



**THE AGRICULTURE FOOD AUTHORITY (AFA)
HORTICULTURAL CROPS DIRECTORATE**

Email: directorhcd@afa.go.ke
Website: www.afa.go.ke

Nairobi Horticultural Centre
P.O. Box 42601 - 00100
Nairobi

HOW TO BECOME AN EXPORTER OF HORTICULTURAL PRODUCE?

The following documents will be required:-

NEW APPLICANTS

1. Registration is done online through our **AFA IMIS PORTAL: imis.afa.go.ke**
2. Certified copy Certificate of Business Registration from the Registrar of companies or commissioner of oaths
3. Certified copies of memorandum and articles of association for **limited companies/ CR 12**
4. Valid company Tax Compliance Certificate
5. Copies of Identity Cards of all the Directors. A photocopy of passport and **valid work permit** (Certified by the Ministry of Interior and Coordination of National Government) **if a Director or Directors are foreigners.**
6. Copies of Director(s) K.R.A. Pin
7. Knowledge of KS1758 standard (Part 1: Floriculture and Part 2: Fruits and vegetables) as applicable.
8. Copy of County Government business permit or unified permit
9. Valid membership certificate from the relevant horticulture association. The existing associations are as follows:
 - a. Kenya Flower Council (KFC)
 - b. Fresh Produce Exporters Association of Kenya (FPEAK)
 - c. Fresh Produce Consortium of Kenya (FPC KENYA)
 - d. Avocado Society of Kenya (ASK)
 - e. Avocado Exporters Association of Kenya (AEAK)
 - f. Agricultural Employers Association (AEA)

TECHNICAL REQUIREMENTS FOR ALL APPLICATIONS

1. Farm inspection for all produce sources will be done
2. Pack house inspection for packing facility
3. Produce contracts for contracted sources (guidelines found online on www.afa.go.ke) – between the farmer and buyer witnessed by HCD
4. Inspection of transport facility.
5. Demonstrate traceability system (farm- pack house to exit point)
6. Declaration of clearing and forwarding agents (excluding new applicants)
7. Marketing agents for horticultural produce shall be registered by the Directorate

NB:

1. **Registration fee Kshs. 15,000/= per year (New Companies) of which Kshs. 5,000/= cess**
2. **Renewal fee Kshs. 10,000/= per year of which Kshs. 5,000/= cess**
3. **Upon issuance of the export license, you will be required to register on the Kenya TradeNet System (Single Window System):**
<https://registration.kentrade.go.ke/>
4. **You will be required to pay a one-off training facilitation fee of KShs. 5,000/= to KenTrade**