

Agriculture and Food Authority

FOOD CROPS DIRECTORATE USER
MANUAL

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2 Preamble

The Food Crops Directorate is a new Directorate established in August 2014 pursuant to section 11 of AFFA Act 2013, with a mandate to regulate all the scheduled food crops which are broadly categorized into three;

1. Cereals
2. Legumes
3. Roots and Tubers.

The Directorate has developed draft Crops (Food crops) Regulations 2015. Upon gazettelement of the regulations, the Directorate shall facilitate the following broad areas for regulation in consultation with County Governments

2.1 Core Function

Food Directorate is mandated to;

1. Registration of growers, grower associations and dealers in food crops or food crop products
2. Licensing of Processors,
3. Licensing of warehouses and warehouse operators
4. Licensing imports and exports
5. Quality assurance of food and food crops produce through:
6. Development of food safety standards in collaboration with other Government agencies.
7. Capacity building of county Governments and food crops stakeholders.
8. Development of a food crops produce and products traceability system
9. Development and promotion of best practices across the food crops value chains

3 Introduction

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

The IMIS system aim is to automate AFA Directorates which cover regulation, administration and trade promotion of agriculture crops and products. The Directorates processes to be automated will be for three core departments:

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

The IMIS 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 will be integrated for all the directorates under AFA. This will enable the 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:
 - o Reduce the cycle time to issuing regulatory documents from the respective directorates
 - o Enable capturing of all requisite inspection information on the platform
 - o Inform the stakeholders on the status of their applications on the system
 - o Reduce the complexity of the payments process by integrating to a payment gateway
 - o Facilitate online availability of data to the stakeholders
 - o 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;

- a. Registration – Provide a section for the stakeholders to apply for the respective roles and activities they intend to undertake with AFA.
- b. 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.
- c. Information for each directorate where rules and regulations and the Act will be published (attached) for the user to search/view
- d. Brand Registry. The system portal to provide a list of certified brands and certification types including for safety certifications
- e. Calendar of events to facilitate communication on events i.e. promotional programmes including upcoming trainings, workshop, exhibitions and trade fairs.
- f. 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.

Web page below loads.

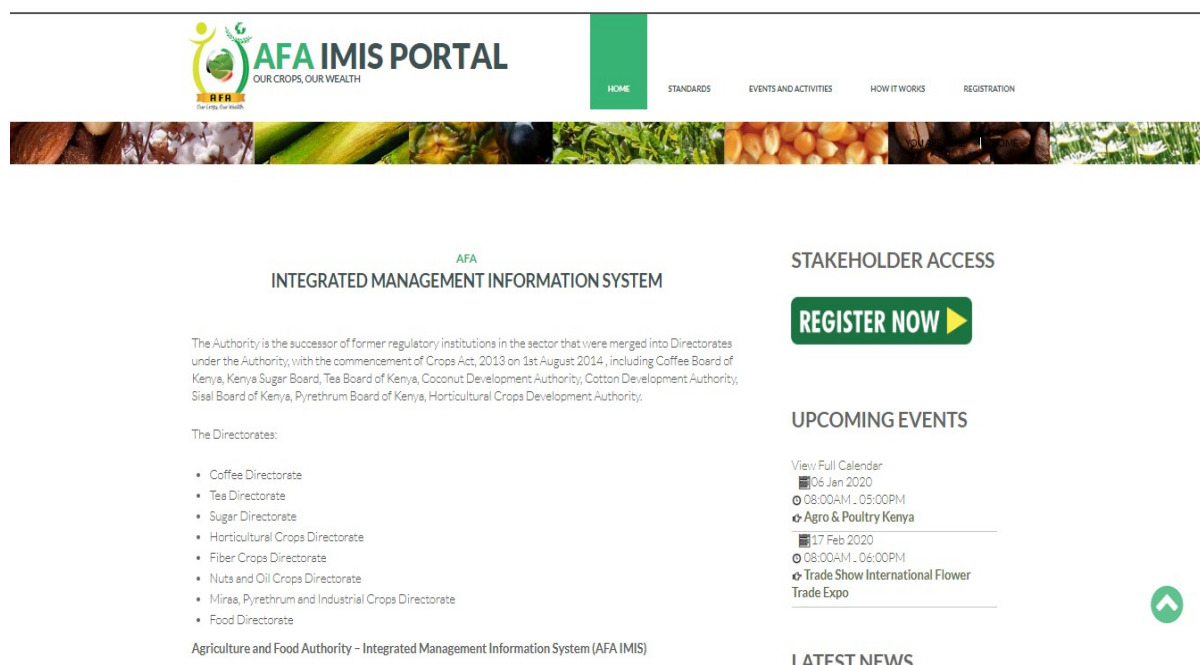


Figure 1 - Stakeholder CMS - Home Page

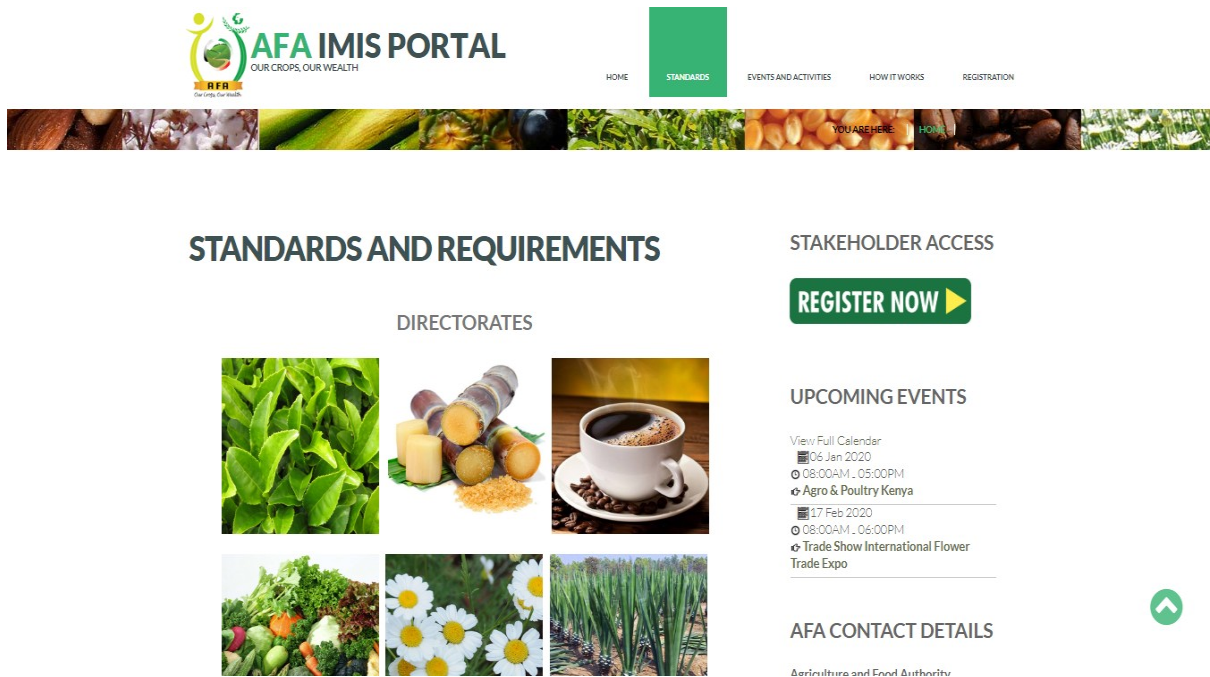


Figure 2 - Stakeholder CMS - Standards Tabs



Figure 3 - Stakeholder CMS - Standards Tabs Cont...

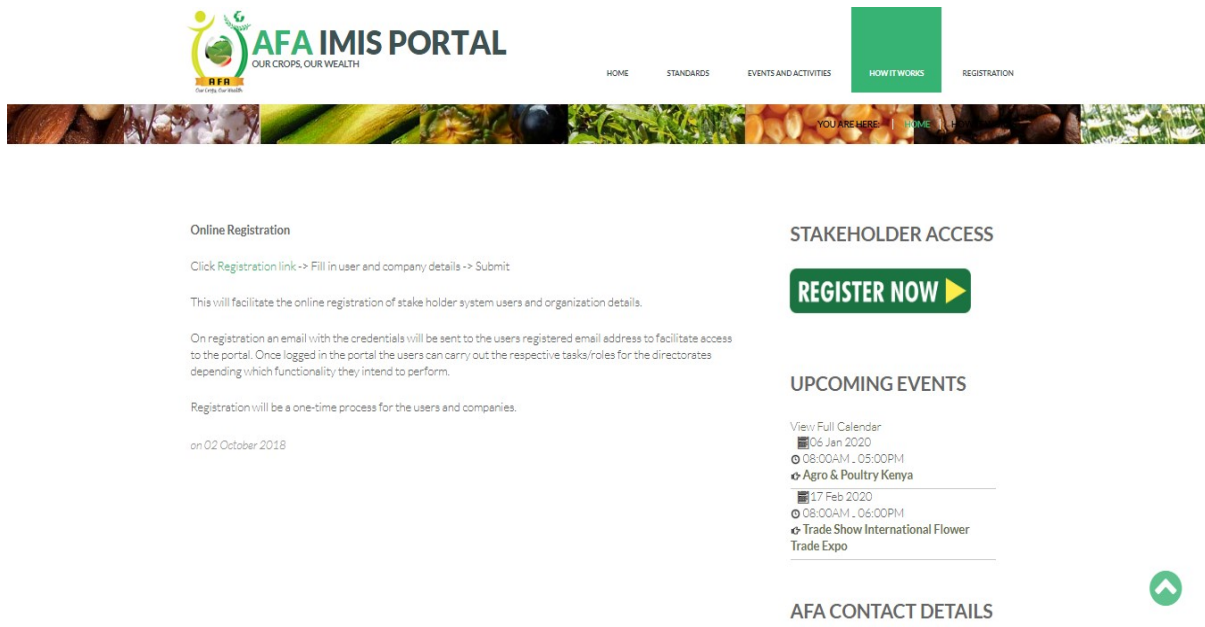


Figure 4 - Stakeholder CMS - How it Works

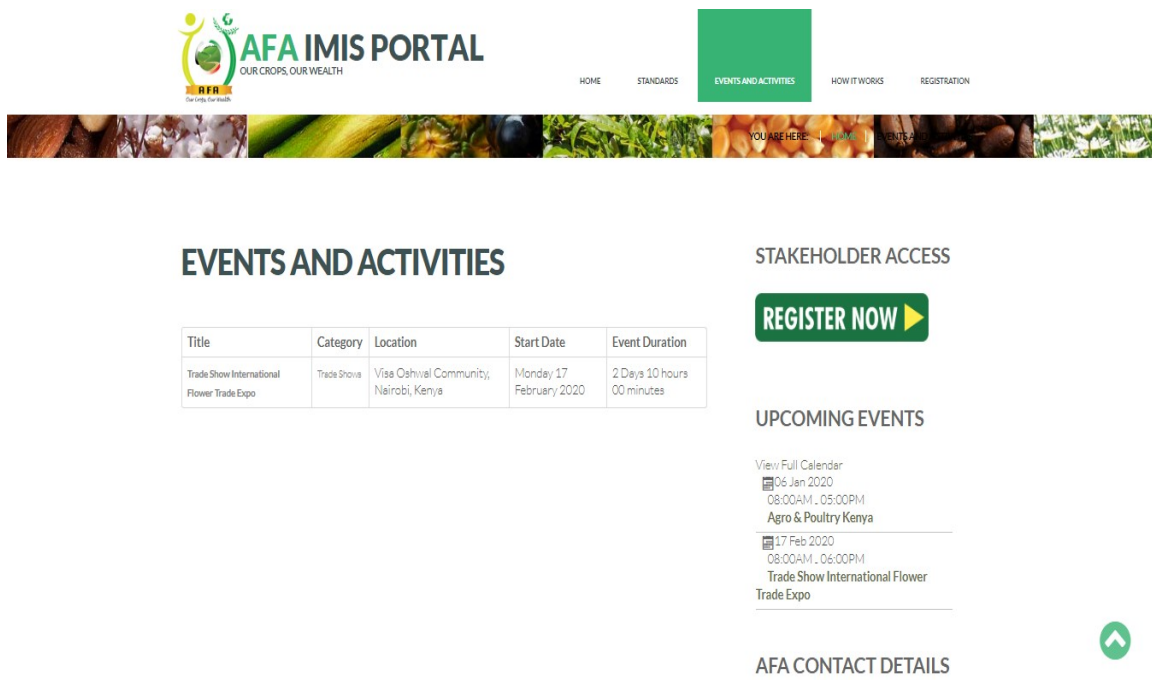


Figure 5 - Stakeholder CMS - Events & Activities



AFA IMIS Partner Registration

First Name <input type="text" value="First Name"/>	Surname <input type="text" value="Surname"/>
Other Names <input type="text" value="Othernames"/>	ID Number <input type="text" value="National ID NO"/>
Phone Number <input type="text" value="0712345678"/>	Email <input type="text" value="Applicant email joe.doe@domain.co.ke"/>
Company Name <input type="text" value="company Name"/>	Company Type <input type="text" value="-Select-Company-Type-"/>
Company Registration NO <input type="text" value="Company Registration NO"/>	KRA PIN <input type="text" value="KRA PIN"/>
Company Valid Email Address <input type="text" value="joe.doe@domain.co.ke"/>	Established Date <input type="text" value="dd/mm/yyyy"/>

STAKEHOLDER ACCESS

REGISTER NOW ▶

UPCOMING EVENTS

- View Full Calendar
- 📅 06 Jan 2020
🕒 08:00AM - 05:00PM
📍 Agro & Poultry Kenya
 - 📅 17 Feb 2020
🕒 08:00AM - 06:00PM
📍 Trade Show International Flower Trade Expo



AFA CONTACT DETAILS

Figure 6 - Stakeholder Registration Window

Postal Address 435353-Nairobi	Postal Code i.e. 02000 Postal Code i.e. 02000
Building Name Building Name	Street Name Street Name
PlotNo PlotNo	County -Select-County-
Sub County -Select-Sub-County-	Ward -Select-ward-
Town/ City Town/ City	Village Village
Location Location	Sub Location Sub Location

I'm not a robot

Submit Form

- 06 Jan 2020
08:00AM - 05:00PM
Agro & Poultry Kenya
- 17 Feb 2020
08:00AM - 06:00PM
Trade Show International Flower Trade Expo

AFA CONTACT DETAILS

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

LINKS AND AFFILIATES

Kentrade

Figure 7 - Stakeholder Registration Cont..

<ul style="list-style-type: none"> Inbox 1 Drafts Sent Junk Trash 	<h3>AFA IMIS Registration</h3> <p>From AFA IMIS Portal</p> <p>To nyaga@briskbusiness.co.ke</p> <p>Date Today 11:58</p> <p>Thank you for registering on AFA IMIS Portal.</p> <p>Once your application has been reviewed and approved you will receive credentials and a login link.</p> <p>Form : AFA IMIS User Registration Registered at 2019-02-14 08:58:53 ID : 102 IP Address : 41.57.106.84</p>
---	---

Figure 8 - Email Notification - Registration

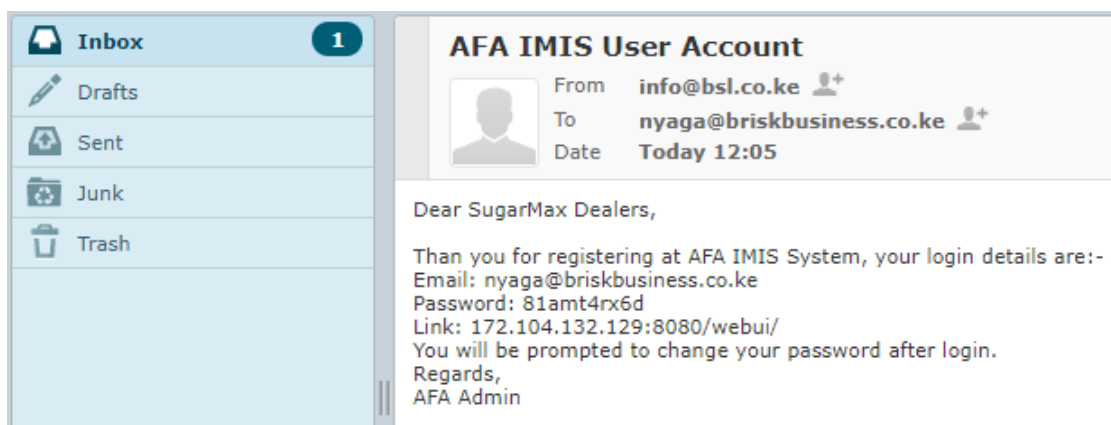


Figure 9 - Email Notification - Account Details

3.2 [IMIS Log in](#)

This is the sign on screen a user will encounter after entering the URL 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. The user's default printer as defined on their computers or on the network is automatically selected. These settings can, however, be changed while the user is logged onto the IMIS system.



Figure 10 - 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.



Figure 11 - Password Reset

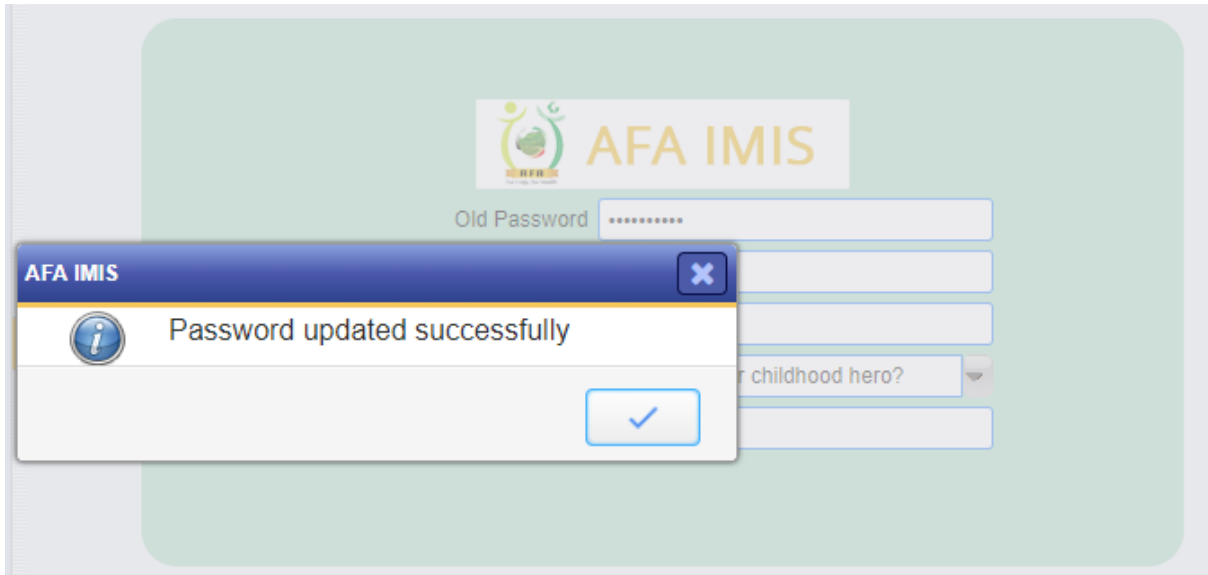


Figure 12 - Password Reset Successful

3.3 System Menu

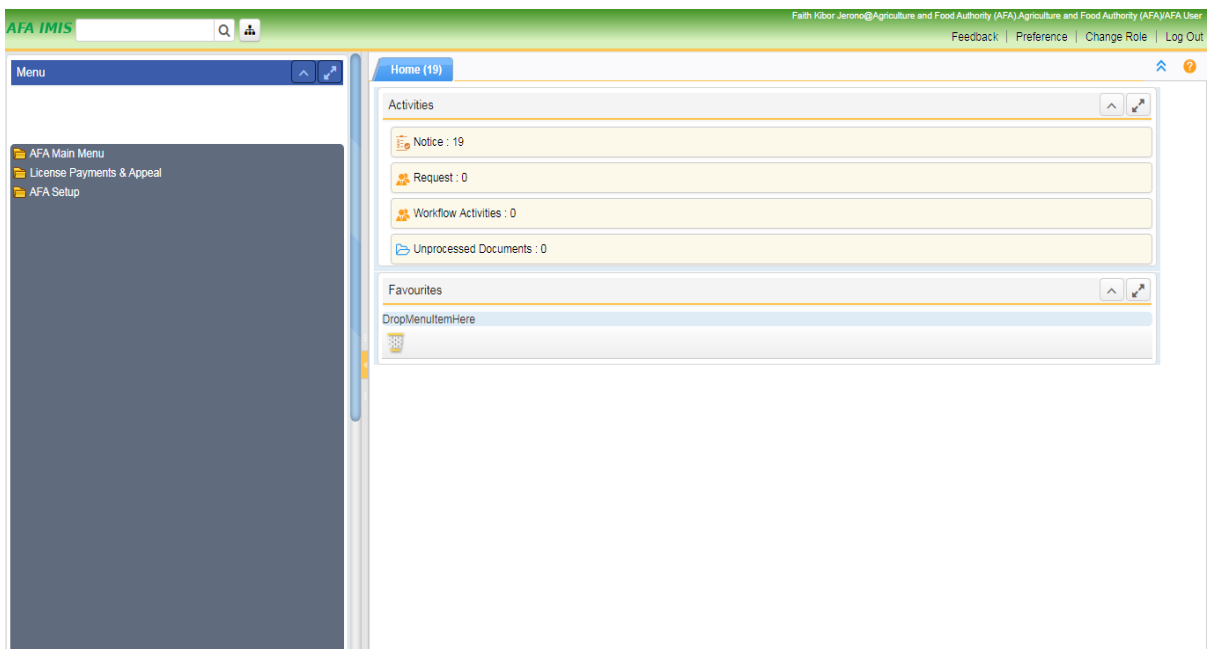














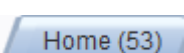
Figure 13 - Landing Page/Home Screen















After successfully logging on to the AFA IMIS, you will first be directed to the home page which contains a list of performance goal charts and bar charts. These charts are a configuration of the directorate/role KPI. 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 Performance tab is used for measuring the performance of the company. This kind of information displayed here is configurable and can be attached to a Role to restrict access.
- 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;
Food Crops Directorate ⇒ License Applications ⇒ Food Crop Importer/Exporter Registration
- The availability of these menus is configurable and depends upon the access rights given to each of the access Roles.

3.4 System Navigation & Buttons

Icon	Description	Shortcut
	New: Click on this button when you want to add some information or data.	<i>Alt + N</i>
	Save: After you finish entering or updating your data, click on this button to save the information to the database.	<i>Alt + S</i>
	Cancel: Use this button to cancel or ignore your changes.	<i>Alt + Z</i>
	Copy Record: Duplicate the value of existing records to new records.	<i>Alt + C</i>
	ReQuery: Get the latest data, for the active records, from the databases.	<i>Alt + E</i>
	Grid Toggle: Show detailed information of one record only. This is suitable for adding (entering) or editing data.	<i>Alt + T</i>
	First record: Go to the first record in a document.	<i>Alt + Home</i>
	Previous record: Go to the previous record in a document.	<i>Alt + Left</i>
	Next record: Go to the next record in a document.	<i>Alt + Right</i>
	Last record: Go to the last record in a document.	<i>Alt + End</i>
	Lookup Record: Intended to search your records by criteria. There are two tab options available for the purpose of searching. The first tab is for standard searching, and the second tab is for advanced searching. With advanced searching, you are able to search records by column name and can specify the data range.	<i>Alt + F</i>
	Print: Printing the final document to the printer. With the User Preference Always Preview Print configuration, we are able to preview the document before taking a final print.	<i>F12</i>
	Menu: Go back to the IMIS client main menu.	

Icon	Description	Shortcut
	New: Click on this button when you want to add some information or data.	<i>Alt + N</i>
	Save: After you finish entering or updating your data, click on this button to save the information to the database.	<i>Alt + S</i>
	Cancel: Use this button to cancel or ignore your changes.	<i>Alt + Z</i>
	Copy Record: Duplicate the value of existing records to new records.	<i>Alt + C</i>
	ReQuery: Get the latest data, for the active records, from the databases.	<i>Alt + E</i>
	Grid Toggle: Show detailed information of one record only. This is suitable for adding (entering) or editing data.	<i>Alt + T</i>
	First record: Go to the first record in a document.	<i>Alt + Home</i>
	Previous record: Go to the previous record in a document.	<i>Alt + Left</i>
	Next record: Go to the next record in a document.	<i>Alt + Right</i>
	Last record: Go to the last record in a document.	<i>Alt + End</i>
	Lookup Record: Intended to search your records by criteria. There are two tab options available for the purpose of searching. The first tab is for standard searching, and the second tab is for advanced searching. With advanced searching, you are able to search records by column name and can specify the data range.	<i>Alt + F</i>
	Attachment: Add or attach a soft copy of a supporting document, or add some information related to the document, if necessary.	
	Help: Information about the purpose of the window and the meaning of each field.	<i>Alt + H</i>
	Exit window: Close the window, and go to the main.	

3.5 License fee Payments

This process allows applicants to make payments for any application that is billable.

AFA Menu ⇒ License Payments & Appeal ⇒ AFA Payment (License and Levies Payment)

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

The screenshot displays the 'AFA Payment (License Levies Payment)' form. At the top, a blue banner reads 'License Payment Document Successfully Submitted'. Below this, the 'Description' field contains 'Sugar Importer/Exporter Dealer Registration No: AFA/SD/SDR/10292'. The 'License Fee' section shows an 'Amount' of 10,000.0 and 'Currency' as KES. Under 'Dates', the 'Invoice Date' is 29/05/2020 and the 'Payment Date' is 29/05/2020. The 'Paymode' section indicates 'Payment type' as Cheque and 'Cheque No.' as 464565, with a 'View Attachment' button. The 'Terms And Conditions' section shows a checkbox for 'I Agree to the Terms & Conditions' which is checked. The 'Action' section has a 'Payment Submission' button. Finally, the 'Status' section shows 'Approval Stage' as Submitted.

Figure 14- AFA Payment Form

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

3.6 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.

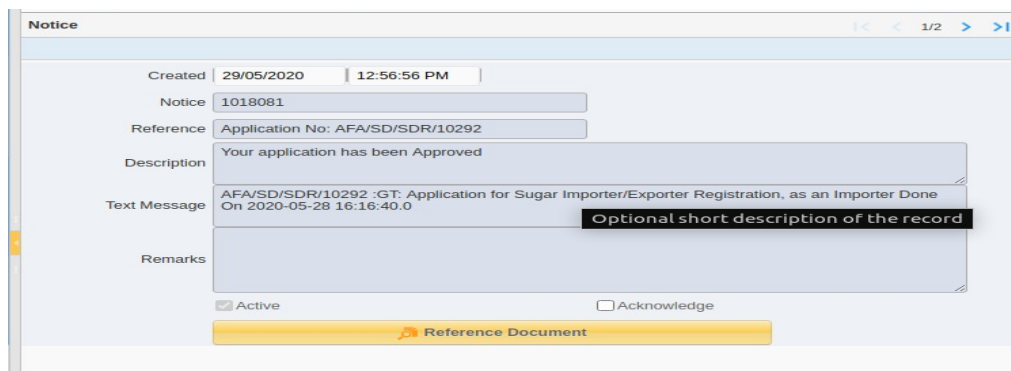


Figure 15 - System Notification for approved Application

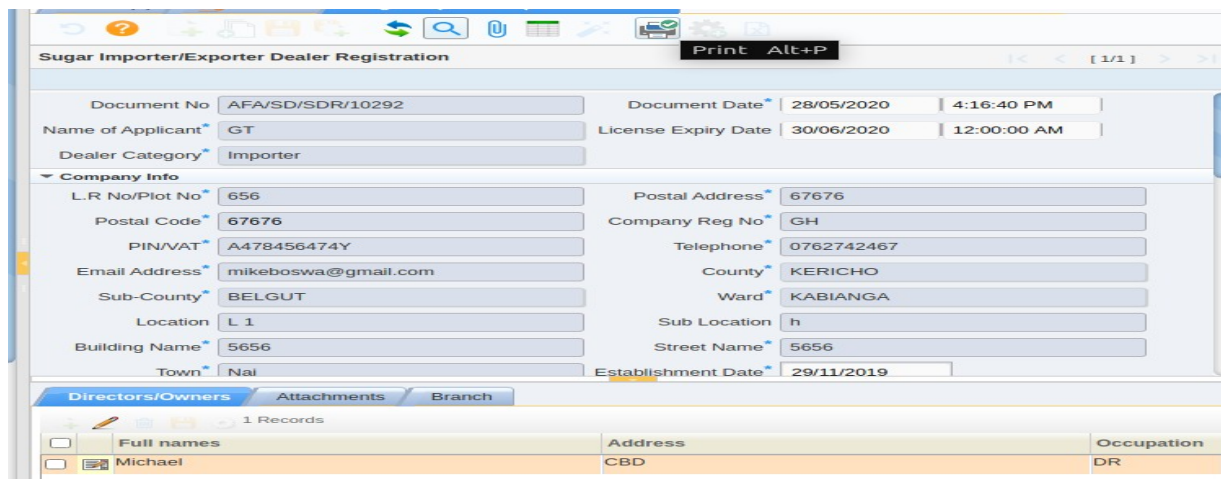


Figure 16 - Reference Document

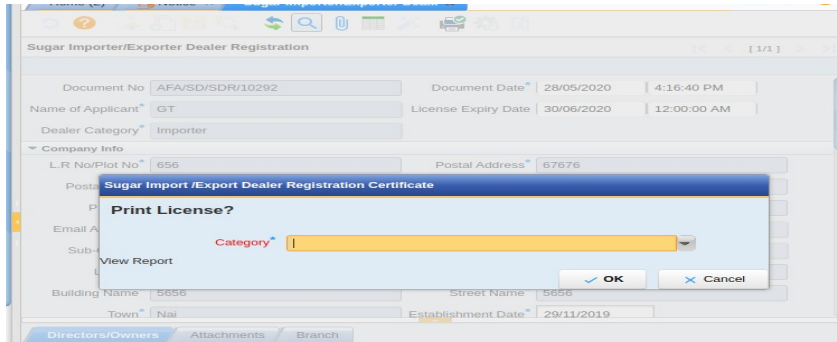


Figure 17 - Printing the license (Choose category applied for)

4 Food Crops Directorate Processes

4.1 Food Crops Directorate Menu

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

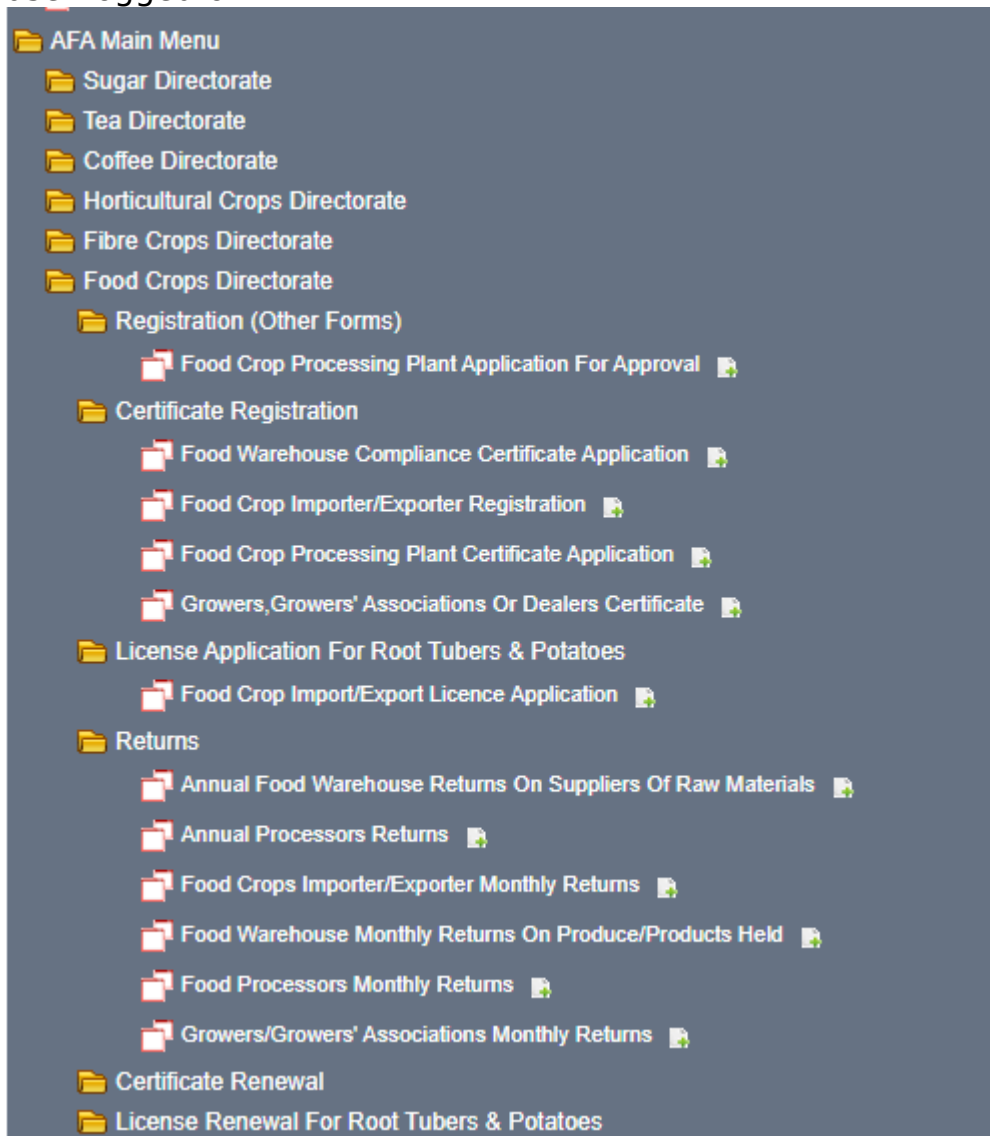


Figure 14 -Food Crops Directorate Menu

4.1.1 Food Crop Importer/Exporter Registration

AFA Menu ⇒ Food Crops Directorate ⇒ Certificate registration ⇒ Food Crop importer/Exporter Registration

Select the License Type applying for;

For application for Branch Offices, click on the Branch offices checkbox;

Read through the Terms and Conditions and click on the checkbox to accept them;

Navigate through the tabs to populate additional requisite details.

Document No: [] Document Date: 13/03/2020 2:50:54 PM
Name of Applicant: MyCompany License Expiry Date: 30/06/2020 12:00:00 AM
License Type: [] Year: 2019/2020

company info

L/R No/Plot No: LR209 Postal Address: PO BOX 245
Postal Code: 200 Company Reg No: 6790
PIN/VAT: P123489568Q Telephone: 0714363872
Email Address: fred.kirwa@briskbusiness.co.ke County: BUNGOMA
Sub-County: KANDUYI Ward: WEST SANGALO
Location: KANDUYI Sub Location: KANDUYI
Village: KANDUYI Building Name: ASIKWANA
Street Name: Moi Avenue Town: KANDUYI
Establishment Date: 07/06/2019 Legal Status: Private Firm
 Branch Offices

Terms And Conditions

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

Action Forward For Approval Amount Payable (Ksh.): 30,000.00

Attachments Branch Offices Type of Crop Handled Directors/Owners

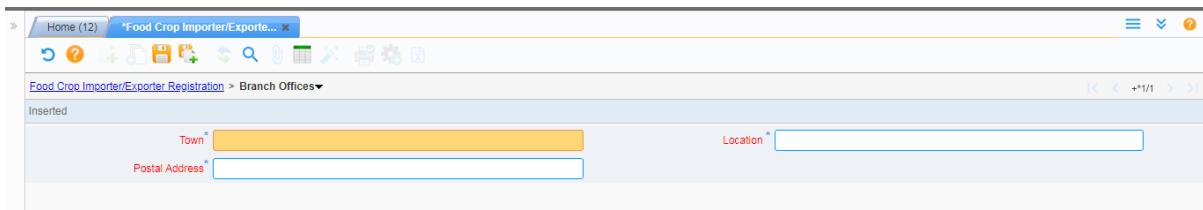
Application Form

Upload the required documents

Name	Description	Attachment (PDF)
Certificate of Company or ...		View Attachment
Current Business Permit		View Attachment
Valid KRA Tax Complianc...		View Attachment
PIN/VAT Certificate		Upload

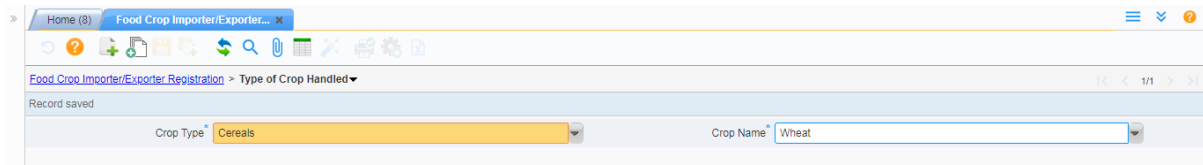
Attachments tab

For Branch Offices, populate the details on this tab



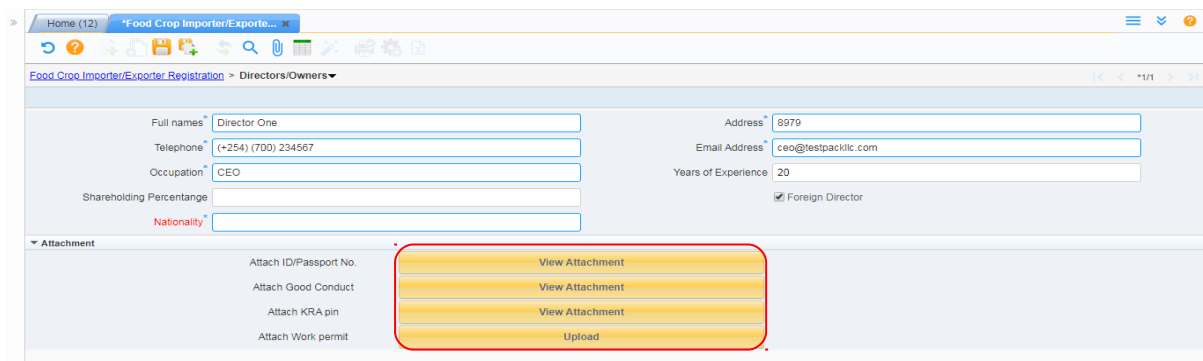
Branch Offices details tab

Fill in the crop type and name handled and click on the Save icon to save the record. Click on the New Record icon to enter new details.



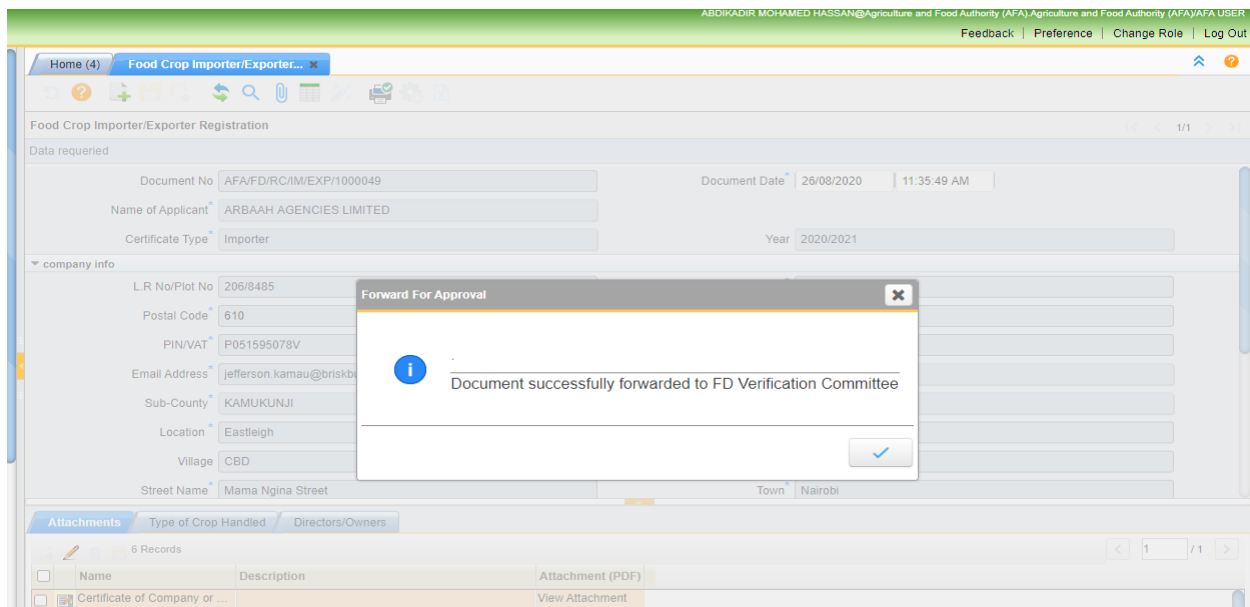
Type of crop handled details tab

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.



Directors/Owners details tab

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



Successful Document Forward

After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.

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

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.6](#))

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

AFA/FD/RC/IM/EXP/1000049

IMPORTER CERTIFICATE OF REGISTRATION

THIS IS TO CERTIFY that ARBAAH AGENCIES LIMITED of P.O Box , of NAIROBI County has been duly registered by the Authority in accordance with regulation 16(1) of the Crops Act, 2013, as a Food Crops Importer as from 26-Aug-2020 to 25-Aug-2021 to deal with the following category of food crops

<u>Category</u>	<u>Product Name</u>
Cereals	Barley

Date Printed:
26-Aug-2020





Head
Food Crops Directorate

Terms and Conditions

- 1.This registration certificate is not transferable;
- 2.A dealer shall conform to the national food safety and quality standards and sanitary phytosanitary (SPS) regulations during handling, storage and transportation.
3. The holder of this certificate, where applicable, shall submit monthly returns to the Authority in the prescribed format.

Figure 15 Food Crop Importer/Exporter Registration Certificate

4.1.2 [Food Crop Import/Export Licence Application](#)

AFA Menu ⇒ Food Crops Directorate ⇒ License Applications ⇒ Food Crop importer/Export License Application

Select the License Type;

For Branch offices and Food Depots, click on the checkboxes;

Read through the terms and conditions and click on the checkbox to accept them;

Navigate through the tabs to populate additional requisite details

Figure 16 Application Form

Upload the required documents

Name	Description	Attachment (PDF)
Certificate of Company or ...		View Attachment
Current Business Permit		View Attachment
Valid KRA Tax Complianc...		View Attachment
PIN/VAT Certificate		Upload

Figure 17 Attachments Tab

For Food Depots, provide details on this tab

Figure 18 Food Depots Tab

For Branch Offices, provide details on this tab

Figure 19 Branch Offices tab

Fill in the produce/products details and click on the Save icon to save the record. Click on the New Record icon to enter new details.

Figure 20 Imported/Exported Types of Produce/Products

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.

Figure 21 Directors/Owners details tab

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

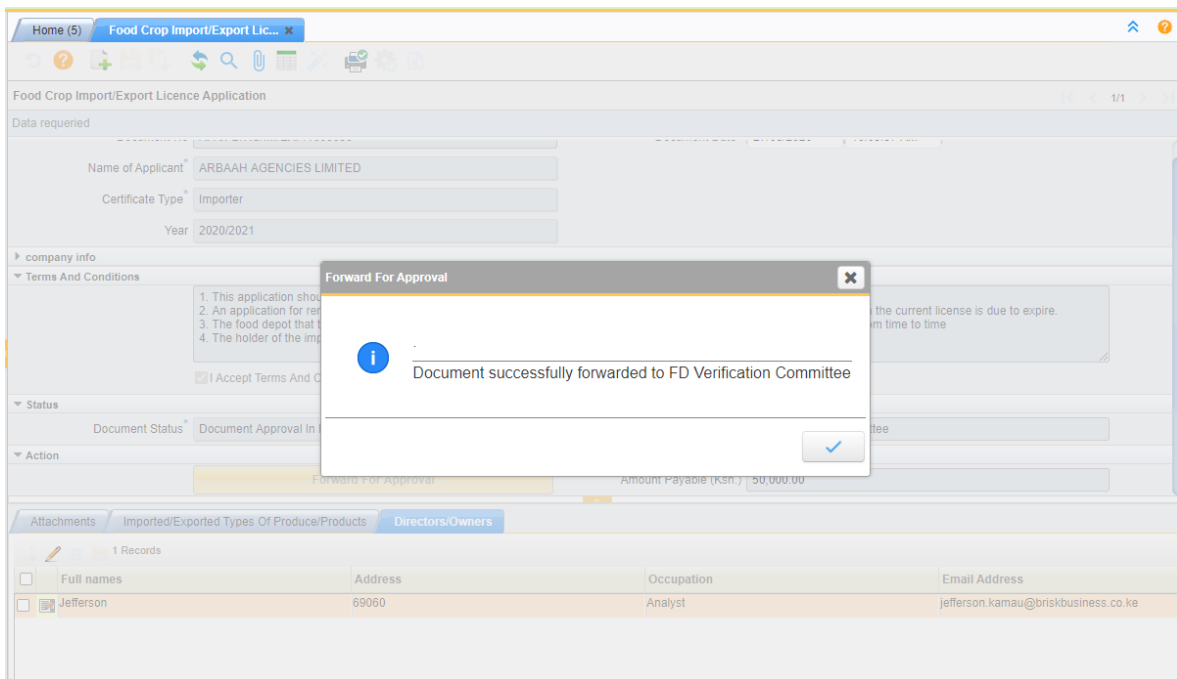
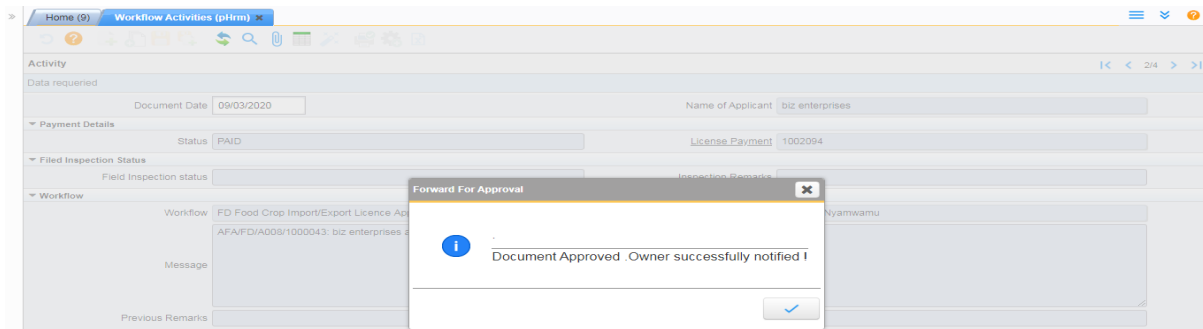


Figure 22 Successful Document Forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.



Successful application approval

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.6](#))



Sample Importer/Exporter License

4.1.3 Food Processing plant registration

AFA Menu ⇒ Food Crops Directorate ⇒ registration ⇒ Food crop processing plant application for approval

By clicking on the form system automatically populate the company information.

Read through the terms and conditions for application and click on the checkbox to agree to them;

Navigate through the tabs to populate additional requisite details.

Food Crop Processing Plant Application For Approval

Inserted

Document No Document Date* 27/08/2020 11:59:10 AM

Name of Applicant* TASLEEM INVESTMENT LIMITED

▼ company info

L.R No/Plot No* 209/8764 Postal Address* P.O BOX 77974

Postal Code 662 Telephone* 0722203128

PIN/VAT* P051614932E Company Reg No. PVT/2016/023927

Email Address* nr41@gmail.com County* NAIROBI

Sub-County* STAREHE Ward ZIWANI/KARIOKOR

Location* CBD Sub-Location* HARAMBEE

Village* CBD Building Name* NANAK HOUSE

Street Name* KIMATHI STREET Town* CBD

Establishment Date 31/08/2016 Legal Status Private Firm

Food Crops & products Attachments Directors/Owners

0 Records

Crop Type	Product
No Records found	

Application form

Add attachments

Food Crop Processing Plant Application For Approval > Food Crops products

Inserted

Crop Type* Product*

Food crop product

Home (2) *Food Crop Processing Plant... * Food Crop Processing Plant ...

Food Crop Processing Plant Application For Approval > Directors/Owners

Full names* jefferson Address* 77974
Telephone* (+254) (723) 087046 Email Address* jefferson.kamau@briskbusiness.co.ke
Occupation* Business analyst Years of Experience
Shareholding Percentage Foreign Director

Attachment

Attach ID/Passport No.	View Attachment
Attach Good Conduct	View Attachment
Attach KRA pin	View Attachment

Directors/ owners

Home (2) *Food Crop Processing Plant... * Food Crop Processing Plant ...

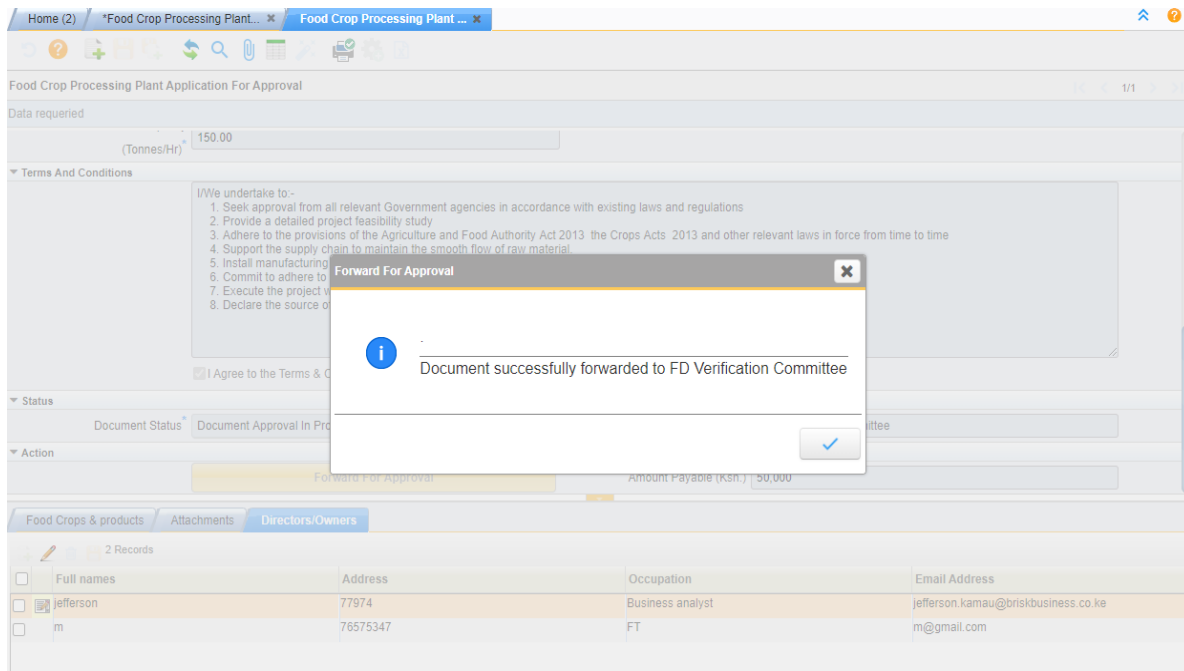
Food Crop Processing Plant Application For Approval > Attachments

Record saved

<input type="checkbox"/>	Name	Description	Attachment (PDF)
<input checked="" type="checkbox"/>	Detailed Project feasib		Upload
<input type="checkbox"/>	NEEMA Certificate		
<input type="checkbox"/>	Design of the processing ...		
<input type="checkbox"/>	Sketch Map		
<input type="checkbox"/>	Declaration of water sourc...		

Attachments

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



Document successful forwarded

The document goes through food directorate internal process, then the applicant will be notified of document approval or rejection with a reason. On approval the applicant will apply for the food processing plant certificate.

4.1.4 Food Crop Processing Plant Certificate

AFA Menu ⇒ Food Crops Directorate ⇒ Certificate registration ⇒ Food crop processing plant

By clicking on the form it automatically populate the company information;

Read through the terms and conditions for application and click on the checkbox to agree to them;
 Navigate through the tabs to populate additional requisite details.

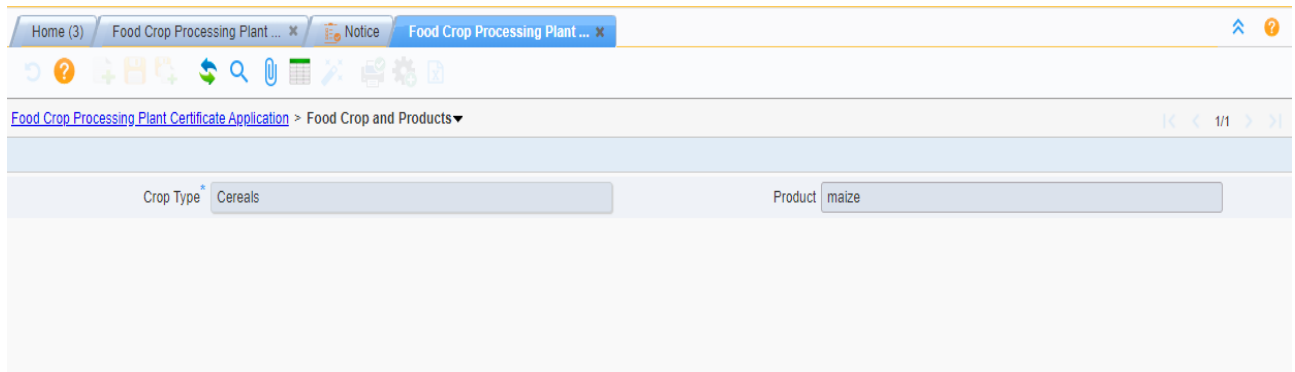
The screenshot shows the 'Food Crop Processing Plant Certificate Application' form. The 'Data requested' section includes fields for Document No (AFA/FD/A003/1000049), Document Date (27/08/2020, 11:59:10 AM), Name of Applicant (TASLEEM INVESTMENT LIMITED), Food Crop Processing Plant Approval Application (1000043), and Year (2020/2021). Below this is the 'Terms And Conditions' section, which contains a list of requirements for the applicant, such as supporting the supply chain, installing manufacturing equipment, and complying with national and international food safety standards. A checkbox labeled 'I Agree to the Terms & Conditions' is checked.

Application form

Add necessary attachments

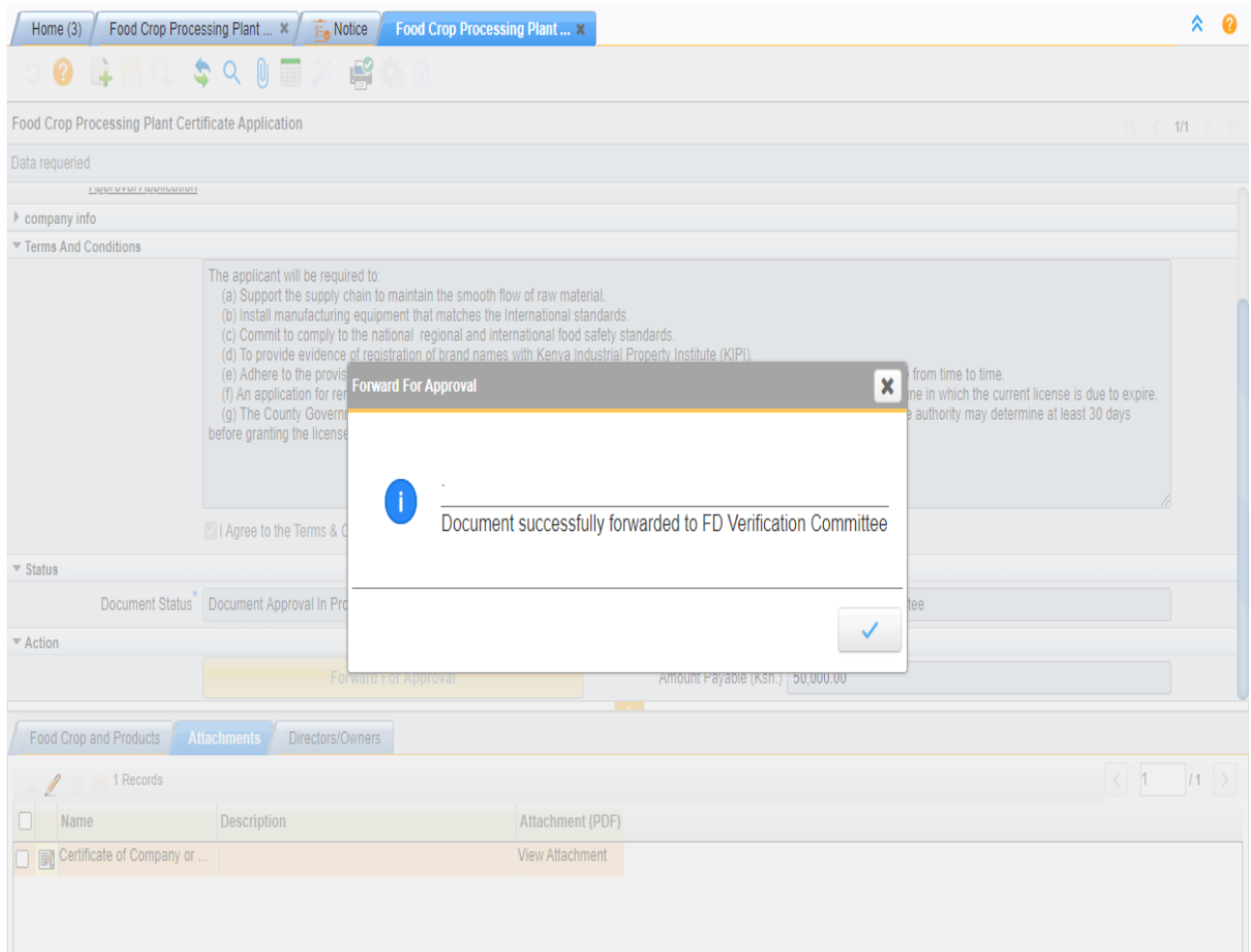
The screenshot shows the 'Directors/Owners' section of the application form. It displays a 'Record saved' for a director named Jefferson. The form includes fields for Full names (Jefferson), Address (77974), Telephone (+254) (723) 087046, Email Address (jefferson.kamau@briskbusiness.co.ke), Occupation (Business analyst), and Years of Experience. There is also a checkbox for 'Foreign Director'. Below the form is an 'Attachment' section with three rows, each containing an 'Attach ID/Passport No.', 'Attach Good Conduct', or 'Attach KRA pin' field, followed by a 'View Attachment' button.

Attachment tab



Crop type tab

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



Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.6](#))



CERTIFICATE OF APPROVAL FOR A FOOD PROCESSING PLANT

M/s TASLEEM INVESTMENT LIMITED of P.O Box P.O BOX 77974 has been granted a Certificate of Approval for a Food Processing Plant of certificate No. AFA/FD/A003/1000049 and is/are hereby authorized to process food crops or food produce.

The certificate is valid from 27/Aug/2020 to 26/Aug/2022

This License is issued subject to compliance with provisions of the Crops Act and to the terms and conditions as specified therein

Terms and Conditions

- 1 .The Authority may suspend or cancel a certificate issued if the holder fails to abide with the terms and conditions set out for processing facilities
2. The application for renewal of this certificate shall be made to the Head Food Directorate so as to reach at least one month before expiry date

Date Printed:
27/Aug/2020



Head
Food Crops Directorate

Processing plant certificate

4.1.5 Growers, Growers' Associations Or Dealers Certificate

AFA Menu ⇒ Food Crops Directorate ⇒ Certificate registration ⇒ Growers, Growers' Associations Or Dealers Certificate

Choose the Category you are applying for, so as to automatically populate the company information;

Read through the terms and conditions for application and click on the checkbox to agree to them;

Navigate through the tabs to populate additional requisite details.

NOTE: Some tabs are dependent on the Category of application chosen.

The screenshot shows a web application interface for 'Growers, Growers' Associations Or Dealers Certificate'. The form includes fields for Document No, Document Date (06/03/2020 12:29:10 PM), Name of Applicant (biz enterprises), License Expiry Date (30/06/2020 12:00:00 AM), Category (dropdown), and Year (2019/2020). There is a 'company info' section, a 'Terms And Conditions' section with a list of three conditions and a checkbox 'I Agree to the Terms & Conditions', a 'Status' section with Document Status (Document In Draft) and Approval Stage (Applicant Stage), and an 'Action' section with a 'Forward For Approval' button and Amount Payable (KSh.) (10,000.00). At the bottom, there are tabs for 'Type of food crops grown/handled', 'Attachments', and 'Directors/Owners'. The 'Type of food crops grown/handled' tab is active, showing a table with columns for Crop Type, Crop Name, Hectare (s), and Volume (50kg Bags). The table currently shows '0 Records' and 'No Records found'.

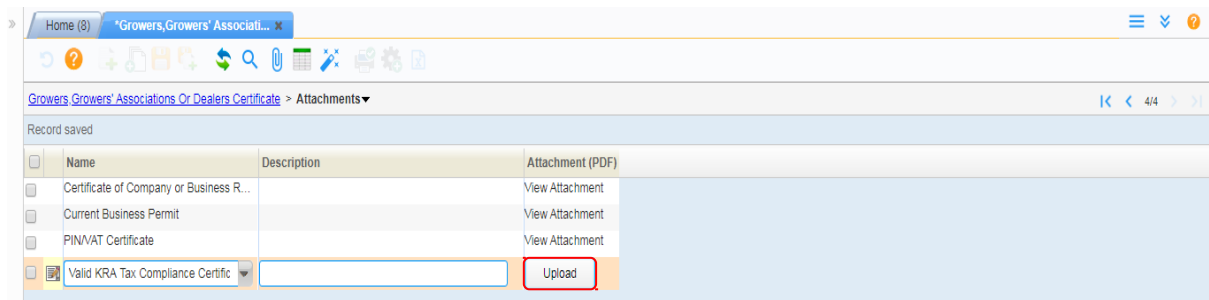
Application form

Fill in the food crops grown/ handled details and click on the Save icon to save the record. Click on the New Record icon to enter new details.

The screenshot shows the 'Type of food crops grown/handled' tab selected. The form has input fields for Crop Type (dropdown), Crop Name (dropdown), and Hectare (s) (text input). The interface includes a toolbar with icons for search, save, and other actions. The breadcrumb trail shows 'Growers Growers' Associations Or Dealers Certificate > Type of food crops grown/handled'.

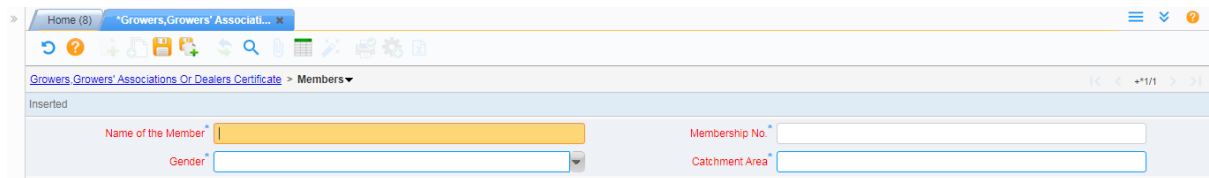
Type of food crops grown/handled tab

Upload the required documents



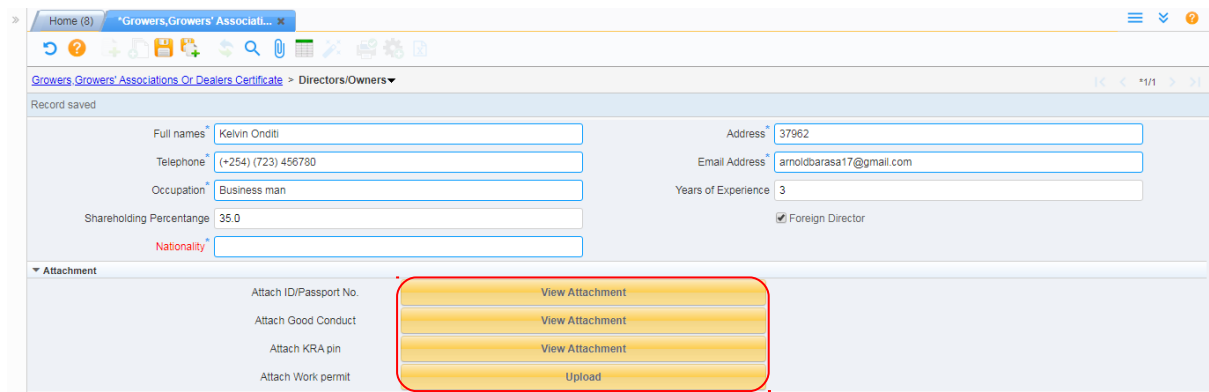
Attachments tab

For Grower Associations and Processors, enter the member details and click on the Save icon to save the record. Click on the New Record icon to enter new member details.



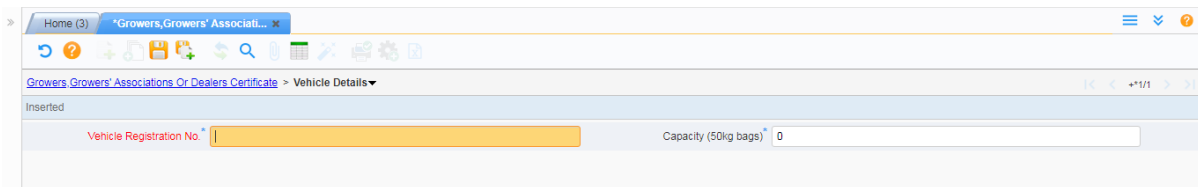
Members' details tab

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.



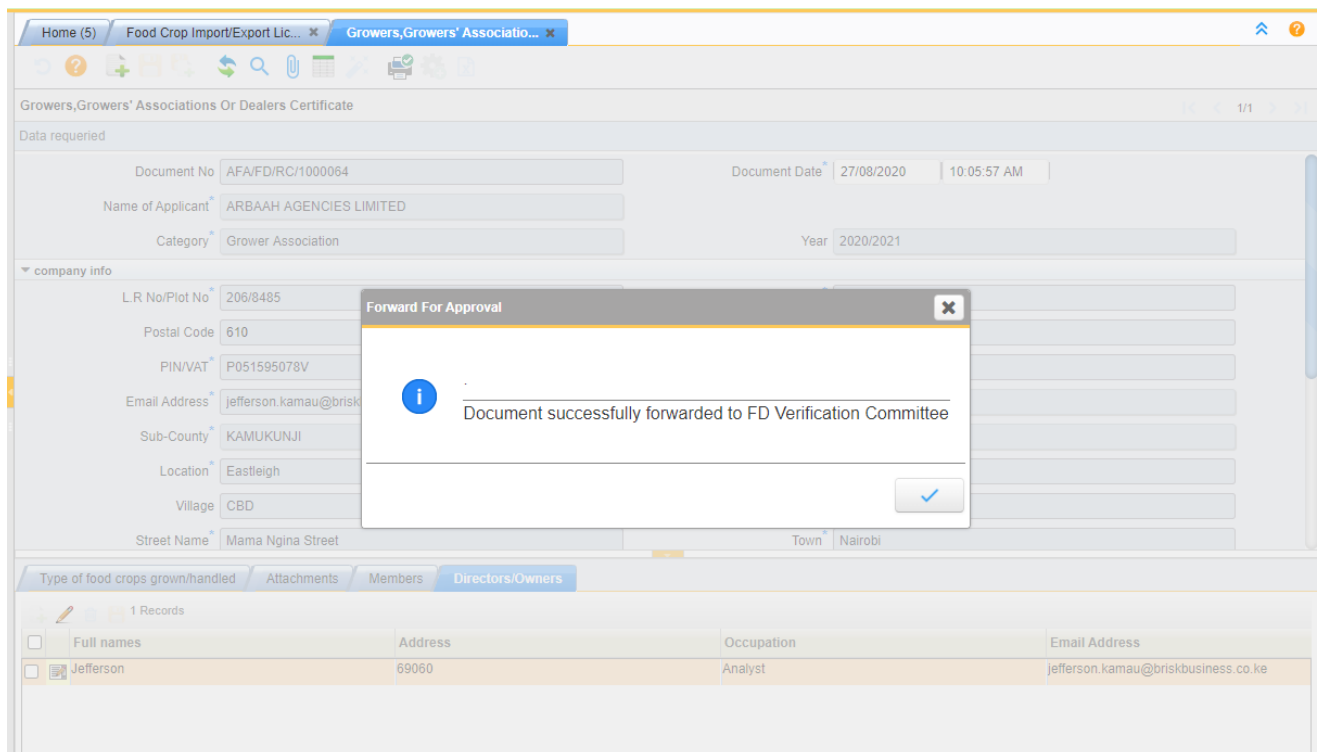
Directors/Owners tab

For Transporter Dealers Category, provide the vehicle details on this tab and click on the Save icon to save the record. Click on the New Record icon to enter new member details.



Vehicle Details Tab

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



Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

After the application has been approved, the applicant logs in to the AFA IMIS system and prints the license. ([See Ref. 3.6](#))



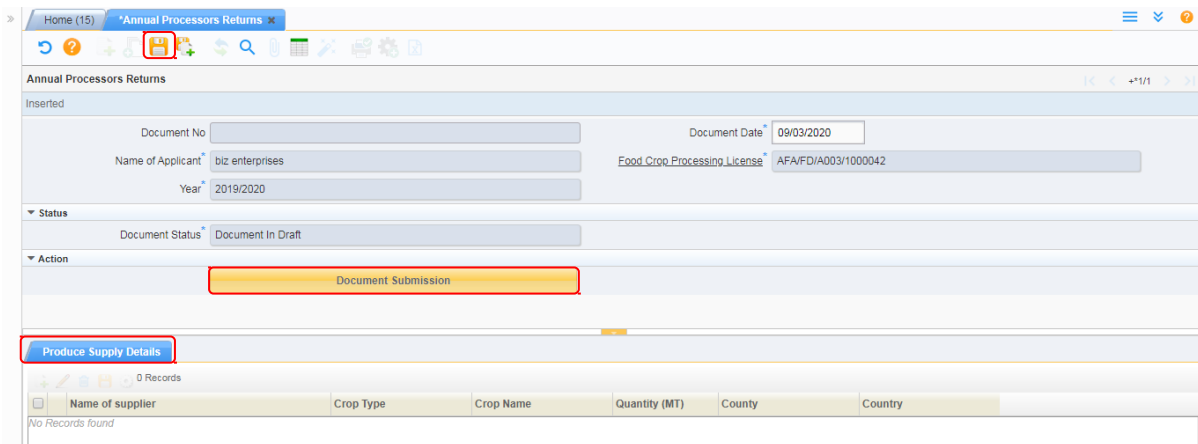
Sample license

4.1.6 Annual Processors Returns

AFA Menu ⇒ **Food Crops Directorate** ⇒ **Returns** ⇒ **Annual Processors Returns**

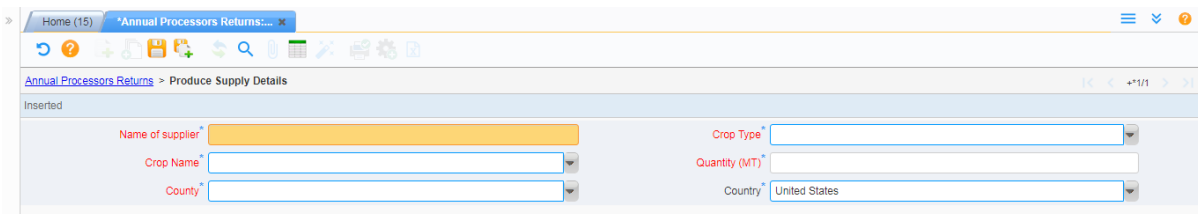
Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.



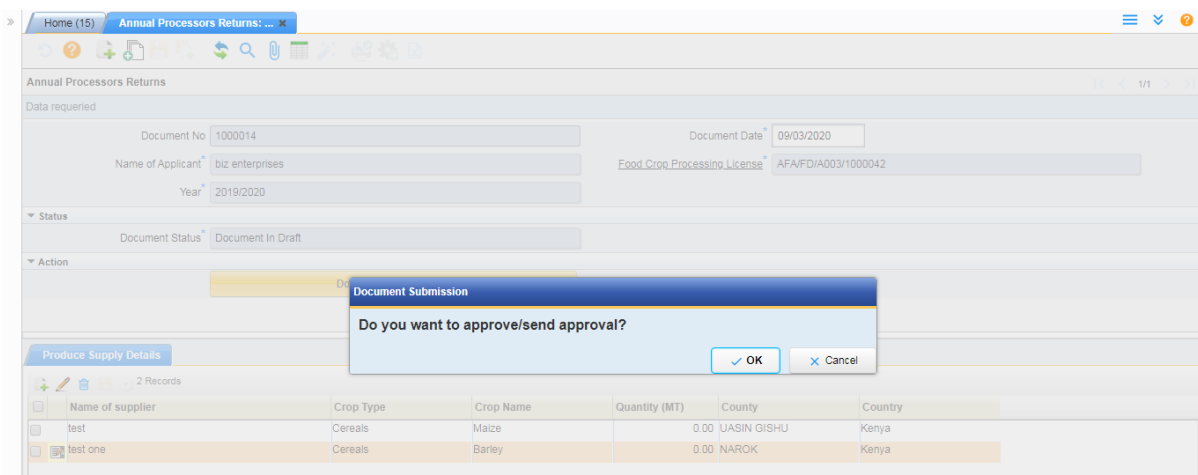
Returns Form

Fill in details in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to populate new details.



Produce Supply Details Tab

Navigate back to the returns form and submit the document for approval



Document Submission prompt

Annual Processors Returns Document Successfully Submitted

Document No: 1000014 Document Date: 09/03/2020

Name of Applicant: biz enterprises Food Crop Processing License: AFA/FD/A003/1000042

Year: 2019/2020

Status: Document Status: Document Approval Completed

Action: Document Submission

Successful document submission

4.1.7 Food Crops Importer/Exporter Monthly Returns

AFA Menu ⇒ **Food Crops Directorate** ⇒ **Returns** ⇒ **Food Crops Importer/Exporter Monthly Returns**

Select the License Type you are submitting returns for;

Select the Year duration;

Select the Month you are filing Returns for;

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

Food Crops Importer/Exporter Monthly Returns

Inserted

Document No: Document Date: 09/03/2020

Name of Applicant: biz enterprises Licence Type: Importer

Food Crop Import/Export License: AFA/FD/A008/1000043 Year: Month:

Status: Document Status: Document In Draft

Action: Document Submission

Imported produce/products

Crop Type	Crop Name	Quantity Imported (MT)	Quantity Exported (MT)	Customs Value (Ksh.)	Country of Origin	Point of Entry
No Records found						

Returns Form

Fill in the requisite details and click on the Save icon to save your record.
Click on the New Record icon to populate new details.

Home (15) *Food Crops Importer/Exporte... x

Food Crops Importer/Exporter Monthly Returns > Imported produce/products.

Inserted

Crop Type Crop Name

Quantity Imported (MT)* Customs Value (Ksh.)*

Country of Origin* Point of Entry*

Imported produce/products

Navigate back to the returns form and submit the document for approval

Home (15) Food Crops Importer/Exporte... x

Food Crops Importer/Exporter Monthly Returns

Data requested

Document No* 1000045 Document Date* 09/03/2020

Name of Applicant* biz enterprises Licence Type* Importer

Food Crop Import/Export License* AFA/FD/A008/1000043 Year* 2019/2020

Month* Mar-20

Status

Document Status* Document In Draft

Action

Document Submission

Do you want to approve/send approval?

OK Cancel

Imported produce/products.

2 Records

Crop Type	Crop Name	Quantity Imported (MT)	Quantity Exported (MT)	Customs Value (Ksh.)	Country of Origin	Point of Entry
Cereals	Barley	0	0.00	0.00	South Africa	Mombasa
Legumes	Soya beans	0	0.00	0.00	Spain	Mombasa

Document submission prompt

Home (15) Food Crops Importer/Exporte... x

Food Crops Importer/Exporter Monthly Returns

Food Crops Importer/Exporter Monthly Returns Document Successfully Submitted

Document No 1000045 Document Date 09/03/2020

Name of Applicant biz enterprises Licence Type Importer

Food Crop Import/Export License AFA/FD/A008/1000043 Year 2019/2020

Month Mar-20

Status

Document Status Approved

Action

Document Submission

Successful document submission

Document	Annual Return for Growers/ Collection Centre/Marketing Agent
Document #	1000017
Status	Submitted
Description	1000017: Demo Company Food Crop Collection Centers Annual Return , for the period 2019/2020. Done On 2020-02-21 00:00:00.0
Summary	1000017: Demo Company Food Crop Collection Centers Annual Return , for the period 2019/2020. Done On 2020-02-21 00:00:00.0
Message	Documented Submitted
Link	192.168.1.110:8080/webui/

Email notification on successful returns submission

4.1.8 Food Processors Monthly Returns

AFA Menu ⇒ **Food Crops Directorate** ⇒ **Returns** ⇒ **Food Processors Monthly Returns**

Select the Month you are filing Returns for;

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

Returns Form

Fill in details in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to populate new information.

Produce and Product Details tab

Navigate back to the returns form and submit the document for approval

The screenshot shows the 'Food Processors Monthly Returns' form. The 'Produce and Product Details' tab is active, displaying a table with 3 records. A modal dialog box titled 'Document Submission' is overlaid on the form, asking 'Do you want to approve/send approval?' with 'OK' and 'Cancel' buttons.

Crop Type	Crop Name	Quantity Purchased (MT)	Quantity Processed (MT)	Brand name	Stock release	Buying Price(Ksh.)	Selling Price(Ksh.)
Cereals	Maize	0.00	0.00	0	0		
Legumes	Beans	0.00	0.00	0	0		
Roots and Tuber	Irish Potatoes	0.00	0.00	0	0		

Document submission prompt

The screenshot shows the 'Food Processors Monthly Returns' form after a successful document submission. The 'Document Status' is now 'Document Approval Completed'. A 'Document Submission' button is visible in the 'Action' section.

Successful document submission

4.1.9 Growers/Growers' Associations Monthly Returns

AFA Menu ⇒ **Food Crops Directorate** ⇒ **Returns** ⇒ **Growers/Growers' Associations Monthly Returns**

Select the Category you are submitting returns for;

Select the Month you are submitting returns for;

Click on the Save icon to save the record;

Navigate through the tab to populate additional requisite details.

Document No: [] Document Date: 09/03/2020

Name of Applicant: biz enterprises Category: []

Grower/Propagator/Marketing Agent Registration: CG/FDI/A001/1000050 Year: 2019/2020

Month: []

Status: Document In Draft

Action: Forward For Approval

Name of supplier	Crop Type	Crop Name	Quantity (MT)	County	Sub-County
No Records found					

Returns Form

Fill in details in the mandatory fields and click on the Save icon to save your record. Click on the New Record icon to populate new information.

Name of supplier: [] Crop Type: []

Crop Name: [] Quantity (MT): []

County: [] Sub-County: []

Food crops produced/purchased details

Navigate back to the returns form and submit the document for approval

Document No: 1000005 Document Date: 09/03/2020

Name of Applicant: biz enterprises Category: Growers' Association

Registration: CG/FDI/A001/1000050 Year: 2019/2020

Month: Mar-20

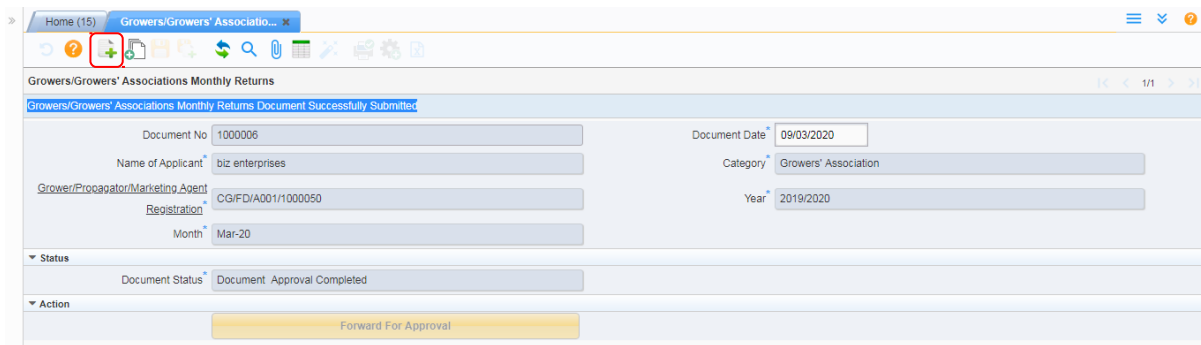
Status: Document In Draft

Action: []

Document Submission: Do you want to approve/send approval? [OK] [Cancel]

Name of supplier	Crop Type	Crop Name	Quantity (MT)	County	Sub-County
member one	Cereals	Barley	4,664.00	NAKURU	RCINGAI
member	Legumes	Beans	899.00	KAJAMBA	LIKUYANI
member six	Roots and Tuber	Irish Potatoes	48,996.00	UASIN GISHU	AINABKOI

Document submission prompt



Successful Document approval

4.1.10 Food Crop Processing Plant Certificate Renewal

On the Company Info, update the capacity of the processing plant and check on the checkbox for Branch Offices;

Read through the Terms and Conditions and agree to them;

Click on the Save icon to save your progress; this will automatically populate the details in the tabs from the previous license application

Navigate through the tabs to view, and populate additional requisite details;

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

Food Crop Processing Plant Certificate Renewal

Document No: [] Document Date: 09/04/2020 3:43:26 PM

Name of Applicant: biz enterprises License Expiry Date: 30/06/2021 12:00:00 AM

Year: -2020/2021-

company info

Terms And Conditions

The applicant will be required to:

- Support the supply chain to maintain the smooth flow of raw material.
- Install manufacturing equipment that matches the International standards.
- Commit to comply to the national regional and international food safety standards.
- To provide evidence of registration of brand names with Kenya Industrial Property Institute (KIPI).
- Adhere to the provisions of the Agriculture and Food Authority Act, 2013 the Crops Acts, 2013 and other relevant laws in force from time to time.
- An application for renewal of this license shall be made to the County Government not later than the first day of the month of June in which the current license is due to expire.
- The County Government shall give notice of the proposed grant of license in the Kenyan gazette and such other manner as the authority may determine at least 30 days before granting the license.

I Agree to the Terms & Conditions

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

Action: Forward For Approval Amount Payable (Ksh.): 10,000.00

Counties Branch Attachments Directors/Owners

0 Records

Application Form

Food Crop Processing Plant Certificate Renewal

Data requested

Document No: AFA/FD/A003/1000043 Document Date: 09/04/2020 3:43:26 PM

Name of Applicant: biz enterprises License Expiry Date: 30/06/2021 12:00:00 AM

Year: -2020/2021-

company info

Terms And Conditions

The applicant will be required to:

- Support the supply chain to maintain the smooth flow of raw material.
- Install manufacturing equipment that matches the International standards.
- Commit to comply to the national regional and international food safety standards.
- To provide evidence of registration of brand names with Kenya Industrial Property Institute (KIPI).
- Adhere to the provisions of the Agriculture and Food Authority Act, 2013 the Crops Acts, 2013 and other relevant laws in force from time to time.
- An application for renewal of this license shall be made to the County Government not later than the first day of the month of June in which the current license is due to expire.
- The County Government shall give notice of the proposed grant of license in the Kenyan gazette and such other manner as the authority may determine at least 30 days before granting the license.

I Agree to the Terms & Conditions

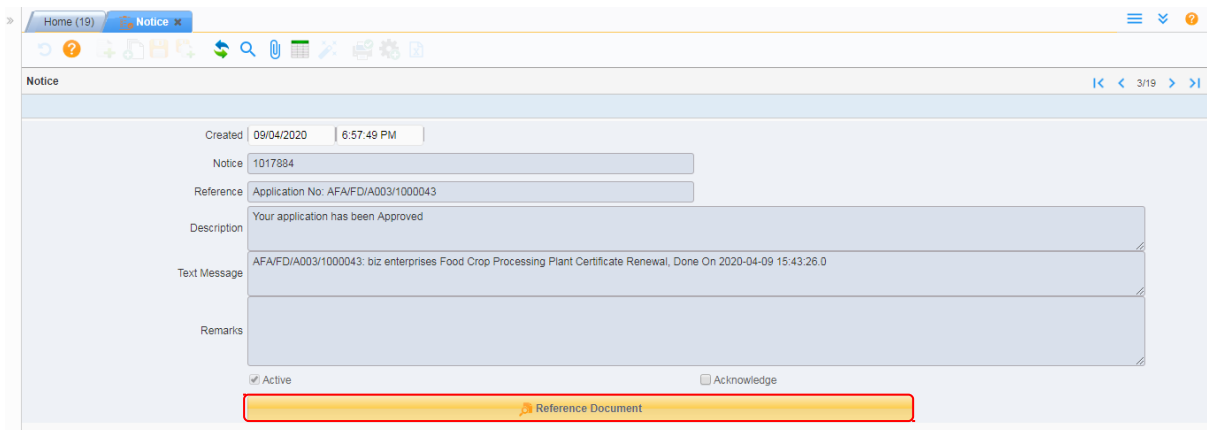
Forward For Approval

Document successfully forwarded to FD Compliance

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.



System notification on application approval

4.1.11 Food Crop Import/Export Licence Renewal

Select the License Type;

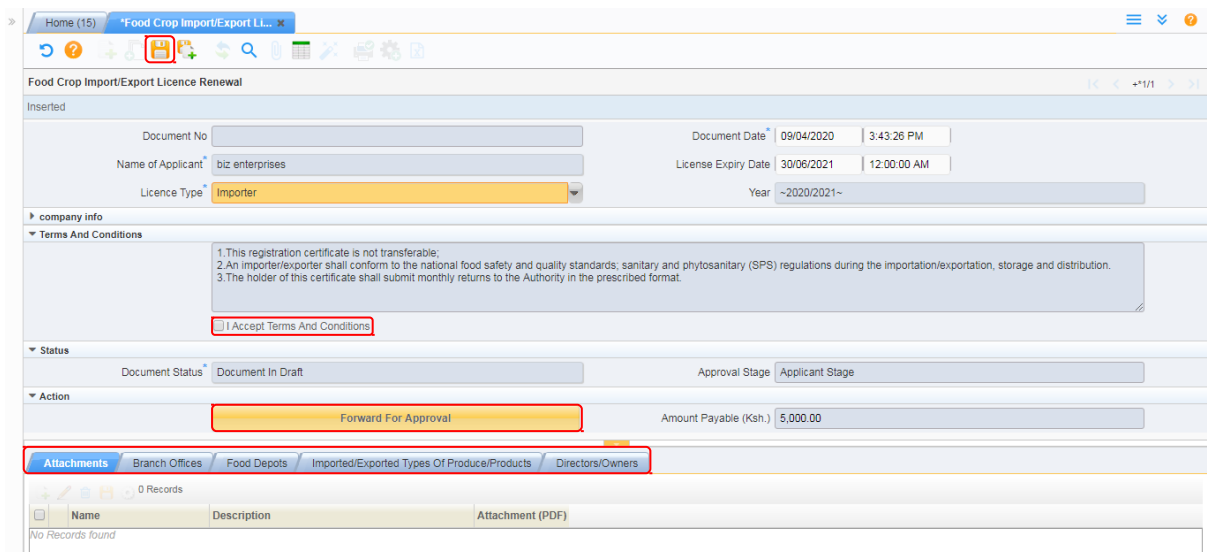
On the Company Info, state whether the application is for Branch Offices or Food Depots by checking on the checkboxes;

Read through the Terms and Conditions and agree to them;

Click on the Save icon to save your progress; this will automatically populate the details in the tabs from the previous license application

Navigate through the tabs to view, and populate additional requisite details;

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



Application Form

The screenshot shows a web application interface for 'Food Crop Import/Export Licence Renewal'. The form contains the following fields:

- Document No: AFA/FD/A008/1000044
- Document Date: 09/04/2020 3:43:26 PM
- Name of Applicant: biz enterprises
- License Expiry Date: 30/06/2021 12:00:00 AM
- License Type: Importer
- Year: ~2020/2021~

The 'Terms And Conditions' section is expanded, showing a list of conditions and a checkbox for 'I Accept Terms And Conditions'. A 'Forward For Approval' dialog box is overlaid on the form, displaying an information icon and the message: 'Document successfully forwarded to FD Compliance'. A 'Forward For Approval' button is visible at the bottom of the form.

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.

The screenshot shows the 'Notice' section of the application form. The notice details are as follows:

- Created: 09/04/2020 7:07:27 PM
- Notice: 1017886
- Reference: Application No: AFA/FD/A008/1000044
- Description: Your application has been Approved
- Text Message: AFA/FD/A008/1000044: biz enterprises applied for a Food Crop Importer License on 2020-04-09 15:43:26.0
- Remarks: (Empty field)

At the bottom of the notice section, there are two checkboxes: 'Active' (checked) and 'Acknowledge' (unchecked). A red box highlights a 'Reference Document' button at the bottom of the form.

System notification on application approval

4.1.12 Growers, Growers' Associations Or Dealers Certificate Renewal

Select the Category of certificate renewal;

Read through the Terms and Conditions and agree to them;

Click on the Save icon to save your progress; this will automatically populate the details in the tabs from the previous license application

Navigate through the tabs to view, and populate additional requisite details;

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

Growers, Growers' Associations Or Dealers Certificate Renewal

Document No: [input] Document Date: 09/04/2020 3:43:26 PM
Name of Applicant: biz enterprises License Expiry Date: 30/06/2021 12:00:00 AM
Category: [dropdown] Year: ~2020/2021~

company info

Terms And Conditions

1. This application should be completed in full. An incomplete form shall not be processed.
2. An applicant shall be required to furnish the County Government with evidence of registration and copies of their Constitution or Articles and Memorandum of Association where applicable.
3. An applicant shall comply with approved practices and standards on quality, food safety and hygiene.

I Agree to the Terms & Conditions

Status

Document Status: Document In Draft Approval Stage: Applicant Stage

Action

Forward For Approval Amount Payable (KSh): 1,000.00

Type of food crops grown/handled Attachments Directors/Owners

Crop Type	Crop Name	Hectare (s)	Estimated produce tonnage/year
No Records found			

Application Form

Growers, Growers' Associations Or Dealers Certificate Renewal

Data requested

Document No: CG/FD/A001/1000052 Document Date: 09/04/2020 3:43:26 PM
Name of Applicant: biz enterprises License Expiry Date: 30/06/2021 12:00:00 AM
Category: Grower Association Year: ~2020/2021~

company info

Terms And Conditions

1. This application should be completed in full. An incomplete form shall not be processed.
2. An applicant shall be required to furnish the County Government with evidence of registration and copies of their Constitution or Articles and Memorandum of Association where applicable.
3. An applicant shall comply with approved practices and standards on quality, food safety and hygiene.

I Agree to the Terms & Conditions

Status

Document Status: Document Approval In Progress

Action

Forward For Approval Amount Payable (KSh): 1,000.00

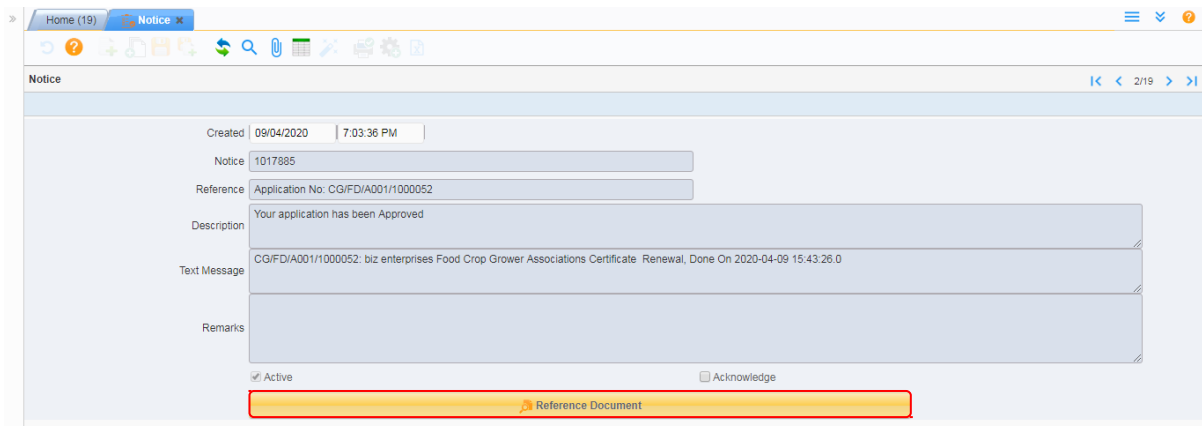
Forward For Approval

Document successfully forwarded to FD Compliance

Successful document forward

The applicant receives an email notification prompting them to make the required license levy payment. After successful payment ([Ref. 3.5](#)), the payment status changes on the application form and the document is ready for approval by SD Finance.

After successful application approval, the applicant receives an email notification with the official payment receipt voucher and is also notified on successful document approval.



System notification on application approval