

To legally import or export sugar and sugar by-products in Kenya, individuals or businesses must be registered with the AFA-Sugar Directorate. This registration is essential for both new applicants and those renewing their registration.

Requirements for Service:

For New Applications and Renewals:

1. Director(s)/Owner's National Identity Card or Passport:

- Every director or owner involved in the business must provide a valid national identity card or passport. This is necessary to verify the identity and nationality of the individuals managing or owning the business.

2. KRA PIN:

- A Personal Identification Number (PIN) from the Kenya Revenue Authority is required for all directors or owners. This ensures that the individuals are registered for tax purposes and comply with all tax regulations.

3. Police Clearance Certificate (Certificate of Good Conduct):

- A Police Clearance Certificate, also known as a Certificate of Good Conduct, must be obtained from the Directorate of Criminal Investigations (DCI). This certificate verifies that the director(s) or owner(s) do not have any criminal record and are of good standing.

4. Work Permit (For Foreign Nationals Resident in Kenya):

- If any of the directors or owners are foreign nationals residing in Kenya, they must provide a valid work permit. This ensures that foreign nationals have the legal right to work in Kenya and are compliant with immigration laws.

Application Process:

- **Submission:** Applications for registration as a sugar or sugar by-products importer/exporter are submitted online through the Agriculture and Food Authority's Integrated Management Information System (AFA-IMIS) portal at www.imis.afa.go.ke.
- **Review:** The AFA-Sugar Directorate reviews the submitted documents to verify the authenticity and compliance of the application. This includes checking the validity of identification documents, KRA PIN, police clearance certificates, and work permits if applicable.
- **Approval and Issuance:** If the application meets all the requirements and is approved by the AFA-Sugar Directorate, a registration certificate is issued. This

certificate authorizes the holder to legally import or export sugar and sugar by-products.

Cost of Service: KSh. 100,000

Timeline: The registration process is expected to take up to 15 days from the date of application.