**SHAREHOLDER CASES**

1. **SHAREHOLDER DETAILS UPDATE**

Our shareholders details update requirements are;

* For clients whose shares are held in a **certificate**, the client needs to fill a Shareholder Update Form and attach a certified copy of ID or Passport.
* Where the client is a Sacco and do not have an account with Co-operative Bank, a letter from the County Cooperatives Commissioner or District Cooperatives Officer will be required to confirm the signatories.

N/B Forward the documents to Shares Operations for processing

* For clients whose shares are held in a **CDS Account**, the clients need to update their details through their stockbroker.

1. **DIVIDEND PAYMENT ENQUIRY**

* Clients with lost/stale/destroyed dividend cheques or have outstanding dividends are required to fill an *Indemnity for Dividend Warranty.*

*Requirements:*

* *Individual Shareholders.*
* Attach a certified copy of ID or Passport
* Affix a Kshs. 100 Revenue Stamp
* *SACCOs.*
* Attach a certified copy of registration certificate
* Affix Kshs. 100 Revenue Stamp
* Seal the indemnity form
* Where the client is a Sacco and do not have an account with Co-operative Bank, a letter from the County Cooperatives Commissioner or District Cooperatives Officer will be required to confirm the signatories.

N/B Forward the documents to Co-operative Bank, Shares Operations for processing

1. **IMMOBILIZATION**

For a client to move their shares from Certificate to a CDS account, they need to;

* To initiate immobilization, a client needs to Open a CDS account first, through a securities broker.
* They will then be required to have the following documents;

1. Duly completed and signed CDS2 form(available at the broker.)

2. Original certificate(s) of shares to be immobilized or indemnity from respective registrar if lost

3. Certified copy of ID (verifiable on IPRS)

1. **TRANSMISSION**

For the transfer of shares from a deceased to the beneficiary, the clients need the following;

* To initiate a transmission process, a client(beneficiary) needs to:
* Open a CDS account through a Stockbroker.
* For Co-operative Bank, they can open a CDS account through Kingdom Securities, and this can be done through any Co-operative bank branch.
* The client will also be provided with the following forms, that are available at Kingdom Securities or the Branch network;
* CDS 7 form (to facilitate transfer from Deceased to the beneficiary )
* CDS 2 form (to facilitate transfer of shares in certificate form)
* Purchase transfer form
* Sale transfer form

**N/B:**  *-If the deceased held shares in a CDS account, a CDS 2 form will not be required.*

*-Where the Deputy County Commissioner or Public Trustee is the administrator, they must execute on the CDS 7& CDS 2 forms as transferor.*

1. **SHARES& DIVIDENDS FORWARDED TO UNCLAIMED FINANCIAL ASSETS AUTHORITY(UFAA)**

* **Shares and Dividends (Individuals)**

For our individual shareholders to claim their shares and dividends forwarded to the UFAA, they need the following;

* A letter requesting for the re-unification to Co-opbank Registrar Services addressed to Shares Operations.
* Duly completed Discharge and Indemnity form witnessed by any active registered LSK lawyer.
* KYC document. Attach a certified copy of ID (Certification can be done at any of our Co-opbank Branches upon presentation of the original or an active registered LSK lawyer
* Attach a deposit slip for KES 200 deposited into account 01240000023127 being the stamp duty fee for the said indemnity
* **Dividends Only (Individuals)**

For our individual shareholders to claim their **dividends** forwarded to UFAA, they need the following

* A letter requesting for the re-unification to Co-opbank Registrar Services addressed to Shares Operations
* KYC document. Attach a certified copy of ID (Certification can be done at any of our Co-opbank Branches upon presentation of the original or an active registered LSK lawyer)
* **Co-opholding**

For our Saccos/Societies shareholders to claim their shares and dividends forwarded to UFAA, they need the following

* A letter requesting for the re-unification to Co-opbank Registrar Services addressed to Shares Operations, on the Society’s letter head. (sealed)
* KYC document. Attach a certified copy of registration certificate and Copies of ID’s of signatories, list of signatories with specimen signatures (Certification can be done at any of our Co-opbank Branches if account is held with the bank or through the County Co-operatives office)
* Append a seal on these documents

1. **REQUEST FOR SHAREHOLDING TO FACILITATE ADMINISTRATION OF ESTATE**

For us to provide the Shareholding information to the Public Trustee for the, distribution and managing of an estate, you need to provide:

* Letter from the Public Trustee
* Certified copy of Death Certificate