



Agriculture and Food Authority (AFA)

Horticultural Crops Directorate

Our Crops, Our Wealth

AGRICULTURE AND FOOD AUTHORITY

**HORTICULTURE CROPS DIRECTORATE
STAKEHOLDERS' USER MANUAL**



Contents

2	Preamble	3
2.1	Core Function.....	3
3	Introduction	4
3.1	Content Management System (CMS) – Public Portal	5
3.2	IMIS Log in	9
3.3	System Menu	11
3.4	System Navigation & Buttons	11
3.4.1	Workflow Management.....	12
3.4.3	License Fee Payment	13
3.4.4	License Printing	13
4	Horticultural Crops Directorate Processes	15
4.1	Horticultural Crops Directorate Menu	15
4.1.1	Horticulture Crop Nursery License Registration	16
4.1.2	Horticulture Produce Marketing Agent (HPMA).....	24
4.1.3	Horticultural Export License Application	32
4.1.4	Horticultural Produce Importers License Application	40
4.1.5	Horticulture Request for Packhouse (Coldroom).....	46
4.1.6	Horticulture Exporter Request for Inspection	50
4.1.7	Parkhouse/warehouse Changes.....	51
4.1.8	Horticultural Product Monthly Returns per Destination.....	52
4.1.9	Horticulture Crops Nursery License Renewal	53
4.1.10	Horticulture Produce Marketing Agent Renewal (HPMA)	56
4.1.11	Horticulture Export License Renewal	59
4.1.12	Horticultural Produce Importers License Renewal	62



2 Preamble

The Horticultural Crops Directorate (HCD) which was formerly known as Horticultural Crops Development Authority ('HCDA') was established under the Agriculture Act, Chapter 318 of the Laws of Kenya, through Legal Notice No. 229 of 1967.

The statutory objective of the Directorate is to promote, develop and coordinate the production and marketing of horticultural produce. At the time of its establishment, the horticultural sub-sector was seen as a viable solution for the country's need for cash crop diversification, enhanced food nutrition, income generation, employment creation and foreign exchange earning in addition to providing raw material for agro-processing industries.

The focus of the Directorate at inception was mainly the small-holder farmers who had the potential to utilize their own labour, as the production processes were labour intensive, with a view to getting high return for their limited land. The sub-sector has been the focus of most government policies. The Government has developed a National Horticultural Policy that outlines key policy interventions to revamp and reposition the sub-sector.

2.1 Core Function

The overall Mandate of the Directorate is to facilitate the development, promotion, coordination and regulation of the horticultural sub-sector in Kenya. The roles and responsibilities of the Directorate are to:

1. Advise the Government and the industry on matters related to horticulture production and marketing;
2. Collect and collate data, maintain a database and disseminate information on horticultural activities for planning purposes;
3. Provide specialized horticulture extension services;
4. Appoint agents for the implementation or performance of any function of the Authority under the mandate;
5. Directly or indirectly support the establishment of fruit tree mother blocks;
6. Regulate the horticulture nurseries, production, post-harvest handling and marketing of horticultural crops and produce;
7. Promote development and adoption of standards for labelling, packaging, grading, transporting and storing horticultural produce in compliance with local and international standards;
8. Impose levies, fees or charges on producers, dealers and nursery operators as the Minister may approve;
9. Promote the establishment and use of production, processing and marketing infrastructure for horticultural crops;
10. Facilitate marketing of horticultural products in the local and international markets; and
11. Provide for any other matter in furtherance of the development of horticultural crops or conducive to the exercise of its mandate.



3 Introduction

This manual is developed with the aim of demonstrating to AFA Horticultural Crops Directorate Stakeholders on how the AFA IMIS System has captured the Horticultural Crops Directorate business requirements.

The IMIS system aims to automate AFA Directorates covering regulation, administration and trade promotion of agricultural crops and products. The Directorates processes automated are for three core departments:

1. Regulation and Compliance,
2. Technical Services and Advisory,
3. Marketing and Trade Promotion.

The IMIS System will enable traders importing and exporting crops acquire regulatory documents from remote locations and at their convenience without having to visit the agency. The system is integrated for all the directorates under AFA. This will enable AFA to realize full efficiency gains as well as prepare AFA for integration to the Kenya National Electronic Single Window System, the National Payment Gateway and ERP.

The IMIS is intended to achieve the following business objectives;

1. Automate business processes of 8 directorates under AFA to:
 - Reduce the cycle time to issuing regulatory documents from the respective directorates
 - Enable capturing of all requisite inspection information on the platform
 - Inform the stakeholders on the status of their applications on the system
 - Reduce the complexity of the payments process by integrating to a payment gateway
 - Facilitate online availability of data to the stakeholders
 - Ensure the accurate and efficient capture of applications by limiting tampering of data by putting controls in the system
2. Enable traders importing and exporting crops acquire regulatory documents from remote locations and at their convenience without having to visit the agency
3. Enable AFA to realize full efficiency gains
4. Prepare AFA for integration to the Kenya National Electronic Single Window System, the National Payment Gateway and other applications as may be appropriate
5. Reduce administrative cost and time by eliminating paperwork through automated data collection
6. Increased transparency through built in audit trail reports and analytics
7. Enable traceability of agricultural produce to the farm of origin through the use of GIS
8. Improved Time to make decisions through intelligent market reporting tools



3.1 Content Management System (CMS) – Public Portal

Public Portal (CMS) will have the following sections;

1. Registration – Provide a section for the stakeholders to apply for the respective roles and activities they intend to undertake with AFA.
2. Standards and a high-level description. A linkage to standards for related partner government agencies i.e. KEBS site will be provided to facilitate users to view or purchase the standard. This will be open to all on the registration portal.
3. Information for each directorate where rules and regulations and the Act will be published (attached) for the user to search/view
4. Brand Registry. The system portal to provide a list of certified brands and certification types including for safety certifications
5. Calendar of events to facilitate communication on events i.e. promotional programmes including upcoming trainings, workshop, exhibitions and trade fairs.
6. The system will also provide a platform for interested stakeholders to interact with the respective directorates i.e. queries

The CMS will be accessed via the assigned url (<https://imis.afa.go.ke/>)

Web page loads as below.

AFA IMIS PORTAL
OUR CROPS, OUR WEALTH

HOME STANDARDS EVENTS AND ACTIVITIES HOW IT WORKS REGISTRATION

AFA
INTEGRATED MANAGEMENT INFORMATION SYSTEM

The Authority is the successor of former regulatory institutions in the sector that were merged into Directorates under the Authority, with the commencement of Crops Act, 2013 on 1st August 2014, including Coffee Board of Kenya, Kenya Sugar Board, Tea Board of Kenya, Coconut Development Authority, Cotton Development Authority, Sisal Board of Kenya, Pyrethrum Board of Kenya, Horticultural Crops Development Authority.

The Directorates:

- Coffee Directorate
- Tea Directorate
- Sugar Directorate
- Horticultural Crops Directorate
- Fiber Crops Directorate
- Nuts and Oil Crops Directorate
- Miraa, Pyrethrum and Industrial Crops Directorate
- Food Directorate

STAKEHOLDER ACCESS

REGISTER NOW

LOGIN

UPCOMING EVENTS

View Full Calendar
No events

LATEST NEWS

Figure 1 - Stakeholder CMS - Home Page



HOME **STANDARDS** EVENTS AND ACTIVITIES HOW IT WORKS REGISTRATION

STANDARDS AND REQUIREMENTS

DIRECTORATES



STAKEHOLDER ACCESS

REGISTER NOW ▶

LOGIN ▶

UPCOMING EVENTS

View Full Calendar
 No events

AFA CONTACT DETAILS

Agriculture and Food Authority
 Tea House; Naivasha Road, off Ngong Road
 P.O Box 37962 - 00100, Nairobi
 Cell Phone: +254-



Figure 2 - Stakeholder CMS – Standards Tabs



HOME **STANDARDS** EVENTS AND ACTIVITIES HOW IT WORKS REGISTRATION



AFA CONTACT DETAILS

Agriculture and Food Authority
 Tea House; Naivasha Road, off Ngong Road
 P.O Box 37962 - 00100, Nairobi
 Cell Phone: +254-722200556/734600944
 Wireless: +254 - 020 - 2536869/2536886
 E-Mail: info@afa.go.ke
 Website: www.afa.go.ke

LINKS AND AFFILIATES

Kentrade

<https://kenyatradenet.go.ke/kesws/jsf/login/KESWSLoginPage>

<https://kenyatradenet.go.ke/>

AFA website

<https://www.agricultureauthority.go.ke/>



Figure 3 - Stakeholder CMS – Standards Tabs Continuation

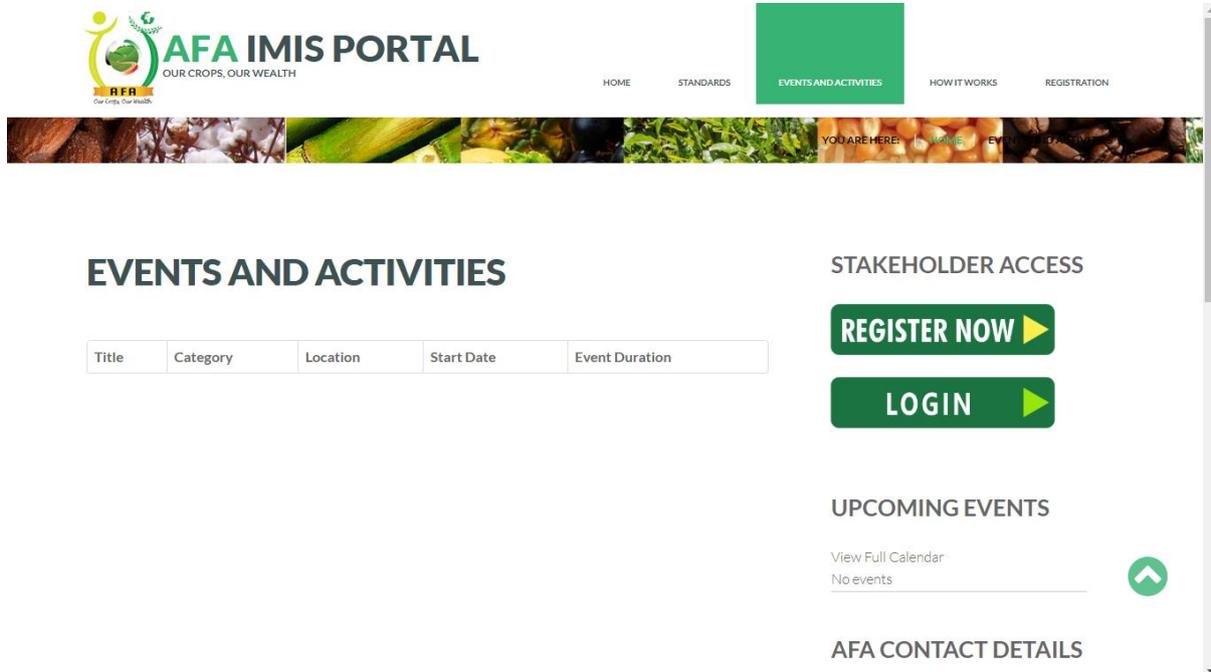


Figure 4 - Stakeholder CMS - Events & Activities tab

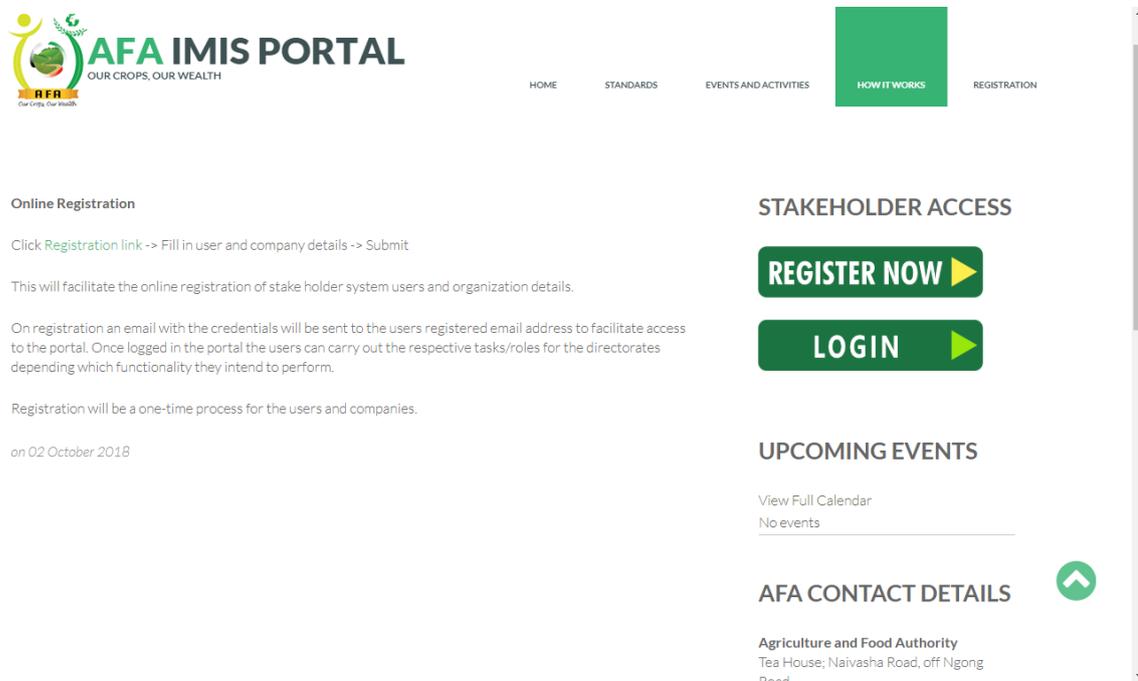


Figure 5 - Stakeholder CMS - How it Works tab



Figure 6 - Stakeholder Registration Window

Figure 7 - Stakeholder Registration Continuation

A first-time client will have to create an account to access AFA IMIS by filling in the registration form above and submitting.

The system will create an account and send the credentials to the email provided for the applicant to access the system.

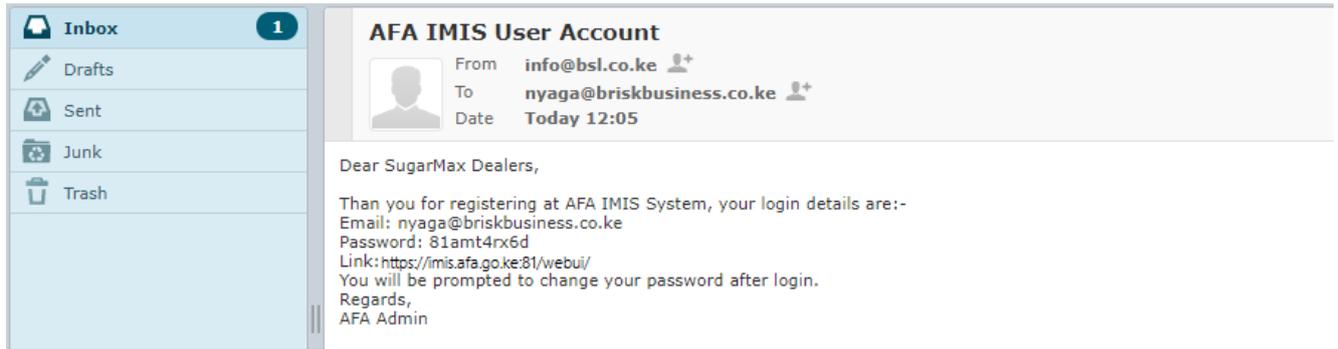


Figure 8 - Email Notification - Account Details

3.2 IMIS Log in

This is the sign on screen a user will encounter after entering the AFA URL (<https://imis.afa.go.ke:81>) of the application server hosting the IMIS instance. The Login screen below appears prompting the user to key in an assigned user name and password as above to access the IMIS system.

N.B

When you enter a wrong password, you will get a “User does not match password” error/authentication message.

On successful Log in, the user is prompted to select the role for the session, but will proceed to login as the roles are predefined. This defines what the user can view, update and access on the system menu.

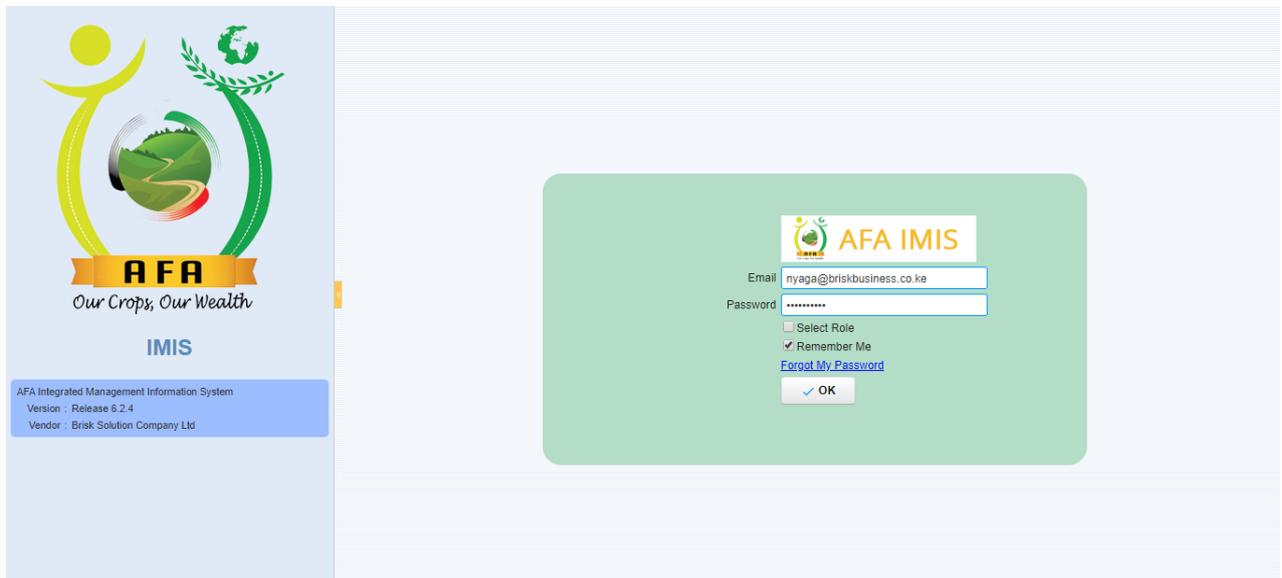


Figure 9 - Login Screen

On first log in, the user uses the password automatically assigned by the system, which, has to be changed as per the window displayed below. The new password MUST be alphanumeric.



AFA IMIS

Old Password

New Password

Confirm New Password

Security Question

Answer

AFA Integrated Management Information System
Version : Beta 1.1.0
Vendor : Brisk Solution Company Ltd

IMIS

Our Crops, Our Wealth

✓ ✕

Figure 10 - Password Reset

AFA IMIS

Old Password

Security Question

Password updated successfully

✓

Figure 11 - Password Reset Successful



3.3 System Menu

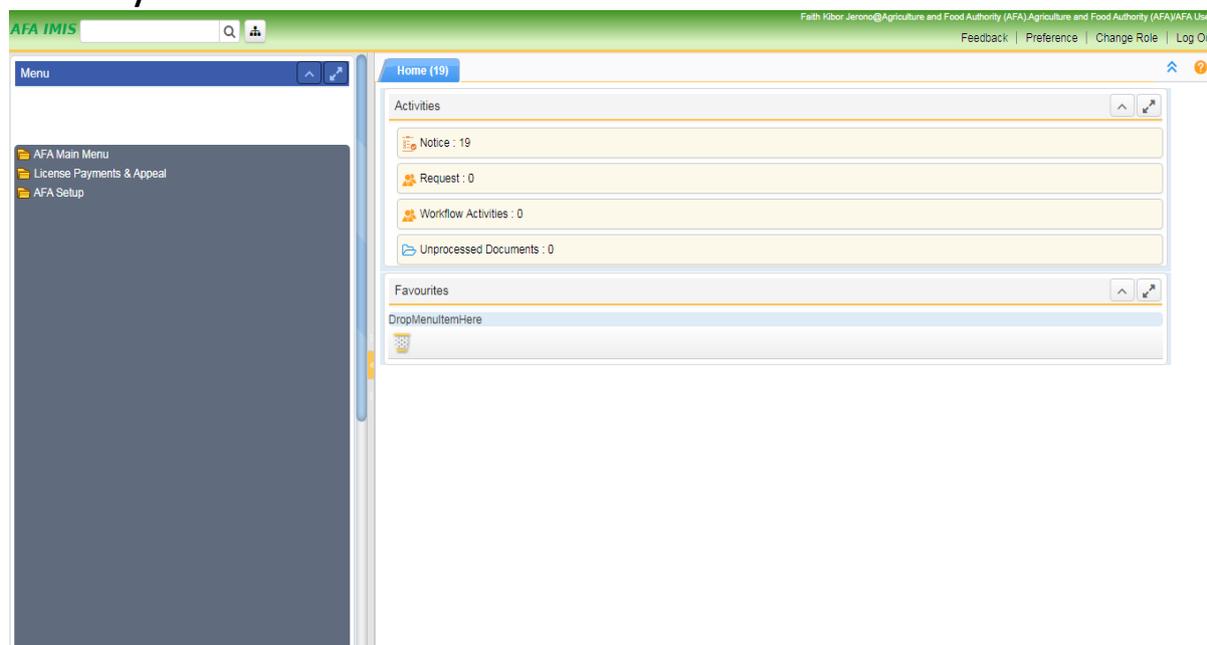


Figure 12 – Landing Page/Home Screen

After successfully logging on to the AFA IMIS, you will first be directed to the home page. Navigate to the Menu tab to access the list of menus available, as shown above.

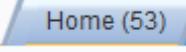
NB. Menu items will be based on the user roles created and assigned to a particular user.

- The Menu tab allows you to access all of the menus within the AFA IMIS. It is for access to Windows, Forms, Reports, and Processes.
- Examples of items on the menu list are;
- AFA Menu → Horticultural Crops Directorate → License Applications → Horticulture Crop Nursery License Registration

3.4 System Navigation & Buttons

Icon	Description	Shortcut
	New: Click on this button when you want to add some information or data.	<i>Alt + N</i>
	Save: After you finish entering or updating your data, click on this button to save the information to the database.	<i>Alt + S</i>
	Undo: Use this button to undo or ignore your changes.	<i>Alt + Z</i>
	Copy Record: Duplicate the value of existing records to new records.	<i>Alt + C</i>



	Refresh: Get the latest data, for the active records, from the databases.	<i>Alt + E</i>
	Grid Toggle: Show detailed information of one record only. This is suitable for adding (entering) or editing data.	<i>Alt + T</i>
	First record: Go to the first record in a document.	<i>Alt + Home</i>
	Previous record: Go to the previous record in a document.	<i>Alt + Left</i>
	Next record: Go to the next record in a document.	<i>Alt + Right</i>
	Last record: Go to the last record in a document.	<i>Alt + End</i>
	Search: Intended to search your records by criteria. There are two-tab options available for the purpose of searching. The first tab is for standard searching, and the second tab is for advanced searching. With advanced searching, you are able to search records by column name and can specify the data range.	<i>Alt + F</i>
	Print: Printing the final document to the printer. With the User Preference Always Preview Print configuration, we are able to preview the document before taking a final print.	<i>F12</i>
	Menu: Go back to the IMIS client main menu.	
	Help: Information about the purpose of the window and the meaning of each field.	
	Exit window: Close the window, and go to the main.	<i>Alt + H</i>

3.4.1 Workflow Management

Workflow is defined as a step-by-step activity to complete a task that involves both the people and the system. As a default, all documents in IMIS (for example, Nursery application, miller application marketer application) are automatically workflow-enabled and are easy to forward for approval, approve, send back for verification and reject.

The Approver will receive an email, SMS and system notification of a new document to approve in the system.



3.4.3 License Fee Payment

This process allows applicants to make payments for any application that is billable.
AFA Menu ⇒ License Payments & Appeal ⇒ AFA Payment (License and Levies Payment)

- Select the Payment Type
- If M-Pesa, click on pay via M-pesa and key in your pin on the STK push
- If Cheque/Direct bank Deposit, Key in the cheque No. attach bank receipt then click on submit payment.

Figure 16 – AFA Payment Form

Figure 17– Successful Payment

After successful payment, the payment status changes on the application form and the document is ready for approval by HCD Finance.

3.4.4 License Printing

After an application has been approved, the applicant needs to print the corresponding License .

- log in to the AFA IMIS system.
- On the home page, click on the notice tab to view the notification on successful document approval.
- Click on the Reference Document to view the Application form.
- On the Application form, click on the print icon to initiate printing of the license.



Agriculture and Food Authority (AFA) Horticultural Crops Directorate

Our Crops, Our Wealth

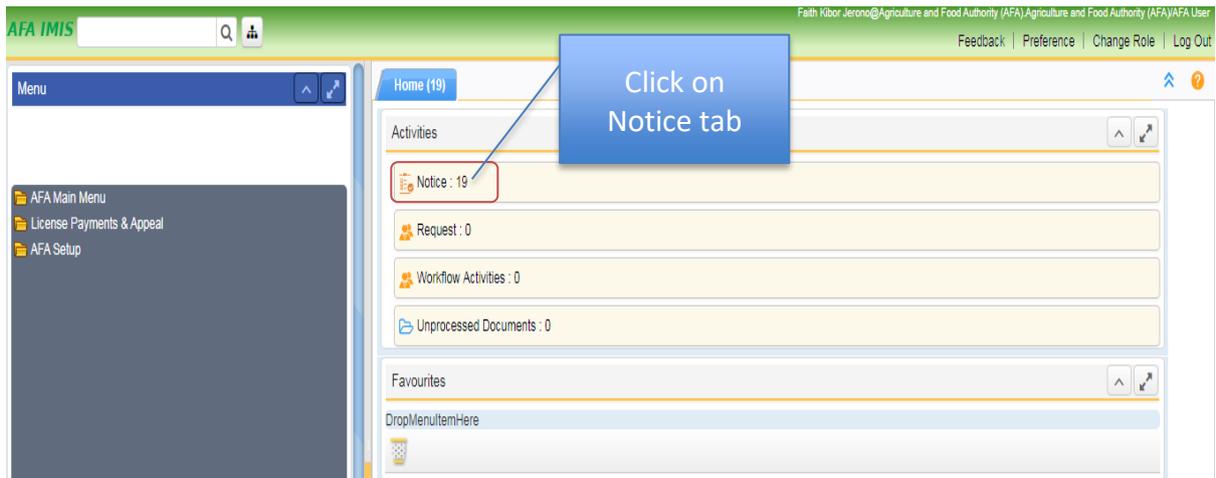


Figure 18 – Application approval notification

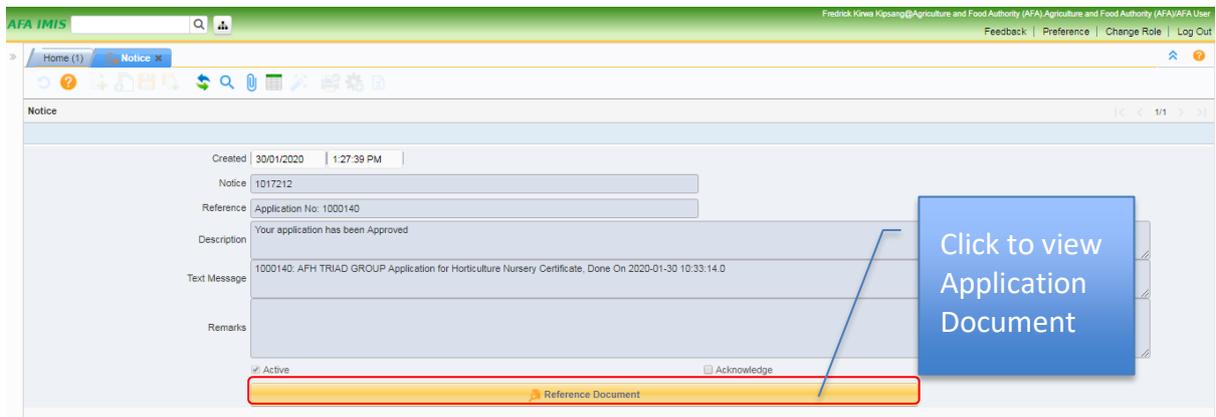


Figure 19 – Reference Document

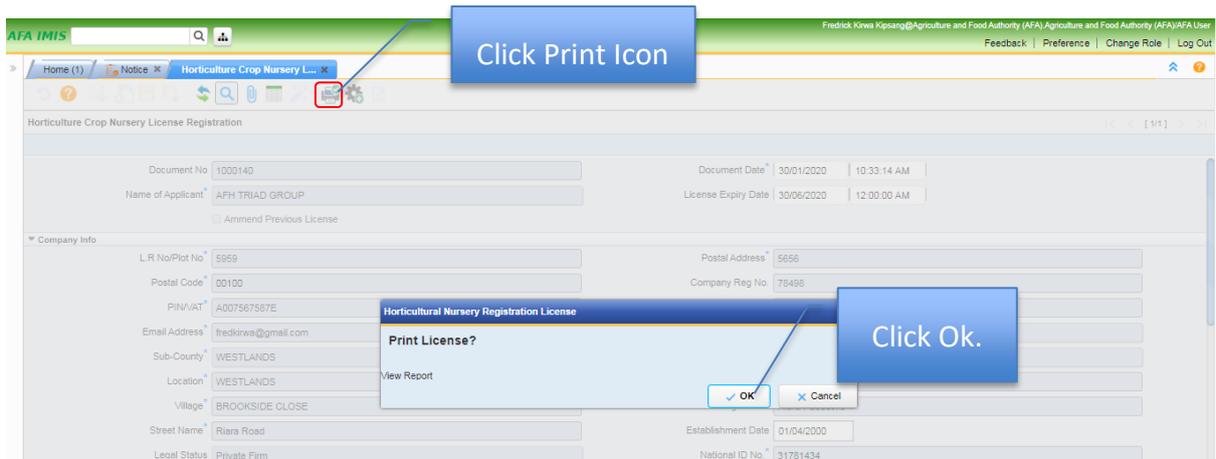


Figure 20 – Printing the license



4 Horticultural Crops Directorate Processes

4.1 Horticultural Crops Directorate Menu

The expanded menu, as below, illustrates the items on the Horticultural Crops Directorate menu. Menu items visible will be limited by the role of the logged-on user.

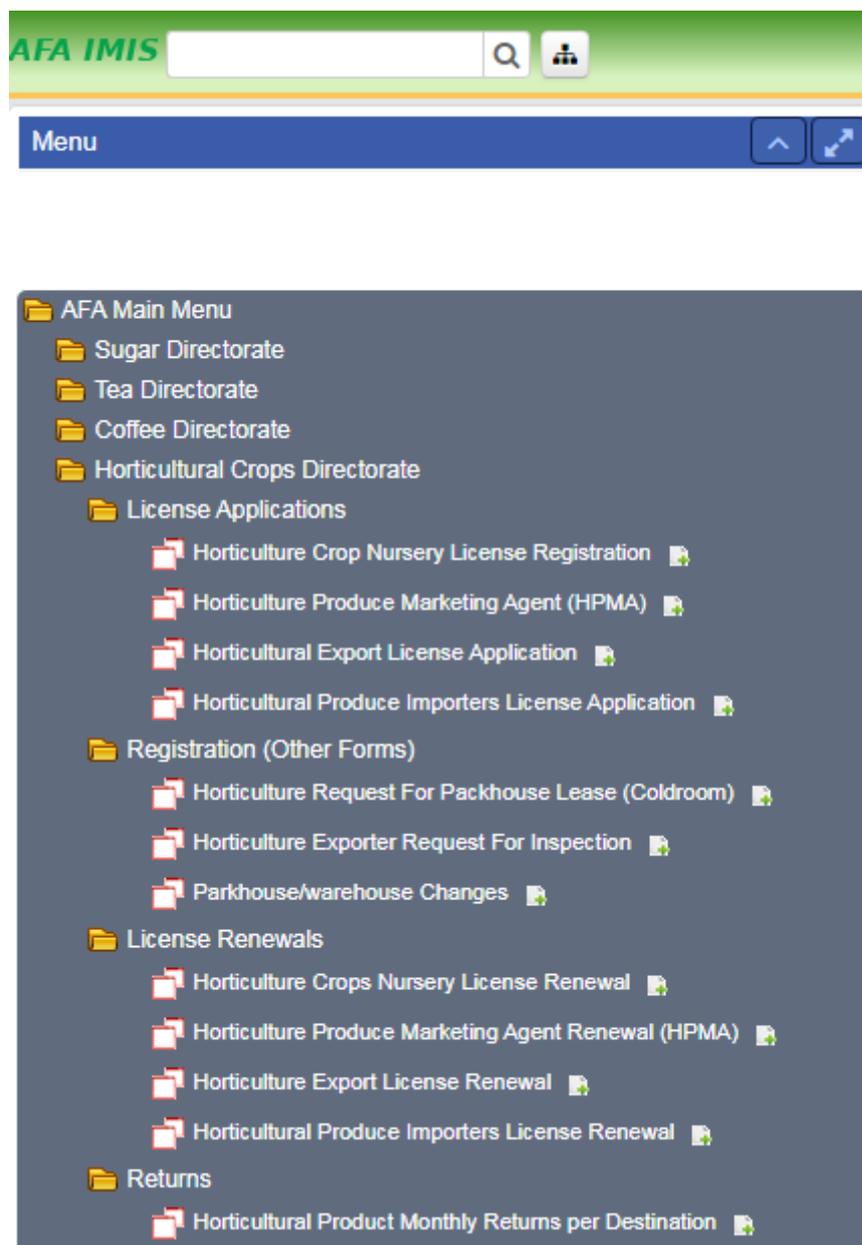


Figure 21 – Horticultural Crops Directorate Menu



4.1.1 Horticulture Crop Nursery License Registration

This process allows applicants to register their horticulture crop nurseries. The output is a horticulture crop nursery license. Navigate to:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Applications ⇒ Horticulture Crop Nursery License Registration

- On the application form, choose the nursery source(s). Read through the terms and conditions, and click on the checkbox to agree to the terms and conditions.
- Click on the Save icon to save your progress.

Figure 22 – License registration form

- Navigate through the tabs to populate more details.

Figure 23 – Additional Tabs



- Populate the details for the Product Type, Variety and Number of seedlings in the nursery.

Note: Click on the drop down for more sub tabs

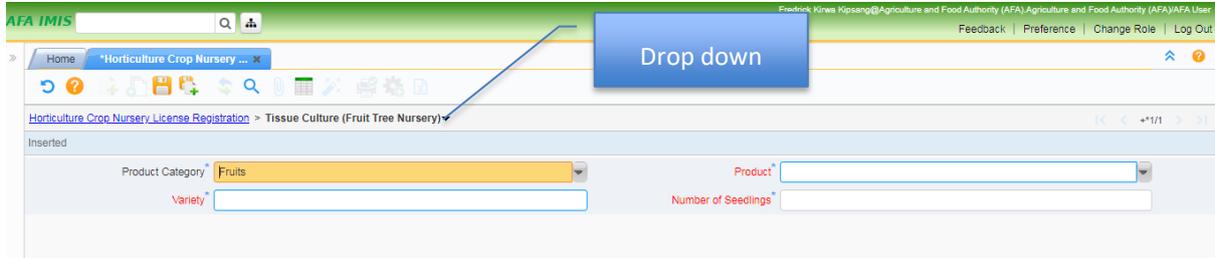


Figure 24 -Tissue culture tab

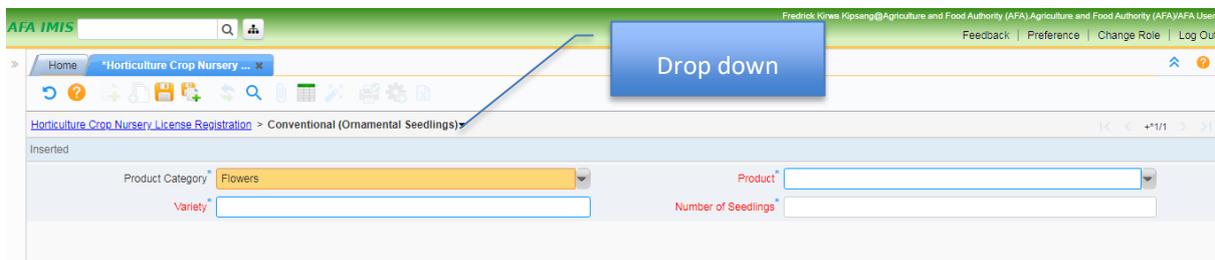


Figure 25 -Conventional tab



Figure 26 Conventional tab ii

- Navigate to the Attachments Tab and upload the required documents.

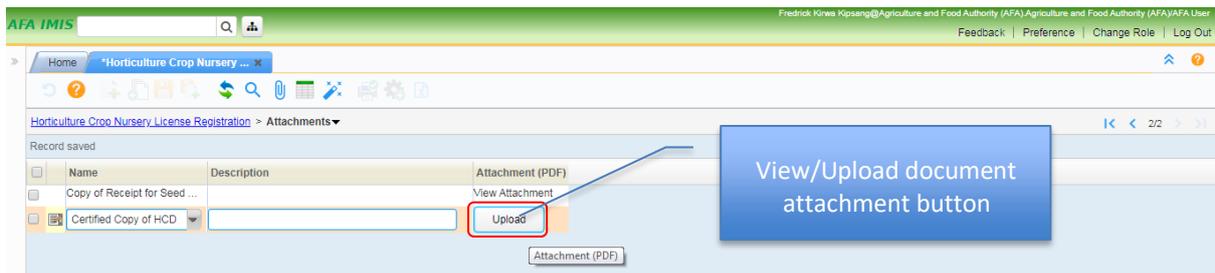


Figure 27 – Attachment tab

- Navigate to the Directors/ Owners Tab to populate the details of the directors/ owners and upload the required attachments.

For Foreign Director(s), the applicant is required to provide their Nationalities and upload their Work Permits.



After saving click on the blue link to go back to the main form

View/Upload document attachment button

Figure 28 – Directors tab

- After populating all the required details, forward the document for approval on the application page.

Click on Forward for Approval Button

Figure 29 - Forwarding the document for approval

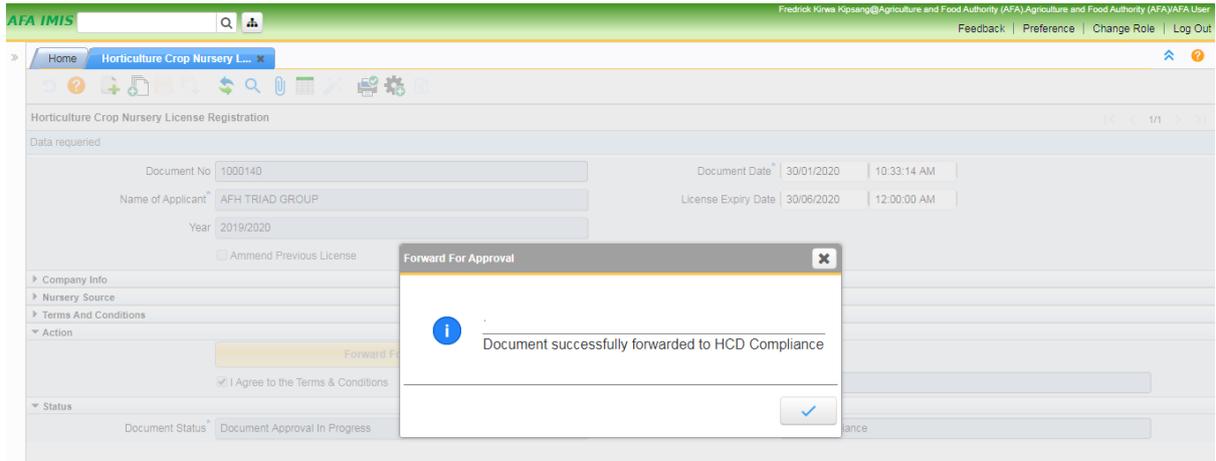


Figure 30 - Successful document forward

After forwarding the application document, the user receives an email notification on successful document forward.

Document	Nursery Registration - License Registrations
Document #	1000140
Status	Document Approval In Progress
Description	Application Number: 1000140
Summary	1000140: AFH TRIAD GROUP Application for Horticulture Nursery Certificate, Done On 2020-01-30 10:33:14.0
Message	Application successfully forwarded to HCD Compliance
Link	192.168.1.110:8080/webui/

Figure 31 - Email notification on successful application forward

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant is notified via email when a field inspection is due.

Notification for Field Inspection



Document	License Registrations
Document #	1000140
Status	Waiting Field Inspection
Description	Application Number: 1000140
Summary	1000140: AFH TRIAD GROUP Application for Horticulture Nursery Certificate, Done On 2020-01-30 10:33:14.0
Message	Kindly note that there is a pending inspection to be done
Link	192.168.1.110:8080/webui/

Figure 32 - Email notification on pending inspection

Field Inspection

After successful field inspection, the applicant receives an email notification with the inspection report.

Document	Commercial Nursery Operator Farm Inspection
Document #	1000023
Status	Inspection Report
Description	Document No:Commercial Nursery Operator Farm Inspection:1000023
Summary	Please find Compliance Inspection Report attached.
Message	
Link	

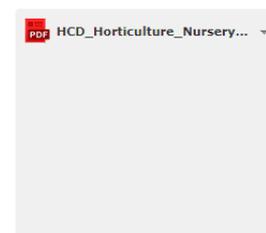


Figure 33 - Email notification with inspection report

After field inspection, HCD Compliance is able to approve the document. The document goes through internal HCD approval processes and document status changes as per the approval status.

HCD Compliance ⇒ HCD Licensing Committee ⇒ AFA Licensing Committee ⇒ Payment Request.

The applicant is then prompted to make the license levy payment through an email/SMS notification.



Document	Nursery Registration
Document #	1002007
Status	AFA License Pending Payment
Description	Your application has been approved and is due for payment. Kindly pay Kshs500
Summary	1002007 License Payment Details : AFH TRIAD GROUP - For Nursery Registration - Horticulture Nursery Certificate Application/Renewal: 1000140
Message	Please Pay For the License Fee In The System. 1. Login to the System 2. Go to 'License Payment & Appeal' menu 3. Open 'License Payment' window. 4. Click Pay Now. 5. You will receive an MPESA prompt via Phone number 254727968805 Or Use Other Provided Payment Options
Link	192.168.1.110:8080/webui/

Figure 34 - Email notification on pending payment

License Levy Payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.

After approval by HCD Finance, the applicant receives an email notification with the Official Payment Receipt

Document	Nursery Registration - License Registrations
Document #	1000140
Status	Document Approval Completed
Description	Application Number: 1000140
Summary	1000140: AFH TRIAD GROUP Application for Horticulture Nursery Certificate, Done On 2020-01-30 10:33:14.0
Message	
Link	192.168.1.110:8080/webui/

Figure 35 - Email notification on application approval



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



AGRICULTURE AND FOOD AUTHORITY
Tea House Naivasha Road, Off Ngong Road
P.O.Box 37962
Nairobi ,Tel:+254-722200556/734600944



PO51504488Z
info@agricultureauthority.go.ke
www.agricultureauthority.go.ke

OFFICIAL RECEIPT VOUCHER (AFA)

Received from: AFH TRIAD GROUP
BRCPT7364



Date:1/30/2020 12:00:00 AM

Directorate Code: HCD
Department Code: FIN_ADM

Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A007567587E	Horticulture Nursery Certificate Application/Renewal: 1000140			500.00
TOTAL AMOUNT				500.00

Amount In Words : **** FIVE HUNDRED AND 0/100

With Thanks For and On Behalf Of AFA

Signature of Receiving Officer..... Date:.....

Your Were Served By: AGRICULTUREAUTH\DWESA Receiving Bank: Barclays Bank

Figure 36 - Sample Receipt Voucher

License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. (See Ref. 3.4.4)



1000140

HORTICULTURAL CROPS DIRECTORATE

PARAGRAPH 18 (1) HCDA ORDER, 2011

CERTIFICATE OF REGISTRATION OF HORTICULTURAL NURSERY AND MOTHERBLOCK

Messrs AFH TRIAD GROUP of Post office Box 5656 SPRING VALLEY sublocation Is registered to operate a Horticultural Seedling Nursery
The certificate is issued for the following crops

Description	Sub Crop Type	No Of Seedlings
ROSES	White	5000
Avocado	Low Fat Content	10000
CAPSICUM	Red	1500

Validity period 30-Jan-2020 To 30-Jun-2020

Date Printed:
31-Jan-2020



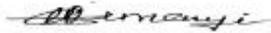

For Director General AFA

Figure 37 - Sample certificate of registration



4.1.2 Horticulture Produce Marketing Agent (HPMA)

This process is initiated to register a Horticulture Produce Marketing Agent with AFA Horticultural Crops Directorate, and for the Certificate of Registration to be processed, paid for and printed. Navigate to the below Menu:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Applications ⇒ Horticulture Produce Marketing Agent (HPMA)

- Select the Horticulture Produce Source(s).
- Read through the Terms and Conditions for the issuance of the certificate of registration; and agree to the Terms and Conditions.
- Click on the Save icon to save your progress, and to automatically populate additional details to the application form.
- Navigate through the Tabs by double clicking on them, to populate additional requisite information.

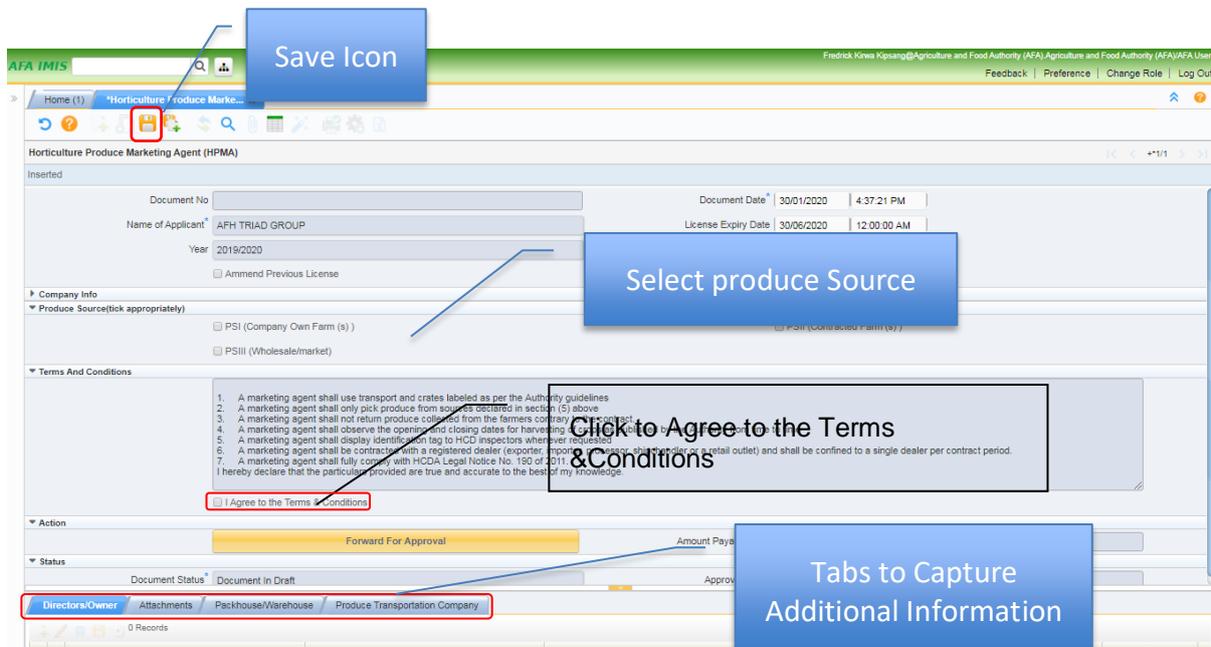


Figure 38 - Application Form

- Navigate to the Directors/Owner Tab.
- Fill in the Directors/Owner details if not automatically populated.
- Upload the requisite attachments.
- For Foreign Directors/Owner, the applicant is required to state their Nationalities and Upload their Work Permits.



Agriculture and Food Authority (AFA)

Horticultural Crops Directorate

Our Crops, Our Wealth

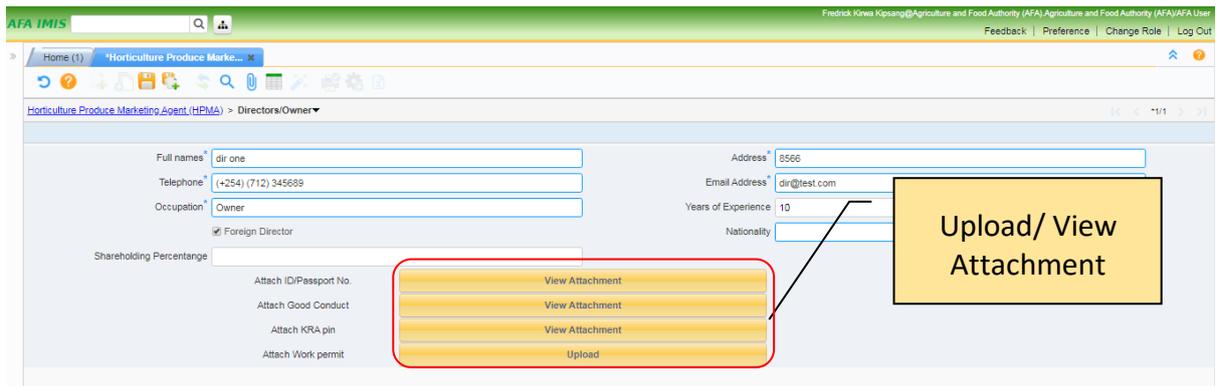


Figure 39 - Directors/ Owners information

- Navigate to the Attachments Tab
- Upload all the required documents

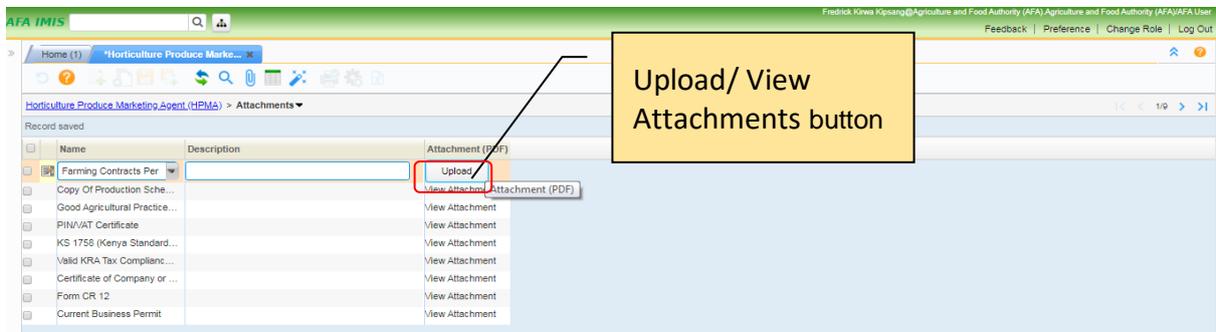


Figure 40 - Attachments Tab

- Navigate to the Packhouse/Warehouse Tab
- Populate the required details.

For a Leased Packhouse/Warehouse, upload the Leasing Agreement.

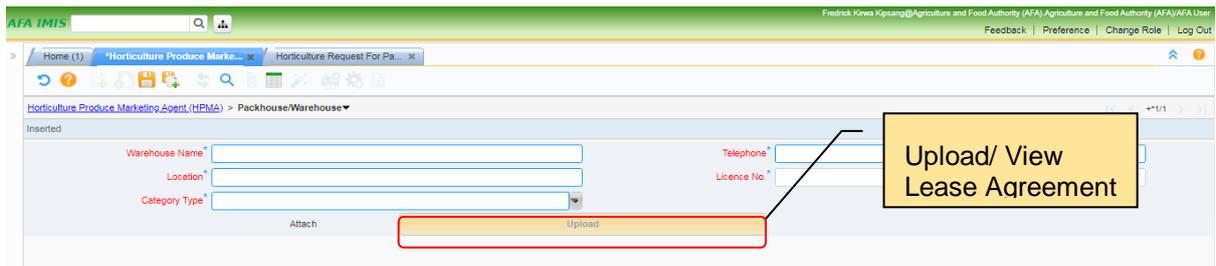


Figure 41 - Packhouse/Warehouse Tab

- Navigate to the Produce Transportation Company Tab
- Populate the required information.

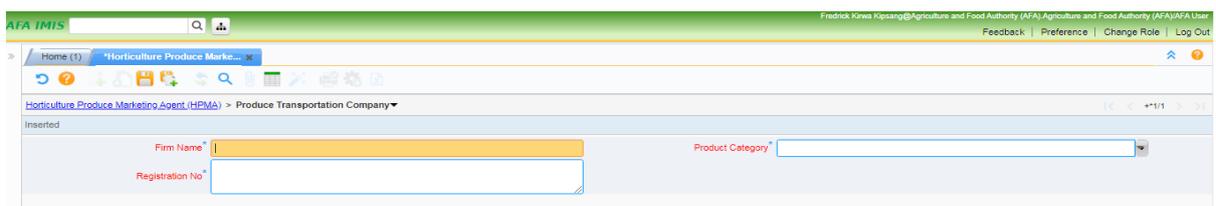




Figure 42 - Produce Transportation Company Tab

- Navigate to the other tabs, which are dependent on the Horticultural Crops Produce Source selected on the Application Form.
- Populate the required information

Note: For Leased Produce Collection Centers, the applicant is required to upload the Lease Agreement.

The screenshot shows the 'Horticultural PS I FORM [Company Own Farm(S)]' interface. It includes sections for 'Farm(s) details' (Farmer's Name, County, Location, Trace code, Sub-County, Area of Crop) and 'Crop Production Details' (No. of Trees, Produce per acre, Production per season, Certificate Number, No. of Stems, Produce per acre, Certification Status). At the bottom, two tabs are visible: 'Produce-Product Details' and 'Produce Collection Centres', both highlighted with a red box. A yellow callout box points to these tabs with the text 'Sub-tabs to Capture Additional Information'.

Figure 43 - Horticultural PS I Form {Company Own Farm(s)} Tab

The screenshot shows the 'Produce/Product Details' sub-tab. It features two main input fields: 'Product Category' and 'Product'.

Figure 44 - Produce/ Product Details Sub-tab

The screenshot shows the 'Produce Collection Centers' sub-tab. It includes fields for 'Warehouse Name', 'County', 'Ward', and 'Category Type'. Below these fields are 'Attach' and 'Upload' buttons. A blue callout box points to a blue link above the 'Upload' button with the text 'After saving click on the blue link to go back to the main form'. A yellow callout box points to the 'Upload' button with the text 'Upload/ View Lease Agreement'.

Figure 45 - Produce Collection Centers Sub-tab

Note: Click on the blue link to go back to the application form



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth

After populating all the Requisite information on the Application Form, Forward the document for approval by clicking on the forward for approval button on the application page.

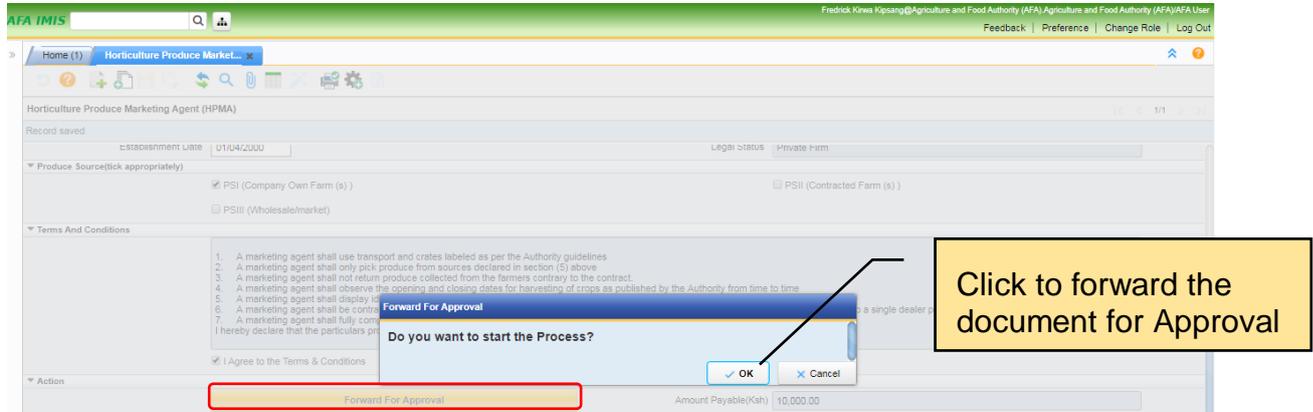


Figure 46 - Forwarding the document for approval

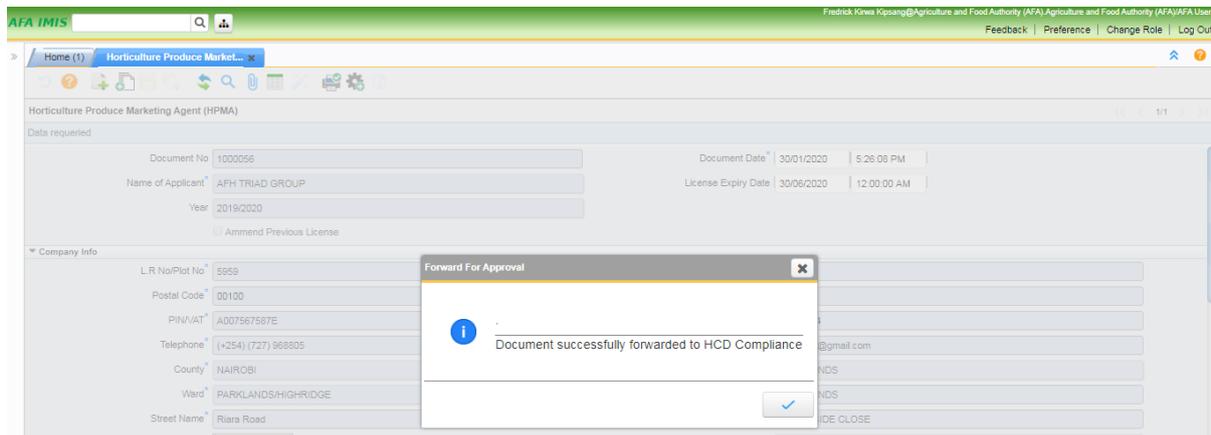


Figure 47 - Successful document forward

After forwarding the application document, the user receives an email notification on successful document forward.

Document	Marketing Agent Registration - License Registrations
Document #	1000056
Status	Document Approval In Progress
Description	Application Number: 1000056
Summary	1000056: AFH TRIAD GROUP Application for Horticultural Marketing Agent Registration/Renewal, Done On 2020-01-30 17:26:08.0
Message	Application successfully forwarded to HCD Compliance
Link	192.168.1.110:8080/webui/

Figure 48 - Email notification on successful document forward



The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant is notified via email when a field inspection is due.

Document	License Registration
Document #	1000057
Status	Document In Draft
Description	Application Number: 1000057
Summary	1000057: Demo V2 Company Application for Horticultural Marketing Agent Registration/Renewal, Done On 2020-05-18 10:06:29.0
Message	Kindly note that there is a pending inspection to be done
Link	192.168.1.74:8080/webui/

Figure 49 - Email notification on pending inspection

Field Inspection

After successful field inspections, the applicant receives email notifications with the inspection reports.

Document	Produce Transportation Inspection
Document #	1000121
Status	Inspection Report
Description	Document No:1000121: Demo V2 Company Horticultural Produce Transportation Checklist, Done On 2020-05-18 10:34:22.003
Summary	Please find Horticultural Produce Transportation Inspection Report attached.
Message	
Link	

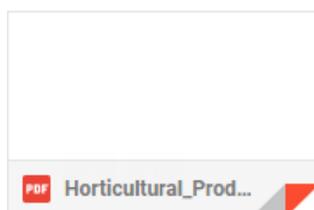


Figure 50 - Email notification with Transportation inspection report



Document	Packhouse Inspection
Document #	1000103
Status	Inspection Report
Description	Document No:1000103: Demo V2 Company, Horticultural Parkhouse/warehouse Inspection, Done On 2020-05-18 10:34:22.035
Summary	Please find Horticultural Parkhouse/warehouse Inspection Report attached.
Message	
Link	

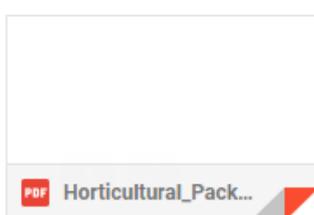


Figure 51 - Email notification with packhouse inspection report

After field inspection, HCD Compliance is able to approve the document. The document goes through internal HCD approval processes and document status changes as per the approval status.

HCD Compliance ⇒ HCD Licensing Committee ⇒ AFA Licensing Committee ⇒ Payment Request

The applicant is then prompted to make the license levy payment through an email/SMS notification.

Document	Marketing Agent Registration
Document #	1002008
Status	AFA License Pending Payment
Description	Your application has been approved and is due for payment. Kindly pay Kshs10000
Summary	1002008 License Payment Details : AFH TRIAD GROUP - For Marketing Agent Registration - Horticultural Marketing Agent Registration/Renewal: 1000056
Message	Please Pay For the License Fee In The System. 1. Login to the System 2. Go to 'License Payment & Appeal' menu 3. Open 'License Payment' window. 4. Click Pay Now. 5. You will receive an MPESA prompt via Phone number 254727968805 Or Use Other Provided Payment Options
Link	192.168.1.110:8080/webui/

Figure 52 - Email notification on pending payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



Approval by HCD Finance is the final stage of approval. After successful approval, the applicant is notified through the system / email/ SMS. The applicant also receives an email with the official payment receipt voucher.

AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke															
OFFICIAL RECEIPT VOUCHER (AFA)																	
Received from: AFH TRIAD GROUP BRCPT7366		Date:1/31/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM															
<table border="1"><thead><tr><th>Customer No.</th><th>Description</th><th>Analysis Code</th><th>Unit Prices</th><th>Total Amount</th></tr></thead><tbody><tr><td>A007567587E</td><td>Horticultural Marketing Agent Registration/Renewal: 1000056</td><td></td><td></td><td>10,000.00</td></tr><tr><td colspan="4" style="text-align: right;">TOTAL AMOUNT</td><td>10,000.00</td></tr></tbody></table>	Customer No.	Description	Analysis Code	Unit Prices	Total Amount	A007567587E	Horticultural Marketing Agent Registration/Renewal: 1000056			10,000.00	TOTAL AMOUNT				10,000.00		
Customer No.	Description	Analysis Code	Unit Prices	Total Amount													
A007567587E	Horticultural Marketing Agent Registration/Renewal: 1000056			10,000.00													
TOTAL AMOUNT				10,000.00													
Amount In Words : **** TEN THOUSAND AND 0/100																	
With Thanks For and On Behalf Of AFA																	
Signature of Receiving Officer.....	Date:.....																
Your Were Served By: AGRICULTUREAUTH\DWESA	Receiving Bank: Barclays Bank																

Figure 53 - Sample Payment Voucher

Document	Marketing Agent Registration - License Registrations
Document #	1000056
Status	Document Approval Completed
Description	Application Number: 1000056
Summary	1000056: AFH TRIAD GROUP Application for Horticultural Marketing Agent Registration/Renewal, Done On 2020-01-30 17:26:08.0
Message	
Link	192.168.1.110:8080/webui/

Figure 54 - Email notification on application approval



License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. (See Ref. 3.4.4)

|1000056


AGRICULTURE AND FOOD AUTHORITY
HORTICULTURAL CROPS DIRECTORATE

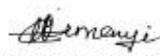
CERTIFICATE OF REGISTRATION FOR HORTICULTURAL MARKETING AGENT
(MARKETING AGENT)
(issued in accordance with AFA act 2013)

Company Agent/Name: AFH TRIAD GROUP
LRNO.: 5959
Address:
Postal Address 5656
Tel NO.: 254727968805
Email fredkirwa@gmail.com
Certificate Registration No.: 1000056
Our Crops, Our Wealth

is/are hereby licensed as a horticultural Marketing Agent as specified under the CROPS act 2013
From 31/Jan/2020 To 30/Jun/2020

Date Printed:
31-Jan-2020





For Director General AFA

Figure 55 - Sample Certificate of Registration



4.1.3 Horticultural Export License Application

This process is initiated by an exporter for the license to be processed, paid for and printed. Navigate to the below Menu:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Applications ⇒ Horticulture Export License Application

- Fill in all the mandatory fields
- Read through the Terms and Conditions and agree.
- Navigate through the tabs to populate additional requisite details

Figure 56 - Application form

- Navigate to Attachments
- Upload all the required documents.

Figure 57 - Attachments tab

- Navigate to intended produce type.
- Fill in all the mandatory fields; click on the Save icon to save changes.
- Click on the New Record icon to fill in new produce type/quantity details.

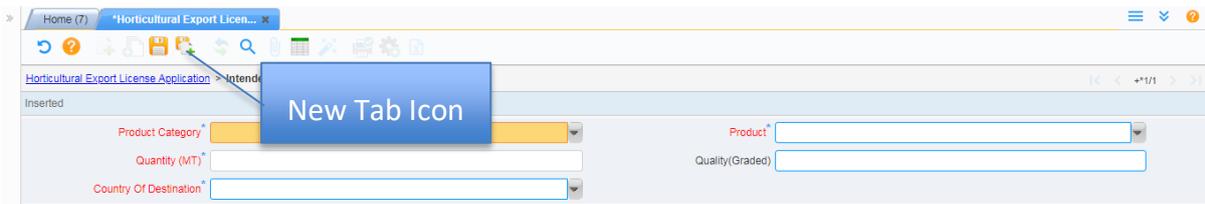


Figure 58 - Intended produce Type/Quantity details tab

- Navigate to Packhouse tab
- Fill in the mandatory details. For a leased packhouse/warehouse, upload the Lease Agreement.

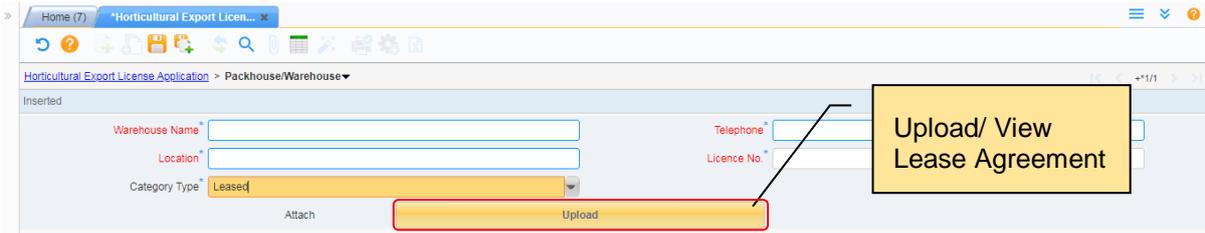


Figure 59 - Packhouse/Warehouse details tab

- Navigate to Produce Transportation Company
- Fill in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to add new record.

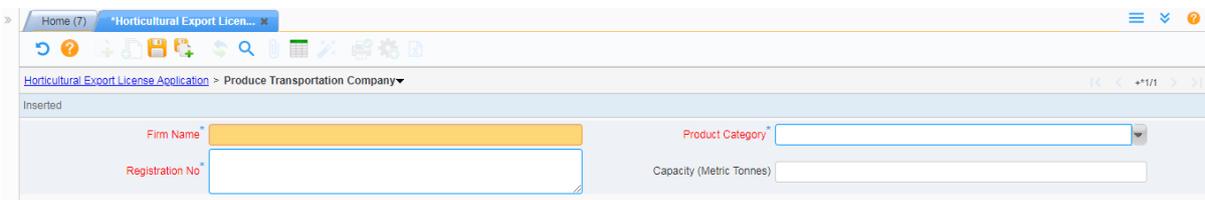


Figure 60 - Produce Transportation Company details tab

- Navigate to Horticultural PS I form
- Fill in the mandatory details and click on the Save icon to save your record.
- Navigate to the sub tabs to populate additional details.

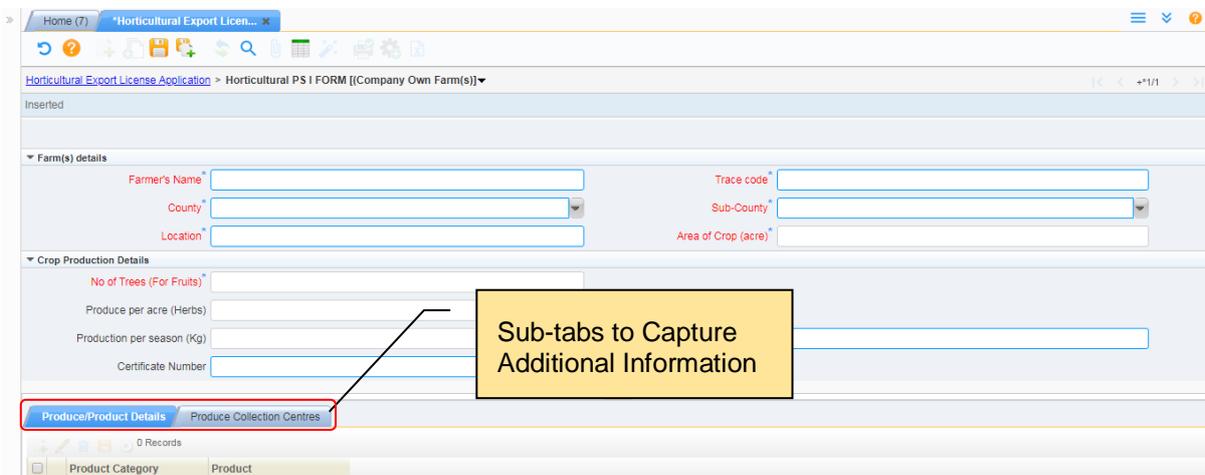




Figure 61 - Horticultural PS I Form details tab

- Navigate to the produce/product details sub-tab
- Fill in the produce/product details and click on the Save icon to save your record. Click on the New record icon to add more records.

Figure 62 - Produce/Product Details sub-tab

- Navigate to produce collection centers.
- Fill in the mandatory details. For a Leased Collection Centre, upload the Lease Agreement.
- Click on the Save icon to save the record; click on the New Record icon to populate new collection centre details.

Figure 63 - Produce Collection Centers sub-tab

- Repeat the same procedure for other Produce Sources

Figure 64 - Horticultural crops PS II Form Tab

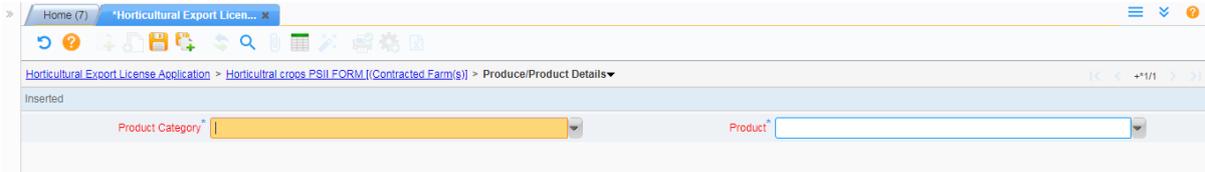


Figure 65 - Produce/Product Details sub-tab

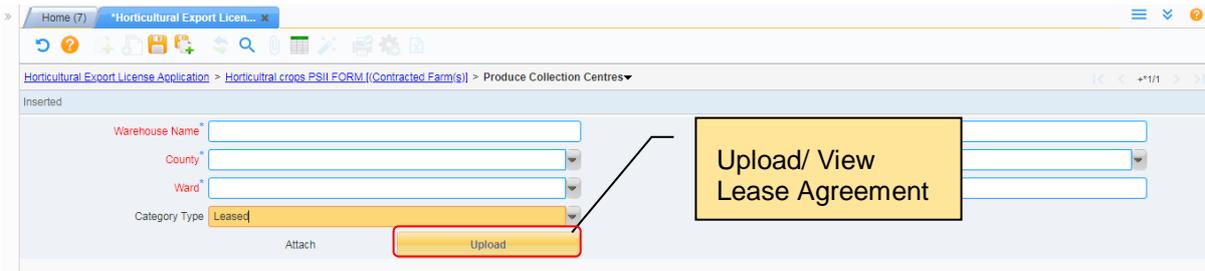


Figure 66 - Produce Collection Centers sub-tab

- Navigate back to the application form by clicking on the blue link([Horticultural export license application](#)).
- Forward the document for approval

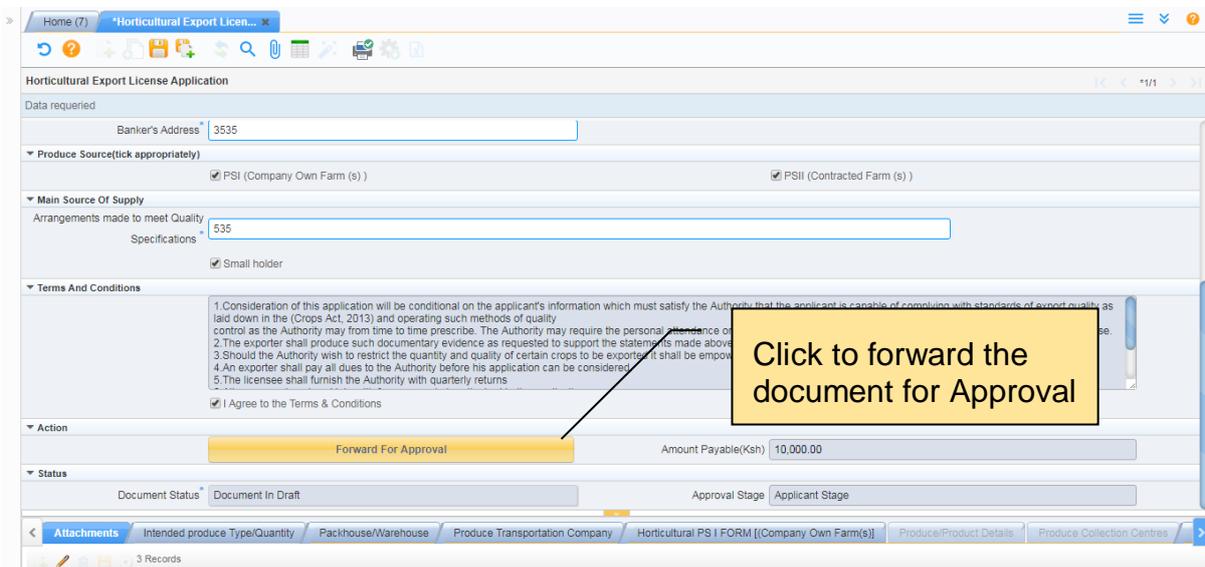


Figure 67 -Application Form

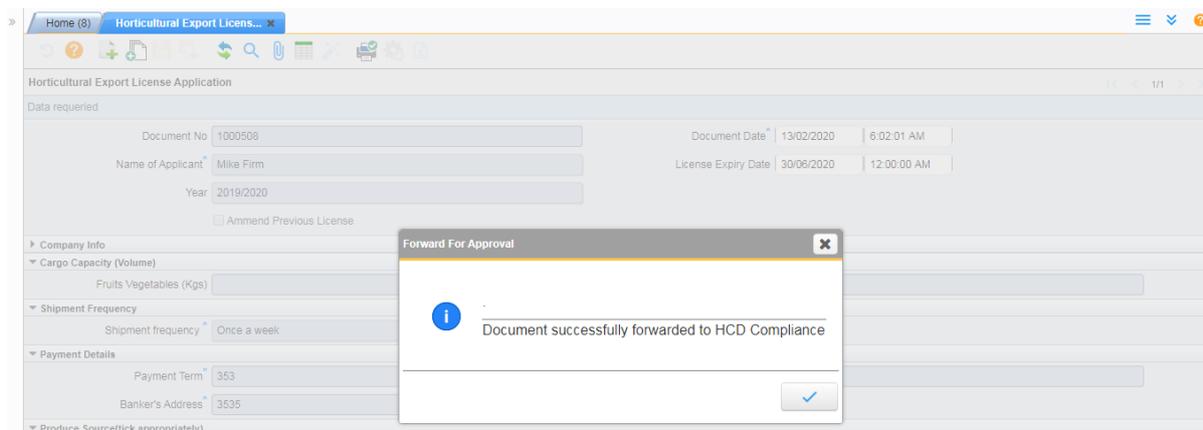


Figure 68 - Successful Document Forward message

After forwarding the application document, the user receives an email notification on successful document submission.

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant is notified via email when a field inspection is due.

Document	License Registration
Document #	1000057
Status	Document In Draft
Description	Application Number: 1000057
Summary	1000057: Demo V2 Company Application for Horticultural Marketing Agent Registration/Renewal, Done On 2020-05-18 10:06:29.0
Message	Kindly note that there is a pending inspection to be done
Link	192.168.1.74:8080/webui/

Figure 69 - Email notification on pending inspection

Field Inspection

After successful field inspection, the applicant receives an email notification with the inspection report.



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



Document	Produce Transportation Inspection
Document #	1000121
Status	Inspection Report
Description	Document No:1000121: Demo V2 Company Horticultural Produce Transportation Checklist, Done On 2020-05-18 10:34:22.003
Summary	Please find Horticultural Produce Transportation Inspection Report attached.
Message	
Link	

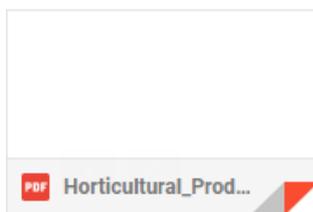


Figure 70 - Email notification with Transportation inspection report

Document	Packhouse Inspection
Document #	1000103
Status	Inspection Report
Description	Document No:1000103: Demo V2 Company, Horticultural Parkhouse/warehouse Inspection, Done On 2020-05-18 10:34:22.035
Summary	Please find Horticultural Parkhouse/warehouse Inspection Report attached.
Message	
Link	

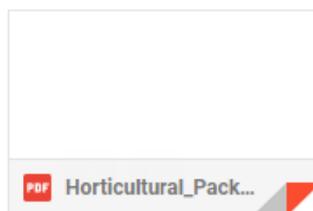


Figure 71 - Email notification with packhouse inspection report



Document	Export Farm Insp
Document #	1000168
Status	Inspection Report
Description	Document No:1000168: Demo V2 Company Horticultural Crops Export License Farm Inspection Checklist , Done On 2020-05-18 00:00:00.0
Summary	Please find Horticultural Export License Farm Inspection Report attached.
Message	
Link	

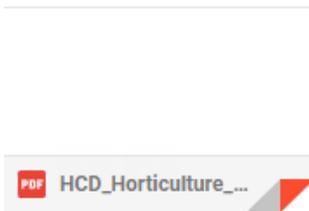


Figure 72 - Email notification with Farm inspection report

After field inspection, HCD Compliance is able to approve the document. The document goes through internal HCD approval processes and document status changes as per the approval status.

HCD Compliance ⇒ HCD Licensing Committee ⇒ AFA Licensing Committee ⇒ Payment Request

The applicant is then prompted to make the license levy payment through an email/SMS notification.

The applicant receives an email notification on pending license levy payment; to initiate payment of the license levy.

License Levy Payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.

After approval by HCD Finance, the applicant receives an email notification with the Official Payment Receipt



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke
---	---	--

OFFICIAL RECEIPT VOUCHER (AFA)

Received from: Demo Company BRCPT7379		Date:2/24/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM
--	---	---

Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticultural Export License Application: 1000507			10,000.00
TOTAL AMOUNT				10,000.00

Amount In Words : **** TEN THOUSAND AND 0/100

With Thanks For and On Behalf Of AFA

Signature of Receiving Officer.....	Date:.....
Your Were Served By: AGRICULTUREAUTH\DWESA	Receiving Bank: Barclays Bank

Figure 73 - Sample receipt voucher

Document	Export Licence - License Applications
Document #	1000507
Status	Document Approval Completed
Description	Application Number: 1000507
Summary	1000507: Demo Company Application for Horticultural Export License, Done On 2020-02-10 02:54:08.0
Message	
Link	192.168.1.110:8080/webui/

Figure 74- Email notification on application approval

License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. (See Ref. 3.4.4)



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



1000508

AGRICULTURE AND FOOD AUTHORITY
HORTICULTURAL CROPS DIRECTORATE

Nairobi Horticultural Centre, Airport North Road P.O Box 42601-00100 NAIROBI, KENYA.
Tel: +254 20 2088469, 3597356, 2131560, 3597362 Fax: +254 20 3532898/7
Email: director.horticulture@agricultureauthority.go.ke Website www.agricultureauthority.go.ke

EXPORT LICENSE

Name: Mike Firm of Post office Box Nairobi - 212424 is/are hereby licensed to export horticultural produce as specified under the CROPS act 2013 From 17-Feb-2020 To 30-Jun-2020 to export the following product(s)

Product Category

Fruits



Date Printed:
17-Feb-2020



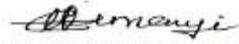

For Director General AFA

Figure 75 - Sample Horticultural Export License

4.1.4 Horticultural Produce Importers License Application

This process is initiated by an Importer with the AFA Horticultural Crops Directorate, and for the license to be processed, paid for and printed. Navigate to the below Menu:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Applications ⇒ Horticulture Produce Importers License Application

- Read through the Terms and Conditions and agree.
- Navigate through the tabs to populate additional requisite details.



Horticultural Produce Importers License Application

Data requested

Document No 1000042 Document Date* 13/02/2020 8:06:31 AM

Name of Applicant* Mike Firm License Expiry Date 30/06/2020 12:00:00 AM

Year 2019/2020

Company Info

Terms And Condition

I hereby declare that the particulars which I have given are true and accurate to the best of my knowledge and belief.

I Agree to the Terms & Conditions

Action

Forward For Approval Amount Payable(Ksh) 10,000.00

Status

Document Status* Document In Draft Approval Stage Applicant Stage

Company's Imports Supply/Distribution Re-exported produce Attachments Directors/Owner Packhouse/Warehouse Produce Transportation Company

Product Category	Product	Country of Origin	Quantity (MT)
0 Records			

Figure 76 - Application Form

- Click on Company's Imports tab.
- State the company's imports details and click on the Save icon to save your record. Click on the New Record icon to enter new imports details.

Horticultural Produce Importers License Application > Company's Imports

Inserted

Product Category* [Dropdown] Product* [Dropdown]

Country of Origin* United States Quantity (MT)* [Text]

Figure 77 - Company's Imports tab

- Click on supply /Distribution tab
- Provide the supply/distribution details and click on the Save icon to save your record. Click on the New Record icon to add more records.

Horticultural Produce Importers License Application > Supply/Distribution

Inserted

Client Supermarket* [Text] Postal Address* [Text]

Product* [Dropdown]

Figure 78 - Supply/Distribution tab

- Click on Re-exported produce tab.
- Enter the details for any Re-exported produce and click on the Save icon to save your record. Click on the New Record icon to add more records.



Figure 79 - Re-exported produce

- Click on Attachments tab.
- Upload all the required documents

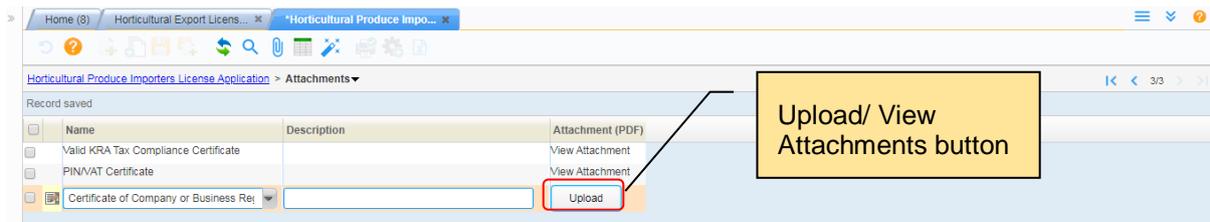


Figure 80 - Attachments Tab

- Click on Directors tab.
- Fill in the directors/owners details and attach the required documents. For foreign directors, state their nationality and upload their work permits.
- Save your progress and click on New Record icon to add new directors/owners details.

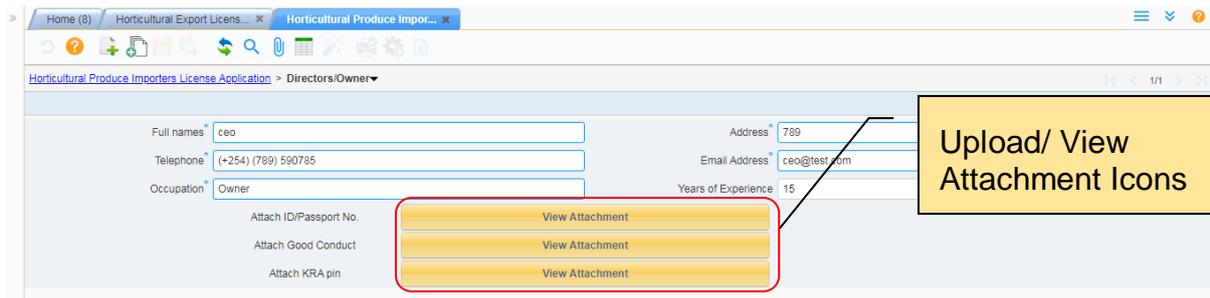


Figure 81 - Directors/Owner Tab

- Click on Packhouse/warehouse details tab.
- Provide the packhouse/warehouse details and click on the Save icon to save your record. For a leased packhouse/warehouse, upload the Lease Agreement.
- Click on the New Record icon to populate new packhouse/warehouse details.

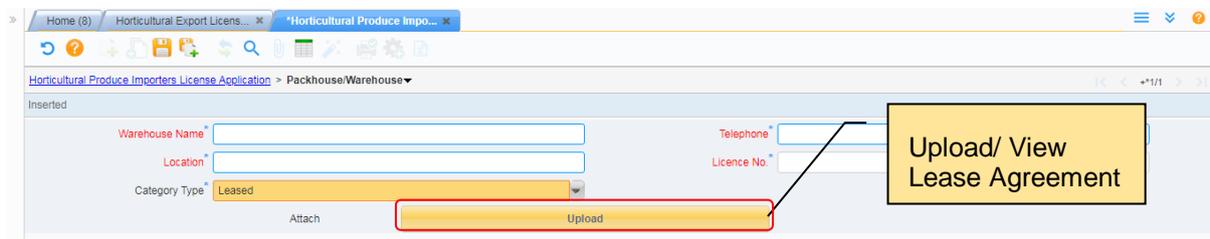


Figure 82 - Packhouse/Warehouse details tab



- Click on produce transportation details tab
- Provide the transportation company details and click on the Save icon to save your record.
- Click on the New Record icon to create new transportation company records.

Figure 83 - Produce Transportation Company details tab

- Navigate back to the application form by clicking on the blue link ([Horticultural produce importers license application](#)) and forward the document for approval

Figure 84 - Successful document forward

After forwarding the application document, the user receives an email notification on successful document submission.

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

HCD Compliance ⇒ HCD Licensing Committee ⇒ AFA Licensing Committee ⇒ Payment Request

The applicant receives an email notification on pending license levy payment; to initiate payment of the license fee.

License Levy Payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



After approval by HCD Finance, the applicant receives an email notification on document approval. An official payment receipt voucher is also sent through the email.

AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke															
OFFICIAL RECEIPT VOUCHER (AFA)																	
Received from: Demo Company BRCPT7378		Date:2/24/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Customer No.</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Analysis Code</th> <th style="width: 15%;">Unit Prices</th> <th style="width: 10%;">Total Amount</th> </tr> </thead> <tbody> <tr> <td>A006758729R</td> <td>Horticultural Produce Importers License Application/Renewal: 1000041</td> <td></td> <td></td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL AMOUNT</td> <td style="text-align: right;">10,000.00</td> </tr> </tbody> </table>			Customer No.	Description	Analysis Code	Unit Prices	Total Amount	A006758729R	Horticultural Produce Importers License Application/Renewal: 1000041			10,000.00	TOTAL AMOUNT				10,000.00
Customer No.	Description	Analysis Code	Unit Prices	Total Amount													
A006758729R	Horticultural Produce Importers License Application/Renewal: 1000041			10,000.00													
TOTAL AMOUNT				10,000.00													
Amount In Words : **** TEN THOUSAND AND 0/100																	
With Thanks For and On Behalf Of AFA																	
Signature of Receiving Officer.....		Date:.....															
Your Were Served By: AGRICULTUREAUTH\DWESA		Receiving Bank: Barclays Bank															

Figure 85 - Sample receipt voucher

Document	Importers License Application - License Applications
Document #	1000041
Status	Document Approval Completed
Description	Application Number: 1000041
Summary	1000041: Demo Company Application for Horticultural Produce Importers License Registration/Renewal, Done On 2020-02-10 05:34:05.0
Message	
Link	192.168.1.110:8080/webui/

Figure 86 - Email notification on application approval



License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. (See Ref. 3.4.4)

1000042


AGRICULTURE AND FOOD AUTHORITY
HORTICULTURAL CROPS DIRECTORATE

CERTIFICATE OF REGISTRATION FOR HORTICULTURAL PRODUCE
(IMPORTERS)

(issued in accordance with paragraph 29(3) of Horticultural Crops Development Authority Order, 2011.)

Company/AgentName: Mike Firm
LRNO.: B23
Address:
Postal Address Nairobi - 212424
Tel NO.: 254741070462
Email mikeboswa@gmail.com
Certificate Registration No.:1000042

Is/are hereby licensed as a horticultural produce Dealer as specified under the CROPS act 2013
From 17/Feb/2020 To 30/Jun/2020

Date Printed:
17-Feb-2020



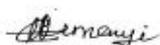

For Director General AFA

Figure 87 - Sample Certificate of Registration for Horticultural Produce importers



4.1.5 Horticulture Request for Packhouse (Coldroom)

This process is initiated by a client for a packhouse request with the AFA Horticultural Crops Directorate, and for the agreement to be processed. Navigate to the below Menu:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ Registration (Other Forms) ⇒ Horticulture Request For Packhouse Lease (Coldroom)

- Capture the Packhouse details as required;
- Read through and agree to the terms and conditions;
- Forward the document for approval.

Figure 88 - Request for Packhouse (Coldroom) Application Form

Figure 89 - Forward for Approval prompt

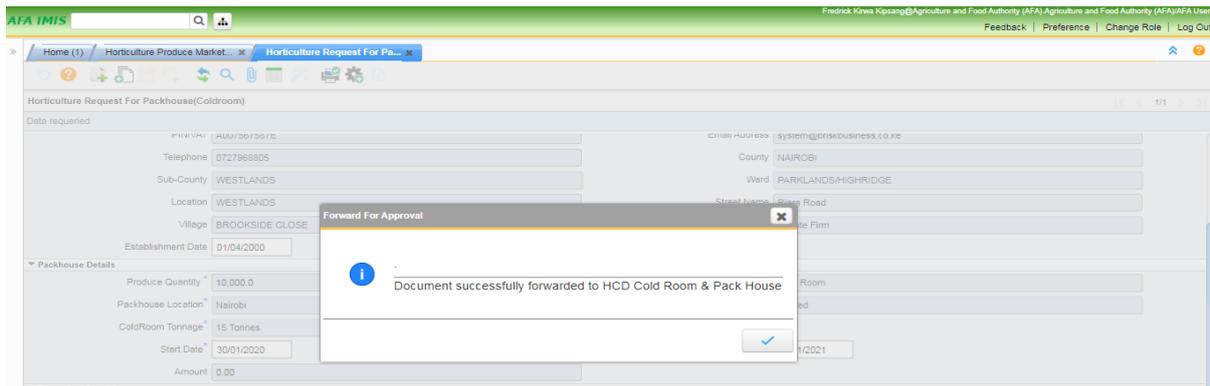


Figure 90 - Successful Application document forward

After forwarding the application document, the user receives an email notification on successful document forward.

Document	Horticulture Request For Packhouse(Coldroom)
Document #	1000022
Status	Document Approval In Progress
Description	Application Number: 1000022
Summary	1000022 -AFH TRIAD GROUP - Application for Day for the Period from 2020-01-31 00:00:00.0 to 2020-02-11 00:00:00.0
Message	Application successfully forwarded to HCD Cold Room & Pack House
Link	192.168.1.110:8080/webui/

Figure 91 - Email notification on successful application forward

Approval for packhouse/ coldroom lease is ONLY done by HCD Coldroom& Packhouse. After approval, the applicant receives an email notification.

Document	Horticulture Request For Packhouse(Coldroom)
Document #	1000022
Status	Document Approval Completed
Description	Application Number: 1000022
Summary	1000022 -AFH TRIAD GROUP - Application for Day for the Period from 2020-01-31 00:00:00.0 to 2020-02-11 00:00:00.0
Message	null
Link	192.168.1.110:8080/webui/

Figure 92 - Email notification on application approval



The applicant is then prompted to make the license levy payment through an email/SMS notification.

The applicant receives an email notification on pending license levy payment; to initiate payment of the license levy.

License Levy Payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form.

After approval by HCD, the applicant receives an email notification with the Official Payment Receipt

Printing Packhouse(Coldroom) Lease Agreement

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the lease Agreement. ([See Ref. 3.4.4](#))

OR

Navigate to

AFA Menu ⇒ Horticultural Crops Directorate ⇒ Registration (Other Forms) ⇒ Horticulture Request for Packhouse Lease (Coldroom) ⇒ Print



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



HORTICULTURAL CROPS DIRECTORATE
Nairobi Horticultural Centre, Airport North Road, Opp. JKIA
P.O BOX 42801-00100 NAIROBI, KENYA
Tel: +254-20-2088469 , 3597356, 2131560, 3597262 Fax +254 20 35328998/7
E MAIL director.horticulture@agricultureauthority.go.ke Website: www.agricultureauthority.go.ke

PACK HOUSE LEASE AGREEMENT

NO. 1000023

Name AFH TRIAD GROUP
of P.O BOX 5656

is/are hereby granted a lease of the pack house space at a rate of KES 0 to pack produce not exceeding 15 Tonnes per Shared prior to the sealing of this contract as per the lease terms & conditions From Jan 31, 2020 to Jan 30, 2021

Terms & Conditions
TENANT AGREES

- To pay any extra amount evaluated at a per KG rate that will be agreed between us and HCD for all produce above 15 Tonnes kgs processed and or packed using the pack house facility.
- To make prior arrangement in writing for extension of the contract period
- To abide by the rules and regulations set by HCDA on use and maintenance of the facilities

Either party can give the other one months notice of termination of this lease . Any dispute arising during the performance of this agreement shall be mutually discussed & settled by both parties or an arbitrator appointed by both parties

DATE: 31/01/2020

Signed:.....
Pack House Manager

Signed:.....
Client

Figure 93 - Sample Packhouse Lease Agreement



4.1.6 Horticulture Exporter Request for Inspection

This process is initiated by an exporter for an inspection request for Mango or Avocado. Navigate to the below Menu:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ Registration (Other Forms) ⇒ Horticulture Exporter Request For inspection

- The applicant **MUST** have a Horticulture Export License.
- Fill in all the mandatory fields;
- Read through the Terms and Conditions, and agree to them;
- Submit the application document.

The screenshot shows the 'Horticulture Exporter Request For Inspection' form. Key fields include: Document No, Document Date (17/02/2020, 5:13:13 PM), Name of Applicant (Mike Firm), Time of Entry, Location Of Produce/Inspection, Product (dropdown), Designation, Terms And Condition (checkbox for agreement), and a 'Document Submission' button. The status is 'Document In Draft'.

Figure 94 - Application Form

The screenshot shows the same form after successful submission. A yellow callout box labeled 'Successful submission' points to the top of the form. The status is now 'Document Approval Completed'. The form fields are filled with test data: Document No (1000017), Name of Applicant (Mike Firm), Time of Entry (12:00:00 AM), Location Of Produce/Inspection (Nairobi), Product (Avocado), Horticulture Export Licence (1000508), Exporters Agent Name (test), Size Of Consignment (test), and Designation (China).

Figure 95 - Successful Document Submission

Field Inspection

After successful field inspection, the applicant receives an email notification with the inspection report.



4.1.7 Parkhouse/warehouse Changes

This process is initiated by a client to effect changes in the Parkhouse/warehouse. Navigate to the below Menu:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ Registration (Other Forms) ⇒ Parkhouse/warehouse Changes

- Select the Dealer Category and the accompanying License category;
- Navigate to the Packhouse/Warehouse tab to populate additional details.

Figure 96 - Application Form

- Fill in the mandatory fields. For leased packhouse/warehouse, upload the Lease Agreement.
- Click on the save icon to save your records. Click on the New Record icon to add new records.

Figure 97 - Packhouse/Warehouse details tab

- Navigate back to the main application form and forward the document for approval.



4.1.8 Horticultural Product Monthly Returns per Destination

This process is initiated by a client to file the monthly returns. Navigate to the below Menu:

AFA Menu ⇒ **Horticultural Crops Directorate** ⇒ **Returns** ⇒ **Horticultural Product Monthly Returns per Destination**

Returns are submitted by applicants with Horticulture Export License ONLY.

- Select the Month you are submitting returns for and fill in returns details;
- Click on the Save icon to save your record;
- Navigate to the Details tab to populate additional requisite details.

Figure 98 - Returns Form

- Provide the required details and click on the Save icon to save your record. Click on the New Record icon to add new records.

Figure 99 - Details tab

- Navigate back to the returns form by clicking on the blue link; and submit the returns.

Figure 100 - Document submission prompt



Agriculture and Food Authority (AFA) Horticultural Crops Directorate

Notification on Submission

Home (51) Horticultural Product Month... x

Horticultural Product Monthly Returns per Destination

Product Quaterly Returns Per Destination Document Successfully Submitted

Document No 1001558 Document Date 04/04/2020 10:40:03 AM

Name of Applicant* Demo Company Horticulture Export Licence 1000507

Year* 2019/2020 Month* Apr-20

Action Document Submission

Status Document Status Document Approval Completed

Details

1 Records

Product Category	Quantity (MT)	Destination
Flowers	8,764.0	Europe

Figure 101 - Successful returns submission

After Submitting the returns, the user receives an email notification on successful Submission.

Document	Product Quaterly Returns Per Destination
Document #	1001558
Status	Submitted
Description	1001558: Demo Company Application for Horticultural Product Quaterly Returns, Done On 2020-04-04 10:40:03.0
Summary	1001558: Demo Company Application for Horticultural Product Quaterly Returns, Done On 2020-04-04 10:40:03.0
Message	Documented Submitted
Link	192.168.1.110:8080/webui/

Figure 102 - Email notification on successful returns submission

4.1.9 Horticulture Crops Nursery License Renewal

This process allows applicants to renew their expired horticulture crop nurseries License. Navigate to:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Renewals ⇒ Horticulture Crops Nursery License Renewal

- All application details from the previous license are prepopulated, user is allowed to edit document ;
- Read through the Terms and Conditions and agree;
- Click on the Save icon to save your record; this will automatically populate the details in the tabs from the previous license application
- Navigate through the tabs to view, edit and add new details/records;
- Navigate back to the application form and forward the document for approval.



Document No: [] Document Date: 04/04/2020 10:40:03 AM
Name of Applicant: Demo Company License Expiry Date: 30/06/2021 12:00:00 AM
Year: ~2020/2021~
 Amend Previous License

Company Info

Nursery Source

Fruit Tree (Tissue Culture) Fruit Tree (Conventional)
 Vegetable Seedling (Tissue Culture) Seedling (Conventional)
 Ornamental Seedling (Tissue Culture) Seedling (Conventional)

Terms And Conditions

1. This certificate is valid for (one) 1 year in line with Government's financial year.
2. This certificate is not transferable to any other person, or nursery site.
3. All certified planting materials which are not distributed during the certification's period will be subject to re-inspection.
4. Nursery Registration shall be done after the payment of the nursery registration fee.

Action

I Agree to the Terms & Conditions

Status

Document Status: Document In Draft

Tissue Culture (Fruit Tree Nursery) **Attachments** Directors/Owners

Figure 103 - Application form

Document No: 1000144 Document Date: 04/04/2020 10:40:03 AM
Name of Applicant: Demo Company License Expiry Date: 30/06/2021 12:00:00 AM
Year: ~2020/2021~
 Amend Previous License

Company Info

Nursery Source

Fruit Tree (Tissue Culture) Fruit Tree (Conventional)
 Vegetable Seedling (Tissue Culture) Seedling (Conventional)
 Ornamental Seedling (Tissue Culture) Seedling (Conventional)

Terms And Conditions

1. This certificate is valid for (one) 1 year in line with Government's financial year.
2. This certificate is not transferable to any other person, or nursery site.
3. All certified planting materials which are not distributed during the certification's period will be subject to re-inspection.
4. Nursery Registration shall be done after the payment of the nursery registration fee.

Forward For Approval

Document successfully forwarded to HCD Compliance

Figure 104 - Successful Document forward

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant receives an email notification on pending license payment to initiate the payment of license levies.



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



Document	Nursery Registration
Document #	1002128
Status	AFA License Pending Payment
Description	Your application has been approved and is due for payment. Kindly pay Kshs500
Summary	1002128 License Payment Details : Demo Company - For Nursery Registration - Horticulture Nursery Certificate Application/Renewal: 1000144
Message	Please Pay For the License Fee In The System. 1. Login to the System 2. Go to 'License Payment & Appeal' menu 3. Open 'License Payment' window. 4. Click Pay Now. 5. You will receive an MPESA prompt via Phone number 254722406432 Or Use Other Provided Payment Options
Link	192.168.1.110:8080/webui/

Figure 105- Email notification on pending payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.

After approval by HCD Finance, the applicant receives an email notification on document approval; and also the official payment receipt voucher in an email.

AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke																
OFFICIAL RECEIPT VOUCHER (AFA)																		
Received from: Demo Company BRCPT7377		Date:2/24/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Customer No.</th> <th style="width: 40%;">Description</th> <th style="width: 15%;">Analysis Code</th> <th style="width: 15%;">Unit Prices</th> <th style="width: 15%;">Total Amount</th> </tr> </thead> <tbody> <tr> <td>A006758729R</td> <td>Horticulture Nursery Certificate Application/Renewal: 1000144</td> <td></td> <td></td> <td style="text-align: right;">500.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL AMOUNT</td> <td style="text-align: right;">500.00</td> </tr> </tbody> </table>	Customer No.	Description	Analysis Code	Unit Prices	Total Amount	A006758729R	Horticulture Nursery Certificate Application/Renewal: 1000144			500.00	TOTAL AMOUNT				500.00			
Customer No.	Description	Analysis Code	Unit Prices	Total Amount														
A006758729R	Horticulture Nursery Certificate Application/Renewal: 1000144			500.00														
TOTAL AMOUNT				500.00														
Amount In Words : **** FIVE HUNDRED AND 0/100																		
With Thanks For and On Behalf Of AFA																		
Signature of Receiving Officer.....	Date:.....																	
Your Were Served By: AGRICULTUREAUTH\DWESA	Receiving Bank: Barclays Bank																	

Figure 106- Sample receipt voucher



Document	Nursery Registration - License Registrations
Document #	1000144
Status	Document Approval Completed
Description	Application Number: 1000144
Summary	1000144: Demo Company Application for Renewal of Horticulture Nursery Certificate, Done On 2020-04-04 10:40:03.0
Message	
Link	192.168.1.110:8080/webui/

Figure 107- Email notification on application approval

License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.4.4](#))

4.1.10 Horticulture Produce Marketing Agent Renewal (HPMA)

This process allows applicants to renew their expired horticulture produce marketing agent License. Navigate to:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Renewals ⇒ Horticulture Produce Marketing Agent Renewal (HPMA)

- All application details from the previous license are prepopulated, user is allowed to edit document ;
- Read through the Terms and Conditions and agree;
- Click on the Save icon to save your record; this will automatically populate the details in the tabs from the previous license application
- Navigate through the tabs to view, edit and add new details;
- Navigate back to the application form and forward the document for approval.



Document No: [] Document Date: 04/04/2020 10:40:03 AM
Name of Applicant: Demo Company License Expiry Date: 30/06/2021 12:00:00 AM
Year: ~2020/2021- []
 Amend Previous License

Company Info
Produce Source (tick appropriately)
Terms And Conditions

1. A marketing agent shall...
2. A marketing agent shall...
3. A marketing agent shall...
4. A marketing agent shall...
5. A marketing agent shall...
6. A marketing agent shall...
7. A marketing agent shall...
I hereby declare that the particulars are true and correct.

I Agree to the Terms & Conditions

Action
Forward For Approval Amount Payable (Ksh) 5,000.00

Status
Document Status: Document In Draft Approval Stage: Applicant Stage

Directors/Owner Attachments Packhouse/Warehouse Produce Transportation Company Horticultural PS I FORM ((Company Own Farm(S)) Produce/Product Details Produce Collection Centres

0 Records

Figure 108- Application Form

Document No: 1000059 Document Date: 04/04/2020 10:40:03 AM
Name of Applicant: Demo Company License Expiry Date: 30/06/2021 12:00:00 AM
Year: ~2020/2021- []
 Amend Previous License

Company Info
Produce Source (tick appropriately)
Terms And Conditions

1. A marketing agent shall use trans...
2. A marketing agent shall only pick...
3. A marketing agent shall not retur...
4. A marketing agent shall observe...
5. A marketing agent shall display...
6. A marketing agent shall be contr...
7. A marketing agent shall fully com...
I hereby declare that the particulars are true and correct.

Forward For Approval

Document successfully forwarded to HCD Compliance

Figure 109- Successful document forward

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant receives an email notification on pending license payment to initiate the payment of license fee.



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



Document	Marketing Agent Registration
Document #	1002129
Status	AFA License Pending Payment
Description	Your application has been approved and is due for payment. Kindly pay Kshs10000
Summary	1002129 License Payment Details : Demo Company - For Marketing Agent Registration - Horticultural Marketing Agent Registration/Renewal: 1000059
Message	Please Pay For the License Fee In The System. 1. Login to the System 2. Go to 'License Payment & Appeal' menu 3. Open 'License Payment' window. 4. Click Pay Now. 5. You will receive an MPESA prompt via Phone number 254722406432 Or Use Other Provided Payment Options
Link	192.168.1.110:8080/webui/

Figure 110 - Email notification on pending payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.

This is the last stage of approval.

After approval by HCD Finance, the applicant receives an email notification on document approval; and the official payment receipt voucher in an email.

AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke		
OFFICIAL RECEIPT VOUCHER (AFA)				
Received from: Demo Company BRCPT7380		Date:2/24/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM		
Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticultural Marketing Agent Registration/Renewal: 1000059			10,000.00
TOTAL AMOUNT				10,000.00
Amount In Words : **** TEN THOUSAND AND 0/100				
With Thanks For and On Behalf Of AFA				
Signature of Receiving Officer.....			Date:.....	
Your Were Served By: AGRICULTUREAUTH\DWESA			Receiving Bank: Barclays Bank	

Figure 111 - Sample receipt voucher



Document	Marketing Agent Registration - License Registrations
Document #	1000059
Status	Document Approval Completed
Description	Application Number: 1000059
Summary	1000059: Demo Company Application for Horticultural Marketing Agent Registration/Renewal, Done On 2020-04-04 10:40:03.0
Message	
Link	192.168.1.110:8080/webui/

Figure 112 - Email notification on successful document approval

License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.4.4](#))

4.1.11 Horticulture Export License Renewal

This process allows applicants to renew their horticulture Export License. Navigate to:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Renewals ⇒ Horticulture Export License Renewal

- All application details from the previous license are prepopulated, user is allowed to edit document ;
- Read through the Terms and Conditions and agree to them;
- Click on the Save icon to save your record; this will automatically populate the details in the tabs from the previous license application
- Go through the details on the application form and update them if necessary;
- Navigate through the tabs to view, edit or add new details;
- Navigate back to the application form and forward the document for approval.



Agriculture and Food Authority (AFA)

Horticultural Crops Directorate

Our Crops, Our Wealth

Figure 113 - Application Form

Figure 114 - Successful document forward

Document	Export Licence - License Renewals
Document #	1000509
Status	Document Approval In Progress
Description	Application Number: 1000509
Summary	1000509: Demo Company Application for Horticultural Export License, Done On 2020-04-04 15:01:41.0
Message	Application successfully forwarded to HCD Compliance
Link	192.168.1.110:8080/webui/

Figure 115 - Email notification on successful document forward

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant receives an email notification on pending license levy payment to initiate the payment of license levies.



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



Document	Export Licence
Document #	1002130
Status	AFA License Pending Payment
Description	Your application has been approved and is due for payment. Kindly pay Kshs5000
Summary	1002130 License Payment Details : Demo Company - For Export Licence - Horticultural Export License Application: 1000509
Message	Please Pay For the License Fee In The System. 1. Login to the System 2. Go to 'License Payment & Appeal' menu 3. Open 'License Payment' window. 4. Click Pay Now. 5. You will receive an MPESA prompt via Phone number 254722406432 Or Use Other Provided Payment Options
Link	192.168.1.110:8080/webui/

Figure 116 - Email notification on pending payment

After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.

This is the last stage of approval.

After approval by HCD Finance, the applicant receives an email notification on document approval; and the official payment receipt voucher in an email.

AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke		
OFFICIAL RECEIPT VOUCHER (AFA)				
Received from: Demo Company BRCPT7381		Date:2/24/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM		
Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticultural Export License Application: 1000509			5,000.00
TOTAL AMOUNT				5,000.00
Amount In Words : **** FIVE THOUSAND AND 0/100				
With Thanks For and On Behalf Of AFA				
Signature of Receiving Officer.....			Date:.....	
Your Were Served By: AGRICULTUREAUTH\DWESA			Receiving Bank: Barclays Bank	

Figure 117 - Sample receipt voucher



Document	Export Licence - License Renewals
Document #	1000509
Status	Document Approval Completed
Description	Application Number: 1000509
Summary	1000509: Demo Company Application for Horticultural Export License, Done On 2020-04-04 15:01:41.0
Message	
Link	192.168.1.110:8080/webui/

Figure 118 - Email notification on successful application approval

License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. (See Ref. 3.4.4)

4.1.12 Horticultural Produce Importers License Renewal

This process allows applicants to renew their horticulture Export License. Navigate to:

AFA Menu ⇒ Horticultural Crops Directorate ⇒ License Renewals ⇒ Horticultural Produce Importers License Renewal

- All application details from the previous license are prepopulated, user is allowed to edit document;
- Read through the Terms and Conditions and agree to them;
- Click on the Save icon to save your record; this will automatically populate the details in the tabs from the previous license application
- Navigate through the tabs to view, edit or add new details;
- Navigate back to the application form and forward the document for approval.

Figure 119 - Application Form

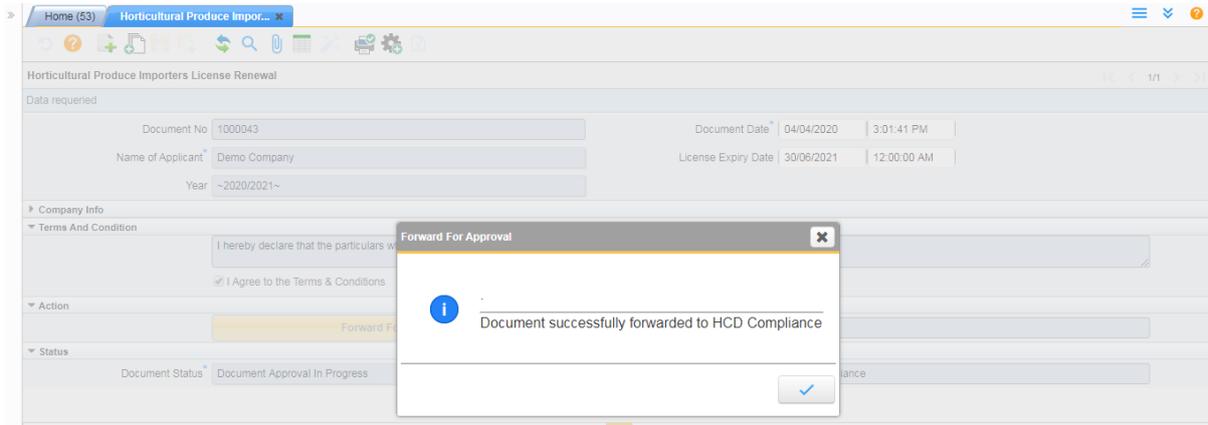


Figure 120 - Successful Document forward

Document	Importers License Application - License Applications
Document #	1000043
Status	Document Approval In Progress
Description	Application Number: 1000043
Summary	1000043: Demo Company Application for Horticultural Produce Importers License Registration/Renewal, Done On 2020-04-04 15:01:41.0
Message	Application successfully forwarded to HCD Compliance
Link	192.168.1.110:8080/webui/

Figure 121 - Email notification on successful document forward

The document is forwarded to HCD compliance for review to approve, defer or reject.

The document goes through internal HCD approval processes and document status changes as per the approval status.

The applicant receives an email notification on pending license levy payment to initiate the payment of license levies.

Document	Importers License Application
Document #	1002131
Status	AFA License Pending Payment
Description	Your application has been approved and is due for payment. Kindly pay Kshs10000
Summary	1002131 License Payment Details : Demo Company - For Importers License Application - Horticultural Produce Importers License Application/Renewal: 1000043
Message	Please Pay For the License Fee In The System. 1. Login to the System 2. Go to 'License Payment & Appeal' menu 3. Open 'License Payment' window. 4. Click Pay Now. 5. You will receive an MPESA prompt via Phone number 254722406432 Or Use Other Provided Payment Options
Link	192.168.1.110:8080/webui/

Figure 122 - Email notification on pending payment



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate
Our Crops, Our Wealth



After successful payment ([Ref. 3.4.3](#)), the payment status changes on the application form and the document is ready for approval by HCD Finance.

This is the last stage of approval.

After approval by HCD Finance, the applicant receives an email notification on document approval; and also the official payment receipt voucher in an email.

AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944		PO51504488Z info@agricultureauthority.go.ke www.agricultureauthority.go.ke															
OFFICIAL RECEIPT VOUCHER (AFA)																	
Received from: Demo Company BRCPT7382		Date:2/24/2020 12:00:00 AM Directorate Code: Department Code: FIN_ADM															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Customer No.</th> <th style="width: 45%;">Description</th> <th style="width: 15%;">Analysis Code</th> <th style="width: 15%;">Unit Prices</th> <th style="width: 10%;">Total Amount</th> </tr> </thead> <tbody> <tr> <td>A006758729R</td> <td>Horticultural Produce Importers License Application/Renewal: 1000043</td> <td></td> <td></td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL AMOUNT</td> <td style="text-align: right;">10,000.00</td> </tr> </tbody> </table>	Customer No.	Description	Analysis Code	Unit Prices	Total Amount	A006758729R	Horticultural Produce Importers License Application/Renewal: 1000043			10,000.00	TOTAL AMOUNT				10,000.00		
Customer No.	Description	Analysis Code	Unit Prices	Total Amount													
A006758729R	Horticultural Produce Importers License Application/Renewal: 1000043			10,000.00													
TOTAL AMOUNT				10,000.00													
Amount In Words : **** TEN THOUSAND AND 0/100																	
With Thanks For and On Behalf Of AFA																	
Signature of Receiving Officer.....		Date:.....															
Your Were Served By: AGRICULTUREAUTH\DWESA		Receiving Bank: Barclays Bank															

Figure 123 - Sample receipt voucher

Document	Importers License Application - License Applications
Document #	1000043
Status	Document Approval Completed
Description	Application Number: 1000043
Summary	1000043: Demo Company Application for Horticultural Produce Importers License Registration/Renewal, Done On 2020-04-04 15:01:41.0
Message	
Link	192.168.1.110:8080/webui/

Figure 124 - Email notification on application approval

License Printing

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.4.4](#))