



Republic of Kenya



Institution/Organization Name:

AFA – FIBRE CROPS DIRECTORATE

PROCESS FOR FIBRE CROPS IMPORT/EXPORT LICENSE-NEW

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