

**FORM E**

**Instructions:**

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

- Form E (Application Form & Statement by Director) and most recent annual audited accounts; **OR**
- Form E (Application form & Statement by Director), and documents to support its exempt private company's status like BizFile, Annual filing to ACRA; **OR**
- Form E (Application Form) and Statutory Declaration by a Director of the company (see sample format); **OR**
- In the first two years of newly formed companies, they can submit Form E (Application Form & Statement by Director) and latest company management account

- 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/public/membership/downloadableforms.jsp>

**ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION FOR YEAR 2012**  
(CLOSING DATE: 30 NOV 2011)

We, \_\_\_\_\_ refer to Section 5(1) of the Singapore Business  
[Name of Company]

**Federation Act (Cap 297A) and Section 2 of the Singapore Business Federation (Exemption) Order 2002.**

**We wish to make an application to be exempted from SBF membership for year 2012. In support of our application, we submit:**

Please tick (✓) where applicable

- Form E (Application form & Statement by Director) and the most recent audited accounts of the Company; **OR**
- Form E (Application form & Statement by Director) and documents to support its Exempt Private company's status like BizFile, Annual filing to ACRA; **OR**
- Form E (Application form & Statement by Director) and the latest company management account for newly formed companies in its first two years; **OR**
- Form E (Application form) and Statutory Declaration by a Director of the Company

**STATEMENT BY DIRECTOR**

Whereas \_\_\_\_\_ ("the Company") in accordance with Section 2 of the  
[Name of Company]  
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 2012.

I, \_\_\_\_\_, \_\_\_\_\_ being the Director of the Company,  
[Name of Director] \* [NRIC/Passport No.]

do hereby confirm and declare as follows:-

- 1 That the Company did not employ or have any employee for the period **1 Jan 2011 to 31 Dec 2011**.
- 2 The information provided in this form is true and correct.

Director's Name: \_\_\_\_\_

Contact for clarification:

Company's Correspondence Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Company Reference No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email Add.: \_\_\_\_\_

Director's Signature

Company Stamp & Date

**FOR OFFICIAL USE:**

Dear Director,

We wish to inform you that your application for SBF exemption for year 2012 is

**Approved.** Your company has been exempted from the SBF membership for 2012.

**Rejected - Reason as per follows:**

- Insufficient documents – no audited accounts / no exempt private company status documents / annual filing with ACRA
- Company has employees from 1 Jan 2011 to 31 Dec 2011
- Others \_\_\_\_\_

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

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

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