

## LARGE CASH TRANSACTION DECLARATION AND CASH REQUISITION FORM

1) Please help us understand this transaction better by providing information (Tick as appropriate):

Account Name : Account holder's Nationality :	Transaction type: Cash Deposit <input type="checkbox"/> Cash Withdrawal <input type="checkbox"/> Currency Exchange <input type="checkbox"/>
Account No:	
Currency:    KES <input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/>	Amount in Figures:
Amount in words:	

- a. Why is this large cash transaction necessary? \_\_\_\_\_
- b. The reason of choosing cash rather than RTGS etc. \_\_\_\_\_
- c. The source of the large cash deposit \_\_\_\_\_
- d. Where the money withdrawn will be taken right from the Bank premises? \_\_\_\_\_
- e. What the money will be used for? \_\_\_\_\_
- f. Names and identities of direct and indirect beneficiaries of the money (attach list if more). Copies of ID to be enclosed.

Name of Payee/Beneficiary	ID/PP /Reg No(s)	Name of Payee/Beneficiary	ID/PP /Reg No(s)

e. Name & ID of the source in case of ( c ) above : (ID copies to be enclosed) \_\_\_\_\_

2) Supporting documentation provided for Cash Deposit/Cash Withdrawal transaction.

Invoice. \_\_\_\_\_  Sale Agreement \_\_\_\_\_  Contract ref \_\_\_\_\_  Other: \_\_\_\_\_

3) In case of 3rd party/agent either deposit/Withdrawal/Exchange: (Attach a copy of the ID for the 3rd party/agent).

Name: \_\_\_\_\_ ID / PP No: \_\_\_\_\_ Nationality: \_\_\_\_\_ D.O.B \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship to account: ( e.g agent/supplier) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4) DECLARATION

/ we declare the foregoing details to be true to the best of my/our knowledge & undertake to indemnify the bank in case of any loss

### Data Protection Privacy Notice

The information that you input here shall be retained by us strictly for our own use in line with the Data Protection Act No. 24 of 2019, our Privacy Policy and the Privacy Notice and I consent to the application of the Data Protection Act No. 24 of 2019 and the Bank's Privacy Policy and the Privacy Notice to all information provided to the Bank. This Privacy Notice may be updated from time to time and the most recent version can be found on our website or with our customer care representative. If you would like any further information contact our Data Protection Officer or kindly contact us at ABC Bank House, Woodvale Grove, Westlands, P. O. Box 38610 – 00800, Nairobi addressed 'for the attention of the DPO'.

Name \_\_\_\_\_ ID/PP No \_\_\_\_\_ Authorized Signatory (1) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ ID/PP No \_\_\_\_\_ Authorized Signatory (1) \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ ID/PP No \_\_\_\_\_ Authorized Signatory (1) \_\_\_\_\_ Date \_\_\_\_\_

NB: Read overleaf for details

FOR OFFICIAL USE ONLY

Receiving Officer's Name \_\_\_\_\_ Designation \_\_\_\_\_ Signature & Stamp \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Approving Officer's Name \_\_\_\_\_ Designation \_\_\_\_\_ Signature & Stamp \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

NOTICE

- a) Large cash transactions are cash deposits, cash withdrawals or cash currency exchanges 10,000.00 or equivalent in other currencies.
- b) This form is in line with Part IV Section 44 sub
- c) The information is for internal use and may be divulged regulations.
- d) Further to the KBA Circular Letter No.98/2018 been instituted as below:

Transaction Amount	Approval Level
Kes.1M to 10M or equivalent	Branch Manager/ Operations Managers
Kes.10M to 20M or equivalent	Senior Manager Operations/Head of CBO/ Head of Operations
Above Kes20M or equivalent	HOO/GCEO or CCRO/GMD or Head Of Retail/SME or GM (Business)

e) Further to the **KBA Circular Letter No.98/2018**, In case of a Cash Transaction (Withdrawal/Deposit) of Kes.10M or above, you are required to avail a **3 day written notice** to the bank. This can be done directly to Branch Manager at the branch where cash is to be drawn or your branch where your account is domicile together with information on beneficiary.