



**THE AGRICULTURE FISHERIES AND FOOD AUTHORITY (AFFA)  
HORTICULTURAL CROPS DIRECTORATE**

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Nairobi Horticultural Centre

P.O. Box 42601 - 00100

Nairobi

**REQUIREMENTS FOR HORTICULTURE EXPORT LICENCE CHECKLIST**

EXPORT COMPANY: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

		Yes	No	Remarks
<b>1. LICENSE REQUIREMENTS</b>				
<b>1.1 RENEWALS</b>				
a)	Clearance of outstanding Cess Amount Receipt from HCD finance			
b)	Dully filled Export Quarterly returns (EQS forms) for the last two years			
c)	Tax Compliance Certificate			
d)	County Government Business permit			
e)	Dully filled Form 2A (Typed)			
f)	Clearance letter from a relevant horticulture association			
g)	No outstanding farmers claims			
h)	No outstanding non conformity issues raised for systems audit on Notifications and interceptions			
<b>1.2 NEW APPLICANTS</b>				
a)	Comply with c and d above			
b)	Dully filled Form 1A (Typed)	✓		
c)	Dully filled Form 1B (Typed)	✓		
d)	A certified Copy of Certificate of Business Registration from the Registrar of Companies	✓		
e)	A certified Copy of the company's KRA Pin	✓		
f)	A certified copy of Memorandum and articles of Association	✓		

g)	Photocopies of IDs for all the Directors. A photocopy of passport and valid work permit if a Director or Directors are foreigners.	✓		
h)	Documentary evidence from your overseas client, e.g a letter, fax or e-mail indicating agreement/ order for produce	✓		
i)	KEPHIS phytosanitary statement for one calendar year	✓		
<b>2 TRACEABILITY REQUIREMENTS</b>				
a)	Farm Inspection Report (Signed by HCD staff)	✓		
b)	Pack House Inspection Report (Signed by HCD staff)	✓		
c)	Dully filled PS I Form (FOR COMPANY OWNED FARM)	✓		
d)	Dully filled PS II Form (FOR CONTRCATED FARMERS) and a <i>soft copy</i> forwarded to <a href="mailto:hcdtechnical@gmail.com">hcdtechnical@gmail.com</a> (Excel)	✓		
e)	Copies of Contracts between Exporter and Farmer – witnessed and signed by HCD Staff	✓		
f)	Evidence of Good Agricultural Practices	✓		
<b>3 Those contracting marketing agents</b>				
a)	Declare marketing agents (provide list and contacts (PS form)			
b)	Copy of HCD license for marketing agents			
c)	Copies of contracts between Exporter and Marketing Agent			
d)	Copies of contracts between Marketing Agent and Farmers			
e)	Vetting on GAP & traceability requirements (indicate marks)			

