



Federation of Freight Forwarders' Associations in India

National Apex Body of CUSTOMS BROKERS' ASSOCIATIONS IN INDIA

[ESTD. 1962]

NOTICE

FFFAI/CIR/222/2021

02.09.2021

To: All Member Associations
To: All Presidents of Member Associations
To: Current Executive Committee Members
To: Current Nominee of Associate and Allied Members
To: Board of Advisors

Dear Members,

The current term of the Executive Committee of Federation of Freight Forwarders' Associations in India will get completed on 30th September 2021. As such a new Executive Committee of Federation of Freight Forwarders' Associations in India for the term 2021-23 needs to be constituted and new Office Bearers need to be elected.

As such,

- Nominations from ordinary members of FFFAI as to their **representatives to the Executive Committee of FFFAI for the term 2021-23, as per their eligibility,**
- **Nominations of nominees of Associate & Allied Members to the Executive Committee of FFFAI for the term 2021-23** and
- Nominations of **such representatives of Ordinary Members, who are being nominated to the Executive Committee of FFFAI for the term 2021-23, by their respective associations, who are Ordinary Members of FFFAI and such representatives who are desirous of contesting for the post of an Office Bearer of FFFAI for the term 2021-23**

Are invited.

Please find enclosed the following;

1. Announcement of Elections **(Annexure 1)**
2. Specimen letter to be given by Member Associations **(Annexure 2, 2a)**
3. Specimen format for Nominee of Associate/ Allied member **(Annexure 3)**
4. Nomination Form by Proposed Office Bearer with annexures **(Annexure 4, 4a)**
5. Resolution by Member Association proposing the proposed Office Bearer **(Annexure 4b)**

Please be guided by the election schedule in the announcement of elections and submit your nominations in hard copy and specified formats with enclosures to the FFFAI Secretariat on or before prescribed dates.





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PLEASE TAKE NOTE OF RELEVANT DATES:

- 1) Last date of receiving of nomination for EC members (representatives of Ordinary Members to EC for term 2021-2023): **1700 hrs on 20th September, 2021**
- 2) Last date of receiving of nomination for contesting for post of Office Bearers of FFFAI (For EC for term 2021-2023): **1700 hrs on 20th September, 2021**
- 3) Last date of receiving of nomination for EC members (NOMINEE OF ASSOCIATE/ ALLIED member to EC for term 2021-2023): **1700 hrs on 21st September, 2021**
- 4) Last date of Withdrawal of Nominations: **22nd September, 2021**
- 5) Announcement of valid nominations for EC for the term 2021-2023 and nominations for post of Office Bearers for the term 2021-2023: **22nd September, 2021**
- 6) Elections: **24th September, 2021**

Criteria of For eligibility of nominations:

- **For EC Member representing the association:**
 1. Must have paid all dues of FFFAI including membership fees for F.Y.2021-2022 as on 15th September, 2021
 2. The Association he/she represents should have paid all dues of FFFAI as on 15th September, 2021
 3. Must at least be a G card holder in terms of CBLR 2018, CBLR 2013, CHALR 2004 or CHALR 1984
 4. Licence of the EC member must not have been revoked at the time of filing his nomination
 5. Nomination form in proforma attached should be received from the Member Association in hard copy.
 6. Copy of F/G card duly self-attested by nominee should be enclosed with the nomination form.

NOTE:

The Nominee of the association should have a **F-card/ G-Card OR H-Card** in the name of the **company/ firm/ proprietorship, who is the member of the local association and also should be a director/partner/proprietor of the said company/ firm/ proprietorship, he/she represents.**





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However if the nominee of the association is a F-Card/ G-Card OR H-Card holder, but is a member of the local association from another company/firm/ proprietorship, on behalf of whom he/she does not hold a F-Card/ G-Card OR H-Card, or where he/she holds an F-Card/ G-Card/H-Card in the name of the company/firm or proprietorship he/she represents, but is not a director/partner or proprietor of the company/firm or proprietorship he/she represents, then it is up to the decision of the local association, whether to nominate the said individual or not as a nominee of their association to the Executive Committee of FFFAI.

However, in such a case, if the said individual is nominated by the local association to the Executive Committee of FFFAI, FFFAI will accept the nomination. Such nominations should be done, keeping in mind the honour and respectability of the ordinary member and FFFAI.

- **For Office Bearer:**

1. He/ She must have paid all dues of FFFAI including membership fees for F.Y.2021-22 as on 15th September, 2021
2. The Association he/she represents should have paid all dues of FFFAI as on 15th September, 2021
3. Must at least be a **F card holder** in terms of CBLR 2018, CBLR 2013, CHALR 2004 or CHALR 1984
4. His/ Her candidature must have been proposed by the Association he/she represents and one more association (**PLEASE NOTE NO MEMBER ASSOCIATION CAN PROPOSE OR SECOND MORE THAN ONE CANDIDATURE FOR CHAIRMAN ELECT, HONORARY SECRETARY & HONORARY TREASURER POSTS AND MORE THAN 6 CANDIDATURES FOR VICE CHAIRMAN POST**)
5. Licence of the EC member must not have been revoked at the time of filing his nomination
6. Nomination form in proforma attached on the letter head of the **MEMBER** duly proposed by his/her parent association and seconded by another association should be received in hard copy
7. Declaration of the candidate on the letter head of the **MEMBER** to be relied in hard copy.
8. Resolution of the association on letter head of the **MEMBER ASSOCIATION** to be received in hard copy.
9. Nomination Fees of Rs.5000/- plus 18% GST totalling to Rs. 5900/- to be paid by the candidate proposing to contest as on office bearer.
10. Copy of F card duly self-attested by the nominee should be enclosed with the nomination form.





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- **For Nominee of Associate & Allied Member**

1. Must have paid all dues of FFFAI including membership fees for F.Y.2019-21 as on 15th September, 2021
2. The Association he/she represents should have paid all dues of FFFAI as on 15th September, 2021
3. Must at least be a G card holder in terms of CBLR 2018, CBLR 2013, CHALR 2004 or CHALR 1984
4. Licence of the EC member must not have been revoked at the time of filing his nomination
5. Nomination form in proforma attached should be received from the Member Association in hard copy.
6. Copy of F/G card duly self-attested by nominee should be enclosed with the proforma.

With Warm Regards,

Dushyant Mulani
Honorary Secretary

NOTE: THIS ELECTION ARE SUBJECT TO ANY CHANGES THAT MAY BE ANNOUNCED BY GOVERNMENT OF INDIA/ GOVERNMENT OF MAHARASHTRA IN VIEW OF COVID-19 PANDEMIC.



ANNOUNCEMENT OF ELECTIONS

Election Schedule Dates

Announcement of Election	02.09.2021
Last date for receiving nominations from Member Associations, Nomination for the post of Office Bearers	20-09-2021
Last date for receiving nominations from Nominee of Associate Member	21-09-2021
Scrutiny of Nominations received from Member Associations for EC, Nominee of Associate Member and for the Post of Office Bearer	21-09-2021
Fulfil shortcoming if any in the nominations received	22-09-2021
Last date for withdrawal of nominations	22-09-2021
Announcement of valid nominations for election	22-09-2021
Election	24-09-2021

NOTE: THIS ELECTION ARE SUBJECT TO ANY CHANGES THAT MAY BE ANNOUNCED BY GOVERNMENT OF INDIA/ GOVERNMENT OF MAHARASHTRA IN VIEW OF COVID-19 PANDEMIC.

SPECIMEN LETTER TO BE GIVEN BY MEMBER ASSOCIATION ON ASSOCIATION LETTERHEAD

Date:

The Honorary Secretary
Federation of Freight Forwarders' Associations in India
311-313, Mahinder Chambers,
Opp. Dukes Factory, W. T. Patil Marg, Chembur,
Mumbai – 400 071

Dear Sir,

Sub: Nomination of our representatives to the Executive Committee of FFFAI for the term 2021-2023

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We have _____ (number) members in our association and are therefore entitled to nominate _____ (number) members to Executive Committee of FFFAI. Following are our nominees to the Executive Committee of FFFAI for the term 2021-2023

1.	
2.	
3.	
4.	
5.	
6.	

The full details of the above are as per annexure 2a below.

Please also find enclosed herewith **list of members of our Association (ONLY NAMES OF YOUR MEMBERS)** and **details of our nominees** in the prescribed format.

Thanking you,

Yours faithfully

**AUTHORISED SIGNATORY
NAME OF THE ASSOCIATION**

(TO BE SIGNED BY THE AUTHORISED REPRESENTATIVE)

Encl. As above

SPECIMEN LETTER TO BE GIVEN BY MEMBER ASSOCIATION ON ASSOCIATION LETTERHEAD

ANNEXURE 2a

**(PLEASE INSERT NAME OF THE ASSOCIATION)
DETAILS OF OUR NOMINEES**

	Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6
Last Name of the Nominee						
First name of the Nominee						
Company Name of the Nominee						
Company Address of the Nominee						
Associate Member No.						
CBr No.						
Designation of Nominee in CBr No.						
Nominee holds H / G / F Pass						
Telephone / Fax / Mobile						
E-mail						

Note: Please enclose copy of H/ G/ F pass duly self-attested by nominee.

**NOMINATION FORM
(Associate/Allied Members)**

(As per the Rules & Regulations, Twenty Associate/Allied Members of FFFAI are allowed to nominate one member who will represent them at the Executive Committee Meetings of FFFAI during the year **2021-2023**.)

DATE:

To:

The Hon. Secretary
Federation of Freight Forwarders' Associations in India
311-313, 3rd Floor, Mahinder Chambers, Opp. Dukes Factory
W.T.Patil Marg, Chembur, Mumbai – 400 071

We, the following Associate / Allied Members (strike out whichever not applicable) of the Federation of Freight Forwarders' Associations in India hereby nominate

Shri/Smt. _____ of

M/s. _____

Add. _____

Tel: _____ Fax: _____ Email id: _____

Customs Card: _____ Category : _____ Valid up to : _____
(Please enclose copy of H/ G/ F pass duly self-attested by nominee.)

I hereby accept the nomination to serve on the Executive Committee of FFFAI for the year **2021-2023**. I will abide by all the rules and regulations of FFFAI without any reservations.

I hereby state that all the information provided above is true and correct. I further certify that all dues payable one paid up to date.

Signature of Nominee _____

Date:

Place:

Ordinary Member Name:

Attestation by Ordinary Member

To be our nominee on the Executive Committee of the Federation for the year **2021-2023**. We individually confirm that each has paid their Membership fees at FFFAI fully up to signing of this nomination.

NOMINATION FORM
(Associate/Allied Members)

Sr.	Name of Member Firm/ Company	Membership No. (mentioned on Certificate)	Name of the Authorized Representative	Signature & Rubber Stamp of the firm/ company
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

2

Signature of Nominee with Rubberstamp of firm/ company

NOMINATION FORM
(Associate/Allied Members)

Please Note:

1. Forms duly filled in and signed in **HARD COPY** must reach to FFFAI Secretariat before **21st September 2021**.
2. Incomplete forms, forms with less than 20 signatures and incorrectly filled forms shall not be considered for Nomination and will be rejected.
3. All the Members signing must be Associate/ Allied members of FFFAI and have paid all the current dues of FFFAI. Any outstanding towards membership fees of FFFAI shall result in rejection of the nomination form.

**ON THE LETTER HEAD OF THE MEMBER
(I.E. COMPANY, FIRM OR PROPRIETORSHIP)**

**FEDERATION OF FREIGHT FORWARDERS ASSOCIATION IN INDIA
NOMINATION FORM**

For ELECTION OF OFFICE BEARERS FOR THE TERM

To,

**The Returning Officer (FFFAI ELECTIONS Term 2021-2023)
Federation of Freight Forwarders' Association in India
311-313 Mahindra Chambers,
W.T. Patil Marg, Chembur
Mumbai-400 071**

Dear Sir,

I hereby, file my nomination for the election of Office Bearer for the term 2021 to 2023

- 1**
- a. Name of the Candidate:
 - b. Name of Member Association Represented:
 - c. Membership Number at FFFAI:
 - d. Nomination for the Post of:
 - 1. Chairman - Elect : 1 Post :
 - 2. Vice Chairman – 6 Posts :
 - 3. Honorary Secretary – 1 Post :
 - 4. Honorary Treasurer – 1 Post :

(Tick any one which is applicable)

**ON THE LETTER HEAD OF THE MEMBER
(I.E. COMPANY, FIRM OR PROPRIETORSHIP)**

I am paying herewith fees of Rs.5900/- inclusive of 18% GST for my nomination as an office bearer vide cheque /D.D. No.

_____ Dated _____ of _____ Bank

Proposed by

Name of the Member Association:

(With Seal of the Association)

Name of the President/ Chairman/ Hon Secretary:

Signature:

Membership Number of the Association at FFFAI :

2

Seconded by

Name of the Member Association:

(With Seal of the Association)

Name of the President/ Chairman/ Hon Secretary :

Signature:

Membership Number of the Association at FFFAI :

Dated this _____(Date) of _____(Month) _____ Year

Note:

Nomination form for any one post of an office bearer duly completed in all respects must reach the Federation's Office on or **before 05:00 pm on 20th September, 2021** Nominations received after the time and date mentioned herein will be rejected.

**ON THE LETTER HEAD OF THE MEMBER
(I.E. COMPANY, FIRM OR PROPRIETORSHIP)**

Encl.: 1. Resolution passed by Ordinary Member Associations nominating individual on Association nominating individual on Association's letter heads duly signed by minimum 2 Office Bearers of said Member Association.

2. Copy of receipt of Associate Membership fees paid by candidate.

3. Declaration of candidate (As per proforma appended on the letter head of the member i.e. Company/ Firm or Proprietorship)

**DECLARATION OF CANDIDATE ON THE LETTER HEAD OF THE MEMBER
(I.E. COMPANY, FIRM OR PROPRIETORSHIP)**

ON LETTER HEAD OF MEMBER

Details of Candidate :

- . 1 Name :
- . 2 D.O. B :
- . 3 Customs Broker Lic. No :
- . 4 Licence Valid upto :
- . 5 (Principal Commissionerate):
- . 6 Customs Card No :
- . 7 Valid Upto :
- . 8 Associate Membership No. of FFFAI :
- 1 . 9 Membership No. at Ordinary Member Nominating Candidate :
- . 10 Mobile :
- . 11 Telephone :
- . 12 Email :

DECLARATION AND CONSENT

I, hereby state and declare that all particulars stated above are true and correct. I understand and agree that a wrong declaration by me would result in my nomination or election be considered Null and Void.

I, further declare that all dues, fees including current year have been paid by me/us and there are no outstanding dues to the Association and FFFAI.

**DECLARATION OF CANDIDATE ON THE LETTER HEAD OF THE MEMBER
(I.E. COMPANY, FIRM OR PROPRIETORSHIP)**

(TICK WHICHEVER IS APPLICABLE)

I state and declare that the CB licence granted to me/us is in force and I/we are permitted to operate the same in the Principal Custom House and same is not suspended, or revoked as on date.

I further declare that there is litigation in respect of the CB licence with any Department of Revenue. (Only cases at Commr Appeals or CESTAT or High Court need to be mentioned - no documents to be submitted - only authority to be mentioned - no further details).

I express my willingness to work as an office bearer of FFFAI and shall abide by the rules and regulations of FFFAI without any reservations.

Signature of the Candidate:

2

(Stamp Seal of the Member i.e. Company, Firm or Proprietorship)

ON THE LETTER HEAD OF THE MEMBER ASSOCIATION

**RESOLUTION ON LETTER HEAD OF MEMBER ASSOCIATION FOR
NOMINATING OFFICE BEARER**

RESOLVED THAT THE MANAGING COMMITTEE OF _____ (NAME OF
THE MEMBER ASSOCIATION) BE AND HEREBY NOMINATES SHRI/SMT. _____,
WHO IS A MEMBER OF OUR ASSOCIATION TO CONTEST FOR THE POST OF
_____ CHAIRMAN-ELECT/ VICE CHAIRMAN/ HONORARY SECRETARY/
HONORARY TREASURER TO THE EXECUTIVE COMMITTEE OF FEDERATION OF FREIGHT
FORWARDERS ASSOCIATIONS IN INDIA FOR THE TERM 2021-2023

FOR _____ (NAME OF THE ASSOCIATION)

NAME OF THE SIGNATORY:

DESIGNATION:

STAMP/SEAL OF THE ASSOCIATION: