



Republic of Kenya



Institution/Organization Name:

AFA – FIBRE CROPS DIRECTORATE

PROCESS FOR FIBRE CROPS IMPORT/EXPORT LICENSE-RENEWAL

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Application made in IMIS system and submission of the required documents.	5	Applicant
2.	1 st Checking and Verification of application required documents.	2	Checking and Verification Officer
3.	2 nd Checking and Verification of application required documents.	2	FCD Compliance Officer
4.	Fibre Directorate Vetting and approval process of applications.	14	FCD Licensing Vetting Committee.
5.	Applicant to make Payment of requisite fee	1	Applicant
6.	Fibre Directorate Finance Approval process.	1	FCD Finance
7.	Fibre Directorate Approval process.	3	FCD Head of Directorate
8.	Print of Certificate of Registration for dealer category applied for.	1	Applicant