

**Instructions:**

Please complete and **MAIL** the following original forms and documents to SBF:

- Form E (Application Form), Form E1 (Statement by Director) and most recent annual audited accounts; **OR**
- Form E (Application Form), Form E1 (Statement by Director) and document to support its exempt private company's status for Exempt Private Companies plus the company's unaudited accounts; **OR**
- Form E (Application Form) and Statutory Declaration by a Director of the company (see Form E2 - sample format)

- 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 photocopy or download from [www.sbf.org.sg](http://www.sbf.org.sg)

**FORM E1**

**STATEMENT BY DIRECTOR**

Whereas \_\_\_\_\_ (“the Company”) in accordance with Section 2 of  
*[Name of Company]*  
 the Singapore Business Federation (Exemption) Order 2002 has made an application to the Council of the Singapore Business Federation (“SBF”) to be exempted from Section 5(1) of the Singapore Business Federation Act for the **year 2011**.

I, \_\_\_\_\_, \_\_\_\_\_ being the Director of the  
*[Name of Director]* *\*[NRIC/Passport No.]*  
 Company, do hereby confirm and declare as follows:-

- 1 That the Company did not employ or have any employee for the period **1 Jan 2010 to 31 Dec 2010**.
- 2 That the accompanying audited accounts are the latest audited accounts of the Company and have been drawn up so as to give a true and fair view of the state of affairs of the Company as at \_\_\_\_\_ and of the results of the business of the Company for the financial year then ended.  
*[Date]*

\_\_\_\_\_  
 Signature of Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Company Stamp

\_\_\_\_\_  
 Company reference no.

**IMPORTANT NOTE:**

YEAR of Exemption/Subscription	QUALIFYING PERIOD during which company has NO employees	TIMELINE to submit Exemption Forms
(I) 1 Jan to 31 Dec 2011	1 Jan to 31 Dec 2010.	1 Oct to 30 Oct 2010.
(II) 1 Jan to 31 Dec 2012	1 Jan to 31 Dec 2011.	1 Oct to 30 Oct 2011.
(III) 1 Jan to 31 Dec 2013	1 Jan to 31 Dec 2012.	1 Oct to 30 Oct 2012.
(IV) Any Year subsequent to 2013	1 Jan to 31 Dec of year preceding to exemption year	1 Oct to 30 Oct of year preceding to exemption year

*\*Delete where not applicable*