



|  Republic of Kenya | |  | |
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| Institution/Organization Name: | | AFA – Fibre Crops 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: | | Manufacturing | |
| Accounting Officer: | | Kello Harsama - Director General-AFA | |
| Period: FY | | 2021/2022 | |
| Process Documentation | | | |
| Service Name | | Fibre Crops Sisal Import/Export License-New | |
| Brief Description Document Purpose/Service | | Issuance of Sisal License | |
| Document Control: Change Record/ Version Number | | Fibre - 09 | |
| Process Owner: Name and Position | | 1. DD – Regulation & Compliance 2. Assistant Director – Regulations & Compliance | |
| Process Reviewer (s) Name and Position | | 1. Director – Fibre Directorate 2. Director General | |
| STEPS/FLOW/SEQUENCE | | | |
| I | | | |
| Step | Event/Activity/Action | Time/ No. Of Days | Actor |
| 1. | Application made in IMIS system and submission of the required documents. | 1 | 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. | 5 | FCD Licensing Vetting Committee. |
| 5. | AFA Evaluation and approval process of applications. | 10 | AFA Licensing and Evaluation Committee. |
| 6. | Gazettement of the License. | 30 | AFA Director General |
| 7. | Applicant to make Payment of requisite fee | 1 | Applicant |
| 8. | Fibre Directorate Finance Approval process. | 1 | FCD Finance |
| 9. | Fibre Directorate Approval process. | 3 | FCD Head of Directorate |
| 10. | Print of Certificate of Registration for dealer category applied for. | 1 | Applicant |
| 11. | | | |
| 12. | | | |
| (Add row as necessary) | | | |
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EXCEPTIONS TO THE NORMAL FLOWS

| Title | No. | Description | Time | Actor |
|---|------------|---|---|----------------------|
| Fibre Crops Manufacturer license- New | 1. | The applicant has not submitted valid required documentation. | 30 | Applicant. |
| | 2. | The applicant has not made Payment of requisite fee. | Until Payment of requisite fee is received. | Applicant. |
| | 3. | Objection raised for the Application | 30 | AFA Director General |
| (if any other, add rows) | | | | |

Process Maps/Visuals

