



CIFFA Professional Designation

- Associate Freight Forwarder (AFF) -

Instructions for Completion of the Renewal Application Form

1. Complete all required information on the Renewal Application Form (see pages 3-6)
2. Complete, date, and sign the Declaration at the bottom of page 6.
3. Attach any and all required documentation, as indicated and as applicable.
 - Proof of clear employee background check (required every 5 years)

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

4. Attach cheque, if applicable, for payment of fee (**CAD \$390.00 +GST = CAD \$409.50**).
 - Make cheque payable to CIFFA
 - Payment is non-refundable, even in the event that the Professional Designation is not renewed
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

AFF RENEWAL REQUIREMENTS

To maintain the AFF Designation, the applicant must meet the following requirements:

Employment

Must be employed by Canadian company in an International Freight Forwarding department. Must have worked with at least one mode of transportation.

Background Check

Applicable only every 5 years ... Successfully completed the background check according to the standards set in the Transport Canada Air Cargo Security Program for Authorized Cargo Representatives (currently set as ... Criminal Record Name Check, 5-year employment verification, 5-year residence verification, 3 character reference checks); and supply CIFFA with a current passport photo; and

Participation

In order to maintain the AFF Designation a AFF must participate in at least (4) Industry-related events every 2 years. Some examples are:

- CIFFA AGM
- FIATA World Congress
- CIFFA Working Group (e.g. Air Cargo Security, PFF, etc.)
- Groups/committees (e.g. Transport Canada, Canadian Border Services Agency, etc.)
- Trade shows (e.g. IE Canada, CITA, TIACA, etc.)
- Continuous training (e.g. Dangerous Goods, Local Chamber of Commerce/Board of Trade seminars, etc.)
- Member of a Charitable Committee (e.g. Heart and Stroke Foundation, Canadian Cancer Society, Muscular Dystrophy Canada, Multiple Sclerosis Society of Canada, etc.)
- Industry-related speaking engagements (e.g. in-house training, local Chamber of Commerce/Board of Trade, etc.)

Note 1: Proof of attendance must be provided.

Note 2: At least one event must be of a learning nature.

Note 3: Only one Charitable Committee member participation event per renewal period.

Payment

Complete the required Renewal Application Form and pay the Application Fee of \$390.00 + GST=\$409.50

Associate FF Renewal Application Form

Please complete this Renewal Application Form, enclose the required documentation and payment, and send to CIFFA for processing.

PERSONAL INFORMATION		
Name:		
AFF Number:		
Address:		
City/Province:		
Postal Code:		
Phone and Fax:	Phone: ()	Fax: ()
E-mail:		
Date of Birth:	Year _____	Month _____ Day _____

BUSINESS INFORMATION		
Position/Title:		
Company:		
Address:		
City/Province:		
Postal Code		
Phone and Fax:	Phone: ()	Fax: ()
E-Mail:		

Participation Requirements

Event Attendance Information

Event Name: _____

Venue: _____

Address: _____

City/Province: _____

Event Date: _____

Event Attendance Information

Event Name: _____

Venue: _____

Address: _____

City/Province: _____

Event Date: _____

Event Attendance Information

Event Name: _____

Venue: _____

Address: _____

City/Province: _____

Event Date: _____

Event Attendance Information

Event Name: _____

Venue: _____

Address: _____

City/Province: _____

Event Date: _____

REQUIREMENTS

1. Are you currently employed by Canadian Company in Freight Forwarding department? Yes No
2. 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 Name Check, 5-year employment verification, 5-year residence verification, 3 character reference checks)? Yes No
Applicable only every 5 years
3. Have you completed the participation requirements form on page 4? Yes No
4. Are you currently bonded or are bondable? Yes No
5. Do you agree to abide by the CIFFA Code of Ethics? Yes No
6. Have you ever been a principal, director or major shareholder having a financial interest in a corporation that has declared bankruptcy? Yes No
7. Would you like your name to appear in the Annual CIFFA Membership Directory? Yes No
8. Would you like your name to appear on the CIFFA web-site? Yes No

CIFFA PFF's Code of Ethics

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

- The CIFFA AFF must discharge his duties with honesty and integrity
- The CIFFA AFF 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 AFF 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 AFF 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 AFF agrees to observe all relevant laws of Canada regarding the movement of goods entrusted to him.
- The CIFFA AFF 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 \$390.00 + GST = CAD \$409.50** payable to CIFFA

Credit Card: Visa MasterCard CID Number _____

Card Number: _____

Expiry Date: _____ / _____

Cardholder's Name: _____

Cardholder's Signature: _____

DECLARATION

I understand and agree that I must renew my AFF designation every 2 years by January 1st 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