



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

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Nairobi Horticultural Centre

P.O. Box 42601 - 00100

Nairobi

**HOW TO BECOME AN EXPORTER OF HORTICULTURAL PRODUCE**

**The following documents will be required:-**

**NEW APPLICANTS**

1. Certified copy Certificate of Business Registration from the Registrar of companies.
2. Copy of K. R. A. Pin
3. Certified copies of memorandum and articles of association
4. Copies of Identity Cards of all the Directors. A photocopy of passport and work permit if a Director or Directors are foreigners.
5. Documentary evidence from overseas clients, e. g. a letter, fax or e-mail that you are ready to start an export business.
6. Knowledge of the requirements from overseas market
7. Business permit from local Authority
8. Typed application form 1A and 1B.
9. Certified Tax compliance certificate

**RENEWALS**

1. Clearance of outstanding Cess Amount
2. Dully filled Export Quarterly returns (EQS forms) for the last two years
3. Tax Compliance Certificate
4. Dully filled Form 1A (Typed)
5. County Government Business permit
6. Dully filled Form 2A (Typed)
7. Recommendation from a relevant horticulture association
8. No outstanding farmers claims

9. No outstanding non conformity issues raised for systems audit on Notifications and interceptions

#### **TECHNICAL REQUIREMENTS FOR ALL APPLICATIONS**

1. Farm inspection for all produce source will be done
2. Pack house inspection for packing facility
3. PS I or II form (farm/farmer details) and a **soft copy** forwarded to [hcdtechnical@gmail.com](mailto:hcdtechnical@gmail.com)  
(Excel format)
4. Produce contracts for contracted sources – between the farmer and buyer witnessed by HCD
5. Inspection of transport facility.
6. Seed and pesticide purchase receipts (for peas and beans)
7. Demonstrate traceability system (farm to packhouse)
8. Declaration of clearing and forwarding Agents.

Nb. All documents to be put in order as per the Vetting Checklist.

**Registration fee Ksh. 5,000/= per year.**

**Cess deposit fee Kshs. 5,000/=**