



Republic of Kenya



**Institution/Organization Name:**

**AFA- COFFEE DIRECTORATE**

**PROCESS FOR COFFEE WAREHOUSEMAN'S**

<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
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.	inspection and submission of inspection report	10 days	DD-RC
6.	If the requirements are not fully met, NOTIFY the applicant	1 day	DD-R&C
7.	CD, CD and approval and gazette processes	10 days	Committee
8.	Publication in the Kenya gazette	30 days	Government printer (GP)
9.	Payment, approval and printing of licence	1 day	CD-Finance and Applicant