




EXPORT / Commodities / Nuts & oil crops products / Palm oil / Preliminary registrations, licences & certificates / Register with Kenya Plant Health Inspectorate Service (KEPHIS)

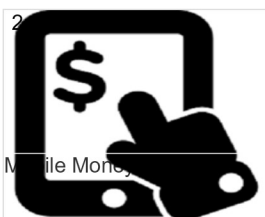
Summary of the procedure

List of steps

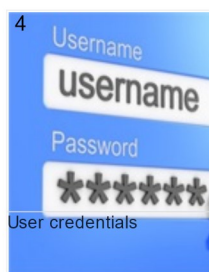
List of steps (4)

- 1 Apply to be an exporter 
- 2 Pay prescribed fees 
- * Pay prescribed fees (for payments made physically)
- 3 Go down facility audit
- * Training on electronic certification system
- 4 Obtain user credentials and ECS user rights letter 

Where to go?



What you will get



Required documents



How much?

Estimated cost of the procedure : **KES 5,000**

KES 5,000 (For inspection of dry produce weighing less than 34 kilograms.)

58.4 per kilometerFor audit mileage.

0.15 per kilogramFor inspection of dry produce for every additional kilogram above 34 kilograms.

How long ?

	min.	max.
Total time (sum):	3d 1/2	14d
<u>of which:</u>		
Waiting time in queue (sum):	5mn	20mn
Attention at counter:	3h. 10mn	5h. 20mn
Waiting time until next step (sum):	3d	13d

Legal justification?

Procedure for Registration as an Exporter of Agricultural Produce



Kenya Plant Health Inspectorate Service Act No. 54 of 2012



Agricultural Food Authority Act (2013)



Crops Act (2013)



Legal Notice 48 (The Plant Protection Fees & Charges) Rules (2009)



KEPHIS Notice

The Agricultural Produce (Export) Act 319



Detailed steps

1 | Apply to be an exporter

Where to go?



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

P.O. Box 00100-49592, Nairobi

Tel: +254 709 891 000 /

+254 206 618 000

Email: director@kephis.org,

kephisinfo@kephis.org

Website: www.kephis.org

Directions: Google maps



KEPHIS Regional Offices

Unit in charge

Phytosanitary Import & Export Office (KEPHIS)

Mon: 08:00 - 13:00, 14:00 - 17:00

Tue: 08:00 - 13:00, 14:00 - 17:00

Wed: 08:00 - 13:00, 14:00 - 17:00

Thu: 08:00 - 13:00, 14:00 - 17:00

Fri: 08:00 - 13:00, 14:00 - 17:00

Contact person

Plant Inspector

Plant Inspector

Tel: +254 709 891 125

Email: rkabiru@kephis.org

What do I get?

1. Appointment

What are the requirements?

1. Exporter registration form (original)
To be filled by the owner of the company.

Additionally, for exporters purchasing their produce from farmers

1. Contract (copy)
If the exporter is purchasing produce from a grower.

Time frame

Waiting time in queue: Min. 5mn - Max. 20mn

Attention at counter: Min. 5mn - Max. 10mn

Waiting time until next step: Min. 2 days - Max. 4 days

Legal justification

1. Procedure for Registration as an Exporter of Agricultural Produce
2. Kenya Plant Health Inspectorate Service Act No. 54 of 2012
Section 5
3. Agricultural Food Authority Act (2013)
Section 4 First Schedule
4. Crops Act (2013)
Sections 16, 40

Additional information

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.

The acknowledgement letter is sent via post mail or e-mail within 2-4 days. Upon submission of the application, the applicant is advised to liaise with the Plant Inspection Unit to organize for training on the Electronic Certification System (ECS) for both their management and staff.

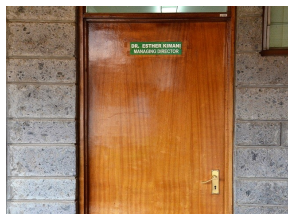
Recourse: Kenya Plant Health Inspectorate Service (KEPHIS)



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

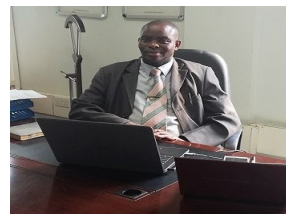
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Tel: +254 709 891 000 /
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kephisinfo@kephis.org
Website: www.kephis.org
Directions: Google maps



Unit in charge

Office of the Managing Director (KEPHIS)

Mon: 08:00 - 13:00, 14:00 - 17:00
Tue: 08:00 - 13:00, 14:00 - 17:00
Wed: 08:00 - 13:00, 14:00 - 17:00
Thu: 08:00 - 13:00, 14:00 - 17:00
Fri: 08:00 - 13:00, 14:00 - 17:00



Contact person

Prof. Theophilus M. Mutui (PhD)

Managing Director
Tel: +254 206 618 000 /
+254 709 891 000
Email: director@kephis.org



Entity in charge:

Certified by:

Date/Signature:

2 | Pay prescribed fees

Where to go?



Entity in charge

Mobile Money Platform

What do I get?

1. MPESA confirmation message

Cost KES 20,000

This is an estimate based on a series of assumptions which you can modify to calculate your own costs:

Cost detail	Estimate your cost
KES 0 - KES 58.4 per kilometer For audit mileage.	0
KES 5,000 For inspection of dry produce weighing less than 34 kilograms.	
KES 0 - KES 0.15 per kilogram For inspection of dry produce for every additional kilogram above 34 kilograms.	0
Phytosanitary certificate deposit fee	
KES 15,000 For deposit of expected future phytosanitary certificates.	

Payment methods: mobile money platforms

Payments can be made via MPESA; For more information on the applicable paybill number, [click here](#). The account number will be the service paid for e.g., "Field Audit".

Time frame

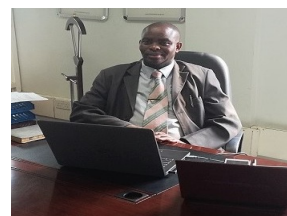
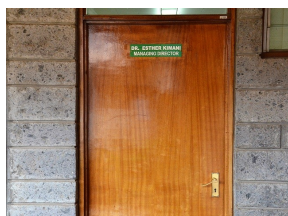
Attention at counter: Min. 5mn - Max. 10mn

Waiting time until next step: Max. 5 days

Legal justification

1. Procedure for Registration as an Exporter of Agricultural Produce
2. Kenya Plant Health Inspectorate Service Act No. 54 of 2012
Section 5
3. Agricultural Food Authority Act (2013)
Section 4 First Schedule
4. Legal Notice 48 (The Plant Protection Fees & Charges) Rules (2009)
5. Crops Act (2013)
Sections 16, 40
6. KEPHIS Notice

Recourse: Kenya Plant Health Inspectorate Service (KEPHIS)



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

P.O. Box 00100-49592, Nairobi

Tel: +254 709 891 000 /

+254 206 618 000

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kephisinfo@kephis.org

Website: www.kephis.org

Directions: Google maps

Unit in charge

Office of the Managing Director (KEPHIS)

Mon: 08:00 - 13:00, 14:00 - 17:00

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Contact person

Prof. Theophilus M. Mutui (PhD)

Managing Director

Tel: +254 206 618 000 /

+254 709 891 000

Email: director@kephis.org



Entity in charge:

Certified by:

Date/Signature:

* | Pay prescribed fees (for payments made physically)

This step is not mandatory by law, but it is recommended

Where to go?



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

P.O. Box 00100-49592, Nairobi

Tel: +254 709 891 000 /

+254 206 618 000

Email: director@kephis.org,

kephisinfo@kephis.org

Website: www.kephis.org

Directions: Google maps



Unit in charge

Accounts Office (KEPHIS)

Mon: 08:00 - 13:00, 14:00 - 17:00

Tue: 08:00 - 13:00, 14:00 - 17:00

Wed: 08:00 - 13:00, 14:00 - 17:00

Thu: 08:00 - 13:00, 14:00 - 17:00

Fri: 08:00 - 13:00, 14:00 - 17:00



Contact person

Eddie Lihanda Alugaya

Accountant

Tel: +254 709 891 162

Email: eddie@kephis.org

What do I get?

1. KEPHIS payment receipt

Cost KES 21,000

This is an estimate based on a series of assumptions which you can modify to calculate your own costs:

Cost detail	Estimate your cost
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KES 0 - KES 58.4 per kilometer For audit mileage.	0
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For fresh produce

KES 1,000

For field audit for one hectare or less.

KES 0 - KES 250 per hectare	0
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For field audit for every additional hectare above one hectare.

For dry produce

KES 5,000

For inspection of dry produce weighing less than 34 kilograms.

KES 0 - KES 0.15 per kilogram	0
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For inspection of dry produce for every additional kilogram above 34 kilograms.

Phytosanitary certificate deposit fee

KES 15,000

For deposit of expected future phytosanitary certificates.

Payment methods: cheques or direct deposit

Time frame

Waiting time in queue: Min. 5mn - Max. 10mn

Attention at counter: Min. 5mn - Max. 10mn

Waiting time until next step: Max. 5 days

Legal justification

1. Procedure for Registration as an Exporter of Agricultural Produce
2. Kenya Plant Health Inspectorate Service Act No. 54 of 2012
Section 5
3. Agricultural Food Authority Act (2013)
Section 4 First Schedule
4. Legal Notice 48 (The Plant Protection Fees & Charges) Rules (2009)
5. Crops Act (2013)
Sections 16, 40
6. KEPHIS Notice

Recourse: Kenya Plant Health Inspectorate Service (KEPHIS)



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

P.O. Box 00100-49592, Nairobi

Tel: +254 709 891 000 /

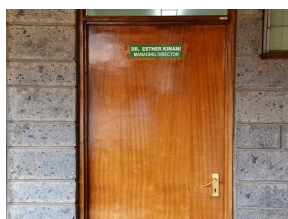
+254 206 618 000

Email: director@kephis.org,

kephisinfo@kephis.org

Website: www.kephis.org

Directions: Google maps



Unit in charge

Office of the Managing Director (KEPHIS)

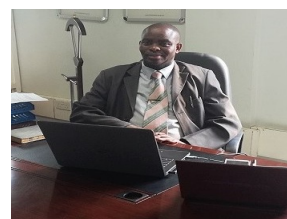
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Wed: 08:00 - 13:00, 14:00 - 17:00

Thu: 08:00 - 13:00, 14:00 - 17:00

Fri: 08:00 - 13:00, 14:00 - 17:00



Contact person

Prof. Theophilus M. Mutui (PhD)

Managing Director

Tel: +254 206 618 000 /

+254 709 891 000

Email: director@kephis.org



Entity in charge:

Certified by:

Date/Signature:

3 | Go down facility audit

Where to go?



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

P.O. Box 00100-49592, Nairobi

Tel: +254 709 891 000 /

+254 206 618 000

Email: director@kephis.org,

kephisinfo@kephis.org

Website: www.kephis.org

Directions: Google maps



KEPHIS Regional Offices

Unit in charge

Biosafety & Phytosanitary Services Office

Mon: 08:00 - 13:00, 14:00 - 17:00

Tue: 08:00 - 13:00, 14:00 - 17:00

Wed: 08:00 - 13:00, 14:00 - 17:00

Thu: 08:00 - 13:00, 14:00 - 17:00

Fri: 08:00 - 13:00, 14:00 - 17:00

Contact person

Faith Ndunge

Head, Biosafety & Phytosanitary Services

Tel: +254 206 618 000 /

+254 709 891 000

Email: fndunge@kephis.org

What do I get?

1. Inspection feedback

What are the requirements?

1. KEPHIS inspection checklist for facilities (copy)
Traders are expected to comply with the requirements, and meet the standards in the checklist.
2. Physical presence
Of the owner or appointed technical personnel.
3. Godown facility
4. Dry produce
E.g., tea, coffee, cereals, grains, sisal, cotton etc.

Time frame

The time taken to carry out the audit depends on the go-down facility and the number of inspectors.

Attention at counter: Min. 3h. - Max. 5h.

Waiting time until next step: Min. 1 day - Max. 3 days

Legal justification

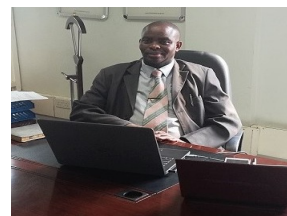
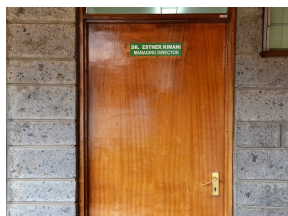
1. Kenya Plant Health Inspectorate Service Act No. 54 of 2012
Section 5
2. The Agricultural Produce (Export) Act 319
Sections 3, 4
3. Crops Act (2013)
Sections 6, 8, 26, 27, 28, 29, 30, 40

Additional information

The inspection can be done by one or two inspectors depending on the size the farm or go-down facility.

The inspection feedback is valid for three (3) months from the date of issue.

Recourse: Kenya Plant Health Inspectorate Service (KEPHIS)



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

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Tel: +254 709 891 000 /
+254 206 618 000
Email: director@kephis.org,
kephisinfo@kephis.org
Website: www.kephis.org
Directions: Google maps

Unit in charge

Office of the Managing Director (KEPHIS)

Mon: 08:00 - 13:00, 14:00 - 17:00
Tue: 08:00 - 13:00, 14:00 - 17:00
Wed: 08:00 - 13:00, 14:00 - 17:00
Thu: 08:00 - 13:00, 14:00 - 17:00
Fri: 08:00 - 13:00, 14:00 - 17:00

Contact person

Prof. Theophilus M. Mutui (PhD)

Managing Director
Tel: +254 206 618 000 /
+254 709 891 000
Email: director@kephis.org



Entity in charge:

Certified by:

Date/Signature:

* | Training on electronic certification system

This step is not mandatory by law, but it is recommended

Where to go?



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS) Plant Inspection Unit (JKIA)

Airport South Rd, Hewa Lane. P.O. Box 00501-19164, Nairobi

Tel: +254 203 597 206/7 /

+254 705 707 353

Directions: [Google maps](#)



KEPHIS Regional Offices

Unit in charge

Training Unit (KEPHIS)

Mon: 09:00 - 11:00

Contact person

Inspector

Inspector

What do I get?

1. Training feedback

What are the requirements?

1. AFA HCD export licence (copy)
To be attached on the ECS system during user registration.
- or Valid business permit (copy)
To be attached on the ECS system during user registration.

Time frame

Attention at counter: Min. 1h. 30mn - Max. 3h. 10mn

Waiting time until next step: Min. 3 days - Max. 5 days

Additional information

Training is scheduled every Monday from 9:00 a.m. - 11:00 a.m. except on public holidays. Training can be requested physically, via phone call or sent via e-mail, and booked for other working days depending on the availability of training officers. Traders outside of Nairobi will be trained at the KEPHIS' regional offices as per the list attached in contact information. Registration on the ECS system will be done during training.

Recourse: Kenya Plant Health Inspectorate Service (KEPHIS) Plant Inspection Unit (JKIA)



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS) Plant Inspection Unit (JKIA)

Airport South Rd, Hewa Lane. P.O. Box
00501-19164, Nairobi
Tel: +254 203 597 206/7 /
+254 705 707 353
Directions: Google maps



Unit in charge

Office of the Officer In Charge (KEPHIS) (JKIA)

Mon: 08:00 - 13:00, 14:00 - 17:00
Tue: 08:00 - 13:00, 14:00 - 17:00
Wed: 08:00 - 13:00, 14:00 - 17:00
Thu: 08:00 - 13:00, 14:00 - 17:00
Fri: 08:00 - 13:00, 14:00 - 17:00



Contact person

Bernard Muli

Officer in Charge
Email: bmuli@kephis.org



Entity in charge:

Certified by:

Date/Signature:

4 | Obtain user credentials and ECS user rights letter

Where to go?



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

P.O. Box 00100-49592, Nairobi

Tel: +254 709 891 000 /

+254 206 618 000

Email: director@kephis.org,

kephisinfo@kephis.org

Website: www.kephis.org

Directions: Google maps



Unit in charge

ICT Department (KEPHIS)

Mon: 08:00 - 13:00, 14:00 - 17:00

Tue: 08:00 - 13:00, 14:00 - 17:00

Wed: 08:00 - 13:00, 14:00 - 17:00

Thu: 08:00 - 13:00, 14:00 - 17:00

Fri: 08:00 - 13:00, 14:00 - 17:00



Contact person

James Aboge

Head, ICT

Tel: +254 709 891 170

Email: jaboge@kephis.org

What do I get?

1. Export authorization letter
2. User credentials

Time frame

Waiting time until next step: Max. 1 day

Additional information

The user credentials and ECS user rights will be sent to the applicant via e-mail. However, they may not be sent at the same time. The authorization letter gives the exporter clearance to export to the specified market during application. If the exporter desires to switch markets or crops, KEPHIS will initiate another audit prior to giving new clearance and authorization.

Recourse: Kenya Plant Health Inspectorate Service (KEPHIS)



Entity in charge

Kenya Plant Health Inspectorate Service (KEPHIS)

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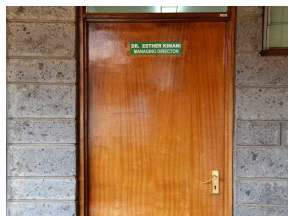
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kephisinfo@kephis.org

Website: www.kephis.org

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Unit in charge

Office of the Managing Director (KEPHIS)

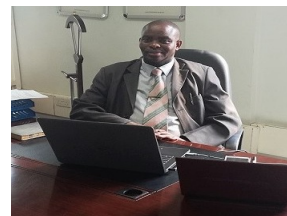
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Thu: 08:00 - 13:00, 14:00 - 17:00

Fri: 08:00 - 13:00, 14:00 - 17:00



Contact person

Prof. Theophilus M. Mutui (PhD)

Managing Director

Tel: +254 206 618 000 /

+254 709 891 000

Email: director@kephis.org



Entity in charge:

Certified by:

Date/Signature: