

# PEST CONTROL PRODUCTS BOARD



ISO 9001:2008 Certified

## SERVICE DELIVERY CHARTER

The Board is committed to the provision of efficient and effective regulatory services to our clientele; The pesticide industry, farmers, public health and other stakeholders with integrity and professionalism.

No	Services offered	Requirements	Charges (Kshs)	Time Line
1.	Enquiries	<ul style="list-style-type: none"><li>Submit request online, telephone or visit</li></ul>	Free	<ul style="list-style-type: none"><li>Within one day or after the responsible person is available to respond</li></ul>
2.	Licensing of Premises			
	2.1Retail	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	1,000	<ul style="list-style-type: none"><li>Immediately after inspection of premises if all requirements are met</li></ul>
	2.2 Supermarkets (Domestic Class Pesticides), General Wholesalers (Domestic Class Pesticides), Pest Control Operators	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	2,000	
	2.3 Distribution, Wholesale, Agents, Importers, Other businesses dealing with pest control products not covered under 2.1 – 2.7	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	4,000	
	2.4 Re-packing	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	5,000	
	2.5 Formulation, Manufacture	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	7,500	
	2.6 Commercial Pest Control Operators	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	2,000	
	2.7 Storage/Warehousing and Use	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	5,000	
	Change of Agent			
	2.8 Change of agent (per product)	<ul style="list-style-type: none"><li>Fill change of agency form</li></ul>	20,000	<ul style="list-style-type: none"><li>14 days after submission of relevant documents.</li></ul>
3.	Disposal of Pest Control Products			
	3.1 License for disposal of waste	<ul style="list-style-type: none"><li>Fill Form A</li></ul>	5,000	<ul style="list-style-type: none"><li>Immediate</li></ul>
4.	Registration of Pest Control Products			
	4.1 Certificate of Registration (3 years)	<ul style="list-style-type: none"><li>Application and Board approval</li></ul>	30,000	<ul style="list-style-type: none"><li>Up to 30 working days to issue certificate following approval by the Board of Management and payment of necessary fees.</li></ul>
	4.2 Temporary Registration for a period not exceeding 1 year	<ul style="list-style-type: none"><li>Application and Board approval</li></ul>	10,000	
	4.3 Renewal of Certificate of Registration not exceeding 2 years	<ul style="list-style-type: none"><li>Fill application form</li><li>Revised commercial label</li><li>Payment of renewal fees</li></ul>	20,000	<ul style="list-style-type: none"><li>Up to 30 working days if all requirements are met.</li></ul>
	4.4 Introduction of new products (experimental permit)	<ul style="list-style-type: none"><li>Dossier, Application forms, summary form</li></ul>	10,000	<ul style="list-style-type: none"><li>One month after dossier acceptance.</li></ul>
	4.5 Label approval	<ul style="list-style-type: none"><li>Draft label</li></ul>	Free	<ul style="list-style-type: none"><li>Up to 14 working days for a product that has been registered by the Board and after necessary corrections are incorporated by the applicant.</li></ul>
	4.6 List of Registered Products	<ul style="list-style-type: none"><li>Visit PCPB website <a href="http://www.pcpb.go.ke">www.pcpb.go.ke</a></li></ul>	Free	Real time
5.	Import & Export of Pest Control Products			
	Imports			<ul style="list-style-type: none"><li>Up to 3 working days where all relevant documents are provided.</li></ul>
	4.1 Imports of less than Ksh. 500,000 in value	<ul style="list-style-type: none"><li>Online on Kentrade</li></ul>	2,000	
	4.2 Imports of Ksh. 500,000 and over in value	<ul style="list-style-type: none"><li>Online on Kentrade</li></ul>	0.4% of F.O.B. Value	
	4.3 Import of Trial Sample	Fill Form PCPB 1	0.4% FOB value or 2,000 whichever is higher	
	Exports			
	4. 4 Exports of any amount	<ul style="list-style-type: none"><li>Online on Kentrade</li></ul>	1,000	

Promoting Productivity , Safeguarding Human Health & Environments Towards Achieving Vision 2030

### WE ARE COMMITTED TO COURTESY AND EXCELLENCE IN SERVICE DELIVERY

Any service that does not conform to the above standards or an officer who does not live up to the commitment to courtesy and excellence in service delivery should be reported to:-

The Chief Executive Officer/Secretary, Pest Control Products Board  
P. O. Box 13794 – 00800 Nairobi, Kenya, Loresho, Off Waiyaki Way  
Tel.: +254-0208021846/7/8; Mobile: 0720480904/0735778743  
Email: [info@pcpb.go.ke](mailto:info@pcpb.go.ke) or [md@pcpb.go.ke](mailto:md@pcpb.go.ke) Website: <http://www.pcpb.go.ke>

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## PEST CONTROL PRODUCTS BOARD

### REGISTRATION AND ANALYSIS DEPARTMENT

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No	Services offered	Requirements	Charges (Kshs)	Time Line
1.	<b>Enquiries</b>	· Submit request online, telephone or visit	Free	Immediate.
2.	<b>Change of Agency</b>			
	Change of agent (per product)	· Fill change of agency form	20,000	· 14 days after submission of relevant documents.
3.	<b>Registration of Pest Control Products</b>			
	a. Certificate of Registration (3 years)	· Application and Board approval	30,000	· Up to 30 working days to issue certificate following approval by the Board of Management and payment of necessary fees.
	b. Renewal of Certificate of Registration not exceeding 2 years	<ul style="list-style-type: none"> <li>• Fill application form</li> <li>• Revised commercial label</li> <li>• Payment of renewal fees</li> </ul>	20,000	
	c. Temporary Registration for a period not exceeding 1 year	· Application and Board approval	10,000	
	d. Introduction of new products (experimental permit)	· Dossier, Application forms, summary form	10,000	· One month after dossier acceptance.
	e. Label approval	· Draft label	Free	· Up to 14 working days for a product that has been registered by the Board and after necessary corrections are incorporated by the applicant.
4.	<b>Import &amp; Export of Pest Control Products</b>			
	<b>Imports</b>			· Up to 3 working days where all relevant documents are provided.
	a. Imports of less than Ksh. 500,000 in value	Online application KENTRADE	2,000	
	b. Imports of Ksh. 500,000 and over in value	Online application KENTRADE	0.4% of F.O.B. Value	
	c. Import of trial sample	Fill Form PCPB 1	0.4% FOB value or 2,000 whichever is higher	
	<b>Exports</b>			
	c. Exports of any amount	Fill Form PCPB 1	1,000	
<p><i>Promoting Productivity , Safeguarding Human Health &amp; Environments Towards Achieving Vision 2030</i></p> <p><b>WE ARE COMMITTED TO COURTESY AND EXCELLENCE IN SERVICE DELIVERY</b></p> <p>Any service that does not conform to the above standards or an officer who does not live up to the commitment to courtesy and excellence in service delivery should be reported to:-</p> <p>The Chief Executive Officer/Secretary, Pest Control Products Board  P. O. Box 13794 – 00800 Nairobi, Kenya, Loresho, Off Waiyaki Way  Tel.:+254-0208021846/7/8; Mobile: 0720480904/0735778743  Email: <a href="mailto:info@pcpb.go.ke">info@pcpb.go.ke</a> or <a href="mailto:md@pcpb.go.ke">md@pcpb.go.ke</a> Website: <a href="http://www.pcpb.go.ke">http://www.pcpb.go.ke</a></p> <p><b>HUDUMA BORA NI HAKI YAKO</b></p>				





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## PEST CONTROL PRODUCTS BOARD

### INSPECTORATE SERVICES

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1.	<b>Enquiries</b>	· Submit request online, telephone or visit	Free	Immediate
2.	<b>Licensing of Premises</b>			
	a. Retail	· Fill Form A	1,000	· Immediate after inspection of premises if all requirements are met
	b. Supermarkets (Domestic Class Pesticides), General Wholesalers (Domestic Class Pesticides), Pest Control Operators	· Fill Form A	2,000	
	c. Distribution, Wholesale, Agents, Importers, Other businesses dealing with pest control products not covered under (a) – (g)	· Fill Form A	4,000	
	d. Re-packing	· Fill Form A	5,000	
	e. Formulation, Manufacture	· Fill Form A	7,500	
	f. Commercial Pest Control Operators	· Fill Form A	2,000	
	g. Storage/Warehousing and Use	· Fill Form A	5,000	
	<b>Change of Agent</b>			
	h. Change of agent (per product)	· Fill change of agency form	20,000	· 14 days after submission of relevant documents
3.	<b>Disposal of Pest Control Products</b>			
	License for disposal of waste	· Fill Form A	5,000	· Immediate

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## PEST CONTROL PRODUCTS BOARD

### ADMINISTRATIVE SUPPORT SERVICES

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No	Services offered	Requirements	Charges (Kshs)	Time Line
1.	<b>Human Resource &amp; Administration</b>			
	a. Enquiries	· Submit request online, telephone, email or visit	Free	· Within one day or after the responsible person is available to respond
	b. Handling complaints	· Submit complaints	Free	· Immediate and within the timelines required
2.	<b>Information Communication Technology (ICT)</b>			
	· Access to List of registered products	· Visit the PCPB website	Free	· Real time
3.	<b>Procurement</b>			
	a. Respond to routine correspondence (To government)	· Submit query/request.	Free	· Within seven (7) days from date of receipt
	b. Respond to procurement related queries (To service providers)	· Submit query.	Free	· Within thirty (30) days of the following month
	c. Review of procurement procedures	· Relevant rules and regulations	Free	· Every two years
4.	<b>Accounts</b>			
	a. Receipt of Revenue	· Submit duly completed form with the required fees.	Required fees	· Immediate
	b. Payment for services rendered	· Submit Order and Invoice.	Free	· 3 days upon acceptance of goods and services
	c. Enquiries on payment status	· A telephone call, letter or email	Free	· Immediate

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