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**ANNUAL RETURN OF THE CONSTRUCTION INDUSTRY, 2018**

The Building and Construction Authority is conducting the Annual Return of the Construction Industry for the reference year 2018. The main purpose of the Annual Return is to obtain detailed information for the compilation of business and economic indicators to monitor the performance of this industry.

The Annual Return is conducted under **Section 5 of the Statistics Act (Chapter 317)** (a copy of the Statistics Act is available at [http://www.singstat.gov.sg/about\\_us/statistics\\_act.html](http://www.singstat.gov.sg/about_us/statistics_act.html)). **You are required by law to submit your return.** Your completed return will be kept in confidence in accordance with the Statistics Act. In addition, as **informed in the circulars dated 19 August 2013 and 24 September 2014, all firms registered with BCA's Contractors Registration System (CRS) for financial grades A1, A2, B1 and B2 (under Construction Workheads CW01 & CW02) and L6, L5 and L4 (under Construction-related Workheads CR08, CR10 & CR12) are required to submit their completed returns within the time allowed to maintain their registration status.**

Please return the completed form to BCA not later than \_\_\_\_\_ in the pre-addressed envelope or via internet at <http://www.bca.gov.sg>. For internet submission, please go to *eServices*, click on **Annual Return 2018: E-Survey** and key in the following:

<b>Userid :</b> _____	<b>Password :</b> _____
户号	密码

If you need any clarification or assistance, please contact the officer-in-charge: **1800-325 4380 (for General Enquiry) or 1800-325 4371 (for assistance in completing the form)**. You may also email us at: [BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg).

Thank you for your co-operation.

建设局正进行 2018 年度建筑业普查，其目的在于汇集统计资料，以编辑商业及经济指标作为监测此业的表现。

这项普查是根据 **统计法令第三百一十七章第五节条文规定** 而进行的 (统计法令可在此网址查询：[http://www.singstat.gov.sg/about\\_us/statistics\\_act.html](http://www.singstat.gov.sg/about_us/statistics_act.html))。依据上述条文规定，**您必须参与这项普查**，而您所提供的资料也将会严加保密。此外，根据建设局的承包商注册系统在 2013 年 8 月 19 日和 2014 年 9 月 24 日发出的新条例，所有 A1, A2, B1 和 B2 (CW01 & CW02) 以及 L6, L5 和 L4 (CR08, CR10 & CR12) 的承包商需在允许的期限内填妥和递交表格，以维持其注册等级。

请您必须在 \_\_\_\_\_ 年 月 日前以回邮信封或通过互联网填写并寄回表格给建设局。若您以互联网呈交，请使用网址 <http://www.bca.gov.sg>，点击 “*eServices*” 及 “**Annual Return 2018:E-Survey**” 并键入以上的户号及密码进入网站。

若您对此表格有不明白之处或需要任何协助，请拨电 1800-325 4380 (普通询问) 或 1800-325 4371 (表格询助)。您也可以发送邮件至我们的电子邮箱：[BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg)。

谢谢您的合作。



Lo Yen Lee  
 Director (Economic Research Department)  
 Strategic Planning Office  
 Building and Construction Authority

## GENERAL INSTRUCTIONS 引示

- 1 For the purpose of our analysis, your return should reflect the incomes received and expenditures incurred by your company during the reporting period.

您的表格应只呈报贵公司在有关汇报年内所赚取的收入及相关成本的价值。

For branches of foreign companies, the return should reflect the incomes received and expenditures incurred by the branch offices in Singapore only.

若贵公司是外国公司分行, 您的表格应只呈报新加坡分行在有关汇报年内所赚取的收入及相关成本的价值。

- 2 **Breakdown on itemised sum must be provided** as requested in the form so that the individual components can be posted into the relevant sections.

各栏的总数必须加以详细分类并列明在适当的项目里。

- 3 Please read the instructions at the beginning of each section and refer to the **detailed explanatory notes** at the back of the form when completing the form.

请在填写此表格时详细阅读各个部分起点的指示, 及参考在表格后面每部分的详细注释。

- 4 Details provided in this survey **should correspond** with the reported figures in your company's **Profit & Loss accounts**. If exact figures are not available, kindly supply your best estimates.

请确保此表中填报的数值与贵公司的损益表一致。如无法提供确切的数值, 请填写估计数额。

- 5 Values should be stated to the **nearest Singapore dollar**. If exact figures are not available, kindly supply your best estimates.

呈报价值请以整数的新加坡元为准。若没有正确数字, 则请提供最佳估计。

- 6 Values of all items reported in this survey should **exclude GST**, unless stated otherwise.

除非另有指示, 此表格全部项目所呈报的价值不应包括消费税。

- 7 Before submitting the form, please **enclose the following documents** in the pre-addressed envelope.

呈交表格之前, 请以回邮信封将以下的文件寄回建设局。

- Financial Report that covers **at least 6 months of 2018** (e.g. from 1 April 2018 to 31 March 2019, not from 1 April 2017 to 31 March 2018). The financial report should consist of :-

财政报告必须包括至少 2018 年内的六个月 (例如 2018 年 4 月 1 日至 2019 年 3 月 31 日, 反之年份若是 2017 年 4 月 1 日至 2018 年 3 月 31 日则不可采用)。 财政报告必须包括:-

(a) **Balance Sheet** 资产负债表

(b) **Detailed Profit & Loss Accounts** (with **breakdown** of Cost of Sales, Administrative & Operating Expenditures etc) 损益表 (包括详细的工程成本, 管理及运行开销等等)

(c) **Fixed Assets Schedule** 固定资产表

(d) **Other notes to the Accounts** 其余财物报告表附注

For submissions with any missing documents, our officers will contact you for further clarifications.

若贵公司所提供的文件不完整, 我们的负责人将与您联络, 获取其余文件。

**COMPANY PARTICULARS 公司详情**

Please amend company particulars below if Name / UEN No / Postal Address printed is incorrect.  
 若下列打印的公司名称, 商行注册编号, 或邮政地址有误, 请更改相应详情。

Name of Company 公司名称

UEN Number 商行注册编号

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Postal Address  
邮政地址Company E-Mail Address (if any) : \_\_\_\_\_  
公司电邮(若有)Company Website Address (if any): \_\_\_\_\_  
公司网址(若有)Type of Legal Organisation (please select the appropriate box)  
法定组织类别(请选择适当的空格)

- |                               |                          |                             |                            |                          |
|-------------------------------|--------------------------|-----------------------------|----------------------------|--------------------------|
| <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/>    | <input type="checkbox"/>   | <input type="checkbox"/> |
| 1 Sole Proprietorship<br>独资经营 | 2 Partnership<br>合伙经营    | 3 Private Limited<br>私人有限公司 | 4 Public Company<br>公众股份公司 | 5 Others<br>其他           |

**'NIL' RETURN 无可呈报**

**For 'Nil' return only:** If the company had already closed down during the reporting year, please enclose the filing documents for closing down. If it was not in operation, please state the reasons and the effective date below. **Limited companies are required to enclose a copy of the financial report (including Detailed Profit & Loss Account) even though the company was not active during the year.**

只适于无可呈报者: 贵公司若已在 2018 年结束营业, 请附上有关的文件。若贵公司没有营业, 请在以下注明原因及有效日期。有限公司者若在 2018 没有营业, 仍需附上 2018 年财政报告(包括损益表)。

Reason(s)原因: \_\_\_\_\_

Effective Date 有效日期: \_\_\_\_\_(dd/mm/yyyy)

**If your company is submitting a 'Nil' return, please fill in the Declaration section on page 15.**  
 若贵公司无可呈报, 请于第十五页填妥宣誓部份。

**FINANCIAL REPORTING PERIOD 财政报告期**

The reference period for this Annual Return is the **calendar year 2018**. However, if your accounting year is different from the calendar year, please report according to your financial year covering **at least 6 months of business activities in 2018**. 此调查的参考年限为 2018 公历年。如贵公司财政年不同于公历年, 请按照贵公司的财政年呈报, 但此财政年必须包括至少 2018 年内 6 个月的业务活动。

Data in this return refer to the period from  
这表格所呈报的营业资料所依据的营业期是从

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to  
至

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(day 日 / month 月 / year 年)

(day 日 / month 月 / year 年)

## A. TYPE OF BUSINESS ACTIVITY DURING 2018, 2018 年的业务类别

1. Please describe your company's **principal activity**.

请详细说明贵公司之主要业务。

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2. Please indicate the **principal and secondary business activities** your company is engaged in (please select the appropriate boxes), and the corresponding percentage(s) i.e. the activity as a percentage of gross operating receipts. Please note that the percentage(s) should **add up to 100%**.

请表明贵公司之主要和次要业务(请在空格内选出适当的业务)。所填报的各业务总百分比必须等于 100%。

- |   |                                  |  |                                  |
|---|----------------------------------|--|----------------------------------|
| a. Site Preparation<br>工程场地预备工作         | <input type="checkbox"/> _____ % | g. Building Services Installation<br>楼房设备装置  | <input type="checkbox"/> _____ % |
| b. Land Reclamation<br>填土工程             | <input type="checkbox"/> _____ % | h. Landscaping Works<br>园林布置工作               | <input type="checkbox"/> _____ % |
| c. Piling Works<br>打桩工程                 | <input type="checkbox"/> _____ % | i. Renovation & Minor Repairs<br>装修及修复工作     | <input type="checkbox"/> _____ % |
| d. Building Construction<br>楼房建造        | <input type="checkbox"/> _____ % | j. Material Installation<br>建筑材料装置           | <input type="checkbox"/> _____ % |
| e. Civil Engineering<br>土木工程            | <input type="checkbox"/> _____ % | k. Supply of Pre-Cast Components<br>建筑预制物件供应 | <input type="checkbox"/> _____ % |
| f. Special Trade Construction<br>特种建筑工作 | <input type="checkbox"/> _____ % | l. Others (please specify)<br>其他(请注明)        | <input type="checkbox"/> _____ % |

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3. For income reported in item 1 of Section E (page 7), please provide the following breakdown in percentage(s). Please note that the percentage(s) should **add up to 100%**.

请根据贵公司在 E 部分-项目 1 (第 7 页)呈报的收入, 分配收入的来源。所填报的收入来源分类总百分比必须等于 100%。

- |  |                                  |
|--|----------------------------------|
| a. Income from Main Contract(s) 主要承包业务收入 | <input type="checkbox"/> _____ % |
| b. Income from Sub-Contract(s) 分包业务收入    | <input type="checkbox"/> _____ % |

## B: 2018 OVERSEAS TRANSACTIONS, 2018 年的国外交易

Please select the appropriate box.

请在空格内选出适当的选择。

1 Does your company have any **foreign assets** (e.g. overseas direct/portfolio investment) **or liabilities** as at 30.06.18?

请问贵公司在截止于 30. 06. 18 是否持有国外资产(例如国外股份单, 证券及债券投资)或债务?

Yes 有       No 没有

2 Does your company engage in any trade in services with companies located overseas including offshore merchandise (goods that do not enter Singapore) in 2018?

请问在 2018 年贵公司是否与海外的公司有贸易业务往来, 包括离岸货物(没有进入新加坡的货物)?

Yes 有       No 没有

<b>C. 2018 CAPITAL/FUNDS, 2018 资本/资金</b>	
Source of Capital/Funds 资本/资金的来源	(i) As at 截至 31.12.2018 S\$
<b>1 Singapore 新加坡</b>	
(a) Individuals (include citizens, permanent residents) 个人 (包括公民、永久居民)	.00
(b) Government/Statutory Boards 政府/法定机构	.00
(c) Registered Corporations 注册公司	.00
<b>2 Foreign (please specify country) 外国 (请注明国家)</b>	
Please specify country (a) <input type="text"/> 请注明国家	.00
Please specify country (b) <input type="text"/> 请注明国家	.00
<b>TOTAL (Singapore &amp; Foreign) 总计 (新加坡和外国)</b>	<b>.00</b>

<b>D. 2018 STRUCTURE OF FIXED ASSETS IN SINGAPORE (Exclusive of GST), 2018 年国内固定资产的结构(不包括消费税)</b>							
	(i) Land, Building & Structure 地产及楼房 S\$	(ii) Transport Equipment 交通工具 S\$	(iii) Information, Computer & Telecommunications (ICT) equipment 信息, 电脑和电讯设备 S\$	(iv) Other Machinery & Equipment 其他机器设备 S\$	(v) Furniture & Fittings 办事处家具及设 备 S\$	(vi) Computer Software** 电脑软件** S\$	(vii) <b>Total</b> 总计
1 Net book value as at <u>beginning</u> of the reporting period 申报期初的帐面净值							
2 Additions (include major repairs) during the reporting period 申报期间固定资产的购置(包括主要维修)							
3 <b>Depreciation</b> for the reporting period* 固定资产折旧*							
4 Net book value disposed during the reporting period 申报期间卖出、转让和报废资产的帐面净值							
5 Net book value as at <u>end</u> of the reporting period 申报期末的帐面净值 <b>(5) = (1)+(2)-(3)-(4)</b>							
6 Accumulated depreciation as at end of the reporting period 申报期末的累积折旧							

\*Total depreciation reported in item 3 should tally with the depreciation charge reported in Section F (iii) item 7.

这里呈报的资产折旧总数目应与 F(iii) 部分-项目 7 符合。

\*\*If separate figures for computer software and hardware are not available, please provide the total under “**Information, Computer & Telecommunications (ICT) equipment**”.

如果没有电脑软件和硬件的个别价值, 请把总价值放在“信息, 电脑和电讯设备”。

**Total additions to computer software as reported above**

依照以上报告的电脑软件购置

Of which 其中	(a) Pre-packaged & customised software 预先包装或定制的软件	%
	(b) Software developed in-house 贵公司内制的软件	%

<b>E. GROSS INCOME/RECEIPTS, 2018 (Exclusive of GST) *</b> 2018 年度收入的毛额(不包括消费税)*	
* Please exclude all incomes received by <u>overseas branches</u> (if any) * 不包括外地分行的所有收入	
<b>Income from Main Business Activity (as reported in Section A)</b> 主要业务收入 (呈报于 A 部分)	<b>S\$</b>
1 Income from construction or construction-related activities (include sale of pre-cast concrete components) 建筑或建筑相关活动收入(包括建筑预制物件销售收入)	.00
<b>Other Sources of Income</b> 其他收入来源	<b>S\$</b>
2 Administration and management fees received 行政与管理酬金	.00
3 Commission and agency fees on services rendered 提供服务所赚取的佣金与代理费	.00
4 Dividends received (Net) 股息收入(净值)	.00
5 Grants from: (a) Skills Development Fund 技能发展基金 政府补助金源自	.00
(b) Special Employment Credit 特别就业补贴金	.00
(c) Construction Productivity and Capability Fund (CPCF) 建筑生产力与产能基金	.00
(d) Others 其他 Please Specify 请注明: <input type="text"/>	.00
6 Income from re-sale of goods and materials 转销售商品与材料之收入	.00
7 Income from supply of labour (Refers to income received from supplying workers to contractors who have no association with your company.) 供应劳工之收入 (指租借员工给与贵公司无联系的公司的收入)	.00
8 Insurance claims 保险赔偿	.00
9 Interest received from : (a) Deposit 存款 利息源自	.00
(b) Portfolio investment (in negotiable certificates of deposit, Singapore government securities, treasury bills, corporate bonds etc) 证券投资 (例如可转让存款证, 新加坡政府证 券, 国库券, 公司债券等)	.00
(c) Others 其他	.00

<b>E. GROSS INCOME/RECEIPTS (continued)</b> 收入的毛额 (续)	S\$
10 Rental received from: (a) Stores, godowns & warehouses 租金源自 贮藏室, 仓库与栈房	. 00
(b) Offices, shops & other premises 办事处, 店铺与其他房产	. 00
(c) Vehicles 车辆	. 00
(d) Machinery & equipment 机器设备	. 00
(e) Land 地产	. 00
11 Share of profit from Joint Venture 贵公司从联营公司所分得的盈利	. 00
<b>12 Total other operating receipts</b> <i>[please specify the top 2 significant items in 12(a) and 12(b) and the total of all other operating receipts in 12(c) below]</i> <b>其他业务总收入</b> [请在 12(a), 12(b) 填写数额最大的两项业务收入, 其余的业务收入请填写在 12(c)]  <b>Note:</b> <i>Other operating receipts include maintenance of commercial or residential buildings, engineering services, consultancy services, etc.</i> 其他业务收入是指商业建筑或居民住宅维修费、工程服务费、询问服务费等。	
(a) Largest amount 最大数额	. 00
(b) 2nd largest amount 第二大数额	. 00
(c) Other amount (excluding 12(a)&12(b)) 其余数额 (不包括 12(a), 12(b))	. 00
<b>13 Total other non-operating receipts</b> <i>[please specify the top 2 significant items in 13(a) and 13(b) and the total of all other non-operating receipts in 13(c) below]</i> <b>其他非业务总收入</b> [请在 13(a), 13(b) 填写数额最大的两项非业务收入, 其余的非业务总收入请填写在 13(c)]  <b>Note:</b> <i>Other non-operating receipts include provision written back, recovery of bad debts, gains from sales of fixed assets / stocks / shares / other securities / foreign exchange transactions / derivatives trading, etc.</i> 其他非业务收入是指预帐的拨还与坏帐回收、利润源自售卖固定资产/股份/股票及其他证券/外汇交易/衍生交易等等。	
(a) Largest amount 最大数额	. 00
(b) 2nd largest amount 第二大数额	. 00
(c) Other amount (excluding 13(a)&13(b)) 其余数额 (不包括 13(a), 13(b))	. 00
<b>SECTION E TOTAL</b> 总计	<b>. 00</b>



**F. EXPENSES, 2018 (Exclusive of deductible GST)\***  
**2018 年度开销 (不包括可扣除的消费税)\***

\* **Please exclude all expenses incurred by overseas branches (if any)**  
 \* **不包括外地分行的所有开销**

<b>F(i) Cost of Contracts / Sales 工程合同成本</b> (Please provide a <b>breakdown</b> of the lump sum into the following categories) (请提供总额的个别分类)	<b>S\$</b>
1 <b>Purchases of materials</b> for rendering construction and construction-related works 购买材料—用于完成建筑及建筑相关工程	• 00
2 <b>Sub-contract fees</b> paid to: (a) Companies and businesses 工作分包或转包的支出 公司和企业	• 00
(b) Individuals (e.g. free-lance workers) 个人 (例如自由职业者)	• 00
3 <b>Direct Labour Costs</b> (Include this only if employees are on <u>your company's payroll</u> . Otherwise it should be classified in item 2(a) or 2(b).) 直接人工成本 (此栏仅包括贵公司薪水账册上的员工。其他应填报在第2(a),2(b)项)	• 00
4 <b>Other Overheads relating to contracts</b> 工程相关的管理费	• 00
<b>SECTION F(i) TOTAL</b> 总计	• 00

<b>F(ii) Employee Expenses 雇佣开销</b>  <i>If there is direct labour expenditure declared in item 3 of F(i), please include the breakdown of that amount into the respective fields under this section.</i> <i>如果 F(i) 部分—项目 3 有数额呈报, 请在雇佣开销下的相应栏目填写详细数额。</i>	<b>S\$</b>	
1 <b>Wages &amp; Salaries</b> (include Bonuses & Allowances) 工资, 薪金, 花红及津贴	(a) All Paid Employees <u>working in Singapore</u> (include Director(s) but exclude working proprietor/partner(s)) 在新加坡任职的员工 (包括董事但不包括工作业主/股东)	• 00
	(b) Working Proprietor/Partner(s) 工作业主/股东	• 00
	(c) Employees <u>working overseas</u> (for more than one year & on Singapore's company payroll) 在国外任职的员工 (在国外就职超过一年, 并且由新加坡公司支付薪水)	• 00
2 <b>Employer's contribution to CPF/Pension</b> 雇主所付的公积金/养老金	(a) All Paid Employees <u>working in Singapore</u> (include Director(s) but exclude working proprietor/partner(s)) 在新加坡任职的员工 (包括董事但不包括工作业主/股东)	• 00
	(b) Working Proprietor/Partner(s) 工作业主/股东	• 00
	(c) Employees <u>working overseas</u> (for more than one year & on Singapore's company payroll) 在国外任职的员工 (在国外就职超过一年, 并且由新加坡公司支付薪水)	• 00

<b>F(ii) Employee Expenses (continued) 雇佣开销(续)</b>		<b>S\$</b>
3 <b>Director Fees</b> 董事的酬金	(a) <u>Working Director(s)</u> 工作董事	• 00
	(b) <u>Non-Working Director(s)</u> 非工作董事	• 00
4 <b>Foreign Workers Levy</b> 外国劳工税		• 00
5 <b>Welfare and Benefits</b> 福利与利益  (Refer to page 18 for definition) (请参阅第 18 页的详细说明)	(a) <u>Employees working in Singapore</u> 在新加坡任职的员工	• 00
	(b) <u>Employees working overseas</u> (for more than one year & on Singapore's company payroll) 在国外任职的员工 (在国外就职超过一年, 并且由新加坡公司支付薪水)	• 00
6 <b>Retrenchment Benefits</b> 遣散费		• 00
7 <b>Skills Development Levy (SDL)</b> 技能发展征税		• 00
8 <b>Staff recruitment and training expenses (inclusive of Course fees)</b> 员工招聘和培训费用 (包括培训课程费用)		• 00
9 <b>Expenses on employee stock options</b> 员工股权开支		• 00
<b>SECTION F(ii) TOTAL</b> 总计		• 00

<b>F(iii) Other Expenses 其他开销</b>		<b>S\$</b>
<i>If there is overhead expenditure declared in item 4 of F(i), please include the breakdown of that amount into the respective fields under this section.</i> 如果 F(i) 部分-项目 4 有管理费呈报, 请在其他开销下的相应栏目填写详细数额。		
1 <b>Accounting, auditing, secretarial services, tax fees (Tax consulting)</b> 会计、审计费及秘书费, 税务相关费用 (税务咨询)		• 00
2 <b>Administration and management fees</b> 行政与管理费		• 00
3 <b>Advertising, publicity &amp; promotional expenditure</b> 广告、宣传与商业促销费		• 00
4 <b>Bank and financial charges (exclude interest)</b> 银行与财政费 (不包括利息)		• 00
5 <b>Commission and agency fees for services rendered</b> 服务提供所支出的佣金与代理费		• 00
6 <b>Consultancy Fees / Professional Fees:</b> (a) <b>Architectural &amp; engineering services</b> 咨询费/专业费用 绘测与工程服务费		• 00
(b) <b>Legal and Conveyance Fees</b> 法律服务费		• 00
(c) <b>Tender &amp; drawing fees</b> 投标与绘图费		• 00
(d) <b>Others</b> 其他		• 00

<b>F(iii) Other Expenses (continued) 其他开销(续)</b>	<b>S\$</b>
7 Depreciation of fixed assets ( <i>sum of Section D3(i) to D3(vi) on page 6</i> ) 固定资产的折旧 (第 6 页第 D3(i) 至 D3(vi) 部分总合)	• 00
8 Donations & association subscriptions 捐款及社交团体会员费	• 00
9 Entertainment expenses 应酬费	• 00
10 Exhibitions fees 展览费	• 00
11 Fines (exclude compensation for defective works) 罚款(但不包括建筑破损所付出的赔偿)	• 00
12 Freight charges 运输费	• 00
13 Indirect taxes: (a) Property tax 间接税 产业税	• 00
(b) Stamp duties 印花税	• 00
(c) Others (include license fees, but <b>exclude</b> foreign workers levy, corporate tax and personal income tax.) 其他(包括执照, 但不包括外国劳工税, 公司及个人所得税)	• 00
14 Information Technology Services: 资讯科技服务	
(a) <u>Purchase of computer software for own use. Include development cost of customised software (Computer software expenditure which are capitalised should be reported under Section D)</u> 购买电脑软件包括订制软件的费用 (软件所资本化的费用该呈报在部分 D )	• 00
(b) Expenditure of in-house development software that is meant for use for more than one year (Computer software expenditure which are capitalised should be reported under Section D) 机构内部发展, 用于超过一年的电脑软件费用(软件所资本化的费用该呈报在部分 D)	• 00
(c) Data processing, computer consultancy and other information technology services 数据整理、电脑询问服务及其他资讯整理服务	• 00
15 Insurance premiums for: (a) Persons engaged in Singapore 保险费支出 国内受雇人员	• 00
(b) Others (e.g. property, fire but <b>excluding</b> vehicles) 其他(包括产业、防火, 但不包括车辆)	• 00
16 Interest paid on: (a) Loans 利息支出 贷款	• 00
(b) Negotiable certificates of deposit, bonds or securities issued by your company 由贵公司发行的可转让存款证, 债券或证券	• 00
(c) Others 其他	• 00
17 Motor vehicles expenses: (a) Insurance 车辆之开销 保险	• 00
(b) Road tax 路税	• 00
(c) Petrol, diesel & lubricating oil 汽油, 柴油与润滑油	• 00
(d) Servicing & others (include spare parts) 维修与其他(包括汽车零件)	• 00

<b>F(iii) Other Expenses (continued) 其他开销(续)</b>	<b>S\$</b>
18 Postage & telecommunications charges 邮费与电信费	• 00
19 Printing, stationery, newspaper & office supplies 印刷、文具、报纸及办公用品开销	• 00
20 Rental paid for: (a) Stores, godowns & warehouses 租金支出 贮藏室、仓库与栈房	• 00
(b) Offices, shops & other premises 办事处、店铺与其他房产	• 00
(c) Vehicles 车辆	• 00
(d) Machinery & equipment 机器设备	• 00
(e) Land 地产	• 00
21 Research & Development 研究与发展费	• 00
22 Royalties and Franchise fees paid for (include license payments for use of software) : 使用权及特许经营费支出(包括软件使用执照开销)	
(a) Computer software & multimedia 电脑软件	• 00
(b) Others 其它	• 00
23 Repairing and servicing of <b>machinery and equipment</b> (include routine maintenance and applications support of computer software) <b>机器设备</b> 之维修(包括电脑软件之例行维修和应用辅助)	• 00
24 Repairing and maintenance of <b>premises</b> (include removal of debris, pest control & cleaning ) <b>楼房</b> 的修复与维修(包括消除废墟、消灭害虫及清洗)	• 00
25 Security services 保安服务	• 00
26 Share of loss on Joint Venture 贵公司从联营公司所承担的亏损	• 00
27 Transport and travelling expenditures (include parking fees) 交通与旅费(包括停车费)	• 00
28 Utilities expenses: (a) Water 水电费 水费	• 00
(b) Electricity 电费	• 00
(c) Others (e.g. gas) 其它(例如: 煤气费)	• 00

<b>F(iii) Other Expenses (continued) 其他开销(续)</b>	<b>S\$</b>
29 Purchases of goods and materials for resale 购买的转售商品与材料	. 00
30 GST expenses on net purchases which are not deductible as input tax 净购买的消费税 (无法从进项税总额中扣除的部分)	. 00
<b>31 Total other <u>operating</u> expenditures</b>  [please specify the <u>top 2 significant items</u> in 31(a) and 31(b) and the total of all other operating expenditures in 31(c) below] <b>其他业务总开销</b> [请在 31(a), 31(b) 填写数额最大的两项业务开销, 其余的其他业务开销请填写在 31(c)]  <b>Note:</b> <b>Other operating expenditures</b> include annual dinner & dance, compensation for defective works, general expenses, ISO certification, laundry, lithography, praying fees, site expenses, uniform etc. <b>其他业务开销</b> 包括建筑破损所付出的赔偿、ISO 证书鉴定、石印术费、制服等等。	
(a) Largest amount 最大数额	. 00
(b) 2nd largest amount 第二大数额	. 00
(c) Other amount (excluding 31(a)&31(b)) 其余数额 (不包括 31(a)&31(b))	. 00
<b>32 Total other <u>non-operating</u> expenditures</b>  [please specify the <u>top 2 significant items</u> in 32(a) and 32(b) and the total of all other operating expenditures in 32(c) below] <b>其他非业务总开销</b> [请在 32(a), 32(b) 填写数额最大的两项非业务开销, 其余的非业务开销请填写在 32(c)]  <b>Note:</b> <b>Other non-operating expenditures</b> include amortisation, assets/stocks written off, bad debts, loss on sales of fixed assets/stocks/foreign exchange transactions/derivatives trading, repatriations, etc. <b>其他非业务开销</b> 包括源自售卖固定资产、售卖股份、坏账、股票及其他证券、外汇交易、衍生交易的亏损等等。	
(a) Largest amount 最大数额	. 00
(b) 2nd largest amount 第二大数额	. 00
(c) Other amount (excluding 32(a)&32(b)) 其余数额 (不包括 32(a)&32(b))	. 00
<b>SECTION F(iii) TOTAL</b> 总计	. 00

<b>G: BOOK VALUE OF STOCKS, 2018</b> (Exclusive of GST) 2018 年度存货的帐面净值 (不包括消费税)	<b>OPENING</b> 申报期初 S\$	<b>CLOSING</b> 申报期末 S\$
1 Materials ** 材料	. 00	. 00

\*\* Please **exclude** materials held by overseas branches (if any) **不包括**外地分行所贮存的材料

<b>H: WORK-IN-PROGRESS (WIP), 2018</b> (Exclusive of GST) 2018 年度进行中的工事 (不包括消费税)	<b>OPENING</b> 申报期初 S\$	<b>ENDING</b> 申报期末 S\$
1 WIP 申报期间进行中的工事	.00	.00

<b>I: NET PROFIT / (LOSS) BEFORE TAXATION, 2018</b> 2018 年营业净利/(亏损)	S\$	.00
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<b>J. PROFILE OF MANPOWER, 2018</b> 2018 度雇员数目		
<b>(i) Full-time Paid Employees Working in Singapore – By Occupation (<i>excluding Working Proprietor/Partner(s)</i>)</b> 在新加坡任职的全职雇员 ( <i>工作业主或股东除外</i> )		<b>Average Employee Number</b> 雇员平均数目
1. Management (e.g. Managing Director, CEO, CFO, COO, General Managers ) 管理层(例如常务董事、行政總裁、财务总监、總經理)	Local 本地人	
	Foreign 外地人	
2. Professional (e.g. Project/Construction Managers, Engineers, Quantity Surveyors) 专业人士(例如工程/建筑經理、工程师、工料測量師)	Local 本地人	
	Foreign 外地人	
3. Executive (e.g. HR/PR Officers, Administrators, Secretaries) 執行人員(例如人力資源/企业传讯员工、管理员工、秘书)	Local 本地人	
	Foreign 外地人	
4. Technical (e.g. C&S or M&E Supervisors/Foremen/Coordinators, Draftsmen) 技术人员(例如工程监督/管工、绘图员)	Local 本地人	
	Foreign 外地人	
5. Tradesmen & Construction Workers (e.g. Tilers, Plumbers, Welders, Operators) 建筑工人(例如铺砖工人、水管工人、焊接工人、机器操作人员)	Local 本地人	
	Foreign 外地人	
6. Others (e.g. Drivers, Security Officers, Cleaners) 其他雇员(例如司机、保安人员、清洁工人)	Local 本地人	
	Foreign 外地人	
<b>Total Full-time Paid Employees Working in Singapore (1+2+3+4+5+6)</b> 在新加坡任职的全职雇员总计		
<b>(ii) Working Proprietor/ Partner(s)</b> 工作业主或股东	Local 本地人	
	Foreign 外地人	
<b>(iii) Employees <u>working overseas</u></b> (for more than one year & on Singapore's company payroll) 在 <u>国外</u> 任职的员工 (在 <u>国外</u> 就职超过一年, 并且由新加坡公司支付薪水)		
<b>(iv) Total <u>Part-time &amp; Temporary Paid Employees</u></b> 非全职与临时雇员		

<b>FC</b>	
<b>OC</b>	

**DECLARATION 宣誓**

**Please enclose the following documents in the pre-addressed envelope.**

请以回邮信封将以下的文件寄回建设局。

Financial report that covers **at least 6 months of 2018** (e.g. from 1 April 2018 to 31 March 2019, not from 1 April 2017 to 31 March 2018). The financial report should consist of :-

财政报告必须包括**至少 2018 年内的六个月**(例如 2018 年 4 月 1 日至 2019 年 3 月 31 日, 反之年份若是 2017 年 4 月 1 日至 2018 年 3 月 31 日则不可采用)。财政报告必须包括:-

- (a) **Balance Sheet 资产负债表**  
 (b) **Detailed Profit & Loss Accounts** (with **breakdown** of Cost of Sales, Administrative & Operating Expenditures etc)  
**损益表**(包括**详细**的工程成本, 管理及运行开销等等)  
 (c) **Fixed Assets Schedule 固定资产表**  
 (d) **Other Notes to the Accounts 其余财物报告表附注**

For submissions with any missing documents, our officers will contact you for further clarifications.

若贵公司所提供的文件不完整, 我们的负责人将与您联络, 获取其余文件

I hereby declare that the information given in this return is complete and correct to the best of my knowledge and belief.  
 我特此宣告本表格内各项报告乃正确及完整。

Director's Signature: 董事签名	_____	Date: 日期	_____ (dd/mm/yyyy)
Name of Director: 董事长之姓名	_____	M 男 <input type="checkbox"/>	F 女 <input type="checkbox"/>
Name of Contact Person: 联络人之姓名	_____	M 男 <input type="checkbox"/>	F 女 <input type="checkbox"/>
Designation of Contact Person: 联络人之职位	_____	Email: 电邮	_____
Tel No.: 电话号码	_____ (O) _____ (HP)	Fax No: 传真号码	_____

## DETAILED EXPLANATORY NOTES 说明

### SECTION A: TYPE OF BUSINESS ACTIVITY 业务类别

- a. **Site Preparation** refers to soil investigation, treatment & stabilisation, wrecking & demolition and excavation & earthmoving works.  
工程场地预备工作是指地质勘察、治理与加固处理、摧毁与拆除、挖土及移土工作。
- b. **Land Reclamation** refers to land reclamation works.  
填土工程是指填土或填海工作。
- c. **Piling Works** refers to micropiling, conventional piling and underpinning.  
打桩工程是指微式打桩、传统打桩及挖掘支撑工作。
- d. **Building Construction** refers to construction of entirely new buildings or significant extensions or structural repairs to existing buildings (including major upgrading & conservation works).  
楼房建造是指兴建全新的楼房、或在现有的楼房进行扩建、结构性修补的重大工作(包括大事翻新与保留工作)。
- e. **Civil Engineering** refers to non-building construction such as road, bridge, tunnel, railway, viaduct, dam, drain, water & gas pipeline, sewer, communications & power line, berth, jetty and other marine construction.  
土木工程是指非楼房建设工程, 譬如道路、桥梁、隧道、铁路、高架桥、水坝、沟渠、水与煤气管、阴沟、通讯与电气管、船台、码头及其他海事工程。
- f. **Special Trade Construction** refers to formwork, steel reinforcement work, concrete work, bricklaying, erection of steel structures & pre-cast concrete components, roofing works, scaffolding, sandblasting, waterproofing works, tiling, marble laying, plastering, joinery and other woodworks, painting, decorating, ceiling installation, etc.  
特种建筑工作是指木模、钢模、钢筋制扎、铺混凝土、砌砖、钢制配件及建筑预制物件安装、铺屋瓦、鹰架、喷沙、防水、铺瓷砖、铺大理石板、抹灰、细木工、油漆、修饰、天花板安装等等工作。
- g. **Building Services Installation** refers to installation of heating, air-conditioning and ventilation systems, lifts, escalators, fire protection & security alarm systems, building automated systems, signcraft and solar control films, etc. It includes plumbing, sanitary works and electrical works. Maintenance and repair of the above-mentioned building services should also be classified here.  
楼房设备装置是指装置暖气、空调或其他通气系统、电梯、升降机、防火与保安系统、楼房自动系统、告示牌、太阳能控制胶片等等, 并包括抽水、卫生管道及电气工作。 以上的楼房设备的维修服务也包括在这里。
- h. **Landscaping Works** refers to provision of construction-related landscaping services.  
园林布置工作是指与建造有关的园地服务。
- i. **Renovation & Minor Repairs** refers to renovation and minor repair contractors.  
装修及修复工作是指装修及从事辅修的建筑商。
- j. **Material Installation** refers to installation of doors, windows, louvres, sanitary products such as washing basins, bidets, toilet bowls and bathtubs, pipes, awning and window shades, glass and glazing works, curtain walling/cladding works, etc.  
建筑材料装置是指装置门、窗、窗片、卫生设备如洗面盆、冲洗盆、抽水马桶、浴缸、管, 防晒设备、玻璃及其安装工作、外墙装置工作等等。
- k. **Supply of Pre-Cast Components** refers to production and supply of structural pre-cast components.  
建筑预制物件供应是指生产与供应建筑预制物件。
- l. Activities other than those mentioned above should be classified under **Others**.  
请把没有列明在以上项目中的业务填写在‘其他’栏内。



## **SECTION C: CAPITAL/FUNDS 资本/资金**

- a. **Singapore capital/funds** refer to investments by citizens, permanent residents, government, statutory boards or companies whose permanent or registered addresses are in Singapore.  
新加坡资本/资金是指本地公民、永久居民，政府，法定机构，或注册地址在新加坡的公司所作之投资。
- b. **Foreign capital/funds** refer to investments by overseas individuals/companies whose permanent or registered addresses are outside Singapore. Please indicate source of foreign funds/capitals (i.e. from which country).  
外国资本/资金是指非永久居民及注册地址不在新加坡的公司所作之投资。请注明外资来源。
- c. **For Sole Proprietorship/Partnership:** This refers to the capital contributed by the proprietor/partners.  
独资/合伙经营机构是指业主/合伙人资本。
- d. **For Limited Companies:** This refers to the issued and paid-up share capital.  
有限公司是指缴足的股份资本。
- e. **For Branches of Foreign Companies:** This refers to amount they owed their head offices plus the balance in the profit and loss account.  
外国公司分行是指赊欠总行的总额及损益账户的结存。
- f. **For Joint-Venture Companies:** This refers to the capital contributed by the partners.  
联营公司是指股东资本。

## **SECTION D: STRUCTURE OF FIXED ASSETS IN SINGAPORE 在新加坡的固定资产结构**

- a. **Land, building and structure** includes investment properties owned by your company not for resale purpose, leasehold & freehold land and major renovation. Fixtures, facilities and equipment such as storage tanks, water and sewerage systems, lifts and escalators, central cooling and ventilation equipment that are integral to the building and structure should be included as well.  
地产及楼房包括贵公司所拥有的非转售投资产业，租赁及永久业权土地和重大装修。与楼房构成一体的固定装置，设施及设备如贮藏库，水供与阴沟系统，电梯及自动扶梯，中央冷气和通风设备也应包括在内。
- b. **Transport equipment** refers to vehicles, ships and aircrafts used for business activity only. It should exclude construction machinery (for non-transport purpose) such as concrete-mixer, bull-dozer etc.  
交通工具是指营业上所使用的车辆、船只及航空器，但不包括非运输用途的建筑机械，譬如混凝土搅拌机、推土机等等。
- c. **Information, Computer & Telecommunications (ICT) equipment** includes computers, servers (hardware), laptops, printers, copiers, fax machines, mobile phones, personal digital assistants (PDAs), satellite dishes, audio/ visual equipment (eg radios, television sets); and other television/radio transmitters and receivers.  
信息，电脑和电讯设备包括电脑，服务器（硬件），笔记本电脑，打印机，复印机，传真机，手提电话，个人（掌上电脑）数位助理，卫星天线，音频/视频设备（如收音机，电视机）以及其他电视/无线电发射机和接收机。
- d. **Other machinery & equipment** refers to generators, engines and turbines, cranes and other lifting and handling equipment, container cabins, electrical machinery and equipment etc. Tools that are relatively inexpensive and purchased at a relatively steady rate, such as hand tools, may be excluded. Machinery and equipment integral to buildings and structures should also be excluded.  
其他机器设备是指发电机，发动机和涡轮机，起重机等起重和装卸设备，集装箱船舱，电气机械及器材等工具，但不包括价格低廉及常购买的工具如手工具等。与楼房构成一体的机器设备也不应包括在内。
- e. **Furniture & fittings** refers to furniture and lighting fixtures of a kind used in offices.  
家具及配件是指在办公室用的家具和照明设备。
- f. **Computer software** includes expenditures on pre-packaged software, customized software and software developed in-house for own use which are capitalized, but exclude expenditures on routine maintenance and application support.  
电脑软件包括预先包装的软件、定制的软件和贵公司自制的软件所资本化的费用，但不包括软件惯例维修及应用辅助支出。

## **SECTION E: GROSS INCOME/RECEIPTS 年度收入的毛额**

- a. **Gross income** covers both the amount received and receivable from the various business activities. The amount collected in respect of previous year's receivables should be excluded.  
收入的毛额包括各业务中所收到及应收的帐目。这不包括前年所应收的帐目。

## **SECTION F: EXPENSES 年度开销**

- a. **Expenses** cover the project costs, remuneration and administration expenses incurred during the reporting period, but exclude capital expenditure. The **details of the projects' costs must be given and posted into the items provided.** If exact figures are not available, please provide your best estimates.  
开销包括在申报期间工程的成本，薪酬与行政的开销，但不包括资本开销。工程的成本必须详细分类并列明在适当的项目里。若您没有确切的数字，则请提供最佳估计。
- b. All purchases should be valued at delivered cost (include import and excise duties and should be net of rebates and discounts) to your company irrespective of whether full payments have been made.  
所有购买支出的价值(不论是否付清款额)应包括货物之运输费用(包括入口税、国产税，但应扣除回扣)。
- c. Purchases of non-current assets (e.g. machinery and equipment) should be reported under Section D.  
固定资产(如机器设备)之购置，应填报在固定资产的结构内 D 部分。

## **F(ii): Employee Expenses 年度雇佣开销**

Remuneration expenses reported in this section **should not** net off Special Employment Credit received by your company. Special Employment Credit should also be reported under the "Special Employment Credit" item in Section E – 5(b)  
所呈报的薪酬开支应包括贵公司所收到的特别就业补贴金。贵公司所收到的特别就业补贴金也应填报于 E 一项目 5 (b) 内。

- a. **Paid employees** refers to all categories of employees and workers **on the payroll** of your company and they include those on fixed remuneration, piece rate and commission, as well as those engaged on contract and paid directly by the company.  
受薪雇员是指所有在支薪名册上的各类雇员和工人，包括支取固定薪酬、件酬、抽佣员工及由贵公司直接付酬的合约员工。
- b. **Wages and salaries** refers to gross amount due to employees **inclusive** of commissions, bonuses, overtime payment and allowances before deduction of employees' contribution to CPF or any other deduction.  
工资和薪酬是指未扣除雇员公积金或雇员应缴的其他款项之前，雇员应得的薪酬总额，包括佣金、花红及超时津贴。
- c. **CPF/pension contribution** refers to contribution by employers to employees' CPF/pension or other funds. It should exclude pensions and gratuities paid to retired employees which should be reported under Section F(iii) – item 31.  
公积金/养老金是指雇主对雇员的公积金/养老金或其他雇员基金的支付，但不包括在公司养老金计划下所付给已退休雇员的养老金与退休金(此项应填报在部分 F(iii) – 项目 31 内)。
- d. **Welfare & Benefits** refers to medical benefits, cost of food, housing (e.g. workers' dormitory), travelling expenses to and from work and other benefits in kind provided by employers. However, it should **exclude** entertainment allowances, cost of uniforms, staff insurance premiums, transport and accommodation provided in connection with business travel which should be reported under Section F(iii) Other Expenses (where applicable).  
福利与益是指贵公司所支付的医药津贴、膳食费、住屋(如工人宿舍)、交通津贴及供给雇员其他物质利益。有关应酬、制服、员工保险与业务有关的旅行交通与住宿等费用应填报在部分 F(iii) 的相应项目。

## **F(iii): Other Expenses 年度其他开销**

- a. **Purchase of computer software for own use (include development cost of customised software)** refers to 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 organization's specific needs whose development is out-sourced to third-party software developers).  
购买电脑软件(包括定制软件的费用)是指预先包装软件(可从软件零售商购买的软件)和定制软件(软件由第三者软件发展商按贵公司需求所设计)。

- b. **Expenditure on in-house development of software** refers to expenditure incurred in connection with software development carried out by your company's employees for in-house application for more than a year. It includes remuneration, cost of materials and supplies, maintenance and repair of machinery and equipment used for the software development, as well as all other development costs. It excludes expenditure on routine maintenance and application support.  
机构内部发展的软件开支是指机构员工所发展和用于超过一年的软件开支。它包括薪酬、材料费、软件发展所需的机器设备维修、及其它软件发展费，但不包括软件惯例维修及应用辅助支出。

## **SECTION G: BOOK VALUE OF STOCKS 年度存货的帐面净值**

Book value of stocks includes construction materials, parts and accessories for rendering services. The opening and closing stocks **are obtained from the Profit and Loss Accounts** which act as inventory adjustments to the costs. For companies which do not have opening and closing stocks in the Profit and Loss Accounts, please indicate '0' in both boxes.

存货的帐面净值包括建筑材料及供应服务所需零件与附件。申报期初存货与申报期末存货取自损益表的项目。它将充当成本中的库存调整。如损益表无申报期初及申报期末存货的帐面净值其两项目，请在格子填写“0”。

## **SECTION H: WORK-IN-PROGRESS (WIP) 年度进行中的工事**

This refers to the Beginning and Ending WIP values used by companies as inventory adjustments to the Cost of Contract in the Profit and Loss Accounts. For companies which do not have WIP in the Profit and Loss Accounts, please indicate '0' in both boxes. 指贵公司申报期初及申报期末在进行中的工事，用于调整损益表的合同费用项目。如损益表无申报期初及申报期末在进行中的工事其两项目，请在格子填写“0”。

## **SECTION I: NET PROFIT OR LOSS BEFORE TAXATION 年度的净利润**

The amount for net profit or loss should be derived from the Profit and Loss Account and should **exclude** extraordinary items and amount due to prior year adjustments.  
2018 年度的净利润/（亏损）应取自贵公司的损益表。它不应包括特殊项目及上一年帐目的调整。

## **SECTION J: PROFILE OF MANPOWER 年度雇员数目**

- a. **Average employee number** can be calculated by taking the number of staff for each month and divided by 12.  
雇员平均数目可将每月雇员的数目总结起并除以 12。
- b. **Paid employees** refers to all categories of employees and workers **on the payroll** of your company and they include those on fixed remuneration, piece rate and commission, as well as those engaged on contract and paid directly by the company. Paid employees are further categorised into local & foreign.  
受薪雇员是指所有在支薪名册上的各类雇员和工人，包括支取固定薪酬、件酬、抽佣员工及由贵公司直接付酬的合约员工。受薪雇员包括本地与外地。
- c. **Full-time employees** refer to employees who worked more than 30 hours in a normal week and are engaged on a permanent basis.  
全职雇员是指在正常星期内工作超过 30 小时的永久雇员。
- d. **Part-time and temporary employees: Part-time employees** refers to employees who worked less than 30 hours in a normal week (e.g. part-time accountant, bookkeeper) and **temporary employees** refers to those engaged on a temporary basis as and when required (e.g. casual labour, borrowed labour from other companies).  
非全职与临时雇员：非全职雇员是指在正常星期内工作少过 30 小时者(例如兼职会计师及簿记员)。临时职员是指有需求时暂时雇佣的员工(例如临时劳工、向其他公司借用的劳工)。
- e. **Local employees** refer to those who are Singaporeans or Singapore permanent residents.  
本地职员是指新加坡公民和永久居民。
- f. **Foreign employees** refer to those who have entered the country on the basis of employment/work passes or work permits.  
外地职员是指持有工作准证、专业准证或其他准证进入新加坡的员工。

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<input type="checkbox"/> Profit & Loss	<input type="checkbox"/> Balance Sheet	<input type="checkbox"/> FY 2018 Financial Report/ Management Accounts	<input type="checkbox"/> Others: _____
Received on : _____ (dd/mm/yy)			
Remarks (I) : _____ _____			
Updated By: _____			
Remarks (II) : _____ _____			
Updated By: _____			

**FOLLOW-UP ACTION**

REMARKS	UPDATED BY	DATE