



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

**21<sup>ST</sup> DECEMBER 2018**

**TO: CHIEF EXECUTIVES OF REPORTING INSTITUTIONS**

**FINANCIAL REPORTING CENTRE CIRCULAR NO. 1 of 2018 -  
ANNUAL COMPLIANCE REPORT**

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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 31<sup>st</sup> 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. 1 of 2018) 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 31<sup>st</sup> 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 2018 should be submitted to the Centre by **31<sup>st</sup> January 2019**.
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 2018 Annual Compliance

Reporting Template (ACR Template v4) to compile the annual compliance report for year 2018.

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](mailto:reports.frc@centralbank.go.ke) to reach the Centre by the **31<sup>st</sup> January 2019**.

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](mailto: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  
**NAIROBI**

**The Director,**  
Betting Control and Licensing Board (BCLB)  
P.O. Box 43977-00100  
Kenya Charity Sweepstake House  
3<sup>rd</sup> Floor, Mama Ngina Street  
**NAIROBI**