Unclaimed Financial Assets Reporting guide

- 1. Please access the new reporting link through <u>https://holders.ufaa.go.ke/site/login</u>
- 2. Please register afresh on this new system.

	Login Register
Login	
User Name *	

- 3. A link shall be sent to the **email** provided. Click on the link to **activate the account**.
- 4. Log in to the portal using the email you registered as username and password.

	Home > Holder Information
	WELCOME TO UFAA HOLDERS PORTAL
UFAA Holders Portal	WHO IS A HOLDER?
dashboard	A holder (or a holding institution) is an entity that is in possession of a financial asset on behalf of an owner. These institutions can be banks, insurance companies, businesses, etc.
🖆 Holders Details	WHAT IS THE DUTY OF HOLDERS?
	Holders of Unclaimed Assets are required to:
🖆 My Submissions	Make all reasonable efforts to locate the owner and to notify the owner about the assets.
🖆 Audit	 Send a written notice to the apparent owner at his last known address informing him that the holder is in possession of the assets. Make a report concerning the assets to UFAA and filing them by 1st November of each year. Remit unclaimed financial assets to the UFAA.
? Help	Click below to begin your assets reporting journey
	PROCEED TO REPORT REPORTING INSTRUCTIONS

5. Please click on "proceed to report tab" as shown above and fill holder/Company details then save and continue.

	Home > Holder information		
FAA Holders Portal	HOLDER DETAILS	2 CONTACT PERSON	3 PREVIOUS HOLDER INFORMATION
DASHBOARD Holders Details	은 Holder Details		
My Submissions	Please fill in the information Below. Holder Name *	Registration No *	

6. Fill the contact details of the liaison person just in case of clarifications on the reports. Then save and continue.

(JFAA)	Success Details saved.			×
JFAA Holders Portal	1) HOLDER DETAILS	2 CONTACT PERSON	3- PREVIOUS HOLDER INFORMATION	
DASHBOARD				
Holders Details	A Contact Person Information			
My Submissions	Please fill in the information Below.			
Audit	Name *	Title *		
Help	Email *	Phone Number *		

7. On the previous holder information, please click on "skip this step and Save" if the company/ organization has not changed name or physical address. However, if the previous information is available, kindly input and click "save and submit tab"

	A Holder Information	
Holders Portal	Please fill previous holder information if applicable. Name Of Business *	Registration No *
HBOARD ders Details	Kra Pin *	Physical Address *
Submissions	Post Code * Select Postal Code	Date Of Change * 01/01/0001
dit		
p	← BACK	SKIP THIS STEP AND SAVE SAVE AND SUBMIT

8. Then click "My submission tab" to file new submission

	Home	> Asset Subm	iission		
Contraction of the second				Asset Submission	
UFAA Holders Portal	Below is a listing	g of my filings.			
曲 DASHBOARD	FILE NEW SUI	BMISSION			
Holders Details		Ne	News	Analisation Data	Chatura
🍰 My Submissions	# No results	found	Name	Application Date	Status

- 9. On file new submission and you shall be prompted to select either: -
 - Nil return,
 - **Cash-** Where a deposit shall be made to UFAA- CBK Bank account i.e Dormant accounts, Dividends etc

 Non-Cash where unclaimed assets shall be reported to UFAA i.e shares or Safe deposit Boxes.

Additionally, choose the company/organization category in which the reports relate to.

10. Upon choosing Cash or Non-Cash you shall be required to select the type of filling either normal yearly compliance or as a result of audit undertaken as shown below.

Strength .			
	ASSET FILING- CHOOSE TYPE		
AA Holders Portal	Asset Type *		
	Cash	Ŧ	
ASHBOARD			
lolders Details	Report for all cash assets including unit trusts(Money markets) Filling Type	Holder Information *	
	Normal(Annual returns)	▼ Only this Co./Branch.Division	Ŧ
1y Submissions			
	Filled By *	Currencies	
ludit	Own	▼ Kenya Shilling	Ψ.
leln			
iciþ			NEXT

11. The next step is to download the form based on the asset type selected. Please fill the excel sheet as per the unclaimed financial assets to be reported and **re-upload.**

CFAA	Home >	Asset Filing	
	Asset Filing		
UFAA Holders Portal			
	Unclaimed a	ssets filing excel sheet (Form 2.xlsx)	Download Download this template, fill the asset lines and upload on the form below
 Holders Details Mu Submissions 			
	Upload File	S	
1= AUdit	#	Description	Attachment
? Help	1	Form 2 (UNCLAIMED ASSETS DETAILS	Choose File No file chosen
	2	Bank Remitted Amount	
	3	Transaction Ref	
	SAVE AND CONTIN	IUE	

Please note

a) The total amount in the form- excel sheet "**MUST TALLY"** with the amount or Units entered as "bank remitted amount"

- b) If there are two or more asset classes/types i.e dividends, dormant accounts, Bankers cheques etc. to be submitted whereas the deposit is a lumpsum amount, kindly combine the data into **ONE** excel sheet.
- c) Please note that the **ID field is mandatory;** however, where this information is not available for some owners kindly code as follows:

Unique holders ID code (given upon registration) followed by numerical serial numbers. Please ensure the field contains 6-8 numbers

Example;

Holder ID Code	Holder Name	Asset Owner Name	ID coding e.g.
		ABC	4500001
		ABCD	4500002
45	XYZ LIMITED	ABCDE	45000003

12. Finally, download form 1 - have it signed by the MD/CEO and **re-upload (form1)**, **upload a cover letter** and the **bank remittance slip** – Input the deposit/RTGS transaction reference. Then click submit and you shall receive an acknowledgment popup message.

CFAA	Success Details saved.			
None of the second s			Filing Lines	
UFAA Holders Portal	Important Below is the summary of the	assets you are about to submit. Please downloa	ad the primary form to upload as for	m 1 on the form below
DASHBOARD				
Holders Details	No	F/0/0116	Form 1	Form One
🖆 My Submissions	Name	Unclaimed Financial Assets Authority		Choose File No file chosen
🍰 Audit	Filing Date	2021-10-29	Cover Letter (From CEO)	Cover Letter
2 Help	Status	Open		Choose File No file chosen
• Holp	Amount	1	Bank Slip	Bank Slip
	Primary Form(Form 1)	Download Download, sign and submit this report		Choose File No file chosen
			Transaction Ref	
			SUBMIT	

13. For Nil return/submission, upon clicking My submission- File New submission click next

SFAA	Home > Asset Filing- Choose Type		
-	ASSET FILING- CHOOSE TYPE		
UFAA Holders Portal	Asset Type *		
DASHBOARD	Nil	·	
Holders Details	No unclaimed assets to report Holder Information *	Filled By *	
My Submissions	Only this Co./Branch.Division	✓ Own	•
Audit			NEXT
2 Help			

	Asset Filing
UFAA Holders Portal	
DASHBOARD	Important You are about to file a nill asset filing.
Holders Details	
My Submissions	SAVE AND CONTINUE
Audit	
a	

14. Proceed to download **Form 1** and have it signed by the MD/CEO, then **re-upload** plus the **cover letter** as shown below

GFAA	Home > Asset Submit	ssion	•			
Canal C	Success Details saved.					
UFAA Holders Portal		Filing Lines				
Holders Details	Important Below is the summary of the a					
Audit	No	F/0/0039	Form 1	Form One Choose File No file chosen		
Audit Help	No Name	F/0/0039 MEDIFINANCE LIMITED	Form 1	Form One Choose File No file chosen		
Audit Help	No Name Filing Date Status	F/0/0039 MEDIFINANCE LIMITED 2021-10-26 Open	Form 1 Cover Letter (From CEO)	Form One Choose File No file chosen Cover Letter Choose File No file chosen		
l Audit I Help	No Name Filing Date Status Amount	F/0/0039 MEDIFINANCE LIMITED 2021-10-26 Open 0	Form 1 Cover Letter (From CEO)	Form One Choose File No file chosen Cover Letter Choose File No file chosen		

15. Click submit tab and you shall receive an acknowledgment as shown below.

CFAA	Home → Asset Submission	
UFAA Holders Portal	Success You have successfully completed you asset filing. Your reference number is F/0/0039	×
	Below is a listing of my filings.	
DASHBOARD		
Holders Details	FILE NEW SUBMISSION	
My Submissions	Showing 1-1 of 1 item.	

16. The Authority's Bank Details are as follows;

Currency	Account Title	CBK Account number/ CBK Correspondent Account
KES	Unclaimed Assets Trust Fund (Kes)	1000535261
USD	CBK/GOK Unclaimed Financial Asset Account USD	Citibank N.A, Nairobi A/C No. 0400000077