



# **User Guide - SBF Members' Exemption Submission Portal**

Singapore Business Federation (SBF)

**Last Updated: 19<sup>th</sup> Nov 2024**



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## **Membership Exemption Application**

The [SBF \(Exemption\) Order](#) states that any local company or foreign company which satisfies the SBF Council that it did not or does not have any employee shall be exempted for a specific period.

### **Criteria for Exemption of Membership**

A company is eligible for membership exemption for the current year if it did not have any employee:

- from 1 January to 31 December of the preceding year; or
- from the Date of Incorporation.

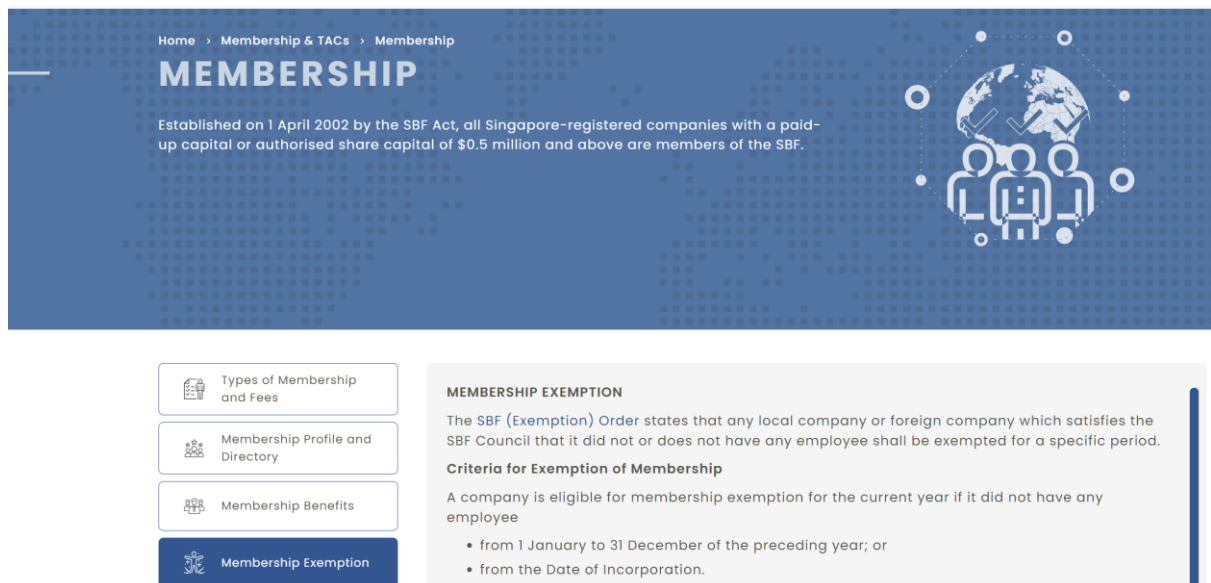
### **Note:**

*Exemption is only applicable to Statutory Members of SBF.*

### **1. Accessing the Application Form**

To access the Exemption Application submission Form, visit SBF's website (<https://www.sbf.org.sg/membership-tacs/membership#membership-exemption>), or click [here](#) or the below link:

<https://members.sbf.org.sg/AnnualApplicationFormE>



The screenshot shows the SBF Membership Exemption page. At the top, there is a navigation bar with 'Home > Membership & TACs > Membership'. Below this, the word 'MEMBERSHIP' is prominently displayed. A paragraph states: 'Established on 1 April 2002 by the SBF Act, all Singapore-registered companies with a paid-up capital or authorised share capital of \$0.5 million and above are members of the SBF.' To the right of this text is an illustration of a globe with people icons. Below the main content, there is a sidebar with four menu items: 'Types of Membership and Fees', 'Membership Profile and Directory', 'Membership Benefits', and 'Membership Exemption' (which is highlighted in blue). The main content area on the right is titled 'MEMBERSHIP EXEMPTION' and contains the following text: 'The SBF (Exemption) Order states that any local company or foreign company which satisfies the SBF Council that it did not or does not have any employee shall be exempted for a specific period.' This is followed by the heading 'Criteria for Exemption of Membership' and a paragraph: 'A company is eligible for membership exemption for the current year if it did not have any employee'. Below this, there is a list of criteria: 'from 1 January to 31 December of the preceding year; or' and 'from the Date of Incorporation.'

## 2. Validating Organisation Details

2.1. Read the instructions provided in the box.

2.2. Enter the following details:

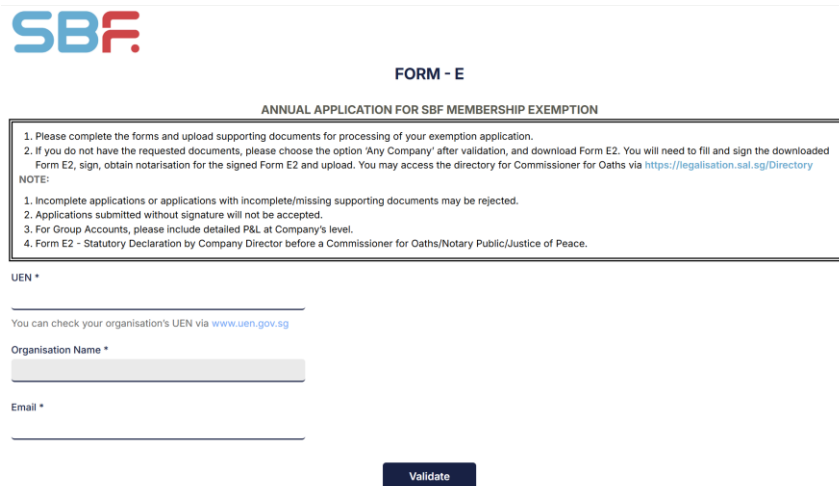
2.2.1. UEN of organisation (Organisation name will be auto populated)

2.2.2. Email Address associated with the organisation

**Note:**

*If the email address that you have entered is not registered under the company, please reach out to us at [exemption@sbf.org.sg](mailto:exemption@sbf.org.sg) to request for assistance*

2.3. Click on “Validate”



**SBF.**

**FORM - E**

**ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION**

1. Please complete the forms and upload supporting documents for processing of your exemption application.  
2. If you do not have the requested documents, please choose the option 'Any Company' after validation, and download Form E2. You will need to fill and sign the downloaded Form E2, sign, obtain notarisation for the signed Form E2 and upload. You may access the directory for Commissioner for Oaths via <https://legalisation.sai.sg/Directory>

**NOTE:**

1. Incomplete applications or applications with incomplete/missing supporting documents may be rejected.  
2. Applications submitted without signature will not be accepted.  
3. For Group Accounts, please include detailed P&L at Company's level.  
4. Form E2 - Statutory Declaration by Company Director before a Commissioner for Oaths/Notary Public/Justice of Peace.

UEN \*

You can check your organisation's UEN via [www.uen.gov.sg](http://www.uen.gov.sg)

Organisation Name \*

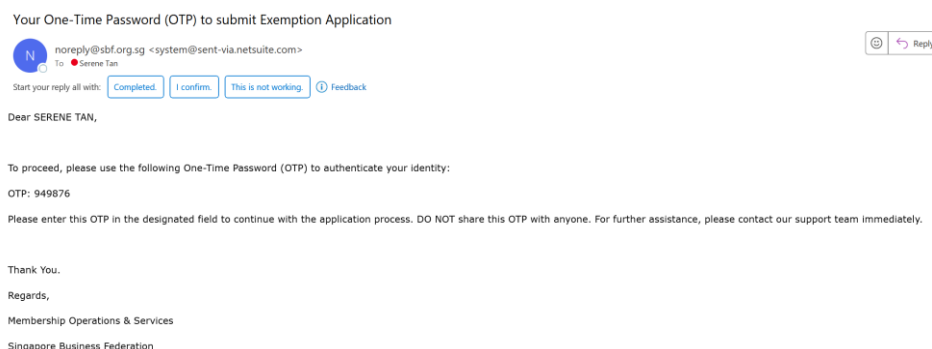
Email \*

**Validate**

2.4. Once the UEN and email address are validated, an OTP (One-Time Password) will be generated and sent to your registered email address.

**Note:**

*Please do check your junk/Spam mailbox if you do not receive the email notification in your mailbox.*



Your One-Time Password (OTP) to submit Exemption Application

**N** noreply@sbf.org.sg <system@sent-via.netsuite.com>  
To: Serene Tan

Start your reply all with: [Completed](#) [I confirm](#) [This is not working](#) [Feedback](#)

Dear SERENE TAN,

To proceed, please use the following One-Time Password (OTP) to authenticate your identity:  
OTP: 949876

Please enter this OTP in the designated field to continue with the application process. DO NOT share this OTP with anyone. For further assistance, please contact our support team immediately.

Thank You.  
Regards,  
Membership Operations & Services  
Singapore Business Federation

2.5. Enter the OTP for verification and click on "Continue."

**FORM - E**

**Verify that it's you**

---

A One-Time-Password has been sent to registered email address.  
If you don't see it, please check your spam folder.

Enter One-Time-Password to proceed.

**Continue**

01:38

[Cancel and Try Again](#)

**Note:**

*The OTP is valid for 2 minutes from the time it is generated. If the OTP expires, click on the "Resend" button to receive a new OTP and then check your email for a new verification code.*

### **3. Navigating the form**

- 3.1. After entering a valid OTP, you will be presented with the Exemption Form E.
- 3.2. Based on the UEN details provided, the following fields will be auto populated:
  - 3.2.1. Organization Name
  - 3.2.2. Membership Number
  - 3.2.3. Date of Incorporation
- 3.3. For New Application Request, select Exemption Year.



3.4. If you are the Director of the company who is submitting the application, please select “Yes”

3.5. If you are the Corporate Secretary who is submitting the application on behalf of the company, where the Director is not available to sign directly on the online application, please select “No”

3.6. Click “Apply”



#### FORM - E

Organisation Name	SBF HOLDINGS PTE. LTD.
Membership Number	C0039242
Date of Incorporation	7/10/2008

**New Application Request**

Exemption Year

Are you applying for exemption in the capacity as Director of the company registered with ACRA  
☒ Yes  
☐ No

Apply

Application Number	Application Year	Submitted By	Date of Submission	Decision Date	Status	Remark
ME2025-51691	2025	CK YEO	19/11/2024		Pending to Process	

3.7. You will see a summary of exemption applications submitted previously

**Note:**

*If an application has already been submitted for a particular year, the system will prompt you to select a different year to proceed.*

## 4. Filling Out Form E

You will be able to see that the below fields will be auto populated as per the UEN.

- Organisation Name
- Membership Number
- Date of Incorporation
- Exemption Year



## FORM - E

Organisation Name	SBF HOLDINGS PTE. LTD.
Membership Number	C0039242
Date of Incorporation	7/10/2008
Exemption Year	2022

### Type/Status of Company

- ☐ Company incorporated within its first 2 years
- ☒ Company incorporated more than 2 years
- ☐ Company is Dormant OR Exempted from Audit/Exempt Private Company Type
- ☐ Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

#### 4.1. Selecting Type/Status of Company

Upon selection of the Type/Status of the Company, mandatory fields for attaching documents will appear.

#### Type 1: Company incorporated within its first 2 years

Upload Bizfile from ACRA and Balance Sheet & Profit & Loss Statement.

- Sample documents are provided in the header section for download, edit, and upload.
- If the documents uploaded are password-protected, please indicate the password.

### Type/Status of Company

- ☒ Company incorporated within its first 2 years
- ☐ Company incorporated more than 2 years
- ☐ Company is Dormant OR Exempted from Audit/Exempt Private Company Type
- ☐ Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

### Supporting Documents Required

<b>Bizfile from ACRA</b> Sample Doc Bizfile	<b>Balance Sheet &amp; Profit &amp; Loss Statement</b> Sample Doc Balance Sheet & Profit & Loss Statement
<a href="#">Upload File</a>	<a href="#">Upload File</a>

Upload only Pdf/Excel/Word/Zip/JPEG files \*

Upload only Pdf/Excel/Word/Zip/JPEG files \*

If the documents uploaded are password-protected, please indicate the password here.

\* For Group Accounts, please include detailed P&L at company's level.

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

## Type 2: Company incorporated more than 2 years

Upload the Full Signed Audited Accounts.

- Sample documents are provided in the header section for download, edit, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

☐ Company incorporated within its first 2 years

☒ Company incorporated more than 2 years

☐ Company is Dormant OR Exempted from Audit/Exempt Private Company Type

☐ Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

Supporting Documents Required

<p><b>Full signed Audited Accounts*</b></p> <p>Sample Doc Sample Full signed Audited Accounts</p>
---

[Upload File](#)

*Upload only Pdf/Excel/Word/Zip/JPEG files \**

If the documents uploaded are password-protected, please indicate the password here.

\* For Group Accounts, please include detailed P&L at company's level.  
+ Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.

## Type 3: If type of company selected as “Company is Dormant OR Exempted from Audit/Exempt Private Company Type”

Upload Full Signed Unaudited Accounts and Annual Filing with ACRA.

- Sample documents are provided in the header section for download, edit, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

☐ Company incorporated within its first 2 years

☐ Company incorporated more than 2 years

☒ Company is Dormant OR Exempted from Audit/Exempt Private Company Type

☐ Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

Supporting Documents Required

<p><b>Full signed Unaudited Accounts</b> (most recent)</p>	<p><b>Annual filing with ACRA</b> Sample Doc Sample Annual Filing</p>
--	---

[Upload File](#) [Upload File](#)

*Upload only Pdf/Excel/Word/Zip/JPEG files \** *Upload only Pdf/Excel/Word/Zip/JPEG files \**

If the documents uploaded are password-protected, please indicate the password here.

\* For Group Accounts, please include detailed P&L at company's level.  
+ Statutory Declaration by the Director of the company before the Commissioner for Oath/Notary Public/Justice of Peace.



#### Type 4: Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

If you do not have the requested documents, select 'Any Company' option.

- Download FORM E2 (A Statutory Declaration), fill, sign, get it notarized, and upload.
- If the documents uploaded are password-protected, please indicate the password.

Type/Status of Company

- ☐ Company incorporated within its first 2 years
- ☐ Company incorporated more than 2 years
- ☐ Company is Dormant OR Exempted from Audit/Exempt Private Company Type
- ☒ Any company (Company may opt for Statutory Declaration if the above supporting documents are not available yet.)

#### Supporting Documents Required

Form E2  
Sample Doc Form E2

Upload File

*Upload only Pdf/Excel/Word/Zip/JPEG files \**

If the documents uploaded are password-protected, please indicate the password here.

\* For Group Accounts, please include detailed P&L at company's level.

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

## 4.2. Statement of Director

Upon uploading supporting document, go to Statement of Director section

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 the \_\_\_\_\_ SBF HOLDINGS PTE. LTD. [Name of Company], hereby confirm and declare that:

Please Tick ONE (✓)

☐ The Company did not have any employees for the period 1 January 2022 to 31st December 2022.  
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.

☐ [For new companies incorporated within exemption application year (i.e, incorporated in 2023 and applying for exemption in 2023)]  
The newly incorporated Company did not have any employees from the Date of Incorporation to 31st December 2023  
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.

Date: 16/09/2024

Company Director's Signature and Date

Clear Signature

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

- Enter Name of Director.
- Mark the checkbox based on the appropriateness of the period indicated
- Enter in the signature (use the clear signature button to remove).



- The current date will be auto populated.

#### 4.3. Contact details for clarification and Application submitted by

- Enter contact details for clarification and follow-up
  - Name
  - Job Title
  - Email Address
  - Business Phone

Contact Person for Clarification and Follow-up	
Name *	Email Address *
<input type="text"/>	<input type="text"/>
Job Title *	Business Phone *
<input type="text"/>	<input type="text"/>

Application Submitted By	
Person Submitted By *	Email Address *
<input type="text"/>	<input type="text"/>
Job Title *	Business Phone *
<input type="text"/>	<input type="text"/>

- Click on 'Submit' button *(if you are the Director who is submitting the application)* or click on "Save as Draft" *(if you are not the Director submitting the application)*

## 5. Acknowledgement & Confirmation

- Upon submission, you see the following:
  - a. If you are the Director submitting the application, you will see an confirmation notice of form submission.



### FORM - E

Thank You!

**Your submission for membership exemption application ME2024-51697 has been successfully received.**

We will inform you on the outcome of your company's application within 4 to 6 weeks via email. We seek your understanding that during peak periods, we may take a longer time to reply to you.

Please contact us at [exemption@sbf.org.sg](mailto:exemption@sbf.org.sg) if you require any clarification.

If you wish to submit another exemption application for another year for same company, please click here



- Acknowledgement email will be sent to your registered email address to confirm the submission .
  - Click on “Apply for New Application Request” if you wish to start a new application.
- b. If you are **NOT** the Director submitting the application, you will see the below notification page where you can download the completed Form E and email it to Director to sign.



### FORM - E

Thank You!

The Company's membership exemption application ME2023-51696 has been successfully saved.

Click on "Download Form E to obtain Director's Signature" for Director's signatory.

Once Director's signatory is obtained, please upload the signed Form E back to the online Application Draft that you have saved earlier and submit it to SBF for processing.

[Download Form E to obtain Director's Signature](#)

If you wish to submit another exemption application for another year for same company, please click here

[Apply for New Application Request](#)

- The status of the application will be reflected as “Draft Application”.
- Once you received the signed Form E from Director, you may proceed to upload the signed Form E back to the draft application for submission.



### FORM - E

Organisation Name

Membership Number

Date of Incorporation

#### New Application Request

Exemption Year

Are you applying for exemption in the capacity as Director of the company registered with ACRA

☐ Yes

☒ No

1. Please complete Form E and upload the supporting documents required, save as a draft and you can download the application for Director's signatory.

2. Once Director's signatory is obtained, please upload the signed Form E before submitting it to SBF for processing.

[Apply](#)

Application Number	Application Year	Submitted By	Date of Submission	Decision Date	Status	Remark
ME2023-51696	2023	Serene Tan	19/11/2024		Draft Application	<a href="#">Download Annual application</a> <a href="#">Upload and Submit Document</a>



- Once the application has been successfully uploaded, you will see an confirmation notice of form submission.



#### FORM - E

Thank You!

**Your submission for membership exemption application ME2023-51696 has been successfully received.**

We will inform you on the outcome of your company's application within 4 to 6 weeks via email. We seek your understanding that during peak periods, we may take a longer time to reply to you.

Please contact us at [exemption@sbf.org.sg](mailto:exemption@sbf.org.sg) if you require any clarification.

If you wish to submit another exemption application for another year for same company, please click here

[Apply for New Application Request](#)

- Acknowledgement email will be sent to your registered email address to confirm the submission .
- If you wish to submit another new application, you can click on “Apply for New Application Request” if you wish to start a new application.

**END OF DOCUMENT**