



# Membership Application Form

We wish to apply for membership to your Federation on the terms of its Constitution and authorise you to place our name on the register of Members of your Federation accordingly.

*\* denotes compulsory fields*

## 01. COMPANY DETAILS

Name of Company\*:

Business Address\*:

Mailing Address\* (if different from above):

Office Tel\*:

Website\*:

Company/Business Registration No\*:

No. of Employees\*:

SSIC Code (if known):

Business Description\*:

## 02. AUTHORISED REPRESENTATIVE\*

The appointed Authorised Representative will be the recipient of all membership mailings.

Name (Mr/Mrs/Ms/Dr):

Designation:

Email:

Contact No:

## 03. CHIEF EXECUTIVE OFFICER (OR EQUIVALENT)\*

If it is different from the Authorised Representative.

Name (Mr/Mrs/Ms/Dr):

Designation:

Email:

Contact No:

## 04. CONTACT PERSONS

Contact Persons From	Name (Mr/Mrs/Ms/Dr)	Designation	Email	DID	Mobile
HR/Training					
Marketing/BD					
IT					
Finance					
Manufacturing Operations					
Regulatory/ Standards					
Internationalisation					
Compliance					



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## 05. TYPE & INDUSTRY GROUP CLASSIFICATION\*

Are you a Manufacturing company? ☐ Yes ☐ No

*Manufacturing company refers to companies providing direct integral business that supports the business of Manufacturing, including maintenance, engineering services, fabrication and packing*

Are you a Manufacturing Services company? ☐ Yes ☐ No

*Manufacturing Services company refers to companies providing added value and support to manufactured products, including legal, accounting, logistics and supply chain, freight forwarding and warehousing providers, sole distributors of specific products providing after sale services with technical support and consultancy services*

Please select the Industry Group that best represents your core business:

- |  |   |
|--|---|
| <input type="checkbox"/> Building Products & Construction Materials      | <input type="checkbox"/> Electrical & Electronics                 |
| <input type="checkbox"/> Energy, Chemicals, Oil & Gas                    | <input type="checkbox"/> Food & Beverages                         |
| <input type="checkbox"/> Furniture, Fashion and Retail                   | <input type="checkbox"/> Metal, Machinery & Precision Engineering |
| <input type="checkbox"/> Biomedical / Life Sciences                      | <input type="checkbox"/> Medical Technology                       |
| <input type="checkbox"/> Packaging                                       | <input type="checkbox"/> Smart Automation / System Integration    |
| <input type="checkbox"/> Professional / Technical Services / Consultancy | <input type="checkbox"/> Others, please specify:                  |

## 06. BUSINESS ACTIVITIES DETAILS (OPTIONAL)

Information provided here will give us a better understanding of your business and help to better profile your business in our membership database to serve you better.

**Type of Company:** ☐ Public Listed Company ☐ Private Limited ☐ Partnership ☐ Sole Proprietorship  
☐ Trade Association / Society ☐ Others, please specify:

**Main Business:** ☐ Manufacturing ☐ Manufacturing Services ☐ Trading  
☐ Professional Services ☐ Others, please specify:

**Location of Manufacturing Operation(s):**

**Importing/Exporting Countries (if applicable):**

**Authorised Product Brands (if applicable):**

**Membership(s) in other Trade Organisation(s):**

**Area(s) of Interest:**

- ☐ SMF's capability development initiatives
- ☐ Training Programmes by the SMF
- ☐ SMF's initiatives to venture into overseas markets
- ☐ Business and productivity advisory services by the SME Centre@SMF
- ☐ Opportunities to network and explore business collaboration
- ☐ SMF representing the views, interests and issues of the business community
- ☐ SMF's cultural-related and social events
- ☐ Others, please specify:

**Which of the following subject area(s) are of interest to you:**

- |  |  |   |                                     |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> China                           | <input type="checkbox"/> ASEAN                   | <input type="checkbox"/> Productivity Improvement | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Digitalisation/New Technologies | <input type="checkbox"/> HR topics               | <input type="checkbox"/> Family Business          |                                     |
| <input type="checkbox"/> Young Entrepreneurs             | <input type="checkbox"/> Others, please specify: |   |                                     |



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## SINGAPORE MANUFACTURING FEDERATION MEMBERSHIP STRUCTURE

### (A) Manufacturing Members

Manufacturing Members shall be classified as one of the following:

- (a) carries on the business of Manufacturing in Singapore; or
- (b) carries on the business of Manufacturing outside Singapore with research and development and/or head quarter functions in Singapore and/or with a presence in Singapore or such other business function as the Council may from time to time determine; or
- (c) provides direct integral business that supports the business of Manufacturing including but not limited to assembly, maintenance, engineering services, fabrication and packing or such other integral businesses as the Council may from time to time determine.
- (d) an Association which at the time of its application for membership to the Federation has at least 50% of its members in the business of Manufacturing, shall be referred to as a Manufacturing Association Member, as part of the category of Manufacturing Members.

### (B) Manufacturing Services Members

Manufacturing Services Members shall be classified as follows:

- (i) legal, accounting and engineering professionals who are qualified to practice under their respective professional bodies; and governed by relevant Statutory Acts;
- (ii) digital application developers and professionals providing consulting and advisory services in manufacturing and manufacturing related fields, such as sustainability and safety;
- (iii) logistics and supply chain, freight forwarding and warehousing providers which give full logistical support to the logistics industry and digital commerce services providers; and/or,
- (iv) sole distributors of specific products providing after sale services with technical support and testing, inspection and certification services providers.

The Council may redefine Businesses which support and add value to the manufacturing products in any of the four (4) clusters of this membership category stipulated.

an Association which at the time of its application for membership to the Federation has at least 50% of its members in

### (C) General Members

General Members shall be classified as follows:

- a Business which is not directly involved in the business of Manufacturing and does not qualify to be a Manufacturing or Manufacturing Services Member.
- an Association which at the time of its application for membership to the Federation has less than 50% of its members in the business either of Manufacturing or of Manufacturing Services, shall be referred to as a General Association Member, as part of the category of General Members.

### (D) Life Members

Any Business or Association, which has contributed not less than S\$50,000 to the Federation, may apply to be a life member ("Life Member"). The life member need not pay any entrance fee or subscription.

## PROCEDURE FOR APPLICATION AND TERMINATION

- (A) Every application for membership shall be made on the application form prescribed by SMF accompanied with a crossed cheque made payable to "Singapore Manufacturing Federation", for payment of the entrance fee and subscription fee for the first year. The application shall be accompanied with the company's ACRA and **completed GIRO Form (attached on the last page of this application form), for payment of subsequent year's membership fees.**
- (B) All application forms shall be submitted to the Executive Committee for approval.
- (C) Membership of the Federation shall cease if a member serves written notice of resignation to the Council to take effect not less than 30 days from the date of receipt of such notice and when such notice is being acknowledged by SMF in writing. The subscription fee covers up to the last day of the notice period.
- (D) A member whose membership has ceased shall not be eligible for re-election to SMF membership for a period of two (2) years from the date of cessation unless the Council decides otherwise.



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## MEMBERSHIP

- (A) The entrance fee for all categories of membership shall be **S\$200.00 + prevailing GST**.
- (B) Subscription fees are payable in advance, on a yearly basis in January, and no refund will be made to any members resigning or whose membership has been terminated during either of these (12) months' period.
- (C) Late payments made for the annual subscription fee renewal after the due date may be charged at 2% interest per month till the date of receipt of such payment at the discretion of the SMF.
- (D) If a member fails to pay his subscriptions or any other monies due and owing to the SMF within the relevant period as stipulated in the Constitution (as amended from time to time), or such other longer periods as the SMF Council may from time to time specify, the SMF Council may take such actions as it deems appropriate, subject to the Constitution (as amended from time to time), including but not limited to suspension of all rights, privileges and benefits of such members and/or termination of membership.
- (E) Members who join the SMF under any Invitation Schemes are required to keep their membership for at least 12 months.
- (F) I agree to abide by the Constitution and the laws of the Federation.

## MEMBERSHIP RATES

### Manufacturing Members / Manufacturing Services Members

Size of Workforce	Annual Subscription Fee	Entrance Fee	Total Fee (inclusive of GST)
1 – 50	S\$360.00	S\$200.00	S\$604.80
51 – 100	S\$450.00	S\$200.00	S\$702.00
101 – 200	S\$1200.00	S\$200.00	S\$1512.00
201 – 400	S\$1560.00	S\$200.00	S\$1900.80
> 400	\$1800.00	S\$200.00	S\$2160.00

### General Members

Size of Workforce	Annual Subscription Fee	Entrance Fee	Total Fee (inclusive of GST)
N.A.	S\$900.00	S\$200.00	S\$1188.00

### Association Members

Size of Workforce	Annual Subscription Fee	Entrance Fee	Total Fee (inclusive of GST)
N.A.	S\$1800.00	S\$200.00	S\$2160.00

## PERSONAL DATA PROTECTION ACT

In accordance with the Personal Data Protection Act, I agree that by submitting this form, I give my consent to the Singapore Manufacturing Federation (SMF), its affiliates and partners to collect, obtain, retain, disseminate and process my personal/business information for purposes including, without limitation, marketing, publicity, education and security from the SMF and its partners, even after cessation of membership. I am aware that should I wish to withdraw my consent, I will write to the SMF via email at [membercare@smfederation.org.sg](mailto:membercare@smfederation.org.sg), expressly withdrawing my consent.

I certify that the above information given is correct and true to the best of my knowledge, and that I have read and agreed to the terms and conditions stated in this document.

\_\_\_\_\_  
Name, Designation, Signature of Applicant and Date\*

\_\_\_\_\_  
Name and Signature of Introducer

## APPLICATION FORM FOR INTERBANK GIRO

### PART 1 - FOR APPLICANT'S COMPLETION

Date:

Bank's Name & Branch:

Bank's H/O Address:

Name of Billing Organisation ("BO") For SMF Official Use Only

**SINGAPORE MANUFACTURING FEDERATION**

Company Name:

Reference No.:

I/We would like to pay the SMF membership subscription fees every 12 months' period.

(a) I/We hereby instruct you to process the SMF's instructions to debit my/our account.

(b) You are entitled to reject the SMF's debit instructions if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.

(c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through SMF.

Company Name:

Contact Numbers:

Tel:

Fax:

Company's Bank Account Number:

Company Stamp/Signatures(s)/Thumbprint(s):

(As in Bank's records)

### PART 2 - FOR APPLICANT'S COMPLETION

Bank	Branch	Account No.

SMFederation's Reference No.

### PART 3 - FOR SINGAPORE MANUFACTURING FEDERATION COMPLETION

Bank	Branch	SMFederation A/C No.
7 1 7 1	0 3 3	0 3 3 0 1 6 5 2 4 2

### PART 4 - FOR BANK'S COMPLETION

To: Singapore Manufacturing Federation  
2985 Jalan Bukit Merah  
Singapore 159457

This Application is hereby REJECTED (please tick) for the following reason(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Signature/Thumbprint# differs from Financial Institution's record | <input type="checkbox"/> Wrong account number                     |
| <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear                          | <input type="checkbox"/> Amendments not countersigned by customer |
| <input type="checkbox"/> Account operated by Signature/Thumbprint#                         | <input type="checkbox"/> Others                                   |

Name of Approving Officer

\*For thumbprints, please go to the branch with your identity card

Authorised Signature

#Please delete where inapplicable

Date



2985 Jalan Bukit Merah Singapore 159457 Tel: +65 6826 3000 Website: www.smfederation.org.sg