

KENYA PLANT HEALTH INSPECTORATE SERVICE

SERVICE CHARTER

No.	Service offered	Requirements to Obtain Service	Cost of Service (Ksh.)	Timeline
1	Grant of Plant Breeder's Rights	Dully filled application and payment of grant fee	240 USD	21 days
2	Distinctness, Uniformity and Stability tests (DUS)	Submission of sample seeds	1,200 USD (2 seasons)	2 growing seasons
3	National Performance Trials (NPT)	Submission of candidate varieties	1,200 USD (2 seasons)	2 growing seasons
4	Registration of seed Merchants	Dully filled application SR1 form Certificate of incorporation of the company	New – Ksh. 75,000 Renewal – Ksh. 10,000	30 days
5	Licensing of seed sellers	Dully filled application for a seed seller's license (SR12) and endorsement from registered seed merchant	Agent Ksh. 30,000 Renewal Ksh. 8,000 Sub-Agent Ksh. 10,000 Renewal Ksh. 5,000 Stockist Ksh. 1,500 Renewal Ksh. 1,000	30 days
6	Registration of seed crop	Dully filled SR5 form and proof of origin of the parental seed	As per Seeds and Plant Varieties (Seeds) Regulations 2016	10 days
7	Seed field inspection	Dully filled application SR5 form and proof of origin of the parental seed	As per Seeds and Plant Varieties (Seeds) Regulations 2016	Dependent on crop variety
8	Appeal inspection	Request for appeal inspection	As per Seeds and Plant Varieties (Seeds) Regulations 2016	2 days
9	Seed processing inspection	Application by seed merchant	As per Seeds and Plant Varieties (Seeds) Regulations 2016	10 days
10	Seed lot examination, sampling and resampling	Request for lot inspection, sampling and resampling by seed merchant	As per Seeds and Plant Varieties (Seeds) Regulations 2016	15 days
11	Seed testing	Submitted Sample and Request for Testing of a seed sample (SR9) / Test Request for private samples	As per Seeds and Plant Varieties (Seeds) Regulations 2016	28 days
12	Label and seal packaged seed	Application by seed merchant and receipt of official seed testing results that meet minimum standards	OECD label – 15 (minimum Ksh. 900) Sticker label – 2	5 days
13	Issuance of Phytosanitary Certificate (PC)	Request (invoice, Inspection, sample materials)	<ul style="list-style-type: none"> ▪ PC - Ksh. 1,000 ▪ Research material - Ksh. 1,000 ▪ Sample inspection - Ksh. 5,000 	8 Hours

* All off-site services may attract additional charges including staff subsistence allowance and transport cost of Ksh. 58.48 per Km or at applicable AA rates

Managing Director KEPHIS – Tel 020 6618000, 0709891000; Email: director@kephis.org, www.kephis.org

The Commission Secretary / Chief Executive Officer, Commission on Administrative Justice, 2nd Floor, West End Towers, Waiyaki Way, Nairobi – Tel 020227000/2603765/2441211/8030666 – Toll free line – 0800221349, SMS Short Code – 15700 (Safaricom only); Email: info@ombudsman.go.ke; complain@ombudsman.go.ke

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			or per Legal notice No. 48 of 2009	
14	Issuance of Plant Import Permit (PIP)	Request for PIP,	Ksh. 600	8 Hours
15	On-Farm plant health inspection	Request for inspection	1 st Ha - Ksh. 1,000 Additional incremental Ha - Ksh. 250 per Ha	5 days
16	Farm visits (pest management)	Request for visit	Ksh. 2,000	5 days
17	Facility inspection/ certification	Request for audit/ inspection	Inspection - Ksh. 5,000 Certification - Ksh. 1,000	5 days
18	Communicate on decision on Plant health inspection results	–	Free	30 minutes
19	Pest risk analysis (PRA)	Request for PRA	Ksh. 30,000	1 - 4 months
20	Clinical and diagnostic tests for plants	Sample reception, signing of client contract and payment	<ul style="list-style-type: none"> ▪ Identification - Ksh. 500 – Ksh. 3,000 per sample ▪ Consultancy and prescriptions – Ksh. 500 per sample 	3 months
21	Virus cleaning for plants	Sample reception, signing of client contract and payment	<ul style="list-style-type: none"> ▪ Virus clean up per 1st 10 plants – Ksh. 4,000 ▪ Propagation (Green house) per month – Ksh. 2,000 	6 months
22	Complete contract review for analytical analyses	Request, sample acceptance	Free	30 minutes
23	Undertake pesticide residue and other agricultural inputs analysis	Request, sample delivery and contract signing	Ksh. 300 – Ksh. 36,000 (dependent on type of analysis)	10 days
24	Release analytical tests laboratory results	Completion of analysis	Free	48 Hours

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