



Bangladesh Freight Forwarders Association

Passport Size
Photograph

ID CARD FORM-2017

Date:

1. Name of the Member Company/Firm :
2. BAFFA Membership No. :
3. Office Address :

4. Office Telephone No. :
5. Name of the Card Holder :
6. Designation :
7. National ID/Passport No. :
8. Blood Group :
9. Card Holder's Signature :
10. Signature of Chairman/Managing Director/
Director/Managing Partner/Proprietor :

THIS PART IS FILLED BY BAFFA AUTHORITY ONLY

ID NO.

Accounts Clearance with signature: _____

Reference check & Approval: _____
(Executive Secretary/ Asst. Executive Secretary)

Final Approval: _____
(Director Port & Customs, Dhaka)

REQUIREMENTS FOR ID CARD:

1. 2 (two) copies prescribed Application Form (enclosed) duly filled up.
2. Photocopy of Police Verification/Police Clearance Certificate duly attested by the Chairman/Managing Director/ Director/ Managing Partner/ Proprietor.
3. Photocopy of National ID/Passport attested by the Chairman/ Managing Director/Director/ Managing Partner/ Proprietor.
4. "Declaration" from the Chairman/ Managing Director/ Director/ Managing Partner/ Proprietor on the letter head pad of the member company. (a sample of declaration is enclosed).
5. 2 (two) recent passport size color photographs for each applicant, duly attested.
6. Tk. 350/- (Taka three hundred fifty) only has to be deposited to BAFFA for each ID Card through an A/C Payee Cheque/Pay Order to be drawn in favour of "Bangladesh Freight Forwarders Association".
7. BAFFA Annual Subscription of Tk. 5,000/- (Taka five thousand) only for the year 2017 and other dues (if any) to the member company, which has to be paid before taking delivery of ID Card 2017 from the BAFFA secretariat through an A/C Payee Cheque/Pay Order to be drawn in favour of "Bangladesh Freight Forwarders Association".

[This is a sample format for printing in your company's letter head pad]

Ref#:

Date:

To
Bangladesh Freight Forwarders Association (BAFFA)
Ataturk Tower (8th Floor)
22 Kemal Ataturk Avenue
Banani, Dhaka-1213

DECLARATION

I would like to request to provide ID Card(s) for the following regular employees/staffs of our company for the year 2017, which particulars are as follows:

Sl. No.	Name	Position
1.
2.
3.
4.
5.

In connection with the above, I (undersigned management person) do hereby declare that, above persons are our regular employee and being the employer of mentioned employees, me (undersigned management person) and my company will be held fully responsible and liable in case of any unlawful/fraudulent activities been carried out by any of our employee by holding BAFFA ID Card at HSIA Cargo Village, and in any circumstances BAFFA and any of its Staff/Directors should not be held liable or responsible for such unlawful/fraudulent activities at all.

Signature & Date:

Name of the Signatory:

Designation:

Name of the Member Company:

Official Seal of the Company