



CENTRAL DEPOSITORY OPERATIONAL PROCEDURES, 2012
(REVISED 2025)

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1. INTRODUCTION

1.1 PURPOSE

- 1.1.1 This procedures manual outlines the processes to be followed for the efficient execution of functions related to securities deposit, custody, clearing and settlement at CDSC.
- 1.1.2 The appendices included in this manual provide various reports and forms utilized in CDSC operations.
- 1.1.3 These procedures establish the framework for two settlement batches to be processed each day.

2. DEFINITIONS

This definition section is to be read in conjunction with Rule 2 of the Central Depository Rules.

Allotment Schedule	A report submitted to CDSC by Issuer consisting of a list of Securities Account Holders allotted with Securities in respect of IPOs, Bonus Issues, Rights, payment of dividends and mergers.
CBK	Central Bank of Kenya.
CDA	Central Depository Agent. An institution appointed as an agent of a central depository to carry out one or more of the services provided by that central depository.
Custodian Bank	An authorised depository licensed by the CMA which has been appointed a CDA.
Crediting date	The date on which CDSC credits the Securities Account with the securities allotted by the issuer.
Dematerialization	Process of converting physical certificates of securities, such as shares and bonds, into electronic format.
Entitlement Date	The date fixed by an Issuer for the purposes of determining entitlements, dividends or other distributions.
Entitlement Schedule	A report generated by CDSC for all Securities Account Holders entitled to Securities in respect of Bonus and Rights Issue, dividends and other Corporate Actions.
Expire	Refers to the process by which the securities are considered no longer valid or active in the CDS (Central Depository System).
Final Settlement Report	A report generated by CDSC on the net settlement obligation of each CDA on settlement date.
Fund	The Guarantee Fund established by CDSC.

Initial Settlement Report	A report generated by CDSC showing the net settlement obligation of each CDA for each trade day.
Market	Market means the official market of the Nairobi Securities Exchange.
Net Settlement Obligation	The sum of the total debit amounts netted off against the sum of the total credit amounts for the relevant trading day.
New Issues Schedule	A report generated by CDSC, giving details of Securities Accounts credited with securities allotted during an Initial Public Offer.
Nominee Account	An account held by an authorized nominee on behalf of one beneficial or legal owner.
Omnibus Account	An account held by an authorized nominee on behalf of two or more beneficial owners or legal owners.
Schedule of Securities Allotted	A report generated by CDSC giving details of securities accounts credited with Bonus/Rights during a Bonus/Rights Issue.
Settlement Account	An account to be opened and operated by each CDA at the Settlement Bank for purposes of making payment or receiving payment in respect of settlement by or to such CDA.
Settlement Bank	A commercial Bank appointed by CDSC to provide funds settlement services to CDAs in respect of executed trades.
Settlement Instruction	An instruction generated by CDSC to the Settlement Banks and the Central Bank to effect funds settlement.
Settlement Finality	Is the discharge of an obligation by a transfer of funds and a transfer of securities that have become irrevocable and unconditional.
Statement of Account	A statement generated by CDSC showing transactions effected and balance.
Trading Participants	A Member Company of the Securities Exchange.
T	The day on which a trade took place on the Securities Exchange.
Trade file	A file generated by CDSC in respect of trades executed by each CDA.

3. CDA MATTERS

This function describes the procedures to be complied with in respect to appointment, suspension, revocation of appointment and withdrawal of a CDA.

3.1 CDAs APPOINTMENT PROCEDURES AND RELATED MATTERS

- 3.1.1 An application for appointment to operate as a Central Depository Agent (CDA) shall be submitted to the Chief Executive of the Central Depository in accordance with rule 4 (1) of the Central Depository Rules.
- 3.1.2 Upon receipt of the application, CDSC shall review the application and establish whether the applicant meets all the requirements set out under rule 4 of the Central Depository Rules before submitting it to the CDSC Business Conduct Committee for consideration and to the CDSC Board for approval.
- 3.1.3 Upon approval by the CDSC Board, CDSC shall inform the applicant of the approval in writing and request them to do the following:
 - 3.1.3.1 Sign the CDA Agency Agreement.
 - 3.1.3.2 Select a settlement bank from the list of appointed settlement banks and open a settlement account.
 - 3.1.3.3 Sign the tripartite agreement between CDSC, the settlement bank and the applicant.
 - 3.1.3.4 Deposit the required minimum contribution to the CDSC Guarantee Fund.
 - 3.1.3.5 Provide the certificate of registration as a Data Processor with the Office of the Data Protection Commissioner.
- 3.1.4 The applicant shall be required to fulfil the requirements set out in 3.1.3 above within a period of six months.
- 3.1.5 If the applicant fails to meet the timelines set out in 3.1.4 above, the approval shall be rescinded, and the applicant shall be required to submit a fresh application.
- 3.1.6 Upon completion of 3.1.3 above, CDSC shall issue the appointment letter and train the Agent to enable them to start operations.
- 3.1.7 If the application for appointment is rejected, CDSC shall inform the applicant in writing within ten (10) market days providing the reason for rejection. Any applicant whose application is rejected may appeal within ten (10) market days to the Capital Markets Authority whose decision shall be final.

3.2 SUSPENSION PROCEDURE

- 3.2.1 CDSC may, if it is satisfied that it is necessary to do so, at any time as it sees fit, suspend or prohibit a CDA from maintaining or performing any or all of the approved functions in any of the circumstances set out in Rule 13 of the Central Depository Rules and for any of the following reasons;
- 3.2.1.1 the CDA no longer meets the eligibility criteria to be a CDA;
 - 3.2.1.2 CDSC has reasonable grounds to believe that the CDA is approaching financial difficulty or will be unable to meet its obligations to CDSC and/or to the CDA's clients;
 - 3.2.1.3 in the event of bankruptcy, insolvency, liquidation or winding up of a CDA or the initiation of any proceedings in relation thereto or if CDSC considers in its absolute discretion that the occurrence of such events are imminent or likely;
 - 3.2.1.4 the CDA has failed to redress grievances of its clients to the satisfaction of CDSC;
 - 3.2.1.5 CDSC has reasonable grounds to believe that the CDA has been carrying on its activities in a manner which is detrimental to the interest of CDSC and/or its clients or that the suspension of the CDA is necessary for the protection of its clients or other CDAs or to facilitate the orderly performance of services rendered by CDSC;
 - 3.2.1.6 the quality of the services rendered by a CDA is not satisfactory in the opinion of CDSC as evidenced by complaints from the clients and/ or other CDAs, Issuers and Registrars.
- 3.2.2 CDSC shall issue a 14 Days' notice to the CDA setting out the ground for suspension and to show cause why they should not be suspended. Without prejudice to any other rights CDSC may have, and notwithstanding anything to the contrary contained in the CDSC Rules, CDSC may suspend with immediate effect, the activities of any CDA before issuance of any notice or pending the notice period.
- 3.2.3 Where a CDA has been suspended rule 14 of the Central Depository Rules shall apply.
- 3.2.4 The CDA shall be given up to 30 (thirty) calendar days, to remedy the default or the reason for suspension.
- 3.2.5 If the CDA does not remedy the default for which it was suspended within the timelines provided in 3.2.4 above, the CDA appointment may be revoked.

3.3 REVOCATION OF APPOINTMENT

Where the CDAs appointment is revoked under procedure 3.2.5 the following procedure shall apply.

- 3.3.1 CDSC shall issue a notice to the CDA setting out the grounds on which the appointment of the CDA is sought to be revoked.
- 3.3.2 If the CDA is aggrieved by the decision of CDSC they shall refer the matter to the Business Conduct Committee to resolve the dispute in accordance with rule 41 of the Central Depository Rules.
- 3.3.3 Provided however that CDSC may, if it so considers it fit and proper in the facts and circumstances of any case, before issuing the revocation as aforesaid, issue notice calling upon the CDA to rectify or remedy the breach or default within such period and on such terms and conditions as CDSC may deem fit.
- 3.3.4 Where a CDA appointment has been revoked rule 14 of the Central Depository Rules shall apply.
- 3.3.5 Upon revocation of appointment of a CDA, CDSC shall give formal notice through appropriate Media to all clients holding accounts with such CDA calling upon them to have their accounts transferred to any other CDA within ninety (90) calendar days from the publication of such notice.
- 3.3.6 Where the client fails to transfer their accounts, CDSC shall transfer the accounts to the manager appointed in accordance to rule 14 of the Central Depository Rules.

3.4 VOLUNTARY WITHDRAWAL BY A CDA

- 3.4.1 A CDA may voluntarily withdraw as a CDA, by notifying CDSC in writing of its intention to withdraw as a CDA.
- 3.4.2 CDSC shall provide a response within 14 business days after receipt of the notice requiring the CDA to comply with the requirements of section 3.4.4 within 120 days from the receipt of the notice.
- 3.4.3 CDSC may require the CDA to continue its business as a CDA in the CDS for such further period not exceeding three months from the receipt of such notice if CDSC shall deem it necessary to do so in the interest of the securities account holders or the functioning of the CDS.
- 3.4.4 No CDA shall be permitted to withdraw as a CDA unless and until such CDA shall have provided satisfactory evidence to CDSC that:
 - 3.4.4.1 the CDA has issued a 90-day notice of its intended withdrawal to all clients holding accounts with it and requested them to transfer their securities to a CDA of their choice.

- 3.4.4.2 the withdrawing CDA shall ensure they nominate one or more CDAs to take over their clients.
- 3.4.4.3 the CDA shall ensure it has settled all its pending trades and outstanding obligations with the settlement banks.
- 3.4.4.4 all the securities held in the accounts of the clients held with the CDA have been transferred to another CDA of the Client's choice; there remain no pending instructions or unresolved grievances from clients or CDSC or that the CDA has otherwise made satisfactory arrangements in that regard.
- 3.4.4.5 no amount is due, owing or payable by the CDA to CDSC inter alia by way of fees, charges, penalties or interest.
- 3.4.4.6 the CDA has complied with such other terms and conditions as CDSC may have specified in that behalf.
- 3.4.5 Upon CDSC establishing that the CDA has complied with section 3.4.4, CDSC will notify the CDA that the withdrawal has been accepted and terminate the CDA's appointment.

3.5 CONSEQUENCES OF REVOCATION AND/OR WITHDRAWAL OF A CDA

- 3.5.1 On revocation of the agreement with the CDA or on withdrawal by the CDA, CDSC shall return to the CDA, within thirty business days from the date of revocation, the CDA's contribution to the Guarantee Fund inclusive of accrued interest, less any outstanding fees and any loss attributable to the CDA. The funds will be returned once all applicable requirements have been met.
- 3.5.2 The revocation of the appointment of a CDA will not affect any rights, liabilities or obligations of the CDA arising out of transactions which have taken place prior thereto in the CDS, and CDSC may continue to treat the Agent as a CDA for the limited purpose of settlement of any such rights or liabilities of the CDA.
- 3.5.3 Without prejudice to the above provisions, CDSC shall be entitled to set off any claims or rights of the CDA against any amounts due to CDSC irrespective of the fact that such counter claim has arisen after the date of revocation with the agreement of the CDA.
- 3.5.4 CDSC shall, upon revocation of the agreement with the Agent or upon withdrawal by a CDA, notify all other CDAs and initiate suitable steps for the protection of the interests of their clients and other CDAs.
- 3.5.5 On revocation of the appointment of a CDA or on withdrawal by the CDA, every client of that CDA shall have the right of getting their securities account transferred to another CDA.
- 3.5.6 Notwithstanding anything stated above even after such revocation, the CDA shall continue to act as a CDA for the limited purpose of getting the securities held with them transferred to another CDA.

- 3.5.7 In the event the withdrawing CDA fails to nominate a CDA to take over their clients' accounts, CDSC may appoint a manager, or nominate one or more CDAs to take over such accounts for the time being. CDSC shall notify the Capital Markets Authority of the appointed Manager or nominated replacement CDA(s).
- 3.5.8 Where CDSC nominates a CDA as per procedure 3.5.7 the withdrawing CDA shall furnish the nominated CDA with the following:
- 3.5.8.1 Support documents for clients Know Your Customer (KYC) information collected in accordance with procedure 4.
 - 3.5.8.2 Support documents for transactions undertaken in the client's securities account.

4. SECURITIES ACCOUNT OPENING AND MAINTENANCE

This section outlines the procedures that CDAs must follow when accepting and verifying the requisite requirements for:

1. Opening of Securities Accounts – This includes individual accounts, joint accounts, minor accounts and corporate accounts in the CDS.
2. Maintenance of Account Particulars – This covers changes to key details in the respective CDS accounts, ensuring that all updates comply with the operational procedures.

4.1 SECURITIES ACCOUNT OPENING THROUGH CDAs

- 4.1.1 The following shall be the requirements for opening securities account for natural persons (individual and joint accounts).
- 4.1.1.1 Duly completed and signed Securities Account Opening Form CDS 1 providing the following mandatory investor information:
 - a. Name
 - b. ID or Passport Number
 - c. Investor Category
 - d. Date of Birth
 - e. Nationality
 - f. KRA PIN
 - g. Country of Residence
 - h. Mobile phone number
 - i. Email address
 - j. Payment Details for Dividend Disposal
 - k. Source of Investment Funds
 - l. Signing Mandate (For Joint Account Holders)

- 4.1.1.2 A copy of National ID or valid passport.
- 4.1.1.3 A recent colour passport size photograph.
- 4.1.1.4 A Copy of KRA PIN and where tax exempt, proof of exemption.
- 4.1.2 The following shall be the requirements for opening securities account for legal persons.
 - 4.1.2.1 Duly completed and signed Securities Account Opening Form CDS 1 providing the following mandatory investor information:
 - a. Registered Name
 - b. Investor Category
 - c. Registration Number
 - d. Date of Registration
 - e. Country of Registration
 - f. Physical Location
 - g. KRA PIN
 - h. Mobile phone number
 - i. Email address
 - j. Payment Details for Dividend Disposal
 - k. Source of Investment Funds.
 - l. Full details of the natural persons owning or controlling the business/entity.
 - m. Tax Status
 - n. Signatory Details
 - 4.1.2.2 A copy of Certificate of Incorporation or Registration.
 - 4.1.2.3 A copy of National ID or valid passport for the directors or authorized signatories.
 - 4.1.2.4 A recent colour passport size photographs of the director(s) or authorized signatories.
 - 4.1.2.5 Copy of KRA PIN and where exempt, proof of exemption.
 - 4.1.2.6 Certified copy of a board resolution/ certified resolution by the entity to open a securities account.
- 4.1.3 For foreign clients, the documents will need to be notarized except for official, certified government-issued documents.
- 4.1.4 The CDA is responsible for, and shall ensure full disclosure of client's relevant information, and shall verify the accuracy thereof using reliable documents or other verifiable and independent means such as Integrated Population Registration System (IPRS) and Business Registration Service (BRS).
- 4.1.5 The CDA shall ensure clients must accept the CDSC privacy policy and terms and conditions for securities account opening and maintenance.

- 4.1.6 The client will submit the above requirements to the CDA.
- 4.1.7 The CDA shall ensure full disclosure of client's relevant information, verify the accuracy thereof and witness client's signature.
- 4.1.8 The CDA shall enter the data obtained from the Securities Account Opening Form (CDS1) submitted by client into the CDS.
- 4.1.9 The CDA shall scan and upload the completed CDS 1 form and all other supporting documents into the CDS and submit the request to CDSC for approval. The mandatory documents that must be uploaded include the duly completed CDS 1 form, investor's Identification documents and KRA PIN certificate (Where applicable). Where an investor is tax exempt, they should provide proof of their tax-exempt status.
- 4.1.10 CDSC will verify correctness of the information captured in the CDS and sufficiency of attached documents before approving the request. Where information submitted is incorrect or the documentation is insufficient, CDSC shall decline the request.
- 4.1.11 Upon CDSC approval the CDS will generate a securities account number.
- 4.1.12 The CDA will notify the client of their securities account number.
- 4.1.13 A CDA must ensure it retains all account opening documents to assist it verify and authenticate clients.
- 4.1.14 Where a CDA facilitates a client to open a securities account digitally,
 - 4.1.14.1 The CDA shall comply with all the requirements in procedures 4.1.1 to 4.1.4.
 - 4.1.14.2 The data shall be availed into the CDS without any manipulation and as per the CDSC specifications.
 - 4.1.14.3 The CDA shall undertake annual audits between the data generated by the digital channel and the data availed into the CDS.
- 4.1.15 A CDA must ensure it retains a record of the data used to open the securities account for the statutory period of seven years.

4.2 SECURITIES ACCOUNT OPENING FOR MINORS

This function describes the procedures to be complied with by Participant CDAs with respect to account opening for clients below the age of 18 years. This includes accepting, verifying and filing of Securities Account Opening or Maintenance Form and relevant documents and opening the account in the CDS.

- 4.2.1 For the purposes of this Procedure, a minor is defined as any individual who has not attained the age of 18 years.

- 4.2.2 The parent or guardian of the minor shall submit duly completed and signed Securities Account Opening Form CDS 1(Appendix 1) together with a copy of the minor's birth certificate or passport, a recently taken (not more than 3 months old) colored passport size photograph and guardianship deed. The CDS 1 form shall contain the details of the minor and the parent/guardian.
- 4.2.3 The parent or guardian shall act as the signatory to the account and shall be required to provide the documents required in procedure 4.1.1.
- 4.2.4 The CDA shall ensure full disclosure of client's (both the minor and his parent/guardian) relevant information, verify the accuracy and authenticity of the information and the supporting documents submitted; and witness the parent's/guardian's signature.
- 4.2.5 The CDA shall be required to capture the KYC details of the minor as the investor and the details of the parent/guardian as the signatory to the account.
- 4.2.6 The CDA will then follow the process in procedure 4.1.6 to 4.1.12.

4.3 SECURITIES ACCOUNT MAINTENANCE

- 4.3.1 Where the client wishes to change any particulars submitted when opening an account, the client will submit a duly signed Securities Account Maintenance Form (CDS 1B) indicating the desired changes together with any supporting documents to his CDA.
- 4.3.2 For amendment requests submitted through electronic channels (i.e. through email), a meticulous process of authentication and verification shall be undertaken by the CDA. The CDA shall only act on instructions received through the contact details provided by the client when onboarded on the CDS. In cases where the contact details do not match the details on the CDS, the CDA should carry out enhanced due diligence to verify the investor.
- 4.3.3 The CDA shall verify the accuracy of information provided by the client and authenticate the signature before capturing the changes in the CDS and submit the changes in the system.
- 4.3.4 Upon receipt of the request CDSC shall verify the accuracy of the information captured and effect the changes.
- 4.3.5 The CDA will confirm the changes to the client by returning a copy of the Securities Account Maintenance Form, duly signed, stamped and dated.
- 4.3.6 The CDA will keep its copy of the Securities Account Maintenance Form.
- 4.3.7 The CDSC may suspend or close a Securities Account upon receipt of written instructions to do so together with supporting documents from a client through a CDA.
- 4.3.8 The Securities in the suspended Securities Account will no longer be available for settlement of other transactions until the suspension is released.

5. SECURITIES DEPOSITS

This section describes the procedures to be complied with by the CDAs and Issuers with respect to securities deposits.

- 5.1 The investor will submit in triplicate completed and signed Securities Deposit Form (CDS 2) and the relevant Securities certificates to his CDA.
- 5.2 The CDA will verify the accuracy of all the information provided in the Securities Deposit form.
- 5.3 The CDA will acknowledge receipt of the documents by returning to the investor a copy of the Security Deposit Form, duly signed, stamped and dated.
- 5.4 The CDA will deliver a copy of the duly signed Securities Deposit Form together with securities certificates and a forwarding schedule in duplicate to the Issuer.
- 5.5 The Issuer will acknowledge receipt of deposit documents by handing over a copy of the forwarding schedule, duly signed, stamped and dated to the CDA.
- 5.6 The Issuer, upon receipt of the documents, shall verify their authenticity and ensure that the specimen signature and all other relevant information in their custody match the information on the deposit form(s).
- 5.7 The Issuer, after confirming their authenticity, will indicate the non-trading CDS number and the Local Client ID in the non-trading account on the CDS 2 form.
- 5.8 The Issuer will initiate the certificate deposit process by capturing the details of the transaction in the CDS, uploading the CDS 2 form and supporting documents and submitting the request.
- 5.9 CDSC, upon receipt of the request will verify the accuracy of the information captured by:
 - 5.9.1 Confirming correctness of the clients' details indicated on CDS 2 form against the details in CDS system.
 - 5.9.2 Confirming that the non-trading CDS account number indicated on CDS 2 form conforms to the one in the CDS system.
- 5.10 Upon verification, CDSC will approve the request and the CDS will transfer the securities from the investor's non trading account held under the Issuer to the Investor's securities account held under a CDA.
- 5.11 Any rejected documents will be returned to the CDA through the issuer.

- 5.12 The Issuer will, after verifying the authenticity of deposited Securities certificate, register the Securities in the name of CDSC or its nominees. Deposit documents will be valid as verified only when signed by the authorized signatories of the Issuer/Registrar as instructed to CDSC.
- 5.13 Upon completion of the transfer, CDSC will submit a report to the Issuer/Shares Registrar showing the movement of shares from the issuer's account to the investor's CDS account.
- 5.14 The Issuer shall indemnify the CDSC in accordance with Rule 25.

6. TRADES

This function describes the procedures to be complied with by the CDAs for trades effected on the Securities Exchange with respect to:

Order Input, Amendments to Trade Information (Post Trade Amendments), Negative Affirmation of Trades, Reallocation of Trades and Acceleration of Trades.

6.1 ORDER INPUT

- 6.1.1 Except for short sales, Trading Participants will upon receipt of sale orders from clients verify availability of the Securities in the client's securities account before entering the orders in the automated trading system (ATS).
- 6.1.2 The ATS shall transmit matched trades to the CDS in real time.
- 6.1.3 The CDS will generate a unique CDS reference number for each matched trade.
- 6.1.4 The CDS will generate the trades files and place them in the respective CDA's Secure File Transfer Protocol (SFTP) folder by 5.00p.m on T.
- 6.1.5 The CDAs will access the Initial Settlement Reports in respect of transactions allocated to their clients from the CDS on T by 5.00p.m.

6.2 AMENDMENTS TO TRADE INFORMATION (POST TRADE AMENDMENTS)

- 6.2.1 Trade amendments will be subject to agreement among the trading participants in the trade and the Exchange.
- 6.2.2 The Exchange shall submit approved amendments to CDSC by placing them in the Secure File Transfer Protocol (SFTP) folder by 3.45pm on trade date (T).
- 6.2.3 Upon receipt of approved amendments from the Exchange, CDSC shall effect the changes by 5.00pm on T.

6.3 NEGATIVE AFFIRMATION OF TRADES

- 6.3.1 Custodian Banks may reject any trades allocated to their clients and therefore not accepted. The custodian banks will negatively affirm such trades in the CDS.
- 6.3.2 The CDS will send notifications of the negatively affirmed trades to the affected Trading participants.

- 6.3.3 In accordance with Procedure 6.3.1., Custodian Banks will have up to T+2, 3.00 p.m. to negatively affirm trades that have been allocated to their clients by trading participants on T. Any trade not so rejected by T+2 3.00 PM shall be deemed to be accepted.
- 6.3.4 Any request for trade acceptance/recall by the Custodian after negative affirmation prescribed in 6.3.3 above will be subject to a surcharge, in accordance with Procedure 17 (i.e. between T+2 3pm and T+2 5p.m). The surcharge for trade acceptance/recall by the custodian after negative affirmation shall be levied on the Custodian and not the trading participant.
- 6.3.5 Where a custodian rejects a trade, the trading participant may re-allocate the trade to another client. Once the trade is re-allocated, the trade may not subsequently be accepted by the Custodian.
- 6.3.6 If the trade is not allocated by 8.00 am on T+3, the trade shall be dealt with in accordance with Procedures 7.7 or 7.9.

6.4 REALLOCATION OF TRADES

Non-Trading Participants may re-allocate trades that were erroneously allocated by the trading participant and the following procedures shall apply.

- 6.4.1 The trading participant who effected the trade will send a written request to the affected non-trading participant indicating the details of the trade and the affected accounts.
- 6.4.2 The trading participant who effected the trade will initiate the reallocation in the CDS.
- 6.4.3 The non-trading participant, in whose client's securities account the trade was initially allocated, will accept the de-allocation in the CDS.
- 6.4.4 The non-trading participant, to whose client's account the trade is being reallocated, will verify the reallocation details and, if the details are in conformity with their client's instructions, approve the reallocation in the CDS.
- 6.4.5 A revised Final Settlement schedule will be made available to all the parties involved by 5.00 p.m., on the same day the trade is reallocated.
- 6.4.6 The trades will thereafter settle in the usual manner as per Procedure 7.4.

6.5 ACCELERATION OF TRADES

- 6.5.1 Parties to a trade may change the settlement date to an earlier date (acceleration of trade), subject to an agreement between them.

- 6.5.2 Once all parties to a trade are in agreement to a trade acceleration, the buying CDA shall inform CDSC in writing and copy the contra CDA by 12.00 noon the day before the desired date of settlement.
- 6.5.3 The contra CDA shall inform CDSC in writing that they have accepted the proposed trade acceleration.
- 6.5.4 Upon receipt of the acceleration request from the buying CDA and confirmation of acceptance from the contra CDA, CDSC shall effect the trade acceleration in the CDS system.
- 6.5.5 The revised Final Settlement schedule shall be made available to all the parties involved on the same day the trade is accelerated, by 5pm.
- 6.5.6 The trades will thereafter settle in the usual manner as per Procedure 7.4.

7. CLEARING AND SETTLEMENT

This section stipulates the procedures for appointment of Settlement Banks, clearing and settlement of securities transactions effected on the securities exchange.

7.1 PROCEDURE FOR APPOINTMENT OF SETTLEMENT BANKS

- 7.1.1 All CDAs shall be required to select a Settlement Bank from the pool of commercial banks appointed by CDSC.
- 7.1.2 Only licensed Commercial Banks classified in the Large and Medium Peer Groups by the Central Bank of Kenya will be appointed as Settlement Banks.
- 7.1.3 Eligible Commercial Banks shall submit their application to be appointed as a Settlement Bank to CDSC. The application shall be in the form of a letter addressed to the Chief Executive and accompanied by the following documents:
 - 7.1.3.1 Memorandum and Articles of Association or any other document that defines the constitution of the applicant.
 - 7.1.3.2 Current CR 12 (Not more than 90 days).
 - 7.1.3.3 A letter of no objection from CBK.
 - 7.1.3.4 A current license of operation as a Commercial Bank.
 - 7.1.3.5 Most recent audited financial statements.
 - 7.1.3.6 A Statement by the Board of Directors of the applicant's ability to provide the required services including financial resources to meet its obligations pursuant to the Act, the Rules issued thereunder and the Tripartite Agreement.
- 7.1.4 CDSC shall evaluate the application to ascertain that the applicant has demonstrated the capability to provide the minimum required services below:
 - 7.1.4.1 To open and maintain cash accounts for the CDAs.
 - 7.1.4.2 To process and complete the inter participant settlement every market day on the instructions provided by CDSC.
 - 7.1.4.3 To provide electronic access to CDAs who maintain cash accounts with the bank to view and operate their settlement accounts electronically.
 - 7.1.4.4 Provide electronic access to CDSC to view the settlement accounts and provide the settlement account statements upon request.

- 7.1.4.5 Offer services to address the following:
 - 7.1.4.5.1 Clearing of cheques.
 - 7.1.4.5.2 Electronic fund transfers.
 - 7.1.4.5.3 Processing of funds within the bank.
- 7.1.4.6 To provide credit facilities to CDAs who maintain cash accounts with them, and to give an undertaking to accept shares as a suitable security/collateral in order to facilitate the intraday settlement obligations of such participant.
- 7.1.4.7 To possess systems and technology that is scalable to accommodate other tradable products and facilitate future enhancements and changes to the settlement system.
- 7.1.4.8 Demonstrate understanding of the settlement function, the inter-relationships between various players as well as the understanding of net settlement.
- 7.1.4.9 To show e-banking products and demonstrate the effectiveness and use, especially in a real-time basis for communication purposes.
- 7.1.4.10 To show value provided to the CDAs under the settlement accounts which includes but not limited to same day value for banking made to the settlement account, waive ledger charges and interest charges on un-cleared effects.
- 7.1.4.11 To demonstrate the Disaster recovery plans that the bank has in place and the measures and controls put in place to ensure business continuity.
- 7.1.4.12 Demonstrate financial strength & reputation by providing audit financial accounts and provide the names of directors, top shareholders and management team.
- 7.1.4.13 Have capability in SWIFT messaging.
- 7.1.4.14 To show Finality and non-repudiation of settlement.
- 7.1.5 Upon confirmation that the Commercial bank meets the requirements, CDSC will submit the application to the CDSC Board for approval.
- 7.1.6 Upon approval by the CDSC Board, CDSC will write to the Commercial Bank confirming the appointment as a Settlement Bank.
- 7.1.7 The Commercial Bank shall enter into a Settlement tripartite agreement with CDSC and CBK before commencement of the settlement services.
- 7.1.8 The bank shall allocate designated staff to service the CDSC settlement system by way of an account manager or a designated unit.

- 7.1.9 CDSC reserves the right to accept or reject any application without assigning reasons thereof or obligating itself to any person or entity. The decision taken by CDSC will be final and conclusive.
- 7.1.10 The Settlement Bank appointment may be revoked for failure to meet the requirements for appointment as stipulated in Procedures 7.1.2, 7.1.3. & 7.1.4 above and any other obligation as provided in the respective agreements, laws and regulations.
- 7.1.11 Upon revocation of the appointment, CDSC shall give notice in writing to all CDAs holding Settlement Accounts with such Settlement Bank calling upon them to appoint another Settlement Bank.

7.2 PROCEDURE FOR CHANGE OF SETTLEMENT BANK BY CDAs

- 7.2.1 A CDA shall inform CDSC through a letter if they wish to change their Settlement Bank.
- 7.2.2 CDSC shall write to the CDA's current Settlement Bank within three (3) working days informing them of the CDA's intention to change the Settlement Bank.
- 7.2.3 Where the current settlement bank does not have any reservation of the CDA changing their Settlement Bank, the settlement bank shall send a letter of no objection to CDSC within three (3) working days.
- 7.2.4 CDSC shall notify in writing the current Settlement Bank and the CDA the last settlement date with the current bank.
- 7.2.5 CDSC shall notify the new Settlement Bank in writing of the date the CDA will commence settlement with them.
- 7.2.6 CDSC shall provide the initial and final settlement reports to the current Settlement Bank up to the last day of settlement.
- 7.2.7 On the day before the first day of settlement with the new Settlement Bank, CDSC shall update the CDA's new bank details in the CDS and provide the initial settlement reports for the last two days and final settlement report for the next day to the new settlement bank.

7.3 MAINTENANCE OF A SETTLEMENT BANK ACCOUNT BY THE CDA

- 7.3.1 Each CDA shall maintain a Settlement Bank account with the Settlement Bank, dedicated solely for the purpose of funds settlement. This account shall be used exclusively for the payment of the CDA's net funds settlement obligations.
- 7.3.2 Each CDA shall ensure that the Settlement Bank account is segregated from any other accounts holding funds that belong to the CDA.

7.4 SECURITIES AND FUNDS SETTLEMENT

- 7.4.1 CDSC will provide CDAs and their Settlement Banks with their respective Initial Settlement Reports by 5.00 pm on T.
- 7.4.2 CDSC will provide CDAs and their Settlement Banks with their respective Final Settlement Reports by 8.30 am on T+3 for First Settlement Batch and 12.30 pm for Second Settlement Batch after the trades have been reserved in the CDS for settlement. Upon reservation of trades in the CDS system the transactions are deemed irrevocable.
- 7.4.3 Each CDA shall ensure that it has sufficient securities available in the securities accounts, to cover its settlement obligations by T+2 5.00pm.
- 7.4.4 There shall be two settlement batches per day.

7.5 FIRST SETTLEMENT BATCH

- 7.5.1 Each CDA shall ensure that it has in the Settlement Account with its Settlement Bank, sufficient funds available to meet its settlement obligations in accordance with the Final Settlement Report before 10.15 am on T+3.
- 7.5.2 The Settlement bank shall, by 10.15am on T+3, notify CDSC of a CDA who does not have sufficient funds to meet their settlement obligation for the day.
- 7.5.3 CDSC shall submit final settlement instructions to the settlement banks and CBK by electronic means (or any other mode as may be agreed from time to time), by 10.30 a.m. on T+3. These settlement instructions shall be final and irrevocable.
- 7.5.4 The settlement banks and CBK shall transfer funds in accordance with the settlement instructions by 11.00 a.m. on T+3.
- 7.5.5 The CBK will confirm settlement of funds to CDSC immediately by electronic means (or any other mode as may be agreed from time to time).
- 7.5.6 CDSC will, upon receipt of the confirmation from CBK of successful settlement of funds, move the securities. The settlement of funds and movement of securities for the first settlement batch shall in any case occur not later than 11.15 am on T+3.

7.6 SECOND SETTLEMENT BATCH

- 7.6.1 Trades that are not settled due to short securities positions, in the first settlement batch may be settled in the second settlement batch and the procedures below will be followed.

- 7.6.2 Each CDA shall ensure that it has in the Settlement Account with its Settlement Bank, sufficient funds available to meet its settlement obligations in accordance with the second batch Final Settlement Report before 12.45 pm on T+3.
- 7.6.3 The Settlement bank shall notify CDSC by 12.45pm on T+3 of a CDA who does not have sufficient funds to meet their settlement obligation for the second batch.
- 7.6.4 CDSC shall submit final settlement instructions to the settlement banks and CBK by electronic means (or any other mode as may be agreed from time to time), by 1.00 p.m. on T+3.
- 7.6.5 The settlement banks shall transfer funds in accordance with the settlement instructions by 1.30 p.m. on T+3. These settlement instructions shall be final and irrevocable.
- 7.6.6 CBK shall transfer funds for settlement in accordance with the Settlement Instructions by 1.30 p.m. on T+3.
- 7.6.7 The CBK will confirm settlement of funds to CDSC immediately by electronic means (or any other mode as may be agreed from time to time).
- 7.6.8 CDSC will, upon receipt of the confirmation from CBK of successful settlement of funds, transfer the securities. The settlement of funds and movement of securities for the second settlement batch shall in any case occur not later than 2.00 pm on T+3.

7.7 FAILURE TO ALLOCATE TRADES BY BUYING CDA

- 7.7.1 Where a trade is not allocated by the buying CDA by T+2 5.00 pm, the transaction will remain in the settlement cycle for settlement on T+3.
- 7.7.2 A penalty equivalent to 0.14 % of the value of the transaction shall be imposed for any trade not allocated on T+2 by 5.00 pm in accordance with Procedure 17.
- 7.7.3 If the Trade is not allocated by T+3, 9.00 am, the trade shall be settled on T+3 along with the CDA's other obligations. If necessary, the Guarantee Fund will be used, in accordance with the Guarantee Fund Procedures.
- 7.7.4 In the event the trades settle in the CDAs provisional account, the CDA may initiate a transfer process to move the securities to the correct account.

7.8 FUNDS SETTLEMENT DEFAULT

- 7.8.1 The defaulting CDA's Settlement Bank will inform CDSC of any shortfall in the funds settlement by 10.15 am on T+3 for the first Settlement Batch & 12.45 pm for the second Settlement Batch.
- 7.8.2 CDSC will seize the defaulting CDA's clients' shares and allocate them to the Guarantee Fund.

- 7.8.3 The defaulting CDA's Settlement Bank will provide for the shortfall in accordance with these procedures and the terms of the Agreement between the Settlement bank and the CDA.
- 7.8.4 The defaulting CDA will be required to reimburse the Settlement Bank of the amount paid on its behalf including any interest charges by 12.00noon on the next business day.
- 7.8.5 In the event that the CDA does not reimburse the Settlement Bank as stated in 7.8.4 above, the Settlement Bank will immediately notify CDSC by 2.00pm on the same day. CDSC will immediately notify the exchange to suspend the defaulting CDAs access to the trading system with immediate effect.
- 7.8.6 CDSC will draw down the amount required (initial amount paid plus any accrued interest) from the GF and replenish the affected Settlement Bank position within one business day of being notified by the Settlement Bank.
- 7.8.7 In the event of a Settlement Bank having insufficient funds to cover a shortfall of one or more CDAs, the Settlement Bank will immediately notify CDSC by 8.00 am on the same day and CDSC will draw down the amount required from the GF and transfer to the affected Settlement Bank for purpose of Funds Settlement.
- 7.8.8 CDSC will levy default penalties to the affected CDA in accordance with the GF Procedures and any other exigencies costs that may arise.
- 7.8.9 The defaulting CDA will not be allowed to access the trading system until it regularises its position with the Settlement Bank or the Guarantee Fund as the case may be.

7.9 FAILURE TO ALLOCATE TRADES BY SELLING CDA

- 7.9.1 Each CDA shall ensure that it has sufficient securities available in the securities accounts, to cover its settlement obligations by T+2 5.00pm.
- 7.9.2 Where a selling account has insufficient securities, the CDA may:
 - 7.9.2.1 buy securities in the market and accelerate the trade to settle in the selling account in time for the sale trade to settle on T+3.
 - 7.9.2.2 make arrangements to borrow securities into the selling account so that the sale trade settles on T+3.
- 7.9.3 A penalty equivalent to 0.14 % of the value of the transaction shall be imposed for any trade NOT allocated on T+2 by 5.00 pm in accordance with Procedure 17.
- 7.9.4 If the trade is not allocated before the commencement of trading on T+3, 9.00 am, it shall be removed from the first settlement batch and moved to the second settlement batch.
- 7.9.5 If the trade is still unallocated by 11.30 am, it shall be removed from the second settlement batch. CDSC shall inform the Buying CDA of this and mark the trade for buy-in.

- 7.9.6 A daily penalty of 2% of the value of the unallocated trade shall be levied on the defaulting trading participant from T+3 until the buy-in process is concluded.
- 7.9.7 Once a trade has been committed for buy-in, the trade shall no longer be available for (re)allocation by the defaulting CDA.

7.10 BUY IN PROCEDURE

- 7.10.1 Buy-in will be effected by the Securities Exchange and the following procedures shall apply.
- 7.10.2 CDSC will issue the defaulting broker with the buy-in notice by 12.30am on T+3.
- 7.10.3 The CDSC will inform the Securities Exchange of the buy-in by 12.30am on (T+3), and will provide the Securities Exchange with the following details:
 - 7.10.3.1 The defaulting Trading participant.
 - 7.10.3.2 The Trading participant provisional securities account.
 - 7.10.3.3 The security and quantity undelivered.
 - 7.10.3.4 The date set for buy-in.
- 7.10.4 The Securities Exchange shall initiate buy in on T+3 in accordance with the notification from CDSC.
- 7.10.5 The Securities Exchange shall ensure that the buy-in order is entered into the ATS, in accordance with the Trading Rules.
- 7.10.6 The Trade shall be provisionally allocated to the defaulting CDA's provisional account established for this purpose for subsequent delivery to the initial buyer.
- 7.10.7 Settlement of all buy-in trades shall be on T+1, that is, on T+4 of the original trade. The Buy-in process shall be concluded on T+4.
- 7.10.8 Once the Securities Exchange acquires the required number of securities, the original trade shall be allocated to the defaulting CDA's provisional account and settled on T+4 with the second settlement batch of the day.
- 7.10.9 Trades affecting the CDA's provisional account shall only be allowed in procedures 7.10.6 and 7.10.8. No other type of transaction will be allowed on this account.
- 7.10.10 The Trading Participant will be required to make a cash deposit of 25% of the value of the unallocated trade to CDSC by T+3 1.00pm. If the buy-in is successful, then CDSC will return the cash deposit to the defaulting Trading Participant.
- 7.10.11 If buy-in is unsuccessful, the unallocated trade shall be cancelled on T+4 and the Securities Exchange and the Authority shall be notified immediately. Upon cancellation of the trade CDSC will give 15% of the cash deposit to the buyer in the failed transaction as compensation and the remaining 10% will be retained by the CDSC as processing fee.

- 7.10.12 In the event that the Securities Exchange is unable to initiate buy-in on T+3 due to unforeseen circumstances, the buy in will be effected on T+4.
- 7.10.13 The Trading participant shall also bear all losses and expenses associated with the buy-in. These shall include losses and expenses related to failure of dependent trades whose failure shall be directly attributable to the failed delivery and/or unsuccessful buy-in. Such losses and expenses accruing to CDSC shall form part of the Trading Participant's funds settlement obligation. If the buy-in is successful, CDSC will deduct any such losses and expenses from the cash deposit of the CDA.
- 7.10.14 CDSC shall take disciplinary action against a CDA for occasioning settlement failure, and such action may include further pecuniary penalties or suspension or revocation of the CDA appointment. The decision on the disciplinary action shall rest with the Business Conduct Committee.

8. TRANSFER OF ACCOUNTS

This function describes the procedures to be complied with by the CDA with respect to accepting, verifying of Securities Transfer Forms and processing the transfer in the CDS.

8.1 INTER CDA TRANSFERS

- 8.1.1 The Client will submit duly completed and signed Securities Transfer Form CDS 4A/B (Appendix 7) to his current CDA.
- 8.1.2 The current CDA shall sign the CDS form 4A/B and return it to the client together with a certified copy of the client's national ID or passport or the registration documents in case of a corporate entities.
- 8.1.3 The current CDA shall capture and submit the details of the transfer in the CDS within 24hrs of receipt of the duly completed CDS 4A/B and supporting documents.
- 8.1.4 The client shall submit the duly executed form together with supporting documents to the receiving CDA within 24hrs of receipt of the duly completed CDS 4A/B and supporting documents.
- 8.1.5 The Receiving CDAs shall verify the instructions and signature of client and will acknowledge receipt of the transfer request by returning to the client a copy of the Securities Transfer Form, duly signed.
- 8.1.6 The Receiving CDA shall accept the transfer in the CDS and upload the transfer form together with supporting documents and submit to CDSC within 24hrs of receipt of the duly completed CDS 4A/B and supporting documents.
- 8.1.7 CDSC shall verify accuracy of information captured in the CDS and ensure that the details match those indicated on the transfer form and approve the transfer.
- 8.1.8 CDSC will within one business day effect the transfer or reject it. CDSC shall give reasons for rejection in the CDS, and the transaction will revert to the initiator for correction.
- 8.1.9 On approval of the transfer by CDSC the securities will move from the client's securities account with the current CDA to the client's account with the receiving CDA.

8.2 BULK TRANSFER

This section stipulates the procedures to be complied with by CDAs or issuers with respect to:

1. Bulk transfer of securities from one CDA to another.
2. Bulk transfers of securities by issuers that result in a change of ownership or from non-trading account to trading account.

- 8.2.1 The CDA or issuer shall create a multi-bulk transfer upload file in the format prescribed by CDSC.
- 8.2.2 The CDA or issuer will upload the bulk transfer file in the CDS.
- 8.2.3 The CDA or issuer shall submit a hard copy list of the uploaded file to CDSC within 1 business day upon uploading the bulk transfer file.
- 8.2.4 The CDSC shall verify the accuracy of information uploaded in the CDS and ensure that the details match those indicated on the hard copy list submitted to CDSC. If the details tally, CDSC shall approve the bulk transfer in the system.
- 8.2.5 Where the upload is not in conformity with the requirements CDSC shall reject the upload giving reasons for rejection to the CDA or issuer within 1 business day.
- 8.2.6 On approval by CDSC securities will move from the client's account with the current CDA to the client's account with the receiving CDA or;
- 8.2.7 On approval, the securities will be transferred from the transferor's account to the transferee's account in the CDS.

8.3 INTER-DEPOSITORY TRANSFERS

This section outlines the procedures that the CDA and the issuer or share registrar must adhere to when facilitating the transfer of cross-listed securities from an account in one depository to an account in another depository.

- 8.3.1 The investor will submit duly completed and signed Inter-depository Transfer Form in duplicate to his local CDA.
- 8.3.2 The CDA will verify the security, number of shares and witness/confirm the investor's signature as the bonafide owner of the security CDS account by appending its authorized stamp and signature of the authorized personnel on both copies.
- 8.3.3 The CDA will verify the authenticity of the investor's Identification documents (ID) and attach a certified copy.

- 8.3.4 The CDA through its authorized personnel or email will deliver the duly signed Securities Inter-depository Transfer Form, verified copy of the client's ID, and the investor CDS Statement to the local CDS where the securities are currently held.
- 8.3.5 Upon receipt, the local CDS will act as follows: -
- 8.3.5.1 Confirm that the documents are in conformity with the requirements for inter-depository procedures.
 - 8.3.5.2 Withdraw the securities from the client's account and generate a securities withdrawal report.
 - 8.3.5.3 Stamp and sign both copies of the Inter-depository Transfer documents and attach the investor's statement confirming the withdrawal of the securities from the investor's own account.
 - 8.3.5.4 Retain its copy of the Securities Inter-depository Transfer Form.
 - 8.3.5.5 Send by electronic means, a copy of the IDT form, the client's statement, the investor's ID document and a copy of the withdrawal report to the receiving CDS by T+1 1.00 p.m.
 - 8.3.5.6 The local CDS through its authorized personnel or email will send a copy of the IDT form to the Shares Registrar.
- 8.3.6 Upon receipt of the IDT form, the Shares Registrar will act as follows: -
- 8.3.6.1 Transfer the investor's shares from the local CDS nominee account to the receiving CDS nominee account.
 - 8.3.6.2 Inform both the local CDS and receiving CDS of the completion of the transfer.
- 8.3.7 Upon receipt of the electronic notification, the Receiving CDS will act as follows:
- 8.3.7.1 Verify the client's CDS account information provided in the documents.
 - 8.3.7.2 Deposit the securities in the investor's designated account.
- 8.3.8 Where the documents cannot be verified, the receiving CDS will reject, giving reasons for rejection, and return to the originating CDS incomplete Inter depository transfer documents for onward transmission to the originating CDA.
- 8.3.9 The shares will be available for trading in the client's account with the Receiving CDS immediately after the transfer is concluded.

9. PRIVATE TRANSACTIONS

This section stipulates the procedures to be complied with by CDAs and issuers with respect to:

1. Hereditary transfers of securities already deposited in the CDS and certificated securities,
2. Transfer of eligible securities between custodians and between custodians and their clients where there is no change in beneficial ownership,
3. Gifts or Donations,
4. Other dispositions of eligible securities with prior approval of the Authority (Rule 44).

9.1 PRIVATE TRANSFERS OF SECURITIES THAT ARE DEPOSITED IN THE CDS

- 9.1.1 The Client will hand over duly completed and signed Securities Private transfer Form CDS 7 (Appendix 10) accompanied by relevant supporting documents to his CDA.
- 9.1.2 The CDA will verify the authenticity of the supporting documents and the instructions and signature of client and will acknowledge receipt of the transfer request by returning to the client relevant copies of the Private transfer Form duly signed, stamped and dated.
- 9.1.3 Where the transferor's CDA differs from the transferee's CDA, the transferor CDA will return the CDS7 form together with supporting documents to the client for onward transmission to the transferee CDA.
- 9.1.4 The transferor's CDA will capture the details of the transfer in the CDS and submit the request.
- 9.1.5 The transferee will deliver the CDS 7 form together with supporting documents to their CDA.
- 9.1.6 The transferee CDA will review the details of the transfer in the CDS, upload the CDS 7 form together with supporting documents and accept the transfer.
- 9.1.7 CDSC will check whether the information provided in the Private transfer form is in conformity with the provisions of the CMA requirements for private transfers. If they fulfil all laid down requirements, CDSC shall approve the transfer in the system.
- 9.1.8 On approval the securities will move from the transferor's account to the transferee's account in the CDS and send notifications to the clients and CDAs involved.
- 9.1.9 CDSC will send all transfers that require CMA approval to the Authority for approval first before approving the transfers in the CDS.

9.2 PRIVATE TRANSFERS OF CERTIFICATED SECURITIES

This section describes the procedures to be complied with by the CDA and the issuer with respect to private transfer of certificated securities.

- 9.2.1 The beneficiary will contact a CDA and if he already has a securities account in the CDS, obtain a Private Transfer form (CDS 7) and indicate the account number thereof on the form.
- 9.2.2 Where the beneficiary does not have an account with a CDA of his choice, he will appoint a CDA of his choice and open a securities account.
- 9.2.3 The beneficiary will fill and sign a CDS 2 form and CDS 7 form to be provided by the CDA. The beneficiary will submit to the CDA all relevant and required documentation to support the application.
- 9.2.4 The CDA will acknowledge receipt of the documents by stamping, signing and returning copies of the CDS 7 form and CDS 2 form to the beneficiary.
- 9.2.5 The CDA will verify conformity of the supporting documents with the requirements of private transfers.
- 9.2.6 The CDA will submit the documents of transfer to the Issuer/ Shares Registrar for verification within 48hrs of receipt of the documents.
- 9.2.7 Upon verification, the Issuer/Shares Registrar will indicate the non- trading securities account number on both the CDS 2 form and CDS 7. The Share Registrars shall capture the details of the transfer in the CDS and upload the CDS2 and CDS 7 forms and other supporting documents in the CDS.
- 9.2.8 Upon receipt of the request, CDSC shall verify correctness of information captured and approve the request.
- 9.2.9 Upon approval the CDS shall transfer the securities from the investor's non-trading securities account created under the Issuer to the beneficiary's securities account.
- 9.2.10 CDSC shall submit a report to the Issuer (every two weeks) showing the share movement from the Clients non trading accounts held under the Issuer to the clients' accounts.

10. PLEDGES, RELEASES & FORECLOSURES

This section stipulates the procedures to be complied with by CDAs with respect to:

1. Procedure for appointment of Pledgees
2. Pledge of securities already deposited in the CDS,
3. Release of pledge upon termination of the pledge,
4. Foreclosure on securities pledged in the CDS, and
5. Foreclosure on securities pledged with the Issuer.
6. Foreclosure on securities through a CDA other than the pledgee CDA.

10.1 PROCEDURE FOR APPOINTMENT OF PLEDGEEES

10.1.1 APPOINTMENT OF AN ELIGIBLE FINANCIER (PLEDGEE)

- 10.1.1.1 In order to lend against electronic book entry securities, the financier must apply to CDSC to be approved as an eligible pledgee. Pledgors can pledge the desired securities only in favor of an Eligible Pledgee in the CDS.
- 10.1.1.2 Once pledged, the securities are no longer available for transfer/delivery until the Pledgee releases them from pledge. In short, the control over the pledged securities moves to the Pledgee until the securities are released.
- 10.1.1.3 Any benefits, however, still accrue to the Pledgor.

10.1.2 ELIGIBILITY CRITERIA

- 10.1.2.1 Any Company, Corporation or Institution such as Banks / Financial Institutions / SACCOs/ Self Help Groups that are authorized to provide financing can apply to CDSC to be appointed as an Eligible Financier.

Procedure

- 10.1.2.2 The applicant is required to apply to CDSC in writing and provide the following documents:
 - a) A letter of introduction by the applicant addressed to the Chief Executive detailing what the company does.
 - b) Pledgee Admission Form: The form provides general information about the applicant.
 - c) Pledgee Agreement: Standard Agreement that states the terms and conditions agreed upon by both parties.
 - d) Certified true copy of Memorandum and Articles of Association.

- e) Certified true copy of Certificate of Incorporation/ Registration certificate.
- f) A list of Authorized signatories and their specimen signatures printed on the companies' letter head.
- g) Upon receipt of above documents from the applicant, CDSC shall review the application and ascertain whether the applicant meets the requirements.
- h) Upon approval, CDSC shall inform the applicant in writing and sign the pledgee agreement.
- i) The pledgee will be required to follow Procedure 10 of the Central Depository Operational Procedures (revised 2025) while pledging or releasing securities.

10.2 PLEDGE IN THE CDS

- 10.2.1 The Client will hand over duly completed and signed Securities Pledge Form CDS 5 (Appendix 8) to his CDA.
- 10.2.2 The CDA will verify instructions and signature of client and will acknowledge receipt of the pledge request by returning to the client relevant copies of the Pledge Form duly signed.
- 10.2.3 The Client/Pledgor will hand over the duly signed Securities Pledge Form to the pledgee and negotiate his pledge conditions.
- 10.2.4 The Client/Pledgor will forward the completed and duly signed Securities Pledge Form to the CDA.
- 10.2.5 The CDA will verify the client's signature on the CDS 5 form and ensure that the form is duly filled and stamped.
- 10.2.6 The pledgee CDA will capture the details of the pledge and upload the CDS 5 form together with supporting documents in the CDS and submit the request to CDSC for final approval.
- 10.2.7 CDSC will check whether the information provided in the pledge documents are in conformity with the Rules and Procedures.
- 10.2.8 CDSC shall reject incomplete pledge requests, stating reasons for rejection and return the pledge request to the pledgee's CDA.
- 10.2.9 On approval the CDS will pledge the Securities in the pledgor's account in favour of the pledgee.
- 10.2.10 CDSC will confirm to the pledgee and the pledgor's CDA the completion of the pledge by forwarding a confirmation letter, to each duly signed.

10.3 RELEASE TO PLEDGOR

- 10.3.1 The pledgee will submit instructions to his CDA, on the Securities Pledge Release/Foreclosure Form CDS 6 (Appendix 9), clearly stating that the pledge is being terminated for reason of payment or foreclosure or any other reason provided under the Capital Markets Act, the Central Depositories Act and Regulations issued thereunder.
- 10.3.2 The pledgee CDA shall verify signatures, and the information provided on the Securities Pledge Release/Foreclosure Form and complete the relevant section in the form.
- 10.3.3 The CDA will capture the details of the release in the CDS as provided in CDS 6 form, upload the CDS 6 form together with supporting documents and submit the request to CDSC for final approval.
- 10.3.4 Upon receipt of the instructions, CDSC shall verify whether the information captured is in conformity with the details provided on the CDS 6 form and the form has been properly filled and relevant documents attached.
- 10.3.5 CDSC shall confirm the authenticity of the pledge release with the financier.
- 10.3.6 Upon receipt of confirmation from the financier CDSC shall approve the request in the CDS.
- 10.3.7 On approval the CDS will release the pledge, and the securities will be eligible for any other transaction.

10.4 FORECLOSURE ON SECURITIES PLEDGED WITH THE ISSUER

This section pertains to foreclosure on securities which have never been deposited in the CDS and which are pledged in the register of the Issuer. Sale of such securities implies deposit of the pledged securities in the CDS in a Securities Account for the purpose of clearing and settlement through the CDSC.

- 10.4.1 The pledgee CDA will ensure that the pledgee has the proper authority to deposit the securities for subsequent sale.
- 10.4.2 The pledged securities will be deposited in a Securities Account in the name of the pledgor clearly marked “Foreclosure”.
- 10.4.3 The pledged certificate will be deposited in the CDS in accordance with Procedures 5 accompanied by:
 - 10.4.3.1 Instructions pertaining to “Foreclosure on securities pledged with the Issuer” on the Securities Pledge Release / Foreclosure Form CDS 6.
 - 10.4.3.2 Documents evidencing the pledge.

- 10.4.4 When the Issuer confirms the authenticity of the deposited certificates, CDSC will credit the securities to the client's Securities Account marked "Foreclosure".
- 10.4.5 Prior to effecting the sale through its CDA, the pledgee will give sufficient notice to the pledgor as required by any applicable law or agreement. CDSC will issue a letter to the pledgor notifying the pledgor that the securities are being released for sale by the pledgee.
- 10.4.6 The pledgee shall be required to indemnify the CDSC from any legal liability, damages and costs in the event of any wrongful foreclosure.

10.5 FORECLOSURE ON SECURITIES PLEDGED IN THE CDS

This section pertains to foreclosure by the pledgee on securities, which have been pledged in the CDS.

- 10.5.1 The pledgee shall submit instructions pertaining to "Foreclosure on securities pledged in the CDS" on the Securities Pledge Release / Foreclosure Form (Appendix 9).
- 10.5.2 The pledgee CDA shall capture the details provided on the Securities Pledge Release / Foreclosure Form in the CDS after verifying the details and signatories and completing the relevant section in the form.
- 10.5.3 The CDA shall upload the Securities Pledge Release / Foreclosure Form together with the supporting documents and submit the request in the CDS.
- 10.5.4 Prior to effecting the sale through its CDA, the pledgee will give sufficient notice to the pledgor as required by any applicable law or agreement. CDSC will issue a letter to the pledgor notifying the pledgor that the securities are being released for sale by the pledgee.
- 10.5.5 CDSC shall verify the accuracy of the details captured in the CDS against those provided on the Securities Pledge Release / Foreclosure Form and the supporting documents and approve the release within two working days upon the receipt of the request.
- 10.5.6 On approval the CDS will release the securities and avail them for clearing and settlement purposes.
- 10.5.7 The pledgee shall be required to indemnify the CDSC from any legal liability, damages and costs in the event of any wrongful foreclosure.

10.6 FORECLOSURE ON SECURITIES THROUGH A CDA OTHER THAN THE PLEDGEE CDA

This section pertains to foreclosure of securities by the Pledgee through a CDA other than the pledgee CDA in circumstances where the pledgee CDA has been suspended or is under statutory management or the pledgee chooses to use a different CDA.

- 10.6.1 The pledgee shall dully complete a CDS 6 form, CDS 4A/4B and a letter to release the securities, signed by the Pledgee in place of the Pledgor.
- 10.6.2 The Statutory Manager or any other signatory authorized to sign on behalf of the CDA, shall sign the form before submission to CDSC.
- 10.6.3 The Pledgee shall fully indemnify CDSC from any legal liability, damages and costs for releasing the securities and subsequently transferring them to another CDA without the Pledgor's consent.
- 10.6.4 CDS 1 shall be used to open a securities account with the new CDA and shall be signed by the pledgee.
- 10.6.5 The Pledgee's CDA shall forward the documents together with a cheque of KES 1,200 addressed to CDSC as payment of both the transfer and pledge release to another CDA for subsequent sale.
- 10.6.6 CDSC shall send a foreclosure letter to the client to notify them of the impending release and subsequent sale of the securities by the Pledgee.
- 10.6.7 The Central Depository, through the use of the CDS 4A/4B will transfer the pledged securities.
- 10.6.8 Once the pledged securities have been transferred, the securities will be released for sale.
- 10.6.9 As soon as the securities have been sold and settled, the Pledgee will inform the Central Depository to close the foreclosure account opened with the Pledgee's CDA.

10.7 PROCEDURE FOR PLEDGING OF SECURITIES THROUGH THE MOBILE PHONE

This section provides the procedures to be complied with by Financiers with respect to mobile.

10.7.1 PLEDGING OF SECURITIES

- 10.7.1.1 The Financier shall provide the client with a platform that will enable a client to request for a loan either through a mobile app, a USSD code or an online platform.
- 10.7.1.2 The client shall be required to accept the terms and conditions provided before capturing a request for a loan.

- 10.7.1.3 The client shall submit the loan request using the platform provided by the financier.
- 10.7.1.4 CDSC shall provide the financier with access to CDSC data to enable them to verify the client's holdings.
- 10.7.1.5 The financier shall perform credit scoring in line with their set criteria and perform a valuation of the securities held by the client in order to establish the amount that they can lend the client.
- 10.7.1.6 The financier shall prepare a pledge file in the prescribed format and send it to CDSC for uploading in the system to facilitate automated pledging of the securities in the CDS in favour of the financier.
- 10.7.1.7 CDSC will confirm whether the file is in conformity with the requirements and then upload the file in the CDS.
- 10.7.1.8 CDSC shall reject any file that does not conform to the prescribed format or where the securities indicated in the file are unavailable.
- 10.7.1.9 Upon successful upload of the file in the CDS, CDSC shall send a confirmation to the financier informing them that the shares have been pledged in their favour.
- 10.7.1.10 The financier will then release the funds to the client or inform them of the outcome in case of a rejection.

10.7.2 RELEASE OF SHARES UPON TERMINATION OF THE PLEDGE

- 10.7.2.1 Upon clearance of the loan by the client, the financier shall submit a request for pledge release by providing a letter together with a list of the shares to be released.
- 10.7.2.2 CDSC will review the authenticity of the letter and confirm that the request has been submitted by an authorised employee of the financier.
- 10.7.2.3 If the request conforms to the requirements CDSC will release the shares and send a confirmation to the financier.
- 10.7.2.4 Once the release is approved the client's shares will be availed as balance free in the CDS.
- 10.7.2.5 Where the request fails to conform to the requirements, CDSC will reject the request indicating the reason for rejection.

10.7.3 FORECLOSURE OF SECURITIES

10.7.3.1 Where the client defaults in paying back the loan, the pledged securities may be used to clear the loan.

10.7.3.2 In this case Procedure 10.5 above shall apply.

10.8 SELF-IMPOSED FREEZING

This section outlines the procedures that a client must follow when requesting the freezing of the shares in their Securities Account.

10.8.1 The client will submit to CDSC a request to freeze the shares together with the supporting documents used to open the securities account. (ID/Passport, Copy of certificate of incorporation/registration certificate in case of corporates).

10.8.2 The CDSC shall check whether the request is in conformity with 10.8.1 above.

10.8.3 CDSC will reject a freeze request that does not conform with 10.8.1 above and inform the client stating reason(s) for the rejection.

10.8.4 On approval, CDSC will freeze the securities in the client's securities account within one business day and notify the client.

10.9 SELF-IMPOSED UNFREEZING

This section outlines the procedures that a client must follow when requesting the unfreezing of the shares in their Securities Account.

10.9.1 The client will submit instructions requesting to unfreeze the shares to CDSC together with the supporting documents used to open the securities account. (ID/Passport, Copy of certificate of incorporation in case of companies).

10.9.2 The CDSC shall check whether the request is in conformity with 10.9.1 above.

10.9.3 CDSC will reject an unfreeze request that does not conform with 10.9.1 above and inform the client stating reason(s) for the rejection.

10.9.4 On approval, CDSC will unfreeze the securities in the client's securities account within one business day and notify the client.

11. PUBLIC OFFERS

This function describes the procedures to be complied with by Issuers for Securities to be credited directly to clients Securities Accounts in respect of Initial and other Public Offers (IPOs).

- 11.1 The Client will, if he already has a securities account in the CDS, indicate the account number thereof in the subscription/ application form. If the client does not already have a Securities account, he will open one and have the account number indicated on the subscription form.
- 11.2 Upon completion of IPO, the Issuer will provide CDSC with an Allotment upload file in the format prescribed by CDSC, indicating the respective securities account numbers. The upload file must be submitted to CDSC at least four (4) days before the trade date.
- 11.3 At the close of the Business Day before the trade date CDSC will credit client Securities Account with the number of Securities allotted to them as per the Allotment file.
- 11.4 CDSC will make available to the Issuer a New Issues file on the upload date.
- 11.5 Issuer will register the Securities as per the New Issues file in the name of CDSC nominees.

12. BONUS ISSUES

This function describes the procedures to be complied with by the Issuer for Bonus Securities to be credited directly to clients Securities Account.

- 12.1 The Issuer will inform CDSC in writing of any proposed Bonus Issue, the record and the book closure/Entitlement Date.
- 12.2 Following settlement of all transactions that took place on or before the last cum-date, CDSC will provide the Issuer with an Entitlement Schedule with respect to shareholders registered as at Entitlement Date.
- 12.3 The CDSC will provide the Issuer with the Entitlement Schedule at the close of business four (4) days after the Entitlement Date. The issuer will generate the entitlement schedule directly from the CDS.
- 12.4 The Issuer will notify securities account holders in the Entitlement Schedule that their Securities Accounts shall be credited with the number of Bonus Securities.

- 12.5 The Issuer will submit to CDSC an Allotment Schedule in the prescribed format for the incremental numbers of securities at least four (4) days before crediting date. The Issuer will initiate the upload by submitting the file directly in the CDS.
- 12.6 At the close of Business Day on the crediting date, CDSC will credit the clients Securities Accounts with the number of Bonus Securities allotted to them by approving the upload in the CDS.
- 12.7 The CDSC will make available to the Issuer a Bonus Schedule on the crediting date.
- 12.8 The Issuer will register the Securities as per the Bonus Schedule in the name of CDSC Nominees.

13. RIGHTS ISSUES

This function describes the procedures to be complied with by Issuer and CDAs with respect to Rights Issues and trading of Rights.

13.1 RIGHTS ENTITLEMENT

- 13.1.1 The Issuer will inform CDSC of:
 - 13.1.1.1 The Rights Issue,
 - 13.1.1.2 The Entitlement Date,
 - 13.1.1.3 The period during which the Rights will be traded,
 - 13.1.1.4 The last date of immobilization or transfer of rights, and
 - 13.1.1.5 The opening and closing dates of subscription.
- 13.1.2 The Securities Exchange shall ensure that the last cum-date will be the Entitlement Date (Record Date).
- 13.1.3 Following settlement of all transactions that took place on or before the last cum-date, CDSC will provide the Issuer with an Entitlement Schedule with respect to shareholders registered as at the Entitlement Date.
- 13.1.4 CDSC will provide the Entitlement Schedule on the 4th day after the Entitlement Date.
- 13.1.5 The Issuer will forward Provisional Letters of Allotment (PAL) to Securities Account holders indicated in the Entitlement schedule.

- 13.1.6 The Issuer will submit to CDSC a Rights Allotment Schedule in the prescribed format after Rights Issue processing at least four days before crediting date in rights.
- 13.1.7 If the Rights Allotment Schedule contains errors, CDSC will return the Allotment Schedule to the Issuer for rectification.
- 13.1.8 On the Business Day before the trade date of Rights, CDSC will credit the Securities Accounts (including the accounts held under the Issuer) with the number of Rights as per the Rights Allotment Schedule.
- 13.1.9 CDSC will make available to CDAs and Issuer a Schedule of Rights Allotted on the crediting date.

13.2 TRADING OF RIGHTS

- 13.2.1 Rights holders without a securities account but wishing to trade their Rights will have to open a Securities Account and deposit their Provisional Allotment Letters in accordance with Procedure 5.
- 13.2.2 Rights will be traded and settled in accordance with Procedures 6 and 7 respectively.
- 13.2.3 Subscription of rights bought on the trading floor will be effected in accordance with these Procedures.
- 13.2.4 Following settlement of transactions effected on the trading floor on the last trade date, CDSC will provide a Trade Schedule (share movement report) to the Issuer for the trading period of the rights on the 4th day after the trade date.

13.3 SUBSCRIPTION OF RIGHTS

- 13.3.1 Rights holders, including Securities Accounts holders, who accept all or part of the shares offered will submit the relevant subscription forms together with the remittances to the Issuer.
- 13.3.2 Securities Account holders who have bought Rights on the Securities Exchange will submit the relevant subscription forms and their remittances to the Issuer through their CDAs.
- 13.3.3 Transfer of rights for subscription by the transferee will be dealt with by the Issuer. Such requests will be submitted directly to the Issuer together with the remittances and the relevant approval.
- 13.3.4 Upon receipt of subscription forms from the rights holders, the Issuer shall ascertain from the Trade Schedule provided by CDSC that the subscriber has not already disposed of his/her rights.

13.4 TRANSFER OF RIGHTS BETWEEN DEPOSITOR'S ACCOUNTS

- 13.4.1 In case of transfer of rights, between securities accounts of the same Depositor, Procedure 8 shall apply.

13.5 APPLICATION FOR EXCESS SHARES

- 13.5.1 Application for excess shares will be submitted directly to the Issuer for processing.

13.6 ALLOTMENT OF SHARES

- 13.6.1 The Issuer will forward to the CDSC an Allotment file in the prescribed format that will contain the list of Securities Account holders who have been allotted shares after exercising their rights as well as those who have been allotted excess shares.
- 13.6.2 If the Allotment file contains errors, CDSC will return it to the Issuer for rectification.
- 13.6.3 At the close of business day before trade date, CDSC will credit the clients Securities Accounts with the number of Securities as per the Allotment file.
- 13.6.4 CDSC will make available to the Issuer a Schedule of Securities Allotted on the crediting date.
- 13.6.5 The Issuer will register the Securities as per the Rights Schedule in the name of CDSC Nominees.
- 13.6.6 CDSC will expire the rights in the CDS.

14. DIVIDENDS PROCESSING

This function describes procedures to be complied with by CDSC in respect of processing dividends payment.

- 14.1 The Issuer will inform CDSC in writing of the Book closure date/ Entitlement Date/cum-date, in respect of dividend payment.
- 14.2 Following settlement of all transactions that took place on or before the entitlement date, CDSC will avail the Issuer with an Entitlement Schedule with respect to shareholders in the register four (4) days after the Entitlement Date.
- 14.3 The Issuer will effect payment of dividends to its shareholders and handle other Corporate Actions.
- 14.4 For the purpose of entitlements, a CDA shall not execute a short sale on that security's book closure date and shall ensure that all accounts with short sales have sufficient securities by the

book closure date. In the event a short sale is not regularised by the book closure date, the CDAs shall be required to settle all claims by the affected investors.

15. SUBDIVISION (SPLIT) OF SHARES

This function describes the procedures to be complied with by Issuers for subdivision of shares, whereupon the shares will be posted directly to clients Securities Account.

- 15.1 The Issuer will inform CDSC in writing of the Subdivision of Shares, the Book closure date/ Entitlement Date and the crediting date.
- 15.2 The Securities Exchange may suspend trading on the shares due for subdivision between the Ex-Date and the crediting Date.
- 15.3 CDSC will not accept deposit of certificates of this security between the Ex-Date and the crediting Date.
- 15.4 Following settlement of all transactions that took place on or before the last cum-date, CDSC will provide the Issuer with an Entitlement Schedule with respect to shareholders registered as at Book closure /Entitlement Date.
- 15.5 The issuer will perform the subdivision of the shares and submit to CDSC a test upload file of the allotment for testing at least seven (7) days before the upload date.
- 15.6 If the allotment file cannot be processed, CDSC will provide the reason for failure and return it to the Issuer for rectification.
- 15.7 Upon confirmation by CDSC of the test file, the Issuer will submit an Allotment upload file for the crediting of Securities Accounts with the additional shares at least a day before the crediting date.
- 15.8 In the event of a reverse split where the resulting shares will be less than the initial shares CDSC will expire the original security and credit the clients Securities Accounts with the subdivided shares as per the Allotment file provided by the issuer.
- 15.9 Following the crediting of accounts, CDSC will provide the Issuer with a list of the shareholders with their respective shareholdings.
- 15.10 For the purpose of entitlements, a CDA shall not execute a short sale on that security's book closure date and shall ensure that all accounts with short sales have sufficient securities by the book closure date. In the event a short sale is not regularised by the book closure date, the CDAs shall be required to settle all claims by the affected investors.

16. SECURITIES ACCOUNT STATEMENTS

This function describes the procedures to be complied with regarding provision of statements.

- 16.1 CDSC shall make available statements of accounts to holders of active Securities Accounts on a monthly basis.
- 16.2 CDSC will provide interim statements to a depositor upon request and upon payment of the prescribed fee.
- 16.3 Statements of accounts will be made available, issued or delivered using such means as shall be suitable from time to time.
- 16.4 A Court of Law, the Capital Markets Authority or any other authorised entity may submit a request to the CDSC for confirmation of an investor's securities account statement.

17. FEES AND SURCHARGES

17.1 CLIENTS

Type of Fees	CDSC Fees (%)
Transaction Levy	0.08% of the value of each transaction
Change of CDA, transfer of securities between different accounts of the same Depositor	Kshs. 200 per change
Own account transfers between nominee accounts	Kshs. 1000 per change
In respect of statements issued upon request from the account holder	Kshs. 50 per page
In respect of withdrawal of securities (register correction)	Kshs. 500 per certificate/entry
Fee for recording, releasing, confirming or foreclosing of pledges	Kshs.1, 000 per pledge

17.2 CENTRAL DEPOSITORY AGENTS

▪ Appointment Fee for CDAs who are members of a Securities Exchange	Kshs. 20,000
▪ Appointment fee for CDAs who are not members of a Securities Exchange	Kshs. 75,000
▪ Annual Subscription Fee for CDAs	Kshs. 2,500
SURCHARGE ▪ In respect of client re-allocation or acceptance after T+2.	2% of the value of transaction with a minimum of Kshs 3,000 and a maximum of Kshs 10,000 per day.

17.3 PRIVATE TRANSFER FEES

APPLICATION TYPE	TRANSFER VALUE	RATE	CDSC	BROKER
Settlement of an estate of a deceased person	<Kes.10,000	No fee	Nil	Nil
	>Kes.10,000	Kes.1,500/-	45%	55%
	<Kes.10,000	No fee	Nil	Nil
	<Kes.100,000	2.1% of the value of transaction	45%	55%
		Negotiable subject to a maximum of 1.5% of the value. The transfer fee to be submitted to CDSC for private transfer where the rate is negotiable shall not go below 0.16%.		
Transfer by gift*	>Kes.100,000		45%	55%
Transfers with no change in beneficial ownership otherwise than for purposes of regulation 84(c), (d) of the Capital Markets (Public Offers, Listings and Disclosures) Regulations 2023 or section 31(1A) (ii) of the Capital Markets Act	>Kes.10,000	Kes.1,500	45%	55%
Transfer or creation of securities, arising out of the re-organization of the share capital of a listed company, that does not result in a change of beneficial interest in such share capital. Or any other transfer that results in a change of beneficial interest in the share capital of a listed company, including any transfer under a take-over scheme, merger or acquisition, approved by the Authority.			0.16% (percentage of the market value of the shares)	NIL

17.3.1 The reference price for determining the value of consideration for Gift transfers of immobilized securities shall be the last trading price as per the application date.

17.3.2 All CDAs shall charge the fees stated under Procedure 17 and approved by CDSC; failure to which CDSC may impose penalties in accordance with 17.5.5.

17.4 LISTED COMPANIES

17.4.1 A fee of Kshs 90/= per transaction payable quarterly in arrears commencing on 1st April 2005, with a maximum of Kshs 1,000,000/= and a minimum of Kshs 50,000/= per annum.

17.4.2 A fee of Kshs 17/= per every shareholder for every Entitlement File, payable in advance commencing on 1st April 2022.

17.5 PENALTIES AND SURCHARGES

17.5.1 Where a Buy or Sell trade lot remains unallocated after T+2 5.00 p.m. a penalty of 0.14 % of the value of the transaction shall be charged on the defaulting CDA, subject to a minimum of Kshs. 3, 000 and a maximum of Kshs. 10,000.

17.5.2 Once buy-in is initiated, a daily penalty of 2% of the value of the unallocated trade shall be levied on the defaulting stockbroker from T+3 until the buy-in process is concluded.

17.5.3 The defaulting CDA shall deposit 25% of the value of the unallocated trade to CDSC Guarantee Fund by T+3 12.00 noon once a trade is committed to buy-in. If the buy-in is successful, then the Guarantee Fund will return the cash deposit to the defaulting CDA.

17.5.4 If buy-in is unsuccessful, CDSC will give 15% of the cash deposited as per 17.5.3 to the buyer in the failed transaction as compensation and the remaining 10% will be retained by the Guarantee Fund as processing fee.

17.5.5 CDSC may levy other pecuniary penalties on CDAs or Issuers for failure to comply with the provisions of the Central Depository Act, Rules, Procedures, Agreements, Guidelines and Circulars issued thereunder. The Pecuniary penalty shall not exceed Kes 5 million. The penalties levied shall be deposited in the Guarantee Fund.

17.6 PAYMENTS

17.6.1 CDSC will forward a Fees and Surcharge Statement to CDAs.

17.6.2 All payments will be effected to CDSC by a CDA before the expiry of 14 days following receipt of statement.

17.6.3 The mode of payment will be by cheque or direct debit.

17.6.4 Any amount due but unpaid will attract interest at the rate of 2% above the rate charged by the Settlement Bank to CDSC on its facilities.

17.6.5 Notwithstanding clauses 17.1 above, all transaction levies and Guarantee fund levies shall be paid together with the daily settlement obligation of each CDA.

18. REDEMPTION OF SECURITIES

This function describes the procedures to be complied with by Issuers and CDAs for full redemption of securities, whereupon the redeemed securities will no longer be available in the Securities accounts of clients.

- 18.1 The Issuer shall inform CDSC in writing of:
 - 18.1.1 The redemption
 - 18.1.2 The redemption date, and
 - 18.1.3 The last trade date which will be fixed at seven (7) business days prior to the redemption date.
- 18.2 CDSC will inform CDAs and the Issuer of the:
 - 18.2.1 Last date for acceptance of deposits of securities being redeemed, which will be set at five (5) business days prior to the last trade date.
 - 18.2.2 The last date for any other transactions in the securities, which will be set at two (2) business days prior to redemption date.
- 18.3 CDSC will verify whether any of the securities being redeemed are pledged.
- 18.4 To enable redemption of the pledged securities, CDSC will request pledgee CDA to submit pledge release instruction of the pledgee in accordance with Rule 63.
- 18.5 If the pledgee instructs CDSC to release the pledge in favour of the pledgor, CDSC will release the securities in the pledgor's Securities Account and Procedure 10.3 shall apply.
- 18.6 If the pledgee instructs CDSC to release the pledge in its favour, then the pledgor CDA must submit the pledgor's confirmation of such instruction. CDSC will then transfer the securities to the pledgee's Securities Account.
- 18.7 Any instructions submitted by the pledgor, and pledgee must be duly authenticated by their respective CDAs.
- 18.8 Following settlement of transactions effected on the last trade date, CDSC will debit clients Securities Accounts and will provide the Issuer with two Entitlement Schedules for the following purposes:
 - 18.8.1 Entitlement Schedule to be used for the payment of interests. All pledged Securities will be in the name of the pledgor in this list.

18.8.2 Entitlement Schedule to be used for redemption. This list will contain the list of securities holders after release of pledge. Securities released from pledge may appear in the name of the pledgor or pledgee depending upon the pledge release instructions received. (Procedure 18.5 and 18.6 above)

- 18.9 CDSC shall ensure that entitlements (dividends, interests, bonus shares, rights and so on) on securities pledged as collateral are transmitted to the depositor/pledgor as the “owner” of the securities as long as the said securities have not been duly seized by the pledgee.
- 18.10 Where neither the pledgor nor the pledgee submits release instructions, CDSC shall release the pledge and submit the file to the Issuer together with the Entitlement Report. The issuer shall be required to submit the pledge release fee to CDSC and recover the same from the client before effecting payment.

19. DE-LISTING OF IMMOBILISED SECURITIES

This procedure outlines the steps to be followed when securities are to be delisted.

- 19.1 The Issuer or the Securities Exchange shall inform the CDSC in writing of the proposed date of delisting.
- 19.2 The CDSC will write to the Issuer within seven (7) days of the notice of delisting asking for instructions on dealing with the securities accounts.
- 19.3 CDSC will submit to the issuer the details of the holders and the quantities held.
- 19.4 Where securities are pledged, the issuer shall be provided with a list indicating the details of the pledges.
- 19.5 CDSC shall inform the pledgee on the pledged securities marked for delisting.
- 19.6 If after 30 days of the delisting, CDSC has not received instructions to transfer the delisted securities from individual holders, CDSC will infer that the issuer intends to have the securities to continue being so held in the CDS. For mandatory delisting, CDSC shall expire the securities in the CDS.
- 19.7 An Issuer of delisted securities held in the CDS will be charged a depository fee in accordance with the Fees and Surcharges Structure.
- 19.8 An issuer may request CDSC to transfer securities from individuals who have agreed to sell securities to the issuer in case of a delisting. The following procedures will apply;

19.8.1 The issuers will write to CDSC requesting for transfer of securities from individual holders to the issuer's account. The issuer must indemnify CDSC from any claims that may arise as a result of the transfer.

19.8.2 The issuer will attach a list the details of all the accounts to be transferred and the quantities for each account to the request.

19.8.3 CDSC will transfer the securities as per the schedule provided by the Issuer.

19.8.4 A transfer fee shall apply.

19.9 Any lien placed on securities must be lifted before securities are transferred. Procedures 10.2 and 10.3 shall apply.

20. MISCELLANEOUS

20.1 COMPLAINTS PROCEDURE

20.1.1 Complaints regarding CDAs or transactions on a CDSC account shall be forwarded to the CDSC in the Complaints Form.

20.1.2 Complaints that cannot be resolved by management shall be heard by the Business Conduct Committee at the earliest opportunity.

20.1.3 Upon hearing both parties, the Business Conduct Committee shall issue directions on what should be done.

20.2 RETENTION PERIOD

20.2.1 The retention period in respect of Service records by CDAs will be seven (7) years.

20.3 NOTICE

20.3.1 Any Notice to CDSC shall be addressed to: -

Central Depository & Settlement Corporation Ltd.
10th Floor, Europa Towers
Lantana Road, Westlands
NAIROBI
Tel: (020) 253078
Fax: (020) 253077

20.4 FORMS

20.4.1 The forms outlined in Appendices 1, 2, 3, 7, 8, 9, and 10 of these Procedures shall be the prescribed forms for their respective intended purposes, as specified within each form.

21. LIST OF APPENDICES

21.1 Appendix

1. Securities Account Opening Form (CDS 1)
2. Securities Account Maintenance Form (CDS 1B)
3. Securities Deposit Form (CDS 2)
4. Initial Settlement Report (Broker & Custodian) - (to be generated from the system)
5. Final Settlement Schedule- (to be generated from the system)
6. Settlement Instruction - (to be generated from the system)
7. Securities Transfer Form (CDS 4A/B)
8. Securities Pledge (CDS 5)
9. Securities Pledge Release/Foreclosure Form (CDS 6)
10. Private Transfer form (CDS 7)
11. Entitlement Schedule (ENTITLEMENT) - (to be generated from the system)
12. Statement of Securities Accounts (Generated from the system)
13. Fees and Surcharge Statement (to be generated from the system)
14. Withdrawal Schedule- (to be generated from the system)
15. Form 1- Application for appointment to operate as a Central Depository Agent.