



First Community Bank

driven by ethics

PRODUCTS KIT

PERSONAL BANKING ACCOUNTS

CURRENT ACCOUNTS

INTRODUCTION

Is having a great product the only requirement to run a successful business? For most companies, the answer is no. Why? Because generating sales requires potential customers to understand that a product exists, what it does, and why it's better than a competitor's offering. Product knowledge is an essential sales skill. Understanding your products' features allows you to present their benefits accurately and persuasively. Customers respond to enthusiastic sales staff who are passionate about their products and eager to share the benefits with them. Product knowledge is the most important tool for closing sales. It instills faith, trust, and respect in the customer, which creates a positive customer experience.

1. PERSONAL CURRENT ACCOUNT

This is a Cheque bearing account tailor-made for both individuals and sole proprietors.

Features

- Opening and Operating Balance Kshs 1,000
- Account Maintenance fee Kshs 750 per month + Duty
- Access to a Cheque book
- Access to a VISA debit card
- Access to mobile banking and internet banking
- Access to financing
- ATM withdrawal at Kshs 30 per transaction
- Free counter withdrawal(with Cheque book)
- Free account transfers to FCB accounts(with Cheque book)
- Available in KES

Unique Selling Points

- Access to a Cheque book
- Free counter withdrawal (with Cheque book)
- Free cash deposits

Target Customers

Sole Proprietors and Individuals who want a Cheque book.

Sharia'h Contract: Qard

2. LULU ACCOUNT

This is an account tailor-made for ladies aimed at meeting their banking needs at a more personalized level.

Features

- Opening and operating balance Kshs 1,000
- Zero account maintenance fees
- Access to a cheque book
- Access to a VISA debit card
- Maximum of 3 cheque transactions per month (a charge of Kshs 30 applies per transaction thereafter)- with Cheque book
- Free semiannual statements
- Access to mobile banking and internet banking
- ATM withdrawal at Kshs 30 per transaction
- Available in USD, KES, EURO, GBP

Unique Selling Points

- Specifically for ladies
- Zero account maintenance fees
- Free semiannual statements
- Access to financing

Target Customer

- Ladies

Sharia'h Contract: Qard

3. CHECK PLUS ACCOUNT

A return-earning Cheque book account for the everyday citizen

Features

- Opening & Operating Balance Kshs 1,000
- Account Maintenance Kshs 600 pm + duty
- Access to Cheque Book
- Access to VISA debit card
- ATM withdrawal at Kshs 30 per transaction
- Transaction charges Kshs 30 per debit transaction
- Access to mobile banking and internet banking (with Cheque book)
- Free internal transfers within FCB network
- Available in USD, KES, EURO, GBP

Unique Selling Points

- Cheque book

Target Customer

Every day citizen interested in a flexible account

Sharia'h Contract: Qard

4. LULU PLUS ACCOUNT

A uniquely tailored account for ladies

Features

- Opening & Operating Balance Kshs. 1,000
- Account Maintenance fee of Kshs. 300 per month.
- Access to Cheque Book
- Access to VISA Debit card
- Free Counter withdrawal (with Cheque book)
- ATM withdrawal at Kshs. 30 per transaction
- Access to mobile banking and internet banking
- Free transfers within FCB network(with Cheque book)
- Insurance package from TIA
- Discounted medical services in selected medical centres
- Available in USD, KES, EURO, GBP

Unique Selling Points

- Insurance package from TIA
- Discounted medical services in selected medical centres

Target Customer

- Ladies looking to save.

Sharia'h Contract: Qard

5. PERSONAL FOREIGN CURRENCY ACCOUNT

This is a Cheque bearing account tailor-made for both individuals and sole proprietors.

Features

- Opening and Operating Balance USD 50
- Account Maintenance fee USD 15 per month + Duty
- Access to a Cheque book
- Access to a VISA debit card
- Access to mobile banking and internet banking
- Access to financing
- ATM withdrawal at Kshs 30 per transaction
- Free counter withdrawal(with Cheque leaf)
- Free account transfers to FCB accounts(with Cheque leaf)
- Available in USD,EURO,GBP,ZAR

Unique Selling Points

- Access to a Cheque book
- Free counter withdrawal (with Cheque leaf)
- Free cash deposits

Target Customers

- Sole Proprietors and Individuals who want a Cheque book.

Sharia'h Contract: Qard

SAVINGS ACCOUNTS

1. BUSARA ACCOUNT

This is an account tailor-made to help customers grow their savings by keeping aside some money every month.

Features

- Opening and Operating Balance Kshs 5,000
- Zero Account Maintenance Fee
- Maximum of 2 free withdrawals per month. (A charge of Kshs 200 applies thereafter per transaction)
- Free Semi Annual Statements
- Profit earned monthly on average credit balance above Kshs 5,000
- Free internal transfers to FCB accounts.
- Available in USD, KES, EURO, GBP

Unique Selling Points

- Zero account maintenance fee
- Profit earned monthly on average credit balance above Kshs 5,000

Target Customer

- Individuals looking to save.

Sharia'h Contract: Mudaraba

2. LABBEYK ACCOUNT

This account is tailor-made for individuals who want to save for Hajj

Features

- Opening and operating balance Kshs 1,000
- Zero account maintenance fee
- Free semiannual statement Kshs statements
- Profit earned monthly on average credit balance above Kshs 5,000
- Gift Pack for Hajj pilgrims
- Access to mobile banking and internet banking
- Free internal transfers within FCB network
- Available in USD, KES, EURO, GBP

Unique Selling Points

- Zero account maintenance fee
- Profit earned monthly on average credit balance above Kshs 5,000
- Gift Pack for Hajj pilgrims

Target Customer

- Individuals who want to save and go for Hajj.

Sharia'h Contract: Mudaraba

3. YOUNG COMMUNITY SAVERS ACCOUNT

This is a children's savings account

Features

- Opening balance Kshs 1,000
- Profit earned monthly on average credit balance above Kshs 5,000
- Zero account maintenance fee
- Free semiannual statements
- 3 free banker's cheques for tuition fees per annum
- Free money banks
- Free internal transfers within FCB network
- Available in KES

Unique Selling Points

- Profit earned monthly on average credit balance above Kshs 5,000
- 3 free banker's cheques for tuition fees per annum
- Zero account maintenance fee
- Free money banks

Target Customers

Parents who want to save for their children. When the child attains the age of 18 years, a new account is opened.

Sharia'h Contract: Mudaraba

4. INVEST PLUS (FIXED MATURITY ACCOUNT)

This is a fixed term savings account designed for high net worth individuals & businesses who are interested in placing their funds on fixed periods to earn higher rates of return.

Features

- Available in Kshs, USD, Euro and GBP
- Available in fixed tenors of 1, 3, 6, 9 and 12 months
- Expected returns payable on maturity

- Possibility of reinvesting realised returns
- Minimum deposit amount is Kshs 50,000 USD 1000, GBP 1000, Euro 1000
- Free transfers within our FCB branch network

Unique Selling Points

- Good return for invested amounts
- Available in multiple denominations
- Flexible investment period

Target Customers

Customers with extra liquidity that is currently not being utilized

Sharia'h Contract: Mudaraba

5. STUDENTS ACCOUNT

This account is tailor-made for students.

Features

- Opening balance Kshs 1,000
- Access to VISA debit card
- Zero account maintenance fee
- Free semi-annual statements
- 3 free banker's cheques for tuition fees per annum
- Access to mobile banking and internet banking
- Free internal transfers within FCB Network
- ATM withdrawal at Kshs 30 per transaction
- Available in KES

Unique Selling Points

- Zero account maintenance fee
- 3 free banker's cheques for tuition fees per annum
- Access to VISA debit card

Target Customers

- University/ College students

Sharia'h Contract: Mudaraba

TRANSACTIONAL ACCOUNTS

I. SAHLAH ACCOUNT

Features

- Opening & Operating Balance Kshs 1,000
- Account Maintenance fee Kshs 200+duty
- No Cheque Book
- Access to VISA debit card
- Counter withdrawal Kshs 200 per transaction
- ATM withdrawal at Kshs 30 per transaction

- Access to mobile banking and internet banking
- Free internal transfers within FCB network
- Available in KES

Unique Selling Points

- Affordable minimum opening balance of Kshs 1000/=

Target Customer

- low income earners

Sharia'h Contract: Qard

2. UFANISI BINAFSI ACCOUNT.

Features

- Opening and operating balance Kshs 200
- Zero account maintenance fee
- No Cheque book
- Access to VISA debit card
- ATM withdrawal at Kshs 30 per transaction
- Transaction charges Kshs 30 per debit
- Free semi-annual statement
- Mobile banking and internet banking
- Free internal transfers within FCB accounts
- Available in KES

Unique Selling Points

- Opening and operating balance Kshs 200
- Zero account maintenance fee
- Access to financing

Target Customers

- Small scale traders

Sharia'h Contract: Qard

3. UFANISI CHAMA ACCOUNT

This is an account tailor-made for chamas to collect money and allow them to access financing.

Features

- Opening and operating balance Kshs 1,000
- Profit earned monthly on average credit balances above Kshs 20,000
- Free semi-annual statements
- Zero account maintenance fee
- Banker's Cheque at Kshs 200
- Transaction charges Kshs 30 per debit
- Free internal transfers within FCB accounts(with cheque leaf)
- Available in KES

Unique Selling Points

- Profit earned monthly on average credit balances above Kshs 20,000
- Zero account maintenance fee

Target Customers

- Chamas who want to save and at the same time access financing.

Sharia'h Contract: Qard

4. SALARY ACCOUNT

This is an account tailor-made for salary receipt.

Features

- Operating Balance Kshs 500
- Salary processing Kshs 100 pm
- Access to Cheque Book
- Access to a VISA debit card
- Counter withdrawals Kshs 100
- Free cash deposits
- ATM withdrawal at Kshs 30 per transaction
- Access to mobile banking and internet banking
- Free internal transfers within FCB network (with Cheque book)
- Available in KES

Unique Selling Points

- Free cash deposits
- Cheque book

Target Customer

- Salaried individuals

Sharia'h Contract: Qard

5. UMMA ACCOUNT

This is an account tailor-made for salaried individuals

Features

- Zero opening balance
- Operating balance Kshs 100
- No Account Maintenance fee
- No Profit
- Access to a VISA Debit card
- Free quarterly statements
- Counter withdrawal Kshs 200 + Duty
- Free internal transfers within FCB accounts
- Available in KES

Unique Selling Points

- Free cash deposits
- No Account Maintenance fee

Target Customers

- Clients wishing to carry out savings with FCB with restricted withdrawals.

Sharia'h Contract: Qard

BUSINESS BANKING ACCOUNTS

1. BIASHARA CURRENT ACCOUNT

This is a basic business current account tailor-made for the everyday transactions of small enterprises and entrepreneurs

Features

- Opening balance Kshs 1,000
- Minimum operating balance Ksh 2000 per month+duty
- Access to a Cheque Book
- Access to a VISA debit card where applicable
- ATM withdrawal at Kshs 30 per transaction
- Free over the counter withdrawal (with Cheque book)
- Access to un-cleared effects
- Access to mobile banking and internet banking where applicable
- Free internal transfers to FCB accounts (with Cheque book)
- Available in KES

Unique Selling Points

- Access to un-cleared effects
- Free over the counter withdrawal

Target Customer

- SMEs and Sole Proprietors.

Sharia'h Contract: Qard

2. MAARUF ACCOUNT

This is a business transactional account which offers you some benefit similar to those of a current account.

Features

- Opening and operating balance Kshs 200,000 and above
- No account maintenance charges on account balances above Kshs 200,000
- Monthly maintenance fee of Kshs 2,000 on account balances below Kshs 200,000 in a day
- Available in USD/GBP/EURO/ZAR
- Cheque book
- Access to mobile banking and internet banking (where applicable)
- Free internal transfers within FCB network
- Visa card(when applicable)

Unique Selling Points

- Available in USD/GBP/EURO/ZAR
- No account maintenance charges on account balances above Kshs 200,000

Target Customer

- SMEs and sole proprietors

Sharia'h Contract: Qard

3. SCHOOL OPERATING ACCOUNT

This is a current account dedicated to school and enable the management the flexibility to conduct day to day transactions on the account through the cheque book facility.

Features

- Available in KES only
- Opening and Operating Balance of Kshs 1,000
- Transaction fee of Kshs 100 per direct credit from the ministry of education
- Cheque book facility
- No restrictions on transactions
- Free quarterly statements
- Free internal transfers within FCB network (With Cheque book)

Unique Selling Points

- Available to all schools
- Free deposits n
- No restrictions on transactions

Target Customer

- Schools

Sharia'h Contract: Qard

4. SCHOOL TUITION ACCOUNT

This is a savings account specifically tailor made for schools to enable them receive free education funds from the Ministry of Education

Features

- Available in Kshs only
- Opening and Operating Balance of Kshs 1,000
- Transaction fee of Kshs 100 per direct credit from the ministry of education
- No Cheque book facility
- Free quarterly statements
- Free internal transfers within FCB network

Unique Selling Points

- Available to all schools
- No restrictions on transactions

Target Customer

- Schools

Sharia'h Contract: Mudaraba

5. INSTITUTIONAL CALL ACCOUNT

This is an account tailor-made for institutions operations

Features

- Operating Balance Kshs 100,000
- No Account Maintenance fee
- Access to Cheque Book
- No restrictions on transactions
- Access to mobile banking and internet banking(where applicable)
- Free internal transfers within FCB network (with Cheque book)
- Available in KES

Unique Selling Points

- No Account Maintenance fee
- Cheque book
- Dedicated relationship manager

Target Customer

- Institutions

Sharia'h Contract: Qard

CORPORATE BANKING ACCOUNTS

I. CORPORATE CURRENT ACCOUNT

This is a business account tailor-made for everyday corporate business transactions

Features

- Opening balance Kshs 10,000
- Operating balance Kshs 3,000
- Account maintenance Kshs 3,000 per month
- Cheque book
- Free over the counter withdrawals (With Cheque book)
- Access to uncleared effects
- Free internal transfers within FCB network (with Cheque book)
- Internet banking

Unique Selling Points

- Dedicated relationship manager
- Internet banking

Target Customers

- Corporate companies, government institutions, institutions of higher learning

Sharia'h Contract: Qard

EXCLUSIVE BANKING ACCOUNTS

I. ELEGANT ACCOUNT

Features

- Opening balance with a Salary of Kshs 200,000 pm or balance of Kshs 5 million and above
- Monthly account maintenance of Kshs 3,000
- Access to unsecured financing upto Kshs 4 million upon qualification
- Automatic access to the exclusive banking suites
- Free insurance cover(Takaful)
- Access to Cheque book
- Access to VISA debit card
- Free ATM withdrawals- max 100,000 per day
- Free transfers within FCB network (with cheque book)
- Access to uncleared effects
- Access to salary advances
- Access to mobile and internet banking

- Access to exclusive suites
- Free insurance cover(Takaful)
- Access to unsecured financing
- Free ATM withdrawals- max 100,000 per day

Target Customers

- High net worth customers

Sharia'h Contract: Qard

2. ELITE ACCOUNT

Features

- Salary of Kshs 75,000 or Kshs 50,000 for upcountry
- Monthly account maintenance fee of Kshs 1,500
- Access to unsecured financing up to Kshs 3 million upon qualification
- Automatic access to the exclusive banking suites
- Free insurance cover(Takaful)
- Access to Cheque book
- Access to VISA debit card
- Discounted rates for banker's Cheque at Kshs 100
- Free ordinary statements
- Free ATM withdrawals- max 50,000 per day
- ATM withdrawals limit of 50,000 per day
- Free transfers within FCB network (with cheque book)
- Access to salary advances
- Access to mobile and internet banking

Unique Selling Points

- Access to exclusive suites
- Free insurance cover(Takaful)
- Access to unsecured financing
- Free ATM withdrawals- max 50,000 per day
- Longer banking hours

Target Customers

- High net worth customers

Sharia'h Contract: Qard

3. BIASHARA CLUB ACCOUNT- Kshs ONLY

Features

- Monthly account maintenance of Kshs 2,500
- Access to unsecured financing upto Kshs 5million upon qualification
- Automatic access to the exclusive banking suites
- Free insurance cover(Takaful)
- Access to Cheque book
- Access to VISA debit card where applicable
- Discounted rates for banker's Cheque at Kshs 100
- Free ordinary statements

- Free ATM withdrawals- max 100,000 per day
- Free transfers within FCB network (with cheque book)
- Free seminars
- Free networking activities
- Access to mobile and internet banking where applicable

Unique Selling Points

- Access to exclusive suites
- Free insurance cover(Takaful)
- Free ATM withdrawals- max 100,000 per day
- Access to unsecured financing

Target Customer

- SMES and Sole Proprietors.

Sharia'h Contract: Qard

4. BIASHARA FOREIGN CURRENCY CLUB

Features

- Monthly account maintenance of USD 50
- Available in USD/GBP/EURO/ZAR
- Automatic access to the exclusive banking suites
- Free insurance cover(Takaful)
- Access to Cheque book
- Discounted rates for banker's Cheque at Kshs 100
- Free transfers within FCB network (with cheque book)
- Access to uncleared effects
- Access to mobile and internet banking where applicable

Unique Selling Points

- Access to exclusive suites
- Free insurance cover(Takaful)
- Access to unsecured financing

Target Customer

- SMES and Sole Proprietors.

Sharia'h Contract: Qard

5. ALPHA CURRENT ACCOUNT

Features

- Available in Kshs only
- Opening and minimum operating balance of Kshs 1,000
- ATM Card upon request at a charge of Kshs 300
- Access Cheque book
- Access to debit card
- Bankers Cheque at Kshs 200
- Free semiannual statements
- Monthly account maintenance charge of Kshs 500+Duty
- Salary processing fee of Kshs 100

- Free insurance cover (Takaful)
- ATM withdrawal at Kshs 30 per transaction
- Access to salary advance
- Access to mobile and internet banking
- Access to personal financing
- Free transfers within FCB network (with cheque book)
- Access to exclusive suites
- Free insurance cover(Takaful)
- Longer banking hours

Target Customer

- High net worth salaried customers

Sharia'h Contract: Qard

ACCOUNTS OPENING REQUIREMENTS

1. PERSONAL ACCOUNTS

- Original Kenyan ID as the primary identification document for all Kenyan Citizens.
- Original valid Passport for foreigners
- 2 recent passport photographs
- Copy of KRA PIN certificate
- Account Opening balance

*Any exceptions to open accounts for a customer without a Kenyan ID but has a valid Kenyan Passport as the secondary identification document shall be referred to the **Risk and Compliance Department** for approval through the KYC dispensation form giving justified reasons.*

MINOR ACCOUNTS /YOUNG SAVERS (IN ADDITION TO REQUIREMENTS FOR PERSONAL ACCOUNT FOR GUARDIAN)

- Original and a copy of birth certificate.
- Birth Notification(Not more than 3 months from date of birth)

2. SCHOOL ACCOUNTS

- Valid signed and stamped letter from school committee/Board of Governors
- Certificate of registration as per relevant registration E.g Company, cooperative etc.
- Ministry of Education registration certificate
- Original and Copy of ID/Passport of authorized signatories
- 2 recent passport photographs of authorized signatories
- Original and Copy of KRA PIN certificate
- Account opening balance.
- Introduction letter from Ministry of Education
- Minutes from school board clarifying operational mandate
- Account Opening balance

3. CHAMA ACCOUNTS

- Original and copy of Group registration certificate from Social Services office
- Minutes of the group resolving to open an account with FCB-(certified by the County/Sub-county Social Development Officer).

- Signed List of members with ID Numbers
- Group constitution - (certified by the County/Sub-county Social Development Officer).
- Introduction letter from ministry of gender, culture & social service indicating list of office bearers
- Original and Copy of ID/Passport of authorized signatories
- 2 recent passport photographs of the authorized signatories
- Original and Copy of KRA PIN certificate
- Account opening balance

4. BUSINESS OR CORPORATE ACCOUNTS

(Requirements subject to the registration status of business/Corporate i.e. sole proprietor, limited company etc.)

- Introduction or reference letter
- Original and Copy of ID/Passport of all proprietors/directors/partners/signatories
- Original and Copy of company KRA PIN certificate
- Original and Copy of personal KRA PIN certificate of signatories
- 2 recent passport photographs of the authorized signatories
- Original and copy of Business registration certificate (sole proprietorship/partnership/Ltd)
- CR1, CR2 and CR8 for Co Reg. after 2015
- Memorandum and Articles of Association/Certificate of Incorporation/By-laws/ Certifies Copy of Organization's Constitution
- Sealed Board Resolution/extracts of committee meeting signed by director and secretary to open an FCB account
- Letter from auditor/company secretary certifying names of existing directors and shareholders or certified copy of latest annual returns
- Account opening balance

5. MOSQUE/CHURCH ACCOUNTS

- Original and of Certificate of registration from registrar of societies
- Minutes signed by the officials resolving opening of the account
- Introduction letter from clergy/Imam to open account
- Original and Copy of ID/Passport of authorized signatories
- Original and Copy of personal KRA PIN certificate of signatories
- 2 recent passport photographs of authorized signatories
- Account opening balance

6. NGO ACCOUNTS

- Original and copy of Certificate of registration under the NGO coordination board/ Constitutional office.
- Board resolution specifying account signatories and signing mandates
- Original and Copy of ID/Passport of the authorized signatories
- 2 recent passport photographs of the authorized signatories
- KRA PIN of the NGO and or Certificate of Tax Exemption
- Minutes of the NGO resolving to open an account with FCB.
- NGO constitution/By laws

- Introduction letter from NGO co-ordination Board listing the office bearers.
- Account opening balance

7. SOCIETIES ACCOUNTS

- Original and a copy of Societies registration certificate under the society Act
- Minutes of the Society resolving to open an account with FCB
- Constitution /By laws
- Original and copies of ID/PP for the signatories.
- KRA PIN for account signatories
- Recent passport photos of the signatories.
- Account opening Balance

8. TRUST DEED ACCOUNT

- Original and copy of Certificate of registration-under Cap 164, the certificate number format PS/1234/2012 issued by Lands Ministry.
- Trust Deed-Drawn by a Lawyer.
- Minutes-stating among the trustees in Trust deed the authorized signatories.
- Resolution in lieu of minutes.
- Original and copy Trust KRA PIN Certificate
- 2 Passport photographs of account signatories
- Original and copies of ID/PP for the signatories.
- Original and copy of KRA PINs for account signatories
- Recent passport size photos
- Account opening balance

9. SACCOs ACCOUNT

- Original and copy of cert. from the Registrar of coop
- Minutes of the SACCO resolving to open an account with FCB (certified by registrar of Co-operatives)
- Constitution /By-laws (Certified by the Registrar)
- Introduction letter from Registrar of Co-operatives listing the current office bearers' signatories.
- Original and Copy of KRA PIN certificate
- Original and copies of ID/PP for the signatories.
- Recent passport photos of the signatories.
- Original and copy of KRA PIN certificate for account signatories

For deposit taking SACCOs

- License from SASRA (Sacco Societies Regulatory Authority).
- Due diligence questionnaire
- AML and KYC Policy
- Approval from Risk and compliance department
- Account Opening balance

10. INSURANCE /AGENCY & BROKERS ACCOUNT

- Original certificate of incorporation / business registration certificate.
- Company KRA PIN
- PIN certificate for Signatories/Directors

- Memorandum and Articles of Association
- Board resolution on company letter head - (sealed).
- ID copies /Passport of the signatories.
- Recent Passport Size photos of the Signatories.
- License from Insurance Regulatory Authority (IRA).
- Certificate of underwriting (Agency/brokers).
- Account Opening balance

11. EMBASSY/HIGH COMMISSION ACCOUNT

- An official letter (or its certified copy) from Foreign Affairs Ministry with a special code assigned.
- Documents proving the ambassador's/consul's appointment (if not in English, translated copy); -Signed by the Ambassador/High Commissioner/Consular
- Copy of minutes of the meeting/Letter resolving to open account with FCB from the Embassy/HC/Consulate.
- Valid Passports and their diplomatic VISAs of signatories.
- 2 passport photograph of each signatory.
- By-laws (regulations) if any.
- Account Opening balance

12. COUNTY GOVERNMENTS/ASSEMBLIES

- Minutes of the County Assembly signed by the Governor and County Chief of Staff (County Head of Service).
- Resolution in lieu of minutes signed by the County Executive- Finance, Chief of Staff (County Head of Service) and County Chief Finance Officer (Mandatory Signatory).
- ID copies /Passport of the signatories.
- Recent Passport Size photos of the Signatories.
- Kenya Gazette notification notifying of the officials of county government
- NB:The signing mandate has to be jointly.
- Account Opening balance

13. FOREX BUREAU

- Original certificate of incorporation.
- Company PIN.
- Memorandum and Articles of Association.
- CR1,CR2 and CR8 for Co Reg. after 2015
- Sealed Board resolution on company letter head
- ID copies /Passport of the signatories.
- Recent Passport Size photos of the Signatories.
- PIN certificate for Signatories/Directors
- Audited Financials
- KYC/ AML questionnaire
- Organization structure for the business
- Senior Management with the name and contact of RISK and compliance staff
- FCB Risk and compliance approval for the business account
- Valid CBK Forex Bureau License
- Bureau AML-CFT Policy
- Account Opening balance

FINANCING

1. PLOT/LAND FINANCING

Features

- This is to help a customer acquire a piece of land
- Repayment period up to 5 years
- Minimum deposit by customer: 30% for urban areas and 40% for rural areas.
- Collateral discounted at 70% for urban areas, 60% for rural areas and 50% for agricultural Land.

Unique Selling Points

- Free financial consultation
- Repayment period of up to 5 years

Sharia'h Contract: Diminishing Musharaka

2. MORTGAGE FINANCING

Features

- Repayment period up to 20years for personal mortgage
- Repayment period up to 10years for Business mortgage
- Minimum deposit by customer: 10%
- Financing Limits 70%

Unique Selling Points

- Personalized service
- Repayment period of up to 20 years
- 90% financing

Sharia'h Contract: Diminishing Musharaka

3. CONSTRUCTION FINANCING

Features

- Available at a maximum of 10 year tenor
- Minimum contribution 20%
- Customer to provide land for construction as well as 20 per cent of total project cost

Unique Selling Points

- Personalized service
- Repayment period of up to 10 years
- 80% financing

Sharia'h Contract: Diminishing Musharaka/Murabaha

4. PURCHASE OF FURNITURE, HOME APPLIANCES & ELECTRONICS

Features

- Available to all account holders
- Flexible security requirements (salary assignment, items being purchased)
- Payment is made to vendor's account
- Insurance Cover (Takaful) against fire and burglary
- Maximum repayment of up to 1 year

Unique Selling Points

- Flexible security requirements (salary assignment, items being purchased)
- Payment is made to vendor's account
- Insurance Cover (Takaful) against fire and burglary
- Flexible security requirements(salary or items being purchased)

Sharia'h Contract: Murabaha

5. MEDICAL EXPENSES & SCHOOL TUITION

Features

- Available to all account holders
- Payment is made directly to hospital/school
- Maximum repayment of up to 5 years
- Easy repayment through check-off system

Unique Selling Points

- Flexible security requirements (salary assignment, items being purchased)
- Payment is made to vendor's account
- Maximum repayment of up to 5 years

Sharia'h Contract:Tawarruq

6. MOTOR VEHICLE FINANCING

Features

Age of vehicle	Tenor	Customer contribution	Financing Limits
New	60Months	10%	90%
4+ years up to 7Yrs	36Months	30%	70%

- Upfront valuation for second hand cars
- Insurance with bank interest noted mandatory

Unique Selling Points

- Personalized service
- Free financial consultation

Sharia'h Contract: Diminishing Musharaka/Murabaha

7. WORKING CAPITAL FINANCING

Features

- Available on a 12 months contract
- The price and tenure of the lump sum deferred payment is agreed upon advance between bank and customer
- The bank appoints the customer as an agent to purchase on its behalf
- Marginal deposit may be imposed
- Financing only available for items of saleable value and raw materials

Unique Selling Points

- Personalized service

Sharia'h Contract: Diminishing Musharaka/Murabaha

8. LPO (Local Purchase Order) FINANCING

LPO Financing is designed for contractors and vendors of reputable organizations (beneficiaries) to meet up with the financial capability required to execute work and local purchase orders from respective companies, notably the national Government, county governments, key reputable companies and organizations decided by management from time to time.

Features

- Maximum tenor is 6 months (180 days) with the option of 90 days renewal after the expiry of the facility
- Facility Amount does not exceed 70% of the supply order.
- Irrevocable agreement in respect of Contract proceeds executed by FCB Customer, First Community Bank and the organization issuing the LPO.
- The organization issuing LPO must be reputable and financially sound.

Required Documents for LPO Financing

- Notification of Award
- Acceptance Letter
- Copy of Performance Bond issued (if not issued by FCB)
- Signed Contract
- Assignment of payment
- Financial Statements

Sharia'h Contract: Diminishing Musharaka/Murabaha

9. MICRO FINANCE WORKING CAPITAL FACILITY

This is a facility targeting low income business persons operating sharia compliant businesses.

Features

- Available on a 12 months contract
- Individual or group member operating an existing individual business
- Facility is Upto 5 times the amount of savings
- Upto 30 % savings required
- Financing only available for items of saleable value and raw materials
- Flexible weekly repayments

Unique Selling Points

- Dedicated microfinance officer for advice
- Easy application process
- Insurance Cover (Takaful) against death and disability

Sharia'h Contract: Diminishing Musharaka/Tawarruq

FINANCING REQUIREMENTS

I. SOLE PROPRIETORSHIP

- Copies of registration certificates.
- Relevant Valid Licenses e.g. County Council license, Health License etc
- Certified Copies of I.D, PIN
- Copies of the Security Documents & Valuation report.
- Utility bills (phone electricity and water)/ Receipts /Statements for bills

- Lease agreements and rent receipts.
- Statements/Receipts for previous loans payments(where applicable)
- Most recent school fees statement/receipts.
- One year's Certified bank Statements.
- Purchase invoices and registers & Copy of sale registers available for review.
- Call report & Location maps duly provided.
- Copy of Guarantor(s) ID(s) and account number.
- Sales agreement copy.
- Copy of CRB report for individuals/proprietors.
- KYC report

2. SME/ CORPORATE

- BCC approval/recommendation signed by at least 3 members of the committee.
- Certified copies of ID(s) & PIN Certificates.
- Certified Copy of Company/ Business PIN Certificate.
- Certified Copy Collateral(s) title.
- Certified Copy of Certificate of registration/Incorporation & MEMART
- One year's Certified Bank Statements
- Latest Audited Financial Statements 2years-Companies.
- Company's Board Resolution to borrow.
- Certified Copy of Partnership Deed –Partnership
- Certified Copy of Guarantors ID
- Cash flow Projections (where applicable).
- Certified Copy of business License/Permit.
- CRB report for the Company directors.
- KYC Report
- Copy of Lease agreement.-for business premises
- Call Report

3. PERSONAL FINANCE

- Employment letter clearly stipulating terms of engagement
- Three months latest pay slips
- Six months certified bank statements
- Irrevocable salary assignment instructions
- Facility application form
- Sale agreements, invoice, if applicable
- Purchase invoices and registers & Copy of sale registers available for review.
- Copy of ID& KRA PIN

TRADE FINANCE

We offer to our business clientele a wide range of innovative trade finance solutions including the following:

PRODUCT	REQUIREMENT
Non secured Bank Guarantee	<ul style="list-style-type: none"> • Dully filled Bid application form • Letter of lien • Letter of set off • Approval sheet • Letter of award/letter containing the contract details • Bank Guarantee format(where applicable)
Cash Secured Bank Guarantee	<ul style="list-style-type: none"> • Dully filled Bid application form • Letter of lien • Letter of set off • Approval sheet • Letter of award/letter containing the contract details • Bank Guarantee format(where applicable)
Collaterals (other forms other than cash)	<ul style="list-style-type: none"> • Duly filled Facility application Form • Copy of ID of all Directors/ authorized signatories • Copy of KRA PIN • Six Months Bank Statement • Call Report to be done by Business Bank • Certified Copy of last 2 years Audited account • Latest Management accounts • Certified copy of Memorandum and Articles • Business Cash flows Projections for the period • Certificate of Incorporation • Board Resolution authorizing the Bank guarantee request (Must be sealed) • Latest CR12 • Annual Returns receipt • Copy of Log book or Title • Valuation Report from the approved bank Valuers • Bank Guarantee Application form • Letter of Lien • Letter of Set off • Tender Notice/ Tender details • Copy of the Bank Guarantee Format
Secured Outward Letter of Credit by:	
Cash	<ul style="list-style-type: none"> • Bank Letter of Credit application form • Proforma Invoice • Import declaration form (IDF)

Collaterals (other forms other than cash)	Collaterals (other forms other than cash) <ul style="list-style-type: none"> • Duly filled Facility application Form • Copy of ID of all Directors/ authorized signatories • Copy of KRA PIN • Six Months Bank Statement • Call Report to be done by Business Banker • Certified Copy of last 2 years Audited account • Latest Management accounts • Certified copy of Memorandum and Articles • Business Cash flows Projections for the period • Certificate of Incorporation • Board Resolution authorizing the Outward Letter of Credit request(Must be sealed) • Latest CR12 • Annual Returns receipt • Copy of Log book or Title • Valuation Report from the approved bank Valuers • Letter of Credit Application form • Letter of Lien • Letter of Set off • Proforma Invoice • Import Declaration Form (IDF)
Outward Bills for Collection	<ul style="list-style-type: none"> • Memo from client requesting the bank to handle the collection • Memo should contain list of documents being presented for collection purposes(bill of lading, commercial invoice, certificate of origin, packing list and SGS certificate among others) depending on the documents requested by the Drawee • Collection instruction should contain terms of the collection, that is whether the collection should be delivered against <ul style="list-style-type: none"> 1. Payment and/or acceptance 2. Other terms and conditions
Inward bills for collection	<ul style="list-style-type: none"> • Inward bills for collection we receive documents from the Applicant's bank and the same are forwarded to our client, the Drawee as per collection instructions: <ul style="list-style-type: none"> 1. Payment and/or acceptance 2. Other terms and conditions • The Drawee, our client should sign our presentation memo and bill of exchange as case maybe and return the same to the bank
Inward Letter of Credit	<ul style="list-style-type: none"> • Documents to be presented under an inward LC will be determined by the instructions in the inward LC • Memo from client requesting the bank to present documents to the Applicant's bank • Memo should contain list of documents being presented for purposes of the Inward LC (bill of lading, commercial invoice, certificate of origin, packing list and SGS certificate among others) depending on the documents requested by the Applicant



First Community Bank

driven by ethics

FCB Mihrab Building
Mezi, Ring Road Killimani
P.O Box 2619-00100 Nairobi, Kenya
FCB Contact Center

020 2843000 / 0725 843000 / 0789 843000

info@fcb.co.ke / Customercare@fcb.co.ke

Email: customercare@fcb.co.ke



[@fcb_interact](https://twitter.com/fcb_interact)



[First Community Bank-Kenya](https://www.facebook.com/FirstCommunityBankKenya)