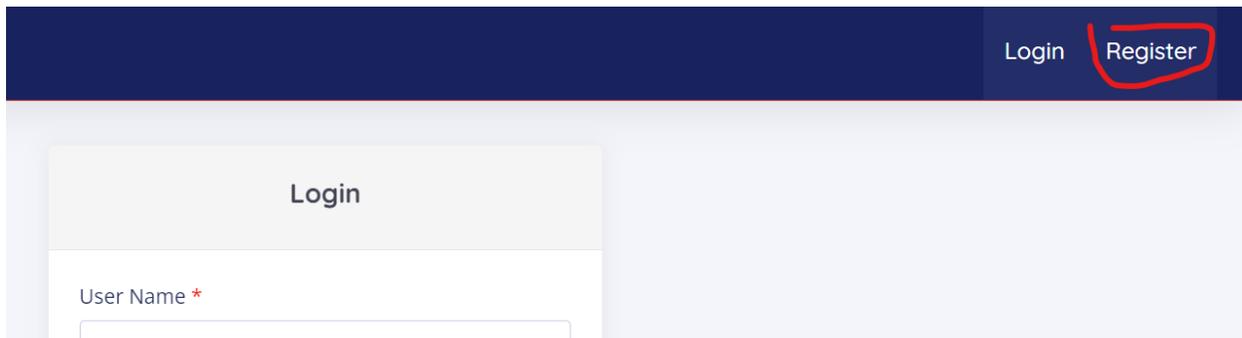
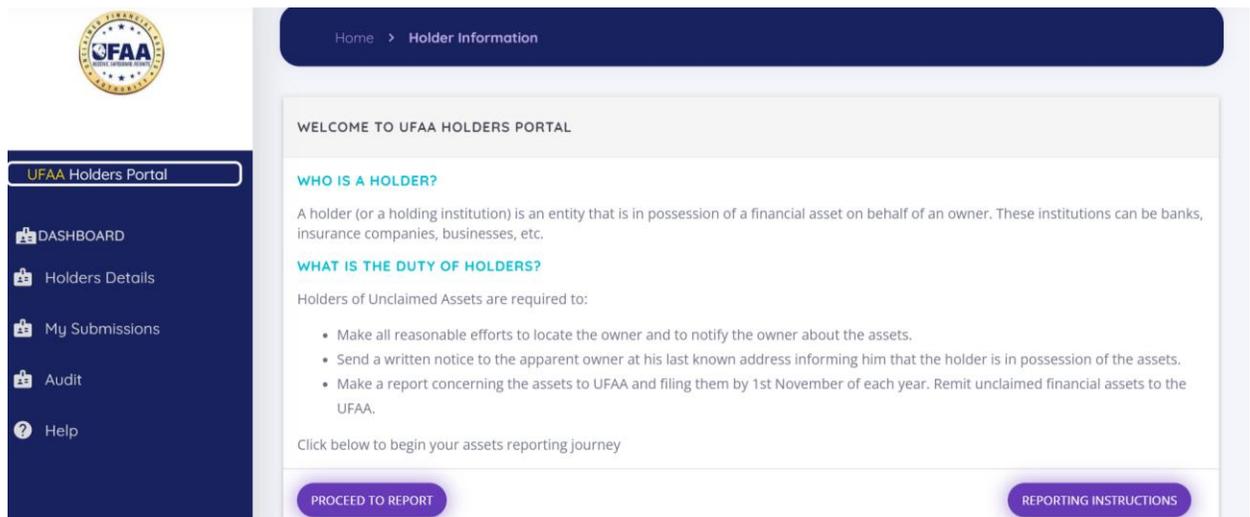


# Unclaimed Financial Assets Reporting guide

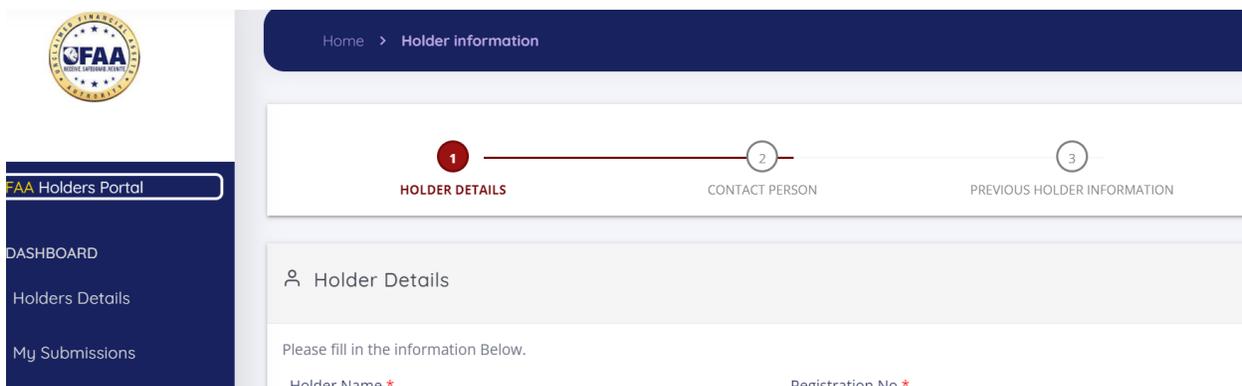
1. Please access the new reporting link through <https://holders.ufaa.go.ke/site/login>
2. Please **register** afresh on this new system.



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.



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



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

Success  
Details saved.

1 HOLDER DETAILS      2 CONTACT PERSON      3 PREVIOUS HOLDER INFORMATION

Contact Person Information

Please fill in the information Below.

Name \*      Title \*

Email \*      Phone Number \*

- 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”

Holder Information

Please fill previous holder information if applicable.

Name Of Business \*      Registration No \*

Kra Pin \*      Physical Address \*

Post Code \*      Date Of Change \*

Select Postal Code      01/01/0001

← BACK      SKIP THIS STEP AND SAVE      SAVE AND SUBMIT

- Then click “My submission tab” to file new submission

Home > Asset Submission

## Asset Submission

Below is a listing of my filings.

FILE NEW SUBMISSION

| #                 | No | Name | Application Date | Status |
|-------------------|----|------|------------------|--------|
| No results found. |    |      |                  |        |

- 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.

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**.

**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:

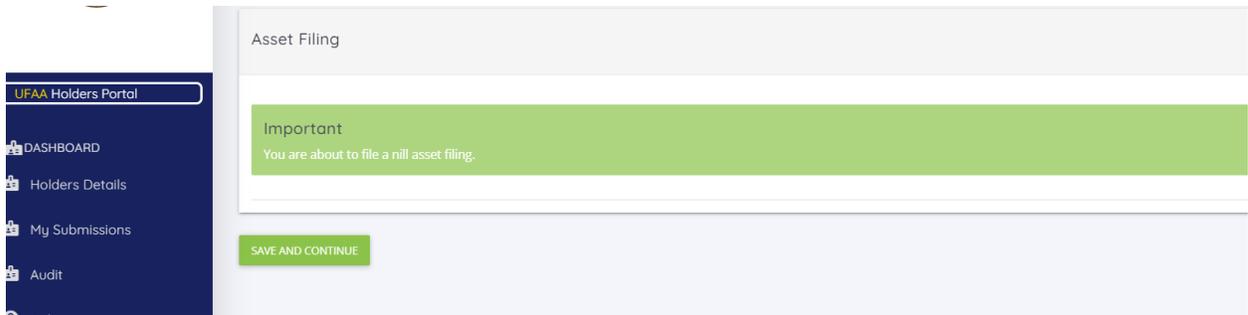
Unique holders ID code (given upon registration) followed by numerical serial numbers. Please ensure the field contains 6-8 numbers

Example;

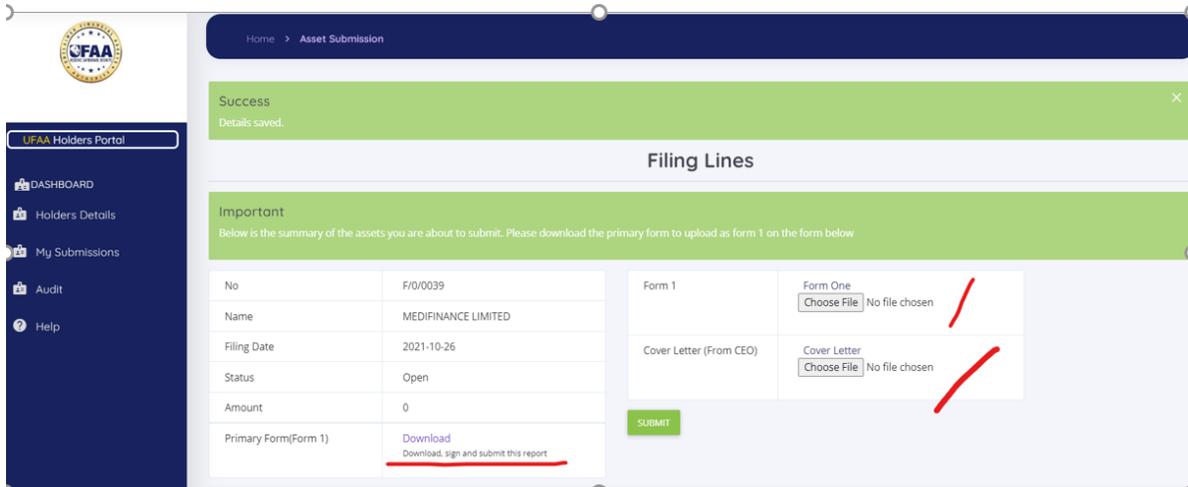
| Holder ID Code | Holder Name | Asset Owner Name | ID coding e.g. |
|----------------|-------------|------------------|----------------|
| 45             | XYZ LIMITED | ABC              | 45000001       |
|                |             | ABCD             | 45000002       |
|                |             | 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.

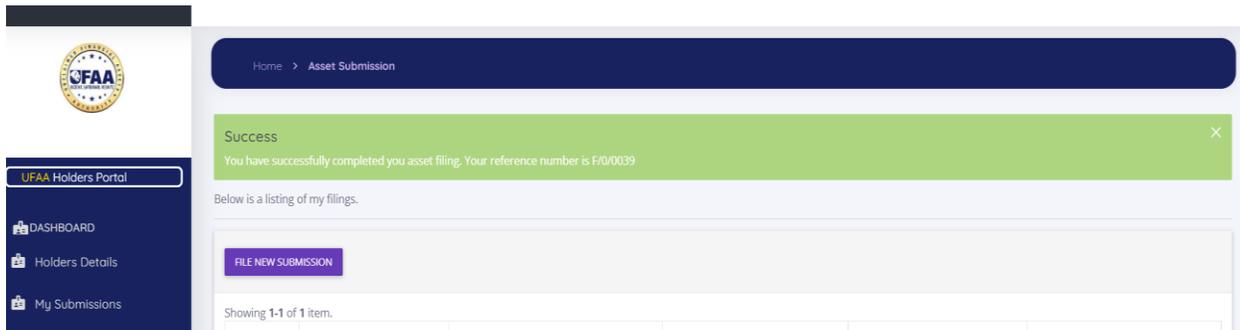
- 13. For **Nil return/submission**, upon clicking My submission- File New submission click next



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



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



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      |