

# KARACHI CUSTOMS AGENTS ASSOCIATION



Ref # KCAA-100/2022-2023  
Dated 26<sup>th</sup> October 2022

## GENERAL NOTICE

Subject: **ISSUANCE / RENEWAL OF K.C.A.A SMART CARDS FOR THE YEAR 2023**

Dear Member,

Members are hereby informed that applications for renewal and issuance of KCAA Smart Cards for the year **2023** will be accepted from 1<sup>st</sup> November 2022. Therefore members are requested to submit their applications for issuance and renewal of Smart Cards along with following required documents:

- 1) Application on Company's Letterhead duly signed and Stamp by the Owner as per prescribed format.
- 2) Undertaking on Stamp Paper of Rs.50/= duly signed and stamp by the owner.
- 3) Copy of CNIC (Valid)
- 4) Copy of CHAL (Valid)
- 5) Education Certificate
- 6) Card Fee Rs.850/- (for employee) Rs.1000/- (for Owner)

Keeping in view the security measures, necessary compliance of the following terms and conditions are requested.

- 1) Smart Card will be issued to those members whose KCAA's membership is valid / renewed upto date.
- 2) In case validity of CNIC is expired, smart card will not be issued to the applicant.
- 3) Designation of applicant will be printed on card as per request letter submitted by the member.
- 4) The owner of the member firm shall be responsible for any consequences of the KCAA Smart Card holder if reported.
- 5) In case of any fraud / criminal activities reported by Customs, Ports and Terminals, smart card shall be cancelled by KCAA immediately.
- 6) In case a staff member is hired by another member firm, NOC / Cancellation from the previous member firms is mandatory, otherwise smart card will not be issued by KCAA. In order to further verify an email or phone call may be communicated with the owner of firm.
- 7) The Smart Card is property of KCAA, hence at the time of leaving of job, original card should be surrendered.
- 8) In order to renew the smart card, old / expired smart card must be surrendered at the time of renewal.
- 9) KCAA Smart Card must be displayed by our members and their employees while entering Custom House, Ports, Terminals and other departments.
- 10) On completion of the expiry period of smart card, temporary extension will be granted by KCAA as per requirement until and unless new smart cards are issued.

Thanks & best regards,

**Zahid Bashir Choudhry**  
(General Secretary)  
Karachi Customs Agents Association

2nd Floor, Burhani Terrace, Bohri Road, Opp: Custom House, Karachi.

PABX: +92-21-32311989 | +92-21-32313068 | Import Camp Office: +92-21-32312101-32315072