

# Frequently Asked Questions (FAQs)

## 1. Why is there a need for BCA to conduct the Annual Return of the Construction Industry?

The purpose of the Annual Return is to obtain detailed information for the compilation of business and economic indicators to monitor the structure and performance of the construction industry. In addition, the Singapore Department of Statistics (DOS) also needs the data for the compilation of national accounts and balance of payments estimates.

For information, companies in other economic sectors are also required to complete and submit similar surveys annually. Under DOS's decentralised statistical system, the Annual Return of the Construction Industry is conducted by BCA since BCA is the authority overseeing the construction industry.

## 2. My business is small with low turnover. Can I be exempted from the Annual Return?

Data of small, medium and large companies are equally important to us. This is to ensure that the industry data compiled are representative across the different construction sub-industries.

If you require assistance in the form filing, you can call or email our Annual Return helpline at 1800-325 4371 or [BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg). Please quote your Company name and UEN number when you contact us.

## 3. Must my company provide the detailed revenue and expenditure breakdown as required by the Annual Return form if my company's audited financial statements do not report such details?

If your company's audited financial statements do not have the detailed revenue and expenditure breakdown as requested, please extract such data items from your company's financial accounts.

It is essential to provide the detailed revenue and expenditure breakdown as DOS requires the data for the rebasing of national accounts as well as compilation of Input-Output Tables. If the exact figures are not available, please provide the best estimates and do note that the breakdown provided should correspond with the reported figures

## 4. My office has shifted and I received the form from the old address. Can BCA update its database?

You can simply log on to the **Annual Return of the Construction Industry System (ARCIS)** using your CorpPass and ARCIS account login details to update your Company's particulars accordingly. This can be done via BCA's website ([www.bca.gov.sg](http://www.bca.gov.sg)), go to eServices and click on *Annual Return 2018 (AR2018)*.

Alternatively, you may also e-mail us at [BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg) with the following information;

- a. Company's Name
- b. UEN Number
- c. New address
- d. Name and Designation of Contact Person
- e. E-mail
- f. Contact Number

## 5. What is CorpPass?

Singapore Corporate Access (CorpPass) is a single corporate digital identity for businesses and other entities to transact online with government agencies. To register and find out more about CorpPass, please visit <https://www.corppass.gov.sg/corppass/common/findoutmore> or contact the CorpPass Helpdesk at 6643 0577.

**6. If my company has not registered for CorpPass, does that mean that we are exempted from the Annual Return?**

As the Annual Return is conducted under the [Statistics Act \(Chapter 317\)](#), it is compulsory for all selected companies to provide the necessary information for the survey, regardless if your company has yet to register for a CorpPass account.

You can still mail in the completed form together with the relevant supporting documents using the pre-addressed envelope provided previously.

**7. My company has converted from a sole proprietorship to a private limited Company last year. How should I fill up the form?**

Please send us the financial accounts of both the sole proprietorship and private limited company in the pre-addressed envelope and we will assist you in filling up the form.

**8. My financial statements are based on consolidated group accounts. Should I submit based on the group or company accounts?**

Your submission should be based on the Company accounts only.

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

**9. My audited account is not ready. Can I request to submit the form at a later date?**

If your audited account is not ready, you may submit your returns based on your unaudited or management accounts. However, if there is a large difference between the final and preliminary figures, please provide us with the updated figures.

Alternatively, you may also request for a deadline extension. Please note that we are unable to accept verbal request so please email your extension request to [BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg) with the following information;

- a) Company's Name
- b) UEN Number
- c) Name of Contact Person
- d) Designation of Contact Person
- e) E-mail of Contact Person
- f) Contact and Fax Number of Contact Person
- g) Reason(s) for extension

**10. My company has no construction projects for the past few years. Do I still have to submit the form?**

You are still required to submit a "NIL RETURN" under the Company's Particulars tab, stating the reasons and effective date.

If your company is a limited company, do attach a copy of your financial report at the Supporting Documents tab.

**11. My company has already closed down. Do I still have to submit the form?**

Please submit a "NIL RETURN" under the Company's Particulars tab, stating the reasons and effective date. You are also required to attach a print-out from ACRA to verify your company's "NOT LIVE" status.

**12. My company is not registered under BCA's Contractors Registry but BCA still sent us the form. Must I still submit the form?**

The Annual Return of the Construction Industry 2018 covers all construction companies registered in Singapore. As such, companies doing construction/construction-related activities are covered in this Annual Return, regardless of whether they are registered with BCA or not.

**13. My company is registered with BCA's Contractors Registry and I have submitted my Financial Statement to CRS. Am I still required to submit the form?**

As some of the information required (e.g. manpower headcount and detailed revenue and expenditure breakdown etc) cannot be extracted from the financial statement, it is still necessary for you to complete the Annual Return form.

**14. My company is registered under both Construction Workhead (CW) and Construction Workhead-Related (CR) grades A1-B2 and L4-L6 respectively. Do we have to submit the Annual Return twice?**

Even if your company is registered for both of the above-mentioned grades, you only need to submit the Annual Return once.

Please note that w.e.f 1 September 2013 and 1 October 2014, all A1-B2 and L4-L6 companies registered under the CW(01 & 02) and CR(08, 10 & 12) respectively are required to complete and submit the Annual Return form.

Failure to complete and submit the Annual Return form within the stated deadline will affect both your CW(01 & 02) and CR(08, 10 & 12) registration status.

**15. My company's principal business activity is not related to construction. Do I still have to submit the form?**

In order to be exempted from participating in this Annual Return, you need to email us at [BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg) to update the business activity which your company is involved in.

We will assess your company's status and update you accordingly on the outcome.

**16. I do not know how to fill up the form. Can I just submit the financial report and you will fill up for my company?**

We seek your understanding to fill up the form to your best knowledge. If you need any assistance with the Annual Return form filing, you may call our hotline at 1800-325 4371.

Alternatively, you can forward your queries to [BCA\\_AnnualReturn2018@bca.gov.sg](mailto:BCA_AnnualReturn2018@bca.gov.sg). Please quote your Company name and UEN number when you contact us.