
 Republic of Kenya		 AFA Clear Crops, Our Wealth		
Institution/Organization Name:		AFA – Fibre 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:		Manufacturing		
Accounting Officer:		Kello Harsama - Director General-AFA		
Period: FY		2021/2022		
Process Documentation				
Service Name		Fibre Crops Manufacturer license-Renewal		
Brief Description Document Purpose/Service		Issuance of Sisal Factory License and Cotton Ginning License		
Document Control: Change Record/ Version Number		Fibre - 14		
Process Owner: Name and Position		1. DD – Regulation & Compliance 2. Assistant Director – Regulations & Compliance		
Process Reviewer (s) Name and Position		1. Director – Fibre Directorate 2. Director General		
STEPS/FLOW/SEQUENCE				
I				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Application made in IMIS system and submission of the required documents.	5	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.	14	FCD Licensing Vetting Committee.	
5.	Applicant to make Payment of requisite fee	1	Applicant	
6.	Fibre Directorate Finance Approval process.	1	FCD Finance	
7.	Fibre Directorate Approval process.	3	FCD Head of Directorate	
8.	Print of Certificate of Registration for dealer category applied for.	1	Applicant	
9.				
10.				
(Add row as necessary)				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
Fibre Crops Manufacturer license-New	1.	The applicant has not submitted valid required documentation.	30	Applicant.

	2.	The applicant has not made Payment of requisite fee.	Until Payment of requisite fee is received.	Applicant.
(if any other, add rows)				

Process Maps/Visuals

