



Republic of Kenya



Institution/Organization Name:

AFA_HORTICULTURAL CROPS DIRECTORATE

PROCESS FOR ISSUANCE OF ANNUAL LICENCE FOR MARKETING AGENTS

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Applicant to register in IMIS system for system username and password and submission of the required documents		Applicant
2.	Receive documents for approval	1 day	DD-R&C
3.	Give feedback if documents are not right or requirements have not been met give feedback to applicant	1 day	DD-R&C
4.	Review the documentation and send alert for inspection	1 day	DD-R&C
5.	Field inspection and submission of inspection report to compliance	15 days	Field officer-R&C
6.	If the requirements are not fully met, communicate to the applicant	1 day	Field Officer
7.	AFA and HCD approval processes	10 days	Committee
8.	Payment and approval of licence and printing by applicant	1 day	HCD-Finance and Applicant