



REPUBLIC OF KENYA

## FINANCIAL REPORTING CENTRE

### CHANGE OF REGISTRATION PARTICULARS

The Proceeds of Crime and Anti-Money Laundering Regulations section 4 (3) provides that:

*"A reporting institution shall notify the Centre, in writing, of any changes to the particulars furnished under this regulation within ninety days after such change."*

This guide outlines and explains the procedure to be followed by a reporting institution in notifying the Financial Reporting Centre (FRC) of changes to its particulars.

#### Change of Registration Particulars Template

FRC has developed an Excel based template called [FRC Change of Registration Particulars Template.xlsm](#). This is the template to be filled and submitted to notify and register changes to a reporting institutions particulars with the FRC.

#### How do I obtain the Template?

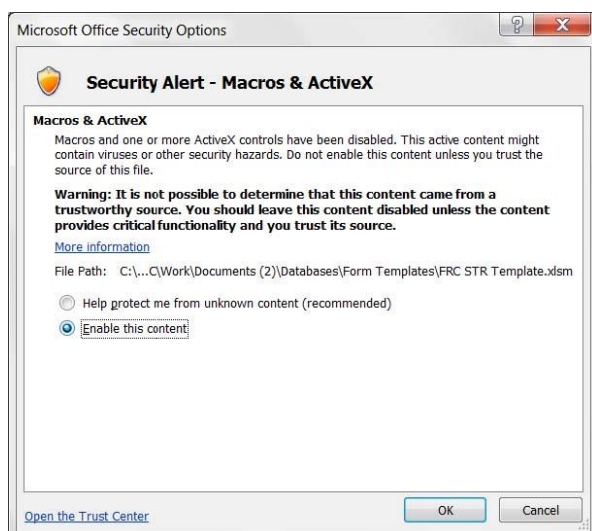
The template is emailed to all registered reporting institutions and included in the registration package for new institutions. The template can also be obtained by a reporting institution by requesting in writing either through email or a letter. The template will be emailed to the email address provided in the request.

## How do I fill the template?

1. Open the template in Excel. Note that the template has not been tested on Excel versions lower than Microsoft Office Excel 2007.
2. Excel may display a security warning at the top ribbon stating that some active content has been disabled (see image below).



3. Click on **Options** and enable content in the dialog box that appears, then click **OK** (see image below).



4. Proceed and fill in all the sections of the template whose particulars have changed. You need not, and should not fill in particulars that have not

changed.

5. Save the template using the following suggested name pattern: [CRP-YYYY-XX \[Reporting Institution\]](#) where [YYYY](#) is the year, [XX](#) is a sequence beginning at 01 for each year and denoting the number of the change request in the year. [Reporting institution](#) is the name of your institution. For example, if [Export Bank](#) is submitting their second change of particulars form for the year [2016](#), the name of the template will be [CRP-2016-02 Export Bank.xlsm](#)

### How do I Submit the Change of Registration Particulars Form?

1. Print, sign, and stamp the filled in change of particulars form. The template has been set to print properly on A4 paper.
2. Scan the signed and stamped form and save it as a [pdf](#) file with the same name as the Excel file e.g. [CRP-2016-02 Export Bank.pdf](#)
3. Attach both the Excel and PDF files in one email and send to the Director General, FRC at [reports@frc.go.ke](mailto:reports@frc.go.ke). The subject of the email is to be the same as the name of the files e.g. [CRP-2016-02 Export Bank](#).
4. Where applicable, attach supporting documentation to the email, e.g. Certificate of Change of Name.

### How do I Know the Changes Have Been Effectuated?

1. Once the changes have been registered, you will receive an email from FRC confirming the changes.
2. Note that this process is sufficient for change of particulars. You need not write letters, etc. to supplement the submitted forms.