APPOINTMENT / RE-APPOINTMENT OF AUTHORISED REPRESENTATIVE

Authorised Representative Requirement:
In accordance with Article 8.1 of the SBF Constitution, your organisation must appoint one Authorised Representative to act on its behalf. Only one Authorised Representative can be appointed at any one time.

Part 1: Organisation Details	
Name of Company / Organisation	
UEN	
SBF Membership Number	

Part 1A: Appointment / Re-Appointment of Authorised Representative

I, _____ (Full Name), being the Chief Executive Officer / Managing Director / Executive Director / Secretary-General *) of the Organisation, hereby appoint the personnel named in Part 1B as the Organisation's Authorised Representative to the Singapore Business Federation, with immediate effect.

_____

Name, Signature and Date

**Please delete accordingly*

Part 1B: Authorised Representative's Details	
Full Name	
Job Title	
Business Email Address (Mandatory)	
Business Contact Number	

Part 1C: Company Administrator

☐ Tick the box if the Authorised Representative is also to be appointed as Company Administrator.
A Company Administrator can update organisation and contact details and download the SBF Membership Certificate in the SBF Members' Portal.

Notes/Instructions:

1. An Authorised Representative is a person who shall act on the Member's behalf and preferably hold a senior position of responsibility in the organisation.
2. Each Organisation can only appoint one (1) Authorised Representative at any one time.
3. This Appointment of Authorised Representative must be signed by the Chief Executive Officer, Managing Director, Executive Director, Secretary-General or equivalent level.
4. **The Authorised Representative must have a valid email address.**
5. Please complete all applicable fields.
6. Please submit the completed form via email to update@sbf.org.sg

Declaration and Consent
I confirm that the information provided in this form is accurate and may be used by the Singapore Business Federation for membership administration, service delivery and member communications. I understand that the named contacts may receive relevant SBF updates, including events, networking opportunities, industry news and other relevant updates.

Name, Designation and Signature

Date

Please refer to SBF's privacy policy: https://www.sbf.org.sg/privacy-policy.