



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 PKR 31,000/= in favor of "Pakistan International Freight Forwarders Association".	
3	Valid NTN Certificate (in case Applicant Company is in existence for more than a fiscal year, please provide proof of filing of income tax of the last financial year).	
4	(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 <u>Proprietor</u> , <u>Partners</u> , or <u>Directors</u> 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. Else two staff members must be enrolled at the first available course window. Existing Member applying for second company to provide enrolment fee of one staff member.	
10	At least five (5) employees (excluding Proprietor/Partners/Directors) with 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 / Seconder while endorsing new applicant to furnish statement on its company letterhead of know the applicant and to have good reputation in market.	
12	Valid Marine Umbrella Liability Insurance & Error & Omission cover from recognized Insurance Company will 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	<u>Additional requirements/documentation from applicant having foreign investor/foreign company:</u> (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	

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 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 _____

9. I/We, the Proprietor/Partners/Directors of the company furnish mandatory undertaking to comply with the FATF Guidelines and UNSC Sanctions on counter proliferation.

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.

UNDERTAKING

OF COMPLIANCE

ON COMPANY LETTERHEAD BY APPLICANT OF NEW MEMBERSHIP AND AT RENEWAL

I/WE, PROPRIETOR, PARTNERS, DIRECTORS OF M/S. _____
CITY _____ BEARING MEMBERSHIP # _____ HEREBY UNDERTAKE
TO COMPLY WITH FATF GUIDELINES AND UNSC SANCTIONS COUNTER PROLIFERATION
MEASURES AS PER DIRECTIVE OF MINISTRY OF COMMERCE & DIRECTORATE GENERAL
TRADE ORGANIZATIONS AND AS POSTED ON WEBSITE MINISTRY OF FOREIGN AFFAIRS,
GOVERNMENT OF PAKISTAN FROM TIME TO TIME.

AUTHORIZED SIGNATURE AND STAMP

(UNDERTAKING ON COMPANY LETTERHEAD)

OF PROPOSER / SECONDER

DATE: _____

Secretary General
Pakistan International Freight Forwarders Association – PIFFA
Karachi

Dear Sir,

This is to verify that owner of new membership M/s. _____ is known to me and have good reputation in freight forwarding business.

Regards

Yours sincerely

Name and stamp of Proprietor / Partner / Director

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 : _____

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