



Republic of Kenya



Institution/Organization Name:		Agriculture and Food Authority		
Affiliations; Ministry / Department/ County/Parent Company:		Ministry of Agriculture, Livestock, Fisheries and Cooperatives		
Economic Sector Alignment:		Agriculture		
Big 4 Alignment:		Food & Nutrition & Manufacturing		
Accounting Officer:		Director General – Kello Harsama		
Period: FY		2021/22		
Process Documentation				
Service Name		Renewal of License to draw molasses		
Brief Description Document Purpose/Service		Issuance of molasses permit		
Document Control: Change Record/ Version Number		Sugar – 05		
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				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Receipt of application of molasses permit and accompanying documents	1	DD – Regulation & Compliance	
2.	Evaluation of application and accompanying documents	1	DD – Regulation & Compliance	
3.	When all the documents have fully been met, AFA-Sugar Directorate processes for approval	7	Director – Directorate DD – Regulation & Compliance	
4.	Communication to client to pay the requisite fees	7	Director – Directorate	
5.	Issuance of permit for molasses upon payment of fees by the applicant	7	Director – Directorate	
(Add row as necessary)				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
Did not submit all the requisite documentation/fees	1.	Did not submit all the requisite documentation/fees	14	Director – Directorate
	2.			
	3.			

(if any other, add rows)				
Process Maps/Visuals				
Business process flowcharts/ swim lanes/screen shots				

