



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

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

Wong Wee Kim
Chief Statistician
Singapore

QUARTERLY SURVEY OF SERVICES, 2ND 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 (5) 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\$)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
2. Other Receipts [e.g. donations, grants/ subsidies, subscriptions, funds raised]	(S\$)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
3. Remuneration	(S\$)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
4. Depreciation	(S\$)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
5. Indirect Taxes	(S\$)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
6. Employment as at End Period		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

If any of the items (1) – (6) 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 the fees or income arising from services rendered, commission charges, sales of goods, rental of premises and machinery and equipment. Goods & services tax (GST) **should be excluded**.

2 Other Receipts

This refers to gains from sale of fixed assets, donations, grants/subsidies, subscriptions, interest, dividends, membership fees, funds raised and investment income.

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 Depreciation

This refers to the value, at current replacement cost, of reproducible fixed assets such as buildings, plants and machinery used during a period of time as a result of normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

5 Indirect Taxes

Includes road tax, property taxes, foreign workers levy, licence fees, entertainment duties and stamp duties.

6 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. It **excludes** volunteers but includes persons working for the establishment in return for remuneration in kind, for e.g. lecturers who conduct courses for free for an education institution in return for the use of the institution's research facilities.