

ACCOUNT OPENING REQUIREMENTS

PERSONAL ACCOUNTS

INDIVIDUAL ACCOUNT

1. Original and copy National Identity Card/ Valid Passport.
2. Copy of KRA Pin Certificate.
 - *Where Military ID is presented, ensure to capture National ID Number found on the Military Id*
 - *Where Driving license is presented ensure to capture National ID Number*
 - *For students: Student Identity Card or admission letter or introduction letter from the institution*
 - *Where Kenyan Passport is presented ensure to capture National ID Number.*
 - *For accounts with more than one party, written confirmation to the effect that the first party has known the other(s) personally for at least twelve months.*

MINOR ACCOUNT

1. Original and copy of Minor Birth Certificate/Valid passport
2. Original and Copy of National Identity Card /Valid Passport of parent or the appointed Guardian/Custodian.
3. Custodian certificate/Guardianship order
4. Copy of KRA Pin Certificate for the guardian.
 - *For students: Student Identity Card or admission letter or introduction letter from the institution.*

FOREIGN INDIVIDUAL ACCOUNT

1. Valid original passport and copies of relevant pages.
2. Relevant permits:-
 - Work/Resident permit; or
 - Special Purpose/Dependent/Foreign Student (pass) / Re- Entry Pass; or
 - Permanent Residence i.e. Renounced/ lost citizenship; or
 - Recognition letters from UNHCR and Department of Refugee Affairs
 - UN convention Document
3. Letter of introduction from the employer/institution
4. Copy of KRA Pin certificate.
5. Alien certificate *

NB: - * All Voluntary workers, Students, Employees, Business – people staying for more than three months (90 days) must register for their presence at the Alien section – Immigration Offices

- For US residents, relevant FATCA form should be filled.
- All Foreign Passports search must be done prior to opening account.
- For documents that have a given duration of validity, upon expiry the account cannot be used until status is regularized
- Requirement for work permit does not apply to envoys and their spouses- they have a diplomatic identity card
- Persons relying on a student pass must avail an introduction letter from their institutions.
- Appendix 1 has more information on permits

REFUGEE ACCOUNT

1. Refugee ID (where available)
2. Recognition letters from UNHCR and Department of Refugee Affairs or Refugee Travel document/UN convention Document
3. Copy of KRA Pin certificate.

BUSINESS ACCOUNTS

LIMITED COMPANY

1. Original and Copy of Certificate of Incorporation (E-citizen certificate of Incorporation must have the QR codes).
2. Signed Memorandum and Articles of Association
3. Board resolution to open an account and signing mandate on the company's letter head signed by the directors as per the quorum requirements under articles of association of the company and dated.
4. Copy of KRA Pin certificate/Tax Exempt certificate where applicable.
5. KYC documents of all Directors and shareholder(s) owning 10% or more.
6. Audited Financial statements for the last full year/or Nil return(Exemption may be considered for new Business)
7. Company CR12

NB:

- For any subsequent amendments in the company details CR12 will be required
- Professional Practitioners e.g. Accountancy firms, Audit Firms and Law firms - Respective professional practicing certificate is required

All Companies incorporated after enactment of companies Act 2015 have the following Relevant CR forms:-

- Form CR 1 company Registration form Duly signed
- Form CR 2 Memorandum for a company with Share capital; or
- Form CR 3 Memorandum for a company limited by Guarantee; or
- Form CR 4 Memorandum for a company whose liability is unlimited; or
- Form CR 8 shows residential address of directors of company.
- Form CR 12 shows list of directors and shareholders of a company.

COMPANIES INCORPORATED ABROAD

In addition to the above requirements for Limited Company Accounts;

1. Notarized company incorporation documents.
2. Certificate of Compliance issued by Registrar of Companies for companies that have representative office in Kenya.
3. Power of Attorney stating the mandate to the local branch representative(s)

NB: Foreign directors' requirements similar to the foreign individual.

REGISTERED SOLE PROPRIETORSHIP

1. Original and Copy of Certificate of registration/E-citizen certificate of registration
2. Original and copy of National Identity Card/ Valid Passport of proprietor
3. Un-audited financial statements for the last full year (exemption may be considered new sole proprietorship business)
4. Copy of KRA Pin Certificate of the proprietor

REGISTERED PARTNERSHIP ACCOUNT

1. Original and copy of Certificate of registration/ E-citizen certificate of registration
2. Original and copy of National Identity Card of registered partners.
3. Copy of partners KRA Pin Certificate.
4. copy of KRA Pin certificate of Tax exempt certificate for the firm
5. Resolution to open bank account passed by all of the partners unanimously or by number specified in the LLP agreement required to pass such a resolution.
6. Partnership Deed or Articles of partnership
7. Audited financial statements for the last full year (exemption may be considered for new business)

NB: for Limited Liability partnerships – the certificate indicates LLP act 2011 and certificate of registration for LLP. For LLP the Partnership deed or Articles of partnerships must be present else the standard agreement that is contained in schedule 1 of the LLP act

TRUST ACCOUNTS

1. Original and copy of Trust deed (Registered under the ministry of lands) – (MANDATORY)
2. Original and copy of Certificate of incorporation – (OPTIONAL)
3. Copy of KRA Pin certificate or Tax exempt certificate
4. A resolution by the trustees to open an account in EBKL
5. Identification document of all signatories (Original and copy of National identification card plus Copy of KRA Pin certificate).

CHAMA AND WELFARE GROUPS

1. Original and copy of Registration certificate of the group if registered (Registration from Ministry of Gender Sports Culture and Social services from National Government)
2. Original and copy of National Identity Card plus pin certificate of all the officials/ signatories as specified in the latest minutes
3. Constitution/Bylaws of the group (Certified by An Officer of the National government/DSDO)
4. Minutes of the group detailing a resolution to open an account with EBKL certified by DSDO
5. Copy of KRA pin certificate or Tax exempt certificate.

- *DSDO - District Gender Social Development officer*
- *The signature of the DSDO must be duly certified against the specimen held in our books before acceptance*

SOCIETIES/ SACCO

1. Original and copy of Registration certificate from the registrar of societies
2. Current Minutes / Resolution to open bank account in EBKL and signing mandate
3. Original and Copy of Constitution / By-laws
4. Original and copy of National identification card plus pin certificate of all the signatories
5. Copy of KRA pin certificate or Tax Exempt certificate.

NB:

- *Welfare Societies/Associations are registered by the Registrar of Societies - Act (Cap 108)*
- *Cooperative Societies are registered by the Registrar of Cooperative Societies - Act (Cap. 490)*
- *All Deposit taking Sacco to have Introduction letter form Sacco Society Regulatory Authority (SASRA)*

PRIVATE SCHOOL ACCOUNT

In addition to the above requirements for applicable registered entity based on the legal form of the institution;

1. Original and Copy of Certificate of full registration from Ministry of Education
2. Resolution to open an account and signing mandate

PUBLIC SCHOOL ACCOUNT

1. Original and Copy of Certificate of registration from Ministry of Education
2. Resolution to open an account by Board of Management through minutes and signed by at least the Secretary and Chairman.
3. Introduction letter from Education Office (can be National, County or sub-county)
4. Copy of KRA Pin Certificate.

NB: school registration letter or an Interim letter of registration giving authority to operate may be used if certificate is not out. (For Public schools only)

UNIVERSITY ACCOUNT

1. Certificate of registration
2. University charter (For public and private Chartered university)
3. Introduction Letter duly signed from by the Vice Chancellor.
4. Original and copy of National Identification card plus pin certificate of all signatories.
5. Resolution of the Board of Governors or Council (in the case of public universities)
6. Copy of KRA Pin Certificate.

NB: All public Universities are created/ commissioned through an act of parliament. Private universities are managed by a Board of Trustees under a Trust Deed. On application to the CUE, they are issued with a Letter of Interim Authority and then later awarded a University Charter.

RELIGIOUS ORGANIZATIONS

1. Original and copy of Certificate of Registration/ E-citizen certificate of registration with QR code
2. Resolution from the organization council or committee to open account and signing mandate – must be signed by Father In charge / Priest, Main Pastor, Vicar, Imam, Sheikh etc.
3. Original and copy Constitution of the organization or formation documents i.e. Rules, By Laws
4. Original and copy of National identification card plus pin certificate of signatories.
5. Copy of KRA Pin Certificate.

N/B For church branches;

- *Copy of certificate of registration certified from church main office*
- *Introduction letter from church main office signed by Main Pastor, Vicar etc.*

HOSPITALS/ CLINICS

1. company/ business registration certificate
2. Registration certificate from Kenya Medical Practitioners and Dentists Board.
3. Resolution to open an account and signing mandate (certified by appropriate government authority if a public hospital)
4. Copy of KRA Pin Certificate.
5. Original and copy of National Identification card plus pin certificate of signatories.
NB: *applies to hospital, nursing home, maternity Home, Health center, Dispensary, Laboratory etc.*

NON-GOVERNMENTAL ORGANIZATIONS (NGO'S)

1. Original and copy of Registration certificate/ E-citizen certificate of registration with QR code
2. Introduction letter from the NGOs Co-ordination Board
3. Original and copy of Constitution of the organization
4. Copy of KRA Pin Certificate.
5. Minutes and resolutions to open an account and signing mandate
6. Identification documents (Original and copy of National identification card plus Pin certificate) of the authorized signatories

MONEY SERVICE BUSINESS / FOREIGN EXCHANGE BUREAUS

1. Proof of license (Current)
2. Certificate of incorporation or registration;
3. Board resolution to open an account
4. Copy of KRA Pin Certificate.
5. Where the entity is registered as a company or partnership, the minimum identification documents guided by the legal form shall apply
6. Duly completed AML internal control program questionnaire
7. Copy of applicant's latest annual returns report
8. Documentary evidence of owner's source of funds and source of wealth(Audited financial statements)
9. A copy of the entity's KYC/AML/CTF Policies and Procedures

Examples of money service businesses are: Western union/MoneyGram

PENSION SCHEMES e.g. Provident Fund, Gratuity Fund, Pension Fund, mutual fund etc.

1. Copy of IDs of all Trustees
2. Certified copy of Trust Deed / Certificate of Incorporation
3. Trustee / Governing board sealed Resolution for opening account
4. List of Authorized Signatories along with copy of power attorney
5. Copy of the latest financials of the Trust
6. Retirement Benefits Authority registration certificate / letter.
7. Memo and Articles of Association
8. Copy of KRA Pin Certificate.

Notes:

*For Registered Funds requesting to open a **Nominee Account** – obtain the above documents **plus:***

- *Resolution to Open a collection account with Equity Bank (K) Limited*
- *Introduction letter for the Fund Administrator and Fund Manager by the Trustees and*
- *Letter appointing Equity Bank as a fund custodian addressed to Head of Custody*

NATIONAL & COUNTY GOVERNMENTS AND RELATED ENTITIES ACCOUNT OPENING AND OPERATING REQUIREMENTS

PARASTATALS

1. Act of Parliament on formation of the parastatal.
2. Memorandum and articles of association if formed under companies act or CR 1 and 2
3. Resolution to open an account and signing mandate (certified by appropriate government authority)
4. Introduction letter from the National Treasury signed by the cabinet secretary
5. Gazette notice for the establishment of the parastatal.
6. Copy of KRA Pin Certificate.
7. Identification documents (Original and copy of National Identification card plus Pin Certificate) of the authorized signatories.

N/B: - Parastatals are state corporations incorporated under an Act of Parliament or through a gazette notice. They are subject to the provisions of PFMA.

They are different from Public Companies incorporated under the Companies Act, where the government may have shareholding and are subject to the provisions of the Companies Act, 2015.

EMBASSIES/CONSULATES.

1. Certified copy of multilateral agreement between the government and an international body or any other document evidencing establishment of the institution
2. Resolution to open and operate account and operating mandates
3. Letter from the ambassador or the country's ministry of foreign affairs to open account with details of signatories and their positions.
4. Printout of the embassy and ambassador details from the country's ministry of foreign affairs
5. List of current office bearers signed by authorized persons
6. Original Identification documents and copies of the ambassador and the signatories

GOVERNMENT OF KENYA DEPARTMENTS / COUNTY GOVERNMENTS/ GOVERNMENT RELATED ENTITIES

1. A Special Resolution/authority endorsed by the Ministry of Finance or Treasury of the concerned Government (National/ County) clearly stating the purpose of the account and listing the persons/ officers authorized to operate such account
2. List of Authorized Signatories & ID copies
3. Resolution authorizing account opening duly endorsed by the accounting officer of the respective department or entity
4. Gazette Notice establishing the entity/ Act constituting it (if new)
5. Minutes of a board meeting authorizing opening of the account
6. Cover letter from the parent ministry
7. Confirmation letter from the National treasury
8. Letter of authority from the accounting officer

More information on operating Requirements of Government/Government related institutions and County government found on Appendix 3

APENDIX 1

Work/Residence Permits classification

1. Class A. – Issued to persons who intend to engage in prospecting for minerals or mining.
2. Class B. – Work permit issued to persons wishing to invest in Agriculture and Animal Husbandry.
3. Class D. – This issued to a person who is offered specific employment by a specific employer who is qualified to undertake that employment.
4. Class G. – Work permit issued to investors in specific trade, business or consultancy.
5. Class I. – Work/Residence permit issued to a member of missionary society approved by the Government of Kenya and whose presence is beneficial to the country.
6. Class K. – Residence permit issued to persons who have an assured income derived from sources outside and undertakes not to accept paid employment of any kind.
7. Class M. – Work permit issued to Conventional Refugees.
8. Exemption – This permit is issued any person or class or description of persons, exempted by the cabinet secretary from provision of obtaining a work permit by notice in the gazette. (Section 34 (3) (g) of the Kenya Citizenship and Immigration Act, 2011).

APPENDIX 2

Public University Constituent Colleges

1. Alupe University College(Moi University)
2. Kaimosi Friends University College(Masinde Muliro University of Science and Technology)
3. Tom Mboya University College(Maseno University)
4. Turkana University College(Masinde Muliro University of Science and Technology)
5. Bomet University College(Moi University)
6. Tharaka University College(Chuka University)

Public Universities

1. Chuka University
2. Co-operative University of Kenya
3. Dedan Kimathi University of Technology
4. Egerton University
5. Garissa University
6. Jaramogi Oginga Odinga University Of Science And Technology
7. Jomo Kenyatta University Of Agriculture And Technology
8. Karatina University
9. Kenyatta University
10. Kibabii University
11. Kirinyaga University
12. Kisii University
13. Laikipia University
14. Maasai Mara University
15. Machakos University
16. Maseno University
17. Masinde Muliro University Of Science And Technology
18. Meru University Of Science And Technology
19. Moi University
20. Multimedia University Of Kenya
21. Murang'a University of Technology
22. Pwani University
23. Rongo University
24. South Eastern Kenya University
25. Taita Taveta University
26. Technical University Of Kenya
27. Technical University Of Mombasa
28. University Of Eldoret
29. University of Embu
30. University of Kabianga
31. University of Nairobi

Private Universities

1. Africa International University
2. African Leadership University
3. Africa Nazarene University
4. Catholic University of Eastern Africa

5. Daystar University
6. Great Lakes University Of Kisumu
7. Gretsia University
8. Inoorero University
9. International Leadership University
10. Kabarak University
11. KAG East University
12. KCA University
13. Kenya Highlands Evangelical University
14. Kenya Methodist University
15. Kiriri Women's University of Science & Technology
16. Lukenya University
17. Marist International University College
18. Mount Kenya University
19. Pan Africa Christian University
20. Pioneer International University
21. Regina Pacis University College
22. Riarua University
23. Scott Christian University
24. St Paul's University
25. Tangaza University College
26. The East Africa University
27. The Management University Of Africa
28. The Presbyterian University Of East Africa
29. United States International University
30. University Of Eastern Africa, Baraton
31. Uzima University College
32. Umma University
33. Zetech University

National Polytechnics

1. Eldoret Polytechnic
2. Kabete National Polytechnic
3. Kenya Coast Polytechnic
4. Kisii National Polytechnic
5. Kisumu Polytechnic
6. Kitale National Polytechnic
7. Meru National Polytechnic
8. North Eastern Province National Polytechnic
9. Nyeri National Polytechnic
10. Sigalagala National Polytechnic

APPENDIX 3

NATIONAL AND COUNTY GOVERNMENTS AND RELATED ENTITIES BANK ACCOUNT OPENING AND OPERATING REQUIREMENTS

Introduction:

Cash management legislations and regulations that bind both the National and County Governments of Kenya and their related entities are extensive and thorough. The governments are allowed to open and operate bank accounts, either with the Central Bank of Kenya or at any commercial bank, with the prior approval of the National and County Treasuries respectively.

The substantive legislation that guides the requirements are: - Public Finance Management Act, 2012, County Government Act NO. 17 OF 2012, Government Financial Management Act, Chapter 412B, and the National Government Constituency Development Fund Act, 2015; including the subsidiary legislation which may be amended from time to time.

Purpose

Equity Bank (Kenya) Limited (EBKL) is licensed as a commercial bank by the Central Bank of Kenya; its obligation is to formulate policies and procedure that shall protect the customers and the bank from fraudulent banking transaction. Furthermore, these guidelines are intended to make opening and operation of the National and County governments' accounts more secure, effective, efficient and attractive.

Objectives

Business Growth – To support deposit mobilization by ensuring that our staff have a clear understanding of how Government and related entities' accounts are managed.

Regulatory Compliance – To have a clear guideline on government banking that comply with regulatory requirements thus protecting the bank from regulatory actions.

Definitions

“County Government Entity” refers to any department or agency of the County government and any authority, body or other entity declared to be a County government entity. Declaration is done by notice in the Kenya Gazette and the schedules classifying County entities are obtained from the County Treasury.

“National Government Entity” refers to any authority, body, or other entity declared to be national government entity.

“National Government Constituencies Development Fund Board (NG-CDF)” refers to the Board established by the NG-CDF Act to administer the National Government Constituency Development Fund by ensuring timely and efficient disbursement of funds to every constituency and efficient management of the Fund;

List of Acronyms and Abbreviation

“PMC” - Project Management Committee

“NG-CDF” - National Government Constituencies Development Fund Board

The Cabinet Secretary has the power to declare and classify national government entities by notice in the Kenya Gazette and the schedules classifying national entities are obtained from the National Treasury. National government entities include:

- All State Organs including constitutional institutions and independent offices such as Ministries; Parliament; Judiciary; Independent Commissions, independent offices etc.
- National Government owned enterprises operating on the basis of commercial principles such as the Agricultural Finance Corporation.
- Regulatory agencies such as the Central Bank of Kenya and Capital Markets Authority.
- Executive agencies, public universities and public tertiary education institutions, national referral health institutions, boards and commissions fully or partially funded such as the Kenya National Bureau of Statistics.
- National Public Funds established under the Constitution, national legislation or subsidiary national legislation such as National Government Constituency Development Fund.

County government entities include:

- County Government owned enterprises operating on the basis of commercial principles.
- Regulatory agencies.
- Executive agencies, county referral health institutions, boards and commissions fully or partially funded through the county government.
- County Public Funds established under the county legislation or subsidiary county legislation

Legislations

The National Government Constituency Development Fund Act, 2015

The Public Finance Act, 2012

The NG-CDF (Amendment) Act 2016

The Government Financial Management Act, Chapter 412B

Regulations

The Public Finance Management (national government) Regulations, 2015

The Public Finance Management (County Governments) Regulations, 2015

The National Government Constituencies Development Fund Regulations, 2016

The Public Finance Management Uwezo Fund Regulations, 2014

Below is the schedule for the Bank Account Opening and Operating Requirements.

NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND (NG-CDF)

Activity	Description	Minimum Requirements
Account Opening (NG-CDF- Main Account)	<p>The account name MUST read "...xxxxxx. (INSERT name of constituency) National Government Constituency Development Fund"</p> <p>Note: The title for the constituency committees "National Government Constituency Development Fund Committee (NG-CDFC)" hereinafter referred to as the Constituency Committee.</p>	<ul style="list-style-type: none"> ➤ Copy of Kenya Gazette notice appointing the members of the National Government Constituency Development Fund committee for that constituency. ➤ Resolution of the Constituency Committee authorizing opening of the account in the name of the constituency and advising on the names and designations of the authorized signatories to the account. ➤ Approval letter from National Treasury through NG-CDF Board authorizing opening of the account ➤ Original and copy of Identification documents of all the authorized signatories (e.g. ID copies)
Type of accounts	<ul style="list-style-type: none"> ➤ Main Account: For the purpose of disbursement of funds by NG-CDF Board, each constituency is allowed to open and maintain ONLY ONE account. ➤ Project Accounts – Project management committee open and maintain an independent account for each project. 	
Tenure & Composition of NG-CDFC	<ul style="list-style-type: none"> ➤ Composition: <ul style="list-style-type: none"> • A nominee of the National government functions coordinator at sub-county (Sub county accountant) • Officer of NG-CDF Board seconded to the NG-CDFC (The fund manager) • Seven other persons representing various interests ➤ Meetings: The quorum of the NG-CDFC is one half –i.e at least 5 members of the total memberships. ➤ Term: Term of officer for NG-CDFC members is two years renewable but expires upon appointment of a new NG-CDFC. <p>Note: A properly constituted meeting should have the Chairperson, the Secretary and the Fund manager in attendance.</p>	<ul style="list-style-type: none"> ➤ Copy of published Kenya Gazette notice appointing seven members of the Constituency Committee. ➤ National government functions coordinator at sub-county letter introducing Sub County Accountant or his/her nominee. ➤ NG-CDF Board letter appointing fund manager and seconding him or her to the Constituency Committee for that constituency. <p>NB: The minutes (Resolutions) of meetings of a Constituency Committee must be confirmed and signed by <u>at least 5 members</u> of whom <u>Chairperson, Secretary and Fund Manager</u> are mandatory.</p>

Function of NG-CDFC	<ul style="list-style-type: none"> ➤ Ensures formation of Project management committees. ➤ Authorize opening and closure of project accounts. 	
Mandate (NG-CDF- Main Account)	<ul style="list-style-type: none"> ➤ A minimum of three signatories** are required for every payment instrument. ➤ Acceptable Designated signatories are: <ol style="list-style-type: none"> a. The Constituency committee Chairperson. b. An officer seconded to the Constituency committee by the NG-CDF Board (i.e The Fund Account Manager). c. The accountant in charge of the Fund (i.e The Sub-County Accountant or his/her nominee) d. At least two other members of the Constituency committee of whom one must be either a man or woman (or a youth of either genders) or a person with a disability. ➤ The mandatory signatories for every payment: <ol style="list-style-type: none"> 1) The officer seconded to the Constituency by the NG-CDF Board (i.e The fund account manager), 2) The national government accountant in charge of the Fund for that constituency (National Government Sub-County Accountant); 3) The Constituency committee Chairperson and 4) At least one of the Constituency Committee members whom must be either a man or woman (or a youth of either genders) or a person with a disability. <p>Note: <i>(** The constituency committee through the fund manager must advise the bank in advance and in writing on the minimum number of signatories required for every payment instrument but that number MUST NOT be less than three)</i></p>	<p>Mandatory KYC document</p> <ul style="list-style-type: none"> ➤ Resolution of the Constituency Committee clearly stating names, ID numbers, designations and specimen signatures of all authorized signatories in respect of cheques, or electronic payments and fund transfers. ➤ Change of signatories: Any change of signatories of a bank account by the constituency Committee must be advised in writing and supported by minutes with reasons thereof. ➤ Admission of new constituency committee members must be supported by Gazette notice. ➤ An official letter appointing and or posting an officer seconded to the Constituency committee by the NG-CDF Board is mandatory KYC document for the fund account manager. ➤ An official letter from the deputy County commissioner introducing the sub-county accountant or his/her nominee to the bank as the national government accountant in charge of the Fund for that constituency. ➤ Original and copy of Identification documents of all the authorized signatories <p>NB</p> <ul style="list-style-type: none"> ➤ MCAs or MPs or Senators or Governors are prohibited by law from being signatories.
Payments from the NG-CDF Main Account	<ul style="list-style-type: none"> ➤ All payment instruments (cheques, electronic payments, funds transfer) from NG-CDF main account shall require a minimum of three signatories out of the following: <ul style="list-style-type: none"> ○ The Fund Manager (mandatory) ○ The Sub-County Accountant (mandatory) ○ At least one of the Constituency Committee members (Mandatory) 	<p>Minimum documentation</p> <ul style="list-style-type: none"> ➤ Payment instructions must be supported by a duly signed cheque as per the account mandate (minimum of three signatories), a payment confirmation schedule and any other

	<ul style="list-style-type: none"> o The Constituency committee Chairperson ➤ All payments out of the NG-CDF main account shall be on the basis of a resolution of a meeting of the Constituency Committee and accompanied by a duly executed cheque or a payment confirmation schedule. 	<p>source documents e.g. Payment Voucher or imprest warranty.</p> <ul style="list-style-type: none"> ➤ Extract of minutes of a resolution of a meeting of the Constituency Committee (executed by the <u>Chairperson, Secretary and Fund Manager</u>) where such payments or withdrawals were approved (Obtain a copy of the meeting attendance sheet listing members present).
Project Management Committee (PMC) Account	<ul style="list-style-type: none"> ➤ Function: Open and maintain an independent bank account for each project with approval of the Constituency Committee and upon official introduction to the Bank by the fund account manager. ➤ Composition: The management committees of the institutions in which NG-CDF funded projects are undertaken together with a designated member of the Constituency Committee seconded to the PMC serve as the project management committees. 	
Account Opening	<p>Minimum documentation</p> <ul style="list-style-type: none"> ➤ A resolution of a Constituency Committee authorizing the project management committee to open a bank account duly executed by Chairperson, Secretary and Fund Manager. ➤ Official introduction of the project management committee to the bank by the fund account manager. ➤ A resolution of the project management committee appointing authorized signatories to the bank account and advising on mandate duly approved by the Officer of the Board. ➤ Original and copy of Identification documents of all authorized signatories (e.g. ID copies) ➤ Any change of signatories of a bank account by the project management committee must be supported by minutes with reasons thereof; approved by the Officer of the Board and forwarded through the Constituency Committee. 	
Payments or withdrawals from the PMC Accounts	<p>All payment out of the project management committee accounts should be:</p> <ul style="list-style-type: none"> ➤ On the basis of a resolution of the project management committee approving the payment; and ➤ Accompanied by a cheque or a payment confirmation schedule issued by the fund manager. 	
Joint Accounts by different NG-CDFC	<p>Where an account is to be opened and maintained for the purpose of a joint project of different Constituency Committees.</p> <ul style="list-style-type: none"> ➤ The mandatory signatories to the account <ol style="list-style-type: none"> i. The fund managers from each of the respective Constituency committees; ii. The Sub-County accountant in charge of the Fund, from each of the constituency committees; and iii. One signatory from each of the Constituency committees undertaking the joint project ➤ Signatories & Mandates <ol style="list-style-type: none"> i. Signatures of the Fund managers and the Sub-County Accountants are mandatory 	

	<ul style="list-style-type: none"> ii. Payment should be made on the basis of a resolution of the joint project management committee <p>➤ Account opening documents</p> <ul style="list-style-type: none"> i. Resolution of the Joint Project Management Committee to open the bank account and advising the bank on the appointed authorized signatories and their respective mandates. ii. Original and copy of Identification documents of all the authorized signatories (ID copies) <p>➤ Payment</p> <ul style="list-style-type: none"> i. A resolution of Joint Project Management Committee approving the payment supported with a Cheque or a payment confirmation schedule duly authorized. <p>➤ Dispute with regard to the signatories to the joint account</p> <ul style="list-style-type: none"> i. The bank should obtain a written decision of the Board specifying the signatories communicated in advance to the Constituency committees undertaking the joint project.
Unspent Funds	<ul style="list-style-type: none"> ➤ Any unutilized funds remain in the Constituency committee Main account and no investment elsewhere is permitted. ➤ Any unutilized funds in the Project Management Committee account must be returned to the constituency main account on the instructions of NG-CDFC /PMC. ➤ Funds meant for a project that is cancelled or discontinued must be returned to the Constituency account on the instructions of NG-CDFC. ➤ Resolution of the NG-CDFC and or project management committee to return unutilized funds in PMC account to the constituency main account.
Fund disbursements from Main and Project accounts	<ul style="list-style-type: none"> ➤ Disbursements from the NG-CDFC Main and PMC accounts should be made by direct payment to the payee's bank account. ➤ Cash withdrawals for imprest / petty cash for allowances payable to members of a constituency committee and other government officers involved in the management of the Fund are permitted.
Overdrawing NG-CDF and PMC Accounts	<ul style="list-style-type: none"> ➤ The NG-CDFC and PMC are strictly not allowed to overdraw the accounts with the Bank.
Transition & processing of cheques drawn under the previous NG-CDFC	<ul style="list-style-type: none"> ➤ The current signatories appointed by the old NG-CDFC remain valid until the names of the new constituency committee members are published in the Kenya Gazette. ➤ The current fund manager remains accountable to the operations of NG-CDFC main and PMC accounts of the constituency until the NG-CDF Board designates otherwise. ➤ The branch management shall in liaison with the <u>Fund manager and Sub -county accountant</u>, put in place appropriate and adequate measures to ensure that cheques drawn under the old NG-CDFC signatories are honoured for a period not exceeding six months, after which any such cheques should be deemed stale. ➤ Control Measure: Branch to obtain the last resolution for approved payments of the outgoing constituency committee accompanied by a payment confirmation schedule for ongoing projects.

Record keeping	<p>Proper and accurate filing of all supporting documents of all payments or withdrawals made from the NG-CDF main account and or PMC account should be filed appropriately.</p> <ul style="list-style-type: none"> ➤ Minutes /resolutions authorizing payments ➤ Local purchase order / Local service order; ➤ Cheques / funds transfer forms; ➤ A payment confirmation schedule and ➤ Imprest warrants / payment vouchers and any other correspondence.
Communication	All communications of a Constituency committee must originate from the fund account manager in writing (Official letter head bearing official stamp).

UWEZO FUNDS

Feature	Description	Minimum Requirements
Name for the bank account	The Bank account name MUST read xxxxxxxx(<i>INSERT name of constituency</i>) Constituency Uwezo Fund"	
Title for the constituency committees	Uwezo Fund Management Committee	
Establishment of Constituency Uwezo Fund Committee	<p>Uwezo Fund Management Committee should consist of:—</p> <ul style="list-style-type: none"> ➤ The Sub-county Commissioner or his representative ➤ The Sub-county Development officer or his nominee (National government) ➤ A Sub-county Accountant (National government) ➤ The Sub-county youth and women affairs officer who is an ex- officio member and the secretary to the committee; ➤ Other committee members ➤ Control measure: Copy of published gazette notice appointing persons to the committee shall be obtained 	
Types of Bank accounts	<p>Number of accounts</p> <p>The <u>sub-county accountant</u> is responsible for opening the following bank accounts:—</p> <ul style="list-style-type: none"> ➤ The Uwezo Fund Main Account; ➤ The Uwezo Fund Administration Account; ➤ The Uwezo Fund Loan Repayment Account. <p>Signatories and signing mandate</p> <p>The above account shall be operated by a <u>minimum of three signatories</u>, of whom the <u>sub-county accountant is a mandatory signatory</u> to all bank accounts any other two appointed signatories.</p>	<p>Minimum Documents</p> <p>Copy of published Gazette notice appointing persons constituting the Committee should be obtained</p> <p>The sub-county Commissioner should introduce the sub-county accountant, development officer, youth officer</p>
Fund disbursement.	➤ All disbursements from the Uwezo Fund Main account should be made through the groups' bank accounts maintained for every group within the constituency;	

	<ul style="list-style-type: none"> ➤ All disbursement from the accounts should be supported by a cheque and a payment confirmation schedule issued by sub-county accountant.
Repayment of loan / management of the Uwezo Fund Loan Repayment Account.	Groups should deposit by cash or cheque or funds transfer their monthly repayments for loan proceeds into the Uwezo fund repayment account and must be issued with a deposit slip.
Other funds: Women Fund Youth Fund etc	<ul style="list-style-type: none"> ➤ The funds disbursement is not decentralized to constituencies but managed centrally by a secretariat headed by a Chief Executive, which is responsible for the day-to-day running of the affairs of the fund. ➤ The board and CEO are responsible for opening the following bank accounts: <ul style="list-style-type: none"> • The Fund Main Account; • The Fund Operations Account; • The Fund Loan Repayment Account. ➤ A minimum of two authorized signatories for every payment. ➤ CEO/Accounting officer may prescribe the banking rules and the maximum balance which may be held in the accounts.
	Minimum documentation <ul style="list-style-type: none"> ➤ Official letter from National Treasury granting approval for opening and operating the bank account ➤ The written authority of the responsible Accounting Officer instructing the bank to open an account in a specified name and advising on the names and designations of authorized signatories and their specimen signatures ➤ Resolution of the board authorizing the CEO /responsible accounting officer to open an account and specifying the approved bank and branch and purpose of the account

BANKING ARRANGEMENTS FOR COUNTY GOVERNMENT AND RELATED ENTITIES

FEATURE	DESCRIPTION	MINIMUM REQUIREMENTS
Type of Sub-Accounts	<ul style="list-style-type: none"> ➤ County Revenue Collection Accounts ➤ County Government Imprest Account ➤ Fund Accounts (for Bursary; Ward Development etc.) ➤ Appropriation in Aid Accounts (Department Expenditure Accounts) ➤ County Development fund accounts ➤ County Operations Accounts etc 	
Sub accounts – opening	<ul style="list-style-type: none"> ➤ The account name should read the name of the project or entity or department for which its opened ➤ There should be a minimum of two authorized signatories to sign a cheque drawn or electronic payment or fund transfer on a county government bank account. ➤ County Treasury /responsible accounting officer may prescribe the banking rules and the maximum balance which may be held in the account <p>NB</p>	Minimum documentation <ul style="list-style-type: none"> ➤ The written communication of County Executive Committee member for finance authorizing opening of the account. ➤ A letter from the responsible accounting officer instructing the bank to open an account and advising on the names and designations of all authorized signatories and their specimen signatures. <p>County entities:</p>

	<p>No accounting officer is permitted to open an official bank account without the prior written authority of the County Treasury.</p>	<ul style="list-style-type: none"> ➤ Resolution of the board or management committee to open an account. ➤ A letter from the County treasury introducing the entity to the bank and authorizing opening of the bank account. ➤ Copy of gazette notice declaring the entity
Accounts Operation	<ul style="list-style-type: none"> ➤ Personal cheques must not be deposited in an official bank account. ➤ There must be a minimum of two authorized signatories to sign a cheque drawn or electronic payment or fund transfer on a county government bank account. ➤ Debits are not permitted in County Revenue Collection Accounts except transfers to County Exchequer Account kept in the Central Bank of Kenya. ➤ All payments of public monies out of public accounts must be supported by the appropriate authority and authentic and verifiable source documents. ➤ All payments of public monies made to persons inside Kenya must be made by direct payment to such persons' banks account or use of cheques. ➤ Accounting Officers may prescribe the financial limits and other conditions. ➤ The branch management shall in liaison with the <u>County Treasury</u>, put in place appropriate measures for confirmation of large, frequent or unusual withdrawals, transfers or payments. 	
Payroll certification by accounting officer	<ul style="list-style-type: none"> ➤ Every month, the accounting officer must certify the correctness of the payroll. 	
Accounting documents	<ul style="list-style-type: none"> ➤ Cheques; funds transfer forms; Imprest warrants; Payments vouchers ➤ Local purchase order; Local service order; <p>Note; Copies of the above documents must be filed appropriately.</p>	
Authority to have access to government bank accounts	<ul style="list-style-type: none"> ➤ The County Executive Committee (CEC) member for finance may request bank statements or suspend the operations or impose certain conditions or institute investigations for any county sub account without reference to the authorized bank signatories of that bank account. 	
Application of secure signatures	<ul style="list-style-type: none"> ➤ The names and designation of authorized signatories and their specimen signatures must be duly communicated in advance to the bank by the CEC member for finance or responsible accounting officer in writing and any change in signatories must be advised to the bank writing. 	
Authority for borrowing by county governments	<ul style="list-style-type: none"> ➤ A county government may borrow money and must not exceed the limit set and approved by the county assembly. Nonetheless, a county public debt should NEVER exceed twenty percent (20%) of the county government's total revenue at any one time based on the 	<ul style="list-style-type: none"> ➤ Written approval of County Assembly granting CEC finance authority to raise a loan for that Government's purposes. ➤ The loan and the terms and conditions for the loan must be set out in writing. <p>NB Persons authorized to execute loan documents at county government level;</p>

	<p>most recent audited revenues, as approved by county assembly.</p> <ul style="list-style-type: none"> ➤ A public debt incurred by a county government is a charge on the County Revenue Fund and the proceeds of any loan raised are paid into the County Revenue Fund 	<ul style="list-style-type: none"> ➤ County Executive Committee member for finance ➤ Any person designated by the County Executive Committee member for finance in writing
County Governments Authorized Borrowing Purposes	<ul style="list-style-type: none"> ➤ Financing county government budget deficits; or ➤ Cash management; or ➤ Refinancing outstanding debt or repaying a loan prior to its date of repayment; or ➤ Mitigation against adverse effects caused by an urgent and unforeseen event in cases where the Emergency fund has been depleted; or ➤ Meeting any other development policy objectives that the County Executive Committee Member shall deem necessary, consistent with the law, and as County Assembly may approve. 	
Borrowing by county government entities	<ul style="list-style-type: none"> ➤ Loan Purpose: Short term borrowing for cash management purposes only ➤ Loan Limit: May not exceed five percent (5%) of the most recent audited revenues of the entity ➤ Loan Tenure: Must ensure that the money borrowed is repaid within a year from the date on which it was borrowed. 	<ul style="list-style-type: none"> ➤ The County Assembly authority is required ➤ Letter of approval from the County Executive Committee member for Finance (County Treasury) ➤ Resolution of the entity's Board or Management committee <p>Persons authorized to execute loan documents for borrowing by a county government entity</p> <ul style="list-style-type: none"> ➤ The accounting officer responsible for the entity; and ➤ any other specified office holder authorized by legislation to execute such documents on behalf of an entity
Transition	<ul style="list-style-type: none"> ➤ Current authorized bank account signatories continue being signatories until the CEC member for finance / responsible accounting officer designates otherwise. ➤ The names and designation of newly authorized signatories and their specimen signatures must be communicated to the bank by the CEC Member for finance or responsible accounting officer in writing and any change in signatories must be advised to the bank writing by him /her. 	
BANKING ARRANGEMENTS FOR NATIONAL GOVERNMENT AND RELATED ENTITIES		
FEATURE	DESCRIPTION	MINIMUM REQUIREMENTS
Account Opening	<ul style="list-style-type: none"> ➤ The account name should read the name of the project or entity or department for which it's opened. 	<ul style="list-style-type: none"> ➤ The written authority of the National Treasury to the responsible Accounting

	<ul style="list-style-type: none"> ➤ No any public or official account should be opened without the prior authority of the National Treasury in writing. ➤ Overdrafts are not permitted on any public or official account. ➤ Personal cheques must not be deposited in an official bank account. ➤ All payment out of the account should be supported by the documents used to apply for or authorize the payment. 	<p>Officer allowing opening of the bank account.</p> <ul style="list-style-type: none"> ➤ The written authority of the responsible Accounting Officer instructing the bank to open an account in a specified name and introducing the authorized signatories to the bank; listing names and designations and their specimen signatures. ➤ Where a board or management committee is involved, obtain a resolution of the Board / management committee authorizing opening of the account ➤ Original and copy of Identification documents of all the signatories (ID copies)
<p>Borrowing by National Government Entities</p>	<ul style="list-style-type: none"> ➤ The entity must obtain the approval of the Cabinet Secretary for finance for its intended borrowing or before making any changes to its program of borrowing ➤ The national government is not liable to contribute towards payment of any debt or liability of a national government entity, unless the national government had guaranteed the debt or liability ➤ Persons authorized to execute loan documents for borrowing by a National Government entity are: The Cabinet Secretary for finance; the accounting officer responsible for the entity; any person designated by legislation or by the Cabinet Secretary for finance in writing. 	
<p>Legitimacy of Funds and Government Transactions (CBK/PG/08/5.8)</p>	<ul style="list-style-type: none"> ➤ Legitimacy of funds means proof of payment or entitlement to the funds and or proof of transaction that led to the transfer or payment of the funds. ➤ Large, frequent or unusual withdrawals, transfers or payments of funds must be supported by appropriate source documents used to apply for or authorize the payment. For example Payment vouchers; Imprest warrant; local purchase orders; local service order that identity the recipient (or sender) of the transferred or paid funds, and the reason underlying the transfer or payment. ➤ Multiple accounts, or similar or related transactions must be supported by written statement from the customer confirming the reason and need for multiple accounts, or similar or related transactions; ➤ All support documents (e.g. payment vouchers) must contain adequate narration of the particulars of the services, goods or works procured and being paid for and amounts appearing in a voucher must match amounts paid. 	