



KENYA SHIPS AGENTS ASSOCIATION (KSAA)

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REQUIREMENTS FOR MEMBERSHIP APPLICATION

- 1) Membership application letter addressed to: The Executive Committee and submitted to KSAA Secretariat.
- 2) **The letter should state the following:**
 - i) The company should be a Limited Liability Company or Partnership or wholly owned.
 - ii) A fully styled company address (To include Physical & Postal address, phone numbers and email address).
 - iii) The CV detailing names, professional qualifications, experience, positions and email contacts of the Senior Managing staff of the Company including: Managing Director/General Manager, Operations Manager and Financial Manager, Commercial Manager.
 - iv) The Name/s of the Principals / Operators, Trade Routes and any other details pertinent to the trade.
 - v) The Name of your Bankers
- 3) **Enclose the following documents with your letter:-**
 - i) Certified copies of Applicant's PIN Certificate, Certificate of incorporation and Memorandum & Articles of Association.
 - ii) Valid trade license (Municipal Trade License).
 - iii) Professional certificates of the Senior Staffs (Managing Director / General Manager, Operations Manager, Financial Manager & Commercial Manager (Attach copies of pass ports or Government ID Cards).
 - iv) Commercial Manager and Operations Manager Must have worked for at least two years in responsible capacity with a shipping agent.

- v) Appointment letter from Owner/Operators and the intended routes and services frequency.
 - vi) A letter of confirmation from your Bankers.
 - vii) Recommendation letter from at least two KSAA Members.
- 4) Once the application is approved by the Executive Committee during the Executive Committee Meeting, a letter of confirmation and invoice will be sent to the applicant.
 - 5) The entrance and annual subscription payment should be submitted within 30 days of the confirmation of Membership and should be paid in Kenyan Shillings.
 - 6) Entrance fees is Kshs.100,000/-
 - 7) Annual subscription for Category A = U\$2,160/- & for Category = U\$ 1,080/-.