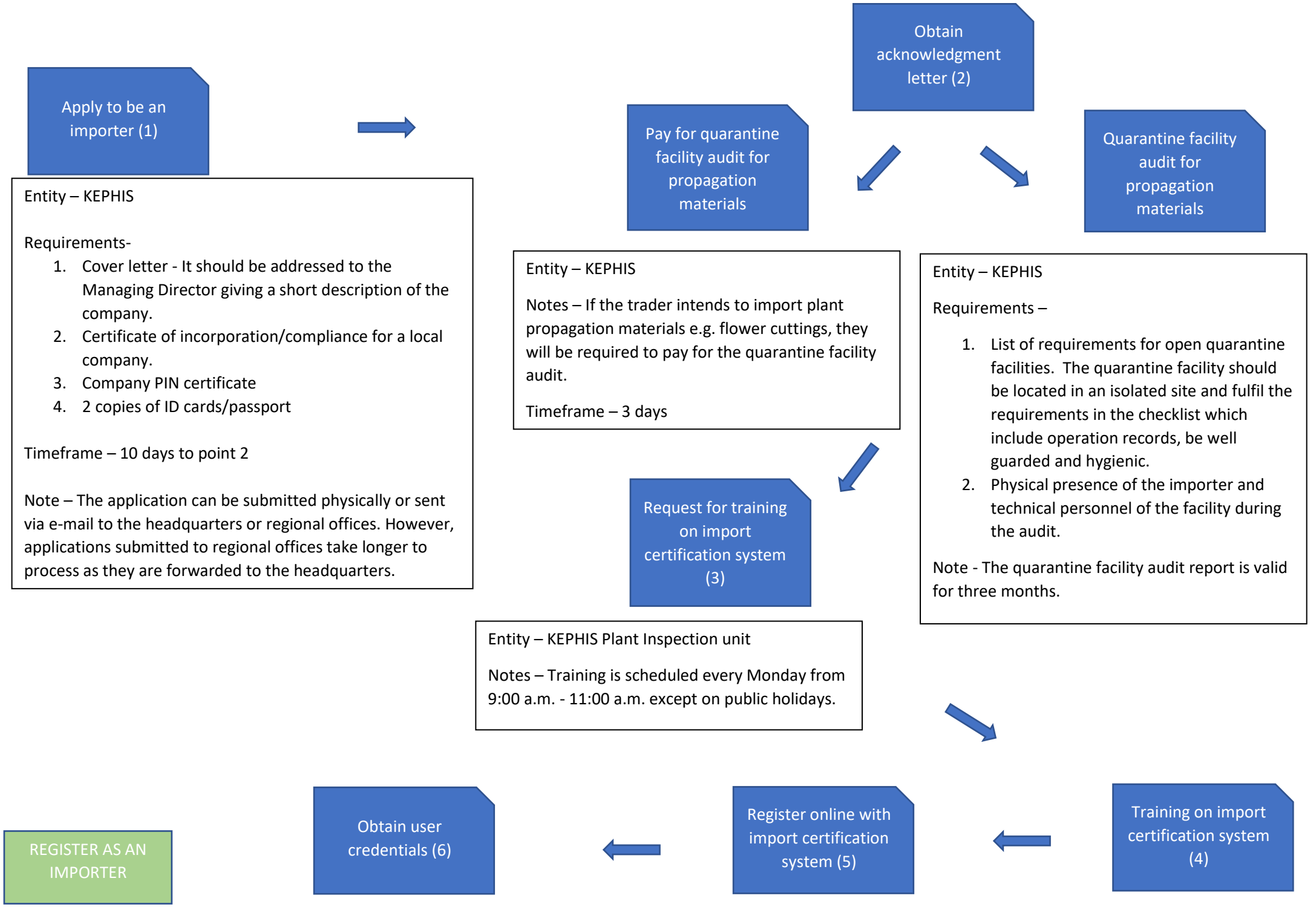
Annexure A – Detailed Import Process


REGISTER AS AN IMPORTER
Obtain user credentials (6)
Register online with import certification system (5)
Training on import certification system (4)
Entity – KEPHIS Plant Inspection unit
Notes – Training is scheduled every Monday from 9:00 a.m. - 11:00 a.m. except on public holidays.
Request for training on import certification system (3)
Entity – KEPHIS
Notes – If the trader intends to import plant propagation materials e.g. flower cuttings, they will be required to pay for the quarantine facility audit.
Timeframe – 3 days
Pay for quarantine facility audit for propagation materials
Entity – KEPHIS
Requirements –
1. List of requirements for open quarantine facilities. The quarantine facility should be located in an isolated site and fulfil the requirements in the checklist which include operation records, be well guarded and hygienic.
2. Physical presence of the importer and technical personnel of the facility during the audit.
Note - The quarantine facility audit report is valid for three months.
Quarantine facility audit for propagation materials
Obtain acknowledgment letter (2)
Apply to be an importer (1)
Entity – KEPHIS
Requirements-
1. Cover letter - It should be addressed to the Managing Director giving a short description of the company.
2. Certificate of incorporation/compliance for a local company.
3. Company PIN certificate
4. 2 copies of ID cards/passport
Timeframe – 10 days to point 2
Note – The application can be submitted physically or sent via e-mail to the headquarters or regional offices. However, applications submitted to regional offices take longer to process as they are forwarded to the headquarters.

Apply for registration (7)

Entity – KEPHIS

Requirements –

1. Application for registration as a seed merchant Form SR1
2. Valid tax compliance certificate
3. Certificate of incorporation/Compliance
4. Bankers cheque - In the amount of KES. 75,000.00 addressed to Kenya Plant Health Inspectorate Service

Cost – KSh 75,000

Timeframe – 5 days

Obtain acknowledgement letter (8)

Entity - KEPHIS

Note - The acknowledgement letter is sent to the applicant via e-mail or post mail.

Inspection of premises (9)

Entity - KEPHIS

Requirements:

All:

1. Seed handling experience of the staff; they are expected to have a background and knowledge on seeds.
2. Physical presence of the owner or technical personal of the seed store.

For production category:

1. Contract - Evidence of contractual agreements with the recruited growers.
2. Land - Adequate land and equipment to handle the basic seeds. The applicant should also provide the source of starter or basic seed used.

For processing category:

1. Machinery and equipment for processing seeds.

For marketing category:

1. Seed store - Facility where the seeds will be stored should be a permanent structure with pallets, well aerated and free from rodents.

Timeframe – 15 days to next step

Obtain certificate of registration (10)

Entity – KEPHIS

Note - The certificate of registration is valid for one calendar year. Failure to renew the certificate for two consecutive years leads to loss of status as a registered seed merchant and will require a fresh application to be made as a new applicant.

OBTAIN CERTIFICATE OF REGISTRATION

Apply for NPT & DUS testing (11)

Entity – KEPHIS

Requirements –

1. NPT application form
2. DUS application form
3. Seed samples

Note - Applications for NPT and DUS testing are accepted and must be submitted within either of the two dates i.e., December 1st - February 15th, or July 15th - August 31st.

Obtain invoice (12)

Entity – KEPHIS

Note - The invoice will detail the fees to be charged for each seed variety.

Pay for testing (13)

Entity – KEPHIS

Timeframe – The waiting time until the National Performance Trials Committee meeting, varies from 4 to 5 months depending on the species; during this time, the seeds will be planted, analysed and tested, before results of DUS testing are released in form of a report, in the minutes of the NVRC meeting.

Note - Once payment is made and processed, the applicant will be notified of a National Performance Trials Committee meeting, where six crop specialists will attend on behalf of all other breeders.

Obtain NPT test report (14)

Entity – KEPHIS

Note - The seed crop breeders will receive a copy of the NPT test report from KEPHIS. The report is sent via email.

Obtain meeting notification (15)

Entity – KEPHIS

Note - The applicant will be notified via e-mail to attend the National Variety Release Committee meeting.

Obtain DUS reporting testing (16)

Entity – KEPHIS

Requirements – Physical presence of breeder

Note - Breeders, who must be present at the meeting to name the new seed variety, will receive a copy of the National Variety Release Committee meeting minutes at the meeting. The minutes will contain the DUS test report. Within 21 days of the NVRC meeting, a gazette notice will be published listing all the new varieties that have been cleared for release into the Kenyan market for breeders to produce. The NVRC meeting is held once a year.

OBTAIN TESTING REPORT

Apply for plant import permit (17)

Entity – KEPHIS (apply online)

Pay for plant import permit (18)

Entity – KEPHIS (apply online)

Cost – Kes 800 for plant import permit/KEs800 for high risk consignments

Obtain plant import permit (19)

Entity – KEPHIS (apply online)

Note - The plant import permit can be obtained from any of KEPHIS regional offices. The permit must reach the plant health authorities in the country of origin for strict adherence to Kenya permit requirements.

OBTAIN PLANT IMPORT PERMIT

REGISTER WITH KESWS

Submit request for company registration (20)

Entity – Kentrade

Requirements –

1. Request with company details

Timeframe – 1 day

Note – For companies, the user is required to request for registration via contactcenter@kentrade.go.ke

Obtain registration notification (21)

Entity - Kentrade

Note - The registration notification is sent via e-mail.

User registration (22)

Entity – Kentrade

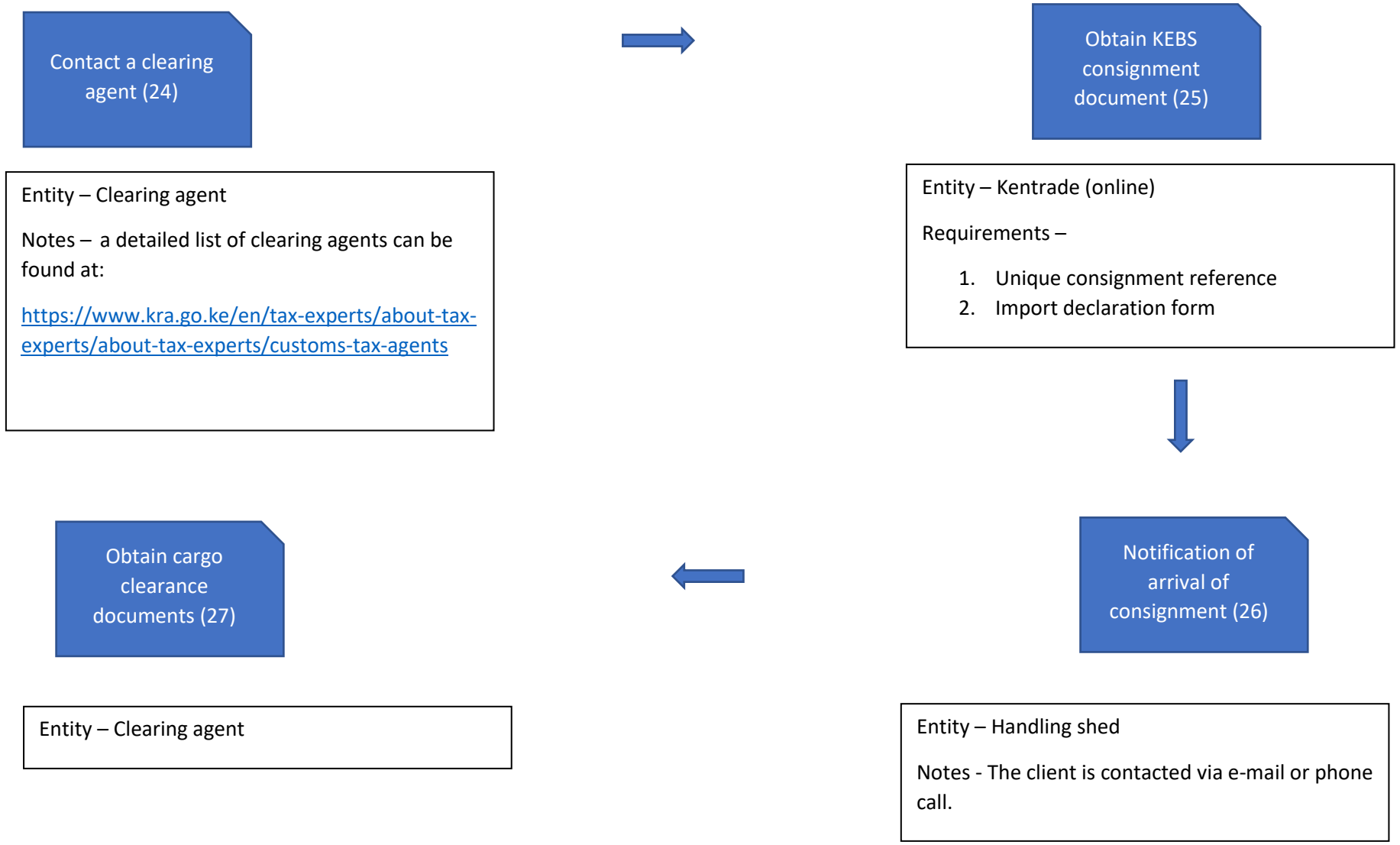
Note – Online registration

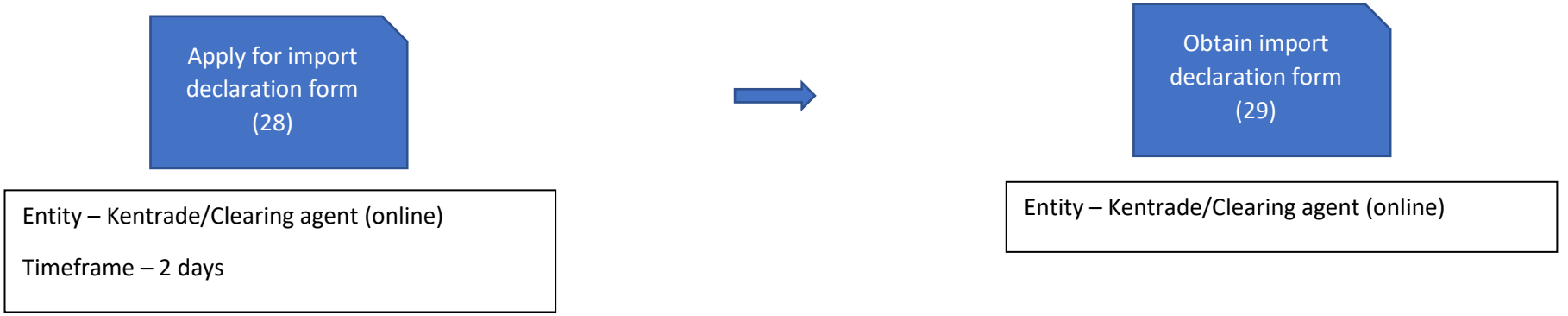
Timeframe – 2 days

Obtain user credentials (23)

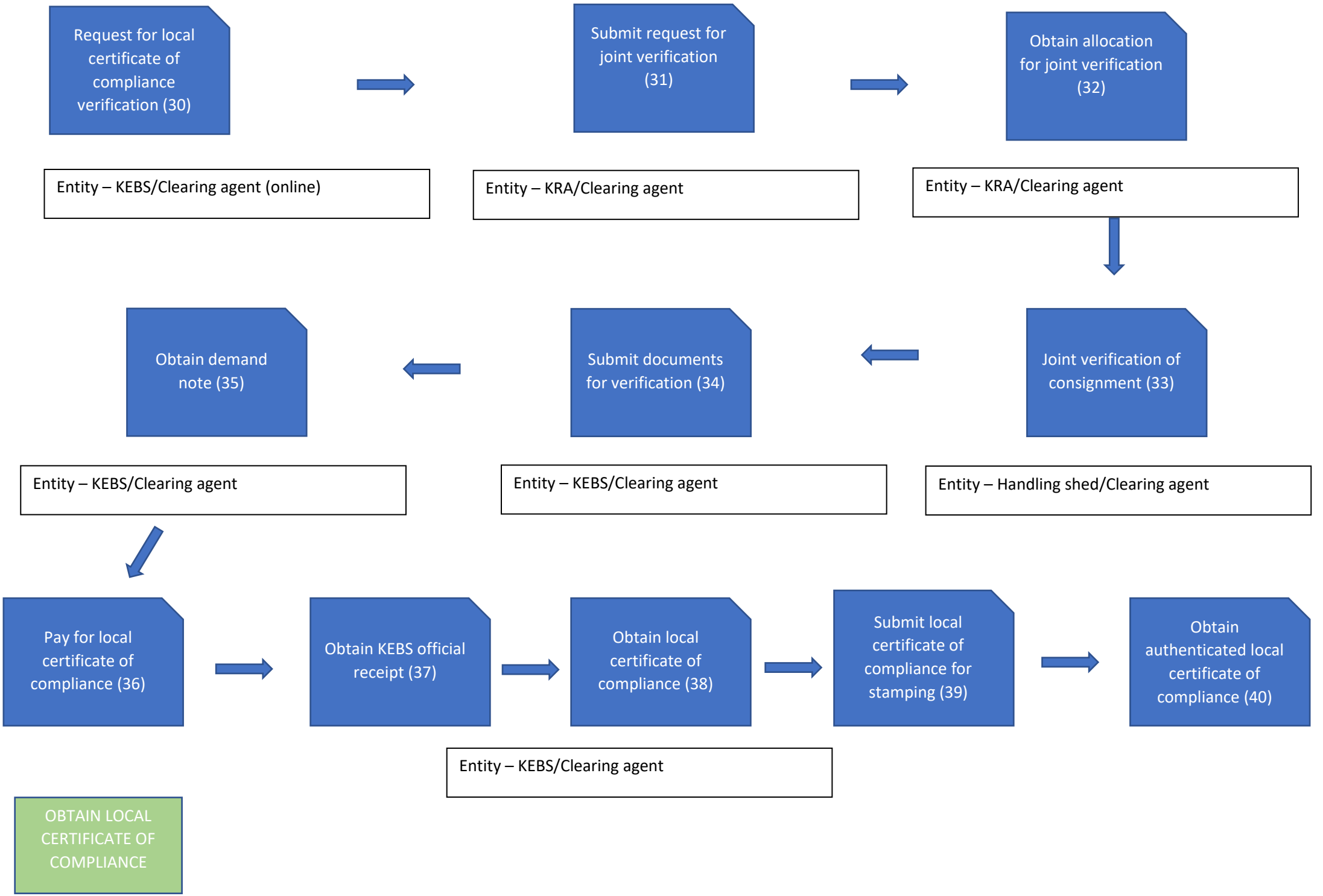
Entity – Kentrade

Note - The user credentials are sent via e-mail.


Contact a clearing agent (24)
Entity – Clearing agent
Notes – a detailed list of clearing agents can be found at:
https://www.kra.go.ke/en/tax-experts/about-tax-experts/about-tax-experts/customs-tax-agents
Obtain KEBS consignment document (25)
Entity – Kentrade (online)
Requirements –
1. Unique consignment reference
2. Import declaration form
Notification of arrival of consignment (26)
Entity – Handling shed
Notes - The client is contacted via e-mail or phone call.
Obtain cargo clearance documents (27)
Entity – Clearing agent
PRE-CLEARANCE DOCUMENTATION



OBTAIN IMPORT DECLERATION FORM


Request for local certificate of compliance verification (30)
Submit request for joint verification (31)
Obtain allocation for joint verification (32)
Entity – KEBS/Clearing agent (online)
Entity – KRA/Clearing agent
Entity – KRA/Clearing agent
Joint verification of consignment (33)
Submit documents for verification (34)
Obtain demand note (35)
Entity – Handling shed/Clearing agent
Entity – KEBS/Clearing agent
Entity – KEBS/Clearing agent
Pay for local certificate of compliance (36)
Obtain KEBS official receipt (37)
Obtain local certificate of compliance (38)
Submit local certificate of compliance for stamping (39)
Obtain authenticated local certificate of compliance (40)
Entity – KEBS/Clearing agent
OBTAIN LOCAL CERTIFICATE OF COMPLIANCE

Submit application for import standardization mark (41)

Obtain import standardization mark (42)

Entity – KEBS

Reqruirements –

1. Document to be completed

Note - The application form must be filled and submitted in Microsoft excel format. The certificate of conformity (COC) number, import declaration form (IDF) number, unique consignment reference (UCR) number and customs entry number will be required.

Traders are advised to apply for the ISM sticker once the goods have arrived, and the customs entry has been verified and passed by Kenya Revenue Authority (KRA).

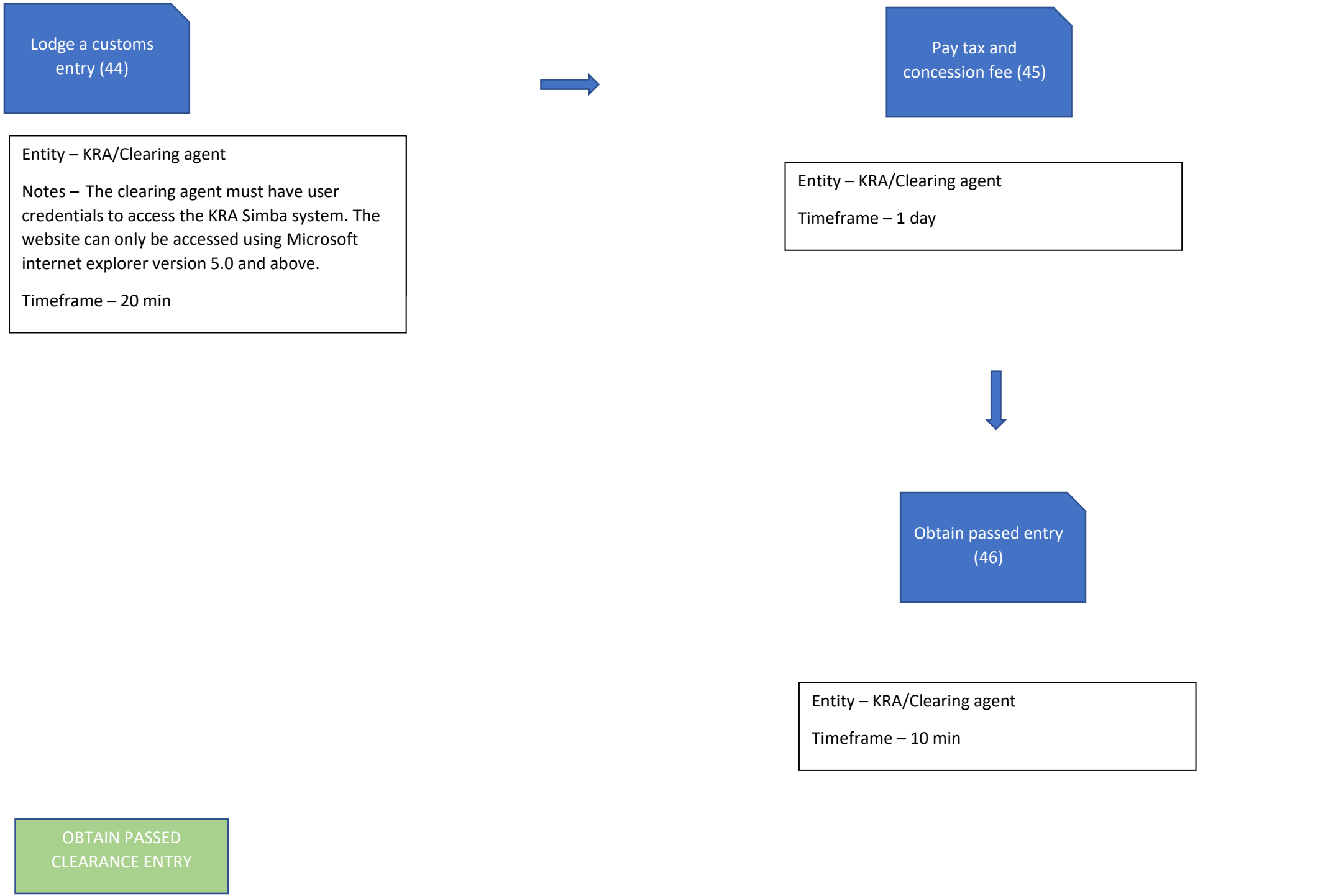
OBTAIN IMPORT STANDARDISATON MARK (ISM)

Obtain KEBS consignment document (43)

Entity – KEBS/Clearing agent

Note – Apply online

OBTAIN KEBS CONSIGNMENT DOCUMENT


Lodge a customs entry (44)
Entity – KRA/Clearing agent
Notes – The clearing agent must have user credentials to access the KRA Simba system. The website can only be accessed using Microsoft internet explorer version 5.0 and above.
Timeframe – 20 min
Pay tax and concession fee (45)
Entity – KRA/Clearing agent
Timeframe – 1 day
Obtain passed entry (46)
Entity – KRA/Clearing agent
Timeframe – 10 min
OBTAIN PASSED CLEARANCE ENTRY

Submit request for consignment inspection by KEPHIS (47)

Entity – KEPHIS/Plant inspection unit

Requirements –

1. Plant import permit/clearance entry
2. Phytosanitary certificate
3. Notice to import - Form SR14
4. ISTA (International Seed Testing Association) certificate
5. Invoice

Note - If the seeds were not grown in the country of export, a copy of a phytosanitary certificate will be required from the country of origin of the seed, as well as an original phytosanitary certificate from the country of export.

Consignment inspection by KEPHIS (48)

Entity – KEPHIS

Requirements –

1. Physical presence of the clearing agent.
2. Consignment to be imported

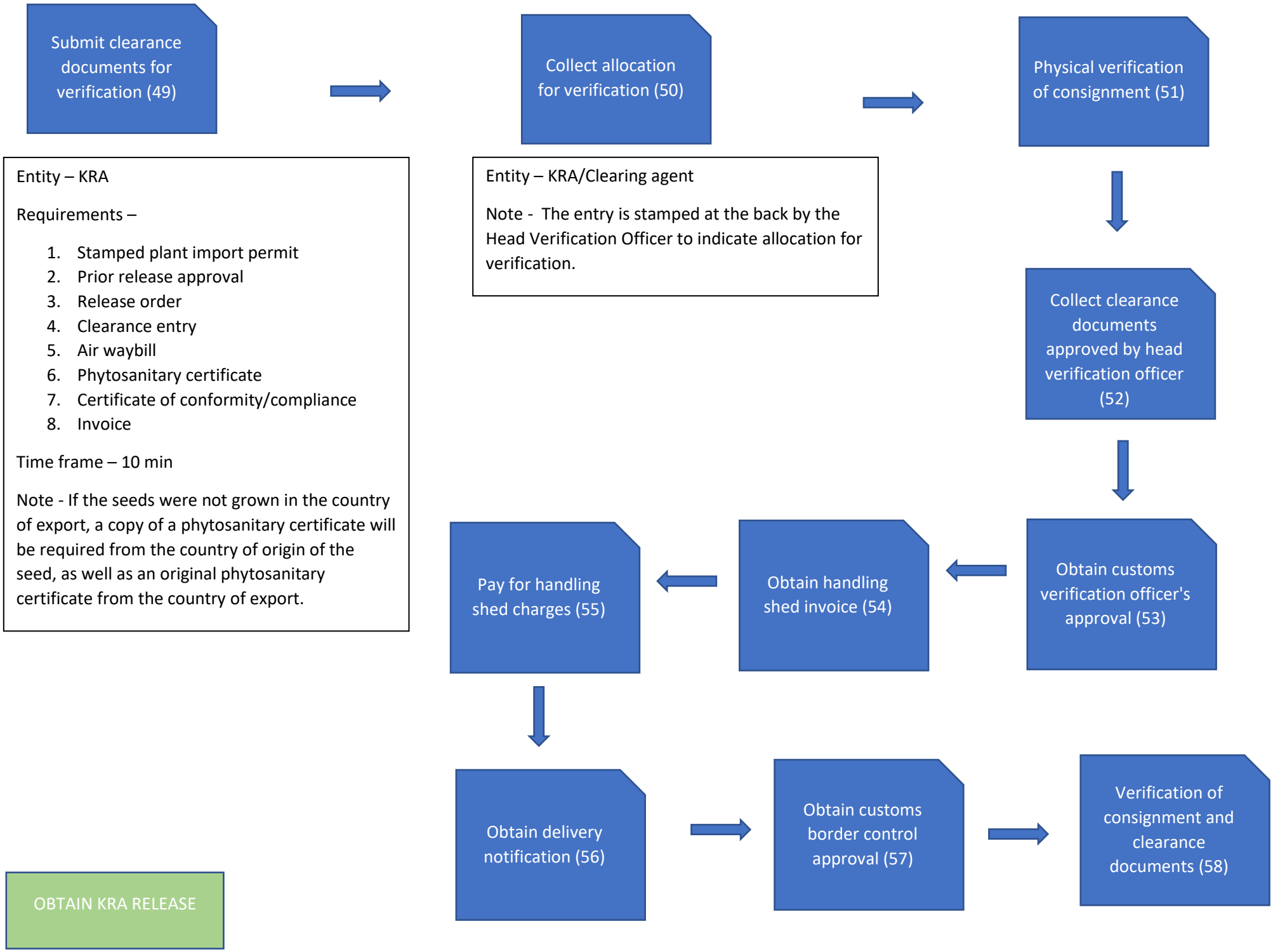
Timeframe – 1 Hour

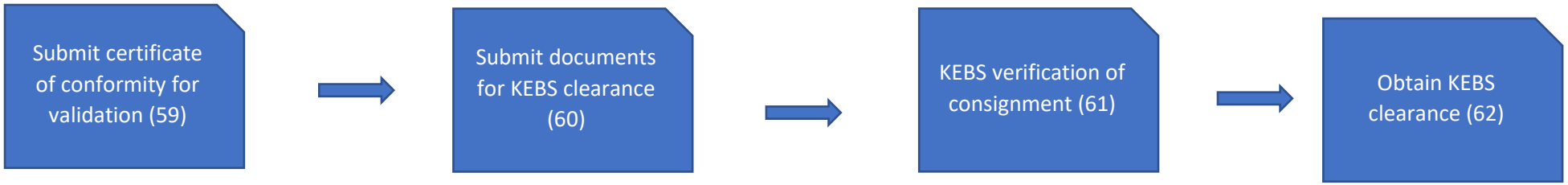
Note - KEPHIS will stamp the customs entry to indicate clearance and retain the original Plant Import Permit, ISTA certificate and phytosanitary certificate(s).

If the consignment does not meet the phytosanitary requirements, it can be treated, destroyed or shipped back to the country of origin at the expense of the importer.

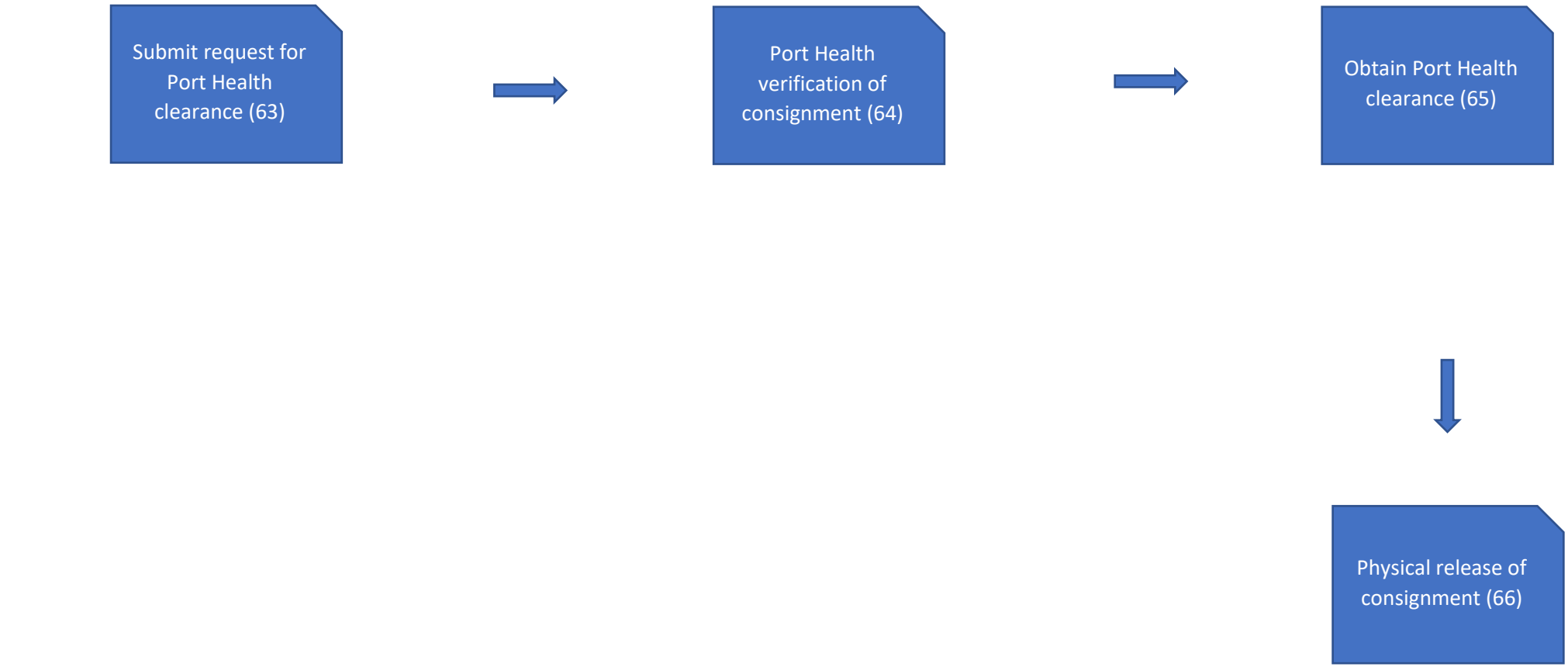
The KEPHIS inspector will also draw samples of seeds from the consignment, as per the ISTA regulations, chapter 2, for analysis prior to issuance of a seed testing certificate. This can take up to two weeks.

OBTAIN KEPHIS RELEASE


Submit clearance documents for verification (49)
Entity – KRA
Requirements –
1. Stamped plant import permit
2. Prior release approval
3. Release order
4. Clearance entry
5. Air waybill
6. Phytosanitary certificate
7. Certificate of conformity/compliance
8. Invoice
Time frame – 10 min
Note - If the seeds were not grown in the country of export, a copy of a phytosanitary certificate will be required from the country of origin of the seed, as well as an original phytosanitary certificate from the country of export.
Collect allocation for verification (50)
Entity – KRA/Clearing agent
Note - The entry is stamped at the back by the Head Verification Officer to indicate allocation for verification.
Physical verification of consignment (51)
Collect clearance documents approved by head verification officer (52)
Obtain customs verification officer's approval (53)
Obtain handling shed invoice (54)
Pay for handling shed charges (55)
Obtain delivery notification (56)
Obtain customs border control approval (57)
Verification of consignment and clearance documents (58)
OBTAIN KRA RELEASE



OBTAIN KEBS RELEASE



OBTAIN PORT HEALTH SERVICE RELEASE