

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

Please complete and **MAIL** the original forms and supporting documents to SBF for processing

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

2) Application submitted via fax and email or without original 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)	*Audited Accounts (most recent)	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"/>	Newly incorporated company 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, \_\_\_\_\_ understand that the company shall be exempted from Singapore Business Federation Act Section 5(1) and Section 2 of the Singapore Business Federation (Exemption) Order 2002 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 year 2018.

*Name of Company*

I, \_\_\_\_\_, being the Director of the Company, do hereby confirm and declare as follows:-

*Name of Director*

- 1 That the Company did not employ or have any employee for the period **1 Jan 2017 to 31 Dec 2017**.
- 2 The information provided in this form is true and correct.

*Name of Director*

**Contact Person for Clarification:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company's Correspondence address: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_

\_\_\_\_\_ (S'pore) \_\_\_\_\_

UEN/Membership No.: \_\_\_\_\_

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Company Stamp & Date (Optional)

**FOR OFFICIAL USE:**

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

**Approved.** Your company has been exempted from the SBF membership for 2018

**Rejected - Reason as per follows:**

- Insufficient documents – Accounts submitted is not audited / no exempt private company type/ Director's name is not reflected in Accounts etc  
Required Documents \_\_\_\_\_
- Staff Cost reflected in the audited/unaudited accounts Page \_\_\_\_\_.
- Form E2 not done before the Commissioner for Oath/Notary Public/Justice of Peace
- Others \_\_\_\_\_

Serial No.: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
SBF Stamp & Date