



# Bangladesh Freight Forwarders Association

Card Holder's  
Passport Size  
Photograph

## ID CARD FORM-2018

Date: \_\_\_\_\_

1. Name of the Card Holder : \_\_\_\_\_
  2. Card Holder's Designation : \_\_\_\_\_
  3. Name of the Member Organization(s) : \_\_\_\_\_  
: \_\_\_\_\_
  4. BAFFA Membership No. : \_\_\_\_\_
  5. Office Address : \_\_\_\_\_  
: \_\_\_\_\_
  6. Office Telephone No. : \_\_\_\_\_
  7. National ID/Passport/Birth Certificate No. : \_\_\_\_\_
  8. Blood Group : \_\_\_\_\_
  9. Are you ACC3 trained person? :  Yes  No  
(Please mark ✓)
- If "Yes" please mentioned details : Training Year : \_\_\_\_\_  
Valid CAAB ID No. : \_\_\_\_\_

\_\_\_\_\_  
Seal & Signature of Chairman/MD/ Director/  
Managing Partner/Proprietor

\_\_\_\_\_  
Card Holder's Signature

### REQUIREMENTS FOR ID CARD:

1. 2 (two) copies prescribed Application Form (enclosed) for each ID Card duly filled up.
2. 2 (two) photocopies of Police Verification Certificate/Clearance Certificate duly attested by the Chairman/MD/ Director/ Managing Partner/Proprietor.
3. 2 (two) photocopies National ID/Passport/Birth certificate duly attested by the Chairman/MD/Director/Managing Partner/Proprietor.
4. "Declaration" from the Chairman/Managing Director/Director/Managing Partner/Proprietor on the Letter head Pad of the member company. (Sample of declaration is enclosed).
5. 2 (two) recent passport size color photographs for each applicant, duly attested by the Chairman/Managing Director/ Director/Managing Partner/Proprietor.
6. Tk. 400/- (Taka four hundred) 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 2018 and other dues (if any) to the member company, which has to be paid before taking delivery of ID Card 2018 from the secretariat through an A/C Payee Cheque/Pay Order to be drawn in favour of "**Bangladesh Freight Forwarders Association**".

**N.B: ID Card Holder's Photographs, Valid Police Verification/Police Clearance Certificate, National ID/ Passport/Birth certificate must be attested by the Chairman/Managing Director/Managing Partner/ Proprietor of the Company/Firm along with his/her official stamp/seal.**

### THIS PART IS FILLED BY BAFFA AUTHORITY ONLY

Accounts Clearance with signature: \_\_\_\_\_ ID NO. \_\_\_\_\_

Reference check & Approval: \_\_\_\_\_

(Executive Secretary/ Deputy Secretary)

Final Approval: \_\_\_\_\_

(Director Port & Customs, Dhaka)

[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 2018, 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