



Republic of Kenya



Institution/Organization Name:

AFA – FOOD CROPS DIRECTORATE

REGISTRATION OF FOOD PROCESSING PLANT, GROWERS, IMPORTERS, EXPORTERS, WAREHOUSE OPERATORS AND MARKETING AGENTS/DEALERS

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Submission of documents through AFA IMIS	1	
2.	Receipt of application and supporting documents	1	R&C officer
3.	Review of application and documentation	3	R&C officer
4.	Communicate to the applicant on any missing documentation	1	R&C Officer
5.	Inspection (warehouses and food processing plant) and submission of inspection report	4	R&C committee
6.	Issue Registration Certificate	1	Director - Directorate