



Pakistan International Freight Forwarders Association
Required documents for new Membership
Approved by the Executive Committee

- 01- Request letter for membership on company's letter head.
- 02- Valid NTN certificate must be submitted with the application. In case the applicant has been in existence for more than a fiscal year then proof of filing of income tax return of the last financial year.
- 03- In case of partnerships, the NTN of the individual partners as well as a separate NTN in the name of the company must be attached with the application. In case of sole proprietorship, the NTN certificate must reflect the individual proprietor's name as well as the name of company.
- 04- Memorandum and Articles of Association with certificate of incorporation (For Company) Or Partnership Deed Or Declaration of Sole proprietor ship.
- 05- CNIC of Director/Partners Or Proprietor of Company.
- 06- Bank Account Maintenance certificate in Original.
- 07- In case the applicant intends to issue House Bills of Lading / House Airway Bill Delivery order, a copy of sales tax registration is mandatory with the application.
- 08- Membership applicants must have atleast 2 staff members with PIFFA / FIATA diploma course. Otherwise two staff members must be enrolled for completion of such a course at the first available course window.
- 09- Atleast Five Employees with a proper office in Accordance with the Government required.
- 10- Form-29 duly certified by SECP (for Private Limited Companies Only).
- 11- The proposers and seconders for new members 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.
- 12- Before approval of new membership, office of the applicants may be visited by any two members of the membership committee.
- 13- Personal profile of Directors / Partners / Proprietor with NOC from previous employee.
- 14- Cheque / Pay order / Draft of Rupees 25,000/= in favour of PIFFA.

Note:-

Membership year April-March (Membership will expire on 31st March every year).

Annual Fee Rs. 12,000/= Admission Fee Rs. 13,000/=



Pakistan International Freight Forwarders Association

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.12, 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 # _____
(Attach certificate copy)

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

(iii) If sole proprietorship give name of proprietor and registration details if any

7. Name of authorized representative _____ CNIC # _____

8. Designation _____ Signature _____

Yours faithfully

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

Proposed by

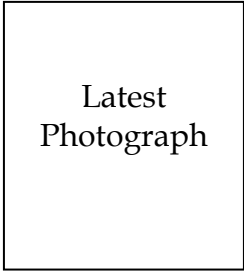
(Name of member Co.) (Authorized Signature & stamp)

Seconded by

(Name of member Co.) (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: _____

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

Fax # _____ Eml. _____ Web. _____

Status in the company : _____
(Chief Executive Officer/ Managing Director / Director / Partner / Proprietor)

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 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 _____
