

DRAFT 3 –THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

LEGAL NOTICE

THE CROPS ACT (CAP 318)

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

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LEGAL NOTICE

THE CROPS ACT (CAP 318)

IN EXERCISE of the powers conferred by section 40 of the Crops Act, CAP 318 the Cabinet Secretary for Agriculture and Livestock Development in consultation with the Authority and the County Governments, makes the following Regulations: -

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

PART I - PRELIMINARY

Citation. 1. These Regulations may be cited as the Crops (Fibre Crops and Crop Fibres) Regulations, 2025.

Interpretation. 2. In these Regulations, unless the context otherwise requires-

CAP 318 "Act" means the Crops Act, CAP 318;

"collection centre" means a premise designated close to growers for bulking of fibre produce or fibre product for purposes of collective marketing and enforcement of quality standards;

CAP 317 "Authority" means the Agriculture and Food Authority established under Section 3 of the Agriculture and Food Authority Act, CAP 317;

"competent authority" means an entity given legal authority to grading, testing or classing of fibre by the respective government or an accredited laboratory.

"cotton lint classing" means assessing the quality of cotton lint;

"cottage manufacture" means processing of fibre produce and fibre product in a factory with a gross turnover of KES 5,000,000 and below per year.

"county executive committee member" means County Executive Committee Member responsible for Agriculture;

"crop fibre" means fibre produced through primary processing of fibre crop produce or part of other scheduled crops;

"crop inspector" means an Officer appointed in accordance with section 27 of the Act;

"dealer" means a person who collects, aggregates, transports, stores, retails, manufactures, exports or imports a fibre produce or fibre product;

"Directorate" means the directorate established pursuant to section 11 of the Agriculture and Food Authority Act, CAP 317, that is responsible for matters related to fibre crops and crop fibres;

"fibre crop" means a scheduled crop grown for the purposes of producing fibre produce or crop fibre;

"fibre crop grower" means a person who cultivates fibre crop in Kenya;

"fibre produce" means the harvest from a fibre crop or part of other scheduled crop intended to produce fibre;

"fibre product" means the output of primary and secondary processing of fibre produce and in the case of jute includes up to tertiary level.

"grower association" means an organization formed by growers and include association, co-operative society, company, farmers' group or cooperative union;

"licensing authority" means the Authority or the county government as the case may be.

"manufacture" means decorticating, ginning, retting, brushing, spinning, milling, baling or packaging;

"premise" means a building used for aggregating, storing and manufacturing of fibre produce or fibre product;

"primary processing" means the first level of processing done after harvest to transform a fibre produce into a primary product to allow for further processing;

"secondary processing" means transformation of a primary product into another product to enhance features.

"smallholder grower" means a grower who cultivates less than one hundred acres under perennial fibre crop or less than ten acres under annual fibre crop.

"tertiary processing" means processing of a secondary fibre product to obtain a finished product ready for consumption;

Purpose of these Regulations.

3. The purpose of these Regulations is the development and promotion of production, processing, and marketing of fibre crops, fibre produce or fibre products and regulation of fibre crops and crop fibre industry.

Scope of application of these Regulations.

4. These Regulations shall apply to-

- (a) development and promotion of fibre crops, fibre produce and fibre products;
- (b) procedures and conditions for registration, licensing and compliance of dealers;
- (c) standards and quality assurance of fibre crops, fibre produce and fibre products;
- (d) collection and maintenance of data related to fibre crops, fibre produce and fibre products;
- (e) conduct of inspections and compliance aspects;
- (f) determination of the pricing formula of fibre produce and fibre products;
- (g) marketing of fibre produce and fibre products;
- (h) grading of fibre produce and fibre products;
- (i) agreement between grower and dealer; and
- (j) issuance of certificates, licenses and permits for dealing in fibre produce and fibre products.

PART II - REGISTRATION AND LICENSING

Growers and grower association register

5. (1) A grower association shall maintain a register of all smallholder growers registered with it in Form COUNTY/C1 as set out in the Third Schedule.

(2) The register referred to in sub-regulation 5(1) shall contain the annual production data of the smallholder growers therein.

(3) A grower association shall submit annual returns of the smallholder fibre crops growers registered with it to the respective County Executive Committee Member and the Authority, in Form COUNTY/C1 as set out in the Third Schedule by the fifteenth day of January of every year.

(4) The respective County Executive Committee Member shall maintain a register of all fibre crops growers and grower associations in Form COUNTY/C2 as set out in the Third Schedule.

(5) A grower association shall notify the Authority and the respective County Executive Committee, in writing, of any change in particulars of the smallholder growers contained in the register maintained under sub-regulation 5(3) within thirty days.

Inspection for
Certificate of
Compliance

6. (1) A person shall not operate an aggregation store or manufacture fibre product without a valid certificate of compliance from the Authority.

(2) A person who intends to operate an aggregation store or manufacture fibre product and has met the requirements as set out in the Sixth Schedule shall apply for inspection for certificate of compliance using Form AFA/FCD/A1 as set out in the First Schedule.

(3) The Authority shall within fourteen days, inspect the aggregation store or the manufacturing factory and issue an inspection report in Form AFA/FCD/C1 as set out in the Third Schedule.

(4) Subject to the outcome of the inspection report in sub regulation 6(3), the Authority shall issue a certificate of compliance in Form AFA/FCD/B1 as set out in the Second Schedule to applicant whose inspection report has sufficient grounds to ensure compliance.

(5) A certificate of compliance issued under this regulation shall be valid until the thirtieth of June immediately following the date of issue unless earlier cancelled.

(6) An existing operator of an aggregation store or manufacturer shall apply for inspection for certificate of compliance at least thirty days before expiry of the current certificate.

(7) A manufacturer issued with a certificate of compliance shall be deemed to be duly registered.

(8) The Authority shall maintain and share with the respective County Executive Committee Member a register of all aggregation stores and manufacturing factories issued with certificates of compliance.

(9) A person who contravenes sub regulation 6(1) commits an offence.

Registration of
an aggregator

7. (1) A person who intends to aggregate and operate a fibre produce or fibre product aggregation store, shall register as an aggregator with the respective County Executive Committee Member.

(2) A person in sub regulation 7(1) shall apply for registration in Form COUNTY/A1 as set out in the First Schedule.

(3) The respective County Executive Committee Member shall consider the application made under sub-regulation 7(2) and within fourteen days of receiving the application, issue to a successful applicant who has complied with the requirements set out in the Sixth Schedule a certificate of registration or reject the application and indicate the reasons thereof.

(4) An applicant whose application has been rejected in sub regulation 7(3) may within seven days resubmit the application after addressing the reasons raised in the rejection.

(5) Upon resubmission of a satisfactory application under sub-regulation 7(4), the respective County Executive Committee Member shall issue the applicant a certificate of registration within seven days.

(6) The respective County Executive Committee Member shall issue a registration certificate under this regulation in Form COUNTY/B1 as set out in the Second Schedule.

Designation of aggregation store	8. The aggregation stores issued with certificates of compliance shall stand designated for purposes of consolidating fibre produce or fibre products.
Licensing of an aggregator	<p>9. (1) A person shall not aggregate fibre produce or fibre product without an aggregator license from the respective County Government.</p> <p>(2) A person intending to aggregate fibre produce or fibre product shall apply for a license in Form COUNTY/A2 as set out in the First Schedule.</p> <p>(3) The applicant in sub-regulation 9(2) shall specify the aggregation store where growers will deliver their produce or product.</p> <p>(4) The respective County Executive Committee Member shall consider the application made under sub regulation 9(3) and within thirty days of receiving the application, issue to successful applicant who has complied with the requirements set out in the Sixth Schedule a license or reject the application and indicate the reasons thereof.</p> <p>(5) The respective County Executive Committee Member shall issue a license under this regulation in Form COUNTY/B2 as set out in the Second Schedule.</p> <p>(6) A licensed fibre produce or fibre product aggregator shall submit monthly returns by the fifteenth day of every month to the respective County Executive Committee Member and the Authority in Form COUNTY/C3 as set out in the Third Schedule.</p> <p>(7) A person who contravenes sub-regulation 9(1) commits an offence.</p>
Setting up a manufacturing factory	<p>10. (1) A person shall not set up a fibre product manufacturing factory without a preliminary approval from the Authority except for cottage manufacturing.</p> <p>(2) A person who intends to set up a fibre product manufacturing factory shall make an application for a preliminary approval in Form AFA/FCD/A2 as set out in the First Schedule.</p> <p>(3) The Authority in consultation with the respective County Executive Committee Member shall consider the application made under sub- regulation 10(2) and within sixty days of receiving the application, issue to a successful applicant who has complied with the requirements set out in the Sixth Schedule a preliminary approval or reject the application and indicate the reasons thereof.</p> <p>(4) The Authority shall issue a preliminary approval under this regulation in Form AFA/FCD/B2 as set out in the Second Schedule.</p> <p>(5) The preliminary approval issued in sub regulation 10(4) shall authorize the applicant to proceed with setting up of the manufacturing factory.</p> <p>(6) Upon completion of the factory, the applicant shall apply to the Authority for a certificate of compliance under Regulation 6.</p> <p>(7) A person who contravenes sub regulation 10(1) commits an offence.</p>
Licensing of fibre product manufacturer	<p>11. (1) A person shall not manufacture fibre product without a certificate of compliance from the Authority and a license from the respective County Government.</p> <p>(2) A person who intends to manufacture fibre product shall apply for a license in Form COUNTY/A2 as set out in the First Schedule.</p> <p>(3) The County Executive Committee Member shall consider the application made under sub- regulation 11(2) and within fourteen days of receiving the application, issue to a successful</p>

applicant who has complied with the requirements set out in the Sixth Schedule a license or reject the application and indicate the reasons thereof.

(4) The County Executive Committee Member shall issue a license under this regulation in Form COUNTY/B3 as set out in the Second Schedule.

(5) The respective County Executive Committee Member shall maintain a register of licensed manufacturers.

(6) A licensed fibre product manufacturer shall submit monthly returns by the fifteenth day of every month to the respective County Executive Committee Member and Authority the in Form COUNTY/C4 as set out in the Third Schedule.

(7) A person who contravenes sub-regulation 11(1) commits an offence and shall on conviction be liable to a fine not exceeding ten million shillings or to imprisonment for term not exceeding five years, or both.

Registration of
exporter and
importer

12. (1) A person shall not export or import fibre product unless registered with the Authority.

(2) A person intending to export or import fibre product shall apply for registration in Form AFA/FCD/A3 as set out in the First Schedule.

(3) The Authority shall consider an application made under sub- regulation 12(2) and within fourteen days of receiving the application, issue to a successful applicant who has complied with the requirements set out in the Sixth Schedule a certificate of registration or reject the application and indicate the reasons thereof.

(4) The Authority shall issue a certificate of registration under this regulation in Form AFA/FCD/B3 as set out in the Second Schedule.

(5) A person who contravenes sub-regulation 12(1) commits an offence and shall on conviction be liable to a fine not exceeding five million shillings or to imprisonment for a term not exceeding three years, or both.

Licensing of
exporter and
importer

13. (1) A person shall not export or import fibre product without a license from the Authority.

(2) A person intending to export or import fibre product shall apply for a license in Form AFA/FCD/A4 as set out in the First Schedule.

(3) The Authority shall consider the application made under sub- regulation 13(2) and within thirty days of receiving the application, issue to a successful applicant who has complied with the requirements set out in the Sixth Schedule a license or reject the application and indicate the reasons thereof.

(4) The Authority shall issue a license under this regulation in Form AFA/FCD/B4 as set out in the Second Schedule.

(5) Every licensed exporter and importer shall submit monthly returns by the fifteenth day of every month to the Authority in Form AFA/FCD/C2 as set out in the Third Schedule.

(6) A person who contravenes sub-regulation 13(1) commits an offence and shall on conviction be liable to a fine not exceeding ten million shillings or to imprisonment not exceeding five years or both.

Export and
import permit

14. (1) A person shall not export or import fibre product without a permit from the Authority for each consignment.

(2) A person intending to export or import fibre product shall apply for a permit in Form AFA/FCD/A5 as set out in the First Schedule.

(3) The application made in sub regulation 14(2) shall be accompanied with a payment of;

(a) an inspection service fee of zero point five percent Freight on Board (FOB) in the case of export of crop fibres.

(b) a re-baling fee of Kenya Shillings one thousand per bale where re-baling service is required by the applicant.

(4) The Authority shall consider the application made under sub regulation 14(2) and (3) and within two days of receiving the application, issue to a successful applicant who has complied with the requirements set out in the Sixth Schedule a permit or reject the application and indicate the reasons thereof.

(5) The Authority shall issue a permit under this regulation in Form AFA/FCD/B5 as set out in the Second Schedule.

(6) A person who contravenes sub regulation 14(1) commits an offence and shall on conviction be liable to a fine not exceeding five hundred thousand shillings or to imprisonment for term not exceeding one year, or both.

Renewal of License 15. (1) A license issued under these Regulations shall be valid until the thirtieth of June immediately following the date when it was issued unless earlier cancelled.

(2) An application for renewal of a license shall be made in the same manner as the application for a new license.

(3) An application for renewal of a license shall comply with the requirements set out in the Sixth Schedule.

(4) An application for renewal of a license shall be made at least thirty days before expiry of the current license.

Late application fee 16. The licensing authority as the case may be, may consider late license renewal application and upon approval of such application, the applicant shall pay a late license renewal fee of ten percent of the license fee.

PART III - STANDARDS AND QUALITY ASSURANCE

Obligations of a grower 17. (1) Every grower shall adhere to applicable national, regional and international standards and codes of practice in the cultivation of fibre crops and handling of fibre produce.

(2) Every grower shall only harvest physiologically mature fibre produce.

(3) Every grower shall grade fibre produce before offering for sale in accordance with the Fifth Schedule.

(4) Every grower shall offer for sale fibre produce at collection centre operated by a person who is registered under Regulation 7 or as indicated in the agreement between a grower and a dealer.

Obligations of a dealer 18. (1) Every dealer shall adhere to the existing national, regional and international standards and codes of practice.

(2) A dealer shall only buy, store, sell and offer for sale fibre produce or fibre product at designated aggregation store.

(3) A dealer operating an aggregation store shall-

- (a) conspicuously display the prices offered per kilogram of each grade of fibre produce and fibre product in the local dialect, Kiswahili and English, whenever the store is open for business;
- (b) display standard sample grades of fibre produce and fibre product and the corresponding price for each grade;
- (c) use weighing scales that have been properly calibrated and serviced;
- (d) issue original receipt for fibre produce and fibre product received from growers and retain the duplicate receipt;
- (e) offer to the growers a fibre produce or fibre product price as determined by the Fibre Produce and Fibre Product Pricing Formula within a period specified in the Fourth Schedule and

(4) A dealer operating a fibre product manufacturing factory may only install additional processing capacity or vary the type of manufacturing with prior approval from the Authority.

(5) A dealer shall package fibre produce or fibre product only in accordance with these Regulations.

(6) A dealer shall grade fibre produce or fibre product in accordance with regulation 21 and 22.

(7) A dealer shall not mix fibre produce or fibre product unless they are of the same grade.

(8) A dealer shall ensure that there is no fibre produce or fibre product contamination.

Traceability of
fibre produce
and fibre
product

19. (1) A dealer in fibre produce and fibre product shall declare to the licensing authority the source of fibre produce or fibre product.

(2) Every dealer shall comply to the traceability system prescribed by the Authority in consultation with industry stakeholders to trace the history and location of production, processing and distribution stages of fibre produce and fibre product.

(3) Information on source of fibre produce or fibre product shall be shared between the licensing authorities on need basis.

Baling,
packaging
and labelling

20. (1) Fibre product manufacturer shall package and label product legibly and indelibly.

(2) Packaging and labelling of bales under sub-regulation 20(1) shall indicate-

- (a) name of the fibre product;
- (b) grade of the fibre product;
- (c) country of origin of the fibre product;
- (d) bale number of the fibre product;
- (e) lot number of the fibre product;
- (f) year of harvest of the fibre produce; and

(g) net weight in kilograms.

(3) The ink used in labeling under sub-regulation 20(1) shall not penetrate to the fibre product to avoid contamination.

(4) Packaging of crop fibres shall be done in accordance with national, regional, international standards, industry codes of practice and best practices.

Grading and
validation

21. (1) The County Executive Committee Member shall ensure growers and dealers grade fibre produce and fibre product in accordance with the grades as set out in the Fifth Schedule.

(2) A grower or dealer shall grade all fibre produce and fibre product in accordance with the grades set out in the Fifth Schedule.

(3) A person who intends to validate the grade of a fibre produce or fibre product shall-

(a) apply to the Authority for grade validation in Form AFA/FCD/A6 as set out in the First Schedule; and

(b) submit samples of fibre produce or fibre product to the Authority.

(4) The Authority shall consider the application made under sub regulation 21(3)(a) and within seven days of receiving the application and the sample, issue to a successful applicant a report or reject the application and indicate the reasons thereof.

(5) The Authority shall issue a report under sub-regulation 21(4) specifying the results of the analysis and the recommended grade of the samples delivered in Form AFA/FCD/C3 as set out in the Third Schedule.

Classing of
cotton lint.

22. (1) A competent authority shall class cotton lint as set out in the Fifth Schedule.

(2) A manufacturer shall not sell cotton lint that has been ginned unless the lint has been classed by a competent authority.

(3) An exporter shall not export cotton lint unless it has been classed by a competent authority.

(4) An importer of cotton lint shall not import cotton lint unless the lint has been classified by a competent authority.

(5) An application for cotton lint classing under sub regulation 22(2) and (4) shall be made in Form AFA/FCD/A7 set out in the First Schedule accompanied with cotton lint sample and payment of Kenya Shillings three hundred per sample.

(6) Upon receiving samples submitted under sub regulation 22(5) the competent authority shall;

(a) within seven days, conduct a test of the samples and issue a classing report to the applicant in Form AFA/FCD/C4 set out in the Third Schedule.; or

(b) reject the samples giving reasons of the rejection in writing to the applicant.

Prohibition
against
adulteration.

23. (1) A person shall not adulterate fibre produce or fibre product.

(2) A person who contravenes sub-regulation 23(1) commits an offence.

PART IV - TRADE AND MARKETING

Purchase of
fibre produce
and fibre
product

24. (1) A dealer shall purchase fibre produce and fibre product based on the pricing formula determined by the Fibre Produce and Fibre Product Pricing Formula Committee under regulation 25(1).

(2) A person shall not buy fibre produce or fibre product unless the price is pegged on the pricing formula determined under regulation 25(5).

(3) A person who contravenes sub-regulations 24(2) commits an offence.

Fibre Produce
and Fibre
Product Pricing
Formula
Committee

25. (1) There is established a Fibre Produce and Fibre Product Pricing Formula Committee.

(2) The Fibre Produce and Fibre Product Pricing Formula Committee shall consist of the following persons appointed by the Cabinet Secretary-

(a) one representative from the state department responsible for matters relating to crops who shall be the chairperson;

(b) one person nominated by the state department responsible for matters relating to trade;

(c) one person nominated by the Authority;

(d) one person nominated by the Council of Governors;

(e) two smallholder growers nominated by grower associations and one representative nominated by plantation growers;

(f) two representatives nominated by fibre produce primary processors; and

(g) one representative nominated by fibre product spinners and textile millers;

(3) The Cabinet Secretary while appointing members in sub regulation 25(2)(e), (f) and (g) shall consider representation from the various fibre crop and crop fibre value chains, gender, youth, persons living with disabilities and regional balance.

(4) The Committee shall be responsible for the development of the pricing formula for fibre crops produce and fibre crop products.

(5) In determining the formula under sub regulation 25(4) the Committee, shall consider;

(a) supply and demand forces;

(b) the cost of production;

(c) fibre quality parameters;

(d) revenue sharing between actors along the value chain;

(e) percentage value of by products; and

(f) any other prevailing factors.

(6) The Fibre Produce and Fibre Product Pricing Formula Committee shall review the formula developed in regulation 25(4) on need basis to provide for continuous improvement.

(7) The persons appointed under sub regulation 25(2) shall serve for a term of two years but shall, subject to satisfactory performance be eligible for re-appointment for one further term of two years.

(8) The persons appointed under sub regulation 25(2) may vacate office-

- (a) by resignation in writing addressed to the Cabinet Secretary;
- (b) the written recommendation of the body which the member represents revoking the nomination of that member;
- (c) if the member is absent without permission of the chairperson for three consecutive meetings of the Committee of which the member has received notice;
- (d) if the Committee determines that the member is incapable of performing the duties by reason of mental or physical infirmity;
- (e) upon adjudication or admission of bankruptcy; or
- (f) upon conviction for an offence relating to corruption or contravention of Chapter Six of the Constitution and sentenced for a term exceeding six months' imprisonment without an option of a fine.

(9) The business and affairs of the Committee shall be as set out in the Seventh Schedule.

(10) The Authority shall be the Secretariat to the Committee.

Agreement
between
grower and
dealer

26. (1) A registered grower may enter into agreement with a dealer.

(2) The agreement entered into in accordance with sub-regulation 26(1) shall be as set out in the Fourth Schedule.

(3) A person who intends to support the production of fibre crops or crop fibres shall enter into an agreement with a grower or grower association.

(4) A copy of the agreement entered into in accordance with sub-regulation 26(1) shall be deposited with the respective County Executive Committee Member and the Authority.

PART V - INSPECTION AND COMPLIANCE

Appointment
of Crop
Inspector

27. (1) A Crop Inspector shall be appointed by the Authority in accordance with section 27 of the Act.

(2) A person qualifies to be appointed as a Crop Inspector if that person-

- (a) is a Kenyan citizen;
- (b) satisfies the requirements of Chapter Six of the Constitution;
- (c) holds either-
 - (i) a diploma in agriculture or agriculture related field and a minimum of two years' relevant experience; or
 - (ii) a bachelor's degree in agriculture or agriculture related field from a recognized university and a minimum of one-year relevant experience; and

(d) has undergone relevant training on inspection.

(3) A County Executive Committee Member may nominate a qualified person for consideration and appointment as a Crop Inspector.

(4) The Authority may publish in the Gazette the Crop Inspector appointed under section 27 of the Act.

Inspection and
surveillance

28. (1) A Crop Inspector shall-

- (a) inspect grower field operations;
- (b) inspect fibre produce and fibre product facilities, handling, packaging, labelling, pricing, grading, sampling, units of measurement, fibre produce, fibre product and any equipment used thereof;
- (c) inquire for such information as deemed necessary from any person in relation to the production or dealing in fibre produce and fibre product;
- (d) enter any land, premises or vehicle, used by a grower or dealer of fibre produce or fibre product;
- (e) request for the production of a license, certificate or permit for examination;
- (f) seize and remove any article or thing which the inspector has reasonable grounds for believing that an offence under the Act or these Regulations is being or has been committed;
- (g) monitor and enforce compliance to these regulations, standards and codes of practice; and
- (h) carry out surveillance at entry points and in areas where fibre produce or fibre product is traded.

(2) The owner, occupier or any person, on premises or a vehicle on which a crops inspector is conducting an inspection, shall render assistance as may be required by the inspector.

(3) Inspections may be scheduled, impromptu or requested and where an application is required, the applicant shall apply to the Authority or to the respective County Executive Committee Member for inspection in Form AFA/FCD/COUNTY/A8 as set out in the First Schedule.

(4) A crops inspector shall issue inspection report in Form AFA/FCD/COUNTY/C5 as set out in the Third Schedule after conducting an inspection in accordance with sub-regulation 28(1).

(5) Where a Crop Inspector observes a non-compliance, the Inspector shall issue a seven days' notice to the affected person to carry out corrective action on the non-compliance and intention for suspension, or revocation of a license, certificate or permit in case the corrective action is not addressed.

Illegal
manufacture and
possession

29. (1) A person who is not registered and licensed in accordance with the Act and these Regulations shall not manufacture, buy, sell, transport, offer for sale or possess fibre produce or fibre product.

(2) A person who contravenes sub-regulation 29(1) commits an offence and shall be liable, on conviction, to a fine not exceeding ten million shillings, or to imprisonment for a term not exceeding five years, or both.

PART VI - MISCELLANEOUS PROVISIONS

Revocation
and
surrender of
certificate,
license or
permit.

30. (1) The licensing authority may revoke a certificate, license or permit issued in accordance with these Regulations if-

- (a) the holder fails to meet the conditions imposed on the certificate, license or permit;
- (b) a certificate of compliance is cancelled or withdrawn.

(2) If the certificate of compliance is revoked, the license issued shall stand cancelled.

(3) The licensing authority shall not revoke a certificate, license or permit unless a notice of at least fourteen days of the intention to revoke is given

(4) If a certificate, license or permit is revoked, the holder shall immediately surrender it to the licensing authority and shall cease to have effect from the date of its revocation.

(5) A holder of a certificate, license or permit that has been revoked shall be given an opportunity to be heard on the revocation.

(6) The licensing authority may publish revoked certificate, license and permit.

Appeals

31. (1) An applicant or a holder of a certificate, license and permit who is aggrieved by a decision of the licensing authority on or in respect of-

- (a) the grant, refusal, renewal, variation or revocation; or
- (b) the conditions imposed on the grant, renewal or variation of a certificate, license or permit may appeal to the Cabinet Secretary for appeals against the Authority or to the County Executive Committee Member in case of County Government.

(2) An appeal under this regulation shall be lodged within thirty days from the date on which the appellant first received notice of the decision.

(3) The Cabinet Secretary or the County Executive Committee shall consider the request in Regulation 31(1) and deliver the decision to the affected parties within thirty days after receiving the request.

General
penalty

32. A person who contravenes any provision of these Regulations, or commits an offence for which no penalty is prescribed, shall be liable, on conviction, to a fine not exceeding five hundred thousand shillings, or to imprisonment for a period not exceeding one year, or to both.

Imposition
of levy

33. (1) There shall be levies imposed by the Cabinet Secretary as follows;

- (a) export of fibre product at zero point two five percent Freight on Board (FOB) value;
- (b) import of fibre product at two percent Cargo Insurance and Freight (CIF) value;
- (c) Import of finished fibre products at four percent Cargo Insurance and Freight (CIF) value.

(2) The levy imposed under sub regulation 33(1) shall be remitted to the Authority.

(3) Any levy imposed under these regulations which remains unpaid shall be recovered by the Authority as a civil debt due to it from the person by whom it is payable.

(4) A person who fails, neglects or otherwise refuses to pay or remit the levy as provided under these regulations shall in addition to paying the levy, pay an interest at the prevailing market rate for the period the levy remains unpaid.

Fees

34. (1) A person who applies for services rendered under these Regulations shall pay fees as set out in the Eighth Schedule.

(2) The licensing authority shall not charge registration fee.

Transitional
provision.

35. Certificate, license and permit validly in force before the coming into operation of these Regulations shall remain valid until their expiry and the holder shall acquire any subsequent certificate, license and permit in accordance with these Regulations.

FIRST SCHEDULE

(r. 6 (2), 7(2), 9(2), 10(2), 11(2), 12(2), 13(2) 14(2), 21(3)(a), 22(5), 28(3))

APPLICATION FORMS

FORM AFA/FCD/A1

(r.6(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

**APPLICATION FOR CERTIFICATE OF COMPLIANCE FOR AGGREGATION STORE AND
MANUFACTURING FACTORY**

A. Applicant's Information *(New/Renewal delete as appropriate)*

1. Name of Applicant:
2. Postal Address.....
3. Email
4. Telephone No
5. Ward.....Village/Road.....
6. Sub County:
7. County:
8. L. R. No/Plot No

B. Category of Dealer

1. Check as appropriate

<input type="checkbox"/> Cotton spinning	<input type="checkbox"/> Seed cotton aggregator	<input type="checkbox"/> Cotton ginner	<input type="checkbox"/> Sisal factory
<input type="checkbox"/> Cotton seed miller	<input type="checkbox"/> Cotton seed aggregator	<input type="checkbox"/> Sisal fibre aggregator	<input type="checkbox"/> Sisal spinning factory
Others (specify)			

2. Check as appropriate

<input type="checkbox"/> Individual Ownership	<input type="checkbox"/> Cooperative/ Association	<input type="checkbox"/> Company	Others (specify)
---	--	----------------------------------	---------------------------

C. Details and location

(i) Aggregation stores:

No.	Name of the Store	L.R. No.	Name of the agent	Telephone No.	ID. No.	Sub-County	County

(ii) Manufacturing factory

No.	Name of the factory	L.R. No.	Name of Manager	Telephone No.	Sub-County	County

D. Requirements (as per the Sixth Schedule – Requirements for inspection for certificate of compliance)

Name of applicant.

Signed: Date:

Official Stamp

FOR OFFICIAL USE

Recommended/Not recommended

Comments.....
.....
.....

Name Signature.....

Date.....

Official Stamp

For: Agriculture & Food Authority

FORM COUNTY/A1

(r. 7(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

APPLICATION FOR REGISTRATION AS A FIBRE PRODUCE OR FIBRE PRODUCT AGGREGATOR

A. Applicant's details:

1. Full name of Applicant
2. Tel. No..... Mobile No.
3. E-mail Website.....
4. Postal Address.....
5. Physical Address.....
6. Sub County..... County.....
7. Applicant KRA PIN (*Attach copy*)
8. Company Registration No.....(*Attach copy*)

B. Category of Dealer

1. Check as appropriate

<input type="checkbox"/> Cotton seed aggregator	<input type="checkbox"/> Seed cotton aggregator	<input type="checkbox"/> Sisal fibre aggregator
Others (specify)		

2. Check as appropriate

<input type="checkbox"/> Individual Ownership	<input type="checkbox"/> Cooperative/ Association	<input type="checkbox"/> Company	Others (specify)
---	---	----------------------------------	---------------------------

C. Requirements: (as per the Sixth Schedule – Requirements for registration)

D. Declaration:

I/We hereby declare that information provided above are true to the best of my/our knowledge

Name: Signature

Date:

Office Stamp

FOR OFFICIAL USE

Comments (Recommended/Not recommended)

.....
.....
.....

Name Signature.....

Designation..... Date

Official Stamp.....

For: County Government

FORM COUNTY/A2

(r.9(2), 11(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

APPLICATION FOR AGGREGATOR AND MANUFACTURING FACTORY LICENSE

A. Applicant's Information *(New/Renewal delete as appropriate)*

1. Name of Applicant:
2. Postal Address.....
3. Email
4. Telephone No
5. Ward.....Village/Road.....
6. Sub County:
7. County:
8. L. R. No/Plot No

B. Category of Dealer

1. Check as appropriate

<input type="checkbox"/> Cotton spinning	<input type="checkbox"/> Seed cotton aggregator	<input type="checkbox"/> Cotton ginner	<input type="checkbox"/> Sisal factory
<input type="checkbox"/> Cotton seed miller	<input type="checkbox"/> Cotton seed aggregator	<input type="checkbox"/> Sisal fibre aggregator	<input type="checkbox"/> Sisal spinning factory
Others (specify)			

2. Check as appropriate

<input type="checkbox"/> Individual Ownership	<input type="checkbox"/> Cooperative/ Association	<input type="checkbox"/> Company	Others (specify)
---	---	----------------------------------	---------------------------

C. Details and location of premises

(i) Aggregation

No.	Name of the Store	L.R. No.	Name of the agent	Telephone No.	ID. No.	Sub-County	County

(ii) Manufacturing factory

No.	Name of the factory	L.R. No.	Name of Manager	Telephone No.	Sub-County	County

D. Requirements *(as per the Sixth Schedule – Requirements for issuance of license)*

Name of applicant.

Signed: Date:

Official Stamp.....

E. FOR OFFICIAL USE

Recommended/Not recommended

Comments.....
.....
.....

Name Signature.....

Date.....

Official Stamp

For: County Government

FORM AFA/FCD/A2

(r.10(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

APPLICATION FOR SETTING UP A NEW FIBRE PRODUCT MANUFACTURING FACTORY

A. Applicant's Information

1. Name of Applicant:
2. Postal Address.....
3. Email
4. Telephone No
5. Ward.....Village/Road.....
6. Sub County:
7. County:
8. L. R. No/Plot No

B. Category of manufacturing

1. Check as appropriate

<input type="checkbox"/> Cotton spinning	<input type="checkbox"/> Cotton seed milling	<input type="checkbox"/> Cotton ginning	<input type="checkbox"/> Sisal factory	<input type="checkbox"/> Sisal spinning factory
Others (specify)				

2. Check as appropriate

<input type="checkbox"/> Individual Ownership	<input type="checkbox"/> Cooperative/ Association	<input type="checkbox"/> Company	Others (specify)
---	---	----------------------------------	------------------------

C. **Requirements** (as per the Sixth Schedule – Requirements for issuance of preliminary approval for setting up a new factory)

D. Declaration

I/We
hereby declare that the particulars which I/We have given are true and accurate to the best of my/our knowledge and information.

Name of Applicant

Signature..... Date

FOR OFFICIAL USE

Recommended/Not recommended (*based on due diligence report from the Authority*).

Comments.....
.....
.....

Name..... Signature.....

Date

Official Stamp

For: Agriculture and Food Authority

FORM AFA/FCD/A3

(r.12(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

APPLICATION FOR REGISTRATION AS FIBRE PRODUCT EXPORTER/IMPORTER

A. Particulars of Applicant:

1. Full name of Applicant.....
2. Postal Address
3. Telephone numberMobile:
4. Email:
5. Physical Address

B. Category of Product

1. Check as appropriate

<input type="checkbox"/> Cotton seed (for extraction)	<input type="checkbox"/> Cotton lint	<input type="checkbox"/> Cotton seed oil (refined)	<input type="checkbox"/> Cotton seed cake
<input type="checkbox"/> Cotton linters	<input type="checkbox"/> Cotton seed crude oil	<input type="checkbox"/> Cotton seed meal	<input type="checkbox"/> Cotton seed hull
<input type="checkbox"/> Cotton yarn	<input type="checkbox"/> Cotton linters pulp	<input type="checkbox"/> Cotton waste	<input type="checkbox"/> Cotton yarn waste
<input type="checkbox"/> Sisal yarn	<input type="checkbox"/> Sisal tow	<input type="checkbox"/> Sisal twine	<input type="checkbox"/> Sisal fibre (raw)
<input type="checkbox"/> Sisal cordage	<input type="checkbox"/> Sisal baler twine	<input type="checkbox"/> Sisal rope	
Others (specify)			

2. Check as appropriate.

<input type="checkbox"/> Individual Ownership	<input type="checkbox"/> Cooperative/ Association	<input type="checkbox"/> Company	Others (specify)
---	---	----------------------------------	---------------------------

C. Requirements (as per the Sixth Schedule – Requirements for issuance of registration for a dealer)

Applicant's Name Sign

Date.....

FOR OFFICIAL USE

Comments (*Recommended/Not recommended*)

.....
.....
.....

Name..... Signature.....

Date.....

Official Stamp

For: Agriculture and Food Authority

FORM AFA/FCD/A4

(r. 13(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

APPLICATION FOR FIBRE PRODUCT EXPORT/IMPORT LICENSE

A. Particulars of Applicant

1. Full name of Applicant
2. Postal Address.....
3. Telephone No. Mobile No.
4. Email Address
5. Physical Address.....

B. Category of Product

1. Check as appropriate

<input type="checkbox"/> Cotton seed (for extraction)	<input type="checkbox"/> Cotton lint	<input type="checkbox"/> Cotton seed oil (refined)	<input type="checkbox"/> Cotton seed cake
<input type="checkbox"/> Cotton linters	<input type="checkbox"/> Cotton seed crude oil	<input type="checkbox"/> Cotton seed meal	<input type="checkbox"/> Cotton seed hull
<input type="checkbox"/> Cotton yarn	<input type="checkbox"/> Cotton linters pulp	<input type="checkbox"/> Cotton waste	<input type="checkbox"/> Cotton yarn waste
<input type="checkbox"/> Sisal yarn	<input type="checkbox"/> Sisal tow	<input type="checkbox"/> Sisal twine	<input type="checkbox"/> Sisal fibre (raw)
<input type="checkbox"/> Sisal cordage	<input type="checkbox"/> Sisal baler twine	<input type="checkbox"/> Sisal rope	
Others (specify)			

2. Check as appropriate

<input type="checkbox"/> Individual Ownership	<input type="checkbox"/> Cooperative/ Association	<input type="checkbox"/> Company	Others (specify)
---	---	----------------------------------	------------------------

C. Requirements (as per the Sixth Schedule – Requirements for issuance of license for exporter/importer)

Applicant's Name Sign

Date.....

FOR OFFICIAL USE

Comments (*Recommended/Not recommended*)

.....
.....
.....

Name.....

Signature.....Date.....
.

Official Stamp

For: Agriculture and Food Authority

FORM AFA/FCD/A5

(r. 14(2))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

APPLICATION FOR FIBRE PRODUCT EXPORT/IMPORT PERMIT

A. Applicant Details

1. Name of Applicant:
2. Agriculture and Food Authority License No:
3. Tel No: Mobile No:
4. Email:
5. Postal Address: P. O. Box
6. Physical Address:

B. Destination

1. Country of Destination/Origin..... Shipment Date:
2. Vessel.....
3. Consignor
4. Consignee
5. Notify Address

C. Consignment Details

Contract No..... Date Quantity in contract(Tons)

Local Agreement No..... Date

Product (type)

GRADE	HS CODE	QUANTITY IN KGS	F.O.B. UNIT PRICE PER KG US\$	INCO TERMS	TOTAL VALUE US\$	TOTAL VALUE KES

D. Requirements (as per the Sixth Schedule – Requirements for issuance of export/import permit)

E. Is re-bailing service required? Yes ☐ No ☐ (tick as appropriate)

If yes indicate number of bales

I/We hereby certify that the information which I/We have given above is true and accurate to the best of my/our knowledge and belief.

Date: Signature:

Official Stamp

FOR OFFICIAL USE

Comments (*Recommended/Not recommended*)

.....

.....

.....

Name.....

Signature.....Date.....

Official Stamp

For: Agriculture and Food Authority

FORM AFA/FCD/A6

(r. 21(3)(a))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

APPLICATION FOR GRADING AND VALIDATION OF FIBRE PRODUCE OR FIBRE PRODUCT

A. Particulars of Applicant

1. Full name of Applicant.....
2. Postal Address
3. Telephone numberMobile:
4. Email:
5. Physical Address

B. Request for grade validation of *(please state as appropriate)*:

1. Product (type, quantity and grade)
2. Validation of grade (type, quantity and grade)
3. Other (specify)

Applicant's Name Sign

Date.....

C. FOR OFFICIAL USE ONLY

Recommended/Not recommended

Comments.....

.....

.....

Name:

Signature.....

Date

Official Stamp

For: Agriculture and Food Authority

FORM AFA/FCD/A7

(r. 22(5))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

APPLICATION FOR COTTON LINT CLASSING

A. Applicant Information

1. Name:.....
2. Postal Address:.....
3. Telephone No.: Mobile No.
4. Email Address:.....

B. Sample Information

1. Number of samples:
2. Sample(s) Lot Numbers:
3. Sample Condition:
4. Cotton Variety: Type of Ginning: *[Roller] [Saw]*
5. Mode of results dispatch:*(online/physical)*

C. Declaration

I/We hereby declare that the samples of the above mentioned lot/lots were drawn and sealed, under our responsibility in accordance with the sampling protocols as prescribed by the Authority and were delivered to the Authority's laboratory as being truly representative of the lot(s) referred to.

D. Requirements

1. Non-refundable classing fee of Ksh.300 per sample *(minimum fee payable is Kshs. 3,000)*
2. The Laboratory reserves the right to withhold sample remnants for verification purposes.

Client's Signature: Date:

E. For Laboratory Use:

Received by: Name Signature

Date:

Recommended/Not recommended

Comments.....
.....
.....

Name:

Signature..... Date

Official Stamp

For: Agriculture and Food Authority

FORM AFA/FCD/COUNTY/A8

(r. 28(3))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY/THE COUNTY GOVERNMENT OF.....
(insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

APPLICATION FOR INSPECTION/GRADING OF FIBRE PRODUCE OR FIBRE PRODUCT

A. Particulars of Applicant

1. Full name of Applicant.....
2. Postal Address
3. Telephone number Mobile:
4. Email:
5. Physical Address

B. Request for inspection/grading/grade validation of *(please state as appropriate):*

1. Field (farm) acreage, crop type
2. Produce (type and quantity, grade)
3. Product (type, quantity and grade)
4. Factory (type, expected product)
5. Aggregation stores (location)
6. Other (specify)

Applicant's Signature Date.....

C. FOR OFFICIAL USE ONLY

Recommended/Not recommended

Comments.....

.....

.....

Name:

Signature..... Date

Official Stamp

For: Agriculture and Food Authority or County Government

SECOND SCHEDULE
(r. 6(4)), 7(6), 9(5), 10(4), 11(4), 12(4), 13(4), 14(5))

CERTIFICATES, LICENSES AND PERMITS

FORM AFA/FCD/B1

(r. 6(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

CERTIFICATE OF COMPLIANCE

Certificate No.....

This is to **CERTIFY** that..... *(state the applicant's name)* of P. O. Box situated on LR No. or Plot No. in Sub County, County has been duly inspected for compliance of the following-

No.	Type of facility <i>(state the type of aggregation store or type of manufacturing factory)</i>	L.R. No. or Plot No.	Location /Town	Sub-County	County	Inspection report No.

The dealer has been found to conform to the requirements in accordance with provisions of the Act and these Regulations and is hereby issued with this certificate.

Note: This certificate is valid until

Sign..... Designation.....

Date.....

Official Stamp

For: Agriculture and Food Authority

(This certificate of compliance is not transferable)

FORM COUNTY/B1

(r. 7(6))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

CERTIFICATE OF REGISTRATION AS A FIBRE CROP PRODUCE OR PRODUCT AGGREGATOR

Certificate No.....

This is to **CERTIFY** that of P. O. Box situated on L.R. No. or Plot No. in Sub County....., County is registered as an aggregator of *(state the produce/product).*

Signature Date:

Official Stamp

For: County Government

(This certificate of registration is not transferable.)

FORM COUNTY/B2

(r. 9(5))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

FIBRE PRODUCE OR FIBRE PRODUCT AGGREGATOR LICENSE

License No.....

This **LICENSE** is issued to of P. O. Box situated on LR No. or Plot No..... in Sub County, County County as an aggregator of *(state the produce/product).*

License valid until.....

Signature: Designation.....

Date:

Official Stamp

For: County Government

(This license is not transferable.)

FORM AFA/FCD/B2

(r. 10(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

PRELIMINARY APPROVAL TO SET UP A FIBRE PRODUCT MANUFACTURING FACTORY

Approval No.....

This **APPROVAL** is granted to *(name of applicant)* of P. O. Box having expressed interest in setting up a new *(state the product)* factory with a (MT per day/year) on LR. No./Plot No. in Sub CountyCounty. Having provided all the requisite documentation and further having satisfied the Authority by demonstrating commitment in setting up the factory, the Authority hereby grants a preliminary approval and authorizes commencement of the project at the mentioned location.

The Authority is satisfied that the applicant having commenced the project will:

- (a) continue to develop raw material base;
- (b) participate in the development and supply of planting material or seeds;
- (c) install processing equipment that will match current Kenyan standards;
- (d) comply with all the statutory requirements for manufacturing the product;
- (e) execute the project within two years from the date of this preliminary approval;
- (f) submit quarterly progress report.

The Authority therefore concurs with the intentions of the company in implementing the proposed project.

Signature Designation.....

Date.....

Official Stamp

For: Agriculture and Food Authority

(This certificate is not transferable.)

FORM COUNTY/B3

(r. 11(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

FIBRE PRODUCE OR FIBRE PRODUCT MANUFACTURING LICENSE

License No.....

This **LICENSE** is issued toof
P. O. Box situated on LR No. or Plot No..... in
.....Sub County, County for manufacturing of
..... *(state the product).*

License valid until.....

Signature: Designation.....

Date:

Official Stamp

For: County Government

(This license is not transferable.)

FORM AFA/FCD/B3

(r. 12(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

CERTIFICATE OF REGISTRATION AS A FIBRE PRODUCT EXPORTER/IMPORTER

Certificate No.....

This is to **CERTIFY** that of
P. O. Box situated on L.R. No. or
Plot No..... Sub County.....County
is registered as an exporter/importer of (*state the product*)

Signature..... Designation.....

Date:

Official Stamp

For: Agriculture and Food Authority

(This certificate of registration is not transferable.)

FORM AFA/FCD/B4

(r. 13(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

FIBRE PRODUCT EXPORT/IMPORT LICENSE

License No.....

This **LICENSE** is issued to of P.
O. Box situated on L.R. No. or Plot No. in Sub
County.....County to export or import
.....(*state the product*).

License valid until.....

Signature.....

Designation.....

Date:

Official Stamp

For: Agriculture and Food Authority

(This license is not transferable.)

FORM AFA/FCD/B5

(r. 14(5))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

FIBRE PRODUCT EXPORT/IMPORT PERMIT

Permit No.

The consignment of which particulars are given below has been inspected according to the provisions of the Crops (Fibre Crops and Crop Fibre) Regulations, 2025 and found to conform with the export/import requirements.

Master Document (MD) No. Quality Report No.

Mark(s): Overseas Contract No. Date:

Local Contract No. Date:

Dealer/Consigner:

Address:

Product:

GRADE	HS CODE	QUANTITY IN KGS	F.O.B. UNIT PRICE PER KG US\$	INCO TERMS	TOTAL VALUE US\$	TOTAL VALUE KES

Country of Origin: Exit/Entry Point:

Country of Destination: Date of Shipment:

Vessel:

Consignee:

Consignee Address:

FOR OFFICIAL USE ONLY

Valid from:

To:

Signature

Designation

Date

Official Stamp

For: Agriculture and Food Authority

(This permit is not transferable.)

THIRD SCHEDULE

(r. 5(1), 5(3), 5(4), 6(3), 9(6), 11(6), 13(5), 21(5), 22(6)(a), 28(4))

REGISTERS, RETURNS AND REPORTS

FORM COUNTY/C1

(r. 5(1), 5(3))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

REGISTER AND ANNUAL RETURNS OF SMALLHOLDER FIBRE CROPS GROWERS

Name of registering grower association

Name of fibre crop Year

S/No	Name of grower	ID Number	Gender	Area under fibre crop (Acres)	Production (Tons, <i>(indicate grade)</i>)	Indicate whether agreement exist
1.						
2.						
3.						
4.						

Submitted by:

Name Signature

Designation Date.....

Official stamp

Copy to:

Agriculture and Food Authority

FORM COUNTY/C2

(r. 5(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

**REGISTER OF GROWER ASSOCIATION REGISTERING SMALLHOLDER FIBRE CROPS
GROWERS**

S/No.	Name of Growers' Association	Registration Certificate Number	Number of registered growers	Type of fibre crop			
						Annual returns submission date
				Fibre crop area (<i>Hectares</i>)			
				Nursery	Immature	Mature	
1.							
2.							
3.							
4.							

Submitted by:

Name Signature

Designation Date.....

Official stamp

Copy to:

Agriculture and Food Authority

FORM AFA/FCD/C1

(r. 6(3))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

INSPECTION REPORT

A. Applicant information

1. Name:
2. Registration No..... License
3. Postal Address:.....
4. Email
5. Telephone: Mobile:
6. Inspection report period from: to..... Date:

B. Inspection report for *(please tick appropriately)*:

- (a) Field (farm)
- (b) Produce
- (c) Product
- (d) Factory
- (e) Aggregation store
- (f) Other (specify)

S/No	Area Of Conformity/Parameter	Observation	Remark
I			
2			
3			
4			

Recommendation:.....
.....
.....

Inspected by:

Name Sign

DesignationStation

Date

Official Stamp

For: Agriculture and Food Authority

FORM COUNTY/C3

(r. 9(6))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

FIBRE PRODUCE OR FIBRE PRODUCT MONTHLY RETURNS BY AN AGGREGATOR

1. Name of aggregator License No:
2. Type of fibre produce or fibre product
3. Month Year Date of submission.....

No.	Name of aggregation store	Name of Operator	Purchases				Deliveries to Factory			Balances in the store (Kgs)
			Grade	Cumulative up to previous month (Kgs)	During the month (Kgs)	Total to date (Kgs)	Cumulative up to previous month (Kgs)	during the month (Kgs)	Total to date (Kgs)	

Remarks:

.....
.....
.....

Submitted by:

Name.....Signature.....

Date

Official stamp

Copy to: Agriculture and Food Authority

FORM COUNTY/C4

(r. 11(6))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

THE COUNTY GOVERNMENT OF..... (insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

FIBRE PRODUCT MANUFACTURING RETURNS

1. Name of manufacturer License No:.....
2. Type of fibre Product
3. Month Year Date of submission.....

Raw Materials:

(a) carried forward from previous month (Kgs) (state grades where applicable)

(b) received in the current month (Kgs) (state grades where applicable)

Total available for the month (a+b) (Kgs)

Production:

Product	Grade/ quality	Stock carried forward from previous month (Kgs)	Production during the month (Kgs)	Total production to date (Kgs)	Quantity sold locally (Kgs)	Quantity Exported (Kgs)	Closing stock this month (Kgs)	Remarks

LABOUR

Item Description	Male (No.)	Female (No.)
Under contract		
Casual		
Permanent		
Total		

Submitted by:

Name..... Signature.....

Date

Official stamp

Copy to: Agriculture and Food Authority

FORM AFA/FCD/C2

(r. 13(5))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

FIBRE PRODUCT MONTHLY EXPORTS/IMPORTS RETURNS

1. Name of Exporter/Importer: License No.....

2. Month Year Date of submission.....

No.	Permit No.	State whether export or import	Fibre Product	Grade	Quantity (Kgs)	Price per Kg (Kshs)	Total value (Kshs)	Consignor /Consignee	Destination /Origin

Submitted by:

Name..... Signature.....

Date

Official stamp

FORM AFA/FCD/C3

(r. 21(5))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

FIBRE PRODUCT GRADING AND VALIDATION REPORT

To M/s.....

Date of submission of samples.....

Date of grading

No.	Sample identifier	Consignment identifier (<i>lot and bale Nos. where applicable</i>)	Grade
1			
2			
3			

Extraneous matter and contamination report

Remarks:

.....

.....

Disclaimer:

The above results are based on the samples received and the Authority shall not be held responsible for any claims arising from inconsistencies between the sample and the source from where the samples were drawn.

Issued at this day of/20.....

Report by:

Name.....Signature.....

Designation Date

Official stamp

For: Agriculture and Food Authority

(This report is issued without any alterations.)

FORM AFA/FCD/C4

(22(6)(a))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY

COTTON LINT CLASSING REPORT

To M/s.....

Date of submission of samples.....

Date of classing

Sample Identifier	Date of analysis	Origin	Micronaire	Length (UHML) (inch)	Length (UHML) (mm)	Uniformity Index (%)	Strength (g/tex)	Rd	+b	Colour grade (Grd)

Remarks:.....
.....
.....

Disclaimer:

The above results are based on the samples received and the Authority shall not be held responsible for any claims arising from inconsistencies between the sample and the source from where the samples were drawn.

Issued at this day of/20.....

Report by:

Name.....Signature.....

Designation Date

Official stamp

For: Agriculture and Food Authority

(This report is issued without any alterations.)

FORM AFA/FCD/COUNTY/C5

(r. 28(4))

THE CROPS (FIBRE CROPS AND CROP FIBRES) REGULATIONS, 2025

AGRICULTURE AND FOOD AUTHORITY/THE COUNTY GOVERNMENT OF.....
(insert name of respective County Government)

(Insert Coat of Arms of respective County Government)

INSPECTION REPORT

C. Applicant information

7. Name:
8. Registration No..... License
9. Postal Address:.....
Email
10. Telephone: Mobile:
11. Inspection report period from: to..... Date:

D. Inspection report for (please tick appropriately):

- (g) Field (farm)
(h) Produce
(i) Product
(j) Factory
(k) Aggregation store
(l) Other (specify)

S/No	Area Of Conformity/Parameter	Observation	Remark
I			
2			
3			
4			

Recommendation:.....
.....
.....

Inspected by:

Name Sign

DesignationStation

Date

Official Stamp

For: Agriculture and Food Authority/County Government

FOURTH SCHEDULE

(r. 26(2))

SAMPLE AGREEMENT BETWEEN GROWER AND DEALER

AGREEMENT FOR (insert service(s))

BETWEEN (insert service provider)

AND (insert client).

This AGREEMENT is made this day of 20.....

BETWEEN: (registered DEALER) of P. O. Box, Registration/License No..... hereinafter referred to as "service provider" which expression shall where the context so admits include its successors and assignees of the one party:

AND..... (name of grower) of P. O. Box Registration No. others specify (.....) hereinafter referred to as "client" which expression shall where the context so admits include its successors and assignees) of the other part.

WHEREAS

- (a) the client has requested.....
..... (name of service(s)) from the service provider
- (b) the service provider having presented to the client that they have the required skills, capacity, resources, labour, personnel has agreed to provide the service(s) as per the conditions set forth in this agreement

NOW IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS;

1. Services

Parties to ensure that the following elements among others are captured in this section as per the nature of the service(s) to be provided:

- (a) Quantity and quality of produce to be supplied:
- (b) Agreed price:
- (c) Inputs

Description	Unit	Quantity	Cost per unit	Total Cost
Land preparation	Acres			
Planting seed	Kgs			
Fertilizers				
(i) DAP	50 kg bag			

(ii) CAN	50 kg bag			
(iii) Foliar feed	Litres			
Pesticides				
(i)	Litres			
(ii)	Litres			
(iii)	Litres			
Harvesting	Ksh/kg			
Other support charges (specify)				
TOTAL				

(d) General accepted production practices including insurance and approaches to minimize risks to human health and environment;

.....
.....

(e) Record keeping required;

(i)
(ii)
.....

(f) Field support and training;

(i)
(ii)
.....

(g) Harvesting, post-harvest practices and storage;

.....
.....

(h) Inspection and grading (confirmation at the aggregation store);

.....
.....

(i) Packaging supply and procedures;

.....
.....

(j) Delivery/collection;

- i. Time of delivery/collection
- ii. Place of delivery/collection

(k) Rejected produce or product.

.....
.....

2. Term

This section shall state the duration (*start date*....., 20..... *and end date*
....., 20.....) of the agreement and the option(s) of renewal.

3. Payments

This section shall state:

- (a) the cost of the service(s):
- (b) price of the produce (kg):.....
- (c) mode of payment (*preferably cash on delivery*) Yes/No (*tick*)
other (*specify*)
- i. Financed or not financed.....
- ii. Credit facilities
- (d) schedule of collection of produce or product:

4. Force majeure

For purposes of this agreement, force majeure means an event which is beyond the reasonable control of either party and makes a party's performance of its obligations impossible.

Parties to state specific calamities that would be considered as force majeure.

.....

.....

5. Termination

This section shall state the conditions for termination of agreement by either party including notifications.

.....

.....

6. Breach of agreement and penalties

- (a) Parties to define what constitutes a breach in the agreement and what remedies are acceptable to the parties

.....

.....

- (b) Penalties for breach to be defined.

.....

.....

7. Dispute resolution

Any dispute arising between parties to this agreement shall be referred to the respective County Executive Member responsible for matters relating to Agriculture for resolution.

.....

.....

8. Law governing the Agreement

This agreement shall be governed by the Laws of the Republic of Kenya.

.....

.....

9. Annexures

This Clause shall contain documents that form part of this agreement e.g. copies of registration

certificates, licenses, quality certificates etc.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement on the day and date hereinbefore mentioned.

SIGNED for and on behalf of the service

provider; Name:

.....
Designation
Date:

In the presence of

Name:
Designation
Date:

Signed for and on behalf of the client

Name:
Designation
Date:

In the presence of

Name:
Designation
Date:

Endorsed by County
government
*(Where grower and dealer
agreement is entered into):*

Name.....
Signature.....
Date.....

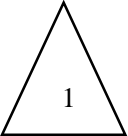
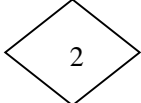
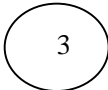
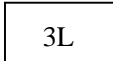
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FIFTH SCHEDULE

(r. 21(1)(2), 22(1))

FIBRE PRODUCE AND FIBRE PRODUCTS GRADING DEFINITIONS

1. SISAL GRADING DEFINITIONS

<i>Bale Mark</i>	<i>Definition</i>
	Length from 3ft. with average 3 ft. 6 in. Free of defective decortication. Properly brushed. Free of tow, bunchy ends, knots and harshness. Colour: creamy white to cream
A	Same as Grade 1 but colour yellowish, sunburned, slightly spotted or slightly discoloured
	Length from 2 ft. 6 in. upwards. Otherwise same as Grade 1.
	Length from 2 ft. upwards, consisting of brushed fibre that does not conform to Grades 1, A or 2. Although minor defects in colour and cleaning are allowable, it must be free of baky or undecorticated fibre and knots
	Length from 3ft. upwards. Otherwise the same as Grade 3
UG	Fibre that does not conform to the above-mentioned grades as regards length, colour and cleaning but minimum length 2 ft.
SSUG	Length should not be less than 60cm. This is the fibre which does not conform to standard UG grade. Colour may vary from yellowish to more darkish and blemished
SCWF	Short Clean White Fibre. Length not less than 18 inches. and not more than 24 inches. Otherwise same as Grade 3.
TOW 1	Pieces of fibre that comes out behind the brushing machines. Free of line fibre, cuttings, dust, dirt, sweepings, knots and undecorticated barks. Colour varies from creamy white to cream.
TOW2	Pieces of fibre that comes out behind the brushing machines during the process of brushing. Free of line fibre, cuttings, dust, dirt, sweepings, knots and undecorticated barks. Colour of fibre may be brownish, spotted, yellowish or greenish. Black coloured fibre is not allowed in this grade because this shows that it is in the process of rotting (or rotten).
Uncarded Flume TOW	Fibre cuttings extracted from the flume channel and dried. It should be uniform in colour of creamy white to light brown. Devoid of un- decorticated strips of sisal leaf, rotten fibre and foreign materials. It should be properly dried with a moisture content similar to other grades. Dust content not to exceed 15% when extracted by hand.
Carded Flume TOW	Fibre cuttings extracted from the flume channel and dried. It should be the same as uncarded flume tow except the total dust content not to exceed 10%.
UHDS	Length 60 cm upwards and it is fibre which comes from unwashed hand, decorticated sisal. It can be brushed or not brushed and colour may be blemished, greenish, brownish and blackish but not rotten.

Note:

- (a) Grades 1, A, 2, 3L, 3, UG and SCWF to be of parallel packing, no ties or knots, free of dampness and excessive baling pressure.
- (b) The word "harshness" included in the definition of Grades 1, A, and 2 only refers to fibre from which the gum has not been sufficiently extracted by cleaning, and does not apply to fibre which is coarse in texture owing to soil or climatic conditions

2. SEED COTTON AND COTTON SEED GRADING DEFINITIONS

Grade A seed cotton - has no yellow stains from pest attack and excretions usually white and with minimum foreign matter.

Grade B seed cotton - yellow stained from pest attack and excretions usually not white.

Grade A cotton seed – seed from ginning of grade A seed cotton.

Grade B cotton seed – seed from ginning of grade B seed cotton.

3. COTTON LINT CLASSING

All cotton lint shall be classed by instrument testing describing the physical attributes of the lint in terms of length (L), strength (g/tex), micronaire, fibre uniformity (uniformity index), colour (Rd and +b) and colour grade (Grd).

4. OTHER FIBRE GRADING

Grading of other fibre produce and fibre products shall be done in accordance with national, regional and international standards, codes of practice and other best practices for fibre produce and fibre product.

SIXTH SCHEDULE

(r. 7(3), 9(4), 10(3), 11(3), 12(3), 13(3), 14(4), 15(3))

REQUIREMENTS FOR ISSUANCE OF REGISTRATION CERTIFICATE, COMPLIANCE CERTIFICATE, LICENSE AND EXPORT/IMPORT PERMIT

- (a) Requirements for issuance of registration certificate for a dealer-
 - (i) duly filled application form;
 - (ii) copy of certificate of incorporation/certificate of registration;
 - (iii) copy of Kenya Revenue Authority PIN certificate for the company;
 - (iv) names, copies of IDs/passports and Kenya Revenue Authority PIN certificates of the company directors or Executive Committee (in the case of cooperative societies, associations or groups); and
 - (v) copy of CR 12 certificate from the Registrar of Companies or by-laws in case of cooperative societies, associations or groups.
- (b) Requirements for inspection for certificate of compliance-
 - (i) dully filled application form;
 - (ii) copy certificate of registration as an aggregator from the respective County Government;
 - (iii) valid copy of preliminary approval from the Authority in the case of a new manufacturing factory;
 - (iv) copy of signed agreement(s) between the parties in the format set out in the Fourth Schedule; and
 - (v) annual production and marketing returns for the previous year.
- (c) Requirements for issuance of preliminary approval for setting up a new manufacturing factory
 - (i) Dully filled application form;
 - (ii) the profiles of the investor(s) or director(s);
 - (iii) letter of no objection from the respective County Government;
 - (iv) copy of valid environmental impact assessment license/report;
 - (v) project profile or feasibility study showing the implementation period, factory design, program for sustainable supply of raw materials available for processing;
 - (vi) program of implementation and operationalization date of the factory;
 - (vii) proof of land ownership /lease for the project; and
 - (viii) intended capital investment of the fibre factory in Kshs./US\$.
- (d) Requirements for issuance of a new license and renewal for aggregator and manufacturer-
 - (i) duly filled application form;
 - (ii) valid copy of certificate of compliance from the Authority;
 - (iii) valid copy of applicant (company) tax compliance certificate from Kenya Revenue Authority;
 - (iv) copy of CR 12 certificate from the Registrar of Companies or by-laws in case of cooperative societies, associations or groups (*only if there are changes in directorship or by-laws*);
 - (v) annual production and marketing returns for the previous year (*where applicable*); and
 - (vi) copies of agreement(s) for the source of fibre produce or fibre product (*whichever is applicable*).
- (e) Requirements for issuance of a new license and renewal for exporter/importer

- (i) duly filled application form;
- (ii) copy of registration certificate from the Authority (where applicable);
- (iii) valid copy of single business permit from the respective County government;
- (iv) valid copy of applicant (company) tax compliance certificate from Kenya Revenue Authority;
- (v) copy of CR 12 certificate from the Registrar of Companies or by-laws in case of cooperative societies, associations or groups (only if there are changes in directorship or by-laws);
- (vi) annual marketing returns for the previous year; and
- (vii) copies of agreement(s) for the source of fibre produce or fibre product (whichever is applicable);

(f) Requirements for issuance of export/import permit

- (i) valid copy of export/import license for the specific product category from the Authority;
- (ii) valid copy of custom entry or exit document for the consignment;
- (iii) valid copy of Certificate of Origin of the consignment;
- (iv) valid copy of commercial invoice;
- (v) valid copy of conformity certificate or quality report from the Authority or an equivalent agency;

SEVENTH SCHEDULE

(r. 25(9))

BUSINESS AND AFFAIRS OF THE FIBRE PRODUCE AND FIBRE PRODUCT PRICING FORMULA COMMITTEE

1. The Committee shall meet at the Authority's registered offices or any other designated venue.
2. The meetings shall be convened by the chairperson by a written notice of at least fourteen days to the date of the meeting.
3. Every meeting shall be presided over by the chairperson or in the absence of the chairperson, the members present shall appoint one of the members to preside at the meeting.
4. The Committee may invite any person to its meetings for expert advice but such person shall not vote in decisions of the Committee.
5. The quorum for the meetings of the Committee shall be two-thirds of its members.
6. A decision of the Committee shall be valid when supported by majority of the members present in a meeting and the Chairperson shall have a casting vote.
7. Chairperson or a member of the committee shall declare any personal interest in any matter under consideration by the committee and such disclosure recorded in the minutes.
8. The Committee shall meet on a need basis but at least once every financial year.

EIGHTH SCHEDULE

(r. 34(1))

FEES FOR LICENSES AND INSPECTION FOR COMPLIANCE CERTIFICATE PAYABLE TO THE LICENSING AUTHORITY

No.	Category	Amount (KES)	Responsibility
License Fee			
1	Aggregator license	2,500	County Government
2	Export license	15,000	Authority
3	Import license	20,000	Authority
4	Manufacturing license for processors with gross turnover of more than KES 5,000,000 per year	10,000	County Government
5	Manufacturing license for cottage processors with gross turnover of KES 5,000,000 and below per year	3,000	County Government
Inspection for Certificate of Compliance			
1	Aggregation store (per store)	2,500	Authority
2	Manufacturer with gross turnover of more than KES 5,000,000 per year	10,000	Authority
3	Manufacturer (cottage processor) with gross turnover of KES 5,000,000 and below per year	3,000	Authority

Made on the.....,....., 2025.

.....

Sen. Mutahi Kagwe. EGH
Cabinet Secretary for Agriculture and Livestock Development