
 <b>Republic of Kenya</b>				
<b>Institution/Organization Name:</b>		AFA – Coffee Directorate		
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>		Ministry of Agriculture, Livestock, Fisheries and Cooperatives - State Dept of Agric & Research		
<b>Economic Sector Alignment:</b>		Agriculture		
<b>Big 4 Alignment:</b>		Food nutrition and manufacturing		
<b>Accounting Officer:</b>		Kello Harsama - Director General-AFA		
<b>Period: FY</b>		2021/2022		
<b>Process Documentation</b>				
<b>Service Name</b>		Coffee buyers license		
<b>Brief Description</b> Document Purpose/Service		Issuance of annual licence for coffee buyers from the NCE		
<b>Document Control:</b> Change Record/ Version Number		Coffee – 01		
<b>Process Owner:</b> Name and Position		1. DD-Regulation and compliance 2. Senior Officer -R&C		
<b>Process Reviewer (s)</b> Name and Position		1. Director-CD 2.		
<b>STEPS/FLOW/SEQUENCE</b>				
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	1	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 gazettment 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	
<b>EXCEPTIONS TO THE NORMAL FLOWS</b>				
Title	No.	Description	Time	Actor
Coffee buyers documents required and license fee	1.	The applicant has not submitted all the required documents/fees	14 Days	Applicant

	2.	Petition by a third party during the 30 day gazette period	14 days	DD-applicant

**Process Maps/Visuals**

