



## 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	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: <b><u>For Limited Company:</u></b> Certificate of Incorporation along with Memorandum & Articles of Association and Forms X & XII; <b><u>For the Partnership Firm:</u></b> Partnership Deed Agreement & approval of Form-I of Registrar of Joint Stock Companies and Firms (RJSC) and <b><u>For Proprietorship Firm:</u></b> 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.



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16.0	<b>New Membership Fees:</b>
16.1	<p><b>Local Company:</b></p> <p>(a) Application Fee Tk.50,000.00 (Taka fifty thousand),</p> <p>(b) Admission Fee Tk.25,000.00 (Taka twenty five thousand),</p> <p>(c) Annual Membership Subscription Tk.5,000.00 (Taka five thousand) and</p> <p>(d) Association Development Fees Tk.7,50,000.00 (Taka seven lac fifty thousand).</p> <p>Total: Tk.8,30,000.00 (Taka eight lac thirty thousand) only.</p>
16.2	<p><b>Joint Venture Company:</b></p> <p>(a) Application Fee Tk.1,50,000.00 (Taka one lac fifty thousand),</p> <p>(b) Admission Fee Tk.25,000.00 (Taka twenty five thousand),</p> <p>(c) Annual Membership Subscription Tk.5,000.00 (Taka five thousand) and</p> <p>(d) Association Development Fees Tk.25,00,000.00 (Taka twenty five lacs only).</p> <p>Total: Tk.26,80,000.00 (Taka twenty six lacs eighty thousand only).</p> <p><b>Additional requirements for Joint Venture Company:</b></p> <p>16.2.1 The Principal Applicant must be the local shareholder (Bangladeshi national) of the partnership, or the joint venture;</p> <p>16.2.2 The Principal Applicant must have work experience of 10 (ten) years;</p> <p>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;</p> <p>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);</p> <p>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;</p> <p>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.</p>
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.



Proprietorship	Partnership	Limited Company
PDF file format for attachments		
AFFIDAVIT	PARTNERSHIP DEED OF AGREEMENT	MEMORANDUM & ARTICLES OF ASSOCIATION AND FORMS X & XII (LIMITED).
VALID AND UP-TO-DATE TRADE LICENSE	APPROVAL OF FORM-I OF REGISTRAR OF JOINT STOCK COMPANIES AND FIRMS (RJSC)	PARTICULARS OF CERTIFICATE OF REGISTRATION/INCORPORATION
VALID E-TIN CERTIFICATE AND INCOME TAX CLEARANCE CERTIFICATE	VALID AND UP-TO-DATE TRADE LICENSE	VALID AND UP-TO-DATE TRADE LICENSE
VAT REGISTRATION CERTIFICATE	VALID E-TIN CERTIFICATE AND INCOME TAX CLEARANCE CERTIFICATE	VALID E-TIN CERTIFICATE AND INCOME TAX CLEARANCE CERTIFICATE
FREIGHT FORWARDING LICENSE (IF ANY)	VAT REGISTRATION CERTIFICATE	VAT REGISTRATION CERTIFICATE
BANK SOLVENCY CERTIFICATE	FREIGHT FORWARDING LICENSE (IF ANY)	FREIGHT FORWARDING LICENSE (IF ANY)
MEMBERSHIP OF OTHER TRADE ORGANIZATION(S) ATTACHMENT (IF ANY)	BANK SOLVENCY CERTIFICATE	BANK SOLVENCY CERTIFICATE
OWNER NID COPY	MEMBERSHIP OF OTHER TRADE ORGANIZATION(S) ATTACHMENT (IF ANY)	MEMBERSHIP OF OTHER TRADE ORGANIZATION(S) ATTACHMENT (IF ANY)
OWNER EDUCATIONAL CERTIFICATE	PARTNERS NID COPY	SHAREHOLDERS NID COPY
OWNER EXPERIENCE CERTIFICATE	APPLICANT'S EDUCATIONAL CERTIFICATE	APPLICANT'S EDUCATIONAL CERTIFICATE
NO. OF APPOINTED STAFFS IN COMPANY LETTER HEAD PAD	EXPERIENCE CERTIFICATE	EXPERIENCE CERTIFICATE
OFFICE TENANCY AGREEMENT OR LAND OWNERSHIP DOCUMENT (HEAD OFFICE & BRANCH OFFICE)	NO. OF APPOINTED STAFFS IN COMPANY LETTER HEAD PAD	NO. OF APPOINTED STAFFS IN COMPANY LETTER HEAD PAD
PROPOSED & SECONDED BY	OFFICE TENANCY AGREEMENT OR LAND OWNERSHIP DOCUMENT (HEAD OFFICE & BRANCH OFFICE)	OFFICE TENANCY AGREEMENT OR LAND OWNERSHIP DOCUMENT (HEAD OFFICE & BRANCH OFFICE)
DECLARATION & UNDERTAKING	PROPOSED & SECONDED BY	PROPOSED & SECONDED BY
	DECLARATION & UNDERTAKING	DECLARATION & UNDERTAKING
JPG file format for attachment		
OWNER PHOTOGRAPH	PARTNERS PHOTOGRAPH	SHAREHOLDERS PHOTOGRAPH
OWNER SIGNATURE SPECIMEN	PARTNERS SIGNATURE SPECIMEN	SHAREHOLDERS SIGNATURE SPECIMEN