



Kenya Ships Agents Association

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

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
 - 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 for Category A = U\$2,376/- & for Category B = U\$1,188/-