



Republic of Kenya



Institution/Organization Name:

AFA – FIBRE CROPS DIRECTORATE

PROCESS FOR FIBRE CROPS REGISTRATION OF DEALERS

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.	Fibre Directorate Approval process.	3	FCD Head of Directorate
6.	Print of Certificate of Registration for dealer category applied for.	1	Applicant