

 Republic of Kenya		 AFA Clear Crops, Clear Wealth		
Institution/Organization Name:		AFA – Miraa, Pyrethrm & other Industrial Crops Directorate		
Affiliations; Ministry / Department/ County/Parent Company:		Ministry of Agriculture, Livestock, Fisheries and Cooperatives - State Dept of Agric & Research		
Economic Sector Alignment:		Agriculture		
Big 4 Alignment:		Food nutrition and manufacturing		
Accounting Officer:		Kello Harsama - Director General		
Period: FY		2021/2022		
Process Documentation				
Service Name		Issuance of pyrethrum export or import permit		
Brief Description Document Purpose/Service		Pyrethrum export/import permits issuance		
Document Control: Change Record/ Version Number		MPOICD - 05		
Process Owner: Name and Position		1. Regulation Officer 2.		
Process Reviewer (s) Name and Position		1. Director- Directorate 2. DD – Regulation and Compliance		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	IMIS registration	1	Importer/exporter	
2.	Application for the pre-export/import permit and export/import permit	1	Importer/exporter	
3.	Receipt, review of the application and notification	2	Regulation Officer	
4.	Approval and issuance of the license	1	Director- Department	
5.	Printing of the permit	1	Importer/exporter	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
Did not provide all the requisite documentation	1.	Does not provide all relevant documents for clearance	-	Importer/exporter
Process Maps/Visuals				
Business process flowcharts/ swim lanes/screen shots				

