



## Bangladesh Freight Forwarders Association

Dhaka: Ataturk Tower (8<sup>th</sup> Floor), 22 Kemal Ataturk Avenue, Banani, Dhaka-1213

Tel: 02-8836324-5, 9881663, Fax: 02-9881664

Chittagong: Akhtaruzzaman Center (7<sup>th</sup> Floor), 21/22 Agrabad C/A, Chittagong.

Tel: 031-2523453, 2526519, Fax-031-2523505

[www.baffa-bd.org](http://www.baffa-bd.org)

### REQUIREMENTS FOR MEMBERSHIP OF BAFFA

01	Duly filled-up BAFFA's prescribed Membership Application Form.
02	Applicant's minimum educational qualification has to be Graduate with evidence.
03	Attested copy of valid & up-to date Trade License.
04	Attested copy of valid TIN Certificate and Income Tax Clearance Certificate.
05	Attested copy of Office Tenancy Agreement or Land Ownership document. Applicant's Office space area not less than 600 (six hundred) sqft and must be well equipped with broadband internet connection and valid e-mail ID.
06	Attested copy of valid Bank Solvency Certificate.
07	VAT Registration Certificate (11 digits).
08	2 Copies of photographs for each applicant & nominee(s) and all other Directors/Partners along with present and permanent address of each.
09	List of Key personnel (appointed staff) of the company along with designation and cell phone number. Number of staff of the applicant company must be not less than 6 (six) persons.
10	Nationality of Directors/Partners/Proprietor along with copy of National ID Card or valid Passport.
11	Applicant's minimum experience has to be 5(five) years as a Director or General Manager/Manager in the field of freight forwarding. No Objection Certificate (NOC) from the previous organization (if any) is necessary.
12	Attested copy of the certificate of Incorporation along with Memorandum & Articles of Association and Form X & XII for <b>Limited Company</b> , * Partnership Deed Agreement & approval of Form-I of RJSCF for the <b>Partnership Firm</b> and * Affidavit for <b>Proprietorship Firm</b> is necessary. Business Paid up-capital of the company not less than Tk. 5,00,000/ (taka five lac) for local company & Tk. 50,00,000/ (taka fifty lac) for joint venture company.
13	Prescribed Declaration and Undertaking to be submitted on BDT = 300/- non-judicial stamp duly sealed, signed and notarized.
14	Declaration & Undertaking must be signed by the Chairman or Managing Director for Limited Company, Managing Partner for Partnership Firm and Proprietor for Proprietorship Firm with official stamp and notarized.
15	Proposer & Secunder has to be a valid Member of the Association (BAFFA) and the proposing/ seconding signatories must be the principle nominee to the Association from the respective Firm/Company.
16	<b><u>Fees and Surcharges:</u></b> i. (a) Application Form Tk. 500.00 (taka five hundred), (b) Admission Fee Tk.25,000.00 (taka twenty five thousand), (c) Annual Membership Subscription Tk. 5,000.00 (taka five thousand) and (d) Association Development Surcharge Tk. 3,00,000.00/- (taka three lac only) total Tk. 3,30,500.00 (taka three lac thirty thousand five hundred) applicable only for local organization and ii. (a) Application Form Tk. 500.00 (taka five hundred), (b) Admission Fee Tk. 25,000.00 (taka twenty five thousand), (c) Annual Membership Subscription Tk. 5,000.00 (taka five thousand) and (d) Association Development Surcharge Tk. 10,00,000.00/- (taka ten lac only) total Tk. 10,30,500.00 (taka ten lac thirty thousand five hundred only) applicable only for Joint Venture organization and same to be paid by "Bankers Pay Order" in favour of " <b>Bangladesh Freight Forwarders Association</b> ".
17	Attested photocopy of money receipt from BAFFA needed to be enclosed along with the application.

**N.B: All above documents must be attested by the Chairman/Managing Director/Managing Partner/Proprietor of the Company/Firm (Applicant) along with his/her official stamp/seal and applicant must be appeared at an interview.**



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## MEMBERSHIP APPLICATION FORM

01. Name of the Firm : .....
- (In Block Letters)** .....
02. Place of Enlistment :  Dhaka  Chittagong
03. Type of the Firm :  Proprietorship  Partnership  
(Please mark v)  Limited Company  Joint Venture Company
04. Certificate of Incorporation (Number & Date) : .....
05. Date of establishment of the Firm : .....
06. Trade License Number & date with validity : .....
07. TIN Number : .....
08. VAT Registration Number : .....
09. Name & Address of Bankers : .....
10. Membership of other Trade Organization (If any) : .....
11. Authorized Person (Director/Partner) : .....
12. Name and Nationality of Directors/Partners/Proprietor (Attach Detail)
13. No. of appointed staff: (Attach Detail) : .....
14. 1) Head Office a) Address : .....
- b) Total area used : .....
- c) Telephone No. : .....
- d) Fax No. : .....
- e) Mobile No. : .....
- f) E-mail : .....
- g) Website : .....
- 2) Branch Office (if any) a) Address : .....
- b) Total area used : .....
- c) Telephone No. : .....
- d) E-mail : .....
- 3) Warehouse (if any) a) Address : .....
- b) Total area used : .....

**N.B:** The nominee of the company must be in the level of owner Director/Partner/Proprietor of the Company.



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### 15. PROPOSED BY:

Name of the Proposing BAFFA Member Company : .....

Name in full & designation of the Proposer : .....

BAFFA Membership No. : .....

Forwarding License No. : .....

Signature of the Proposer : .....

Date & Place: ..... Company Stamp with seal: .....

### 16. SECONDED BY:

Name of the Seconding BAFFA Member Company : .....

Name in full & designation of the Seconder : .....

BAFFA Membership No. : .....

Forwarding License No. : .....

Signature of the Seconder : .....

Date & Place: ..... Company Stamp with seal: .....

I/We do hereby declare that the information furnished above is true.

Applicant's signature with Seal : .....

Name : .....

Designation : .....

Date : .....



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### Declaration and Undertaking

I/We do hereby declare that, I/We shall conduct my/our business with honesty, integrity and sincerity.

I/We do confirm that, I/We have made capital investment as per SRO no. 18/Aain/2008/2174/Shulka dated: 23.01.2008 and seek membership of BAFFA as required in terms of Ministry of Commerce office order vide no. AMC/OBA-6/A-5/97(PART)/526/1(13) dated: 19.11.2003.

I/We do hereby confirm that, having read and understood the objectives and by-laws of the Memorandum and Articles of Association of BAFFA and agree to uphold the objectives and abide by the rules, by-laws as stated therein. Also do confirm that, I/We shall adhere to and comply with all the resolutions, amendments, terms and conditions, circulars that may be passed/issued by the Board of Directors of BAFFA from time to time.

In case of any violation of the rules, by-laws, resolutions, terms & conditions, circulars etc. of BAFFA by my/our firm/company, the Association shall have the full right to take any disciplinary action including suspension or termination of my/our firm/company membership whenever and wherever is applicable.

I/we do further declare that, the particulars furnished above and together with our membership application form are true and to the best of my/our knowledge & if found any false or fake declaration of us or may found any forged documents or statements in this case, BAFFA shall have the right to take necessary action against my/our firm/company as deemed appropriate by the Board of Directors and as per Articles of Association of BAFFA whenever and wherever is applicable.

Date & Place.....

Signature.....

Name.....

Designation.....

Company/Firm.....

(Official Seal of the Firm/Company)