Agriculture and Food Authority

FOOD CROPS DIRECTORATE USER MANUAL

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2 Preamble

The Food Crops Directorate is a new Directorate established in August 2014 pursuant to section 11 of AFFA Act 2013, with a mandate to regulate all the scheduled food crops which are broadly categorized into three;

- 1. Cereals
- 2. Legumes
- 3. Roots and Tubers.

The Directorate has developed draft Crops (Food crops) Regulations 2015. Upon gazettement of the regulations, the Directorate shall facilitate the following broad areas for regulation in consultation with County Governments

2.1 <u>Core Function</u>

Food Directorate is mandated to;

- 1. Registration of growers, grower associations and dealers in food crops or food crop products
- 2. Licensing of Processors,
- 3. Licensing of warehouses and warehouse operators
- 4. Licensing imports and exports
- 5. Quality assurance of food and food crops produce through:
- 6. Development of food safety standards in collaboration with other Government agencies.
- 7. Capacity building of county Governments and food crops stakeholders.
- 8. Development of a food crops produce and products traceability system
- 9. Development and promotion of best practices across the food crops value chains

3 Introduction

This manual is developed with the aim of demonstrating to AFA Food Crops Directorate on how the AFA IMIS System has captured the Food Crops Directorate functional requirements.

The IMIS system aim is to automate AFA Directorates which cover regulation, administration and trade promotion of agriculture crops and products. The Directorates processes to be automated will be for three core departments:

- 1. Regulation and Compliance,
- 2. Technical Services and Advisory,
- 3. Marketing and Trade Promotion.

The IMIS will enable traders importing and exporting crops acquire regulatory documents from remote locations and at their convenience without having to visit the agency. The system will be integrated for all the directorates under AFA. This will enable the AFA to realize full efficiency gains as well as prepare AFA for integration to the Kenya National Electronic Single Window System, the National Payment Gateway and ERP.

The IMIS is intended to achieve the following business objectives;

- 1. Automate business processes of 8 directorates under AFA to:
 - Reduce the cycle time to issuing regulatory documents from the respective directorates
 - o Enable capturing of all requisite inspection information on the platform
 - o Inform the stakeholders on the status of their applications on the system
 - o Reduce the complexity of the payments process by integrating to a payment gateway
 - o Facilitate online availability of data to the stakeholders
 - o Ensure the accurate and efficient capture of applications by limiting tampering of data by putting controls in the system
- 2. Enable traders importing and exporting crops acquire regulatory documents from remote locations and at their convenience without having to visit the agency
- 3. Enable AFA to realize full efficiency gains
- 4. Prepare AFA for integration to the Kenya National Electronic Single Window System, the National Payment Gateway and other applications as may be appropriate
- 5. Reduce administrative cost and time by eliminating paperwork through automated data collection

- 6. Increased transparency through built in audit trail reports and analytics
- 7. Enable traceability of agricultural produce to the farm of origin through the use of GIS
- 8. Improved Time to make decisions through intelligent market reporting tools

3.1 Content Management System (CMS) – Public Portal

Public Portal (CMS) will have the following sections;

- a. Registration Provide a section for the stakeholders to apply for the respective roles and activities they intend to undertake with AFA.
- b. Standards and a high-level description. A linkage to standards for related partner government agencies i.e. KEBS site will be provided to facilitate users to view or purchase the standard. This will be open to all on the registration portal.
- c. Information for each directorate where rules and regulations and the Act will be published (attached) for the user to search/view
- d. Brand Registry. The system portal to provide a list of certified brands and certification types including for safety certifications
- e. Calendar of events to facilitate communication on events i.e. promotional programmes including upcoming trainings, workshop, exhibitions and trade fairs.
- f. The system will also provide a platform for interested stakeholders to interact with the respective directorates i.e. queries

The CMS will be accessed via the assigned url.

Web page below loads.

	НОМЕ	STANDARDS	EVENTS AND ACTIVITIES	HOW IT WORKS	REGISTRATION	
			t0-05-	A Low		
INTEGRATED MANAGEMENT INFORMATIO	N SYSTEM	1	STAKE	Holder Ag	CCESS	
The Authority is the successor of former regulatory institutions in the sector that v under the Authority, with the commencement of Crops Act, 2013 on 1st August 20 Keny, Kenya Sugar Baerd, The Board of Kenya, Coconut Development Authors Isial Board of Kenya, Pyrethrum Board of Kenya, Horticultural Crops Developmen	14, including Cotton Develo	Coffee Board of		TER NOW		
The Directorates:			UPCON	MING EVEN	TS	
Coffee Directorate Tee Directorate Sugar Directorate			View Full Ca ■06 Jan 2 © 08:00AM ☆ Agro & Pa	2020		
Horticultural Crops Directorate Fiber Crops Directorate Nuts and Oil Crops Directorate Mirsa, Pyrethrum and Industrial Crops Directorate			■ 17 Feb 2 © 08:00AM & Trade Sho Trade Expo	. 06:00PM ow International FI	ower	
Food Directorate Agriculture and Food Authority – Integrated Management Information System	(AFA IMIS)		LATEST	T NEWS		

Figure 1 - Stakeholder CMS - Home Page



STANDARDS AND REQUIREMENTS

DIRECTORATES





and a

Figure 2 - Stakeholder CMS - Standards Tabs

AFA IMIS PORTAL

6

E

STAKEHOLDER ACCESS



UPCOMING EVENTS

AFA CONTACT DETAILS

Agriculture and Food Authority

■17 Feb 2020 © 08:00AM JOG:00PM Trade Show International Flower Trade Expo

HOWITWORKS

REGISTRATION

EVENTS AND ACTIVITIES

AFA CONTACT DETAILS

 Agriculture and Food Authority

 Tee House, Naivesha Road, off Ngong

 Road

 PO Box 37962 - 00100, Nairobi

 Cell Phone: +254

 72220056/774460944

 Wireless: +254 - 020

 2538689/2536886

 E-Mail: info@afa.go.ke

 Website: www.afa.go.ke

LINKS AND AFFILIATES

Kentrade

Figure 3 - Stakeholder CMS - Standards Tabs Cont...

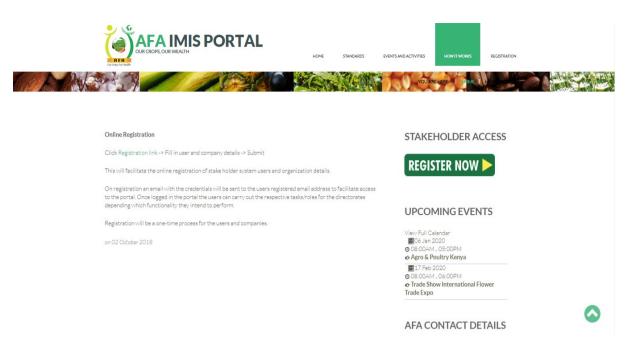


Figure 4 - Stakeholder CMS - How it Works



EVENTS	AND /	ACTIVITIES	5		STAKEHOLDER ACCESS
Title	Category	Location	Start Date	Event Duration	REGISTER NOW >
Trade Show International Flower Trade Expo	Trade Shows	Visa Oshwal Community, Nairobi, Kenya	Monday 17 February 2020	2 Days 10 hours 00 minutes	
					UPCOMING EVENTS
					View Full Calendar D6 Jan 2020 06:00AM .05:00PM Agro & Poultry Kenya
					☐ 17 Feb 2020 06:00AM, 06:00PM Trade Show International Flower Trade Expo
					AFA CONTACT DETAILS
ure 5 - Stakeholder Cl	MS - E	vents & Act	tivities		

AFA - Food Crops Directorate User Manual

AFA IMIS PORT	TAL HOME	STANDARDS	EVENTS AND ACTIVITIES	HOWITWORKS	REGISTRATION	
			YOU AR	ehere: Kome		
			STAKE	HOLDER ACC	CESS	
AFA IMIS Partner Registration First Name First Name	Surname Surname		REGIS	TER NOW 🕨		
Other Names Othernames Phone Number	ID Number National ID NO Email			ING EVENT	S	
0712345678 Company Name company Name	Applicant email joe.doe@domain.co.kr Company Type -Select-Company-Type-	e	 O6 Jan 20 O8:00AM Agro & Po T Feb 20 	020 . 05:00PM ultry Kenya 020		
Company Registration NO Company Registration NO Company Valid Email Address	KRA PIN KRA PIN Established Date		© 08:00AM .	. 06:00PM w International Flow	ver	٥

dd/mm/yyyy

Figure 6 - Stakeholder Registration Window

joe.doe@domain.co.ke

AFA CONTACT DETAILS

Postal Address Postal Code Le. 02000 0 0 8:00AM. 05:00PM 435353-Nairobi Postal Code i.e. 02000 0 0 8:00AM. 05:00PM Building Name Street Name 17 Feb 2020 Building Name Street Name 0 0 8:00AM. 05:00PM PlotNo County 0 0 8:00AM. 05:00PM PlotNo County 0 0 8:00AM. 05:00PM PlotNo Select-County- 0 0 8:00AM. 05:00PM Sub County Ward AFA CONTACT DETAILS Select-Sub-County- Select-ward- Agriculture and Food Authority Town/ City Village Po 8ox 37962 - 00100, Nairobi Cation Sub Location Sub Location Sub Location Sub Location 2338869/2236886 Im not a robot Surger Data Village Authority	433333-Nairobi Postal Code i.e. 02001 Building Name Street Name Building Name Street Name PlotNo County PlotNo Select-County- Sub County Ward		 Agro & Po ■ 17 Feb 2i ○ 08:00AM. O Trade Sho 	020 06:00PM	lower
Building Name Street Name Building Name Street Name Building Name Street Name PlotNo County PlotNo Select-County- Sub County Ward Select-Sub-County- Select-ward- Town/ City Village Town/ City Village Location Sub Location Sub Location Sub Location Tim not a robot Sub Location	Building Name Street Name PlotNo County PlotNo Select-County- Sub County Ward		 17 Feb 2 0 08:00AM. Trade Sho 	:020 _06:00PM	lower
PlotNo County PlotNo -Select-County- Sub County Ward Select-Sub-County- -Select-ward- Town/ City Village Town/ City Village Location Sub Location Sub Location Sub Location Tim not a robot Sub Location	PlotNo County PlotNo Select-County- Sub County Ward	4		w International FI	lower
PiotNo Select-County- Sub County Ward Select-Sub-County- -Select-ward- Town/ City Village Town/ City Village Location Sub Location Location Sub Location Tm not a robot Image Reget Regt Reg	PlotNo Select-County- Sub County Ward				
Sub County Ward Select.Sub-County- -Select.ward- Town/ City Village Town/ City Village Location Sub Location Location Sub Location Trm not a robot Sub Location	Sub County Ward				
Select-Sub-County- Select-ward- Town/ City Village Town/ City Village Town/ City Village Location Sub Location Location Sub Location Control Sub Location					
Town/ City Village Agriculture and Food Authority Town/ City Village Tee House, Naivesha Roed, off Ngong Town/ City Village Roed Location Sub Location Cell Phone: +254- Location Sub Location Village Im not a robot Sub Location 2536869/2536886 E-Mali: info@afa.go.ke E-Mali: info@afa.go.ke	-Select-Sub-County-		AFA CC	NTACT DE	TAILS
Town/City Village Tea House; Naivasha Road, off Ngong Road Town/City Village Road Location Sub Location Cell Phone; +254- 722200556/734600944 Location Sub Location Village Im not a robot Sub Location 2536869/2536886 E-Mail: info@afs.go.ke			A 1 1 +		h
Location Sub Location PO Box 37962 - 00100, Nairobi Cell Phone: +254- 10cation Sub Location Y22200556/734600944 Wireless: +254- 020 - 2536869/2536886 E-Mail: info@afa.go.ke Website: www.afa.go.ke	Town/ City Village				
Location Sub Location Cell Phone: +254- Location Sub Location 722200556/734600944 Writeless: +254- 020 - 2536869/2536886 Im not a robot E-Mail: info@afs.go.ke	Town/ City Village		Road		
Lucation Vireless: +254 - 020 - 2536869/2536886 E-Mail: info@afa.go.ke Website: www.afa.go.ke	Location Sub Location				1
I'm not a robot 2536869/2536886 E-Mail: info@afs.go.ke E-Mail: info@afs.go.ke	Location Sub Location		,		
			2536869/25 E-Mail: info@	536886 Bafa.go.ke	

Figure 7 - Stakeholder Registration Cont..

🛆 Inbox 🚺	AFA IMIS Registration
🖉 Drafts	From AFA IMIS Portal 1
🐼 Sent	To nyaga@briskbusiness.co.ke 1 Date Today 11:58
🐻 Junk	Thank you for registering on AFA IMIS Portal.
Trash	Once your application has been reviewed and approved you will receive credentials and a login link.
	Form : AFA IMIS User Registration Registered at 2019-02-14 08:58:53 ID : 102 IP Address : 41.57.106.84



🛆 Inbox 🚺	AFA IMIS User Account
Drafts	From info@bsl.co.ke 💄*
🐼 Sent	To nyaga@briskbusiness.co.ke 1+ Date Today 12:05
🐻 Junk	Dear SugarMax Dealers,
Trash	Than you for registering at AFA IMIS System, your login details are:- Email: nyaga@briskbusiness.co.ke Password: 81amt4rx6d Link: 172.104.132.129:8080/webui/ You will be prompted to change your password after login. Regards, AFA Admin

Figure 9 - Email Notification - Account Details

3.2 IMIS Log in

This is the sign on screen a user will encounter after entering the URL of the application server hosting the IMIS instance. The Login screen below appears prompting the user to key in an assigned user name and password as above to access the IMIS system.

N.B

When you enter a wrong password, you will get a "User does not match password" error/authentication message.

On successful Log in, the user is prompted to select the role for the session, but will proceed to login as the roles are predefined. This defines what the user can view, update and access on the system menu. The user's default printer as defined on their computers or on the network is automatically selected. These settings can, however, be changed while the user is logged onto the IMIS system.



Figure 10 - Login Screen

On first log in, the user uses the password automatically assigned by the system, which, has to be changed as per the window displayed below. The new password MUST be alphanumeric.

AFA Our Crops, Our Wealth	Old Password
	New Password
IMIS	Confirm New Password
	Security Question Who was your childhood hero?
AFA Integrated Management Information System Version : Beta 1.1.0 Vendor : Brisk Solution Company Ltd	Answer ab
	×

Figure 11 - Password Reset

AFA - Food Crops Directorate User Manual



3.3 System Menu

AFA IMIS Q 🛦	Faith Kibor Jerono@Agriculture and Food Authority (AFA) Agriculture and Food Authority (
	Feedback Preference Change Role	
Menu 🔊	Home (19)	☆ 😮
	Activities	
🗎 AFA Main Menu	E Notice : 19	
 License Payments & Appeal AFA Setup 	🧏 Request : 0	
	S Workflow Activities : 0	
	C Unprocessed Documents : 0	
	Favourites	
	DropMenuItemHere	

Figure 13 - Landing Page/Home Screen

After successfully logging on to the AFA IMIS, you will first be directed to the home page which contains a list of performance goal charts and bar charts. These charts are a configuration of the directorate/role KPI. Navigate to the Menu tab to access the list of menus available, as shown above.

NB. Menus items will be based on the user roles created and assigned to a particular user.

- The Performance tab is used for measuring the performance of the company. This kind of information displayed here is configurable and can be attached to a Role to restrict access.
- The Menu tab allows you to access all of the menus within the AFA IMIS. It is for access to Windows, Forms, Reports, and Processes.
 Examples of items on the menu list are;
- The availability of these menus is configurable and depends upon the access rights given to each of the access Roles.

3.4 <u>System Navigation & Buttons</u>

lcon	Description	Shortcut
4	New : Click on this button when you want to add some information or data.	Alt + N
	Save : After you finish entering or updating your data, click on this button to save the information to the database.	Alt + S
5	Cancel : Use this button to cancel or ignore your changes.	Alt + Z
	Copy Record : Duplicate the value of existing records to new records.	Alt + C
\$	ReQuery : Get the latest data, for the active records, from the databases.	Alt + E
	Grid Toggle : Show detailed information of one record only. This is suitable for adding (entering) or editing data.	Alt + T
1<	First record: Go to the first record in a document.	Alt + Home
<	Previous record : Go to the previous record in a document.	Alt + Left
>	Next record : Go to the next record in a document.	Alt + Right
×	Last record : Go to the last record in a document.	Alt + End
Q	Lookup Record : Intended to search your records by criteria. There are two tab options available for the purpose of searching. The first tab is for standard searching, and the second tab is for advanced searching. With advanced searching, you are able to search records by column name and can specify the data range.	Alt + F
ę	Print : Printing the final document to the printer. With the User Preference Always Preview Print configuration, we are able to preview the document before taking a final print.	F12
Home (53)	Menu: Go back to the IMIS client main menu.	

lcon	Description	Shortcut
4	New : Click on this button when you want to add some information or data.	Alt + N
	Save : After you finish entering or updating your data, click on this button to save the information to the database.	Alt + S
C	Cancel : Use this button to cancel or ignore your changes.	Alt + Z
	Copy Record : Duplicate the value of existing records to new records.	Alt + C
\$	ReQuery : Get the latest data, for the active records, from the databases.	Alt + E
	Grid Toggle : Show detailed information of one record only. This is suitable for adding (entering) or editing data.	Alt + T
1<	First record : Go to the first record in a document.	Alt + Home
<	Previous record : Go to the previous record in a document.	Alt + Left
>	Next record : Go to the next record in a document.	Alt + Right
>1	Last record: Go to the last record in a document.	Alt + End
Q	Lookup Record : Intended to search your records by criteria. There are two tab options available for the purpose of searching. The first tab is for standard searching, and the second tab is for advanced searching. With advanced searching, you are able to search records by column name and can specify the data range.	Alt + F
U	Attachment : Add or attach a soft copy of a supporting document, or add some information related to the document, if necessary.	
?	Help : Information about the purpose of the window and the meaning of each field.	Alt + H
	Exit window : Close the window, and go to the main.	

3.5 License fee Payments

This process allows applicants to make payments for any application that is billable.

AFA Menu \Rightarrow License Payments & Appeal \Rightarrow AFA Payment (License and Levies Payment)

- Select the Payment Type
- If M-Pesa, click on pay via M-pesa and key in your pin on the STK push
- If Cheque/Direct bank Deposit, Key in the cheque No. attach bank receipt then click on submit payment.

Description	Sugar Importer/Exporter Dealer Registratio	n No: AFA/SD/SDR/	10292
icense Fee			
Amount	10,000.0	Currency	KES
	Pre		Post
ates			
Invoice Date	29/05/2020	Payment Date	29/05/2020
	Market Invoiced		Paid
aymode			
Payment type	Cheque		
Cheque No.*	464565		
	View Attachment		
erms And Conditi	ons		
Terms And Condition	Payments via Cheques /Eft should be one	and in full ,failure to v	which may lead to cancellation of the Licer
	I Agree to the Terms & Conditions		
ction			
	Payment Submission		

Figure 14- AFA Payment Form

After successful payment, the payment status changes on the application form and the document is ready for approval by SD Finance.

3.6 License Printing

After an application has been approved, the applicant needs to print the corresponding License .

- log in to the AFA IMIS system.
- On the home page, click on the notice tab to view the notification on successful document approval.
- Click on the Reference Document to view the Application form.
- On the Application form, click on the print icon to initiate printing of the license.

lotice		< < 1/2 > >
Created	29/05/2020 12:56:56 PM	
Notice	1018081	
Reference	Application No: AFA/SD/SDR/10292	
Description	Your application has been Approved	
Text Message	AFA/SD/SDR/10292 :GT: Application for On 2020-05-28 16:16:40.0	r Sugar Importer/Exporter Registration, as an Importer Done Optional short description of the record
Remarks		
	C Active	Acknowledge

Figure 15 - System Notification for approved Application

Sugar Importer/Exp	orter Dealer Registration	Print A	ALC+P		[1/1] > >
Document No	AFA/SD/SDR/10292	Document Date*	28/05/2020	4:16:40 PM	1
Name of Applicant*	GT	License Expiry Date	30/06/2020	12:00:00 AM]
Dealer Category*	Importer				
Company Info					
L.R No/Plot No*	656	Postal Address*	67676		
Postal Code*	67676	Company Reg No*	GH		
PIN/VAT*	A478456474Y	Telephone	0762742467		
Email Address*	mikeboswa@gmail.com	County*	KERICHO		
Sub-County*	BELGUT	Ward*	KABIANGA		
Location	L 1	Sub Location	h		
Building Name*	5656	Street Name*	5656		
Town*	Nal	Establishment Date*	29/11/2019		
Directors/Owner	s Attachments Branch				
+ / = =	1 Records				
Full names		Address			Occupation
Michael		CBD			DR

Figure 16 - Reference Document

lugar Importer/Exp	oorter Dealer Registration			1< < 110	11 >
Document No	AFA/SD/SDR/10292	Document Date*	28/05/2020	4:16:40 PM	
Name of Applicant*	GT	License Expiry Date	30/06/2020	12:00:00 AM	
Dealer Category*	Importer				
Company Info					
L.R No/Plot No			67676		
Posta Sugar I	Import /Export Dealer Regist t License? Category*		67676	-	
Posta Sugar P Print Email A Sub- View Re	mport /Export Dealer Regist t License? Category*	ration Certificate	~ ок	× Cancel	
Posta Sugar I P Print Email A Sub-	Import /Export Dealer Regist t License? Category*			× Cancel	

Figure 17 - Printing the license (Choose category applied for)

4 Food Crops Directorate Processes

4.1 Food Crops Directorate Menu

The expanded menu, as below, illustrates the items on the Food Crops Directorate menu. Menu items visible will be limited by the role of the user logged-on.

📄 AFA Main Menu
📄 Sugar Directorate
📄 Tea Directorate
📄 Coffee Directorate
📄 Horticultural Crops Directorate
📄 Fibre Crops Directorate
📄 Food Crops Directorate
📄 Registration (Other Forms)
📩 Food Crop Processing Plant Application For Approval 🖪
E Certificate Registration
🚽 Food Warehouse Compliance Certificate Application 🛛 🖪
🔁 Food Crop Importer/Exporter Registration 👔
🚽 Food Crop Processing Plant Certificate Application 🛛 🖪
🚽 Growers,Growers' Associations Or Dealers Certificate 🛛 🖪
📄 License Application For Root Tubers & Potatoes
📩 Food Crop Import/Export Licence Application 🕞
🖻 Returns
🚽 Annual Food Warehouse Returns On Suppliers Of Raw Materials 🛛 👔
🚽 Annual Processors Returns 👔
📩 Food Crops Importer/Exporter Monthly Returns 📑
📩 Food Warehouse Monthly Returns On Produce/Products Held 🛛 🖪
📩 Food Processors Monthly Returns 👔
📩 Growers/Growers' Associations Monthly Returns 👔
🖻 Certificate Renewal
📄 License Renewal For Root Tubers & Potatoes

Figure 14 -Food Crops Directorate Menu

4.1.1 Food Crop Importer/Exporter Registration

AFA Menu ⇒ Food Crops Directorate ⇒ Certificate registration ⇒ Food Crop importer/Exporter Registration

Select the License Type applying for;

For application for Branch Offices, click on the Branch offices checkbox;

Read through the Terms and Conditions and click on the checkbox to accept them;

Navigate through the tabs to populate additional requisite details.

Home (3) Food Crop Importer/E	porte x		≡ *
ood Crop Importer/Exporter Registratio	n		< < +*1/1 >
nserted			
Document No		Document Date*	13/03/2020 2:50:54 PM
Name of Applicant*	MyCompany	License Expiry Date	30/06/2020 12:00:00 AM
Licence Type*	 	Year	2019/2020
company info			
L.R No/Plot No	LR209	Postal Address*	PO BOX 245
Postal Code*	200	Company Reg No.	6790
PIN/VAT	P123489566Q	Telephone	0714363872
Email Address*	fred.kirwa@briskbusiness.co.ke	County*	BUNGOMA
Sub-County*	KANDUYI	Ward*	WEST SANG'ALO
Location *	KANDUYI	Sub Location*	KANDUYI
Village	KANDUYI	Building Name*	ASIKWANA
Street Name*	Moi Avenue	Town*	KANDUYI
Establishment Date	07/06/2019	Legal Status	Private Firm
	Branch Offices		
Terms And Conditions			
* Status			
Document Status*	Document In Draft	Approval Stage	Applicant Stage
* Action		Amount Deverble (Keb.)	(
	Forward For Approval	Amount Payable (Ksh.)	30,000.00
Attachments Branch Offices 7 T	ype of Crop Handled / Directors/Owners		

Application Form

Upload the required documents

/ Ho	me (1) / 💼 Notice 🗙 / F	ood Warehouse Compliance C × / Food Crop Pr	ocessing Plant × Food Crop Importer/Exporte ×		≡	≽	0
	📀 📑 🖉 💾 🖏	🗢 🔍 🕛 📰 🌽 🗐 🍓 🗈					
Food (Crop Importer/Exporter Registra	ation > Attachments▼		IK	< 4	/4 >	
Record	Isaved						
	Name	Description	Attachment (PDF)				
	Certificate of Company or		View Attachment				
	Current Business Permit		View Attachment				
	Valid KRA Tax Complianc		View Attachment				
	PIN/VAT Certificate		Upload				

Attachments tab

For Branch Offices, populate the details on this tab

>>	Home (12) Food Crop Importer/Exporte x	≡ * 0
	5 🚱 👫 🔂 🗳 🔍 🖉 📰 🗡 🗐 🖏 🛛	
	Food Crop Importer/Exporter Registration > Branch Offices	< < http://www.solution.com/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solution/solutio
	Inserted	
	Town*	Location *
	Postal Address]

Branch Offices details tab

Fill in the crop type and name handled and click on the Save icon to save the record. Click on the New Record icon to enter new details.

Home (8) Food Crop Importer/Exporter x			≡ × 0
💿 😮 📑 💭 💾 🕵 🗢 🔍 🗎 📰 🗡 🗐 🖏 🛽			
Food Crop Importer/Exporter Registration > Type of Crop Handled -			< < 1/1 > >
Record saved			
Crop Type* Cereals	•	Crop Name [*] Wheat	~

Type of crop handled details tab

Fill in the directors/owners details and attach the required documents. For foreign directors, state their nationality and upload their work permits. Save your progress and click on new record icon to add new directors/owners.

Home (12) *Food Crop Impor	ter/Exporte ×				= *	6
🔊 😮 斗 🖉 😫	\$ 9. 🛛 🖬 🗡 🗃 🕸					
Food Crop Importer/Exporter Registrat	ion > Directors/Owners-				< *1/1	
Full names*	Director One		Address*	8979		
Telephone	(+254) (700) 234567		Email Address*	ceo@testpacklic.com		
Occupation	CEO		Years of Experience	20		
Shareholding Percentange				✓ Foreign Director		
Nationality*]			
✓ Attachment						
	Attach ID/Passport No.	View Att	tachment			
	Attach Good Conduct	View Att	tachment			
	Attach KRA pin	View Att	tachment			
	Attach Work permit	Up	load			

Directors/Owners details tab

Navigate back to the application form and forward the document for approval.

				ABDIKADIR MOHAM	IED HASSAN@Agriculture and Food Author	ority (AFA).Agriculture	and Food Authority (Al	A)/AFA	USER
					Fee	dback Preferen	ce Change Role	Lo	og Out
	Home (4) Food Crop Imp	orter/Exporter 🗙						*	0
	o 🕜 📑 💾 🖏 🗸	\$ Q 🛛 🗖 📈	🗳 🕸 🖪						
	Food Crop Importer/Exporter Re	gistration					1< < 1	/1 >	
	Data requeried								
	Document No	AFA/FD/RC/IM/EXP/100	0049	Document Date*	26/08/2020 11:35:49 AM				
	Name of Applicant*	ARBAAH AGENCIES LI	MITED						
	Certificate Type*	Importer		Year	2020/2021				
	▼ company info								
	L.R No/Plot No	206/8485	Forward For Approval		×				
	Postal Code	610							
	PIN/VAT [*]	P051595078V							
	Email Address	jefferson.kamau@briskb	i Document successfu	Illy forwarded to FD Verificat	tion Committee				
	Sub-County*	KAMUKUNJI		,					
	Location *	Eastleigh							
J	Village	CBD			~				
	Street Name	Mama Ngina Street		Town	Nairobi				
	Attachments Type of Crop	Handled Directors/O	wners						
	👍 🖉 💼 😝 6 Records						< 1	/ 1	
	Name	Description	Attachme	nt (PDF)					
	Certificate of Company or		View Attac	nment					

Successful Document Forward

After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

After approval by SD Finance, the applicant receives an email notification on document approval; and also the official payment receipt voucher in an email.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license.(<u>See Ref. 3.6</u>)



4.1.2 Food Crop Import/Export Licence Application

AFA Menu ⇒ Food Crops Directorate ⇒ License Applications ⇒ Food Crop importer/Export License Application

Select the License Type;

For Branch offices and Food Depots, click on the checkboxes;

Read through the terms and conditions and click on the checkbox to accept them;

Navigate through the tabs to populate additional requisite details

od Crop Import/Export Licence Applic	ation		< < + ⁴ /1 >
erted			
Document No		Document Date*	06/03/2020 12:29:10 PM
Name of Applicant*	biz enterprises	License Expiry Date	30/06/2020 12:00:00 AM
Licence Type*	1		
Year	2019/2020		
company info			
L.R No/Plot No*	LR8973	Postal Address*	37962
Postal Code*	100	Company Reg No.	2134
PIN/VAT*	P143267856Q	Telephone	0715986070
Email Address*	morris.nyabuto@briskbusiness.co.ke	County*	NAIROBI
Sub-County*	DAGORETTI NORTH	Ward*	KAWANGWARE
Location *	Kawangware	Sub Location*	Kawangware
Village	Kawangware	Building Name*	Tea House
Street Name*	Naivasha Road	Town*	Nairobi
Establishment Date	06/01/2020	Legal Status	Private Firm
j	Branch Offices		Food Depots
Terms And Conditions			
Status			
Document Status*	Document In Draft	Approval Stage	Applicant Stage
Action			

Figure 16 Application Form

Upload the required documents

< np	liance C 🗙 🖉 Food Crop Pi	rocessing Plant 🗙 🗸	Food C	Crop Importe	r/Exporter	×	*(Grow	vers,	Grower	rs' Ass	ociati	×	*Fo	od Croj	o Imp	ort/Ex	port l	.i ×	>	≡	≈	0
	😗 🛱 🖓 💾 🖏	\$ Q 🛛 🗖	X 1																				
Food Crop Import/Export Licence Application > Attachments▼ I < 4/4 > >																							
Record saved																							
	Name	Description				Attac	ichn	nent	(PD	PF)													
	Certificate of Company or					View A	/ Atta	achm	nent														
	Current Business Permit					View A	/ Atta	achm	nent														
	Valid KRA Tax Complianc					View A	/ Atta	achm	nent														
	PIN/VAT Certificate					Up	Jplo	ad															

Figure 17 Attachments Tab

For Food Depots, provide details on this tab

Home (8) Food Crop Import/Export Li x	≡ ∛ 0
2 🚱 蒜 🗄 🖺 🌣 🔍 🖩 🖬 📈 🗃 🦓 🔒	
Food Crop Import/Export Licence Application > Food Depots -	< < +*1/1 > >
Inserted	
Capacity (Tonnes)*	Postal Address*
Street Name* County*	
	O Image: Contract Licence Acclication > Food Depots + Reserved Image: Contract

Figure 18 Food Depots Tab

For Branch Offices, provide details on this tab

\gg	Home (3) *Food Crop Import/Export Li x	=	*	0
	▶ 2 2 4 5 1 1 1 1 2 4 4 1 ■ 2 4 4 1 ■ 2 4 4 1 ■ 2 4 4 1 ■ 2 4 4 1 ■ 2 4 4 1 ■ 2 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	Eood Crop Import/Exort Licence Application > Branch Offices • Review Rev	+*1/1	1 >	
	Inserted			
	Town Docation Docation Postal Address			

Figure 19 Branch Offices tab

Fill in the produce/products details and click on the Save icon to save the record. Click on the New Record icon to enter new details.

>>	Home (8) *Food Crop Import/Export Li x	≡ × 0
	🗅 😢 😫 🏷 🍬 🔍 📗 📈 🥞 総 🗈	
	Food Crop Import/Export Licence Application > Imported/Exported Types Of Produce/Products	< < +*1/1 > >
	Inserted	
	Crop Type" Crop Name"	-
	Estimated annual import quantity	
	[*] (TII)	

Figure 20 Imported/Exported Types of Produce/Products

Fill in the directors/owners details and attach the required documents. For foreign directors, state their nationality and upload their work permits. Save your progress and click on new record icon to add new directors/owners.

Home (8) *Food Crop Import	/Export Li ×			≡ × (
2 🚱 🖟 🖯 💾 🖏 🌣 🔍 🖩 🗰 📈 🤮 磁 🛛									
Food Crop Import/Export Licence Appli	cation > Directors/Owners-			< < *1/1 > ⇒					
Full names*	Kelvin Onditi		Address*	37962					
Telephone*	(+254) (723) 456780		Email Address*	arnoldbarasa17@gmail.com					
Occupation	Business man		Years of Experience	3					
Shareholding Percentange	35.0			Series Director					
Nationality*)						
✓ Attachment		~							
	Attach ID/Passport No.	View Att	tachment						
	Attach Good Conduct	View Att	tachment						
	Attach KRA pin	View Atl	tachment						
	Attach Work permit	Upi	load						

Figure 21 Directors/Owners details tab

Navigate back to the application form and forward the document for approval.

Home (5) Food Crop Imp	oort/Export Lic ×			* 0
2 🛛 🖡 🕲 C	\$ 9 0 🔳 🖉	i 😫 🐝 🗈		
Food Crop Import/Export Licence	e Application			IC (1/1))I
Name of Applicant*	ARBAAH AGENCIES L	IMITED		
Certificate Type*	Importer			
Year	2020/2021			
company info				
* Terms And Conditions	1. This application shot 2. An application for ref 3. The food depot that i 4. The holder of the imp	i - Document successfu	X IIIy forwarded to FD Verification Committee	the current license is due to expire. m time to time
	Document Approval In			tee
▼ Action		orward For Approval	Amount Payable (Ksn.) 50,000.00	
Attachments Imported/Exp	oorted Types Of Produce/	Products Directors/Owners		
A la la 1 Records				
Full names		Address	Occupation	Email Address
📄 📝 Jefferson		69060	Analyst	jefferson.kamau@briskbusiness.co.ke

Figure 22 Successful Document Forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

>>	Home (9) Workflow Activities	(pHrm) ×				≡ × 0
	2 🕜 🖟 🖉 🖼 📀 C	🍣 역 🛈 🔳 🗵 🥵 🥸				
	Activity					I< < 2/4 > >I
	Data requeried					
	Document Date	09/03/2020		Name of Applicant	biz enterprises	
	T Payment Details					
	Status	PAID		License Payment	1002094	
	 Filed Inspection Status 					
	Field Inspection status			Inspection Remarks		
	* Workflow		Forward For Approval		×	
	Workflow	FD Food Crop Import/Export Licence Ap			Nyamwamu	
		AFA/FD/A008/1000043: biz enterprises a				
			Document App	roved .Owner successfully noti	fied I	
	Message					
	Previous Remarks				 	

Successful application approval

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license.(<u>See Ref. 3.6</u>)

Agr	iculture and Food Authority (AFA)
Fo	od Crops Directorate
FOOD CRO	AFA/FD/A008/1000043
Import/Export Lice authorized to import	s of Post office Box 37962 has been granted an nse No.AFA/FD/A008/1000043 and is/are hereby /export food crops produce pursuant to Regulation 17 (3 Crops) Regulations 2018 and the Crops Act, 2013.
This License is valid	from to 30-Jun-2020
For the following lice	nsed products
Category	Product Name
Cereals	Grain Amaranth AFA
C	Sur Cristin Arabicalth science
Date Printed 09-Mar-20	Head: Food Directorate

Sample Importer/Exporter License

4.1.3 Food Processing plant registration

AFA Menu ⇒ Food Crops Directorate ⇒ registration ⇒Food crop processing plant application for approval

By clicking on the form system automatically populate the company information.

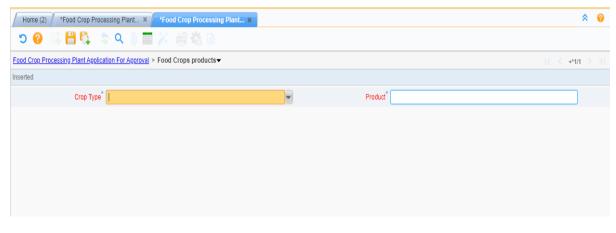
Read through the terms and conditions for application and click on the checkbox to agree to them;

Navigate through the tabs to populate additional requisite details.

Home (2) *Food Crop Proc	essing Plant × Food Crop Processing Plant ×			≈ 0					
୍ର 🖓 🗒 🕄 😮 ୯	s 🔍 🕛 📰 📈 🚭 🖏 🖻								
Food Crop Processing Plant App	ication For Approval		< < +*1/	/1 > >					
Inserted									
Document No		Document Date*	27/08/2020 11:59:10 AM						
Name of Applicant*	TASLEEM INVESTMENT LIMITED								
▼ company info									
L.R No/Plot No	209/8764	Postal Address	P.O BOX 77974						
Postal Code	662	Telephone	0722203128						
PIN/VAT [*]	P051614932E	Company Reg No.	PVT/2016/023927						
Email Address*	nr41@gmail.com	County*	NAIROBI						
Sub-County*	STAREHE	Ward	ZIWANI/KARIOKOR						
Location*	CBD	Sub-Location	HARAMBEE						
Village	CBD	Building Name	NANAK HOUSE						
Street Name*	KIMATHI STREET	Town	CBD						
Establishment Date	31/08/2016	Legal Status	Private Firm						
Food Crops & products Attachments Directors/Owners									
🗼 🧷 🍵 😬 0 Records									
Сгор Туре	Product								
No Records found									

Application form

Add attchments



Food crop product

Home (2) *Food Crop Processing Plant × Food Crop Processing Plant ×										
o 😯 📑 🗄 🖏 🔇	🖣 ९ 🛯 🖬 🗡 🗳 🕯									
Food Crop Processing Plant Application For Approval > Directors/Owners▼										
Full names*	lefferson		Address*	77974						
Telephone	(+254) (723) 087046		Email Address*	jefferson.kamau@briskbusiness.co.ke						
Occupation*	Business analyst		Years of Experience							
Shareholding Percentange				Foreign Director						
▼ Attachment										
	Attach ID/Passport No.	View Att	achment							
	Attach Good Conduct	View Att	achment							
	Attach KRA pin	View Att	achment							

Directors/ owners

Гн	lome (2) *Food Crop Proce	ssing Plant 🗴	Food Crop Processing Plant 🗙	
	0 0 0 0 \$	Q 🛛 🗖	🎽 🔮 🖏 🖻	
Food	Crop Processing Plant Applicat			
Reco	rd saved			
	Name	Description		Attachment (PDF)
	Detailed Project feasib 💌			Upload
	NEEMA Certificate			
	Design of the processing			
	Sketch Map			
	Declaration of water sourc			

Attachments

Navigate back to the application form and forward the document for approval.

Home (2) Food Crop Proc	cessing Plant × Food	Crop Processing Plant 🗙			≈ 0
· 2 🛛 📮 🔍 ·	\$ 9. 0 🗖 🖄	🗳 🖏 D			
Food Crop Processing Plant App	lication For Approval				[< < 1/1 > >]
(Tonnes/Hr)	150.00				
Terms And Conditions					
	2. Provide a detailed pro 3. Adhere to the provision	ors of the Agriculture and Food Authonty Act 20 iain to maintain the smooth flow of raw material. Forward For Approval		×	e to time
▼ Status					
Document Status	Document Approval In Pro			iittee	
▼ Action					
		ward For Approval	Amount Payable (Ksn.) 50,	000	
Food Crops & products Att	achments Directors/Ow				
2 Records					
Full names		Address	Occupation		Email Address
📄 📝 jefferson		77974	Business analyst		jefferson.kamau@briskbusiness.co.ke
n m		76575347	FT		m@gmail.com

Document successful forwarded

The document goes through food directorate internal process, then the applicant will be notified of document approval or rejection with a reason.

On approval the applicant will apply for the food processing plant certificate.

4.1.4 Food Crop Processing Plant Certificate

AFA Menu ⇒ Food Crops Directorate ⇒ Certificate registration ⇒ Food crop processing plant

By clicking on the form it automatically populate the company information;

Read through the terms and conditions for application and click on the checkbox to agree to them;

Navigate through the tabs to populate additional requisite details.

Home (3) Food Crop Proce	ssing Plant 🗙 / 💼 Notice / Food Crop Processing Plant	×		≈ 🕜
o 😗 📑 💾 🖏 🔇	🕻 🔍 🕕 📈 🗳 🗳 🗈			
Food Crop Processing Plant Cert	ificate Application		< < 1/	M > >1
Data requeried				
Document No	AFA/FD/A003/1000049	Document Date*	27/08/2020 11:59:10 AM	1
Name of Applicant	TASLEEM INVESTMENT LIMITED			
Food Crop Processing Plant	1000043	Year	2020/2021	
Approval Application	100010			
company info				
 Terms And Conditions 				
The applicant will be required to: (a) Support the supply chain to maintain the smooth flow of raw material. (b) Install manufacturing equipment that matches the international standards. (c) Commit to comply to the national regional and international food safety standards. (d) To provide evidence of registration of brand names with Kenya Industrial Property Institute (KIPI). (e) Adhere to the provisions of the Agriculture and Food Authority Act 2013 the Crops Acts 2013 and other relevant laws in force from time to time. (f) An application for renewal of this license shall be made to the County Government not later than the first day of the month of June in which the current license is due to expire. (g) The County Government shall give notice of the proposed grant of license in the Kenyan gazette and such other manner as the authority may determine at least 30 days before granting the license.				
✓ I Agree to the Terms & Conditions				
		*		
Food Crop and Products	Attachments Directors/Owners			
🗼 🖉 😑 💾 1 Records				
Сгор Туре	Product			
Cereals	maize			

Application form

Add necessary attachments

Home (3) Food Crop Proce	ssing Plant 🗙 💼 Notice	Food Crop Processing Plant 🗙				\$	0
5 🖗 🛱 🖗 🔇	🕈 Q 🕦 🖬 🗡 🥰						
Food Crop Processing Plant Certific	cate Application > Directors/Own	ers▼			< < 1/2	>	Я
Record saved							
Full names	jefferson		Address*	77974			
Telephone	(+254) (723) 087046		Email Address*	jefferson.kamau@briskbusiness.co.ke			
Occupation	Business analyst		Years of Experience				
Shareholding Percentange				Foreign Director			
 Attachment 							
	Attach ID/Passport No.	View Att	achment				
	Attach Good Conduct	View Att	achment				
	Attach KRA pin	View Att	achment				

Attachment tab

Home (3) Food Crop Processing Plant * Food Crop Processing Plant *	≈ 0
> 😮 😫 🛱 💲 🔍 🕘 🏛 📈 😂 磁 🛛	
Food Crop Processing Plant Certificate Application > Food Crop and Products	< < 1/1 > >
Crop Type [*] Cereals Product maize	

Crop type tab

Navigate back to the application form and forward the document for approval.

Home (3) Food Crop Proce	ssing Plant 🗴 👔 No	tice Food Crop Processing Plant x	* 0
00 🖡 🗄 🖏	🕈 Q 🕕 🕅 🗡		
Food Crop Processing Plant Cert	ificate Application	< < <i>1</i> /	1 > >I
Data requeried			
<u>ARRIVAN ARRIGANON</u>			
company info			
Terms And Conditions			
	(b) Install manufacturing (c) Commit to comply to	hain to maintain the smooth flow of raw material.) equipment that matches the International standards. the national regional and international food safety standards. of registration of brand names with Kenya Industrial Property Institute (KIPI). Forward For Approval Forward For Approval a uthority may determine at least 30 days	
▼ Status			
Document Status	Document Approval In Pro	lee	
Action			
		Ward For Approval Amount Payable (Ksn.) 50,000.00	
Food Crop and Products	tachments Directors/C		
1 Records		1	/1 >
Name	Description	Attachment (PDF)	
Certificate of Company or .		View Attachment	

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license.(<u>See Ref. 3.6</u>)



Processing plant certificate

4.1.5 Growers, Growers' Associations Or Dealers Certificate

AFA Menu ⇒ Food Crops Directorate ⇒ Certificate registration ⇒ Growers,Growers' Associations Or Dealers Certificate

Choose the Category you are applying for, so as to automatically populate the company information;

Read through the terms and conditions for application and click on the checkbox to agree to them;

Navigate through the tabs to populate additional requisite details.

NOTE: Some tabs are dependent on the Category of application chosen.

Home (8) *Growers,Growers	'Associati ×		Ξ	≡ × 0	
🖞 💾 🐧 🗐 😵 C	🂲 🔍 🕛 🗾 🗡 🤮 🖏 🛿				
Growers' Associations Or Dealers Certificate					
Inserted	Inserted				
Document No		Document Date*	06/03/2020 12:29:10 PM		
Name of Applicant	biz enterprises	License Expiry Date	30/06/2020 12:00:00 AM		
Category*	-	Year	2019/2020		
company info					
Terms And Conditions					
This application should be completed in full. An incomplete form shall not be processed. An application should be required to furnish the County Government with evidence of registration and copies of their Constitution or Articles and Memorandum of Association where applicable. An applicant shall comply with approved practices and standards on quality, food safety and hygiene.					
▼ Status					
Document Status*	Document In Draft	Approval Stage	Applicant Stage		
 Action 					
	Forward For Approval	Amount Payable (Ksh.)	10,000.00		
Type of food crops grown/handled Attachments Directors/Owners					
→ Z = 🕒 · · · · · · · · · · · · · · · · · ·					
Сгор Туре	Crop Name Hectare (s) Volume (50kg Bags)				
No Records found	· · · · · · · · · · · · · · · · · · ·				

Application form

Fill in the food crops grown/ handled details and click on the Save icon to save the record. Click on the New Record icon to enter new details.

>>	Home (8) *Growers, Growers' Associati x	≡ × 0			
	ち 😢 😫 🛱 💲 🔍 🕕 🧰 📈 📓				
	Growers Growers' Associations Or Dealers Certificate > Type of food crops grown/handled				
	Inserted				
	Crop Type Crop Name Crop Name	v			
	Hectare (s)*				

Type of food crops grown/handled tab Upload the required documents

»	Home (8) Growers, Growers' Associati x									
	- > 😢 다 🖯 🗄 다 📚 🔍 🛯 🎫 🎉 📾 卷 🖻									
Growers Growers' Associations Or Dealers Certificate > Attachments -										
	Record saved									
		Name	Description	Attachment (PDF)						
		Certificate of Company or Business R		View Attachment						
		Current Business Permit		View Attachment						
		PIN/VAT Certificate		View Attachment						
		Valid KRA Tax Compliance Certific 👻		Upload						

Attachments tab

For Grower Associations and Processors, enter the member details and click on the Save icon to save the record. Click on the New Record icon to enter new member details.

>>	Home (8) *Growers, Growers' Associati *	
	🍤 🚱 🛱 🚰 🗳 🔍 🛛 🗰 📈 🥞 🖏 🗹	
	Growers: Associations Or Dealers Certificate > Members -	< < 1/1*+ > >
	Inserted	
	Name of the Member	Membership No.
	Gender	Catchment Area*

Members' details tab

Fill in the directors/owners details and attach the required documents. For foreign directors, state their nationality and upload their work permits. Save your progress and click on new record icon to add new directors/owners.

» Home (8) Growers, Growers	Associati ×				≡	*	0					
🔊 😮 🕼 🖉 🛱	5 🚱 兵 🗄 🗳 🌣 🔍 🖩 🗰 📈 🥵 🗷											
Growers, Growers' Associations Or Dea	alers Certificate > Directors/Owners▼				I< < ≛1 /	/1 >						
Record saved												
Full names*	Full names [*] Kelvin Onditi			37962								
Telephone*	(+254) (723) 456780		Email Address*	arnoldbarasa17@gmail.com								
Occupation*	Business man		Years of Experience	3								
Shareholding Percentange	35.0			✓ Foreign Director								
Nationality)									
▼ Attachment												
	Attach ID/Passport No.	View At	tachment									
	Attach Good Conduct	View At	tachment									
	Attach KRA pin View Attack		tachment									
	Attach Work permit	Up	load									

Directors/Owners tab

For Transporter Dealers Category, provide the vehicle details on this tab and click on the Save icon to save the record. Click on the New Record icon to enter new member details.

Home (3) Growers, Growers' Associati x		≡ × 0
🔊 😢 诗 🚰 🖏 📚 🔍 📗 📈 🥞 🖏 🛛		
Growers Growers' Associations Or Dealers Certificate > Vehicle Details		< < +*1/1 > >
Inserted		
Vehicle Registration No.*	Capacity (50kg bags) [*] 0	

Vehicle Details Tab

Navigate back to the application form and forward the document for approval.

Home (5) Food Crop Impo	ort/Export Lic × Gro	wers,Growers' Associatio 🗙			≈ 0
이 😮 📑 🗄 🖏	\$ 🤉 🛈 🗖 🗡	e 4 B			
Growers, Growers' Associations	Or Dealers Certificate				IC (1/1 > >I
Data requeried					
Document No	AFA/FD/RC/1000064		Document Date*	27/08/2020 10:0	5:57 AM
Name of Applicant*	ARBAAH AGENCIES LI	VITED			
Category*	Grower Association		Year	2020/2021	
▼ company info					
L.R No/Plot No*	206/8485	Forward For Approval		×	
Postal Code	610				
PIN/VAT*	P051595078V				
Email Address*	jefferson.kamau@brisk	i -	lly forwarded to FD Verificat	ion Committee	
Sub-County*	KAMUKUNJI	Document Successio	iny forwarded to 1 D vermeat	ion committee	
Location*	Eastleigh				
Village	CBD			 	
Street Name*	Mama Ngina Street		Town*	Nairobi	
Type of food crops grown/hand	lled Attachments	Members Directors/Owners			
1 Records					
Full names		Address	Occupation		Email Address
Jefferson		69060	Analyst		jefferson.kamau@briskbusiness.co.ke

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license.(<u>See Ref. 3.6</u>)

Agriculture and Food Authority (A	(FA)
(e) Food Crops Director	ate 🖉
Our Crops, Our Wealth GROWER ASSOCIATION LICE	NSE
	CG/FD/A001/1000050
This License is issued to biz enterprises of P.O Box 37962 and on business as a Grower Association in the Republic of Kenya beginning 09/Mar/2020 and ending on 30/Jun/2020. This Lice with provisions of the Crops Act and to the terms and condition REFR Our Cropy, Our Wealth	CG/FD/A001/1000050 d authorizes the said person to carry a, at L.R. No(s) LR8973 for a period nse is issued subject to compliance

Sample license

4.1.6<u>Annual Processors Returns</u>

AFA Menu ⇒ Food Crops Directorate ⇒ Returns ⇒ Annual Processors Returns

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

» Home (15) *Annual Proc	essors Returns ×						=	≣ ४ 🕜
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Annual Processors Returns							IK K	+*1/1 > >
Inserted								
Documen	t No			Document E	Date [*] 09/03/2020			
Name of Applic	ant [*] biz enterprises			Food Crop Processing Lice	ense [*] AFA/FD/A003/10	00042		
Y	ear [*] 2019/2020							
▼ Status								
Document Sta	tus* Document In Draft							
▼ Action								
		Document Submission						
Produce Supply Details								
A 2 C B B O Records								
Name of supplier		Сгор Туре	Crop Name	Quantity (MT) Cour	nty	Country		
No Records found								

Returns Form

Fill in details in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to populate new details.

>>	Home (15) *Annual Processors Returns: ×		≡	♦ 😗
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	Annual Processors Returns > Produce Supply Details		< < +*1/1	1 > >1
	Inserted			
	Name of supplier*	Crop Type*		
	Crop Name*	Quantity (MT)*		
	County*	 Country* 	United States	

Produce Supply Details Tab

Navigate back to the returns form and submit the document for approval

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Annual Processors Returns							< < 1/1 >
Data requeried							
Document No	1000014			Docu	ment Date [*] 09/03/202	20	
Name of Applicant*	biz enterprises			Food Crop Processi	ng License [*] AFA/FD/A	A003/1000042	
Year*	2019/2020						
▼ Status							
Document Status*	Document In Draft						
▼ Action							
		Document Su	bmission				
		Do you w	ant to approve/send app	proval?			
		· ·					
					√ ОК Х	Cancel	
→ 2 🗎 💾 🕤 2 Records							
Name of supplier		Сгор Туре	Crop Name	Quantity (MT)	County	Country	
test test		Cereals	Maize		UASIN GISHU	Kenya	
 metersteine 		Cereals	Barley		NAROK	Kenya	

AFA - Food Crops Directorate User Manual

Document Submission prompt

»	Home (15) Annual Processor	s Returns: ×			≡	*	8					
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	Annual Processors Returns					1/1						
	Annual Processors Returns Document	Successfully Submitted										
	Document No	1000014	Document Date	09/03/2020								
	Name of Applicant	biz enterprises	Food Crop Processing License	AFA/FD/A003/1000042								
	Year*	2019/2020										
	▼ Status											
	Document Status*	Document Approval Completed										
	▼ Action											
		Document Submission										

Successful document submission

4.1.7 Food Crops Importer/Exporter Monthly Returns

AFA Menu ⇒ Food Crops Directorate ⇒ Returns ⇒ Food Crops Importer/Exporter Monthly Returns

Select the License Type you are submitting returns for;

Select the Year duration;

Select the Month you are filing Returns for;

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

Home (15) Food Crops Impo	orter/Export x							1	≡ × 0
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Food Crops Importer/Exporter Mont	hly Returns								+*1/1 > >
Inserted									
Document No				Doce	ument Date [*]	09/03/2020			
Name of Applicant	biz enterprises			Li	cence Type*	Importer			-
Food Crop Import/Export License	AFA/FD/A008/1000043				Year				-
Month*			-						
▼ Status									
Document Status*	Document In Draft								
▼ Action									
	Do	ocument Submission							
				-					
Imported produce/products.									
↓ Z									
Сгор Туре	Crop Name	Quantity Imported (MT)	Quantity Exported (MT)	Customs Value (Ksh.)	Country of (Drigin	Point of Entry		
No Records found									

Returns Form

Fill in the requisite details and click on the Save icon to save your record. Click on the New Record icon to populate new details.

»	Home (15) *Food Crops Importer/Export x				≡	*	0
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	Ecod Crops Importer/Exporter Monthly Returns > Imported produce/products.						
	Inserted						
	Crop Type	-	Crop Name		-		
	Quantity Imported (MT)*		Customs Value (Ksh.)*				
	Country of Origin United States	-	Point of Entry				

Imported produce/products

Navigate back to the returns form and submit the document for approval

Home (15) Food Crops Impo	rter/Exporte ×							≡ ¥ @
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Food Crops Importer/Exporter Month	hly Returns							I< < 1/1 > >
Data requeried								
Document No	1000045			Docu	ument Date*	09/03/2020		
Name of Applicant*	biz enterprises			Lie	ence Type [*]	Importer		-
Food Crop Import/Export License*	AFA/FD/A008/1000043				Year	2019/2020		
Month	Mar-20		~					
▼ Status								
Document Status*	Document In Draft							
 Action 		Document Submission						
		Do you want to ap	prove/send app	roval?				
		_			🗸 ОК	X Can	rel	
		l			• •			
🗣 🧷 📋 😬 🕤 2 Records								
Сгор Туре	Crop Name	Quantity Imported (MT)	Quantity Exported (MT	() Customs Value (Ksh.)	Country of C	Drigin	Point of Entry	
Cereals	Barley	0		0.00	South Africa		Mombasa	
Egumes	Soya beans	0		0.00	Spain		Mombasa	

Document submission prompt

Home (15) Food Crops Impo	rter/Exporte ×		≡ ≈ 0						
Food Crops Importer/Exporter Monti	Food Crops Importer/Exporter Monthly Returns								
Food Crops Importer/Exporter Monthly Returns Document Successfully Submitted									
Document No	1000045	Document Date*	09/03/2020						
Name of Applicant*	biz enterprises	Licence Type*	Importer						
Food Crop Import/Export License*	AFA/FD/A008/1000043	Year	2019/2020						
Month*	Mar-20								
▼ Status									
Document Status*	Approved								
 Action 									
	Document Submission								

Successful document submission

Document	Annual Return for Growers/ Collection Centre/Marketing Agent
Document #	1000017
Status	Submitted
Description	1000017: Demo Company Food Crop Collection Centers Annual Return , for the period 2019/2020. Done On 2020-02-21 00:00:00.0
Summary	1000017: Demo Company Food Crop Collection Centers Annual Return , for the period 2019/2020. Done On 2020-02-21 00:00:00.0
Message	Documented Submitted
Link	192.168.1.110:8080/webui/

Email notification on successful returns submission

4.1.8 Food Processors Monthly Returns

AFA Menu ⇒ Food Crops Directorate ⇒ Returns ⇒ Food Processors Monthly Returns

Select the Month you are filing Returns for;

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

Food Processors Monthly Returns				< < +*1/1 >
Inserted				
Document No		Document Date	09/03/2020	
Name of Applicant	biz enterprises	Food Crop Processing License	AFA/FD/A003/1000042	
Year	2019/2020	Month*		~
▼ Status				
Document Status	Document In Draft			
 Action 				
	Document Submission			
		-		
Produce and Product Details				
🗘 🖉 📔 🕤 O Records				
Crop Type	Crop Name Quantity Purchased (MT) Quanti	ty Drocoseod (MT) Prand namo	Stock release	Buying Price(Ksh.) Selling Price(Ksh.)

Returns Form

Fill in details in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to populate new information.

» Home (15) *Food Processors M	onthly Re ×		\equiv \ast
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Food Processors Monthly Returns > Pro	duce and Product Details		< +*1/1 >
Inserted			
Crop Type		Crop Name	-
Quantity Purchased (MT)*		Quantity Processed (MT)*	
Stock release*		Brand name*	
Quantity Purchased (MT)*		Quantity Processed (MT)*	

AFA - Food Crops Directorate User Manual

Produce and Product Details tab

Navigate back to the returns form and submit the document for approval

Home (15) Food Processors	Monthly Ret 🗙								\equiv \ast
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Food Processors Monthly Returns									IC < 1/1 >
Data requeried									
Document No	1000067				ocument Date [*]	09/03/2020			
Name of Applicant	biz enterprises			Food Crop Proc	essing License	AFA/FD/A003/1000	042		
Year	2019/2020				Month	Mar-20			~
r Status									
Document Status	Document In Draft								
Action									
		Document Submission							
		Do you want to ap	oprove/send app	roval?					
🔓 🧷 💼 💾 👩 ^{3 Records}					🗸 ок	× Cancel			
Сгор Туре	Crop Name	Quantity Purchased (MT)	Quantity Processed	(MT) Brand name			Stock release	Buying Price(Ksh.)	Selling Price(Ksh
Cereals	Maize	0.00		0.00 0				0	
Legumes	Beans	0.00		0.00 0				0	
Roots and Tuber	Irish Potatoes			0.00				0	

Document submission prompt

» / Home	(15) Food Processors I	Monthly Ret 🗙							
) C									
Food Pro	Food Processors Monthly Returns								
Food Proc	Food Processors Monthly Returns Document Successfully Submitted								
	Document No	1000067	Document Date*	09/03/2020					
	Name of Applicant [*]	biz enterprises	Food Crop Processing License	AFA/FD/A003/1000042					
	Year*	2019/2020	Month*	Mar-20					
▼ Status									
	Document Status*	Document Approval Completed							
Action									
		Document Submission							

Successful document submission

4.1.9 Growers/Growers' Associations Monthly Returns

AFA Menu ⇒ Food Crops Directorate ⇒ Returns ⇒ Growers/Growers' Associations Monthly Returns

Select the Category you are submitting returns for;

Select the Month you are submitting returns for;

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

Home (15) Growers/Grower	's' Associati 🗙						≡ × 0	
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Growers/Associations Monthly Returns								
Inserted	Inserted							
Document No				Document	t Date [*] 09/03/2020			
Name of Applicant	biz enterprises			Cate	egory [*]		~	
Grower/Propagator/Marketing Agent Registration	CG/FD/A001/1000050				Year [*] 2019/2020			
Month			-					
▼ Status								
Document Status	Document In Draft							
✓ Action								
		Forward For Approval						
Food crops produced/purchased	l details							
🗘 🖉 🗎 🕤 🛛 Records								
Name of supplier		Сгор Туре	Crop Name	Quantity (MT) Con	unty	Sub-County		
No Records found								

Returns Form

Fill in details in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to populate new information.

\gg	Home (15) Growers/Growers' Associati ×			
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	Growers/Growers' Associations Monthly Returns > Food crops produced/purchased details			< < 1/1*+ > >
	Inserted			
	Name of supplier		Crop Type*	-
	Crop Name*	-	Quantity (MT)*	
	County*	-	Sub-County	

Food crops produced/purchased details

Navigate back to the returns form and submit the document for approval

Growers/Growers' Associations Mo	nthly Returns						
Data requeried							
Document No	1000006			Docu	ment Date [®] 09/03		
Name of Applicant	biz enterprises				Category Grow	ars' Association	-
Grower/Propagator/Marketing Agent Registration	CG/FD/A001/1000050				Year 2019/		
Month	Mar-20		*				
▼ Status							
Document Status	Document In Draft	Document Submi	ssion				
▼ Action							
		Do you want	t to approve/send app	proval?	✓ ок	× Cancel	
🗘 🧷 📋 🔛 🕤 3 Records							
Image: Second		Crop Type	Crop Name	Quantity (MT)	County	Sub-County	
+20		Crop Type Cereals	Crop Name Barley	4,664.00	NAKURU	Sub-County RONGAI	
Name of supplier				4,664.00 899.00			

Document submission prompt

Home (15) Growers/Growers			≡ × 0						
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Growers/Growers' Associations Mon	Growers/Growers'Associations Monthly Returns								
Growers/Growers' Associations Monthly	/ Returns Document Successfully Submitted								
Document No	1000006	Document Date*	09/03/2020						
Name of Applicant		Category	Growers' Association						
Grower/Propagator/Marketing Agent Registration	CG/FD/A001/1000050	Year	2019/2020						
Month*	Mar-20								
▼ Status									
Document Status*	Document Approval Completed								
▼ Action									
	Forward For Approval								

Successful Document approval

4.1.10 Food Crop Processing Plant Certificate Renewal

On the Company Info, update the capacity of the processing plant and check on the checkbox for Branch Offices;

Read through the Terms and Conditions and agree to them;

Click on the Save icon to save your progress; this will automatically populate the details in the tabs from the previous license application

Navigate through the tabs to view, and populate additional requisite details;

Navigate back to the application form and forward the document for approval.

Home (15) *Food Crop Proce	Home (15) Food Crop Processing Plant x							
Food Crop Processing Plant Certificate Renewal								
Inserted								
Document No		Document Date*	09/04/2020 3:43:26 PM					
Name of Applicant*	biz enterprises	License Expiry Date	30/06/2021 12:00:00 AM					
Year	~2020/2021~							
company info								
▼ Terms And Conditions								
	The applicant will be required to: (a) Support the supply chain to maintain the smooth flow of raw material. (b) Install manufacturing equipment that matches the International standards. (c) Commit to comply to the national regional and international flow and flow aff y standards. (d) To provide evidence of registration of brand names with Kenya Industrial Properly Institute (KPI). (e) Adhere to the provisions of the Angliculture and Food Authority Act 2013 and other relevant laws in force from time to time. (f) An application for renewal of this license shall be made to the County Government not later than the first day of the month of June in which the current license is due to expire. (g) The County Government shall give notice of the proposed grant of license in the Kenyan gazetie and such other manner as the authority may determine at least 30 days before granting the license. (f) An application the Terms & Conditions							
▼ Status								
Document Status*	Document In Draft	Approval Stage	Applicant Stage					
✓ Action								
	Forward For Approval Amount Payable (Ksh.) 10,000.00							
Counties Branch Attachm	ents Directors/Owners							
↓ 🖉 🔒 🕤 0 Records								

Application Form

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	Food Crop Processing Plant Certific	ate Renewal				1/1 > >1	
	Data requeried						
	Document No	AFA/FD/A003/1000043		Document Date [*] 09/04/202	20 3:43:26 PM		
	Name of Applicant biz enterprises			License Expiry Date 30/06/2021 12:00:00 AM			
	Year						
	company info						
	▼ Terms And Conditions		Forward For Approval	×	1		
		The applicant will be required to: (a) Support the supply chain to main (b) Install manufacturing equipment (c) Commit to comply to the national (d) To provide evidence of registration (e) Adhere to the provisions of the A (f) An application for renewal of this is (g) The County Government shall giv license.		essfully forwarded to FD Compliance	e from time to time. une in which the current license is due to expire. ie authority may determine at least 30 days before granting the		
		I Agree to the Terms & Conditions					

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

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	Notice	K	< 3	/19 🕽	> >1
	Created	09/04/2020 6:57:49 PM			
	Notice	1017884			
	Reference	Application No: AFA/FD/A003/1000043			
	Description	Your application has been Approved			
	Text Message	AFA/FD/A003/1000043: biz enterprises Food Crop Processing Plant Certificate Renewal, Done On 2020-04-09 15:43:26.0			
	Remarks		,		
		Active Active Active			
	[👼 Reference Document			

System notification on application approval

4.1.11 Food Crop Import/Export Licence Renewal

Select the License Type;

On the Company Info, state whether the application is for Branch Offices or Food Depots by checking on the checkboxes;

Read through the Terms and Conditions and agree to them;

Click on the Save icon to save your progress; this will automatically populate the details in the tabs from the previous license application

Navigate through the tabs to view, and populate additional requisite details;

Navigate back to the application form and forward the document for approval.

Home (15) *Food Crop Impo	t/Export LL., x									
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Food Crop Import/Export Licence Renewal										
Inserted										
Document No		Document Date*	09/04/2020 3:43:26 PM							
Name of Applicant	biz enterprises	License Expiry Date	30/06/2021 12:00:00 AM							
Licence Type	Importer -	Year	~2020/2021~							
company info										
Terms And Conditions										
	1. This registration certificate is not transferable; 2. An import-exporter shall controm to the national food safety and quality standards; sanitary and phytosanitary (SPS) regulations during the importation/exportation, storage and distribution. 3. The holder of this certificate shall submit monthly returns to the Authority in the prescribed format.									
▼ Status	I Accept Terms And Conditions									
	Document In Draft	Approval Stage	Applicant Stage							
▼ Action										
	Forward For Approval	Amount Payable (Ksh.)	5,000.00							
Attachments Branch Offices	Food Depots / Imported/Exported Types Of Produce/Products / Direct	tors/Owners								
A C B B O Records										
Name Name	Description Attachment (PDF)									
No Records found										

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Application Form

> Home (15) Food Crop Import	/Export Lic ×		≡ ∛ 0				
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Food Crop Import/Export Licence Re	Food Crop Import/Export Licence Renewal						
Data requeried							
Document No	AFA/FD/A008/1000044	Document Date*	09/04/2020 3:43:26 PM				
Name of Applicant*	biz enterprises	License Expiry Date	30/06/2021 12:00:00 AM				
Licence Type	Importer	Year					
company info							
	1. This registration certificate is not tran 2. An importar/proteir shall conform to 3. The holder of this certificate shall sub I Accept Terms And Conditions I Accept Terms And Conditions I Accept Terms And Conditions I I Accept Terms And Conditions I I I I I I I I I I I I I I I I I I I	essfully forwarded to FD Comp	during the importation/exportation, storage and distribution.				
▼ Status	Document such	costally forwarded to 1 D comp					
Document Status*	Document Approval In Progress		ance				
▼ Action	Forward For		✓				

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

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	Notice		< 1/19	• >	>1
	Created	09/04/2020 7:07:27 PM			
	Notice	1017886			
	Reference	Application No: AFA/FD/A008/1000044			
	Description	Your application has been Approved			
	Text Message	AFA/FD/A008/1000044: biz enterprises applied for a Food Crop Importer License on 2020-04-09 15:43:26.0			
	Remarks				
		Active			
		A Reference Document			

System notification on application approval

4.1.12 <u>Growers, Growers' Associations Or Dealers Certificate</u> <u>Renewal</u>

Select the Category of certificate renewal;

Read through the Terms and Conditions and agree to them;

AFA - Food Crops Directorate User Manual

Click on the Save icon to save your progress; this will automatically populate the details in the tabs from the previous license application

Navigate through the tabs to view, and populate additional requisite details;

Navigate back to the application form and forward the document for approval.

Home (15) Growers, Growers	s' Associati 🗙					≡ × 0			
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Growers, Growers' Associations Or I	Growers, Growers, Associations Or Dealers Certificate Renewal								
Inserted									
Document No			Document Date*	09/04/2020	3:43:26 PM				
Name of Applicant*	biz enterprises		License Expiry Date	30/06/2021	12:00:00 AM				
Category		~	Year	~2020/2021~					
company info									
Terms And Conditions									
	2. An applicant shall be required to	leted in full. An incomplete form shall not b furnish the County Government with evide proved practices and standards on quality	ence of registration and copies of their Con	nstitution or Articles	s and Memorandu	m of Association where applicable.			
▼ Status									
Document Status*	Document In Draft		Approval Stage	Applicant Stage					
- Action									
	Forward	For Approval	Amount Payable (Ksh.)	1,000.00					
Type of food crops grown/bandled Attachments Directors/Owners									
A 2 C Records									
Сгор Туре	Crop Name Hecta	re (s) Estimated produce tonn	age/year						
No Records found									

Application Form

Home (15) Growers, Growers	'Associatio ×					≡	*	0
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Growers, Growers' Associations Or I	Dealers Certificate Renewal						1/1 >	
Data requeried								
Document No	CG/FD/A001/1000052		Document Date [*]	09/04/202	0 3:43:26 PM			
Name of Applicant*	biz enterprises		License Expiry Date	30/06/202	1 12:00:00 AM			
Category*	Grower Association		Year					
company info								
▼ Terms And Conditions	1. This application should be complete: Forward For Approval 2. An applicant shall be required to furn 3. An applicant shall comply with appro ✓ I Agree to the Terms & Conditions		essfully forwarded to FD Comp		Articles and Memorandum of Association where applicabl	e. //		
▼ Status								
Document Status*	Document Approval In Progress				ance			
▼ Action				~				
	Forward For							

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment (<u>Ref. 3.5</u>), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

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Notice		<	2/19	>	Я
Created	09/04/2020 7:03:36 PM				
Notice	1017885				
Reference	Application No: CG/FD/A001/1000052				
Description	Your application has been Approved				
Text Message	CG/FD/A001/1000052: biz enterprises Food Crop Grower Associations Certificate Renewal, Done On 2020-04-09 15:43:26.0				
Remarks					
	Active				
	🔊 Reference Document				

System notification on application approval

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