



BANGLADESH FREIGHT FORWARDERS ASSOCIATION

OFFICE OF THE BAFFA ELECTION BOARD: 2021-2023

BAFFA/Election/2021/012
28 September 2021

**ELECTION TO THE BOARD OF DIRECTORS OF BANGLADESH FREIGHT FORWARDERS ASSOCIATION (BAFFA)
FOR THE TERM 2021-2023**

IMPORTANT INFORMATION

1. Introductory meeting of all candidates with voters shall be conducted by Election Board : Monday, 13 December 2021 (Zoom Meeting)
(Time will be advised in due course)
2. Day and Date of Election : Sunday, 19 December, 2021
3. Venue of the Election :
 - a. Dhaka : Carnival Hall
Bangabandhu International Conference Centre (BICC)
Agragaon, Sher-E-Bangla Nagar, Dhaka.
 - b. Chattogram : Lake View Exhibition Hall (Ground Floor)
World Trade Center
102-103, Agrabad C/A, Chattogram.
4. Voter List : The printed Voters' List will be available in the Notice Board of BAFFA Office for inspection of the Members. Member may collect Final Voters' List on payment of Tk. 200.00 (taka two hundred) only per set. The Voter List is also available at the BAFFA website: www.baffa-bd.org
5. Candidate Nomination Form : Nomination Forms for the post of Directors shall be available at the BAFFA Office during office hours from 10th November 2021 to 19th November 2021. Candidates, interested to contest for the post of Directors shall have to pay Tk 20,000/- (taka twenty thousand) only as nomination fee (non-refundable) in the form of pay Order/Bank Draft in favour of Bangladesh Freight Forwarders Association. Nomination Form will be given against payment. Original payment receipt must be produced along with Nomination Form.
6. Voting Time : Casting of vote will commence from 09:00 am to 04:00 pm without any break. Voting shall be held simultaneously both at Dhaka and Chattogram.
7. Requirement : Voter ID card is required to cast the vote.



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8. **Validity of Vote** : For Dhaka region, a Voter must cast his/her vote (stamp specific space in the Ballot Paper) for only 11 Candidates. If the Voter casts his/her vote for more than 11 Candidates or less than 11 Candidates, the Voter's Ballot Paper shall be deemed cancelled.
- For Chattogram region, a Voter must cast his/her vote (stamp specific space in the Ballot Paper) for only 8 Candidates. If the Voter casts his/her vote for more than 8 Candidates or less than 8 Candidates, the Voter's Ballot Paper shall be deemed cancelled.
9. **Voting Place** : Voter can cast his/her vote at any Dhaka or Chattogram Voting Center by showing the "Voter ID Card" which will be retained at the voting center.
10. **Multi-voter** : If a Voter requires to cast his/her vote for multiple companies, the Voter can do so at his/her discretion but at one time at the same voting centre. In that case, a Voter has to collect multiple Ballot Papers against corresponding multiple companies subject to submission/producing multiple Voter ID Cards.
11. **Voter** : A member can only nominate a Proprietor/Partner/Shareholder Director as a Voter.
12. **COVID-19 Guidelines** : All voters must maintain Covid-19 guidelines provided by Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare, Government of the People's Republic of Bangladesh. The use of Mask is mandatory as well as social-distancing.
13. **Candidature Clarification (Place/Region):** : Candidate must declare his/her desire from a region to be a BAFFA Board Member according to their initial license issuance customs region authority.
14. **Usage of Mobile Phone** : Mobile phone is not allowed inside of the polling booth.

Note: Government guidelines will be followed in implementing the election process. Prayer break will be also allowed.


 Syed Sadaquat Hossain
 Chairman
 BAFFA Election Board 2021-2023