



SURVEY REF NO	<input type="text"/>	Date : 27 June 2019	Form_QSS1 (General) CONFIDENTIAL For DOS ' Official Use SSIC
ATTN			
NAME OF ESTABLISHMENT			

Please insert correct particulars for updating.

ONLY

**QUARTERLY SURVEY OF SERVICES
SECOND QUARTER 2019**

Purpose of Survey

The purpose of this survey is to obtain up-to-date information for monitoring and analysing the performance of the services sector. The aggregated statistics are used extensively by the government and business community in their policy-making and business planning. The survey findings are available on our website at <https://www.singstat.gov.sg/business-receipts-index>.

Confidentiality

You are required to complete this survey under the Statistics Act (Chapter 517). Your completed return will be kept in confidence in accordance with the Statistics Act. A copy of the Statistics Act is available on our website at <https://www.singstat.gov.sg/about-us/statistics-act>.

Due Date and Mode of Submission

Please login using CorpPass and submit your survey return through our E-survey system at <https://www.biz-esurvey.singstat.gov.sg> by **11 July 2019**.

Please make a copy of the completed questionnaire for your reference.

Assistance

If you have any questions pertaining to the survey, or need assistance in completing the questionnaire, please contact the officers-in-charge of Business Statistics Division (operating hours are : Mon-Fri, 8.30 am - 5.00pm):

Email : WONG_Yan_Ru@singstat.gov.sg / HENG_Shi_Jie@singstat.gov.sg

You may also refer to our website for a list of frequently asked questions at <https://www.singstat.gov.sg/our-services-and-tools/public-sector-surveys/frequently-asked-questions-on-business-surveys>.

Thank you for your co-operation.

Wong Wee Kim
Chief Statistician
Singapore

Singapore Department of Statistics
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E info@singstat.gov.sg
www.singstat.gov.sg

QUARTERLY SURVEY OF SERVICES, 2ND QUARTER 2019

SURVEY REF NO

Name of Establishment

REPORTING INSTRUCTIONS

(a) Please take note of the following:

- Use black pen when completing this form.

(b) Explanatory notes can be found at the end of this survey form.

BUSINESS STATISTICS

Please provide figures in nearest Singapore dollars for the period stated.

E-commerce revenue refers to the revenue earned from the sale of goods and services whereby your company receives orders or agrees on the price and terms of sale via online means, e.g. through your company's website, third-party websites, mobile applications, extranet or Electronic Data Interchange (e.g. GeBIZ). Payment and delivery may or may not be made online.

Apr- Jun 2019

If actual figures are not available, please supply your best estimates.

1a. Operating Receipts / Revenue [excludes GST]	(S\$)	<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><td> </td><td> </td><td> </td><td> </td></tr></table>															
1b. of which, E-Commerce Revenue [excludes GST] (if applicable)	(S\$)	<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><td> </td><td> </td><td> </td><td> </td></tr></table>															
2. Operating Expenditure Excluding Remuneration, Depreciation and Indirect Taxes (includes rental expenses for operating leases)	(S\$)	<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><td> </td><td> </td><td> </td><td> </td></tr></table>															
3. Remuneration	(S\$)	<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><td> </td><td> </td><td> </td><td> </td></tr></table>															

Please explain briefly the factors causing the increase/decrease for items (1) - (3) as compared with the previous quarter and/or the same quarter last year.

STRUCTURE OF FIXED ASSETS IN SINGAPORE, APR - JUN 2019 (Exclusive of GST)

(Excluding Operating Leases)

	4i. Land, Building & Structure (Include Major Renovation)	of which:	4ii. Land
	S\$		S\$
a Additions including major repairs			
b Net book value of assets disposed			
c Ending net book value as at Jun 2019*			

	5. Transport Equipment (Include Vehicles, Ships & Aircrafts)	6. Other Machinery & Equipment (Include Furniture & Fittings)
	S\$	S\$
a Additions including major repairs		
b Net book value of assets disposed		
c Ending net book value as at Jun 2019*		

	7. Computers & Peripheral Equipment and Telecommunications Equipment
	S\$
a Additions including major repairs	
b Net book value of assets disposed	
c Ending net book value as at Jun 2019*	

* Including revaluations, net of depreciation and assets written-off

1 Operating Receipts / Revenue

This generally refers to fees or income earned from the provision of services and goods sold. It includes fees earned from the provision of consultancy & professional services, management & administrative fees, repairs/servicing charges, rental or lease income (except from land and finance leases), contract, subcontract and commission fees, royalties & license fees and any other operating income. **Government subvention/subsidy on healthcare, education and childcare services to patients, students and parents should also be included.** Business transactions with Singapore residents and firms as well as transactions with overseas clients are to be reported.

Amount should **exclude** Goods & Services Tax (GST) and non-operating revenue such as gifts, loans, contributions, rental from land, grants, taxes and gross receipts collected on behalf of others.

For firms operating on a commission basis e.g. ticketing agencies, freight forwarders, money changers and remittance services, you should report the commission earned and not the total value of the sales on which commissions were paid.

For local branches of foreign airlines and foreign shipping lines, operating receipts refers to the reimbursement from their head offices for the operating expenditure they incurred.

2 Operating Expenditure Excluding Remuneration, Depreciation and Indirect Taxes

This refers to all current expenditure incurred by the establishment in its business with adjustment for changes in inventory. It includes expenses incurred from purchases of goods & materials for own use and resale, rental expenses for operating leases, work given out, rental & maintenance of machinery, equipment & premises, legal, accounting & other professional services, transport & travelling, utilities, advertisement, entertainment, stationery & printing, post, courier & telecommunications, fuel & lubricants, cargo handling expenses, port charges, charter fees and other general expenses that are connected with the establishment's operation.

Amount should **exclude** deductible GST, remuneration paid, indirect taxes (e.g. road tax, property taxes, foreign workers levy, licence fees and stamp duties), depreciation and non-operating expenses such as goodwill, bad debts, renovation & major repairs and assets written off.

For local branches of foreign airlines and foreign shipping lines, operating expenditure refers only to expenditure incurred by the branch offices in providing support services to their head offices (i.e. foreign airlines and foreign shipping lines) and expenditure paid by them on behalf of their head offices.

3 Remuneration

This refers to total remuneration of employees, crew onboard vessels or aircraft and working directors which includes wages and salaries, commissions, bonuses, overtime pay, CPF contributions and other benefits such as medical benefits, cost of food, accommodation and other benefits in kind provided by employers but **excludes** gratuities and retrenchment benefits. Remuneration also includes directors' fee, e.g. amount for attending board of directors' meetings. Remuneration of staff working outside Singapore and working proprietors and partners should be excluded.

4 Structure of Fixed Assets in Singapore (Exclusive of GST)

Fixed Assets of operating leases should be excluded.

Net book value refers to cost of fixed assets net of accumulated depreciation.

Additions (including major repairs) refers to the total cost of acquiring the assets, inclusive of import duty, registration fees, delivery and installation charges.

Land refers to the ground, including the soil covering and any associated surface waters, over which ownership rights are enforced. It can be empty or with buildings or other structures situated on it or running through it. However, the value of land should exclude any buildings or other structures situated on it or running through it.

Building and structure consists of residential buildings and other buildings and structures, including 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. Examples of other buildings and structures include commercial, institutional and industrial buildings, civil engineering works, industrial and power plants and public monuments. It also includes the costs of site clearance and preparation as well as major reconstruction and capitalised repairs and improvements.

Transport equipment consists of equipment for moving people and objects. Examples include motor vehicles; trailers and semi-trailers; railway locomotives and rolling stocks; ships, boats and other floating structures (including floating or submersible drilling or production platforms); and aircrafts. It also includes major reconstruction and capitalised repairs and improvements.

Telecommunications equipment includes mobile phones, personal digital assistants (PDAs), satellite dishes, audio-visual equipment (e.g. radios, television sets); and other television/radio transmitters and receivers.

Other machinery and equipment consists of machinery and equipment not classified in other asset categories. Examples include generators, engines and turbines; cranes and other lifting and handling equipment; electrical machinery and equipment; medical equipment and instruments; precision, optical and photographic instruments; accounting machinery (e.g. ATMs, cash registers and ticket-issuing machines); sports equipment; musical instruments; and other special purpose machinery. 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.

Computers and peripheral equipment includes computers, servers (hardware), laptops, printers, copiers and fax machines.

Furniture and fittings refers to furniture and lighting fixtures of a kind used in offices.

PARTICULARS OF CONTACT PERSON

I hereby declare that the information given in this return is complete and correct to the best of my knowledge and belief.

Please complete the following information in **BLOCK LETTERS**.

Name (Ms/Mr/Mdm) Signature

Designation Date

Contact Person (Person filling in the survey form)

Name (Ms/Mr/Mdm) Tel 1

Designation Tel 2

E-mail Fax