

ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION FOR YEAR 2023

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					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 Type	✓		✓		✓		
<input type="checkbox"/>	Any company	✓	Company may opt for Statutory Declaration if the above supporting documents are not available yet.					✓

* For Group Accounts, please include detailed Profit and Loss Statement at company's level.

* Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.

STATEMENT BY DIRECTOR

We, _____ [Name of Company] understand that the company shall be exempted from Section 5(1) of the Singapore Business Federation Act based on Section 2 of the Singapore Business Federation (Exemption) Order for the specified year if it did not or does not have any employee for a specified period. Hence, we wish to make an application to be exempted from SBF membership for the year 2023.

I, _____ [Name of Director]*, being the Director of the Company, do hereby confirm and declare that the information provided in this form and the supporting documents submitted is true and correct as follows: -

Please Tick ONE (✓)

<input type="checkbox"/>	That the Company did not have any employee for the period 1 January 2022 to 31 December 2022.
<input type="checkbox"/>	That the newly incorporated Company did not have any employee from the Date of Incorporation to 31 December 2023. <i>For new companies incorporated within exemption application year (i.e., incorporated in 2023 and applying for exemption in 2023).</i>

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	