



REPUBLIC OF KENYA

FINANCIAL REPORTING CENTRE

REGISTERING WITH THE FINANCIAL REPORTING CENTRE

The Proceeds of Crime and Anti-Money Laundering (Amendment) Act, 2012 provides at section 47A(1) that:

"All reporting institutions to which this Act applies shall register with the Centre within such period and in such manner as the Centre may prescribe."

This guide outlines and explains the procedure to be followed by a reporting institution to register with the Financial Reporting Centre (FRC).

Electronic Registration Template

FRC has developed an Excel based registration template called [FRC Registration Template.xlsm](#). This is the template to be filled and emailed to FRC in order to be registered.

How do I obtain the Template?

The template can be obtained by a reporting institution by requesting for the template 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 Registration template?

1. Open the Registration 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 relevant sections of the template.
5. Save the template using the following suggested name pattern: [REG-YYYY-\[Reporting Institution\]](#) where [YYYY](#) is the year and reporting institution is the name of your institution. For example, if [Export Bank](#) is submitting their registration form this year [2013](#), the name of the form will be [REG-2013-Export Bank.xlsm](#)

How do I Submit the Registration Form?

1. Print, sign, and stamp the filled in registration 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. [REG-2013-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. The subject of the email is to be the same as the name of the files e.g. [REG-2013-Export Bank](#).