

**BANGLADESH FREIGHT FORWARDERS ASSOCIATION**

Ref.: BAFFA/2026/372

Date: 02 July 2026

NOTICE OF THE 5TH EXTRA-ORDINARY GENERAL MEETING OF BAFFA

Pursuant to the decision taken at the 3rd Board of Directors Meeting, held on 28 June 2026, notice is hereby given that the 5th Extra-Ordinary General Meeting (EGM) of Bangladesh Freight Forwarders Association (BAFFA) will be held on Saturday, 25 July 2026 at 06:00 PM at the Celebrity Hall, Bangladesh-China Friendship Conference Centre (BCFCC), Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, to consider and transact the following agenda:

1. To amend or modify or alter the Articles of Association (AOA) of Bangladesh Freight Forwarders Association (BAFFA), and to incorporate or add new provisions within the said Articles of Association, for the interest of compliance with the 2025 Rules, removal of ambiguities, enhance transparency and accountability, enhance members benefits and welfares, and to create dynamisms within the functions of BAFFA.

Existing and the draft Proposed AoA is Enclosed herewith.

All Members of BAFFA are kindly requested to attend the Meeting.

On behalf of the Board of Directors,

John N Mondal
Director, Administration

Encl.: Existing and the draft proposed AoA.

Distribution to: All Members of BAFFA.

AMENDMENT PROPOSAL OF THE DIFFERENT CLAUSES OF THE ARTICLES OF THE ASSOCIATION (AOA) OF BANGLADESH FREIGHT FORWARDERS ASSOCIATION (BAFFA)

No. of Clauses	Existing	Proposed	Narration
31 (b)	b) The members so elected, within 48 hours of the official declaration of the results by the Election Board, shall meet to elect amongst themselves for the positions specified below: i. One (1) President ii. One (1) Senior Vice President iii. Three (3) Vice Presidents iv. One (1) Director, Administration v. One (1) Director, Finance vi. Twelve (12) Directors Provided that, portfolios of the Twelve (12) Directors will be assigned by the Elected Board. In order to ensure adequate regional distribution of the posts, if the President is elected from one region, the Senior Vice President will be elected from the other region. Distribution of Directors in several Customs Authority areas will be done on proportionate basis according to the number of initial licenses issued by each regional Customs Authority, provided that Chittagong region will be represented by 7 (seven) members of the Board of Directors. Until BANGLADESH FREIGHT FORWARDERS ASSOCIATION has a new region (in addition of Dhaka and Chittagong), Chittagong region will be represented by 8 (eight) members of the Board of Directors, subject to the decision of the Board of Directors.	b) The Board of Directors of the Bangladesh Freight Forwarders Association (BAFFA) shall comprise the following elected office bearers: i. One (1) President; ii. One (1) Senior Vice President; iii. Three (3) Vice Presidents; and iv. Fourteen (14) Directors. The portfolios of the fourteen (14) Directors shall be allocated by the Board at its meeting following the election. Provided that the Chittagong Region shall be represented by seven (7) members on the Board of Directors. Until BAFFA establishes an additional regional representation beyond Dhaka and Chittagong, the Chittagong Region shall be represented by eight (8) members on the Board of Directors, subject to the decision of the Board.	As per clause 18 of the Trade Organization Rules-2025.
35	35. ANNUAL GENERAL MEETING (AGM) The first annual general meeting shall be held within 90 days from the date of incorporation and thereafter all annual general meeting shall be held once in every calendar year but not later	35. ANNUAL GENERAL MEETING (AGM) Annual General Meeting shall be held once in every calendar year but no later than fifteen months from the date of the last Annual General Meeting for the following purposes:	Due to a printing mistake, correction is required.

	than fifteen months from the date of the last Annual General Meeting for the following purposes: c) To conduct any other business, subject to receiving request from a General Member in writing issued at least 7 (seven) days prior to the meeting.	a) To receive the Annual Report, and Statement of Accounts and Balance Sheet for the preceding year; b) To appoint auditor(s) and to fix their remunerations; c) To conduct any other business, subject to receiving request from a General Member in writing issued at least 7 (seven) days prior to the AGM.	
37	Presence or representation of at least ten percent (10%) General Members of BANGLADESH FREIGHT FORWARDERS ASSOCIATION is required to form the quorum in an AGM. At the AGM, each General Member may be represented by a representative nominated by such member, who shall be entitled to one vote.	Presence or representation of at least one-third (1/3) General Members of BANGLADESH FREIGHT FORWARDERS ASSOCIATION is required to form the quorum in an AGM. At the AGM, each General Member may be represented by a representative nominated by such member, who shall be entitled to one vote.	As per clause 31 (5) of the Trade Organization Rules-2025.
41	The Chief Administrative Officer shall convene an Extraordinary General Meeting (EGM), upon receiving requisition signed by at least one-tenth (1/10) of the total General Members subject to obtaining approval of the President, specifying the purpose of such meeting.	The Chief Administrative Officer shall convene an Extraordinary General Meeting (EGM), upon receiving requisition signed by at least one-third (1/3) of the total General Members subject to obtaining approval of the President, specifying the purpose of such meeting.	As per clause 31 (6) of the Trade Organization Rules-2025.
47	47. ELECTION OF THE BOARD OF DIRECTORS Voting for the next Board of Directors Election shall be hold at least 15 (fifteen) days prior to the last date of the tenure. Handing over ceremony to the newly elected Board of Directors shall be organized by holding an Installation Ceremony. That if for any reason, the Installation Ceremony cannot be held for any purpose, it will be presumed that the newly elected Board of Directors has been handed over the charge and has assumed the responsibilities on the day of the First Board of Directors Meeting, which must be held within 15 days from the date of election.	47. ELECTION OF THE BOARD OF DIRECTORS Voting for the next Board of Directors Election shall be hold at least 15 (fifteen) days prior to the last date of the tenure. Handing over ceremony to the newly elected Board of Directors shall be organized by holding an Installation Ceremony. If for any reason, the Installation Ceremony cannot be held, it will be presumed that the newly elected Board of Directors has been handed over the charge and has assumed the responsibilities on the day of the First Board of Directors Meeting, which must be held within 15 days from the date of final election result.	As there are many formalities to be completed after the election day.

50 (C)		C) If a Member of the Election Board or the Election Appeal Board resigns or is unable to perform or assume the responsibility, the remaining members of such Board shall nominate and co-opt a new Member subject to fulfil the required qualification or eligibility, and the Senior Member of such Board shall be the Chairman of the Election Board or Election Appeal Board.	Such a clause should be included to resolve any issues that may arise
86 (g)	g) If the Board of Directors Meeting is not held within a period of 120 (Should be 90) days, such Meeting must be called within 7 (seven) days upon receiving a written request by one or more Members to hold such Meeting, and in the absence of such written request the Director Administration shall serve a notice for holding such Meeting, with the proposed agenda, and that 10 (Ten) Members of the Board of Directors present in such Meeting of the Board of Directors shall form the quorum.	g) If the Board of Directors Meeting is not held within a period of 90 (Ninety) days, such Meeting must be called within 7 (seven) days upon receiving a written request by one or more Members to hold such Meeting, and in the absence of such written request the Director Administration shall serve a notice for holding such Meeting, with the proposed agenda. Ten (10) Members of the Board of Directors present in such Meeting of the Board of Directors shall form the quorum.	This is a typing error and should be corrected. [Revised]
88 (d) & (e)	d) Director Administration: That the Director Administration shall call all the Meetings of BANGLADESH FREIGHT FORWARDERS ASSOCIATION, including the EGMs and AGMs, upon receiving request from the President or the Board of Directors, and be accountable to the Board of Directors for all purposes. e) Director Finance: That the Director Finance shall carry out the functions and responsibilities to take care of and look after the financial affairs and accounts of BANGLADESH FREIGHT FORWARDERS ASSOCIATION, and be accountable to the Board of Directors for all purposes. f) Members of the Board of Directors	d) Members of the Board of Directors	Clause 88(d) and (e) shall be deleted as they are inconsistent with Clause 31(b) and as sub-clauses (d) and (e) have been deleted, the serial should be revised to (d) instead of (f).