



SURVEY REF NO	<input type="text"/>	Date : 28 December 2017	<b>Form_QSS1 (General) CONFIDENTIAL For DOS ' Official Use</b>
ATTN			
NAME OF ESTABLISHMENT			SSIC
<i>Please insert correct particulars for updating.</i>			

**QUARTERLY SURVEY OF SERVICES  
FOURTH QUARTER 2017**

**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

<http://www.singstat.gov.sg/business-receipts-index>

**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

<http://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 **12 January 2018**.

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, 8.30 am - 5.00pm):

Email : HONG\_Guo\_Hao@singstat.gov.sg / WONG\_Yan\_Ru@singstat.gov.sg

You may also refer to our website for a list of frequently asked questions at

<http://www.singstat.gov.sg/business-surveys-faqs>

Thank you for your co-operation.

Wong Wee Kim  
Chief Statistician  
Singapore

Singapore Department of Statistics  
100 High Street #05-01, The Treasury, Singapore 179434  
E info@singstat.gov.sg  
www.singstat.gov.sg

**QUARTERLY SURVEY OF SERVICES, 4<sup>TH</sup> QUARTER 2017**

**SURVEY REF NO**

**Name of Establishment**

**REPORTING INSTRUCTIONS**

(a) As this form will be read using electronic equipment, please take note of the following:

- Use black pen and **BLOCK LETTERS** when completing this form.
- Keep each number or tick within the boxes provided.
- Leave answer boxes blank when you have no response or data to enter. Do not use 'nil', 'na', '-' or strike throughout the boxes or page.

(b) Explanatory notes can be found on the following page.

**ESTABLISHMENT INFORMATION**

Please provide the principal activity of your firm from which the main income is derived.

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**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 app, extranet or Electronic Data Interchange (e.g. GeBIZ). Payment and delivery may or may not be made online.*

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

**Oct - Dec 2017**

1a. Operating Receipts / Revenue [excludes GST]

(S\$) 

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1b. of which, E-Commerce Revenue [excludes GST]  
(if applicable)

(S\$) 

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2. Operating Expenditure Excluding Remuneration,  
Depreciation and Indirect Taxes

(S\$) 

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3. Remuneration

(S\$) 

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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.


## 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

## EXPLANATORY NOTES

### 1 Operating Receipts

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 income from investments, gains from the sale of fixed assets, realised & unrealised gain from foreign exchange transactions, hedging gains, dividend & interest income, 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 and freight forwarders, 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, 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, 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.

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.