



BANGLADESH FREIGHT FORWARDERS ASSOCIATION

REQUIREMENTS FOR MEMBERSHIP OF THE BANGLADESH FREIGHT FORWARDERS ASSOCIATION (BAFFA)

1.0	Duly filled-in BAFFA's prescribed Membership Application Form. The signatory in the Membership Application Form must be the Prime Shareholder of the Applicant.
2.0	Attested copy of valid and up-to-date Trade License of the Applicant.
3.0	Attested copy of valid e-TIN Certificate and Income Tax Clearance Certificate of the Applicant.
4.0	Attested copy of Office Tenancy Agreement or Land Ownership document of the Applicant. The applicant's office space area shall not be less than 600 (six hundred) square feet and must be well equipped with broadband internet connection. The Applicant must have its valid domain e-mail address (not Yahoo Mail, Hotmail, Gmail, etc).
5.0	Attested copy of valid Bank Solvency Certificate of the Applicant.
6.0	13-digit VAT Registration Certificate of the Applicant.
7.0	Specimen signature of the Proprietor/Partners/Directors of the Applicant, along with two (02) copies of light-color background passport size photographs, mentioning their names, designations, cellphone number(s), and E-mail addresses to be submitted in the Applicant's letterhead.
8.0	List of key personnel (appointed staffs) of the Applicant, along with their designations and cellphone numbers. Number of staffs of the applicant must not be less than six (6) persons.
9.0	Copies of National ID Cards or valid Passport of Proprietor/Partners/ Directors of the Applicant. For Bangladeshi nationals, copies of National ID Cards must be submitted with the Application for Membership of BAFFA. For Foreign National, copies of Valid Passport shall be submitted.
10.0	The signatory of the Membership Application Form must have cumulative working experience, in the Freight Forwarding Industry, for at least ten (10) years. No Objection Certificate (NOC) from the previous employer, if any, of the signatory is necessary shall be enclosed with the Membership Application Form. (Copy/copies of experience certificate(s) from the previous employer(s) shall be attached with the Membership Application Form.
11.0	Attested copies of the following documents shall be attached with the filled-in New Membership Application Form:
11.1	For Limited Company: Certificate of Incorporation along with Memorandum & Articles of Association and Schedule X. Forms X & XII;
11.2	For the Partnership Firm: Deed of Agreement of Partnership Deed Agreement and approval of Form-I of Registrar of Joint Stock Companies and Firms (RJSC) and
11.3	For Proprietorship Firm: Affidavit for Proprietorship Firm.
12.0	Business Paid-up Capital of the Applicant shall not be less than Tk.500,000.00 (Taka five hundred thousand) for a Bangladeshi Company and Tk.5,000,000.00 (Taka five million) for a Joint Venture Company.
13.0	Prescribed Declaration and Undertaking shall be submitted on a Tk.300.00 (Taka three hundred) non-judicial stamp duly sealed by official stamp, signed by the signatory of the Applicant and notarized by a Notary Public. Declaration & Undertaking shall be signed by the Chairman or the Managing Director, in case the Applicant is a Limited Company; by the Managing Partner, in case the Applicant is a Partnership Firm and the Proprietor, in case the Applicant is a Proprietorship Firm.
14.0	The Proposer and the Seconder shall be valid Members of the Bangladesh Freight Forwarders Association (BAFFA) and the respective signatories shall be the principal nominees to the Association from the respective BAFFA Members.

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15.0	New Membership Fees:
15.1	Local Company: (a) Application Fee: Tk.50,000.00 (Taka fifty thousand); (b) Entry Fee Tk.100,000.00 (Taka one hundred thousand); (c) Annual Membership Fees: Tk.2,500.00 (Taka two thousand five hundred); (d) Association Development Fees: Tk.750,000.00 (Taka seven hundred and fifty thousand) and (e) Online Service Charges: Tk.2,500.00 (Taka two thousand five hundred) only. Total: Tk.905,000.00 (Taka nine hundred and five thousand) only.
15.2	Joint Venture Company:
	(a) Application Fee: Tk.150,000.00 (Taka one hundred and fifty thousand); (b) Entry Fee: Tk.100,000.00 (Taka one hundred thousand); (c) Annual Membership Fees: Tk. 2,500.00 (Taka two thousand five hundred); (d) Association Development Fees: Tk.2,500,000.00 (Taka two million and five hundred thousand) and (e) Online Service Charges: Tk. 2,500.00 (Taka two thousand five hundred) only. Total: Tk.2,755,000.00 (Taka two million seven hundred and fifty five thousand) only.
15.3	Additional Requirements for a Joint Venture Company:
15.3.1	The Principal Applicant must be the local shareholder (Bangladeshi national) of the partnership, or the joint venture;
15.3.2	The Principal Applicant must have work experience of 10 (ten) years;
15.3.3	In the event of recruitment or hiring, the hired shareholder, Managing Director, Country Manager, Chief Financial Officer (CFO), Chief Operating Officer (COO), or any other equivalent employee must be employed from the country of the foreign partner company, and not from any other third country;
15.3.4	Financially sound and experienced foreign freight forwarding companies may invest in the freight forwarding sector only as a joint venture partner of a Bangladeshi Freight Forwarding Company, which is a member of the Bangladesh Freight Forwarders Association (BAFFA), or in a partnership with a listed company of the Bangladesh Freight Forwarders Association (BAFFA);
15.3.5	In case of formation of a joint venture, or a partnership company, between a BAFFA member company and a foreign freight forwarding company, to conduct freight forwarding business, the paid-up capital of the partnership, or the joint venture must not be less than US\$2.5 million (two million and five hundred thousand United States Dollars), which shall be a compulsory cash investment by the foreign partner through fund transfer from their home country. The Paid-up Capital amount payable by the foreign partner, cannot be paid through a Bank Guarantee. Documentary evidence of the transfer of required fund shall be attached with the application of the BAFFA membership;
15.3.6	The origin of the investment must be from the country of the concerned foreign company and the proof of encashment shall be provided from the concerned Bank with endorsement of Bangladesh Bank.
16.0	No company shall qualify for BAFFA membership, if the Proprietor, or the Managing Partner, or the Managing Director of the Applicant was dismissed from his services ever by any of his employers.

NOTE:

- New Membership Fees shall be paid by “Bank Pay Order” in favor of “Bangladesh Freight Forwarders Association”.
- If any similarity is found with the name of any BAFFA Member company and the name of a new applicant, then the name of the new applicant shall be changed before the new applicant’s request for membership can be considered.
- However, the President of BAFFA, subject to the recommendation of Membership Sub-committee, and/or the BOD of BAFFA reserves the absolute right, on their sole discretion, to relaxing any condition of membership, in case of an experienced and deserving applicant, without assigning any reason whatsoever.

BANGLADESH FREIGHT FORWARDERS ASSOCIATION
MEMBERSHIP APPLICATION FORM

Date: _____

(Please put "✓" tick mark where necessary)

1.0	Name of the Firm (<i>In Block Letters</i>):				
2.0	Place of Enlistment/Registration:		<input type="checkbox"/> Dhaka	<input type="checkbox"/> Chattogram	
3.0	Type of the Firm	(a)	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Company
		(b)	<input type="checkbox"/> Local	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> 100% Foreign
4.0	Particulars of Certificate of Registration/Incorporation (Number and Date):				
5.0	Date of Establishment of the Firm:				
6.0	Trade License Number and Date with Validity:				
7.0	12-digit TIN Number:				
8.0	VAT Registration Number:				
9.0	Name and Address of Banker:				
10.0	Membership of Other Trade Organization(s), if any:				
11.0	Name of Authorized Person (<i>Director/Partner in block letters</i>):				
12.0	Name and Nationality of Directors/Partners/Proprietor (Attach copy of NIDs)				
13.0	No. of Appointed Staffs: (Attach Details)				
14.0	Head Office:	(a)	Address:		
		(b)	Total Floor Area:		
		(c)	Telephone No.:		
		(d)	Fax No.:		
		(e)	Mobile No.:		
		(f)	E-mail Address:		
15.0	Branch Office, if any:	(a)	Address:		
		(b)	Total Floor Area:		
		(c)	Telephone No.:		
		(d)	Mobile No.:		
		(e)	E-mail Address:		

NOTE: The Nominee/Authorized Representative/Signatory of the Applicant must be in the level of Proprietor/Partner/Director of the Company.

Dhaka Office 📍 House No: 10 (Level-2 & 3), Road No: 17A, Block-E, Banani, Dhaka-1213, Tel: +88 02 8836324-25, 02222281663, 02222281664, Email: info@baffa-bd.org

Chattogram Office 📍 Anwar Trade Center (Level-10), 1728, Agrabad C/A, Chattogram, Tel: +88 02 333323453, 333326519, 333323505, Email: admin.ctg@baffa-bd.org

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16.0	Warehouse, if any:	(a)	Address:	
		(b)	Total Floor Area:	
17.0	Name of the existing member organization(s) of BAFFA if any:			1. 2.
17.0	PROPOSED BY:			
17.1	Name of the Proposing BAFFA Member Company:			
17.2	Name in full and designation of the Proposer:			
17.3	BAFFA Membership No.:			
17.4	Forwarding License No.:			
17.5	Signature of the Proposer:			_____
17.6	Date and Place: _____			Company Stamp with Seal:
18.0	SECONDED BY:			
18.1	Name of the Seconding BAFFA Member Company:			
18.2	Name in full & designation of the Seconder:			
18.3	BAFFA Membership No.:			
18.4	Forwarding License No.:			
18.5	Signature of the Seconder:			_____
18.6	Date & Place: _____			Company Stamp with seal:

DECLARATION:

I/We, do hereby, solemnly declare that all the information and supporting documents furnished above are true and correct.

Signature of Applicant's Authorized Signatory with Seal: _____

Name:

Designation:

Date:



BANGLADESH FREIGHT FORWARDERS ASSOCIATION

DECLARATION AND UNDERTAKING

I/we, do hereby, further declare that the particulars furnished above and together with our membership application form are true, correct and accurate to the best of my/our knowledge. If found otherwise, or in the event of submission of fake or forged documents, or statements with the filled-in Application Form for BAFFA Membership, then the Board of Directors of BAFFA shall have the absolute right to take appropriate punitive action against my/our firm/company as as provided in the Articles of Association of BAFFA. Including imposing permanent ban on their seeking Membership of BAFFA.

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

I/We, do hereby, 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 No. AMC/OBA-6/A-5/97(PART)/526/1(13), dated 19.11.2003.

I/We, do hereby, confirm that I/We have read and understood the objectives and by-laws of the Memorandum and Articles of Association of BAFFA. I/We 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 fully that may be passed/issued by the Board of Directors of BAFFA from time to time.

I/We clearly understand that in case of violation of any of the rules, by-laws, resolutions, terms and conditions, circulars, etc., of BAFFA by my/our firm/company, the Association shall have the full and absolute right to take any disciplinary action including suspension, or termination of my/our firm/company's membership of BAFFA without any further reference to us.

Place and Date: _____

Signature of the Authorized Signatory: _____

Name of the Authorized Signatory: _____

Designation of the Authorized Signatory: _____

Name of Company/Firm: _____

(Official Seal of the Firm/Company)

END OF THE DOCUMENT