

**MINISTRY OF TRADE & INDUSTRY**  
**DEPARTMENT OF INDUSTRY**

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**INDUSTRIAL REGISTRATION**  
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When replying please quote

**Procedures for the issuance of the Manufacturer's Certificate of Registration for AGOA**

1. The certificate will be issued annually to Registered manufacturers in Kenya wishing to export merchandise to the USA under the provisions of Trade Agreement 2000 (AGOA).
2. An exporter wishing to obtain the certificate will make an application on form IR/CR/APP/1 to the Registrar of Industries in the Department of Industries, Ministry of Trade and Industry. The form can be obtained from the Registrar of Industries or the nearest District Industrial Development Office.
3. Upon receiving the application, the Registrar of Industries shall, within 7 days undertake a physical inspection of the exporter's premises so as to verify the details regarding, but not limited to, capital equipment, labour employed, inputs used or to be used in the production of goods for export to the USA.
4. On completion of the verification exercise the Registrar of Industries will prepare four copies of the certificate which will be distributed as follows: -
  - (i) Original to the applicant
  - (ii) Duplicate to the Director, Department of External Trade
  - (iii) Triplicate to the Commissioner of Customs
  - (iv) Quadruplicate to be retained by the Registrar of Industries
5. The applicant will thereafter make and attach a photocopy of the certificate to every application for a certificate of origin.
6. A manufacturer will be required to apply for an amendment to his certificate every time additional equipment is employed or any other changes are made that have the effect of changing the enterprise's installed capacity for the production of goods for export under the provisions of the Trade Agreement 2000 (AGOA)
7. The manufacturer shall make an undertaking to preserve all records relating to the production of the goods to be exported, including but not limited to, records on number of workers, actual quantity produced, work done outside (Subcontracted) and the machinery used as per AGOA requirements. These records should be kept for a period of at least five years.
8. The date of issuance of a manufacturers' certificate shall be the effective date for exporting under AGOA.
9. Officers from the Departments of Industry & External Trade, Customs, and KAM will from time to time, make impromptu visits to the registered factories for the purposes of ensuring maximum compliance with the AGOA requirements.

**REGISTRAR OF INDUSTRIES -MARCH 2003**