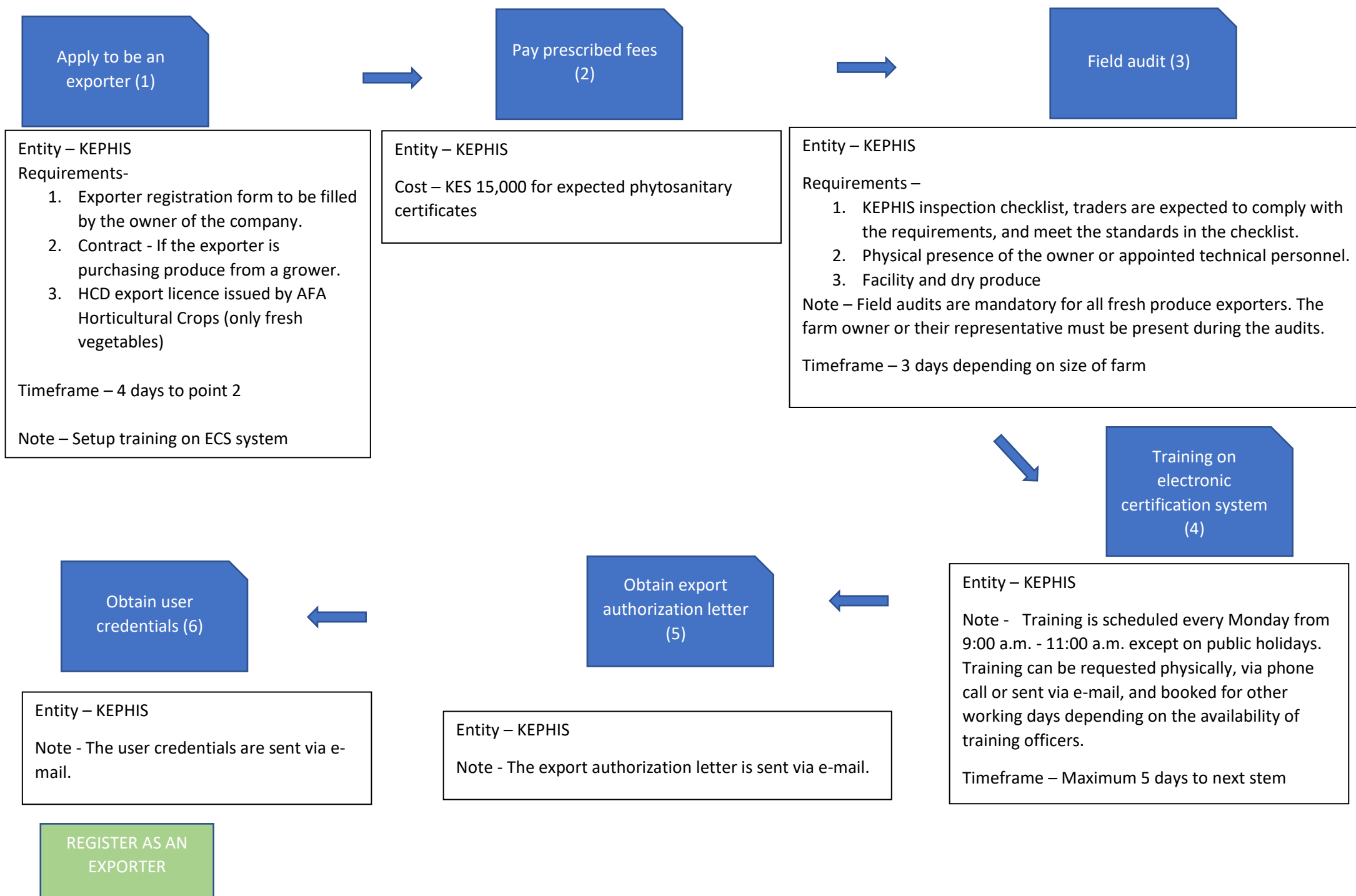


Annexure B – Detailed Export Process



Submit request for  
company  
registration (7)



Obtain registration  
notification (8)



User registration (9)

Entity – Note

Requirements –

1. Request with company details

Timeframe – 1 day

Note – For companies, the user is required to request for registration via [contactcenter@Note.go.ke](mailto:contactcenter@Note.go.ke)

Entity - Note

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

Entity – Note

Note – Online registration

Timeframe – 2 days



Obtain user  
credentials (10)

Entity – Note

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

REGISTER WITH  
KEWS

Apply for  
registration (11)



Obtain  
acknowledgement  
(12) letter



Inspection of  
premises (13)

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

Entity - KEPHIS

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

Obtain certificate of  
registration (14)



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.

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

Apply for field inspection of a seed crop (15)



Pay for inspection (16)



Field inspection of a seed crop (17)



Submit notice to transport seed to go-down (18)

Entity – KEPHIS

Requirements –

1. Application for field inspection of a seed crop - Form SR5
2. Map - Layout of the farm where the seed crop is cultivated.
3. Labels - Proof of origin of the seeds.

Timeframe – 25 minutes

Entity – KEPHIS

Price – Depending on acreage

Note - The time before the field inspection of a seed crop varies as it is based on the species and variety. Applicants are advised to apply for inspection no later than a month of planting the seeds.

Timeframe – 60 days till next step

Entity – KEPHIS

Requirements –

1. Seeds transport notice - Form SR7 Map - Layout of the farm where the seed crop is cultivated.

Note - Upon arrival of the seeds at the go-down, a KEPHIS seed inspector will come and verify the seed quantities as per the SR7 that was submitted by the applicant.

Verification of seed quantities (19)



Entity – KEPHIS

Documents –

1. Field inspection result - Form SR6 (original) -Issued after the field inspection of a seed crop.
2. Seeds transport notice - Form SR7 (original)

Note - Upon completion of the verification of seed quantities, the applicant can proceed to request for a work order.

OBTAIN SEED TESTING CERTIFICATE 1

Submit request for  
processing  
inspection result  
(20)



Obtain processing  
inspection result  
(21)



Request for lot  
inspection (22)

Entity – KEPHIS

Requirements –

For all:

1. Field inspection result - Form SR6
2. Seeds transport notice - Form SR7
3. Request for seed processing inspection - Form SR8A

For Maize:

1. Pest diagnosis report-For Maize Lethal Necrosis Disease (MLND); it is obtained from Kenya Plant Health Inspectorate Service (KEPHIS) after the field inspection of a seed crop.

Note - The request for processing inspection result can be done via e-mail or post mail.

Timeframe – 15 minutes

Note - The request for processing inspection result can be done via e-mail or post mail.

Entity – KEPHIS

Requirements –

1. Form SR8B

Note - The processing inspection result is an indication that the consignment has been cleared for the lot examination, packaging, labelling and sealing.

Entity – KEPHIS

Note - The request for lot inspection can be made via e-mail or phone call.



Lot inspection (23)

Request for  
sampling of seeds  
(24)



Obtain germination  
test certificate  
(26)



Sampling for  
germination and  
post-control (25)



Entity – KEPHIS

Note - The germination test certificate is sent via post mail or courier services.

Entity – KEPHIS

Requirements

1. Processing of form SR8B

Timeframe – 3 Working days

Entity – KEPHIS

Documents –

1. Form SR9

Note - The request for sampling of seeds can be made via e-mail or phone call.

Entity – KEPHIS

Requirements –

1. Processing of SR8B

Note - After lot inspection has been done, the applicant can proceed to request for sampling of their seeds for germination and post-control, which is done for quality assurance of standards by KEPHIS.

OBTAIN SEED  
TESTING  
CERTIFICATE 2

Request for  
inspection (27)



Consignment  
inspection (28)



Apply for  
phytosanitary  
certificate (29)

Entity – KEPHIS (Done online)

Requirements –

1. Invoice

Waiting time – 5 days

Note – The inspection can be requested for physically, via phone call or e-mail

Entity – KEPHIS

Requirements –

1. Invoice
2. Physical presence
3. Produce

Entity – KEPHIS (Done online)

Requirements –

1. Inspection feedback
2. Invoice
3. Contact details



Obtain  
phytosanitary  
certificate (31)



Pay for  
phytosanitary  
certificate (30)

Entity – KEPHIS

Note - The phytosanitary certificate may be obtained from the KEPHIS headquarters, KEPHIS JKIA office or KEPHIS regional offices.

Entity – KEPHIS

Note - For MPESA transactions, the account number will be the service paid for e.g., "Phytosanitary Certificate". The fee is deducted from the KES 15,000 deposit of expected future phytosanitary certificates, however, for a one-off export, the trader is required to pay for the phytosanitary certificate at the point of issue.

OBTAIN  
PHYTOSANITARY  
CERTIFICATE

Submit application  
for certificate of  
origin (32)



Verification of the  
origin of goods (33)



Obtain registration  
letter (34)

Entity – KRA appointment

Requirements –

1. Rules of origin exporter registration form
2. Certificate of incorporation
3. Company PIN certificate
4. Sector specific license

Timeframe – 30 days

Note - The exporter is advised to follow up with the department to expedite the verification of the origin of their goods

Entity – KEPHIS

Note -The phytosanitary certificate may be obtained from the KEPHIS headquarters, KEPHIS JKIA office or KEPHIS regional offices.

Entity – KRA

Requirements –

1. Registration results

Note -The letter contains registration details and a registration number unique to the exporter



Obtain payment  
authorisation slip  
(35)



Pay for certificate of  
origin (36)



Obtain certificate of  
origin (37)



Typesetting of the  
certificate of origin  
(38)



Submit certificate  
of origin for signing  
(39)

Entity – KRA

Requirements –

1. KRA payment authorization slip
2. Typed certificate of origin
3. Bank deposit slip
4. Invoice

Entity – KRA

Note -Cost 3 USD

OBTAIN EAC  
CERTIFICATE OF ORIGIN

Contract a clearing  
agent (40)

Entity – Clearing agent

Note – 1% of goods value

PRE-CLEARANCE ENTRY

Lodge a customs  
entry (41)

Entity – KRA/Clearing agent

Note – 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 taxes (42)

Entity – KRA/Clearing agent

Timeframe – 1 day



Obtain passed entry  
(43)

Entity – KRA/Clearing agent

Timeframe – 10 min

OBTAIN PASSED  
CLEARANCE ENTRY

Submit documents  
for verification (44)



Consignment  
inspection by  
KEPHIS (45)

Entity – KEPHIS

Requirements –

1. Clearance entry
2. Plant import permit from the country of origin.
3. Invoice

Timeframe – 15 min

Entity – KEPHIS

Requirements –

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

Timeframe – 30 Min

OBTAIN KEPHIS RELEASE

Submit clearance documents for verification (46)

Entity – KRA

Requirements –

1. Passed clearance entry
2. Cargo manifest
3. Invoice
4. Packing list
5. Permit
6. EAC certificate of origin
7. Preferential certificate of origin - COMESA or EU or AGOA or GSP certificate of origin, for goods exported outside the EAC region.

Timeframe – 40 min



Verification of consignment (47)

Entity – KRA

Requirements –

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

Timeframe – 2 Hours



Obtain KRA release (48)

Entity – KRA

Requirements –

1. Passed clearance entry stamped by verification officer (4 simple copies)
2. Cargo manifest stamped by verification officer (4 simple copies)

Timeframe – 40 Min

OBTAIN KRA RELEASE