

Bye-Laws

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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 (Federation 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

The 4th Executive Committee meeting held on July 14, 2022 unanimously approved following documentation requirements for new 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 Company letter head.
- 2 Payment towards registration fee and subscription through cheque/payorder/bank draft in favor of "**Pakistan International Freight Forwarders Association**".
- 3 Copy of valid NTN Certificate (where applicant company is in existence for more than a fiscal year; to provide proof of filing of income tax of the last financial year).
- 4 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.
- 5 Copy of rent agreement of office or ownership document.
- 6 Copy/copies of CNIC of Proprietor, Partners, or Directors of Company.
- 7 Current Six (6) months' Bank Statements of (a) AOP Applicant Company (b) Directors of limited company AND where applying company has not completed six (6) months of establishment, Bank Statement confirming revolving balance of (i) PKR 0.5 million for proprietorship/partnership and (ii) PKR 1.0 million for limited company.
- 8 Owner/either of Partners/either of Directors OR Management level employee should have minimum of five (5) years' experience in the field of international freight forwarding (air and sea).



- 9 Membership applicant shall have at least two (2) staff members who have attended PIFFA/FIATA Diploma in International Freight Forwarding. Or enroll two staff members at the first available course window. Existing Member applying for second company to provide enrolment fee of one staff member.
- 10 Furnish list of at least five (5) employees (excluding Proprietor/Partners/Directors) and maintain proper office in accordance with Government requirement.
- 11 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. Proposer/Secunder while endorsing new applicant to furnish statement on its company letterhead of knowing the applicant personally.
- 12 Valid Marine Umbrella Liability Insurance & Error & Omission cover from recognized Insurance Company to be furnished by applicant once membership is granted and before issuance of membership certificate.
- 13 Office of applicant to be visited by Member(s) of the Membership Committee for verification of credentials furnished, working staff and take photographic evidences of registered office.
- 14 Personal profile(s) of Proprietor, Partners, or Directors with experience certificate/NOC from employer, if previously employed.
- 15 **Additional requirements/documentation for 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

NOTES:

- 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 rejected may avail one opportunity of appeal to Chairman PIFFA for review and reconsideration

