

**INTERNATIONAL TRADE IN SERVICES SURVEY  
(SHIPPING AGENCIES / BRANCHES OF  
FOREIGN SHIPPING LINES AND AIRLINES)  
EXPLANATORY NOTES**

**GENERAL INSTRUCTIONS**

**Transactions to be reported in this form**

1. In this form, you are required to report all transactions with non-residents unless otherwise stated. **Non-residents** are defined as:
  - (a) Persons whose main centre of interest is not in Singapore or whose residence in Singapore does not exceed one year;
  - (b) Companies and other bodies whose permanent or registered address is outside Singapore, including overseas branches or subsidiaries of Singapore-registered companies or institutions. Branches or subsidiaries of foreign companies located within Singapore are considered as residents.
2. Report transactions with non-resident related companies, even if they are made through the intra-corporate accounting system.

**Transactions not to be reported in this form**

3. In general, you need not report any transactions with **residents**. For example, payments to Singapore Telecoms for international calls need not be reported in this form. However, there are some exceptions. **Please refer to specific notes for these items.**
4. Do **not** report any goods imported into and exported from Singapore which have already been reported to Singapore Customs unless otherwise specified.
5. Do **not** report any remitted profits, interest, dividends, capital gains, loans, deposits, investments or any other capital flows.
6. Do **not** report any transactions with the following entities in Singapore, including their transactions on behalf of their non-resident principals:
  - (a) business representative offices of foreign companies;
  - (b) branches and offices of foreign airlines and shipping lines;
  - (c) shipping agencies acting on behalf of foreign shipping lines.

## Residency of Transacting Parties

7. For services transactions, you should identify transactions based on residency of the party whom you render services to or receive services from, and not based on the party whom you receive reimbursements from or make payments to. For example, if your company provided legal services to a firm located in country A but was paid through a local business associate of that firm, you should report the legal services as receipts from country A.
8. Transactions with non-residents through your overseas agents should be treated as your own transactions with non-residents. Services rendered by your overseas agents to you should be reported as import of services.

## Accrual Basis

9. Report amount earned and expenses incurred during the period whether or not the amount had been received or paid.

## Gross Reporting

10. Transactions are to be reported on a gross basis. Expenses incurred in the course of rendering the service, e.g. commissions, other services, etc., are to be included. Report them separately, if applicable.

## Currency

11. Report payments and receipts in ***thousand Singapore dollar***. Convert payments and receipts denominated in foreign currency to Singapore dollar at the exchange rate prevailing at the time of transaction.

## How to Complete the Form

12. The following example depicts how transactions carried out on behalf of your foreign principals are to be captured in Section C:

### Example

- Suppose your company collected courier service charges on behalf of foreign principal A costing \$500,000 and air ticket fares for foreign principal B costing \$900,000 in Singapore. In addition, your company received S\$200,000 and S\$350,000 commission fees from foreign principal A and foreign principal B respectively and paid crew allowances costing \$400,000 to Singaporean crew on behalf of your foreign principal C.

(a) In **Section C (Part I)**, please state the names of your foreign principals and their respective country of operation of their head office.

<b>Name of Foreign Principal</b>	<b>Country of Operation of Head Office</b>
Foreign Principal A	China
Foreign Principal B	China
Foreign Principal C	Australia

(b) In **Section C (Part II)**, please report total revenue for each type of transaction *by country*. Proceed to fill in your foreign principal's country of operation of head office and the respective transaction values.

**Revenue(s) of Foreign Principal Collected in Singapore in 2019**

<b>Item Code</b>	<b>Description of Item</b>	<b>Foreign principal's country of operation of head office</b>		
		<b>Country</b>	<b>Country</b>	<b>Country</b>
		<b>China</b>	<b>Australia</b>	
<b>S\$'000 (Please report in Thousand Singapore dollar)</b>				
759	Passenger Fares (include air tickets, charges for excess baggage & other personal effects)	900		
766	Charges on carriage of mail; Courier Service	500		
<b>Please provide value of total revenue by the countries specified above.</b>				
<b>Total Revenue</b>		1,400		

(c) In **Section C (Part III)**, please report total expenses for each type of transaction *by country*. Proceed to fill in your foreign principal's country of operation of head office with reference and the respective transaction values.

**Expenses of Foreign Principal in Singapore in 2019**

Item Code	Description of Item	Foreign principal's country of operation of head office		
		Country	Country	Country
		China	Australia	
<b>S\$'000 (Please report in Thousand Singapore dollar)</b>				
<b><i>Payments to your company</i></b>				
633	Agency and Commission Fees, Ship Management Fees	200 + 350 = 550		
<b><i>Payments to other entities in Singapore through your company</i></b>				
1. Wages and other crew expenses				
008	Wages and allowances paid to Singaporean crew		400	
<b>Please provide value of total expenses by the countries specified above.</b>				
<b>Total Expenditure</b>		550	400	

13. The following example depicts how non-resident transactions are to be captured in Section D:

Example

- Suppose your company engaged the service of a software developer in country A costing S\$100,000.

(a) In **Section D**, please tick the appropriate items.

**TRANSACTIONS WITH NON-RESIDENT CHECKLIST**

Item Description	Code	Revenue/ Receipts	Expenses/ Payments
Computer Services	150	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) Proceed to fill in the transaction values for the respective item codes by country of trading partner in **Sections E and F** (REVENUE/RECEIPTS or EXPENSES/PAYMENTS).

**EXPENSES / PAYMENTS – DURING 2019**

Trading Partners	Please use item in Explanatory Notes		
	Item Code	Item Code	Item Code
	<i>150</i>		
<b>S\$'000 (Please report in Thousand Singapore dollar)</b>			
Country A	<i>100</i>		
<b>Total value of all Trading Partners</b>	<i>100</i>		

## **SERVICES DEFINITIONS FOR SECTION C (PART II & III)**

### **REVENUE OF FOREIGN PRINCIPAL COLLECTED IN SINGAPORE** *(through your company)*

- 759 Passenger Fares (include air tickets, charges for excess baggage & other personal effects)**
- ✓ fares that are part of package tours
  - ✓ onboard expenditure of passengers (i.e. food, drinks or items that passengers purchase while on board carriers)
- 766 Charges on carriage of mail; Courier Service**
- ✓ charges for carriage of mail and parcels
  - ✓ charges for pick-up, transport and delivery of letters, newspapers, periodicals, other printed matters, parcels and packages by national postal administrations and private courier service operators

### **EXPENSES OF FOREIGN PRINCIPAL PAID TO SINGAPORE ENTITIES**

#### **Payments to your company**

- 633 Agency and Commission Fees, Ship Management Fees**
- ✓ agency fees and commissions for arrangement of passenger, freight transportation and charter of carriers paid to your company by the foreign principal
  - ✓ ship management fees paid to your company by the foreign principal
- 901 Value of other payments (if any)**
- ✓ all other expenses of your foreign principals that were paid to your company, *excluding item code 633*
  - ✓ Please provide the service payment/s descriptions in the text box provided

#### **Payments to other entities in Singapore through your company**

##### **1. Wages and other crew expenses**

- 008 Wages and allowances paid to Singaporean Crew**
- ✓ wages and allowances paid to Singaporean flight/sea crews

##### **2. Airport, Port and Logistic Services**

- 606 Harbour and Airport Charges**
- ✓ wharfage, dockage, berthing, pilotage and navigation fees
  - ✓ landing, parking and aerobridge fees
  - ✓ salvage, tug and towing services
  - ✓ port/harbour craft dues

## **EXPENSES OF FOREIGN PRINCIPAL PAID TO SINGAPORE ENTITIES** **(continued)**

### **611 Repairs Services (including repairs of ships, aircrafts and other transport equipment)**

- ✓ Repair services such as repairs of ships, aircrafts and other transport equipment

**Do not report**

- ✗ computer repairs and maintenance (report in code 902)

### **617 Cargo Handling Charges and Other Port Services**

- ✓ container/air freight handling
- ✓ lighterage and stevedoring
- ✓ cargo, container and marine surveying fees
- ✓ maintenance and cleaning of transportation equipment

### **621 Warehousing and Logistic Services**

- ✓ warehousing and storage charges; repacking and grading, delivery and distribution services within ports' boundaries
- ✓ logistic services such as repacking, sorting, grading, assembling of goods, stock management, custom clearance, shipping documentation and logistics consultancy

### **631 Agency and Commission Fees paid to other entities in Singapore**

- ✓ agency fees and commissions paid by the foreign principal to Singapore entities other than your company

## **3. Charter, Rental and Operational Leasing**

### **051 Charter of Ships and other watercraft with crew – Voyage/Space/Slot/Time Charters**

- ✓ charter of ships and other watercraft that come together with the sea crew by nature of the payment contract/agreement

**Do not report**

- ✗ financial leases and payments for vessels leased without crew (report in code 066)

### **061 Charter of Aircraft with crew**

- ✓ charter of aircraft that come together with the flight crew by nature of the payment contract/agreement

**Do not report**

- ✗ financial leases and payments for aircraft leased without crew (report in code 066)

## **EXPENSES OF FOREIGN PRINCIPAL PAID TO SINGAPORE ENTITIES** **(continued)**

### **063 Charter of Land and Rail vehicles with operator**

- ✓ charter of land and rail vehicles that come together with the land/rail vehicle operators by nature of the payment contract/agreement

#### **Do not report**

- ✗ financial leases and payments for vehicles leased without crew (report in code 066)

### **066 Charter, Rental and Operational Leasing without crew/operator**

- ✓ chartering, renting or operational leasing of equipment, machinery, ships, aircrafts, vehicles and transportation equipment such as containers and rigs without crew

#### **Do not report**

- ✗ rental of property
- ✗ financial leasing - lease with an intent to eventually take possession of the good
- ✗ international leased circuits (report in code 106)

## **4. Other Expenses of Foreign Principal to Singapore Entities**

### **011 Advertising and Design Services**

- ✓ design, creation, production and marketing of advertisement in various media (e.g. magazines, newspapers, television, radio, social media websites etc.)
- ✓ purchase of advertisement time and space
- ✓ fees for the right to use an advertisement made by a third party
- ✓ media placement services
- ✓ promotion of products and other promotional-related activities of products and/or services

#### **Do not report**

- ✗ promotions that are part of Trade Fairs, Exhibitions and Conferencing Services (report in code 902)
- ✗ exports and imports of goods and materials

### **106 Telecommunication Services**

- ✓ broadcast or transmission of sound, images, data or other information by telephone, telex, telegram, radio, cable, satellite, electronic mail, facsimile, etc.
- ✓ business network services, teleconferencing, related technical support services, international leased circuits and frame relay
- ✓ cellular phone services, internet backbone services and online access services, including internet access provision

#### **Do not report**

- ✗ charges by non-resident telecommunication companies for overseas calls or connections



## **EXPENSES OF FOREIGN PRINCIPAL PAID TO SINGAPORE ENTITIES** **(continued)**

### **111 Office Rental and Utilities**

- ✓ rental payments for office building and office premises
- ✓ public utility bills for the building and office premises

### **356 Bank Charges and Other Financial Services**

- ✓ credit card commissions, guarantee fees
- ✓ charges & fees associated with fund transfers, loans, letters of credit, bankers' acceptance, cheque clearing, factoring, financial leasing, foreign exchange transactions and remittances etc.

### **411 Payments to Singapore Government and other statutory bodies for services charges, fees, etc.**

- ✓ payments made to Singapore government and other Singapore statutory bodies for visa charges and government administrative charges

### **453 General Insurance excluding Insurance on Cargo**

- ✓ report gross premiums paid or payable to resident insurers
- ✓ covers insurance such as medical, accident, health, life, motor, aviation & other transport, theft, fire & other property damage, business, loss, general liability insurance and other general insurance except cargo

#### **Do not report**

- X insurance on cargo; insurance on exported and imported goods

### **551 Legal Services**

- ✓ legal advisory and representation services in any legal, judicial and statutory procedures
- ✓ drafting services for legal documentation and instruments
- ✓ certification consultancy
- ✓ escrow and settlement services

#### **Do not report**

- X compensation for damages and settlements paid out to third party
- X unutilised legal provisions

### **556 Accounting, Auditing, Bookkeeping and Tax Consultancy Services**

- ✓ accounting, bookkeeping, related auditing services
- ✓ business tax planning and consultancy
- ✓ preparation of tax documents

#### **Do not report**

- X administrative and management services (report in code 902: Please specify)

**EXPENSES OF FOREIGN PRINCIPAL PAID TO SINGAPORE ENTITIES**  
**(continued)**

**561 Engineering and Technical Services**

- ✓ provision of after sales service of machines
- ✓ the design, development, calibration and utilisation of machines, materials, instruments, structures, processes and systems
- ✓ product testing and certification
- ✓ engineering/technical inspection
- ✓ engineering/technical consultancy services
- ✓ cartography, surveying and any other engineering and technical services

**Do not report**

- X mining engineering (please specify & report in code 902)
- X cargo surveying (report in code 902)
- X geologic/land surveying (please specify & report in code 902)
- X computer repairs and maintenance (please specify & report in code 902)
- X exports and imports of goods
- X construction services

**902 Value of other payments, if any**

- ✓ all other expenses of your foreign principals that were paid to entities in Singapore through your company other than those already stated above and describe the service payment/s



## SERVICES DEFINITIONS FOR SECTION D

### Business Services

#### 015. **Business and Management Consulting and Public Relations Services**

- ✓ management or business consultancy, advisory, guidance and operational assistance provided to businesses for business policy and strategy
- ✓ overall planning, structuring and control of an organisation, organisation/systems review
- ✓ Management auditing, market management, human resources, production management and project management consulting and evaluation
- ✓ short-term attachment of management staff
- ✓ public relation services related to improving the image of the clients and their relations with the public and other institutions

##### Do not report

- ✗ consultancy for other services such as banking and financial, computer services etc. (report these under the specific service)

#### 025. **Trade Fairs, Exhibitions and Conferencing Services**

- ✓ receipts include fees received from non-residents who participate in local or overseas exhibitions (trade fairs, conferences) organised by local companies
- ✓ payments include expenses by local companies participating in exhibitions overseas
- ✓ transactions for rental of exhibition space, consultancy, designer fees, contractor fees and all other exhibition services
- ✓ entry fees, organisation and administration fees charged by exhibition promoters and conference organisers
- ✓ supply and setting up of exhibition equipment

##### Do not report

- ✗ exports and imports of goods and materials

#### 052. **Charter, Rental and Operational Leasing without crew/ operator**

- ✓ fees received from or paid to non-residents for chartering, renting or operational leasing of equipment, machinery, ships, aircrafts, vehicles; and transportation equipment such as containers and rigs without crew
- ✓ expenses/payments should include lease payments for Right-Of-Use assets under FRS116 whereby the lease arrangement is regarded as an operating lease
- ✓ lease payments include the principal repayment and interest and exclude depreciation

##### Do not report

- ✗ international leased circuits (report in code 105)
- ✗ mailbox rental (report in code 100)
- ✗ safe deposit box service (report in code 355)
- ✗ rental of property; financial leasing, including lease with an intent to eventually take possession of the good

## **Communication Services**

### **100. Postal and Courier Services**

- ✓ pick-up, transport and delivery of letters, newspapers, periodicals, brochures, other printed matters, parcels and packages by national postal administrations and private courier service operators
- ✓ post office counter and mailbox rental services

#### **Do not report**

- ✗ transactions with local service providers (e.g. Singapore Post)
- ✗ transport of mail by air transport enterprises (report under Other Transactions)

### **105. Telecommunications Services**

- ✓ broadcast or transmission of sound, images, data or other information by telephone, telex, telegram, radio, cable, satellite, electronic mail or facsimile etc.
- ✓ business network services, teleconferencing, cellular phone services, related technical support services, international leased circuits and frame relay
- ✓ internet backbone services and online access services, including internet access provision

#### **Do not report**

- ✗ charges by local telecommunication companies for overseas calls or connections

## **Computer and Information Services**

### **150. Computer Services**

- ✓ provision of IT services such as data processing and hosting services including data entry, tabulation and recovery services
- ✓ development, design, analysis, programming, production, supply and documentation of systems and customised software
- ✓ hardware and software consultancy implementation and installation
- ✓ maintenance & repair of computers and peripheral equipment
- ✓ provision of applications, hosting clients' applications, and computer facilities and resource management
- ✓ systems maintenance and other related support services
- ✓ sales and purchases of customised software (however delivered) and non-customised (mass-produced) software that are downloaded or delivered electronically

#### **Do not report**

- ✗ charges for license to use computer software and multimedia (report in code 655)
- ✗ charges for license to reproduce/distribute computer software and multimedia (report in code 656)
- ✗ sales and purchases of ownership rights of computer software and multimedia (report under Other Transactions)
- ✗ rental and operational leasing of hardware (report in code 052)
- ✗ exports and imports of computer hardware and packaged (non-customised) software on physical media such as CD-ROM

## Financial Services

### 355. **Bank Services**

- ✓ credit card commissions, guarantee fees
- ✓ charges & fees associated with fund transfers, loans, letters of credit, bankers' acceptance, cheque clearing, factoring, financial leasing, foreign exchange transactions and remittances etc.

#### Do not report

- ✗ transactions with resident or foreign banks located in Singapore
- ✗ capital gains/losses, remitted profits, interest, loans, deposits, dividends
- ✗ value of fund transfer or loan issued
- ✗ any other investment or capital flows

## Professional Services

### 430. **Membership and Subscription Fees**

- ✓ **Receipts:** fees received from non-resident individuals or corporations to be a member or an affiliation to your establishment
- ✓ **Payments:** fees paid to foreign country clubs and international organisations as an individual member or an affiliation to it

### 560. **Engineering and Technical Services**

- ✓ provision of after sales service of machines
- ✓ design, development, calibration & utilisation of machines, materials, instruments, structures, processes and systems
- ✓ product testing & certification
- ✓ engineering/technical inspection
- ✓ engineering/technical consultancy services
- ✓ cartography, surveying and any other engineering and technical services

#### Do not report

- ✗ mining engineering (report under Other Transactions)
- ✗ cargo surveying (report in code 620)
- ✗ geologic/land surveying (report under Other Transactions)
- ✗ computer repairs and maintenance (report in code 150)
- ✗ exports and imports of goods
- ✗ construction services

## **Royalties**

### **655. License for use of Computer Software and Multimedia**

- ✓ a one-time fee paid upfront for use of the intellectual property embodied in computer software and multimedia
- ✓ a regular payment for use of the intellectual property embodied in computer software and multimedia
- ✓ license paid as an end user, without further reproduction or distribution

#### **Do not report**

- ✗ license paid for further reproduction or distribution (report in code 656)
- ✗ purchases/sales of ownership rights for such intellectual property (report under Other Transactions)

### **656. License to Reproduce or Distribute Computer Software and Multimedia**

- ✓ fees paid for authorised reproduction and distribution (through licensing agreements) of computer software and multimedia originals.

#### **Do not report**

- ✗ purchases/sales of ownership rights for such intellectual property (report under Other Transactions)

### **660. Charges for use of Proprietary Rights - Trademark and Franchising Fees**

- ✓ intellectual property related to trademark as well as franchising fees paid for the right to provide goods and services of a particular brand
- ✓ a one-time fee paid upfront for the right to use of the above intellectual property
- ✓ a regular payment for continuous use of the above intellectual property

#### **Do not report**

- ✗ purchases/sales of ownership rights for such intellectual property (report under Other Transactions)

### **665. Charges to Reproduce or Distribute - Publication Copyrights**

- ✓ fees paid mainly on a piece by piece basis for the rights to reproduce and/or distribute books or other original works of authors (e.g. translation rights), painters and sculptors etc.

#### **Do not report**

- ✗ license related to computer software (report in code 656)
- ✗ license related to audiovisual works (report in code 680 – please specify type of royalty)
- ✗ purchases/sales of ownership rights for such intellectual property (report under Other Transactions)

### **680. Other Royalties not classified above**

- ✓ refers to all other royalty receipts/payments that are not included in the list above
- ✓ specify the type of royalty receipt/payments in the text box provided

## **Trade and Transport Related Services**

### **620. Cargo Handling, Warehousing and Logistic Services**

- ✓ harbour and airport services fees received from or paid to non-residents in cargo and container handling, lighterage, stevedoring and cargo surveying
- ✓ warehousing and storage
- ✓ repacking and grading, delivery and distribution services within ports' boundaries
- ✓ logistics services comprising a range of services that are customised to the clients' requirement such as repacking, sorting, grading, assembling of goods, stock management, custom clearance, shipping documentation and logistic consultancy which may include the purchasing of goods on behalf of the clients

### **630. Agency Fees and Commission (exclude fees received from foreign principals)**

- ✓ agency fees, commissions, brokerage fees, received from or paid to non-residents for the arrangement of passenger, freight transportation, charter of carriers

## **Other Transactions not indicated above**

### **990, 991...**

- ✓ report transactions with non-residents that are not found in any of the above items
- ✓ specify the type of transaction in the text box provided
- ✓ each service to be coded beginning with 990, 991 and so on