



Republic of Kenya



Institution/Organization Name:

AFA_COFFEE DIRECTORATE

PROCESS FOR ISSUANCE OF ANNUAL LICENCE FOR COFFEE BUYERS FROM THE

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Applicant to register in IMIS system for system username and password and submission of the required documents		Applicant
2.	Receive documents for approval	1 day	DD-R&C
3.	Give feedback if documents are not right or requirements have not been met give feedback to applicant	1 day	DD-R&C
4.	Review the documentation and send alert for inspection	1 day	DD-R&C
5.	Field inspection and submission of inspection report to compliance	10 days	DD-RC
6.	If the requirements are not fully met, communicate to the applicant	1 day	DD-RC
7.	CD and AFA approval and gazette processes	10 days	Committee
8.	Publication in the Kenya Gazette	30 days	Government Printer
9.	Payment and approval of licence and printing by applicant	1 day	CD-Finance and Applicant