
 Republic of Kenya		 AFA Our Crops. Our Wealth.		
Institution/Organization Name:		AFA – Sugar Directorate		
Affiliations; Ministry / Department/ County/Parent Company:		Ministry of Agriculture, Livestock, Fisheries and Cooperatives - State Dept of Agric & Research		
Economic Sector Alignment:		Agriculture		
Big 4 Alignment:		Food nutrition and manufacturing		
Accounting Officer:		Kello Harsama - Director General		
Period: FY		2021/2022		
Process Documentation				
Service Name		Registration/Renewal of License to export sugar		
Brief Description Document Purpose/Service		Issuance of sugar for export licences		
Document Control: Change Record/ Version Number		Sugar – 02		
Process Owner: Name and Position		1. DD – Regulation & Compliance 2. Assistant Director – Regulations & Compliance		
Process Reviewer (s) Name and Position		1. Director – Directorate 2. Directorate General		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/No. Of Days	Actor	
1.	Receipt of online application of renewal of license to import sugar and accompanying documents	1	DD – Regulation & Compliance	
2.	Evaluation of application and accompanying documents through the online system	1	DD – Regulation & Compliance	
3.	When rejected by the receiving officer, comments are made online to communicate to the customer where requisite documents have not been fully met	1	DD – Regulation & Compliance	
4.	When all the documents have fully been met, AFA-Sugar Directorate processes for approval online will continue	7	Director – Directorate DD – Regulation & Compliance DD Technical Advisory Services DD Marketing	
5.	Communication to client to pay the requisite fees	7	Director – Directorate	
6.	Issuance of Licence to export sugar upon payment of fees and online printing of the exportation license by the applicant	7	Director – Directorate	
(Add row as necessary)				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
	1.	Did not submit all the requisite documentation/fees	14	Director – Directorate

Did not submit all the requisite documentation/fees, stocks not enough or no market for Kenyan sugar aborad	2.	The sugar stocks available in the country is not enough for domestic consumption	-	Director – Directorate
	3.	There is no market for selling sugar outside the country		Director - Directorate
(if any other, add rows)				
Process Maps/Visuals				
Business process flowcharts/ swim lanes/screen shots				

