



# CIFFA Professional Designation

## - Professional Freight Forwarder (PFF) - Instructions for Completion of the Initial Application Form

1. Complete all required information on the Initial Application Form (see pages 2-4).
2. Complete, sign, and date the Declaration at the bottom of page 4.
3. Attach any and all required documentation, as indicated and as applicable:
  - Proof of clear employee background check (required every 5 years)
  - Three (3) Letters of Recommendation, passport photo, etc.Letters of Recommendation **MUST** be current (within 3 months), original, **MUST** be from the senior management (General Manager or higher) at the applicant's current employer, past employer, customer, or industry associate (letters must come from three (3) different companies) and include the following information:
  - your position/title and basic responsibilities,
  - departments worked in and amount of time worked in each,
  - number of years in the International Freight Forwarding industry and the number of years in the Canadian Freight Forwarding industry,
  - contact information of the signatory must include phone and e-mail.

Any and all documentation is to be acquired at the Applicant's expense

4. Attach cheque, if applicable, for payment of fee (**CAD \$195 + GST = CAD \$204.75**).
  - Make cheque payable to CIFFA
  - Payment is non-refundable, even in the event that the Professional Designation is not awarded
5. Submit all the above in one envelope and mail/courier to:  
Canadian International Freight Forwarders Association Inc.  
170 Attwell Dr., Suite #480  
Toronto, ON  
Canada  
M9W 5Z5

CIFFA is not responsible for any delay or loss of the Application or Documentation caused by the Post Office or courier (ensure you keep a photocopy of all documentation).

6. Should you have any questions, please contact CIFFA directly:
  - Phone: 416-234-5100 Ext. 225, Anna Loginova / Fax: 416-234-5152
  - E-Mail: [education@ciffa.com](mailto:education@ciffa.com)



5. Have you graduated from high school or equivalent? Yes  No
6. Have you successfully completed CIFFA's Module I **AND** CIFFA's Module II Professional Education Programs? Yes  No
7. Have you enclosed three (3) CURRENT and ORIGINAL Letters of Recommendation from any of the following: senior management at your current employer, senior management at a former employer or an industry-related company or client? Yes  No
8. Have you enclosed proof of a clear employee background check according to the standards set in the Transport Canada Air Cargo Security Program (Criminal Record Background Check, 5-year employment verification, 5-year residence verification, 3 character reference checks)?  
*Applicable only every 5 years* Yes  No
9. Have you ever been a principal, director or major shareholder having a financial interest in a corporation that has declared bankruptcy? Yes  No
10. Are you currently bonded or are bondable? Yes  No
11. Do you agree to abide by the CIFFA Code of Ethics? Yes  No
12. Have you enclosed a current passport photo of yourself? Yes  No
13. Would you like your name to appear in the Annual CIFFA Membership Directory? Yes  No
14. Would you like your name to appear on the CIFFA web-site? Yes  No
15. Would you like your photo to appear on the CIFFA web-site? If you answered 'Yes', please send an electronic photo to education@ciffa.com Yes  No
16. Would you like your name to be affiliated with your company name in the Annual CIFFA Membership Directory and on the CIFFA web-site? Yes  No

## CIFFA PFF's Code of Ethics

Every CIFFA PFF pledges to abide by this professional code of conduct which states as follows:

- The CIFFA PFF must discharge his duties with honesty and integrity
- The CIFFA PFF pledges a standard of competence to his client, to perform in a conscientious, diligent and efficient manner, services undertaken on the client's behalf.
- The CIFFA PFF pledges to hold in strict confidence, all information acquired in the course of the relationship concerning the business and the affairs of his client behalf
- The CIFFA PFF pledges to hold in strict confidence, all information acquired in the course of the relationship concerning the business and the affairs of his client. No such information is to be divulged unless authorized by the client, or required by law.
- The CIFFA PFF agrees to observe all relevant laws of Canada regarding the movement of goods entrusted to him.
- The CIFFA PFF owes a duty to his client, not to withdraw his services, except for good cause, and upon appropriate notice.

## PAYMENT INFORMATION

Cheque: Make cheque for **CAD \$195 + GST = CAD \$204.75** payable to CIFFA

Credit Card: Visa  Amex  CID Number \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

## DECLARATION

I understand and agree that I must renew my PFF designation every year by January 1<sup>st</sup> and meet the stated renewal requirements to keep my designation in good standing.

I \_\_\_\_\_ declare that all the above information is offered in good faith, and is true and accurate. I realize that if it is found that any of the above information is untrue or inaccurate, my Professional Freight Forwarder designation may be revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date