



KGCHA
Kenya Groupage Cargo Handling Association

APPLICATION FOR MEMBERSHIP

We are desirous of becoming members of the above named Association and if accepted agree to abide by the Rules, Regulation, by – laws and Code of Conduct thereof. We are aware that we shall have to pay the Association’s prescribed entrance fee and annual dues before being accepted as a member.

We certify that the following information is correct and is supplied to provide records as Required to carry out the objects of the Association. We also undertake to furnish the Association with any changes in the following particulars from time to time.

1.0 COMPANY/FIRM’S NAME:

1.1 DATE COMPANY ESTABLISHED/INCORPORATED:/...../.....

1.2 REGISTRATION CERTIFICATE NO.:

(Attach copy of Certificate of Incorporation or Registration certificate)

1.3 NUMBER OF YEARS COMPANY/FIRM HAS BEEN IN OPERATION :

1.4 TAX COMPLIANCE CERTIFICATE NO.:

1.5 PIN NO. :

(Attach copy of Certificate)

1.6 V.A.T REG. NO. :

(Attach copy of Certificate)

TOWN STREET/ BUILDING NAME FLOOR/SUITE ROAD NAME

2.0 REGISTERED OFFICE :

2.1 PRINCIPAL PLACE OF BUSINESS:

2.2 POSTAL ADDRESS (MAIN OFFICE):

TELEPHONE NOS. CABLES TELEX TELEFAX :

T: +254 41 2223092

C: +254 722 412 532

A: 3rd Floor, Sheetal plaza, Off Moi Avenue, Mombasa - Kenya

E: info@kgcha.com

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2.3 DIRECTORS

- 1] PIN NO: DESIGNATION :
- 2] PIN NO: DESIGNATION :
- 3] PIN NO: DESIGNATION :

3.0 REFEREES:

(Two directors or sole proprietor or partners from member organizations)

a) Proposed by:

Company:

Address: Tel:

Signature: Fax:

b) Seconded by:

Company:

Address: Tel:

Signature: Fax:

Any false information given in this application may disqualify the applicant from membership, even after acceptance of the same.

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SIGNATURE OF APPLICANT: DATE:

NAME:

DESIGNATION:

COMPANY'S RUBBER STAMP

.....
NB: Application fee of Kshs. will be credited to applicant's account if application is successful but will not be refunded if unsuccessful.

Balance of Kshs being entrance and subscription fees attached as per

Cash / Postal Order / Bankers cheque No. Dated/...../.....

FOR OFFICIAL USE

.....

RECEIPT NO: DATED:/...../..... FOR KSHS.

PROPOSED BY: SIGNATURE:

SECONDED BY: SIGNATURE:

APPROVED IN MANAGEMENT COMMITTEE MEETING OF:

CHAIRMAN'S SIGNATURE: DATE:/...../.....

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KGCHA VETTING PROCEDURE

1. FILLING OF APPLICATION FORMS AS ABOVE WITH ALL NECESSARY SUPPORTING DOCS.
2. PAYMENT OF REQUIRED SUBSCRIPTION AND ENTRANCE FEES.
3. DIRECTORS OF APPLICANT PRESENT GIVE BRIEF INTRODUCTION/ HISTORY AS BELOW;
 - a) NAMES OF ALL DIRECTORS AND SHAREHOLDERS
 - b) PREVIOUS OCCUPATION OF THE DIRECTORS.
 - c) PREVIOUS BANKERS.
 - d) CURRENT BANKES.
 - e) EXPERIENCE IN SHIPPING
 - f) NAME OF PRINCIPALS TO BE REPRESENTED.
 - g) LETTER FROM PRINCIPAL IF AVAILABLE-NOT MANDATORY.
 - h) REASON FOR JOINING THE ASSOCIATION AND BENEFITS EXPECTED BY THE APPLICANT.PRESENT PHYSICAL LOCATION OF OFFICE AND EQUIPMENT.

MINIMUM OFFICE EQUIPMENTS REQUIRED;

- i. 1 COMPUTER
- ii. FURNITURE
- iii. FAX
- iv. TELEPHONE

CONFIRMATION THAT HE HAS ACQUIRED;

- i. INCORPORATION CERTIFICATE
- ii. PIN CERTIFICATE.
- iii. VAT REGISTRATION.

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4. EACH SITTING MEMBER IS REQUESTED TO ASK ANY RELEVANT QUESTION OR MAKE OPINION IF ANY.

5. APPLICANT IS REQUESTED TO CONFIRM WHETHER HE WILL ABIDE BY THE RULES AND REGULATION OF THE ASSOCIATION.

6. CONCLUSION OF THE VETTING PROCESS WITH INSTRUCTIONS TO THE APPLICANT TO WAIT FOR EXPIRY OF 14 DAYS PROBATION PERIOD WHERE ANY APPEAL OR REJECTION OF APPLICATION CAN BE MADE BASED ON RELEVANT INFORMATION RECEIVED BY THE OFFICIALS

7. AFTER EXPIRY OF THE TWO WEEKS A MEMBER IS OFFICIALLY CONFIRMED AND ISSUED WITH;

- i. KCGHA CERTIFICATE SIGNED BY THE CHAIRMAN
- ii. LETTER/EMAIL OF CONFIRMATION
- iii. HE IS FREE TO TRANSACT BUSINESS WITHIN THE ASSOCIATION GUIDELINES

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