



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

 Republic of Kenya		 AFA <small>Our Commitment</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"> <li>Application for the license</li> <li>A certified copy of certificate of incorporation or registration</li> <li>A certified copy of memorandum and articles of association or constitution;</li> <li>Names and address of Directors</li> </ul>	Free	45 days
2.	Issuance and renewal of Pyrethrum processor's license	<ul style="list-style-type: none"> <li>Application for the license</li> <li>Processor's Certificate of registration by the Authority</li> <li>Certificate of registration</li> <li>Copies of national identification or passports for the Directors</li> <li>Tax compliance certificate</li> <li>Copy of Title Deed</li> <li>Premise license from PCPB</li> </ul>	Free	55 days
3.	Issuance of Miraa export/import permit	<p><b>Export:</b> Commercial invoice Import permit</p> <p><b>Import :</b> 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"> <li>A copy of certificate of registration</li> <li>List of growers</li> <li>Copies of IDs/Passport of the officials</li> </ul>	Free	7 days
5.	Registration and licensing of a Pyrethrum dealer	<p><b>Registration :</b></p> <ul style="list-style-type: none"> <li>Certificate of registration</li> <li>Copies of Directors' ID or passports</li> <li>Valid tax compliance certificate</li> <li>A copy of contract between the dealer and the processor</li> </ul> <p><b>Licensing:</b></p> <ul style="list-style-type: none"> <li>Certificate of registration</li> <li>Copies of Directors' ID or passports</li> <li>Tax Compliance Certificate</li> <li>Copy of the certificate of registration by the Authority</li> </ul>	Free  New application Kshs.50,000  Renewal Ksh.25,000	14 days  30 days
6.	Registration and licensing of a Miraa aggregator	<p><b>Registration:</b></p> <ul style="list-style-type: none"> <li>A copy of certificate of incorporation and memorandum and articles of association or constitution or registration</li> <li>Copy of current CR12</li> <li>Copies of Directors' ID or passports</li> <li>KRA pin certificate</li> <li>Valid single business permit</li> </ul>	Free	14 days
7.	Registration of a Miraa commercial transporter	<ul style="list-style-type: none"> <li>A copy of certificate of incorporation and memorandum and articles of association or constitution or registration;</li> <li>A copy of current CR12</li> <li>Copies of IDs/Passports for directors</li> <li>KRA pin certificate</li> </ul>	Free	14 days
8.	Registration and licensing of a Miraa exporter	<p><b>Registration:</b></p> <ul style="list-style-type: none"> <li>A copy of certificate of incorporation and memorandum and articles of association or constitution or registration;</li> </ul>	Free	14 days

		<ul style="list-style-type: none"> <li>• Copy of current CR12</li> <li>• Copies of Directors' ID or passports</li> <li>• KRA Pin Certificate</li> </ul> <p><b>Licensing:</b></p> <ul style="list-style-type: none"> <li>• A copy of certificate of incorporation</li> <li>• Current CR12</li> <li>• Copies of Directors' ID or passports</li> <li>• A copy of registration certificate from the Authority</li> <li>• A copy of single business permit from the County Government</li> <li>• Tax Compliance Certificate</li> <li>• A copy of lease agreement or title deed or license for the pack house</li> </ul>	<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><b>Registration:</b></p> <ul style="list-style-type: none"> <li>• A copy of certificate of incorporation and memorandum and articles of association or constitution or registration;</li> <li>• A copy of CR12</li> <li>• Copies of Directors' ID or passports</li> <li>• KRA Pin Certificate</li> </ul> <p><b>Licensing:</b></p> <ul style="list-style-type: none"> <li>• A copy of certificate of incorporation or registration or of Memorandum and articles of association or constitution;</li> <li>• CR12</li> <li>• Copies of Directors' ID or passports</li> <li>• A copy of registration certificate from the Authority</li> <li>• A copy of single business permit from the County Government</li> <li>• Tax Compliance Certificate</li> </ul>	<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><b>Registration:</b></p> <ul style="list-style-type: none"> <li>• Certificate of registration</li> <li>• CR12</li> <li>• Copies of Directors' ID or passports</li> <li>• KRA pin for the company</li> </ul> <p><b>Licensing :</b></p> <ul style="list-style-type: none"> <li>• Processor's License by the Authority</li> <li>• Certificate of registration of the company</li> <li>• CR12</li> <li>• Copies of national identification or passports for the Directors</li> <li>• Tax compliance certificate</li> <li>• Copy of Title Deed</li> <li>• Feasibility report</li> </ul>	<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"> <li>• Valid processor's license</li> <li>• Certificate of analysis</li> <li>• Commercial invoice (Exporter)</li> </ul>	<p>2,000</p>	<p>3 days</p>
12.	Registration of a Miraa commercial transporter	<ul style="list-style-type: none"> <li>• A copy of certificate of incorporation and memorandum and articles of association or constitution or registration;</li> <li>• A copy of current CR12</li> <li>• copies of IDs/Passports for directors</li> <li>• KRA pin certificate</li> </ul>	<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](mailto:info@afa.go.ke)

Commission on Administrative Justice 2nd Floor,  
West End Towers, Waiyaki Way, Nairobi.  
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Tel: +254 (0) 20 2270000/2303000  
Email : [complain@ombudsman.go.ke](mailto:complain@ombudsman.go.ke)

***HUDUMA BORA NI HAKI YAKO***