

User Guide - SBF Members' Exemption Submission Portal

Singapore Business Federation (SBF)

Last Updated: 16th Sep 2024

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Membership Exemption Application

The [SBF \(Exemption\) Order](#) states that any local company or foreign company which satisfies the SBF Council that it did not or does not have any employee shall be exempted for a specific period.

Criteria for Exemption of Membership

A company is eligible for membership exemption for the current year if it did not have any employee:

- from 1 January to 31 December of the preceding year; or
- from the Date of Incorporation.

Note:

Exemption is only applicable to Statutory Members of SBF.

1. Accessing the Application Form

To access the Exemption Application submission Form, visit SBF's website (<https://www.sbf.org.sg/membership-tacs/membership#membership-exemption>), or click [here](#) or the below link:

<https://members.sbf.org.sg/AnnualApplicationFormE>



MEMBERSHIP EXEMPTION

The SBF (Exemption) Order states that any local company or foreign company which satisfies the SBF Council that it did not or does not have any employee shall be exempted for a specific period.

Criteria for Exemption of Membership

A company is eligible for membership exemption for the current year if it did not have any employee

- from 1 January to 31 December of the preceding year; or
- from the Date of Incorporation.

2. Validating Organisation Details

2.1. Read the instructions provided in the box.

2.2. Enter the following details:

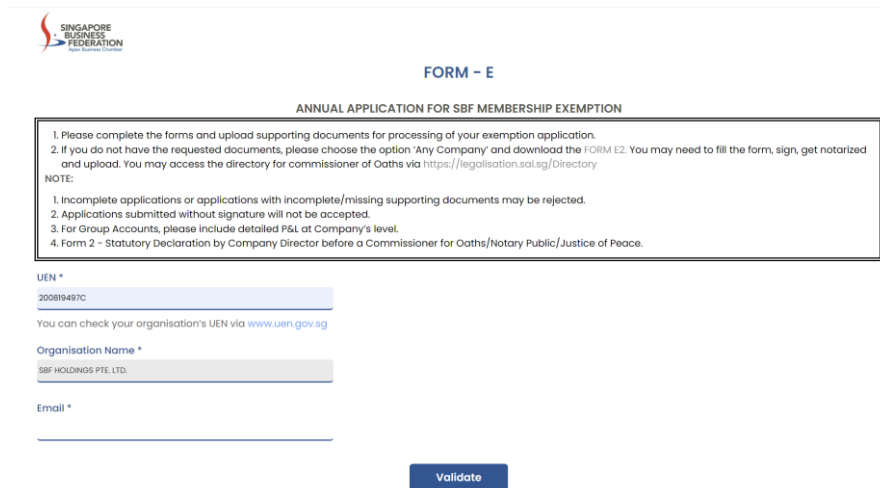
2.2.1. UEN of organisation (Organisation name will be auto populated)

2.2.2. Email Address associated with the organisation

Note:

If the email address that you have entered is not registered under the company, please reach out to us at exemption@sbf.org.sg to request for assistance

2.3. Click on “Validate”



The screenshot shows the 'FORM - E' page for the 'ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION'. It includes a list of instructions, a 'NOTE' section with four points, and input fields for 'UEN *', 'Organisation Name *', and 'Email *'. A 'Validate' button is located at the bottom of the form.

SINGAPORE BUSINESS FEDERATION
Apex Business Chamber

FORM - E
ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION

1. Please complete the forms and upload supporting documents for processing of your exemption application.
2. If you do not have the requested documents, please choose the option 'Any Company' and download the FORM E2. You may need to fill the form, sign, get notarized and upload. You may access the directory for commissioner of Oaths via <https://legalisation.sai.sg/Directory>

NOTE:

1. Incomplete applications or applications with incomplete/missing supporting documents may be rejected.
2. Applications submitted without signature will not be accepted.
3. For Group Accounts, please include detailed P&L at Company's level.
4. Form 2 - Statutory Declaration by Company Director before a Commissioner for Oaths/Notary Public/Justice of Peace.

UEN *
200819497C
You can check your organisation's UEN via www.uen.gov.sg

Organisation Name *
SBF HOLDINGS PTE. LTD.

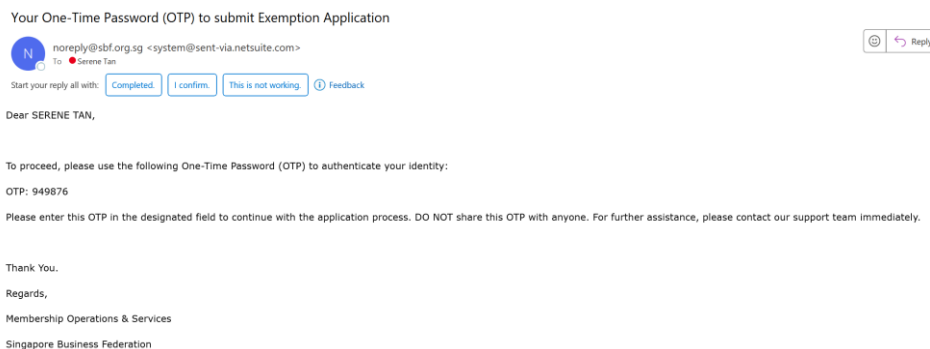
Email *

Validate

2.4. Once the UEN and email address are validated, an OTP (One-Time Password) will be generated and sent to your registered email address.


Note:

Please do check your junk/Spam mailbox if you do not receive the email notification in your mailbox.



The screenshot shows an email notification titled 'Your One-Time Password (OTP) to submit Exemption Application'. It is from 'noreply@sbf.org.sg' to 'Serene Tan'. The email contains the OTP '949876' and instructions to use it for authentication. It also includes a 'Thank You' message and contact information for the Singapore Business Federation.

Your One-Time Password (OTP) to submit Exemption Application

 noreply@sbf.org.sg <system@sent-via.netsuite.com>
To: Serene Tan

Start your reply all with: [Completed](#) [I confirm](#) [This is not working](#) [Feedback](#)

Dear SERENE TAN,

To proceed, please use the following One-Time Password (OTP) to authenticate your identity:
OTP: 949876

Please enter this OTP in the designated field to continue with the application process. DO NOT share this OTP with anyone. For further assistance, please contact our support team immediately.

Thank You.
Regards,
Membership Operations & Services
Singapore Business Federation

2.5. Enter the OTP for verification and click on "Continue."

FORM - E

Verify that it's you

A One-Time-Password has been sent to registered email address.
If you don't see it, please check your spam folder.

Enter One-Time-Password to proceed.

Continue

01:38

Cancel and Try Again

Note:

The OTP is valid for 2 minutes from the time it is generated. If the OTP expires, click on the "Resend" button to receive a new OTP and then check your email for a new verification code.

3. Navigating the form


3.1. After entering a valid OTP, you will be presented with the Exemption Form E.

3.2. Based on the UEN details provided, the following fields will be auto populated:

- 3.2.1. Organization Name
- 3.2.2. Membership Number
- 3.2.3. Date of Incorporation

3.3. For New Application Request, select Exemption Year

3.4. Click "Apply"



FORM - E

Organisation Name:

Membership Number:

Date of Incorporation:

New Application Request

Exemption Year:

Apply

Application Number	Application Year	Submitted By	Date of Submission	Decision Date	Status	Remark
ME2023-50580	2023	Serene Tan	16/9/2024		Pending to Process	

3.5. You will see a summary of exemption applications submitted previously

Note:

If an application has already been submitted for a particular year, the system will prompt you to select a different year to proceed.

4. Filling Out Form E

You will be able to see that the below fields will be auto populated as per the UEN.

- Organisation Name
- Membership Number
- Date of Incorporation
- Exemption Year

FORM - E

Organisation Name	<input type="text" value="SBF HOLDINGS PTE. LTD."/>
Membership Number	<input type="text" value="C0039242"/>
Date of Incorporation	<input type="text" value="7/10/2008"/>
Exemption Year	<input type="text" value="2023"/>

Type/Status of Company

- Company incorporated within its first 2 years
- Company incorporated more than 2 years
- Company is Dormant OR Exempted from Audit/Exempt Private Company Type
- Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

4.1. Selecting Type/Status of Company

Upon selection of the Type/Status of the Company, mandatory fields for attaching documents will appear.

Type 1: Company incorporated within its first 2 years

Upload Bizfile from ACRA and Balance Sheet & Profit & Loss Statement.

- Sample documents are provided in the header section for download, edit, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

Company incorporated within its first 2 years

Company incorporated more than 2 years

Company is Dormant OR Exempted from Audit/Exempt Private Company Type

Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

Supporting Documents Required

<p>Bizfile from ACRA Sample Doc Bizfile</p> <p>Upload File</p>	<p>Balance Sheet & Profit & Loss Statement Sample Doc Balance Sheet & Profit & Loss Statement</p> <p>Upload File</p>
---	---

*Upload only Pdf/Excel/Word/Zip/JPEG files **

If the documents uploaded are password-protected, please indicate the password here.

* For Group Accounts, please include detailed P&L at company's level.

+ Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.

Type 2: Company incorporated more than 2 years

Upload the Full Signed Audited Accounts.

- Sample documents are provided in the header section for download, edit, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

Company incorporated within its first 2 years

Company incorporated more than 2 years

Company is Dormant OR Exempted from Audit/Exempt Private Company Type

Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

Supporting Documents Required

<p>Full signed Audited Accounts* Sample Doc Sample Full signed Audited Accounts</p> <p>Upload File</p>

*Upload only Pdf/Excel/Word/Zip/JPEG files **

If the documents uploaded are password-protected, please indicate the password here.

* For Group Accounts, please include detailed P&L at company's level.

+ Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.

Type 3: If type of company selected as “Company is Dormant OR Exempted from Audit/Exempt Private Company Type”

Upload Full Signed Unaudited Accounts and Annual Filing with ACRA.

- Sample documents are provided in the header section for download, edit, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

Company incorporated within its first 2 years

Company incorporated more than 2 years

Company is Dormant OR Exempted from Audit/Exempt Private Company Type

Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

Supporting Documents Required

<p>Full signed Unaudited Accounts (most recent)</p>	<p>Annual filing with ACRA Sample Doc Sample Annual Filing</p>
<p>Upload File</p>	<p>Upload File</p>
<p><small>Upload only Pdf/Excel/Word/Zip/JPEG files *</small></p>	<p><small>Upload only Pdf/Excel/Word/Zip/JPEG files *</small></p>

If the documents uploaded are password-protected, please indicate the password here.

* For Group Accounts, please include detailed P&L at company's level.

+ Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.

Type 4: Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

If you do not have the requested documents, select 'Any Company' option.

- Download FORM E2 (A Statutory Declaration), fill, sign, get it notarized, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

Company incorporated within its first 2 years

Company incorporated more than 2 years

Company is Dormant OR Exempted from Audit/Exempt Private Company Type

Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

Supporting Documents Required

<p>Form E2 Sample Doc Form E2</p>
<p>Upload File</p>
<p><small>Upload only Pdf/Excel/Word/Zip/JPEG files *</small></p>

If the documents uploaded are password-protected, please indicate the password here.

* For Group Accounts, please include detailed P&L at company's level.

+ Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.

4.2. Statement of Director

Upon uploading supporting document, go to Statement of Director section

DECLARATION BY DIRECTOR

Section 2 of the SBF Exemption Order provides for any company which satisfies the Council that it did not or does not have any employee for the specified year to be exempted from membership with the Federation Under Section 5(1) of the SBF Act.

I, _____ [Name of Director]*, being the Director of the _____ [Name of Company], hereby confirm and declare that:

Please Tick ONE (✓)

<input type="checkbox"/>	<p>The Company did not have any employees for the period 1 January 2022 to 31st December 2022. The Statement of Accounts I have submitted in support of my application did not include any staff or director's salary, wages or any other staff-related expenses.</p>
<input type="checkbox"/>	<p>[For new companies incorporated within exemption application year (i.e, incorporated in 2023 and applying for exemption in 2023)] The newly incorporated Company did not have any employees from the Date of Incorporation to 31st December 2023 The Statement of Accounts I have submitted in support of my application did not include any staff or director's salary, wages or any other staff-related expenses.</p>

I further declare that the information provided by me in this application form is true and correct, and all supporting documents provided in support of this application are also true and correct.

Date: 16/09/2024

Company Director's Signature and Date

Clear Signature

* Director's name must be reflected in the supporting documents provided.

- Enter Name of Director.
- Mark the checkbox based on the appropriateness of the period indicated
- Enter in the signature (use the clear signature button to remove).
- The current date will be auto populated.

4.3. Contact details for clarification and Application submitted by

- Enter contact details for clarification and follow-up
 - Name
 - Job Title
 - Email Address
 - Business Phone

Contact Person for Clarification and Follow-up

Name *	Email Address *
<hr style="border: 0; border-top: 1px solid #ccc;"/>	<hr style="border: 0; border-top: 1px solid #ccc;"/>
Job Title *	Business Phone *
<hr style="border: 0; border-top: 1px solid #ccc;"/>	<hr style="border: 0; border-top: 1px solid #ccc;"/>

Application Submitted By

Person Submitted By *	Email Address *
<hr style="border: 0; border-top: 1px solid #ccc;"/>	<hr style="border: 0; border-top: 1px solid #ccc;"/>
Job Title *	Business Phone *
<hr style="border: 0; border-top: 1px solid #ccc;"/>	<hr style="border: 0; border-top: 1px solid #ccc;"/>

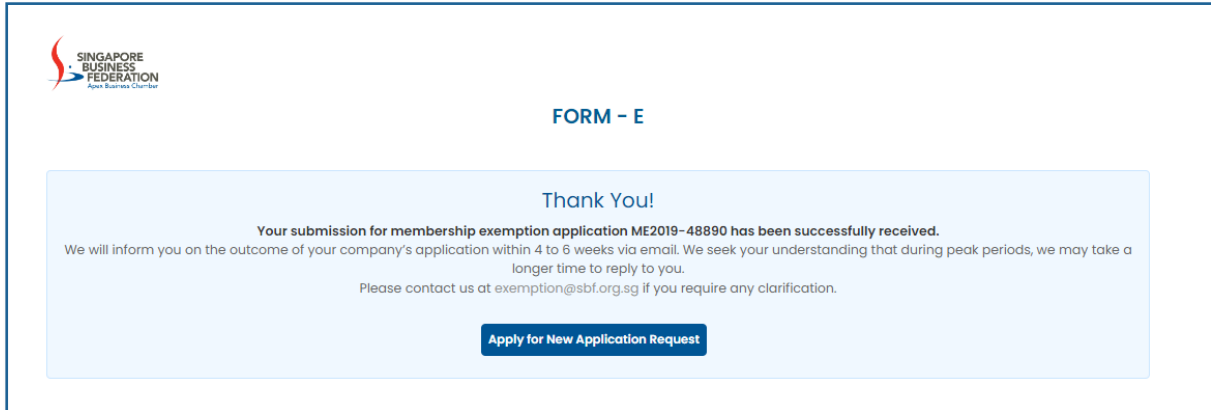
BACK


Submit

- Click on 'Submit' button

5. Acknowledgement & Confirmation

- Upon submission, you see a confirmation notice of form submission.



 **SINGAPORE
BUSINESS
FEDERATION**
Apex Business Chamber

FORM - E

Thank You!

Your submission for membership exemption application ME2019-48890 has been successfully received.
We will inform you on the outcome of your company's application within 4 to 6 weeks via email. We seek your understanding that during peak periods, we may take a longer time to reply to you.
Please contact us at exemption@sbf.org.sg if you require any clarification.

[Apply for New Application Request](#)

- Click on “Apply for New Application Request” if you wish to start a new application.
- Acknowledgement email will be sent to your registered email address to confirm the submission .

END OF DOCUMENT