

REQUIREMENTS FOR CORPORATES

NOTE

- An internet enabled device is required to log into the Investor Portal (IP) using the following link dhowcsd.centralbank.go.ke or by downloading the *DhowCSD* App available on Google Play store or App store
- The registration process must be completed within seven days or else the incomplete profile will be **autodeleted**.

REGISTRATION REQUIREMENTS

Prior to creating a legal entity in the Investor portal, all signatories to the accounts must be created to enable adding them to the legal entity's profile.

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

Signatory profile creation Requirements

1. The following signatory details are **mandatory**
 - I. Valid email address
 - II. Unique username and password
 - III. User type – Signatory
 - IV. Valid identification document e.g. National ID, Alien card, Passport
 - V. Name (As per the identification document)
 - VI. Valid mobile number
 - VII. A clear coloured passport size photo
2. Signatories require to **upload** the following details once logged into the investor portal:
 - I. A clear coloured Passport size photo
 - II. Identification Document e.g. National ID, Alien card, Passport
3. To create a signatory profile, follow the following steps:
 - Step 1:** Download the DhowCSD App or visit dhowcsd.centralbank.go.ke
 - Step 2:** Click "Create Account"
 - Step 3:** Type your email, username, and password of choice
 - Step 4:** Accept terms and conditions and click "start registration"
 - Step 5:** Signatory will input email, username of choice and password of choice, accept terms and conditions, and click "start registration".
 - Step 6:** Signatory chooses user type (signatory) and inputs full name, identifier, identifier number and clicks "next"
 - Step 7:** On the settlement details page click "next".
 - Step 8:** Upload signatory photo and ID/ Passport and click next
 - Step 9:** Enter the token sent to your email and click verify
4. Once a signatory has created their Profile on the Investor Portal, they shall receive an **email notification**

5. The assigned Username or email shall be required for any future log ins to access one's profile in the investor portal.
6. Once a signatory is created in the Investor portal, they can be added to multiple legal entity accounts in the system.

Corporate/Legal Entity profile creation requirements

Creation of the corporate profile should be done once signatory's profiles are complete.

The following corporate details are **mandatory**:

1. A valid email address
2. Unique username and password
3. User type – Legal entity
4. Name, address, registration details
5. Corporate mobile number
6. Duly signed extracts of the Board resolution specifying the decision to open a CSD account with CBK, appointing signatories, and indicating the bank details of the company
7. The company's Registration Document
8. The company's KRA Pin Certificate
9. The company's tax exemption certificate where applicable
10. The corporates bank details (Valid & Active) are a mandatory requirement:
 - I. Corporate settlement account (**Bank Account number**)
 - II. Corporate settlement Account title (**Account name as per bank details**)
 - III. Corporate Settlement bank (**commercial bank**)
11. Corporates are required to **upload** the following mandatory documents:
 - I. Registration document
 - II. Corporate/Legally Entity KRA PIN certificate
 - III. KRA exemption certificate where applicable.
 - IV. Board resolution page appointing signatories
12. To open a corporate account, **one of the signatories** should follow the steps below:
 - Step 1:** Download the DhowCSD App or visit dhowcsd.centralbank.go.ke
 - Step 2:** Click "Create Account"
 - Step 3:** Type your company email, username, and password of choice
 - Step 4:** Accept terms and conditions and click "start registration"
 - Step 5:** Select User Type "Legal entity" and fill in your details and click "next"
 - Step 6:** Input Legal entity's contact information and click next
 - Step 7:** Input the legal entity's bank account number, name as per registration document, approval mandate, select bank
 - Step 8:** Input signatory emails used for creating signatory profiles and click "add users" for each signatory.
 - Step 9:** Upload the required documents
 - Step 10:** Enter token sent to the company's email and click verify
 - Step 11:** Signatories added to the legal entity, log in to their signatory profiles, click "see invitation" and click "Accept" addition to the legal entity.

Your account will be approved by your bank within 48 working hours. Once this is done an email confirmation will be sent to the registered company's email address.

KINDLY NOTE

- ✓ The registration process must be completed within seven days or else the incomplete profile will be **autodeleted**.
- ✓ Change of signatory/company **email** shall be done **by a CBK administrator**.

Adding a signatory to a corporate CSD Account

To be added as a signatory to an existing corporate account, the proposed signatory must first create a signatory profile by following the signatory profile creation steps. This enables the signatory to be added to the legal entity's profile.

The signatory must be physically introduced to CBK by an existing signatory.

The following documents are required:

- ✓ Duly signed extracts of the Board resolution appointing the signatory to be added and indicating the company's bank details.
- ✓ Identification document

Removing a signatory from a corporate CSD Account

To remove a signatory from a corporate account, duly signed extracts of the Board resolution indicating the removal of the signatory must be provided to any CBK office, accompanied by a request letter addressed to the Director, Financial Markets.

Change of Signatories' email address:

For a **signatory** ensure that the following documents are provided:

- ✓ A copy of your Identification Document
- ✓ A clear passport-size photograph
- ✓ A signed letter on the company letterhead indicating the following;
 - Signatory's name
 - Corporate CSD account number
 - Signatory's Old email address
 - Signatory New email address

Change of Corporate email address:

For a **Corporate** ensure that the following documents are needed:

- ✓ Registration document
- ✓ Corporate/Legally Entity KRA PIN certificate
- ✓ KRA exemption certificate where applicable.
- ✓ Board resolution signed by the chairman/secretary and any other board member indicating the following;

- Corporate's name
- Corporate's CSD account number
- Corporate's old email address
- Corporate's new email address

Change of Corporate settlement details:

Change of **Corporate settlement details** shall be done **by a CBK administrator**. The relevant form is available for download on our website by clicking on this link [Change-of-Settlement-Bank-Account-Details-Corporate.pdf](#).

Ensure that you fill in all the required fields accurately and attach the following documents

- ✓ Registration document
- ✓ Corporate/Legally Entity KRA PIN certificate
- ✓ KRA exemption certificate where applicable.
- ✓ Board resolution signed by the chairman/secretary and any other board member indicating the following;

- Corporate's name
- Corporate's CSD account number
- Corporate's Old bank account number
- Corporate's New bank account number

Once the forms have been completed and all required documents attached, submit them physically at the Central Bank of Kenya (CBK) Head Office, any CBK branch, or centre.

- ✓ 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: dhowcsd@centralbank.go.ke
- ✓ A step-by-step user guide can be found on CBK Website using the following link [User Guide for Investor Portal and Mobile APPs.pdf](#)