Sri Lanka Logistics & Freight Forwarders Association

Dear Sir/Madam,

**SLFFA MEMBERSHIP APPLICATION FORM – GENERAL 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) Be actively involved in International Freight Forwarding for not less than 1 year in Sri Lanka and having a minimum Paid up Capital of Rs. 10,000,000.00

(2) Minimum of one Board member of the applicant to possess atleast 5 years' experience in the field of international freight forwarding (please include supporting documents such as appointment/service letter etc. and include profiles of each Board Director)

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

(4) 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) Original copies of all B/L and negotiable documents currently issued
f) Liability Insurance Coverage.
g) Letter from Principals, if any, confirming the relationship.
h) Two letters of recommendation: one from the Chairman, Managing Director, or CEO of a General Member of the Association with a membership tenure of over 05 years, and another from a company represented by a member of the Executive Committee. Applicants are not permitted to submit letters of recommendation from companies within their own group.
i) Copy of Director Merchant Shipping Registration – Class "A" 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 (General 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<br>☐ Executive<br>☐ non-executive |
|---|---|---|
| | | |
| | | |
| | | |

**5. Operational Details**

- **Overseas Agents or Principals**

www.slffa.com

| Name | Address | Contact Details (Tel/Fax/Email) |
|---|---|---|
| | | |
| | | |

- **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.)**

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| 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: _____**

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**For Office Use Only**

| Approved On | Signature | Comments |
|---|---|---|
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