

**INTERNATIONAL TRADE IN SERVICES SURVEY, 2008**  
**(SHIPPING AGENCIES / BRANCHES OF**  
**FOREIGN SHIPPING LINES AND AIRLINES)**  
**EXPLANATORY NOTES**

<b>GENERAL INSTRUCTIONS</b>
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**Transactions to be reported in this form**

1. In this form, you are required to report all transactions with non-residents unless otherwise stated. **Non-residents** are defined as:
  - (a) Persons whose main centre of interest is not in Singapore or whose residence in Singapore does not exceed one year;
  - (b) Companies and other bodies whose permanent or registered address is outside Singapore, including overseas branches or subsidiaries of Singapore-registered companies or institutions. Branches or subsidiaries of foreign companies located within Singapore are considered as residents.
2. Report transactions with non-resident related companies, even if they are made through the intra-corporate accounting system.

**Transactions not to be reported in this form**

3. In general, you need not report any transactions with **residents**. For example, payments to Singapore Telecoms for international calls need not be reported in this form. However, there are some exceptions. **Please refer to specific notes for these items.**
4. Do **not** report any goods imported into and exported from Singapore which have already been reported to Singapore Customs.
5. Do **not** report any remitted profits, interest, dividends, capital gains, loans, deposits, investments or any other capital flows.
6. Do **not** report any transactions with the following entities in Singapore, including their transactions on behalf of their non-resident principals:
  - (a) business representative offices of foreign companies;
  - (b) branches and offices of foreign airlines and shipping lines;
  - (c) shipping agencies acting on behalf of foreign shipping lines.

## Residency of Transacting Parties

7. For services transactions, you should identify transactions based on residency of the party whom you render services to or receive services from, and not based on the party whom you receive reimbursements from or make payments to. For example, if your company provided legal services to a firm located in country A but was paid through a local business associate of that firm, you should report the legal services as receipts from country A.
8. Transactions with non-residents through your overseas agents should be treated as your own transactions with non-residents. Services rendered by your overseas agents to you should be reported as import of services.

## Accrual Basis

9. Report amount earned and expenses incurred during the period whether or not the amount had been received or paid.

## Gross Reporting

10. Transactions are to be reported on a gross basis. Expenses incurred in the course of rendering the service, e.g. commissions, other services, etc., are to be included. Report them separately, if applicable.

## Currency

11. Report payments and receipts in ***thousand of Singapore dollars***. Convert payments and receipts denominated in foreign currency to Singapore dollars at the exchange rate prevailing at the time of transaction.

## How to Complete the Form

12. The following example depicts how transactions carried out on behalf of your foreign principals are to be captured in Section C:

### Example

- Suppose your company collected freight charges on behalf of foreign principal A costing \$500,000 and air ticket fares for foreign principal B costing \$900,000 in Singapore. In addition, your company received S\$200,000 and S\$350,000 commission fees from foreign principal A and foreign principal B respectively and paid crew allowances costing \$400,000 on behalf of your foreign principal C.

(a) In **Section C (Part I)**, please state the names of your foreign principals and their respective country of operation of their head office.

<b>Name of Foreign Principal</b>	<b>Country of Operation of Head Office</b>
Foreign Principal A	China
Foreign Principal B	China
Foreign Principal C	Australia

(b) In **Section C (Part II)**, please report total revenue for each type of transaction by *country*. Proceed to fill in the country code(s) of your foreign principal's country of operation of head office with reference to the country/territory code list provided on pages 13-16 and the respective transaction values.

**Revenue(s) of Foreign Principal Collected in Singapore in 2008**

<b>Item Code</b>	<b>Description of Item</b>	<b>Please use country code in explanatory notes</b>		
		<b>Country Code</b>	<b>Country Code</b>	<b>Country Code</b>
		<b>CN</b>	<b>AU</b>	
<b>S\$'000 (Please report in Thousands of Singapore dollar)</b>				
748	Freight Charges	500	400	
759	Passenger Fares (include air tickets, charges for excess baggage & other personal effects)	900	800	
<b>Please provide value of total revenue by the country codes specified above.</b>				
<b>Total Revenue</b>		1,400	1,200	

(c) In **Section C (Part III)**, please report total expenses for each type of transaction *by country*. Proceed to fill in the country code(s) of your foreign principal's country of operation of head office with reference to the country/territory code list provided on pages 13-16 and the respective transaction values.

### Expenses of Foreign Principal in Singapore in 2008

Item Code	Description of Item	Please use country code in explanatory notes		
		Country Code	Country Code	Country Code
		CN	AU	
<b>S\$'000 (Please report in Thousands of Singapore dollar)</b>				
<b><i>Payments to your company</i></b>				
633	Agency and Commission Fees, Ship Management Fees	200 + 350 = 550	200	
<b><i>Payments to other entities in Singapore through your company</i></b>				
1. Wages and other crew expenses				
008	Wages and allowances paid to Singaporean crew		400	
<b>Please provide value of total expenses by the country codes specified above.</b>				
<b>Total Expenditure</b>		550	600	

13. The following example depicts how non-resident transactions are to be captured in Section D:

#### Example

- Suppose your company engaged the service of a software developer in country A costing S\$100,000.

(a) In **Section D**, please tick the appropriate items.

**TRANSACTIONS WITH NON-RESIDENT CHECKLIST**

Item Description	Code	Revenue/ Receipts	Expenses/ Payments
Computer Services	150	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) Transfer the codes ticked to **Sections E and F** according to type of transaction (REVENUE/RECEIPTS or EXPENSES/PAYMENTS). Proceed to fill in the transaction values by country of trading partner. For countries besides those printed in the survey form, please fill in the country codes and names with reference to the country/territory code list provided on pages 13 to 16.

**EXPENSES / PAYMENTS – DURING 2008**

Country Code	Trading Partners	Please use item and country codes in Explanatory Notes		
		Item Code	Item Code	Item Code
		150		
<b>S\$'000 (Please report in Thousands of Singapore dollar)</b>				
AA	Country A	100		
<b>Total value of all Trading Partners</b>		100		

## **SERVICES DEFINITIONS FOR SECTION C (PART II)**

### **REVENUE AND EXPENDITURE OF FOREIGN PRINCIPALS IN SINGAPORE**

#### **Revenue of Foreign Principal collected in Singapore**

**759 Passenger Fares (include air tickets, charges for excess baggage & other personal effects)**

This covers fares that are part of package tours and also includes onboard expenditure of passengers, i.e. expenditures for food, drink, or other items that passengers make while on board carriers.

**766 Charges on carriage of mail; Courier Service**

This refers to charges for carriage of mail and parcels; pick-up, transport and delivery of letters, newspapers, periodicals, other printed matters, parcels and packages by national postal administrations and private courier service operators.

#### **Expenses of Foreign Principal paid in Singapore**

##### **Payments to your company**

**633 Agency and Commission Fees, Ship Management Fees**

This refers to agency fees and commissions for arrangement of passenger, freight transportation and charter of carriers, and ship management fees paid to your company by the foreign principal.

**901 Value of other payments, if any**

This refers to all other expenses of your foreign principals that were paid to your company other than item code 633. Please describe the service payment/s.

##### **Payments to other entities in Singapore through your company**

###### **1. Wages and other crew expenses**

**008 Wages and allowances paid to Singaporean Crew**

This includes wages and allowances paid to Singaporean flight/sea crews.

###### **2. Airport, Port and Logistic Services**

**606 Harbour and Airport Charges**

This covers payments for wharfage, dockage, berthing, pilotage and navigation fees; payments for tug and towing services, salvage, port/harbour craft dues and payments for landing, parking and aerobridge fees.

## **Expenses of Foreign Principal in Singapore (continued)**

### **611 Repairs of ships, aircraft and other transportation equipment**

This refers to repairs of ships, aircrafts and other transportation equipment. **Do not report** computer repairs and maintenance (report in code 902).

### **617 Cargo Handling Charges and Other Port Services**

This covers container/air freight handling; lighterage and stevedoring; cargo, container and marine surveying fees and maintenance and cleaning of transportation equipment.

### **621 Warehousing and Logistic Services**

This refers to warehousing and storage charges; repacking and grading, delivery and distribution services within ports' boundaries and logistic services such as repacking, sorting, grading, assembling of goods, stock management, custom clearance, shipping documentation and logistics consultancy.

### **631 Agency and Commission Fees paid to other entities in Singapore**

This refers to agency and commission fees paid by the foreign principal to Singapore entities other than your company.

## **3. Charter, Rental and Operational Leasing**

### **051 Charter of Ships and other watercraft with crew – Voyage/Space/Slot/Time Charters**

This refers to the charter of ships and other watercraft that come together with the sea crew by nature of the payment contract/agreement. **Do not report** financial leases and payments for vessels leased without crew (report in code 066).

### **061 Charter of Aircraft with crew**

This refers to the charter of aircraft that come together with the flight crew by nature of the payment contract/agreement. **Do not report** financial leases and payments for aircraft leased without crew (report in code 066).

### **063 Charter of Land and Rail vehicles with operator**

This refers to the charter of land and rail vehicles that come together with the land/rail vehicle operators by nature of the payment contract/agreement. **Do not report** financial leases and payments for vehicles leased without crew (report in code 066).

## **Expenses of Foreign Principal in Singapore (continued)**

### **066 Charter, Rental and Operational Leasing without crew/operator**

This refers to fees received from or paid to non-residents for chartering, renting or operational leasing of equipment, machinery, ships, aircrafts, vehicles; and transportation equipment such as containers and rigs without crew. **Do not report** rental of property; financial leasing - lease with an intent to eventually take possession of the good; international leased circuits (report in code 106).

## **4. Other Expenses of Foreign Principal in Singapore**

### **011 Advertising, Public Relations and Design Services**

This refers to services transactions with non-residents in the design, creation, production and marketing of advertisement in various media such as magazines, newspapers, television, radio, billboards, yellow pages, trade journals and so on. Include the purchase and sales of advertisement time and space; fees for the right to use an advertisement made by a third party; and public relation services. **Do not report** exports and imports of goods and materials.

### **106 Telecommunication Services**

This refers to services transactions with non-residents for the transmission of sound, images, or other information by telephone, telex, telegram, cable, broadcasting, satellite, electronic mail, facsimile services, etc. Include business network services, teleconferencing, related technical support services, international leased circuits and frame relay; cellular phone services, internet backbone services & on-line access services, including internet access provision. **Do not report** charges by foreign telecommunication companies for overseas calls or connections.

### **111 Office Rental and Utilities**

This refers to rental payments for office building and office premises as well as the public utility bills for the building and office premises.

### **356 Bank Charges and Other Financial Services**

This refers to charges and fees associated with fund transfers, loans, letters of credit, bankers' acceptance, remittances, guarantees, cheque clearing, financial leasing, foreign exchange transactions and credit card commission.

### **411 Payments to Singapore Government and other statutory bodies for services charges, fees, etc.**

This refers to payments made to Singapore government and other Singapore statutory bodies for visa charges and government administrative charges.

**453 General Insurance excluding insurance on cargo**

This covers insurance such as medical, life, motor, theft, fire, business, and other general insurance except cargo. For payments, report gross premium paid to non-resident insurers. For receipts, provide gross claims from non-resident insurers.

**551 Legal Services**

This refers to resident companies seeking services from non-resident law firms and resident law firms providing legal services to non-resident clients. Services between resident law firm and non-resident law firm in the form of advisory and/or consultation are also to be included here.

**556 Accounting, Auditing, Bookkeeping and Tax Consultancy**

This refers to fees received from/paid to non-residents for the provision of accounting, bookkeeping, related auditing services; business tax planning and consultancy; and preparation of tax documents. **Do not report** administrative and management services (report in Others: Please specify).

**561 Engineering and Technical Services**

This refers to services transactions with non-residents for the provision of after sales service of machines; calibration & certification; product testing; engineering/technical inspection; engineering/technical consultancy; colour separation; marine surveying; general repairs and any other engineering and technical services. **Do not report** cargo surveying (report in code 617); computer repairs and maintenance (report in Others: Please specify); export and imports of goods.

**902 Value of other payments, if any**

This refers to all other expenses of your foreign principals that were paid to entities in Singapore through your company other than those already stated above. Please describe the service payment/s.



## SERVICES DEFINITIONS FOR SECTION D

### Business Services

#### **015. Administrative and Management Services**

This refers to services transactions with non-residents in management or business consultancy, organisational review, systems review, project evaluations, provision of business advisory services, operational assistance to business (or new business) and short-term attachment of management staff. **Do not report** consultancy for other services such as banking and financial, computer services etc. Include these under the specific service.

#### **025. Trade Fairs, Exhibitions and Conferencing Services**

For receipts, this refers to fees received from non-residents who participate in local or overseas exhibitions (trade fairs, conferences) organised by local companies. For payments, this refers to expenses by local companies participating in exhibitions overseas. Include payments for rental of exhibition space, consultancy, designer fees, contractor expenses and all other technical expenses. Also included are entry fees and administration fees charged by exhibition promoters and conference organisers. **Do not report** exports and imports of goods and materials.

#### **052. Charter, Rental and Operational Leasing without crew/ operator**

This refers to fees received from or paid to non-residents for chartering, renting or operational leasing of equipment, machinery, ships, aircrafts, vehicles; and transportation equipment such as containers and rigs without crew. **Do not report** rental of property; financial leasing - lease with an intent to eventually take possession of the good; international leased circuits (report in code 105); mailbox rental (report in code 100); and safe deposit box service (report in code 355).

### Communication Services

#### **100. Postal and Courier Services**

This refers to services transactions with non-residents associated with the pick-up, transport and delivery of letters, newspapers, periodicals, other printed matters, parcels and packages by national postal administrations and private courier service operators. Also include postage, post office counter and mailbox rental services. **Do not report** transactions with local service providers, e.g. Singapore Post.

#### **105. Telecommunications Services**

This refers to services transactions with non-residents for the transmission of sound, images, or other information by telephone, telex, telegram, cable, broadcasting, satellite, electronic mail, facsimile services, etc. Include business

network services, teleconferencing, related technical support services, international leased circuits and frame relay; cellular phone services, internet backbone services & on-line access services, including internet access provision. **Do not report** charges by local telecommunication companies for overseas calls or connections.

## **Computer and Information Services**

### **150. Computer Services**

This refers to services transactions with non-residents in IT development, storage of databases; on-line time series; data processing - including tabulation, processing services; management of facilities; hardware and software consultancy; software implementation - including design, development, and programming of customized systems; maintenance and repair of computers and peripheral equipment; development of computer systems and network; system analysis; hardware/software technical support. **Do not report** exports and imports of packaged (non-customised) computer hardware/software; royalties on computer software and multimedia (report in code 655); rental and operational leasing of hardware (report in code 052).

## **Financial Services**

### **355. Bank Services**

This refers to services transactions with non-residents on charges and fees associated with fund transfers, loans, letters of credit, bankers' acceptance, cheque clearing, factoring, financial leasing, foreign exchange transactions, remittances, credit card commissions, guarantee fees, etc. **Do not report** any transactions with resident or foreign banks located in Singapore; capital gains/losses, remitted profits, interest, loans, deposits, dividends; and, any other investment or capital flows.

## **Professional Services**

### **430. Membership and Subscription Fees**

For payments, this refers to fees paid to foreign country clubs and international organisations as an individual member or an affiliation to it. For receipts, this refers to fees received from non-resident individuals or corporations to be a member or an affiliation to your establishment.

### **560. Engineering and Technical Services**

This refers to services transactions with non-residents for the provision of after sales service of machines; calibration & certification; product testing; engineering/technical inspection; engineering/technical consultancy; colour separation; marine surveying; general repairs and any other engineering and technical services. **Do not report** cargo surveying (report in code 620); computer

repairs and maintenance (report in code 150); export and imports of goods; construction services.

## **Royalties**

### **655 – 680. Royalties**

Royalties are also known as intellectual property rights - a non-tangible asset. Transactions in royalties can be divided into two types. In the first type, the user usually pays a one-time fee upfront for the right to use the intellectual property, and/or a regular payment for continuous use of the intellectual property. This usually applies to patents, industrial know-how, industrial design, manufacturing rights and prototypes for the manufacturing sector; trademark and franchising for the right to sell a particular brand in the commerce sector. In the second type, the royalty is charged on a piece by piece basis. This applies mainly to books, computer software, music and video recordings for sale. For every piece of the item sold, a royalty will be paid to the intellectual property right owner.

***Do not report*** royalty charges that are included in merchandise trade statistics; distribution rights for audiovisual and related services (report in code 250).

## **Trade and Transport Related Services**

### **620. Cargo Handling, Warehousing and Logistic Services**

This refers to harbour and airport services fees received from or paid to non-residents in cargo and container handling, lighterage, stevedoring and cargo surveying. Logistics services include freight forwarding, repacking, sorting, grading, assembling of goods, stock management, custom clearance, shipping documentation and logistic consultancy. Also included are storage charges, warehousing and other distribution services.

### **630. Agency Fees and Commission (exclude fees received from foreign principals)**

This refers to agency fees and commissions received from/paid to non-residents for arrangement of passenger, freight transportation and charter of carriers.

## **Other Transactions not indicated above**

### **990, 991...**

In this section you are to report transactions with non-residents that are not found in any of the above items. Specify the type of transaction and if spaces provided are insufficient, please attach separate sheets. Each service to be coded beginning with 990, 991 and so on.



## Country / Territory Code List

Country / Territory	Code	Country / Territory	Code
Afghanistan	AF	Cayman Islands	KY
Aland Islands	AX	Central African Republic	CF
Albania	AL	Chad	TD
Algeria	DZ	Chile	CL
American Samoa	AS	China	CN
Andorra	AD	Christmas Island	CX
Angola	AO	Cocos (Keeling) Islands	CC
Anguilla	AI	Colombia	CO
Antarctica	AQ	Comoros	KM
Antigua And Barbuda	AG	Congo	CG
Argentina	AR	Congo, The Democratic Republic	CD
Armenia	AM	Of The	
Aruba	AW	Cook Islands	CK
Australia	AU	Costa Rica	CR
Austria	AT	Cote d'Ivoire	CI
Azerbaijan	AZ	Croatia	HR
Bahamas	BS	Cuba	CU
Bahrain	BH	Cyprus	CY
Bangladesh	BD	Czech Republic	CZ
Barbados	BB	Denmark	DK
Belarus	BY	Djibouti	DJ
Belgium	BE	Dominica	DM
Belize	BZ	Dominican Republic	DO
Benin	BJ	Ecuador	EC
Bermuda	BM	Egypt	EG
Bhutan	BT	El Salvador	SV
Bolivia	BO	Equatorial Guinea	GQ
Bosnia And Herzegovina	BA	Eritrea	ER
Botswana	BW	Estonia	EE
Bouvet Island	BV	Ethiopia	ET
Brazil	BR	Falkland Islands (Malvinas)	FK
British Indian Ocean Territory	IO	Faroe Islands	FO
Brunei Darussalam	BN	Fiji	FJ
Bulgaria	BG	Finland	FI
Burkina Faso	BF	France	FR
Burundi	BI	French Guiana	GF
Cambodia	KH	French Polynesia	PF
Cameroon	CM	French Southern Territories	TF
Canada	CA	Gabon	GA
Cape Verde	CV	Gambia	GM

## Country / Territory Code List

Country / Territory	Code	Country / Territory	Code
Georgia	GE	Kyrgyzstan	KG
Germany	DE	Lao People's Democratic Republic	LA
Ghana	GH	Latvia	LV
Gibraltar	GI	Lebanon	LB
Greece	GR	Lesotho	LS
Greenland	GL	Liberia	LR
Grenada	GD	Libyan Arab Jamahiriya	LY
Guadeloupe	GP	Liechtenstein	LI
Guam	GU	Lithuania	LT
Guatemala	GT	Luxembourg	LU
Guernsey	GG	Macao	MO
Guinea	GN	Macedonia, The Former Yugoslav Republic Of	MK
Guinea-Bissau	GW	Madagascar	MG
Guyana	GY	Malawi	MW
Haiti	HT		
Heard Island And Mcdonald Islands	HM	Malaysia	MY
Holy See (Vatican City State)	VA	Maldives	MV
Honduras	HN	Mali	ML
Hong Kong	HK	Malta	MT
Hungary	HU	Marshall Islands	MH
Iceland	IS	Martinique	MQ
India	IN	Mauritania	MR
Indonesia	ID	Mauritius	MU
Iran, Islamic Republic Of	IR	Mayotte	YT
Iraq	IQ	Mexico	MX
Ireland	IE	Micronesia, Federated States Of	FM
Isle Of Man	IM	Moldova, Republic Of	MD
Israel	IL	Monaco	MC
Italy	IT	Mongolia	MN
Jamaica	JM	Montenegro	ME
Japan	JP	Montserrat	MS
Jersey	JE	Morocco	MA
Jordan	JO	Mozambique	MZ
Kazakhstan	KZ	Myanmar	MM
Kenya	KE	Namibia	NA
Kiribati	KI	Nauru	NR
Korea, Democratic People's Republic Of	KP	Nepal	NP
Korea, Republic Of	KR	Netherlands	NL
Kuwait	KW	Netherlands Antilles	AN
		New Caledonia	NC

## Country / Territory Code List

Country / Territory	Code	Country / Territory	Code
New Zealand	NZ	Sierra Leone	SL
Nicaragua	NI	Singapore	SG
Niger	NE	Slovakia	SK
Nigeria	NG	Slovenia	SI
Niue	NU	Solomon Islands	SB
Norfolk Island	NF	Somalia	SO
Northern Mariana Islands	MP	South Africa	ZA
Norway	NO	South Georgia & The South Sandwich Is.	GS
Oman	OM	Spain	ES
Pakistan	PK		
Palau	PW	Sri Lanka	LK
Palestinian Territory, Occupied	PS	Sudan	SD
Panama	PA	Suriname	SR
Papua New Guinea	PG	Svalbard And Jan Mayen	SJ
Paraguay	PY	Swaziland	SZ
Peru	PE	Sweden	SE
Philippines	PH	Switzerland	CH
Pitcairn	PN	Syrian Arab Republic	SY
Poland	PL	Taiwan	TW
Portugal	PT	Tajikistan	TJ
Puerto Rico	PR	Tanzania, United Republic Of	TZ
Qatar	QA	Thailand	TH
Reunion	RE	Timor-Leste	TL
Romania	RO	Togo	TG
Russian Federation	RU	Tokelau	TK
Rwanda	RW	Tonga	TO
Saint Barthélemy	BL	Trinidad And Tobago	TT
Saint Helena	SH	Tunisia	TN
Saint Kitts And Nevis	KN	Turkey	TR
Saint Lucia	LC	Turkmenistan	TM
Saint Martin	MF	Turks And Caicos Islands	TC
Saint Pierre And Miquelon	PM	Tuvalu	TV
Saint Vincent And The Grenadines	VC	Uganda	UG
Samoa	WS	Ukraine	UA
San Marino	SM	United Arab Emirates	AE
Sao Tome And Principe	ST	United Kingdom	GB
Saudi Arabia	SA	United States	US
Senegal	SN	United States Minor Outlying Is.	UM
Serbia	RS	Uruguay	UY
Seychelles	SC	Uzbekistan	UZ

## Country / Territory Code List

<b>Country / Territory</b>	<b>Code</b>	<b>Country / Territory</b>	<b>Code</b>
Vanuatu	VU	Wallis And Futuna	WF
Venezuela	VE	Western Sahara	EH
Vietnam	VN	Yemen	YE
Virgin Islands, British	VG	Zambia	ZM
Virgin Islands, U.S.	VI	Zimbabwe	ZW