



## PEST CONTROL PRODUCTS BOARD

## CITIZENS' SERVICE DELIVERY CHARTER

Image: Command Certification of Premises	00 00 00 00 00 00 00 00 00 00 00 00 00
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Fill application form     Revised commercial label     Payment of Renewal fee  4.8.3) Certificate of registration fee  Submission of application through the OPRS and Board approval  4.8.4) Review of variation of the Registered Products (per application / site as appropriate)     Change of Registrant     Addition / Removal of manufacturing site (s)     Addition / Removal of formulation site (s)     Labelling changes     Change of formulation     shelf life     Invoicing center / Exporter  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency ( per a product)  4.8.7) Application for accreditation of trial  Submission of application through the OPRS  40.000	following approval by the Boa
Payment of Renewal fee  4.8.3) Certificate of registration fee  Submission of application through the OPRS and Board approval  4.8.4) Review of variation of the Registered Products (per application / site as appropriate)  Change of Registrant  Addition / Removal of manufacturing site (s)  Labelling changes  Change of formulation  shelf life  Invoicing center / Exporter  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency (per a product)  4.8.7) Application for accreditation of trial  Submission of application through the OPRS  40,000	fulfilment of all requirements
4.8.4) Review of variation of the Registered Products (per application / site as appropriate)  • Change of Registrant  • Addition / Removal of manufacturing site (s)  • Labelling changes  • Change of formulation  • shell life  • Invoicing center / Exporter  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  20,000  4.8.6) Change of agency (per a product)  4.8.7) Application for accreditation of trial	Within 2 working days after fundaments  Of all the requirements
4.8.4) Review of variation of the Registered Products (per application / site as appropriate)  • Change of Registrant  • Addition / Removal of manufacturing site (s)  • Addition / Removal of formulation site (s)  • Labelling changes  • Change of formulation  • shelf life  • Invoicing center / Exporter   Submission of application through the OPRS and Board approval  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency (per a product)  4.8.7) Application for accreditation of trial	Within 30 working days to issu
4.8.4) Review of variation of the Registered Products (per application / site as appropriate)  • Change of Registrant  • Addition / Removal of manufacturing site (s)  • Addition / Removal of formulation site (s)  • Labelling changes  • Change of formulation  • shelf life  • Invoicing center / Exporter   Submission of application through the OPRS and Board approval  4.8.5) Change of agency (per a product)  4.8.6) Change of agency (per a product)  4.8.7) Application for accreditation of trial	registration certificate following approval by the Board and full
Registered Products (per application / site as appropriate)  Change of Registrant  Addition / Removal of manufacturing site (s)  Addition / Removal of formulation site (s)  Labelling changes  Change of formulation  Submission of application through the OPRS  10,000  Labelling changes  Change of formulation  Submission of application through the OPRS and Board approval  20,000  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency (per a product)  Submission of application through the OPRS	all requirements
Change of Registrant Addition / Removal of manufacturing site (s) Addition / Removal of formulation site (s) Labelling changes Change of formulation shelf life Invoicing center / Exporter  Submission of application through the OPRS and Board approval  4.8.5) Change of agency (per a product)  4.8.7) Application for accreditation of trial Submission of application through the OPRS  40,000	
site (s) Addition / Removal of formulation site (s) Labelling changes Change of formulation shelf life Invoicing center / Exporter  Submission of application through the OPRS and Board approval  20,000  4.8.5) Change of agency (per a product)  Submission of application through the OPRS and Board approval  Submission of application through the OPRS and Board approval  Submission of application through the OPRS	
Addition / Removal of formulation site (s)     Labelling changes     Change of formulation     shelf life     Invoicing center / Exporter  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency (per a product)  Submission of application through the OPRS  40,000	Within 30 working days after
<ul> <li>Labelling changes</li> <li>Change of formulation</li> <li>shelf life</li> <li>Invoicing center / Exporter</li> </ul> Submission of application through the OPRS and Board approval 4.8.6) Change of agency ( per a product) Submission of application through the OPRS 40,000 Submission of application through the OPRS	submission of relevant docum
• shelf life • Invoicing center / Exporter  Submission of application through the OPRS and Board approval  4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency (per a product)  Submission of application through the OPRS  40,000	
4.8.5) Change of trade name  Submission of application through the OPRS and Board approval  4.8.6) Change of agency ( per a product)  Submission of application through the OPRS  40,000  Submission of application through the OPRS	
4.8.5) Change of trade name  Board approval  4.8.6) Change of agency (per a product)  4.8.7) Application for accreditation of trial  Submission of application through the OPRS	Within 30 working days to issu
Submission of application through the OPRS  4.8.7) Application for accreditation of trial	registration certificate following approval by the Boa
Submission of application through the OPRS  4.8.7) Application for accreditation of trial	fulfilment of all requirements  Within 30 working days after
4.8.7) Application for accreditation of trial	submission of relevant docum
institutions	Within 2 working days after fu of all the requirements
4.8.8) License/Accreditation of trial	If ollowing the approval by the
institutions  Actual vist and evaluation of the institution  70,000 for 3	Management and fulfilment of requirements
<b>4.8.9)</b> Traning 10,000 per a day for a grou	
a) Traning of compliance / consultants and other stakeholders  Application through pcpb.ecitizen.go.ke	Within 3 working days.
b) Standing fee for trial institution  5,000 per day for a group of persons	of not more than 50
Import and Export of pest control products	
5.1) Imports of less than Ksh. 150,000 in	
value Application through https://kentrade.go.ke 2,000	
<b>5.2)</b> Imports of Ksh. 150,000 and over in value  Application through https://kentrade.go.ke  to the association)	Within 2 working days where a
	Within 2 working days where a

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

## WE ARE COMMITED 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 / 0735778723
Email: info@pcpb.go.ke / md@pcpb.go.ke Website: http://www.pcpb.go.ke

HUDUMA BORA NI HAKI YAKO

