

**Form QSS1  
CONFIDENTIAL**

UEN	Date 29 Jun 2009	For DOS' Official Use
SURVEY REF NO		SSIC
ATTN		S
NAME OF ESTABLISHMENT		NR
		CR
		<input type="text"/>

**QUARTERLY SURVEY OF SERVICES  
SECOND QUARTER 2009**

The purpose of this survey is to obtain up-to-date information for monitoring and analysing the performance of the services sector. Summary findings from the survey are made available at our website – <http://www.singstat.gov.sg/pubn/business.html#qbri>

The survey is conducted under Section 5 of the Statistics Act (Chapter 317), which makes the submission of returns by firms mandatory. Your completed return will be treated as strictly confidential. A copy of the Statistics Act is available in our website at <http://www.singstat.gov.sg/legislation/statact.html>.

We would be grateful if you could return the completed questionnaire by **13 July 2009** to our department in the pre-addressed envelope enclosed or through **fax** at **68358984** or **68358991**. Please make a copy of the completed questionnaire for your reference.

For information or assistance, please contact the officers-in-charge at :

Tel : 6835 8977 / 6835 8979 / 6835 8980  
Email: [chang-chan\\_wai\\_han@singstat.gov.sg](mailto:chang-chan_wai_han@singstat.gov.sg)

Thank you for your kind co-operation and prompt reply.



Wong Wee Kim  
Chief Statistician  
Singapore

# QUARTERLY SURVEY OF SERVICES, 2<sup>ND</sup> QUARTER 2009

UEN  
Name of Establishment

## REPORTING INSTRUCTIONS

- (a) As this form will be read using electronic equipment, please take note of the following:
- Use black pen and **BLOCK LETTERS** when completing this form.
  - Keep each number or tick within the boxes provided.
  - Leave answer boxes blank when you have no response or data to enter. Do not use 'nil', 'na', '-' or strike throughout the boxes or page.
- (b) Explanatory notes can be found on the following page.

## ESTABLISHMENT INFORMATION

IF PRINCIPAL ACTIVITY, ESTABLISHMENT NAME OR ADDRESS HAS CHANGED, PLEASE COMPLETE THIS SECTION

New Principal Activity	
New Name	
New Address	

## BUSINESS STATISTICS

Please provide the following items for the period stated. **Please note that items (1) to (4) are to be provided in nearest Singapore dollars. If actual figures are not yet available, please supply your best estimates.**

Apr - Jun 2009

1. Operating Receipts [excludes GST]	(S\$)	<input type="text"/>
2. Operating Expenditure Excluding Remuneration, Depreciation and Indirect Taxes	(S\$)	<input type="text"/>
3. Remuneration	(S\$)	<input type="text"/>
4. Net Profit / Loss Before Tax	(S\$)	<input type="text"/>
5. Employment as at End Period		<input type="text"/>

If any of the items (1) – (5) are significantly different from previous period, **Jan-Mar 2009**, please provide reasons for the large difference.


## PARTICULARS OF CONTACT PERSON

I declare that the information given in this return is complete and correct to the best of my knowledge and belief.

Please complete the following information in **BLOCK LETTERS**.

Signature

Date

Name

Mr/Mrs/Mdm/Miss

Designation

### Contact Person (Person filling in the survey form)

Name

Mr/Mrs/Mdm/Miss

E-mail

Tel / Mobile

Fax

## EXPLANATORY NOTES

### 1 Operating Receipts

This generally refers to fees or income earned from the provision of services and goods sold. It includes fees earned from the provision of consultancy and professional services, management and administrative fees, repairs/servicing charges, rental or lease income (except from land and finance leases), contract, subcontract and commission fees, royalties and license fees, amounts received for work subcontracted to others and any other operating income. Business transactions with Singapore residents and firms as well as transactions with overseas clients are to be reported.

Companies or businesses operating on a commission sales basis, e.g. travel and ticketing agencies and freight forwarders, should report income from commissions and fees, not the total value of the sales on which commissions were paid.

Goods & services tax (GST) and non-operating revenue such as income from investments, gains/losses from the sale of fixed assets, dividend and interest income, gifts, loans, contributions, rental from land, grants, taxes and gross receipts collected on behalf of others **should be excluded**.

### 2 Operating Expenditure Excluding Remuneration, Depreciation and Indirect Taxes

This refers to all current expenditure incurred by the establishment in its business with adjustment for changes in stocks. It includes purchases, work given out, rental and maintenance of machinery and equipment, legal, accounting and other professional services, rental and maintenance of premises, transport and travelling, utilities, advertisement, entertainment, stationery and printing, postage and telecommunications, fuel and lubricants, cargo handling expenses, port charges, charter fees and other general expenses that are connected with the establishment's operation. However, it should **exclude** deductible GST, remuneration paid, indirect taxes (e.g. road tax, property taxes, foreign workers levy, licence fees, entertainment duties & stamp duties), depreciation, interest paid and non-operating expenses such as goodwill, bad debts, renovation & major repairs and assets written off.

### 3 Remuneration

This refers to total remuneration of employees and working directors which includes wages and salaries, commissions, bonuses, overtime pay, CPF contributions and other benefits such as medical benefits, cost of food, accommodation and other benefits in kind provided by employers but **excludes** gratuities and retrenchment benefits. Remuneration also includes directors' fee, e.g. amount paid to directors for attending board of directors' meetings. Remuneration of working proprietors and partners are excluded.

### 4 Net Profit / Loss Before Tax

This refers to amount derived during the period, i.e. total receipts less total expenses (including receipts/expenses arising from non-operating processes), but **excluding** extraordinary items or amount due to prior period adjustments.

### 5 Employment as at End Period

Employment covers all persons working in Singapore who are engaged by the establishment as at end period. It includes persons posted overseas for less than one year and foreigners working in Singapore. It also includes paid employees (those on the payroll of the establishment including part-time workers and those on fixed remuneration, piece rate and commission as well as those engaged on contract and paid directly by the establishment), working proprietors/partners, working directors and unpaid family workers.