



Republic of Kenya



**Institution/Organization Name:**

**AFA – FIBRE CROPS DIRECTORATE**

**PROCESS FOR FIBRE CROPS RETAILER LICENSE -RENEWAL**

<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>5</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>14</b>	FCD Licensing Vetting Committee.
5.	Applicant to make Payment of requisite fee	<b>1</b>	Applicant
6.	Fibre Directorate Finance Approval process.	<b>1</b>	FCD Finance
7.	Fibre Directorate Approval process.	<b>3</b>	FCD Head of Directorate
8.	Print of Certificate of Registration for dealer category applied for.	<b>1</b>	Applicant