

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; **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

FORM E

ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION FOR YEAR 2010
(CLOSING DATE: 30 NOV 2009)

We, _____ refer to Section 5(1) of the Singapore Business Federation Act (Cap 297A) and Section 2 of the Singapore Business Federation (Exemption) Order 2002.
[Name of Company]

We wish to make an application to be exempted from SBF membership for year 2010.

In support of our application, we submit:

Please tick (✓) where applicable

- Form E (Application form), Form E1 (Statement by Director) and the most recent audited accounts of the Company; OR
- Form E (Application form), Form E1 (Statement by Director) and document to support its exempt private company's status; OR
- Form E (Application form) and E2 - Statutory Declaration by a Director of the Company

Director's Name: _____

Contact for clarification:

Company's Correspondence Address: _____

Contact Person: _____

_____ S'pore (_____)

Designation: _____

Company Reference No.: _____

Telephone No.: _____

Email Add.: _____

I declare that the information provided in this form is true and correct.

Director's Signature

Company Stamp & Date

FOR OFFICIAL USE:

Serial No.: _____

Dear Director,

We wish to inform you that your application for SBF exemption for year **2010** is

Approved. Your company has been exempted from the SBF membership for Jan to Dec 2010.

Rejected - Reason as per follows:

- Insufficient documents – no audited accounts / no form E1 / no exempt private company status documents
- Company has employees from 1 Jan 09 to 31 Dec 09
- Others _____

SBF Officer's name & Signature

SBF Stamp & Date