



Republic of Kenya



**Institution/Organization Name:**

**AFA FOOD CROPS DIRECTORATE**

1. DG

**PROCESS FOR IMPORT/EXPORT LICENCE**

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	Applicant to login to IMIS system for submission of the required documents		Applicant
2.	Receive documents for approval	1 day	DD-R&C
3.	Give feedback to applicant if documents are not right or requirements have not been met	1 day	DD-R&C
4.	Review the documentation	1 day	DD-R&C
5.	If the requirements are not fully met, communicate to the applicant	1 day	Field Officer
6.	AFA and FD approval processes	10 days	Committee
7.	Payment and approval of licence	1 day	FD-Finance and Applicant