



## Kenya: Guidelines for AGOA Visa Application and Processing

**First stage:** Obtain an AGOA Manufacturers Certificate (required once, unless you modify your facility).

To do this:

- a) Obtain application forms MCI/IR/I/91 and IR/CR/APP/I from the Registrar of Industries/ District Industrial Development Office. Fill them in, and submit them to the same office.

The following documents should accompany the application:

- Code of conduct certificate acquired from Kenya Association of Manufacturers (KAM) or KAM membership certificate
  - Incorporation certificate from the Registrar of Companies
- b) Schedule for physical inspection of your facility by the Registrar of Industries to verify details such as capital equipment, no of employees and inputs used, or to be used, in the production of goods for export to the USA.

**Second Stage:** Application for AGOA Textile Visa and Certificate of Origin (required for every shipment)

To do this:

Submit the below documents to KAM:

- AGOA Manufacturers Certificate
- Certificate of Origin completed application form - obtain blank forms from Kenya Revenue Authority (KRA) rule of origin department. A set of Certificate of Origin costs 3 USD.
- AGOA visa completed application form - obtain blank forms from KRA customs department or KAM.
- Customs Export Entries completed application form – obtain blank forms from an accredited clearing agent who obtains it from customs clearance system Simba 2005.
- Invoice to buyer (original)
- Packing list
- Bill of Lading (acquired from your preferred freight forwarder)
- Filled in Kenya Apparel Manufacturers Exporters Association data sheet.

(KAM vetting process - KAM will review all documents submitted and forward to KRA Customs Department for issuance of visa stamp.)

**Third stage:** Issuance of AGOA visa by KRA (required for every AGOA shipment)

KRA Customs Services Department will receive all of the above application documents from KAM and process them for issuance of an AGOA visa stamp according to the provision of legal notice no.136 of November 9, 2000. Customs Services Department will examine:

- Visa application form
- Customs export entries
- Invoice to buyer (original)
- Bill of Lading
- Certificate of Origin

KRA will stamp the original invoice and the certificate of origin with an AGOA visa. Both documents will then be signed by two signatories.

### **Time and cost for processing of AGOA visa**

The time and cost is categorized into two:

- i) Air shipped visa issued the same day the documents are received at KAM within two- three hours.
- ii) Sea shipped AGOA Visa applications, visa issued within a period of two - three days.

Each application costs ksh 2,000. The fee caters for transport of the KAM officer to and from the KRA offices.

Helpful links:

KAM: <http://www.kam.co.ke/>

KRA: <http://www.kra.go.ke/index.php/customs-services/international-trade>

U.S. Customs AGOA: [http://www.cbp.gov/sites/default/files/documents/icp065\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/icp065_3.pdf)