

BAFFA ID CARD SUBMISSION MANUAL THROUGH ONLINE

Step 01:

VISIT BAFFA WEBSITE

www.baffa-bd.org Or

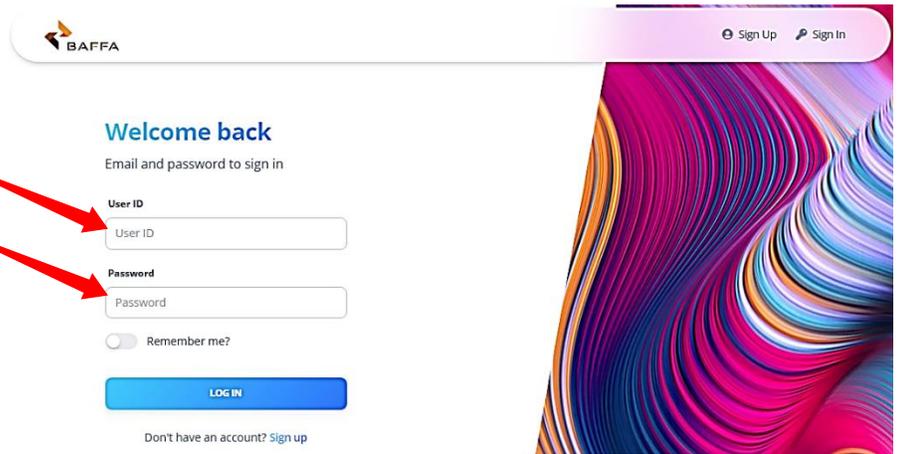
Go to BAFFA website or click the software URL link to Login BAFFA Software at first:

<https://gatepass.baffa-bd.org/login>

Step 02:

LOGIN

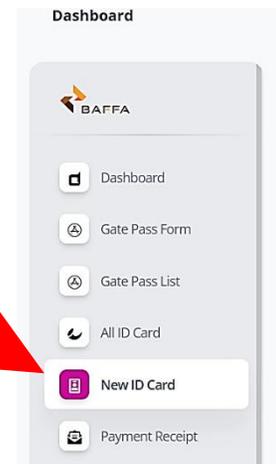
Input user ID and password to login the software (same user ID & password of the gatepass)



Step 03:

NEW ID CARD REQUEST

Click New ID Card tab from left menu



Step 04:

SELECT ID CARD TYPE

From drop-down list select the card holder type.

- Select "Owner" for company owner
- Select "Employee" for company's staff

Card Type*

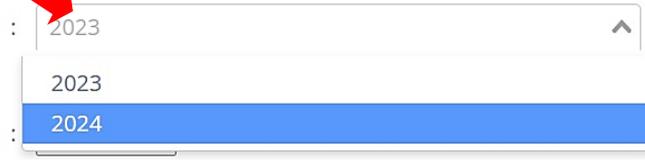


Step 05:

SELECT YEAR

Click the drop-down list & select the Year of the ID Card.

Form Year*



Step 06:

CARD HOLDER'S PHOTOGRAPH

Click & upload the card holder's photograph from your computer. Note that photo must be **220 X 220 pixel** horizontally & vertically.

Card Holder's Photograph*



Size: 220px X 220px

Step 07:

NAME OF THE CARD HOLDER

Type the Card Holder's full name as per applicant's NID/Birth Certificate/Passport

1. Name of the Card Holder*

Step 08:

CARD HOLDER'S DESIGNATION

Type the Card Holder's designation

2. Card Holder's Designation*

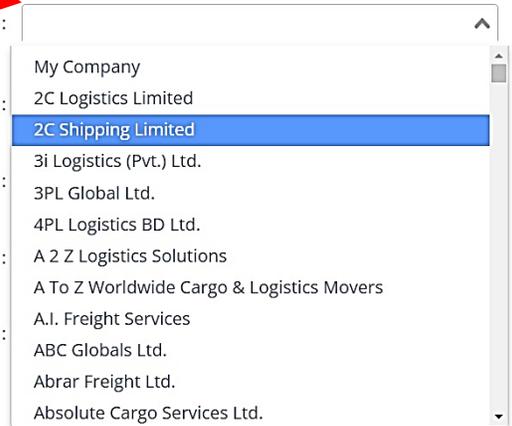
Step 09:

NAME OF THE ORGANIZATION(S)

Logged-in organization's name will automatically selected by default.

*** For group of companies, you can select multiple organizations name, from the drop-down list.

3. Name of the Member Organization(s)*



- My Company
- 2C Logistics Limited
- 2C Shipping Limited**
- 3i Logistics (Pvt.) Ltd.
- 3PL Global Ltd.
- 4PL Logistics BD Ltd.
- A 2 Z Logistics Solutions
- A To Z Worldwide Cargo & Logistics Movers
- A.I. Freight Services
- ABC Globals Ltd.
- Abrar Freight Ltd.
- Absolute Cargo Services Ltd.

Step 10:

OFFICE ADDRESS

Type the full office address

5. Office Address*

: _____

Step 11:

OFFICE TELEPHONE NUMBER

Type the office telephone or cell phone number

6. Office Telephone No.*

: _____

Step 12:

DATE OF BIRTH

Select the date of birth from the calendar. Date of birth must be matched with NID/Birth Certificate/Passport information. Applicant's age not less than 18 years old.

7. Date of Birth (above 18 years)*

: 29-Oct-2022



Step 13:

NATIONAL ID/BIRTH CERTIFICATE/PASSPORT

Select the Identity category from drop down list and type the number

Click button to upload the attachment. (JPG/PNG/PDF)

8. National ID/Passport/Birth Certificate No. *	:	National ID	National ID Number
		National ID	Not chosen
		Passport	
		Birth Certificate	

8. National ID/Passport/Birth Certificate No. *	:	National ID	123456789011
		Choose File	national-id.jpg
			national-id.jpg

Step 14:

BLOOD GROUP

9. Blood Group*

Select the card holder's blood group from the drop down list.

: A+

- A+
- A-
- B+
- B-
- O+
- O-
- AB+
- AB-

Step 15:

PREVIOUS YEAR ID CARD NUMBER

If the card holder has already taken the last year BAFFA ID card, then type the Previous Year ID card no.

10. Previous year (2023) ID Card No. :

Step 16:

**POLICE VERIFICATION/
CLEARANCE ISSUE DATE**

Select the police verification/clearance issue date from the calendar selection

& Click button to upload the attachment. (JPG/PNG/PDF)

11. Police Verification/clearance issue date* : 29-Oct-2022

October 2022 ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

11. Police Verification/clearance issue date* : 29-Oct-2022

Police-Cleara...7140959.jpg

Police-Clearance-Certificate-2007140959.jpg

Step 17:

CARGO SECURITY AWARENESS TRAINING STATUS

If card holder already got the cargo security awareness training than select "Yes" and enter training date & valid CAAB ID no. If didn't get the training, then select "No".

12. Cargo Security Awareness Training Status : Yes No (Please mark ✓)

If "Yes" please mentioned details* : Training Date : 29-Oct-2022

: Valid CAAB ID No. : 123456

Step 18:

CARD HOLDER'S SIGNATURE

Click button to upload card holder's signature. (JPG or PNG). Signature must be **220X220 Pixel** horizontally & vertically.

Employee signature.png
Card Holder's Signature*

Step 19:

SEAL & SIGNATURE OF CHAIRMAN/MD/ DIRECTOR/MANAGING PARTNER/PROPRIETOR

Click button to upload signature of the signatory. Signature must be **220X220 Pixel** horizontally & vertically. Select the signatory name from the drop-down list, type designation of the signatory.

Signature.png

**Seal & Signature of Chairman/MD/ Director*
Managing Partner/Proprietor**

Name of the Signatory : Mr. Ahmed Al Hysam Bin Rahman

Designation : Director

Company Name : 1. My Company
2. 3PL Global Ltd.

Step 20:

CREATE ID CARD


CREATE ID CARD

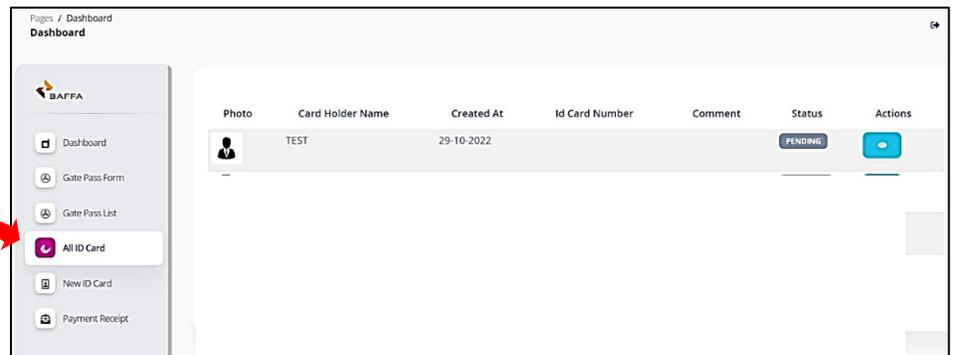
Click the “Create ID Card” button to submit the ID card form.

Step 21:

ALL ID CARD STATUS

To see all applied ID card’s

status, click on  All ID Card button from the left menu bar.



ID Card Status	Details
Pending	After submitting ID card request by member
Verified_ID	After Verified by ID card Dept.
Editable	If ID card dept. comment to member for update any relevant information
Accepted	After Director sir approval & waiting for payment
Selection	After Director sir's partial approval
Cancelled	If Director Sir does not approve
Decline	If member cancel any ID card from choose option
Accepted	If member selected right ones from choose option
Paid	After payment Done
Processing	After Numbering ID card
Ready	When ID card ready for deliver
Delivered	After ID card delivered