



**FORM W9A
CONFIDENTIAL**

SURVEY OF WHOLESALE TRADE, FOURTH QUARTER 2019

Purpose of Survey

This survey collects financial information on wholesale trade to monitor the short-term performance of this industry. The aggregated statistics are used extensively by the government and business community in their policy-making and business planning. The survey findings are released in our publications and available on our website at www.singstat.gov.sg.

Confidentiality

You are required to complete this survey under the Statistics Act (Chapter 317). 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 www.singstat.gov.sg/about-us/statistics-act.

Due Date and Modes of Submission

Please login using CorpPass and submit your survey return through our E-survey system at www.biz-survey.singstat.gov.sg by **06 Jan 2020**.

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 at Business Statistics Division (operating hours are: Mon-Fri, 8.30am - 5.00pm):

Officer 1: Ms Yah Lee Giok	Tel: 6835 8935	Email: Yah_Lee_Giok@singstat.gov.sg
Officer 2: Ms Chua Bee Lian	Tel: 6835 8942	Email: Chua_Bee_Lian@singstat.gov.sg
Officer 3: Ms Chan Peck Har	Tel: 6835 8970	Email: Chan_Peck_Har@singstat.gov.sg
Officer 4: Mrs Kok Marn Fah	Tel: 6835 8981	Email: Kok-Chong_Marn_Fah@singstat.gov.sg

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

Thank you for your kind co-operation.

Wong Wee Kim
Chief Statistician
Singapore

SURVEY OF WHOLESALE TRADE, FOURTH QUARTER 2019

Survey Ref No. :

Name of Firm :

QUARTERLY INFORMATION

Data in this return should be provided to the nearest **Singapore dollar (S\$)** excluding cents.

However, if you are unable to report in Singapore currency, please tick the appropriate box to indicate the currency used.

- United States Dollars Japanese Yen Euro
 United Kingdom Pounds Malaysia Ringgits Others, please specify _____

If exact data are not available, please supply your best estimates. Data should **exclude** manufacturing sales, derivative trading, interest, dividends received and the value of the Goods and Services Tax (GST).

Business Statistics	Oct - Dec 2019
1. Operating Receipts (excludes GST) (Sum of (a) to (c))	\$
a) Wholesale Sales In Singapore	\$
b) Wholesale Sales Outside Singapore	\$
c) Retail Sales and Other Receipts	\$
2. Operating Expenditure (includes cost of sales and rental expenses for operating leases) Excluding Remuneration, Depreciation and Indirect Taxes	\$
3. Remuneration	\$
4. E-Commerce Revenue (out of total Wholesale Sales of 1(a) + 1(b))	\$

Please state the reasons for the increase/decrease for items (1) - (3) as compared with the previous quarter and/or the same quarter last year (max 250 characters).

STRUCTURE OF FIXED ASSETS IN SINGAPORE, OCT – DEC 2019 (Exclusive of GST)
(Exclude operating leases)

	5i. Land, Building & Structure (Include Major Renovation)	of which:	5ii. Land
	\$		\$
a Additions including major repairs	<input type="text"/>		<input type="text"/>
b Net book value of assets disposed	<input type="text"/>		<input type="text"/>
c Ending net book value as at Dec 2019 *	<input type="text"/>		<input type="text"/>

	6. Transport Equipment (Include Vehicles, Ships & Aircrafts)	7. Other Machinery & Equipment (Include Furniture & Fittings)
	\$	\$
a Additions including major repairs	<input type="text"/>	<input type="text"/>
b Net book value of assets disposed	<input type="text"/>	<input type="text"/>
c Ending net book value as at Dec 2019 *	<input type="text"/>	<input type="text"/>

	8. Computers & Peripheral Equipment and Telecommunications Equipment
	\$
a Additions including major repairs	<input type="text"/>
b Net book value of assets disposed	<input type="text"/>
c Ending net book value as at Dec 2019 *	<input type="text"/>

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

DECLARATION

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

Name	<input type="text"/>	Designation	<input type="text"/>
Date	<input type="text"/>		

Contact Person (Person filling in the survey form)

Name	<input type="text"/>	Office No.	<input type="text"/>
Designation	<input type="text"/>	Mobile No.	<input type="text"/>
Email	<input type="text"/>	Fax No.	<input type="text"/>
Company's Email	<input type="text"/>	Company's Website	<input type="text"/>

EXPLANATORY NOTES**BUSINESS STATISTICS**

Wholesale Sales In Singapore refers to the amount received or receivable from trading of goods within Singapore, with other manufacturers, wholesalers and retailers.

Wholesale Sales Outside Singapore refers to the amount received or receivable from re-exports, exports of goods manufactured in Singapore, offshore merchandise and transshipment cargo.

Retail Sales and Other Receipts refers to all other income derived from retail sales, commissions, service charges, administrative & management fees, royalties and other sources of operating income.

Operating Expenditure Excluding Remuneration, Depreciation and Indirect Taxes 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 and 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), depreciation, realised & unrealised loss from foreign exchange transactions, hedging loss, interest paid and non-operating expenses such as goodwill, bad debts, renovation & major repairs and assets written off.

Remuneration refers to total remuneration of employees 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, retrenchment benefits. Remuneration also includes directors' fee, e.g. amount paid to directors for attending board of directors' meetings. Remuneration of staff working outside Singapore and working proprietors and partners should be excluded.

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.

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 fee 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.