



# 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 for the category (Associate Member). The criteria for membership of the Association are that a company should:

- i) Any Limited Liability company actively engaged in the business of International Freight Forwarding and/or Logistics Services in Sri Lanka, but which does not meet the pre-requisites to be an Ordinary Member may apply to be an Associate Member.
- ii) Members should conduct their business as per the Standard Trading Conditions (STC) of SLFFA.
- iii) Any Limited Liability Company who is associated with the International Freight Forwarding Industry and whose Shareholders and Directors are in good corporate standing as determined by the Executive Committee.

An application for membership as an Associate Member should include,

- a) Memorandum and Articles of Association of the Organization
- b) Copy of Business Registration
- c) Copy of Form 48 or Form 20 (as applicable)
- d) Certification of Paid up Capital from applicant's auditors
- e) Letter from Principals, if any, confirming the relationship.
- f) References from the Chairman, MD or CEO of two SLFFA member Companies of which one should be from the Executive Committee.
- g) Copy of Director Merchant Shipping Registration.

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 FREIGHT FORWARDERS ASSOCIATION**

**Sgd.**  
**Manjula Maldeniya**  
**Manager**

**SRI LANKA LOGISTICS & FREIGHT FORWARDERS ASSOCIATION**

**MEMBERSHIP APPLICATION FORM (Associate Member)**

*(Please fill in the places applicable)*

1) **Name of Company** : .....

2) **Address** : .....

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Tel : .....

Fax : .....

E-mail : .....

Web-site : .....

**3) Details of Key Personnel**

3

(a) **Chief Executive Officer**

Name : .....

Tel : ..... Direct : .....

Fax : ..... Email : .....

(b) **Qualifications and Experience in the Industry**

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(c)Key Staff

i) Air Freight

Name	Designation	Experience
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ii) Ocean Freight

Name	Designation	Experience
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4) Type of Company

(i) Limited Liability  
 Public  Private

(ii) Other (Specify)

(iii) BOI status  Yes  No

5) Company Registration No : .....

6) Date of Establishment : .....

7) No. of Employees : Male: .....Female: .....

8) Capital Structure

Authorized : .....

Issued : .....

9)	Principal Share Holders	No. of Shares
	(i) .....	.....
	(ii) .....	.....
	(iii) .....	.....

10) Board of Directors

Name (s)	Address	Status (Executive or Non Executive)
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11) Details of Overseas Agents or Principals

Name (s)	Address	Contact Details (Tel : Fax : E-mail)
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12) Type of BL Issued (Enclose Copies)

(i) Own  (ii) Principals  (iii) Other

13) Bankers : .....

Branch Address of Principal Bankers .....

14) Auditors : .....

Address & Contact Details : .....

15) Turnover / Sales

(i) Turnover Last Year .....

(ii) Turnover Previous Year .....

(iii) Overseas Sales Last Year .....

(iv) Local Sales Last Year .....

16) Membership of Trade Associations (Eg. The Ceylon Chamber of Commerce / Sri Lanka Shippers Council / CASA/ CEYFA etc)

Table with 2 columns: Association, Date of Enrolment

17) Details of Liability Insurance Coverage

(i) Have your Company obtained a freight forwarders all liability insurance cover?

Yes [ ] No [ ]

(ii) If so give details

Insurance Company : .....

Contact Details of the Insurer : .....

Coverage Limit : .....

Validity Period : .....

18) Details of registration with Exchange Control Department

Registration No : ..... Date : .....

**DECLARATION**

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We hereby declare that the particulars furnished above regarding our company are true and correct.

We ..... hereby agree to abide by the Memorandum and Articles of Association of the Sri Lanka Logistics & Freight Forwarders Association, all by laws and regulations enacted from time to time and decisions of the Association relating to the industry. We further agree to conduct our business in accordance with the Standard Trading Conditions of the Association.

We herewith enclose Cheque No..... dated ..... for **Rs. 95,000/-**, drawn in favour of the Sri Lanka Logistics & Freight Forwarders' Association being the Entrance fee (Rs.50,000/-), Annual Membership Subscriptions (Rs.15,000/-) and Facilitation Fee (Rs.30,000/-).

Name of CEO : .....

Signature : .....

Name of Director : .....

Signature : .....

Date : .....

**OFFICE USE ONLY**

Approved on : .....

Signature : .....

Comments : .....