



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

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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. Certified copy Certificate of Business Registration from the Registrar of companies or commissioner of oaths
2. Certified copies of memorandum and articles of association for **limited companies/ CRI-2**
3. 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.**
4. Copy of K.R.A. Pin
5. Tax compliance certificate
6. Demonstrate technical expertise (trained experienced personnel) on knowledge on the horticulture produce.
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. Duly filled application forms (typed) 1A and 1B available from the website ([www.afa.go.ke](http://www.afa.go.ke))
10. 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)

## **EXTRA REQUIREMENTS FOR NEW APPLICANTS WITH CROPS MATURING WITHIN 45 DAYS**

Pursuant to the Crops Act section 20(6), for all new applications, HCD will grant a notice of intention to issue a license for at least 30 days through a Kenya Gazette notice. Applicants are therefore advised not to proceed with the technical aspects of the requirements i. e contractual agreements and planting of fast growing/maturing crops like herbs and leguminous plants without consulting the directorate. Due to this requirement, it is expected that new applications will take at least 50 days to be processed.

## **RENEWALS**

1. Clearance of outstanding cess amount.
2. Dully filled Export Quarterly returns (EQS forms) for the last four quarters.
3. Summary of quarterly pphytosanitary (ECS) statement from KEPHIS indicating volumes and product exported over the period.
4. Tax Compliance Certificate.
5. County Government Business permit or unified permit
6. Dully filled Form 2A (Typed)
7. Valid Membership certificate from a relevant horticulture association
8. No outstanding farmers claims. No outstanding non conformity issues raised for systems audit on nnotifications and interceptions

## **TECHNICAL REQUIREMENTS FOR ALL APPLICATIONS**

1. Farm inspection for all produce source will be done
2. Pack house inspection for packing facility
3. Produce Source (PS) I or II form (farm/farmer details) and a ***soft copy*** forwarded to [hcdtechnical@gmail.com](mailto:hcdtechnical@gmail.com)

4. Produce contracts for contracted sources (guidelines found online on [www.afa.go.ke](http://www.afa.go.ke)) – between the farmer and buyer witnessed by HCD
5. Inspection of transport facility.
6. Demonstrate traceability system (farm- pack house to exit point)
7. Declaration of clearing and forwarding agents (excluding new applicants)
8. Marketing agents for horticultural produce shall be registered by the Directorate

**NB.** All documents to be put in order as per the Vetting Checklist (available online on [www.afa.go.ke](http://www.afa.go.ke)).

**Registration fee Kshs. 5,000/= per year.**

**Cess deposit fee Kshs. 5,000/= for new applicants.**

**Late registration penalty Kshs. 2,500/= (only applicable for late renewal).**