

## **GUIDELINES OF FILLING OF THE PFFA MEMBERSHIP APPLICATION FORM**

- QUESTION 1* : Name of your company
- QUESTION 2* : Type of company – please underline
- QUESTION 3* : Is your company a joint-venture with foreign companies or a branch office set up by a foreign company – if so, please state the said foreign company and address
- QUESTION 4* : Please enclosed a certified true copy and originally signed by your company secretary a copy of your Memorandum and Articles of Association, latest Form 24 and 49 and Business Registration Certificate (for sole proprietorship)
- QUESTION 5* : Are you a approved Customs Agents – If so, please enclose a photostat copy of the letter from the Customs Dept authorizing you act as a Customs Agent.
- QUESTION 6* : Related to Question 5 – state your Customs Agent File No. and date of when the license was given to you.
- QUESTION 7* : What type of transportation /distribution business are you in please state
- QUESTION 8* : Please state your authorized and paid-up capital.
- QUESTION 9 & 10* : Please state your registered office address and your office address In Penang, including phone, fax and email id.
- QUESTION 11* : If your correspondence address is different from Question 10, please state.
- QUESTION 12 & 13* : Are you an IATA Cargo Agents? If so, please state IATA Agency number and date of approval. If you are not an IATA Agents, please state airlines Airwaybills held by you.
- QUESTION 14* : If you are a shipping agency, please state those shipping lines represented by you.
- QUESTION 15 & 16* : As per your latest Form 24 and 49 attached, state list of shareholders and equity and directors.

*QUESTION 17* : Name of your CEO in Penang e.g. General or Branch Manager etc

*QUESTION 18* : State name of your staff representing your company in the PFFA, including photos – your company representatives.

*QUESTION 19* : Are you a member of other trade associations in Penang, if so, please state.

Please enclose one-time entrance fee of RM5000.00 and annual subscription of RM1000.00 payable to ***Penang Freight Forwarders Association.***