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UEN: SSIC:	**FORM ST** CONFIDENTIAL Date: Type of Legal Organisation: Commencement Date:

ANNUAL CENSUS OF MANUFACTURING ACTIVITIES 2024

Requisition/For Information/To Supply Particulars under Section 5 of the Statistics Act 1973

The Research & Statistics Unit of the Economic Development Board is currently conducting the Annual Census of Manufacturing Activities. The purpose of this survey is to obtain information on the structure and performance of the manufacturing industries.

The information provided shall be safeguarded in accordance with the Statistics Act 1973 and the scope of any consent.

If you need any assistance in completing the form, please contact .

We would be most grateful if you could return your completed e-form to us by via the EDB Portal at **https://portal.edb.gov.sg**. Please login to the EDB Portal using CorpPass. More information on how to submit the e-form can be found at the EDB Portal.

We look forward to hearing from you.

Thank you.

CHENG Wai San (Ms)
DIRECTOR
RESEARCH & STATISTICS UNIT
ECONOMIC DEVELOPMENT BOARD

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REPORTING INSTRUCTIONS

(a) This survey form should pertain to only one industrial activity in Singapore. If you are engaged in two or more distinct industries, a separate return should be completed for each industry.
(b) If your company has outsourced the manufacturing process partially or entirely, you should still complete and submit the survey as long as you own the material rights.
(c) The period of reference for this survey is calendar year 2024. However, if your financial year is different from the calendar year, please report according to your financial year covering the major part of calendar year 2024.
(d) Values in this survey should be provided to the nearest dollar. Please do not use decimal points.
(e) Please leave the answer boxes blank if you do not have any data to enter.
(f) As this form will be read electronically, please type your responses into the form. You should save a copy of your completed form before submitting it to the EDB Research & Statistics Unit.
(g) To see Explanatory notes on the survey items, move your mouse over the ℹ icon. For printed versions of the form, the Explanatory notes are found at the end of the form.
(h) Please complete and agree on the declaration section before you submit the form.

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1 GENERAL DESCRIPTION

A **i. Principal Activity**

Describe the principal industrial activity of the establishment, indicating goods manufactured/processed and services rendered.

ii. Global and/or Regional Headquarters

Which of the following statement(s) describes the establishment in Singapore?

You may select more than one option.

☐ Global Headquarters
Has **managerial control** over all other entities **globally**.

☐ Regional Headquarters
Has **managerial control** over other entities in the **region** (i.e. Singapore plus at least one other country in **Asia Pacific**).

☐ Shared Services / Centre of Excellence:
Co-ordinates or provides **centralised expertise/services** to other entities under the same parent company in the region and/or globally.

☐ None of the above

B How is your manufacturing operation carried out?

☐ Completely In-house ☐ Completely Out-source ☐ Both In-house and Out-source

For the part of the manufacturing operation that is out-sourced, does your firm:

- own* the input materials used to produce the goods? ☐ Yes ☐ No

  * 'own' refers to the purchasing of materials and providing them to the contractor whom you have outsourced the manufacturing to.

- control* whole production process out-sourced to the sub contractors? ☐ Yes ☐ No

  * 'control' includes providing technical specifications to produce the goods, implementing quality control systems at various stages of the production process (e.g. regular inspections, placing own employees or third-party inspectors onsite to oversee the production process)

- provide Intellectual Property Products (IPP)* used in the outsourced production process without charging for the use of IPP? ☐ Yes ☐ No

  * Firm's IPP could be developed in-house, purchased and/or obtained by paying royalties.

2 FINANCIAL PERIOD AND CURRENCY REPORTED

A Data in this return refer to the financial period.

From (year/month) [ ] / [ ]   To (year/month) [ ] / [ ]

B If you are not using Singapore currency in this return, please select the appropriate currency and the rate you are using.

If you need to report in Singapore currency for Remuneration, Capital/Funds and Goods and Services Tax (GST), please check the 'Currency in S$' box under the respective sections.

Currency [ ]   Exchange Rate [ ]

3 EMPLOYMENT AND REMUNERATION (EXCLUSIVE OF GST)

Employment **As At 30 June 2024**, including R&D personnel (Number)

A Employment

Singapore Citizens	Permanent Residents	Foreigners	Total
			0

B Remuneration

Currency in S$ ☐

Remuneration Paid during the Reporting Year 2024 (including remuneration for R&D personnel)

	Wages & Salaries Including Allowances	CPF/Pension Contributions Paid by Employer	Other Benefits (exclusive of GST)
Singapore Citizens			
Permanent Residents			
Foreigners			
Total	0	0	0

Foreign Workers Levy	
Directors' fees (for attending board meetings only)	
Value of Shares & Stock Options to Employees	

4 CAPITAL/FUNDS, STRUCTURE OF FIXED ASSETS AND STOCKS

A Capital/Funds

Currency in S$ ☐

(1) Singapore

As At 31.12.2024

(a) Individuals (Include citizens, permanent residents)

(b) Government/Statutory Boards

(c) Registered Corporations
(Please state ultimate source of capital under each category of Singapore registered corporation.)

Registered Corporation 1:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Registered Corporation 2:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Registered Corporation 3:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Registered Corporation 4:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Registered Corporation 5:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

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(2) Foreign Country

(Please state ultimate source of the foreign capital/funds)

Name of Foreign Country 1:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Name of Foreign Country 2:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Name of Foreign Country 3:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

Name of Foreign Country 4:						
Ultimate source of capital/funds	Country	%	Country	%	Country	%

TOTAL (1+2) 0

This form cannot be submitted because declaration section has not been completed

B STRUCTURE OF FIXED ASSETS INCLUDING RIGHT-OF-USE ASSETS (EXCLUSIVE OF GST)

	(a) Land	(b) Building and structure (include Renovation)	(c) Transport Equipment	(d) Machinery and Equipment	(e) Computers, Peripheral Equipment and Software	(f) Tele-communication Equipment	(g) Office Equipment, Furniture & Fittings and Others
1. Net book value as at 1.1.2024							
2. Surplus/(Diminution) resulting from revaluation of fixed assets during 2024							
3. Capital expenditure during 2024							
of which: additions to the Right-Of-Use assets leased from others (only include operating lease)							
4. Net book value of assets sold during 2024							
5. Depreciation for 2024							
6. Net book value of assets written off during 2024							
7. Net book value as at 31.12.2024							
8. Cost as at 31.12.2024							

Total capital expenditure reported under '(e) Computers, Peripherals Equipment and Software':

of which	(a) Pre-packaged & customised software	
	(b) Software development in-house	

This form cannot be submitted because declaration section has not been completed

C WORK-IN-PROGRESS AND STOCKS AT BEGINNING AND END OF PERIOD

(EXCLUSIVE OF GST)	Opening	Closing
Work-in-Progress		
Stocks of Finished Goods		
Stocks of Materials (including Packing Material)		
Stocks of Resale of Materials and Goods		

5 INCOME/REVENUE (EXCLUSIVE OF GST)

A SALES OF MANUFACTURED/PROCESSED PRODUCTS

Sales reported should net off return inwards and discount allowed.

(1) Total Manufactured Sales 0

For Office Use HS	Commodities Description	

(2) Services Rendered

For Office Use HS	Nature of Services Rendered	

TOTAL SALES (1+2) 0

B MANUFACTURED SALES BY DESTINATION

(1) Sales in Singapore

(a) Sales of goods

(b) Services rendered

This form cannot be submitted because declaration section has not been completed

(2) Direct Exports to:

(a) Malaysia of which:

Johor %

(b) Indonesia of which:

Batam %

(c) Other ASEAN countries

(d) Japan

(e) China

(f) Hong Kong SAR

(g) South Korea

(h) Taiwan

(i) Middle East countries

(j) USA

(k) EU countries

(l) Australia

(m) Mexico

(n) Other countries (please specify)

1. Please enter value

2. Please enter value

3. Please enter value

TOTAL (1+2) 0

This form cannot be submitted because declaration section has not been completed

C RESALE OF MATERIALS AND GOODS

Are the resale materials/goods included in the **sales** under question 5A? ☐ Yes ☐ No

D OTHER INCOME RECEIVED

(1) Rental income from

(a) Building (office, factory, godown, etc)

(b) Transport equipment

(c) Machinery and equipment

(2) Interest

(3) Dividend (net)

(4) Gains from sales of fixed assets

(5) Gains from foreign exchange transactions

(6) Grants from skills development fund

(7) Amounts transferred from head office for current expenses

(8) Grants from Government towards operation costs

(9) Royalties received

(a) In Singapore

(b) Outside Singapore

(10) Research and Development income

(11) Others (please specify)

(a)

(b)

(c)

(d)

TOTAL (D1 to D11) 0

TOTAL INCOME/REVENUE (A+C+D) 0

6 EXPENSES (EXCLUSIVE OF GST)

A MATERIALS USED

The information on materials used given below refers to materials: ☐ Consumed ☐ Purchased
Put a '✓' in the appropriate box

(1) Raw Materials/Components

For Office Use HS	Description	Value

(2) Packing Materials

Total Materials (1+2) 0

B SOURCE OF MATERIALS (FOR MANUFACTURING ONLY)

(1) Singapore

(2) Imports From:

(a) Malaysia of which:

Johor %

This form cannot be submitted because declaration section has not been completed

(b) Indonesia of which:

Batam %

(c) Other ASEAN countries

(d) Japan

(e) Middle East countries

(f) USA

(g) EU countries

(h) Other countries (please specify)

Please enter value

1.

Please enter value

2.

Please enter value

3.

TOTAL (1+2) 0

C PURCHASE OF MATERIALS/GOODS FOR RESALE

Are the resale materials/goods included in the **purchases** under question 6A? ☐ Yes ☐ No

D WORK GIVEN OUT

For Office Use HS

Describe nature of work:

(1) Work given out to local firms

(2) Work given out to overseas firms

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E OTHER EXPENSES

(1) Charges paid to other firms for transportation of goods (land/sea/air/other freight)

(a) Inward delivery

(b) Outward delivery

(2) Travelling expenses (including both local and overseas travelling), petrol/ diesel bills and parking fees for own vehicles

(3) Fuel (excluding for vehicles use) and gases

(4) Electricity

(5) Water

of which: (a) Potable Water

(b) Industrial Water

(6) Rental paid for

(a) Land

(b) Building (office, factory, godown, etc)

(c) Transport equipment

(d) Machinery and equipment

(7) Repairing and servicing of

(a) Building (office, factory, godown, etc)

(b) Transport equipment

(c) Machinery and equipment

(8) Third party (external) logistics services/warehouse services

(9) Accounting, auditing and secretarial services

(10) Legal Services

(11) IT and computer services

(a) Purchase of computer software for own use (include development cost of customised software)

(b) Computer services (include data processing)

(c) Expenditure on in-house development of software meant for use for more than a year

(12) Engineering, architectural & technical services

(13) Business & management consultancy, market research fees

(14) Commissions and agency fees

(15) Telecommunication (incl subscription to internet services) and postage charges

(16) Printing, stationery, newspaper & office supplies

(17) Advertising, promotional and entertainment expenses

(18) Share of related company's expenses

(19) Insurance premiums on

(a) Labour

(b) Building, machinery, transport equipment and goods

(20) Factory requisite (e.g. tools and consumables)

(21) Depreciation

of which: Depreciation relating to Right-Of-Use Assets

(22) Interest Expenses

(a) of which: Interest expenses relating to Right-Of-Use liabilities

(23) Pincipal repayment for Right-Of-Use lease liabilities for all assets except for land (found in your firm's cashflow statement)

(24) Bank service charges

(25) Staff training expenses

This form cannot be submitted because declaration section has not been completed

(26) Skills development levy

(27) Royalties

(a) In Singapore

(b) Outside Singapore

(28) Research and development expenditure

(a) Expenditure on purchased R&D

(i) as inputs to companies' R&D

(ii) for other purpose

(b) Expenditure on in-house R&D

(i) remuneration

(ii) other operating expenditure (incl depreciation of fixed assets & indirect taxes)

(29) Indirect taxes

(a) Property tax

(b) Registration fees, stamp duties, road tax, etc

(30) Loss on foreign exchange transactions

(31) Loss on sales of fixed assets

(32) Bad debts written off

(33) Others not mentioned above (specify)

(a)

(b)

(c)

(d)

(e)

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TOTAL (from E1 to E33; Exclude 5a, 5b, 22a, 23 and 28b) 0

TOTAL EXPENSE (A+C+D+E) 0

7 NET OPERATING PROFIT/(LOSS)

Net operating profit / (loss) before tax

Currency in S$ ☐

8 GOODS AND SERVICES TAX (GST)

1(a) Is your company registered for GST? ☐ Yes ☐ No

1(b) If you ticked "Yes" in 1(a), state type of GST supplies:

☐ Standard-rated ☐ Zero-rated ☐ Exempted ☐ Partially exempted

1(c) If you ticked "No" in 1(a), you should also report values of all items excluding GST in this return.

If you are unable to do so, please indicate with a '✓' in the box ☐

2 GST deductible - Input Tax

(a) Deductible

Total GST paid on net purchases

of which: (i) GST on imports

(ii) Bad debts relief

(iii) GST paid on purchases of fixed assets

(b) Non-deductible

(i) GST on staff benefits (eg. medical expenses)

(ii) Others

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3 GST payable - Output Tax

(a) Total GST charge on net sales

of which: (i) GST on insurance claims

(ii) GST on bad debts recovered

(iii) GST on sales of business assets

(iv) GST on other deemed supplies (e.g. business goods taken out for private use)

4 Net GST refundable to you/payable to IRAS (3a less 2a)

9 INVESTMENT IN FOREIGN ASSETS as at 30.6.2024

Does your establishment

(1) have any overseas branches, subsidiaries, associated companies? ☐ Yes ☐ No

(2) hold any bonds / debentures issued by overseas companies and governments, money deposits abroad, investment in land and property overseas or other foreign assets which represent claims on foreigners? ☐ Yes ☐ No

OTHER COMMENTS

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CONSENT TO SHARE INFORMATION

The Economic Development Board ("**EDB**") would like to seek your firm's consent to access and disclose the particulars and information provided in this return that may identify your firm, to other Government agencies (including Statutory Boards) ("**Agencies**") for the purposes of:

(i) assessing and delivering services (such as business grants, subsidies, other relevant programmes or schemes) to your firm and its related or associated entities (such as owners, subsidiaries, trading partners and other stakeholders) ("**service delivery**"); and

(ii) analysing and improving the efficiency or effectiveness of policies and programme management ("**policy planning**").

Please indicate your firm's consent by ticking the appropriate box:

☐ Yes, my firm consents and agrees that EDB may access and disclose my firm's identifiable information to other Agencies for the purposes of service delivery and policy planning.

☐ No, my firm does not consent and agree to EDB's access and disclosure of my firm's identifiable information.

Please be assured that safeguards will be put in place to protect the security and confidentiality of this return in accordance with the Statistics Act 1973 and the scope of any consent given. Any consent given can be withdrawn at any time at your firm's discretion by writing to the Research and Statistics Unit in EDB.

DECLARATION

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

Agree ☐

Date (DD/MM/YYYY)

Name of respondent

Designation

Person to contact for queries

Telephone No

E-mail address 1

E-mail address 2

If there are changes to your company's particulars, please tick the Update box and provide the new information below.

Name of establishment

☐ Update

Legal Organisation

Commencement date (YYYY)

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Postal address ☐ Update

Type Standard

Blk/Hse No ______ Street name ______

Level ______ Unit No ______

Building name ______

Postal code ______

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EXPLANATORY NOTES

Question 1 - GENERAL DESCRIPTION

B - Intellectual Property Products (IPP)

Intellectual property products are the result of research, development, investigation, or innovation leading to knowledge that the developers can market or use to their own benefit in production. Use of the knowledge is restricted by means of legal or other protection (e.g. patents, copyrights, designs, trademarks, plant variety rights, trade secrets).

For example:

i. A patent granted for an invention can take the form of a new product, process, or technical improvement to existing technology.

ii. A registered design protects the unique design features (e.g. shape, colours, pattern) of an article or non-physical product.

iii. Trade secrets refer to information which is private to the company or individual who possesses that confidential information (e.g. a method or technique of manufacture which gives the company an edge over other companies)

Question 3 - EMPLOYMENT AND REMUNERATION (EXCLUSIVE OF GST)

A - Employment

Employment refers to the number of persons engaged in your establishment including both employees and self-employed.
Please include contract workers and part-time workers (working less than 35 hours in a normal week) in your company's payroll.

Foreigners - This refers to those with work permits, employment passes or other passes.

B - Remuneration

Remuneration reported in this section should not net off "Special Employment Credit" received by your company. "Special Employment Credit" should be reported under Item 5D (Other income received).

Wages and salaries - refers to total emoluments due to employees before deductions of employees' contribution to the CPF/Pension Fund, or any other such deduction payable by employees and should include commissions, bonuses, overtime and cost of living allowances.

CPF/Pension contributions - refers to contributions by employer to employee's CPF/Pension or other funds.

Other benefits - includes medical benefits, free and subsidised food and other payments in kind and should be valued at cost to the establishment. Travelling and entertainment allowances, cost of uniforms, premiums on workmen compensation should be reported under question 6E.

Value of Shares & Stock options - refers to cost of stock options issued to employees, offered by your company to working directors and employees as part of their remuneration package.

Question 4 - CAPITAL/FUNDS, STRUCTURE OF FIXED ASSETS AND STOCKS

A - Capital/Funds

Singapore capital/funds refer to investment by individuals/companies whose permanent or registered addresses are in Singapore.

Foreign capital/funds refer to investment by overseas individuals/companies whose permanent or registered addresses are outside Singapore.

For Sole Proprietorship/Partnership Establishments:
This refers to the capital contributed by the proprietor/partners.

For Private/Public Limited Companies:
This refers to the paid-up share capital of private/public limited companies.

For Branches of Foreign Companies:
This refers to the amount owing to head office account of foreign companies and the balance in the profit and loss account.

For Statutory Bodies:
This refers to the paid-up capital of the Singapore government.

B - Structure of fixed assets including right-of-use assets (exclusive of GST)

This refers to fixed assets in Singapore.

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

Building and structure include renovation, water and sewerage systems, lifts, central cooling and ventilation equipment forming an integral part of building and structure.

Transport equipment refer to company cars, lorries/trucks, vans/pickups, trailers, etc., used for business activity only.

Machinery and equipment refer to power generating plants, cold storage equipment, cranes, forklift equipment, durable containers, etc.

Computer, peripheral equipment and software refer to computers, printers, scanners, software etc.

C - Work-in-progress and stocks at beginning and end of period (exclusive of GST)

This refers to the inventories owned by your establishment in Singapore, including those held overseas. The value of work-in-progress should include all costs (materials, labour, overhead, etc) incurred up to that stage of production. Stock of Resale of Materials and Goods should include the value of all goods purchased for resale without further manufacturing or processing by your establishment. Inventories should be reported at book value (at the lower of cost or net realisable value).

Question 5 - INCOME/REVENUE (EXCLUSIVE OF GST)

A - Sales of manufactured/processed products

Only sales of goods manufactured/processed by your establishment should be reported. Goods purchased for resale should be excluded. The value of sales should be based on selling price which should exclude excise duties, if any. A breakdown showing the major items, should be given. The value of other minor items can be grouped under 'others'.

B - Manufactured sales by destination

Only sales of goods manufactured/processed or services rendered by your establishment should be reported. Goods purchased for resale should be excluded from this item. For shiprepairing and aircraft overhauling industries, services rendered to foreign registered vessels and aircraft should be reported under direct exports according to the country of registration.

Other ASEAN countries include Brunei, Laos, Myanmar, Philippines, Thailand, Vietnam and Cambodia.

Middle East countries include Iran, United Arab Emirates, Saudi Arabia, Qatar, Kuwait, Oman, Yemen, Iraq, Bahrain, Syria, Egypt, Israel, Jordan, Lebanon, Turkey, Armenia, Azerbaijan, Georgia and Turkmenistan.

EU countries include Belgium, Luxembourg, Denmark, France, Germany, Greece, Ireland, Italy, Netherlands, Spain, Portugal, Austria, Finland, Sweden, Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia.

D - Other Income Received

Grants from Government towards operation costs
Examples:

- Job Support Scheme
- Jobs Growth Incentive
- Rental Support Scheme
- Special Employment Credit
- Productivity and Innovation Credit
- Land Productivity Grant
- Wage Credit Scheme
- Government Paid Maternity leave and Childcare leave

Research and Development income refers to the amount received (excluding royalties) for R&D activities carried out/outsourced by your establishment.

Question 6 - EXPENSES (EXCLUSIVE OF GST)

A - Materials used

The data on materials should relate to materials consumed. You may report on the basis of materials purchased only if consumption data are not available. Materials should be valued at purchase price plus commission to purchasing agents and taxes or duties paid but less all discounts and rebates.

B - Source of materials (for manufacturing div only)

Materials (including packing materials) originated abroad, should be reported under imports even though purchased through local agents or distributors.

Other ASEAN countries include Brunei, Laos, Myanmar, Philippines, Thailand, Vietnam and Cambodia.

Middle East countries include Iran, United Arab Emirates, Saudi Arabia, Qatar, Kuwait, Oman, Yemen, Iraq, Bahrain, Syria, Egypt, Israel, Jordan, Lebanon, Turkey, Armenia, Azerbaijan, Georgia and Turkmenistan.

EU countries include Belgium, Luxembourg, Denmark, France, Germany, Greece, Ireland, Italy, Netherlands, Spain, Portugal, Austria, Finland, Sweden, Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia and Slovenia.

D - Work given out

Work given out refers to payments to other firms or persons (including outworkers and contract workers on a job basis) for work performed on raw or basic materials supplied by your establishment or for work done on behalf of your establishment. Payments to other firms or persons for repair and maintenance of your own machinery and equipment should not be included.

E - Other expenses

State the amount paid and payable for other costs of production and disbursements during the year. Business transactions with Singapore residents and firms are to be reported as 'in Singapore' whereas transactions with overseas clients are to be reported as 'Outside Singapore'.

* Expenditure on purchased R&D refers to the amount of R&D contracted out i.e. R&D funded by your establishment but carried out by others using their own facilities. If the purchased R&D is used as inputs for R&D activities carried out by your establishment, please report under in (a)(i). Otherwise, report under (a)(ii).

** Expenditure on in-house R&D refers to the amount incurred in connection with R&D activities carried out by your establishment. It includes remuneration, depreciation, indirect taxes as well as other operating expenditure but excludes the amount of purchased R&D reported in (a).
Note that the individual data should be reported under the earlier respective sections as well.

Question 7 - NET OPERATING PROFIT/(LOSS)

Net Operating Profit/(Loss) should not include extraordinary item or amount due to prior year adjustments. Loss is to be indicated with a minus ('-') sign.

Question 8 - GOODS AND SERVICES TAX (GST)

Input Tax - refers to the GST paid by you on your business purchases (local and imports).
Output Tax - refers to the GST you charged your customers.

Net purchases/sales is based on same definition used by Inland Revenue Authority of Singapore (IRAS)

This form cannot be submitted because declaration section has not been completed