



Republic of Kenya



**Institution/Organization Name:**

**AFA – FOOD CROPS DIRECTORATE**

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

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
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