



REPUBLIC OF KENYA
FINANCIAL REPORTING CENTRE
CBK PENSION FUND BUILDING, HARAMBEE AVENUE
PRIVATE BAG 00200, NAIROBI TEL: +254 2861600

21ST DECEMBER 2017

TO: CHIEF EXECUTIVES OF REPORTING INSTITUTIONS

**FINANCIAL REPORTING CENTRE CIRCULAR NO. 2 of 2017 -
ANNUAL COMPLIANCE REPORT**

Regulation 38 of the Proceeds of Crime and Anti-Money Laundering Regulations, 2013 (AML Regulations) requires all Reporting Institutions to submit to the Financial Reporting Centre (The Centre) by the 31st January of the following calendar year or as may be required by the Centre from time to time, a compliance report detailing the institution's compliance with the Proceeds of Crime and Anti-Money Laundering Act 2009, the AML Regulations and the institution's internal anti-money laundering rules.

The purpose of this Circular (No. 2 of 2017) is for the Financial Reporting Centre to guide reporting institutions on the completion and submission of the Annual Compliance Report to the Centre as follows.

1. Regulation 38 stipulates that unless otherwise directed by the Centre, the Annual Compliance Report should be submitted to the Centre at the end of each calendar year by the 31st January of the following calendar year or as may be required by the Centre from time to time. In this regard, the compliance report for the year 2017 should be submitted to the Centre by **31st January 2018**.
2. The Annual Compliance Report should detail the reporting institution's compliance with the Proceed of Crime and Anti-Money Laundering Act 2009, the Proceeds of Crime and Anti-money Laundering Regulations 2013 and the

institution's internal anti-money laundering rules. For this purpose, all reporting institutions should use the attached 2017 Annual Compliance Reporting Template (ACR Template v4) to compile the annual compliance report for year 2017.

3. Institutions should endeavour to provide all information set out in the template as may be applicable to the institution.
4. The completed compliance report should be signed by the Chief Executive Officer of the institution or a suitably designated senior officer of the institution.
5. The completed compliance report should be sent to the Centre by email in both word (soft) as well as PDF (scanned copy) to reports.frc@centralbank.go.ke to reach the Centre by the **31st January 2018**.

Kindly direct any query or clarification to:

The Director General,
Financial Reporting Centre
P. O. Box 60000 - 00200,
Nairobi
Tel: 28616000
Email: info.frc@centralbank.go.ke



SAITOTI K. MAIKA
DIRECTOR GENERAL/ CHIEF EXECUTIVE OFFICER

cc: **The Governor,**
Central Bank of Kenya
P. O. Box 60000 – 00200
NAIROBI

The Chief Executive Officer,
Capital Markets Authority
P. O. Box 74800 – 00200
NAIROBI

The Commissioner of Insurance and Chief Executive Officer,
Insurance Regulatory Authority
P. O. Box 43505 – 00100
NAIROBI

The Chief Executive Officer,
Retirement Benefits Authority
Rahimtulla Tower, 13th Floor, Upper Hill Road
P.O. Box 57733 - 00200
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The Director,
Betting Control and Licensing Board (BCLB)
P.O. Box 43977-00100
Kenya Charity Sweepstake House
3rd Floor, Mama Ngina Street
NAIROBI