



Republic of Kenya



Institution/Organization Name:

AFA-Horticultural Crops Directorate

PROCESS FOR IMPORT LICENCE PROCEDURES UPON COMPLIANCE WITH THE REQUIREMENTS TO ENABLE IMPORTATION OF HORTICULTURAL PRODUCE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Applicant to register in the IMIS system for 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	1day	DD-R&C
4.	Review documents for approval	1day	DD-R&C
5.	HCD and AFA approval process	10 days	committee
6.	Payment and printing of the licence	1 days	HCD-Finance and Applicant