LEGAL NOTICE NO. 190

THE CROPS ACT

(Cap. 318*)*

THE CROPS (FIBRE CROPS) REGULATIONS, 2026

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THE CROPS ACT

(Cap. 318*)*

IN EXERCISE of the powers conferred by section 40 of the Crops Act, the Cabinet Secretary for Agriculture and Livestock Development in consultation with the Agriculture and Food Authority and county governments, makes the following Regulations—

THE CROPS (FIBRE CROPS) REGULATIONS, 2026

PART I—PRELIMINARY

Citation.

1. These Regulations may be cited as the Crops (Fibre Crops) Regulations, 2026.

Interpretation.

2. In these Regulations, unless the context otherwise requires—

"aggregation store" means premises used for the consolidation of fibre produce or fibre products;

"aggregator" means person who is responsible for the operations of an aggregation store;

"Authority" means the Agriculture and Food Authority established under section 3 of the Agriculture and Food Authority Act;

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"cotton lint classing" means assessing the quality of cotton lint;

"cottage manufacturer" means a person who processes fibre produce or fibre products and whose sales are at least five hundred thousand shillings but do not exceed five million shillings in a year;

"county executive committee member" means the member of a county executive committee responsible for matters relating to agriculture;

"dealer" means a person who aggregates, transports, stores, sells, manufactures, exports or imports fibre produce or fibre products;

"fibre crop" means a crop listed in the First Schedule to the Act which is capable of producing of fibre produce or fibre products;

"fibre produce" means the part of a fibre crop which is harvested for purpose of dealing or manufacturing;

"fibre product" means the output of the manufacturing fibre produce and includes—

(a) cotton lint, cotton seed for milling, cotton linters, cotton yarn, cotton linters pulp, cotton waste and cotton yarn waste;

(b) sisal fibre, sisal yarn, sisal twine, sisal cordage, sisal rope and sisal textiles; and

(c) jute fibre, jute twine, jute rope, jute yarn, jute cordage, jute cloth and textile;

"grower association" means an entity which is established by or comprising of growers;

"inspector" means a person appointed as an inspector under section 27 of the Act;

"large-scale manufacture" means the processing of fibre produce or fibre products whose sales are at least exceed five million shillings in a year;

"Levy" means the Fibre Produce and Fibre Products Levy imposed under regulation 27;

"manufacture" means to decorticate, gin, ret, brush, spin, mill, bale or package fibre produce or fibre products; and

"smallholder grower" means a person who cultivates—

(a) perennial fibre crops on land whose size does not exceed one hundred acres; or

(b) annual fibre crops on land whose size does not exceed ten acres.

Purpose of the Regulations.

3. The purpose of these Regulations shall be—

(a) the development of fibre crops;

(b) the promotion of fibre produce and fibre products; and

(c) the regulation of the production, manufacturing and marketing of fibre produce and fibre products.

Application of the Regulations.

4. These Regulations shall apply to—

(a) the registration and licensing of dealers;

(b) the standards and quality assurance for fibre crops, fibre produce and fibre products;

(c) the collection and maintenance of data related to fibre crops, fibre produce and fibre products;

(d) the conduct of inspections;

(e) the determination of the pricing formula of fibre produce and fibre products;

(f) the marketing of fibre produce and fibre products;

(g) the grading of fibre produce and fibre products; and

(h) the agreements between growers and dealers.

PART II—REGISTRATION AND LICENSING

Grower associations to keep registers.

5. (1) A grower association shall maintain a register of all smallholder growers registered with it in Form 1 as set out in the First Schedule.

(2) A grower association shall submit annual returns of the smallholder fibre crops growers registered with it to the Authority in Form 1 as set out in the First Schedule by the fifteenth day of January every year.

(3) A grower association shall submit a written notice to the Authority of any change in particulars of the register maintained under paragraph (1) within thirty days of the association making the change.

Certificate of compliance.

6. (1) A person shall not operate an aggregation store or manufacturing plant without a certificate of compliance issued by the Authority.

(2) A person who wishes to obtain a certificate of compliance shall submit to the Authority—

(a) an application in Form 2 as set out in the First Schedule;

(b) copies of the documents specified in Table 1 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(3) Within fourteen days after the application under paragraph (2) is made, the Authority shall inspect the aggregation store or the manufacturing plant, and issue to the applicant an inspection report in Form 3 as set out in the First Schedule and—

(a) a certificate of compliance in Form 4 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(4) A certificate of compliance shall be valid until the thirtieth of June immediately following the date the certificate is issued.

(5) A holder of a certificate of compliance shall not transfer the certificate.

(6) A person who intends to renew a certificate of compliance shall submit to the Authority—

(a) an application in Form 2 set out in the First Schedule;

(b) copies of the documents specified in Table 1 set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(7) Within fourteen days after the application under paragraph (6) is made, the Authority shall inspect the aggregation store or the manufacturing plant and issue the applicant an inspection report in Form 3 as set out in the First Schedule and—

(a) a certificate of compliance in Form 4 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(8) An application for the renewal of a certificate of compliance shall be made at least thirty days before expiry of the certificate.

(9) The Authority may suspend a certificate of compliance if the holder does not comply with—

(a) the conditions imposed on the certificate; or

(b) the requirements of regulation 14, 15, 16, 17 or 19.

(10) Where the Authority intends to suspend a certificate of compliance, the Authority shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the certificate shall be suspended for a period that does not exceed fourteen days.

(11) The Authority may revoke a certificate of compliance if the holder does not comply with corrective action required in the notice issued under paragraph (10).

(12) Where the Authority intends to revoke a certificate of compliance, the Authority shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the certificate shall be revoked.

(13) An applicant for or a holder of a certificate of compliance, who is aggrieved by a decision of the Authority on—

(a) the rejection of an application;

(b) the suspension of the validity of the certificate;

(c) the revocation of the validity of the certificate; or

(d) the conditions imposed on the issuance or renewal of the validity of the certificate,

may apply, in writing, to the Authority for a review of the decision.

(14) An application for review under paragraph (13) shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(15) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

(16) A person who contravenes paragraph (5) commits an offence and shall be liable, on conviction, to the penalty specified in section 37 of the Act.

Registration of aggregators.

7. (1) A person shall not operate an aggregation store unless that person is registered as an aggregator with the Authority.

(2) A person who wishes to be registered as an aggregator shall submit to the Authority—

(a) an application in Form 5 as set out in the First Schedule; and

(b) copies of the documents specified in Table 2 as set out in the Second Schedule.

(3) Within fourteen days of receiving the application made under paragraph (2), the Authority shall issue the applicant—

(a) a certificate of registration in Form 6 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(4) A holder of a certificate of registration issued under paragraph (3)(a) shall not transfer the certificate.

(5) The Authority may suspend a certificate of registration if the holder does not comply with—

(a) the conditions imposed on the certificate; or

(b) the requirements of regulation 14, 15, 16, 17 or 19.

(6) Where the Authority intends to suspend a certificate of registration, the Authority shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the certificate shall be suspended for a period that does not exceed fourteen days.

(7) The Authority may revoke a certificate of registration if the holder does not comply with corrective action required in the notice issued under paragraph (6).

(8) Where the Authority intends to revoke a certificate of registration, the Authority shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the certificate shall be revoked.

(9) An applicant for, or a holder of, a certificate of registration who is aggrieved by a decision of the Authority on—

(a) the rejection of an application;

(b) the suspension of the validity of the certificate;

(c) the revocation of the validity of the certificate; or

(d) the conditions imposed on the issuance or renewal of the validity of the certificate,

may apply, in writing, to the Authority for a review of the decision.

(10) An application for review under paragraph (9), shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(11) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

(12) A person who contravenes paragraph (4) commits an offence and shall be liable, on conviction, to the penalty specified in section 37 of the Act.

Licensing of aggregation stores.

8. (1) A person shall not operate an aggregation store without an aggregation store licence issued by the county executive committee member.

(2) A person who wishes to obtain an aggregation store licence shall submit to the county executive committee member—

(a) an application in Form 7 as set out in the First Schedule;

(b) copies of the documents specified in Table 3 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(3) Within thirty days of receiving the application made under paragraph (2), the county executive committee member shall issue to the applicant—

(a) an aggregation store licence in Form 8 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(4) A holder of an aggregation store licence shall submit returns in Form 9 set out in the First Schedule to the county executive committee member by the fifteenth day of the month immediately following the month to which the returns relate.

(5) A person who intends to renew an aggregation store licence shall submit to the county executive committee member—

(a) an application in Form 7 as set out in the First Schedule;

(b) copies of the documents specified in Table 3 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(6) Within thirty days of receiving the application made under paragraph (5), the county executive committee member shall issue to the applicant—

(a) an aggregation store licence in Form 8 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(7) An application for the renewal of an aggregation store licence shall be made at least thirty days before expiry of the licence.

(8) The county executive committee member may suspend the validity of an aggregation store licence if the holder does not comply with—

(a) the conditions imposed on the licence; or

(b) the requirements of regulation 14, 15, 16, 17 or 19.

(9) Where the county executive committee member intends to suspend a an aggregation store licence, the county executive committee member shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the licence shall be suspended for a period that does not exceed fourteen days.

(10) The county executive committee member may revoke the validity of an aggregation store licence if the holder does not comply with corrective action required in the notice issued under paragraph (9).

(11) Where the county executive committee member intends to revoke an aggregation store licence, the county executive committee member shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the licence shall be revoked.

(12) An applicant for or a holder of an aggregation store licence who is aggrieved by a decision of the Authority on—

(a) the rejection of an application;

(b) the suspension of the validity of the licence;

(c) the revocation of the validity of the licence; or

(d) the conditions imposed on the issuance or renewal of the validity of the licence,

may apply, in writing, to the county executive committee member for a review of the decision.

(13) An application for review under paragraph (12), shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(14) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

(15) A person who contravenes paragraph (4) commits an offence and shall be liable, on conviction, to the penalty specified in section 37 of the Act.

Licensing of cottage manufacturers.

9. (1) A person shall not operate as a cottage manufacturer without a cottage manufacturing licence issued by the county executive committee member.

(2) A person who wishes to obtain a cottage manufacturing licence shall submit to the county executive committee member—

(a) an application in Form 10 as set out in the First Schedule;

(b) copies of the documents specified in Table 4 set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(3) Within fourteen days after receiving the application made under paragraph (2), the county executive committee member shall issue to the applicant—

(a) a cottage manufacturing licence in Form 11 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(4) A holder of a cottage manufacturing licence shall submit returns in Form 12 as set out in the First Schedule to the county executive committee member by the fifteenth day of the month immediately following the month to which the returns relate.

(5) A person who intends to renew a cottage manufacturing licence shall submit to the county executive committee member—

(a) an application in Form 10 as set out in the First Schedule;

(b) copies of the documents specified in Table 4 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(6) Within fourteen days after receiving the application made under paragraph (5), the county executive committee member shall issue to the applicant—

(a) a cottage manufacturing licence in Form 11 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(7) An application for the renewal of a cottage manufacturing licence shall be made at least thirty days before expiry of the licence.

(8) The county executive committee member may suspend a cottage manufacturing licence if the holder does not comply with—

(a) the conditions imposed on the licence; or

(b) the requirements of regulation 14, 15, 16 or 17.

(9) Where the county executive committee member intends to suspend a cottage manufacturing licence, the county executive committee member shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the licence shall be suspended for a period that does not exceed fourteen days.

(10) The county executive committee member may revoke a cottage manufacturing licence if the holder does not comply with corrective action required in the notice issued under paragraph (9).

(11) Where the county executive committee member intends to revoke a cottage manufacturing licence, the county executive committee member shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the licence shall be revoked.

(12) An applicant for or a holder of a cottage manufacturing licence who is aggrieved by a decision of the county executive committee member on—

(a) the rejection of an application;

(b) the suspension of the validity of the licence;

(c) the revocation of the validity of the licence; or

(d) the conditions imposed on the issuance or renewal of the validity of the licence,

may apply, in writing, to the county executive committee member for a review of the decision.

(13) An application for review under paragraph (12), shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(14) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

Licensing of large-scale manufacturers.

10. (1) A person shall not operate as a large-scale manufacturer without a large-scale manufacturing licence issued by the Authority.

(2) A person who wishes to obtain a large-scale manufacturing licence shall submit to the Authority—

(a) an application in Form 13 as set out in the First Schedule;

(b) copies of the documents specified in Table 5 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(3) Within fourteen days after receiving the application made under paragraph (2), the Authority shall issue to the applicant—

(a) a large-scale manufacturing licence in Form 14 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the rejection.

(4) A holder of a large-scale manufacturing licence shall submit returns in Form 15 as set out in the First Schedule to the Authority by the fifteenth day of the month immediately following the month to which the returns relate.

(5) A person who intends to renew a large-scale manufacturing licence shall submit to the Authority—

(a) an application in Form 13 as set out in the First Schedule;

(b) copies of the documents specified in Table 5 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(6) Within fourteen days after receiving the application made under paragraph (5), the Authority shall issue to the applicant—

(a) a large-scale manufacturing licence in Form 14 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the decision.

(7) An application for the renewal of a large-scale manufacturing licence shall be made at least thirty days before expiry of the licence.

(8) The Authority may suspend a large-scale manufacturing licence if the holder does not comply with—

(a) the conditions imposed on the licence; or

(b) the requirements of regulation 14, 15, 16 or 17.

(9) Where the Authority intends to suspend a large-scale manufacturing licence, the Authority shall issue a notice in writing to the holder—

(a) specifying the non-compliance;

(b) specifying the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the licence shall be suspended for a period that does not exceed fourteen days.

(10) The Authority may revoke a large-scale manufacturing licence if the holder does not comply with the corrective action required in the notice issued under paragraph (9).

(11) Where the Authority intends to revoke a large-scale manufacturing licence, the Authority shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied with;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action with the prescribed period, the validity of the licence shall be revoked.

(12) An applicant for or a holder of a large-scale manufacturing licence who is aggrieved by a decision of the Authority on—

(a) the rejection of an application;

(b) the suspension of the validity of the licence;

(c) the revocation of the validity of the licence; or

(d) the conditions imposed on the issuance or renewal of the validity of the licence,

may apply, in writing, to the Authority for a review of the decision.

(13) An application for review under paragraph (12), shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(14) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

Registration of exporters and importers.

11. (1) A person shall not export or import fibre produce or fibre products unless that person is registered as an exporter or importer of fibre produce or fibre products by the Authority.

(2) A person who wishes to be registered as an exporter or importer of fibre produce or fibre products shall submit to the Authority—

(a) an application in Form 16 as set out in the First Schedule; and

(b) copies of the documents specified in Table 6 as set out in the Second Schedule.

(3) Within fourteen days after receiving the application made under paragraph (2), the Authority shall issue to the applicant—

(a) a certificate of registration in Form 17 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons thereof.

(4) A holder of a certificate of registration issued under paragraph (3)(a) shall not transfer the certificate.

(5) The Authority may suspend a certificate of registration if the holder does not comply with—

(a) the conditions imposed on the certificate; or

(b) the requirements of regulation 14, 15, 16 or 17.

(6) Where the Authority intends to suspend a certificate of registration, the Authority shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the certificate shall be suspended for a period that does not exceed fourteen days.

(7) The Authority may revoke a certificate of registration if the holder does not comply with corrective action required in the notice issued under paragraph (6).

(8) Where the Authority intends to revoke a certificate of registration, the Authority shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the certificate shall be revoked.

(9) An applicant for or a holder of a certificate of registration, who is aggrieved by a decision of the Authority on—

(a) the rejection of an application;

(b) the suspension of the validity of the certificate;

(c) the revocation of the validity of the certificate; or

(d) the conditions imposed on the issuance or renewal of the validity of the certificate,

may apply, in writing, to the Authority for a review of the decision.

(10) An application for review under paragraph (8), shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(11) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

(12) A person who contravenes paragraph (4) commits an offence and shall be liable, on conviction, to the penalty specified in section 37 of the Act.

Licensing of exporters and importers.

12. (1) A person shall not export or import fibre produce or fibre products without an export or import licence issued by the Authority.

(2) A person who wishes to obtain an export or import licence shall submit to the Authority—

(a) an application in Form 18 as set out in the First Schedule;

(b) copies of the documents specified in Table 7 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(3) Within thirty days after receiving the application made under paragraph (2), the Authority shall issue to the applicant—

(a) an export or import licence in Form 19 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons thereof.

(4) A holder of an export licence or import licence issued under paragraph (3)(a) shall not transfer the licence.

(5) A holder of an export or import licence shall submit returns in Form 20 as set out in the First Schedule to the Authority by the fifteenth day of the month immediately following the month to which the returns relate.

(6) A person who intends to renew an export or import licence shall submit to the Authority—

(a) an application in Form 18 as set out in the First Schedule;

(b) copies of the documents specified in Table 7 as set out in the Second Schedule; and

(c) the fee specified in the Third Schedule.

(7) Within fourteen days after receiving the application made under paragraph (6), the Authority shall issue to the applicant—

(a) an export or import licence in Form 19 as set out in the First Schedule; or

(b) a notice in writing of the rejection of the application specifying the reasons of the decision.

(8) An application for the renewal of an export or import licence shall be made at least thirty days before expiry of the licence.

(9) The Authority may suspend the validity of an export or import licence if the holder does not comply with—

(a) the conditions imposed on the licence; or

(b) the requirements of regulation 14, 15, 16 or 17.

(10) Where the Authority intends to suspend a an export or import licence, the Authority shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (b), the validity of the licence shall be suspended for a period that does not exceed fourteen days.

(11) The Authority may revoke an export or import licence if the holder does not comply with corrective action required in the notice issued under paragraph (10).

(12) Where the Authority intends to revoke an export or import licence, the Authority shall issue a notice in writing to the holder—

(a) specifying the corrective action that was not complied;

(b) requiring the holder to comply with the corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the licence shall be revoked.

(13) An applicant for or a holder of an export or import licence, who is aggrieved by a decision of the Authority on—

(a) the rejection of an application;

(b) the suspension of the validity of the licence;

(c) the revocation of the validity of the licence; or

(d) the conditions imposed on the issuance or renewal of the validity of the licence,

may apply, in writing, to the Authority for a review of the decision.

(14) An application for review under paragraph (13), shall be—

(a) made within thirty days after the applicant or holder is notified of the decision; and

(b) determined within thirty days after the application is made.

(15) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 19(1) of the Act.

Export permits and import permits.

13. (1) A person shall not export or import a consignment of fibre products without an export or import permit issued by the Authority.

(2) A person who wishes to obtain an export or import permit a consignment of fibre products shall submit to the Authority—

(a) an application in Form 21 set out in the First Schedule;

(b) copies of the documents specified in Table 8 set out in the Second Schedule;

(c) the inspection service fees specified in the Third Schedule; and

(d) where the consignment requires to be repackaged into bales, the baling fees specified in the Third Schedule.

(3) Within two days after receiving the application made under paragraph (2), the Authority shall issue to the applicant—

(a) an export or import permit in Form 22 as set out in the First Schedule and repackage the consignment into bales; or

(b) a notice in writing of the rejection of the application specifying the reasons of the decision.

(4) An export or import permit issued under paragraph (3)(a) shall be valid for ninety days.

(5) The Authority may suspend the validity of an export or import permit if the holder does not comply with—

(a) the conditions imposed on the permit; or

(b) the requirements of regulation 14, 15, 16 or 17.

(6) Where the Authority intends to suspend a an export or import permit, the Authority shall issue a notice in writing the holder—

(a) specifying the non-compliance;

(b) specify the corrective action required to remedy the non-compliance within two days of the notice; and

(c) specifying that where the holder does not undertake the corrective action in subparagraph (2), the validity of the permit shall be suspended for a period that does not exceed fourteen days.

(7) The Authority may revoke an export or import permit if the holder does not comply with corrective action required in the notice issued under paragraph (6).

(8) Where the Authority intends to revoke an export or import permit, the Authority shall issue a notice in writing the holder—

(a) specifying the corrective action that was not complied with;

(b) requiring the holder to comply with corrective action within fourteen days of the notice; and

(c) specifying that where the holder does not comply with corrective action, the validity of the permit shall be revoked.

(9) An applicant for or a holder of an export or import permit, who is aggrieved by a decision of the Authority on—

(a) the rejection of the application;

(b) the suspension of the validity of the permit;

(c) the revocation of the validity of the permit; or

(d) the conditions imposed on the issuance or renewal of the validity of the permit,

may apply, in writing, to the Authority for a review of the decision.

(10) A person who contravenes paragraph (1) commits an offence and shall, on conviction, be liable to the penalty specified in section 19(1) of the Act.

PART III—QUALITY ASSURANCE AND INSPECTION

Packaging of fibre produce and fibre products.

14. (1) Each grower and dealer shall package fibre produce or fibre products from cotton in accordance with KS 2857—the Cotton Industry Codes of Practice.

(2) Each grower and dealer shall package fibre produce or fibre products from sisal in accordance with KS 2858—the Sisal Industry Codes of Practice.

(3) A person who contravenes paragraph (1) or (2) commits an offence and shall, on conviction, be liable to the penalty specified in section 37 of the Act.

Labelling of fibre products.

15. (1) Each manufacturer shall manually or digitally label fibre products legibly.

(2) Where the manufacturer labels a fibre product with ink, the ink shall be indelible and shall not be capable of penetrating the packaging to the fibre product.

(3) Each label on the packaging of fibre products shall indicate—

(a) the name of the fibre product;

(b) the grade of the fibre product;

(c) the country of origin of the fibre product;

(d) the bale number of the fibre product;

(e) the lot number of the fibre product;

(f) the year the fibre produce used to produce the fibre product was harvested; and

(g) the net weight of the fibre product in kilograms.

Grading and validation of grades.

16. (1) Each grower shall grade fibre produce in accordance with the grades set out in the Fourth Schedule.

(2) Each dealer shall grade fibre produce and fibre products in accordance with the grades set out in the Fourth Schedule.

(3) A person who intends to validate the grade of a fibre produce or fibre product shall submit to the Authority—

(a) an application for grade validation in Form 23 as set out in the First Schedule; and

(b) a sample of the fibre produce or fibre product.

(4) Within seven days of receiving the application made under paragraph (3), the Authority shall issue to the applicant a report in Form 24 indicating the results of the validation and—

(a) validate the grading done by the applicant; or

(b) recommend the regrading of the fibre produce or products and indicate the reasons for the recommendation.

(5) Each grower and dealer shall consider colour, strength, length, trash levels and uniformity when grading fibre produce and fibre products.

(6) A dealer shall not mix fibre produce or fibre products that are of different grades validated under paragraph (4).

(7) A person who contravenes paragraph (1), (2) or (6) commits an offence and shall, on conviction, be liable to the penalty specified in section 37 of the Act.

Classing of cotton lint.

17. (1) A manufacturer of cotton lint shall not offer for sale cotton lint that has not been classed by the Authority.

(2) An exporter shall not export cotton lint that has not been classed by Authority.

(3) An importer shall not import cotton lint that has not been classed by the Authority.

(4) A manufacturer, exporter or importer of cotton lint that intends to class the cotton lint shall submit to the Authority—

(a) an application in Form 25 as set out in the First Schedule; and

(b) attach at least ten samples of the cotton lint; and

(c) the fee specified in the Third Schedule.

(5) Within seven days after receiving the application made under paragraph (4), the Authority shall by instrument testing of the length, strength, micronaire, fibre uniformity, colour and colour grade of the cotton and—

(a) issue to the applicant a classing report in Form 26 indicating the results of the classing; or

(b) a notice in writing of the rejection of the application specifying the reasons of the decision.

Obligations of growers.

18. (1) Each grower shall harvest only physiologically mature fibre produce.

(2) Subject to the terms of an agreement entered into between a grower and a dealer under regulation 24, upon grading under regulation 16, every grower shall offer the fibre produce for sale—

(a) at an aggregation store licensed under regulation 8;

(b) to a cottage manufacturer licensed under regulation 9;

(c) to a large-scale manufacturer licensed under regulation 10;

(d) to an exporter or importer licensed under regulation 12.

(3) A grower who contravenes paragraph (1) commits an offence and shall, on conviction, be liable to the penalty specified in section 37 of the Act.

Obligations of an aggregator.

19. (1) An aggregator, shall only buy, store and offer for sale, fibre produce or fibre product at an aggregation store licenced under regulation 8.

(2) An aggregator shall—

(a) display the prices offered for fibre produce and fibre products per kilogram of each grade, in the local dialect, Kiswahili and English;

(b) use weighing scales that have been calibrated in accordance with the Weights and Measures Act; Cap. 513.

(c) issue receipts for the fibre produce and fibre products purchased from growers; and

(d) offer fibre produce or fibre products for sale at the price determined by the Fibre Produce and Fibre Product Pricing Formula within the period in the agreement entered into in accordance with the regulation 24.

Traceability of fibre produce and fibre products.

20. (1) The Authority shall establish a traceability system for fibre produce and fibre products which shall be accessible by every dealer and county executive committee member.

(2) The Authority shall, in consultation with dealers, develop and build capacity for implementation of a traceability system for fibre crops and fibre products in blending, packaging and labelling.

(3) The Authority shall submit the information received from the returns filed under regulations 10 and 11 to the system developed under paragraph (1).

Prohibition against adulteration.

21. (1) A person shall not adulterate fibre produce or fibre product.

(2) A person who adulterates fibre produce or a fibre product commits an offence and shall be liable, on conviction, be liable to a fine not exceeding one million shillings or imprisonment for a term not exceeding six months or to both.

(3) In this regulation "adulterate" means to add, subtract or substitute a substance that alters the nature, quality or standard.

Appointment of crop inspectors.

22. (1) A person qualifies to be appointed as a crop inspector if that person—

(a) is a Kenyan citizen;

(b) holds—

(i) a diploma in a field related to agriculture and working experience of at least two years; or

(ii) a Bachelors' degree from a recognized university in a field related to agriculture and working experience of at least one year; and

(c) meets the requirements of Chapter Six of the Constitution.

(2) A county executive committee member may submit to the Authority the names of persons who have the qualifications under paragraph (1) for consideration and appointment as crops inspectors.

(3) The Authority may publish in the *Gazette* the name of a crops inspector appointed under section 27 of the Act.

Inspection and surveillance.

23. (1) A crops inspector may—

(a) enter a grower's property to conduct an inspection on the field operations of the grower;

(b) enter a manufacturing plant to conduct an inspection on the facilities, handling, and packaging of fibre produce and fibre products;

(c) enter an aggregation store to conduct an inspection on the facilities, handling, and packaging of fibre produce and fibre products;

(d) enter any land, premises or vehicle, used in the production or dealing in fibre produce or fibre products by a grower or dealer; and

(e) demand for the production of a license, certificate or permit issued to a dealer under these Regulations.

(2) The conduct of an inspection may be scheduled or conducted spontaneously by the Authority, or requested by a grower or a dealer.

(3) A grower or dealer who intends to request for an inspection of fibre produce or fibre products shall submit to the Authority an application for inspection in Form 27 set out in the First Schedule.

(4) Within fourteen days after the application under paragraph (3) is made, the Authority shall conduct an inspection and issue an inspection report in Form 3 as set out in the First Schedule.

(5) Where an inspection conducted under this Regulation reveals a non-compliance with the conditions of the certificate of registration, certificate of compliance, licence or permit issued under these Regulations, the Authority shall issue a grower or dealer a notice in writing requiring the grower or dealer to carry out corrective action within seven days after the issuance of the notice.

(6) A grower or dealer who does not carry out the corrective action specified in the notice issued under paragraph (5) shall be liable to the suspension or revocation of the certificate of registration, certificate of compliance, licence or permit issued under these Regulations.

PART IV—TRADE AND MARKETING

Agreements between grower and dealers.

24. (1) A grower who intends to sell fibre produce may enter into an agreement with a dealer in accordance with the template set out in Form 28 as set out in the First Schedule.

(2) A grower association that intends to sell fibre produce on behalf of the members of the association may enter into agreement with a dealer in accordance with the template set out in Form 28 set out in the First Schedule.

(3) A person who intends to provide support in the cultivation of fibre crops shall enter into an agreement with a grower or grower association in accordance with the template set out in Form 28 as set out in the First Schedule.

(4) The parties to an agreement entered into under paragraphs (1), (2) or (3) may annex such documents as the parties consider necessary and such documents shall form part of the agreement.

(5) Upon the execution of an agreement under this Regulation, each party to the agreement shall submit a copy of the agreement with the respective county executive committee member and the Authority.

(6) A person who contravenes paragraph (5) commits an offence and shall be liable, on conviction, to the penalty specified in section 37 of the Act.

Purchase of fibre produce and fibre products.

25. (1) A dealer shall not purchase fibre produce or fibre products at a price that does exceeds the price determined by the pricing formula developed by the Fibre Produce and Fibre Product Pricing Formula Committee.

(2) A person who contravenes paragraph (1) commits an offence and shall be liable, on conviction, to the penalty specified in section 37 of the Act.

Fibre Produce and Fibre Products Pricing Formula Committee.

26. (1) There shall be established a committee to be known as the Fibre Produce and Fibre Product Pricing Formula Committee.

(2) The Committee shall comprise of the following persons appointed by the Cabinet Secretary by notice in the *Gazette*—

(a) one person nominated by the state department responsible for matters relating to crops, who shall be the chairperson of the Committee;

(b) one person nominated by the state department responsible for matters relating to trade;

(c) one person nominated by the Authority;

(d) one person nominated by the Council of County Governors;

(e) two smallholder growers nominated by a growers' association;

(f) one plantation grower;

(g) one cottage manufacturer;

(h) one large-scale manufacturer; and

(i) one fibre product spinner.

(3) The Cabinet Secretary may co-opt such experts to the Committee as the Cabinet Secretary considers necessary to provide technical advice to the Committee.

(4) When considering the persons nominated for appointment under paragraphs (2)(e), (f), (g), (h), (i) and (3), the Cabinet Secretary shall take into account—

(a) the representation of the various fibre produce and fibre products value chains; and

(b) the representation of the marginalized groups including the youth and persons living with disabilities; and

(c) in so far as it is practical, gender and regional balance of the Committee.

(5) The function of the Committee shall be to develop the pricing formula for fibre crops produce and fibre crop products by considering—

(a) supply and demand forces;

(b) the cost of production;

(c) fibre quality parameters;

(d) revenue sharing along the value chain; and

(e) percentage value of by-products.

(6) The members of the Committee appointed under paragraphs (2) and (3) shall serve for a term of two years and may be eligible for re-appointment for one final term of two years.

(7) The office of a member of the Committee shall become vacant if—

(a) the member resigns from office by notice in writing to the Cabinet Secretary;

(b) the entity which nominated the member submits a notice in writing to the Cabinet Secretary recommending the revocation of the appointment; or

(c) the member has been removed from office where the member—

(i) has been absent from three consecutive meetings of the Committee without permission of the chairperson, and in the case of the chairperson without the permission of the Cabinet Secretary;

(ii) is convicted of a criminal offence and sentenced to imprisonment for a term exceeding six months;

(iii) is found to have breached Chapter Six of the Constitution;

(iv) is adjudged bankrupt or enters into a composition scheme or arrangement with the person's creditors; or

(v) is incapacitated from discharging their duties by physical or mental illness.

(8) The conduct of the affairs of the Committee shall be as set out in the Fifth Schedule.

(9) The Authority shall offer secretariat services to the Committee.

PART V—FIBRE PRODUCE AND FIBRE PRODUCTS LEVY

Imposition of levy.

27. (1) There is hereby imposed a levy known as the Fibre Produce and Fibre Products Levy.

(2) The purpose of the Levy shall be—

(a) the development of fibre crops; and

(b) the promotion of best practices in production, processing and marketing of fibre crops produce and fibre crops products.

Rate of the Levy.

28. (1) Exporters shall pay the Levy at the rate of zero-point-two-five percent of the freight on board value of the fibre produce or fibre product.

(2) Importers of the following fibre products shall pay the Levy at the rate of two percent of the cargo insurance and freight value of the fibre products—

(a) cotton lint;

(b) cotton seed;

(c) cotton yarn;

(d) cotton linters;

(e) cotton linters pulp;

(f) cotton waste;

(g) cotton yarn waste;

(h) cotton seed crude oil;

(i) sisal fibre;

(j) sisal yarn;

(k) jute fibre;

(l) jute yarn;

(m) kenaf;

(n) flux;

(o) banana fibre;

(p) rice fibre; and

(q) coconut fibre.

(3) Importers of the following fibre products shall pay the Levy at the rate of four percent of the cargo insurance and freight value of the fibre products—

(a) sisal twine;

(b) sisal rope;

(c) sisal baler twine;

(d) sisal cable;

(e) sisal cordage;

(f) sisal textile;

(g) jute twine;

(h) jute rope;

(i) jute cordage;

(j) jute cloth;

(k) jute textile;

(l) cotton seed cake;

(m) cotton seed meal; and

(n) cotton seed oil (refined).

Collector of the Levy.

29. The Levy shall be payable to the Authority.

Due date for payment of Levy.

30. (1) The Levy charged at the rate specified under regulation 28(1) shall be payable when applying for an export permit.

(2) The Levy charged at the rate specified under regulation 28(2) and (3) shall be payable when applying for an import permit.

Default on payment of amount of Levy.

31. (1) Any amount of the Levy which remains unpaid after the date when it becomes due, shall be summarily recovered as a civil debt from the person liable to remit the amount.

(2) A person who does not pay the Levy on the date when it becomes due shall be liable to pay any outstanding amount of the Levy and an interest at Central Bank of Kenya rate on the outstanding amount for the period the levy remains unpaid.

PART VI—REVOCATION

Revocation. Sub. Leg.

32. The Crops (Fibre Crops) Regulations are revoked.

FIRST SCHEDULE

FORMS

FORM 1 *(r. 5(1)(2))*

REGISTER OR RETURNS OF SMALLHOLDER GROWERS

Name of registering grower association: ….....

Name of fibre crop: …….....

Year: …….....

	Name of smallholder grower	Area under fibre crop (in acres)	Fibre produce (in tons)	Grade of fibre produce	Agreement with dealer (indicate yes or no)
1.					
2.					
3.					
4.					

Submitted by:

Name: .....

Signature: …….....

Designation: .....

Date: …….....

FORM 2 *(r. 6(2)(a)(6)(a))*

APPLICATION FOR ISSUANCE/RENEWAL OF CERTIFICATE OF COMPLIANCE

Part I—Details of the applicant

1. Full name: ……..…….....
2. Identity card or valid passport number: ……..……
3. Telephone number: .....
4. E-mail address: .....
5. Website.....
6. Postal address: .....
7. Physical address of the applicant:
   (a) Ward:……..
   (b) Village:……
   (c) Road:……...
   (d) Sub-county:…….....
   (e) County:……..……..
   (f) Land reference number:……..……
   (g) Plot number:……..……..
8. Kenya Revenue Authority Personal Identification Number: .....
9. Either of the following:
   (a) the unique identifying number issued under the Companies Act: …….....
   (b) Registration number issued under the Co-operative Societies Act: .....
   (c) Registration number issued under the Societies Act: .....
   (d) Registration number issued under the Registration of Business Names Act: .....

Part II—Category of Dealer

(tick the appropriate box)

☐ Cotton spinner	☐ Cotton ginner	☐ Sisal manufacturer
☐ Sisal spinner	☐ Cotton seed miller	☐ Jute manufacturer
☐ Cotton seed aggregator	☐ Seed cotton aggregator	☐ Sisal fibre aggregator
☐ Jute fibre aggregator	☐ Others *(specify):*……..	

Part III—Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other *(specify):*.....			

Part IV—Details of aggregation store

10. Name of aggregation store:……..

11. Physical address of the aggregation store:

    (a) Sub-county:…….....

    (b) County:……...

    (c) Land reference number:……..……...

    (d) Plot number:……..……..

12. Name of the agent of aggregation store (if any):…….

13. Identity card or valid passport number of agent of aggregation store:…….

14. Telephone number of agent of aggregation store:……

Part V—Details of manufacturing plant

15. Name of manufacturing plant:……..

16. Physical address of the manufacturing plant:

    (a) Sub-county:…….....

    (b) County:…….

    (c) Land reference number:……..…….

    (d) Plot number:……..……..

17. Name of the manager of manufacturing plant (if any):……

18. Identity card or valid passport number of manager of manufacturing plant:…….

19. Telephone number of manager of manufacturing plant:……..

Part VI—Declaration

I hereby declare that information provided above are true to the best of my knowledge

Name: ……

Signature .....

Date: .....

FORM 3 *(r. 6(3)(7), 23(4))*

INSPECTION REPORT

Inspection report number:……...

Part I—Details of the applicant

1. Full name:…….....
2. Identity card or valid passport number:……
3. Telephone number:.....
4. E-mail address:.....
5. Website:.....
6. Postal address:….....
7. Physical address:….....
   (a) Sub-county:……
   (b) County:……
8. Registration number:…….....
9. Licence number:……...
10. Date of inspection:……

Part II—Scope of inspection

(tick the appropriate box)

☐ Applicant's farm	☐ Fibre produce	☐ Fibre products	☐ Manufacturing plant
☐ Aggregation store	☐ Others *(specify):*……..		

Part III—Outcome of inspection

	Parameter inspected	*Observation*	*Remark*
1.			
2.			
3.			

Recommendations:

a. ……..

b. ……..

c. ……..

Part III—Details of inspector

Signature:…….....

Full name of inspector:.....

Designation of inspector:…….....

Name:……

Date:…….....

Signature….....

Director-General
Agriculture and Food Authority

FORM 4 *(r. 6(3)(a)(7)(a))*

CERTIFICATE OF COMPLIANCE

Certificate Number.....

This is to CERTIFY that..... *(indicate name of aggregation store or name of manufacturing plant)* of Postal address ……..... situated on land reference number…… or plot number..... in…….. Sub-county, …… County has been duly inspected for compliance of the—

(tick the appropriate box)

	Scope of inspection	*Inspection report number*
1.	Applicant's farm	
2.	Fibre produce	
3.	Fibre products	
4.	Manufacturing plant	
5.	Aggregation store	
6.	Others *(specify):……*	

And has been found compliant with the Crops Act and the Crops (Fibre Crops) Regulations 2026.

This Certificate shall be valid until the…….…....

Date: .....

Signature.....

Name:……..

Director-General
Agriculture and Food Authority

FORM 5 *(r. 7(2)(a))*

APPLICATION FOR REGISTRATION AS AN AGGREGATOR

Part I—Details of the Applicant

1. Full name:…….…….....
2. Identity card or valid passport number:……
3. Telephone number:.....
4. E-mail address:.....
5. Website:….....
6. Postal address:.....
7. Physical address:
   (a) Sub-county:…….....
   (b) County:……...
   (c) Land reference number:.……
   (d) Plot number:……
8. Kenya Revenue Authority Personal Identification Number:.....
9. Either of the following:
   (a) the unique identifying number issued under the Companies Act:……..
   (b) Registration number issued under the Co-operative Societies Act:.....
   (c) Registration number issued under the Societies Act:.....
   (d) Registration number issued under the Registration of Business Names Act:.....
10. Name of the agent of aggregation store *(if any):*……
11. Identity card or valid passport number of agent of aggregation store:……
12. Telephone number of agent of aggregation store:……...

Part II—Category of Aggregation

(tick the appropriate box)

☐ Cotton seed aggregator	☐ Seed cotton aggregator	☐ Sisal fibre aggregator	☐ Jute fibre aggregator
☐ Others *(specify):*……..			

Part III— Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other (specify):.....			

Part IV—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……...…….……

Signature:…….....

Date:.....

FORM 6 *(r. 7(3)(a))*

CERTIFICATE OF REGISTRATION AS AN AGGREGATOR

Registration number:…….....

This is to CERTIFY that ..... *(indicate name of aggregation store)* of Postal Address number .....situated on land reference number……. or plot number..... in…….. Sub-county, ……..County is registered as an aggregator of ..... *(indicate the fibre produce/fibre product).*

Date:…….....

Signature:….....

Name:…..…….

Director-General
Agriculture and Food Authority

FORM 7 *(r. 8(2)(a)(5)(a))*

APPLICATION FOR ISSUANCE OR RENEWAL OF AGGREGATION STORE LICENCE

Part I—Applicant's details

1. Full name:……..…….....
2. Identity card or valid passport number:……
3. Telephone number:.....
4. E-mail address:.....
5. Website:….....
6. Postal address:.....
7. Physical address:
   (a) Ward:...……..……
   (b) Village:……
   (c) Road:……
   (d) Sub-county:…….....
   (e) County:…….……
   (f) Land reference number:……..……
   (g) Plot number:……..……...
8. Kenya Revenue Authority Personal Identification Number:.....
9. Either of the following:
   (a) the unique identifying number issued under the Companies Act:……
   (b) Registration number issued under the Co-operative Societies Act:.....
   (c) Registration number issued under the Societies Act:.....
   (d) Registration number issued under the Registration of Business Names Act:.....

Part II—Category of Aggregation Store

(tick the appropriate box)

☐ Cotton seed aggregation store	☐ Seed cotton aggregation store	☐ Sisal fibre aggregation store
☐ Jute fibre aggregation store	☐ Others *(specify):*……	

Part III—Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other *(specify):*.....			

Part IV—Details of aggregation store

10. Name of aggregation store:……..……..

11. Physical address of the aggregation store:

    (a) Sub-county:…….....

    (b) County:……..……...

    (c) Land reference number:……..…….

    (d) Plot number:……...……...

12. Name of the agent of aggregation store (if any):.....

13. Identity card or valid passport number of agent of aggregation store:.....

14. Telephone number of agent of aggregation store: .....

Part V—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……...…….

Signature:……..…….....

Date:.....

FORM 8 *(r. 8(3)(a)(6)(a))*

AGGREGATOR STORE LICENCE

Licence number: .....

This LICENCE is issued to ..... *(indicate name of aggregation store)* of Postal Address number..... situated on land reference number……. or plot number..... in…….. Sub-county, ……County to operate an aggregation store for..... *(indicate the fibre produce/fibre product).*

This licence valid until:.....

Date: .....

Signature:….....

Name:……

County Executive Committee Member for Agriculture

FORM 9 *(r. 8(4))*

AGGREGATION STORE MONTHLY RETURNS

1. Name of aggregation store:.....
2. Name of holder of aggregation store licence:……
3. Aggregation store licence number:.....
4. Name of the agent of aggregation store (if any):……
5. Type of fibre produce or fibre product aggregated:….....
6. Returns for the month ..... in the year ……..
7. Date:…….....

Fibre produce or fibre product	Purchases				Deliveries by aggregation store				Balance of stock in the aggregation store (in kilograms)
	Grade	Stock at beginning of the month(in kilo grams)	Stock acquired during the month (in kilo grams)	Total stock at (in kilo gram)	Grade	Stock at beginning of the month(in kilo grams)	Stock acquired during the month (in kilo grams)	Total stock at (in kilo gram)	
1.									
2.									

8. Remarks:

……..…..…….……

……..…..…….…..……

Name:……..…….…….……

Signature:…….....

Date:.....

FORM 10 *(r. 9(2)(a)(5)(a))*

APPLICATION FOR ISSUANCE OR RENEWAL OF COTTAGE MANUFACTURING LICENCE

Part I—Details of the applicant

1. Full name: .....
2. Identity card or valid passport number: .....
3. Telephone number: .....
4. E-mail address:. .....
5. Website:…..... .
6. Postal address:.....
7. Physical address:
   (a) Ward:……..
   (b) Village:……
   (c) Road:……..
   (d) Sub-county:……..……..
   (e) County:……
   (f) Land reference number:……..……
   (g) Plot number:……..……..
8. Kenya Revenue Authority Personal Identification Number: .....
9. Either of the following:
   (a) the unique identifying number issued under the Companies Act: .....
   (b) Registration number issued under the Co-operative Societies Act: .....
   (c) Registration number issued under the Societies Act:.....
   (d) Registration number issued under the Registration of Business Names Act:.....

Part II—Category of cottage manufacturer

(tick the appropriate box)

☐ Cotton spinner	☐ Cotton ginner	☐ Sisal manufacturer
☐ Sisal spinner	☐ Cotton seed miller	☐ Jute manufacturer
☐ Other *(specify):*……		

Part III—Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other *(specify):*.....			

Part IV—Details of manufacturing plant

10. Name of manufacturing plant: .....
11. Physical address of the manufacturing plant:
    (a) Sub-county:…….....
    (b) County:……..……...
    (c) Land reference number:……..…….
    (d) Plot number:……..……...
12. Name of the manager of manufacturing plant (if any):.....
13. Identity card or valid passport number of manager of manufacturing plant: .....
14. Telephone number of manager of manufacturing plant:.....

Part V—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……..……...

Signature:…….....

Date:.....

FORM 11 *(r. 9(3)(a),(6)(a))*

COTTAGE MANUFACTURING LICENCE

Licence number:…….....

This LICENCE is issued to ..... *(indicate name of cottage manufacturer)* of Postal Address number ..... situated on land reference number…… or plot number..... in…….. Sub-county, ……County for the cottage manufacture of ..... *(indicate the fibre produce/fibre product).*

This licence valid until:….....

Date:.....

Signature:.....

Name:……

County Executive Committee Member for Agriculture

FORM 12 *(r. 9(4))*

COTTAGE MANUFACTURING MONTHLY RETURNS

1. Name of cottage manufacturer:. .....
2. Name of holder of cottage manufacturing licence:.....
3. Cottage manufacturing licence number:.....
4. Name of the manager of manufacturing plant (if any): .....
5. Type of fibre product manufactured:.....
6. Returns for the month ……..... in the year .....
7. Date:…….....

	Type of employment	*Male (indicate number)*	*Female (indicate number)*	*Other (indicate number*
1.	Under contract			
2.	Casual			
3.	Permanent			
	Total			

8. Human resource establishment:

Name:……..……...

Signature:…….....

Date:.....

FORM 13 *(r. 10(2)(a)(5)(a))*

APPLICATION FOR ISSUANCE OR RENEWAL OF LARGE-SCALE MANUFACTURING LICENCE

Part I—Details of the applicant

1. Full name: .....
2. Identity card or valid passport number: .....
3. Telephone number: .....
4. E-mail address:. .....
5. Website: .....
6. Postal address:. .....
7. Physical address:
   (a) Ward:…….
   (b) Village:……..……

(c) Road:……..……

(d) Sub-county:……..……..

(e) County:……

(f) Land reference number:…….……

(g) Plot number:……..……..

8. Kenya Revenue Authority Personal Identification Number:. .....

9. Either of the following:

(a) the unique identifying number issued under the Companies Act: .....

(b) Registration number issued under the Co-operative Societies Act: .....

(c) Registration number issued under the Societies Act:.....

(d) Registration number issued under the Registration of Business Names Act:.....

Part II—Category of large-scale manufacturer

(tick the appropriate box)

☐ Cotton spinner	☐ Cotton ginner	☐ Cotton seed manufacturer
☐ Sisal spinner	☐ Sisal manufacturer	☐ Jute manufacturer
☐ Other *(specify):*……		

Part III—Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other *(specify):*.....			

Part IV—Details of manufacturing plant

10. Name of manufacturing plant: .....

11. Physical address of the manufacturing plant:

(a) Sub-county:.....

(b) County: .....

(c) Land reference number:.....

(d) Plot number:.....

12. Name of the manager of manufacturing plant (if any):.....

13. Identity card or valid passport number of manager of manufacturing plant: .....

14. Telephone number of manager of manufacturing plant: .....

Part V—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……...…….

Signature:……...…….....

Date:.....

FORM 14 *(r. 10(3)(a),(6)(a))*

LARGE-SCALE MANUFACTURING LICENCE

Licence number:…….....

This LICENCE is issued to ..... *(indicate name of large-scale manufacturer)* of Postal Address number .....situated on land reference number…… or plot number..... in…….. Sub-county, ……County for the large-scale manufacture of ..... *(indicate the fibre produce/fibre product).*

This licence valid until:….....

Date:.....

Signature:.....

Name:……

Director-General
Agriculture and Food Authority

FORM 15 *(r. 10(4))*

LARGE-SCALE MANUFACTURING MONTHLY RETURNS

1. Name of large-scale manufacturer: .....
2. Name of holder of large-scale manufacturing licence: .....
3. Large-scale manufacturing licence number: .....
4. Name of the manager of manufacturing plant (if any): .....
5. Type of fibre product manufactured:. .....
6. Returns for the month …….... in the year .....
7. Date:.....

	Type of employment	Male (indicate number)	Female (indicate number)	Other (indicate number
1.	Under contract			
2.	Casual			
3.	Permanent			
	Total			

8. Human resource establishment:

Name:……..……...

Signature:…….....

Date:.....

FORM 16 *(r. 11(2)(a))*

APPLICATION FOR REGISTRATION AS AN EXPORTER OR IMPORTER OF FIBRE PRODUCE OR FIBRE PRODUCTS

Part I—Details of applicant

1. Full name: .....
2. Identity card or valid passport number: .....
3. Telephone number:. .....
4. E-mail address:. .....
5. Website:.....
6. Postal address:. .....
7. Kenya Revenue Authority Personal Identification Number: .....
8. Either of the following:
   (a) the unique identifying number issued under the Companies Act: .....
   (b) Registration number issued under the Co-operative Societies Act: .....
   (c) Registration number issued under the Societies Act:.....
   (d) Registration number issued under the Registration of Business Names Act:.....

Part II—Category of fibre produce or fibre product

(tick the appropriate box)

☐ Cotton seed (for extraction)	☐ Cotton lint	☐ Cotton seed oil (refined)	☐ Cotton seed cake
☐ Cotton linters	☐ Cotton seed crude oil	☐ Cotton seed meal	☐ Cotton seed hull
☐ Cotton yarn	☐ Cotton linters pulp	☐ Cotton waste	☐ Cotton yarn waste
☐ Sisal yarn	☐ Sisal tow	☐ Sisal twine	☐ Sisal fibre (raw)
☐ Sisal cordage	☐ Sisal baler twine	☐ Sisal rope	☐ Jute fibre
☐ Jute rope	☐ Jute yarn	☐ Jute cordage	☐ Jute cloth & textile
Others (specify):.....			

Part III— Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other (specify):.....			

Part IV—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……...…….……

Signature:…….....

Date:.....

FORM 17 *(r. 11(3)(a))*

CERTIFICATE OF REGISTRATION AS AN EXPORTER OR IMPORTER OF FIBRE PRODUCE OR FIBRE PRODUCTS

Registration number:…….....

This is to CERTIFY that ..... *(indicate name of applicant)* of Postal Address .....situated on land reference number…… or plot number..... in…….. Sub-county, ……County is registered as an exporter or importer of .....*(indicate the fibre produce/fibre product).*

Date:…….....

Signature:….....

Name:…….

Director-General
Agriculture and Food Authority

FORM 18 *(r. 12(2)(a)(6)(a))*

APPLICATION FOR ISSUANCE OR RENEWAL OF AN EXPORT LICENCE OR IMPORT LICENCE

Part I—Details of the applicant

1. Full name: .....
2. Identity card or valid passport number: .....
3. Telephone number:. .....
4. E-mail address:. .....
5. Website:.....
6. Postal address:. .....
7. Kenya Revenue Authority Personal Identification Number .....
8. Either of the following:
   (a) the unique identifying number issued under the Companies Act: .....
   (b) Registration number issued under the Co-operative Societies Act: .....
   (c) Registration number issued under the Societies Act:.....
   (d) Registration number issued under the Registration of Business Names Act:.....

Part II—Category of fibre produce or fibre product

(tick the appropriate box)

☐ Cotton seed (for extraction)	☐ Cotton lint	☐ Cotton seed oil (refined)	☐ Cotton seed cake
☐ Cotton linters	☐ Cotton seed crude oil	☐ Cotton seed meal	☐ Cotton seed hull
☐ Cotton yarn	☐ Cotton linters pulp	☐ Cotton waste	☐ Cotton yarn waste
☐ Sisal yarn	☐ Sisal tow	☐ Sisal twine	☐ Sisal fibre (raw)
☐ Sisal cordage	☐ Sisal baler twine	☐ Sisal rope	☐ Jute fibre
☐ Jute rope	☐ Jute yarn	☐ Jute cordage	☐ Jute cloth & textile
Others (specify):.....			

Part III— Category of ownership

(tick the appropriate box)

☐ Registered business name	☐ Co-operative society	☐ Company	☐ Society
☐ Other (specify):.....			

Part IV—Declaration

I hereby declare that information provided above are true to the best of my knowledge

Name:……..……...……

Signature:…….....

Date:.....

FORM 19 *(r. 12(3)(a)(7)(a))*

EXPORT LICENCE OR IMPORT LICENCE

Licence number:…….....

This LICENCE is issued to ..... *(indicate name of applicant)* of Postal Address number .....situated on land reference number……. or plot number..... in…….. Sub-county, ……County for the importation or exportation of ..... *(indicate the fibre produce/fibre product).*

This licence valid until:….....

Dated:…….....

Signature:…….....

Name:……..……

Director-General
Agriculture and Food Authority

FORM 20 *(r. 12(5))*

EXPORT OR IMPORT RETURNS

1. Name of exporter or importer: .....
2. Export or import licence number: .....
3. Returns for the month ……..... in the year: .....
4. Date:.....

	Export or import	Export or import permit number	Fibre product	Grade	Quantity (in kilograms)	Price per kilogram (in Ksh)	Total value (in KSh)	Consignor or Consignee	Destination or Origin

Name:……..……...

Signature:…….....

Date:.....

FORM 21 *(r. 13(2)(a))*

APPLICATION FOR EXPORT PERMIT OR IMPORT PERMIT

Part I—Details of applicant

1. Full name: .....
2. Identity card or valid passport number: .....
3. Telephone number:. .....
4. E-mail address:. .....

5. Website: .....
6. Postal address:. .....
7. Kenya Revenue Authority Personal Identification Number:.....
8. Either of the following:
   (a) the unique identifying number issued under the Companies Act: .....
   (b) Registration number issued under the Co-operative Societies Act:. .....
   (c) Registration number issued under the Societies Act:.....
   (d) Registration number issued under the Registration of Business Names Act:.....

Part II—Particulars of destination

(only for application for export permit)

9. Country of destination:. .....
10. Shipment date: .....
11. Vessel:. .....
12. Consignee:. .....
13. Address of consignee:.....

Part III—Particulars of origin

(only for application for import permit)

14. Country of origin:.....
15. Shipment date: .....
16. Vessel:. .....
17. Consignor:. .....
18. Address of consignor:… .....

Part IV—Particulars of consignment

(tick the appropriate box)

☐ Cotton seed (for extraction)	☐ Cotton lint	☐ Cotton seed oil (refined)	☐ Cotton seed cake
☐ Cotton linters	☐ Cotton seed crude oil	☐ Cotton seed meal	☐ Cotton seed hull
☐ Cotton yarn	☐ Cotton linters pulp	☐ Cotton waste	☐ Cotton yarn waste
☐ Sisal yarn	☐ Sisal tow	☐ Sisal twine	☐ Sisal fibre (raw)

☐ Sisal cordage	☐ Sisal baler twine	☐ Sisal rope	☐ Jute fibre
☐ Jute rope	☐ Jute yarn	☐ Jute cordage	☐ Jute cloth & textile
Others (specify):.....			

19. Contract number:.....
20. Effective date of contract:.....
21. Quantity of product (in Tons):….....
22. Agreement with dealer or grower number:. .....
23. Effective date of agreement with dealer or grower.....

Part IV—Baling of Consignment

24. Is baling of the consignment required?

Yes ☐ No ☐ *(tick the appropriate box)*

If yes indicate number of bales:…….....

Part V—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:…….……...

Signature:…….....

Date:.....

FORM 22 *(r. 13(3)(a))*

EXPORT PERMIT OR IMPORT PERMIT

The consignment of which particulars are given below has been inspected and found to conform with the Crops (Fibre Crops) Regulations, 2026.

1. Master document number:..…….……
2. Quality report number:……...…….……
3. Mark(s):……...…….……...
4. Overseas contract number:…..……
5. Date:…….……...
6. Local contract number:……...
7. Date: ……...
8. Exporter or importer:...……
9. Address:.....……...
10. Fibre product:

Grade	Harmonised System Code	Quantity (in kilograms)	Freight on board unit price per Kilogram per United States Dollars)	Incoterms	Total Value (in dollars)	Total Value (in Ksh)

11. Country of origin:……...…….....……
12. Port of exit:……...……...
13. Port of entry:……...
14. Country of destination:……..……...
15. Date of shipment:……..……...
16. Vessel:……...…..
17. Consignee:……...……..……...
18. Consignee's address:……...

This permit valid until:….....

Dated:…….....

Signature:…….....

Name:…..……

Director-General

Agriculture and Food Authority

FORM 23 *(r. 16(3)(a))*

APPLICATION FOR VALIDATION OF THE GRADING OF FIBRE PRODUCE OR FIBRE PRODUCT

Part I—Details of applicant

1. Full name:……..…….....
2. Telephone number:.....
3. E-mail address:.....
4. Postal address:.....
5. Physical address of the applicant:
   (a) Ward:……..
   (b) Village:……

(c) Road:……..

(d) Sub-county:…….....

(e) County:……..……..

(f) Land reference number:…..……

(g) Plot number:……..……..

Part II—Particulars of grade to be validated

6. Product (type, quantity and grade):.....

7. Validation of grade (type, quantity and grade):…….. ……

8. Other (specify):…….....

Part III—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……...……..

Signature .....

Date:.....

FORM 24 *(r. 16(4))*

FIBRE PRODUCE OR FIBRE PRODUCT GRADE VALIDATION REPORT

To: ..... *(indicate name of applicant)*

Date of submission of samples:.....

Date of validation of grade:…….....

	Sample identifier	Consignment identifier *(indicate lot and bale numbers where applicable)*	Grade
1			
2			
3			

Extraneous matter and contamination:

(a) .....

(b) ……..

(c) ……..

Remarks:

(a) ……

(b) ……...…….

(c) ……...…….

Disclaimer:

The above results are based on the samples received and the Authority shall not be held responsible for any claims arising from inconsistencies between the sample and the source from where the samples were drawn.

Issued at..... on this..... day of..... in the year…….....

Report by:

Name:.....

Signature:…….....

Date:…….....

Director-General
Agriculture and Food Authority

FORM 25 *(r. 17(4)(a))*

APPLICATION FOR CLASSING OF COTTON LINT

Part I—Details of applicant

1. Full name:…….....
2. Telephone number:.....
3. E-mail address:.....
4. Postal address:.....

Part II—Sample Information

5. Number of samples:.....
6. Sample lot number:.....
7. Condition of sample:.....
8. Variety of cotton:.....……
9. Type of ginning, roller or straw:...……

Part III—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……...……..

Signature:.....

Date:.....

FORM 26 *(r. 17(5)(a))*

CLASSING REPORT FOR COTTON LINT

To: ..... *(indicate name of applicant)*

Date of submission of samples:.....

Date of classing:…….….....

Sample identifier	Date of analysis	Origin	Micronaire	Length (in inches)	Length (in millimetres)	Uniformity Index (as a percentage)	Strength	Colour	Colour grade

Remarks:

(a) ……....

(b) ……..……...

(c) ……..……...

Disclaimer:

The above results are based on the samples received and the Authority shall not be held responsible for any claims arising from inconsistencies between the sample and the source from where the samples were drawn.

Issued at..... on this..... day of..... in the year……

Report by:

Name:.....

Signature:…….....

Date:…….....

Director-General
Agriculture and Food Authority

FORM 27 *(r. 23(3))*

APPLICATION FOR INSPECTION OF FIBRE PRODUCE OR FIBRE PRODUCT

Part I—Details of applicant

1. Full name:……..….....
2. Telephone number:.....
3. E-mail address:.....
4. Postal address:.....
5. Physical address of the applicant:
   (a) Ward:……..
   (b) Village:……
   (c) Road:……...
   (d) Sub-county:…….....
   (e) County:……..……..
   (f) Land reference number:.……
   (g) Plot number:……..……..

Part II—Particulars of inspection

6. Field (farm) acreage, crop type:.....
7. Fibre produce (type and quantity, grade):.....
8. Fibre product (type, quantity and grade):.....
9. Manufacturing plant (type, expected product):.....
10. Aggregation stores (location):….....
11. Other (specify):.....

Part III—Declaration

I hereby declare that information provided above are true to the best of my knowledge:

Name:……

Signature:…….....

Date:.....

FORM 28 *(r. 24(1)(2)(3))*

TEMPLATE AGREEMENT BETWEEN GROWER AND DEALER OR PERSONS OFFERING SUPPORT SERVICES

This AGREEMENT is made on this..... day of…… 20…..

BETWEEN: ……..... *(insert name of the dealer or person offering support services)* of postal address ....., of registration or licence number..... hereinafter referred to as "dealer or service provider" which expression shall where the context so admits include successors and assignees:

AND

……..... *(insert name of the grower or grower association)* of postal address ....., hereinafter referred to as "grower" which expression shall where the context so admits include successors and assignees:

WHEREAS

(a) the grower has agreed to …… *(insert the type of dealing or support service)* from the dealer or service provider;

(b) the dealer or service provider has represented to the grower that they have the required skills, capacity, resources, labour, personnel to provide …… *(insert the type of dealing or support service);* and

(c) the grower and dealer or service provider has agreed to provide ……. *(insert the type of dealing or support service)* as per the conditions in this agreement.

NOW IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS;

Part I—Services

1. The parties shall ensure that the following elements are captured as per the nature of the …… *(insert the type of dealing or support service)* to be provided—

   (a) the quantity and quality of fibre produce or fibre products to be supplied shall be: ……

   (b) the agreed price for the fibre produce or fibre products:……...

   (c) the inputs for the production of the fibre produce or fibre products:

Description	*Unit*	*Quantity*	*Cost per unit*	*Total Cost*
Land preparation	*(indicate size in Acres)*			
Planting seed	*(indicate quantity in Kilograms)*			
Fertilizers				
Diammonium Phosphate	*(indicate number of fifty-kilogram bags)*			
Calcium Ammonium Nitrate	*(indicate number of fifty-kilogram bags)*			
Foliar feed	*(indicate quantity in litres)*			
Pesticides				
(i) ……	*(indicate quantity in litres)*			
(ii)…….……..	*(indicate quantity in litres)*			
(iii)……..	*(indicate quantity in litres)*			
Harvesting	*(indicate quantity in litres)*			
Other support charges *(specify)*				
TOTAL				

(d) generally accepted production practices including insurance and approaches to minimize risks to human health and environment—

(i) ……..…….…..

(ii) ……..……..

(e) record keeping—

(i)……

(ii) ……..…….

(f) field support and training—

(i)…..……..

(ii) ……..……..

(g) harvesting, post-harvest practices and storage—

(i)……..……..

(ii) ……..……..

(h) inspection and grading (confirmation at the aggregation store)—

(i)……..……..

(ii) ……..……..

(i) supply of packaging and packaging procedures—

(i)……

(ii) ……..……..

(j) delivery and collection of fibre produce or fibre products—

(i)time of delivery and collection:……

(ii) place of delivery and collection:……

(iii) schedule of collection of produce or product: ……

(k) mode of handling rejected fibre produce or fibre product—

(i)..……..

(ii) ……..……..

Part II—Term

2. The term of this agreement shall be from the ……, 20……*(indicate the date when the contract becomes effective)* to the ……, 20……*(indicate the date when the contract becomes ineffective).*

Part III—Payments

3. The amount payable for the services—

Service offered	Amount payable (in Ksh)

4. The amount payable for fibre produce—

Fibre produce *(indicate type and weight in kilograms)*	Amount payable (in KSh)

5. Mode of payment:……...
6. Time of payment:……...
7. Financing required:……..……
   (indicate whether yes or no, if yes, indicate the amount in Ksh)
8. Credit facilities offered:……..
   (indicate whether yes or no, if yes, indicate the amount in KSh)

Part IV—Force majeure

9. For purposes of this agreement, force majeure means an event which is beyond the reasonable control of either party and makes a party's performance of its obligations impossible.
10. The following events are considered as force majeure—
    (i) ……..……
    (ii) ……..
    (iii) ……..……

Part V—Termination

11. The conditions for termination of this agreement by either party shall include—
    (i) ……..
    (ii) ……..
    (iii) ……..
    (iv) ……..
12. The notice period for intended termination of this agreement:……..

Part VI—Breach of agreement

13. The following shall constitute a breach in this agreement—
    (i) ……..
    (ii) ……..
    (iii) ……..…….
    (iv) ……...
14. The following shall be the remedies available for breach of this agreement—
    (i) ……..…….

(ii) ……...

(iii) ……...

(iv) ……...

Part VII—Law governing this Agreement

15. This agreement shall be governed by the Laws of the Republic of Kenya.

IN WITNESS the parties have executed this Agreement as follows:

SIGNED for or on behalf of the dealer or service provider:

Signature:…….....

Name:……

In presence of:

Signature:…….....

Name:……

Date: ……..……

SIGNED for or behalf of the grower or grower association:

Signature:…….....

Name:……

In presence of:

Signature:…….....

Name:……..……..

SECOND SCHEDULE

TABLES

TABLE 1 *(r. 6(2)(b)(6)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR CERTIFICATE OF COMPLIANCE

1. Where the applicant is a company—
   (a) the certificate of incorporation issued under the Companies Act;
   (b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;
   (c) copies of the identity cards or valid passports of the shareholders and directors; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.
2. Where the applicant is a society—
   (a) the certificate of registration issued under the Societies Act;
   (b) copies of identity cards or valid passports of the members;
   (c) the particulars of the members; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.
3. Where the applicant is a co-operative society—
   (a) the certificate of registration issued under the Co-operative Societies Act;
   (b) the by-laws;
   (c) copies of identity cards or valid passports of the members;
   (d) the particulars of the members; and
   (e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.
4. Where the applicant is a partnership—
   (a) the certificate of registration issued under the Registration of Business Names Act;
   (b) copies of identity cards or valid passports of the partners;
   (c) the particulars of the partners; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.
5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.
6. The Kenya Revenue Authority Personal Identification Number of the applicant issued under the Tax Procedures Act.

7. Copies of identity cards or valid passports of the agents of the aggregation store, if any agents have been appointed.
8. Copies of identity cards or valid passports of the managers of the manufacturing plant, if any managers have been appointed.

TABLE 2 *(r. 7(2)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR REGISTRATION AS AN AGGREGATOR

1. Where the applicant is a company—
   (a) the certificate of incorporation issued under the Companies Act;
   (b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;
   (c) copies of identity cards or valid passports of the shareholders and directors; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.
2. Where the applicant is a society—
   (a) the certificate of registration issued under the Societies Act;
   (b) copies of identity cards or valid passports of the members;
   (c) the particulars of the members; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.
3. Where the applicant is a co-operative society—
   (a) the certificate of registration issued under the Co-operative Societies Act;
   (b) the by-laws;
   (c) copies of identity cards or valid passports of the members;
   (d) the particulars of the members; and
   (e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.
4. Where the applicant is a partnership—
   (a) the certificate of registration issued under the Registration of Business Names Act;
   (b) copies of identity cards or valid passports of the partners;
   (c) the particulars of the partners; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.
5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.

6. Copies of identity cards or valid passports of the agents of the aggregation store.
7. The Kenya Revenue Authority Personal Identification Number of the applicant issued under the Tax Procedures Act.
8. A copy of the applicant's certificate of compliance issued under regulation 6.
9. Copies of the agreements entered into by the applicant, other dealers and growers in accordance with regulation 24.
10. Where the application is for renewal of registration, copies of the returns submitted by the applicant in accordance with regulation 7 for the previous financial year.

TABLE 3 *(r. 8(2)(b)(5)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR AN AGGREGATION STORE LICENCE

1. Where the applicant is a company—
   (a) the certificate of incorporation issued under the Companies Act;
   (b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;
   (c) copies of identity cards or valid passports of the shareholders and directors; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.
2. Where the applicant is a society—
   (a) the certificate of registration issued under the Societies Act;
   (b) copies of identity cards or valid passports of the members;
   (c) the particulars of the members; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.
3. Where the applicant is a co-operative society—
   (a) the certificate of registration issued under the Co-operative Societies Act;
   (b) the by-laws;
   (c) copies of identity cards or valid passports of the members;
   (d) the particulars of the members; and
   (e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.
4. Where the applicant is a partnership—
   (a) the certificate of registration issued under the Registration of Business Names Act;
   (b) copies of identity cards or valid passports of the partners;

(c) the particulars of the partners; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.

5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.

6. A Tax Compliance Certificate for the applicant issued under the Tax Procedures Act.

7. A copy of the applicant's certificate of compliance issued under regulation 6.

8. Copies of the agreements entered into by the applicant, other dealers and growers in accordance with regulation 24.

9. Where the application is for renewal of the validity of the licence, copies of the returns submitted by the applicant in accordance with regulation 8 for the previous financial year.

TABLE 4 *(r. 9(2)(b)(5)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR A COTTAGE MANUFACTURING LICENCE

1. Where the applicant is a company—

(a) the certificate of incorporation issued under the Companies Act;

(b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;

(c) copies of identity cards or valid passports of the shareholders and directors; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.

2. Where the applicant is a society—

(a) the certificate of registration issued under the Societies Act;

(b) copies of identity cards or valid passports of the members;

(c) the particulars of the members; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.

3. Where the applicant is a co-operative society—

(a) the certificate of registration issued under the Co-operative Societies Act;

(b) the by-laws;

(c) copies of identity cards or valid passports of the members;

(d) the particulars of the members; and

(e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.

4. Where the applicant is a partnership—

(a) the certificate of registration issued under the Registration of Business Names Act;

(b) copies of identity cards or valid passports of the partners;

(c) the particulars of the partners; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.

5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.

6. A Tax Compliance Certificate for the applicant issued under the Tax Procedures Act.

7. A copy of the applicant's certificate of compliance issued under regulation 6.

8. Copies of the agreements entered into by the applicant, other dealers and growers in accordance with regulation 24.

9. Where the application is for renewal of the validity of the licence, copies of the returns submitted by the applicant in accordance with regulation 9 for the previous financial year.

TABLE 5 *(r. 10(2)(b)(5)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR A LARGE-SCALE MANUFACTURING LICENCE

1. Where the applicant is a company—

(a) the certificate of incorporation issued under the Companies Act;

(b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;

(c) copies of identity cards or valid passports of the shareholders and directors; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.

2. Where the applicant is a society—

(a) the certificate of registration issued under the Societies Act;

(b) copies of identity cards or valid passports of the members;

(c) the particulars of the members; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.

3. Where the applicant is a co-operative society—

(a) the certificate of registration issued under the Co-operative Societies Act;

(b) the by-laws;

(c) copies of identity cards or valid passports of the members;

(d) the particulars of the members; and

(e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.

4. Where the applicant is a partnership—
   (a) the certificate of registration issued under the Registration of Business Names Act;
   (b) copies of identity cards or valid passports of the partners;
   (c) the particulars of the partners; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.
5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.
6. A Tax Compliance Certificate for the applicant issued under the Tax Procedures Act.
7. A copy of the applicant's certificate of compliance issued under regulation 6.
8. Copies of the agreements entered into by the applicant, other dealers and growers in accordance with regulation 24.
9. Where the application is for renewal of the validity of the licence, copies of the returns submitted by the applicant in accordance with regulation 10 for the previous financial year.

TABLE 6 *(r. 11(2)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR REGISTRATION AS AN EXPORTER OR IMPORTER OF FIBRE PRODUCE OR FIBRE PRODUCTS

1. Where the applicant is a company—
   (a) the certificate of incorporation issued under the Companies Act;
   (b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;
   (c) copies of identity cards or valid passports of the shareholders and directors; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.
2. Where the applicant is a society—
   (a) the certificate of registration issued under the Societies Act;
   (b) copies of identity cards or valid passports of the members;
   (c) the particulars of the members; and
   (d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.
3. Where the applicant is a co-operative society—
   (a) the certificate of registration issued under the Co-operative Societies Act;
   (b) the by-laws;
   (c) copies of identity cards or valid passports of the members;

(d) the particulars of the members; and

(e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.

4. Where the applicant is a partnership—

(a) the certificate of registration issued under the Registration of Business Names Act;

(b) copies of identity cards or valid passports of the partners;

(c) the particulars of the partners; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.

5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.

6. Copies of identity cards or valid passports of the agents of the aggregation store.

7. The Kenya Revenue Authority Personal Identification Number of the applicant issued under the Tax Procedures Act.

8. A copy of the applicant's certificate of compliance issued under regulation 6.

9. Copies of the agreements entered into by the applicant, other dealers and growers in accordance with regulation 24.

10. Where the application is for renewal of the validity of registration, copies of the returns submitted by the applicant in accordance with regulation 12 for the previous financial year.

TABLE 7 *(r. 12(2)(b)(6)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR AN EXPORT LICENCE OR IMPORT LICENCE

1. Where the applicant is a company—

(a) the certificate of incorporation issued under the Companies Act;

(b) the particulars of the shareholders and directors issued by the Registrar of Companies in accordance with section 854 of the Companies Act;

(c) copies of identity cards or valid passports of the shareholders and directors; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the shareholders and directors issued under the Tax Procedures Act.

2. Where the applicant is a society—

(a) the certificate of registration issued under the Societies Act;

(b) copies of identity cards or valid passports of the members;

(c) the particulars of the members; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the registered members issued under the Tax Procedures Act.

3. Where the applicant is a co-operative society—

(a) the certificate of registration issued under the Co-operative Societies Act;

(b) the by-laws;

(c) copies of identity cards or valid passports of the members;

(d) the particulars of the members; and

(e) the Kenya Revenue Authority Personal Identification Numbers of the members issued under the Tax Procedures Act.

4. Where the applicant is a partnership—

(a) the certificate of registration issued under the Registration of Business Names Act;

(b) copies of identity cards or valid passports of the partners;

(c) the particulars of the partners; and

(d) the Kenya Revenue Authority Personal Identification Numbers of the partners issued under the Tax Procedures Act.

5. Where the applicant is a sole-proprietor, the certificate of registration issued under the Registration of Business Names Act.

6. A Tax Compliance Certificate for the applicant issued under the Tax Procedures Act.

7. A copy of the applicant's certificate of compliance issued under regulation 6.

8. Copies of the agreements entered into by the applicant, other dealers and growers in accordance with regulation 24.

9. Where the application is for renewal of the validity of the licence, copies of the returns submitted by the applicant in accordance with regulation 11 for the previous financial year.

TABLE 8 *(r. 13(2)(b))*

DOCUMENTS ATTACHED TO APPLICATION FOR AN EXPORT PERMIT OR IMPORT PERMIT

1. Where the application is for an export permit, a copy of the applicant's export licence issued under regulation 12.

2. Where the application is for an import permit, a copy of the applicant's import licence issued under regulation 12.

3. Where the application is for an export permit, a copy of the applicant's single administrative document issued under the East African Community Customs Management Regulations, 2010.

4. Where the application is for an import permit, a copy of the applicant's import declaration form issued under the Miscellaneous Fees and Levies (Forms) Regulations.
5. Where the application is for an import permit, a copy of the certificate of origin of the consignment.
6. Copies of the invoice for the consignment.
7. Where the application is for an import permit, a copy of the certificate of conformity of the consignment.
8. Where the application is for an export permit, a copy of the inspection report of the consignment issued under regulation 23.
9. Where the application is for renewal of the validity of the licence, copies of the returns submitted by the applicant in accordance with regulation 12 for the previous financial year.

THIRD SCHEDULE

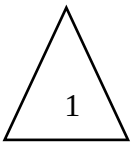
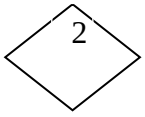
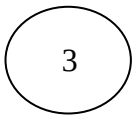
FEES *(r. 6(2)(c)(6)(c), 8(2)(c),(5)(c), 9(2)(c)(5)(c), 12(2)(c), (6)(c), (8), 13(2)(c)(d), 17(4)(c))*

	Category authorisation	*Amount (in Ksh) or rate*
1.	Certificate of compliance as an aggregator	2,500
2.	Certificate of compliance as a cottage manufacturer	3,000
3.	Certificate of compliance as a large-scale manufacturer	10,000
4.	Licence to operate an aggregation store	2,500
5.	Cottage manufacturing licence	3,000
6.	Large-scale manufacturing licence	10,000
7.	Export licence	15,000
8.	Import licence	20,000
9.	Inspection of consignment for export or import	0.5% of freight on board price
10.	Baling of consignment for export or import.	1,000 per bale
11.	Classing of cotton lint	300 per sample

FOURTH SCHEDULE *(r. 16(1)(2))*

GRADES OF FIBRE PRODUCE AND FIBRE PRODUCTS

Part I—Sisal grading definitions

Grade or Bale Mark	*Definition*
	(1) Length of at least three feet with an average of three feet and six inches. (2) Free of defective decortication. (3) Properly brushed. (4) Free of tow, bunchy ends, knots and harshness. (5) Creamy white to cream colour. (6) Moisture content does not exceed ten percent.
A	(1) Length of at least three feet with an average of three feet and six inches. (2) Free of defective decortication. (3) Properly brushed. (4) Free of tow, bunchy ends, knots and harshness. (5) Yellowish in colour, sunburned, slightly spotted or slightly dis-coloured. (6) Moisture content does not exceed ten percent.
	(1) Length of at least two feet and six inches. (2) Free of defective decortication. (3) Properly brushed. (4) Free of tow, bunchy ends, knots and harshness. (5) Creamy white to cream colour. (6) Moisture content does not exceed ten percent.
	(1) Length of at least two feet. (2) Consists of brushed fibre. (3) Although minor defects in colour and cleaning are allowable, it must be free of barky or un-decorticated fibre and knots. (4) Moisture content does not exceed ten percent.
	(1) Length of at least three feet. (2) Consists of brushed fibre. (3) Although minor defects in colour and cleaning are allowable, it must be free of barky or un-

	decorticated fibre and knots. (4) Moisture content does not exceed ten percent.
UG	(1) Length of at least two feet. (2) Moisture content does not exceed ten percent.
SSUG	(1) Length of at least sixty centimetres. (2) Varies from yellowish to more darkish and blemished in colour. (3) Moisture content does not exceed ten percent.
SCWF	(1) Short Clean White Fibre. (2) Length of at least eighteen inches but not exceeding twenty-four inches. (3) Consists of brushed fibre. (4) Although minor defects in colour and cleaning are allowable, it must be free of barky or un-decorticated fibre and knots. (5) Moisture content does not exceed ten percent.
TOW 1	(1) Pieces of fibre that comes out behind the brushing machines. (2) Free of line fibre, cuttings, dust, dirt, sweepings, knots and un-decorticated barks. (3) Varies from creamy white to cream in colour. (4) Moisture content does not exceed ten percent.
TOW2	(1) Pieces of fibre that comes out behind the brushing machines during the process of brushing. (2) Free of line fibre, cuttings, dust, dirt, sweepings, knots and un-decorticated barks. (3) Varies from brownish, spotted, yellowish or greenish in colour, but not blackish. (4) Moisture content does not exceed ten percent.
Uncarded Flume TOW	(1) Fibre cuttings extracted from the flume channel and dried. (2) Uniform in creamy white to light brown colour. (3) Devoid of un-decorticated strips of sisal leaf, rotten fibre and foreign materials. (4) Moisture content does not exceed ten percent. (5) Dust content does not exceed fifteen percent when extracted by hand.

Carded Flume TOW	(1) Fibre cuttings extracted from the flume channel and dried. (2) Uniform in creamy white to light brown colour. (3) Devoid of un-decorticated strips of sisal leaf, rotten fibre and foreign materials. (4) Dust content does not exceed ten percent when extracted by hand. (5) Moisture content does not exceed ten percent.
UHDS	(1) Length of at least sixty centimetres (2) Extracted from unwashed hand, decorticated sisal. (3) Varies from blemished, greenish, brownish and blackish in colour, but not rotten. (4) Moisture content does not exceed ten percent.
Note: (a) Grades 1, A, 2, 3L, 3, UG and SCWF to be of parallel packing, no ties or knots, free of dampness and excessive baling pressure. (b) The word "harshness" included in the definition of Grades 1, A, and 2 only refers to fibre from which the gum has not been sufficiently extracted by cleaning, and does not apply to fibre which is coarse in texture owing to soil or climatic conditions. (c) Grading of other fibre produce and fibre products shall consider colour, strength, length, trash levels, uniformity.	

Part II—Seed cotton and cotton seed grading definitions

1. Grade A seed cotton - has no yellow stains from pest attack and excretions usually white and with minimum foreign matter.
2. Grade B seed cotton—yellow stained from pest attack and excretions usually not white.
3. Grade A cotton seed–seed from ginning of grade A seed cotton.
4. Grade B cotton seed – seed from ginning of grade B seed cotton.

FIFTH SCHEDULE *(r. 26(8))*

CONDUCT OF AFFAIRS OF THE FIBRE PRODUCE AND FIBRE PRODUCTS PRICING FORMULA COMMITTEE

1. The Committee shall meet at the registered offices of the Authority or any other venue designated by the Authority.
2. The meetings of the Committee shall be convened by the chairperson of the Committee by a written notice of at least fourteen days to the date of the meeting.
3. Each meeting of the Committee shall be presided over by the chairperson of the Committee or in the absence of the chairperson, the members present shall appoint one of the members to preside at the meeting.
4. The Committee may invite any person to its meetings for expert advice but such person shall not vote in decisions of the Committee.
5. The quorum for the meetings of the Committee shall be seven members.
6. A decision of the Committee shall be valid when supported by majority of the members present in a meeting and the chairperson shall have a casting vote.
7. The committee shall meet on a need basis but at least once every financial year.

Made on the 17th August, 2026.

MUTAHI KAGWE,
Cabinet Secretary for Agriculture and Livestock Development.

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