

After obtaining registration as a sugar or sugar by-products importer/exporter, businesses must apply for specific permits to import or export these products. These permits ensure that all imports and exports comply with the regulatory standards set by the AFA-Sugar Directorate.

### **Requirements for Service:**

#### **For New Applications and Renewals:**

**1. Certificate of Incorporation or Certificate of Registration:**

- A Certificate of Incorporation is required for companies, while a Certificate of Registration is needed for other types of business entities. This document confirms that the business is legally established and recognized in Kenya.

**2. Company PIN Certificate or Tax Registration Certificate:**

- This certificate, issued by the Kenya Revenue Authority (KRA), verifies that the company is registered for tax purposes. It is essential for demonstrating tax compliance.

**3. Valid Tax Compliance Certificate:**

- A Tax Compliance Certificate from KRA confirms that the business is up to date with its tax obligations. This certificate is critical for proving the company's financial responsibility and adherence to tax laws.

**4. Valid Business Permit:**

- A Business Permit, issued by the respective county government, is required to ensure the business has the local authority's approval to operate. This permit confirms that the business complies with local regulations and zoning laws.

**5. Latest Audited Accounts:**

- The latest audited accounts provide a financial overview of the company, demonstrating its financial health and transparency. These documents must be prepared by a certified public accountant and reflect the company's financial position over the most recent fiscal year.

**6. Form CR 12:**

- Form CR 12, issued by the Registrar of Companies, lists the company's directors and shareholders. This document helps verify the company's ownership and management structure.

**7. Company Profile:**

- A comprehensive company profile outlining the nature of the business, its operations, and its structure is required. This profile helps the AFA-Sugar Directorate understand the scope and capabilities of the company applying for the permit.

**Application Process:**

- **Submission:** Applications for import/export permits are submitted online through the Agriculture and Food Authority's Integrated Management Information System (AFA-IMIS) portal at [www.imis.afa.go.ke](http://www.imis.afa.go.ke).
- **Review:** The AFA-Sugar Directorate reviews all submitted documents to ensure that the company meets the regulatory and compliance standards for import/export activities. This includes verifying the validity and accuracy of the provided documents.
- **Approval and Issuance:** Upon successful review and verification, the AFA-Sugar Directorate issues the import/export permit. This permit authorizes the company to legally import or export sugar and sugar by-products within the specified period.

**Cost of Service:** KSh. 100,000

**Timeline:** The permit processing takes up to 30 days from the date of application submission.