

AGRICULTURE AND FOOD AUTHORITY

HORTICULTURE CROPS DIRECTORATE STAKEHOLDERS' USER MANUAL







Contents

2	Preamble	3
2.1	Core Function	
3	Introduction	4
3.1	Content Management System (CMS) – Public Portal5	
3.2	IMIS Log in9	
3.3	System Menu11	
3.4	System Navigation & Buttons11	
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 Menu15	
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	10
4.1.5	Horticulture Request for Packhouse (Coldroom)	16
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
4.1.1	0 Horticulture Produce Marketing Agent Renewal (HPMA)	56
4.1.1	1 Horticulture Export License Renewal	59
4.1.1	2 Horticultural Produce Importers License Renewal	52





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. Advice 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.



HOW IT WORKS

AFA website

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

REGISTRATION



Figure 3 - Stakeholder CMS – Standards Tabs Continuation

AFA – Horticultural Crops Directorate User Manual



AFA – Horticultural Crops Directorate User Manual



AFA IMIS PO	DRTAL
main	
AFA IMIS Partner Registration	
First Name	Surname
Othernames	National ID NO
0712345678	Your Valid Email Address
company Name	-Select-Company-Type-
Company Registration NO	KRA PIN
Company Valid Email Address	dd yyyy
Postal Address	Postal Code
Building Name	Street Name
PlotNo	Select County

STAKEHOLDER ACCESS

HOW IT WORKS

EVENTS AND ACTIVITIES



Figure 6 - Stakeholder Registration Window

-Select-Sub-County- Town/ City Location	Select-ward-	Agriculture and Food Authority Tea House; Naivasha Road, off Ngong Road
Town/ City Location	Village	Road
Location		BO Boy 27862, 00100 Nairahi
I'm not a robot	Sub Location	Cell Phone: +254- 722200556/734600944 Wireless: +254- 020 - 2536869/2536886 E-Mail: info@afa.go.ke Website: www.afa.go.ke
		LINKS AND AFFILIATES

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 (<u>https://imis.afa.go.ke:81</u>) 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	
Our Crops, Our weatth	New Password
IMIS	Confirm New Password
	Security Question Who was your childhood hero?
AFA Integrated Management Information System Version : Beta 1.1.0 Vendor : Brisk Solution Company Ltd	Answer ab
	×

Figure 10 - Password Reset

	🍎 AFA IMIS
	Old Password
AFA IMIS	
	Password updated successfully
	r childhood hero?
	· · · · · · · · · · · · · · · · · · ·

Figure 11 - Password Reset Successful



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate

Our Crops, Our Wealth



3.3 System Menu

AFA IMIS Q	<u>#</u>	Faith Kötor Jerono@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA) Feedback Proference Change Role	VAFA User
Menu		Home (19)	× 0
Menu AFA Main Menu License Payments & Appeal AFA Setup		Home (19) Activities Image: Source and Sourc	2

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

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



Horticultural Crops Directorate

Our Crops, Our Wealth

\$	Refresh : Get the latest data, for the active records, from the databases.		
	Grid Toggle : Show detailed information of one record only. This is suitable for adding (entering) or editing data.	Alt + T	
IK	First record: Go to the first record in a document.	Alt + Home	
<	Previous record : Go to the previous record in a document.	Alt + Left	
>	Next record : Go to the next record in a document.	Alt + Right	
×	Last record: Go to the last record in a document.	Alt + End	
Q	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.	Alt + F	
	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.	F12	
Home (53)	Menu: Go back to the IMIS client main menu.		
0	Help : Information about the purpose of the window and the meaning of each field.		
×	Exit window : Close the window, and go to the main.	Alt + H	

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.



Horticultural Crops Directorate Our Crops, Our Wealth

3.4.3 License Fee Payment

This process allows applicants to make payments for any application that is billable. **AFA Menu** \Rightarrow **License Payments & Appeal** \Rightarrow **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.

AFA IMIS	Q			Fredrick Kirwa Kipsang@Agriculture and Food Authority (AFA).Agriculture and Food Authority (AFA)/AFA User
				Feedback Preference Change Role Log Out
Home Horticulture Crop	Vursery L	× AFA Payment (License Levie ×		* 0
🗢 😮 📮 🖥 🗎	\$ \$	s 🔍 🕛 🥅 💉 🚔 🖏 🗈		
AFA Payment (License Levies	ayment			< < 1/1 > >
Doc	ument No	1002007	Docume	ent Date 30/01/2020
Name of	Applican	AFH TRIAD GROUP		
Description				
D	escription	Horticulture Nursery Certificate Application/Renewal: 1000140		
▼ License Fee				
	Amoun	500.0	🛛 Pre	
▼ Dates		· · · · · · · · · · · · · · · · · · ·		Select the Payment Type
Inv	pice Date	30/01/2020	Payme	Coloce and F aymone Type
		✓ Invoiced		
▼ Paymode				
Pay	ment type	MPESA		Click to Submit Payment
Action				
		Pay Via Mpesa	ſ	
▼ Status				
Appro	val Stage			
▼ Mpesa Response				
Check Ou	Reques		Response Des	scription
Customer	Message		Respons	se Code
Merchan	Reques			
			2	

Figure 16 – AFA Payment Form

AF	Q (MIS	<u>a</u>	Fredrick Kinwa Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA) AFA User Feedback Preference Change Role Log Out
>	Home Horticulture Crop Nursery L	AFA Payment (License Levie x	* 0
	이 🚱 🔒 🖉 🗄 💲 💲	🔍 🕛 📰 📈 🕞 🖏 🗈	
	AFA Payment (License Levies Payment)		$ \langle \langle 1/1 \rangle \rangle $
	License Payment Document Successfully S	ubmitted	
	Document No	1002007	Document Date 30/01/2020
	Name of Applicant	AFH TRIAD GROUP	

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.



Horticultural Crops Directorate Our Crops, Our Wealth

AFA IMIS	Q 🛔			Fath Kibor Jerono@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)AFA User Feedback Preference Change Role Log Out
Menu	~ * *	Home (19)	Click on	\$ 0
 AFA Main Menu License Payments & Appeal AFA Setup 		Activities	Notice tab	
		Favourites DropMenultemHere		

Figure 18 – Application approval notification

AF	A IMIS	ф	Fredrick Krwa Kipsangi	@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA) AFA User EastInack Drafarance Channe Bole Lon Out
>	Home (1)	_		
	이 🖓 🛱 🖉 😫 📚	Q ()	■ ※ 警務 32	
	Notice			< < 1/1 > >
		Created	0/01/2020 1:27:39 PM	
		Notice	017212	
	Re	Reference	pplication No: 1000140	
	De	escription	our application has been Approved	Click to view
	Text N	Message	000140: AFH TRIAD GROUP Application for Horticulture Nursery Certificate, Done On 2020-01-30 10.33:14.0	Application
	F	Remarks		Document
		6	Active Acknowledge	
			B Reference Document	

Figure 19 – Reference Document

AFA I » /	MIS Q Home (1) / Exp Notice × / Hortic	Liture Crop Nursery L ×	Click Pri	nt Icon		Fredrick Kirwa Kipsang@Aj	griculture and Food Authorit	ty (AFA) Agriculture and Food Authority ack Preference Change Ro	(AFA)/AFA User ole Log Out
Но	rticulture Crop Nursery License Regis	stration							
	Document No Name of Applicant [*]	1000140 AFH TRIAD GROUP] 	Document Date [*]	30/01/2020 10:33:14 AM 30/06/2020 12:00:00 AM			
* (Company Info	Ammend Previous License							
	L.R No/Plot No	5959			Postal Address*	5656			
	Postal Code*	00100			ompany Reg No.	78498			
	PIN/VAT*	A007567587E	Horticultural Nursery Registration License						
	Email Address*	fredkirwa@gmail.com	Print License?			Clic	k Ok.		
	Sub-County*	WESTLANDS			/				
	Location*	WESTLANDS	View Report		$ \longrightarrow $				
	\/illage [*]	BROOKSIDE CLOSE		J	✓ OK	× Cancel			
	Street Name	Riara Road		Es	ablishment Date	01/04/2000			
	Legal Status	Private Firm			National ID No.*	31781434			

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.

AFA IMIS		Q 📠					
Menu							
📄 AFA Main N	lenu						
E Sugar D	lirectorate						
E Tea Dire							
Horticult	tural Crops Directorate						
E Licen	se Applications						
AFA IMIS AFA Main Menu • AFA Main Menu • Sugar Directorate • Tea Directorate • Coffee Directorate • Horticultural Crops Directorate • Horticultural Crops Directorate • License Applications • Horticulture Crop Nursery License Registration • Horticultural Export License Application • Horticultural Produce Importers License Application • Horticulture Request For Packhouse Lease (Coldroom) • Horticulture Exporter Request For Inspection • Horticulture Crops Nursery License Renewal • Parkhouse/warehouse Changes • Parkhouse/warehouse Changes • Horticulture Produce Marketing Agent Renewal (HPMA) • Horticulture Produce Marketing Agent Renewal (HPMA) • Horticulture Produce Marketing Agent Renewal (HPMA) • Horticulture Export License Renewal • Horticulture Produce Importers							
Menu AFA Main Menu Sugar Directorate Coffee							
Menu AFA Main Menu Sugar Directorate Tea Directorate Coffee Directorate Horticultural Crops Directorate Horticultural Crops Directorate Horticultural Crops Nursery License Registration Horticultural Export License Application Horticultural Produce Importers License Application Horticultural Produce Importers License Application Horticulture Request For Packhouse Lease (Coldroom) Horticulture Exporter Request For Inspection Parkhouse/warehouse Changes Horticulture Crops Nursery License Renewal Horticulture Crops Nursery License Renewal Horticulture Produce Marketing Agent Renewal Horticulture Produce Marketing Agent Renewal Horticulture Produce Marketing Agent Renewal Horticulture Export License Renewal Horticulture Export License Renewal Horticulture Produce Marketing Agent Renewal Horticulture Export License Renewal Horticulture Export License Renewal Horticulture Export License Renewal Horticulture Produce Marketing Agent Renewal Horticulture Export License Renewal							
1	Horticultural Produce Importer	rs License Application 🛛 🔒					
📄 Regis	stration (Other Forms)						
AFA IMIS Q Menu AFA Main Menu Sugar Directorate Tea Directorate Coffee Directorate Coffee Directorate Horticultural Crops Directorate License Applications Horticulture Crop Nursery License Registration Horticultural Export License Application Horticultural Produce Importers License Application Horticulture Request For Packhouse Lease (Coldroom) Horticulture Exporter Request For Inspection Parkhouse/warehouse Changes Horticulture Crops Nursery License Renewal Horticulture Exporter Request For Inspection Horticulture Crops Nursery License Renewal Horticulture Produce Marketing Agent Renewal (HPMA) Horticulture Produce Marketing Agent Renewal (HPMA)							
	Horticulture Exporter Request	For Inspection 📑					
i i i i i i i i i i i i i i i i i i i	Parkhouse/warehouse Chang	es 🔒					
📄 Licen	ise Renewals						
	Horticulture Crops Nursery Lic	ense Renewal 📑					
_	Horticulture Produce Marketin	g Agent Renewal (HPMA)					
	Horticulture Export License Re	enewal 📑					
i i i i	Horticultural Produce Importer	rs License Renewal 📑					
📄 Retu	ms						
1	Horticultural Product Monthly	Returns per Destination	8				

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:

- 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.

				Fredrick Kirwa Kipsang@Agr	iculture and Food Authority (AFA).A	riculture and Food Authority (AFA)/AFA User
and inits					Feedback Pr	eference Change Role Log Ou
 Home (2) Horticulture Crop Nurse O O 	Save Icor	ו				≈ 0
Horticulture Crop Nursery License Regis	stration	_				< < +*1/1 > >
Inserted						
Document No			Document Date*	03/04/2020 10:00:40 AM		
Name of Applicant	AFH TRIAD GROUP		License Expiry Date	30/06/2020 12:00:00 AM		
Year	2019/2020					
	Ammend Previous License					
▶ Company Info						
Nursery Source						
	Fruit Tree (Tissue Culture)			Fruit Tree (Conventional)		
	Vegetable Seedling (Tissue Culture)			Vegetable Seedling (Conventiona	al)	
	Ornamental Seedling (Tissue Culture)			Ornamental Seedling (Convention	nal)	
Terms And Conditions						
	1. This certificate is valid for (one) 1 year in line with 0 2. This certificate is not transferable to any other pers 3. All certified planting materials which are not distribu 4. Nursery Registration shall be done after the payme	Sovernment's financial year on, or nursery site. Ited during the certification's perio int of the nursery registration fee.	od will be subject to re-inspection			
▼ Action						
	Forward For Approva	1				
	I Agree to the Terms & Conditions		Amount Payable(Ksh)	500.00		
▼ Status						
Attachments Directors/Owners						
A Z C B C O Records						
Name Des	scription At	ttachment (PDF)				
No Records found						

Figure 22 – License registration form

• Navigate through the tabs to populate more details.

		Fredrick Kirwa Kipsang@Agriculture and Food Authority (AFA).Agriculture and Food Authority (AFA)/AFA User
	Q	Feedback Preference Change Role Log Out
Home *Horticulture Cro	pp Nursery X	≈ @
១ 😮 😫 🖣	🔓 💲 🔍 🕕 📰 🗡 💕 🖏 🗈	
Horticulture Crop Nursery Lice	nse Registration	< < http://www.solution.com/
Inserted		
	✓ Fruit Tree (Tissue Culture)	Fruit Tree (Conventional)
	Vegetable Seedling (Tissue Culture)	Vegetable Seedling (Conventional)
	Ornamental Seedling (Tissue Culture)	Ornamental Seedling (Conventional)
Terms And Conditions		
	This certificate is valid for (one) 1 year in line with doverment's financial year This certificate is not transferable to any other person, or nursery site. All certified planting materials which are not distributed during the certification's period will be subject to re- Nursery Registration shall be done after the payment of the nursery registration fie.	inspection
▼ Action		
Ark Inits Image: Market Inits Image: Market Inits	Forward For Approval	
	I Agree to the Terms & Conditions Amount Payat	ble(Ksl
▼ Status		labs to capture additional
Document Sta	atus" Document in Draft Approva	al Stage Information
Tissue Culture (Fruit Tree Nur	rsery) Conventional (Ornamental Seedlings) Attachments Directors/Owners	
↓ Z		
Name	Description Attachment (PDF)	
No Records found		

Figure 23 – Additional Tabs

AFA – Horticultural Crops Directorate User Manual



Horticultural Crops Directorate

Our Crops, Our Wealth

• 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

AE	A IMIS	Q 🛦		Fn	edink Kines Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)/AFA User Feedback Preference Change Role Log Out
>>	Home	*Horticulture Crop Nursery 🗙		Drop down	
	ວ 🕜	다 🖓 💾 🖏 💲 🔍 🏾	🔲 🗡 📽 🖏 🖻		
	Horticulture	Crop Nursery License Registration > Tissu	ue Culture (Fruit Tree Nursery)-		< < +*1/1 > ⇒
	Inserted				
		Product Category Fruits		Product*	▼
		Variety*		Number of Seedlings*	

Figure 24 - Tissue culture tab

			Fredrick Kinws Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AF				
	Q			Feedback Preference Change Role Log Out			
» / Home *	*Horticulture Crop Nursery 🗙		Drop down	≈ 0			
🔊 🕜	다 🖯 💾 🖏 🛸 🔍 🕕 🔳 🗡	😤 🖄 🖻					
Horticulture Cro	op Nursery License Registration > Conventional (Ornamental Seedlings)		< < +*1/1 > >			
Inserted							
	Product Category Flowers		Product*	▼			
	Variety*		Number of Seedlings				

Figure 25 -Conventional tab

AFA	A IMIS Home Horticulture Crop N O O O Horticulture Crop N C C Horticulture Crop Nursey License Re Inserted Product Category Variety		۹ 🛋				t Kirwa Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)AFA User Feedback Preference Change Role Log Ou	
»	Home *Hort	e 'Horticulture Crop Nursery X			Drop down			
	Horticulture Crop Nu	ursery License Regis	tration > Convetional (Vegetable Seedlings)▼				< < +*1/1 > >	
	nserted							
	F	Product Category*	Vegetables	-	Product			
		Variety*			Number of Seedlings*			

Figure 26 Conventional tab ii

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

	A 1MI					Fredrick Kirwa Kipsang@Agriculture and Food Authority (AFA).Agricu	ulture and Food Authority (AFA)/AFA User
Ar	A 11411.	•	Q A			Feedback Prefe	rence Change Role Log Ou
»	Hon	1e *Horticulture Crop Nu	ırsery ×				* 0
		😗 📭 🖓 💾 🖏	💲 🔍 🕕 🗮 🏹				
	Horticul	ture Crop Nursery License Re	gistration > Attachments▼				IC C 2/2 > >1
	Record	saved					
		Name	Description	Attachment (PDF)		View/Upload document	
		Copy of Receipt for Seed		View Attachment		attachment hutton	
		Certified Copy of HCD		Upload			
				Attachment (PDF)	_		

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.



AFA IMIS Q 📥	_	_		-	Fredrick Kirwa Kipsang@Agr	iculture and Food Authority (A Feedback	FA).Agriculture and Food Authon Preference Change	nity (AFA)// Role	AFA User
» Home *Horticulture Crop Nursery ×	_							*	: 0
୭ 😮 📑 🔚 🖓 ଓ ଏ 🖉	1. 28	After saving	; click on						
Horticulture Crop Nursery License Registration > Dire	ectors/Owners+	the blue link	to go back		< <			+*1/1	
Inserted		to the mai	n form						
Full names*				Address					
Telephone*			Em	ail Address*					
Occupation*			Years of	f Experience					
Shareholding Percentange					Foreign Director				
Nationality									
▼ Attachment				_					
Attach	ID/Passport No.	Upl	oad			view/Upioa	ad docume	nt	
Attach	Good Conduct	Upl	oad			attachm	ent button		
Atta	ach KRA pin	Upl	oad						
Attac	h Work permit	Upl	oad		_			-	

Figure 28 – Directors tab

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

AFA IMIS			Fredrick Kirwa Kipsang@Agriculture and Fo	ood Authority (AFA).Agriculture and	Food Authority (AFA)	VAFA User
	4			Feedback Preference	Change Role	Log Out
» Home Horticulture Crop Nur	sery L ×				1	8 🕜
o 😮 📑 🌄 😫 🖏	🗢 🔍 🛯 🥅 🚈 📽 📸 🗈					
Horticulture Crop Nursery License F	Registration				IC C 1/1	
Data requeried						
Document No	1000140	Document Date*	30/01/2020 10:33:14 AM			
Name of Applicant	AFH TRIAD GROUP	License Expiry Date	30/06/2020 12:00:00 AM			
Year	2019/2020					
	Ammend Previous License	_				
Company Info						
Nursery Source			Click on For	ward for		
Terms And Conditions						
▼ Action			Approval	Button		
	Forward For Approval					
	✓ I Agree to the Terms & Conditions	Amount Payable(Ksh)	500.00			
▼ Status						
Document Status*	Document In Draft	Approval Stage	Applicant Stage			

Figure 29 - Forwarding the document for approval



Horticultural Crops Directorate

Our Crops, Our Wealth

FA IMIS	Q 🛦		Fredrick Kirwa K	ipsang@Agriculture and F	Eeedback Preference	Change Role	AUse on Oi
Home Horticulture Crop	Nurserv L ×					*	0
0 B 🔂 🗐 C	. \$ २ 🛛 🗆 🗶 😫 ।						
Horticulture Crop Nursery Licen		IC (1/1)					
Data requeried							
Document	No 1000140		Document Date [®] 30/01/2020	10:33:14 AM			
Name of Applicant	AFH TRIAD GROUP		License Expiry Date 30/06/2020	12:00:00 AM			
	ear 2019/2020						
	Ammend Previous License	Forward For Approval	×				
Company Info							
Nursery Source							
Terms And Conditions		· · ·					
▼ Action		Document succe	essfully forwarded to HCD Compliance				
	I Agree to the Terms & Conditions						
▼ Status							
Document Sta	us* Document Approval In Progress			ance			

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 successfuly forwarded to HCD Compliance
Link	192.168.1.110:8080/webui/



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



Horticultural Crops Directorate

Our Crops, Our Wealth

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	<u>192.168.1.110:8080/webui/</u>

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 Inspection1000023
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.



Horticultural Crops Directorate

Our Crops, Our Wealth

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	<u>192.168.1.110:8080/webui/</u>

Figure 34 - Email notification on pending payment

License Levy Payment

After successful payment (<u>Ref. 3.4.3</u>), 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	<u>192.168.1.110:8080/webui/</u>

Figure 35 - Email notification on application approval



Horticultural Crops Directorate

Our Crops, Our Wealth



PO51504488Z AGRICULTURE AND FOOD AUTHORITY Tea House Naivasha Road, Off Ngong Road info@agricultureauthority.go.ke www.agricultureauthority.go.ke P.O.Box 37962 Nairobi ,Tel:+254-722200556/734600944 OFFICIAL RECEIPT VOUCHER (AFA) Received from: AFH TRIAD GROUP Date:1/30/2020 12:00:00 AM Directorate Code: HCD BRCPT7364 Department Code: FIN_ADM Analysis Code Total Amount Customer No. Description Unit Prices Horticulture Nursery Certificate 500.00 A007567587E Application/Renewal: 1000140 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)



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





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



Figure 37 - Sample certificate of registration



Horticultural Crops Directorate

Our Crops, Our Wealth



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 \Rightarrow Horticultural Crops Directorate \Rightarrow License Applications \Rightarrow 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.

AFA IMIS	Save Icon			Fredrick Kirwa Kipsang@Agriculture ar	nd Food Authority (AFA) Agriculture and Food Authority (AFA) AFA User Feedback Preference Change Role Log Out
> Home (1) Horticulture Froduce M	Aarke				* 0
ି ଅ 🚱 🗟 🗄 🗳 🛸	Q 🛛 🖬 📈 🥞 🍓 🖻				
Horticulture Produce Marketing Agent (H	PMA)				< < 1/1*+ > >
Inserted					
Document No			Documer	t Date [*] 30/01/2020 4:37:21 PM	
Name of Applicant*	AFH TRIAD GROUP		License Exp	ry Date 30/06/2020 12:00:00 AM	
Year	2019/2020	_			
	Ammend Previous License		Coloction	aduas Cauras	
Select produce Source					
Produce Source(tick appropriately)					
	PSI (Company Own Farm (s))			Poir (contracted Failin (s))	
	PSIII (Wholesale/market)				
▼ Terms And Conditions					
C	1. A marketing agent shall use transport and . 2. A marketing agent shall only file, produce for a set of the se	ates labeled as per the Authority guic m sources declared in section (5) bi- bit-ed from the farmers contrary and closing dates for harvesting dy- tag to HCD inspections whenever ner- registered dealer (expections whenever, mport A Legal holder No. 1980 of 011. True and accurate to the best of m, ki	eines Nicketto Agree Conditions	te the Terms uter) and shall be confined to a single dealer per con	tract period.
▼ Action					
	Forward For App	oval	Amount Paya		
▼ Status Document Status*	Document in Draft		Approv	Tabs to Cap	ture
Directors/Owner Attachments	Packhouse/Warehouse / Produce Transportat	on Company			
				Additional into	mation

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.



Horticultural Crops Directorate

Our Crops, Our Wealth

Our Crops, Our Reality		• ··· • · · · · · · · · ·				
AFA IMIS				Fredrick Kirwa Kipsa	ng@Agriculture and Food Authority (AFA).Agriculture and Food Authority (AFA)/A	AFA User
	~				Feedback Preference Change Role I	Log Out
» / Home (1) *Horticulture Produ	ce Marke X				*	0
🗳 💾 🐻 😜 😋 C	💲 🔍 🔋 📰 📈 📾 🖏 🖻					
Horticulture Produce Marketing Agent (h	IPMA) > Directors/Owner▼				< < 1/1	
Full name	dir one		Address*	8566		
Telephor	e* (+254) (712) 345689		Email Address*	dir@test.com		
Occupatio	m* Owner		Years of Experience	10		
	Foreign Director		Nationality		Upload/ View	
Shareholding Percentar	ge				Attachment	
	Attach ID/Passport No.	View At	tachment		Attachment	
	Attach Good Conduct	View At	tachment	/ I		
	Attach KRA pin	View At	tachment			
	Attach Work permit	Up	load			

Figure 39 - Directors/ Owners information

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

	416			Fredrick Kirwa Kipsang@	Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)/AFA User
AFA II	415				Feedback Preference Change Role Log Out
» / F	Home (1) *Horticulture Pro	duce Marke ×			* 0
	0 🕜 🛱 🖓 💾 🖏	💲 Q. 🔋 📰 🎉 🗐 🖏 🗈		Upload/ View	
Hort	culture Produce Marketing Agen	L(HPMA) > Attachments ▼			< 1/9 > >
Reco	ord saved			Attachments button	
	Name	Description	Attachment (PDF)		
	Farming Contracts Per		Upload		
	Copy Of Production Sche		View Attachme Attachment (PDF)		
	Good Agricultural Practice		View Attachment		
	PIN/VAT Certificate		View Attachment		
	KS 1758 (Kenya Standard		View Attachment		
	Valid KRA Tax Complianc		View Attachment		
	Certificate of Company or		View Attachment		
	Form CR 12		View Attachment		
	Current Business Permit		View Attachment		

Figure 40 - Attachments Tab

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

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

				Fredrick Kirwa Kip	sang@Agriculture and Food Authority (AFA).Agriculture and Food Aut	hority (AFA)/AFA User
AFA IMIS	а. А.				Feedback Preference Chang	e Role Log Out
» / Home (1) *Horticulture Produce	Marke x Horticulture Request For Pa	×				* 0
୍ର 😗 🔒 🖉 💾 🖏 🔇	🕻 🔍 🕕 📰 🗡 🖷 🆓 🖪					
Horticulture Produce Marketing Agent (HR	PMA) > Packhouse/Warehouse			-	16 6	+*1/1 > >1
Inserted				<u> </u>		
Warehouse Name	*		Telephone*		Upload/ View	h
Location	1		Licence No.			F .
Category Type	*				Lease Agreement	_
	Attach	Uple	ad			

Figure 41 - Packhouse/Warehouse Tab

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

AFA II	MI5 Q	<u>a</u>		Fredrick Kirwa Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)/AFA User Feedback Preference Change Role Log Out
» /	Home (1) Horticulture Produce M	atke x Q 🕛 🥅 🎢 😂 🥸 👔		* 0
Hor	ticulture Produce Marketing Agent (HPM	b) > Produce Transportation Company ▼		< < +*!/1 > >
Inse	rited			
	Firm Name*		Product Category*	· · · · · · · · · · · · · · · · · · ·

AFA – Horticultural Crops Directorate User Manual





Horticultural Crops Directorate Our Crops, Our Wealth

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.

AFA IMIS			Fredrick Kinwa Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)/AFA User
	<u> </u>		Feedback Preference Change Role Log Out
» / Home (1) *Horticulture Produce M	Aarke x		* 0
୍ର 🤪 🗒 🗄 🖏 😒	🔍 🛯 📰 📈 🥞 🦓 🖻		
Horticulture Produce Marketing Agent.(HPM	(A) > Horticultural PS I FORM [(Company Own Farm(S)] ▼		< < +*1/1 > >
Inserted			
▼ Farm(s) details			
Farmer's Name*		Trace code*	
County*	•	Sub-County*	
Location		Area of Crop (acre)	
▼ Crop Production Details	L	J	
No of Trees (For Fruits)		No. of Stems (For Flowers)	
Produce per acre (Vegetables)		Produce per acre (Herbs)	
Production per season (Kg)		Certification Status from origin	
Contificanto Number			
	Sub-tabs t Additional	o Capture Information	
Produce/Product Details Produce	Collection Centres		
🗘 🖉 😑 🕤 0 Records			
Product Category Prod	duct		
No Records found			

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

mange more i Log our	Feedback Preference Change	Q <u>*</u>	AFA IMIS
* 0		iculture Produce Marke	» Home (1) Horticulture Prod
		💾 🖏 🐟 🕕 📰 🗡 🤐 卷 🖻	🗢 😢 🕼 🖉 🗳
< < +*1/1 > >1		rketing Agent (HPMA) > Horticultural PS FORM [(Company Own Farm(S)] > Produce/Product Details	Horticulture Produce Marketing Agent
			Inserted
-	Product	Product Category*	Product Categ
~	Product [®]	Image: Product Category Image: Product Category Image: Product Category Image: Product Category	C C C C C C C C C C C C C C C C C C C

Figure 44 - Produce/ Product Details Sub-tab

				Fredrick Kirwa Kipsang@Agriculture a	nd Food Authority (AFA). Agriculture and Food Authority (AFA)/AFA User
AFA IP					Feedback Preference Change Role Log Out
» / H	ome (1) Horticulture Produce Marke x				* 0
5	🔞 🗟 💾 🖏 🖉 🖉 🔳 📈	After saving click on			
Hortic	ulture Produce Marketing Agent (HPMA) > Horticultural PS I FC	the blue link to go back			< < r/> < r/r++ > >
Insert	ed	to the main form			
	Warehouse Name*				
	County*			Upload/ View	
	Ward*	· /	•	Lease Agreement	
	Category Type*			Louise Agreement	
	Attach	Upload			

Figure 45 - Produce Collection Centers Sub-tab

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



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.

A IMIS		Fredrick Kirwa Kipsang@Agricu	Iture and Food Authority (AFA). Agriculture and Food Authority (AFA)/AFA User
A IIIIS	4 <u>m</u>		Feedback Preference Change Role Log Out
Home (1) Horticulture Produce	Market 🗴		* 🥹
o 🕜 📑 🗗 🗄 🖏	\$ 9.0 目 24 昭格 0		
Horticulture Produce Marketing Agen	t (HPMA)		[< < 1/1 > ⇒]
Record saved			
Establishment La	e 01/04/2000	Legal Status Private Firm	
Produce Source(tick appropriately)		PSII (Contracted Farm (s))	
	PSIII (Wholesate/market)		
* Terms And Conditions	A markeling agent shall use transport and anates labeled as per the Authority guidelines A markeling agent shall only pick produce from sources declared in section (5) above A markeling agent shall observe the genering and closing dates for harvesting of aroos as published by the Auth A markeling agent shall observe the genering and closing dates for harvesting of aroos as published by the Auth A markeling agent shall observe the genering and closing dates for harvesting of aroos as published by the Auth A markeling agent shall be compared for Approval A markeling agent shall be proved for approval	arity from time to time	Click to forward the document for Approv
▼ Action		VOK X Cancel	
	Forward For Approval Amoun	Payable(Ksh) 10,000.00	

Figure 46 - Forwarding the document for approval

AF					Fredrick Kirwa Kipsang@Agriculture and F	Food Authority (AFA) Agriculture and	Food Authority (/	AFAYAFA	User
~	4					Feedback Preference	Change Role	e Log) Out
>>	Home (1) Horticulture Produce M	arket x						*	0
	ି 🖉 🛱 🖧 🗐 🖏 💲	Q 🛛 🗖 📈 🚅 🕉 🗈							
	Horticulture Produce Marketing Agent (H	IPMA)							
	Data requeried								
	Document No	1000056		Document Date* 30/01/20	320 5:26:08 PM				
	Name of Applicant*	AFH TRIAD GROUP		License Expiry Date 30/06/20	020 12:00:00 AM				
	Year	2019/2020							
		Ammend Previous License							
	Company Info				1				
	L.R No/Plot No*	5959	Forward For Approval	×					
	Postal Code*	00100							
	PIN/VAT*	A007567587E			1				
	Telephone*	(+254) (727) 968805	Document succ	essfully forwarded to HCD Compliance	@gmail.com				
	County*	NAIROBI			NDS				
	Ward*	PARKLANDS/HIGHRIDGE			NDS				
	Street Name*	Riara Road	[•	IDE CLOSE				

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 successfuly forwarded to HCD Compliance
Link	192.168.1.110:8080/webui/

Figure 48 - Email notification on successful document forward



Horticultural Crops Directorate

Our Crops, Our Wealth

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	<u>192.168.1.74:8080/webui/</u>

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





Horticultural Crops Directorate Our Crops, Our Wealth

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	
Horticultural_Pack	

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	<u>192.168.1.110:8080/webui/</u>

Figure 52 - Email notification on pending payment

After successful payment (<u>Ref. 3.4.3</u>), the payment status changes on the application form and the document is ready for approval by HCD Finance.



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.



Your Were Served By: AGRICULTUREAUTH\DWESA

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	<u>192.168.1.110:8080/webui/</u>

Receiving Bank: Barclays Bank

Figure 54 - Email notification on application approval



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate

Our Crops, Our Wealth



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 Registation 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



Alemanyi

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:

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

Home (7) *Horticultural Expo	ort Licen ×		≡ × 0	
🔁 😭 🗐 🖓	🍣 🔍 🕘 🥅 📈 🗳 🏶 🗈			
Horticultural Export License Applica	ation		< < mm > >	
Data requeried				
Document No	1000508	Document Date* 13/0	2/2020 6:02:01 AM	
Name of Applicant	Mike Firm	License Expiry Date 30/0	6/2020 12:00:00 AM	
Year	2019/2020			
	Ammend Previous License			
Company Info				
 Cargo Capacity (Volume) 				
Fruits Vegetables (Kgs)		Flower (No Of Stems)		
 Shipment Frequency 				
Shipment frequency	Once a week			
▼ Payment Details				
Payment Term	353	Bank [*] 3535	;	
Banker's Address*	3535)		
Produce Source(tick appropriately)			- Taha ta Cantura	
	PSI (Company Own Farm (s))	🖉 PS	all (Cont Tabs to Capture	
Main Source Of Supply Additional Information				
 Terms And Conditions 				
11 Consideration of this application will be conditional on the applicant's information which must satisfy the Authority that the applicant				
< Intended produce Type/Quantity	Packhouse/Warehouse Produce Transportation Company Hortic	ultural PS I FORM [(Company Own Farm(s)]	Produce/Product Details / Produce Collection Centres / Horticultral crops P	
2 A P A S Records				

Figure 56 - Application form

- Navigate to Attachments
- Upload all the required documents.

» / H	lome (7) / *Horticultural Export Licen	×			≡ × 0
	0 😫 🖉 🗄 🖏 💲 🔍	🕛 📰 🎽 🥵 📽 🖻			
Horti	cultural Export License Application > Attachr	nents 🗸			I< < 3/3 > >
Reco	rd saved			Lipload/ View	
	Name	Description	Attachment (PDF)	Attachments butter	
	Certificate of Company or Business Regi		View Attachment	Attachments button	
	Current Business Permit		View Attachment		1
	Form CR 12		Upload		

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.

GU Creg. Cur makh	Agriculture a Horticultura Our	nd Food A al Crops Crops, Our W	uthority (AFA) 5 Directorate ealth	
Home (7) *Horticultural Export Licen	. ×			≡ × 0
୍ର 😮 🗟 🔚 🖧 💲 ବ୍	. 🕛 📰 🎉 💕 🎝 🖻			
Horticultural Export License Application > Intend	10			< < +*1/1 > >
Inserted	New Tab Icon			
Product Category*		~	Product	-
Quantity (MT)*			Quality(Graded)	
Country Of Destination*		-		

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.

>>	Home (7) *Horticultural Expo	ort Licen ×				=	× 0
	🤤 😫 🕼 😫 🚱 C	\$ 9. 1) 🖬 🗡 🗃 🕸					
	Horticultural Export License Application	n > Packhouse/Warehouse▼			14 4	+*1/1	
	Inserted			_			
	Warehouse Name			Telephone*	Upload/ View		
	Location			Licence No.*	Lease Agreement		
	Category Type*	Leased	*	/	Ŭ		
		Attach	Upload				

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.

» Home (7)	*Horticultural Export	t Licen ×		≡ * 0
😗 🕐	4 🖯 💾 🖏 -	💲 🔍 🗐 📈 🤮 捲 🗈		
Horticultural Exp	ort License Application	> Produce Transportation Company		< < ⊢\1*+ > >
Inserted				
	Firm Name*		Product Category*	
	Registration No*		Capacity (Metric Tonnes)	

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.

> O Image: Second License Application > Horticultural PS I FORM [(Company Own Farm(s))▼ Inserted	≡ × 0				Home (7) *Horticultural Export Licen ×
Horicultural Excort License Acolication > Horicultural PS I FORM [[Company Own Farm(s)]▼ Inserted ▼ Farm(s) details) 📰 🗡 🤮 🖏 🖻	୭ 😮 🕼 🔂 💾 🖏 💲 ସ
Inserted Farm(s) details	< < +*1/1 > >		arm(s)] 🗸	ral PS I FORM [(Company Own Farm(s)	Horticultural Export License Application > Horticulture
▼ Farm(s) details					Inserted
▼ Farm(s) details					
Tauna at A					▼ Farm(s) details
ramers name	Trace code*				Farmer's Name*
County" Sub-County"	Sub-County	-			County
Location* Area of Crop (acre)*	a of Crop (acre)*	Area			Location
▼ Crop Production Defails					▼ Crop Production Details
No of Trees (For Fulls)					No of Trees (For Fruits)*
Produce per acre (Herbs)			_	_	Produce per acre (Herbs)
Production per season (Kg) Sub-tabs to Capture	ture	-tabs to Capt	Sub-ta		Production per season (Kg)
Certificate Number Additional Information	nation	itional Inform	Additio		Certificate Number
ProduceProduct Details Produce Collection Centres			-	n Centres	Produce/Product Details Produce Collection
1 / o Pl D Records					0 Records
Product Category Product					Product Category Product

AFA – Horticultural Crops Directorate User Manual



Horticultural Crops Directorate

Our Crops, Our Wealth

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.

Home (7) *Horticultural Export Licen x			≡ × 0
5 😢 ই 🚰 🗳 🗢 🧶 🗐 🗮 🖉 😂 🗈			
Horticultural Export License Application > Horticultural PS I FORM [(Company.Own F	arm(s)] > Produce/Product Details		< < +*1/1 > >
Inserted			
Product Category*	~	Product*	

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.

>>	Home (7) *Horticultural Expo	ort Licen ×			≡ × 0
	🗳 💾 🕄 🗐 🔇	\$ Q 🕕 🖬 🔀 🔗 (
	Horticultural Export License Application	> Horticultural PS I FORM [(Compa	ny Own Farm(s)] > Produce Collection Centres		< < +*1/1 > >
	Inserted				
	Warehouse Name*				
	County*			Upload/ View	
	Ward		·	Lease Agreement	
	Category Type*	Leased	-		J
		Attach	Upload		

Figure 63 - Produce Collection Centers sub-tab

• Repeat the same procedure for other Produce Sources

> Home (7) Horticultural Export Licen x		≡ * 0
회 🕸 🖹 🕂 💾 🖏 🌣 🔍 🛯 📰 🗡 🥞 🖏 🗈		
Horticultural Export License Application > Horticultral crops PSII FORM [(Contracted Farm	[\$]]▼	< < +*1/1 > >
Inserted		
▼ Farmer/Group Details		
Farmer's Name*	Trace code*	
ID No./Passport No.*	Telephone*	
Email Address	County	
Location*	Area of Crop (acre)*	
▼ Crop Production Details		
No of Trees (For Fruits)*		
	Sub-tabs to Capture	
Production per season (Kg)	Additional Information	
Certificate Number		
Produce/Product Details Produce Collection Centres		
+ Z 😑 💾 💿 O Records		
Product Category Product		

Figure 64 - Horticultural crops PS II Form Tab



» / Home (7) *Horticultural Export Licen ×			≡ ∛ 0
🍃 😮 😫 🚰 👯 💲 의 🗎 其			
Horticultural Export License Application > Horticultral crops PSII	FORM.[(Contracted Farm(s)] > Produce/Product Details		< < +*1/1 > >
Inserted			
Product Category*		Product*	v

Figure 65 - Produce/Product Details sub-tab

>>	Home (7) Horticultural Export Licen x		≡ × 0
	5 😢 🛱 🚰 💲 🔍 📗 🗐 🖉 🖓 🖪		
	Horticultural Export License Application > Horticultral crops PSII FORM.((Contracted Farm(s)) > Produce Collection Centres		< < +*1/1 > >
	Inserted		
	Warehouse Name*		
	County"	Upload/ View	•
	Ward*	Lease Agreement	
	Category Type Leased	5	
	Attach Upload		

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

Home (7) *Horticultural Exp	ort Licen ×	
🖧 💾 🗍 🗐 🔇	IIII 🔍 🕕 📰 📈 🗳 🖄 🗈	
Horticultural Export License Applic	ation	< < ••• • > >
Data requeried		
Banker's Address	3535	
 Produce Source(tick appropriately) 		
	PSI (Company Own Farm (s))	PSII (Contracted Farm (s))
 Main Source Of Supply 		
Arrangements made to meet Quality	535	
Specifications	Small holder	
The second se		
* Tennis And Conditions	1. Consideration of this application will be conditional on the applicant's inform laid down in the (Crops Act, 2013) and operating such methods of quality control as the Authority may from time to time prescribe. The Authority may re 2. The exporter shall produce such documentary evidence as requested to su; 3. Should the Authority wish to restrict the quantity and quality of certain crops 4. An exporter shall provide to the Authority before his application can be 5. The licensee shall fursh the Authority the duratity returns the Authority wish to reach Authority the form the application can be 5. The licensee shall fursh the Authority the quarterity returns the Authority the state of the Authority the quarterity returns the Authority the Authority th	alton which must satisfy the Authority that the apply and is canable of computing with standards of export outility as point the statemptic made above to be exported in shall be empower considered.
	✓ 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
Attachments Intended pro Attachments 3 Records	duce Type/Quantity / Packhouse/Warehouse / Produce Transportation Co	mpany / Horticultural PS I FORM ((Company Own Farm(s)) / Produce/Product Details / Produce Collection Centres /

Figure 67 - Application Form

		Agric Horticu	ulture and Foo ultural Cro Our Crops, O	od Authority (AFA) Ops Directora ur Wealth	ate	
»	Home (8) Horticultural Expo	rt Licens ×				≡ × 0
	이 🚯 📑 🖓 🖽 🔅	📚 🔍 🕛 🔳 📈 🖷 🕴				
ł	lorticultural Export License Applica	ition				IC C 1/1 > >I
)ata requeried					
	Document No			Document Date* 13/02/2020	6:02:01 AM	1
	Name of Applicant	Mike Firm		License Expiry Date 30/06/2020	12:00:00 AM	
	Year					
		Ammend Previous License				
1	Company Info		Forward For Approval	×		
1	Cargo Capacity (Volume)					
	Fruits Vegetables (Kgs)					
-	Shipment Frequency					
	Shipment frequency *	Once a week	Document succe	essfully forwarded to HCD Compliance		
-	Payment Details					
	Payment Term*					
	Banker's Address	3535		~		
	Produce Source(tick appropriately)		L			

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	<u>192.168.1.74:8080/webui/</u>

Figure 69 - Email notification on pending inspection

Field Inspection

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



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



е	

Horticultural Crops Directorate

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	
HCD_Horticulture	

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 (<u>Ref. 3.4.3</u>), 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



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

Received from	: Demo Company		E	0ate:2/24/2020 12:00:00 AM
BRCPT7379		Directo Directo Departa		Code: FIN_ADM
Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticultural Export License Application: 1000507			10,000.00
		TOT	TAL 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)



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:

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



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate

Our Crops, Our Wealth	Our Crops, O	ur Wealth			_		
Home (8) Horticultural Export	Licens × Horticultural Produce Impor ×					≡ × 0	
୦ 😮 📑 🐻 😫 🖏	🗢 🔍 🕛 🥅 📈 🗳 📽 🕄						
Horticultural Produce Importers Lice	ense Application					< < 1/1 > >	
Data requeried							
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						T I I I I I I I I I I	
Document Status	Document In Draft	Approval Stage	Applicant Stage			Tabs to Capture	
						Additional Information	
Company's Imports Supply/E	Vistribution / Re-exported produce / Attachments / Directors/Owner /	Packhouse/Warehouse / Produce Tr	ansportation Cor	npany	-		
🗣 🖉 🗎 😬 💿 O Records							
Product Category	Product Country of Origin Quantity (MT)						

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.

\gg	Home (8) Horticultural Export L	icens × Horticultural Produce Impo ×			≡ * 0
	🖓 💾 🖏 🏭 😵 C	\$ 🔍 🕕 🔳 📈 🥵 🕅			
	Horticultural Produce Importers License	Application > Company's Imports -			< < +*1/1 > >
	Inserted				
	Product Category*		~	Product*	-
	Country of Origin*	United States	-	Quantity (MT)*	

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.

\gg	Home (8) Horticultural Export Licens * Horticultural Produce Impo *		≡ ×	0
	5 🥝 🛱 🔂 💾 🖏 🌣 🔍 🛯 📰 📈 🥞 🖏 🖻			
	Horticultural Produce Importers License Application > Supply/Distribution -		+*1/1 >	
	Inserted			
	Client Supermarket*	Postal Address*		
	Product	.		

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

»	Hor	me (8) / Horticultural Export Licens ×	*Horticultural Produce Impo ×			≡	♦ 🕜
		😮 🛱 🖥 💾 🖏 📚 Q 🛽) 🔲 🎽 🥞 📽 🛛				
E	lorticu	Itural Produce Importers License Application >	Attachments			I< < 3/	3 > >1
F	ecord	saved			Lipload/ View		
0		Name	Description	Attachment (PDF)			
)	Valid KRA Tax Compliance Certificate		View Attachment	Attachments button		
)	PIN/VAT Certificate		View Attachment			
		Certificate of Company or Business Rey		Upload			

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.

» /	Home (8) Horticultural Export	Licens × Horticultural Produce	Impor ×			≡ * 0				
	🗢 😢 📑 🚰 🕾 📚 🔍 📗 🏧 🖉 端 🗈									
н	orticultural Produce Importers Licens	e Application > Directors/Owner				< < 1/1 > >				
					_					
	Full names	сео		Address	789	Unload/ View				
	Telephone	(+254) (789) 590785		Email Address*	ceo@test.com					
	Occupation*	Owner		Years of Experience	15	Attachment Icons				
		Attach ID/Passport No.	View At	tachment	/ '					
		Attach Good Conduct	View At	tachment						
		Attach KRA pin	View At	tachment						

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.

< < http://www.sec.ex.ex.ex.ex.ex.ex.ex.ex.ex.ex.ex.ex.ex.
< < +*1/1 > >
Upload/ view
Lease Agreement

Figure 82 - Packhouse/Warehouse details tab



Horticultural Crops Directorate

Our Crops, Our Wealth

- 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.

Home (8) Horticultural Export Licens * *Horticultural Produce Impo *		≡ ∛ 0				
୭ 😮 🖟 🛅 👯 💲 ବ 🖉 🗐 🧭 😤 🖪						
Horticultural Produce Importers License Application > Produce Transportation Company	Horicultural Produce Importers License Application > Produce Transportation Company 🗸 🗧 +*1/1 🔪					
Inserted						
Firm Name*	Product Category*					
Registration No*	Flowe Fruits Medic	rs				
	Veget	ables				

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

» / Home (8) Horticultural Export	Licens × Horticultural Produce Impor ×		≡ × 0
) 🕜 📑 🔂 🗄 🖏	🗢 🔍 🛯 🥅 📈 🗳 🏶 🗈		
Horticultural Produce Importers Lic	ense Application		IC C 1/1 > >I
Data requeried			
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	Forward For Approval		
	I hereby declare that the particulars w	~	
	✓ I Agree to the Terms & Conditions		
▼ Action			
	Forward Fr Document succ	essfully forwarded to HCD Compliance	
▼ Status			
Document Status	Document Approval In Progress	lance	

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 (<u>Ref. 3.4.3</u>), the payment status changes on the application form and the document is ready for approval by HCD Finance.



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

Nairobi ,Tel:+254	1-722200556/734600944	Owr Crope Owr West St.		
	OFFICIAL RE	CEIPT VOUCH	ER (AFA)	
Received from:	: Demo Company			Date:2/24/2020 12:00:00 AM
BRCPT7378		法 违法	Directo	rate Code:
			Departi	nent Code: FIN_ADM
Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticultural Produce Importers License Application/Renewal: 1000041			10,000.00
		TO	TAL AMOUNT	10,000.00

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

With Thanks For and On Behalf Of AFA

Signature of Receiving Officer		
Your Were Served By:	AGRICULTUREAUTH\DWESA	I

Date:.... 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



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate

Our Crops, Our Wealth



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 Horticultura Crops Development Authority Order, 2011.)

Company/AgentName: Mike Firm LRNO.: B23 Address:

Postal Address Nairobi - 212424 Tel NO.: 254741070462 Email mikeboswa@gmail.com Certificate Registation No.:1000042

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

Date Printed: 17-Feb-2020



Alemanyi

For Director General AFA

Figure 87 - Sample Certificate of Registration for Horticultural Produce importers



Agriculture and Food Authority (AFA) **Horticultural Crops Directorate**

Our Crops, Our Wealth



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. •

AFA IMIS	Q Å			Fredrick Kinwa Kipsang@Agriculture and Food Authority (AFA) Agriculture and Food Authority (AFA)/AFA User Exceptionals Contemport Relie Long Out
> / Hama (1)	V Hastisulture Deschure Market	Marfaulture Demust For D		
5 Q				
Horticulture	Request For Packhouse(Coldroom)			12 - 2 - 444 - N - N
Inserted				
	Document No		Document Date*	30/01/2020 5:26:08 PM
	Name of Applicant	AFH TRIAD GROUP		
company I	Info			
	L.R No/Plot No	5959	Postal Address	5555
	Postal Code	100	Company Reg No.	78498
	PIN/VAT	A007567587E	Email Address	system@briskbusiness.co.ke
	Telephone	0727968805	County	NAIROBI
	Sub-County	WESTLANDS	Ward	PARKLANDSIHIGHRIDGE
	Location	WESTLANDS	Street Name	Riara Road
	Vilage	BROOKSIDE CLOSE	Legal Status	Private Firm
	Establishment Date	01/04/2000		
* Packhouse	e Detalls			
	Produce Quantity *	0.0	Request Type*	
	Packhouse Location*	•	Lease Type	•
	Start Date*		End Date*	
	Amount	0.00		
* Terme And	d Condition			
	Terms And Condition	Agree to the T&C	elef.	
T distant		If Agree to the Terms & Conditions		
- status	Document Status*	Document In Draft	For	ward for Approval
* Action	(Forward For Approval		

Figure 88 - Request for Packhouse (Coldroom) Application Form

AI	AIMIS	Q dh		Fredrick Kirwa Kipsang@A	griculture and Food Authority (AFA).Agriculture and Food Authority (AFA)AFA Us Feedback Preference Change Role Log O	ut
~	/ Home (1) / Horticulture Produce	Market × / Horticultu	re Request For P ×		* 0	5
	이 🕜 📑 🖓 범 🖏	🗢 Q 🕕 🥅 🗡	🚔 🍀 R			
	Horticulture Request For Packhouse	e(Coldroom)				
	Village	BROOKSIDE CLOSE		Legal Status Private Firm		
	Establishment Date	01/04/2000				
	▼ Packhouse Details					
	Produce Quantity	10,000.0		Request Type Cold Room		
	Packhouse Location	Nairobi		Lease Type Shared		
	ColdRoom Tonnage	15 Tonnes	Forward For Approval		Forward for Approval	
	Start Date"	30/01/2020	Do you want to start the Process	3?	i entral a ter Appretai	
	Amount	0.00		OK Cancel		
	Terms And Condition		1			
		I hereby declare that the part	rticulars which I have given are true and accurate	to the best of my knowledge and belief.		

Figure 89 - Forward for Approval prompt



Figure 90 - Successful Application document forward

Amount 0.00

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 successfuly forwarded to HCD Cold Room & Pack House
Link	<u>192.168.1.110:8080/webui/</u>

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



Horticultural Crops Directorate

Our Crops, Our Wealth

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 (<u>Ref. 3.4.3</u>), 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



Horticultural Crops Directorate

Our Crops, Our Wealth





HORTICULTURAL CROPS DIRECTORATE Nairobi Horticultural Centre, Airport North Road, Opp. JKIA P.O BOX 42601-00100 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 execeeding 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

a) 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.

b) To make prior arrangement in writting for extension of the contract period

c) To abide by the rules and regualations set by HCDA on use and maintainance 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 arbritrator appointed by both parties

DATE: 31/01/2020

Signed:.... Pack House Manager

Signed:	
Client	

Figure 93 - Sample Packhouse Lease Agreement



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



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.

Home (10) *Horticulture Exp	orter Requ 🗙			≡ ∛ 📀
🗳 💾 🔂 🗐 😵 😋	キ 🔍 🖩 🗡 🤗 砲 🗈			
Horticulture Exporter Request For In	spection			< < +*1/1 > >
Inserted				
Document No		Do	cument Date 17/02/2020 5:13:13 PM	
Name of Applicant*	Mike Firm	Lipster Tree Tree	and License [*] 4000500	
Time of Entry*	÷	Chr	ose product	
Location Of Produce/Inspection				
Product	· · · · · · · · · · · · · · · · · · ·		Designation *	
company info				
▼ Terms And Conditions				
Terms And Condition	Samples must be collected where deemed necessary by the inspector for qua	lity checks		
	I Agree to the Terms & Conditions		Forward for Approval	
▼ Action		/		
	Document Submission			
▼ Status				
Document Status*	Document In Draft	Ap	proval Stage Applicant Stage	

Figure 94 - Application Form

Home (10) Horticulture Expo	orter Reque x			≡ ४ 0
ି 😮 📑 💭 💾 🖏	\$ 9. 10 🖬 📈 📽 🖏 10	Suc	cessful submis	sion
Horticulture Exporter Request For In	nspection	Out		
Horticulture Exporter Request For Insp	ection Document Successfully Submitted			
Document No	1000017		Document Date	17/02/2020 5:13:13 PM
Name of Applicant	Mike Firm		Horticulture Export Licence	1000508
Time of Entry*	12:00:00 AM		Exporters Agent Name*	test
Location Of Produce/Inspection*	Nairobi		Size Of Consigment *	test
Product	Avocado		Designation *	China
company info				
 Terms And Conditions 				
Terms And Condition	Samples must be collected where deemed necessary by the inspecto	tor for qualif	ty checks	
	✓ I Agree to the Terms & Conditions			
▼ Action				
	Document Submission			
▼ Status				
Document Status*	Document Approval Completed		Approval Stage	Submitted

Figure 95 - Successful Document Submission

Field Inspection

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



Horticultural Crops Directorate

Our Crops, Our Wealth

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:

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

>	Home (10) *Parkhouse/wareh	ouse Changes 🗙					≡ × 0
	🖞 💾 🕼 💭 😮 C	\$ 🔍 🕕 🖬 📈 😂 🕏					
	Parkhouse/warehouse Changes						< +*1/1 > >1
	inserted						
	Document No			Document Date	17/02/2020 5:13:13 PM		
	Name of Applicant*	Mike Firm		Dealer Category*	Exporter		-
	Horticulture Export Licence*		~				
	▼ Action						
		Forward For	Approval				
	▼ Status						
	Document Status	Document In Draft		Approval Stage			
		P	ackhouse/ware	house tab			
	Packhouse/Warehouse(Exporter)						
	🗘 🖉 🕒 👩 🛛 Records						
	Warehouse Name	Telephone	Location	Licenc	e No. Category Type	Attach	
	No Records found						

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

Fecoras.	cose Changes× Cli nav	ck on the blue link to vigate to the main form		≡ ×	2
Parkhouse/warehouse Changes > Pac	ckhouse/Warehouse(Exporter)			< < 1/1	
Record saved					
Warehouse Name*	þne		Telephone	(+254) 345 657547	
Location*	Nairobi		Licence No.	4646	
Category Type*	Owned				
	Attach	Upload			
Change from above to:					
Warehouse Name*			Tel [*]		
Location			License no		
Category type*		-			
	attachlabelb	Upload			

Figure 97 - Packhouse/Warehouse details tab

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



Horticultural Crops Directorate

Our Crops, Our Wealth

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:

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.

Home (50) *Horticultural Pro	uct Mont x		\equiv \otimes \otimes
🔊 😮 斗 🔂 💾 🖏	🌣 🔍 🕛 📰 🎉 🔗 🍓 🖻		
Horticultural Product Monthly Return	s per Destination		IC C +*1/1 > >1
Inserted		<u> </u>	
Document No		Document Date 04/04/2020 10:40:03 AM	Select Month
Name of Applicant*	Demo Company	Horticulture Export Licence 1000507	
Year	2019/2020	Month*	•
▼ Action			
▼ Status	Document In Populate additional	details	
Details			
A C C Records			
Product Category	Quantity (MT) Destination		
No Records found			

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.

>>	Home (51) "Horticultural Product Mont	Click to navigate to the main returns form	≡ * 0
	Horticultural Product Monthly Returns per Destination > Details		< < +*1/1 > >
	Inserted		
	Product Category	Quantity (MT)*	
	Destination*		

Figure 99 - Details tab

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

이 🕜 📑 🚺 🗄 🖏	🗢 Q 🛈 🗖 🚿	ei 🗱 R				
Horticultural Product Monthly Retur	ns per Destination					IK K 1/1 > >I
Data requeried						
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		T
▼ Action						
		ocument Submission				
▼ Status				_		
Document Status	Document In Draft	Document Submission			Submit Doci	ument
Details		Do you want to start the Process?	?		Cubinit Door	amont
🕞 🖉 📋 🕒 🕤 ¹ Records			ок	× Cancel		
Product Category	Quantity (MT) Destin	nation				
Flowers	8,764.0 Europ	9				

Figure 100 - Document submission prompt

AFA – Horticultural Crops Directorate User Manual

	Agricultu Horticult	ure and Foo	od Authority (ops Direc	AFA) ctorate	
Home (51) Horticultural Proc	Iuct Month x	Notificatio Submissio	on on on		S ≤ 0
Document No	1001558		Document D	Date 04/04/2020 10:40:03 AM	
Name of Applicant	Demo Company		Horticulture Export Licer	ence 1000507	
Year*	2019/2020		Mon	nth* Apr-20	
▼ Action					
	Document Submi	ssion			
▼ 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:

- 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.





Horticultural	Crops	Directorate
Our Cr	ops, Our Wea	lth

J 🔮 🕂 O 🖬 🗘						
Horticulture Crops Nursery License	Renewal					< < +*1/1 > >
Inserted						
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~					
	Ammend Previous License					
Company Info						
 Nursery Source 						
	Fruit Tree (Tissue Culture)		Fruit Tree (Conve	entional)		
	Vegetable Seedling (Tissue Culture)		li	ing (Conventional)	
	Ornamental Seedling (Tissue Culture)	Read and Agre	ee 🔤	dling (Convention	al)	
▼ Terms And Conditions		to the TOC				
	 This certificate is valid for (one) 1 year in line with Government's finan 2 This certificate is not transferable to any other person, or nursery site. 	to the T&C				
	 All certified planting materials which are not distributed during the certifica 4. Nursery Registration shall be done after the payment of the nursery registive 	tion's period will be subject to re-inspection ration fee.				4
▼ Action						
	Forward For Approval					
	I Agree to the Terms & Conditions	View/edit/add r	new			
▼ Status		· . ·				
Document Status*	Document In Draft	records				
Tissue Culture (Fruit Tree Nursery)	Attachments Directors/Owners					
2 - 0 Records						

Figure 103 - Application form

Home (47) Horticulture Crop	os Nursery 🗙		≡ ∛ 0
 ? ?	🗢 🔍 🔲 📈 🚅 🍓 🗈		
Horticulture Crops Nursery License	Renewal		IC (1/1))
Data requeried			
Document No	1000144	Document Date [*] 04/04/2	020 10:40:03 AM
Name of Applicant*	Demo Company	License Expiry Date 30/06/2	021 12:00:00 AM
Year			
	Ammend Previous License		
Company Info	Forward For Approval		X
T Nursery Source			
	In the second secon		Conventional)
	Vegetable Seedling (Tissue Culture)		Seedling (Conventional)
	Ornamental Seedling (Tissue Culture	ent successfully forwarded to HCD Complianc	e Seedling (Conventional)
Terms And Conditions			
	This certificate is valid for (one) 1 ye This certificate is not transferable to All certified planting materials which Aursery Registration shall be done a	~	

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.



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 (<u>Ref. 3.4.3</u>), 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.

	AND FOOD AUTHORITY	0,5	PO5150448	
Tea House Naiva	asha Road, Off Ngong Road	100	i	nfo@agricultureauthority.go.ko
P.O.Box 37962			V	ww.agricultureauthority.go.k
Nairobi ,Tel:+254	4-722200556/734600944	AFA Ow Cope Our Mealth		
	OFFICIAL RE	ECEIPT VOUCH	ER (AFA)	
Received from	: Demo Company			Date:2/24/2020 12:00:00 AM
BRCPT7377			Directorate Code:	
			Depart	ment Code: FIN_ADM
Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticulture Nursery Certificate Application/Renewal: 1000144			500.00
		TO	TAL AMOUNT	500.00
Amount In Wo	rds : **** FIVE HUNDRED AND 0/2 With Thanks I	TO1 100 For and On Behalf	TAL AMOUNT	500.00
Amount In Wo Signature of R	rds : **** FIVE HUNDRED AND 0/ With Thanks I eceiving Officer	TO1 100 For and On Behalf	TAL AMOUNT Of AFA Date:	500.00

AFA – Horticultural Crops Directorate User Manual



Agriculture and Food Authority (AFA)
Horticultural Crops Directorate

Our Crops, Our Wealth

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:

- 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.

Or Corp. Our Yeads	Agriculture and Food Horticultural Cro Our Crops, Ou	d Authority (AFA) ps Directorate r Wealth	
Home (51) Horticulture Proc	luce Marke ×		≡ ¥ 0
🔊 😮 🕼 🖉 🛱	🍣 🔍 🕕 🧰 🎉 🖷 🤻 🖻		
Horticulture Produce Marketing Age	nt Renewal (HPMA)		< < +*1/1 > >
Inserted			
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~		
	Ammend 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 maryeting agent shall 6. A maryeting agent shall 1. There's occurse that the parts	e act. published by the Authority from time to time or, shipchandler or a retail outlet) and shall be confined to a.	o a single dealer per contract period.
	I Agree to the Terms & Conditions	[
▼ Action			
	Forward For Approval	Amount Payable(Ksh) 5,000.00	view, edit or add
▼ Status			now dotails
Document Status	Document In Draft	Approval Stage Applicant Stage	
Directors/Owner Attachments	Packhouse/Warehouse Produce Transportation Company Horticult	ural PS I FORM [(Company Own Farm(S)] Produce/Product Details	Produce Collection Centres

Figure 108- Application Form

» Home (51) Horticulture Prod	uce Market 🗙					≡	♦ 😮
0 🕜 📑 🗗 🖰 🖏	\$ 역 🛛 🗖 🖉 🗳	5 🗈					
Horticulture Produce Marketing Age	ent Renewal (HPMA)						1/1 > >1
Data requeried							
Document No	1000059		Document Date*	04/04/2020	0 10:40:03 AM		
Name of Applicant*	Demo Company		License Expiry Date	30/06/2021	12:00:00 AM		
Year							
	Ammend Previous License						
Company Info		Forward For Approval		×			
Produce Source(tick appropriately)							
Terms And Conditions							
	A marketing agent shall use tran A marketing agent shall only pic A marketing agent shall only pic A marketing agent shall observe A marketing agent shall observe A marketing agent shall be cont A marketing agent shall be cont A marketing agent shall be cont I hereby declare that the particulars p	Document succe	essfully forwarded to HCD Com	pliance	p time shall be confined to a single dealer per contract po	riod.	

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.



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 (<u>Ref. 3.4.3</u>), 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	- 5		PO51504488Z
Tea House Naivasha Road, Off Ngong Road		inf	fo@agricultureauthority.go.ke
P.O.Box 37962		W	ww.agricultureauthority.go.ke
Nairobi ,Tel:+254-722200556/734600944	A FA		
OFFIC	IAL RECEIPT VOUCH	ER (AFA)	
Received from: Demo Company BRCPT7380		Directora	Date:2/24/2020 12:00:00 AM ate Code:
		Departm	ent Code: FIN_ADM
Customer No. Description	Analysis Code	Unit Prices	Total Amount
A006758729R Horticultural Marketing A Registration/Renewal: 100	;ent 1059		10,000.00
	тот	TAL AMOUNT	10,000.00
Amount In Words : **** TEN THOUSAND	AND 0/100		
With	hanks For and On Behalf	Of AFA	
Signature of Receiving Officer		Date:	
Your Were Served By: AGRICULTUR	AUTH\DWESA	Receiving Bank:	Barclays Bank

Figure 111 - Sample receipt voucher



Agriculture and Food Authority (AFA) Horticultural Crops Directorate

AFFA	Our Crops, Our Wealth
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:

- 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.



» / Hom

Agriculture and Food Authority (AFA)

Horticultural Crops Directorate

Our Crops, Our Wealth



Iorticulture Export License Renewa	d.				< < +*1/1 >
nserted					
Document No		Document Date*	04/04/2020 3:01:41	M	
Name of Applicant	Demo Company	License Expiry Date 30/06/2021 12:00:00 AM		AM	
Year	~2020/2021~				
	Ammend Previous License				
Company Info	_				
Cargo Capacity (Volume)			•		
Shipment Frequency	/	Read and i	Aaree		
Payment Details		riodia anta i			
Produce Source(tick appropriately)		to T&C			
Main Source Of Supply					
Terms And Conditions					
	1.Consideration of this application will be conditional on the applicant's informalial down in the (Crops Act, 2013) and operating such methods of quality control as the Authority may from time to time prescribe. The Authority may get the standard on the application of the standard on the standard	ion which must satisfy the Authority that uire the personal attendance or authoriz ort the statements made above. b be exported it shall be empowered to c onsidered.	t the applicant is capable of co ted representative of the appli do so by giving the exporter w	mplying with standards of export qua cant for interview before granting a lic ritten notice of such restriction.	lity as ense.
	I Agree to the Terms & Conditions				
Action			viow odi	toradd	
	Forward For Approval	Amount Payable(Ksh)	view, eu	t of aud	
			nour dot	sile	

Figure 113 - Application Form

» Home (52) Horticulture Expo	rt License ×				≡ × 6
0 🛛 🖬 🖓 🖾	🗢 🔍 🔲 💳 📈 🗳				
Horticulture Export License Renewa	l				I< < 1/1 > 0
Data requeried					
Document No	1000509		Document Date [*] 04/04/2	020 3:01:41 PM	
Name of Applicant*	Demo Company		License Expiry Date 30/06/2	021 12:00:00 AM	
Year					
	Ammend Previous License				
Company Info				×	
L.R No/Plot No*	8574				
Postal Code"	01500				
PIN/VAT	A006758729R	Document succe	essfully forwarded to HCD Complianc	070462	
Email Address*	imis@afa.go.ke		,		
Sub-County"	NYALI				
Location*	one		~		
Village*	Kijiji		Legal Status Public C	ompany	

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 successfuly 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.





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 (<u>Ref. 3.4.3</u>), 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.

PO51504488		•	AND FOOD AUTHORITY	AGRICULTURE
nfo@agricultureauthority.go.k	ir	7.0	isha Road, Off Ngong Road	Tea House Naiva
ww.agricultureauthority.go.k	w			P.O.Box 37962
		A F A	1-722200556/734600944	Nairobi ,Tel:+254
	ER (AFA)	EIPT VOUCH	OFFICIAL REG	
Date:2/24/2020 12:00:00 AM			Demo Company	Received from
rate Code:	Directorate Code:			BRCPT7381
nent Code: FIN_ADM	Departr			
Total Amour	Unit Prices	Analysis Code	Description	Customer No.
5,000.0			Horticultural Export License Application: 1000509	A006758729R
5,000.0	AL AMOUNT	TOT		
		100	rds : **** FIVE THOUSAND AND 0/	Amount In Wo
	Of AFA	r and On Behalf	With Thanks Fo	
	Of AFA Date:	or and On Behalf	With Thanks Fo	Signature of R

Figure 117 - Sample receipt voucher

AFA – Horticultural Crops Directorate User Manual



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:

- 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.

Home (53) *Horticultural Pro	oduce Impo 🗙					≡ *	2 🕜
🤹 💾 🔂 🗐 😵 😋	\$ Q 🕕 🗖						
Horticultural Produce Importers Lie	cense Renewal					< < +*1/1	
Inserted							
Document No	0			Do	cument Date [*] 04/04/2020 3:01:41	PM	
Name of Applicant	Demo Company			Licens	e Expiry Date 30/06/2021 12:00:0	0 AM	
Yea	ar ~2020/2021~	Read	and Agr	ee			
 Terms And Condition 	I hereby declare that th	e partic to T&	<u> </u>	knowledge	e and belief.		
The Andrew	I Agree to the Terms	& Conditions			_		
Action		Forward For Approval		Amount	Payable(Ksh) 5,000.00	view, edit or	
▼ Status Document Status	Document In Draft			Ar	pproval Stage Applicant Stage	add new details	
Company's Imports Supply/	Distribution Re-expor	ed produce / Attachments	Directors/Owner	Packhouse/Warehouse	Produce Transportation Company		
0 Records							
Product Category	Product	Country	Quantity (MT)				
No Records found							_

Figure 119 - Application Form



Horticultural Crops Directorate

Our Crops, Our Wealth

Home (53) Horticultural Prod	luce Impor ×		≡ × 0
0 🛛 🖬 🖓 🗐 🕐	🗢 🔍 🔲 📰 📈 💕 🍓 🗈		
Horticultural Produce Importers Lice	ense Renewal		I< < 1/1 > >I
Data requeried			
Document No	1000043	Document Date [*] 04/04/2020 3:01:41 PM	
Name of Applicant	Demo Company	License Expiry Date 30/06/2021 12:00:00 AM	
Year			
Company Info			
▼ Terms And Condition	I hereby declare that the particulars w	×	
	✓ I Agree to the Terms & Conditions		
Action	Forward F.	essfully forwarded to HCD Compliance	
▼ Status			
Document Status	Document Approval In Progress	ance	

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 successfuly 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



Horticultural Crops Directorate

Our Crops, Our Wealth

After successful payment (<u>Ref. 3.4.3</u>), 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	0,5		PO51504488Z
Tea House Naiv	asha Road, Off Ngong Road	100	i	nfo@agricultureauthority.go.ke
P.O.Box 37962			www.agricultureauthority.go.ke	
Nairobi ,Tel:+25	4-722200556/734600944	AFA		
	OFFICIAL RE	ECEIPT VOUCH	ER (AFA)	
Received from: Demo Company			Date:2/24/2020 12:00:00 AN	
BRCPT7382			Directorate Code:	
			Depart	ment Code: FIN_ADM
Customer No.	Description	Analysis Code	Unit Prices	Total Amount
A006758729R	Horticultural Produce Importers License Application/Renewal: 1000043			10,000.00
		TO	FAL AMOUNT	10,000.00

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

	With Thanks For and On Beha	If 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)