

For Office Use

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**ANNUAL RETURN OF THE CONSTRUCTION INDUSTRY, 2020**

The Building and Construction Authority is conducting the Annual Return of the Construction Industry for the reference year 2020. 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, **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.**

If you need any clarification or assistance, please email us at [annual\\_return\\_2020@bca.gov.sg](mailto:annual_return_2020@bca.gov.sg). Alternatively, you may call **1800-3425 222 (1800-DIAL BCA)**.

Thank you for your co-operation.



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

## GENERAL INSTRUCTIONS

- 1 Please read the instructions at the beginning of each section when completing the form
- 2 For the purpose of our analysis, your return should reflect the incomes received and expenditures incurred by your company during the reporting period. For branches of foreign companies, the return should reflect the incomes received and expenditures incurred by the branch offices in Singapore only.
- 3 **Breakdown on itemised sum must be provided** as requested in the form so that the individual components can be posted into the relevant sections.
- 4 Details provided in this survey **should correspond** with the reported figures in your company's **Profit & Loss accounts**.
- 5 Values should be rounded to the **nearest Singapore dollar**. If exact figures are not available, kindly supply your best estimates.
- 6 Values of all items reported in this survey should **exclude GST**, unless stated otherwise.
- 7 Before submitting the form, please **enclose the following documents** in the pre-addressed envelope.
  - Financial Report that covers **at least 6 months of 2020** (e.g. from 1 April 2020 to 31 March 2021, not from 1 April 2019 to 31 March 2020). The financial report should consist of:
    - a) **Balance Sheet**
    - b) **Detailed Profit & Loss Accounts** (with **breakdown** of Cost of Sales, Administrative & Operating Expenditures etc)
    - c) **Fixed Assets Schedule**
    - d) **Other notes to the Accounts**
8. For submissions with any missing documents, our officers will contact you for further clarifications.

## Section A

**COMPANY PARTICULARS**

Name of Company	UEN Number											
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											
Postal Address												
Type of Legal Organization (please select the appropriate box)												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
1 Sole Proprietorship	2 Partnership	3 Private Limited	4 Public Company	5 Others								

**FINANCIAL REPORTING PERIOD**

The reference period for this Annual Return is the **calendar year 2020**. 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 2020**.

Data in this return refer to the period from 

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 to 

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(day / month / year) (day / month / year)

**B(i) TYPE OF BUSINESS ACTIVITY DURING 2020**

1. Please provide your company's **principal activity**:

\_\_\_\_\_

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%**.

- |                               |                                  |                                   |                                  |
|-------------------------------|----------------------------------|-----------------------------------|----------------------------------|
| a. Site Preparation           | <input type="checkbox"/> _____ % | g. Building Services Installation | <input type="checkbox"/> _____ % |
| b. Land Reclamation           | <input type="checkbox"/> _____ % | h. Landscaping Works              | <input type="checkbox"/> _____ % |
| c. Piling Works               | <input type="checkbox"/> _____ % | i. Renovation & Minor Repairs     | <input type="checkbox"/> _____ % |
| d. Building Construction      | <input type="checkbox"/> _____ % | j. Material Installation          | <input type="checkbox"/> _____ % |
| e. Civil Engineering          | <input type="checkbox"/> _____ % | k. Supply of Pre-Cast Components  | <input type="checkbox"/> _____ % |
| f. Special Trade Construction | <input type="checkbox"/> _____ % | l. Others (please specify)        | <input type="checkbox"/> _____ % |

\_\_\_\_\_  
\_\_\_\_\_

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

- |                                 |                                  |
|---------------------------------|----------------------------------|
| a. Income from Main Contract(s) | <input type="checkbox"/> _____ % |
| b. Income from Sub-Contract(s)  | <input type="checkbox"/> _____ % |

**B(ii) 2020 OVERSEAS TRANSACTIONS**

Please select the appropriate box.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1 Does your company have any <b>foreign assets</b> (e.g. overseas direct/portfolio investment) <b>or liabilities</b> as at 30.06.20?                            | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Yes                      | No                       |
| 2 Does your company engage in any trade in services with companies located overseas including offshore merchandise (goods that do not enter Singapore) in 2020? | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Yes                      | No                       |

**Section B (continued)**

<b>B(iii) CAPITAL/FUNDS</b>	
Source of Capital/Funds	As at end of FY20 S\$
1 Singapore	
(a) Individuals (include citizens, permanent residents)	.00
(b) Government/Statutory Boards	.00
(c) Registered Corporations	.00
2 Foreign (please specify country)	
(a) Country 1	.00
(b) Country 2	.00
<b>TOTAL (Singapore &amp; Foreign)</b>	<b>.00</b>

## Section C

<b>2020 STRUCTURE OF FIXED ASSETS IN SINGAPORE (Exclusive of GST)</b>							
	(i) Land, Building & Structure S\$	(ii) Transport Equipment S\$	(iii) Information, Computer & Telecommunications (ICT) equipment S\$	(iv) Other Machinery & Equipment S\$	(v) Furniture & Fittings S\$	(vi) Computer Software** S\$	(vii) <b>Total</b>
1 Net book value as at <u>beginning</u> of the reporting period							
2 Additions (include major repairs) during the reporting period							
3 <b>Depreciation</b> for the reporting period*							
4 Net book value disposed/written off during the reporting period							
5 Net book value as at <u>end</u> of the reporting period <b>(5) = (1)+(2)-(3)-(4)</b>							
6 Accumulated depreciation as at end of the reporting period							

\*Total depreciation reported in item 3(vii) should tally with the depreciation charge reported in Section F (iii) item 6.

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

### Total additions to computer software as reported above

Of which	(a) Pre-packaged & customised software	%
	(b) Software developed in-house	%

## Section D

Please skip to Section E if the firm did not incur any depreciation expenses of right-of-use-assets in 2020.

2020 STRUCTURE OF RIGHT-OF-USE ASSETS IN SINGAPORE (Exclusive of GST)							
	(i) Land, Building & Structure S\$	(ii) Transport Equipment S\$	(iii) Information, Computer & Telecommunications (ICT) equipment S\$	(iv) Other Machinery & Equipment S\$	(v) Furniture & Fittings S\$	(vi) Computer Software** S\$	(vii) <b>Total</b>
1 Net book value as at <u>beginning</u> of the reporting period							
2 Additions (include major repairs) during the reporting period							
3 <b>Depreciation</b> for the reporting period*							
4 Net book value disposed/written off during the reporting period							
5 Net book value as at <u>end</u> of the reporting period <i>(5) = (1)+(2)-(3)-(4)</i>							
6 Accumulated depreciation as at end of the reporting period							

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

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

### Total additions to computer software as reported above

Of which	(a) Pre-packaged & customised software	%
	(b) Software developed in-house	%

## Section E

<b>GROSS INCOME/RECEIPTS, 2020 (Exclusive of GST)</b>	
<b>* Please <u>exclude</u> all incomes received by <u>overseas branches</u> (if any)</b>	
<b>Income from Main Business Activity (as reported in Section B)</b>	<b>S\$</b>
1 Income from construction or construction-related activities <i>(include sale of pre-cast components and PPVC modules)</i>	. 00
<b>Other Sources of Income</b>	<b>S\$</b>
2 COVID-19 related support: (a) Jobs Support Scheme	. 00
(b) Construction Restart Booster – Firm-based support	. 00
(c) Construction Restart Booster – Project-based support	. 00
(d) Foreign Workers Levy rebates	. 00
(e) Others, please specify: <input style="width: 100px; height: 15px;" type="text"/>	. 00
3 Income received due to cost-sharing of prolongation costs	. 00
4 Administration and management fees received	. 00
5 Commission and agency fees on services rendered	. 00
6 Dividends received (Net)	. 00
7 Grants from: (a) Skills Development Fund	. 00
(b) Special Employment Credit and Wage Credit	. 00
(c) Construction Productivity and Capability Fund (CPCF)	. 00
(d) Others Please Specify: <input style="width: 150px; height: 15px;" type="text"/>	. 00
8 Income from re-sale of goods and materials	. 00
9 Income from supply of labour (refers to income received from supplying workers under your payroll to other contractors)	. 00
10 Insurance claims	. 00
11 Interest received from : (a) Deposit	. 00
(b) Others	. 00
12 Rental received from: (a) Stores, godowns & warehouses	. 00
(b) Offices, shops & other premises	. 00
(c) Vehicles	. 00
(d) Machinery & equipment	. 00
(e) Land	. 00



<b>Other Sources of Income (continued)</b>	
13 Share of profit from Joint Venture	. 00
14 <b>Total other <u>operating</u> receipts</b>	
<i><b>Note:</b> Other operating receipts include supply of labour, maintenance of commercial or residential buildings, engineering services, consultancy services, etc.</i>	. 00
15 <b>Total other <u>non-operating</u> receipts</b>	
<i><b>Note:</b> 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>	. 00
<b>SECTION E TOTAL</b>	<b>. 00</b>

## Section F

<b>EXPENSES, 2020 (Exclusive of deductible GST)*</b>	
<b>* Please <u>exclude</u> all expenses incurred by <u>overseas branches</u> (if any)</b>	
<b>F(i) Cost of Contracts / Sales</b> <i>(Please provide a <b>breakdown</b> of the lump sum into the following categories)</i>	<b>S\$</b>
1 <b><u>Purchases of materials</u></b> for rendering construction and construction-related works	• 00
2 <b><u>Sub-contract fees</u></b> paid to: (a) Companies and businesses	• 00
(b) Individuals (e.g. free-lance workers)	• 00
3 <b><u>Direct Labour Costs</u></b> <i>(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).)</i>	• 00
4 <b><u>Other Overheads relating to contracts</u></b>	• 00
<b>SECTION F(i) TOTAL</b>	
	• 00

<b>F(ii) Employee Expenses</b>		<b>S\$</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>		
1 <b><u>Wages &amp; Salaries</u></b> (include Bonuses & Allowances)	(a) All Paid Employees <u>working in Singapore</u> (include Director(s) but exclude working proprietor/partner(s))	• 00
	(b) Working Proprietor/Partner(s)	• 00
	(c) Employees <u>working overseas</u> <i>(for more than one year &amp; on Singapore's company payroll)</i>	• 00
2 <b><u>Employer's contribution to CPF/Pension</u></b>	(a) All Paid Employees <u>working in Singapore</u> (include Director(s) but exclude working proprietor/partner(s))	• 00
	(b) Working Proprietor/Partner(s)	• 00
	(c) Employees <u>working overseas</u> <i>(for more than one year &amp; on Singapore's company payroll)</i>	• 00
3 <b><u>Director Fees</u></b>		• 00
4 <b><u>Foreign Workers Levy</u></b> <i>(net of waiver, but excluding rebates. Rebates should be reported in Section E, item 2(d))</i>		• 00
5 Welfare and Benefits	(a) Employees <u>working in Singapore</u>	• 00
	(b) Employees <u>working overseas</u> <i>(for more than one year &amp; on Singapore's company payroll)</i>	• 00
6 Skills Development Levy (SDL)		• 00
7 Staff recruitment and training expenses (inclusive of Course fees)		• 00
<b>SECTION F(ii) TOTAL</b>		• 00

<b>F(iii) Other Expenses</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>	
1 Accounting, auditing, secretarial services, tax fees (Tax consulting)	• 00
2 Administration and management fees	• 00
3 Bank and financial charges (exclude interest)	• 00
4 Commission and agency fees for services rendered	• 00
5 Consultancy Fees / Professional Fees: (a) Architectural & engineering services	• 00
(b) Others	• 00
6 Depreciation of fixed assets <i>(sum of Section C3(i) to C3(vi))</i>	• 00
7 Depreciation of right-of-use assets <i>(sum of Section D3(i) to D3(vi))</i>	• 00
8 Entertainment expenses	• 00
9 Fines (exclude compensation for defective works)	• 00
10 Indirect taxes: (a) Property tax	• 00
(a) Others (include stamp duties, license fees, but exclude foreign workers levy, corporate tax and personal income tax)	• 00
11 Information Technology Services:	• 00
(a) Expenditure on software that is meant for own use for more than a year.	• 00
(b) Data processing, computer consultancy and other information technology services	• 00
12 Insurance premiums for: (a) Persons engaged in Singapore	• 00
(b) Others (e.g. property, fire but <b>excluding</b> vehicles)	• 00
13 Interest paid on: (a) Loans	• 00
(b) Right-of-use lease liabilities	• 00
(c) Others	• 00
14 Motor vehicles expenses: (a) Insurance	• 00
(b) Road tax	• 00
(c) Petrol, diesel & lubricating oil	• 00
(d) Servicing & others (include spare parts)	• 00
<b>F(iii) Other Expenses (continued)</b>	

15 Postage & telecommunications charges	• 00
16 Printing, stationery, newspaper & office supplies	• 00
17 Rental paid for: (a) Stores, offices & other premises	• 00
(b) Vehicles	• 00
(c) Machinery & equipment	• 00
(d) Land	• 00
18 Research & Development	• 00
19 Royalties and franchise fees paid	• 00
20 Repairing and servicing of <u>machinery and equipment</u> (include routine maintenance and applications support of computer software)	• 00
21 Repairing and maintenance of <u>premises</u> (include removal of debris, pest control & cleaning)	• 00
22 Share of loss on Joint Venture	• 00
23 Transport and travelling expenditures (include parking fees)	• 00
24 Utilities expenses	• 00
25 Purchases of goods and materials for resale	• 00
26 GST expenses on net purchases which are not deductible as input tax	• 00
27 Expenditure due to cost-sharing of prolongation costs	• 00
28 <b>Total other <u>operating</u> expenditures</b>	
<u>Note:</u> <i>Other operating expenditures include annual dinner &amp; dance, compensation for defective works, general expenses, ISO certification, laundry, praying fees, site expenses, uniform etc.</i>	• 00
29 <b>Total other <u>non-operating</u> expenditures</b>	
<u>Note:</u> <i>Other non-operating expenditures include assets/stocks written off, bad debts, loss on sales of fixed assets/stocks/foreign exchange transactions/derivatives trading, repatriations, etc.</i>	• 00
<b>SECTION F(iii) TOTAL</b>	• 00

## Section G

<b>G(i): BOOK VALUE OF STOCKS, 2020 (Exclusive of GST)</b>	<b>OPENING S\$</b>	<b>CLOSING S\$</b>
1 Materials **	.00	.00

\*\* Please **exclude** materials held by overseas branches (if any)

<b>G(ii): WORK-IN-PROGRESS (WIP), 2020 (Exclusive of GST)</b>	<b>OPENING S\$</b>	<b>ENDING S\$</b>
1 WIP	.00	.00

<b>G(iii) NET PROFIT / (LOSS) BEFORE TAXATION, 2020</b>	.00
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## Section H

### H. PROFILE OF MANPOWER, 2020

<b>(i) Full-time Paid Employees Working in Singapore – By Occupation (<i>excluding Working Proprietor/Partner(s)</i>)</b>		<b>Average Employee Number</b>
1. Professionals, Managers, Executives and Technical staff (e.g. Managing Director, CEO, Construction Managers, Engineers, Supervisors, Foremen, Draftsman)	Local	
	Foreign	
2. Rank and File (e.g. Tradesmen & Construction Workers, Drivers, Security Officers, Cleaners)	Local	
	Foreign	
<b>Total Full-time Paid Employees Working in Singapore (1+2)</b>		
<b>(ii) Working Proprietor/ Partner(s)</b>	Local	
	Foreign	
<b>(iii) Employees <u>working overseas</u> (for more than one year &amp; on Singapore's company payroll)</b>		
<b>(iv) Total <u>Part-time &amp; Temporary</u> Paid Employees</b>		

### Supporting Documents

Please attach the Financial Report that covers **at least 6 months of 2020** (e.g. from 1 April 2020 to 31 March 2021, not from 1 April 2019 to 31 March 2020). The financial report should consist of :-

**(a) Balance Sheet**

- (b) Detailed Profit & Loss Accounts (with **breakdown** of Cost of Sales, Administrative & Operating Expenditures etc)
- (c) Fixed Assets Schedule
- (d) Other Notes to the Accounts

### Declaration

I hereby declare that the information given in this return is complete and correct to the best of my knowledge and belief.			
Name of Director:	_____	M	<input type="checkbox"/> F <input type="checkbox"/>
Name of Contact Person:	_____	M	<input type="checkbox"/> F <input type="checkbox"/>
Designation of Contact Person:	_____	Email: _____	
Tel No.:	_____ (O) _____ (HP)		