

## **STEP-BY-STEP GUIDE IN OPENING A CBK-CDS ACCOUNT FOR KENYANS IN DIASPORA**

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**N.B:** Please note that **ONLY** Kenyans living in the diaspora and who hold a local (Kenyan) commercial bank account are eligible to apply for a CDS account directly at Central Bank of Kenya (CBK). Non-Kenyans and Kenyans without a local commercial bank account can however still invest in Kenya government securities as nominees of authorised CBK agents which include commercial banks, investment banks and stock brokers domiciled in Kenya.

1. Visit the Central Bank of Kenya website [www.centralbank.go.ke](http://www.centralbank.go.ke) and download mandate card. (Individual) for individual investors and Mandate card (Corporate) for corporate investors
2. Print the **appropriate mandate card** and fill out your details.
3. Attach a recently taken coloured passport **size photograph and** a copy of investor's **Kenyan National Identity Card (ID) or Passport**. These documents **MUST** be certified by your bankers (A local commercial bank based in Kenya).
4. Have the filled in CDS mandate card **certified** by your **Commercial bank**.
5. The investors Commercial bank will certify the completed CDS mandate card by way of **appending the bank's stamp and signatures of two of their authorised signatories** on the space provided
6. **Scan** the completed CDS mandate card and **email** to [ndo@centralbank.go.ke](mailto:ndo@centralbank.go.ke)
7. Send the physical mandate and attachments by **post** to:  
**The Director,  
Financial Markets Department  
P.O. Box 60000- 00200, Nairobi,  
Kenya**
8. Once the CDS account has been opened, the investor will be notified of the CDS account number via email as provided on the CDS mandate card submitted to CBK. A formal letter of notification will follow thereafter.

### **GUIDLINES FOR SUBMISSION OF BIDS (APPLICATION) FOR THE BOND**

1. Once the investor has been allocated and notified of their CDS account number, they can then proceed to apply for the Treasury bond that is on offer.
2. To apply for the bond, download the bond application form [www.centralbank.go.ke/images/docs/forms/modm/TREASURYBONDSFORM-2016.pdf](http://www.centralbank.go.ke/images/docs/forms/modm/TREASURYBONDSFORM-2016.pdf)
3. Fill in the following key details:
  - Issue Number
  - Duration
  - Value date
  - Total Face Value - Amount the investor is willing to invest in Kenya Shillings
  - (Minimum Kes 100,000 and additional in Multiples of Kes. 50,000 with a maximum of Kes 20 million per CDS account per investor for)
  - Interest Rate (Price)
4. Investor's details- complete the investor's details as provided required in the form. i.e. Name, CDS Number, telephone contact etc.

5. Append a signature on the application form and email to [ndo@centralbank.go.ke](mailto:ndo@centralbank.go.ke) or fax to +254202863726/3666
6. Please note that the deadline for submission of application forms.
7. Do not make payments for the bond until notified by the Central Bank of Kenya of the actual amount to pay. It is the responsibility of the investor to contact Central Bank of Kenya to obtain details of the tap sale results.

#### **DISSEMINATION OF RESULTS FOR SUCCESSFUL APPLICATIONS**

1. All successful applicants will be notified of the allocation and **Amount they are required to pay by contacting Central Bank of Kenya on Tel No. +254-020-2860000.**

#### **MODE OF PAYMENT FOR SUCCESSFUL BIDS**

1. Deadline for payment for successful bids is on **the following Monday at 2.p.m Kenyan time**
2. All successful applicants will be required to **pay the exact payable amount** (no less, no more).
3. Investors whose applications were successful will instruct their local commercial banks to remit the payable amounts.

For any queries and information, please contact

**The Director,  
Financial Markets Department  
P.O. Box 60000-00200,  
Nairobi, Kenya  
Tel +254202863060**

Or email [ndo@centralbank.go.ke](mailto:ndo@centralbank.go.ke)