

**INTERNATIONAL TRADE IN SERVICES SURVEY, 2010
(FINANCIAL AND INSURANCE SERVICES)
EXPLANATORY NOTES**

GENERAL INSTRUCTIONS

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

How to Complete the Form

12. The following example depicts how non-resident transactions are to be captured:

Example

- Suppose a firm in country A provided your company legal services for S\$50,000. In addition, your company provided investment banking services amounting to S\$100,000 and S\$80,000 to your clients in country B and country C respectively.

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

TRANSACTIONS WITH NON-RESIDENT CHECKLIST

Item Description	Code	Revenue/ Receipts	Expenses/ Payments
Investment Banking Services	351	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal Services	550	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) Transfer the codes ticked to **Sections D and E** 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 12 to 15.

REVENUE / RECEIPTS - DURING 2010

Country Code	Trading Partners	Please use item and country codes in Explanatory Notes		
		Item Code	Item Code	Item Code
		351		

S\$'000 (Please report in Thousand Singapore dollar)

BB	Country B	100		
CC	Country C	80		
Total value of all Trading Partners		180		

EXPENSES / PAYMENTS – DURING 2010

Country Code	Trading Partners	Please use item and country codes in Explanatory Notes		
		Item Code	Item Code	Item Code
		550		

S\$'000 (Please report in Thousand Singapore dollar)

AA	Country A	50		
Total value of all Trading Partners		50		

SERVICES DEFINITIONS

Business Services

010. 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.

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.

020. Recruitment and Placement Services

This refers to commission earned from or paid to foreign employment agencies or head hunters for hiring of professionals (employment pass holders) and for labour recruitment (work permit holders). **Do not report** wages of workers.

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.

035. Training Services

This refers to training for non-educational purpose (full/part time). It is occupational-related and includes seminars, workshops and other short-term training courses, such as computer or management courses for employees. Receipts include training of non-residents in Singapore and fees received by resident instructors giving training overseas. Payments include fees for temporary engagement of non-resident trainers, lecturers, or speakers to give speeches, lectures or to conduct any form of training curriculum. Training fees will also include reimbursement of the trainer's transport cost and lodging expenses in Singapore.

040. Market Research Services

This refers to services transactions with non-residents for market research services. Include polling on various issues; the sale and purchase of market research or polling results from/to non-residents and conducting of market feasibility studies. **Do not report** promotions that are part of Trade Fairs, Exhibitions and Conferencing Services (report in code 025).

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) and transport of mail by air transport enterprises (report under Other Transactions).

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 resident 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).

155. General Information Services

This refers to subscription or fees received from/paid to non-residents for on-line news, financial information, business and economic databases services, and other similar databases such as medical, legal, technical, demographic and bibliographic. Include general news services such as provision of news articles, news programs, photographs and other news materials in all forms of media and direct non-bulk subscriptions to newspapers and periodicals. Do not report transactions for downloaded software (report in code 150) or audio and video.

160. Direct Subscription of Newspapers and Periodicals

This item refers to direct, non-bulk subscription to newspapers, magazines and periodicals from overseas publishers or distributors. The materials are intended for own consumption by the subscriber rather than for subsequent resale. For resident publishing companies, report total receipts from non-resident subscribers. The gross value of goods should be reported. **Do not report** exports and imports of publishing materials and books.

165. Editing, Translation, Interpretation and Photographic Services

This refers to editing, translation and photographic services in the printing and publishing of books, magazines, journals and any reading materials by/to a non-resident company. Interpretation services refer to the engaging of non-resident interpreters to perform oral translations and visa versa. **Do not report** exports and imports of books and materials as well as printing and publishing services.

Financial Services

351. Investment Banking Services

This refers to services with non-resident such as advising, arranging and underwriting of issuance, listing or placements of securities. Include advising and arranging of corporate restructuring, mergers and acquisitions, project finance, debt issuance, equity issuance, private placements, privatisation, re-capitalisation, and asset securitisation; underwriting and placement of debt and equity issuance; venture capital financing; and loan syndication. **Do not report** capital gains/losses, remitted profits, interest, deposits, dividends; and value of fund transfer or loan issued; non-financial advisory services (see code 015).

352. Financial Management Services

This refers to services with non-resident such as investment management and advice for individuals and institutions. Includes discretionary management of funds, management of collective investment schemes, advisory services provided

for funds not under discretionary management, wealth management for high net worth individuals (excluding deposit-taking and trust services), management of distressed debt, private equity and venture capital management, investment research, provision of financial information, and financial planning. **Do not report** capital gains/losses, remitted profits, interest, deposits, dividends; and value of fund transfer or loan issued; consultancy for other services such as banking, computer services, etc. Include these under the specific service.

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.

360. Commission, Brokerage and Underwriting Fees on Financial Instrument such as Shares, Securities, Finance Derivatives

This refers to services transactions with non-residents such as share registration expenses, stock exchange listing fees, arbitrage service income, payment to foreign stock exchange; commissions, brokerage and underwriting fees on financial instruments such as shares, securities, financial derivatives, etc. **Do not report** capital gains/losses, remitted profits, interest, loans, deposits, dividends; any other investment or capital flows; and, credit card commissions (report in code 355).

Insurance Services

(Note: Not applicable for insurance companies, resident brokers/agents)

470. 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. **Do not report** insurance on cargo; insurance on exported and imported goods.

Insurance Services

(Note: Brokers/agents are only required to report transactions with non-residents for items 472 – 475)

450. Life Insurance

This refers to resident insurers transactions with non-residents. For receipts, report gross premium receivable from non-residents. For payments, report gross claims payable to non-residents. **Do not report** reinsurance transaction (see code 465 and 466); agency fees and commissions, brokerage fees (see code 475).

455. General Insurance excluding Insurance on Cargo

This refers to resident insurers transactions with non-residents. For receipts, report gross premium receivable from non-residents. For payments, report gross claims payable to non-residents. **Do not report** reinsurance transaction (see code 465 and 466); agency fees and commissions, brokerage fees (see code 475)

456. Insurance on Outward Cargo

(Note: Please report transactions with both residents and non-residents. For transactions with residents, report under “Singapore” in Section D)

This refers to resident insurers transactions with both residents and non-residents and covers insurance on goods that are in the process of being exported. For receipts, report gross premium receivable. And for payments, report gross claims payable. **Do not report** reinsurance transaction (see code 465 and 466); agency fees and commissions, brokerage fees (see code 475).

460. Insurance on Transshipment and Other Types of Cargo

(Note: Please report transactions with both residents and non-residents. For transactions with residents, report under “Singapore” in Section D)

This refers to resident insurers transactions with both residents and non-residents and covers insurance on goods that are on transshipment or any other types of cargo, such as those traded on a merchanting basis. For receipts, report gross premium receivable. And for payments, report gross claims payable. **Do not report** reinsurance transaction (see code 465 and 466).

465. Inward Reinsurance

This covers reinsurance for life and general (including cargo insurance, treaty insurance). For receipts, report reinsurance placed by non-resident insurers with your company. For payments, report gross claims payable to non-resident insurers for such reinsurance.

466. Outward Reinsurance

This covers reinsurance for life and general (including cargo insurance, treaty insurance). For receipts, report gross claims received from non-residents for such reinsurance. For payments, report reinsurance placed by your company to non-resident re-insurers.

472. General Insurance excluding Insurance on cargo (for Resident Brokers/Agents only)

For receipts, report gross claims receivable from non-resident insurers on behalf of resident policyholders. For payments, report gross premium payable to non-resident insurers on behalf of resident policyholders. **Do not report** agency fees and commissions, brokerage fees (see code 475).

474. Insurance on Cargo
(for Resident Brokers/Agents only)

For receipts, report gross claims receivable from non-resident insurers on behalf of resident policyholders. For payments, report gross premium payable to non-resident insurers on behalf of resident policyholders. **Do not report** agency fees and commissions, brokerage fees (see code 475).

475. Other Insurance-Related Charges

This refers to agency fees and commissions; insurance/reinsurance brokerage fees, charges for risk survey. **Do not report** premium received and claims paid.

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.

550. 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.

555. Accounting, Auditing, Bookkeeping and Tax Consultancy Services

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. It is not to be confused with administrative and management services. **Do not report** administrative and management services (report in code 015).

Royalties

655. License for use of Computer Software and Multimedia

This refers to the one-time fee paid upfront for the right to use, and/or a regular payment for use of the intellectual property embodied in computer software and multimedia, i.e. license paid as an end user, without further reproduction or distribution.

656. License to Reproduce or Distribute Computer Software and Multimedia

This refers to the fees paid for the authorized reproduction and/or distribution (through licensing agreements) of computer software and multimedia originals.

660. Trademark and Franchising Fees

This refers to one-time fee paid upfront for the right to use, and/or a regular payment for continuous use of the intellectual property related to trademark as well as franchising fees paid for the right to provide goods and services of a particular brand.

665. Publication Copyrights

This refers to fees paid mainly on a piece by piece basis for the rights to reproduce and/or distribute books or other original works of authors (e.g. translation rights), painters and sculptors etc. Do not report licenses related to computer software and audiovisual works.

680. Other Royalties not classified above

This refers to all other royalty payments that are not included in the list above. Specify the type of royalty payments and if spaces provided are insufficient, please attach separate sheets.

691 - 694. Purchase and Sales of Patents, Copyright, Trademark, etc.

The payment of royalties must also be distinguished from the purchase/sale of intellectual property such as patents, copyrights and trademarks. While royalties normally involves continuous payments and the resulting use of intellectual property rights for a limited period of time, the purchase of intellectual property means the company has total ownership of the proprietary rights and can freely transfer it to a third party. One way to distinguish usage and purchase is that for usage the transaction is entered into the income and expenditure account while for purchase the company will carry it as an intangible asset in the balance sheet.

Reimbursement of Operating Expenditure

005. Reimbursement of Operating Expenditure

For receipts, report reimbursement received from your overseas Head Office and other related entities to cover your general operating expenses including wages and other expenses relating to the establishment's operations. For payments, report reimbursement to your overseas branches, business representative offices and other related entities for similar purpose. **Do not report** specific services rendered to or received from overseas Head Offices/related entities (report under other relevant codes listed in the form), e.g. administrative & management services, this should be reported under code 015. **Do not report** the sales and purchases of goods with related entities; amount received/paid on behalf of another related entity.

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 Of The	CD
Armenia	AM	Cook Islands	CK
Aruba	AW	Costa Rica	CR
Australia	AU	Cote d'Ivoire	CI
Austria	AT	Croatia	HR
Azerbaijan	AZ	Cuba	CU
Bahamas	BS	Cyprus	CY
Bahrain	BH	Czech Republic	CZ
Bangladesh	BD	Denmark	DK
Barbados	BB	Djibouti	DJ
Belarus	BY	Dominica	DM
Belgium	BE	Dominican Republic	DO
Belize	BZ	Ecuador	EC
Benin	BJ	Egypt	EG
Bermuda	BM	El Salvador	SV
Bhutan	BT	Equatorial Guinea	GQ
Bolivia	BO	Eritrea	ER
Bosnia And Herzegovina	BA	Estonia	EE
Botswana	BW	Ethiopia	ET
Bouvet Island	BV	Falkland Islands (Malvinas)	FK
Brazil	BR	Faroe Islands	FO
British Indian Ocean Territory	IO	Fiji	FJ
Brunei Darussalam	BN	Finland	FI
Bulgaria	BG	France	FR
Burkina Faso	BF	French Guiana	GF
Burundi	BI	French Polynesia	PF
Cambodia	KH	French Southern Territories	TF
Cameroon	CM	Gabon	GA
Canada	CA	Gambia	GM
Cape Verde	CV		

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	Sri Lanka	LK
Palau	PW	Sudan	SD
Palestinian Territory, Occupied	PS	Suriname	SR
Panama	PA	Svalbard And Jan Mayen	SJ
Papua New Guinea	PG	Swaziland	SZ
Paraguay	PY	Sweden	SE
Peru	PE	Switzerland	CH
Philippines	PH	Syrian Arab Republic	SY
Pitcairn	PN	Taiwan	TW
Poland	PL	Tajikistan	TJ
Portugal	PT	Tanzania, United Republic Of	TZ
Puerto Rico	PR	Thailand	TH
Qatar	QA	Timor-Leste	TL
Reunion	RE	Togo	TG
Romania	RO	Tokelau	TK
Russian Federation	RU	Tonga	TO
Rwanda	RW	Trinidad And Tobago	TT
Saint Barthélemy	BL	Tunisia	TN
Saint Helena	SH	Turkey	TR
Saint Kitts And Nevis	KN	Turkmenistan	TM
Saint Lucia	LC	Turks And Caicos Islands	TC
Saint Martin	MF	Tuvalu	TV
Saint Pierre And Miquelon	PM	Uganda	UG
Saint Vincent And The Grenadines	VC	Ukraine	UA
Samoa	WS	United Arab Emirates	AE
San Marino	SM	United Kingdom	GB
Sao Tome And Principe	ST	United States	US
Saudi Arabia	SA	United States Minor Outlying Is.	UM
Senegal	SN	Uruguay	UY
Serbia	RS	Uzbekistan	UZ
Seychelles	SC		

Country / Territory Code List

Country / Territory	Code	Country / Territory	Code
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