



AFA (MIRAA, PYRETHRUM & OTHER INDUSTRIAL CROPS DIRECTORATE) - SERVICE CHARTER

 Republic of Kenya		 AFA <small>Our Commitment, Our Success</small>		
S/No	Service	Requirements to Obtain Service	Cost of Service	Timeline
1.	Issuance & renewal of Commercial Nursery Operator's license (Pyrethrum, Miraa & Bixa)	<ul style="list-style-type: none"> Application for the license A certified copy of certificate of incorporation or registration A certified copy of memorandum and articles of association or constitution; Names and address of Directors 	Free	45 days
2.	Issuance and renewal of Pyrethrum processor's license	<ul style="list-style-type: none"> Application for the license Processor's Certificate of registration by the Authority Certificate of registration Copies of national identification or passports for the Directors Tax compliance certificate Copy of Title Deed Premise license from PCPB 	Free	55 days
3.	Issuance of Miraa export/import permit	<p>Export: Commercial invoice Import permit</p> <p>Import : Pre-import permit Certificate of origin</p>	2,000 2,000	2 days
4.	Registration of growers' association (Miraa, Pyrethrum and Bixa)	<ul style="list-style-type: none"> A copy of certificate of registration List of growers Copies of IDs/Passport of the officials 	Free	7 days
5.	Registration and licensing of a Pyrethrum dealer	<p>Registration :</p> <ul style="list-style-type: none"> Certificate of registration Copies of Directors' ID or passports Valid tax compliance certificate A copy of contract between the dealer and the processor <p>Licensing:</p> <ul style="list-style-type: none"> Certificate of registration Copies of Directors' ID or passports Tax Compliance Certificate Copy of the certificate of registration by the Authority 	Free New application Kshs.50,000 Renewal Ksh.25,000	14 days 30 days
6.	Registration and licensing of a Miraa aggregator	<p>Registration:</p> <ul style="list-style-type: none"> A copy of certificate of incorporation and memorandum and articles of association or constitution or registration Copy of current CR12 Copies of Directors' ID or passports KRA pin certificate Valid single business permit 	Free	14 days
7.	Registration of a Miraa commercial transporter	<ul style="list-style-type: none"> A copy of certificate of incorporation and memorandum and articles of association or constitution or registration; A copy of current CR12 Copies of IDs/Passports for directors KRA pin certificate 	Free	14 days
8.	Registration and licensing of a Miraa exporter	<p>Registration:</p> <ul style="list-style-type: none"> A copy of certificate of incorporation and memorandum and articles of association or constitution or registration; 	Free	14 days

		<ul style="list-style-type: none"> • Copy of current CR12 • Copies of Directors' ID or passports • KRA Pin Certificate <p>Licensing:</p> <ul style="list-style-type: none"> • A copy of certificate of incorporation • Current CR12 • Copies of Directors' ID or passports • A copy of registration certificate from the Authority • A copy of single business permit from the County Government • Tax Compliance Certificate • A copy of lease agreement or title deed or license for the pack house 	<p>New applicant Ksh.20,000</p> <p>Renewal Ksh.10,000</p>	<p>45 days</p>
9.	Registration and licensing of a Miraa importer	<p>Registration:</p> <ul style="list-style-type: none"> • A copy of certificate of incorporation and memorandum and articles of association or constitution or registration; • A copy of CR12 • Copies of Directors' ID or passports • KRA Pin Certificate <p>Licensing:</p> <ul style="list-style-type: none"> • A copy of certificate of incorporation or registration or of Memorandum and articles of association or constitution; • CR12 • Copies of Directors' ID or passports • A copy of registration certificate from the Authority • A copy of single business permit from the County Government • Tax Compliance Certificate 	<p>Free</p> <p>New applicant Kshs.30,000</p> <p>Renewal Kshs.15,000</p>	<p>14 days</p> <p>45 days</p>
10.	Registration and licensing of a Pyrethrum exporter	<p>Registration:</p> <ul style="list-style-type: none"> • Certificate of registration • CR12 • Copies of Directors' ID or passports • KRA pin for the company <p>Licensing :</p> <ul style="list-style-type: none"> • Processor's License by the Authority • Certificate of registration of the company • CR12 • Copies of national identification or passports for the Directors • Tax compliance certificate • Copy of Title Deed • Feasibility report 	<p>Free</p> <p>New applicant Kshs.100,000</p> <p>Renewal Kshs.50,000</p>	<p>14 days</p> <p>45 days</p>
11.	Issuance of Pyrethrum export/import permit	<ul style="list-style-type: none"> • Valid processor's license • Certificate of analysis • Commercial invoice (Exporter) 	<p>2,000</p>	<p>3 days</p>
12.	Registration of a Miraa commercial transporter	<ul style="list-style-type: none"> • A copy of certificate of incorporation and memorandum and articles of association or constitution or registration; • A copy of current CR12 • copies of IDs/Passports for directors • KRA pin certificate 	<p>Free</p>	<p>14 days</p>

WE ARE COMMITTED TO COURTESY AND EXCELLENCE IN SERVICE DELIVERY

Any service/good rendered that does not conform to the above standards or any officer who does not live up to commitment to courtesy and excellence in Service Delivery is reported to:

The Director General

The Commission Secretary/Chief Executive Officer,

Agriculture and Food Authority (AFA)
P.O. Box 37962- 00200
NAIROBI
Tel: +254-20-2536869, +254-277 200556,
+254 – 734-600944
Email: info@afa.go.ke

Commission on Administrative Justice 2nd Floor,
West End Towers, Waiyaki Way, Nairobi.
P.O. Box 20414 – 00200 Nairobi
Tel: +254 (0) 20 2270000/2303000
Email : complain@ombudsman.go.ke

HUDUMA BORA NI HAKI YAKO