

Date: .....

**BAFFA MEMBERSHIP RENEWAL FORM-2024**

01. Name of Organization : .....

02. Type of the Organization (Please mark v) (a): ☐ Proprietorship ☐ Partnership ☐ Limited

(b): ☐ Local ☐ Joint Venture ☐ 100% Foreign

03. Name of the Authorized Person : .....  
(Authorized person must be Chairman/Managing Director/Director/Managing Partner/Proprietor)

04. Designation of the Authorized Person (Please mark v) ☐ Chairman ☐ Managing Director ☐ Director ☐ Proprietor  
☐ Managing Partner ☐ Others ..... (only foreign company)

05. Membership Number : ..... Date of Admission: .....

06. Place of Enlistment (Please mark v) : ☐ Dhaka ☐ Chittagong

07. Registered Address : .....

08. Current Address : .....

09. Branch Office Address (if any) : .....

10. Telephone No. : .....

11. Mobile No. : ..... Fax No: .....

12. E-mail (for all communication) : ..... Website: .....

13. Freight Forwarders License No. : ..... Date of Validity: .....

14. Trade License No. : ..... Date of Validity: .....

15. e-TIN No : .....

16. Any Change in Company Structure : Yes ☐ No ☐ (if yes please submit relevant documents)  
(Please mark v)

Signature of the Authorized Person

Name :

Designation :

Seal

**THE FOLLOWING DOCUMENTS ARE REQUIRED FOR BAFFA MEMBERSHIP RENEWAL:**

1. Duly filled up BAFFA membership renewal form-2024
2. Photocopy of Updated Trade License and Freight Forwarders License.
3. Photocopy of all Shareholder Directors/Partners/Proprietor's NID card or Passport (if NID not available).
4. e-TIN Certificate.
5. Updated Form-XII for Limited Company & updated partnership deed for Partnership Company.
6. Recent 01 (one) copy passport size photograph of the Authorized Person.
7. Annual Subscription Fee Tk. 2,500/= (Two thousand five hundred) A/C Payee Cheque/Pay Order in favour of "Bangladesh Freight Forwarders Association".