

## ANNUAL APPLICATION FOR SBF MEMBERSHIP EXEMPTION FOR YEAR 2024

Please complete and **EMAIL** the forms and supporting documents to [exemption@sbf.org.sg](mailto: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						
			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)	Form E2 (*Statutory Declaration)	
<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 P&L 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 2024.

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 2023 to 31 December 2023.
<input type="checkbox"/>	That the newly incorporated Company did not have any employee from the Date of Incorporation to 31 December 2024. For new companies incorporated within exemption application year (i.e., incorporated in 2024 and applying for exemption in 2024).

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	