



# AGRICULTURE AND FOOD AUTHORITY

Tea House Naivasha Road, Off Ngong Road,  
P.O. Box 37962-00100 NAIROBI  
Tel: 254 700 638672/+254 737 454618  
Email: info@afa.go.ke  
Website: www.afa.go.ke

## FIBRE CROPS CERTIFICATES, LICENSES AND PERMITS ISSUED.

	CATEGORY	USER CHARGES	TIMELINE
	<b>REGISTRATION CERTIFICATES</b>		
1.	Fibre Crops Manufacturer	Free	7 days
2.	Fibre Crops Retailer	Free	7 days
3.	Fibre Crops Importer/Exporter	Free	7 days
	<b>RETAILER LICENSE FEES</b>		
1.	Fibre Crops Retailer (Sisal and Cotton).	Ksh.2,500 per year	30 Days
	<b>IMPORT/EXPORT FEES</b>		
1.	Fibre Crops Cotton for Import/Export of (cotton seed-Extraction, cotton seed crude oil, cotton seed oil refined, cotton linters, Cotton seed cake, cotton seed, cotton seed hull, cotton seed meal, cotton linters pulp, cotton yarn waste, cotton yarn, cotton waste).	Ksh. 1,000 per product per year	30 Days
2.	Fibre Crops (Sisal) for Import/Export markets only (Raw sisal fibre, sisal yarn, sisal twine, sisal cordage and others).	Ksh.8,000 per year	30 Days
3..	Fibre Crops (cotton lint) import	Ksh.2,000 Import	30 Days
		USD 2,000 Export	30 Days
	<b>MANUFACTURER LICENSE FEES</b>		
2.	Sisal manufacturing factory authorizing the holder to process own sisal leaf exclusively.	Ksh. 2,000 per year	30 Days
3.	Sisal manufacturing factory authorizing the holder to process own sisal leaf exclusively as well as other growers.	Ksh.2,000 per year	30 Days
4.	Sisal spinning factory.	Ksh.5,000 per year	30 Days
5.	Cotton ginning factory	Ksh.2,000 per year	30 Days
6.	Cotton seed milling factory.	Ksh.5,000 per year	30 Days



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7.	Cotton Spinning factory.	Ksh.5,000 per year	30 Days
	<b>SERVICE FEES</b>		
1.	Cotton Classing	Ksh.150 per sample	7 Days
2.	Sisal Inspection	0.5 % FOB	7 Days
3.	Import/Export permit	Free	24 Hours
4.	Sisal Baling, Rebalancing and Reconditioning	Ksh.400 per bale	1 Day

## **REQUIREMENTS FOR REGISTRATION AS A FIBRE CROPS OR FIBRE CROPS DEALER**

- i. Duly filled application form.
- ii. Valid copy of Company KRA Tax Compliance Certificate (TCC).
- iii. Valid Copy of Certificate of Company or Business registration/Incorporation.
- iv. Valid copy of Single Business Permit from the respective County Government.
- v. Certified copy of company CR12 from the Registrar of Companies or by-laws in case of cooperative societies, associations or farmer groups.
- vi. Details of Company Directors/Owners or Executive Committee (in the case of cooperative societies, associations or farmer groups), copies of IDs/passports and Individual KRA PIN certificates and work permits for foreign directors.

## **REQUIREMENTS FOR ISSUANCE OF FIBRE CROPS OR FIBRE CROPS PRODUCTS NEW AND RENEWAL DEALERS LICENSES.**

- (i) Dully filled application forms.
- (ii) Copy of registration certificate from the Authority (Where applicable).
- (iii) Valid copy of company KRA PIN/Tax Registration.
- (v) Copy of company bank statements for the last 6 months or recommendation letter from a duly licensed Bank.
- (v) Valid copy of Single Business Permit from the respective County Government.



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- (vi) Copy of inspection report from the Authority for the current year (where applicable).
- (vii) Annual Returns (Purchases/Sales) for the previous year (where applicable).
- (viii) Valid Copies of Agreements for Source of Fibre crops or fibre crop products (Whichever is applicable).
- (vii) List of Collection Centre(s) for Seed Cotton or Sisal Fibre Retailer License
  - Name of the Collection Centre
  - County
  - Sub County
  - Name of the Centre Agent
  - Identity Card of the Centre Agent
  - Telephone of the Centre Agent.

## **REQUIREMENTS FOR ISSUANCE OF PRELIMINARY APPROVAL FOR SETTING UP A NEW FIBRE CROPS MANUFACTURING FACTORY.**

- i) Duly filled application form.
- ii) The profiles of investor(s) or Director (s).
- iii) Letter of no objection from the respective County Government.
- iv) Copy of Environmental impact assessment licenses or reports
- v) Project profile or feasibility studies showing the implantation period factory design or program for sustainable for sustainable supply of raw materials available for processing.



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- vi) Program 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 Ksh/USD.