

KENYA FISHERIES SERVICE



Kenya Fisheries Service (KeFS), a regulatory body established under the Fisheries Management and Development Act No 35 2016

Mandate: Fisheries conservation, management and Development of fisheries resources in Kenya

KENYA FISHERIES SERVICE (KeFS) CITIZEN'S SERVICE CHARTER

NO.	SERVICES	TOOLS	REQUIREMENT	COST	TIMELINE
1	ALLOCATION OF FISHING ACCESS RIGHT				
	i. Licensing				
	a. Domestic crafts	Boat registration certificate	-Application form - Registration and certificate of Registry, -Submission of catch data	KES 200	7 days
		Fisherman's license	Application	KES 200	7 days
		Trawling license	Application form Registration and certificate of seaworthiness of vessel from KMA	KES 200	7 days
	b. Foreign Craft	Fishing access	-Application forms: -Name and description of vessel, equipment and compliment -Flag state and homeport of the vessel -Name of the master, owner and charterer, if applicable -Registry number, -call sign and radio frequencies		

			-Description and proposed purpose and period of licence -Name of the authorized local representative		
	• Purse seiner	Fishing license	Application All requirements under Foreign fishing vessels	USD 50,000	30 days
	• Long liner	Fishing license	-Application form -All requirements under Foreign fishing vessels	USD 30,000	30 days
	c. Sport Fishing.... Trout, Inland, Coastal and deep sea	Fishing License	Application form ID/ Passport	KES 200	7 days
	d. Regulation of Livefish movement	Permit	Application form Health certificate from source	Ad valorem of market price	1 day
	e. Other licenses	Fishing license	Application	KES 200	7 days
	ii. Authorizations				
	a. Support vessels	Support vessel license	Application Registration form Name of mother vessel	USD 5,000	7 days
	b. Research Fishing	Special Fishing License	Application	Nil	14 days
	iii. Rights allocation				
	Quota/Effort allocation	Authorization letter	Application	Nil	14 days
2.	FISHERIES LAW ENFORCEMENT AND PROSECUTION (FISHERIES COMPLIANCE)				
	i. Vessel Boarding Programme	Compliance Certification	Notification	KES 2000/ person/day	Continuous/Imprompt
	ii. Patrol and Surveillance	Inspection certificate	None	None	Continuous/ Imprompt
3.	FISH QUALITY AND SAFETY ASSURANCE MONITORING				
	i. Establishments Inspection	Fish Quality Assurance Inspection	Application for processing	KES 200	15 days
		Certificate of Compliance	Application for compliance Existing establishment	KES 35,000 per product line	15 days
	ii. Monitoring for environmental contaminants	Certificate	Quarterly submission of Samples Water, fish and sediments	Pesticides Heavy metals	• Pesticides- 3 months

				PolyChlorinated Biphenyls (PCB)	<ul style="list-style-type: none"> • Heavy metals and Poly Chlorinated Biphenyls (PCBs) – 6 months • Residue monitoring for Aquaculture – 12 months
	iii. Fish disease monitoring and Quarantine	Certification	On application, need basis	Nil	Continuous
4.	FISH TRADE				
	i. Facilitate of fish exports	Health certification	On-line Application	KES 1,500	5 minutes
		Export permit	Application	0.5 % <i>Ad-volerem</i> Value	1 day
	ii. Fish Imports Permits	Fish Import permit	Application Import documentation from country of export	5% <i>Ad-volerem</i> Value	1 day
	iii. Fish transshipment	Letter of Authorization	Notification and request for authorization. Declaration of position of vessel, observer/ compliance inspector	Determined by location of Port of vessel	3 days
	iv. Fish Auction	License	Application form ID	KES 200	15 days
		Compliance certification	Application form ID	KES 35,000 per product line	15 days
5.	FISH STOCK ENHANCEMENT				
	i. Restocking water bodies	Restocking plan	Application Management committee in place	Free	30 days
	ii. Identification, demarcation and protection of critical habitats	Gazette notice	Nil	Free	2 years
	iii. Frame surveys	Frame survey Report	Nil	free	1 year
	iv. Catch assessment Surveys (CAS)	CAS Report	Nil	free	1 year
	v. Development of Fisheries Management Plans	Management Plan	Nil	free	2 years
	vi. Fisheries capacity development				

	a. Innovations	Certificate	Application	Variable	1 day
	b. Training	Certificate	Application	variable	1 day
	c. Technology	Certification	Application	variable	1 day
6.	AQUACULTURE SERVICES				
	i. Certification of fish seed	Certificate	Application	NIL	1 month
	ii. Certification of fish feed	Certificate	Application	NIL	1 month
	iii. Hatchery licensing	license	Application	x	1 month
	iv. Aquaculture Capacity Development			x	
	a. Innovations	Certificate	Application	Variable	1 day
	b. Training	Certificate	Application	Per module	1 day
	v. Sale of brood stock	Receipt	Requisition	i. Tilapia: Kshs 450 per kilo ii. Catfish: Kshs 500 per Kg iii. Trout : Kshs 1200 per Kilo	1 day
	vi. Sale of fingerlings	Receipt	Requisition	i. Tilapia: Kshs 5 per piece ii. Catfish: Kshs 7 per piece iii. Trout: Kshs 15 per piece	1 day
	vii. Sale of Table size fish	Receipt	Requisition	i. Tilapia: Kshs 300 per kilo	1 day

				ii. Catfish: Kshs 350 per Kg iii. Trout : Kshs 900 per Kilo	
7.	Provision of fisheries information	Data base	Requisition	Free	Give specific time (Maximum Time)
	i. Maintenance and provision of fisheries data	Data base	Requisition	Nil	3 days from request
	ii. Fisheries market intelligence	Market Information	Requisition	Free	5 days upon request
8	Customer Care				
	i. Visitors' reception	Visitors Book	Nil	Free	Three Minutes of arrival
	ii. Telephone calls	Telephone records/ Print outs	Nil	Free	Attended within three rings
	iii. Letters and E- Mails	Receipt records/books and acknowledgement records and E- Mail print outs	Nil	Free	Replied within 14 days from date or receipt
9	Disbursement of AIEs to stations and Projects	AIEs issuance records	Timely Submission of annual budgets and procurement plans	Free	By 15 th day of the start of the quarter
10	Payment of imprest & claims vouchers	Imprest records/books	Attach relevant documents	Free	7 days
11	Procurement of goods and services	LPOs and LSOs	Attach relevant documents outlined in the IPOA	Free	Depents on the nature of goods/ services as per the procurement regulations
12	Regular KeFS website content update	Website records	Web visit and feedback	Free	Weekly

Contact us at:

NHIF Headquarters Ragati Rd,

13th Floor

KeFS Direct Line

+254202020191

P. O. Box 48511-00100 Nairobi, Kenya

Email 1:

info@kefs.go.ke Email 2:

kefs@kilimo.go.ke

Website: <https://kefs.go.ke>

Field Stations

Mombasa:

P.O BoX 90423 MSA 80100

OFFICE LINE: +254 41 2221318

Email: pdfcoast@gmail.com

National trout Station
Kiganjo , Nyeri

Working Days and Hours:

Nairobi: 8.00 am -5.00 pm Monday to Friday

Kisumu: 8.00 am -5.00 pm Monday – Thursday, Friday 8.00 am -4.00pm

Mombasa: 7.45 am- 5.00 pm Monday –Thursday, Friday 7.45 am-4.00pm

All other Regional offices and Border control office – service delivery is based on needs basis apart from the usual 8.00-5pm.

Emergency services are 24 hrs n the National Offices-

Inland Fresh water Fisheries

Lake Victoria Basin Headquarter Office

Airport Road

P. O. Box 4800

Kisumu, Kenya

Lake Turkana Fisheries Station

P. O. Box

Lodwar

Aquaculture Stations

National Aquaculture Research, Training and
Development Center

Private Bag Sagana, Kirinyaga

KEFES