

Sample Format- Form E2

(Please refer to instructions on Form E. If your company is not submitting the audited accounts, your company may opt to submit a Statutory Declaration (SD) as the supporting document together with Form E)

**Section 11 (1)**

**STATUTORY DECLARATION (Sample Format)**

I, \_\_\_\_\_ of \_\_\_\_\_  
[Declarant] [Address]

solemnly and sincerely declare as follows:

- 1 That I am a Director of \_\_\_\_\_ (“the Company”).  
[Name of Company]
- 2 That the Company did not employ or have any employee for the period **1 Jan 2016 to 31 Dec 2016**

And I make this solemn declaration by virtue of the provisions of the Oaths and Declarations Act (Cap. 211), and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
[Place/ Country] [Month, Year]

\_\_\_\_\_  
[Signature of Director making the declaration]

**Before me,**

\_\_\_\_\_  
[Signature of person before whom the declaration is made]

\_\_\_\_\_  
[Name of Commissioner / Title / Stamp]

*\*Delete where not applicable*

**IMPORTANT NOTE:**

YEAR of Exemption/Subscription		QUALIFYING PERIOD during which company has NO employees	TIMELINE to submit Exemption Forms
(I)	1 Jan to 31 Dec 2015	1 Jan to 31 Dec 2014.	1 Oct to 30 Oct 2014.
(II)	1 Jan to 31 Dec 2016	1 Jan to 31 Dec 2015.	1 Oct to 30 Oct 2015.
(III)	1 Jan to 31 Dec 2017	1 Jan to 31 Dec 2016.	1 Oct to 30 Oct 2016.
(IV)	Any Year subsequent to 2017	1 Jan to 31 Dec of year preceding to exemption year	1 Oct to 30 Oct of year preceding to exemption year

Note: If you need more copies of this sample format, you may photocopy or download from [www.sbf.org.sg](http://www.sbf.org.sg)