



Republic of Kenya



**Institution/Organization Name:**

**AFA – FIBRE CROPS DIRECTORATE**

**PROCESS FOR FIBRE CROPS RETAILER LICENSE -NEW**

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	Application made in IMIS system and submission of the required documents.	<b>1</b>	Applicant
2.	1 <sup>st</sup> Checking and Verification of application required documents.	<b>2</b>	Checking and Verification Officer
3.	2 <sup>nd</sup> Checking and Verification of application required documents.	<b>2</b>	FCD Compliance Officer
4.	Fibre Directorate Vetting and approval process of applications.	<b>5</b>	FCD Licensing Vetting Committee.
5.	AFA Evaluation and approval process of applications.	<b>10</b>	AFA Licensing and Evaluation Committee.
6.	Gazettement of the License.	<b>30</b>	AFA Director General
7.	Applicant to make Payment of requisite fee	<b>1</b>	Applicant
8.	Fibre Directorate Finance Approval process.	<b>1</b>	FCD Finance
9.	Fibre Directorate Approval process.	<b>3</b>	FCD Head of Directorate
10.	Print of Certificate of Registration for dealer category applied for.	<b>1</b>	Applicant