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REPUBLIC OF KENYA



**KENYA EXPORT  
PROMOTION & BRANDING  
AGENCY**



# EXPORT PROCEDURES FOR COFFEE



The following requirements are to be fulfilled for one to export coffee;

- a) Register a business / company name at the Company Registration Office (Certificate of Incorporation).
- b) Tax Compliance Certificate from KRA.
- c) Register and obtain an Export License from the **Agriculture and Food Authority (AFA) - Coffee Directorate** (previously Coffee Board of Kenya) on the fulfilment of the following conditions that govern coffee marketing. These include:-
  - Submission of the above three documents (a, b, c).
  - Statement on ownership or leasing of quality analysis facilities.
  - Self-declaration against litigations, debts and conflicts within the coffee industry
  - Apply to Nairobi Coffee Exchange (NCE) by paying the relevant sample fees and fulfilling other requirements as per the NCE Trading rules.
  - Undertake that you shall engage the services of a coffee expert (liquorer) and consult one who will in turn give a written consent in the undertaking.
  - Obtain a Performance Bond for **Ksh. 1000, 000.00** in favour of Coffee Directorate.
  - Pay License fee of **USD. 100** Coffee Directorate (for beginners and subsequently depending on the amount bought at the auction.
  - Copy of Director(s) ID, PIN, and Certificate of Good Conduct.

Export of coffee is regulated by AFA Coffee Directorate where traders can either export coffee as grower marketers or dealers. Grower marketers are allowed to export through direct sales where they negotiate prices directly with the buyer(s) in the country of destination. Coffee dealers must purchase coffee through the Nairobi Coffee Exchange (NCE) auction where marketing agents sell coffee on behalf of the smallholder growers aggregated as co-operative societies and large estate owners.

### 1. Coffee grower marketer

Grower marketers are allowed to export coffee through direct sales where they negotiate prices directly with the buyer(s) in the country of destination.

### Grower marketer licence

A grower-marketer is a coffee grower who sells their coffee directly to the buyer in the country of destination. The licence is issued by AFA Coffee Directorate to growers in possession of a valid pulping station licence. The licence expires on 30th June every year. For more information on how to obtain the licence, click the link.

### Coffee buyer

Coffee dealers (buyers) must purchase coffee through the Nairobi Coffee Exchange (NCE) auction where marketing agents sell coffee on behalf of the smallholder growers aggregated, as co-operative societies and large estate owners.

### Coffee buyer's licence

A coffee dealer is an individual who intends to transact in clean coffee produced in Kenya. The licence is issued by AFA Coffee Directorate to traders who intend to buy coffee from the auction, Nairobi Coffee Exchange (NCE), which is scheduled every Tuesday except public holidays. The licence expires on 30th June every year. Application for the licence can only be made through registered companies.

2. Register with Kenya Plant Health Inspectorate Service (KEPHIS), who issue a phytosanitary certificate for each consignment for export.
3. Train and register with Kenya Trade Net System (KESWS). Traders are required to register with Kenya Trade Network Agency (KenTrade) as either exporters or importers and get trained on how to lodge documents on KESWS.
4. Register with KRA Rules of Origin Section. This procedure applies to first time traders who require to obtain a preferential certificate of origin during export. Non- preferential certificate / ordinary certificate of origin acquired from Kenya National Chambers of Commerce & Industry (KNCCI).
5. Acquire Food Hygiene License. Required for all facilities that process and package products that are for human consumption - license is issued by Port Health Services Kenya (PHS) or by Public Health Officers from the respective County Governments where the premises are located.
6. Acquire Clean Coffee Movement Permit from AFA. Valid for five working days from date of issue.
7. Obtain International Coffee Organization (ICO) Certificate of Origin. Required from all exporters of coffee for each consignment as per AFA Coffee Directorate regulations. The certificate is processed through the Trade Facilitation Platform (TFP).
8. Apply Export Health Certificate via KESWS system; get Consignment Inspection by Port Health Services; obtain the Export Health Certificate via Trade Facilitation Platform (TFP).

