

**CIVIL AVIATION AUTHORITY, BANGLADESH**  
**HEAD QUARTERS, KURMITOLA, DHAKA**

**AIR TRANSPORT CIRCULAR NO. 3/2009**

**Subject: Procedure for Enlistment as Air Freight Forwarder at Civil Aviation Authority, Bangladesh (CAAB).**

In pursuance of SRO No. 18-Law/2008/2174/Customs of customs Act, 1969(IV of 1969), the Air Transport Circular No. 3/2009 is hereby issued for general information and compliance of all concerned for the purpose of the Enlistment as Freight Forwarder at Civil Aviation Authority, Bangladesh(CAAB).

Now ,therefore , no person or body of persons or registered firm shall function as Air Freight Forwarding agent within the limits of Airports (Domestic and/or International) in Bangladesh without being enlisted with CAAB, the decision of which shall be at the sole discretion of the authority and on such terms, conditions and regulations as the authority from time to time may amend or change.

**1. Short title**

1.1 This Circular may be called as AIR TRANSPORT CIRCULAR NO. 3/2009.

**2. Enlistment**

2.1 For the purpose of the enlistment as Freight Forwarder at CAAB, the undermentioned procedures shall be followed :

**2.1.1 Application Form**

2.1.1.1 Application for enlistment as Air Freight Forwarder shall be made in the prescribed form and submitted to CAAB along with the following documents:

- (a) Attested copy of the membership enlistment certificate from Freight Forwarders' Association approved by the Ministry of Commerce.
- (b) Evidence of nationality and an NOC from local police station confirming that the applicant(s) has no criminal records.
- (c) TIN certificate (up-to date).
- (d) Copy of up-to date trade licence.
- (e) Bank Solvency Certificate mentioning that the applicant(s) is/are not loan defaulter as per Bangladesh Bank list.
- (f) Certificate of Completing basic and refresher courses on Dangerous Goods as per ICAO Technical Instruction (Doc 9284 AN/905) or the equivalent IATA approved courses acceptable to the Chairman CAAB of its staff or employee.
- (g) Documentary evidence that any Consignor or Consignee or Freight Forwarder and/or Government or Semi-Government Organization or Autonomous Body having adequate business in the opinion of the Authority is prepared to employ the applicant as Freight Forwarder for their cargo/container handling through the Civil Aviation.

- (h) If the Applicant is a Limited Company he shall submit the Registration Certificate, copy of Memorandum of Association and Articles of Association issued by the Registrar of Joint Stock Companies and Firms under the Companies Act 1994.
- (i) Two copies attested passport size photographs of Managing Director/Director/Proprietor/Partner of the firm/Company.
- (j) If any document submitted along with the prescribed form is found to be forged, fabricated or false, the application will be outrightly rejected and the person(s) of the firm will be barred from applying afresh through other entity.
3. The enlistment, if allowed shall be accorded for one year by CAAB. The charges for enlistment for the first time shall be Tk. 10,000.00 (Ten thousand) only or as revised by this Authority from time to time.
4. On the expiry of the period of enlistment, the Authority, if satisfied with the performance, at its discretion may renew the enlistment as per decision of the Authority. The charge for such renewal of enlistment shall be Tk. 5,000/-(Five thousand) only or as re-fixed by this Authority from time to time.
5. Application in writing for the renewal of enlistment shall be submitted to this Authority together with a statement of performance/activities relating to period of enlistment.
6. Application for renewal of enlistment may not be acceptable after expiry of the validity of enlistment.
7. CAAB may decline any application for the enlistment as Air Freight Forwarder or refuse to renew the enlistment or suspend or cancel the enlistment at any time during its currency and shall not be liable or responsible for any loss suffered by the enlistee on its account.
8. Enlisted Air Freight Forwarder shall be responsible for the due observance and performance by all staff and agencies employed by him/ her during the working or operation of any flight or works related thereto of all rules, regulations and procedures applicable in the Airport and to the said operation and any direction or instruction given by the concerned officials of this authority.
9. Enlisted Freight Forwarder shall maintain a security deposit (refundable) in the form of Pay Order/Demand Draft favouring Chairman CAAB HQs, Dhaka issued by any scheduled Bank of Bangladesh or deposit in cash to Account Section of Finance Division, CAAB, HQs, Kurmitola, Dhaka.
- a. for fully foreign owned firm - Tk.2(Two) lacs only.
- b. for partial foreign owned firm - Tk. 1(One) lac only.
- c. for Bangladeshi owned firm - Tk. 50,000 (Fifty Thousand) only.
- or as determined by the authority from time to time. The authority may from time to time revise the modality of payment against bills, which shall be binding on the Air Freight Forwarder.
10. Enlisted Freight Forwarders shall furnish such information pertaining to the business as may be required by the authority and abide by the rules or regulations, direction or instructions that may be issued from time to time.
11. All Freight Forwarders are to be enlisted centrally with this authority (Directorate of Flight Safety and Regulations) and can extend its activities to any airports of Bangladesh.

12. In case of violation of any rules, regulations and discipline, CAAB shall reserve the right to revoke or cancel the enlistment and also to recover compensation for any loss or damage of property or cargo caused by their personnel or transport/equipment or container etc. belonging to them. The Authority shall not be liable or responsible for any losses suffered by the firm on its account.
13. The enlistment may be suspended or revoked or cancelled for any of the following reasons:
  - 13.1 If the enlistee or any of his employees is found to be involved in theft or pilferage or smuggling or improper accounting of cargo containers etc.
  - 13.2 If the enlistee employs any person or staff not authorized or without proper identity;
  - 13.3 If the enlistee fails to pay charges and levies to this authority.
  - 13.4 If the enlistee or any person in his employment commits any other irregularity on or off the airport areas in violation of the provisions of security rules or regulations of CAAB.
  - 13.5 Any other valid reason which the authority may consider appropriate.
14. If the enlistment is revoked or cancelled, the security deposit of the firm will be forfeited and any outstanding dues will be recovered from the firm or owners.
15. On receipt of the licence from the Customs authority, the copy of the licence is to be deposited.
16. This circular shall come into force with effect from 01 January 2010.

**sd/-**  
**Air Cdre Sakeb Iqbal Khan Majlis**  
Chairman  
Civil Aviation Authority, Bangladesh

**Distribution**

**Internal :**

01. Member (Operations & Planning), CAAB HQs, Kumitola, Dhaka.
02. Director (Flight Safety & Regulations), CAAB HQs, Kumitola, Dhaka.
03. Director (ATS & Aerodrome), CAAB HQs, Kumitola, Dhaka.
04. Director, Hazrat Shahjalal International Airport, CAAB, Kumitola, Dhaka.
05. Director (Finance), CAAB HQs, Kumitola, Dhaka.
06. Director (Administration), CAAB HQs, Kumitola, Dhaka.
07. Deputy Director (Air Transport & Regulations), CAAB HQs, Kumitola, Dhaka.
08. Assistant Director (Regulations & Int'l Relation), CAAB HQs, Kumitola, Dhaka.
09. PS to Chairman, CAAB HQs, Kumitola, Dhaka.

**External :**

01. The Secretary, Ministry of Civil Aviation & Tourism, Bangladesh Secretariat, Dhaka.
02. Commissioner of Customs, Customs House, HSIA, Kurmitola, Dhaka
03. General Manager (Cargo), Biman Bangladesh Airlines Ltd, HSIA, Kumitola, Dhaka.
04. President, BGMEA, Dhaka.
05. President, International Freight Forwarders Association of Bangladesh, Dhaka.
06. President, Association of Cargo Agents of Bangladesh, Dhaka
07. Concerned official/organization.....

# CIVIL AVIATION AUTHORITY OF BANLADESH

Flight Safety and Regulations Division

Head Quarters, Kurmitola, Dhaka.

## APPLICATION FORM FOR ENLISTMENT AS FREIGHT FORWARDER

**Note :** Attested copies of the required licenses / certificates are to be attached and extra sheets may be used if required.

1.	Name of the Firm / Agency (Attach copy of the Article of Association)	
2.	Name and Designation of the Applicant (Must be a director of the Firm/ Agency)	
3.	Business address of the Firm / Agency	
4.	Name of the Board of Directors	1. 2. 3. 4.
5.	Contact telephones	T & T : Cell :
6.	Copy of the Trade License/Certificate of incorporation in the joint stock company	
7.	TIN (up-to-date)	
8.	VAT Certificate No.	
9.	Name(s) of employee(s) trained on basic cargo handling and their bio-data (to be attached with one copy of passport size photograph)	1. 2. 3. 4. 5.
10.	Name(s) of employee(s) trained on Dangerous Goods training Program as per ICAO Doc. 9284-AN/905 or the equivalent IATA approved courses acceptable to the Chairman CAAB. (Copy of Course Certificate to be attached)	1. 2. 3. 4. 5.
11.	Registration Fee (to be deposited in favour of the Chairman, CAAB STD Account # 16 at Sonali Bank, Kurmitola branch, Dhaka and the Original deposit slip is to be attached)	Amount : Deposit Slip No : Date :
12.	Any Other Points	
13.	Enlistment certificate as Freight Forwarder in the Ministry of Commerce	
14.	List of attachments / enclosures	

**Declaration :** I solemnly declare that to the best of my knowledge, the above statement in the application form is true.

**Signature and date :**

**Name :**

**Designation of the Applicant :**