



PAKISTAN INTERNATIONAL FREIGHT FORWARDERS ASSOCIATION

Required documents for new Membership

(Approved by the Executive Committee)

1	Request letter for Membership on Company letter head.	
2	Cheque /Pay Order /Bank Draft of Rs. 31,000/- in favor of “Pakistan International Freight Forwarders Association” .	
3	Valid NTN and Sales Tax Registration Certificates (in case Applicant Company is in existence for more than a fiscal year, please provide proof of filing of income tax and sales tax return of the last financial year).	
4	<p>(a) Proprietorship: NTN must reflect proprietors’ name as well as name of the Company. Sole Proprietorship firm duly registered with Registrar Office, Joint Stock Company.</p> <p>(b) Partnership: NTN of individual partners and separate NTN in the name of the Company. Partnership Deed duly registered with Registrar Office, Joint Stock Company.</p> <p>(c) Private Limited Company: Memorandum & Articles of Association with Certificate of Incorporation & Form-29 duly certified by SECP.</p>	
5	Copy of rent agreement of office or ownership document.	
6	Copy/copies of CNIC of <u>Proprietor</u> , <u>Partners</u> , or <u>Directors</u> of Company.	
7	Bank Account Maintenance Certificate in <u>Original</u> .	
8	Membership applicant shall have at least two (2) staff members who have attended PIFFA/FIATA Diploma in International Freight Forwarding. Else two staff members must be enrolled at the first available course window.	
9	At least five (5) employees (excluding Proprietor/Partners/Directors) with proper office in accordance with Government requirement.	
10	The Proposers and Seconders of new applicant should be completely independent of each other. They should not be related to each other including as sister Companies with the same set of Proprietors / Partners / Directors.	
11	Valid Marine Umbrella Liability Insurance & Error & Omission cover from recognized Insurance Company.	
12	Office of applicant may be visited by member(s) of the Membership Committee before approval of application,	
13	Personal profile(s) of Proprietor, Partners or Directors with experience certificate/NOC from employer, if previously employed.	

NOTE:

- Membership year cover April-March (*Membership will expire on 31st March each year irrespective of date of grant of membership*).
- Admission Fee: Rs. 13,000/-; Annual Fee: Rs. 18,000/-
- PIFFA reserve the right to reject grant of Membership
- Applicant submitting false/fake document(s) will be penalized by freezing application for 03 months
- Applicant rejected may avail one opportunity of appeal to Chairman PIFFA for review and reconsideration



Recognized by Ministry of Commerce, Government of Pakistan Licence No. 04
Affiliated with Federation of Pakistan Chambers of Commerce & Industry

MEMBERSHIP FORM

Annual Fee Rs. 18,000/= & Admission Fee Rs. 13,000/=

1. Company Name _____
2. Complete Address _____
3. Telephone Nos _____ Mobile No. _____ Fax No. _____
4. Branch if any _____ Email. _____
5. Date and Place of Establishment _____ NTN # _____
Sales Tax Registration # _____ Valid Insurance Policy _____
(Attach copies of Certificates)

6. Private Ltd. co. Partnership firm Proprietary firm

(i) If a Ltd. co. give names of the Directors & enclose Memorandum & Articles of Association

(ii) If partnership firm give names of partners & enclose Partnership Deed duly registered with Registrar Joint Stock Companies

(iii) If sole proprietorship give name of proprietor and Registration Certificate from Registrar Joint Stock Companies

7. Name of authorized representative _____ CNIC # _____

8. Designation _____ Signature _____

Yours faithfully

(Company stamp & Signature of Director / Partner / Proprietor)

Proposed by

(Name of member Company)

(Authorized Signature & stamp)

Seconded by

(Name of member Company)

(Authorized Signature & stamp)

Note: Any change in telephone numbers, address or Email, may kindly be notify to PIFFA Office immediately.

OFFICIAL REPRESENTATIVE FORM



Name of Company : _____

Office Address : _____

Name of the Representative / Voter: _____

Valid CNIC # _____ Cell # _____ Tel # _____
(Please attach copy)

Fax # _____ Eml. _____ Web. _____

Status in the Company : _____
(Chief Executive Officer/ Managing Director / Director / Partner / Proprietor)
(Please attached Form 29 / Partnership Deed)

National Tax # of the Company : _____
(Please attach copy)

Sales Tax Registration # of the Company : _____
(Please attach copy)

1- Specimen Signature

2- Specimen Signature

I, / We M/s. _____ hereby

authorize Mr. /Mrs. /Ms. _____

Designation _____ as our Official Representative / Voter
in PIFFA.

Director / Partner / Proprietor

Name, Signature and Seal : _____

Kindly print on company letter head

PERSONAL PROFILE
(Directors/Partners/Proprietor)

> Name : _____

> Father's Name : _____

> Date & Place of Birth : _____

> CNIC Number : _____

> Office Address : _____

> Residence Address : _____

> Tel Number Office : _____

> Fax Number : _____

> Mobile Number : _____

> E-mail : _____

> Academic Qualification : _____

> Professional Qualification : _____

> Professional experience : _____

Pls list name of
companies served &
& duration) also
compulsory attach
clearance certificate/
NOC from ex-employers
