



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. We enclose our remittance for entrance fee plus advance subscription.



Singapore Manufacturing
Federation
新加坡製造商總會

01. COMPANY DETAILS

Name of Company*: _____

Business Address*: _____

Mailing Address* (if different from above): _____

Tel*: _____ Fax*: _____ Email*: _____

Website*: _____

Company/Business Registration No*: _____

Type of Company*: ☐ Public Listed Company ☐ Private Limited ☐ Partnership ☐ Sole Proprietorship ☐ Others

Authorised Capital*: _____ Paid-Up Capital*: _____

Year of Incorporation*: _____

Company Turnover in the previous year*: _____

Fixed Assets* (at the net book value per latest balance sheet)

☐ < or = \$3m ☐ > \$3m to < \$5m ☐ > \$5m to < \$10m ☐ > \$10m

Country Location of Head Office*: Singapore / Others (Pls specify) _____

No. of Employees*: _____ as at: _____

Main Business*: ☐ Manufacturing ☐ Trading ☐ Services ☐ Others (please specify) _____

Business Description*: _____

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

Overseas Manufacturing Operation(s):
(Specify Countries)

Importing/Exporting Countries:

Authorised Product Brands:

02. AUTHORISED REPRESENTATIVE*

The appointed authorised representative will be the Recipient of all Membership Mailings.

Name (Mr/Ms/Dr): _____ Designation: _____

Email: _____ DID: _____ Fax: _____ Mobile Phone: _____

03. CHIEF EXECUTIVE OFFICER (OR EQUIVALENT)*

If it is different from the Authorised Representative:

Name (Mr/Ms/Dr): _____ Designation: _____

Email: _____ DID: _____ Fax: _____ Mobile Phone: _____

☐ I would also like to receive all membership mailings

(*Compulsory Fields)

04. CONTACT PERSONS

CONTACT PERSONS FROM	NAME (Mr / Mrs / Dr)	DESIGNATION	EMAIL	MOBILE
HR/Training				
Marketing/BD				
IT				
Finance				
Manufacturing Operations				

05. MANUFACTURING MEMBERS

06. MANU-SERVICES & SUPPORT MEMBERS

Please tick(✓) accordingly	Size of Workforce	Annual Subscription Fee	Entrance Fee	Total Fee
<input type="checkbox"/>	1 - 10	\$200.00	\$200.00	\$400.00
<input type="checkbox"/>	11 - 50	\$360.00	\$200.00	\$560.00
<input type="checkbox"/>	51 - 100	\$450.00	\$200.00	\$650.00
<input type="checkbox"/>	101 - 200	\$1200.00	\$200.00	\$1400.00
<input type="checkbox"/>	201 - 400	\$1560.00	\$200.00	\$1760.00
<input type="checkbox"/>	> 400	\$1800.00	\$200.00	\$2000.00

07. GENERAL MEMBERS

<input type="checkbox"/>	N.A	\$900.00	\$200.00	\$1,100.00
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08. FOR ASSOCIATION ONLY

<input type="checkbox"/>	N.A	\$1,800.00	\$200.00	\$2,000.00
<input type="checkbox"/>	Manufacturing Association Members			
<input type="checkbox"/>	Manu-Services & Support Association Members			
<input type="checkbox"/>	General Association Members			

Above fees are subjected to prevailing GST.

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 of 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 packaging 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) Manu-Services & Support Members

- (1) Manu-Services & Support Members may be Manu-Services & Support Business Members or Manu-Services & Support Association Members.
- (2) A Manu-Service & Support 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.

(*Compulsory Fields)

- (b) logistic and supply chain, freight forwarding and warehousing providers which give full logistical support to the logistics industry; and
- (c) sole distributors of specific products providing after sale services with technical support.
- (3) A Manu-Services & Support 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 Manu-Services & Support.

(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 Manu-Services & Support Member.
- (3) A General Business 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 Manu-Services & Support.

13. PROCEDURE FOR APPLICATION AND TERMINATION

- (a) Every application for membership shall be made on the application form prescribed by SMF with a crossed cheque made payable to **"Singapore Manufacturing Federation"**, for payment of the entrance fee and subscription fee for 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.

*14. MEMBERSHIP FEE

- (a) The entrance fee for all categories of membership shall be **\$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) Payments made after the due date will be charged at 1% per month till the date of receipt of such payment.
- (d) If a member fails to pay his subscriptions or any other monies due and owing to SMF with 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 SMF under any promotion scheme are required to keep their membership for at least 12 months.

I certify that the above information given is correct and true to the best of my knowledge.

*Name and Signature of Applicant

*Company Stamp and Date of Application

Name and Signature of Introducer

Company Stamp

15. FOR OFFICIAL USE ONLY

Supported by: _____
Name of SMF IG Chairman and Signature

Approved by: _____
Chairman, Membership & IGs Function Committee

Main IG: _____

Bank Cheque No: _____

Total Fee Paid: _____

Date of Acceptance: _____

Kindly make a cheque payable to "Singapore Manufacturing Federation" for the first year's subscription and entrance fees before your application for Interbank Giro takes effect.

APPLICATION FORM FOR INTERBANK GIRO

16. 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

Member's Company Name:

Member's Account No.:

I/We would like to pay the SMF membership subscription fee 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 the SMF.

Member's Company Name:

Contact Numbers:

Tel:

Fax:

Member's Bank Account Number:

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

(As in Bank's records)

17. PART 2 - FOR APPLICANT'S COMPLETION

Bank	Branch	Account No. To be Debited

SMF Federation's Member's A/C No.

18. PART 3 - FOR SINGAPORE MANUFACTURING FEDERATION COMPLETION

Bank				Branch			SMF Federation A/C No									
7	1	7	1	0	3	3	0	3	3	0	1	6	5	2	4	2

18. 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):

- ☐ Signature/Thumbprint# differs from Financial Institution's record
☐ Signature/Thumbprint# incomplete/unclear
☐ Account operated by Signature/Thumbprint#

- ☐ Wrong account number
☐ Amendments not countersigned by customer
☐ Others

Name of Approving Officer

Authorised Signature

Date

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

#Please delete where inapplicable



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