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(GENERAL) REGULATIONS, 2002  
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**THE CAPITAL MARKETS ACT  
(Cap. 485A)**

IN EXERCISE of the powers conferred by section 12(1) of the Capital Markets Act, the Capital Markets Authority makes the following Regulations:-

**THE CAPITAL MARKETS (LICENSING REQUIREMENTS)  
(GENERAL) REGULATIONS, 2002  
PART I – PRELIMINARY**

**Citation.** 1. These Regulations may be cited as the Capital Markets (Licensing Requirements) (General) Regulations, 2002.

**Interpretation.** 2. In these Regulations, unless the context otherwise requires -  
“Act” includes a reference to the Capital Markets Act and the Regulations and Guidelines made thereunder;  
“Authority” has the meaning assigned to it in the Act”  
“close relation” means a relationship supported by documentary evidence of a spouse, parent, sibling, child, father-in-law, son-in-law, daughter-in-law, mother-in-law, brother-in-law, son-in-law, grand child or spouse of a grandchild;  
“compensation committee” means the investor compensation committee appointed under regulation 71;  
“Compensation Fund” has the meaning assigned to it in section 2 of the Act;

**Cap. 488** “Custodian” means a bank licensed under the Banking Act or a financial institution approved by the Authority to hold in custody funds, securities, financial instruments or documents of title to assets registered in the name of local investors, East African investors or foreign investors or of an investment portfolio;

“private transaction” means a transfer of a listed security outside a securities exchange authorized by the Authority from one security holder to another whether or not it involves any consideration or change of beneficial interest or is otherwise authorized by the Authority under section 31 of the Act;

“professional” means a person giving an opinion in respect of listed securities or in relation to a public offer or listing of securities and includes -

- (a) any person responsible for the incorporation of a listed company;
- (b) an advocate, auditor, accountant, investment advisor or stockbroker, underwriter, valuer, engineer, actuary, analyst, economist, management consultant; and
- (c) other experts whose written opinion with respect to the assets, products or business affairs of the issuer appear in a prospectus or is produced to the Authority.

“securities laws” means the Act, the Central Depositories Act and the regulations and guidelines made thereunder;

“working capital” means the difference between the current assets and current liabilities excluding clients’ accounts which shall not fall below twenty percent of the prescribed minimum shareholders funds or three times the monthly operating costs whichever is higher;

## **PART II - SECURITIES EXCHANGE**

**Application for approval.** 3. (1) An application for grant of approval to operate as a securities exchange shall be submitted to the Authority in Form 1 set out in the First Schedule.

- (2) The application under paragraph (1) shall be submitted together with -
- (a) the applicant's rules, memorandum and articles of association that shall be in a form satisfactory to the Authority and shall -
    - (i) not permit the distribution of profits to members;
    - (ii) restrict the membership of the securities exchange to stockbrokers, dealers, investment banks, authorized securities dealers or other institutions as may be approved by the Authority; and
    - (iii) restrict the applicant to the business of operating a securities exchange and services incidental thereto.
  - (b) details of the trading system proposed to be adopted by the applicant;
  - (c) the prescribed fees set out in the Second Schedule; and
  - (d) such additional documents as may be required by the Authority.

**Rules of the securities exchange.** 4.(1) The rules proposed to be adopted by an applicant for approval to operate as a securities exchange shall contain provisions in Compliance with the Act on the-

- (a) admission to the listing, suspension or de-listing of securities by the securities exchange, through a procedure prescribed by the Authority;
- (b) the conditions governing dealing in securities by its members so as to ensure protection of the rights of investors;
- (c) prompt disclosure, in a manner that is fair to all investors, of material information of a price sensitive nature and information likely to affect the price of a security including fees on management contracts, to enable appraisal of an issue by investors;
- (d) protection of investors against abuse of confidential

- information, misleading information, fraud, deceit, and other adverse practices in the issuing and trading of securities;
- (e) prohibition of market manipulation in any form;
  - (f) investigation into trading in securities and financial transactions of stockbrokers and dealers and for conducting surprise checks on such members;
  - (g) suspension of trading of any security for the protection of investors or for the conduct of orderly and fair trading;
  - (h) the conduct of securities trading by stockbrokers and dealers and the manner in which information relating to transactions is to be maintained and reported to other members and customers;
  - (i) segregation from other business accounts of a member, of customers funds and securities,
  - (j) arbitration of disputes and provision for appeal to the Authority by members, investors and listed companies;
  - (k) proper safe keeping of securities in its custody;
  - (l) carrying out of the business of the securities exchange with due regard to interest of the investing public;
  - (m) admission to membership of a securities exchange of full members or associate members;
  - (n) registration with the securities exchange of full members, associate members, their representatives, authorized clerks and dealers;
  - (o) conduct of full members, associate members, and representatives and authorized clerks;
  - (p) responsibility of full members or associate members for the actions of employees, agents in their dealings with the public; and
  - (q) the listing of medium and large sized companies in the respective market segments such that investors have a range of investment opportunities in listed securities across all sectors of the economy.

**Membership of 5.(1) Membership of a securities exchange shall comprise of - securities**

- exchange.**
- (a) stockbrokers, dealers and investment banks as full members having the right to vote and attend the annual general meetings of the securities exchange;
  - (b) authorized securities dealers and any other financial institutions approved by the Authority as associate members not having the right to vote but may attend the annual general meetings of the securities exchange in an observer capacity.

(2) A securities exchange shall admit as a full member or associate member any person licensed by the Authority on payment of the admission fee approved by the Authority under section 29 (2) of the Act and accord applicable rights with respect to -

- (a) access to trading and use of the securities exchange facilities provided to members;
- (b) voting and participation in the general meeting of the securities exchange in the case of full members and observer capacity in the case of associate members.

(3) No full member of a securities exchange or a director or shareholder of a full member shall be a director or hold beneficial interest either directly or indirectly in more than one member of a securities exchange.

(4) In case of a listed member of a securities exchange, an interest of fifteen percent or more of the voting shares held directly or indirectly shall be deemed to be a person's beneficial interest for purpose of these Regulations.

**Chairman, 6.** (1) A securities exchange shall have a chief executive who shall be **directors** in charge of the day to day operations of the securities exchange **and chief** and administration of sufficient professional capability to carry **executive.** out trading, clearing and compliance functions of its members and listed companies.

(2) No person shall be qualified for appointment as a chief executive of a securities exchange, unless such person has –

- (a) at least ten years' experience at a senior management level in matters relating to law, finance, accounting, economics, banking or insurance; and
- (b) expertise in matters relating to money, capital markets or finance.

(3) A securities exchange shall provide in its rules and articles of association -

- (a) a fixed term of office for its chairman and chief executive, which shall include a maximum term of office of two consecutive years for the chairman and four years renewable once for the chief executive.
- (b) The five persons elected to the board of a securities exchange under section 20 (3) (a) of the Act shall include a person licensed to operate as a dealer and where no person is licensed to operate as a dealer, a

person licensed as an investment bank shall be elected.

(c) A person elected under paragraph (b) above shall serve a maximum period of three consecutive years provided that such person shall not be eligible for re-election for a period of two consecutive years after completing his three-year term of service.

(d) Persons elected and appointed under section 20 (3) (b) and (c) respectively of the Act shall serve for a maximum period of three consecutive years and shall not be eligible for re-election or re-appointment for a period of five years after completing the three-year term of service.

(e) A person nominated to represent listed companies under section 20 (3)(b) of the Act shall be a person who is a chief executive or chairman of a listed company

(4) A securities exchange shall submit eight nominees of whom three persons shall be approved by the Authority for the purpose of section 20 (3) (c) of the Act.

(5) The eight nominees referred to in paragraph (4) shall be persons who -

(a) are in leadership positions in any shareholders association; or

(b) have experience in the public service and have demonstrated expertise in governance.

**Requirements 7.** (1) A trading system to be adopted by a securities exchange shall **for approval** be approved by the Authority before such system is implemented.  
**of a securities**

**exchange** (2) The trading system referred to in paragraph (1) shall provide  
**system.** trading for -

(a) a trading facility at which all bids to purchase and offers to sell are exposed to each other and at which members of the public are granted an opportunity to witness trading;

(b) a transparent and efficient pricing mechanism which:-

(i) displays the best offer and bid prices;

(ii) provides for automatic matching;

(iii) displays the highest and lowest prices, the latest transactions as well as the volume of securities traded;

(iv) has an audit trail and trace back mechanism for all transactions;

(v) has sufficient internal controls and security measures to ensure that only authorized persons have access;

(vi) provides for integration with a central depository system;

and  
(vii) maintains records of all transactions and retrieves such records as may be necessary.

**Submission of annual budget.** 8. (1) A securities exchange shall submit its annual budget to the Authority not later than thirty days before the commencement of its financial year.

(2) Any revisions to the budget shall be submitted to the Authority not later than fifteen days before the commencement of its financial year.

(3) The annual budget shall -

(a) disclose details of revenue and expenditure as prescribed under these Regulations.

(b) make provision for a minimum of twenty percent of the total annual listing fees receivable each financial year to support the development of the securities exchange infrastructure and investor education programme.

**Self regulation.** 9. (1) Every securities exchange shall have:-

(a) a procedure and appropriate system of exercising self regulation over its members;

(b) a code of conduct for its members;

(c) adequate trading surveillance and compliance capacity;  
and

(d) a procedure for dispute resolution.

(2) A securities exchange shall implement a system of self regulation with respect to its full and associate members and shall ensure the day to day management of trading, settlement, delivery and all other activities of its full and associate members, are in accordance with the memorandum and articles of association and rules of the securities exchange which have been approved by the Authority.

**Records to be maintained.** 10. Every securities exchange shall maintain and preserve the following records and documents, for a period of seven years -

(a) minutes of the meetings of-

(i) its full members and associate members;

(ii) its board of directors; and

(iii) any standing committee or committees of its board of directors;

(b) register of full and associate members including the full names and physical addresses of all directors and shareholders of such members;

(c) register of representatives, authorized clerks, dealers, authorized assistants and floor traders;

(d) record of securities transactions by sectors for each market segment;

- (e) statistical information on market turnover and capitalization on a monthly basis for each market segment;
- (f) register of -
  - (i) all listed securities including the names of issuers and number of securities listed by each issuer;
  - (ii) all substantial shareholders;
  - (iii) holders of notifiable interest under regulation 75.
- (g) records of receipts and disbursement of the investors compensation fund;
- (h) annual audited accounts of its full and associate members;
- (i) annual reports of all listed companies;
- (j) records containing financial limits of its full and associate members on a quarterly basis;
- (k) financial records of all transactions of the securities exchange including receipts and payouts, cash and bank transactions which shall also be maintained in an electronic form including:
  - (i) ledgers;
  - (ii) journals; and
  - (iii) bank statements and reconciliation accounts.

**Investor compensation fund.** 11. (1) A securities exchange shall establish and maintain an investor compensation fund.

**fund.** (2) A securities exchange shall keep proper accounts and records of the investor compensation fund and shall in every financial year prepare a statement of accounts showing the movement and financial position of the fund in its annual report.

(3) The compensation fund shall be prudently managed by the securities exchange as a separate fund and shall be disclosed as such in the securities exchange annual balance sheet as an asset and liability.

(4) The accounts shall include the income and all sources of contribution to and expenditure from the investor compensation fund.

(5) The accounts and records shall be audited by the auditor appointed by the securities exchange for its annual accounts.

(6) Any proposed payment from the compensation fund by the securities exchange shall be reported to the Authority before such payment is effected.

**Reporting obligations.** 12.(1) A securities exchange shall within four months after the end of each financial year make available to the Authority, and to the investors, a summary of information on companies listed at the securities exchange.

- (2) The information referred to in paragraph (1) shall include the -
  - (a) published accounts of companies listed on such securities exchange including balance sheet and profit and loss statements;

- (b) date of incorporation, date of listing, names of directors, share capital, number and value of shares issued, and any changes in the share capital;
- (c) details of securities transacted and the prices (high, low and mid-market) at which such securities have been transacted during the year; and
- (d) earnings per share, dividend per share, shareholding structure (institutional, individual and foreign investors), principal or controlling shareholders and total number of shareholders.

(3) A securities exchange shall maintain information in both print and electronic form, regarding each company listed at the securities exchange and such information shall include the -

- (a) name of the issuer and date of incorporation;
- (b) date of listing;
- (c) names of directors;
- (d) principal/controlling shareholders;
- (e) total number of shareholders.
- (f) authorized and paid-up share capital;
- (g) changes in authorized or paid-up share capital;
- (h) core and auxiliary line of business;
- (i) balance sheet and profit and loss accounts for the last five years;
- (j) volume and price movements (high and low) of the listed security; and
- (k) earnings per share and dividend per share.

(4) A securities exchange shall, by the last day of March in each year, furnish the Authority with a report of its activities during the preceding calendar year and such report shall contain information on -

- (a) changes in its rules and by-laws, if any;
- (b) changes in the membership of its board of directors;
- (c) composition and mandates of all the committees set up and changes (if any) in the membership of its existing ones;
- (d) admissions, suspensions or revocations of licences of members;
- (e) disciplinary action against members including appointment of statutory manager;
- (f) arbitration of disputes;
- (g) securities listed, suspended or de-listed;
- (h) market turnover and capitalization per sector; and
- (i) any other matters that the Authority may request.

(5) A securities exchange shall submit to the Authority, through electronic means, and make public a daily report on the securities transacted, the price movements on each security including low, high and

average prices, and the volume of transactions in each security.

(6) A securities exchange shall furnish the Authority within thirty days after the end of each quarter, a report of all securities transactions for each day, including private transactions, the value of each transaction, names of the parties for each private transaction and the holders of notifiable interest disclosed to the securities exchange under Part XI of these Regulations;

(7)(a) A financial statement of a securities exchange shall include the disclosures prescribed in the Third Schedule to these Regulations.

(b) The annual accounts of a securities exchange shall be audited by an independent auditor appointed by the board of directors,

with the consent of the Authority and such auditor shall not be removed without the approval of the Authority;

(8) A securities exchange shall furnish the Authority with all documents and notices that it issues to its members in connection with the annual general meetings within ten days prior to the date of such meetings.

(9) Communication to investors shall be by way of publication in at least two daily newspapers of national circulation.

(10) A securities exchange shall immediately report to the Authority by telephone and in writing whenever-

(a) there is a delay in the opening or closing of the securities exchange;

(b) there is a default on settlement and delivery;

(c) trading is to be suspended in any security;

(d) there are incidences of violation of the Act or the securities exchange rules;

(e) there is unusual activity in the market;

(f) the securities exchange receives any non-public information that its chief executive believes could have a material effect on the market in general or on any specific securities; or

(g) the Authority requests for any information.

**Listing of securities by a securities exchange.** 13. (1) No securities exchange shall admit to listing a security which has not been approved for listing by the Authority.  
(2) A securities exchange shall admit to listing without any other conditions all securities approved by the Authority arising out of :-

**Amended by LN 32/2008,  
Commencement date  
14<sup>th</sup> March 2008**

(a) a public offer, on attainment of the total minimum subscription of shares as disclosed in the prospectus approved by the Authority and minimum number of shareholders prescribed for the respective market segment;

- (b) an introduction;
- (c) rights issue;
- (d) scrip dividend offer; or
- (e) capitalization of reserves.

(3) A securities exchange shall provide in its listing rules and with respect to each market segment the procedure for admission to listing of securities approved for listing by the Authority.

### **PART III - STOCKBROKERS AND DEALERS**

**Application 14.**(1) An application for a licence to operate as a stockbroker or a dealer shall be submitted to the Authority in Form 1 set out in the First Schedule.

- (2) The application referred to in paragraph (1) shall be accompanied by -
- (a) the prescribed fees set out in the Second Schedule; and
  - (b) the documents, information and declarations specified in regulation 15.

**Specific 15.** (1) The application under in regulation 14 shall be submitted together requirements with -

- for approval.**
- (a) the certificate of incorporation;
  - (b) the memorandum and articles of association;
  - (c) a statement of the un-audited accounts for the period of the accounting year ending not earlier than six months prior to the date of application and audited accounts for the preceding two years (where applicable);
  - (d) a business plan containing the particulars on -
    - (i) the management structure;
    - (ii) the directors, including one or more executive directors, their qualifications, addresses and details of other directorships;
    - (iii) the shareholding structure which shall disclose whether any of the shareholders will have an executive role to oversee the day to day operations of the business;
    - (iv) the shareholding structure of a dealer;
    - (v) the evidence of a share capital of not less than five million shillings in the case of a stockbroker and twenty million shillings in the case of a

- dealer or such higher amount  
as the Authority may from time to time prescribe;
- (vi) the qualifications, experience and expertise of the chief executive must be relevant to effectively manage or operate the business of a stockbroker or dealer;
  - (vii) the proposed management and qualifications of key personnel;
  - (viii) the financial projections for three years;
  - (ix) the proposed information technology and access to the trading network in compliance with the trading, clearing, delivery and settlement requirements of the securities exchange to which the applicant intends to be admitted as a member under these Regulations;
  - (x) one bank reference;
  - (xi) two business references;
  - (xii) the proposed premises suitably located and equipped to provide satisfactory service to clients in the field of activity to which the licence relates or evidence acceptable to the Authority that such premises will be available;
  - (xiii) the staff capable of providing professional services to clients in the field of activity to which the licence relates or evidence acceptable to the Authority that such staff will be available;
  - (xiv) the proposed independent auditor; and
  - (xv) a declaration that no person is a director or holds beneficial interest either directly or indirectly in more than one member of a securities exchange.

(2) Every person who is, or is to be, a director, chief executive, manager or floor dealer of a stockbroker or dealer shall be fit and proper to hold the particular position that he holds or is to hold.

(3) The applicant under paragraph (1) shall -

- (a) lodge a security of one million, five hundred thousand shillings or such higher amount with a securities exchange or a central depository (as the Authority may determine, taking into account the financial position and settlement record of the applicant); or
- (b) provide a guarantee in a form acceptable to the Authority from a bank to the securities exchange or the central depository (as may be determined by the Authority) of which the stockbroker or dealer is a member or has applied for membership.

(4) The eligibility of a dealer's licence shall be restricted to institutions committing funds for investment as principals in securities dealings.

(5) A stockbroker may be authorized undertake dealing operations through a subsidiary company.

(6) A stockbroker authorized by the Authority to conduct dealing operations through a subsidiary shall not require a separate membership of the securities exchange for such subsidiary.

(7) A stockbroker authorized to conduct dealing operations shall maintain separate records of all dealing operations by the subsidiary and the subsidiary shall be recognized as a client in the stockbroker's transaction records.

(8) All dealing transactions by the stockbroker's subsidiary shall be registered in the name of the subsidiary.

(9) A stockbroker authorized to conduct dealing operations shall have its licence endorsed by the Authority as authorized to conduct operations as dealer through a subsidiary.

(10) A licence granted to an applicant to operate as a stockbroker or dealer shall be accompanied by a letter of compliance with the licensing requirements from the Authority to the securities exchange at which the licensee seeks admission to enable the licensee to be admitted to membership of such securities exchange on payment of admission fees approved by the Authority.

**Stockbrokers' 16.** (1) The level of shareholders funds (paid up share capital and financial reserves) shall not be below five million shillings or such higher amount requirements. as may be determined by the Authority at any time during the licence period.

(2) The minimum paid up share capital shall always be unimpaired and shall not be advanced to the directors or associates of the stockbroker.

(3) The working capital shall not be below twenty percent of the prescribed minimum shareholders funds or three times the average monthly operating costs whichever is higher.

(4) Unsecured advances, loans and other amounts to directors or associates shall in aggregate not exceed ten percent of the prescribed minimum shareholders funds at any time provided that such loans are with respect to any amount in excess of the minimum paid up capital.

(5) The ratio of the stockbroker's bank overdraft to the paid-up capital shall not exceed twenty percent at any time.

**Dealers' 17.** (1) The level of shareholders funds (paid up share capital and financial reserves) shall not be below twenty million shillings , at any time during requirements the licence period.

**and investment**

**limits.** (2) A dealer shall:-

(a) set aside investment capital of not less than twenty

million shillings [except as provided under paragraph (3) ] in cash or portfolio of listed securities, or such higher amount as may be prescribed by the Authority; and

(b) have a working capital of an amount not less than twenty percent of the paid up capital and reserves or three times its monthly operating costs.

(3) Where a dealer is promoted by a stockbroker through a subsidiary, the minimum investment capital committed to dealing operations by the subsidiary shall not be less than five million shillings in cash or listed securities portfolio at market value or such higher amount as may be prescribed by the Authority.

(4) A dealer's borrowings except overdraft shall be for the purpose of investment in securities and such borrowings shall not exceed forty percent of its shareholders funds, or market value of the listed securities portfolio held, whichever is higher.

(5) Unsecured advances, loans and other amounts to any directors or associates shall be made out of shareholders funds which are in excess of the prescribed minimum shareholders funds provided that such loans shall not exceed ten percent of the shareholders funds.

(6) The ratio of the dealer's bank overdraft to the paid-up capital shall not exceed twenty percent during the licence period.

(7) A dealer shall maintain an investment portfolio out of it's investment capital equivalent to a minimum monthly average of fifty percent in listed equities and the remainder in listed fixed income securities provided that within twelve months from the date of these Regulations, the investment of the minimum monthly average in listed equities shall be adjusted to sixty percent.

(8)(a) At least an average of twenty five percent of the portfolio of securities held by a dealer shall be turned over every quarter and seventy five percent of the portfolio be turned over every twelve months;

(b) Every security held by a dealer shall be turned over at least once every eighteen months.

(9) For the purposes of this regulation "turnover" means the value of securities purchased or sold during the period.

**Financial 18.** The financial year of stockbrokers and dealers shall end on the year. 31<sup>st</sup> of December in each year.

**Records to be 19.** (1) A stockbroker and dealer shall maintain and preserve for a maintained. period of seven years, the following accounting documents -

(a) journals or other records of original entry containing an itemized daily record of all purchases and sales of securities, all receipts and deliveries of securities (including certificate numbers), all receipts and disbursements of cash and all debits and credits; the

records shall show the account for which each transaction was effected, the name and amount of securities, the unit and aggregate purchase or sale price (if any), the trade date and the name or other designation of the person from whom the securities were purchased or received or to whom they were sold or delivered;

- (b) ledgers, (or other records) reflecting all assets and liabilities, income, expense and capital accounts;
- (c) detailed records of nominee accounts;
- (d) all cheque books, bank statements, cancelled cheques and bank reconciliation accounts;
- (e) clients' accounts (or other records) itemizing separately each account of a client, all purchases, sales, receipts and deliveries of securities and all other debits and credits;
- (f) a memorandum of each client's order received for the purchase or sale of securities; the memorandum shall show orders in chronological sequence, the time of receipt, the terms and conditions of the order or instructions and of any modification or cancellation thereof, the account for which the order was entered, the time of entry into the market for execution, the price at which the order was executed and, to the extent feasible, the time of execution or cancellation;
- (g) copies of confirmation of all purchases and sales, notices of all other debits and credits for securities and other items for the account of client;
- (h) records on all commissions earned on account of equities, bonds and others;
- (i) contract books or records, showing details of all contracts entered into with full members or associate members of a securities exchange and duplicates of memoranda of confirmation issued to such other members; and
- (j) any other accounting documents as may be determined by the Authority.

(2) The accounting documents specified under paragraph (1) shall be subject to inspection from time to time and without notice, by the Authority or securities exchange of which the stockbroker or dealer is a member.

(3) A stockbroker shall maintain and preserve for each person who becomes a client, records and accounts for a period of seven years containing information on -

- (a) where the client comes through an investor agent, in the agent sub-account and where the client has been

attended to by the supervisor or employee of the stockbroker authorized to attend to clients in the stockbroker's account, the client's name, date of birth, address, nationality or citizenship, identification, written instructions of the client, price limit, duration of the instructions and date of order and the name and address of the investor agent (where applicable) and where the client is a company,

certified copies of memorandum and articles of association and the certificate of incorporation.

- (b) if the stockbroker, or any of its agents has made any recommendations to the client to purchase or sell any security, the record of such client shall include the client's occupation, identification, investment objectives, other information concerning the client's financial situation and needs which the stockbroker or any of its agents considered in making the recommendation, and the signature and name of the agent who made the recommendation to the client and the date when any order was given to the stockbroker or its agent and any price limit given.
- (c) A record or records with respect to each discretionary account shall include:
  - (i) the client's written authorization to the stockbroker to exercise discretionary power or authority in the client's account;
  - (ii) the reason given by the client for granting discretionary power or authority in his account; and
  - (iii) the written approval of the stockbroker's designated supervisor of each transaction in such account indicating the exact time and date of such approval;
- (d) a separate record for all complaints by clients and persons acting on behalf of clients; the complaints shall be filed alphabetically by clients' names and shall include copies of all materials relating to the complaint, and record of what action, if any has been taken by the stockbroker; copies of such materials and record of action taken shall be kept in the office through which the client's account is handled;
- (e) a separate record of all securities transactions by the stockbroker's or dealer's employees and directors in their own name or under nominees accounts;
- (f) a separate record of all securities transactions between

the stockbroker or dealer, and all

listed companies in which the directors of the stockbroker or dealer have an interest; and

(g) such other records as the Authority shall determine from time to time.

(4) A stockbroker shall decline to take an order if, after reasonable inquiry, the client declines to furnish such items of information as required in paragraph (3) (a), (b) and (c) and a statement to that effect is placed in the records, provided, however, that the client's records shall state the client's name and address.

**Client 20.** A stockbroker shall -  
**accounts.**

(a) deposit clients' funds in one or more bank account(s), which account(s) shall contain only clients' funds and be clearly marked "clients' accounts". Such client accounts shall not be overdrawn for any reason.

(b) maintain a separate record for each account showing the name and address of the bank where the account is maintained, the dates, amounts of deposits and withdrawals and also the exact amount of each client's beneficial interest in the account.

(c) reconcile such accounts on a regular basis to ensure the amount indicated corresponds with the balances in the client account at any given time; and

(d) ensure that clients' orders for payments made in advance shall be executed according to clients' instructions and in any event not later than one month from the date of receipt of the clients' funds. Orders not executed within one month for whatever reason shall be renewed by fresh instructions from the client.

**Reporting 21.**(1) Every stockbroker and dealer shall submit to the Authority  
**obligations.** and to the securities exchange of which they are members:

(a) quarterly reports and accounts within fifteen days of the end of each calendar quarter;

(b) half yearly reports and accounts within thirty days of the end of each half year; and

(c) audited annual accounts within three months following the end of the stockbroker and dealer's financial year.

(d) a financial statement complying with the disclosures prescribed under the Fourth Schedule of these Regulations.

(2) The Authority may require such other form of financial statement as it may from time to time specify.

**Conduct of 22.** Stockbrokers and dealers shall -  
**stockbrokers**

- and dealers.** (a) operate independently of any other stockbroker or dealer;
- (b) conduct the business efficiently, honestly, and fairly, with the integrity and professional skills appropriate to the nature and scale of activities;
  - (c) have no formal or informal agreement with a member of the same securities exchange whether through an association or not, relating to the stockbroker's or dealer's trading activity, personnel, commissions or any joint activity that is likely to undermine the competitiveness or fair trade practices and service to clients.
  - (d) without prejudice to the generality of paragraph (b), in consideration whether a stockbroker or dealer is conducting or will conduct business efficiently, honestly and fairly, regard shall be made to the management and organizational structure, reporting principles and procedures, internal audit procedures, procedures for compliance with the securities laws and risk management policies which the stockbroker or dealer has adopted or proposes to adopt for its business.

**Conduct of 23. A stockbroker shall - stockbroker.**

- (a) execute an order only where the client has made sufficient arrangements for funds or securities with the stockbroker.
- An "order" for the purpose of this regulation, shall constitute written instructions by a client to a stockbroker as to the security name, quantity, price or price limits and duration or validity of instructions.
- (b) only accept written orders and shall ensure that the client is not only capable of honouring the order before acting on the order, but has made arrangements with the stockbroker for fulfillment of its obligations arising from such order.
  - (c) execute clients' orders in the chronological sequence of orders received and which have been so recorded in accordance with these Regulations and shall give priority to orders of clients over orders of any shareholder or employee of the stockbroker or related dealer subsidiary, whether directly or indirectly.
  - (d) maintain a daily record of orders received from

clients showing the name of each client, the specific order and time the order was given, and execute the same in order of receipt.

- (e) exercise due diligence and care at all times so as not to misinform or misdirect clients.
- (f) while accepting an order from a client, inform the client of all constituent parts of an order prior to executing the order and get the client to give a written declaration to confirm the same.
- (g) provide factual and accurate information to clients' through newsletters and advertisements;
- (h) not recommend to a client the purchase, sale or exchange of any security without reasonable grounds to believe that the recommendation is suitable for the client on the basis of information furnished by the client after reasonable inquiry concerning the client's investment objectives, financial situation and needs, and any other information known or acquired by the stockbroker after reasonable examination of the client's financial records.

**Prohibited 24. (1) No stockbroker or dealer shall:-  
dealings**

- (a) create a false market in any listed security by way of associations. any artificial device including but not limited to advising clients to buy or sell a particular security while selling or buying through its dealing or related party transactions, without disclosing that fact to the investors;
- (b) establish a corner or trade where a corner has developed in a listed security;
- (c) negotiate on any issue relating to trading with any other person on the trading floor of the securities exchange;
- (d) be party to any trading and price manipulative scheme or device which may directly or indirectly influence or interfere with the market price formation and fair trading process with respect to any listed security;
- (e) make general recommendations to the public on particular securities through publications or statements; or
- (f) sell securities which are not registered in the name of the stockbrokers' client or central depository in the case of a depository environment.

For the purposes of this regulation, "a corner" shall be deemed to arise when a single interest or group has acquired such control of any listed security that the same

cannot be obtained except at prices or on terms dictated by such single interest or group.

- Sale of securities.** 25.(1) No stockbroker or dealer shall sell securities unless, at the time of the sale -
- (a) the stockbroker or dealer has or, in the case of a stockbroker, its client has; or
  - (b) the stockbroker or dealer believes on reasonable grounds, that it has, or in the case of a stockbroker, its client has, an existing exercisable and unconditional right to vest the securities in a purchaser of the securities.
- (2) A person who, at any particular time, has an existing exercisable and unconditional right to have securities vested in him or in accordance with his directions shall be deemed to have at that time a presently exercisable and unconditional right to vest the securities in another person.
- (3) A right of a person to vest securities in another person shall not be deemed not to be unconditional by reason only of the fact that the securities are charged or pledged in favour of another person to secure the repayment of money.
- (4) For purposes of this Part, a person shall be deemed to sell securities where he -
- (a) purports to sell securities;
  - (b) offers to sell securities;
  - (c) holds himself out as entitled to sell securities; or
  - (d) instructs a stockbroker to sell securities.

- Code of conduct** 26.(1) Any proposed code of conduct or agreements to self regulate to be approved. the operations of stockbrokers and dealers, shall be submitted to the Authority for prior approval and must be consistent with these Regulations.
- (2) No code of conduct of any associations or agreements of stockbrokers or dealers whether in written form or not shall seek to restrict free negotiation or competition by members with regard to commissions payable on any transactions as provided in the Fifth Schedule.

**Payment of** 27. All stockbrokers and dealers shall pay to the Authority and to the **transaction** securities exchange of which they are members the fees prescribed as payable by and investor every buyer and seller of a security and shall pay to the investor compensation compensation fund the fees prescribed as payable by each buying and selling stockbroker, fund fees. or dealer within fifteen days following a transaction.

#### **PART IV - INVESTMENT ADVISERS AND FUND MANAGERS**

**Application 28.**(1) An application for a licence to operate as an investment adviser for licence. or fund manager shall be submitted to the Authority in duplicate in Form 1 set out in the First Schedule.

**Specific Requirements** 29.(1) The application under regulation 28 shall be accompanied with -

**for approval.** (a) certificate of incorporation;

(b) memorandum and articles of association;

(c) a statement of the un-audited accounts for the

period of the accounting year ending not earlier than six months prior to the date of application and the applicant's audited accounts for the preceding two years (where applicable);

(d) a business plan containing the particulars on -

(i) the management structure;

(ii) the directors, including one or more executive directors, their qualifications, addresses and details of other directorships;

(iii) the shareholding structure, disclosing whether any of the shareholders will have an executive role to oversee the day-to-day operations of the business;

(iv) the evidence of a minimum paid-up share capital of not less than two million five hundred thousand shillings for investment advisers and ten million shillings for fund managers;

(v) the qualifications, experience and expertise of the chief executive;

(vi) the proposed management and qualifications of key personnel;

(vii) the financial projections for three years;

(viii) the particulars of the proposed operating and information technology system;

(ix) one bank reference;

(x) two Business references;

(xi) the proposed premises suitably located and equipped to provide satisfactory service to clients in the field of activity to which the licence relates or evidence acceptable to the Authority that such premises will be available;

(xii) the staff capable of providing professional services to clients in the field of activity to which the licence relates or evidence

- acceptable to the Authority that such staff will be available;
- (xiii) the proposed independent auditor.
- (e) the fees prescribed in the Second Schedule.

(2) Every person who is, or is to be, a director, chief executive or manager of an investment adviser or fund manager, shall be fit and proper to hold the particular position which he holds or is to hold;

**Inserted by LN  
32/2008**

(3) A person shall not carry on or hold out himself as carrying on the business of a fund manager of a registered venture capital company unless that person is a fund manager licensed a licensed by the Authority.

(4) An application for a licence under paragraph (3) shall be made to the Authority in writing and be accompanied by-

- (a) a detailed information on qualifications, experience and expertise of the directors, chief executive and senior investment in managing venture capital investments and private equity; and
- (b) information proving ability to provide technical and managerial expertise to eligible venture capital enterprises.

(5) The Authority shall publish the names of all fund managers it has licensed to manage registered venture capital companies in the Kenya Gazette.

**Financial 30.**(1) The level of shareholders funds (paid up share capital and reserves) for investment advisers, shall not fall below two million five hundred thousand shillings at any time during the licence period.

(2) The level of shareholders funds (paid up share capital and reserves) for fund managers, shall not fall below ten million shillings at any time during the licence period.

(3) The paid up share capital of the investment adviser or fund manager shall always be unimpaired and shall not be advanced to the directors or associates of the investment adviser or fund manager.

(4) The working capital of an investment adviser or fund manager shall not fall below twenty percent of the required minimum share capital or three times the average monthly operating costs, whichever is higher.

(5) Unsecured advances, loans and other amounts to directors or associates shall be made out of shareholders funds which are in excess of the prescribed minimum shareholders funds provided that such loans shall not exceed ten percent of the shareholders funds at any time.

(6) The ratio of the investment adviser's or fund manager's bank overdraft to the paid-up capital shall not exceed twenty percent, at any time.

(7) The size of the aggregate maximum value of all clients' portfolio managed under the investment adviser's licence as prescribed shall not exceed ten million shillings and any amount in excess of the prescribed

aggregate limit shall be managed under the fund manager's licence.

**Records to be maintained.** 31. (1) Every investment adviser and fund manager shall maintain and preserve for a period of seven years, the following records -

- (a) journals, including cash receipts and disbursement records and any other records or original entry, forming the basis of entries in any ledger;
- (b) general and auxiliary ledgers, or other comparable records reflecting assets, liabilities, reserves, capital, income and expense accounts;
- (c) a record or memorandum of each order given by the investment adviser or fund manager for the purchase or sale of securities, or any instruction received by the investment adviser or fund manager from the client concerning the purchase, sale, receipt or delivery of a particular security and of any modification or cancellation or any such order or instruction, and the record shall –
  - (i) show the terms and conditions of the order, instruction, modification or cancellation;
  - (ii) identify the person connected with the investment adviser or fund manager who recommended the transaction to the client and the person who placed such order;
  - (iii) show the account for which the order was entered, the date of entry, and the stockbroker by or through whom the order was executed, where appropriate; and
  - (iv) show orders entered pursuant to the exercise of discretionary power on account of management of investment portfolios in which case a record of details of such contracts with clients, constituents of the portfolio, transaction fees agreed with the client and value of the portfolio shall be included.
- (d) all cheque books, bank statements, cancelled cheques and cash reconciliation of the investment adviser or fund manager;
- (e) all bills, statements or copies thereof, paid or unpaid relating to the business of the investment adviser or the fund manager;
- (f) originals of all written communication received from clients and copies of all written communication sent by the investment adviser or fund manager relating to-
  - (i) any recommendations made or proposed to be given;

- (ii) any receipts, disbursement or delivery of funds or securities; and
- (iii) the placing or execution of any order to purchase or sell any security; provided, that if the investment adviser or fund manager sends any notice, circular or other advertisement offering any report, analysis, publication or other investment advisory services to more than ten persons, the investment adviser or fund manager shall not be required to keep a record of the names and addresses of the persons to whom it was sent except that if such notice, circular or advertisement is distributed to persons named on any list, the investment adviser or fund manager shall retain a copy of such notice, circular or advertisement, a record or memorandum describing the list and the source thereof;
- (g) a list or other record of all accounts in which the investment adviser is vested with any discretionary power with respect to the funds, securities or transactions of any client;
- (h) all evidence of granting of any discretionary authority by any client to the investment adviser, or copies thereof;
- (i) all written agreements or copies thereof entered into by the investment adviser or fund manager with any client or otherwise relating to the investment adviser's or fund manager's business;
- (j) a copy of each notice, circular, advertisement, newspaper article, investment letter, bulletin or other communication recommending the purchase or sale of a specific security, which the investment adviser or fund manager circulates or distributes, directly or indirectly, to ten or more persons, and if such notice, circular, advertisement, newspaper article, investment letter, bulletin or other communication does not state the reasons for such recommendation, a memorandum from the investment adviser or fund manager (as the case may be) indicating the reasons thereof; all advertisements by the investment adviser or fund manager and all records, worksheets and calculations necessary to form the basis for performance data in such advertisements;
- (k) a record of every transaction in a security in which the investment adviser or fund manager or any of the investment adviser or fund manager's employees

acquire any direct or indirect beneficial ownership; the record shall state the title and amount of the security involved, the date, whether the transaction was a purchase or sale or other acquisition or disposition, the price at which it was effected, and the name of the stockbroker with or through whom the transaction was effected; and

- (l) a copy of each written statement, the amendment or revision thereof, given or sent to any client or prospective client of such investment adviser or fund manager and a record of the dates that the same was given or offered to be given;
- (m) any other records as may be determined by the Authority.

(2) The records specified under paragraph (1) shall be subject to inspection from time to time and without notice, by the Authority.

(3) Each investment adviser and fund manager shall preserve and maintain clients' records of securities or funds and if required produce for inspection by the Authority such books, records and ledgers, or other accepted accounting and additional records as may be required by the Authority for a period of seven years and shall -

- (a) notify the Authority of the custodian appointed; and
- (b) segregate the securities of each client and mark such securities to identify the particular client having the beneficial interest therein.

**Reporting 32.**(1) Every investment adviser or fund manager shall submit to the obligations. Authority -

- (a) quarterly reports of the portfolio under its management within thirty days of the end of each calendar quarter.
- (b) half yearly reports of the portfolio under its management within thirty days of the end of each half-year, including reports of its own financial performance;
- (c) annual reports of the total value of the portfolio under its management including the number of clients; and
- (d) audited annual accounts for its operations in the form prescribed in the Fourth Schedule within three months following the closure of the financial year;

(2) Notwithstanding the provisions of paragraph (1), the Authority may require such other form of financial statement as it may from time to time specify.

**Conduct of 33.** (1) No investment adviser or fund manager shall -  
**investment advisers and fund**

- managers.** (a) recommend to a client to whom investment, supervisory, management or consulting services are provided, the purchase or sale of any security without reasonable grounds to believe that the recommendation is suitable for the client on the basis of information furnished by the client after reasonable inquiry concerning the client's investment objectives, financial situation and needs, and any other information known or acquired by the investment adviser or fund manager after reasonable examination of the client's financial records;
- (b) place an order to purchase or sell a security for the account of a client without written authority to do so;
  - (c) place an order to purchase or sell a security for the account of a client upon instruction of a third party without first having obtained a written third-party authorization from the client;
  - (d) exercise any discretionary power in placing an order for the purchase or sale of securities for a client without obtaining written discretionary authority from the client;
  - (e) induce trading in a client's account that is excessive in size or frequency in view of the financial resources, investment objectives and character of the account;
  - (f) misrepresent to any client, or prospective client, its qualifications or misrepresent the nature of the advisory services being offered or fees to be charged for such service or omit to state a material fact necessary to make the statements regarding qualifications, services or fees, in light of the circumstances under which they are made, not misleading;
  - (g) provide a report or recommendation to any client prepared by someone other than the investment adviser without disclosing that fact;
  - (h) fail to disclose to clients in writing before any advice is rendered any material conflict of interest relating to the investment adviser or fund manager or any of the investment adviser's or fund manager's employees, which could reasonably be expected to impair the rendering of unbiased and objective advice, including:
    - (i) compensation arrangements connected with advisory services to clients which are in addition to compensation from such clients for such services; or
    - (ii) charging a client an advisory fee for rendering advice when a commission for executing securities transactions pursuant to such advice

will be received by the investment adviser or fund manager or his employees;

- (i) guarantee a client that a specific result will be achieved arising from the advice which will be rendered except in the case of fixed income securities;
- (j) publish, circulate or distribute any advertisement which does not comply with the Act;
- (k) disclose the identity, affairs, or investment of any client to any third party unless required by law, court order or a regulatory agency to do so, or unless consented to by the client; and
- (l) enter into, extend or renew any investment advisory contract unless such contract is in writing and discloses in substance the services to be provided, the term of the contract, the advisory fee, the formula for computing the fee, the amount of prepaid fee to be returned in the event of contract termination or non-performance, whether the contract grants discretionary power to the investment adviser or fund manager and that no assignment of such contract shall be made by the investment adviser or fund manager without the consent of the other party to the contract;
- (m) fail to register all securities marketed and offered to clients by the investment adviser or fund manager or otherwise inform the client that the securities offered to them have not been registered with or approved by the Authority.

(2) Any information provided by investment advisers or fund managers to clients through newsletters and advertisements shall be factual and accurate.

(3) No investment adviser or fund manager shall loan money to a client unless the investment adviser or fund manager is a financial institution engaged in the business of loaning funds or the client is an affiliate of the investment adviser or fund manager.

(4) An investment adviser or fund manager may not contract or engage any advisory or management services on behalf of an investment portfolio without prior written approval of its clients. The investment adviser or fund manager shall remain liable hereunder:-

- (a) for any act or omission of the sub-contracted investment adviser or fund manager;
- (b) the fees and expenses of any such person, which shall not be payable out of the fund of the portfolio investments; and
- (c) any expenses incurred by any such person which if incurred by the investment adviser or the fund

manager would have been payable out of the fund of the investment portfolio.

(5) When accepting an order from a client the investment adviser or fund manager shall inform the client of all constituent parts of the service agreement prior to executing the order and get the client to give it a written declaration to confirm the same.

(6) The investment adviser or fund manager shall be fair and equitable in the event of any conflict of interest that may arise in the course of its duties.

**Appointment 34.** (1) Every investment adviser and fund manager that manages of a custodian. discretionary funds shall appoint a custodian for the assets of the fund.

**Cap. 486** (2) A custodian of an investment portfolio may in relation to the fund manager or investment adviser be a holding company or a subsidiary company within the meaning of the terms as defined in section 154 of the Companies Act or be deemed by the Authority to be otherwise under control of substantially the same persons or consist substantially of the same shareholders, provided that the investment in a related company shall be limited to ten percent of the total funds managed by the fund manager.

(3) The Authority may revoke the approval of a custodian if at any time thereafter the custodian ceases to satisfy the requirements of these Regulations.

**Duties 35.** (1) A custodian shall render custodial services to the investment of a portfolio managed by the investment adviser or fund manager in accordance with the written service agreement between the custodian and the investment adviser or fund manager as the case may be and such custodian. service shall include -

- (a) taking into its custody or under its control all the property of the clients of the investment adviser or fund manager and hold it in trust for the clients in accordance with the provisions of the written service agreement provided that cash and registrable assets shall be registered in the name of or to the order of the clients by the custodian;
- (b) receiving and keeping in safe custody title documents, securities and cash amounts of the investment portfolio;
- (c) opening an account in the name of each client for the exclusive benefit of such investment portfolio;
- (d) transferring, exchanging or delivering in the required form and manner securities held by the custodian upon receipt of proper instructions from the investment adviser or fund manager;

- (e) requiring from the investment adviser or fund manager as the case may be, such information as it deems necessary for the performance of its functions as a custodian;
- (f) promptly delivering to the investment adviser or fund manager or to such other persons as investment adviser or fund manager may authorize, copies of all notices, proxies, proxy soliciting materials received by the custodian in relation to the securities held in the fund account, all public information, financial reports and stockholder communications the custodian may receive from the issuers of securities and all other information the custodian may receive, as may be agreed between the custodian, investment adviser or fund manager;
- (g) exercising subscription, purchase or other similar rights represented by the securities subject to receipt of proper instructions from the investment adviser or fund manager;
- (h) exercising the same standard of care that it exercises over its own assets in holding, maintaining, servicing and disposing of property and in fulfilling obligations in the agreement;
- (i) where title to investments are recorded electronically, ensuring that entitlements of the clients of the investment adviser or fund manager are separately identified in the records of entitlement maintained by the custodian;

(2) A custodian shall in executing its duties under paragraph (1) exercise the degree of care expected of a prudent professional custodian for hire.

(3) A custodian discharging its contractual duties to an investment adviser or fund manager shall not contract agents to discharge those functions except where a portion of the investment portfolio is invested in offshore investments in which case the custodian may engage the services of an overseas sub custodian approved by the investment adviser or fund manager as the case may be with notification of such appointment to the Authority.

(4) The agreement referred to in paragraph (1) between the custodian and the investment adviser or fund manager shall make provision on the computation of the fee in respect of custodial services which will be disclosed to the clients by the investment adviser or fund manager in the annual report.

**Custodian's 36.(1)** A custodian shall keep such records as may be necessary to

**records and ascertain -**

**reports.** (a) the entire fund of the investment portfolio held by the custodian;

(b) each transaction carried out by the custodian on behalf of the investment adviser or fund manager as the case may be.

(2) The records referred to in paragraph (1) shall be subject to inspection by the investment adviser or fund manager as the case may be or a duly authorized agent of the Authority within the premises of the custodian at any time during business hours.

(3) The custodian shall make available to the fund manager or investment adviser -

(a) a written statement at agreed reporting dates which lists all assets of the investment adviser or fund manager's clients in the clients' account(s) together with a full account of all receipts and payments made and other actions taken by the custodian;

(b) an advice or notification of any transfers of property or securities to or from the investment adviser or fund manager's clients' account(s) and indicating the securities acquired for the account(s), the identity of the party having physical possession of such securities;

(c) a copy of the most recent audited financial statements of the custodian prepared together with such information regarding the policies and procedures of the custodian as the investment manager or fund manager may request in connection with the agreement or the duties of the custodian under that agreement; and

(4) The custodian shall prepare and submit to the Authority an annual report demonstrating how compliance with these Regulations and its service agreement have been achieved.

**Retirement 37.** (1) A custodian shall not retire voluntarily except upon the of a appointment of a successor approved by the Authority.

**custodian.** (2) Where a custodian desires to retire or ceases to be registered as a custodian with the Authority, the investment adviser or the fund manager as the case may be may with the approval of the Authority appoint another eligible person to be a custodian in its place.

**Removal 38.** (1) A custodian may be removed by the investment adviser of fund of a manager by notice in writing where -  
**custodian.**

(a) the custodian goes into liquidation other than a voluntary liquidation for the purpose of reconstruction or amalgamation or where a statutory manager or a receiver is appointed over any of its assets;

(b) the custodian ceases to be an authorized depository or

ceases to carry on business as a bank or financial institution;

- (c) the custodian fails or neglects after reasonable notice from the investment adviser or fund manager, to carry out or satisfy any duty imposed on the custodian in accordance with the agreement; or
- (d) the directors of the investment adviser or fund manager as the case may be, by extra ordinary resolution resolve that such notice be given, and the investment adviser or fund manager with the approval of the Authority appoints as custodian some other qualified authorized depository.

(2) On receipt of the notice referred to in paragraph (1) by the investment adviser or the fund manager, the service agreement between investment adviser or the fund manager as the case may be and the custodian shall be deemed to have been terminated.

(3) In the event of a termination of the service agreement as referred to in paragraph (2) or from the date of winding up order issued by a court against the custodian, the custodian shall hand over, all assets, documents and funds including that from the bank account(s) of the investment adviser or fund manager held by such custodian to the custodian appointed in writing by investment adviser or fund manager (as the case may be) and approved by the Authority within thirty days from the date of such termination.

(4) The custodian shall submit to the Authority an audit report indicating the assets, liabilities and an inventory of the investment portfolio, securities and title documents of the assets which have been handed over, transferred and delivered to the appointed custodian within twenty days from the termination of the service agreement.

## **PART V - INVESTMENT BANKS**

**Application 39.** (1) An application for a licence to operate as an investment for licence bank shall be submitted to the Authority in Form 1 set out in the First and specific Schedule.  
**requirements**

**for approval.** (2) The application referred to in paragraph (1) shall be submitted together with -

- (a) the certificate of incorporation;
- (b) the memorandum and articles of association;
- (c) a statement of the un-audited accounts for the period of the accounting year ending not earlier than six months prior to the date of application and applicant's audited accounts for the preceding two years (where applicable);
- (d) a business plan containing the particulars on:
  - (i) management and shareholding structure of the investment bank;

- (ii) directors, including their qualifications, addresses and details of other directorships;
- (iii) evidence of financial capability or investment capital of a minimum amount of thirty million shillings in cash or portfolio of securities comprising fixed income securities and listed shares;
- (iv) qualifications, experience and expertise of the chief executive and dealers that must be relevant to effectively manage or operate the business of an investment bank;
- (v) proposed operating systems including dealing infrastructure suitably located and equipped to provide satisfactory service to clients; and
- (vi) staff capable of providing professional services to clients in the field of activity to which the licence relates or evidence acceptable to the Authority that such staff will be available.

(e) the fees prescribed in the Second Schedule.

**Authorized 40.** Investment banks shall be non deposit taking institutions and functions. shall carry out all or any of the following functions:

- (a) offering advisory services on -
  - (i) public offering of securities;
  - (ii) corporate financial restructuring, takeover, mergers, acquisitions and privatization;
  - (iii) corporate financing, options including issuance of equity or debt securities or loan syndication.
- (b) engaging in the business of a stockbroker subject to regulation 42;
- (c) engaging in the business of a dealer;
- (d) promoting or arranging underwriting or issuance of securities;
- (e) promoting and acting as a fund manager of collective investment schemes;
- (f) providing investment advisory services and contractual portfolio management.

**Membership to a 41.** A person licenced by the Authority as an investment bank securities exchange. shall be admitted and registered with the securities exchange as a full member of the securities exchange on payment of an admission fee approved by the Authority.

**Acquisition of 42.** (1) No investment bank shall be licensed to carry out the controlling interest. business of a stockbroker unless it acquires a controlling

interest in a stockbroker that is a member of the securities exchange.

(2) On acquisition of a stockbroker by an investment bank the securities exchange membership rights of the stockbroker shall vest in the investment bank.

(3) For the purposes of this regulation acquisition of fifty one percent or more of the share capital of a stockbroker shall be deemed to be a controlling interest.

**Conduct of 43.** Investment Banks shall comply with the provisions on client investment accounts, records to be maintained, reporting obligations, conduct, banks, prohibited dealings and associations, investment requirements and appointment of custodian, relating to stockbrokers, dealers, investment advisers and fund managers and payment of transaction and investor compensation fees relating to stockbrokers and dealers as set out in these Regulations, where applicable.

**Financial 44.** (1) The level of shareholders funds (paid up share capital and requirements. Reserves) shall not fall below thirty million shillings at any time during the licence period.

(2) The minimum paid up share capital shall always be unimpaired and shall not be advanced to the directors or associates of the investment bank.

(3) The net working capital shall be three times the monthly operating expenses or twenty percent of the share capital, whichever is higher.

(4) An investment bank shall not borrow at any one time in excess of forty percent of its shareholders funds including any overdraft facilities and such borrowings shall be for investment in securities.

(5) Unsecured advances or loans to directors or associates shall be made out of shareholders funds which are in excess of the prescribed minimum shareholders funds provided that such loans shall not exceed ten percent of the shareholders funds at any time.

## **PART VI – AUTHORISED SECURITIES DEALERS**

**Application 45.**(1) An application for a licence to operate as an authorized securities dealer shall be submitted to the Authority in Form 1 set out in the First Schedule.

**Cap. 488** (2) The applicant shall be a financial institution or a bank licenced under the Banking Act and shall demonstrate effective capacity and expertise in dealing in securities.

**Specific 46.** The application under regulation 45 shall be submitted together requirements with -

for approval.

- (a) the certificate of incorporation;
- (b) the memorandum and articles of association;
- (c) a statement of the un-audited accounts for the period of the accounting year ending not earlier than six months prior to the date of application and the applicant's audited accounts for the preceding two years (where applicable);
- (d) a business plan containing the particulars on:
  - (i) management and shareholding structure of the applicant;
  - (ii) directors, including their qualifications, addresses and details of other directorships;
  - (iii) evidence of financial capability to dedicate a minimum amount of two hundred million shillings for investments in fixed income securities every six months;
  - (iv) qualifications, experience and expertise of the chief dealer which must be relevant to effectively manage or operate the business of dealing in fixed income securities;
  - (v) the proposed operating system including dealing infrastructure suitably located and equipped to effectively carry out its operations.
- (e) the fees prescribed in the Second Schedule.

**Investment 47.** (1) An authorized securities dealer shall commit to invest a **obligation** minimum amount of two hundred million shillings in the Fixed Income **and restriction** Securities Market Segment turned over every six months either on **on transactions.** sale or purchases.

(2) An authorized securities dealer shall only trade and deal in minimum lots of five million shillings, and any trades below this amount shall be transacted through stockbrokers.

**Functions 48.** (1) An authorized securities dealer shall be restricted to dealing in **and** fixed income securities listed on the Fixed Income Securities Market **membership** Segment at a securities exchange and shall be required to: **on a securities**

**exchange.** (a) act as market makers and dealers in such segment;

(b) facilitate deepening of the Fixed Income Securities Market;

(c) enhance trading and liquidity in the Fixed Income Securities Market; and

(d) minimize counter party risk.

(2) A person licenced by the Authority as an authorized securities dealer shall be admitted and registered with the securities exchange as an associate member of the securities exchange on payment of an admission

fee approved by the Authority.

**Records 49.** Every authorized securities dealer shall maintain a record of its of transactions. daily dealing transactions which shall include particulars on -

- (a) type of security;
- (b) value of trade;
- (c) counter party; and
- (d) nature of account.

**Report of 50.**(1) Every authorized securities dealer shall submit to the Authority dealing and to the securities exchange of which it is an associate member a transactions. quarterly, half yearly and annual report of the dealing transactions.

(2) The report referred to in paragraph (1) shall include particulars on the -

- (i) type of securities;
- (ii) total value of securities traded in terms of sales and purchases during the quarter; and
- (iii) average yield of the total value of securities traded during the quarter.

#### **PART VII – GENERAL REQUIREMENTS FOR LICENSING**

**Renewal 51.** (1) An application for the renewal of a licence shall be submitted to of the Authority in Form 1 set out in the First Schedule by the 15<sup>th</sup> of licence. December of each year.

(2) The application under paragraph (1) shall be submitted together with -

(a) the prescribed fees set out in the Second Schedule;

(b) management accounts for the period up-to 30<sup>th</sup> November of each year;

(3) Authorised securities dealers shall submit the annual accounts and report the dealings operations as may be required by the Authority.

(4) The audited accounts for each year shall be submitted to the Authority not later than the 31<sup>st</sup> day of March.

**Determination 52.** In determining whether a person is fit and proper to hold any Of suitability. particular position, regard shall be had to -

- (a) his probity, competence and soundness of judgment in fulfilling the responsibilities of that position;
- (b) the diligence with which he is fulfilling or likely to fulfill those responsibilities;
- (c) whether the interests of customers, are or are likely to be in any way threatened by his holding that position, by virtue of past convictions or offences, involvement in irregularities, misappropriation of funds or manipulation of securities

markets transactions.

**Insertion of (d), (e), (d)** has contravened the provision of any law designed for  
**(f) & (g) by LN 99/2007** the protection of members of the public against

**Commencement** financial loss due to dishonesty or incompetence of, or  
**Date January 1, 2008** malpractice by, persons engaged in transacting with  
marketable securities;

(e) was a director of a brokerage firm that has been liquidated or in  
under liquidation or statutory management;

(f) has taken part in any business practice that, in the opinion of the  
Authority, was fraudulent, prejudicial or otherwise improper  
(whether unlawful or not) or which otherwise discredited his  
methods of conducting business;

(g) has taken part or been associated with any other business  
practice as would, or has otherwise conducted himself in  
such manner as to, cast doubt on his competence and  
soundness of judgment.

**Key personnel 53.** (1) All full members or associate members of a securities  
of full exchange shall register with the Authority all key personnel members. annually  
including and associate any changes thereto.

(2) For the purposes of this regulation “key personnel” includes  
employees and directors of a full member or an associate member who  
have direct dealings with clients and trading activities on behalf of clients.

**Alteration of 54.** Every licensed person shall submit to the Authority any memorandum  
alterations to its memorandum or articles of association within thirty or articles of days  
of passing the resolution approving such alteration.  
association.

**Qualification 55.** No licensed person shall engage as Secretary a person who is not  
of Secretary. qualified under the Institute of Certified Public  
**Cap. 534** Secretaries of Kenya Act.

**Marketing Securities.** 56. No person shall market securities in Kenya, whether the  
securities have been issued in Kenya or not, through advertisement,  
solicitation, invitation or by other means in whatever form or manner with  
an aim of reaching the general public or a section thereof unless such a  
person is licenced under these Regulations.

## **PART VIII - TRANSACTIONS OF LISTED SECURITIES OUTSIDE A SECURITIES EXCHANGE**

**Nature of 57.** An application to the Authority for approval of a private  
transaction. transaction shall be considered if the transaction is for the -

- (a) transfer to a close relation in the form of a gift;
- (b) settlement of a will or estate of a deceased person;
- (c) restructuring, mergers or acquisitions in a scheme which

- has been approved by the Authority; or
- (d) transfer of an exceptional nature of a listed security that the Authority considers to be proper and acceptable with respect to a strategic investor and serves the investor or public interest.

**Brokerage 58.** Where a private transaction is authorized, no brokerage commission. commission shall be payable on the transaction, except a fee prescribed by the Authority.

**Application 59.** (1) Where it is intended to effect a private transaction of a listed for approval security under regulation 57 (a) and (b) the stockbroker representing private the proposed of a transferee shall assess, endorse and submit a **transaction.** written application with the required information and supporting

documents to the securities exchange at which the security is listed stating the reasons the proposed transaction is eligible to be transferred in a private transaction.

(2) The securities exchange shall notify the stockbroker within seven days of receiving the application whether it objects to the private transaction or not, after examining and satisfying itself that the proposed transfer is eligible for consideration as a private transaction in accordance with these Regulations.

(3) In the event that the market value of the proposed private transaction of the individual or aggregate security:-

(a) is one hundred thousand shillings or less, the securities exchange shall approve and simultaneously notify the Authority that the application complies with regulation 57 (a) and (b); or

(b) exceeds one hundred thousand shillings , the securities exchange shall forward the application together with it's recommendations to the Authority for approval.

**Approval 60.** The approval fee for any transaction of a listed securities fee. outside a securities exchange shall be at the rate prescribed by the Authority.

**Private 61.** (1) With respect to an application for approval of a private transactions transaction, falling under regulation 57 (c) or (d) or section 31 (1A) (ii) section of the under Act, the applicant shall submit to the Authority for 31 (1A) of the Act. approval a detailed draft information memorandum or a circular to be distributed to the shareholders containing information on -

(a) the name and address of the applicant;

(b) the date of incorporation;

(c) the particulars of core activities, directors, management and major shareholders;

- (d) the details of any agreements entered or proposed to be entered into and the cost;
- (e) a statement by the financial adviser managing the transaction that to the best of its knowledge and belief the application constitutes full and true disclosure of all material facts about the offer and issuer and where appropriate it has satisfied itself that the profit forecasts have been stated by the directors after due and careful inquiry;
- (f) the details of any proposed merger, takeover, acquisitions, share swap, reorganization or restructure scheme and the relevant shareholders and/or board resolutions;
- (g) a declaration by the directors of the applicant in the following form:  
 "This application has been approved by the directors of the company all of whom jointly and severally accept responsibility for the accuracy of the information given and confirm that after making all reasonable inquiries and to the best of their knowledge and belief, there are no facts the omission of which would make any statement herein misleading".
- (h) any other matters as may be requested by the Authority.

(2) The applicant shall make a public announcement of its intention to apply to the Authority for approval of the proposed transfer and reasons therein and a copy of the transfer form for the proposed transaction shall be submitted to the Authority together with the application.

## **PART IX - DISSEMINATION OF INFORMATION TO THE PUBLIC AND SHAREHOLDERS**

**Disqualification 62.** The Authority may -  
 of professionals.

- (a) to disqualify any person from giving professional opinion on matters related to listed securities, public offer or issue of securities; or
- (b) otherwise penalize any professional who in the opinion of the Authority has given a professional opinion that is false or misleading or has omitted to give an opinion where such omission is likely to be misleading in the circumstances in which the professional opinion is given or omitted as the case may be.

**Content of 63.** (1) All circulars to shareholders and the public including advertisements, offer documents and any other communication by listed companies, communication professionals and persons licensed under the Act shall be factual

and circular to and statements made shall be for the purpose of - shareholders. (a) assisting in the evaluation of a particular security, or type of securities;

(b) promoting the industry, the service offered or the desirability of investing in securities in general; or

(c) providing shareholders or the public with accurate and adequate information about the listed company or securities transaction and market activity.

(2) No material fact or qualification may be omitted if such omission would cause a shareholders' circular, advertisement or offer document to be misleading in the context of other information presented to the shareholders, investors or the general public.

(3) In making a recommendation with respect to any security a licensed person, issuer or analyst shall:-

(a) disclose the price at the time of the recommendation and, if applicable, the fact that such licenced person or analyst makes a market in the securities recommended (where applicable);

(b) recommend a buy or sell action and shall disclose the basic facts and assumptions in support of such recommendation and whether the licenced person or analyst or person associated to it owns more than a nominal amount of such securities.

(c) highlight all risk factors that such licenced person or analyst has taken into consideration in the recommendation; and

(d) state the source of the facts and the recommended time frame for the validity of assumptions.

(4) Any offer of a report, analysis including their updates or other service without any charge must be provided as such without any condition or obligation other than what is clearly described in the offer.

(5) No claim with respect to research or analysis, capacity or expertise under which the facilities are available, may be made beyond those in actual possession of the person making the claim.

(6) All statements made in a circular to shareholders and an advertisement directed to the general public shall be supported by facts the source of which shall be disclosed therein.

(7) All circulars, advertisements or offer of securities to shareholders of listed companies shall be submitted to the Authority

for approval prior to distribution, provided that the Authority may require the inclusion of such additional information which in its opinion is relevant to the shareholders or investors.

(8) For the purposes of this regulation -

(a) "analyst" includes business, economic, financial or any other analyst by whatever name who analyses and expresses opinions or recommendations about securities or public listed companies;

(b) "nominal" in relation to a security means a value of ten thousand shillings or less.

## **PART X - THE INVESTOR COMPENSATION FUND**

**Contribution 64.** (1) Every buying or selling stockbroker or dealer that is a full member of a securities exchange shall contribute to the Compensation Fund such amount as shall be prescribed from time to time by the Authority.

(2) All monies contributed to the Compensation Fund shall be credited to a bank account established by the Authority for that purpose.

**Management 65.** (1) The Compensation Fund shall be managed by the Authority and audit of the as a separate fund and disclosed as such in the Authority's annual compensation balance sheet as an asset and liability.  
**Fund.**

(2) The Authority shall keep proper accounts and records of the Compensation Fund and in every financial year, prepare a statement of accounts showing the movement and financial position of the Fund in the Authority's annual report.

(3) The accounts referred to in paragraph (2) shall include the income and all sources of contribution to and expenses or disbursements of the Compensation Fund including the fees charged by the Authority for the management of the Fund and any investments of the Fund.

(4) The accounts and records of the Compensation Fund shall be audited by the auditor appointed by the Authority for the Authority's annual accounts.

**Trustees of 66.** Members of the Authority shall act as the trustees of the the Compensation Compensation Fund and may appoint a committee of the Board Fund. to oversee its management.

**Meetings of 67.** A special meeting of the members of the Authority shall be the Compensation convened by the Chief Executive of the Authority whenever the Fund. business of the Compensation Fund so requires and the Board of the Authority shall determine the procedure for such meetings.

**Report to 68.** The Authority shall include information relating to the Compensation the Minister. Fund in its annual report to the Minister for the time being responsible for Finance. Compensation 69. Whenever an investor has suffered pecuniary loss due to the of investors. failure of a stockbroker, dealer or on investment bank carrying out stockbroking business or dealing operations, to meet its contractual obligations, which loss has not been compensated -

(a) from the bank guarantee or securities furnished by such licensed person to the securities exchange or central

depository as the case may be of which such licensed person is a member; or

- (b) from the Compensation Fund of the securities exchange of which such licensed person is a member; or
- (c) from any payment made by a statutory manager appointed under section 33 A (2) (a) of the Act;

(hereinafter referred to as “the net loss”) the investor shall apply to the Authority for compensation from the Compensation Fund in cash or securities equal to the net loss.

**Maximum 70.** (1) The net loss to an investor shall be subject to a maximum of **compensation.** fifty thousand shillings provided that the net loss payable on all claims in any one year shall not exceed fifty percent of the total sum in the Compensation Fund and no more than an aggregate claim of five million shillings for every defaulting stockbroker or dealer.

(2) The statutory manager shall recommend to the Authority the net loss that the investor may claim from the Compensation Fund.

**Investor 71.** (1) The Authority shall establish an Investor Compensation Committee to deal with claims from investors. **Compensation Committee.** (2) The Compensation Committee shall include the Chairman and the Chief Executive of the Nairobi Stock Exchange and any other persons who may be appointed by the Authority to be members of that Committee.

(3) The Compensation Committee shall, after examination of the evidence produced in support of a claim, make any recommendation to the Authority with respect to whether to allow or disallow such claim and, if the recommendation is to allow the claim, an assessment of the amount payable including any pro rata allocation of any such limit prescribed for every defaulting stockbroker or dealer or the size of the fraud, as applicable.

(4) While determining the amount to be paid in compensation to an investor, the Compensation Committee shall take into account the total amount available in the Compensation Fund.

(5) The Authority shall give notice of its decision to the investors in writing or by other means of appropriate notification.

**Notification of 72.** (1) Every investor who has suffered a pecuniary loss shall **pecuniary** notify thethe statutory manager of the licensed person liable for the **loss.** loss within sixty days

of the appointment of the statutory manager.

(2) The statutory manager shall pay all valid claims within six months of its appointment.

**Submission of 73.** (1) The statutory manager shall submit to the Authority a list of

**claims.** investors to be compensated as well as the supporting documents.

(2) The Authority shall convene a meeting of the Compensation Committee within twenty-one days of receipt of submission of a claim by the statutory manager.

**Payment of 74.** (1) Where payment has been made out of the Compensation Fund **claims.** on behalf of a licensed person, such licensed person shall be liable to the Compensation Fund for an amount equal to the payment made out of the Fund.

(2) In the event of liquidation of a licensed person, the liquidator shall pay the Compensation Fund any money paid by the Fund to investors on behalf of the insolvent person under these Regulations to the extent of such payment.

## **PART XI - DISCLOSURE OF INFORMATION**

**Disclosure 75.** (1) Where any person –  
**of interest**  
**in shares.**

- (a) by his knowledge acquires a notifiable interest in shares in a listed company's relevant share capital, or ceases to be interested in such shares; or
- (b) becomes aware that he has acquired a notifiable interest in the relevant shares of a listed company or that he has ceased to be interested in such shares in which he was previously interested;
- such person is under an obligation to notify the listed company of the interest which he has, or had in its shares.

(2) Every listed company shall make a monthly report to the securities exchange giving particulars of :-

- (a) all persons from whom the listed company has received a notification under paragraph (1);
- (b) all directors holding one per cent or more in the relevant share capital;
- (c) cumulative holding of the relevant share capital by directors.

(3) A person is taken to be interested in shares:

- (a) if he is an employee of the listed company;
- (b) if he is a director or chairman of the listed company;
- (c) in which his spouse, any infant child or step child of his is interested; or
- (d) if a body corporate is interested in them and –
- (i) the body corporate or its directors are accustomed to act in accordance with his directions or instructions, or
- (ii) the person is entitled to exercise or control the exercise of one-third or more of the voting

power at general meetings of the body corporate, or

(iii) the person is a director or a shareholder of the body corporate.

- (4) The existence of the obligation in a particular case depends -
- (a) on circumstances obtaining before and after whatever is in that case the relevant time; and
  - (b) in a case within paragraph (1) (b), the time at which the person became aware of the facts in question.

(5) In this regulation -

- (a) a “director” means a director of a listed company;
- (b) “relevant share capital” means the company’s issued share capital of a class carrying rights to vote in all circumstances at general meetings of the company; and
- (c) a “notifiable interest” means three percent or more of the relevant share capital of a listed company.

**Furnishing of 76.** (1) Every person notified by the Authority pursuant to section 13 information to of the Act shall provide any specified information in the form and the Authority. content as required by the Authority, with regards to the information on orders, purchases, sales or trading and settlement of securities including documentation relating to such transactions and disclosure of beneficial ownership of securities and such information may be shared with other regulatory agencies for the sole purpose of ensuring compliance, enforcement and any other matters pursuant to a bilateral or multilateral memorandum of understanding.

- (2) The information sought from any person under paragraph (1) shall be submitted to the Authority in a written form within the time specified by the Authority and such information shall include statements made under oath.
- (3) Where information has been submitted to the Authority under paragraph (2), the Authority may seek to verify such information and the person in possession of such information and documentation shall avail it without obstruction to the authorized personnel of the Authority.
- (4) The Authority shall enter into a memorandum of understanding pursuant to section 11(3) (q) of the Act either on a bilateral or a multilateral basis with other regulatory organizations or agencies on a reciprocal basis to facilitate exchange of information for the purposes of development of the capital markets and for enforcement and compliance with the laws and regulations of capital markets applicable in the jurisdictions party to the memorandum of understanding.

(5) Where the Authority does not have within its jurisdiction information or documents requested under a bilateral or multilateral memorandum of understanding the Authority shall seek to collaborate with other relevant agencies to obtain such information with a clear

understanding with such other agencies that the information may be shared with other regulatory agencies pursuant to the memorandum of understanding.

(6) The information obtained under paragraphs (1) and (5) shall be used by the Authority for regulatory purposes including enforcement and compliance and sharing with other regulatory agencies pursuant to the memorandum of understanding.

(7) The Authority may include information obtained under paragraphs (1) and (5) in any report by the Authority for its internal regulatory purposes or exchange such information pursuant to the memorandum of understanding or publish such information pursuant to section 11 (3) (k) of the Act.

**Preservation of 77.** Every issuer of securities to the public or a section thereof financial and approved by the Authority and every person licenced by the other records. Authority, shall

preserve all financial and other records whether such records are maintained in an electronic or manual form, relating to transactions conducted by the licensee or to the offer of securities by an issuer, including daily, weekly, monthly, quarterly and annual transactions and other relevant records including minutes of all meetings on account of such transactions and registers of securities, for a period of seven years.

**Destruction 78.** No person shall at any time within the prescribed period interfere, of financial deface or destroy the records referred to in regulation 77, in any or other manner that will lead to the alteration of any facts or content therein records. including the date, amount and names of all persons party to the transactions whether such person is a licensee of the Authority, an issuer of securities to the public or a section thereof, an auditor of such licensee or issuer or any professional who is or will be involved directly or indirectly in the transactions.

## PART XII – MISCELLANEOUS PROVISIONS

Deleted by LN 99/2007 79.

**Prevention of 80.** (1) Every licensed person shall obtain through a client **money laundering** information questionnaire details from a client or a potential **and other illicit** client with respect to the following – **activities.**

- (a) the identity of the client or a potential supported by documentary evidence;
- (b) nature of business activities of the client or potential client;
- (c) origin and sources of funds used or to be used for investment in securities. Where the money or funds originate from outside Kenya a confirmation from the remitting entity of the nature of its business and of the source of the moneys or funds;
- (d) a written declaration by the client or potential client confirming -
  - (i) the accuracy of all information given under paragraphs (a) to (c); and
  - (ii) that the moneys or funds used for the investment in securities is not arising out of the proceeds of any money laundering or other illicit activities.

(2) The client information under paragraph (1) shall be obtained by the licensed person every time a client places an investment order with the licensed person.

(3) The client information obtained under paragraphs (1) and (2) shall be maintained by the licensed person as part of the records required under regulations 19,31,43 and 49.

**L.N. 429 of 1992.** 81. The Capital Markets Authority Rules 1992 are amended by deleting Parts II, III, IV, V, VI, VII, VIII, IX, X and XIII.

**LN.232 of 1994.** 82. The Capital Markets Authority (Amendment) Rules 1994 are revoked.

**L.N. 428 of 1992.** 83. The Capital Markets Authority Regulations are revoked.

**FIRST SCHEDULE  
THE CAPITAL MARKETS ACT  
(Cap. 485A)**

**Form 1 (r.3, 14, 28, 39, 45 & 51)**

**THE CAPITAL MARKETS (LICENCING REQUIREMENTS) (GENERAL)  
REGULATIONS, 2002  
APPLICATION FOR A LICENCE/ RENEWAL OF LICENCE TO CONDUCT THE**

**BUSINESS OF A SECURITIES EXCHANGE, STOCKBROKER, DEALER,  
INVESTMENT ADVISER, FUND MANAGER, INVESTMENT BANK OR AUTHORISED  
SECURITIES DEALER**

Application is made for a securities exchange/stockbroker/ dealer/ investment adviser/ fund manager /investment bank/authorized securities dealer (tick as appropriate) licence/renewal of licence (delete where inapplicable) under the Act and the following statements are made in respect thereof:

Note-

If space is insufficient to provide details, please attach annexure(s). Any annexure(s) should be identified as such and signed by the signatory of this application. Information provided should be as at the date of the application or renewal.

1. Name of company ..... Limited
2. Registered office .....
3. Date of incorporation .....
  
4. Address .....
5. E-mail .....
6. Location, address and telephone number of principal office.....  
.....

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7. Location, address and telephone number of branch offices .....

8. Details of capital structure:

- (a) Nominal capital (Kshs.) .....
- (b) Number of shares .....
- (c) Paid-up capital (Kshs) .....

9. Shareholders (or investors in the case of a securities exchange) (please attach a list)

Name	Address & telephone number	Number of shares held
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10(a) Directors (please attach a list)

Name	Identity card / Passport number	Date of appointment	Date of birth	Permanent address & telephone number	Academic or professional qualification	Number of shares held in the company
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(b) Secretary

Name.....  
Address .....

Institute of Certified Secretaries of Kenya Registration No. ....

(c) Chief executive and other key personnel

Name	Identity card / Passport number	Date of appointment	Date of birth	Permanent address & telephone number	Academic or professional qualification	Number of shares held in the company
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11. Particulars of other directorship(s) of the directors and secretary.  
.....

12. Particulars of shares held by directors or secretary in other companies  
.....

13. Has the applicant or any of its directors, secretary or members of senior management at any time been placed under receivership, declared bankrupt, or compounded with or made an assignment for the benefit of his creditors, in Kenya or elsewhere? Yes/ No. If 'yes', give details  
.....

14. Has any director, secretary or senior management of the applicant been a director of a company that has been:

(a) denied any licence or approval under the Capital Markets Act or equivalent legislation in any other jurisdiction: Yes/No.  
If Yes, give details.  
.....

(b) a director of a company providing banking, insurance, financial or investment advisory services whose licence has been revoked by the appropriate authority? Yes/No. If Yes, give details.  
.....

(c) subjected to any form of disciplinary action by any professional body of which the applicant or any of its director was a member? Yes/ No. If yes, give details.  
.....

15. Has any court ever found that the applicant, or a person associated with the applicant was involved in a violation of the Capital Markets Act or

Regulations thereunder, or equivalent law outside Kenya? Yes / No. If 'yes', give details.  
.....

16. Is the applicant and/or a person associated with the applicant now the subject of any proceeding that could result in a 'yes' answer to the above question (15)? Yes/ No. If 'yes', give details.  
.....

17(1) Is the applicant, or any shareholder, director or the secretary of the applicant, a member or director of a member company of any securities exchange? Yes/ No. If 'yes', give details.

.....  
(2) Have any of the above persons been -  
(a) refused membership of any securities organization? Yes / No. If 'yes', give details

.....  
(b) expelled from or suspended from trading on or membership of any securities organization? Yes/No. If 'yes' give details

.....  
(c) subjected to any other form of disciplinary action by any stock exchange? Yes/No. If 'yes', give details.  
.....

18. Business references:

Name	Address	Telephone number(s)	Occupation
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19. Profile of the chief executive and key employees in the applicant company:

Name	Post	Qualifications	Experience
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20. List the office facilities of the applicant

.....  
21. State the exact nature of the activity to be carried on which obliges the applicant to apply for a licence from the Capital Markets Authority.  
.....

22. State securities exchange at which the applicant intends to seek membership (Full member/Associate member) delete where inapplicable

.....  
23. Any other additional information considered relevant to this application:

.....  
We .....(Director), ..... (Director)  
and ..... (Secretary) declare that all the information given in this application and in the attached documents is true and correct.

Dated this ..... day of ..... 20 .....

Signed:

..... ) Director

.....) Director

.....) Secretary

Note:

1. The following shall be submitted with the application for a licence:

- a) memorandum and articles of association.
- b) certificate of incorporation

- c) business plan complying with the requirements of regulation 15 (1)(d) (stockbroker & dealer), regulation 29(1)(d) (Investment adviser and fund manager), regulation 39(2)(d) (investment banks) regulation 46(d)(authorized securities dealers) of the Capital Markets Authority (Licensing Requirements) (General) Regulations.
- d) a statement of the un-audited accounts for the period of accounting year ending not earlier than six months prior to the date of application and audited annual accounts for the preceding two years (in the case of application of licence), management accounts upto the 30<sup>th</sup> November and audited annual accounts for the preceding year (in the case of renewal of licence);
- e) a declaration by the directors as to whether after due enquiry by them in relation to the interval between the date to which the last accounts have been made and a date not earlier than fourteen days before the date of the application –
  - i) the business of the company has, in their opinion, been satisfactorily maintained;
  - ii) there have, in their opinion, arisen any circumstances adversely affecting the company's trading or value of its assets;
  - iii) there are any contingent liabilities by reason of any guarantees given by the company or any of its subsidiaries;
  - iv) there are, since the last annual accounts, any changes in published reserves or any unusual factors affecting the profit of the company or any of its subsidiaries.
- f) a copy of the bank guarantee to be lodged with the securities exchange or the central depository (where applicable).
- g) a declaration by persons authorized as prescribed to accompany the application form;
- h) an application fee of Kshs. 2,500

## **SECOND SCHEDULE**

**(r.3(2), 14, 29 (1), 46, 51)**

### **THE CAPITAL MARKETS AUTHORITY FEES STRUCTURE AS APPROVED BY THE MINISTER FOR FINANCE PURSUANT TO SECTION 36(1)(a) OF THE CAPITAL MARKETS ACT.**

#### **PART 1 – APPROVAL AND ANNUAL FEE**

**(s11) (3)(d)(ii), 23(3) Act)**

- (a) Securities Exchange annual fee 1% of the gross earnings  
Section 20(7) Capital Markets Act payable, excluding the

- transaction fees
- (b) Credit Rating Agency - approval fee 200,000
- (c) Central Depository Systems - approval and annual fee 200,000
- Amended by LN 32/2008** (d) Registered venture Capital Company” -approval fee 250,000
- (e) Fund of a registered Venture capital Company -approval and annual fee (payable per fund) 250,000 (subject to a maximum annual fee of Kshs. 500,000

payable by anyregistered venture capital company)

- (f) Collective Investment Schemes - approval and 150,000
- Section 30(3)(c) Capital Markets annual fee Act

## **PART II - LICENCE AND RENEWAL FEES**

**(s. 11(3)(d)(ii) of the Act)**

- (a) Stockbroker or Dealer 100,000
- (b) Investment Adviser 100,000
- (c) Fund Manager 100,000
- (d) Fund Manager registered with Retirement Benefit Authority 50,000
- (e) Authorized Depositories 100,000
- (f) Authorized Securities Dealers 200,000
- (g) Investment Banks 250,000
- (Application fees for approvals, licence or renewal of all licences is Kshs 2500)

## **PART III – OTHER FEES**

**(s.11(3)(d)(ii) of the Act)**

- (a) Issuer of securities to the public or a section of public 0.3% (percentage of the value of the issue)

- Amended by LN 32/2008** (b) Approval of listing by introduction- 0.25 subject to **32/2008** minimum fee of *(percentage of value of the issue)*” KShs. 50,000 and a maximum of KShs. 5,000,000.

- (c) Issuer of Capitalization or rights issue Kshs 50,000 or (percentage of the value of the issue) 0.25% which ever is higher
- (d ) Issuer of commercial paper and corporate bonds – approval and renewal (percentage of the value of the issue) 0.1%
- (e) Approval of listing of Government Securities 0.075% (percentage of the amount raised)
- (f) Market Development fees to support investor education and market infrastructure development:
  - (i) Amount payable by listed companies to the Authority 0.01% (percentage of market capitalization as at subject to a minimum fee of November 30 of each year) Ksh. 50,000 and a maximum of Ksh. 100,000 per year
  - (ii) Amount payable directly to the Authority by issuers Of 0.005% with respect to listed fixed income securities, Subject to a minimum fee of including the Government And corporate securities Ksh.100,000 per year and a Non fixed income market segment maximum of Ksh 2.5% Of a securities exchange million (percentage of the Aggregate value of the listed securities as at November 30 of each year
- (g) Each buyer and seller of a listed security 0.14% (percentage of consideration)
- (h) Each buying and selling stockbroker 0.01% (percentage of the consideration payable to the Investor Compensation Fund) Section 18(2)(a) Capital Markets Act
- (i) Approval fee payable by the transferee for transactions of listed securities outside the securities exchange authorized under Section 31 (1A) (i) and (ii) as follows:-

- (i) Transfer to a close relation in the form of a gift or in settlement of an estate of a deceased person no charge
- (ii) Transfer, arising out of the re-organisation of the share capital of a listed company, that does not result in a change of beneficial interest in such share capital. 0.1% (percentage of the nominal value of the shares)
- (iii) Any other transfer that results in a change of beneficial interest in the shares capital of a listed company, including any transfer under a take-over scheme, merger or acquisition, approved by the Authority 0.5% (percentage of the market value of the shares)

### **THIRD SCHEDULE**

**(r.12(7))**

#### **DISCLOSURE BY A SECURITIES EXCHANGE IN THE FINANCIAL STATEMENT**

The accounts shall be prepared in accordance with the International Accounting Standards

I. The following shall be disclosed in the income statement.

- a) Income -
  - (i) listing fees

- (ii) transaction fees
- (iii) finance income
- (iv) other income

b) Expenditure -

- (i) personnel costs including separate disclosure of consolidated pay, pension and gratuity
- (ii) staff training
- (iii) rent and maintenance
- (iv) investor education
- (v) directors' fees
- (vi) annual fees payable to Capital Markets Authority
- (vii) committee members' expenses
- (viii) audit fees
- (ix) depreciation
- (x) general administrative expenses
- (xi) legal and professional expenses
- (xii) others expenditure

2. The following shall be disclosed in the balance sheet

- (a) property, plant and equipment
- (b) motor vehicles
- (c) goodwill
- (d) investments
- (e) listing fees receivable
- (f) deferred tax
- (g) members fund
- (h) revenue reserves
- (i) compensation fund.

**FOURTH SCHEDULE**  
**(r. 21(1)(d), 32 (1)(d), 43, 51)**

**DISCLOSURES BY OTHER LICENSEES INCLUDING STOCKBROKERS,  
INVESTMENT ADVISERS, FUND MANAGERS, DEALERS AND INVESTMENT  
BANKS IN THE FINANCIAL STATEMENT**

I. The following shall be disclosed in the income statement where applicable

- a) Income

- (i) stock brokerage commission
- (ii) consultancy income
- (iii) dealing income
- (iv) advisory income including restructuring, and corporate finance
- (v) asset management fees
- (vi) underwriting fees
- (vii) other services income
- (viii) finance income

b) Expenditure

- (i) directors' emoluments
- (ii) staff costs
- (iii) rent and maintenance
- (iv) depreciation
- (v) audit fees
- (vi) administrative expenses
- (vii) finance expenses

2. The following shall be disclosed in the balance sheet

- (a) property, plant and equipment
- (b) motor vehicles
- (c) investments
- (d) deposits and prepayments
- (e) share capital
- (f) revenue reserves
- (g) directors' loans
- (h) shareholders loans
- (i) amounts due to clients

**FIFTH SCHEDULE  
BROKERAGE COMMISSION AND FEES**

**(r. 26)**

**1. FOR NEW ISSUES**

(a) Fees:

(i) Sponsoring stockbrokers: Sponsoring fee as negotiated with the issuer.

(ii) The issuer shall pay a marketing fee not exceeding Kshs 25,000 each to all

stockbrokers subject the stockbroker placing securities of a minimum value of Kshs 250,000.

(b) Placing Commission:

- (i) Stockbrokers: 1.5% of the value of the successful application subject to a minimum of Kshs 100/=.
- (ii) Participating banks (as agents of the issuer): 1% of the value of successful applications.

**2. FOR SECONDARY TRADING**

CONSIDERATION (Transaction Value)	NET BROKERAGE COMMISSION %	TRANSACTION FEE NSE CMA % %	INVESTOR COMPENSATION FUND FEE NSE CMA % %
Upto Kshs 100,000	1.80	0.14 0.14	0.01* 0.01*
Above Kshs 100,000	Open to negotiation subject to a maximum of 1.5%	0.14 0.14	0.01 0.01

\* Stockbrokerage commission is net of contribution by the stockbroker of 0.02% to the Investor Compensation Fund .  
 Stockbrokerage commission shall be limited to Kshs 100 for all odd lots transactions up to Kshs 3000 excluding statutory fees. Odd lots transaction in excess of Kshs. 3000 shall be charged a commission at the prescribed rate of 1.8% excluding statutory fees.

**3. FOR DEBT INSTRUMENTS (SECONDARY MARKET)**

Transaction Rate of Commission  
 Trades of upto or equal to Kshs 5 million 0.125%

Trades above Kshs 5 million negotiable

Note \* A statutory fee comprises transaction fee and the contribution towards the Investor Compensation Fund of the CMA and the NSE totalling to 0.3%.

Note \* The Investor Compensation Fund fee payable to the Authority and the Exchange is charged on the brokers commission, and does not, therefore increase the cost of the investor;

Made on the 4<sup>th</sup> July 2002.

**D. D. AFANDE**

Chairman  
Capital Markets Authority.

**P. K. MELLY**

Chief Executive  
Capital Markets Authority.