



Republic of Kenya



**Institution/Organization Name:**

**AFA – FIBRE CROPS DIRECTORATE**

**PROCESS FO ISSUANCE - ISSUANCE OF COTTON LINT LICENSE**

| <b>Step</b> | <b>Event/Activity/Action</b>   | <b>Time/ No. Of Days</b> | <b>Actor</b>                            |
|-------------|--|--------------------------|---|
| 1.          | Application made in IMIS system and submission of the required documents.    | <b>1</b>                 | Applicant                               |
| 2.          | 1 <sup>st</sup> Checking and Verification of application required documents. | <b>2</b>                 | Checking and Verification Officer       |
| 3.          | 2 <sup>nd</sup> Checking and Verification of application required documents. | <b>2</b>                 | FCD Compliance Officer                  |
| 4.          | Fibre Directorate Vetting and approval process of applications.              | <b>5</b>                 | FCD Licensing Vetting Committee.        |
| 5.          | AFA Evaluation and approval process of applications.                         | <b>10</b>                | AFA Licensing and Evaluation Committee. |
| 6.          | Gazettement of the License.  | <b>30</b>                | AFA Director General                    |
| 7.          | Applicant to make Payment of requisite fee                                   | <b>1</b>                 | Applicant                               |
| 8.          | Fibre Directorate Finance Approval process.                                  | <b>1</b>                 | FCD Finance                             |
| 9.          | Fibre Directorate Approval process.  | <b>3</b>                 | FCD Head of Directorate                 |
| 10.         | Print of Certificate of Registration for dealer category applied for.        | <b>1</b>                 | Applicant                               |