



**KENYA EXPORT  
PROMOTION & BRANDING  
AGENCY**

## **Export Procedures for Fish dried, chilled, or frozen**

### **1. Legal Documentation at Set-up:**

Register a company name and obtain the Certificate of Incorporation/Certificate of Registration from the Registrar of Companies at the Attorney General's office.

- a) Obtain a PIN number from Kenya Revenue Authority
- b) Obtain a VAT certificate from Kenya Revenue Authority where applicable
- c) Obtain a Local County Business Permit

### **2. Business Set-up**

Obtain a Trading Place with address, telephone and email address- a company email is recommended

- a) Obtain Business image builders:
- b) Develop Business Cards
- c) develop a Company Profile
- d) Develop a Letter Head
- e) Obtain a Bank Account
- f) Website is highly recommended for Export Trade

### **3. Preliminary registrations, licenses and certificates**

#### **3.1 Register a fish processing facility**

Processed fish for export may be processed from land-based or water-based facilities which must be licensed by the Kenya Fisheries Service (KeFS), after a series of inspections of the establishment or fishing vessel, and test-run of the processing of fish.

- i) **Register a land-based facility**
  - a) Submit letter of intent
  - b) Obtain response letter
  - c) Submit prerequisite documents requested in the response letter
  - d) Fish processing facility pre-inspection
  - e) Submit test run notification
  - f) Fish processing facility test run inspections
  - g) Fish processing facility national inspection
  - h) Apply for fish processing licence and certificate of compliance
  - i) Obtain payment notification

- j) Apply and obtain fish processing licence
- k) Pay and obtain certificate of compliance

**ii) Register a water-based facility**

- a) Submit letter of intent
- b) Obtain response letter
- c) Pre-inspection of fishing vessel on dry dock
- d) Submit test run notification
- e) Test-run inspection on fishing ground
- f) Apply for fish processing licence, certificate of compliance and certificate of registration of local fishing vessel
- g) Obtain payment notification
- h) Apply and obtain fish processing licence
- i) Pay and obtain certificate of compliance and certificate of registration of local fishing vessel

**4. Dry fish movement permit**

A fish movement permit is issued to traders allowing them to move fish and fish products within the country. The issuance of the dry fish movement permit is regulated by the Kenya Fisheries Service (KeFS), through the office of the County Director of fisheries.

- a) Apply for fish movement permit
- b) Inspection of vehicles
- c) Pay and obtain fish movement permit

**5. Train and register with Kenya TradeNet System (KESWS)**

The Kenya National TradeNet System (KESWS) is an electronic platform that facilitates the processing and issuance of permits and declaration of goods. 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. The traders are then issued with user credentials which enable them to login and access the System.

**6. Register with KRA rules of origin**

This procedure applies to first time traders who require to obtain a preferential certificate of origin during export. Traders are required to register with the Kenya Revenue Authority's (KRA) Rules of Origin Section to obtain a registration letter. The letter confirms the country of origin of the goods to be exported and is a requirement when applying for the preferential certificate of origin.

- a) Submit application for registration at Customs Office, Sameer Business Park, Mombasa Road
- b) Verification of the origin of goods

c) Obtain registration letter

## **7. Food hygiene licence**

A food hygiene licence is required for all facilities that process and package products that are for human consumption, e.g packhouses. The licence is issued by Port Health Services Kenya ([PHS](#)) or by Public Health Officers, from the respective County Governments where the premises are located. The licence is valid for one (1) calendar year.

## **8. Permits (Export permit for fish and fishery products (FD04))**

Export of fish is regulated by Kenya Fisheries Service (KeFS) who issue an export permit for fish and fish products per consignment. The import permit is processed through the Trade Facilitation Platform (TFP).

## **9. Certificate of origin**

The Certificate of Origin (COO) is an international trade document which certifies that, a certain product being exported is wholly manufactured, produced, processed or obtained from the exporting country.

### **a) Non preferential certificate of origin**

A non-preferential certificate of origin is an export document issued by the Kenya National Chamber of Commerce and Industry ([KNCCI](#)) that confirms the country of origin of goods being exported. The AfCFTA certificate of origin is issued by the Kenya Revenue Authority ([KRA](#)), Rules of Origin Section.

The Kenya National Chamber of Commerce and Industry ([KNCCI](#)) has the mandate to issue the (ordinary/non-preferential) Certificate of Origin (COO) to all exporters of goods originating from Kenya.

### **b) Preferential certificate of origin**

#### **i. COMESA certificate of origin**

The COMESA certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported within the Common Market for Eastern and Southern Africa (COMESA) region. The certificate is issued per consignment.

#### **ii. AGOA certificate of origin**

The African Growth & Opportunity Act (AGOA) certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported to a country within the AGOA trade Act. The certificate is issued per consignment.

iii. **GSP certificate of origin**

The Generalised System of Preferences (GSP) certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported to a member state. The certificate is issued per consignment.

iv. **EAC certificate of origin**

The EAC certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported within the East African Community (EAC) region. The certificate is issued per consignment.

v. **EU certificate of origin**

The European Union (EU) certificate of origin is required for goods obtained, manufactured, produced or processed in Kenya, and are to be exported within the European community. The certificate is issued per consignment.

**10. Fish export health certificate**

A fish health certificate is issued after the consignment has been inspected to ascertain that the consignment is free from diseases and fit for human consumption.

**11. Clearance**

Clearance is done at the border post/port of exit of the consignment by customs office

**Nb. Contact KEPROBA for more information on markets, products, and some contacts for buyers**

THE KENYA EXPORT PROMOTION AND BRANDING AGENCY  
P.O. BOX 40247 00100 NAIROBI  
TEL:254 20 2228534-8, Cell: +254 722 205 875, +254 734 228 534  
E-MAIL:[chiefexe@brand.ke](mailto:chiefexe@brand.ke), WEBSITE: [www.brand.ke](http://www.brand.ke)

**DISCLAIMER:**

KEPROBA has compiled this Information with the aim of providing support and guidance for promotion of Kenya's Export of goods and services. The information contained in this document is restricted, legally privileged, and may be inaccurate due to policy changes from time to time. The KEPROBA will not accept responsibility or liability for the content, or for the consequences of any actions taken on the basis of the information provided therein.