



BANGLADESH FREIGHT FORWARDERS ASSOCIATION

REQUIREMENTS FOR MEMBERSHIP OF BAFFA

1.0	Duly filled-in BAFFA's prescribed Membership Application Form and applicant must be a prime shareholder.
2.0	Applicant's minimum educational qualification has to be Graduate with documentary evidence.
3.0	Attested copy of valid and up-to-date Trade License.
4.0	Attested copy of valid e-TIN Certificate and Income Tax Clearance Certificate.
5.0	Attested copy of Office Tenancy Agreement or Land Ownership document. Applicant's Office space area shall not be less than 600 (six hundred) sqft and must be well equipped with broadband internet connection and valid company's domain e-mail ID (not Yahoo Mail, Hotmail, Gmail etc).
6.0	Attested copy of valid Bank Solvency Certificate.
7.0	VAT Registration Certificate (13 digits).
8.0	Two (2) Copies of passport size photographs of each applicant and all other Proprietor/Partners/ Directors along with present and permanent addresses of each.
9.0	List of key personnel (appointed staffs) of the company along with their designations and cell phone numbers. Number of staffs of the applicant company must be not less than six (6) persons.
10.0	Copies of National ID Card or valid Passport of Proprietor/Partners/ Directors.
11.0	The Proprietor, or the Managing Partner, or the Managing Director/Director of the company seeking BAFFA membership must have cumulative working experience in the Freight Forwarding Industry for at least ten (10) years. No Objection Certificate (NOC) from the previous organization (if any) is necessary. (Copy/copies of experience certificate(s) from employer(s) must be attached with the Application Form, when applying for BAFFA membership).
12.0	Attested copies of the following documents must be attached with the filled-in New Membership Application Form: For Limited Company: Certificate of Incorporation along with Memorandum & Articles of Association and Forms X & XII; For the Partnership Firm: Partnership Deed Agreement & approval of Form-I of Registrar of Joint Stock Companies and Firms (RJSC) and For Proprietorship Firm: Affidavit for Proprietorship Firm.
13.0	Business Paid up-capital of the company not less than Tk.5,00,000.00 (Taka five lacs) for Local Company and Tk.50,00,000.00 (Taka fifty lacs) for Joint Venture Company.
14.0	Prescribed Declaration and Undertaking to be submitted on a Tk.300.00 non-judicial stamp duly sealed, signed and notarized by a Notary Public. (Declaration & Undertaking must be signed by the Chairman or the Managing Director for a Limited Company, the Managing Partner for a Partnership Firm and the Proprietor for a Proprietorship Firm with official stamp and notarized by a Notary Public.
15.0	The Proposer and the Secunder have to be valid Members of the Association (BAFFA) and the proposing/seconding signatories must be the principal nominee to the Association from the respective Firm/Company.

BANGLADESH FREIGHT FORWARDERS ASSOCIATION

16.0	New Membership Fees:
16.1	Local Company: (a) Application Fee Tk.50,000.00 (Taka fifty thousand), (b) Admission Fee Tk.25,000.00 (Taka twenty five thousand), (c) Annual Membership Subscription Tk.5,000.00 (Taka five thousand) and (d) Association Development Fees Tk.7,50,000.00 (Taka seven lac fifty thousand). Total: Tk.8,30,000.00 (Taka eight lac thirty thousand) only.
16.2	Joint Venture Company: (a) Application Fee Tk.1,50,000.00 (Taka one lac fifty thousand), (b) Admission Fee Tk.25,000.00 (Taka twenty five thousand), (c) Annual Membership Subscription Tk.5,000.00 (Taka five thousand) and (d) Association Development Fees Tk.25,00,000.00 (Taka twenty five lacs only). Total: Tk.26,80,000.00 (Taka twenty six lacs eighty thousand only). Additional requirements for Joint Venture Company: 16.2.1 The Principal Applicant must be the local shareholder (Bangladeshi national) of the partnership, or the joint venture; 16.2.2 The Principal Applicant must have work experience of 10 (ten) years; 16.2.3 The hired shareholder, Managing Director, Country Manager/CFO, COO, or any other equivalent employee must be employed from the country of the partner company, not from any third country; 16.2.4 Financially well-off/sound and experienced foreign freight forwarding companies can only invest in the freight forwarding sector as a joint venture partner, or in a partnership with a listed company of Bangladesh Freight Forwarders Association (BAFFA); 16.2.5 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 one million United States Dollars, and it must be a compulsory cash investment by the foreign partner/company through fund transfer from their home country, this amount cannot be paid through a Bank Guarantee. Documentary evidence of transfer of required fund must be attached with the application of BAFFA membership; 16.2.6 The origin of the investment must be from the country of the foreign company concerned and in this concerned must provide the encashment certificate from the concerned Bank with endorsement of Bangladesh Bank.
17.0	No company would qualify for BAFFA membership, if the Proprietor, or the Managing Partner, or the Managing Director of the company was dismissed from his services by any of his employers.

NOTE:

- New Membership Fees shall be paid by “Bankers Pay Order” in favor of “Bangladesh Freight Forwarders Association”.
- 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 the condition in case of an experienced and deserving applicant in the opinion of the management.



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.



BANGLADESH FREIGHT FORWARDERS ASSOCIATION

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.		
18.0	PROPOSED BY:			
18.1	Name of the Proposing BAFFA Member Company:			
18.2	Name in full and designation of the Proposer:			
18.3	BAFFA Membership No.:			
18.4	Forwarding License No.:			
18.5	Signature of the Proposer:			_____
18.6	Date and Place: _____			Company Stamp with Seal:
19.0	SECONDED BY:			
19.1	Name of the Seconding BAFFA Member Company:			
19.2	Name in full & designation of the Seconder:			
19.3	BAFFA Membership No.:			
19.4	Forwarding License No.:			
19.5	Signature of the Seconder:			_____
19.6	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