Sri Lanka Logistics & Freight Forwarders Association

Dear Sir/Madam,

SLFFA MEMBERSHIP APPLICATION FORM – ASSOCIATE MEMBER

Further to your request for a new application, please find enclosed the membership application form of the Sri Lanka Logistics & Freight Forwarders Association. The criteria for membership of the Association are that a company should:

1) Any Limited Liability company actively engaged in the business of International Freight Forwarding and/or Logistics Services in Sri Lanka for not less than 1 year, but which does not meet the pre-requisites to be an General Member may apply to be an Associate Member having a minimum Paid up Capital of Rs. 5,000,000.00;

2) Members should conduct their business as per the Standard Trading Conditions (STC) of SLFFA.

3) Minimum of one Board member of the applicant to possess atleast 3 years experience in the field of international freight forwarding (please include supporting documents such as appointment letters/service letters etc. and include profiles of each Board Director).

4) Have obtained forwarders all liability insurance cover from a recognized insurance company.
   - Legal Liability USD 100,000/-
   - Errors & Omissions USD 50,000/-

5) An application for membership should include,
   a) Copy of the Memorandum and Articles of Association of the Organization
   b) Copy of Business Registration
   c) Recent copy of Form 48 or Form 20 duly stamped by ROC
   d) Certification of Stated Capital from applicant's auditors confirming the value in Rupees
   e) Letter from Principals, Agents if any, confirming the relationship.
   f) Original copies of all B/L and negotiable documents currently issued
   g) Liability Insurance Coverage.
   h) References from the Chairman, MD or CEO of two SLFFA Ordinary member Companies who have completed 5 years of membership of which one should be from the Executive Committee. Furthermore, a director/shareholder who holds a position in the applicant's company/a similar industry cannot provide a recommendation letter.
   i) Copy of Director Merchant Shipping Registration – Class "B" license

All prospective applicants shall be subject to a random inspection of its facilities and shareholding registers as deemed necessary by the Executive Committee.

Please note that, once aforementioned documents are submitted your application will be tabled at the SLFFA Executive Committee meeting and as final stage of the process, you will be requested to submit an Affidavit & a letter of adherence. (Format of the Affidavit & the Letter of Adherence will be shared when required).

Should you require any further clarification please do not hesitate to contact the undersigned on Tel. No: 0772 365887 or 4943031.

Yours faithfully,

SRI LANKA LOGISTICS & FREIGHT FORWARDERS ASSOCIATION

Sgd.

Prasadi Thambavita
Executive - Administration

SRI LANKA LOGISTICS & FREIGHT FORWARDERS ASSOCIATION

MEMBERSHIP APPLICATION FORM (Associate Member)

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1. Company Information

- **Company Name** :_____
- **Corporate Address** :_____
- **Registered Address** :_____
- **Telephone** :_____
- **Email** :_____
- **Website** :_____

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2. Key Personnel Details

(a) Chief Executive Officer / Head of Company

- **Name** : _____
- **Designation** : _____
- **Email** : _____
- **Telephone** : _____Direct: _____

(b) Qualifications & Experience in Industry
(Please specify details of employment/service)

(c) Key Staff

Section	Name	Designation	Experience
Air Freight			
Ocean Freight			

3. Company Structure

- **Type of Company:** ☐ Public Limited ☐ Private Limited ☐ Other: _____
- **BOI Status:** ☐ Yes ☐ No
- **Company Registration No. :** _____
- **Date of Establishment :** _____
- **Number of Employees:** Male: _____ Female: _____

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4. Financial Information

- **Paid-up Capital (Value in LKR):** _____

- **Principal Shareholders**

No	Name	No. of Shares

- **Board of Directors (Please attach profiles of each Board Director)**

Name	Address	Status ☐ Executive ☐ non-executive

5. Operational Details

- **Overseas Agents or Principals**

Name	Address	Contact Details (Tel/Fax/Email)

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- **Type of Bill of Lading Issued (Enclose Copies)**
  - ☐ Own ☐ Principal ☐ Other: _____
- **Bankers & Branch Address:**

Bank	Branch Address

- **Auditors & Contact Details:**

Auditors	Contact Details:

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6. Financial Turnover

Year	Turnover	Overseas Sales	Local Sales
Last Year			
Previous Year			

7. Memberships & Insurance

- **Membership in Trade Associations (e.g., CCC, SLSC, CASA, CEYFA, etc.)**

Association	Date of Enrollment

- **Liability Insurance Coverage ☐ Yes ☐ No**

- **Insurance Company** : _____
- **Coverage Limit** : _____
- **Validity Period** : _____

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8. Declaration

We hereby declare that the particulars furnished above are true and correct. We agree to abide by the Memorandum and Articles of Association of the Sri Lanka Logistics & Freight Forwarders Association, all relevant by-laws, regulations, and industry decisions. We further commit to conducting our business in accordance with the Standard Trading Conditions of the Association.

We enclose Cheque No. _____dated _____for Rs. 145,000/-, covering the Entrance Fee (Rs.50,000/-), Membership Subscription (Rs.50,000/-), and Facilitation Fee (Rs.45,000/-).

- **CEO Name:** _____
- **Signature:** _____
- **Director Name:** _____
- **Signature:** _____
- **Date:** _____

For Office Use Only

Approved On	Signature	Comments

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