

CONTENTS

	Page
Foreword	2
Introduction	3
Regulations	3
Foreign Exchange Documentation	5
Credit Facilities Denominated in FCY	9
Returns to Central Bank of Kenya	10
Correspondent Banking Accounts	12
Records	12
Foreign Currency Cheques	12
Credit Cards	12
Export/Import of Currency	12
Confidentiality of Transactions	13
Penalties	13
Appendixes 1 - 9	
Form CBK FXDR	15
Form CBK FXDP	16
Form CBK FXWTR	17
Form CBK FCY HOLD	18
Form CBK PR10	19
Form CBK FXS(M)	20
Form CBK FXBI	22
Form CBK FXBO	23
Form CBK FBWT	24

FOREWORD

The Central Bank of Kenya regulates the financial system and plays a supervisory role with regard to the management of the foreign exchange business. The Bank is also responsible for the preparation of the balance of payments among other objectives.

One of the major concerns of the Central Bank is the accurate collection and timely submission of statistical information by the foreign exchange dealers without which the Bank cannot fulfil its objectives as laid down in the Central Bank of Kenya Act.

These rules and guidelines have been developed in response to the numerous enquiries the Bank has been receiving from the authorised dealers and the public in general. The dealers should find the guidelines helpful as they touch on such pertinent issues as foreign exchange documentation requirements and submission of statistical data to the Bank.

The importance of the responsibility of all the foreign exchange dealers in our liberalised foreign exchange market cannot be overemphasised. The dealers should ensure that illegal financial transfers are avoided and appropriate money laundering policies put in place for the monitoring of such activities.

EUNICE W. KAGANE
DIRECTOR, FINANCIAL MARKETS

01-09-2002

1.0 INTRODUCTION

- 1.1. These guidelines are issued by the Central Bank of Kenya with the aim of achieving orderly management of foreign exchange business within the financial market.
- 1.2. It may be noted that the responsibility of managing foreign exchange business was delegated to the authorised foreign exchange dealers following repeal of the Exchange Control Act effective December 27, 1995. The Central Bank is pleased to note that the dealers have performed this role efficiently in accordance with the Central Bank of Kenya Circular No. 12 dated August 19, 1996 and Forex Bureau Guidelines of November 11, 1996.
- 1.3. In managing foreign exchange business, foreign exchange dealers (authorised banks and forex bureaus) need to observe the following principles:
 - (a) The maxim of “ Know your customer” must be observed at all times.
 - (b) Exercising caution to ensure that cross-border payments are not connected with illegal financial transactions and appropriate money laundering policies should be adopted by all the foreign exchange dealers.
 - (c) New products should be introduced in the market after consultations between the originating foreign exchange dealer and the Central Bank.
 - (d) The foreign exchange dealers (staff) must be ‘fit and proper’, that is, they must be officers with a high degree of honesty, integrity and reputation, competence and capability.

2.0 REGULATIONS

Regulations of foreign exchange dealings in Kenya are contained in Part VI A of the Central Bank of Kenya Act and Legal Notice No. 23 of 28th February, 1996 (Copies of which are obtainable from the Government Printer).

2.1 Foreign Exchange Dealers

These are authorised banks and foreign exchange bureaus licensed by the Central Bank under section 33B of the Act.

2.2 Authorised Banks

Authorised banks are licensed to buy, sell, borrow or lend in foreign currency or transact any other business involving foreign currency. Authorised dealers are also free to facilitate payments between Kenya residents and non-residents and engage in spot money market and derivative foreign exchange deals.

2.3 Foreign Exchange Bureaus

Forex bureaus may engage in buying and selling foreign currency cash; buying travellers’ cheques; personal cheques; banker’s drafts and bank transfers. A Forex bureau may also sell Travellers’ cheques but must seek and obtain prior approval from the Central Bank of Kenya.

Forex bureaus are only allowed to engage in spot foreign exchange transactions and should not engage in derivative foreign exchange deals.

2.4 Persons Permitted to Transact Foreign Exchange Business

According to Legal Notice No. 23 of 28-02-1996, any person permitted by the Central Bank of Kenya under Section 33A (3) of the Central Bank of Kenya Act to accept foreign exchange receipts should not deal in (buy and sell) foreign exchange. The permission is granted to any person who is licensed under the Tourist Industry Licensing Act to carry on any registered tourist enterprise; or owns or operates a Duty Free Shop; or, by the nature of his/her business requires to transact regularly in foreign currency. The foreign currency received should be dealt with as follows:-

- Credited to a foreign currency account
- Sold to an authorised dealer
- Used to settle external obligations through authorized banks
- Settle local debts billed in foreign currency

2.5 Currency Sales and Purchases

Buying and selling of foreign currency is prohibited unless one of the parties to the transaction is an authorised dealer licensed under section 33(B) of the Central Bank of Kenya Act (Cap. 491).

2.6 Counterfeits/Forged Currency Notes

All foreign exchange dealers should have the necessary equipment to detect counterfeit currencies. The counterfeits presented by customers should be seized, the customer issued with evidencing receipt and counterfeit currencies delivered to the Central Bank of Kenya for investigation in consultation with the relevant authorities.

2.7 Exchange Rate Display Board

Foreign exchange dealers must display their counter exchange rates prominently and in locations within their premises convenient to the public. Each foreign exchange dealer must have an Exchange Rate Display Board and issue a receipt in respect of each foreign exchange transaction.

2.8 Transactions

Kenya residents and non residents may:

- (a) Invoice for their goods and services in Kenya Shilling or foreign currency.
- (b) Possess foreign currency.
- (c) Sell foreign currency to and buy foreign currency from authorised dealers.
- (d) Export and import currency in accordance with the legal Notice No.118, contained in the Kenya Gazette Supplement No. 48 dated 4th September 1998.

2.9 Market Manipulation

All foreign exchange dealers must avoid engaging in speculative transactions that tend to mislead the other participants in the market and must also avoid misuse of any privileged information. It is encouraged that as much as possible, all foreign exchange transactions should be supported by the underlying commercial activity.

3.0 APPOINTMENT OF FOREIGN EXCHANGE DEALERS

All dealers in the foreign exchange departments of authorised banks and forex bureaus must be deemed “fit and proper”. Authorised bank dealers shall be registered with ACI Financial Markets Association of Kenya.

4.0 FOREIGN EXCHANGE DOCUMENTATION

4.1 General Requirements

All foreign exchange dealers are required to obtain and retain appropriate documents for all transactions above the equivalent of US\$ 10,000. Alternatively, authorized dealers may accept duly executed declaration forms in lieu of documents where e-banking is adopted. The customers would undertake to produce the transaction documents to the bank on demand; and it would be the authorized dealer to avail the documents to the Central Bank of Kenya for examination purposes.

4.2 Imports

Effective 1st February 2001 there have been changes made to the pre-shipment inspection (PSI) process in Kenya. The current inspection companies are Cotecna Inspection S.A. and Intertek and a full detailed explanation of the inspection process is available from them. The inspection process is subject to change in accordance with the requirements, regulations and instructions of the Government of Kenya.

The inspection process is supposed to cover detailed quality, quantity and verification of comparative price to avoid dumping. Additionally, Kenyan importers **MUST** make true and complete declarations to the customs and Excise Department.

(a) Landed Goods

All foreign exchange dealers should obtain and retain compliant import documents notably:

- Import Declaration Form (IDF) unless accompanied by proof of exemption by the Government
- Customs Clean Report of Findings for imports whose value exceed US\$ 5,000.
- Transport documents, e.g. bill of lading.
- Original commercial invoice.
- Customs entry form.

(b) Advance Import payments

Occasionally, the importer may be in need of certain goods for which the supplier requires full or part payment to be made in advance. In such cases banks may use their discretion to effect clean payments provided they obtain and retain an undertaking from the importer to submit the documents immediately after shipment.

(c) **Merchanting Trade**

Kenya residents supplying goods and services not sourced from Kenya to other countries should not use Kenya's foreign exchange reserves. Such transactions should be facilitated by use of transferable or back-to-back letters of credit, foreign bank guarantees or advance remittances made by the ultimate beneficiaries to the middleman's account.

4.3 **Dividends**

All foreign exchange dealers shall obtain and retain the following documents:

- Audited balance sheet and profit and loss accounts
- Directors' resolution declaring the dividend
- Certified copy of the list of shareholders
- Evidence of payment of withholding tax

4.4 **Interest**

All foreign exchange dealers shall obtain and retain:-

- A copy of the interest payment schedule
- Evidence of payment of withholding tax
- A copy of the underlying loan agreement
- Evidence of injection of the subject loan

4.5 **Management Consultancy Fees**

All foreign exchange dealers shall obtain and retain:

- A copy of the management consultancy agreement
- The demand note (invoice) from the management company
- Evidence of payment of withholding tax
- A copy of the management accounts where applicable

4.6 **Technical Fees**

All foreign exchange dealers shall obtain and retain:

- A copy of the technical agreement
- The demand note from the technology suppliers
- Approval from Kenya Industrial Property Office (KIPO)
- Evidence of payment of withholding tax
- A copy of the management accounts where applicable

4.7 **Royalties**

All foreign exchange dealers shall obtain and retain:

- A copy of the license agreement
- Approval from the Kenya Industrial Property Office (KIPO)
- Demand note from the licensor
- A copy of the management accounts if royalty is based on profits or sales of the company

4.8 Rentals on Land and Buildings

All foreign exchange dealers shall obtain and retain:

- Audited income and expenditure statement from the applicant
- Evidence of payment of appropriate taxes
- Affidavit confirming the country of residence of the beneficiary
- A copy of the documents of title and the lease agreement between the tenant and the landlord

4.9 Education

All foreign exchange dealers shall obtain and retain copies of:

- Letter of admission
- Expenditure statement
- Passport
- Travel ticket
- Certificates
- Approval from the Ministry of Education, if held

4.10 Travel

All foreign exchange dealers shall obtain and retain copies of:

- Passport
- Return Air ticket

4.11 Savings

All foreign exchange dealers shall obtain and retain copies of:

- Letter of introduction from employer
- Work permit
- The pay slip
- Evidence of payment of appropriate taxes

4.12 Maintenance/Alimony

All foreign exchange dealers shall obtain and retain copies of:

- Evidence of relationship between the two parties
- Proof of dependency

4.13 Lease Charges (Aircraft Leasing)

All foreign exchange dealers shall obtain and retain copies of:-

- The lease agreement
- If an aircraft is involved, clearance from the Directorate of Civil Aviation
- Demand note (invoice)
- Evidence of payment of appropriate taxes

4.14 Insurance

All foreign exchange dealers shall obtain and retain copies of:

- Statement of Account
- Approved treaty where applicable (in case of reinsurance premiums)
- Discharge voucher from the insurance company

4.15 Loan Repayment

All foreign exchange dealers shall obtain and retain copies of:-

- The underlying loan agreement
- The repayment schedule
- Certificates of Approved Enterprise, if held
- Evidence of receipt of the loan amount

4.16 Capital Depreciation (Disinvestments)

All foreign exchange dealers shall obtain and retain copies of:

- Evidence of initial investment in foreign exchange
- The list of shareholders including their addresses
- Evidence of payment of appropriate taxes
- Liquidator's final statement of accounts

4.17 Emigrants Funds

All foreign exchange dealers shall obtain and retain copies of the following documents in case of those persons intending to leave the country for permanent residence elsewhere:

- Statement of source of funds
- Copy of the new passport /letter from the Immigration Authorities of the new country of residence
- Tax clearance certificate

4.18 Outward Investments

All foreign exchange dealers shall obtain and retain copies of:

- Foreign government approvals for the investment, if held
- The contracts between the applicant and the relevant bodies in the host country, say stock brokers
- Terms and conditions of the investment

4.19 Foreign Currency (FCY) Accounts

Foreign currency accounts may be opened and operated by Kenya residents and non-residents and the accounts may be allowed to overdraw in accordance with banking practice. However, authorised dealers should have the following minimum details on the customers before establishing a relationship with them:

- Names and physical address of account introducers
- Latest portrait photo, passport size, preferably coloured
- In the case of partnerships or corporate customers, photos of all the signatories to the

account must be provided

- Main source of foreign currency into the account
- Postal and physical address; ownership, management, and directors' details, a brief history of the entity and its transaction profile (where corporate entities are involved)
- Occupation, employer or business where applicable

(a) FCY Accounts For Diplomatic Missions

Authorised banks are free to open and operate foreign currency accounts for diplomatic missions or any of their accredited officials or any organisation established in or outside Kenya by international treaty or any of its accredited officials.

- It should be noted that imports by these organisations are not subject to the IDF or PSI procedures.
- Their foreign currency accounts may therefore be debited without the requisite importation documents.
- All other debits to such accounts should be done in accordance with prudent banking practice.
- The daily inflows and weekly holdings should, however, be captured in the return to the Central Bank of Kenya as required.

(b) FCY Accounts For Forex Bureaus

Forex bureaus are free to open and operate foreign currency accounts with authorised banks. The bureaus, however, should not maintain foreign currency accounts in more than two banks and there should be a minimum balance of the equivalent of US\$ 2,000 in each account and:

- The bank should sight the Bureau Licence before opening the account
- Banks should ensure that the bureaus do not receive deposits on behalf of clients in their accounts.
- Banks should ensure that, for remittances above the equivalent of US\$ 10,000 on behalf of bureaus, appropriate documents are obtained and retained.

5.0 CREDIT FACILITIES DENOMINATED IN FOREIGN CURRENCY

Authorised banks are free to extend foreign currency denominated credit facilities to Kenya residents and non-residents subject to the prudential lending practice.

5.1 Advances to Kenya Residents

On advances made to Kenya residents, the lending banks shall maintain appropriate information, including:-

- (a) A copy of the loan agreement (facility letter) duly executed, specifying terms and conditions of the credit and guarantee, if applicable

- (b) A declaration to the effect that the borrower shall remain a resident during the term of the credit facility or advise the bank if and when the residential status changes.
- (c) Items lodged as security as an alternative way of repayment.

5.2 Advances to Non-Residents

On advances made to non-residents, the lending banks shall maintain appropriate information including, the following:-

- (a) Loan agreements duly executed, specifying terms and conditions of the loans and guarantees, if applicable.
- (b) Documents to show that the collaterals pledged are realisable in foreign currency.
- (c) Declaration to the effect that funds for repayment shall be from abroad.

5.3 Offshore Borrowing By Kenya Residents

- (a) Kenyan residents may borrow offshore. However, authorised dealers must pay due regard to the interests of their customers and give them appropriate advice on risks associated with offshore borrowing. The borrowers, if need be, should be advised to seek the services of commercial lawyers.
- (b) Records relating to the following should be maintained as evidence of the offshore debt:
 - (1) Financial agreements duly executed between the borrower and the foreign lender.
 - (2) Funds transmission instruments confirming receipts of loan proceeds.
 - (3) Loans amortization schedule.

6.0. RETURNS TO THE CENTRAL BANK

6.1. Daily Summary of Major Forex Receipts (US\$ 100,000 and above) - Form CBK FXDR

All information on receipts including credit of customers' foreign currency accounts (exports and inward investments, etc) and inflows in favour of authorised dealers must be submitted on the first working day following the date of the transaction to the Financial Markets Department of the Central Bank of Kenya.

6.2 Daily Summary Of Major Forex Payments (US\$ 100,000 And above) Form CBK FXDP

All information on payments from customers' foreign currency accounts (e.g. for imports) and from the banks' forex accounts (includes sales to authorised dealers, loan repayments) must be submitted on the first working day following the date of the transaction to the Financial Markets Department of the Central Bank of Kenya.

6.3 Weekly Foreign Exchange Transactions (Banks) – FORM CBK FXWTR

The above return provides the Central Bank with information on the amount of reserves held by the commercial banks in various currencies. It must be submitted on the first working day of the following week to the Financial Markets Department of the Central Bank of Kenya.

6.4 Weekly Balances on Customers' Foreign Currency Accounts (Banks)-FORM CBK FCY HOLD

This return captures foreign currency holdings by the foreign currency account holders. The information in this return together with that contained under (5.3) above gives the total private sector foreign exchange holdings and must be submitted on the first working day of the following week to the Financial Markets Department of the Central Bank of Kenya.

6.5 Foreign Exchange Exposure (Banks) – FORM CBK/PR 10

Authorised dealers are required to complete Form CBK/PRI0 on a daily basis and submit the information to the Bank Supervision Department, Central Bank of Kenya on the first working day of the week. Banks are expected to operate within the forex exposure limit of 20% computed as a ratio of the bank's core capital.

6.6 Monthly Foreign Exchange Statistics (Banks)–FORM CBK–FXS (M)

Authorised dealers are required to complete form CBK –FXS (M) and submit the information to the Research Department of the Central Bank of Kenya not later than 15 days after the end of the month.

6.7 Daily Exchange Rates (Bureaus)

Forex bureaus are required to submit to the Financial Markets Department, Central Bank of Kenya indicative buying and selling Kenya shilling exchange rates every business day before 9.00 a.m.

6.8 Daily Foreign Exchange Inflows above US\$ 10,000(Bureaus) – FORM CBK FXBI

Forex bureaus are required to complete Form CBK FXBI in respect of all the single foreign currency receipts and submit the information on the next business day following the date of the transaction to the Financial Markets Department, Central Bank of Kenya.

6.9 Daily Foreign Exchange Outflows above US\$ 10,000 (Bureaus) – FORM CBK FXBO

Forex bureaus are required to complete Form CBK FXBO in respect of all the single foreign currency outflows and submit the information on the next business day following the date of the transaction to the Financial Markets Department of the Central Bank of Kenya.

6.10 Weekly Foreign Exchange Transactions (Bureaus) – FORM CBK FBWT

Forex bureaus are required to complete Form CBK FBWT in respect of all foreign exchange transactions and submit the information not later than 3.00 PM on the first working day of the following week to the Financial Markets Department of the Central Bank of Kenya.

7.0 INWARD INVESTMENTS

Inward investments are permitted. Non-residents are free to invest in real estate, equities, money and stock exchange securities or other types of investments as appropriate. Detailed information

on investment procedures can be obtained from the Investment Promotion Centre (IPC) currently located at the National Bank of Kenya Headquarters building on Harambee Avenue, Nairobi. Banks are therefore advised to refer the potential investors to the Centre for necessary assistance.

8.0 CORRESPONDENT BANKING ACCOUNTS

Forex bureaus are NOT allowed to establish correspondent account relationships. However, authorised dealers are encouraged to open correspondent banking accounts especially in Tanzania and Uganda in order to promote trade, investment and cultural exchange within the region.

9.0 RECORDS

For the maintenance of sound management of information systems and in order to facilitate collection of statistical data and information, foreign exchange dealers (authorised banks and forex bureaus) should maintain appropriate records for all foreign exchange transactions. These should provide audit trails for use by internal auditors, external auditors and Central Bank of Kenya supervisors.

10.0 FOREIGN CURRENCY CHEQUES

It is noted that at the moment there are cheques issued by authorised banks that are denominated in foreign currency. External payments against the cheques shall be subject to the provisions of section 4.0 of these guidelines.

11.0 CREDIT CARDS

It is noted that one of the facilities available to travellers (inward and outward) is the international credit card. All foreign exchange dealers should maintain appropriate records relating to billings on credit card reimbursements where the amounts involved are above the equivalent of US\$10,000 in foreign currency.

12.0 EXPORT/IMPORT OF CURRENCY

12.1 Authorised banks, forex bureaus and Permitted persons should draw the attention of their customers to the provisions of Legal Notice No. 118 contained in the Kenya Gazette Supplement No. 48 dated 4th September, 1998 issued under the Central Bank of Kenya Act (Cap 491), Laws of Kenya on currency movement.

12.2 The Legal Notice permits persons leaving or entering Kenya to take out or bring into the country currency upto five hundred thousand Kenya Shillings (Kes 500,000) or the equivalent of five thousand United States Dollars (US\$ 5000) in foreign currency. Any amounts beyond these limits may be taken out or brought into this country provided they are declared at the point of entry or exit.

12.3 Travellers should be advised to use Form CBK/C.D./1 obtainable at the customs entry or exit points country wide, for the purposes of declaration of currency.

12.4 In view of the risks associated with cash, travellers and the business community should be advised to reduce the amount of cash carried as much as possible and instead use

traveller's cheques, credit cards, bank drafts, electronic and direct bank transfers and other more secure modes of money transmission.

13.0 CONFIDENTIALITY OF TRANSACTIONS

The management of foreign exchange dealers (banks and bureaux) shall ensure that all transactions effected by their institutions are conducted and maintained in strict confidence.

14.0 PENALTIES

Any person who fails to comply with these rules and guidelines shall be liable to be punished as provided in sections 33H, 33K and 33L of the Act. Additionally, where the Bank is satisfied that the non-compliance has persisted or the breach is of a serious nature, the Bank may revoke the licence issued under the Act.

15.0 ENQUIRIES

Enquiries on any aspect of these guidelines should be referred to:

The Director, Financial Markets Department,
Central Bank of Kenya,
P.O. Box 60000,
NAIROBI.

FINANCIAL MARKETS DEPARTMENT

01-09-2002

Appendixes 1 -9

FORM CBK FXDR

CENTRAL BANK OF KENYA

SUMMARY OF DAILY MAJOR FOREX RECEIPTS

(On a transaction/dealing date basis and equivalent to USD 100,000 and above)

Bank _____ **Date** _____

Customer name	Currency & Amt.	Exchange Spot	Rate Fwd.	Shilling Paid	USD Equivalent	Description of specific sources of funds

I/We declare that the foregoing has been taken from the books and to the best of my/our knowledge and belief is true and correct.

Prepared by _____
 (Name) (Signature) (Date)

Checked by _____
 (Name) (Signature) (Date)

CENTRAL BANK OF KENYA

FORM CBK FXDP

SUMMARY OF DAILY MAJOR FOREX PAYMENTS

(On a transaction/dealing date basis and equivalent to USD 100,000 and above)

Bank _____ **Date** _____

Customer name	Currency	Exchange	Rate	Shilling	USD	Description of specific Purpose of Payments
	& Amt.	Spot	Fwd.	Paid	Equivalent	

I/We declare that the foregoing has been taken from the books and to the best of my/our knowledge and belief is true and correct.

Prepared by _____ (Name) _____ (Signature) _____ (Date)
 Checked by _____ (Name) _____ (Signature) _____ (Date)

CENTRAL BANK OF KENYA

FORM CBK FBWTR

WEEKLY FOREIGN TRANSACTION RETURN

Bank _____

Date _____

CURRENCY	OPENING			CLOSING	TOTAL	USD
	POSITION	INFLOWS	OUTFLOWS	POSITION	TRANSACTIONS	EQUIVALENT
US DOLLAR						
STERLING POUND						
EURO						
CANADIAN DOLLAR						
JAPANESE YEN						
NORWEGIAN KRONERS						
INDIAN REPEE						
S. AFRICAN RAND						
AUSTRALIAN DOLLAR						
UGANDAN SHILLINGS						
TANZANIA SHILLINGS						

NOTES

1. Opening position means cash and balances abroad
 2. Inflows include share holders capital, purchases, subscriptions and donations
 3. Outflows include loan repayments, sales, capital repatriations and payment for expatriate services
 4. Ensure that there is no splitting of transactions to circumvent documentation on transactions above USD 10,000 equivalent
- I/We declare that the foregoing has been taken from the books of the bureau and to the best of my/our knowledge and belief is true and correct.

Prepared by _____

(Name)

(Signature)

(Date)

Checked by _____

FORM CBK FCYHOLD

CENTRAL BANK OF KENYA

BALANCE OF CUSTOMERS FOREIGN CURRENCY ACCOUNTS ('000)

Bank _____ Week ending _____

FOREIGN CURRENCY	AMOUNT	KSHS EQUIVALENT	USD EQUIVALENT
US DOLLAR			
STERLING POUND			
EURO			
SWISS FRANKS			
CANADIAN DOLLAR			
JAPANESE YEN			
BELGIUM FRANKS			
SWEDISH KRONERS			
NORWEGIAN KRONERS			
DANISH KRONERS			
INDIAN RUPEE			
S.AFRICAN RAND			
AUSTRALIAN DOLLAR			
ITALIAN LIRA			
UGANDAN SHILLINGS			
TANZANIA SHILLINGS			

I/We declare that the foregoing has been taken from the books and to the best of my/our knowledge and belief is true and correct.

Prepared by _____
 (Name) (Signature) (Date)

Checked by _____
 (Name) (Signature) (Date)

Appendix 5

FORM CBK PR10

FOREIGN EXCHANGE EXPOSURE							
INSTITUTION:							
* (To be completed on a daily basis but to be submitted to Central Bank of Kenya every Monday as a set)							
Amount in Shs. '000'							
CURRENCY TYPE	(1) USD	(2) GBP	(3) CHF	(4) EURO	(5) JPY	(6) OTHERS	TOTALS (7)
EXCHANGE RATE							
1. FOREIGN CURRENCY ASSETS							
1.1 Balance Sheet Items							
1.1.1 Cash and Balances with Banks Abroad							
1.1.2 Loans & Advances							
1.1.3 Investment in Govt. Securities							
1.1.4 Other Foreign Assets							
2. Off-Balance Sheet Items							
2.1 Undelivered Spot Purchases							
2.2 Forward Purchases							
2.3 Other Off-balance Items							
3. Total Foreign Assets (1.1.1 to 2.3)							
4. FOREIGN CURRENCY LIABILITIES							
4.1 Balance Sheet Items							
4.1.1 Balances due to Banks abroad							
4.1.2 Loans & Advances							
4.1.3 Other Foreign Liabilities							
5. Off-balance Sheet Items							
5.1 Undelivered Spot sales							
5.2 Forward Sales							
5.3 Other Off-balance Sheet Items							
6. Total Foreign Liabilities (4.1.1 to 5.3)							
7. NET OPEN POSITION (3 less 6)							
7.1 Long Position (where 3 less 6 is positive)							
7.2 Short Position (where 3 less 6 is negative)							
8. SINGLE CURRENCY EXPOSURE							
8.1 Net open position as a %age of core capital							
9. OVERALL FOREX EXPOSURE							
9.1 Exposure (higher of Total 7.1 or 7.2 above)							
9.2 Core Capital							
9.3 Exposure (9.1/9.2)%							
9.4 Allowable Exposure (%)							
9.5 Over/(Under) Exposure (9.3 less 9.4)							
NAME	DESIGNATION	SIGNED				DATE	
NAME	DESIGNATION	SIGNED				DATE	

Appendix 6

MONTHLY FOREIGN EXCHANGE STATISTICS

CBK-FXS(M)

NAME OF INSTITUTION _____

FOREIGN EXCHANGE STATISTICS FOR MONTH OF _____

This return should be forwarded in duplicate to The Director of Research, Central Bank of Kenya, P.O.Box 60000, Nairoi or fax **219160**, not later than 15 days after the end of the month. If any difficulty is experienced in completing this return please telephone Nairobi **246000/ 226431** ext 2035.

I	RECEIPTS	Kshs '000
1a	Exports(Sum 1a1-1a7)	0
1a1	Coffee	0
1a2	Tea	0
1a3	Horticulture	0
1a4	Other agricultural produce	0
1a5	Manufactured goods	0
1a6	Petroleum products	0
1a7	Other exports	0
=====		
1b	Other current receipts (sum of 1b1, 1b2, 1b3)	0
1b1	Services	0
1b1.1	Travel services (for personal and business)	0
1b1.2	Transportation services	0
1b1.2.1	Air transport	0
1b1.2.2	Shipping	0
1b1.2.3	Other transport	0
1b1.3	Insurance services	0
1b1.4	Communication services (post, phone, telex, email, fax, courier)	0
1b1.5	Royalties & license fees	0
1b1.6	Other services receipts	0
1b2	Investment income receipts	0
1b3	Current Transfers from non-resident government and other entities	0
1b3.1	Embassies	0
1b3.2	Official grants, etc from UN & foreign government agencies	0
1b3.3	Non-official aid, grants, etc from NGOs/ missions	0
1b3.4	Other gifts, donations, maintenance and the like	0
=====		
1c	Capital receipts (sum of 1c1 to 1c4)	0
1c1	Direct Investment in Kenyan enterprises	0
1c1.1	Equity capital	0
1c1.2	Other capital	0
1c2	Portfolio Investment in Kenyan securities	0
1c2.1	Equity securities (shares)	0
1c2.2	Treasury bills and bonds	0
1c3	Loans received	0
1c3.1	Private sector	0
1c3.2	Parastatals	0
1c4	Other capital receipts	0
=====		
1d	In transit customer receipts between Kenyan banks	0
1e	Receipts from Kenyan forex bureaus	0
I	TOTAL RECEIPTS [1a to 1e]	0

Appendix 6

II	PAYMENTS	Kshs '000
2a	Imports	0
2a1	Food	0
2a2	Mineral fuels (oil products) and lubricants	0
2a3	Raw materials	0
2a4	Chemicals	0
2a5	Manufactured goods	0
2a6	Machinery and transport equipment	0
2a7	Other imports unclassified	0
=====		
2b	Other current payments (sum of 2b1, 2b2, 2b3)	0
2b1	Services	0
2b1.1	Travel services	0
2b1.1.1	Business	0
2b1.1.2	Personal	0
2b1.2	Transportation services	0
2b1.2.1	Air transport	0
2b1.2.2	Shipping	0
2b1.2.3	Other transport	0
2b1.3	Insurance services	0
2b1.4	Royalties & license fees	0
2b1.5	Other services payments	0
2b2	Investment Income payments	0
2b2.1	Direct Investment Income	0
2b2.1.1	Dividends and other distributed profits	0
2b2.1.2	Income on debt (interest)	0
2b2.2	Portfolio Investment income	0
2b2.2.1	Income on shares (dividends)	0
2b2.2.2	Interest on bonds & bills	0
2b3	Current transfers (grants, aid, gifts etc) to non-resident entities	0
=====		
2c	Capital payments (sum of 2c1 to 2c6)	0
2c1	Loan repayments - private sector	0
2c2	Loan repayments - parastatals	0
2c3	Other capital repatriation	0
2c4	Portfolio investment in foreign securities	0
2c4.1	- shares	0
2c4.2	- Treasury bills & bonds	0
2c4.3	- other	0
2c5	Direct investment in foreign enterprises	0
2c6	Other capital payments	0
=====		
2d	In transit customer payments between Kenyan banks	0
2e	Payments to Kenyan forex bureaus	0
II	TOTAL PAYMENTS [2a to 2e]	0
III	NET (RECEIPTS - PAYMENTS)	0

CENTRAL BANK OF KENYA

FORM CBK FXB1

DAILY FOREIGN EXCHANGE INFLOWS ABOVE USD 10,000 EQUIVALENT

Bureau _____ **Date** _____

		FOREIGN		AMOUNT	
		CURRENCY	EXCHANGE	IN KSHS	DESCRIPTION OF SPECIFIC SOURCE
NUMBER	CUSTOMER NAME	AND AMOUNT	RATE	EQUIVALENT	OF FOREX INFLOWS
	TOTAL				

I/We declare that the foregoing has been taken from the books and to the best of my/our knowledge and belief is true and correct.

Prepared by _____ (Name) _____ (Signature) _____ (Date)

Checked by _____ (Name) _____ (Signature) _____ (Date)

CENTRAL BANK OF KENYA

FORM CBK FXBO

DAILY FOREIGN EXCHANGE OUTFLOWS ABOVE USD10,000 EQUIVALENT

Bureau _____ **Date** _____

		FOREIGN		AMOUNT	
		CURRENCY	EXCHANGE	IN KSHS	DESCRIPTION OF SPECIFIC US
NUMBER	CUSTOMER NAME	AND AMOUNT	RATE	EQUIVALENT	FOREX OUTFLOWS
TOTAL					

I/We declare that the foregoing has been taken from the books and to the best of my/our knowledge and belief is true and correct.

Prepared by _____ (Name) _____ (Signature) _____ (Date)

Checked by _____ (Name) _____ (Signature) _____ (Date)

CENTRAL BANK OF KENYA

FORM CBK FBWT

WEEKLY FOREIGN TRANSACTION RETURN

Bureau _____ **Date** _____

CURRENCY	OPENING			CLOSING	TOTAL	USD
	POSITION	INFLOWS	OUTFLOWS	POSITION	TRANSACTIONS	EQUIVALENT
US DOLLAR						
STERLING POUND						
EURO						
CANADIAN DOLLAR						
JAPANESE YEN						
NORWEGIAN KRONERS						
INDIAN REPEE						
S. AFRICAN RAND						
AUSTRALIAN DOLLAR						
UGANDAN SHILLINGS						
TANZANIA SHILLINGS						

NOTES

1. Opening position means cash in hand and at bank
 2. Inflows include Export proceeds, donations/grants and capital inflows
 3. Outflows include import payments, donations/grants and capital outflows
 4. Ensure that there is no splitting of transactions to circumvent documentation on transactions above USD 5,000 equivalent
- I/We declare that the foregoing has been taken from the books of the bureau and to the best of my/our knowledge and belief is true and correct.

Prepared by _____
 (Name) (Signature) (Date)

Checked by _____
 (Name) (Signature) (Date)