

**ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION FOR YEAR 2018**

Please complete and **EMAIL** the original forms and supporting documents to [exemption@sbf.org.sg](mailto:exemption@sbf.org.sg) for processing of your exemption application.

**NOTE:** 1) Please note that incomplete applications will delay the processing of applications for exemption.

2) Applications submitted without signature will not be accepted.

3) If you need more copies of this form, you may download from <http://www.sbf.org.sg/membership/types-of-membership-exemptions>

Please tick ONE (✓)	Type/Status of Company	Form E (Application Form)	Full Audited Accounts* (most recent)	Full Unaudited Accounts (most recent)	Bizfile from ACRA (most recent)	Annual Filing with ACRA (most recent)	Consolidated Management Accounts (most recent)	Form E2 (+Statutory Declaration)
<input type="checkbox"/>	Company incorporated within its first 2 years	✓			✓		✓	
<input type="checkbox"/>	Company incorporated more than 2 years	✓	✓					
<input type="checkbox"/>	Company Type is Exempt Private Company	✓		✓	✓			
<input type="checkbox"/>	Company is Dormant OR Exempted from Audit	✓		✓		✓		
<input type="checkbox"/>	Any company	✓	Company may opt for Statutory Declaration if the above supporting documents are not available yet.					✓

\* 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.

**STATEMENT BY DIRECTOR**

We, \_\_\_\_\_ [Name of Company] understand that the company shall be exempted from Section 5(1) of the Singapore Business Federation Act based on Section 2 of the Singapore Business Federation (Exemption) Order for the specified year if it did not or does not have any employee for a specified period. Hence, we wish to make an application to be exempted from SBF membership for the year 2018.

I, \_\_\_\_\_ [Name of Director]\*, being the Director of the Company, do hereby confirm and declare that the information provided in this form and the supporting documents submitted is true and correct as follows: -

Please Tick ONE (✓)

<input type="checkbox"/>	<b>That the Company did not have any employee for the period 1 January 2017 to 31 December 2017.</b>
<input type="checkbox"/>	<b>That the newly incorporated Company did not have any employee from the Date of Incorporation to 31 December 2018.</b> <i>For new companies incorporated within exemption application year (i.e., incorporated in 2018 and applying for exemption in 2018).</i>

Director's Signature and Date \_\_\_\_\_

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

**Contact Person for Clarification and Follow-up**

Name		Email Address	
Designation		Business Phone	
Company's Address		Company's UEN	
		Membership No	

**FOR OFFICIAL USE:**

We wish to inform you that your application for SBF exemption for **year 2018** is

<input type="checkbox"/>	<b>Approved.</b> Your company has been exempted from the SBF membership for 2018.	Name & Signature
<input type="checkbox"/>	<b>Rejected.</b> Reason as indicated below.	
<input type="checkbox"/>	<input type="checkbox"/> Insufficient documents – Accounts submitted is not audited / no exempt private company type / Director's name is not reflected in Accounts, etc. Required Documents: _____ <input type="checkbox"/> Staff Cost reflected in the audited/unaudited accounts Page _____. <input type="checkbox"/> Form E2 was not done before the Commissioner for Oath/Notary Public/Justice of Peace. <input type="checkbox"/> Others: _____	
		SBF Stamp & Date