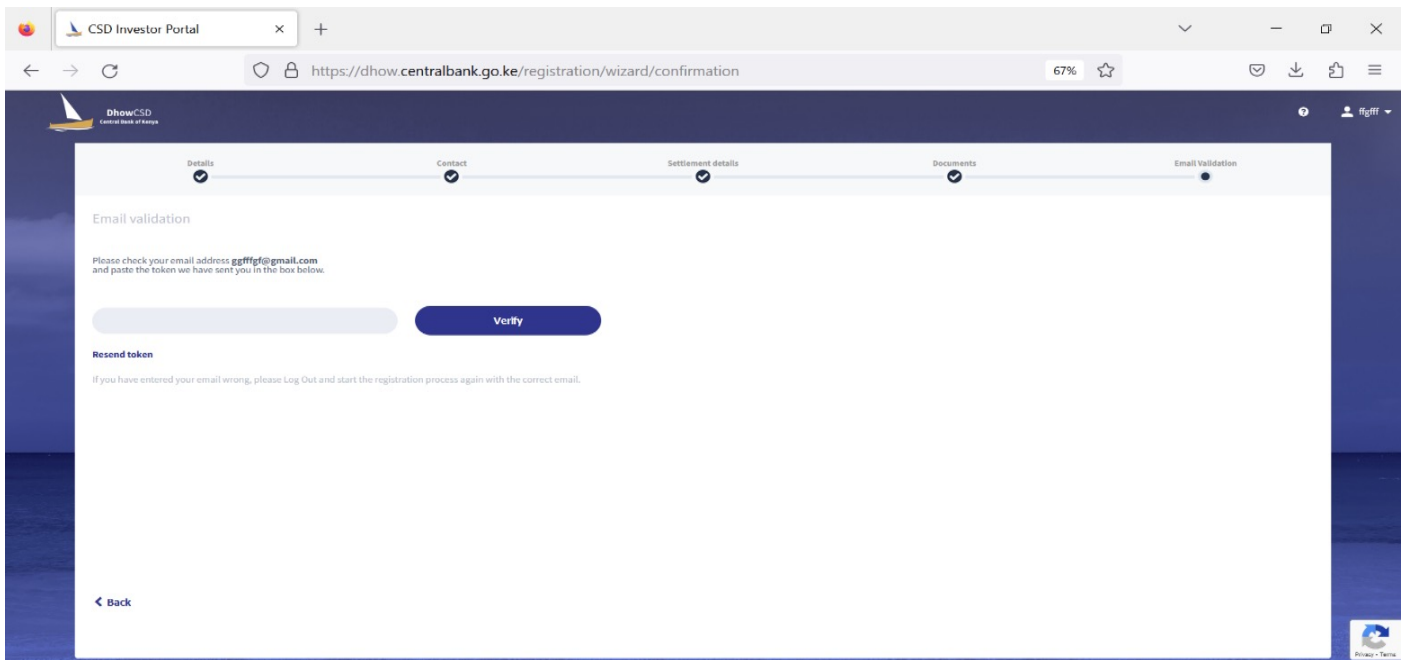
- Settlement details (CREDIT):** A section header.
- Please select an option:** A prompt followed by two radio button options:
 - Individual Account:** Selected. Description: 'Open an account that will be used for personal investments.'
 - Joint Account:** Unselected. Description: 'Open a joint account where multiple clients can share the same account for investments.'
- Investor Settlement Account (Bank account number):** A text input field with 'Please enter' as a placeholder.
- Investor Settlement Account Title (Account name as per bank details):** A text input field with 'Please enter' as a placeholder.
- Settlement Bank (Commercial bank):** A dropdown menu with 'Please select an option' as a placeholder.

Navigation buttons include a 'Back' button on the bottom left and a 'Next' button on the bottom right.

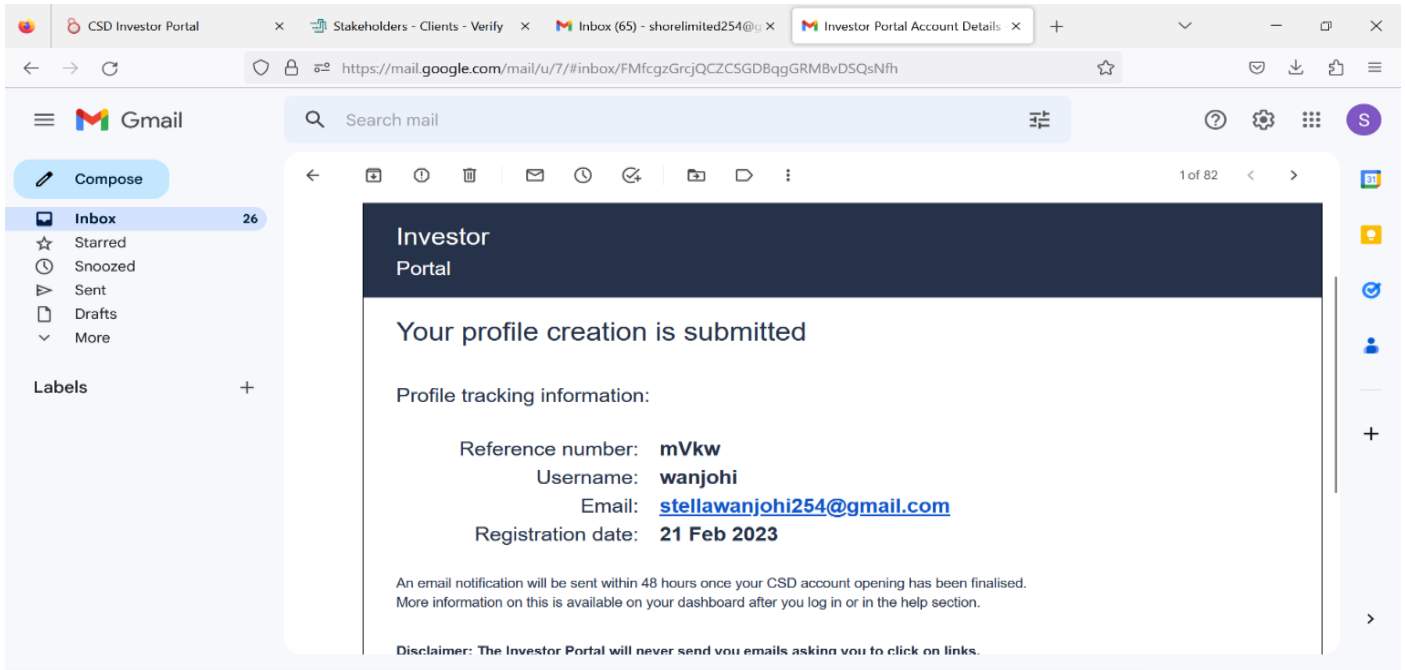
Step 7: Investor uploads mandatory documents: Client Photo, Identification Document, KRA pin and KRA exemption where applicable for Physical persons.



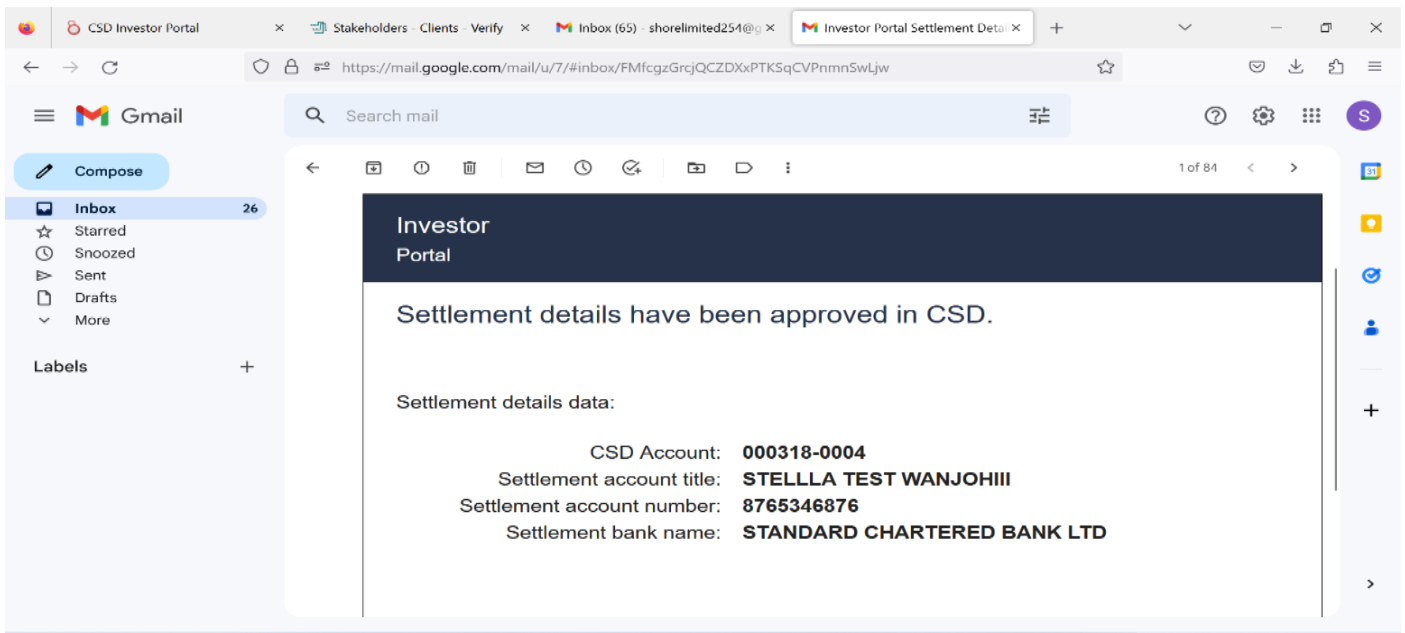
Step 8: Investor inputs the received email token.



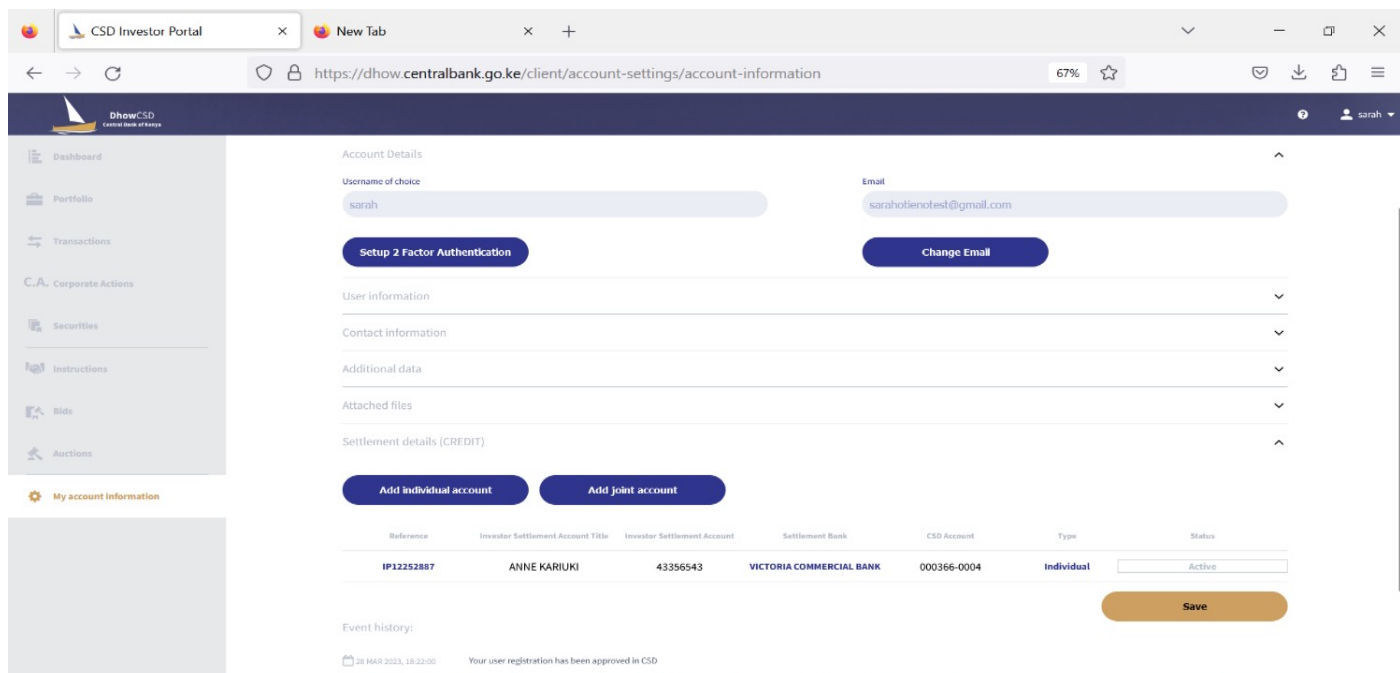
Step 9: Registration email alert is sent to the client's email.



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.



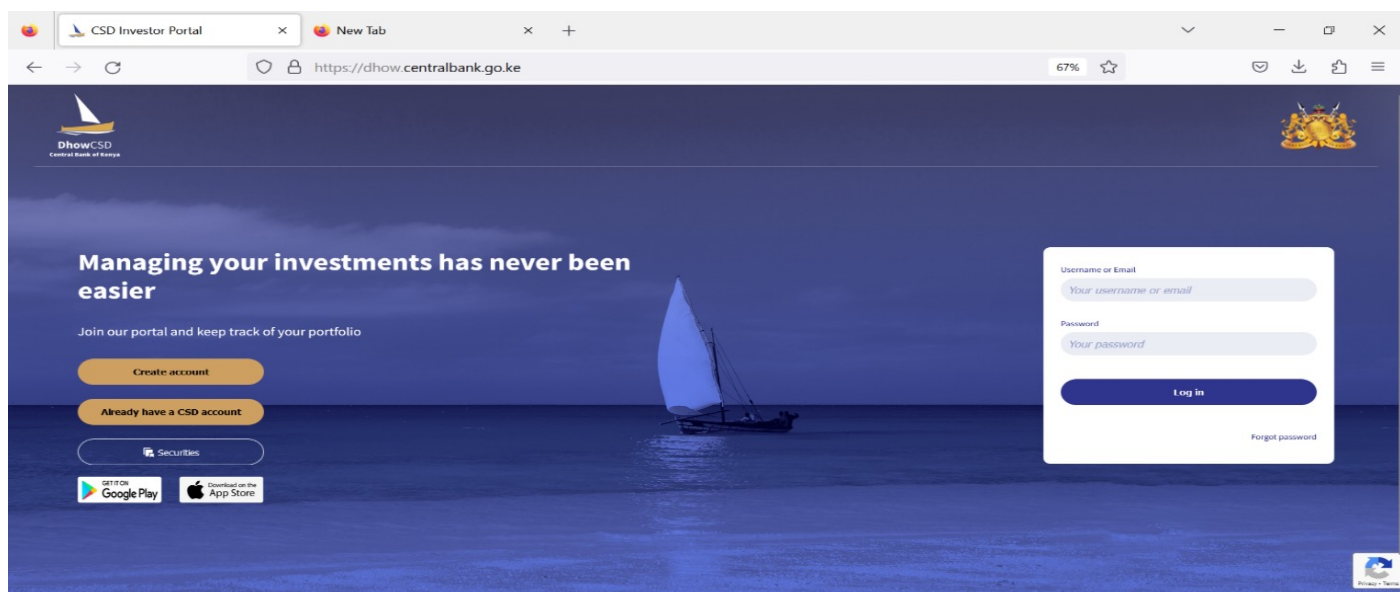
NB. The registration process must be completed within seven days or else the incomplete profile will be autodeleted by the system.

3.1.2 Joint Accounts

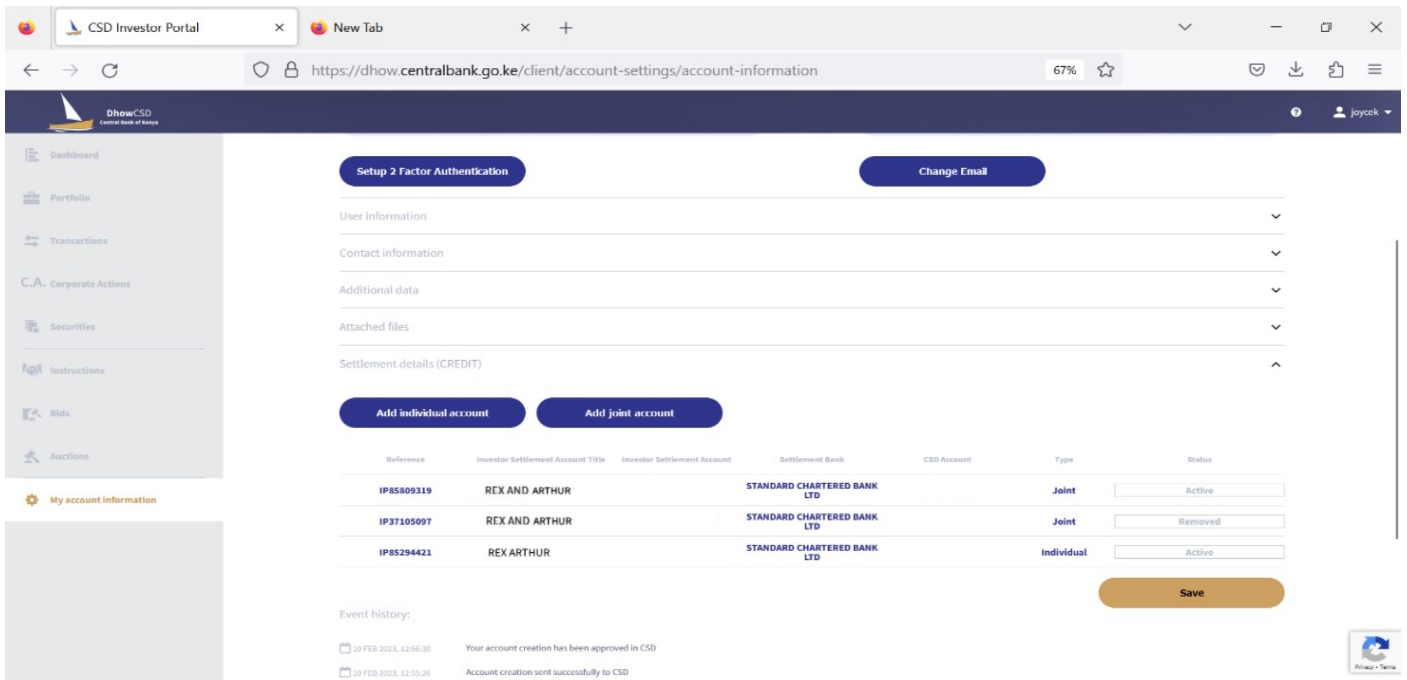
Creation of a physical profile is a pre-requisite to creation of a joint account in the investor portal. Therefore, the first steps i.e., creation of individual profile shall be repeated.

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

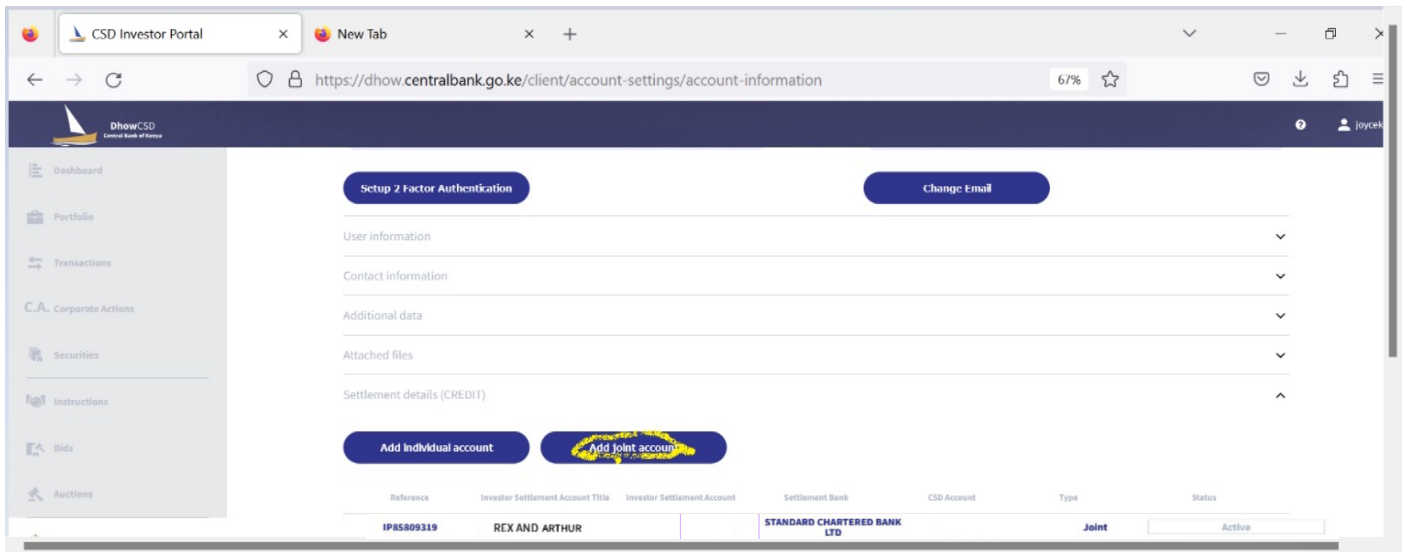
Step12: Investor(s) log into the CSD investor portal using the username/email and password.



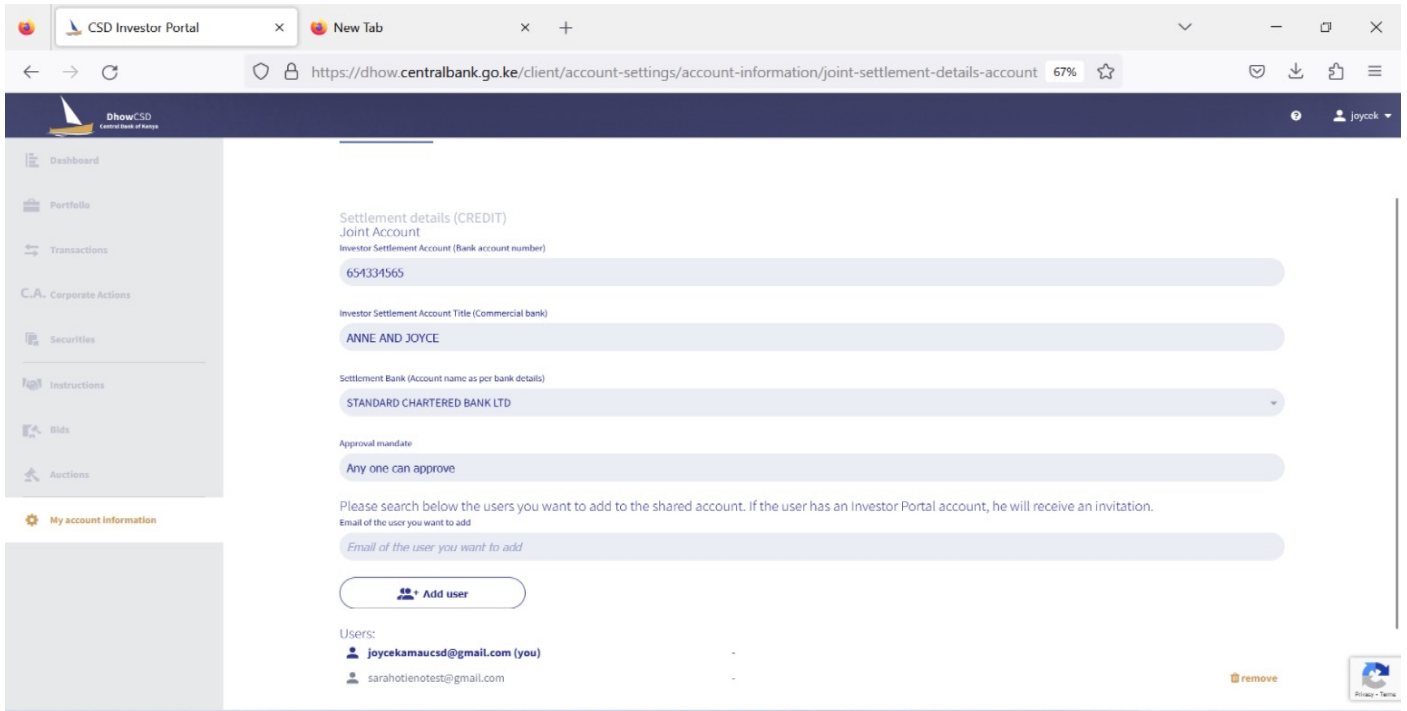
Step 13: Investor clicks the settings for Mobile app/My account Information on the website icon.



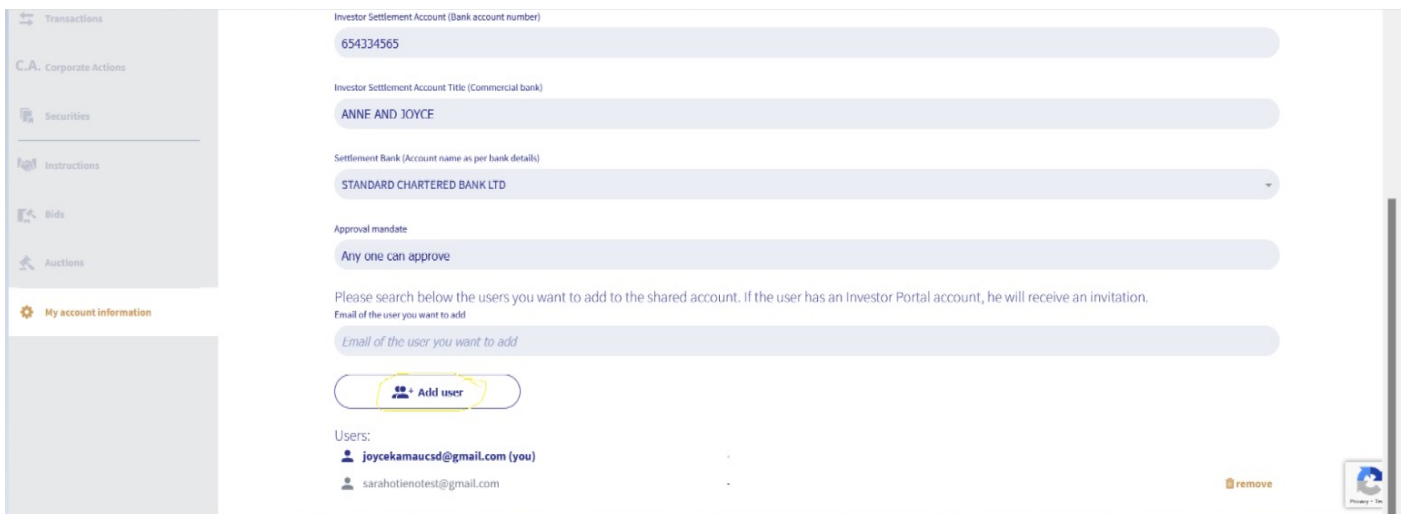
Step 14: Investor clicks settlement details then “add Joint account” icon.



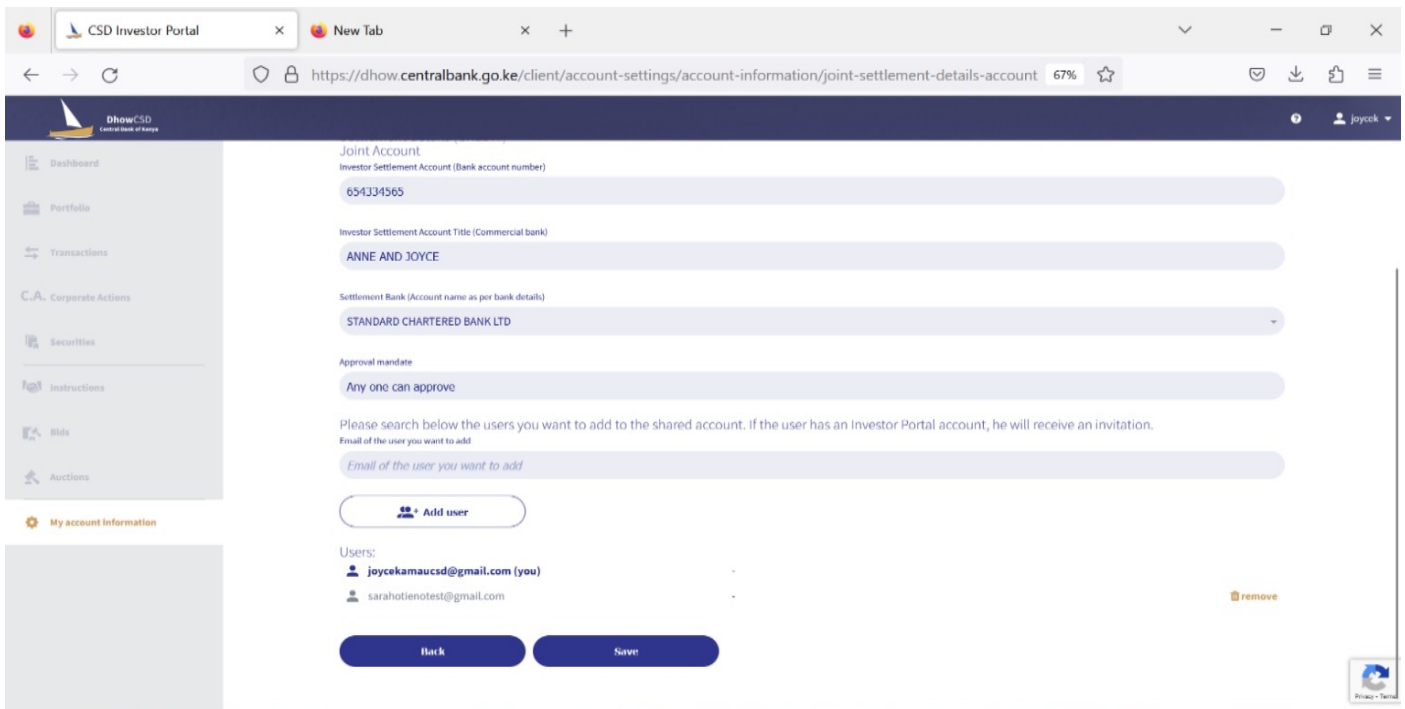
Step 15: Investor inputs settlement details and approval mandate of the joint Account.



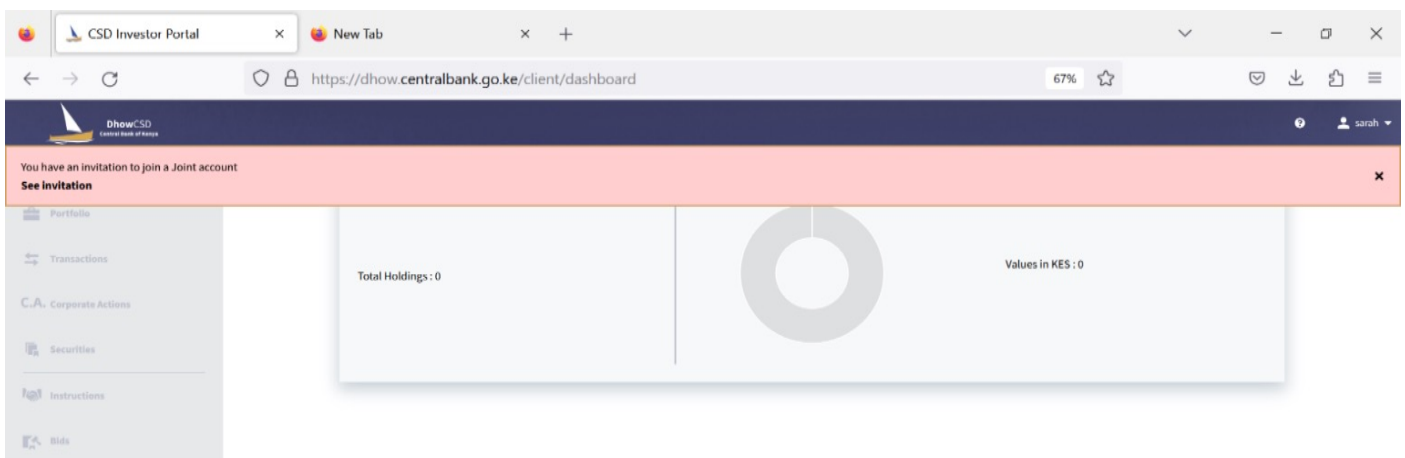
Step 16: Investor inputs email address of the jointees (Joint account holders) and clicks “Add user”.



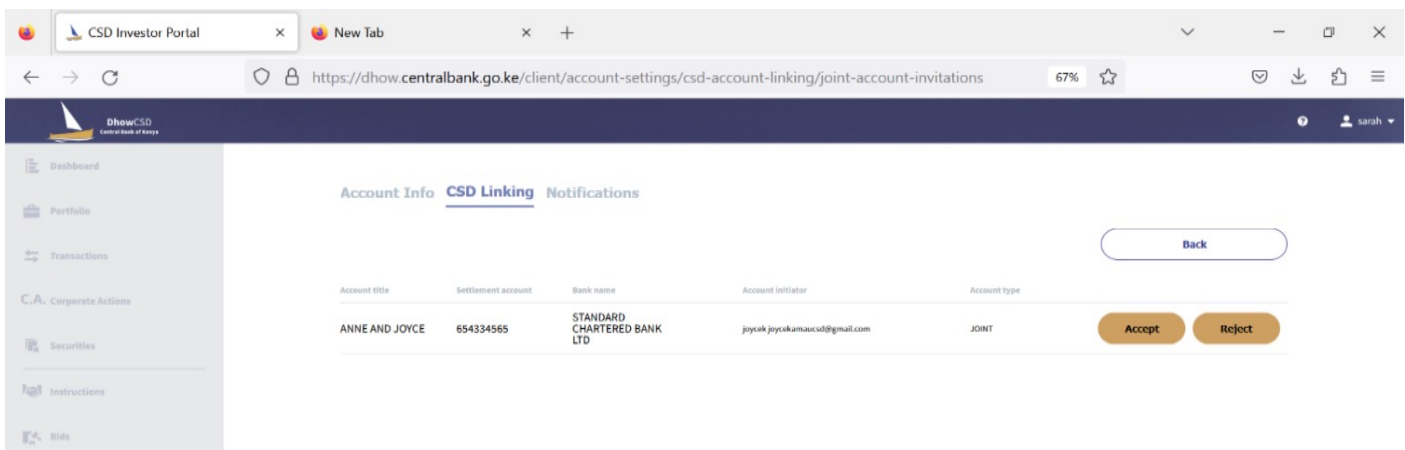
Step17: Investor clicks “SAVE” once all the jointees are added to the joint account.



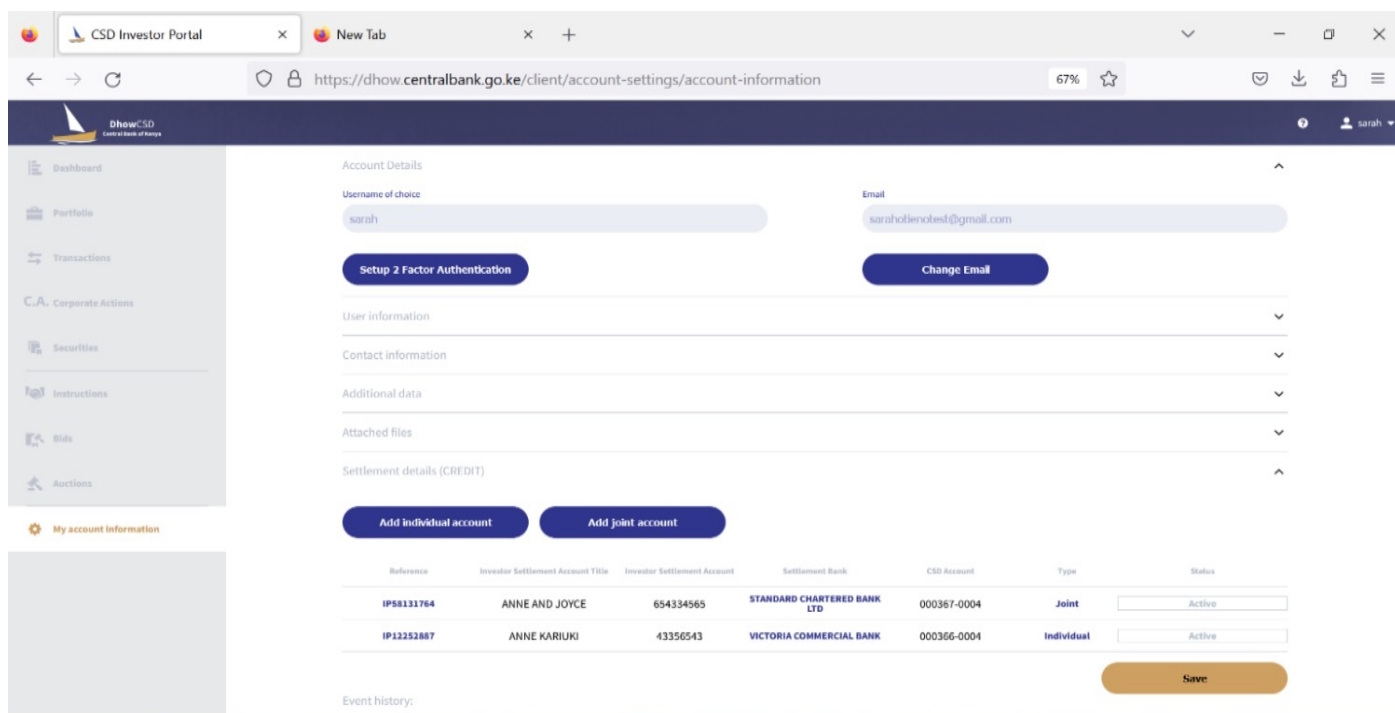
Step 18: The jointee added receives a notification to join the account.



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



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.



3.1.2.2 Signatory

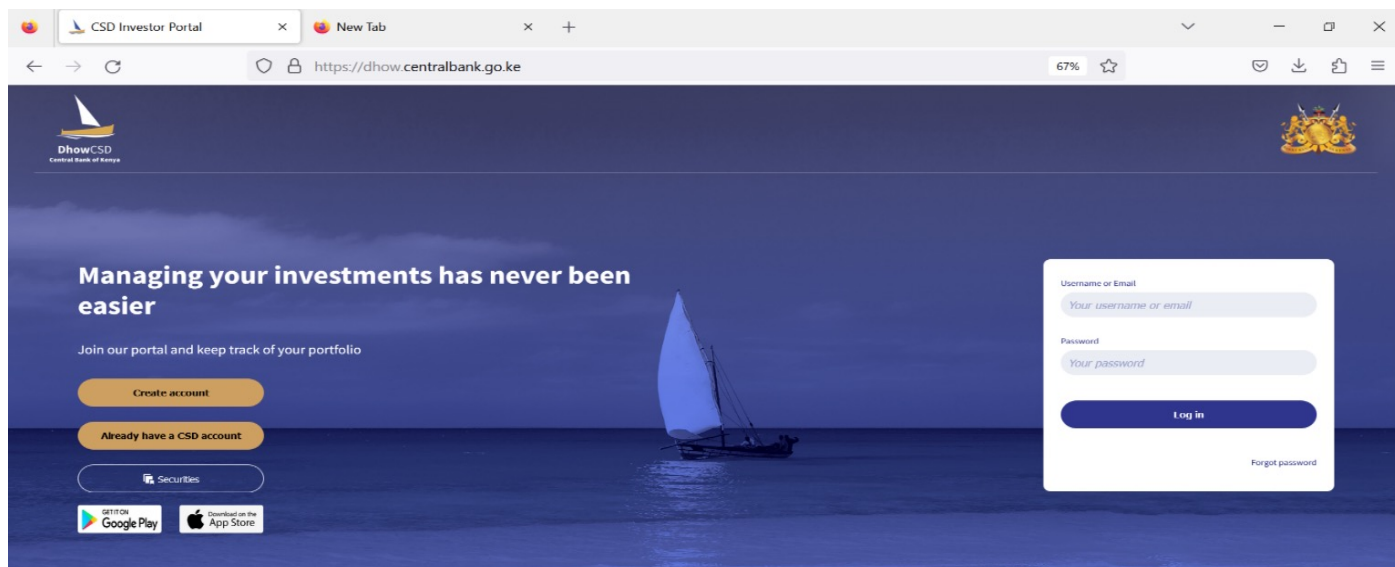
A signatory is an individual who is authorised to issue instructions on behalf of a corporate entity.

The below steps are involved in Creation of a Signatory.

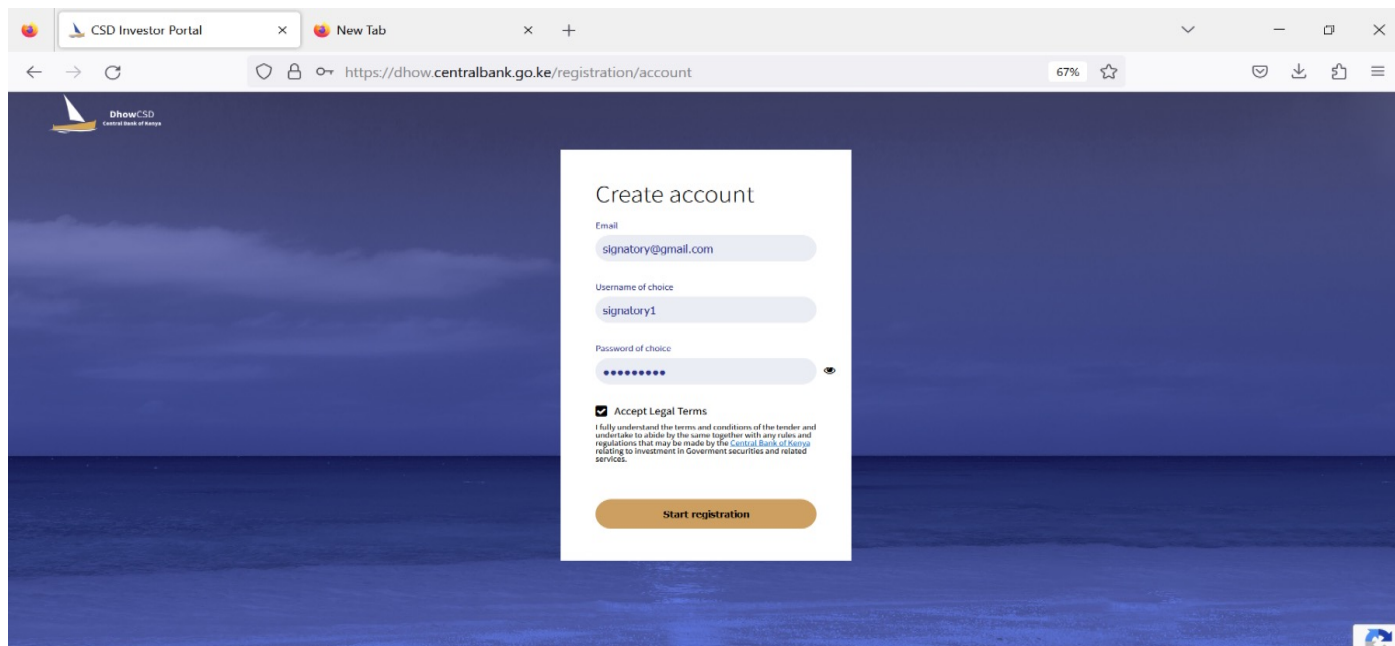
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

Investor clicks the investor portal link on the website.

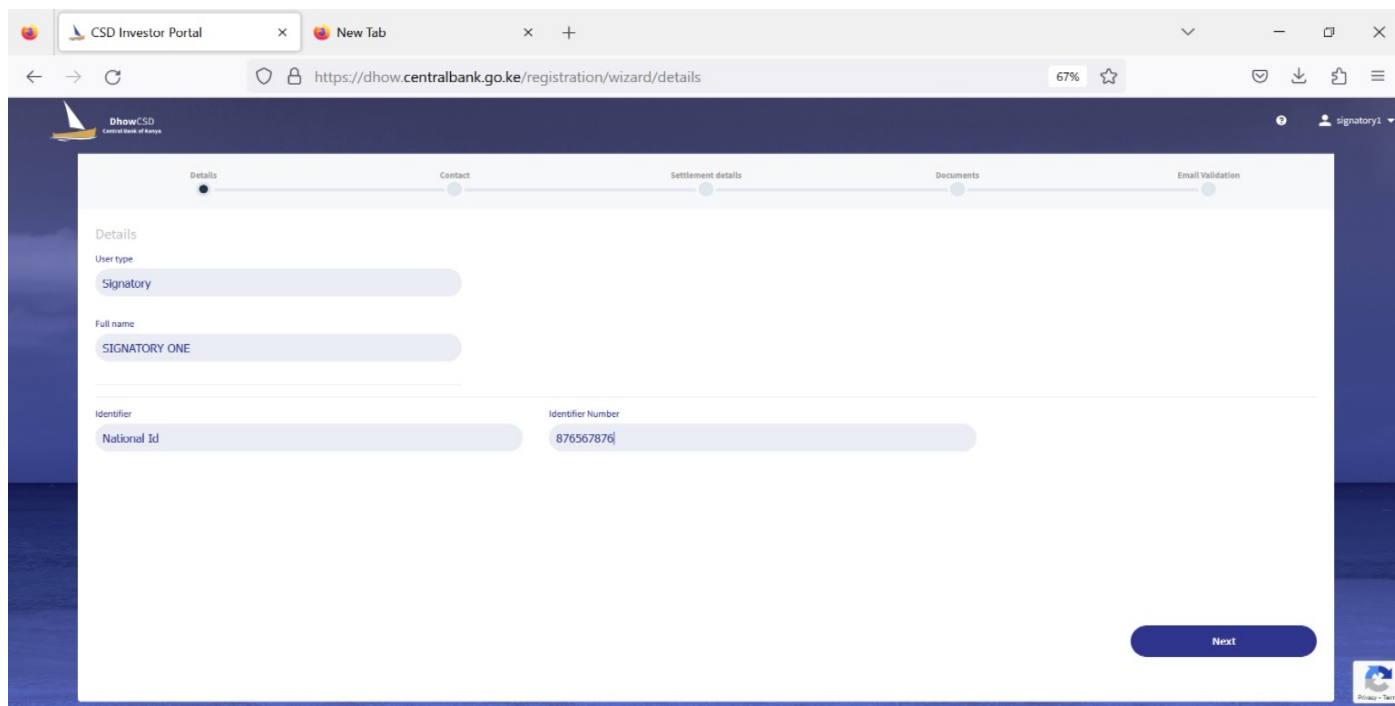
Step 2: Investor will click “**Create account**” to start the registration process.



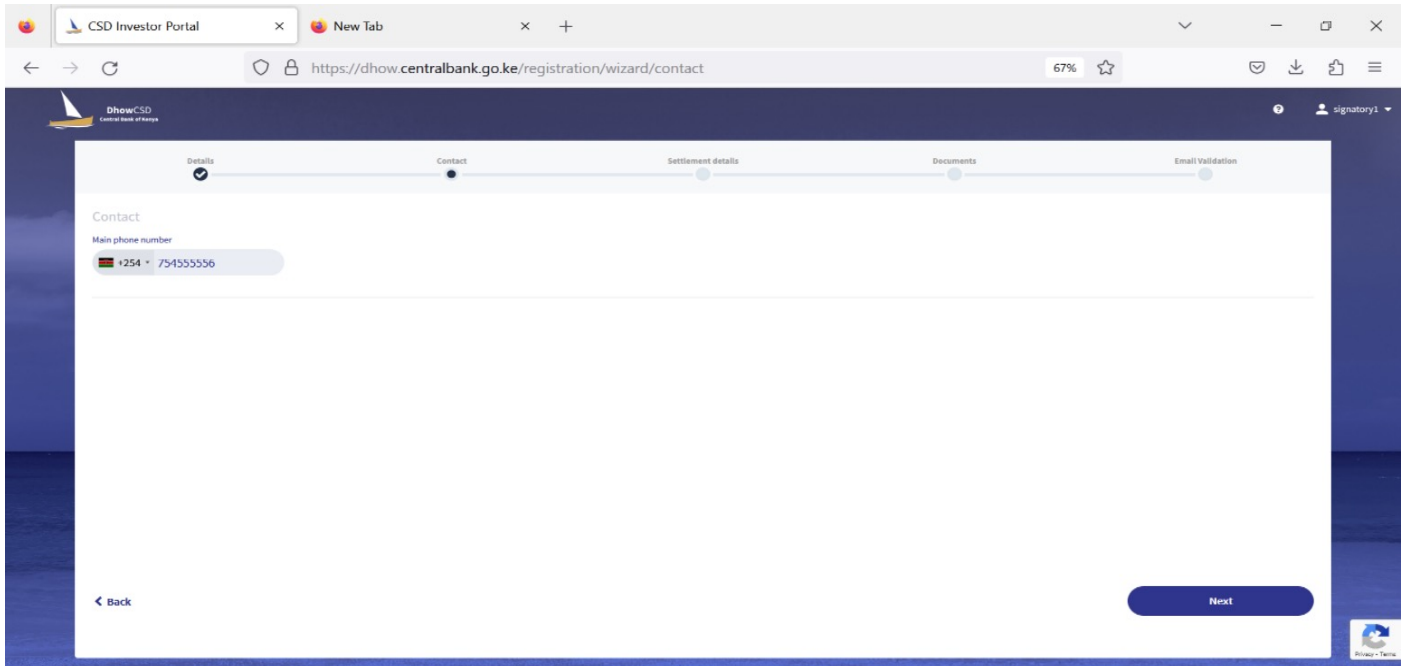
Step 3: Signatory will input email, username of choice and password of choice, accept terms and conditions, and click “start registration”.



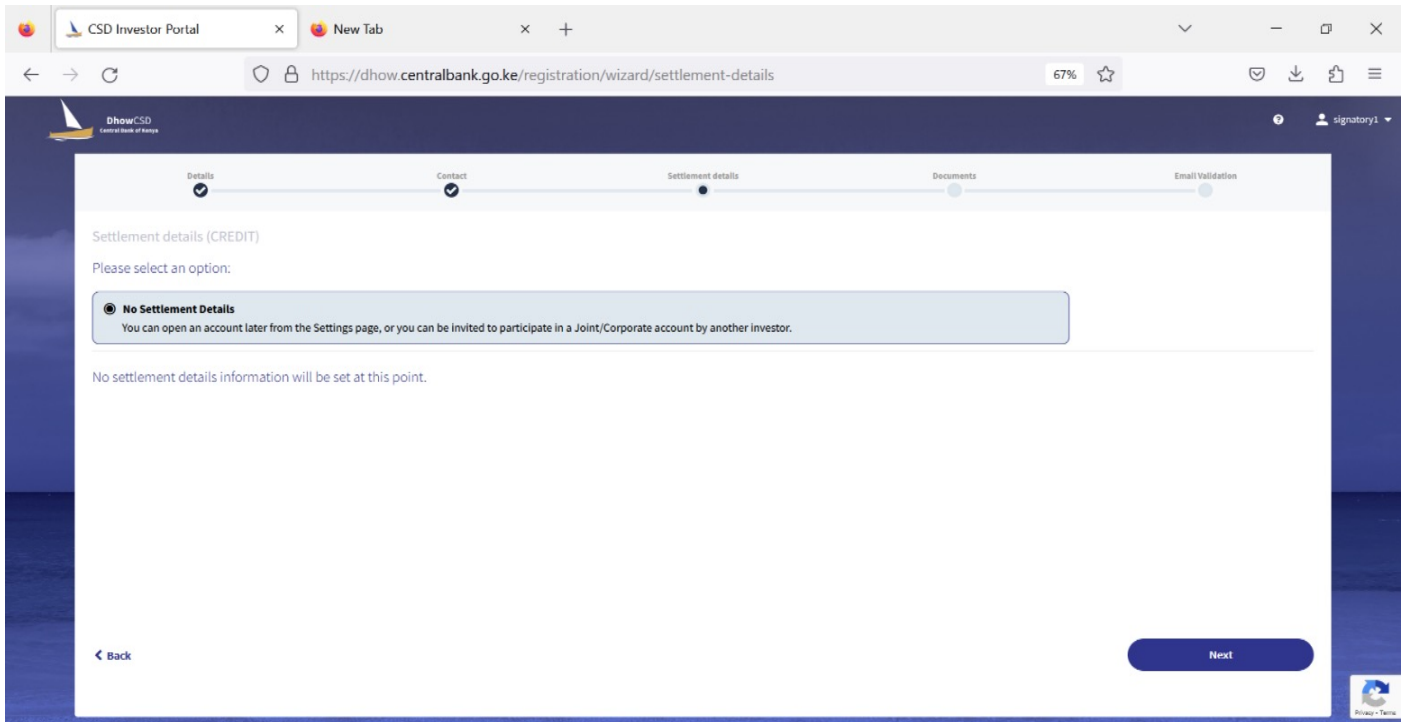
Step 4: Signatory chooses user type (signatory) and inputs full name, identifier, identifier number and clicks “next”.



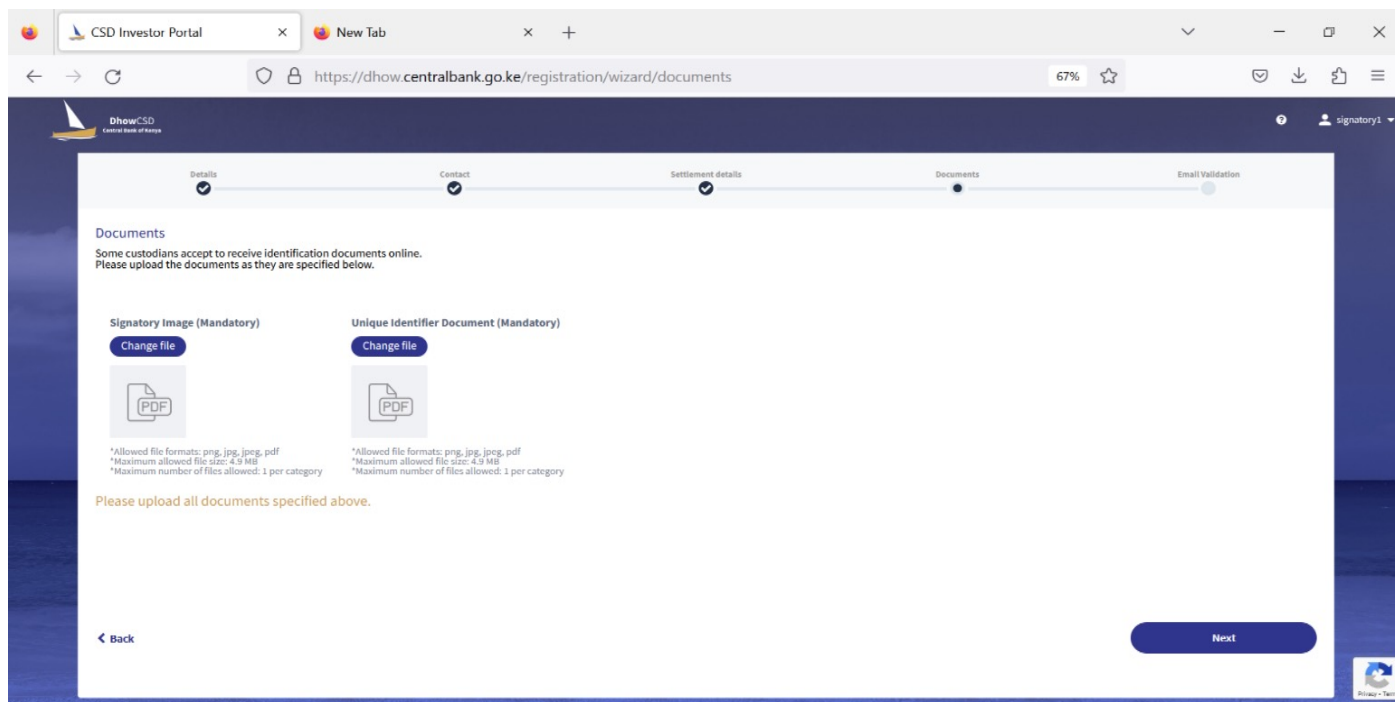
Step 6: Signatory skips the settlement details page and clicks “next”.



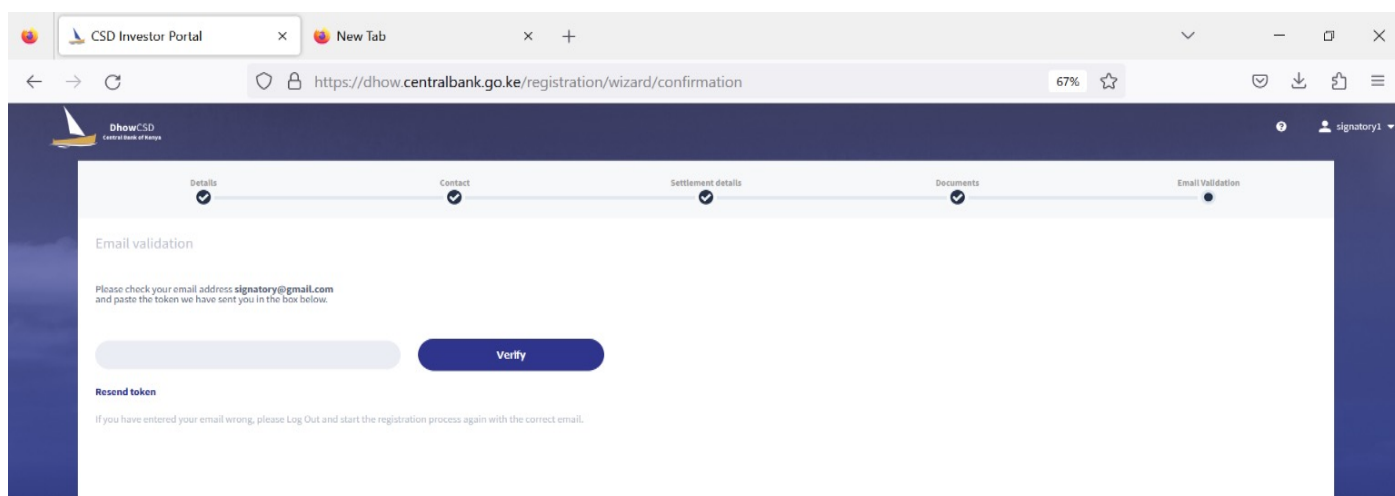
Step 7: Signatory uploads mandatory documents: Signatory Image, Unique Identifier Document.



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



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

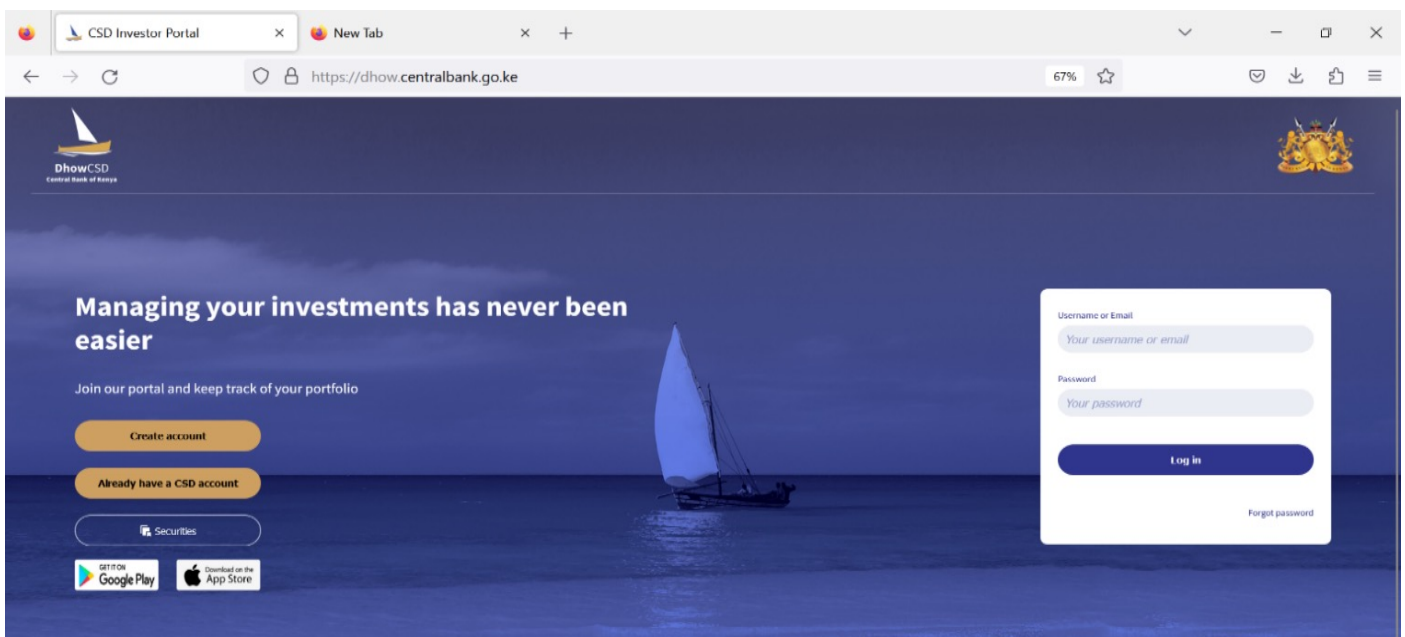
Before creating a legal entity in the Investor portal, all signatories to such accounts must be created prior to enable adding them to the profile under settlements page.

3.1.3.1 Creation of legal entity (Corporates)

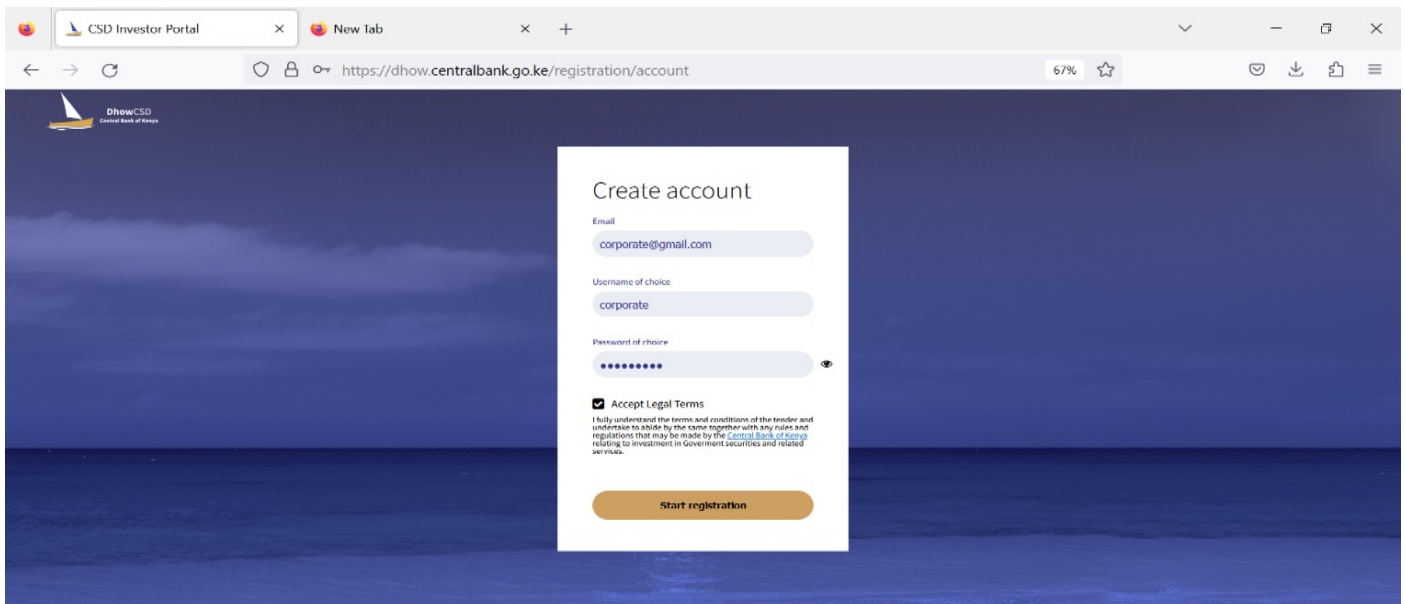
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

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”**.

The screenshot shows the 'Details' step of a registration wizard on the DhowCSD Investor Portal. The browser address bar shows the URL <https://dhow.centralbank.go.ke/registration/wizard/details>. The form contains the following fields and values:

- User type: Legal entity
- Full name: SADIO LIMITED
- Economic sector: Private Companies
- Incorporation date: 2006, Oct, 16
- Identifier: Registration Document
- Identifier Number: C67776777
- Resident status: Resident (selected)
- Country: Kenya

At the bottom, there is a note: "KRA PIN (Mandatory for Residents)".

The screenshot shows the 'Details' step of a registration wizard on the DhowCSD Investor Portal. The browser address bar shows the URL <https://dhow.centralbank.go.ke/registration/wizard/details>. The form contains the following fields and values:

- Identifier: Registration Document
- Identifier Number: C67776777
- Resident status: Resident (selected)
- 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

At the bottom, there is a note: "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 is <https://dhow.centralbank.go.ke/registration/wizard/contact>. The progress bar at the top indicates that 'Details' is completed, 'Contact' is the current step, and 'Settlement details', 'Documents', and 'Email Validation' are yet to be completed. The form contains the following fields:

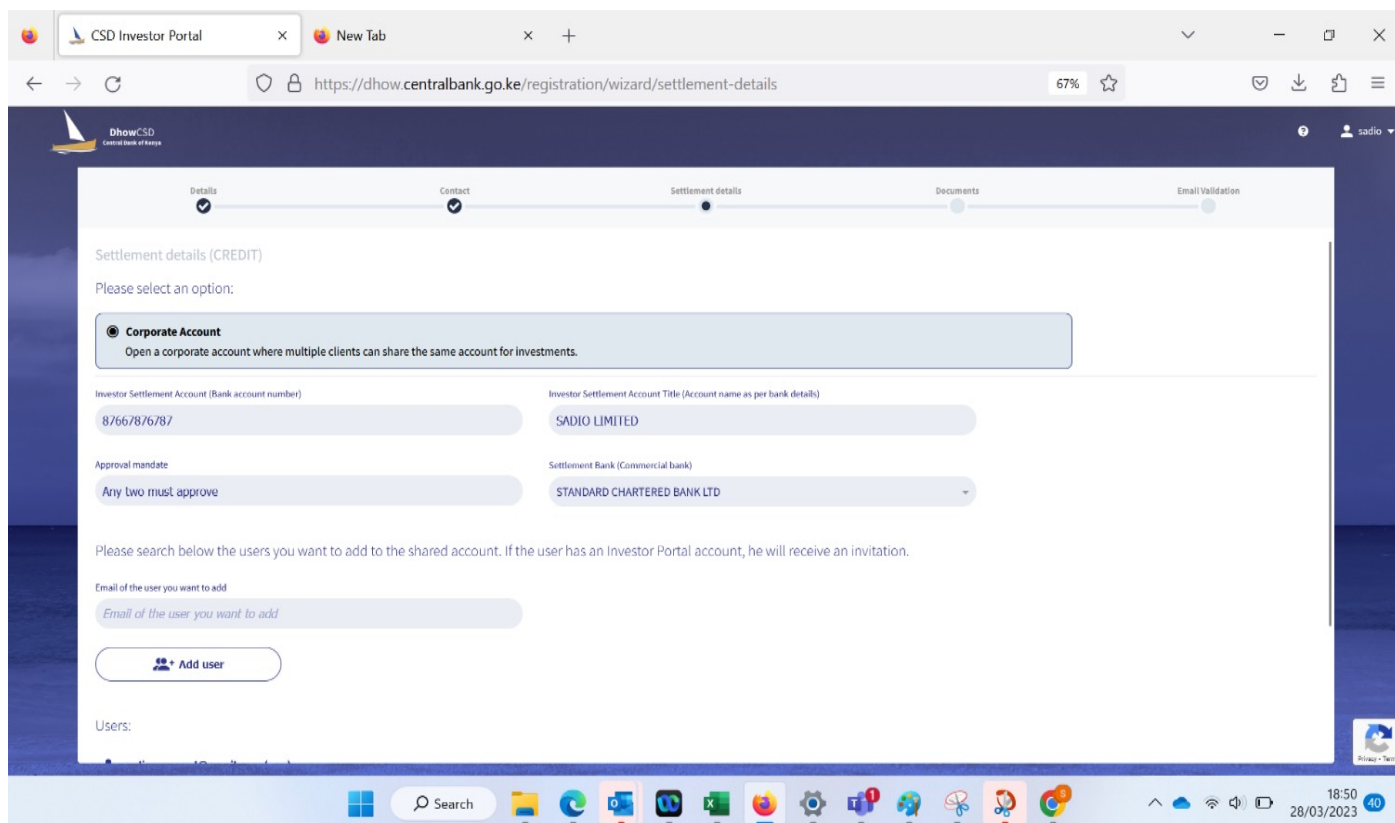
- Main phone number:** A text input field containing '+254 * 751566789'.
- Legal address:** A section with several optional fields: Country (Kenya), State (Optional), City (Optional), Postal code (Optional), Street (Optional), Number (Optional), Phone number (Optional) (+254 * 712 123456), and Postal address (Optional).
- 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.

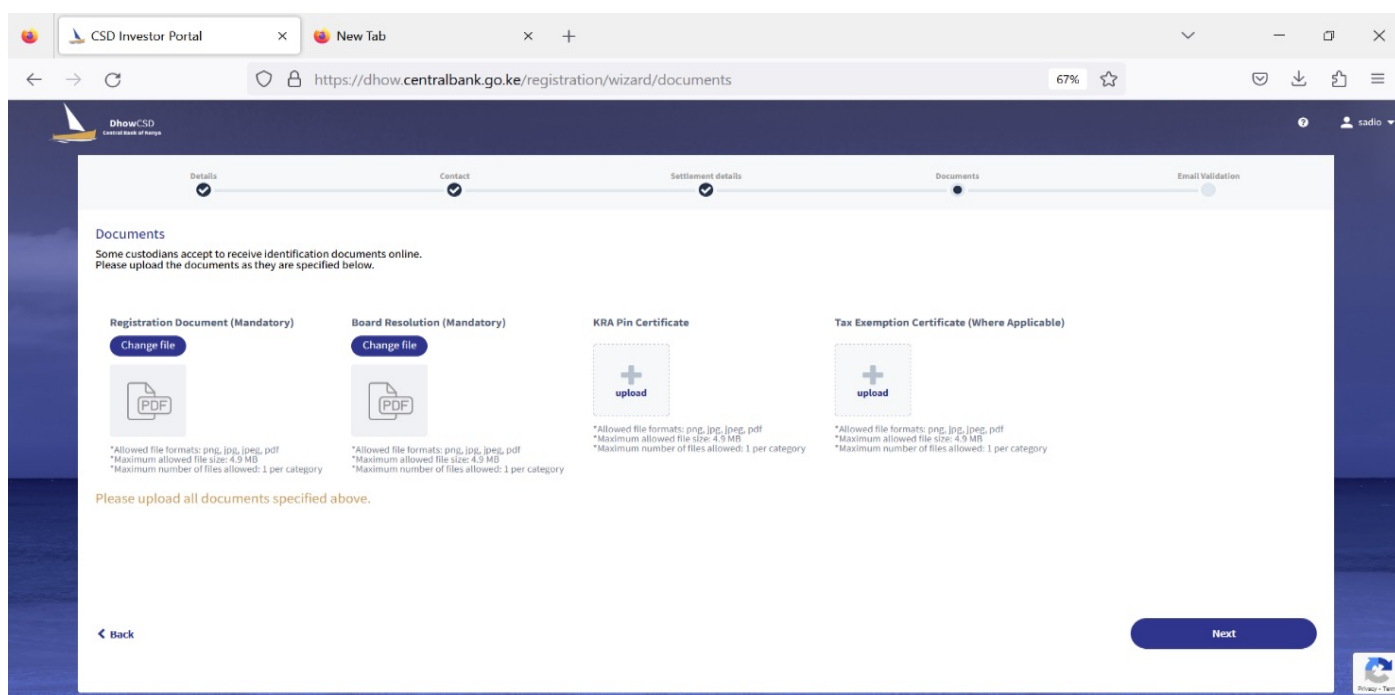
The screenshot shows the 'Settlement details' step of the registration wizard. The browser address bar is <https://dhow.centralbank.go.ke/registration/wizard/settlement-details>. The progress bar at the top indicates that 'Details' and 'Contact' are completed, 'Settlement details' is the current step, and 'Documents' and 'Email Validation' are yet to be completed. The form contains the following fields:

- Settlement details (CREDIT):** A section with a radio button for 'Corporate Account' (selected) and a description: '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 showing 'STANDARD CHARTERED BANK LTD'.
- User addition:** A section with a text input field for 'Email of the user you want to add' and an 'Add user' button.
- Users:** A section for listing users.

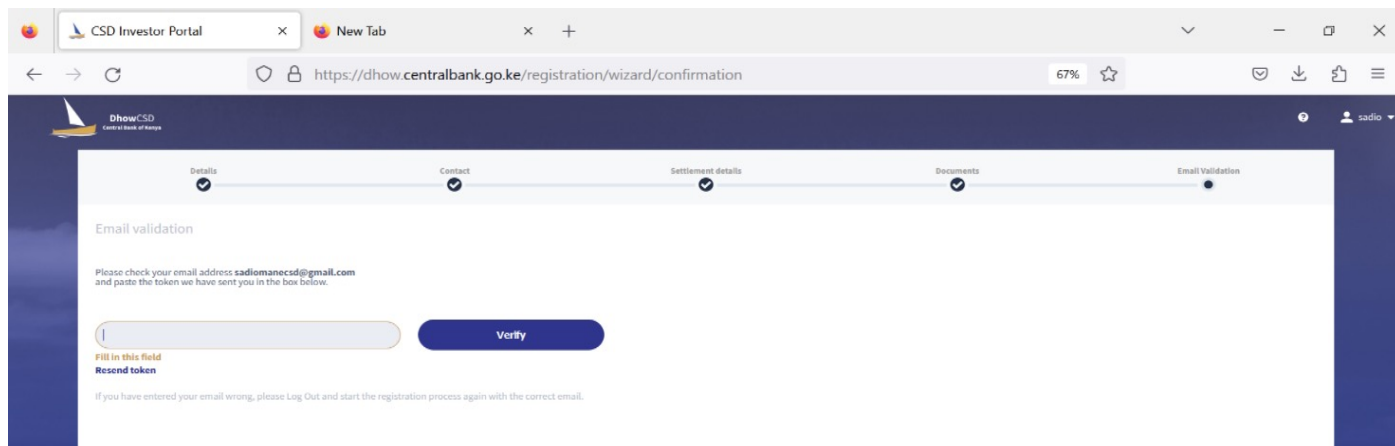
Step 7: The signatories' emails are added to the legal entity account by clicking “Add User”.



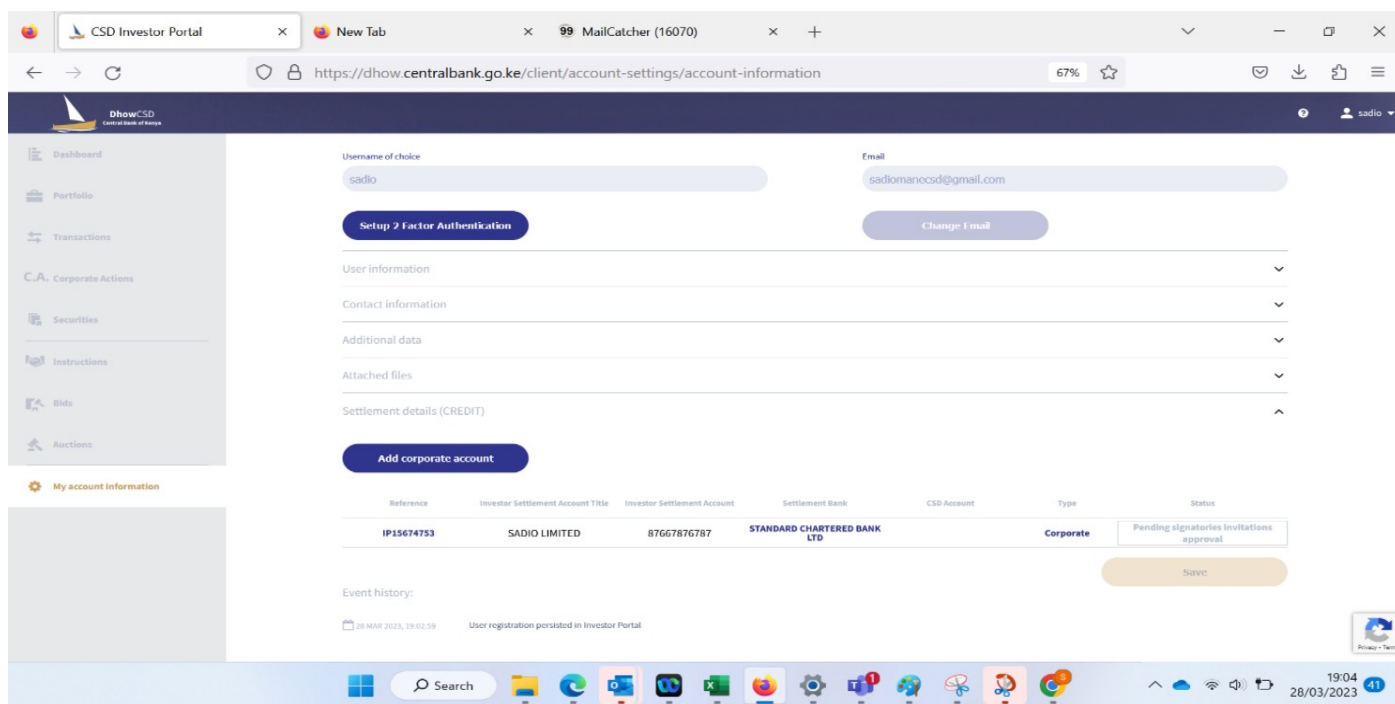
Step 8: Signatory uploads the legal entity's documents under the documents page i.e., Board resolution page appointing signatories, Registration Document, KRA pin certificate and exemption where Board Resolution and Registration documents are mandatory.



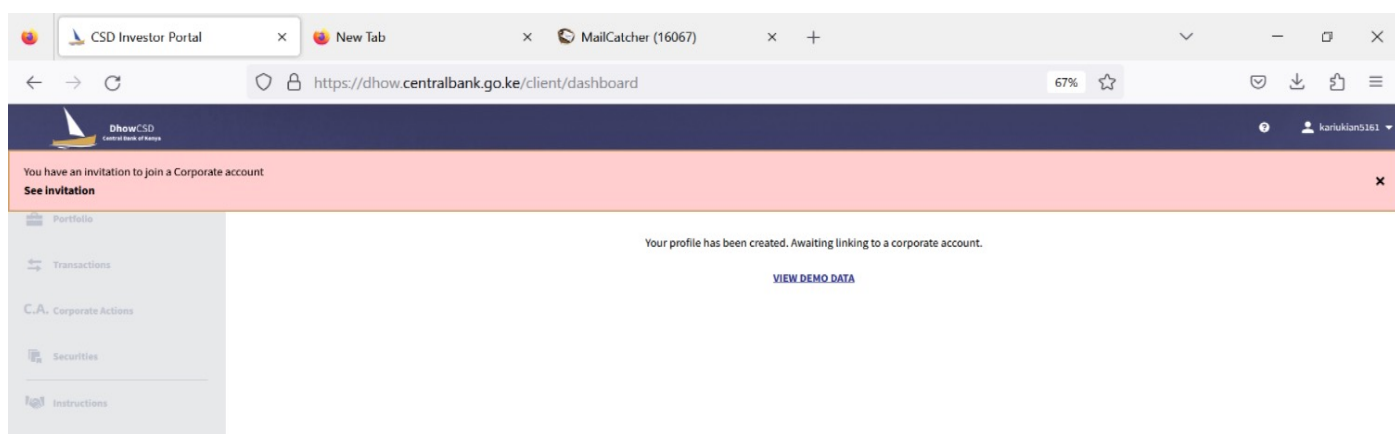
Step 9: Signatory inputs the email token and clicks “Verify”.



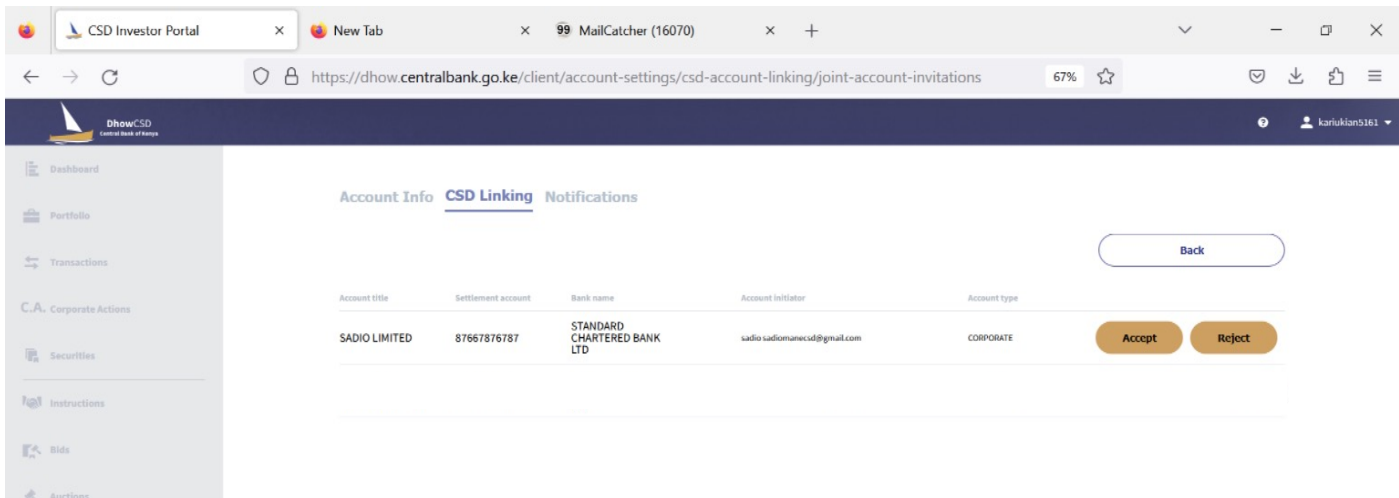
Step 10: Signatory logs back in and views the pending signatory approval under the settlement’s details field.



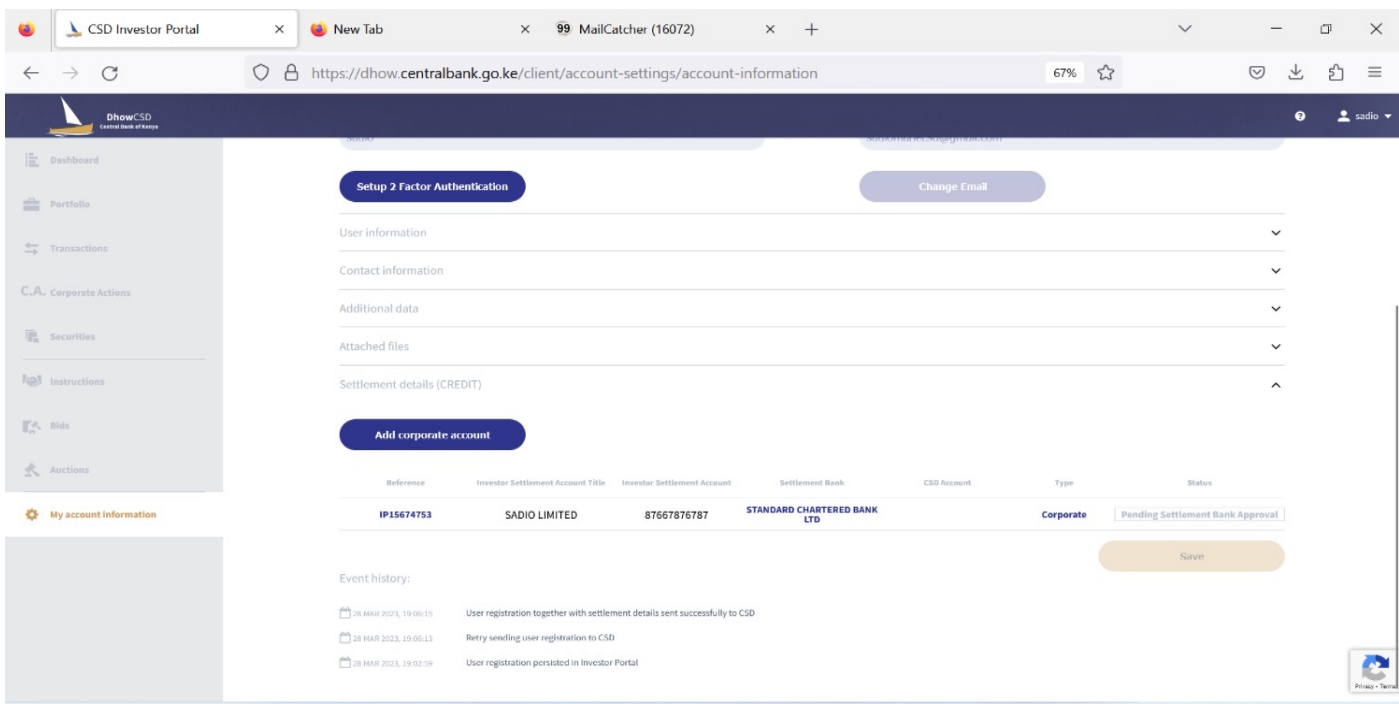
Step 11: The signatories added to the legal entity receive an invitation notification to join the account.



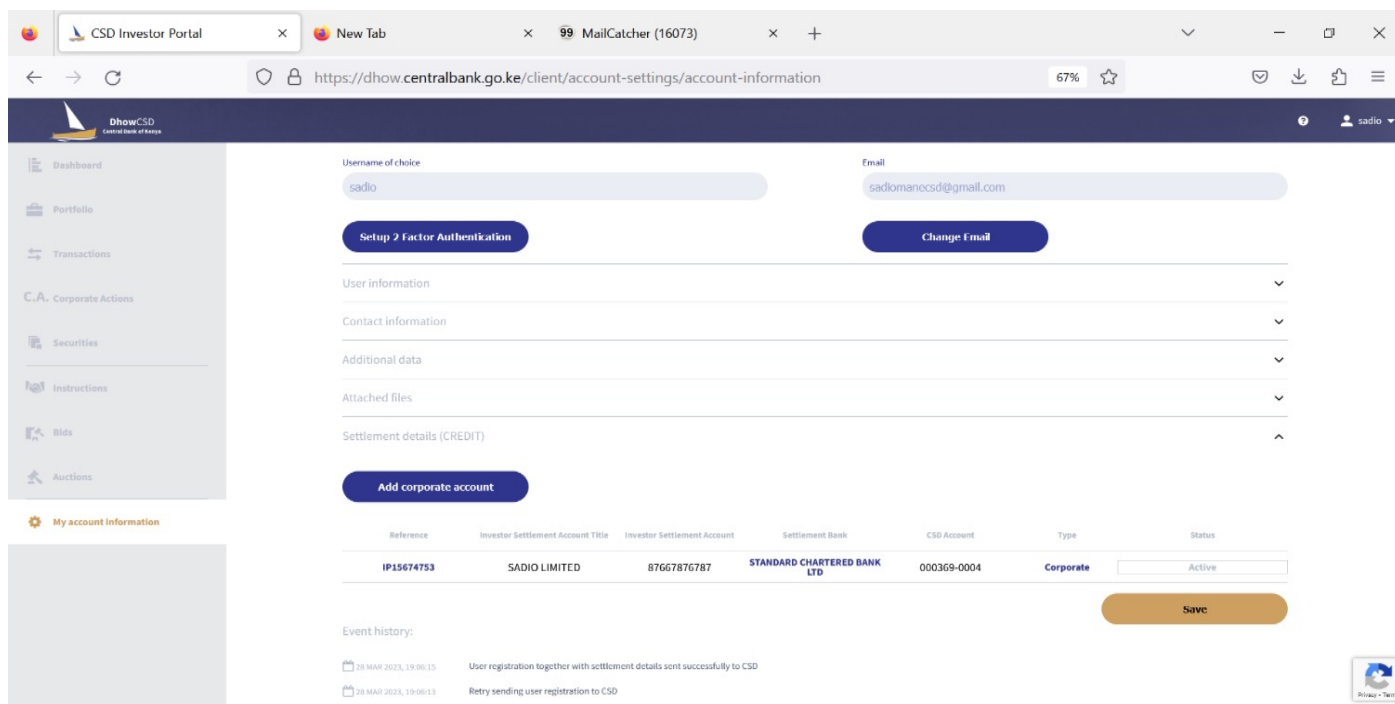
Step12: The signatory “accepts or rejects” the invitation to be added to the legal entity.



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



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.



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.

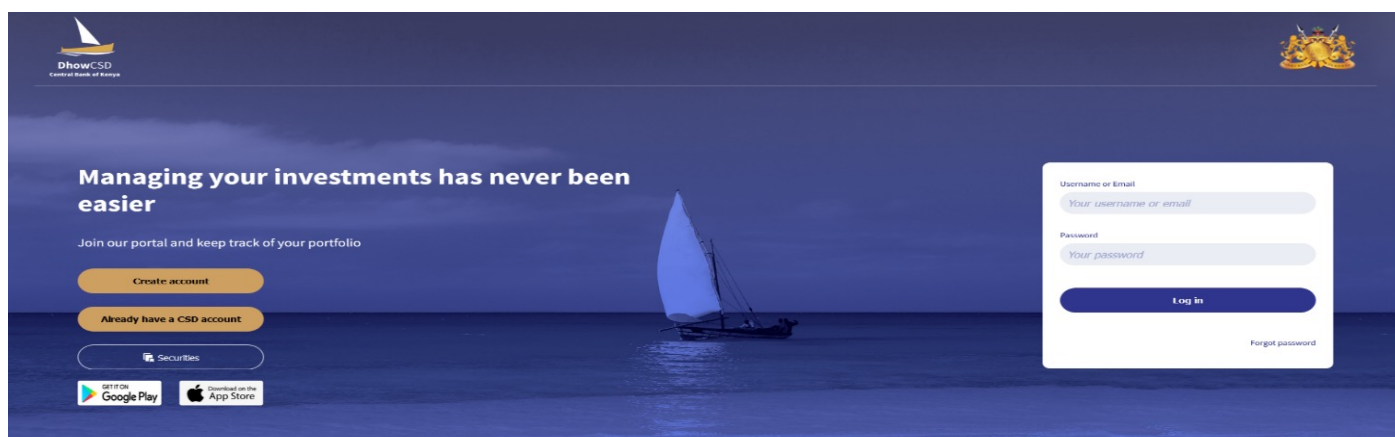
3.2.1 Account update

3.2.1.1 Physical persons

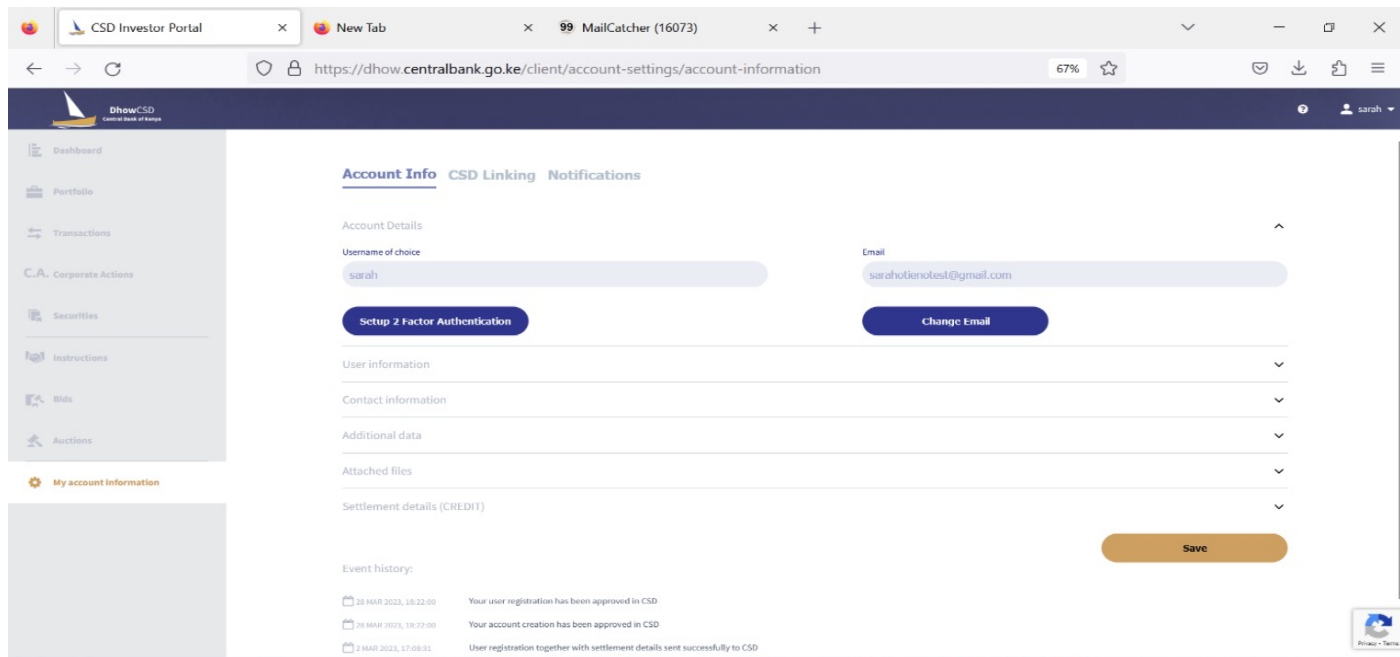
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or App store.

Investor clicks the investor portal link on the website.

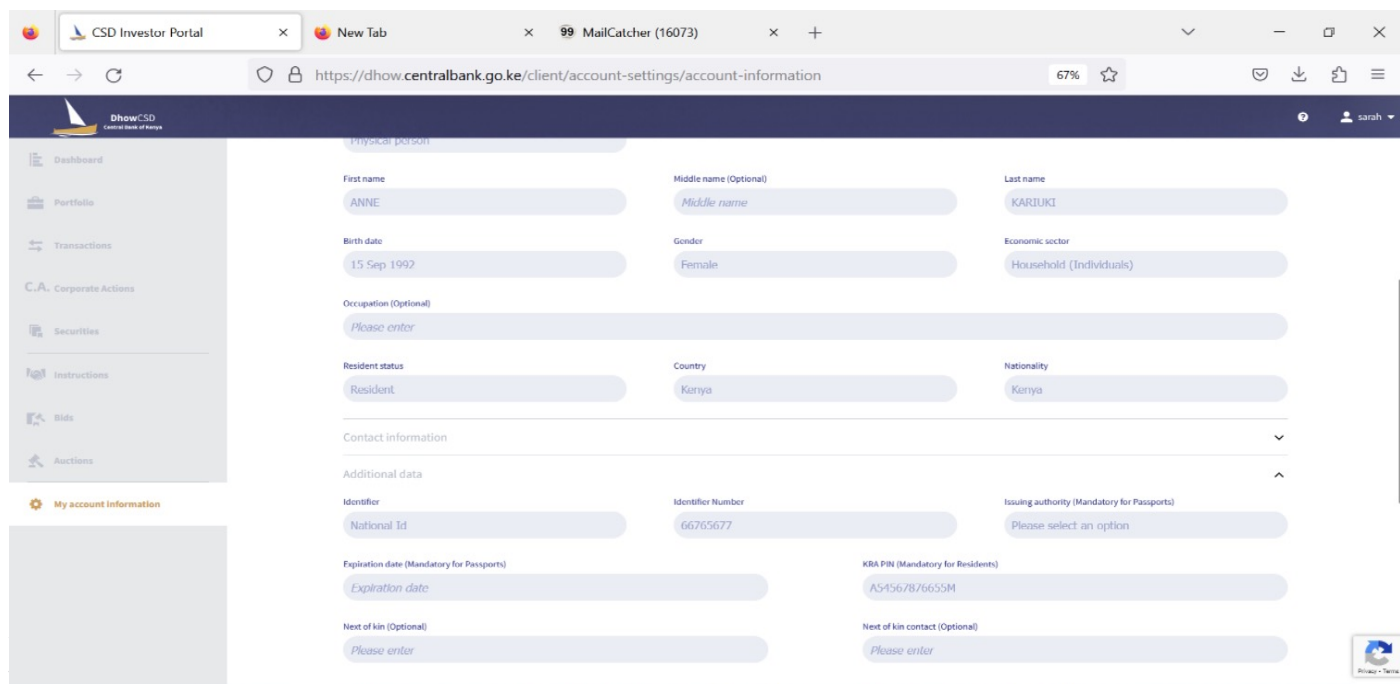
Step 2: Investor logs into the investor portal with a username/email and the password created.



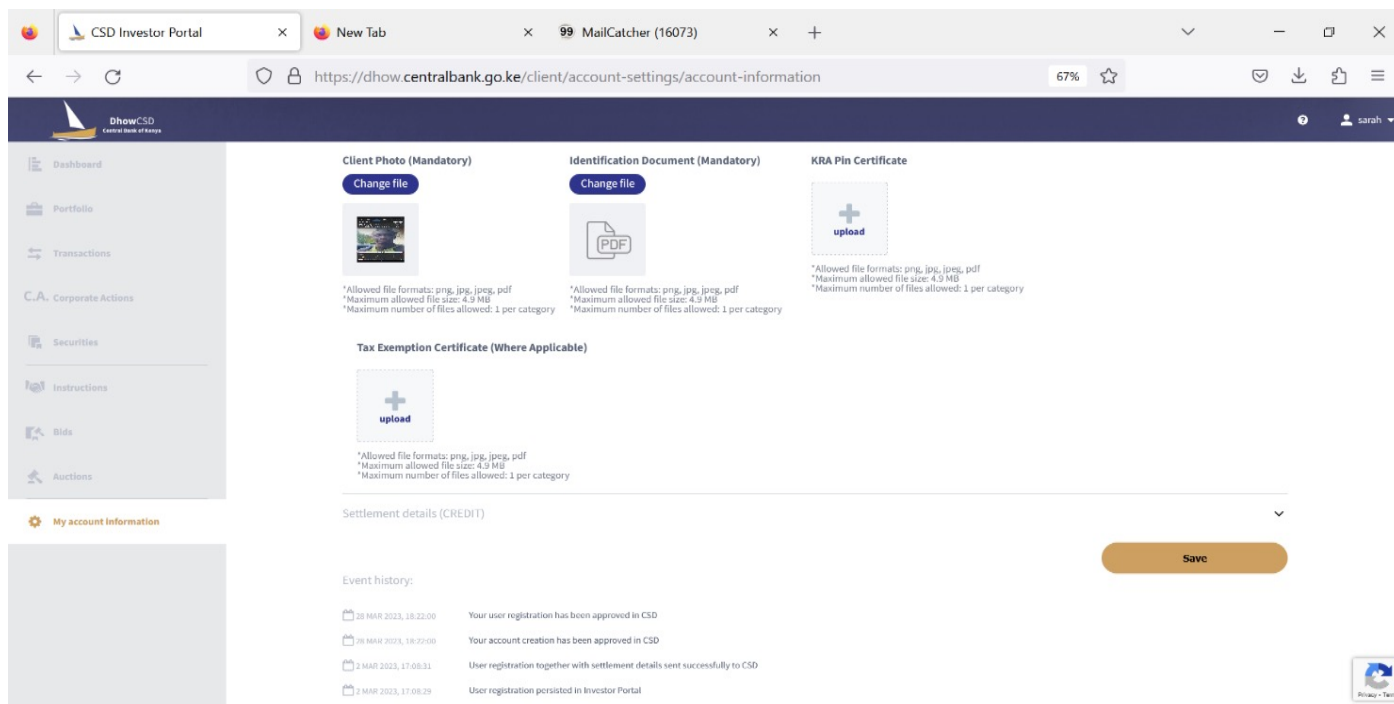
Step3: Client clicks on the “Settings” icon on Mobile app or “My account Information” in the DhowCSD Portal on website.



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



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



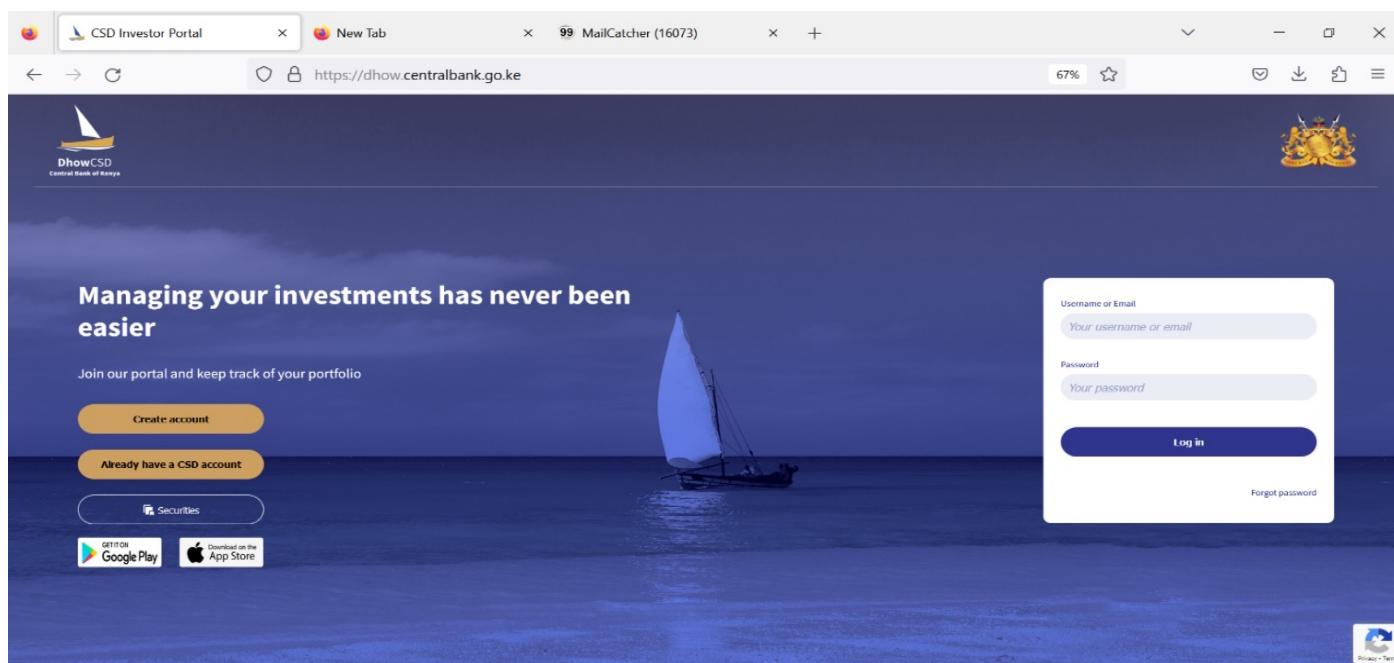
Step 7: Information moves to their respective Settlement Bank for Approval and verification.

3.2.1.1.2 Signatory

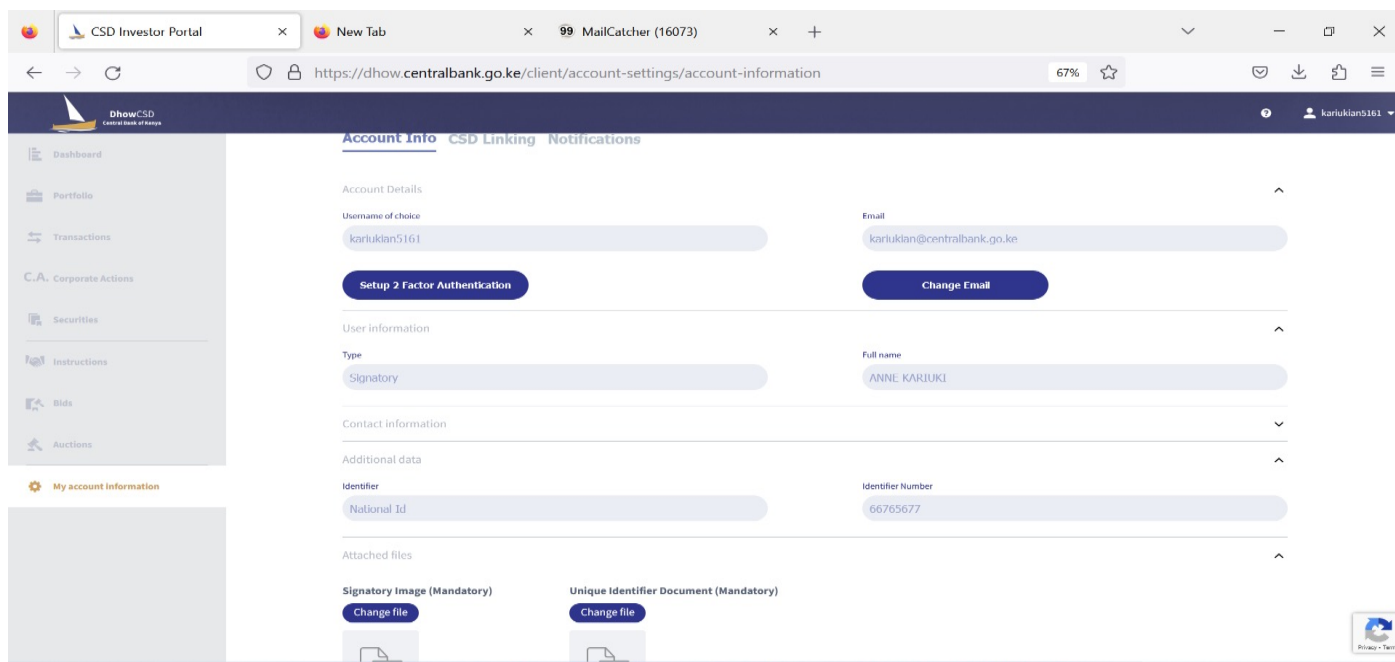
Step 1: Signatory will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

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.

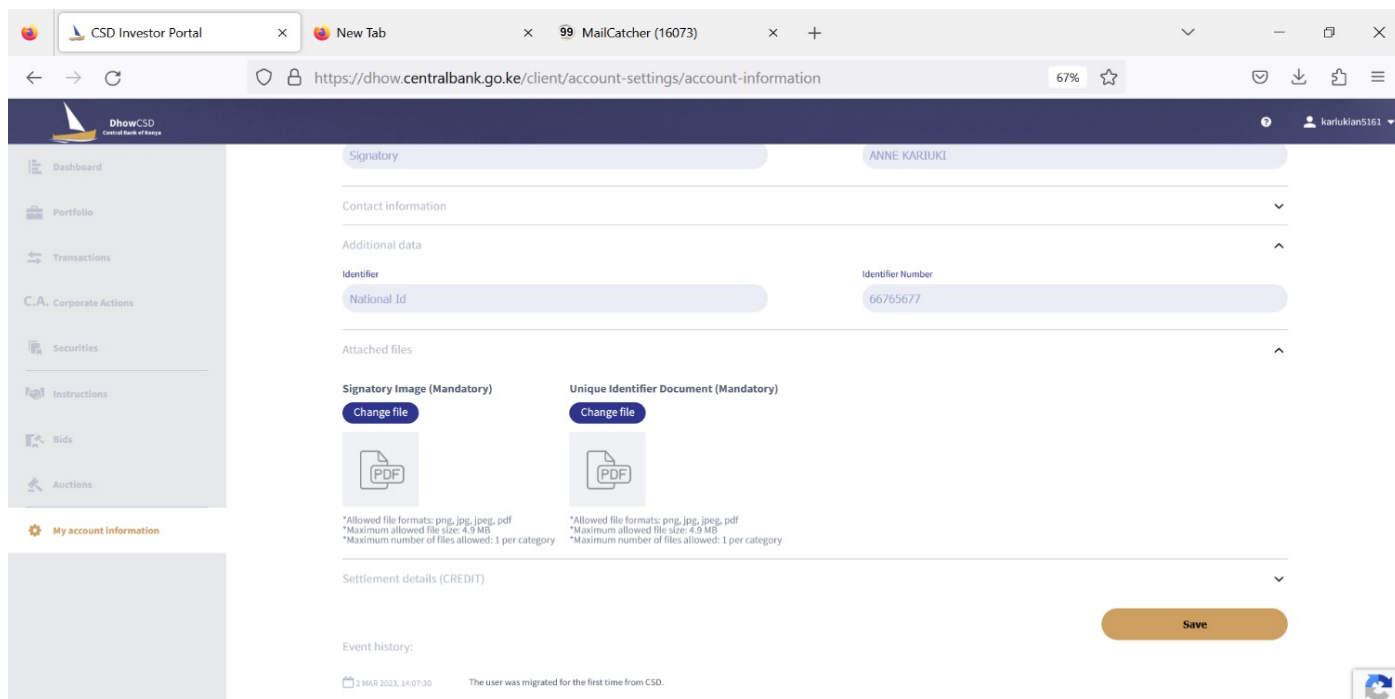


Step 3: Signatory clicks on the “settings” icon on the Mobile Application or **“My Account Information”** on the DhowCSD portal.



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.

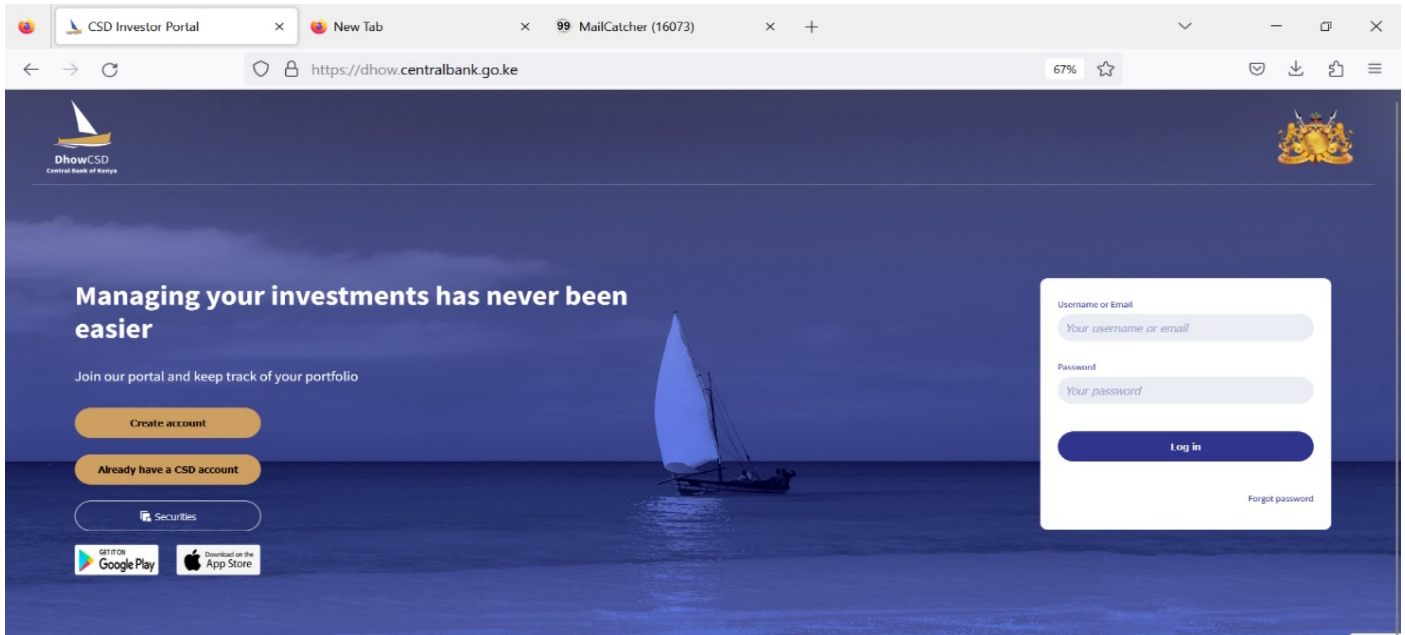


3.2.1.2 Corporate/ Legal entities

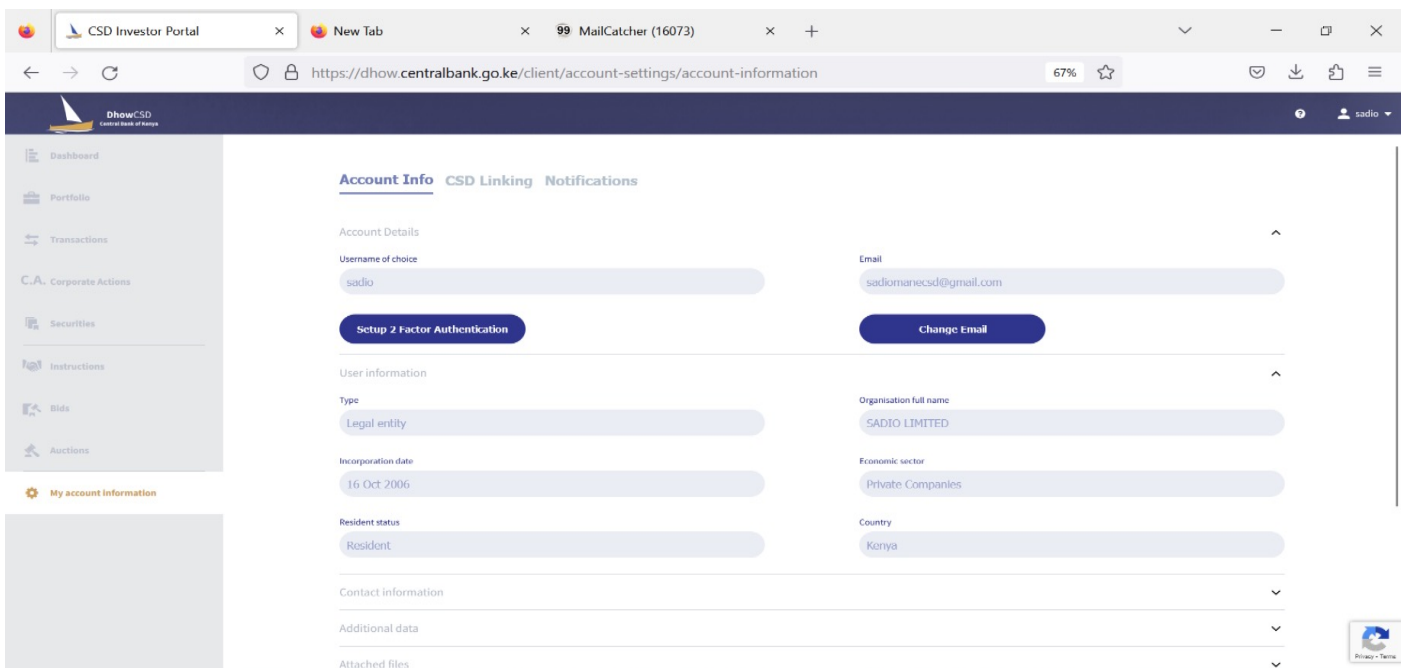
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Investor clicks the investor portal link on the website.

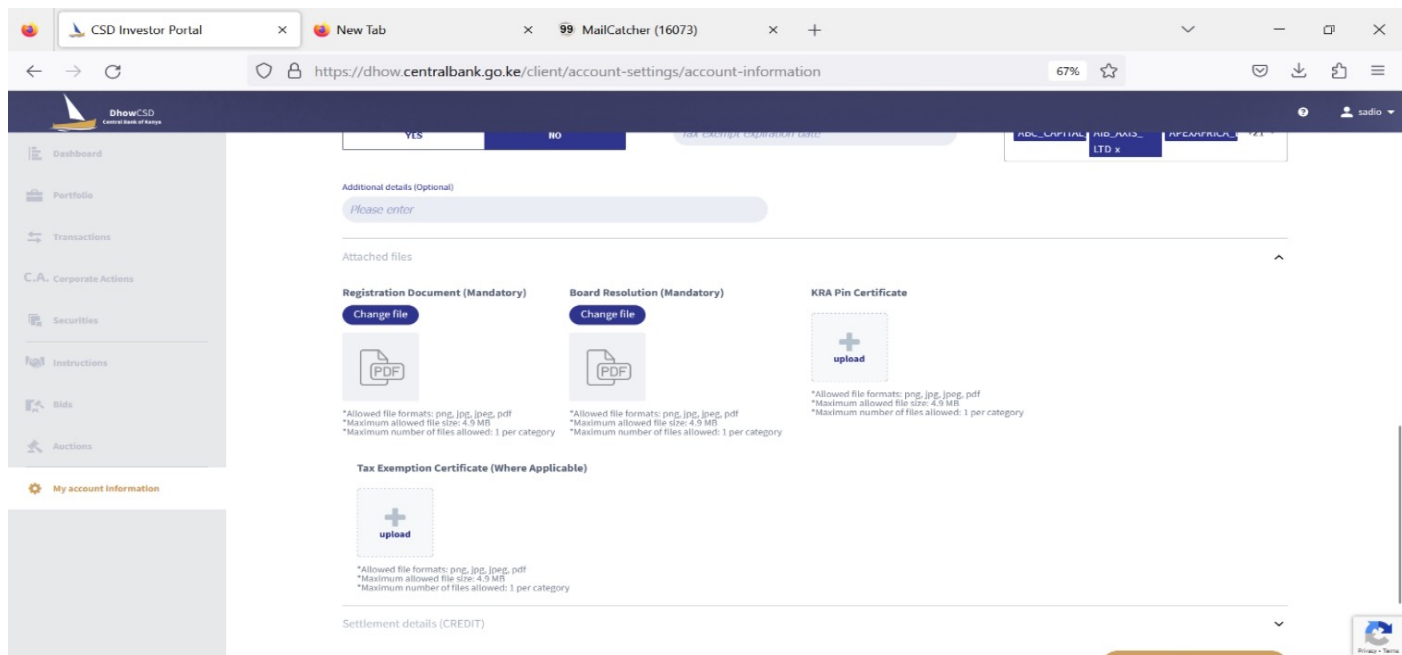
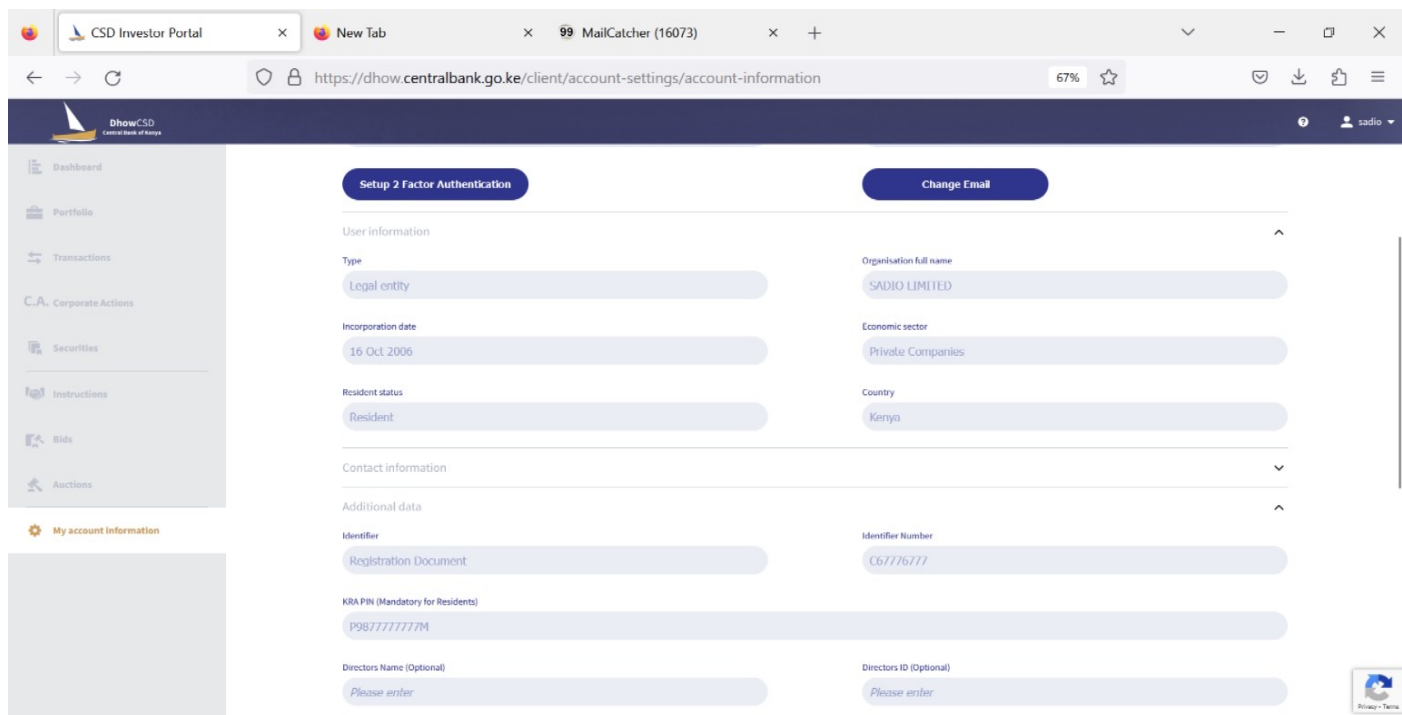
Step 2: Investor logs into the investor portal with a username/email and the password created for the legal entity.



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

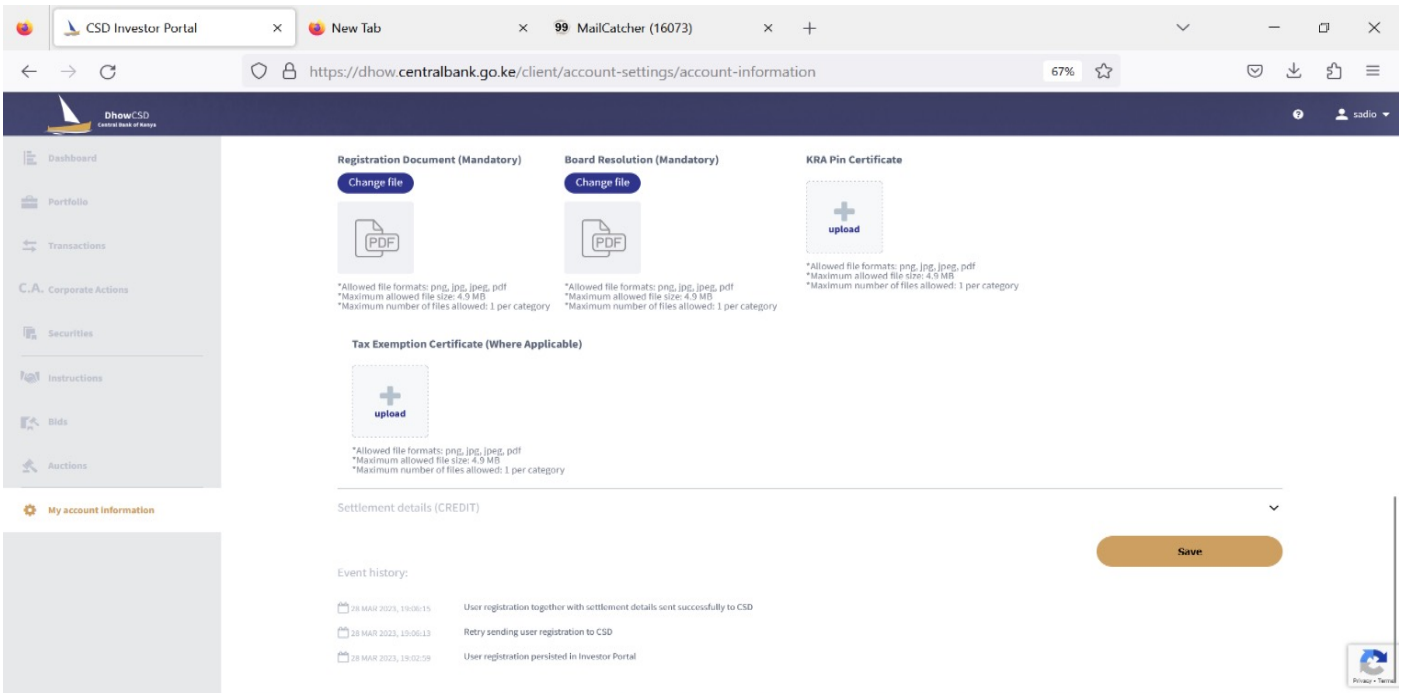


Step 4: Client clicks “Account Info” to access all the profile information.



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.



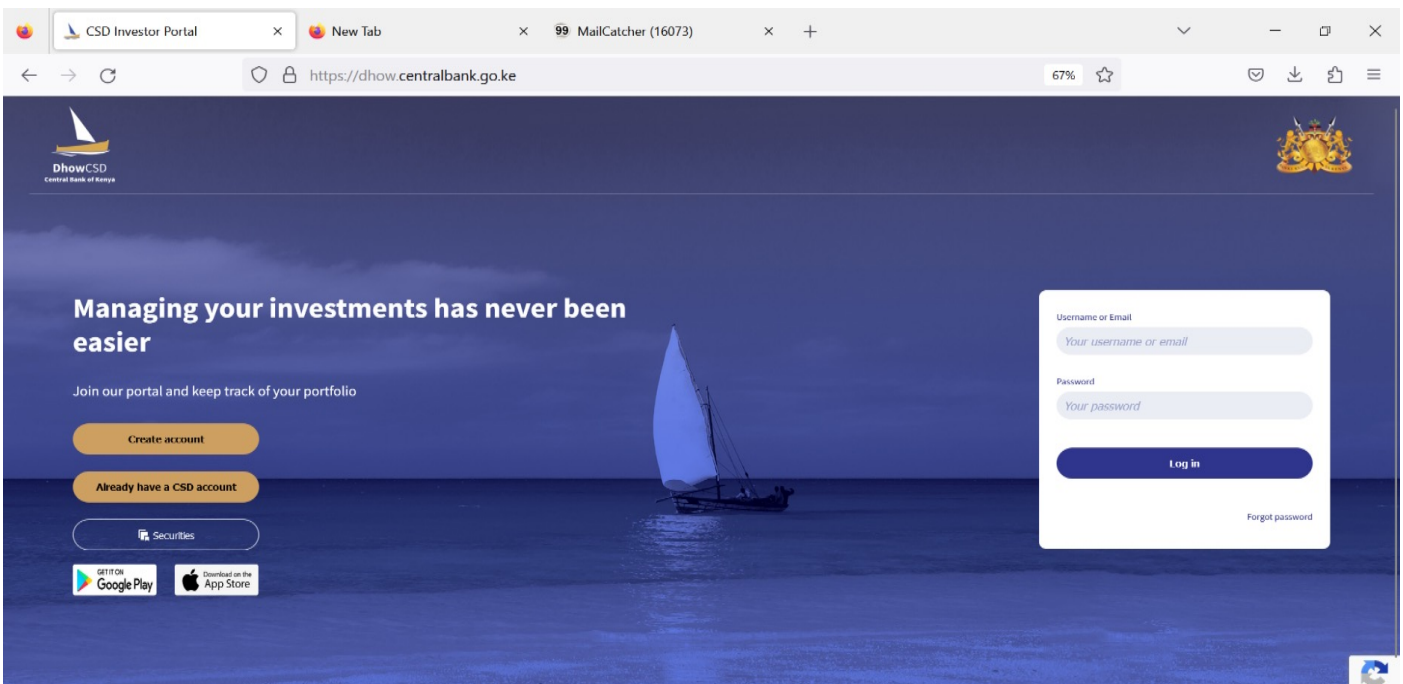
3.2.2 Account Re-activation

3.2.2.1 Physical persons

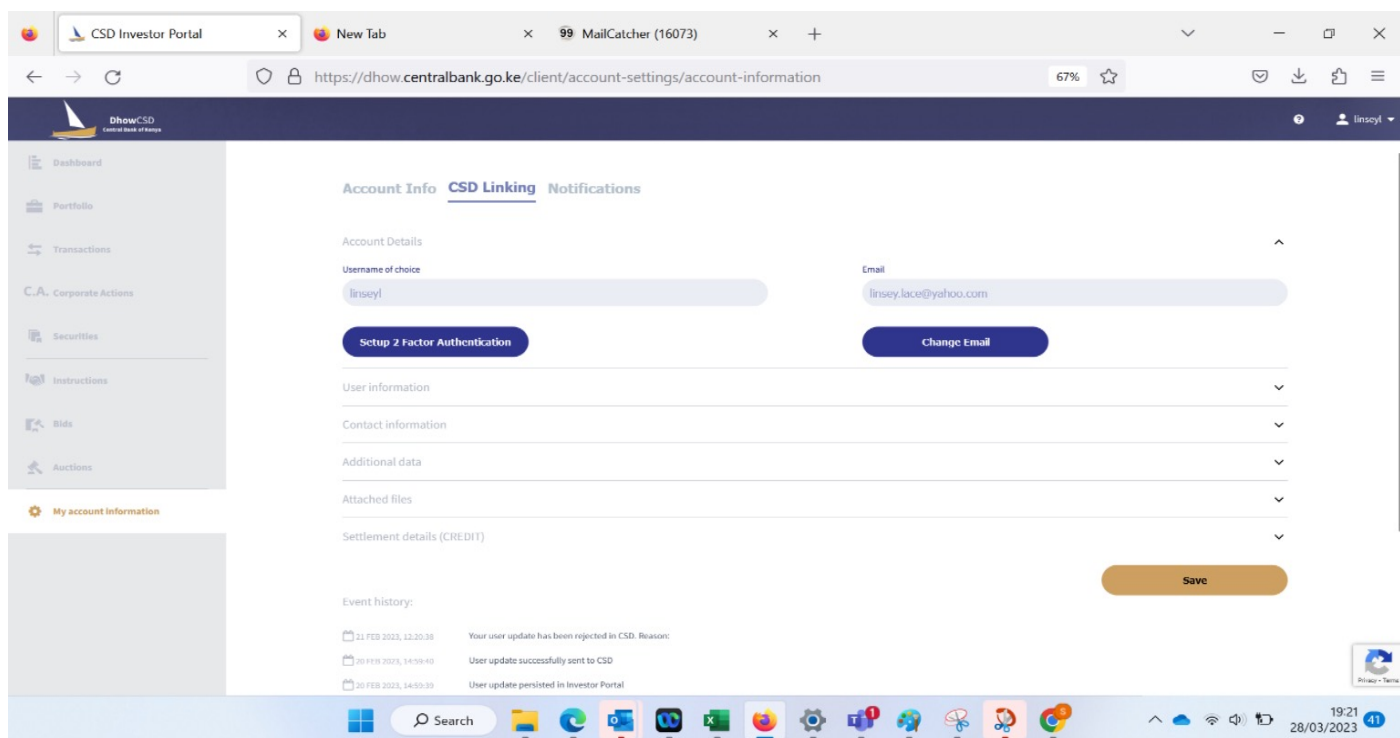
Step 1: Investor will visit the Central Bank of Kenya website www.centralbank.go.ke or download the app on Google Playstore or Apple App store.

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

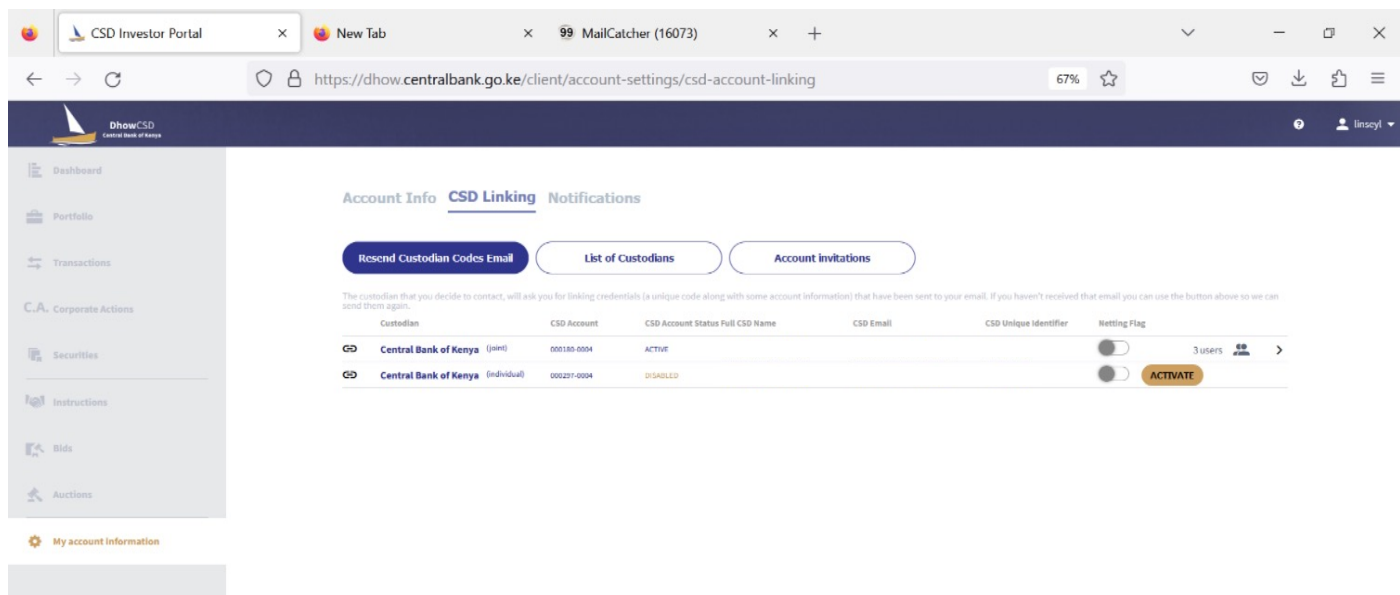
Step 2: Client logs into the investor portal with a username/email and the password created.



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

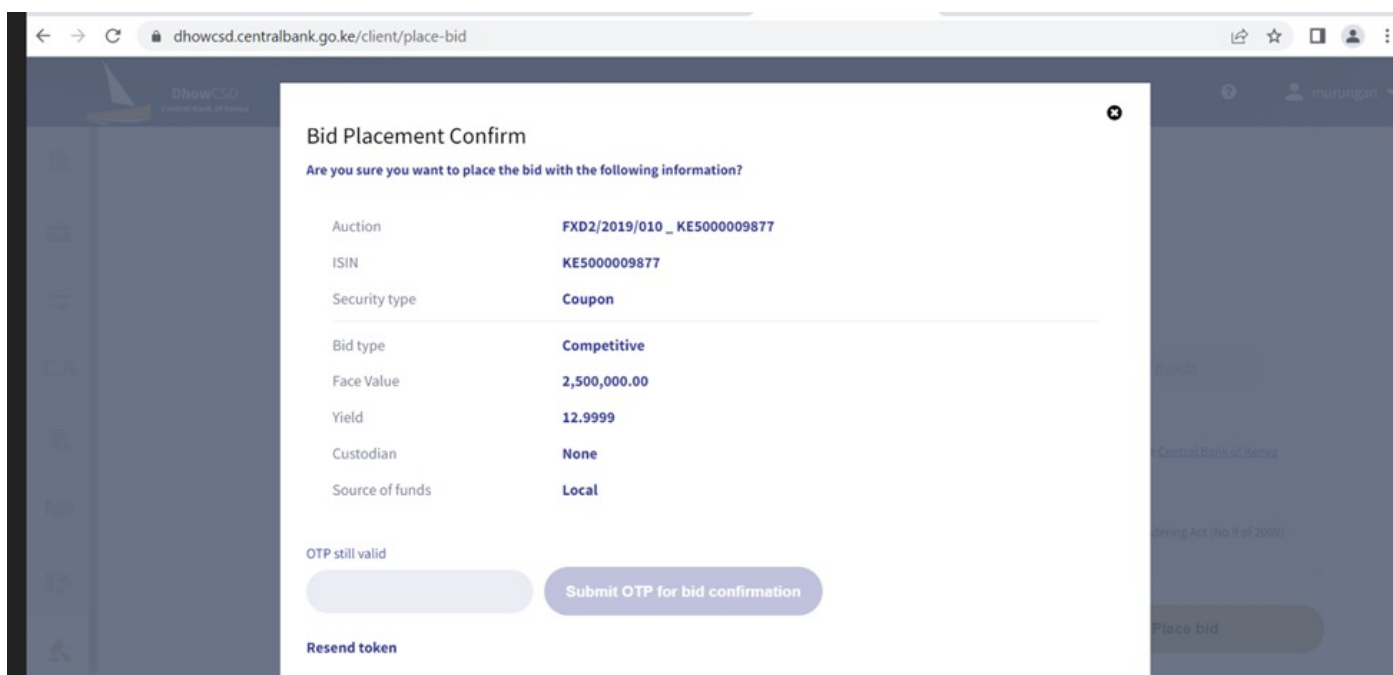
4.1.1 Creation of bids (Bills or Bonds)

- 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 for a security with coupon K5000000969. The form includes the following elements:

- Security Identification:** K5000000969 Coupon, with a public offering date of 14 FEB 2023, 9:00 AM.
- Bid Type:** Radio buttons for COMPETITIVE (selected) and NON-COMPETITIVE.
- Amount:** Input field with a value of 50000. Subtext: Bidding increments: 50000, Nominal value: 50,000.00.
- Yield:** Input field with a value of 0.00. Subtext: Accepted yield range: 0.00 - 100.00, Yield increments: 0.0004.
- Account number:** Central Bank of Kenya, 000189-0004, Individual Account, Kennedy Otter.
- Placing Agent (Optional):** None.
- Source of funds:** Please select an option.
- Specific source of funds:** Please select an option.
- Additional information:** Enter specific source of funds.
- Terms and Conditions:** Checkboxes for 'Accept Legal Terms' and 'Accept Fund Terms'. A note states: 'The funds being invested for the purchase of the above Treasury Bill/Bond are not proceeds of crime as defined by the Proceeds of Crime and Anti-Money Laundering Act (No 9 of 2008)'.
- Buttons:** 'Cancel' at the top right and 'Place bid' 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.



- 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.

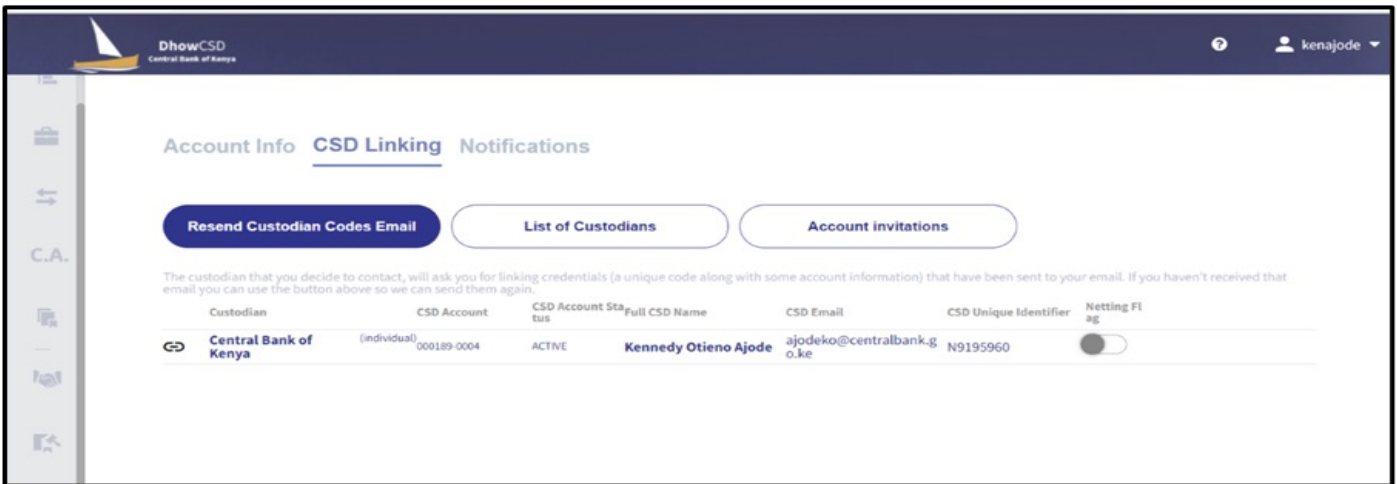
- You will receive notification via SMS or email indicating details of cancelled bid.

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.



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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transactions			
New transaction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transaction status change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bids			
New bid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bid status change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructions			
New instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction status change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auctions			
New auction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auction status change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

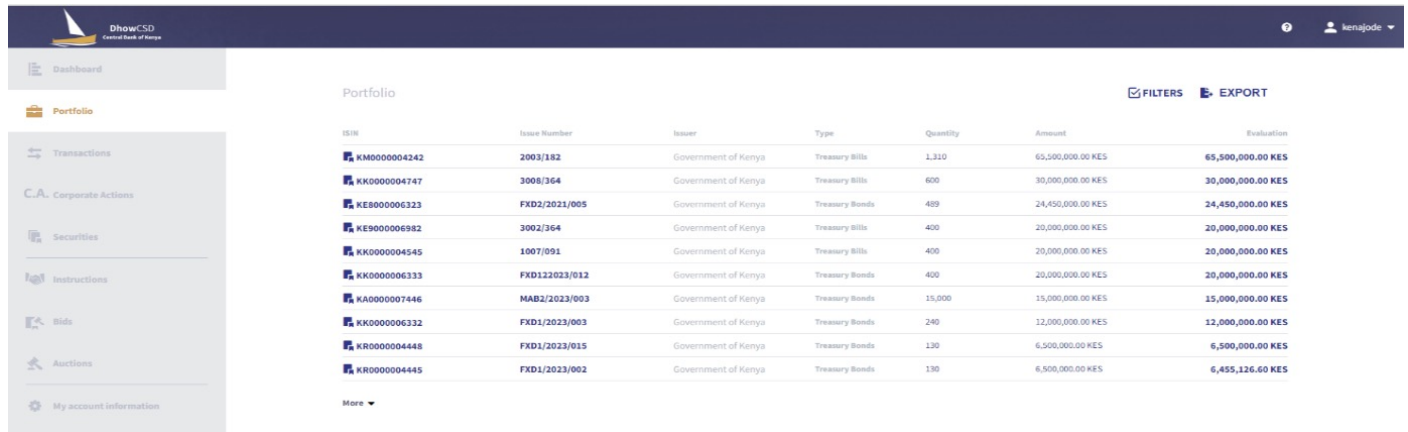
My Bids FILTERS

Request #	Auction name	ISIN	Issue Number	Face Amount	Comp. Offer	Last action	Status
RIJ2	SBM - 2006/182	KS0000006767	2006/182	KES 100,000.00	10.6545%	2023-03-01 16:02:21.267	INVALID BID
EINp	BILL - 2007/182	KK0000002525	2007/182	KES 8,500,000.00	none	2023-02-23 17:14:28.948	SUCCESSFUL
HfB	BILL - 2007/182	KK0000002525	2007/182	KES 15,000,000.00	11.45%	2023-02-23 17:14:03.626	SUCCESSFUL
u2M	BILL - 3008/364	KK0000004747	3008/364	KES 5,000,000.00	none	2023-02-20 17:25:31.56	SUCCESSFUL
Hkaf	BILL - 3008/364	KK0000004747	3008/364	KES 25,000,000.00	12%	2023-02-20 17:34:57.173	SUCCESSFUL
oe2q	BILL - 1007/091	KK0000004545	1007/091	KES 5,000,000.00	none	2023-02-16 18:35:53.652	SUCCESSFUL
EUHG	BILL - 1007/091	KK0000004545	1007/091	KES 15,000,000.00	9.45%	2023-02-16 18:34:51.888	SUCCESSFUL
HfBm	REOPEN - FXD1/2023/005	KR0000004446	FXD1/2023/005	KES 1,500,000.00	none	2023-02-15 13:23:14.113	SUCCESSFUL
nuVS	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.

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.



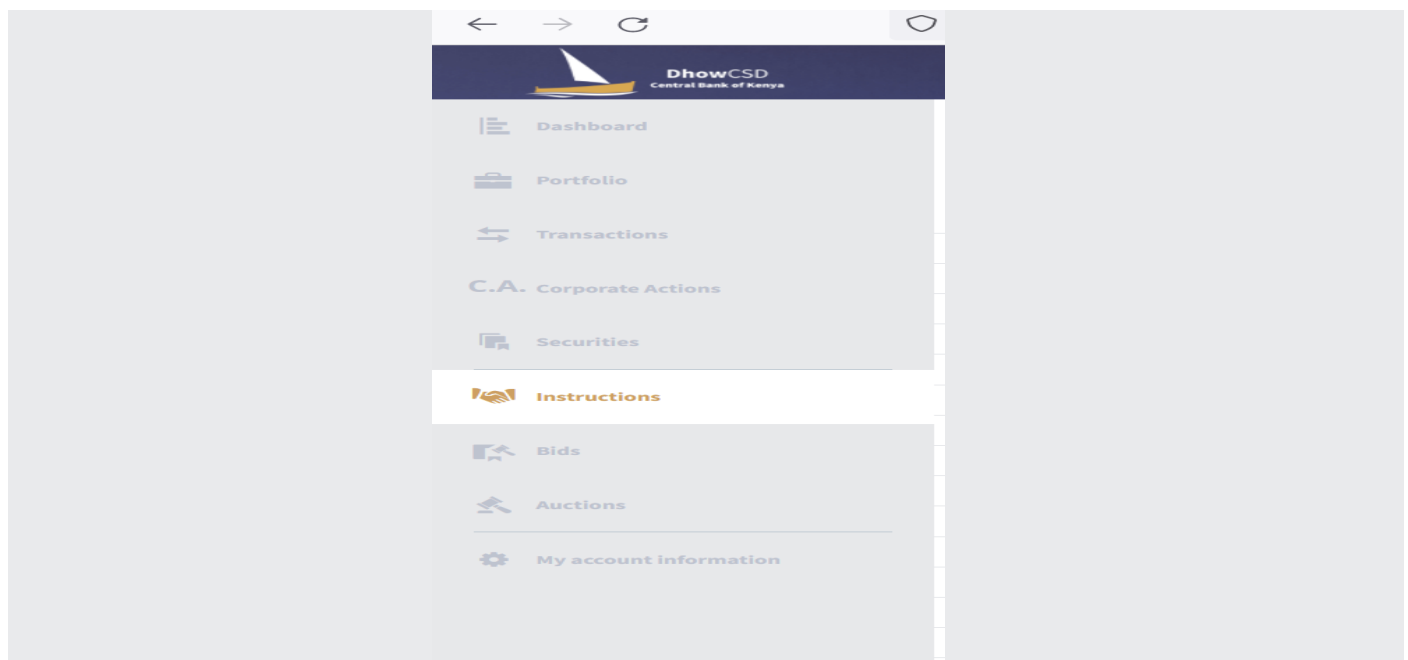
ISIN	Issue Number	Issuer	Type	Quantity	Amount	Evaluation
KM0000004242	2003/182	Government of Kenya	Treasury Bills	1,310	65,500,000.00 KES	65,500,000.00 KES
KK0000004747	3008/364	Government of Kenya	Treasury Bills	600	30,000,000.00 KES	30,000,000.00 KES
KE8000006323	FXD2/2021/005	Government of Kenya	Treasury Bonds	499	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”.

Type	ISIN	Issue Number	Counterparty	Face Value	Status
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00	SETTLED
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	SETTLED
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	SETTLED
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	SETTLED
FoP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	200,000.00	SETTLED
FoP	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00	SETTLED
FoP	KR0000004448	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
EARMARK	KM0000005454	FXD5/2023/010	Central Bank of Kenya	10,000,000.00	SETTLED
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00	SETTLED

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.

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.

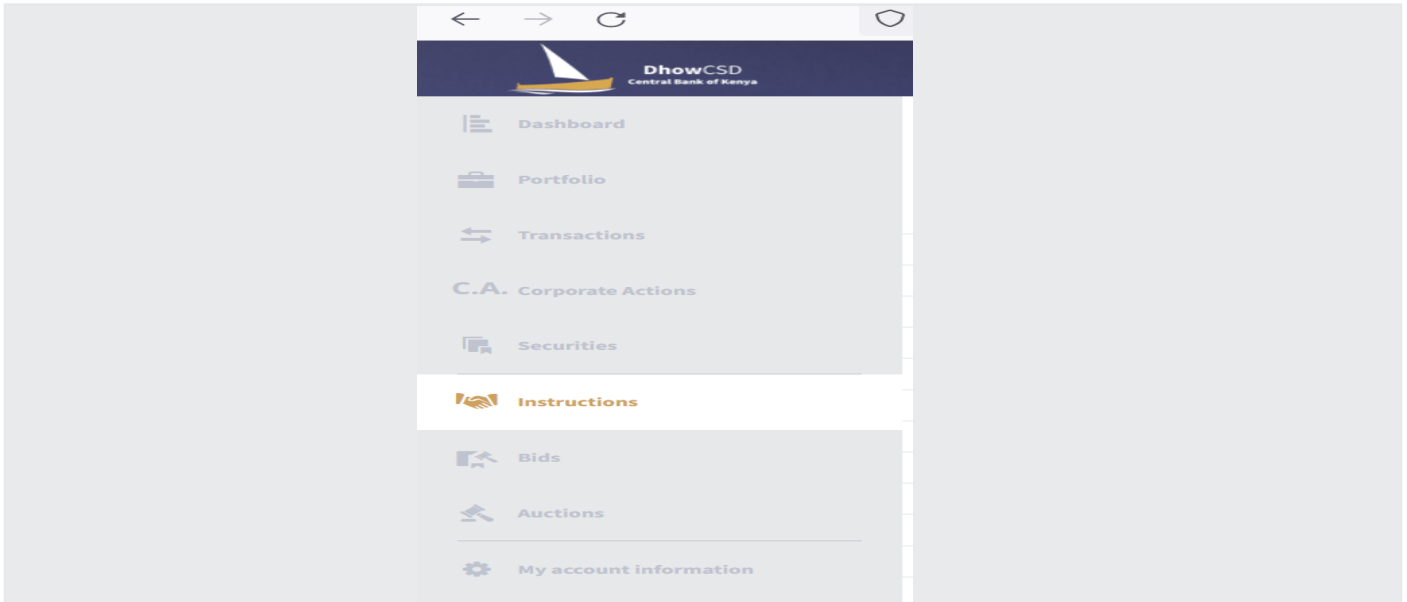
The screenshot shows the DhowCSD investor portal interface. At the top, there is a header with the DhowCSD logo and the user's name 'milcah'. Below the header, the main content area displays 'My instructions FILTERED' with a 'FILTERS' button and a 'Create new...' button. A table lists the instructions with columns for Type, ISIN, Issue Number, Counterparty, Face Value, and Status. The first instruction is highlighted in blue, and its status 'SETTLED' is also highlighted in yellow.

Type	ISIN	Issue Number	Counterparty	Face Value	Status
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00	SETTLED

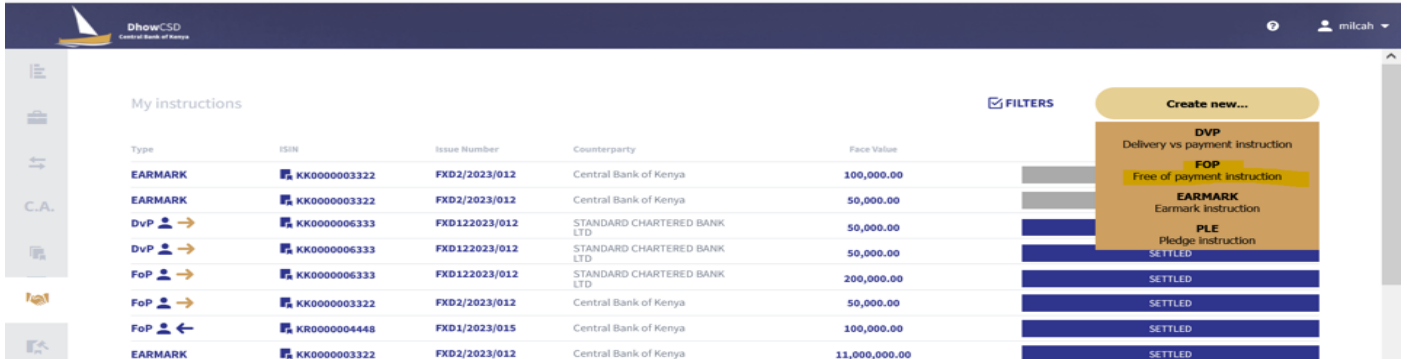
5.2 Free of Payment (FoP)

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

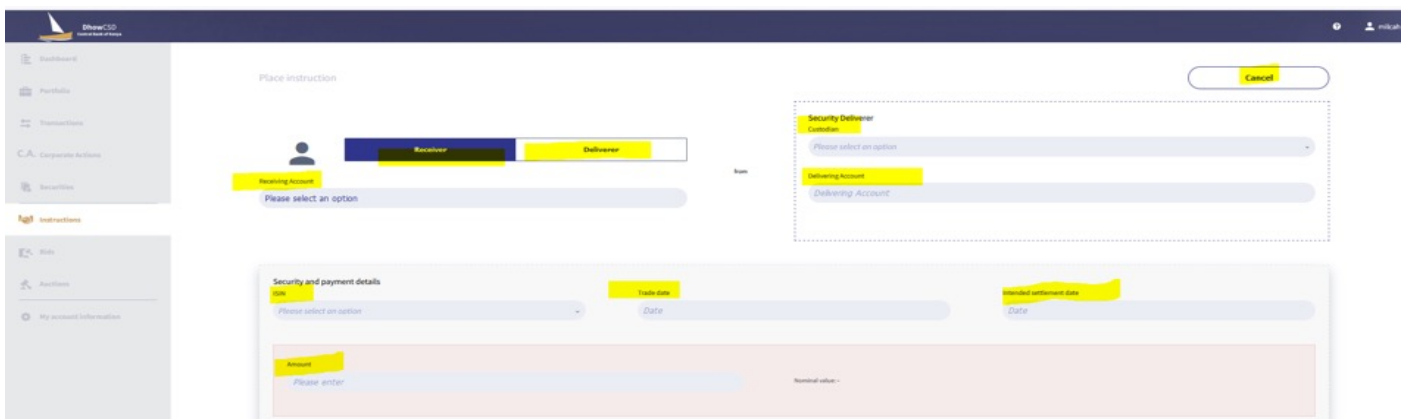
Step 1: Click on "instructions".



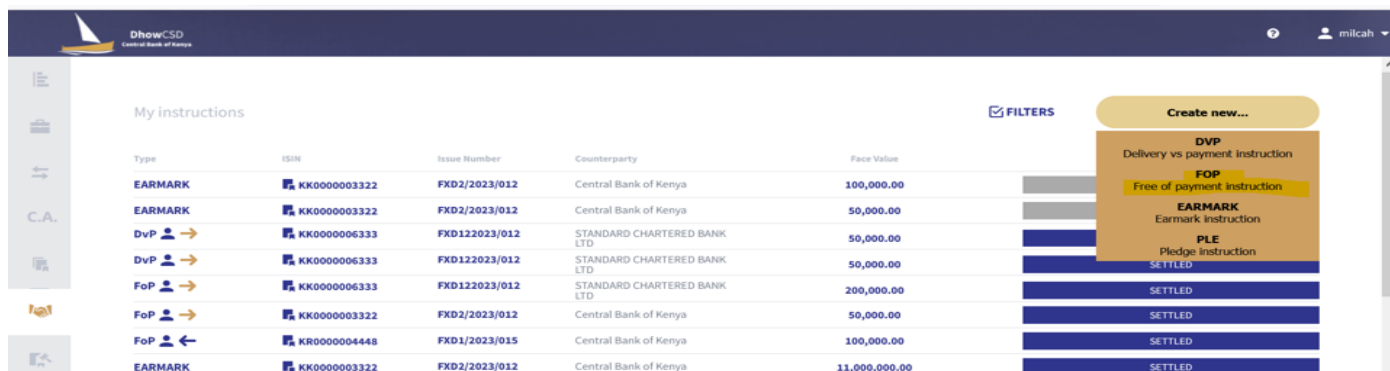
Step 2: Click on "FoP"



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**.



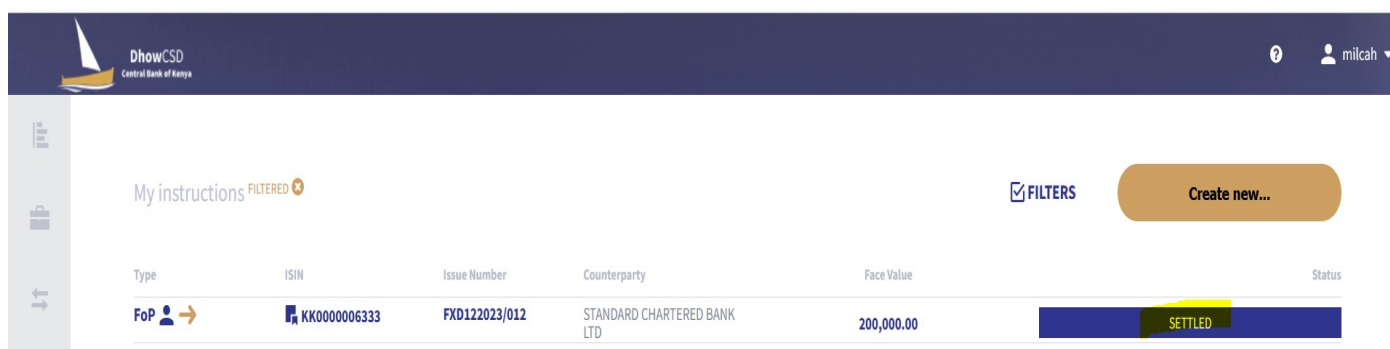
Step 4: Click on “Place instruction” or “Cancel” to revert to the menu.



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



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.



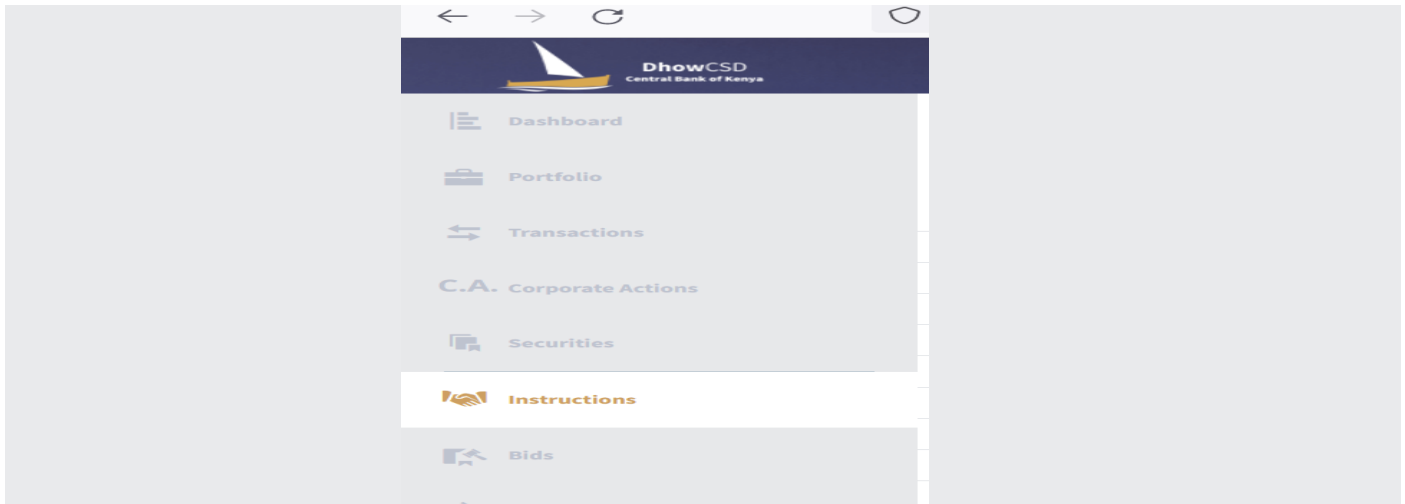
5.3 Earmarking

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

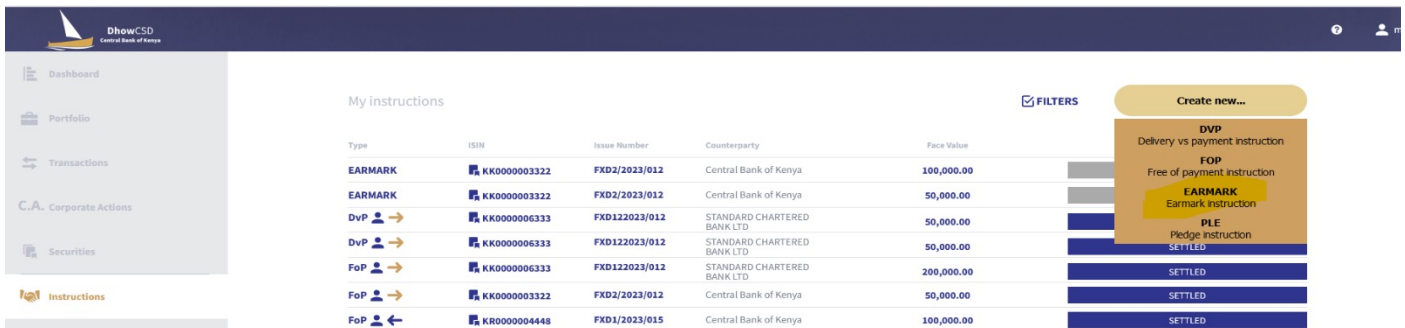
5.3.1 Earmarking Balances

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

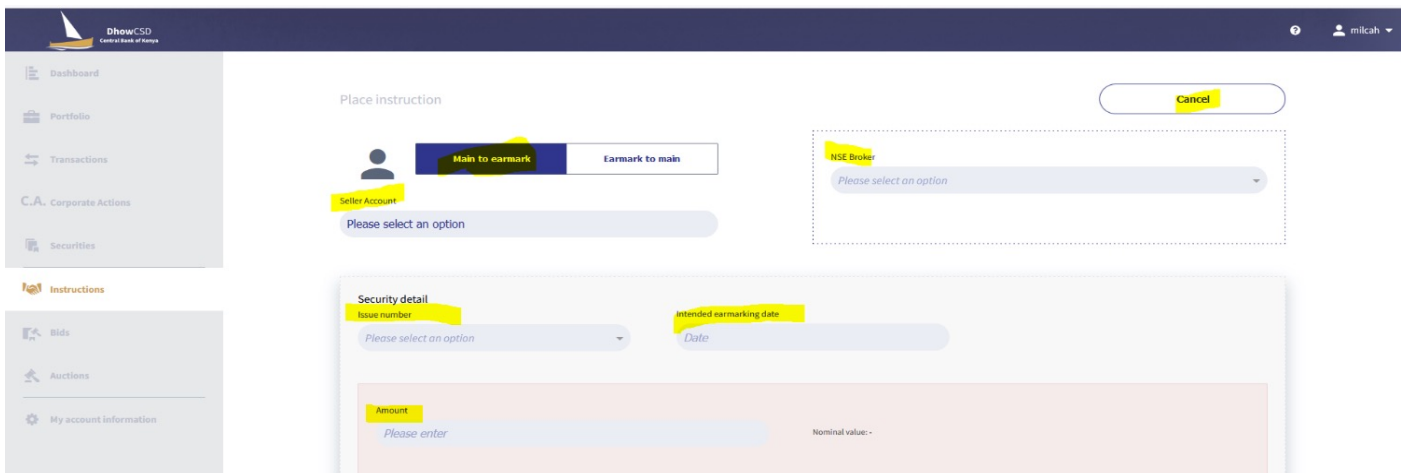
Step 1: Click on “instructions”.



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:	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

?
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

5.3.2 Cancellation of Earmark

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

- Dashboard
- Portfolio
- Transactions
- C.A. Corporate Actions
- Securities
- Instructions
- Bids
- Auctions

Step 1: Click on “Instructions”

My instructions

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	SETTLED
FoP	KR0000004448	FXD1/2023/015	Central Bank of Kenya	100,000.00	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

Seller Account: Main to earmark / Earmark to main

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

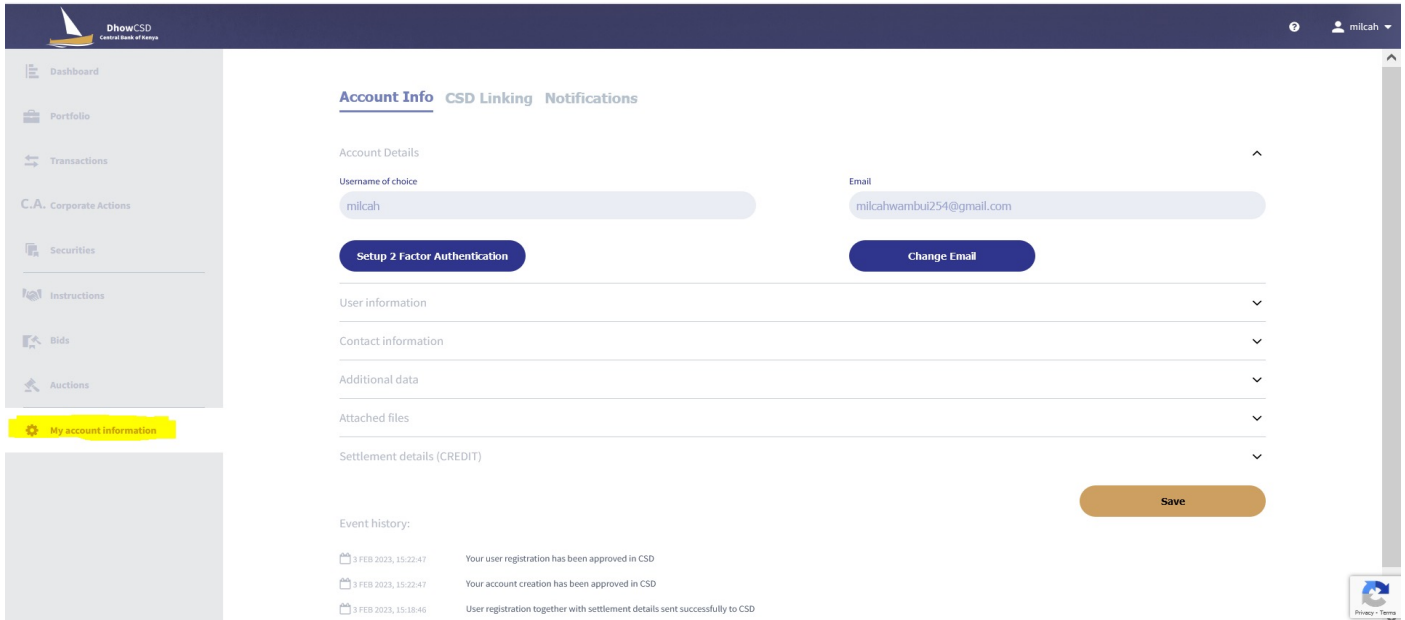
My instructions FILTERED FILTERS Create new...

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

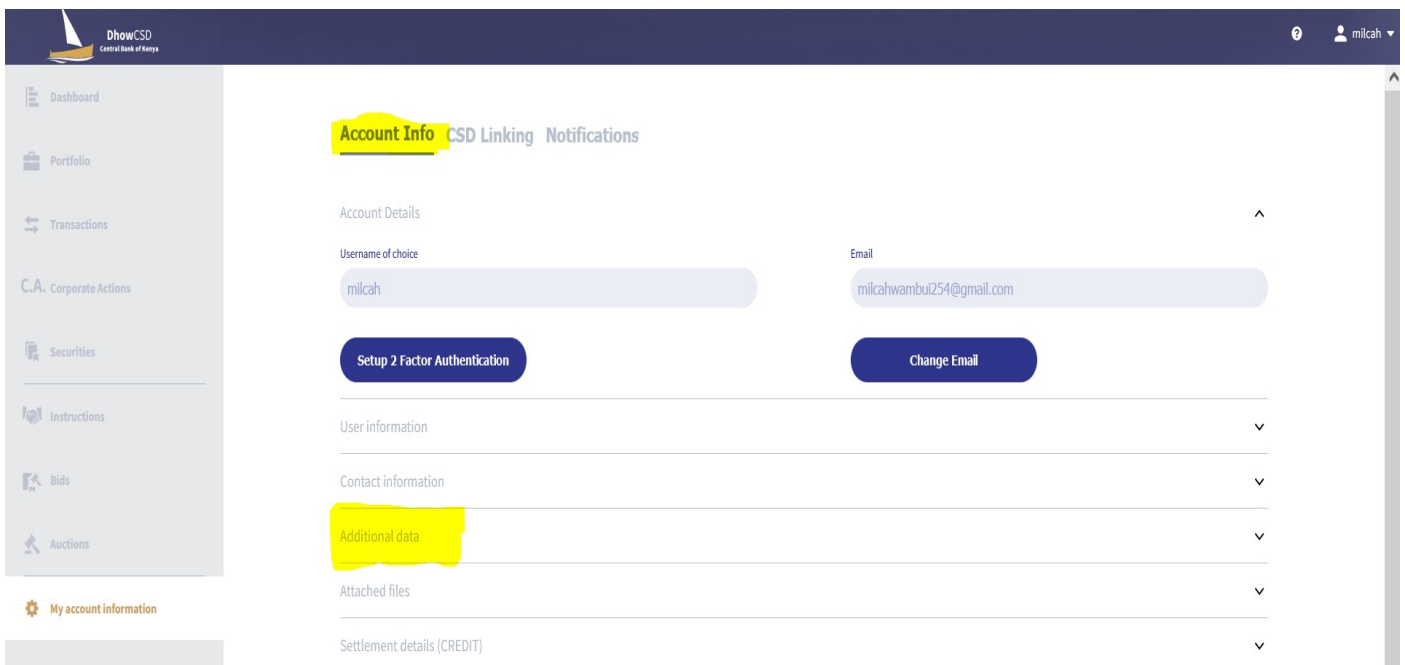
5.3.3 Broker Linkage

CBK clients will link brokers through the following steps:

Step 1: Click on “My account information”



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



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”**.

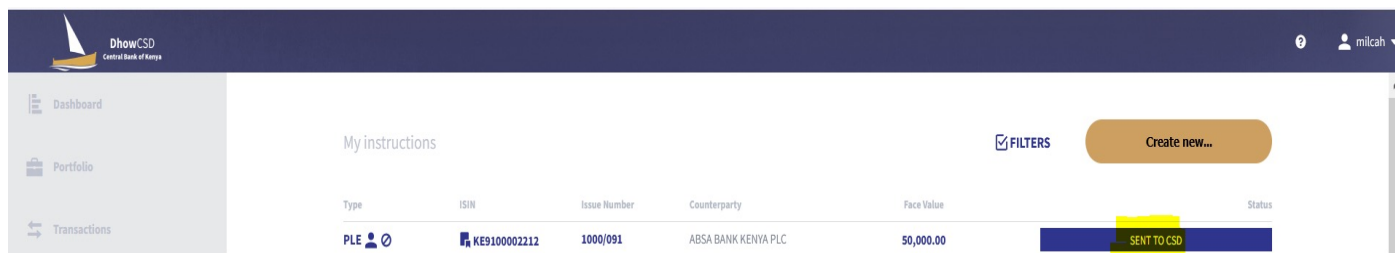
Type	ISIN	Issue Number	Counterparty	Face Value
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	100,000.00
EARMARK	KK0000003322	FXD2/2023/012	Central Bank of Kenya	50,000.00
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED BANK LTD	50,000.00
DvP	KK0000006333	FXD122023/012	STANDARD CHARTERED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

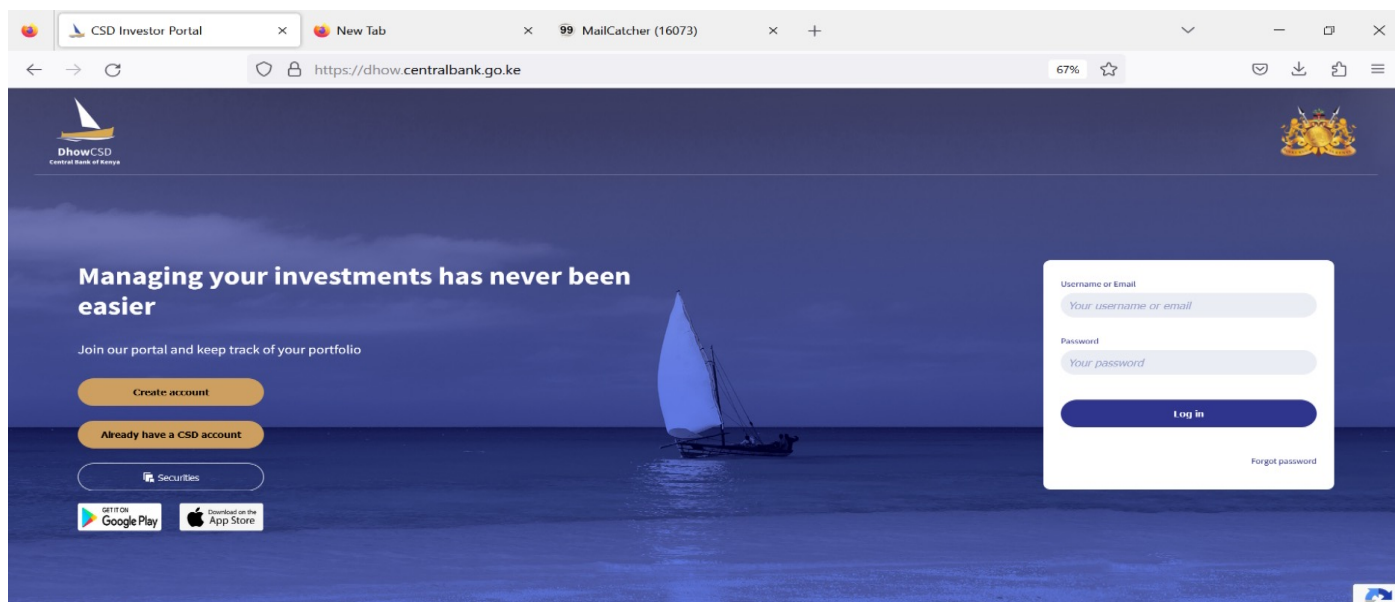
Step5: Instructions sent to CSD for approval, status changes from **“Sending to CSD”** to **“Waiting CSD approval”** to **“Not matched”**. Once the pledger sends instructions, the status changes to **“Settled”**. Pledge instructions effected.



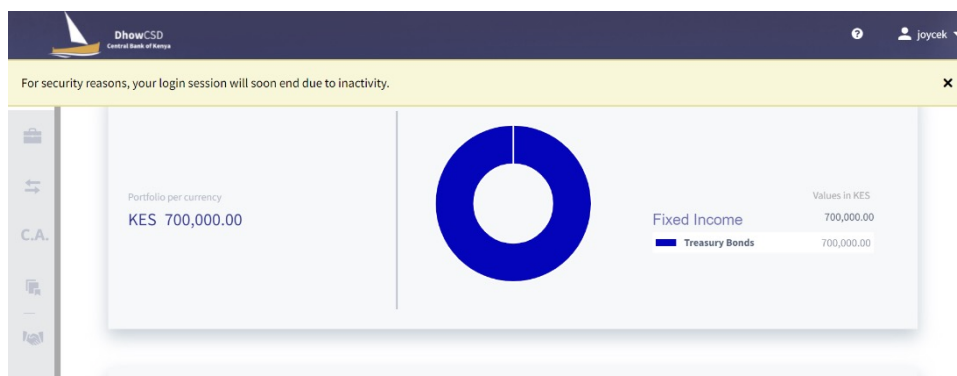
6.0 CORPORATE ACTIONS

6.1 Viewing Corporate actions (Redemptions and Interest payments)

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



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:

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:

ISSUE	CORP. ACTIONS	PORTFOLIO
ISIN	KR0000004448	
Issue Number	FXD1/2023/015	
Currency	KES	
Cash currency	KES	
Quantity	1,170	
Individual value	50,000.00 KES	
Issuer	Government of Kenya	
Issuer type	MOF	

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

