



UEN	Date	For DOS' Official Use
Survey Ref No. <input type="text"/>		Legal Organisation
SSIC		Registration/Commencement Date
Attn		SvyGp
Name of Establishment		EF
<i>Please delete and insert correct particulars for updating.</i>		

Annual Survey of Services, 2008 Information & Communications

The purpose of this survey is to obtain detailed financial information of your company for the compilation of business and economic statistics to monitor the performance of this industry. The data are also used as inputs for the compilation of national accounts, input-output tables and balance of payments. These statistics are used extensively by the government and business community in their policy-making and business planning. The survey findings will be released in our publications and website (<http://www.singstat.gov.sg>).

This survey is conducted under Section 5 of the Statistics Act (Chapter 317). Your completed return will be kept in confidence with the Statistics Act. 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 to our department in the pre-addressed envelope or fax. Alternatively, you may respond through internet submission (E-survey) at <http://www.singstat.gov.sg/survey/survey.html> via 2 log-in modes. If your organization has an EASY¹ access code, an authorized staff or third-party can login via SingPass to our E-survey. Otherwise, you can login using the **Survey Ref No.** (indicated at the top of the form) and the one-time **survey PIN**, which you will receive in a separate letter as an added security measure. For more details on submission via E-survey, please refer to the attached leaflet.

For more information or assistance, please contact the officers-in-charge at Business Statistics Division :
(Our operating hours are: 8.30am – 5.00pm)

Officer 1 :
Tel :
E-mail :

Fax :

Officer 2 :
Tel :

Fax :

Wong Wee Kim
Chief Statistician
Singapore

¹ EASY stands for e-Services Authorisation System, an online authorisation system that allows your organisation to authorise employees or third parties to access e-services on its behalf.

REPORTING PERIOD & CURRENCY

If your firm was **not** in operation during 2008:

Please state the effective date your firm was not in operation and complete Section L "Declaration" on page 10, then kindly mail / fax back the form to us.

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(DDMMYYYY)

If your firm was in operation in 2008:

The reference period for this survey is the **calendar year 2008**. However, if your accounting year is different from the calendar year, please report according to your accounting or financial year covering the major part of 2008. If your company's accounts are not ready by the due date of submission, you may complete the form using preliminary figures.

Please "" or indicate the period for the data reported in the form.

1 Jan 2008 – 31 Dec 2008

1 Apr 2008 – 30 Mar 2009

Others (please specify period below)

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(DDMMYYYY)

to

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(DDMMYYYY)

Data in this return should be provided to the **nearest** Singapore dollar (S\$) excluding cents. Singapore Dollar

However, if you are unable to report in Singapore currency, please "" the appropriate box to indicate the currency used. Please note that the GST section should still be reported in Singapore dollar (S\$).

United States Dollar

Japanese Yen

Euro

United Kingdom Pound

Malaysia Ringgit

REPORTING INSTRUCTIONS

(a) In this survey, the reporting unit is an **establishment**, defined as a business unit in one location under a single ownership. Thus, head office and branches of the same enterprise are required to submit separate individual returns. Similarly, for a multi-activity enterprise, units engaged in separate activities in the same location constitute distinct establishments and separate returns should be submitted (if distinction can be made for each activity and separate data available). Only report for the establishment named on the front page. Please do not provide consolidated data including subsidiary or associated businesses.

(b) As this form will be read using electronic equipment, please take note of the following :

- Use black pen when completing this form.

- Keep each number or "" within the boxes provided.

- Leave answer boxes blank when you have no response or data to enter. **Do not use 'nil', 'na', '-' or strike-through the boxes / pages.**

(c) More specific instructions can be found at the last page of the questionnaire for your reference.

GENERAL INFORMATION

1 Principal Activity (Please describe the activity from which this business derives its main income)

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

<p> </p> <p>-----</p> <p>-----</p> <p> </p>

If there has been a change in your establishment's principal activity during the period 2008, please indicate the effective date of the activity change

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(DDMMYYYY)

2 Other General Information

(Please "" the appropriate box(es) below).

Does your company have any foreign assets (e.g. overseas direct / portfolio investment) or liabilities as at 30.06.2008?

Yes

No

Does your company engage in any trade in services with companies located overseas, including offshore merchandise (goods that do not enter Singapore) during 2008?

Yes

No

Does your company provide management and headquarters-related services and business expertise to operations in the Asia Pacific region and / or rest of the world?

Yes

No

A PROFILE OF EMPLOYMENT AS AT 30.06.2008

Please include contract workers under your company's payroll.

(Number)

Working outside Singapore (for more than one year and on Singapore company's payroll)

Working in Singapore (include employees posted overseas for less than one year)
of which :

Total (a+b+c+d = i + ii)

(I) By occupational status

(a) Paid Employees	(b) Working Directors	(c) Working Proprietor / Partners	(d) Unpaid Family Workers *
Full Time Part Time			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Only applicable to sole proprietorship / partnership

(II) By nationality

(i) Singapore Citizens / Permanent Residents	(ii) Foreigners
<input type="text"/>	<input type="text"/>

B REMUNERATION, 2008

Please include contract workers under your company's payroll.

Wages & Salaries (include Bonuses & Allowances) \$	Employer's Contribution to CPF / Pension Fund \$	Staff Benefits e.g. Welfare, Medical & Housing Benefits \$
--	--	--

Working outside Singapore	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------------------	----------------------	----------------------	----------------------

Working in Singapore

(a) Paid Employees - Full Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
--------------------------------	----------------------	----------------------	----------------------

- Part Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
-------------	----------------------	----------------------	----------------------

(b) Working Directors	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(c) Working Proprietor / Partners (exclude all withdrawals other than remuneration)	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(d) Unpaid Family Workers	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(e) Fees paid to Non-Working Directors	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Subtotal (a+b+c+d+e)	(i)	(ii)	(iii)
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expenses on share-based payment to employees (include shares & stock options)	(iv)
	<input type="text"/>

Total Remuneration (i+ii+iii+iv)	<input type="text"/>
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Singapore Citizens / Permanent Residents \$	Foreigners \$
<input type="text"/>	<input type="text"/>

of which :

C STRUCTURE OF SELECTED NON-CURRENT ASSETS IN SINGAPORE, 2008 (Exclusive of GST)

Please provide figures based on the financial period you are reporting in this return

	Land, Building & Structure (include Major Renovation) \$	of which :	Land \$
1 Beginning net book value	<input type="text"/>		<input type="text"/>
2 Additions incl major repairs during financial period	<input type="text"/>		<input type="text"/>
3 Depreciation for financial period	<input type="text"/>		<input type="text"/>
4 Ending net book value	<input type="text"/>		<input type="text"/>
5 Accumulated depreciation as at end of financial period	<input type="text"/>		<input type="text"/>
	Transport Equipment (include vehicles, ships & aircraft) \$		Telecommunications Equipment \$
1 Beginning net book value	<input type="text"/>		<input type="text"/>
2 Additions incl major repairs during financial period	<input type="text"/>		<input type="text"/>
3 Depreciation for financial period	<input type="text"/>		<input type="text"/>
4 Ending net book value	<input type="text"/>		<input type="text"/>
5 Accumulated depreciation as at end of financial period	<input type="text"/>		<input type="text"/>
	Computers & Peripheral Equipment \$		Other Machinery & Equipment \$
1 Beginning net book value	<input type="text"/>		<input type="text"/>
2 Additions incl major repairs during financial period	<input type="text"/>		<input type="text"/>
3 Depreciation for financial period	<input type="text"/>		<input type="text"/>
4 Ending net book value	<input type="text"/>		<input type="text"/>
5 Accumulated depreciation as at end of financial period	<input type="text"/>		<input type="text"/>
	Computer Software** \$		Furniture & Fittings \$
1 Beginning net book value	<input type="text"/>		<input type="text"/>
2 Additions incl major repairs during financial period	<input type="text"/>		<input type="text"/>
3 Depreciation for financial period	<input type="text"/>		<input type="text"/>
4 Ending net book value	<input type="text"/>		<input type="text"/>
5 Accumulated depreciation as at end of financial period	<input type="text"/>		<input type="text"/>

* Please do not deduct disposal and amount written off.

** Include expenses on pre-packaged software, customised software and software developed in-house for own use which are capitalised. If separate figures for computer software and hardware are not available, please provide the total under "Computers & Peripheral Equipment".

Total additions to computer software as reported above

Per Cent (%)

of which :

(a) Pre-packaged & customised software

(b) Software developed in-house

TOTAL

1 0 0

- 4 -

D GROSS INCOME / RECEIPTS, 2008 (Exclusive of GST)

	Code	\$
1 Commission & agency fees on services rendered	029	<input type="text"/>
2 Royalties & patent / franchise fees received from :		
(a) computer software & multimedia	231A	<input type="text"/>
(b) others	231B	<input type="text"/>
3 Servicing & repairing of machinery & equipment	053	<input type="text"/>
4 Re-sale of goods	619	<input type="text"/>
5 Telecommunications & internet charges (Do not report receipts net of payments)	781	<input type="text"/>
6 Rental from :		
(a) land	295	<input type="text"/>
(b) godowns & warehouses	761	<input type="text"/>
(c) offices, shops & other premises	833	<input type="text"/>
(d) machinery & equipment (e.g. photocopiers, computers safe deposit boxes)	834	<input type="text"/>
7 Data processing, computer consultancy & other information technology services	851	<input type="text"/>
8 Research & development	855	<input type="text"/>
9 Advertising, publicity & promotion services (include screen advertisements)	861	<input type="text"/>
10 Administration & management services	868	<input type="text"/>
11 Publishing services	869	<input type="text"/>
12 Entertainment, amusement & recreational services	949	<input type="text"/>
13 Interest received	212	<input type="text"/>
14 Realised gains from :		
(a) foreign exchange transactions (exclude translation & unrealised gains)	221	<input type="text"/>
(b) sale of stocks & shares	223	<input type="text"/>
(c) other investments (e.g. government securities & treasury bills, corporate bonds & other securities)	229	<input type="text"/>
15 Unrealised gains from foreign exchange transactions, securities & all other financial instruments (include translation gains from foreign exchange)	285	<input type="text"/>
16 Gains from sale of fixed assets	225	<input type="text"/>
17 Grants from :		
(a) government (exclude statutory boards)	242	<input type="text"/>
(b) other organisations (include statutory boards)	249	<input type="text"/>

Expenditure (continued)

	Code	\$
7 Servicing & repairing of machinery & equipment	053C	<input type="text"/>
8 Upkeep of vehicles : (a) road tax	066A	<input type="text"/>
(b) petrol, diesel & lubricating oil	351A	<input type="text"/>
(c) servicing & others (include purchase of spare parts)	053A	<input type="text"/>
9 Indirect taxes : (a) property tax	066E	<input type="text"/>
(b) foreign workers levy	066F	<input type="text"/>
(c) others (include licence fees, entertainment duties & stamp duties)	066G	<input type="text"/>
10 GST paid on net purchases which are not deductible as input tax	067	<input type="text"/>
11 Royalties & patent / franchise fees paid for :		
(a) computer software & multimedia	231A	<input type="text"/>
(b) others	231B	<input type="text"/>
12 Rental paid for : (a) land	295	<input type="text"/>
(b) godown & warehouses	761	<input type="text"/>
(c) offices, shops & other premises	833	<input type="text"/>
(d) machinery & equipment (e.g. photocopiers, computers, safe deposit boxes)	834	<input type="text"/>
13 Purchases of : (a) materials for rendering services	329	<input type="text"/>
(b) goods for resale	619	<input type="text"/>
14 Printing, stationery, newspaper & office supplies	331	<input type="text"/>
15 Utilities charges : (a) water	401	<input type="text"/>
(b) electricity	402	<input type="text"/>
(c) others (e.g. gas)	403	<input type="text"/>
16 Freight forwarding, cargo handling & packing charges	754	<input type="text"/>
17 Postage, telecommunications & internet charges (include interconnection)	781	<input type="text"/>
18 Transport & travelling expenditure	799	<input type="text"/>
19 Bank & other financial charges (exclude interest)	810	<input type="text"/>
20 Accounting, auditing & secretarial services (include taxation advisory services)	841	<input type="text"/>
21 Legal & conveyancing services	849A	<input type="text"/>

Expenditure (continued)

	Code	\$
22 Other professional services (exclude IT-related services, which should be reported in item (23))	849B	<input type="text"/>
23 Data processing, computer consultancy & other information technology services :	851A	<input type="text"/>
(a) in Singapore		
(b) outside Singapore	851B	<input type="text"/>
24 Research & development (comprising in-house R&D and R&D funded by your establishment but contracted / carried out by others using their facilities)	855	<input type="text"/>
25 Advertising, publicity & promotional expenditure	861	<input type="text"/>
26 Administration & management fees	868	<input type="text"/>
27 Entertainment, amusement & recreational expenditure	949	<input type="text"/>
28 Purchase of pre-packaged & customised computer software for own use : (Licence payments for the use of software should be reported under "Royalties on computer software & multimedia". Computer software expenses which are capitalised should be reported under Section C.)		
(a) in Singapore	294A	<input type="text"/>
(b) outside Singapore	294B	<input type="text"/>
29 Expenditure on in-house development of software that is meant for use for more than a year : (Computer software expenses which are capitalised should be reported under Section C.)		
(a) in Singapore	296A	<input type="text"/>
(b) outside Singapore	296B	<input type="text"/>
30 Interest paid	212	<input type="text"/>
31 Realised loss from :		
(a) foreign exchange transactions (exclude translation & unrealised loss)	221	<input type="text"/>
(b) sale of stocks & shares	223	<input type="text"/>
(c) other investments (e.g. government securities & treasury bills, corporate bonds & other securities)	229	<input type="text"/>
32 Unrealised loss from foreign exchange transactions, securities & all other financial instruments (include translation loss from foreign exchange)	285	<input type="text"/>
33 Loss on sale of fixed assets	225	<input type="text"/>
34 Skills development levy	241	<input type="text"/>
35 Association / Membership / club subscriptions	251	<input type="text"/>
36 Grants to other organisations	249	<input type="text"/>
37 Donations	253	<input type="text"/>
38 Provisions / Adjustments (include recognised impairment loss & doubtful debts)	291	<input type="text"/>
39 Bad debts written off (exclude provision for bad debts)	293	<input type="text"/>

Expenditure (continued)

40 Other expenditure (please specify) :

	Code (For DOS' Official Use)	\$
(a) <input type="text"/>	<input type="text"/>	<input type="text"/>
(b) <input type="text"/>	<input type="text"/>	<input type="text"/>
(c) <input type="text"/>	<input type="text"/>	<input type="text"/>
(d) <input type="text"/>	<input type="text"/>	<input type="text"/>
(e) <input type="text"/>	<input type="text"/>	<input type="text"/>
(f) <input type="text"/>	<input type="text"/>	<input type="text"/>
(g) <input type="text"/>	<input type="text"/>	<input type="text"/>
(h) <input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL EXPENDITURE (exclude Remuneration reported in Section B) 200

G BOOK VALUE OF STOCKS, 2008 (Exclusive of GST)

Please provide figures based on the financial period you are reporting in this return

	In Singapore (\$)	Outside Singapore (\$)
Opening stocks as at beginning of financial period	<input type="text"/>	<input type="text"/>
Closing stocks as at end of financial period	<input type="text"/>	<input type="text"/>

H NET PROFIT / (LOSS), 2008

Net profit / (loss) before taxation, dividends paid and **withdrawals by sole proprietor / partners.**

Extraordinary items and amount due to prior year adjustments should be excluded.

I FLOOR AREA OF PREMISES AS AT 30.06.2008

Total floor area occupied for your own business use (include owned and free rental but exclude those rented out, open spaces, open car parks, staff accommodation and unoccupied premises).

Sq M
(1 sq ft = 0.0929 sq m)

J GST FOR THE YEAR 2008 (Applicable to establishments registered for GST only)

Please report values in Singapore Dollars (S\$) even if you are reporting figures in foreign currency in other sections of this form.

Total input tax - refers to total GST paid on net purchases **Total output tax** - refers to total GST charged on net sales

S\$		S\$	
Total input tax (I)	<input type="text"/>	Total output tax (II)	<input type="text"/>
of which :		of which :	
(a) GST on imports	<input type="text"/>	(a) GST on insurance claims	<input type="text"/>
(b) Bad debts relief	<input type="text"/>	(b) GST on bad debts recovered	<input type="text"/>
(c) GST refunded to tourists	<input type="text"/>	(c) GST on sale of business assets	<input type="text"/>
(d) GST paid on purchases of fixed assets	<input type="text"/>	(d) GST on deemed supplies	<input type="text"/>
Net GST refunded by / paid to IRAS (II - I)		<input type="text"/>	

K EVENTS THAT MAY HAVE AFFECTED YOUR BUSINESS UNIT

Compared to last accounting year, were there any events that may have significantly affected the reported values for this business unit? Please specify :

Empty box with dashed lines for specifying events.

L DECLARATION

I hereby 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**.

Name (Ms/Mr/Mdm*) [] Signature []

Designation [] Date []

Contact Person

Name (Ms/Mr/Mdm*) [] Main Tel []

Designation [] DID []

E-mail [] Fax []

Company Website [] Mobile []

* Delete accordingly

I agree / disagree to the following organisations having access to the information given in this return.

(Please "✓" the appropriate box(es))

I understand that they would also treat the information as confidential.

Standards, Productivity and Innovation Board (SPRING) 1 [] Agree 2 [] Disagree
Economic Development Board (EDB) 1 [] 2 []
International Enterprise Singapore (IE SINGAPORE) 1 [] 2 []

EXPLANATORY NOTES

SECTION A : PROFILE OF EMPLOYMENT AS AT 30.06.2008

- a **Persons working outside Singapore** refers to employees who are working outside Singapore for more than one year and on the Singapore company's payroll.
- b **Persons working in Singapore** refers to paid employees, working directors / proprietor / partners and unpaid family workers working in Singapore, including persons on medical and casual leave. It should include persons posted overseas for less than one year.
- c **Paid employees** refers to workers on the payroll of your establishment including part-time workers (working less than 30 hours in a normal week), and workers on commission basis paid directly by your establishment.
- d **Working directors** refers to directors actively engaged in the work of your establishment and paid by your establishment.
- e **Working proprietor / partners** refers to proprietor / partners actively engaged in the work of your establishment, whether receiving remuneration or not.
- f **Unpaid family workers** refers to relatives of proprietor / partners who do not receive fixed wages and salaries, but may receive certain allowances.

SECTION B : REMUNERATION, 2008

- a **Wages and salaries** refers to gross emoluments paid to employees, including commissions, bonuses and overtime pay before deduction of employees' contribution to Central Provident Fund (CPF) or any other deduction.
- b **Employer's contribution to CPF / pension fund** refers to contribution by employers to employees' CPF / pension fund. It excludes pensions and gratuities paid to retired employees which should be reported under **Section F**.
- c **Staff benefits** refers to medical benefits, cost of food, housing, travelling expenses to and from work and other benefits in kind provided to employed persons and valued at cost to your establishment. However, entertainment allowances, cost of uniforms, staff insurance premiums, retrenchment benefits, transport and hotel accommodation provided in connection with business travel should be reported under **Section F**.
- d **Remuneration due to working directors / proprietor / partners** refers to regular wages & salaries, contribution to CPF / pension fund and staff benefits paid to them. Any amount withdrawn by sole proprietor / partners other than remuneration should be **excluded**. For working directors, director's fees paid to them should also be included.
- e **Remuneration due to unpaid family workers** should be reported under **Staff Benefits**.
- f **Fees paid to non-working directors** refers to fees paid to directors for attending board meetings only.
- g **Expenses on share-based payment to employees (include shares & stock options)** refers to total expenses incurred from share-based payment transactions for employee performance shares or stock options, offered by your company to working directors and employees as part of their remuneration package.

SECTION C : STRUCTURE OF SELECTED NON-CURRENT ASSETS IN SINGAPORE, 2008 (Exclusive of GST)

For establishments submitting separate returns for head office and branches, the information on fixed assets can be consolidated in the head office's return if separate figures are not available.

- a **Net book value** refers to cost of fixed assets net of accumulated depreciation.
- b **Additions (include major repairs)** refers to the total cost of acquiring the assets, inclusive of import duty, registration fees, delivery and installation charges.
- c **Building and structure** includes storage tanks, water and sewerage systems, lifts and escalators, central cooling and ventilation equipment forming an integral part of the building and structure.
- d **Transport equipment** refers to vehicles, ships and aircraft used for business activity only.

- e **Telecommunications equipment** includes handphones, pagers and satellite dishes owned by the establishment and used for business activities only.
- f **Other machinery and equipment** refers to power generating plants, cold storage equipment, cranes, forklift equipment, durable containers, word processors, calculators, cash registers, typewriters etc.

SECTION D : GROSS INCOME / RECEIPTS, 2008 (Exclusive of GST)

- a State the amount received and receivable from the various business activities during 2008. The amount collected in respect of previous year's receivables should be **excluded**.
- b Business transactions with Singapore residents and firms as well as transactions with overseas clients are to be reported.

SECTION F : EXPENDITURE, 2008 (Exclusive of deductible GST)

- a State the amount paid and payable for the purchases of goods and services used in rendering services and for sale, and other expenditure incurred during 2008.
- b All purchases should be valued at delivered cost to your establishment irrespective of whether full payments have been made. They should include import and excise duties and should be net of rebates and discounts.
- c Purchases of fixed assets (e.g. machinery and equipment) and computer software which are **capitalised** should be reported under **Section C**.
- d Remuneration reported under **Section B** should be **excluded**.
- e **Purchase of computer software for own use (include development cost of customised software)** refers to the purchase of both pre-packaged software (software that can be purchased or licensed 'off-the-shelf' from commercial software vendors) and custom-designed software (software that are tailored to your organisation's specific needs whose development is out-sourced to third-party software developers).
- f **Expenditure on in-house development of software** refers to expenditure incurred in connection with the development of software carried out by your establishment's employees for in-house application for more than a year. It includes cost of materials and supplies, maintenance and repair of plant and equipment used for the software development, as well as all other development costs. It **excludes** expenditure on routine maintenance and application support, which should be reported under "**servicing and repairing of machinery & equipment**". In-house expenditure on software that is to be included into computers or equipment with the intention for sale should also be **excluded**.

SECTION G : BOOK VALUE OF STOCKS, 2008 (Exclusive of GST)

- a Report all stocks owned by your establishment e.g. merchandise, food and beverages, raw materials, parts and accessories for rendering services as well as work-in-progress undertaken by your establishment.
- b **In Singapore** refers to inventories held in Singapore.
- c **Outside Singapore** refers to inventories held outside Singapore.