

# 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. 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:                  |

## 05. 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.

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

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

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## 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:**

- China                       ASEAN                       Productivity Improvement                       Innovation
- Digitalisation/New Technologies                       HR topics                       Family Business
- Young Entrepreneurs                       Others, please specify:

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## SINGAPORE MANUFACTURING FEDERATION MEMBERSHIP STRUCTURE

### (A) Manufacturing Members

- (1) Manufacturing Members may be Manufacturing Business Members or Manufacturing Association Members.
- (2) A Manufacturing Business Member shall be a Business which
  - (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.
- (3) A Manufacturing Association Member shall be an Association which at the time of its application for membership has at least 50% of its members in the business of Manufacturing.

### (B) Manufacturing Services Members

- (1) Manufacturing Services Members may be Manufacturing Services Business Members or Manufacturing Services Association Members.
- (2) A Manufacturing Services Member shall be a Business which supports and adds value to the manufactured products and which includes:
  - (a) legal, accounting and engineering professionals who are qualified to practise under their respective professional bodies; and governed by relevant Statutory Acts
  - (b) logistic and supply chain, freight forwarding and warehousing providers which give full logistical support to the logistics industry and digital commerce services providers; and
  - (c) sole distributors of specific products providing after sale services with technical support and testing, inspection, and certification services providers.
- (3) A Manufacturing Services Association Member shall be an Association which at the time of its application for membership has at least 50% of its members in the business of Manufacturing Services.

### (C) General Members

- (1) General Members may be General Business Members or General Association Members.
- (2) A General Business Member shall be a Business which is not directly involved in the business of Manufacturing and does not qualify to be a Manufacturing or Manufacturing Services Member.
- (3) A General Association Member shall be an Association which at the time of its application for membership has less than 50% of its members in the business either of Manufacturing or of Manufacturing Services.

### (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.
- (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\$599.20
51 – 100	S\$450.00	S\$200.00	S\$695.50
101 – 200	S\$1200.00	S\$200.00	S\$1498.00
201 – 400	S\$1560.00	S\$200.00	S\$1883.20
> 400	\$1800.00	S\$200.00	S\$2140.00

### General Members

Size of Workforce	Annual Subscription Fee	Entrance Fee	Total Fee (inclusive of GST)
N.A.	S\$900.00	S\$200.00	S\$1177.00

### Association Members

Size of Workforce	Annual Subscription Fee	Entrance Fee	Total Fee (inclusive of GST)
N.A.	S\$1800.00	S\$200.00	S\$2140.00