



Republic of Kenya



Institution/Organization Name:		AFA – Nuts & Oil 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:		Food nutrition and manufacturing		
Accounting Officer:		Kello Harsama - Director General		
Period: FY		2021/2022		
Process Documentation				
Service Name		Import Licence		
Brief Description Document Purpose/Service		Import licence procedures upon compliance with the requirements to enable importation of nuts and oil crops produce and products		
Document Control: Change Record/ Version Number		NOCD - 02		
Process Owner: Name and Position		1. DD-Regulation and Compliance 2. Assistant Director-R&C		
Process Reviewer (s) Name and Position		1. Director-NOCD 2.		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Applicant to register in the IMIS system for username and password and submission of the required documents	1 Day	Applicant	
2.	Receive documents for approval	1 day	DD-R&C	
3.	Give feedback if documents are not right or requirements have not been met give feedback to applicant	1 day	DD-R&C	
4.	Review documents for approval	1day	DD-R&C	
5.	NOCD and AFA approval process	10 days	committee	
6.	Payment and printing of the licence	1 days	NOCD- Finance and Applicant	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
Import license documents and license fee	1.	The documents submitted do not have all requirements needed		Applicant
	2.	Failure to pay the required import licence fee		Applicant

Process Maps/Visuals

