

Bye-Laws
&
Standard Operating Procedures
For
Grant of PIFFA Membership



Introduction:

Pakistan International Freight Forwarders Association (PIFFA) is the sole representative body of International Freight Forwarders of Pakistan registered with Directorate General of Trade Organization (DGTO), Ministry of Commerce, Islamabad (License # 04).

PIFFA Members are service providers and instrumental in facilitating and promoting Pakistan's International trade (export & import). The Association is active member of FPCCI and NTTFC (National Trade & Transport Facilitation Committee) Ministry of Commerce.

PIFFA is National representative of Pakistan at FIATA (Fédération of International Freight Forwarders Associations, Geneva). New applicants once enrolled as PIFFA Members qualify to apply for FIATA Membership through endorsement from PIFFA. Once Member, companies also may register for globally accredited and recognized FIATA-PIFFA Diploma in International Freight Forwarding, FIATA-PIFFA Higher Diploma in SCM and handling of Dangerous Goods by Air courses.

PIFFA already have approved bye-laws for granting membership from DGTO and desired to amend it to address the growing concern in the context of misuse of PIFFA membership and to actively scrutinize authentic freight forwarders and design more appropriate rules for the Membership Committee and Secretariat for their strict compliance. Accordingly, Executive Committee of PIFFA in its 20th meeting held on July 9, 2024 unanimously approved following amended bye-laws for granting and renewing membership:

Documentation requirements:

Companies desirous to be member of PIFFA are required to apply furnishing following documentation, as approved by the Executive Committee:

1. Request for Membership on Proper printed Company letterhead with Name, Designation, Rubber Stamp and Signature of Authorized Representative.
2. Payment of Rs.31,000/- towards registration fee and subscription through Pay order / Bank Draft in favor of "Pakistan International Freight Forwarders Association".
3. Clear & Readable Copy of valid NTN Certificate with principal activity as freight forwarder / shipping service provider (Applicant company must be in existence for a minimum one fiscal year and must provide proof of filing of income tax for the last financial year.

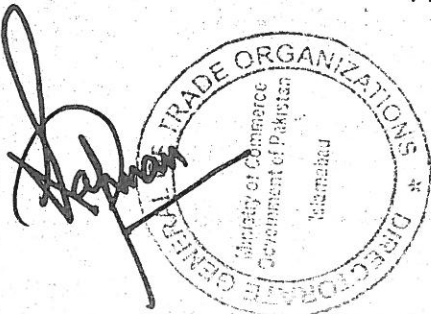
In case of company being:

(a) **Proprietorship:** NTN must reflect proprietors' name as well as name of the Company.

(b) **Partnership:** NTN in the name of the Company. Partnership Deed duly registered with Registrar Office, Joint Stock Company.

(c) **Private Limited Company:** Memorandum & Articles of Association with Certificate of Incorporation & Form-29 duly certified by SECP (should be clearly mentioned in M&AoA that the main and principal business of the company is freight forwarding.)

4. Clear, Readable and properly attested copy of the rent agreement of the office or ownership document.
5. Clear & Readable Copy / copies of CNIC of Proprietor, Partners, or Directors of Company.

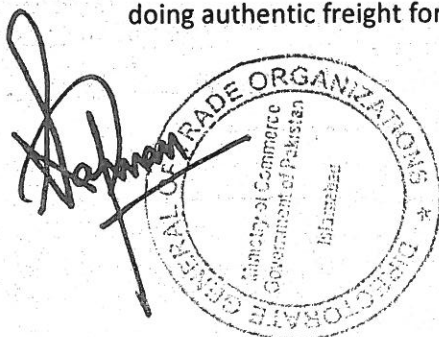


6. Clear & Readable Copies of Master & House Bills of Lading and Master & House Airway Bills of Current Year MUST be in the possession of the applicant company to show that the applicant company is an active freight forwarder. PIFFA reserves the right to collect, verify, or cross-check the documents from its own sources.
7. Bank Account Maintenance Certificate and Current six (6) months' bank statement should CLEARLY show sufficient freight forwarding related transactions with a revolving balance of (i) PKR 2.5 million for proprietorship / partnership and (ii) PKR 5.0 million for Pvt & Public Limited company. Statement with just cash or cheque deposits and withdrawals is not acceptable.
8. Owner / either of Partners / either of Directors OR Management level employee should have a minimum of five (5) years' experience in the field of **International freight forwarding (air and sea)** and they MUST provide their verifiable experience certificate.
9. Personal profile(s) of Proprietor, Partners, Directors and experienced management level employees along with experience certificate from employer, if previously employed.

Additional requirements from applicant having foreign investor/foreign company:

- (a) Complete bio-data of each foreign investor (partner/director) along with copy of passport and alien registration certificate from NADRA
- (b) Complete detail of foreign affiliated company and its registration details with native business association
- (c) Certified copy of Form-29 and Form 3A from SECP
- (d) Certified copy of V-95 approved from SBP

10. Membership applicants (both new and existing members) shall have to enroll two (2) staff members in the PIFFA / FIATA Diploma in International Freight Forwarding at the first available course and before the next renewal, and to pay the applicable fee for two (2) staff members.
11. Furnish a list of at least five (5) employees on Company Letterhead (EXCLUDING Proprietor / Partners / Directors) in accordance with Government requirements and maintain a proper office with a visible setup. Office of separate entities at the same place are NOT admissible for membership. Only sister concern companies are allowed to have office in one place.
12. The office of the applicant to be visited by a member(s) of the Membership Committee to check job files and collect copies of freight forwarding-related documents, i.e., Master / House, Bills of Lading / Airway Bills, to check and verify that documents are genuine and the applicant company is an authentic freight forwarder, to verify the credentials of working staff, and to take photographic evidence of the registered office. These visits should be surprise visits, and to re-visit if needed.
13. The proposers and seconders of new applicants should already have two years of valid membership, completely independent of each other. They should not be related to each other, including as sister companies with the same set of proprietors, partners, and directors. Only authorized representatives as per PIFFA records, would be allowed to sign proposer and seconder letters with their verifiable signatures. The proposer or seconder, while endorsing the new applicant, must furnish a statement on its company letterhead with their name, designation, and rubber stamp of knowing the applicant personally and **confirming** that the applicant company is doing authentic freight forwarding business.



14. Valid Marine Umbrella Liability Insurance & Error and Omission Cover from a recognized insurance company (positively rated by PACRA) shall be furnished by the applicant once membership is granted and before the issuance of the membership certificate.

NOTES

- Membership year cover April-March (*Membership will expire on 31st March each year, irrespective of the date of grant of membership*).
- **Admission Fee: Rs.13,000/-**
- **Annual Fee: Rs.18,000/-**
- Submission of fake documents causes outright rejection and permanent blacklisting.
- PIFFA reserves the right to reject the grant of membership upon not providing sufficient and satisfactory documents as well as unsatisfactory visit by membership committee members.
- Applicant rejected may avail of one opportunity to appeal to Chairman PIFFA for review and reconsideration, and after that, they may apply for a fresh application only after the expiration of a six-month period.
- Any kind of influence or threat to Membership Committee, Secretariat or Regional Office(s) Staff resulting in outright rejection of the application / permanent blacklisting.
- Submission of documents does not guarantee the award of membership. Submissions will go through a due process for scrutiny and then be submitted to the membership committee for evaluation according to approved Bye-Laws from DGTO. This process takes time, and membership will be awarded strictly on merit and according to approved Bye-Laws in due course of time.

Renewal of Membership

Documentation requirement at the time of renewal of membership:

- Pay order of PKR 18,000/- being annual subscription fee
- Proof of filing return of income tax and sales tax
- Current Copies of Master & House Bills of Lading and Master & House Airway Bills showing that the member company is still an active freight forwarder (PIFFA reserves the right to verify or cross-check the provided documents from its own sources).
- PIFFA reserves the right to refuse to renew membership if it is found that the member is not actively doing freight forwarding business.
- Renewed and valid Marine Umbrella Liability Insurance & Error and Omission Cover from a recognized insurance company (positively rated by PACRA) for renewal of membership before the issuance of the renewed membership certificate.
- Members are responsible to immediately inform PIFFA about any change of address, change of contact number(s) details and change in company structure.
- Membership will be renewed after due prudence and process.

