

**ID CARD FORM-2022**

Date: \_\_\_\_\_

1. Name of the Card Holder : \_\_\_\_\_
2. Card Holder's Designation : \_\_\_\_\_
3. Name of the Member Organization(s) : \_\_\_\_\_  
: \_\_\_\_\_
4. BAFFA Membership No. : \_\_\_\_\_
5. Office Address : \_\_\_\_\_  
: \_\_\_\_\_
6. Office Telephone No. : \_\_\_\_\_
7. National ID/Passport/Birth Certificate No. : \_\_\_\_\_
8. Blood Group : \_\_\_\_\_
9. Previous year (2021) ID Card No. : \_\_\_\_\_
10. Cargo Security Awareness Training Status : Yes No **(Please mark v)**  
If "Yes" please mentioned details : Training Date : \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Valid CAAB ID No. : \_\_\_\_\_

\_\_\_\_\_  
Seal & Signature of Chairman/MD/ Director  
Managing Partner/Proprietor\_\_\_\_\_  
Card Holder's Signature**REQUIREMENTS FOR ID CARD:**

1. 2 (two) copies prescribed Application Form (enclosed) for each ID card duly filled up.
2. 2 (two) photocopies of Police Verification/Clearance Certificate's **(Police Verification/Clearance Certificate issue date must be after 31<sup>st</sup> December 2020, that means not more than two years old)**.
3. 2 (two) photocopies of National ID/Passport/Birth certificate.
4. "Declaration" from the Chairman/Managing Director/Director/Managing Partner/Proprietor on the Letterhead Pad of the member company. (Sample of declaration is enclosed).
5. 2 (two) recent passport size color photographs for each applicant.
6. Tk. 1,000/- (Taka one thousand) only has to be deposited to BAFFA for each ID card through an A/C Payee Cheque/ Pay Order to be drawn in favour of "**Bangladesh Freight Forwarders Association**".
7. BAFFA Annual Subscription of Tk. 5,000/- (Taka five thousand) only for the year 2022 and other dues (if any) to the member company, which has to be paid before taking delivery of ID Card 2022 from the secretariat through an A/C Payee Cheque/Pay Order to be drawn in favour of "**Bangladesh Freight Forwarders Association**".
8. During received the new ID Card-2022, deposit your existing ID Card-2021 (if applicable).

**N.B: ID card Holder's Photographs, Valid Police Verification/ Clearance Certificate, National ID/ Passport/ Birth Certificate must be attested by the Chairman/ Managing Director/ Director/ Managing Partner/ Proprietor of the Company/Firm along with his/her official stamp/seal.**

**THIS PART IS FILLED BY BAFFA AUTHORITY ONLY**

Accounts Clearance with signature: \_\_\_\_\_ ID NO. \_\_\_\_\_

Reference check &amp; Approval (Executive Secretary/ Deputy Secretary): \_\_\_\_\_

Final Approval (Director Port &amp; Customs, Dhaka): \_\_\_\_\_

[This is a sample format for printing in your company's letterhead pad]

Ref#:

Date:

To

Bangladesh Freight Forwarders Association (BAFFA)

Ataturk Tower (8th Floor)

22 Kemal Ataturk Avenue

Banani, Dhaka-1213

### DECLARATION

I would like to request to provide ID Card(s) for the following regular employees/staffs of our company for the year 2022, which particulars are as follows:

Sl. No.	Card Holder's Name	Designation
01	_____	_____
02	_____	_____
03	_____	_____
04	_____	_____
05	_____	_____

In connection with the above, I (undersigned management person) do hereby declare that, above persons are our regular employee and being the employer of mentioned employees, me (undersigned management person) and my company will be held fully responsible and liable in case of any unlawful/fraudulent activities been carried out by any of our employee by holding BAFFA ID Card at HSIA Cargo Village, and in any circumstances BAFFA and any of its Staff/Directors should not be held liable or responsible for such unlawful/fraudulent activities at all.

\_\_\_\_\_  
Signature & Date :

Name of the Signatory:

Designation :

Company Name :

Official Seal of the Company