



## KENYA INTERNATIONAL FREIGHT & WAREHOUSING ASSOCIATION

**HEAD OFFICE - NAIROBI**

K.P.A ICD - Embakasi  
Agents Block, Ground Floor  
P.O. Box 57969, 00200  
Nairobi, Kenya  
Tel: +254 20 2026188  
Mobile: +254 791 440 879 / 738 271 219  
Email: info@kifwa.co.ke

**MOMBASA OFFICE:**

Oshwal House, 3rd Floor, Moi Avenue  
P.O. Box 99708, 80107  
Mombasa, Kenya  
Mobile: +254 706 217 445  
Email: infomsa@kifwa.co.ke

## MEMBERSHIP UPDATE FORM

Member's Name: .....

Certificate of Incorporation:.....

KIFWA No:.....

PIN No:.....

Current Customs Agents License No:.....

Trading License No:.....

Postal Address:.....

Code:.....

Physical Location:.....

Street:.....

Building/Floor:.....

E-mail Address:.....

Telephone No:.....

**Director (s) Name**

**Cell Phone No.**

**Email Address**

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Member: FIATA  
International Federation of Freight  
Forwarders Association



Member: FEAFFA  
Federation of East African Freight  
Forwarders Association



Member: KEPSA  
Kenya Private Sector Alliance  
The Voice of Private Sector in Kenya

DESIGNATION	NAME	PIN NO.	ID/PASS PORT NO.	CERTIFICATE OF GOOD CONDUCT NO.	TELEPHONE NO.	EMAIL ADDRESS
Managing Director						
Finance Manager						
Operations Manager						
Human Resource Manager						

**Appointed Representative to:**

KIFWA:.....

Cell Phone Number:.....

E-Mail Address:.....

Any false information given in this application may disqualify the applicant from Membership even after acceptance.

Director's Name:.....

Signature:.....

Date:.....

Company Seal/Stamp:.....

**Please also attach copies of the following documents:**

- a) Certificate of Incorporation/Registration.
- b) Memorandum and Articles of Association.
- c) Valid Tenancy agreement for suitable office accommodation or proof of ownership.
- d) Directors' PIN and ID/PP copies.
- e) Directors' passport size photos.
- f) Directors' Certificate of good conduct/Police Clearance Certificate.
- g) CR12 from the Registrar of Companies to confirm the current Directors of the Company and shareholding.
- h) Current Tax Clearance Certificate for both Company and Directors from KRA.
- i) FEAFFA Code of Conduct.
- j) Evidence of two employees registered as Certified Customs Agents and Freight Forwarders by East Africa Customs Agents Freight Forwarders Board (EACAFFB).