



**NATIONAL AGRICULTURAL  
EXPORT DEVELOPMENT  
BOARD**



Republic of Rwanda

Kigali, .....18 NOV 2020.....

Ref. No.....3814/11.020.....

**Exporters of Emerging Commodities (All)**

.....

Dear Sir/Madam

**Re: Extension for updating company profiles' Database and production system traceability**

In reference to the letter N° 3553/10/020 requesting exporters of emerging commodities to update their export production systems for registration process and traceability;

Due to several requests from exporters to extend the process for more days, and after consultations with the horticulture exporters' association (HEAR), we are extending the aforementioned process for those companies who missed the opportunity, to update and submit their documented systems by **December 31<sup>st</sup>, 2020**. Companies failing to meet this set deadline shall be considered as non-compliant, and shall be classified as dormant; hence automatically be removed from the Emerging Commodities Exporters' Database, as a consequence.

The application forms can be easily downloaded on the following link:

<https://naeb.gov.rw/index.php?id=336>

**Note:**

Only companies holding Export Licenses are not concerned, since we take into consideration their periodical export performance evaluation reports, for continual improvement.

Sincerely,

**Mrs. Sandrine URUJENI**  
**Chief Operations Officer-NAEB**



**Cc:**

- The Chief Executive Officer-NAEB
- The Director General-RICA
- The Chairman of HEAR





**NATIONAL AGRICULTURAL  
EXPORT DEVELOPMENT  
BOARD**



Republic of Rwanda

Kigali, .....13.06.2020  
Ref. No...3553/10/20

Exporters of Emerging Commodities (All)

Dear Sir/Madam

**Re: Updating the database for emerging export production and registration processes**

In reference to the law No. 13/2017 establishing NAEB especially in its article 5 about its mission to enable the agricultural export environment and support exporters to understand and comply with export Market requirements, NAEB is in the process of updating the database of registered exporters under the prescriptions of FORM 1 (Emerging Commodities Exporters registration and licensing Form), to develop and establish a traceability system for emerging export commodities. Therefore, we hereby request all registered companies under provisions of FORM 1 to submit the following for compliance:

1. An application letter requesting for registration update;
2. Existing export contracts with buyers;
3. Export performance for the last twelve (12) months;
4. Production plan form (see attached **FORM 2**);
5. Export projections for the next twelve (12) months, and potential targeted market/buyers

The above mentioned should be submitted by **October 31<sup>st</sup>, 2020**; as part of mandatory requirements for the issuance of the Export License, to be effective by **November 1<sup>st</sup>, 2020**. For more information, please contact Mr. MUGABUSHAKA Norbert, the Emerging Commodities Quality Assurance and Regulation Specialist on Tel: 0788581543 and e-mail: m.norbert@naeb.gov.rw.

**Note:**

-Companies that have already submitted the above mentioned and filled FORM 2 are not concerned  
-Late submission will be considered as non-compliance, and shall be removed automatically from the database.

Sincerely,

**Mrs. Sandrine URUJENI**  
Chief Operations Officer-NAEB



Cc:

- The Director General-RICA
- The Chairman of HEAR



**I. REQUIREMENTS FOR A PRODUCTION FARM FOR EXPORT (Version 09 2020)**

**1. Documentation**

- a. Farm profile (Area description, ownership of the land, location, farm history)
- b. Production record (Ikayi y'umurima)
- c. Farming contract (indicating product specifications and market requirements)
- d. Harvesting book (record)

**2. Size : Category (ies)**

- a. Category A: 1 ha and more
- b. Category B: 0.5-0.9 ha
- c. Category C: Protected area (ie. Greenhouse, shed nets,...)

- 3. Farming system:** Mono-cropping except the farm is certified on private standards allowing intercropping scheme with documented specific requirements.

**4. Human resources**

**a. Category A:**

- 1) Qualified Farm Manager (A2 Agronomist, with at least 3 years of experience in horticulture production system)
- 2) Quality Control/Logistic (A2 at least, trained on food safety and quality)

**b. Category B:**

- 1) Part-part time Agronomist (A2 Agronomist, with at least 3 years of experience in horticulture production system) TA from the exporter visiting the farm at least once a week

**c. Category C:**

- 1) Full time Agronomist (A2 Agronomist, with at least 1 years of experience in horticulture production under protected cultivation system)



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**5. Infrastructure requirements and equipment**

**a. Category A**

- 1) Established Irrigation system with appropriate equipment
- 2) Access to water supply
- 3) Access to drinking water
- 4) Access to feeder road
- 5) Grading shade
- 6) Appropriate harvesting equipment (ie. crates)
- 7) PPEs (plant protection equipment)
- 8) Separate input storage facilities
- 9) Appropriate sanitation and hygiene facilities
- 10) Storage of empty PPE/inputs containers
- 11) Drainages
- 12) Wastes disposal and management system

**b. Category B**

- 1) Water supply and appropriate irrigation equipment
- 2) Access to drinking water
- 3) Grading shade
- 4) Appropriate harvesting equipment (ie. crates)
- 5) PPEs (plant protection equipment)
- 6) Separate input storage facilities
- 7) Appropriate Toilets and hand washing facilities
- 8) Storage of empty PPE/inputs containers

**c. Category C**

- 1) Established Irrigation system and appropriate equipment
- 2) Water supply
- 3) Access to drinking water
- 4) Access to feeder road
- 5) Appropriate harvesting equipment (ie. crates)
- 6) PPEs (plant protection equipment)
- 7) Separate input storage facilities
- 8) Appropriate Toilets and hand washing facilities
- 9) Storage of empty PPE/inputs containers
- 10) Wastes disposal and management system



# NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



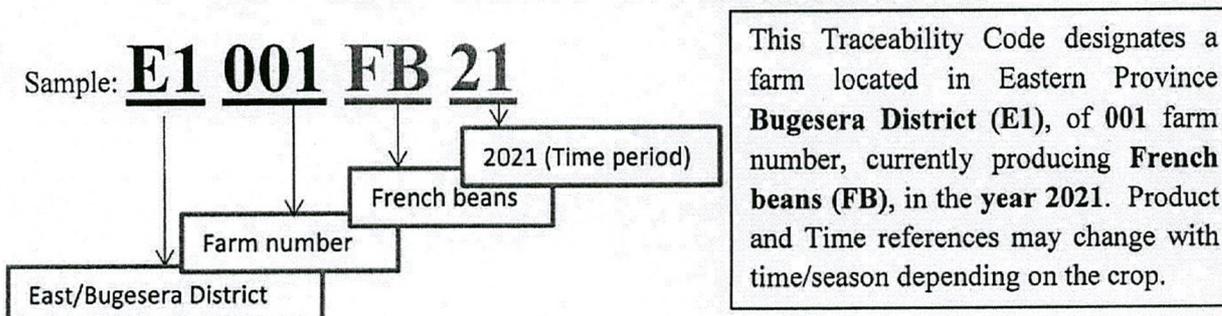
Republic of Rwanda

## 6. Coding system (Codes to be regularly updated with crop and year)

### a. Examples of product coding with initials

Product/Vegetables	Code	Product/Fruits	Code	Flowers	Code	Nuts	Code
French Beans	FB	Avocado	AV	Flowers	FL	Macadamia nuts	MA
Chillies	CH	Passion fruit	PF			Ground nuts	GN
Egg plant	EP	Pineapple	PA				
Broccoli	BR	Straw berries	SB				
Banana plantain	BP	Banana fruit	BF				
Baby corn	BC						
Garlic	GA						
Okra	OK						
Bitter gourd/Kalera	KL						

### b. Updating the coding information (addition of product and time period)



## 7. Registration procedure for out-growers farm and production planning

- a. Who should register for an export production farm?
  - 1) Exporters
  - 2) Any farmer/farmers' group demonstrating plans for export, provided that the above requirements (1 to 5) are fulfilled
- b. How to apply for export farm registration?
  - 1) Download and fill **FORM 02** on NAEB website, and submit at NAEB reception
  - 2) Exporters should attach farming contracts
- c. Farm registration on quarterly basis (according to submitted farm reg. forms) depending on crops
- d. Submission of plans/farm profiles shall be submitted by exporters one month before the visit (by 15<sup>th</sup> of the previous month i.e. June, September, December, March)
- e. Visits shall be conducted in the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of the first month of every quarter (July, October, January and April)



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Republic of Rwanda

**EMERGING COMMODITIES EXPORTER'S REGISTRATION FORM**

**(FORM 1)**

APPLICATION FORM				
<b>Company/Organization:</b> .....  Business registration Number RDB (TIN):  Tel:  Email address:  Company website:  Head Quarters:		<b>Representative (MD/CEO/DG):</b>  Names: .....  Tel:  <b>Pack house Manager/Production Manager:</b>  Names:  Tel.:  E-mail:		
LOGISTICS & PRODUCT SPECIFICATION: Fresh (.....) processed (.....)				
Export Commodity (ies)	Production plan (attached Form 2 and Farming Contract where applicable)	Postharvest/ Processing Facility (ie. Pack house Warehouse, etc)	Client/ Export Market (Contract attached)	Country(ies) destination

**Note:** In case of more than 2 commodities, a list is attached as annex.

I hereby solemnly declare that the above stated information is true and correct, I undertake without any reservation, to abide by the terms of registration on all our exports; agree to abide by any code of practice that may be prescribed; agree to provide export performance quarterly without fail, and further understand that, our registration is liable to be cancelled in the event of breach of any of the undertaking mentioned above.

**Signature of the Company**

Date:

Names and Seal of the Authorized Signatory:

**Reserved for the Official Authority**

Profiling for compliance	Registration Process	Final Decision/Approval
Application documents: ..... (attachements) Export Plan:.....	On site verification: .....	Registration number: .....
Export contract or PO:.....	Farm Code:.....	Company Code:.....

**Export Farm Registration Form**

**FORM 02**

Issue A Rev.00

<b>Farm Name</b>				<b>Farm Code:</b>			
District:				Contact person:			
Sector:				Tel:			
Cell:				e-mail:			
Village:				Date:			
Profile	Individual Farmer		Cooperative		Others		<b>Marks</b>
Documentation system	Production records		Contract		Harvesting books		
Farm size	<1ha		>1ha		Protected cultivation		
Crop and farming system	Mono-cropping		Inter-cropping		Others		
Crop		Variety:		Source of seeds			
Planting date:		Planned harvest dates		Expected volume (KG/crop season):			
<b>Human Resources</b>	Qualified Agronomist	Logistics officer / Quality Control manager		Qualified Farm Manager			
Names							
Contacts (Tel.)							
<b>Infrastructure</b>	Access to water		Irrigation system		Feeder road:		
<b>Postharvest &amp; Logistics:</b>	Harvest equipment		Grading shade/ Pack house:		Refrigerated truck		
<b>Certification scheme:</b>	Global GAP		Organic		Fair Trade (or any other)		
<b>Farm Category</b>				<b>Total Marks</b>			
<b>Designation</b>	<b>Farmer representative</b>			<b>Exporter representative</b>		<b>NAEB Official</b>	
Names							
Contacts (Tel.)							
Position							
Date & Signature							

**FARM DELIVERY NOTE N°:.....** **Issue A-Rev.01**

Italiki/Date: .....

Code y'umurima/Farm Code:.....  
(yatanzwe na NAEB/RICA)

Site y'umurima: .....Akarere/District; .....Umurenge/Sector: ..... Akagari/Cell.....

N°	Ubwoko bw'umusaruro/ Product/	Ingano y'ibiro / Weight /Volume (KG)	N° ya BLOCK	Date of harvest/ Italiki byasaruweho

Amazina y'Umuhinzi/Farmer: .....  
Umukono/Signature.....

Amazina y'Umuguzi/Exporter: .....  
Umukono/Signature.....

Tel: .....

Tel:.....

N° y'ikinyabiziga/Plate N°: \_\_\_\_\_

Aho bitwawe/Destination: \_\_\_\_\_

**FARM DELIVERY NOTE N°:.....** **Issue A-Rev.01**

Italiki/Date: .....

Code y'umurima/Farm Code:.....  
(yatanzwe na NAEB/RICA)

Site y'umurima: .....Akarere/District; .....Umurenge/Sector: ..... Akagari/Cell.....

N°	Ubwoko bw'umusaruro/ Product/	Ingano y'ibiro / Weight /Volume (KG)	N° ya BLOCK	Date of harvest/ Italiki byasaruweho

Amazina y'Umuhinzi/Farmer: .....  
Umukono/Signature.....

Amazina y'Umuguzi/Exporter: .....  
Umukono/Signature.....

Tel: .....

Tel:.....

N° y'ikinyabiziga/Plate N°: \_\_\_\_\_

Aho bitwawe/Destination: \_\_\_\_\_