



REPUBLIC OF KENYA

THIRTEENTH PARLIAMENT – (FOURTH SESSION)

THE NATIONAL ASSEMBLY

ORDERS OF THE DAY

SUPPLEMENTARY

WEDNESDAY, DECEMBER 03, 2025 AT 2.30 P.M.

ORDER OF BUSINESS

PRAYERS

1. Administration of Oath
2. Communication from the Chair
3. Messages
4. Petitions
5. Papers
6. Notices of Motion
7. Questions and Statements

8*. MOTION – CONSIDERATION OF SESSIONAL PAPER NO. 5 OF 2023 ON THE NATIONAL POLICY ON LABOUR MIGRATION
(The Chairperson, Departmental Committee on Labour)

THAT, this House **adopts** the Joint Report of the Departmental Committee on Labour and the Select Committee on Diaspora Affairs and Migrant Workers on the consideration of Sessional Paper No. 5 of 2023 on the National Policy on Labour Migration, *laid on the Table of the House on Thursday, 9th October 2025*, and **approves** *Sessional Paper No. 5 of 2023 on the National Policy on Labour Migration*.

(Question to be put)

9*. MOTION – CONSIDERATION OF THE MEDIATED VERSION OF THE COFFEE BILL (SENATE BILL NO. 10 OF 2023)
(The Co-Chairperson, Mediation Committee on the Coffee Bill, 2023)

THAT, pursuant to the provisions of Article 113(2) of the Constitution and Standing Order 150(3), this House **adopts** the Report on the Mediation Committee on the Coffee Bill (Senate Bill No. 10 of 2023), *laid on the table of the House on Tuesday, 2nd December 2025*, and **approves** the Mediated version of the Coffee Bill (Senate Bill No. 10 of 2023).

(The Mediated version of the Bill is published in the Notices)

10*. **MOTION—** **CONSIDERATION OF THE AGREEMENT BETWEEN THE GOVERNMENTS OF THE REPUBLIC OF KENYA AND THE REPUBLIC OF SINGAPORE FOR THE ELIMINATION OF DOUBLE TAXATION WITH RESPECT TO TAXES ON INCOME AND ON THE PREVENTION OF TAX EVASION AND AVOIDANCE**

(The Chairperson, Departmental Committee on Finance and National Planning)

THAT, this House **adopts** the Report of the Departmental Committee on Finance and National Planning on its consideration of the Agreement between the Government of the Republic of Singapore and the Government of the Republic of Kenya for the elimination of double taxation with respect to taxes on income and the prevention of tax evasion and avoidance, *laid on the Table of the House on Tuesday, 2nd December 2025*, and pursuant to the provisions of section 8(4) of the Treaty Making and Ratification Act, Cap 4D, **approves** the *Ratification of the Agreement between the Government of the Republic of Singapore and the Government of the Republic of Kenya for the elimination of double taxation with respect to taxes on income and the prevention of tax evasion and avoidance*.

11*. **MOTION—** **CONSIDERATION OF THE AGREEMENT ESTABLISHING THE SHELTER AFRIQUE DEVELOPMENT BANK**

(The Chairperson, Departmental Committee on Finance and National Planning)

THAT, this House **adopts** the Report of the Departmental Committee on Finance and National Planning on its consideration of the Agreement for the Establishing the Shelter Afrique Development Bank, *laid on the Table of the House on Tuesday, 2nd December 2025*, and pursuant to the provisions of section 8(4) of the Treaty Making and Ratification Act, Cap 4D, **approves** the *Ratification of the Agreement Establishing the Shelter Afrique Development Bank*.

12*. **MOTION—** **CONSIDERATION OF REPORT ON THE ASSESSMENT OF UTILISATION OF FUNDS DISBURSED BY THE SOCIAL HEALTH AUTHORITY**

(The Chairperson, Departmental Committee on Health)

THAT, this House **adopts** the Report of the Departmental Committee on Health on the utilisation of funds disbursed by the Social Health Authority since inception, and the challenges faced by health facilities, *laid on the Table of the House on Thursday, 27th November 2025*.

13*. **MOTION—** **REPORT ON THE INQUIRY INTO THE CONDUCT OF THE BRITISH ARMY TRAINING UNIT IN KENYA (BATUK)**

(The Chairperson, Departmental Committee on Defence, Intelligence and Foreign Relations)

THAT, this House **adopts** the Report of the Departmental Committee on Defence, Intelligence and Foreign Relations on the inquiry into the conduct of the British Army training unit in Kenya (Batuk), *laid on the Table of the House on Tuesday, 25th November 2025*.

14*. MOTION– REPORT ON THE AUDITED ACCOUNTS FOR THE JUDICIARY MORTGAGE SCHEME FUND FOR THE FINANCIAL YEARS 2011/2012 TO 2021/2022

(The Chairperson, Special Funds Accounts Committee)

THAT, this House **adopts** the Report of the Special Funds Accounts Committee on its consideration of the audited accounts for the Judiciary Mortgage Scheme Fund for the financial years 2011/2012 to 2021/2022, *laid on the Table of the House on Tuesday, 5th August 2025*.

15*. MOTION – CONSIDERATION OF A PETITION REGARDING POLLUTION OF RIVER ATHI

(The Chairperson, Public Petitions Committee)

THAT, this House **adopts** the Report of the Public Petitions Committee on its consideration of Public Petition No. 11 of 2022 regarding Pollution of River Athi, *laid on the Table of the House on Thursday, 11th April 2024*.

16*. MOTION– FOURTH REPORT ON THE STATUS OF IMPLEMENTATION OF THE CONSTITUTION

(The Chairperson, Constitutional Implementation Oversight Committee)

THAT, this House **adopts** the Fourth Report of the Constitutional Implementation Oversight Committee, *laid on the Table of the House on Wednesday, 19th November 2025*, on the Status of Implementation of the Constitution by—

- (i) The Independent Electoral and Boundaries Commission; and
- (ii) The Office of the Data Protection Commissioner.

17*. MOTION– INQUIRY INTO ALLEGED DISCRIMINATION OF LOCAL INVESTORS IN THE TRANSPORT LOGISTICS SECTOR BY MULTINATIONAL COMPANIES IN THE COUNTRY

(The Chairperson, Departmental Committee on Trade, Industry and Cooperatives)

THAT, this House **adopts** the Report of the Departmental Committee on Trade, Industry and Cooperatives on its' inquiry into alleged discrimination of local investors in the transport logistics sector by multinational companies in the country, *laid on the Table of the House on Wednesday, 19th November 2025*.

18*. MOTION– CONSIDERATION OF REPORT ON A PETITION REGARDING DISCRIMINATION BY THE TEACHERS SERVICE COMMISSION ON CAREER PROGRESSION GUIDELINES FOR SPECIAL NEEDS EDUCATION TEACHERS IN KENYA

(The Chairperson, Committee on Public Petitions)

THAT, this House **adopts** the Report of the Public Petitions Committee on its consideration of a Public Petition No. 76 of 2023 regarding discrimination on career progression guidelines for special needs education teachers in Kenya, *laid on the Table of the House on Wednesday, 19th November 2025*.

19*. MOTION– INQUIRY INTO THE PROPOSED SALE OF SHARES IN EAST AFRICAN PORTLAND CEMENT PLC

(The Chairperson, Departmental Committee on Trade, Industry and Cooperatives)

THAT, this House **adopts** the Report of the Departmental Committee on Trade, Industry and Cooperatives on its' inquiry into the proposed sale of shares in East African Portland Cement PLC, *laid on the Table of the House on Wednesday, 19th November 2025*.

20*. MOTION– CONSIDERATION OF REPORT ON A PETITION REGARDING GAZETTEMENT OF MWALA AND KALAMA SUB-COUNTIES OF MACHAKOS COUNTY AS HARDSHIP AREAS

(The Chairperson, Committee on Public Petitions)

THAT, this House **adopts** the Report of the Public Petitions Committee on its consideration of a Public Petition No. 15 of 2024 regarding gazettement of Mwala and Kalama sub-counties of Machakos County as hardship areas, *laid on the Table of the House on Wednesday, 19th November 2025*.

21*. MOTION– BUDGET IMPLEMENTATION FOR THE FINANCIAL YEAR 2024/2025 WITH RESPECT TO VARIOUS OFFICES, STATE DEPARTMENTS AND AGENCIES

(The Chairperson, Departmental Committee on Administration and Internal Security)

THAT, this House **adopts** the Report of the Departmental Committee on Administration and Internal Security on the Budget Implementation for FY 2024/2025 for the following Offices, State Departments and Agencies, *laid on the Table of the House on Thursday, 27th November 2025* –

- (i) Executive Office of the President;
- (ii) Office of the Deputy President;
- (iii) Office of the Prime Cabinet Secretary;
- (iv) State Department for Parliamentary Affairs;
- (v) State House;
- (vi) State Department for Immigration and Citizen Services;
- (vii) National Police Service;
- (viii) State Department for Internal Security and National Administration;
- (ix) National Police Service Commission; and
- (x) Independent Policing Oversight Authority.

22*. MOTION – REPORT ON THE AUDITED ACCOUNTS FOR THE COMMODITIES FUND FOR THE FINANCIAL YEARS 2018/2019 TO 2021/2022

(The Chairperson, Special Funds Accounts Committee)

THAT, this House **adopts** the Fifth Report of the Special Funds Accounts Committee on its consideration of the Report of the Auditor-General on the Financial Statements for the Commodities Fund for the Financial Years 2018/2019, 2019/2020, 2020/2021 & 2021/2022, *laid on the Table of the House on Thursday, 7th December 2023*.

23*. MOTION – REPORT ON THE AUDITED ACCOUNTS FOR THE STORES AND SERVICES FUND FOR THE FINANCIAL YEARS 2020/2021 & 2021/2022 & THE OCCUPATIONAL SAFETY AND HEALTH FUND FOR THE FINANCIAL YEARS 2020/2021 & 2021/2022

(The Chairperson, Special Funds Accounts Committee)

THAT, this House **adopts** the Sixth Report of the Special Funds Accounts Committee on its consideration of the Report of the Auditor-General on the Financial Statements for the Stores and Services Fund for Financial Years 2020/2021 & 2021/2022 and the Occupational Safety and Health Fund for the Financial Years 2020/2021 & 2021/2022, *laid on the Table of the House on Thursday, 7th December 2023.*

24*. MOTION – REPORT ON THE AUDITED ACCOUNTS FOR THE LAND SETTLEMENT FUND FOR THE FINANCIAL YEARS 2020/2021 & 2021/2022 AND THE RAILWAY DEVELOPMENT FUND (HOLDING ACCOUNT) FOR THE FINANCIAL YEARS 2017/2018 TO 2021/2022

(The Chairperson, Special Funds Accounts Committee)

THAT, this House **adopts** the Seventh Report of the Special Funds Accounts Committee on its consideration of the Report of the Auditor-General on the Financial Statements for the Land Settlements Fund for the Financial Years 2020/2021 & 2021/2022 and the Railway Development Fund (Holding Account) for the Financial Years 2017/2018, 2018/2019, 2019/2020, 2020/2021 & 2021/2022, *laid on the Table of the House on Thursday, 7th December 2023.*

Denotes Orders of the Day

NOTICES

I. MEDIATED VERSION OF THE COFFEE BILL (SENATE BILL NO. 10 OF 2023)

THE COFFEE BILL, 2025

A Bill for

AN ACT of Parliament to provide for: the establishment of the Coffee Board of Kenya and the Coffee Research and Training Institute; the roles of the National and the county governments; the regulation, development and promotion of the coffee industry; and for connected purposes.

ENACTED by the Parliament of Kenya, as follows—

PART 1—PRELIMINARY

Short title.

1. This Act may be cited as the Coffee Act, 2023.

Interpretation

2. In this Act—

“agent” means a person registered by the Board who may be appointed by a grower for purposes of facilitation of overseas direct sales with regard to logistics;

“association” means a registered group comprised of smallholder growers, co-operative societies, societies, estates, unions, millers, buyers, roasters or brokers, licensed by a relevant licensing authority;

“auction” means the auction system under which clean coffee is offered for sale at a coffee exchange and includes the place at which, or a facility by means of which, whether electronic or otherwise, offers or invitations to sell, buy or exchange coffee contracts are regularly made on a centralized basis, but does not include—

- (a) the office or facilities of a coffee buyer or service provider; or
- (b) the office or facilities of a clearing house;

“Authority” means Capital Markets Authority Cap.485 established under the Capital Markets Act”;

“Board” means the Coffee Board of Kenya established under section 3;

“broker” means a person cleared by the exchange and licensed by the Capital Markets Authority, appointed by a grower or an association of growers in accordance with the Capital Markets Act, to offer their coffee on their behalf through the Exchange;

"buni" means coffee dried in the fruit or cherry but does not include hulled buni, also referred to as clean coffee, heavy buni or light buni;

“buyer” means a person or entity licensed by the Board to buy clean coffee at an exchange from a cooperative society, registered grower, coffee union, grower-miller or coffee estate for export, local sale, value addition or import clean coffee for secondary processing in Kenya;

“Cabinet Secretary” means the Cabinet Secretary for the time being responsible for matters relating to agriculture;

“clean coffee” means coffee bean or dried seed of the coffee plant separated from non-food tissues of the coffee fruit where the silver skin is reduced to the maximum possible extent;

“clearing house” means an entity approved by the Authority, and recognized as a clearing institution on behalf of a coffee exchange, providing the services of clearing and settlement of transactions and guaranteeing settlement on behalf of an exchange;

“coffee” means the plant botanically known as *coffea species* (L.) and includes the fruit, whether on the plant or detached therefrom, the seed in form of either buni, parchment coffee, clean coffee, roasted beans or ground coffee;

“coffee dealer” means a person registered by the Board, a county government or the Authority to deal in coffee as provided under this Act;

“coffee grower” means a person who cultivates coffee in Kenya, and may for purposes of licensing, include a co-operative society, coffee union, association and estate;

“coffee milling” means mechanical hulling or de-husking of coffee and includes grading of clean coffee;

“coffee product” means any product, extract or substance obtained or derived from coffee by any treatment or process;

“coffee sales proceeds” means monetary consideration received at the direct settlement system in exchange for clean coffee sold at an exchange or, where applicable, through direct sales;

“coffee standards” means the Kenya Coffee Standards issued by the Kenya Bureau of Standards;

“coffee warrant” means an instrument prepared by the warehouseman of which the person named therein, or the last endorsee thereof, shall for all purposes be deemed to be the owner of the coffee to which it relates;

“co-operative society” means a co-operative society registered under the Co-operative Societies Act;

“Council” means the Council of the Institute as provided for under Section 42;

“direct sale” means a contractual arrangement between a registered grower, coffee co-operative society, society, coffee union, grower-miller or coffee estate and an overseas buyer for the sale of own clean coffee based on mutually accepted terms and conditions enforceable in law and includes settlement of coffee sales proceeds through the Central settlement system on boarded by a coffee exchange;

“Central settlement system” means a banking facility provided by commercial banks regulated by the Central Bank of Kenya for clearing and settlement of coffee sales proceeds;

“estate” means an area of land or group of parcels of land under coffee not being less than five acres in size in aggregate or land under coffee which has been issued with a pulping station licence;

“exchange” means a company incorporated under the Companies Act and licensed by the Capital Markets Authority as an exchange for trading in clean coffee;

“Institute” means the Coffee Research and Training Institute established under section 69.

“licensing authority” means the Board, the county government or the Capital Market Authority as the case may be;

“liquoring” means analysis of clean coffee to determine the attributes and quality of coffee for purposes of trade;

“miller” means a person who is involved in the process of de-husking and possible grading of coffee and includes grading of clean coffee”;

“out-turn number” means an identifying number issued by a miller in respect of coffee delivered to a mill for purposes of traceability;

“primary processing” means the process of removal of coffee pulp from cherry, fermentation, washing and drying to the coffee standard moisture content to obtain parchment;

“primary processing” means the process of removal of coffee pulp from cherry, fermentation, washing and drying to the coffee standard moisture content to obtain parchment;

“prompt date” means a date specified in the sales catalogue, not being more than five working days from the date of the sale, for the payment of coffee sales proceeds by a buyer or a roaster;

“pulping station” means a specified place where primary coffee processing is undertaken;

“roaster” means a person who is in the business or process of turning green coffee into usable coffee products”;

“sales catalogue” means a standard document prepared by a grower or a broker appointed by a grower, in consultation with an exchange, for sale of clean coffee at an exchange;

“secondary processing; means parchment and buni de-husking, polishing, grading and may include grinding, and packaging of clean coffee beans;

“small holder” means a grower cultivating coffee in a small parcel of land or in small parcels of land who does own pulping station;

“sweepings” means the balance of coffee samples in an exchange sample room and spillages collected from millers’ milling activities for sale at an exchange, the proceeds of which are paid to the respective growers on pro-rata basis;

“warehouse” means a facility registered by the Board and licensed by a county government for the storage of coffee, and which is specifically designed to guarantee the quality and safety of the coffee;

“warehouse operator” means any person registered and licensed by the Board who owns, leases or is in charge of a warehouse where coffee is handled and stored for reward or profit;

Objects.

3. The objects of this Act are to —

- (a) promote a globally competitive coffee industry;
- (b) regulate the coffee sector;
- (c) provide a framework for the registration and licensing of various players within the coffee sector;
- (d) delineate the roles of the National and County Governments in the regulation, development and promotion of the coffee sector;
- (e) promote the vertical integration of the value chain actors for purposes of achieving economies of scale;
- (f) promote evidence based coffee research and training for the development of the coffee sector;
- (g) provide for the establishment and management of coffee development levy; and
- (h) provide a mechanism for dispute resolution within the coffee sector.

PART II—THE COFFEE BOARD OF KENYA

Establishment of
Board.

4. (1) There is established the Coffee Board of Kenya.

(2) The Board shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be capable of—

- (a) suing and being sued;
- (b) purchasing or otherwise acquiring, holding, charging and disposing of movable and immovable property;
- (c) borrowing and lending money; and
- (d) doing or performing all other things or acts necessary for the proper performance of its functions under this Act which may lawfully be done or performed by a body corporate.

Headquarters.

5. (1) The headquarters of the Board shall be in Nairobi City County

(2) The Board may establish such branches in Kenya as it may consider necessary for the efficient performance of its functions.

Powers of the
Board.

6. (1) The Board shall have all the powers necessary for the proper performance of its functions under this Act and in particular, but without prejudice to the generality of the foregoing, the Board shall have power to—

- (a) enter into contracts;
- (b) manage, control and administer the assets of the Board;
- (c) receive gifts, grants, donations or endowments made to the Board and make disbursement therefrom in accordance with the provisions of this Act;
- (d) subject to the approval of the Cabinet Secretary for the time being responsible for matters relating to finance, invest any of the Board's funds not immediately required for the purposes of this Act, as it may determine; and
- (e) operate a bank account or bank accounts into which all monies received by the Board shall be paid in the first instance and out of which all payments made by the Board shall be made.

(2) The Board may, if it considers necessary, enter into association with such bodies or organisations whose objects and purpose support the promotion of the coffee industry.

Board of directors.

7. (1) The management of the Board shall vest in a board of directors consisting of—

- (a) a chairperson appointed by the President by notice in the Gazette;
- (b) the Principal Secretary responsible for agriculture or a designated representative;
- (c) the Principal Secretary for the time being responsible for trade or a designated representative;
- (d) the Principal Secretary for the time being responsible for cooperatives or a designated representative;
- (e) two persons of the opposite gender, representing smallholder coffee growers nominated by the umbrella body for coffee cooperative societies;
- (f) one person nominated by the largest association of estate growers;
- (g) two persons of the opposite gender with knowledge of the coffee industry nominated by the Council of County Governors; and
- (h) a chief executive officer appointed under section 15 who shall be an ex-officio member of the Board.

(2) The Cabinet Secretary shall appoint the members under subsection (1) (e), (f) and (g) by notice in the Gazette.

Qualification for
appointment.

8. (1) A person is qualified for appointment as a member of the Board under section 7(1)(a), (e), (f) and (g) if that person—

- (a) is a citizen of Kenya;
- (b) holds, in the case of a person appointed under –
 - (i) section 7(1)(a) and (g) a degree from a university recognized in Kenya; and
 - (ii) section 7(1)(e) and (f) a certificate in secondary school education.;
- (c) has at least three years' experience preferably in management in the coffee sector; and
- (d) meets the requirements of leadership and integrity set out in Chapter Six of the Constitution.

(2) For purposes of this section “coffee management” means having served in a role involving decision making responsibility over core operation relating to large scale production, processing, or marketing of coffee.”

(3) A person is not qualified for appointment if that person—

- (a) is convicted of a criminal offence and sentenced to a term of imprisonment of at least six months;
- (b) is a member of Parliament or county assembly; or
- (c) is adjudged bankrupt

Term of
appointment.

9. The persons appointed under section 7(1) (a), (e), (f), (g) shall serve for a term of three years renewable for one further term.

Vacation of office.

10. (1) A person ceases to be a member of the board of directors if that person—

- (a) is absent from three consecutive meetings of the board without the permission of the chairperson;
- (b) becomes an officer, agent or member of staff of the board;
- (c) resigns in writing addressed, in the case of the chairperson, to the President, and in the case of any other member, to the Cabinet Secretary;
- (d) is convicted of a criminal offence and sentenced to a term of imprisonment of at least six months;
- (e) is declared bankrupt;
- (f) is unable to perform the functions of office by reason of mental or physical infirmity; or
- (g) dies.

Functions of the
Board.

11. (1) The Board shall—

- (a) regulate and promote the development of the coffee industry;
- (b) consider applications for the issuance of permits and licences under the second schedule to this Act;
- (c) register coffee dealers as set out in the second schedule;
- (d) make recommendations to the Cabinet Secretary for, and oversee the implementation of strategies, funding models, plans and policy for the coffee sector;
- (e) collect, collate and maintain a data base and ensure ease of access to information on the coffee industry;
- (f) conduct national and international coffee market intelligence and surveys to facilitate market access and inform promotional and branding strategies including the application of the Kenya Coffee Mark of Origin;
- (g) establish linkages with various government agencies, the Institute and other research institutions for the development of the coffee industry;

- (h) develop and implement a framework for the capacity building of players in the coffee industry;
- (i) promote the development of regional appellations for Kenyan coffee;
- (j) develop and enforce the coffee industry standards and industry code of practice in collaboration with the Kenya Bureau of Standards;
- (k) maintain and cause to be published an up to date register of coffee dealers ;
- (l) undertake technology transfer and provide technical assistance to county governments on matters relating to coffee;
- (m) conduct surveillance and enforce compliance with relevant policies, standards and legislation on the coffee sector;
- (n) co-ordinate inter-agency representation in international coffee fora to promote increased market share of Kenyan coffee;
- (o) regulate the marketing and trading of coffee;
- (p) source for and market Kenyan coffee internationally;
- (q) adopt marketing strategies that leverage digital platforms to reach broader audience and boost coffee sales; and
- (r) carry out such other functions as may be assigned by the Cabinet Secretary or conferred under any other law.

(2) The Board shall, in the performance of its functions under this Act, consult and collaborate with the licencing authorities and relevant industry players.

Committees of the board of directors.

12. (1) The board of directors may establish such committees as it may consider necessary for the efficient performance of its functions and the exercise of its powers under this Act.

(2) The Board of directors may co-opt persons whose knowledge and skills are necessary for resolution of any pertinent matter under consideration by the committee or the Board for performance of its function and exercise of its powers under this Act.

(3) Notwithstanding subclause (2), the Board shall not co-opt more than five (5) persons at any particular time.

Delegation by the board of directors.

13. The board of directors may, by resolution, delegate to any committee of the Board or to any member, officer, employee or agent of the Board, the exercise of any of the powers or the performance of any of the functions of the Board under this Act or under any other written law.

Remuneration of members of the board of directors.

14. The members of the Board of Directors shall be paid such remuneration as the Salaries and Remuneration Commission shall determine.

Chief executive officer.

15. (1) There shall be a chief executive officer of the Board who shall be competitively recruited and appointed by the board of directors on such terms and conditions as the board of directors shall determine.

(2) A person is qualified for appointment under subsection (1) if the person—

- (a) holds a post graduate degree in agriculture, business, law, administration or other relevant degree from a university recognized in Kenya;
- (b) has at least five years' experience in a position of management; and
- (c) meets the requirements of Chapter Six of the Constitution.

(3) The chief executive officer shall serve for a term of three years and shall be eligible for appointment for one further term of three years.

16. The chief executive officer shall be the secretary to the Board and shall, subject to the direction of the board of directors—

- (a) be responsible for the day to day management of the affairs of the Board;
- (b) manage the funds, property and affairs of the Board;
- (c) be responsible for the management of the staff of the Board;
- (d) oversee and coordinate the implementation of the policies, programmes and objectives of the Board;
- (e) cause to be prepared for the approval of the board of directors—
 - (i) the strategic plan and annual plan of the Board; and
 - (ii) the annual budget and audited accounts of the Board; and
- (f) perform such other duties as may be assigned by the board of directors.

17. The chief executive officer shall cease to hold office if the person—

- (a) resigns in writing, addressed to the board of directors;
- (b) is convicted of a criminal offence and sentenced to a term of imprisonment of not less than six months;
- (c) is found liable for gross misconduct or abuse of office in contravention of the Public Officers Ethics Act or any other relevant law;
- (d) is declared bankrupt;
- (e) is unable to perform the functions of office by reason of mental or physical infirmity; or
- (f) dies.

Staff of the Board.

18. The Board may employ such officers, agents and staff as are necessary for the proper and efficient discharge of the functions of the Board under this Act and upon such terms and conditions of service as the Board may determine.

Protection of
members and staff
from liability.

19. Liability shall not attach to members of the Board, officers, agents or staff for loss or damage incurred by a person as a result of an act or omission done or made in good faith and without negligence in the performance or exercise or the intended performance or exercise of any duty or power imposed by or conferred under this Act.

Common seal of
the Board

20. The affixing of the common seal of the Board shall be authenticated by the signature of the chairperson and the chief executive officer or a person designated by the board of directors.

Signing Authority.

21. All letters and instruments written or made by or on behalf of the board of directors, other than those required by law to be under seal, and all decisions of the board of directors, shall be signed under the hand of the chief executive officer or in the absence of the chief executive officer, a person authorized by the Board.

Conduct of
business of the
Board.

22. The business and affairs of the board of directors shall be conducted in accordance with the First Schedule.

PART III — ROLE OF COUNTY GOVERNMENTS

Role of county
governments.

23. (1) A county government shall—

- (a) implement the National Government policy relating to coffee;
- (b) maintain an up to date register of coffee growers, nursery operators, coffee cooperative societies, coffee associations, and coffee estates in that county;
- (c) consider applications for the certificates, permits and licenses enumerated under the second schedule to this Act;
- (d) enforce national and county legislation on coffee industry code of practice, policies and guidelines on corporate governance in coffee growers' institutions;

- (e) offer and co-ordinate the delivery of extension services on sustainable production, primary processing of coffee and climate smart agriculture;
- (f) inspect nurseries, pulping stations, warehouses, millers and roasters located within their respective counties;
- (g) regulate the movement of coffee through the issuance of movement permits for buni, parchment and clean coffee within the county and from the county to warehouses situated outside the county;
- (h) in collaboration with law enforcement agencies, enhance security in coffee growing areas; and
- (i) monitor and report incidences of pests and disease outbreaks to the Board and take action in collaboration with the Board and other relevant government agencies.

(2) A county government may impose such levies and fees as may be necessary for the registration and issuance of licences in accordance with the respective county legislation and such standards as may be prescribed by the Cabinet Secretary.

(3) The Cabinet Secretary shall, in consultation with the Board and the county governments may prescribe standards and guidelines for the setting of levies and fees by county government under subsection (2).

Enactment of
county specific
legislation.

24. Each county government may enact county specific legislation setting out the –

- (a) criteria for registration under section 26;
- (b) criteria for the issuance of permits and licences by an applicant within the respective county;
- (c) information required to be submitted by an applicant for a permit or licence;
- (d) process of determination of an application for a permit or licence;
- (e) conditions for the issuance or renewal of a licence under this Act;
- (f) grounds for the rejection of an application or cancellation of a licence issued under this Act;
- (g) process of issuance of a licence to an applicant for a permit or licence; and
- (h) process of application for the renewal of permits or licences and revocation of a licence issued to an applicant under this Act.

25. (1) A person shall not operate a –

- (a) pulping station or carry out hulling activities;
- (b) coffee growers' mill;
- (c) coffee roaster
- (d) warehouse; or
- (e) commercial coffee miller,

unless that person has applied for, and obtained a licence from the respective county government in which the operation is to be undertaken.

PART IV—REGULATORY PROVISIONS

Regulation of
production and
processing of
coffee.

26. The Board and county governments shall regulate the production and processing of coffee with a view of —

- (a) promoting production and productivity;
- (b) promoting access to markets;
- (c) facilitating provision of infrastructure including farm inputs;
- (d) providing post-harvest services;
- (e) providing extension services;
- (f) providing incentives to farmers; and
- (g) providing credit facilities.

(2) The Board and county governments shall maintain the necessary statistical information with respect to the coffee sector for proper planning.

Registration.

27. (1) A coffee grower, nursery operator, grower miller, commercial miller, coffee roaster, cooperative society, coffee association or coffee estate shall register with the respective county government where they are based.

(2) Despite subsection (1), a grower who is a registered member of a coffee cooperative society or association which is registered by a county government, shall be exempted from registration by that county government.

(3) Subsection (2) shall apply to a grower on condition that the cooperative society or association is registered in the same county as that which the grower is carrying out business.

(4) A registered cooperative society or association shall —

(a) submit a register of its members to the respective county government at the beginning of each calendar year; and

(b) furnish the county government with information on any change of membership within thirty (30) days of a change of membership

(5) A county government shall not charge any fees for the registration of an applicant under subsection (1).

(6) Each county government shall keep and maintain the register under subsection (1) for statistical purposes

(7) A register under subsection (6), shall include—

(a) the name of the coffee grower, nursery operator, miller, coffee roaster, cooperative society, coffee association or coffee estate;

(b) the location, size and parcel number of the land on which the business is located; and

(c) such other information as the Board may prescribe.

(8) Each county government shall submit to the Board a copy of the register under subsection (6) annually.

Licensing.

28. (1) A person who intends to perform any function under this Act for which a licence or a permit is required shall submit to the relevant licencing authority specified in the Second Schedule —

(a) an application for a licence or permit, in the prescribed form;

(b) such information as may be prescribed; and

(c) the prescribed fees.

(2) A licencing authority shall consider an application within such period, not exceeding fourteen days, as may be prescribed in the respective legislation, and may —

(a) grant the application subject to conditions specified in the respective licensing legislation; or

(b) refuse to grant the application.

(3) Where a licensing authority refuses to grant an application, the licensing authority shall, in its notification under subsection (3), specify the reasons for the refusal.

(4) A licence issued under this Act shall not be transferable.

(5) The holder of a coffee buyer's licence or an entity associated with a holder of the licence shall not carry on the business of a commercial miller, broker, roaster, agent or warehouse operator

(5) A buyer's licence shall not be construed as authorizing a person to engage in direct sale of coffee or coffee products.

(6) A holder of a commercial miller's licence or any other entity associated with such holder shall not carry on the business of a buyer, broker, roaster, or agent

(7) A licensing authority shall not issue a licence to a person whose effect would result in in the contravention of subsection (5) or (6).

(8) A person who contravenes the provisions of subsection (1) commits an offence and is liable, on conviction, to a fine not exceeding one million shillings or twice the value of the coffee or coffee product, whichever is greater, or to imprisonment for a term not exceeding two years or both.

Licenses issued by
the Authority

Cap. 485A.

29. The following licences shall be issued by the Authority under the Capital Markets Act—

- (a) coffee exchange licence authorising a person to conduct the business of a coffee exchange;
- (b) a broker's licence authorising a person to offer clean coffee for sale at an exchange on behalf of the grower.

Requirements for
certificates,
licenses and
permits.

30. (1) A person shall not operate as a cupping laboratory, liquorer, coffee buyer, coffee importer, agent or warehouse operator unless the person is licensed or issued a registration certificate or a permit by the Board upon satisfaction of the prescribed conditions.

(2) A person shall not conduct the business of a coffee exchange or offer brokerage services at an exchange unless that person is licensed by the Authority in accordance with the provisions of the Capital Markets Act.

Cap 485A

(3) A person who contravenes the provision of this section commits an offence and is liable, on conviction, to a fine not exceeding five million shillings or to imprisonment for a term not exceeding three years or both.

Obligations of
license holders.

31. A licence holder shall act in the best interest of coffee growers and adhere to prescribed conditions for the issuance of a licence and contractual obligations.

Returns.

32. A licence holder shall submit quarterly returns to the relevant licensing authority in the prescribed form.

Movement
permits.

33. (1) A person shall not transport clean coffee unless such person –

- (a) holds a licence issued pursuant to section 28 of this Act; and
- (b) has applied for, and obtained a movement permit issued, in the case of—
 - (i) buni and parchment, by the respective county of origin;
 - (ii) movement of clean coffee from the coffee mills to the warehouses, by the respective county government; and
 - (iii) movement of clean coffee by buyers upon purchase, movement of purchased clean coffee to warehouses by millers, or movement of clean coffee for export or import, by the Board.

(2) A coffee movement permit issued under subsection (1) shall be in the prescribed form.

(3) Subsection (1)(b)(i) shall not apply to a smallholder moving cherry coffee produced by the smallholder between the farm and the pulping station where they are registered.

(4) A person transporting coffee under subsection (1) shall –

- (a) have, in his or her possession at the time of transporting the coffee, the original movement permit issued by the respective licensing authority; and
- (b) ensure that the vessel used to transport the coffee conforms to the prescribed coffee standards.

(5) The respective county government shall monitor the movement of cherry and parchment coffee between farms and stores and the movement of clean coffee and hulled buni to the market and shall, for this purpose –

- (a) prescribe, in county legislation, guidelines for the safe movement of cherry and parchment coffee; and
- (b) put in place measures to curb illegal dealings in coffee or coffee products.

Form of licence, or permit.

34. A licence or permit issued under this Act shall be in the prescribed form.

Duration of licence

35. (1) A licence or permit issued by the licensing authority shall expire on 30th June of every year and a license holder wishing to renew the licence may apply by 1st June preceding the expiry of the licence.

(2) Notwithstanding the provisions of sub-section (1), a late application may be made upon payment of a late application fee as may be prescribed.

Cancellation of licence or permit.

36. A licensing authority may cancel a licence or permit if the licensee –

- (a) fails to meet any condition imposed by the licencing authority;
- (b) fails to comply with the provisions of the licencing legislation; or
- (c) surrenders the licence or permit to the relevant licensing authority together with a notice setting out a request that the licence be cancelled.

Submission of reports.

37. (1) Each county government shall submit to the Board, at the end of each month or within such timelines as may be agreed upon with the Board, a report on the registered and licensed coffee growers and dealers within the respective county.

(2) The Board shall submit to the respective county government a report on the registered and licensed dealers and other service providers within the respective county at the end of each month or within such timelines as may be agreed upon with the respective county government.

38. Where an applicant is dissatisfied with the decision of a licencing authority not to issue, to revoke or cancel a licence under this Act, the applicant may make an application to the Dispute Resolution Committee established under section 92.

PART V—COFFEE RESEARCH AND TRAINING INSTITUTE OF KENYA

Establishment of the Institute.

39. (1) There is established an institute to be known as the Coffee Research and Training Institute.

(2) The Institute shall be a body corporate with perpetual succession and a common seal and shall, in its corporate name, be capable of—

- (a) suing and being sued;
- (b) purchasing or otherwise acquiring, holding, charging and disposing of movable and immovable property;
- (c) borrowing and lending money; and
- (d) doing or performing all other things or acts necessary for the proper performance of its functions under this Act which may lawfully be done or performed by a body corporate.

Headquarters.

40. (1) The headquarters of the Institute shall be in Kiambu County.

(2) The Institute may establish such branches in Kenya as it may consider necessary for the efficient performance of its functions.

Powers of the
Institute.

41. (1) The Institute shall have all the powers necessary for the proper performance of its functions under this Act and in particular, but without prejudice to the generality of the foregoing, the Institute shall have power to—

- (a) enter into contracts;
- (b) manage, control and administer the assets of the Institute;
- (c) receive gifts, grants, donations or endowments made to the Institute and make disbursement therefrom in accordance with the provisions of this Act;
- (d) subject to the approval of the Cabinet Secretary for the time being responsible for matters relating to finance, invest any of the Institute's funds not immediately required for the purposes of this Act, as it may determine; and
- (e) operate a bank accounts into which all monies received by the Institute shall be paid in the first instance and out of which all payments made by the Institute shall be made.

(2) The Institute may, if it considers necessary, create or take part in the creation of, become a member of, or associate with a body or corporation designed to assist or promote the coffee industry.

Membership of
the Council of the
Institute.

42. (1) The management of the Institute shall vest in a Council consisting of—

- (a) a chairperson of the Council appointed by the Cabinet Secretary by notice in the Gazette;
- (b) the Principal Secretary responsible for matters relating to agriculture or a representative designated in writing;
- (c) the Principal Secretary for matters relating to finance or a representative designated in writing;
- (d) the Director General of Kenya Agricultural Research Institute;
- (e) one person representing estate coffee growers nominated by the largest association of estate growers;
- (f) one person representing small scale coffee growers nominated by the umbrella body of cooperative societies';
- (g) a representative representing of the Universities. Nominated by Council for University Education;
- (h) one person appointed by the Council of County governments; and
- (i) the chief executive officer appointed in accordance with section 49 who shall be an ex-officio member of the board.

(2) The Cabinet Secretary shall appoint the members under subsection (1) (a), (e), (f), (g) and (h) by notice in the Gazette.

(3) A person is qualified for appointment as a chairperson of the Council of the Institute if that person holds a post graduate degree in crop research or a related field from a university recognized in Kenya and has three years' experience in the coffee sector.

Term of appointment **43.** The persons appointed under section 42 (1) (a) (e), (f), (g) and (h) shall serve for a term of three years renewable for one further term.

Vacation of office. **44.** A person shall cease to be a member of the Council of the Institute if that person—

- (a) is absent from three consecutive meetings of the Council of the Institute without the permission of the chairperson;
- (b) becomes an officer, agent or member of staff of the Institute;
- (c) resigns in writing addressed -to the Cabinet Secretary;
- (d) is convicted of a criminal offence and sentenced to a term of imprisonment of not less than six months; and
- (e) is declared bankrupt;
- (f) is unable to perform the functions of the office by reason of mental or physical infirmity; or
- (g) dies.

Functions of the Institute. **45.** (1) The Institute shall—

- (a) develop appropriate systems to promote balanced, diversified and sustainable coffee development and to optimise coffee production through adaptive and investigative research;
- (b) prioritise areas for and co-ordinate coffee research including research in coffee diseases and new coffee varieties;
- (c) facilitate the use of improved production technology and establish adequate feedback systems from agricultural producers in order to achieve and maintain national self-sufficiency and export capacities in agricultural products;
- (d) advise the National and county governments on the resource requirements for coffee research;
- (e) develop curriculum and offer training on research, innovations and technology; and
- (f) disseminate, in collaboration with the Board, the Kenya Agricultural and Livestock Research Organisation established under the Kenya Agricultural and Livestock Research Organisation Act and other organizations, knowledge, information and application of research findings in relation to coffee.

(2) For the purpose of carrying out its functions under subsection (1), the Institute shall—

- (a) make policy recommendations to the Cabinet Secretary on coffee research;
- (b) identify and disseminate, in collaboration with other relevant agencies, appropriate systems of mechanisation and technology options to improve coffee production and provide answers to foreseeable problems facing coffee;
- (c) collaborate with the extension and education services and other organisations, agencies and institutions including schools, technical institutions and universities, public or private, to disseminate research results and technologies;
- (d) undertake the propagation of quality coffee planting materials and supervision of registered nursery operators;

- (e) provide competitive grants to research institutes and persons desirous of carrying out research and training programs which address value chain priorities and are consistent with the national research priorities and plans of the institute;
- (f) organize, design and carry out on-station and on-farm research for coffee;
- (g) support and promote the training and capacity building in relation to agricultural research;
- (h) establish and maintain regular contact with regional and international agricultural research centres to ensure the rapid introduction, evaluation and use of coffee improved technology;
- (i) establish platforms for the purposes of sharing research information, advancing research and transfer of technology and dissemination of information relating to advancements made in coffee research;
- (j) conduct annual reviews of research results and ensure performance improvement in the field of agricultural research;
- (k) make available to the Science Commission annual reports on research and development activities carried out by or under the auspices of the Institute;
- (l) be the lead scientific agency in coffee breeding for the development of a climate resilient coffee crop and coffee that is resistant to diseases and pests;
- (m) be the custodian of the Kenyan Coffee Genome and the primary instrument for making modern genomics resources available to researchers working across the coffee production chain;
- (n) provide and facilitate access to timely scientific information in a useable format and advisory services to actors in the coffee production chain;
- (o) conduct market research and analysis and disseminate information on its findings to relevant stakeholders; and
- (p) perform such other functions as the Council of the institute shall determine.

Power to coopt.

46. The Council of the Institute may co-opt persons with knowledge and skill that are necessary for resolution of any pertinent matter.

Conduct of
Business of the
Council of the
Institute.

47. The provisions of the First Schedule on the conduct of business and affairs of the Board of Directors shall apply to the Council with necessary modifications

Remuneration of
members of the
Council of the
Institute.

48. The members of the Council of the Institute shall be paid such remuneration as the Salaries and Remuneration Commission determine.

Chief executive
officer of the
Institute.

49. (1) There shall be a chief executive officer of the Institute who shall be competitively recruited and appointed by the Council of the Institute on such terms and conditions as the Council shall determine.

(2) The chief executive officer shall be responsible for the day to day management of the affairs of the Institute.

(3) A person is qualified for appointment under subsection (1) if the person—

- (a) is a citizen of Kenya;
- (b) is a holder of a Doctor of Philosophy or its equivalent in a relevant field from a university recognised in Kenya and such shall be considered an added advantage;
- (c) has at least ten years' experience and knowledge in management;

- (d) has at least five years' experience in a position of senior management; and
- (e) meets the requirements of Chapter Six of the Constitution.
- Removal of chief executive officer of the Institute. **50.** The Council of the Institute may remove the chief executive officer in accordance with the terms and conditions of service for—
- inability to perform the functions of the office arising out of physical or mental incapacity;
 - gross misconduct or misbehaviour;
 - incompetence or neglect of duty; or
 - any other ground that would justify removal from office under the terms and conditions of service
- Staff of the Institute. **51.** The Institute may employ such officers, agents and staff as are necessary for the proper and efficient discharge of the functions of the Institute under this Act and upon such terms and conditions of service as the Institute may determine.
- Protection of members and staff from liability. **52.** Liability shall not attach to the members of the Council, officers, agents or staff for loss or damage incurred by a person as a result of an act or omission done or made in good faith and without negligence in the performance or exercise or the intended performance or exercise of any duty or power imposed by or conferred under this Act.
- Common seal of the Institute. **53.** The affixing of the common seal of the Institute shall be authenticated by the signature of the chairperson and the chief executive officer or a person designated by the Council of the Institute
- Signing Authority. **54.** All letters and instruments written or made by or on behalf of the Council of the Institute, other than those required by law to be under seal, and all decisions of the Council of the Institute, shall be signed under the hand of the chief executive officer or in the absence of the chief executive officer, a person authorized by the Council of the Institute.

PART VI—FINANCIAL PROVISIONS OF THE INSTITUTE

- Funds and assets of the Institute. **55.** The funds and assets of the Institute shall comprise of—
- such monies as may be appropriated by the National Assembly for the purposes of the Institute;
 - such monies or assets as may accrue to or vest in the Institute in the course of the exercise of its powers or the performance of its functions under this Act including proceeds from patents;
 - monies collected from the coffee levy;
 - such monies as may be payable to the Institute pursuant to this Act or any other written law;
 - such gifts as may be donated to the Institute; and
 - monies from any other source granted, donated or lent to the Institute.
- Power to borrow money. **56.** The Council of the Institute may, upon consultation with the Cabinet Secretary and from time to time, raise or borrow, either by way of mortgage, charge or overdraft from a bank or in such other ways as may be appropriate, such sums of money as it may consider necessary for or in connection with the exercise of its powers or performance of its functions and duties under this Act.
- Power to invest. **57.** The Council of the Institute may, from time to time and, subject to the provisions of this Act, invest any sums standing to the credit of the Institute in securities or property as may be approved for the purpose by the Cabinet Secretary for the time being responsible for finance.
- 58.** (1) At least three months before the commencement of each financial year, the Institute shall cause to be prepared estimates of the revenue and expenditure of the Institute for that year.
- (2) The annual estimates shall make provision for all estimated expenditure of the Institute for the financial year concerned.

(3) The annual estimates prepared by the Institute under subsection (2) shall be submitted to the Cabinet Secretary for tabling in Parliament.

Accounts and
Audit.

59. (1) The Institute shall cause to be kept such books of accounts and other books in relation thereto of all its undertakings, funds, activities and property as the Cabinet Secretary may from time to time approve and shall, within a period of three months after the end of the financial year, cause to be prepared, signed and forwarded to the Auditor-General—

- (a) a balance sheet showing in detail the assets and liabilities of the Institute; and
- (b) such other statements of accounts as the Cabinet Secretary may approve.

(2) The accounts of the Institute shall be examined, audited and reported upon annually by the Auditor-General in accordance with the Public Audit Act.

(3) The Institute shall submit to the Auditor-General all books and accounts of the Institute, together with all vouchers in support thereof, and all books, papers and writings in its possession or control relating thereto, and the Auditor-General shall be entitled to require from any member, officer, employee or agent of the Institute such information and explanation as he may consider necessary for the performance of his duties.

Annual report and
publication

60. (1) The Institute shall, within a period of three months after the end of each financial year or within such longer period as the Cabinet Secretary may approve, submit to the Cabinet Secretary a report of the operations of the Institute during such year, and the yearly balance sheet and such other statements of account as the Cabinet Secretary shall require, together with the Auditor-General's report.

(2) The Institute shall, if the Cabinet Secretary so requires, publish the report, balance sheet and statements submitted to him under subsection (1) in such manner as the Cabinet Secretary may specify.

(3) The Cabinet Secretary shall submit to Parliament the reports, balance sheet and statements submitted under subsection (1), within a period of fourteen days of the receipt of the reports and statements or, if Parliament is not sitting, within fourteen days of the commencement of its next sitting.

Financial year of
the Institute.

61. The financial year of the Institute shall be the period of twelve months ending on the thirty first of June in each financial year.

PART VII — PRODUCTION AND PROCESSING

Soil mapping and
analysis.

62. The county governments shall undertake soil mapping and analysis to determine nutritional requirements for coffee production.

Importation of
coffee planting
materials.

63. The Board may, upon application and in collaboration with the Kenya Plant Health inspectorate Service and any other relevant agency, register a person to import coffee planting material for nursery establishment subject to the prescribed conditions.

Farm inputs

64. (1) The Institute shall, in collaboration with the respective county government, undertake analysis of the farm inputs to ascertain compliance with the prescribed standards.

(2) The relevant county government shall establish such farm inputs schemes as may be necessary to enhance coffee production.

(3) The National Government, in collaboration council of county governors, may put in place the infrastructure necessary for the production and availability of quality farm inputs for coffee production;

(4) The county government shall monitor and oversee the implementation and compliance with standards by farm input stockists.

Notification after planting, uprooting coffee or change of details of farm or estate.

65. A co-operative society comprising coffee growers shall keep and maintain a register of coffee growers and the number of coffee trees planted or uprooted by each of its members in the prescribed form.

(2) A co-operative society shall submit to the respective county government, annually, a record of the information maintained by the society under subsection (1).

(3) Each county government shall keep and maintain a record, in the prescribed form, of the area under coffee cultivation and information regarding uprooted coffee in the county.

(4) Each county government shall submit to the Board, annually, the record kept under subsection (3).

Certification of Kenyan Coffee.

66. (1) The Board shall register certification schemes to monitor compliance with the coffee standards.

(2) A coffee grower, miller or any other player in the coffee value chain may seek certification by the respective licencing authority to ensure the quality of coffee, the quality of service and secure market confidence.

(3) The Board shall keep and maintain a register of certification scheme operators in each county.

(4) The Board shall, for the purpose of subsection (2)—

(a) keep and maintain a register of certified scheme operators; and

(b) submit, a copy of the register to the relevant county government.

(5) Each county government shall monitor the operations of certification schemes and periodically advise the coffee growers within the respective county and the Board on best practice and performance of a scheme.

(6) A certification scheme under subsection (1) shall provide the particulars of certification services, competencies of their scheme operators and the benefits of the certification schemes to coffee growers.

(7) Certified coffee shall be identified and labelled according to the respective certification scheme for traceability and marketing.

(8) A miller shall, in the case of certified coffee, specify information relating to the certified coffee in the sales catalogue maintained by the miller.

(9) A coffee miller shall, before offering the coffee for sale in an exchange, provide proof of certification.

Requirements
relating to coffee
processing.

67. The processing of coffee shall be carried out at designated, standard approved facilities and in accordance with the established and approved Coffee Standards and Industry Code of Practice.

Requirements
relating to coffee
traceability and a
disclosures.

68. (1) The Board shall establish a coffee traceability system in the prescribed form.

(2) A person who operates a pulping station or coffee mill shall comply with the prescribed traceability system established by the Board under subsection (1).

69. (1) A coffee miller may bulk parchment or *buni* or coffee of the same quality and characteristics in order to attain millable quantities

(2) A coffee miller who bulks coffee shall avail information, in the prescribed form, to an exchange and the direct settlement system provider on the proportions of the bulked coffees for purposes of processing payments.

(3) The Board and the respective county government shall, separately or jointly undertake regular inspections to ensure compliance with this Act by the coffee millers.

(4) A coffee grower may deliver coffee samples not exceeding five hundred grams of parchment or buni for independent quality analysis by a laboratory before delivery to a commercial coffee miller.

(5) A laboratory to which a sample is submitted under subsection (4) shall issue to the coffee grower a report on quality compliance in the prescribed form.

(6) A coffee miller shall remit two hundred- and fifty-grams samples for each grade of an out-turn to the Board for quality analysis and assessment of conformity with coffee standards.

(7) A co-operative society or association comprising smallholder growers that intends to obtain milling services shall competitively procure the services of a miller or other service providers to whom the coffee is intended to be delivered for milling.

(8) Any charges imposed for the delivery of services to a coffee grower shall be communicated in the prescribed form to the direct settlement system provider before the sale of coffee for the purpose of settlement after the sale has been conducted.

Resolution by a
cooperative
society or a coffee
union.

70. (1) A cooperative society or a coffee union –

- (a) shall in charging a fee to its growers, adhere to the society's budget and not exceed ten percent of the gross earnings from the coffee sales;
- (b) despite having a registered brokerage firm, may engage the services of a private brokerage firm; and
- (c) may pass a resolution to borrow money.

(2) A resolution under subsection (1) (b) and (c) shall be made at a general or special meeting convened by the commissioner for cooperative development and be supported by at least three quarters of its members

(3) The commissioner for cooperative development shall take and keep a record of the proceeding of the meeting, which record shall include a list of the members present and the resolutions made.

71. (1) Every contract for milling of coffee shall be in writing and shall contain such information as may be prescribed.

(2) A commercial miller shall –

- (a) ensure that the grower or grower's representative is given reasonable notice to be present during the milling process;
- (b) take out comprehensive insurance cover against fire, theft, and other risks for all coffee in its possession and custody;
- (c) account for mill spillage or sweepings and all other coffee by-products to the growers and the Board;
- (d) digitize its operations to ensure weight precision, timely dissemination of information and protection of growers' data;
- (e) submit returns on coffee received and milled to the Board and the respective county government; and
- (f) comply with the prescribed standard coffee grades.

PART VIII— COFFEE TRADING AND MARKETING.

Coffee trading.

72. (1) Kenya Coffee may be offered for sale through—

- (a) auction in an Exchange;
- (b) direct sales;
- (c) international exchange; or
- (d) such other method as the Cabinet Secretary in consultation with the licencing authorities may prescribe.

International and local direct coffee sales.

73. (2) A buyer, a roaster, or a grower miller licensed by the relevant licensing authority, or a broker appointed by the grower, may trade at an exchange in accordance with this Act and any other law governing trade in an exchange

(2) Before a contract for direct sale is completed, a sample of not more than two hundred and fifty grams of the coffee intended for sale, shall be submitted to an exchange for quality analysis and price discovery.

(3) An exchange in which the sample is delivered under subclause (1) shall within fourteen days, issue to the coffee grower with a report on the quality and the price discovery in the prescribed form.

(4) Despite the provisions of subclause (2) and (3), a contract for future sales shall not be subjected to price and grade discovery at an exchange.

(5) The price at which a licensed coffee grower offers coffee for sale under subsection (1) shall bear a favorable comparison to the price at an exchange.

(6) A licensed coffee grower shall submit annually returns to the Board, in the prescribed form, on sales undertaken under subsection (1) including —

- (a) a copy of the contract;
- (b) the coffee grade;
- (c) the coffee quantity;
- (d) the coffee price;
- (e) details of a certification scheme, where applicable;
- (f) quality report;
- (g) mode of payment; and
- (h) a dispute resolution clause.

Licencing and
functions of an
Exchange.

74.(1) The Capital Market Authority shall licence an exchange for the purposes of trading coffee.

(2) An exchange shall—

- (a) manage its auction floor, the central sample room, the information registry and the direct settlement system;
- (b) maintain records relating to coffee sales, coffee samples and sweepings;
- (c) vail sales catalogues to interested parties in accordance with the Capital Markets Act;
- (d) disseminate market information for every auction and an analysis of performance on, weekly and monthly basis; and
- (e) carry out such other function as the Cabinet Secretary for trade may prescribe.

(3) The proceeds of the sale of coffee at an Exchange shall be deposited in a central settlement system established in accordance with this Act and paid to a grower's account within 14 days.

(4) For the purposes of subsection (3) a grower means a cooperative society or an estate.

Management of an
exchange and
settlement of
coffee sales
proceeds.

75.(1) A broker or agent appointed by growers and other service providers shall not receive coffee sale proceeds on behalf of the growers.

(2) A coffee warrant or a warehouse receipt issued by a warehouse operator to a depositor of coffee shall be transferable to a new holder who has purchased the coffee and is entitled to take its delivery upon presentation of the coffee warrant or the warehouse receipt endorsed by an exchange to the warehouse operator.

(3) A person who contravenes the provisions of this section commits an offence and is liable, on conviction, to a fine not exceeding five hundred thousand shillings, or to imprisonment for a term not exceeding six months, or to both.

Sales Catalogue

76.(1) A grower or a broker appointed by a grower shall in consultation with an exchange, prepare a sales catalogue for all the coffee in a licenced warehouse in accordance with the Act.

(2) A sales catalogue shall contain information on the prompt date and such other particulars as may be prescribed under this Act.

Coffee
warehousing in
designated
warehouses.

77.(1) All coffee shall be stored in warehouses licensed by the respective county governments.

(2) A county government shall not designate premises as a coffee warehouse unless the premises have been inspected, approved and licensed in accordance with this Act and other relevant legislations.

(3) A licensed warehouse shall conform to the standards prescribed by the Kenya Bureau of Standards.

(4) The Board and county governments shall inspect warehouses and monitor warehousing activities on a regular basis.

(5) A warehouse operator shall—

- (a) insure all coffee in the warehouse or under his or her custody against fire, theft and other insurable risks;

- (b) not remove or cause to be removed from a warehouse, coffee unless the operator has applied for, and obtained an endorsed coffee warrant or warehouse receipt as the case may be; and
- (c) account for any weight or quality loss to the respective grower, agent, buyer or roaster.

(6) A person who operates a warehouse contrary to this Act commits an offence and is liable, on conviction, to a fine not exceeding three hundred thousand shillings, or to imprisonment for a term not exceeding six months, or to both.

Sale of coffee in an international exchange.

78.(1) A grower or an agent representing the grower may offer coffee for sale, in the prescribed manner, in an international exchange and may for this purpose enter in to a written contract for future sale.

(2) A contract under subsection (1) shall include the following information-

- (a) the name of the exchange
- (b) the quality of coffee;
- (c) the quantity of coffee;
- (d) the mode of payment;
- (e) the mode and place of storage;
- (f) the details of insurance cover; and
- (g) a dispute resolution clause.

(3) The contract under subsection (1) shall be submitted to the Board within fourteen days of the signing of the contract.

(4) The Cabinet Secretary shall prescribe regulations on sale of coffee at an international exchange.

79. The Board may, for the purpose of trading in the international coffee market and auction —

- (a) issue a coffee trading licence to a grower or a buyer; and
- (b) in collaboration with the Cabinet Secretary for trade, issue trade insurance to a cooperative society to indemnify it from any risk on any coffee exported in an international market or auction.

Coffee trading licence.

80.(1) A person shall not export coffee or cause any coffee to be exported unless such person has —

- (a) applied for, and obtained, a phytosanitary certificate from the Kenya Plant Health Inspectorate Service; and
- (b) notification and registration of direct sales contract, certificate of origin, certificate of quality and any other relevant approvals issued by the Board.

(2) The Board shall authorize the importation of coffee through the issuance of import permits or a buyer's licence.

(3) Clean coffee imports shall —

- (a) be accompanied by the certificate of origin and phytosanitary certificate quality analysis issued by the country of origin and adhere to Kenyan coffee standards; and
- (b) be inspected and issued with Phytosanitary Certificate of quality analysis by the Kenya Plant Health Inspectorate Service.

(4) Clean coffee which consists only of a sample or a parcel not exceeding twenty kilograms in weight and which meets the relevant licensing and certification requirements shall not require a buyer's license from the Board.

Prohibition against
blending

81. (1) A person who blends any or various grades of coffee produced in Kenya with any other coffees produced outside Kenya shall declare the percentage of Kenyan coffee in the blend.

(2) A person who contravenes subsection (1) commits an offence and is liable, on conviction, to a fine not exceeding twice the value of the blended coffee, or to imprisonment for a term not exceeding one year, or to both.

Anti-competitive
practices.

82. The trading activities at an exchange shall be compliant with relevant laws that deter unfair trading and anti-competitive practices.

PART IX—QUALITY ASSURANCE

Quality assurance
for coffee industry

83. (1) The Board and the respective county licencing authority shall collaborate in the enforcement of coffee industry standards along the value chain for purposes of quality assurance.

(2) The Board, in consultation with the Kenya Institute of Curriculum Development established under the Kenya Institute of Curriculum Development Act and accredited universities may develop a training curriculum, conduct examinations and jointly issue certificates for coffee liquorers.”

(3) The Board may enter into a memorandum of understanding with an accredited university for the training and administration of liquorers' examinations.

(4) A person shall not offer liquoring services unless such person is certified as a liquorer has applied for, and obtained a practicing licence from the Board.

(5) The Board shall, in collaboration with the respective county executive committee members establish cupping centers in the counties for the purpose of conducting coffee quality analysis and capacity building.

(6) The Board shall carry out assessments on coffee quality maintenance at any premises in which the processing of coffee is carried out along the value chain.

(7) The Board may sample coffee at any stage of the value chain to ascertain permissible maximum pesticides residue levels for compliance with set national and international standards.

(8) The Board, in collaboration with the respective county government shall –

(a) monitor maintenance of pesticide spraying records by coffee growers to enforce compliance with the permissible pesticides residue levels in coffee beans; and

(b) inspect coffee storage bags to check against potential contamination and monitor wholesalers, suppliers, manufacturers and importers to ensure compliance with safety standards.

(9) The Institute shall in collaboration with the licencing authorities and other relevant bodies conduct periodic surveillance on the application of pesticides to ensure compliance with set standards and best practices.

Inspections

84. (1) The Board and the respective county governments shall, by notice in the Gazette, appoint inspectors for the enforcement of the provisions of this Act.

(2) The Board and the respective licencing authority may, separately or jointly, conduct inspection of coffee farms, coffee nurseries, pulping stations, coffee mills, warehouses, cupping laboratories, roasters or coffee buyers' vessels transporting coffee to monitor compliance with the requirements of this Act.

(3) A smallholder, a grower, a pulping station operator, a transporter, a miller, a warehouse operator or a buyer shall accord an inspector access and necessary assistance for effective inspection.

(4) A person who fails to accord an inspector access to premises and information commits an offence.

Coffee imports to conform to standards.

85. (1) A person importing coffee into the country shall –

(a) ensure that the coffee complies with the coffee standards and such other quality standards as may be prescribed under this Act or any other law; and

(b) adhere to the safety and health standards prescribed under this Act or any other law.

(2) The Board shall destroy coffee which does not conform to the coffee standards.

(3) The Board shall not destroy coffee under subsection (2) unless –

(a) it has issued to the importer of the coffee, notice, in the prescribed form, of intention to destroy the coffee;

(b) given the importer an opportunity to be heard; and

(c) obtained an order of a Court of competent jurisdiction for the destruction of that coffee.

(4) The Board may, in addition to the action taken under subsection (3), suspend or cancel any licence issued to the importer under this Act.

PART X—FINANCIAL PROVISIONS

Funds of the Board.

86. The funds and assets of the Board shall comprise of—

(a) such monies as may be appropriated by the National Assembly for the purposes of the Board;

(b) such monies or assets as may accrue to or vest in the Board in the course of the exercise of its powers or the performance of its functions under this Act;

(c) monies received from the levy imposed on coffee sale of coffee;

(d) such monies as may be payable to the Board pursuant to this Act or any other written law;

(e) such gifts as may be donated to the Board; and

(f) monies from any other source granted, donated or lent to the Board.

Coffee development and marketing Levy

87. (1) The Cabinet Secretary shall, in consultation with the Board and county governments and by notice in the Gazette, impose a levy of two point five per centum on the export import value remitted by coffee buyers to the Board through the direct settlement system for the development of the coffee industry.

(2) The levy imposed under subsection ((1)) shall be apportioned as follows—

- (a) thirty per centum to the Institute;
- (b) fifteen per centum to the Board for regulatory purposes;
- (c) twenty per centum for price stabilization which shall be managed by Board;
- (d) ten per centum to the Board for marketing purposes; and
- (e) (e) twenty-five per centum to the county growing areas on pro- rata basis as a conditional grant for coffee development.

Annual estimates

88.(1) At least three months before the commencement of each financial year, the Board shall cause to be prepared estimates of the revenue and expenditure of the Board for that year.

(2) The annual estimates shall make provision for all estimated expenditure of the Board for the financial year concerned.

(3) The annual estimates prepared by the Board under subsection (2) shall be submitted to the Cabinet Secretary for tabling in the National Assembly.

Accounts and
Audit.

89.(1) The Board shall cause to be kept such books of accounts and other books in relation thereto of all its undertakings, funds, activities and property as the Cabinet Secretary may from time to time approve and shall, within a period of three months after the end of the financial year, cause to be prepared, signed and forwarded to the Auditor-General—

- (a) a balance sheet showing in detail the assets and liabilities of the Board;
- (b) monies received from the levy imposed on coffee sales; and
- (c) such other statements of accounts as the Cabinet Secretary may approve.

(4) The accounts of the Board shall be examined, audited and reported upon annually by the Auditor-General in accordance with the Public Audit Act.

(5) The Board shall submit to the Auditor-General all books and accounts of the Board, together with all vouchers in support thereof, and all books, papers and writings in its possession or control relating thereto, and the Auditor-General shall be entitled to require from any member, officer, employee or agent of the Board such information and explanation as he may consider necessary for the performance of his duties.

Annual report and
publication.

90. The Board shall, within a period of three months after the end of each financial year or within such longer period as the Cabinet Secretary may approve, submit to the Cabinet Secretary a report of the operations of the Board during such year, and the yearly balance sheet and such other statements of account as the Cabinet Secretary shall require, together with the Auditor-General's report.

(2) The Board shall, if the Cabinet Secretary so requires, publish the report, balance sheet and statements submitted to him under subsection (1) in such manner as the Cabinet Secretary may specify.

(3) The Cabinet Secretary shall submit to the Parliament the reports, balance sheet and statements under subsection (1), within a period of fourteen days of the receipt of the reports and statements or, if a House of Parliament is not sitting, within fourteen days of the commencement of its next sitting.

The financial Year
of the Board

91. The financial year of the Board shall be the period of twelve months ending on the thirty first of June

PART XI—MISCELLANEOUS PROVISIONS

Disputes
Resolution
Committee

92. (1) Disputes related to issuance of permits, licensing, nomination of Board members or Council members and other matters that may arise in the coffee sector shall be resolved, in the first instance, by a Dispute Resolution Committee.

(2) Each licensing authority shall have an ad hoc Dispute Resolution Committee that consists of a chair and two other members appointed by notice in the Gazette, in the case of—

- (a) the Board, the Cabinet Secretary; and
- (b) the county governments, the respective governor;

by notice in the Gazette.

(3) A member of the committee shall not be members of a licencing authority.

(4) A dispute resolution committee may regulate its own procedure.

(5) A licencing authority shall provide secretarial services to a dispute resolution committee.

(6) The Cabinet Secretary shall make rules on the procedure for nominating members to a Dispute Resolution Committee.

(7) Decisions regarding any dispute contemplated under this section shall be made by the relevant Dispute Resolution Committee within thirty days of the hearing of the dispute in question.

(8) A person who is dissatisfied with the decision of a Dispute Resolution Committee may appeal to the High Court.

Digitization

93. (1) The Board, a licenced exchange and each county government shall automate their operations for the efficient delivery of services and dissemination of information within the coffee sector.

(2) In automating its processes, the Board and the county government shall ensure that—

- (a) multiple parties can access a common system;
- (b) flow of data takes place seamlessly across the value-chain without interruption;
- (c) the system is safe and secured and protected against unauthorized access;
- (d) there is in place, a mechanism that ensures access to the system is properly regulated and monitored with adequate mechanisms for continued integrity; and
- (e) the records are not lost, destroyed or tampered with, and in the event of any loss or destruction, sufficient back-up is available in a secure place.

Request for
information.

94.(1) The chief executive officer of the Institute may, in writing, request any person to furnish the Institute with such information or to produce such documents or records as the chief executive officer deems necessary and relevant for the performance of the functions of the Organization.

(2) A person who—

- (a) refuses or fails, without reasonable cause, to comply with a request under subsection (1) to furnish any information or to produce any documents or records; or
- (b) in furnishing such information, makes a statement which they know to be false, commits an offence and shall be liable, on conviction to a fine not exceeding fifty thousand shillings or to imprisonment not exceeding three months, or to both.

. Limitation of the
right to access
information.

95.(1) Pursuant to Article 24 of the Constitution, the right of access to information under Article 35 of the Constitution shall be limited with respect to information whose disclosure is, in the opinion of the Council likely to prejudice the integrity of research or any intellectual property rights held by the Institute.

(2) An officer, member of staff, or agent of the Institute shall not disclose information acquired under this Act except with the written consent of the Council of the Institute.

(3) A person who receives information in contravention of subsection (2) shall not disclose or publish the information.

(4) A person who contravenes subsection (2) or (3) commits an offence and shall be liable, on conviction, to a fine not exceeding fifty thousand shillings or to imprisonment for a term not exceeding 6 months or to both such fine and imprisonment.

Dissemination of
market
information

96.The Board shall carry out market research and analysis and disseminate information on its findings to all stakeholders.

Penalties.

97. (1) A person who commits an offence under this Act for which no penalty is provided is liable, on conviction, to a fine of not more than two million shillings or a fine not exceeding twice the value of the coffee or coffee products whichever is higher or, to imprisonment for a term not exceeding five years, or to both.

(2) Where an offence under this Act is committed by a partnership, company, association or co-operative society, every person who at the time when the offence was committed—

- (a) was director, partner or officer;
- (b) had knowledge or should have had knowledge of the commission of the offence; and
- (c) did not exercise due diligence to ensure compliance with this Act,

commits an offence and is liable for the offence as if they had committed the offence, unless they prove that the act or omission constituting the offence took place without their knowledge, consent or connivance and that they exercised diligence to prevent the commission of the offence as they ought to have exercised having regard to the nature of their functions as director, partner or officer concerned as aforesaid and to all the circumstances.

Exemptions.

98. Subject to other applicable laws, the Institute shall be exempted from such taxes, duties, fees, levy, cess or other charges as the Cabinet Secretary for the time being responsible for finance may by, notice in the Gazette, specify.

Regulations

99. (1) The Cabinet Secretary may, in consultation with licencing authorities, make Regulations, for the better carrying out of the provisions of this Act.

(2) Without prejudice to the generality of subsection (1), the Cabinet Secretary may make Regulations to provide for—

- (a) the regulation of the processing, importation and exportation of coffee and coffee products;
- (b) the forms to be used —
 - (i) in the application for registration, licensing, permits, contracts, bulking of coffee, coffee traceability, and related activities;
 - (ii) to give notice to an importer on the intention to destroy coffee;
 - (iii) in submission of monthly returns to the Board by growers and roasters; and
 - (iv) by a laboratory to report on quality compliance.
- (c) the process of application for registration, licensing and related activities;
- (d) any fee or levy which may be charged for anything done under this Act;
- (e) the regulation and enforcement of contracts between growers, processors and other players in the coffee industry.
- (f) the process of nomination of members to the Board;
- (g) the conditions for the issuance of certificates, licenses and permits under this Act;
- (h) the trade, storage, bulking, packing and roasting of coffee;
- (i) the regulation of nursery operations, pulping, milling, warehousing and transportation of coffee;
- (j) the grading and classification of coffee;
- (k) the imposition of costs charged by service providers along the value chain and payment of coffee sales proceeds to growers and their service providers;
- (l) operationalization of the Central Settlement System.
- (m) qualification for appointment and powers of inspectors; and
- (n) co-option of export members to the Board

PART XII—TRANSITIONAL PROVISIONS

Rights and obligations.

100. (1) All rights, obligations and contracts which, immediately before the coming into operation of this Act, were vested in or imposed on the Agriculture and Food Authority with respect to the coffee sector shall by virtue of this section, be deemed to be the rights, obligations and contracts of the Board as the case may be.

(2) All rights, obligations and contracts which, immediately before the coming into operation of this Act, were vested in or imposed on the Kenya Agricultural and Livestock Research Organisation with respect to the Coffee Research Institute shall by virtue of this section, be deemed to be the rights, obligations and contracts of the Institute as the case may be.

Assets and liabilities.

101. 101. (1) All funds, assets, and other property, moveable and immovable and all liabilities which were immediately before the appointed day vested in Agriculture and Food Authority for carrying out of functions relating to coffee, shall at the commencement date vest in the Board.

(2) All funds, assets, and other property, moveable and immovable and all liabilities which were immediately before the appointed day vested in Kenya Agricultural and Livestock Research Organisation for the carrying out of functions relating to coffee, shall at the commencement date vest in the institute

Legal proceedings.

102. (1) On or after the appointed day, all actions, suits or legal proceedings pending by or against the Agriculture and Food Authority in relation to the coffee sector shall be carried on or prosecuted by or against the Board, and no action, suit or legal proceedings shall in any manner abate or be prejudicially affected by the enactment of this Act.

(2) On or after the appointed day, all actions, suits or legal proceedings pending by or against the Kenya Agricultural and Livestock Research Organisation in relation to the coffee research institute shall be carried on or prosecuted by or against the Institute, and no action, suit or legal proceedings shall in any manner abate or be prejudicially affected by the enactment of this Act.

Reference to written laws.

103. 103. (1) Any reference to the Agriculture and Food Authority in any written law or in any contract, document or instrument of whatever nature, in relation to coffee, shall, on the appointed day, be read and construed as a reference to the Board.

(2) Any reference to the Kenya Agricultural and Livestock Research Organisation in any written law or in any contract, document or instrument of whatever nature, in relation to coffee, shall, on the appointed day Act, be read and construed as a reference to the Institute.

Previous authorizations

104. (1) All directions, orders and authorizations given, or licenses or permits issued, or registrations made by the Agriculture and Food Authority in relation to coffee, and subsisting or valid immediately before the appointed day, shall be deemed to have been given, issued or made by the Authority as the case may be, under this Act.

Staff.

105. 105. (1) Any person who, at the commencement of this Act, is a member of staff of the Agriculture and Food Authority dealing with the coffee sector shall, on the appointed day, become a member of staff of the Board on the same or improved terms and conditions of service as may be specified by the Cabinet Secretary.

(2) Any person who, at the commencement of this Act, is a member of staff of the Kenya Agricultural and Livestock Research Organisation working with the coffee research institute shall, on the appointed day, become a member of staff of the Institute on the same or improved terms and conditions of service as may be specified by the Cabinet Secretary.

Consequential amendments.
Inte

106. (1) In this Part “appointed day” means the day this Act comes into force.

Consequential
amendments.

107. (1) The Crops Act is amended—

- (a) in section 14 (1) by deleting paragraph (a); and
- (b) in the First Schedule by deleting the term “coffee” appearing in Part 1.

FIRST SCHEDULE. s. 22 and s. 77

CONDUCT OF BUSINESS AND AFFAIRS OF THE BOARD OF DIRECTORS

1. (1) The board of directors shall meet at least once in every three months to conduct the business of the respective Board. Meetings of the Board.

(2) The chairperson shall convene the ordinary meetings of the board of directors at the premises of the respective Board.

(3) Despite the provisions of sub-paragraph (1), the Chairperson shall, upon a written request by at least five members of the board of directors, convene a special meeting at any time where he considers it expedient for the transaction of the business of the Board.

(4) Unless three quarters of the total number of the members of the Board otherwise agree, at least fourteen days written notice of every meeting of the board of directors shall be given to every member of the respective board by the Secretary.

(5) The quorum for the conduct of the business of the Board shall be five members.

(6) The chairperson shall preside at every meeting of the Board at which the chairperson is present and in the absence of the chairperson, the members of the Board present shall elect one person from their number to preside over the meeting of the Board and that person shall have all the powers of the chairperson.

(7) Unless a unanimous decision is reached, a decision on any matter before the board of directors shall be by a majority of the votes of the members present and voting and in the case of an equality of votes, the chairperson or person presiding over the meeting shall have a casting vote.

(8) The proceedings of the board of directors shall not be invalidated by reason of a vacancy within its membership.

(9) Subject to provisions of this Schedule, the board may determine its own procedure and the procedure for any committee of the Board and for the attendance of other persons at its meetings.

2. (1) If a member of the board of directors is directly or indirectly interested in any matter before the Board and is present at a meeting of the board of directors at which the matter is the subject of consideration, the member shall, at the meeting and as soon as is reasonably practicable after the commencement of the meeting, disclose the interest of the member in the matter and shall not take part in the deliberations or vote on, the matter. Disclosure of interest.

(2) A disclosure of interest made under this paragraph shall be recorded in the minutes of the meeting at which it is made.

(3) Any contract or instrument which if entered into or executed by a person not being a body corporate, would not be required to be under seal may be entered into or executed on behalf of the board of directors by any person generally or specially authorized by the board of directors for that purpose.

SECOND SCHEDULE.

s.11, s.23 and s. 28

LICENCE, PERMIT OR CERTIFICATE

No.	Type of Licence/ Permit or Certificate	Issuing Authority
1.	Coffee buyer's licence	Board
2.	Independent cupping laboratory licence	Board
3.	Warehouse operator's licence	Board
4.	Coffee liqueur's licence;	Board
5.	Processed coffee import permit	Board
6.	Clean coffee movement permit for exports	Board
7.	Coffee trading licence	Board
8.	Commercial coffee miller's licence	Board
9.	Warehouse licence	County government.
10.	Coffee nursery certificates	The Institute.
11.	Pulping station licence	County government in consultation with the Board.
12.	Grower's milling licence	County government
13.	Coffee roaster's licence	County government in consultation with the Board.
14.	Parchment permit from the county of origin	County government
15.	Clean coffee movement permit from the county of origin	County government
16.	Coffee exchange licence	Capital Markets Authority
17.	Brokers licence	Capital Markets Authority

LIMITATION OF DEBATE

The House resolved on Thursday, February 13, 2025 as follows—

Limitation of Debate on Reports of Audit Committees

- II. THAT**, each speech in debate on **Reports of Audit Committees** be limited as follows: A maximum of sixty (60) minutes for the Mover in moving and thirty (30) minutes in replying, and a maximum of ten (10) minutes for any other Member speaking, except the Leader of the Majority Party and the Leader of the Minority Party, who shall be limited to a maximum of fifteen (15) minutes each; and that priority be accorded to the Leader of the Majority Party and the Leader of the Minority Party, in that order.

Limitation of Debate on Bills sponsored by Parties or Committees

- III. THAT**, each speech in a debate on **Bills sponsored by a Committee, the Leader of the Majority Party or the Leader of the Minority Party** be limited as follows:- A maximum of forty five (45) minutes for the Mover, in moving and fifteen minutes (15) in replying, a maximum of thirty (30) minutes for the Chairperson of the relevant Committee (if the Bill is not sponsored by the relevant Committee), and a maximum of ten (10) minutes for any other Member speaking, except the Leader of the Majority Party and the Leader of the Minority Party, who shall be limited to a maximum of fifteen minutes (15) each (if the Bill is not sponsored by either of them); and that priority in speaking be accorded to the Leader of the Majority Party, the Leader of the Minority Party and the Chairperson of the relevant Departmental Committee, in that order.

Limitation of Debate on Sessional Papers

- IV. THAT**, each speech in a debate on any **Sessional Paper** be limited as follows:- A maximum of two and a half hours, with not more than twenty (20) minutes for the Mover in moving and five (5) minutes for any other Member speaking, **including** the Leader of the Majority Party and the Leader of the Minority Party and the Chairperson of the relevant Committee (if the Sessional Paper is not moved by the Chairperson of the relevant Committee), and that ten (10) minutes before the expiry of the time, the Mover be called upon to reply; and further that priority in speaking be accorded to the Leader of the Majority Party and the Leader of the Minority Party, in that order.

Limitation of Debate on Other Committee Reports

- V. THAT**, each speech in a debate on **Other Committee Reports**, including a Report of a Joint Committee of the Houses of Parliament or any other Report submitted to the House for which limitation of time has not been specified, be limited as follows:- A maximum of two and a half hours, with not more than twenty (20) minutes for the Mover in moving and five (5) minutes for any other Member speaking, **including** the Leader of the Majority Party and the Leader of the Minority Party and the Chairperson of the relevant Committee (if the Committee Report is not moved by the Chairperson of the relevant Committee), and that ten (10) minutes before the expiry of the time, the Mover be called upon to reply; and further that priority in speaking be accorded to the Leader of the Majority Party and the Leader of the Minority Party, in that order.

NOTICE PAPER

Tentative business for

Thursday, December 4, 2025

(Published pursuant to Standing Order 38(1))

It is notified that the following business is tentatively scheduled to appear in the Order Paper for Thursday, December 4, 2025 –

- A. **SPECIAL MOTION-** **CONSIDERATION OF A NOMINEE FOR APPOINTMENT AS SECRETARY/CHIEF EXECUTIVE OFFICER OF THE SALARIES AND REMUNERATION COMMISSION (SRC)**
(The Chairperson, Departmental Committee on Labour)

(Subject to tabling of Committee Report and Notice of Motion)

- B. **THE NATIONAL GOVERNMENT CONSTITUENCIES FUND BILL (NATIONAL ASSEMBLY BILL NO. 54 OF 2025)**
(The Hon. Clive Gisairo, M.P. & The Hon. Timothy Toroitich, M.P. – *Co-Sponsors*)
First Reading

- C. **MOTION-** **CONSIDERATION OF THE MEDIATED VERSION OF THE COFFEE BILL (SENATE BILL NO. 10 OF 2023)**
(The Co-Chairperson, Mediation Committee on the Coffee Bill, 2023)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

- D. **MOTION-** **CONSIDERATION OF THE AGREEMENT BETWEEN THE GOVERNMENTS OF THE REPUBLIC OF KENYA AND THE REPUBLIC OF SINGAPORE FOR THE ELIMINATION OF DOUBLE TAXATION WITH RESPECT TO TAXES ON INCOME AND ON THE PREVENTION OF TAX EVASION AND AVOIDANCE**
(The Chairperson, Departmental Committee on Finance and National Planning)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

- E. **MOTION-** **CONSIDERATION OF THE AGREEMENT ESTABLISHING THE SHELTER AFRIQUE DEVELOPMENT BANK**
(The Chairperson, Departmental Committee on Finance and National Planning)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

F. MOTION— CONSIDERATION OF REPORT ON THE ASSESSMENT OF UTILISATION OF FUNDS DISBURSED BY THE SOCIAL HEALTH AUTHORITY

(The Chairperson, Departmental Committee on Health)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

G. COMMITTEE OF THE WHOLE HOUSE

The Judges' Retirement Benefits Bill (National Assembly Bill No. 27 of 2025)

(The Leader of the Majority Party)

H. MOTION— REPORT ON THE INQUIRY INTO THE CONDUCT OF THE BRITISH ARMY TRAINING UNIT IN KENYA (BATUK)

(The Chairperson, Departmental Committee on Defence Intelligence and Foreign Relations)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

I. MOTION— REPORT ON THE AUDITED ACCOUNTS FOR THE JUDICIARY MORTGAGE SCHEME FUND FOR THE FINANCIAL YEARS 2011/2012 TO 2021/2022

(The Chairperson, Special Funds Accounts Committee)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

J. MOTION— CONSIDERATION OF A PETITION REGARDING POLLUTION OF RIVER ATHI

(The Chairperson, Committee on Public Petitions)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

K. MOTION— FOURTH REPORT ON THE STATUS OF IMPLEMENTATION OF THE CONSTITUTION

(The Chairperson, Constitutional Implementation Oversight Committee)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

L. MOTION— INQUIRY INTO ALLEGED DISCRIMINATION OF LOCAL INVESTORS IN THE TRANSPORT LOGISTICS SECTOR BY MULTINATIONAL COMPANIES IN THE COUNTRY

(The Chairperson, Departmental Committee on Trade, Industry and Cooperatives)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

M. MOTION– CONSIDERATION OF REPORT ON A PETITION REGARDING DISCRIMINATION BY THE TEACHERS SERVICE COMMISSION ON CAREER PROGRESSION GUIDELINES FOR SPECIAL NEEDS EDUCATION TEACHERS IN KENYA

(The Chairperson, Committee on Public Petitions)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

N. MOTION– INQUIRY INTO THE PROPOSED SALE OF SHARES IN EAST AFRICAN PORTLAND CEMENT PLC

(The Chairperson, Departmental Committee on Trade, Industry and Cooperatives)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

O. MOTION– CONSIDERATION OF REPORT ON A PETITION REGARDING GAZETTEMENT OF MWALA AND KALAMA SUB-COUNTIES OF MACHAKOS COUNTY AS HARDSHIP AREAS

(The Chairperson, Committee on Public Petitions)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

P. MOTION– BUDGET IMPLEMENTATION FOR THE FINANCIAL YEAR 2024/2025 WITH RESPECT TO VARIOUS OFFICES, STATE DEPARTMENTS AND AGENCIES

(The Chairperson, Departmental Committee on Administration and Internal Security)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

Q. MOTION– REPORT ON THE AUDITED ACCOUNTS FOR THE COMMODITIES FUND FOR THE FINANCIAL YEARS 2018/2019 TO 2021/2022

(The Chairperson, Special Funds Accounts Committee)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

R. MOTION– REPORT ON THE AUDITED ACCOUNTS FOR THE STORES AND SERVICES FUND FOR THE FINANCIAL YEARS 2020/2021 & 2021/2022 & THE OCCUPATIONAL SAFETY AND HEALTH FUND FOR THE FINANCIAL YEARS 2020/2021 & 2021/2022

(The Chairperson, Special Funds Accounts Committee)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

S. MOTION— REPORT ON THE AUDITED ACCOUNTS FOR THE LAND SETTLEMENT FUND FOR THE FINANCIAL YEARS 2020/2021 & 2021/2022 AND THE RAILWAY DEVELOPMENT FUND (HOLDING ACCOUNT) FOR THE FINANCIAL YEARS 2017/2018 TO 2021/2022

(The Chairperson, Special Funds Accounts Committee)

(If not concluded on Wednesday, December 3, 2025 - Afternoon Sitting)

T. ADJOURNMENT OF THE HOUSE IN ACCORDANCE WITH THE CALENDAR

APPENDIX

NOTICE OF PETITIONS, QUESTIONS & STATEMENTS

ORDER NO. 4 – PETITIONS

It is **notified** that, pursuant to the provisions of Standing Order 225, the following Petition will be presented—

No.	Subject	Petitioner	Relevant Committee
28/2025	Status of ownership of L.R. forming the nucleus estate of <i>Miwani</i> Sugar Mills Ltd as succeeded by <i>Miwani</i> Sugar Company (1989) Ltd (in receivership)	<i>To be presented by the Member for Suba South (Hon. Caroli Omondi, MP) on behalf of the residents of Miwani in Kisumu County</i>	Public Petitions

ORDER NO. 7 - QUESTIONS

It is **notified** that, pursuant to the provisions of Standing Order 42A (6B) the **Cabinet Secretary for Agriculture and Livestock Development** will respond to the following questions in plenary on Wednesday (Afternoon), December 03, 2025:-

QUE. NO

QUESTION BY PRIVATE NOTICE

**QPN
018/2025**

The Member for Mandera West (Hon. Adan Haji, MP) to ask the Cabinet Secretary for Agriculture and Livestock Development: -

Could the Cabinet Secretary provide details on the reach of the nationwide animal vaccination campaign since its launch on 30th January 2025, specifically:

- (i) the total number of livestock vaccinated by species (cattle, sheep, goats, camels and poultry);
- (ii) geographic breakdown showing vaccination coverage by county, with a specific focus on Arid and Semi-Arid Lands (ASAL) counties; and
- (iii) percentage of target livestock populations reached in ASAL regions versus non-ASAL regions compared to the stated targets of 22 million cattle, 23 million sheep and 35 million goats?

QUE. NO

ORDINARY QUESTIONS

082/2025

The Nominated Member (Hon. Dorothy Ikiara, MP) to ask the Cabinet Secretary for Agriculture and Livestock Development: -

Could the Cabinet Secretary—

- (i) explain the criteria used to determine the rates of annual bonuses paid to tea farmers across the different regions and factories in Kenya?
- (ii) state the measures taken by the Ministry to ensure that all tea farmers receive fair, uniform and transparent bonuses based on their production levels?
- (iii) provide a timeline within which the Ministry will address the disparity to ensure that tea farmers across the country are treated fairly?

083/2025

The Member for Muhoroni (Hon. James K'oyoo, MP) to ask the Cabinet Secretary for Agriculture and Livestock Development: -

Could the Cabinet Secretary—

- (i) clarify the terms and conditions of the lease agreements for the state-owned sugar firms, including how the Government intends to invest or utilize the lease proceeds for the benefit of the local communities?
- (ii) state whether the lease rent payable took into account the value of the nucleus estate farming land and confirm whether a valuation of the sugarcane within the nucleus was undertaken, and if so, indicate the total value?
- (iii) explain the measures put in place by the Ministry and the Kenya Sugar Board to prevent the creation of monopolies, given that the leased state-owned sugar firms have been allocated to millers already operating within the same command zones?
- (iv) provide the current status of the legal disputes relating to the Miwani Sugar Company land and outline the steps taken to safeguard the land from fraudulent transactions?

084/2025

The Member for Igembe Central (Hon. Daniel Karitho, MP) to ask the Cabinet Secretary for Agriculture and Livestock Development: -

Could the Cabinet Secretary—

- (i) clarify the actual quantity of *Miraa* exported daily from Kenya to Somalia, given that the Agriculture and Food Authority (AFA) reports an average of 15 tonnes per day, while the *Nyambene Miraa* Trade Association (NYAMITA) a duly registered and the most active association of *Miraa* farmers and traders, reports exports of over 40 tonnes daily?
 - (ii) explain why official data on *Miraa* exports to Somalia remains inconsistent and unreliable despite continuous exports since July 2022 and how this has affected trade negotiations and policy decisions between the two countries?
 - (iii) state the measures being undertaken by the Ministry to ensure accurate reporting of *Miraa* export data, safeguard government revenue and promote equitable support for the *Miraa* sector in terms of research, marketing, infrastructure and budgetary allocation?
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