



## Agriculture and Food Authority

### CROPS ACT

Section 16 (1) & (2)

#### APPLICATION FOR REGISTRATION AS DEALER

1. Name of applicant .....
2. Specific Scheduled Crops person is dealing in
  - (i) .....
  - (ii) .....
  - (iii) .....
  - (iv) .....
  - (v) .....
  - (vi) .....
  - (vii) .....
3. Category of dealer (tick as appropriate)

<ol style="list-style-type: none"><li>a) Collector</li><li>b) Buyer</li><li>c) Seller</li><li>d) Transporter</li><li>e) Exporter</li><li>f) Importer</li></ol>	<ol style="list-style-type: none"><li>g) Warehouseman</li><li>h) Brokers</li><li>i) Auction organizers</li><li>j) Any other (specify) .....</li></ol>
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4. Registered address ..... Building.....  
Street.....  
Town/City..... L.R. No. ....  
Telephone .....  
Fax.....E-mail.....
5. Post Office Address .....
6. Date of Incorporation (if company).....
7. Registration No.....
8. Name of Company .....
9. Details of the capital structure:
  - (i) Nominal capital KSh.....
  - (ii) Paid up capital KSh .....
10. Full names, addresses and occupations of the directors:

Name:	Address:	Occupation:
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

4. ....
5. ....
11. Branch Office(s) if any
- Address:.....
- Building ..... Street .....
- Town/City..... L.R. No. ....
- Telephone ..... Fax.....
- E-mail.....
12. Name, Address and Telephone of the Chief Executive:
- Name: .....
- Physical Address ..... Email.....
- Telephone: .....
- Postal Address: .....
- Professional Qualifications: .....
- Experience:.....
13. I/We enclose the following required documentation in support of our application for registration —
- (i) The certified copy of certificate of incorporation or Business Registration Certificate;
  - (ii) The certified copy of memorandum and articles of association;
  - (iii) A statement listing the names of holding companies, associated companies or partnerships in which the applicant has interest;
  - (iv) Names, address and telephone numbers of two business referees:
1. ....
2. ....
14. I/We certify that we have read and understood the provisions of the Crops Act, 2013 and the rules made there under. I/We also understand that the registration certificate granted on this application may be cancelled and penalties and punishment may be imposed on each of us if any document or statement submitted by us in the course of this application is false or materially misleading.
- Date.....
- |                        |                 |
|------------------------|-----------------|
| Name of Director.....  | Signature ..... |
| Name of Director.....  | Signature ..... |
| Name of Secretary..... | Signature ..... |
15. I/We certify that the information given above is correct.
- Date.....
- |                        |                 |
|------------------------|-----------------|
| Name of Director.....  | Signature ..... |
| Name of Director.....  | Signature ..... |
| Name of Secretary..... | Signature ..... |
16. I/We hereby apply for registration as a dealer
- Date.....
- |                        |                 |
|------------------------|-----------------|
| Name of Director.....  | Signature ..... |
| Name of Director.....  | Signature ..... |
| Name of Secretary..... | Signature ..... |
17. Additional registration requirements shall be as communicated from time to time by the Authority.

*Interim Director General*  
Agriculture, Fisheries and Food Authority

## **ANNUAL REGISTRATION REQUIREMENTS**

Registration will be valid from 1<sup>st</sup> July to 30<sup>th</sup> June of every financial year.

### **NEW APPLICATIONS**

- A. Company Profile
- B. Certificate of incorporation
- C. Current Business Permit
- D. Latest Audited Accounts
- E. PIN/VAT Registration Certificate
- F. Memorandum and Article of Association
- G. Identification and Profile of Company's Directors
- H. Tax Compliance Certificate
- I. Certificate of Good Conduct for Directors of the Company
- J. Duly filled Crop Act, 2013 form.

### **RENEWALS**

- A. Filled Crop Act Form
- B. Current Business Permit
- C. Current Tax Compliance
- D. Form E

### **PRESHIPMENT APPROVAL REQUIREMENTS**

- A. Quantity and type of Sugar
- B. Country of Origin
- C. Pro-forma Invoice showing all charges (FOB, Freight, Insurance, Premium)
- D. Intended time of importation
- E. Supplier

### **PERMIT REQUIREMENTS( SUBMITTED ONLINE)**

- B. Dated Bill of Lading
- C. Imports Declaration Form (IDF)
- D. Certificate of Origin
- E. Commercial Invoice

## **NOTE.**

**After being registered as an importer one can apply for pre-shipment approval for quantities intended for importation in the next 1-3months. With a pre-approval, a permit is then issued.**