

ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION FOR YEAR 2024

Please complete and **EMAIL** the forms and supporting documents to exemption@sbf.org.sg for processing of your exemption application.

- NOTE:** 1) Incomplete applications or applications with incomplete/missing supporting documents may be rejected.
2) Applications submitted without signature will not be accepted.
3) More copies of this form can be downloaded from <https://www.sbf.org.sg/membership-tacs/membership> - Membership Exemption

Please tick ONE (✓)	Type/Status of Company	Form E (Application Form)	Supporting Documents to submit for Exemption Application					Form E2 (*Statutory Declaration)
			Full Audited Accounts* (most recent)	Full Unaudited Accounts (most recent)	Bizfile from ACRA (most recent)	Full Annual Filing with ACRA (most recent)	Balance Sheet & Profit & Loss Statement (most recent)	
<input type="checkbox"/>	Company incorporated within its first 2 years	✓			✓		✓	
<input type="checkbox"/>	Company incorporated more than 2 years	✓	✓					
<input type="checkbox"/>	Company is Dormant OR Exempted from Audit/ Exempt Private Company	✓		✓		✓		
<input type="checkbox"/>	Any company	✓	Company may opt for Statutory Declaration if the above supporting documents are not available yet.					✓

Notes: For Group Accounts, please include detailed P&L at Company's level.

* Form 2 - Statutory Declaration by Company Director before a Commissioner for Oaths/Notary Public/Justice of Peace.

DECLARATION BY DIRECTOR

Section 2 of the SBF Exemption Order provides for any company which satisfies the Council that it did not or does not have any employee for the specified year to be exempted from membership with the Federation under Section 5(1) of the SBF Act.

I, _____ [Name of Director]*, being the Director of _____ [Name of Company], hereby confirm and declare that:

Please Tick (✓)

<input type="checkbox"/>	The Company did not have any employee for the period 1 January 2023 to 31 December 2023.
<input type="checkbox"/>	The Statement of Accounts I have submitted in support of my application did not include any staff or director's salary, wages or any other staff-related expenses.
<input type="checkbox"/>	[For new companies incorporated within exemption application year (i.e., incorporated in 2024 and applying for exemption in 2024.) The newly incorporated Company did not have any employee from the Date of Incorporation to 31 December 2024.
<input type="checkbox"/>	The Statement of Accounts I have submitted in support of my application did not include any staff or director's salary, wages or any other staff-related expenses.

I further declare that the information provided by me in this application form is true and correct, and all supporting documents provided in support of this application are also true and correct.

Company Director's Signature and Date

* Director's name must be reflected in the supporting documents provided.

Contact Person for Clarification and Follow-up

Name		Email Address	
Designation		Business Phone	
Company's Address		Company's UEN	
		Membership No	