
 Republic of Kenya				
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 of Milling Licence		
Brief Description Document Purpose/Service		Issuance of Milling licences		
Document Control: Change Record/ Version Number		Sugar – 03		
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				
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Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Receipt of application and accompanying documents	1	DD – Regulation & Compliance	
2.	Evaluation of application and accompanying documents	7	DD – Regulation & Compliance	
3.	Communication to customer where requisite documents have not been fully met	1	DD – Regulation & Compliance	
4.	Feasibility study	20	DD – Regulation & Compliance & Technical Advisory Services	
5.	Evaluation and Verification Committee	7	Directorate Evaluation Committee	
6.	When all the documents have fully been met, AFA-Sugar Directorate processes for approval	7	Director – Directorate DD – Regulation & Compliance, Technical Advisory Services & Marketing	
6.	Communication to client to pay the requisite fees	7	Director – Directorate	
7.	Issuance of Licence upon payment of fees	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 Days	Director – Directorate

Did not submit all the requisite documentation/fees or location not suitable for establishment of a factory and project not viable	2.	location not suitable for establishment of a factory	-	Director – Directorate
	3.	Project not viable	14 Days	Director – Directorate
(if any other, add rows)				
Process Maps/Visuals				
Business process flowcharts/ swim lanes/screen shots				

