



**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) 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

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