



Kenya Ships Agents Association

Mogadishu Road, Mission to Seamen Building
info@ksaa.co.ke / +254 711230675 / +254 772945267

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.
 - vi. 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
 - ii. Memorandum & Articles of Association/ Model Articles of Association/ received copy of the CR2 form and CR12 form
 - iii. Valid trade license (Municipal Trade License & KMA License).

- iv. Curriculum Vitae & 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).
 - v. Commercial Manager and Operations Manager Must have worked for at least two years in responsible capacity with a shipping agent.
 - vi. Appointment letter from Owner/Operators and the intended routes and services frequency.
 - vii. A letter of confirmation from your Bankers.
 - viii. 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 is U\$2,376/-