



نقابة ملاحه الأردن

## Special requirements to register in the Association as a Ship Agent:

1. The company or institution should be registered in Jordan at the Company Control Department - Ministry of Industry and Trade, any other related governmental institution. The company should acquire initial approval from the Jordan Maritime Authority to perform the maritime agencies' activities or any other activity that is under the umbrella of the Jordan Shipping Association.
2. The company's registered and paid capital should not less than 50,000 JOD
3. The company should have a full time Jordanian General Manager who has a minimum experience of five years in maritime transportation.
4. At least two of the company's employees should have a minimum experience of three years' experience in maritime transportation in Jordan.
5. The company's General Manager should acquire a Bachelor degree or Certificate of Competency as a Marine Officer or Maritime Engineer, the Manager should have attended a special course in maritime transportation that is certified by Jordan Shipping Association, or is exempted from the course due to his high qualifications in the maritime transportation field.
6. The company should at least have five registered employees - excluding the General Manager
7. The company should have offices on a separate location with none-less space than 100m and is equipped with modern communication technology. The company should also have an office at Aqaba with a space not less that 100m and is equipped with modern communication technology.
8. Bank guarantees should be provided to all related official parties according to the law.
9. Provide a certified copy of the Memorandum of Association and Articles of Association.
10. Provide a copy of the lease contract to both Amman and Aqaba offices.
11. Provide a report of the Aqaba Offices by the Maritime Agency and the delegates of the Shipping Association in Aqaba.
12. Certified copies of all the General Manager's official and experience Degrees.
13. Provide recommendations from three companies that are exercising maritime activities and are members of the Shipping Association, if none of them is a Board Member of the Association.







نقابة ولاحه الأردن

14. The company should provide an official proof of its appointment as a shipping agent at the Aqaba port for a Navigation Company that's ships will anchor at Aqaba Port. (At least on ship should arrive to Aqaba annually under the company's agency for its membership to be maintained, otherwise the membership category will change from maritime agent to enrolled member according to article 11-E.
15. The applicant should provide a written of undertake to take full responsibility of the accuracy of al the provided information and documents, the Board of Directors maintain the right to decline or withdraw the membership at any time shall any of the provided information provided to be inaccurate
16. The General Manager and all the company's employees should adhere to the rules of the Association and maintain the reputation of the maritime transportation industry in Jordan.

**Criteria for being granted the FONASBA Quality Standard, Companies should meet the following requirements:**

- 1- Full membership of JSA, fulfil all the requirements applied by JSA (1- 16).
- 2- Prove the company's accounting procedures comply with Jordanian National Accounting standards by the provision to JSA of a certificate from company's auditors.
- 3- The company should provide evidence that it has valid insurance cover for professional indemnity and errors and omissions liabilities and that it provides accident and health insurance for all employees.
- 5- Ensure that all staff members trained to the appropriate level by attending different training courses arranged by the Association of JSA training center.
- 6-company to prove it provide full social security cover to all members of staff.
- 7- Adopting of FONASBA code of conduct.
- 8- In order to prove compliance with the requirements of the FONASBA quality standard, the company is required to provide the above mentioned information to JSA every two years.

Approved by Board

No: 306

Date: 23-08-2020

