



UEN / Ref No :

Date :

NAME OF ESTABLISHMENT:

ACT_CODE :

Registration Date :

SURVEY OF ESTABLISHMENTS (FORM M)

The main purpose of this survey is to obtain up-to-date basic information on establishments. The data will be used to update and maintain our Department's establishment directory.

This survey is conducted under Section 5 of the Statistics Act (Chapter 317). Your completed return will be kept in confidence in accordance with the Statistics Act. A copy of the Statistics Act is available in our website at <http://www.singstat.gov.sg/legislation/statact.html>.

Please return the completed questionnaire to our Department not later than _____ in the pre-addressed envelope or send through telefax at **6835 8984 / 6835 8991**.

For information or assistance, please contact any of the following officers-in-charge at Business Statistics Division:

Officers : Mdm Ang Kim Huey
Miss Ngoh Bee Hua

Tel : 6835 8947
6835 8950

E-mail : Gerard_LAU@singstat.gov.sg

Wong Wee Kim
Chief Statistician
Singapore

Please fill in the form with BLOCK letters.

SECTION A: ESTABLISHMENT PARTICULARS

1 Name of Establishment

2 Current Status of Establishment (Please tick '√' in the appropriate box.)

Establishment is currently in operation.

Please state the date of commencement:

(YYYYMM)

Establishment was in operation and is currently inactive.

Please state the period when the establishment was active and proceed to **Section D**.

From:
(YYYYMM)

To:
(YYYYMM)

3 Business Address

Location where your business is being carried out

Building/House No: Building Name:

Street Name:

Level: Unit No: Postal Code:

SECTION B: BUSINESS PARTICULARS

1 Current Employment

Total number of persons engaged ,

(ie. Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)

2 Annual Output or Operating Receipts for last accounting year

\$
, , ,

Please specify accounting period

From:
(YYYYMM)

To:
(YYYYMM)

3 Business Activity

Please tick the major business activity which your firm is engaged in.

(a) Labour contracting services

It includes firms which:

- supply workers to clients' businesses for limited periods of time to supplement the workforce of the clients

Individuals provided to clients are employees of your firm

What type of workers does your firm supply to your clients?

(i) IT staff

(ii) Non-IT staff

(b) Maid agencies

(c) Employment agencies (excluding maid agencies)

It includes firms which:

- list employment vacancies and refer/place applicants for employment

Individuals referred/placed are not employees of your firm

(d) Executive search services

It includes firms which:

- provide executive search, recruitment and placement services for clients with specific executive and senior management position requirements

Individuals identified, recruited or placed are not employees of your firm

Range of services may include:

- develop a search strategy and position specification based on the culture and needs of the client
- research, identify, screen and interview candidates
- verify candidate qualifications
- assist in final offer negotiations and assimilation of the selected candidate

(e) Other activities

Please provide the detailed description of your firm's business activities:
