TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA)

REGULATIONS

@ 2023



INTRODUCTION

- These Regulations may be cited as TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA) Regulations.
- 2. Constitution means the constitution of TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA) Regulations
- 3. Registrar means the registrar of societies.

PART 1

4. MEMBERSHIP

- (1) Membership of TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA).
 Tanzania shall be as it is stipulated in the Constitution.
- (2) Membership shall be done by application, the applicant will apply for membership to the Executive Council through the Executive Secretary.
 - a) a prospective member who wishes to join TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA) shall take the membership application form from the Executive Secretary in a manner to be prescribed by the secretariat as guided by the Executive Council
 - b) The prospective member shall read all the requirement of joining and shall fill the form and return to the executive's secretaries office.
 - c) The Executive Secretary shall receive the membership application form and present the same to the Executive Council for deliberation and approval.
 - d) The Executive council shall deliberate and allow or not to allow new membership.
 - e) The Executive Secretary shall communicate in writing to the new member about his application to the Association.



MEMBERSHIP APPLICATION FORM Made under 4 (2) (a)

TAFFA Form No 1

MEMBERSHIP FORM

Date:				
1. Name of the Company				
2. Postal Address				
3. Telephone: Land Line Email				
4. Mobile Telegram number				
5. Location of Office				
6. Name of Directors 1)				
2)				
3)				
4)				
7. Certificate of Incorporation No				
8. TIN No				
9. Current Customs Agency License No (for renewal) Date				
10. Current Business License No				
11. Company's Activities:				
i) Local Clearing Customs Agents				
ii) Transit Agents				

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- iii) In House Agents
- iv) Transporter E.g. Conveyance of Customs Agents
- v) Warehousing (Private or General Bonded Warehouses)
- vi) Multinational Services of freight Logistics e.g. Consolidators
- vii) Air Cargo Agent

12. c	 Declaration: I hereby accept to abide with association's constitution,
	code of Conduct and pay the Annual fees promptly when due.

Signature	
Full name	

NOTE:

- 1. Please attach CERTIFIED copies of docs No 7,8,9 and 10 without miss.
- 2. Any changes on time 2,3,4,5 and 6 should be notified to TAFFA within thirty days
- 3. Certified Lease Agreement.



5. Cessation Termination or Suspension of Membership

- (a) Membership of TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA) shall cease as to the reasons stipulated under the Constitution.
- (b) For the member whose membership will be terminate for other reason than bankrupt and resignation, the following procedure will be applied;
 - i) A member may appeal to the Board of Trustees by informing the Executive Council if he has aggrieved with termination of his membership.
 - ii) In appeal the member(s) so terminated must give genuine reason and Executive Council shall determine the reason and allow it to the Board of Trustees.
 - iii) It shall not be lawful for a member to be terminated without given a right to be heard. In every procedure of hearing the cases of termination or any other issues principles of natural justice must be adhered to.
 - iv) In any appeal according to these Regulations the decision of Annual General Meeting is not final a member who see his rights are still violated shall appeal to the Registrar of Societies or Court of Laws.

6. Restoration of membership

Member who his membership is determinate for reason stipulate under the Constitution and this regulations, may be restored upon application and being approved by the Executive Council.



PART 2 ELECTIONS

7. Elections

- (1) There shall be election for members of the Executive Committee to be conducted at Tri-Annual General Meeting
- (2) Members of the Tri-Annual General meeting shall elect eligible persons from among the directors of member companies to fill the positions of the Executive Council
- (3) Aspiring candidates shall fill and submit the candidate application form and be subjected to a vetting process by the election committee
- (4) The election committee shall issue notice to all members and the public through newspapers or media advising that the nominations are open to all elected positions for the ensuing year
- (5) The notice referred to under paragraph (a) shall be issued at least 21 days before the date of the Elections
- (6) All nominations shall be received at the Tanzania Freight Forwarders Association Secretariat or zonal offices not later than two weeks from the date of releasing the notice;
- (7) The election committee may extend the deadline for receipt of the nominations but the extension shall not exceeding seven days;
- (8) Make any additional procedure as the Committee may deem necessary for the best interest of the Association.

8. Election Committee

- (1) There shall be an election committee which shall be established by the Annual General Meeting of the Tanzania Freight Forwarders Association as per the Constitution.
- (2) Before the Annual General Meeting, the Council shall recommend Seven (7) members in good standing, five (5) of them shall be appointed by the AGM to constitute the Election committee.
- (3) The election Committee shall have the following functions.
 - a. To prepare a manage the nominations and vetting process;
 - b. To organise and conduct elections by supervising and oversee elections for members of the Executive Council and Zonal Leaders with the assistance of TAFFA Executive Secretary or Secretariat staff responsible for Elections:
 - c. To count votes
 - d. To declare the winner
 - e. To hear and determine objections on the vetting, elections process and elections results
- (4) Qualifications of Members of the electoral committee
 - a. A member must have been a member of the association for not less than three years
 - b. Must be a member of good standing in the industry community

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- c. Must not have criminal record and be a
- (5) The Election committee shall consist of;
 - Five members of the Association in good standing appointed by the AGM;
 and
 - b. TAFFA Executive Secretary or secretariat staff responsible for Elections;
- (6) The Returning Officer during TAFFA elections at the Annual General Meeting shall be the Chairperson of the Election committee.
- (7) In absence of the Chairperson, the Vice Chairperson shall stand in as Returning Officer.
- (8) In absence of both Chairperson and Vice Chairperson, Member of the Committee shall act as Chairperson or Returning Officer

9. Members of the Council

- a. Subject to the articles of the constitution, and as provided for under these Regulations, the positions for elected Members of the Council shall consist of:
 - i. President;
 - ii. Vice President;
 - iii. Treasurer; and
 - iv. Six Executive Council Members
- b. The positions for appointed or elected Zones Office Bearers shall consist of:
 - i. Zonal Chairperson
 - ii. Zonal Vice Chairperson
 - iii. Zonal Secretary
 - iv. Zonal Vice Secretary
- c. A person may run in an election, for only one elected position at a time
- d. A member shall be eligible for nomination to be elected as the President or Vice President of the Association if that member;
 - at the time of submission of a nomination form, is an active member of the Association with a valid customs agency license for a period not less than five years consecutively.
 - ii. has not been convicted of any criminal offence for which he has served an equivalent of custodial sentence of not less than six months;
 - iii. has minimum education level of Certificate for Secondary Education Level (Form Four);
 - iv. is of good ethical standing according to code of conduct;
 - v. is of sound mind, competent and of enormous relevant experience; and
 - vi. is not a public servant or holding leadership in any registered political party
- e. A member shall be eligible for nomination to be elected as the Treasurer of

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the Association if that member:

- at the time of submission of a nomination form, is an active member of the Association with a valid customs agency license for a period not less than five years consecutively, and has served as a member of the Council or Serving in a senior position in any other organisation;
- ii. has not been convicted of any criminal offence for which he has served an equivalent of custodial sentence of not less than six months;
- iii. Is of good ethical standing according to code of conduct;
- iv. has academic or professional qualifications or demonstrated experience in accounting, finance, economics or business administration.
- v. is of good ethical standing according;
- vi. is of sound mind, competent and of enormous relevant experience;
- vii. is not public servant or holding leadership in any registered political party.
- f. A member shall be eligible to be elected or nominated as a member of Council of the Association if that member:
 - At the time of submission of a nomination form, is an active member of the Association with a valid customs agency license for a period not less than five years;
 - ii. has not been convicted of any criminal offence for which he has served an equivalent of custodial sentence of not less than six months:
 - iii. Is in good ethical standing according with code of conduct; and
 - iv. has minimum education level of Certificate for Secondary Education Level (Form Four).
 - v. is of good ethical standing according;
 - vi. is of sound mind, competent and of enormous relevant experience; and
 - vii. is not a public servant or holding leadership in any registered political party

10. Preparation for Elections

- a. The Election committee shall conduct an election if it is satisfied that there are candidates to vie for vacant positions.
- b. Prior to an election being conducted under these Regulations, candidates shall be allowed to conduct campaigns for the position they are vying for
- c. The Election committee shall ensure that:
 - Campaigning time is announced according to the timing schedule planned by the Election committee as it deems fit; after resolving any objections;
 - ii. All the candidates are provided with equal opportunity to campaign and post information about their candidature on the Association's

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website;

- iii. The Secretariat shall be neutral throughout the elections and the member of staff shall not take position during the campaigns;
- iv. Candidates and their supporters are not using violence, bad language or any other conduct that may harm the personality of other candidates;
- v. Candidates are observing the time set by the Election Committee for campaigning
- vi. Subject to the provisions of these Regulations, the Election Committee may disqualify any candidate who violates the provisions of these Regulations
- vii. Final campaigning shall be conducted on the day preceding the Elections at until 23:59hrs before elections day. Provided that the Election committee shall have discretion to decide otherwise on the deadline for the final campaigning depending on the situation
- d. Every member of the Association in good standing who has been vetted and qualified for elections is entitled to be voted in the Election.
- e. One member of the agency that is a member of the Association in good standing has a right to vote at the Annual General Meeting
- f. The Secretariat shall, in every year of election, prepare a list of members who are eligible to vote and cause to be sent to every member at least five days before elections.
- g. The list of voters shall be in a manner prescribed and approved by the Council.
- h. A member of the Association may examine the voter list at the Association office during normal office hours or on the Association's website
- The Election committee Chairperson shall publish in the TAFFA official communication tools a short description of each candidate in whatever format as the Election committee may prescribe from time to time;

11. Proceedings of the Election

- a. Voting for shall be by secret ballot.
- b. Ballot papers shall be prepared in the format recommended by the Election committee.
- c. he Returning Officer shall ensure that the number of ballot is equal to the number of members entitled to vote as appearing in the Voters list;
- d. ballots for different elective positions shall be casted as determined by the Committee;
- e. only ballots received at the Annual General Meeting and before the closure of voting session by the Returning Officer shall be counted;
- f. Subject to the provision of these Regulations, each member shall have one vote for each elected position;
- g. a member who submits more than one ballot for one elected position shall have his ballots rejected;

- h. The candidate with the highest number of votes shall be elected to that office.
- i. Where in the election of any position the number of votes ties between the first two candidates, the Chairperson of the Nomination Committee shall call for election re-run: Provided that only the first two candidates shall be eligible for election re-run
- j. A candidate shall attend the election in person unless he has valid and strong reasons for non-attendance.
- k. In the event of non-attendance, the Committee has discretion to decide whether to consider, or not, the ground tabled by the candidate for nonattendance is sufficient not to disqualify the candidate from the election.
- I. Candidates shall have right to withdraw from contesting position within seven days before election process by informing the Chairman or Vice Chairman of the Election committee in writing
- m. The contestant will have the right to have representative during the vote counting.

12. Declaration of the Winner

- (a) Election result will be declared by the election committee after completion of counting votes.
- (b) The election results will be declared at the place where the election were held
- (c) The elected members of the Council, shall be sworn in immediately after the election
- (d) Swearing in will be done by the Commissioner for Oaths who shall attend on the invitation of TAFFA Secretariat
- (e) Within thirty days of being elected, the newly elected President shall convene a meeting of the Council
- (f) A member elected as the President, Vice President, Treasurer, and Council Member shall not be eligible to serve for more than two terms in their respective positions.



CANDIDATE APPLICATION FORM (Rule 7 (3))

TAFFA Fom No 2

		(To be	filled in duplicate)	S/N
ASSPC	ORT			Date
НОТО)			Time
				Of collecting the form
				TAFFA STAMP
1.	Name of the Asp	irant (three nan	nes) as appearing in the	e MEMART and NIN
2.	Nationality /	Age		
3.	Sex	/		
		Female	(Tick)	
	LIST OF DOCUMI	ENTS RETURNED	BY APPLICANT (Tick)	
2. 3. 4. 5. 6.	Application Form Two Passport size Receipt of Applic Certificate of Inco Memorandum an Agency License Copies of the aca Office premises I	e (recently) ation Form orporation and Article of Asso		opy for certification)
	ure erson receiving th			ubmitting the form)
	appointed date			aspire for election shall be FFA Head Office, Dar es
Any Ca	andidate who will	return the form	n after the deadline wil	I not be acceptable.

4. Office Location

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	i)	Physical Address				
	ii)	Postal Address				
	iii)	Email Address				
	iv)	Telephone	,			
	v)	Mobile Number				
	vi)	Residential	,			
		Address				
5.	Name	e of the Clearing and Forwarding Comp	any you are representing as a Director			
6.		Vied for (Tick)				
	i)	President				
	::\	Vice Beerident				
	ii)	Vice President				
	iii)	National Treasurer				
	111)	National measurer				
	iv)	Councillor				
	,	Councillo				
7.	Refer	Referees (three Directors) duly signing and stamping against their names and				
		pany name				
	•	2 4				
	COM	PANY NAME	DIRECTOR'S NAME			
	i)					
	ii)					
	iii)					
_						
8.		eby declare that to the best of my know				
		e are true and correct and to my belief	and understanding cannot contradict			
	with	my integrity.				
	Name					
	Name					
	Signature					
	Signature					
	Date					
_						

Date and time the form received/submitted.



	a)				
	Signature				
		(of a person receiving the form)			
	b)				
	Signature	(of a person submitting the form)			
10. When returning this form, the applicant should attach the copy of receipt indicating the Application fee paid					
11. Electoral Committee Recommendations: ACCEPTED NOT ACCEPTED					

PART 3 MEETINGS TYPES OF MEETINGS

13. The Association shall have four meetings

- (a) Annual General Meeting.
- (b) Tri Annual meeting.
- (c) Extra Ordinary General Meeting
- (d) Executive Council Meeting

(2) ANNUAL GENERAL MEETINGS OF THE ASSOCIATION

- a. The Annual General Meeting will be held once per year and it will be called by the Executive Council.
- b. The Executive Council may determine the date, time and place of the Annual General Meeting.
- c. The ordinary activities of the Annual General Meeting is as it is stipulated in the Constitution of the Association.
- d. The Annual General Meeting may also conduct any other activity of which notice has been given in accordance with these regulations.

(3) Notice of Annual General Meetings

- a. The Executive Secretary after consultation with the Executive Council will give notice to members who are eligible to attend the meeting.
- b. The notice must be at least twenty one days before the date of the meeting.
- c. The secretariat may provide means for confirmation of attendance prior to the meeting
- d. The notice must specify the date, time and place of the meeting, indicate the agenda of the meeting.

(4) Quorum at General Meetings

- No activity may be conducted at Annual General Meeting unless a quorum of members is present.
- b. The quorum for a general meeting is representatives of 100 member companies (physically, or by proxy) as allowed under the Constitution of the Association of the members entitled to vote.
- c. If a quorum is not present within two hours after the notified commencement time of Annual General Meeting, in the case of a meeting convened by the Executive Council the meeting may be adjourned to another date fixed by the Executive Council.
- e. Notice of the date, time and place to which the meeting is adjourned must be given to all members as soon as practicable after the meeting.
- f. All meetings will be presided over by the President of the Association

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and on his absence as it is stipulated in the Constitution of the Association.

(5) Voting at Annual General Meeting

- (a) Subject to the Constitution of this Association each member who is entitled to vote has one vote; and
- (b) Members may vote personally or by proxy; and
- (c) Except in the case of a special resolution, the question must be decided on a majority of votes.
- (d) If votes are divided equally on a question, the Chairperson of the meeting has casting vote.
- (e) If the question is whether or not to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.

(6) Tri Annual Meetings

- (a) The President will preside over the meeting before handing presiding powers to the Chairman of the election committee to take over
- (b) The Chairman of the electoral committee will conduct the meeting as stipulated under part 2 of this regulations.

(7) QUORUM AT ANNUAL GENERAL MEETINGS

(a) No activity may be conducted at Annual General Meeting unless a quorum of members is present as stipulated in the Constitution

(9) MINUTES OF ANNUAL GENERAL MEETINGS

- (a) The Committee must ensure that minutes are taken and kept of each General Meeting.
- (b) The minutes must record the activity considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (c) In addition, the minutes of each general meeting must include—
 - (i) The names of the members attending the meeting; and
 - (ii) The financial statements submitted to the members for the annual general meeting.
 - (iii) The certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
 - (iv) Any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Constitution.

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(10) EXECUTIVE COUNCIL MEETING

- (a) There shall be meetings of the executive committee in which the executive council shall sit to deliberate matters of the association.
- (b) The meetings shall be called by the President who shall be the Chairperson of the meeting.
- (c) In the absence of the President, or by delegation, the Vice President of the association may call a meeting of the Executive Committee, or may chair a meeting of the executive committee.
- (d) All proceeding must be recorded by Executive Secretary who shall be the secretary of the meeting or his delegate.
- (e) The Executive Council shall sit at least once per month or as deemed necessary.

PART 4

DISCIPLINARY PROCEDURE

- 14. There shall be Disciplinary Committee established as per the Constitution.
 - a) Disciplinary Committee will be mandated to deal with any dispute between members or leader within the Association and members with other stakeholders.
 - b) Any dispute arising within the Association shall be solved amicably by deliberation with the Disciplinary Committee.
 - c) Procedure to files a Dispute with the Committee
 - Any person aggrieved or comes into conflict with any member or any other stakeholder can report his complain to the Chairperson of the Disciplinary Committee.
 - ii. the complaint must be submitted in writing, addressed to the President of the Association
 - iii. The complaint will then be forwarded to the chairperson of the disciplinary Committee should be in writing.
 - iv. the Chairperson of the disciplinary comma after receiving the complain from the member can notify the other party about the complain and arrange for date for a hearing both parties by the disciplinary Committee.
 - v. The committee can arrange for the date and place to hear the dispute.
 - vi. The Committee shall proceed to hear both parties affording equal opportunities to the said parties.
 - vii. Any party aggrieved by the decision of the Committee shall inform the Executive Council of his intention to appeal to the Board of Trustees of the Association.
 - viii. The Board of Trustees of the Association in hearing the Appeal shall have the powers to reverse the decision of the Committee or order the case to be heard de novo before a reconstituted Committee. The decision of the Board of Trustees shall be binding and conclusive and any aggrieved part can appeal to the Registrar of Society or Court of Law.

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PART 5

15. FEES AND FINES

a) There shall be the following fees for a new corporate member

Ordinary Members fee 450,000 and USD 20 Air Cargo Agent 750,000 and USD 20 Parastatal members is 1,250,000 and 20 USD In-house members TZS 3,150,000 and USD 20

- b) There shall be the following fees for a renewing corporate member Ordinary Members fee 250,000 and USD 20
 Air Cargo Agent 550,000 and USD 20
 Parastatal members is 1,050,000 and 20 USD
 In-house members TZS 2,050,000 and USD 20
- c) A member, who failed to inform the secretariat by written notice of failure to renew their membership, shall be liable to pay their membership fees at their next renewal
- d) There shall be fines levied upon members who miss without prior written information, two General Meetings shall be liable to a fine of USD 100

PART 6

13 FUNDS MANAGEMENT.

a) Association Account

There shall be an account of the Association which shall be opened in any bank the Executive Council will wish or decide to open.

- b) All Funds of the society shall be kept in a bank account
- c) Treasurer shall have a duty to make sure all money is deposited in a bank
- d) The bank account of Association shall be operated as per board resolution
- e) It shall be the duty of national treasurer to prepare annual financial report with consultation of an independent auditor
- f) The national treasurer shall be required to present the report to Executive Council and board of trustees
- g) The national treasurer shall be required to present the report to the Annual General Meeting for discussion.
- h) Annual General Meeting shall discuss and give views of the correctness or incorrectness of the financial report.
- i) The annual financial report shall be passed by the Annual General Meeting.



PART 7

14. CONSTITUTION AMENDMENT AND DISSOLUTION OF THE ASSOCIATION

CONSTITUTION AMENDMENT

- (1) Any constitutional amendment of TANZANIA FREIGHT FORWARDERS ASSOCIATION (TAFFA) shall be done at the Annual General Meeting for votes of more than 1/2 of Members in attendance.
- (2) Constitutional amendment shall be done in the manner provided in the Constitution.
- (3) A member who wishes to change any provisions of the constitution or regulation shall be required to present this proposal in the Annual General Meeting through the Executive Council.
- (4) If the Annual General Meeting passes amendment of the constitution, the procedures and draft of new constitution shall be done and the registrar of societies must be informed for constitution Amendment.
- (5) The Executive Secretary shall fill a form for Application of constitution change and notice for constitution change and present to the registrar of societies.
- (6) In sending application for constitution amendment to the Registrar of Societies, the Executive Secretary shall write the covering letter together with the minutes sheet of the Annual General Meeting which discussed and voted for constitution changes.
- (7) No constitution amendment shall be done without a prior approval of the Annual General Meeting.

15. DISSOLUTION OF THE ASSOCIATION

- 1. The Association may be Dissolved voluntarily by special resolution.
- 2. In the event of the dissolving or the cancellation of the Association, the liquidator will be duty bound to collect all association assets and pay all debts and the remaining assets will be distributed as it is stipulated under the Constitution.

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