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| Nairobi Metropolitan Service – Enforcement Constable. – Career Associated | C:\Users\cchesaro.AFA-AD\Desktop\AFA 2021\S H O W S\MOMBASA SHOW 2019\CORRECTIONS\banners\AFA_LOGO_FINAL.png |
| **Institution/Organization Name:**  | **AFA\_NUTS & OIL CROPS DIRECTORATE** |
| **PROCESS FOR ISSUANCE OF ANNUAL EXPORT LICENCE** |
| **Step**  | **Event/Activity/Action**  | **Time/ No. Of Days**  | **Actor**  |
|  | Applicant to register in IMIS system for system username and password and submission of the required documents |  | Applicant |
|  |  Receive documents for approval  | 1 day | DD-R&C |
|  | Give feedback if documents are not right or requirements have not been met give feedback to applicant | 1 day | DD-R&C |
|  | Review the documentation and send alert for inspection | 1 day | DD-R&C |
|  | Inspection and submission of report to regulation and compliance | 15 days | Regulation officer |
|  | If the requirements are not fully met, communicate to the applicant | 1 day | Regulation Officer |
|  | AFA and NOCD approval processes | 10 days | Committee |
|  | Payment and approval of licence | 1 day | NOCD-Finance and Applicant |