



EXPORT DEVELOPMENT BOARD



Republic of Rwanda

REQUIREMENT TO BE LICENSED AS COFFEE EXPORTER

1. Licensing of international exporters

Any individual, washing station, or cooperative wishing to sell green or roasted coffee on the international market must be licensed by NAEB. A license must be requested from NAEB on first application and for a renewed license in cases where the license was revoked by NAEB. Licensed exporters must remain open to inspection by NAEB officers at all times.

In order to apply for a license, the requesting party must submit to NAEB:

- a. Payment of a fee equivalent to 100 USD
- b. A signed document committing to abide by the coffee trading rules, regulations and ethics laid out in this document
- c. The following supplemental documents:
 - ✓ - Registration with Rwanda Development Board as a coffee trading company
 - Proof of current business address in Rwanda
 - ✓ - An annual business plan for the upcoming year, outlining the proposed strategy for the year, buying parties, relationships with coffee washing stations or dry mills and proof of funds or credit line
 - ✓ - Proof of previous history or capability to export a minimum of one container of coffee during the coffee season (exceptional cases where a smaller quantity of high value coffee is exported will be considered on a case by case basis)

A license will be issued at the discretion of NAEB within one week of receiving a completed application.

1. Licensing of coffee millers

Any entity wishing to mill coffee must receive a license from NAEB and renew their license annually

When issuing a new coffee milling license, due consideration will be given to ensure that:

- A coffee mill is built and the structure inspected and passed by an official from NAEB
- The mill and mill output meets the latest applicable International Standard moisture meter is on-site
- There exists proof of insurance cover against fire, thefts and other risks for all coffee delivered to the mill
- Processing over-capacity is not created in a given local area

2. Licensing of coffee brokers



NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



Republic of Rwanda

A coffee broker is any entity that conducts business on behalf of another coffee industry stakeholder for a commission fee. Any entity wishing to broker coffee must receive a license from NAEB. When issuing a new coffee brokering license, due consideration will be given to ensure that:

- The applicant is registered with Rwanda Development Board as a coffee trading company
- The applicant has a clean credit record and does not currently have outstanding unpaid debts
- The applicant has proven experience, qualifications, trading history and/or contacts
- The applicant provides a tax clearance letter
- The applicant can provide a financial guarantee for the value of all coffee traded

3. Refusal or termination of licenses

NAEB may refuse to issue a license to an applicant if:

- The applicant demonstrates an inability or unwillingness to comply with the coffee trading regulations
- The applicant is indebted to NAEB, coffee growers, or coffee processors
- The applicant failed to observe the regulations related to a license issued in a previous season

NAEB may terminate any license if the licensee-holder fails to comply with any requirement of these regulations, Rwandan law, or, in the case of co-operatives, regulations of Rwanda Co-operative Agency.

Alex KANYANKOLE
Director General of NAEB

