

**BUSINESS MEMBERSHIP CATEGORIES**

- (1) Trade Membership shall be open to any business entity or company that owns a Licensed Food Farm in Singapore.
- (2) Associate Membership shall be open to any local or foreign business entity or company or association whose business is associated with and/or have dealings with food farming, including but not limited to materials and solutions suppliers, logistics companies, etc.

**1. COMPANY DETAILS (For Business Entity / Company / Association)**

Company Name: \_\_\_\_\_

Registered Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Company / Business Registration No: \_\_\_\_\_

Type of Company:

- Public Listed Company       Private Limited       Partnership  
 Sole Proprietorship       Others (Please specify) \_\_\_\_\_

Authorised Capital: \_\_\_\_\_ Paid-Up Capital: \_\_\_\_\_

Year of Incorporation: \_\_\_\_\_

Country Location of Head Office:       Singapore       Others (Please specify) \_\_\_\_\_

No. of Employees: \_\_\_\_\_

Main Business:

- Farming       Trading  
 Farming equipment and services       Others (Please specify) \_\_\_\_\_

Business Description: \_\_\_\_\_

Membership(s) in other Trade Organisation(s): \_\_\_\_\_

Overseas Food Farming Operation(s):       Yes (Please specify countries) \_\_\_\_\_       No

**2. AUTHORISED REPRESENTATIVE**

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

Name:  Mr  Ms  Dr \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_ DID: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Fax: \_\_\_\_\_

**3. CHIEF EXECUTIVE OFFICER (OR EQUIVALENT)**

If CEO (or equivalent) is different from the Authorised Representative:

Name:  Mr  Ms  Dr \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_ DID: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Fax: \_\_\_\_\_

I would also like to receive all Business Membership Mailings.

**4. BUSINESS MEMBER CATEGORY: TRADE MEMBER  
(For business entity or company that owns a Licensed Food Farm in Singapore)**

Business Member Category:

Trade Member

Type of Farm:

Food Fish Farm

Livestock Farm

Vegetable Farm

Valid Food Farm Licence No: \_\_\_\_\_

Food Farm Licence Validity Period: From \_\_\_\_\_ to \_\_\_\_\_

Annual Business Membership Fee	Application Fee	Total Fees
\$240.00	\$60.00	\$300.00

**5. BUSINESS MEMBER CATEGORY: ASSOCIATE MEMBER  
(For local or foreign business entity / company / association whose business is associated with and/or have dealings with food farming)**

Business Member Category:

Associate Member

Annual Business Membership Fee	Application Fee	Total Fees
\$600.00	\$100.00	\$700.00

**6. PROCEDURES FOR BUSINESS MEMBERSHIP APPLICATION AND TERMINATION**

- (a) Every application for Business Membership shall be made on the application form prescribed by SAFEF.
- (b) The application form shall be submitted to SAFEF with the required document(s):
  - For Trade Members: A recent copy (within the last 12 months) of the company's Business Profile from Accounting & Corporate Regulatory Authority (ACRA), and Valid Food Farm Licence from Singapore Food Agency (SFA).
  - For Associate Members: A recent copy (within the last 12 months) of the company's Business Profile from Accounting & Corporate Regulatory Authority (ACRA).
- (c) The application form and required document(s) shall be submitted to **Singapore Agro-Food Enterprises Federation Limited, 2985 Jalan Bukit Merah, #01-01D, SMF Building, Singapore 159457** or [secretariat@safef.org.sg](mailto:secretariat@safef.org.sg).
- (d) A crossed cheque made payable to "**Singapore Agro-Food Enterprises Federation Limited**", for payment of the Application Fee and the first-year's pro-rated Annual Business Membership Fee shall be issued upon receipt of invoice from SAFEF, and submitted to the address above.
- (e) All Business Membership applications are subject to the SAFEF Board of Directors' approval. The SAFEF Board of Directors' decision is final and no correspondence will be entertained.
- (f) Business Membership to SAFEF shall cease when a Trade / Associate Member serves written notice to SAFEF of Business Membership termination, which will take effect no less than 30 days from the date of receipt by SAFEF of such notice and after such notice is acknowledged by SAFEF in writing.
- (g) A Trade / Associate Member whose Business Membership has ceased shall not be eligible for re-application to SAFEF Business Membership for a period of two (2) years from the date of cessation unless the Board of Directors decides otherwise.

**7. PAYMENT OF APPLICATION AND ANNUAL BUSINESS MEMBERSHIP FEES**

- (a) Application Fee and the first-year's pro-rated Annual Business Membership Fee are payable upon receipt of invoice from SAFEF.
- (b) Thereafter, Annual Business Membership Fees are payable in advance, on a yearly basis in April, and no refund will be made to any Trade / Associate Member who resigns or whose Business Membership is terminated during the calendar year.
- (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 Trade / Associate Member fails to pay his Annual Business Membership Fee or any other monies due and owing to SAFEF within the relevant period as stipulated in the Constitution (which may be amended from time to time), or such other longer periods as the SAFEF Board of Directors may from time to time specify, the Board of Directors may take such action as it deems appropriate, subject to the Constitution (which may be amended from time to time), including but not limited to suspension of all rights, privileges and benefits of such Trade / Associate Members and/or termination of Business Membership.

**8. DECLARATION**

By applying for SAFEF Business Membership, I confirm the following:

- I agree to the Procedures for Business Membership Application and Termination, and the Payment of Application and Annual Business Membership Fees.
- I certify that the information given is correct and true to the best of my knowledge.
- I have read, have understood, accept and will abide by the SAFEF Business Members' Code of Conduct & Ethics on Page 6.

\_\_\_\_\_  
Signature  
Name:  
Designation (CEO or Equivalent):

\_\_\_\_\_  
Company Stamp & Date of Application

\_\_\_\_\_  
Name & Signature of Introducer (if any)

\_\_\_\_\_  
Company Stamp

**FOR OFFICIAL USE ONLY**

Supported by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Business Member Category: \_\_\_\_\_

Business Membership No: \_\_\_\_\_

Bank Cheque No: \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

## **SAFEF BUSINESS MEMBERS' CODE OF CONDUCT & ETHICS**

As a professional business federation, SAFEF expects all Business Members (Trade Members and Associate Members) to observe and abide by the SAFEF Business Members' Code of Conduct & Ethics, upholding the values, professionalism and integrity of SAFEF.

THE SAFEF Business Members' Code of Conduct & Ethics is a condition of Business Membership and applies to all Trade Members and Associate Members, irrespective of their Business Membership category, the role they fulfil, or the jurisdiction in which they live or work.

The SAFEF Business Members' Code of Conduct & Ethics below is taken as accepted by Trade Members and Associate Members upon Business Membership application to SAFEF.

All SAFEF Trade Members and Associate Members must:

1. Abide by the SAFEF Business Members' Code of Conduct & Ethics.
2. Endeavour to maintain the highest standards of personal and professional conduct.
3. Uphold the reputation and good standing of SAFEF and the agro-food industry, and not act in a manner detrimental to SAFEF and the agro-food industry.
4. Act with dignity, integrity and respect to others.
5. Act within the boundaries of relevant legislation and not transgress any laws.
6. Act in the general interest of SAFEF and must not use their Business Membership to unfairly benefit themselves, their companies, or others.
7. Promptly pay Annual Business Membership Fees as part of continued Business Membership.
8. Promptly inform SAFEF of any change to their contact details.
9. Support SAFEF's efforts to represent, promote and advance the agro-food industry in Singapore.
10. Not commit SAFEF in any way and/or use SAFEF's name or logo unless authorised to do so by SAFEF.
11. Not make any statement on behalf of SAFEF or purport to represent SAFEF through any medium unless authorised to do so by SAFEF.
12. Not issue through any medium any malicious, inflammatory, critical, defamatory, abusive or threatening messages or statements in relation to SAFEF.

In the event of any breach of or non-compliance by a Trade / Associate Member to the SAFEF Business Members' Code of Conduct & Ethics, SAFEF reserves the right to take appropriate action against the defaulting Trade / Associate Member including, but not limited to, exclusion from SAFEF events, removal from SAFEF premises, suspension of Business Membership benefits and privileges, and/or termination of Business Membership of the defaulting Trade / Associate Member, without liability to refund to such defaulting Trade / Associate Member any amount of Business Membership / Participation Fees paid in advance, whether in full or pro rata.

SAFEF reserves the right to amend the SAFEF Business Members' Code of Conduct & Ethics anytime without prior notice.

Business Membership to SAFEF is taken as confirmation that the Trade / Associate Member has accepted and will abide by the SAFEF Business Members' Code of Conduct & Ethics, which may be amended from time to time.