

PeopleSoft 8.8 Global Payroll for Singapore Reports

December 2002

PeopleSoft 8.8 Global Payroll for Singapore Reports SKU HRMS88GPS-R 1202

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Contents

Reports Preface	
About This PeopleBook	v
Related Documentation	v
Obtaining Documentation Updates	v
Ordering Printed Documentation	v
Comments and Suggestions	vi

Chapter 1	
Appendix: PeopleSoft Global Payroll for Singapore Reports	1
PeopleSoft Global Payroll for Singapore General Reports	1

Chapter 2 Report Samples...... 5

Contents

About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, http://www.peoplesoft.com/corp/en/login.asp

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- Telephone
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Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

Appendix: PeopleSoft Global Payroll for Singapore Reports

This appendix provides an overview of PeopleSoft Global Payroll for Singapore reports and enables you to:

- View summary tables of all reports.
- View report details and source records.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

PeopleSoft Global Payroll for Singapore General Reports

These tables list the PeopleSoft Global Payroll for Singapore reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this chapter.

Report ID and Report Name	Description	Navigation	Run Control Page
GPSGAM01 Absence History Report	Lists, by employee, all types and durations of absence takes. This report lists, for each employee, all leave taken, with dates and duration, paid status, and other information.	Global Payroll, Absence and Payroll Processing, Absence Reports, History SGP	GPSG_ABS_HIST
GPSGAM02 Leave Liability Report	Reports the value of all leave balances (rate × entitlement balance). This report lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI or QSP.	Global Payroll, Absence and Payroll Processing, Absence Reports, Leave Liability SGP	GPSG_LVE_LIAB
GPSGCP01 CPF Monthly Contributions Rept	This process generates one or more of the following reports, depending on the options selected on the run control: CPF, CDAC, ECF, MBMF, SDL, FWL, SHARE, SINDA. Provides listings of all CPF contributions and other deductions that can be submitted to the CPF Board each month.	Global Payroll, Authority Correspondence, CPF Mthly Contribution Rpt SGP	GPSG_CPF_CONRPT_RC

Report ID and Report Name	Description	Navigation	Run Control Page		
GPSGCP02 CPF Monthly Contributions List	This report lists the contributions for all of the funds (CPF, MBMF, SDL, etc) on a single report.	Global Payroll, Authority Correspondence, CPF Mthly Contribution Lst SGP	GPSG_CPF_CONLST_RC		
GPSGCP03 CPF Adjustments Report	Lists employees where the limit on additional wages subject to CPF has decreased this year, resulting in overpayment of CPF.	Global Payroll, Authority Correspondence, CPF Adjustment Report SGP	GPSG_CPF_ADJ_RC		
GPSGIR01 Print IR8A/IR8S Forms	Print Singapore IRAS IR8A/IR8S Forms.	Global Payroll, Year End Processing, Print IR8A/IR8S Forms SGP	GPSG_RC_IR8A_PRT		
GPSGIR02 Create IR8A File	Create electronic file containing Singapore IRAS IR8A Forms. The IR8A is an annual return of employee's remuneration that must be provided to each employee and to the IRAS at the end of each year.	Global Payroll, Year End Processing, Create IR8A File SGP	GPSG_RC_IRAS_FILE		
GPSGIR03 Create IR8S File	Create electronic file containing Singapore IRAS IR8S Forms. The IR8S contains details of contributions to CPF or other approved provident funds. It generally only needs to be provided when contributions have exceeded the amount specified in the CPF act, or when additional wages have exceeded a certain limit, and under some other circumstances.	Global Payroll, Year End Processing, Create IR8S File SGP	GPSG_RC_IRAS_FILE		
GPSGIR04 Print Appendix 8A Forms	Print Singapore IRAS Appendix 8A Forms. The Appendix 8A must be provided with the IR8A form when an employee receives Benefits in Kind. Most of the data on the form is to be filled in manually by the user, however some of the benefits can be extracted from the payroll system.	Global Payroll, Year End Processing, Print Appendix 8A Forms SGP	GPSG_RC_APP_8A_PR		

Report ID and Report	Description	Navigation	Run Control Page
Name			
GPSGIR06 Print IR21 Forms	Print IRAS IR21 Forms (Notification of non-citizen employee's termination). The IR21 form must be completed for all employees when they terminate their employment with the company. The data reported is similar to that provided on the IR8A & Appendix 8A forms, and includes amounts for the current and previous year. As with the other IRAS forms, not all of the data can necessarily be extracted from the payroll system. So, there is a process that creates as much of the data as possible first. The user can then enter the other required information using online pages. The IR21 Report can then be printed.	Global Payroll, Termination Processing, Print IR21 Forms SGP	GPSG_RC_IR21_PRT
GPSGIR07 Create Appendix 8A File	Create electronic file containing Singapore IRAS Appendix 8A Forms.	Global Payroll, Year End Processing, Create Appendix 8A File SGP	GPSG_RC_IRAS_FILE
GPSGPY01 Payslip	The SQR program generates payslips for Singapore Country Extension setup. Lists payee details of period earnings and deductions, leave balances, and payment distributions.	Global Payroll, Paylips, Create/Print Payslips SGP	GPSG_RUNCTL_PSLP
GPSGPY11 Payroll Register	Summarises, by payee, all earnings, deductions and net pay for a pay period. The Payroll Register lists, by payee, a summary of all earnings, deductions and net pay for a pay period. The main differences between this report and the existing GP Payroll Results Register are that this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Results Register SGP	GPSG_RC_PY11

Report ID and Report Name	Description	Navigation	Run Control Page		
GPSGPY12 Payroll Reconciliation Report	Provides earnings and deduction data from pay runs across multiple pay periods. The Reconciliation Report lists the summary of all earnings and deductions paid in the pay period and year to date values. You use this report for the reconciliation purposes. The main difference between this report and the existing GP Payroll Summary Report is this report lists the payroll results by pay entity and it reports across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Reconciliation SGP	GPSG_RC_PY12		
GPSGPY13 Payroll Component Report	Lists by element code all of the amounts taken from employee's pays. This enables you to nominate the elements to be printed, sort sequence and consolidation option. Provides either earnings, deduction or accumulator data across multiple pay periods.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Pay Components SGP	GPSG_RC_PY13		
GPSGPY14 Payee Message Report	Lists messages, by employee ID, generated for a calendar group. Details the contents of the message table.	Global Payroll, Absence and Payroll Processing, Payroll Reports, Messages SGP	GPSG_RC_PY14		
GPSGPY51 Net Payment Report	Extracts data from the GIRO Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.	Global Payroll, Payment Processing, Net Payment Report SGP	GPSG_NET_PAY_RC		
GPSGPY52 Recipient File Report	Shows the same details that are included on the recipient file created by the Recipient File Creation process. SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by GIRO file. You can get the report automatically by running the AE for the electronic file or by selecting its check box and leaving the AE check box cleared.	Global Payroll, Payment Processing, Create Recipient File SGP	GPSG_RUNCTL_RCP_FL		

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Pay Entity : KSSGPBI Terminated Employees Not Included From : 01/01/2002 To : 12/12/2002

Emplid	Empl Rcd	Name	Туре	Begin Date	End Date	Paid ?	Mgr A	pp ? Duration	Duration Comp Y/N	Voided	Reason
KS0008	0	De Souza,Ann Deidre	NPL	05/15/2002	06/15/2002	N	Y	32.00	N	N	
KS0008	0	De Souza,Ann Deidre	ANN	09/10/2002	09/21/2002	N	Y	12.00	N	Ν	
KS0012	0	Iskandar,Saimee	ANN	06/24/2002	07/05/2002	N	Y	12.00	N	Ν	
KS0012	0	Iskandar,Saimee	ANN	10/21/2002	11/01/2002	Y	Y	11.00	Ν	Ν	
KS0018	0	Lee,Ying Ho	NSL	08/20/2002	08/24/2002	Y	Y	5.00	Ν	Ν	
KS0011	0	Moorthy,Rajan	SCK	04/15/2002	04/26/2002	Y	Y	12.00	N	N	
KS0011	0	Moorthy,Rajan	ANN	10/21/2002	11/01/2002	Y	Y	11.00	N	Ν	
KS0004	0	Noor,Mohammed	NSL	05/20/2002	06/07/2002	P	Y	19.00	N	Ν	
KS0004	0	Noor,Mohammed	SCK	09/16/2002	10/04/2002	Y	Y	19.00	N	Ν	
KS0001	0	Phua,Chu Kang	ANN	02/04/2002	02/08/2002	N	Y	5.00	N	Ν	
KS0001	0	Phua,Chu Kang	SCK	07/15/2002	07/26/2002	Y	Y	12.00	N	Ν	
KS0006	0	Sayed,Ali	SCK	07/22/2002	07/26/2002	Y	Y	5.00	N	Ν	
KS0006	0	Sayed,Ali	ANN	08/12/2002	08/16/2002	N	Y	5.00	N	Ν	
KS0003	0	Subramaniam,Indranee	ANN	04/08/2002	05/03/2002	P	Y	26.00	N	Ν	
KS0003	0	Subramaniam,Indranee	SCK	08/12/2002	08/23/2002	Y	Y	12.00	N	Ν	
KS0005	0	Tan,Ah Teck	PAT	02/11/2002	02/13/2002	Y	Y	3.00	N	Ν	
KS0005	0	Tan,Ah Teck	ANN	07/15/2002	07/24/2002	N	Y	10.00	N	Ν	
KS0005	0	Tan,Ah Teck	SCK	08/08/2002	08/14/2002	Y	Y	7.00	Ν	Ν	
KS0009	0	Wang,Ming Yi	ANN	07/15/2002	07/26/2002	Y	Y	12.00	N	Ν	
KS0009	0	Wang,Ming Yi	OTH	09/20/2002	09/23/2002	P	Y	4.00	N	Ν	
KS0009	1	Wang,Ming Yi	ANN	04/08/2002	04/12/2002	N	Y	5.00	Ν	Ν	
KS0009	0	Wang,Ming Yi	MLV	01/05/2002	02/10/2002	P	Y	37.00	N	Ν	
KS0009	0	Wang,Ming Yi	ANN	04/10/2002	04/14/2002	N	Y	5.00	N	Ν	
KS0009	0	Wang,Ming Yi	OTH	06/10/2002	06/11/2002	Y	Y	2.00	Ν	Ν	
KS0010	0	Andrews, John Max	ANN	06/10/2002	06/21/2002	Y	Y	12.00	Ν	Ν	
KS0015	0	Benjamin,Jerome	PAT	06/03/2002	06/05/2002	Y	Y	3.00	N	Ν	
KS0015	0	Benjamin,Jerome	PAT	07/17/2002	07/19/2002	Y	Y	3.00	N	N	
KS0013	0	Chow, Kheng Siang	ANN	06/17/2002	06/28/2002	Р	Y	12.00	N	Ν	
KS0014	0	Chow, Kin Fong	ANN	07/15/2002	07/26/2002	Р	Y	12.00	N	Ν	
KS0014	0	Chow,Kin Fong	SCK	07/29/2002	08/02/2002	Y	Y	5.00	Ν	Ν	

Page No. 1 Run Date 10/07/2002 Run Time 16:02:03 Report ID: GPSGAM02

PeopleSoft LEAVE LIABILITY

Page No. 4 Run Date 11/05/2002 Run Time 21:41:00

Pay Entity: KSSGPBI - Singapore Business Institute

Deptid: 25000 - GERMarketing As Of Date: 30/11/2002 Paygroup: KSMONTHLY

Emplid	Name	Entitlement	Rate Category	Accrual Date	Attrition %	Balance Units	Unit Type	Balance Amount
					_			
KS0001	Phua,Chu Kang	GERLIAB ANN DYS	332.308000	30/11/2002	0	1.166666	D	\$387.69
KS0002	D'Silva,Samuel	GERLIAB ANN DYS	230.769000	30/11/2002	0	1.166666	D	\$269.23
KS0003	Subramaniam, Indranee	GERLIAB ANN DYS	184.615000	30/11/2002	0	1.166666	D	\$215.38
KS0004	Noor,Mohammed	GERLIAB ANN DYS	92.308000	30/11/2002	0	1.166666	D	\$107.69

TOTAL FOR : GERMarketing

\$979.99

Report ID: Pay Entity: Deptid: As Of Date: Paygroup:	ALL DEPTS	- Singapore Business In: - GERAll Departments	stitute		opleSoft E LIABILITY	Ζ				Page No. 5 Run Date 11/05/2002 Run Time 21:41:15
Emplid	Name		Entitlement	Rate	Category	Accrual Date	Attrition %	Balance Units	Unit Type	Balance Amount
KS0007 KS0011 TOTAL FOR :	Menon,Subhas Moorthy,Rajan GERAll Department	s	GERLIAB ANN DYS GERLIAB ANN DYS	72.923000 115.385000		03/11/2002 30/11/2002	0 0	0.116666 1.166666	D D	\$8.51 \$134.62 \$143.13

\$2,226.97

GRAND TOTAL :

Pay Period	: 01/11/2002 To 30/11/2002
Payment Date	: 15/11/2002
Employee	: KS0002
Pay Entity	: Singapore Business Institute
Department	: Marketing
Location	: Singapore Office
Pay Rate	: 5,200.00 (Monthly)
Job Description	: Manager-Marketing

D'Silva,Samuel 33 KingsRd 123456

	GROSS	<u>Pay Summary</u> NET
Period To Date	5400.00	5355.00

				Payme	ent Details						
	Cur	rent Value	s			Payback	Ad	justments_	_	YTD \	alues
Description Basic Salary Total	Base	Percent	Rate	Units	Earnings Amount 5200.00 5200.00	Amount	Amount 200.00	Base	Unit	Units	Amount 55400.00 55400.00
Description Eurasian Communi Skills Developme Total	Base	Percent	Rate	Units	Levies Amount 2.00 2.00	Amount	Amount	Base	Unit	Units	Amount 100.00 2.00 102.00
Description Employer Ordinar Employee Ordinar Total	Base	Percent	Rate	Units	<u>CPF</u> Amount 32.00	Amount	Amount 32.00 40.00 72.00	Base	Unit	Units	Amount 8064.00 10040.00 18104.00
Description Social Club Parking Total	Base	Percent	Rate	General Units	Deductions Amount 5.00 20.00 25.00	Amount	Amount	Base	Unit	Units	Amount
Description Annual leave Entitl Annual Leave Entitl				Ent	re Balances itlement 2.333332 4.000000	Adjustme	ent	Taken		d Balanc 2.33333 14.00000	2

***** End Of Payslip *****

						PeopleSoft					
Report ID:	GPSGPY11-A				Darmall	l Register - D	otailad		Page Number:	1	
Report ID.	GF5GF111-A				-	ll Status: Fin		Run Date:	11/21/2002		
					Payrol	LI SLALUS. FIN	alizeu		Run Time:	15:46:30	
									Run 11me.	15.40.30	
Calendar Group I	D: KS02M10OCT	ОСТО	BER MONTH	ILY PAYROLL 2002						Payroll Report	D:
Pay Entity:	KSSGPBI	Singapore Bus	iness Ins	stitute	Pay Group:	KSMONTHLY	•	Monthly Pay	y Group	Currency:	SGD
Department:	10000	Human Resourc	ces						_	-	
Employee ID:	KS0005 Reco	rd Number:	0	Name:	Tan , Ał	ı Teck					
Calendar ID:	KS02M10OCT	PAY			Run Type:	KSPAY		Singapore H	Payroll		
Calendar Period	ID: KS02M10OCT	OCTOBER 2002			Pay Period Begir	1 Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/200
Segment Number:	1				Paymer	nt Key 1:			Gross Pay:	2,200	0.00
Version Number:	1				Paymer	nt Key 2:			Net Pay:	1,759	9.00
Revision Number:	1				Paymer	nt Key 3:			-		
Segment Status:	Active in a	Segment			Paymer	nt Key 4:					
Segment Begin Da	te: 10/01/2002	End	Date:	10/31/2002		ige Rate Type:	Official Rat	te			
Earnings and Ded	uctions										
Element Name	Instance Slice	Dates Am	nount/Adju	istment	Base/Adjustment	:	Rate	e	Unit/Adjustment	I	Percent
SALARY BASIC	0 10/01	/2002	2,	200.00							
	10/31	/2002									
CDAC	0 10/01	/2002		1.00							
	10/31	/2002									
CPF ORD EE	0 10/01	/2002		440.00							
	10/31	/2002									
CPF ORD ER	0 10/01	/2002		352.00							
	10/31	/2002									

Accumulators

Element Name From - To Value Key 1/Key 3 Key 2/Key 4 Slice Dates Adjustment Period	
--	--

No accumulators this segment.

20.00

Arrears

PARK

Element Name	Instance Slice Dates	Amount/Adjustment	Amount Not Taken	Payback Amount	Amount to Arrears	Arrears Balance
--------------	----------------------	-------------------	------------------	----------------	-------------------	-----------------

No arrears this segment.

0 10/01/2002

10/31/2002

				PeopleSoft			
Report ID:	GPSGPY11-A		Pay	roll Register - Detailed	Page Number:	8	
			Pa	yroll Status: Finalized	Run Date:	11/21/2002	
					Run Time:	15:46:30	
Calendar Group ID	: KS02M10OCT	OCTOBER MONTHLY PAYROLL 2002				Payroll Report	ID:
Pay Entity:	KSSGPBI	Singapore Business Institute	Pay Group:	KSMONTHLY	Monthly Pay Group	Currency:	SGD
Department:	25000	Marketing					

Employee ID: KS000	01 Record Number	: 0	Name:	Phua , Cl	hu Kang					
Calendar ID:	KS02M10OCTPAY			Run Type:	KSPAY		Singapore Pay	yroll		
Calendar Period ID:	KS02M10OCT OCTOBER	2002		Pay Period Begin	Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Segment Number:	1			Paymen	t Key 1:			Gross Pay:	12,020	.00
Version Number:	1			Paymen	t Key 2:			Net Pay:	8,865	.80
Revision Number:	1			Paymen	t Key 3:					
Segment Status:	Active in Segment			Paymen	t Key 4:					
Segment Begin Date:	10/01/2002	End Date:	10/31/2002	Exchan	ge Rate Type:	Official Rat	e			

Earnings and Deductions

Element Name	Instance	Slice Dates	Amount/Adj	ustment H	Base/Adjustment	Ra	ate	Unit/Adjustment		Percent
COMMISSION	0	10/01/2002	4	,320.00	86,400.00					5.00
		10/31/2002								
SALARY BASIC	0	10/01/2002	7	,200.00						
		10/31/2002								
TRANSPORT	0	10/01/2002		500.00						
		10/31/2002								
CDAC	0	10/01/2002		1.00						
		10/31/2002								
CPF ORD EE	0	10/01/2002	1	,200.00						
		10/31/2002								
CPF ORD ER	0	10/01/2002		960.00						
		10/31/2002								
ESPP	0	10/01/2002		691.20	11,520.00					6.00
		10/31/2002								
LOAN PBCK	0	10/01/2002	1	,202.00	12,020.00					10.00
		10/31/2002								
PARK	0	10/01/2002		20.00						
		10/31/2002								
SHARE	0	10/01/2002		30.00						
		10/31/2002								
SOCIAL CLUB	0	10/01/2002		30.00						
		10/31/2002								
Accumulators										
Element Name	From - '	То	Value	Key 1/Key 3	Key 2/Key 4	Slice	Dates	Adjustment	Period	
1										

No accumulators this segment.

Report ID:	GPSGPY12-A		Reconciliat	eopleSoft ion Report - Status: Fina			Page Number: Run Date: Run Time:	1 11/21/2002 15:50:16	
Calendar Group ID: Pay Entity:	KS02M10OCT KSSGPBI	OCTOBER MONTHLY PAYROLL 2002 Singapore Business Institute	Pay Group:	KSMONTHLY		Monthly Pay	Group	Payroll Report I Currency:	D: SGD
Department:	10000	Human Resources							
Calendar ID: Calendar Period II	KS02M10OCTPAY KS02M10OCT	OCTOBER 2002	Run Type: Pay Period Be	KSPAY gin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings									
Element Name SALARY BASIC	Am 7,95	ount Amount Adjustment 0.00	Units			Unit Adjust	nent	YTD	
Department:	13000	Finance							
Calendar ID: Calendar Period II	KS02M100CTPAY KS02M100CT	OCTOBER 2002	Run Type: Pay Period Be	KSPAY gin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings									
Element Name SALARY BASIC	Am 5,80	ount Amount Adjustment 0.00	Units			Unit Adjust	nent	YTD	
Department:	21500	Sales							
Calendar ID: Calendar Period II	KS02M10OCTPAY KS02M10OCT	OCTOBER 2002	Run Type: Pay Period Be	KSPAY gin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings									
Element Name SALARY BASIC	Am 10,85	ount Amount Adjustment 0.00	Units			Unit Adjust	nent	YTD	
Department:	25000	Marketing							
Calendar ID: Calendar Period II	KS02M100CTPAY KS02M100CT	OCTOBER 2002	Run Type: Pay Period Be	KSPAY gin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings									
Element Name SALARY BASIC	Am 18,20	ount Amount Adjustment 0.00	Units			Unit Adjust	nent	YTD	

4									
Report ID:	GPSGPY12-A			PeopleSoft ation Report - l Status: Fina		Page Number: Run Date: Run Time:	2 21/11/2002 15:50:20		
Calendar Group ID: Pay Entity:	KS02M100CT KSSGPBI	OCTOBER MONTHLY PAYROLL 2002 Singapore Business Institute	Pay Group:	KSMONTHLY		Monthly Pay	Group	Payroll Report 1 Currency:	ID: SGD
Department:	25000	Marketing							
Calendar ID: Calendar Period II	KS02M100CTPAY KS02M100CT	OCTOBER 2002	Run Type: Pay Period H	KSPAY Begin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings									
Element Name	Am	nount Amount Adjustment	Units			Unit Adjust	ment	YTD	
TRANSPORT COMMISSION		00.00 20.00							
Department:	ALL DEPTS	All Departments							
Calendar ID:	KS02M100CTPAY		Run Type:	KSPAY					
Calendar Period II	KS02M10OCT	OCTOBER 2002	Pay Period H	Begin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings									
Element Name	Am	nount Amount Adjustment	Units			Unit Adjust	ment	YTD	

SALARY BASIC 4,080.00

Report ID:	GPSGPY13-A				Pay (PeopleSoft Component - De	tailed		Page Number:	1	
-1					-	oll Status: Fi		Run Date:	11/21/2002		
					1 00 / 1 0	orr boucab rr	ind 1 Doa		Run Time:	15:55:19	
									Run Time.	10.00.10	
Calendar Group ID	KS02M10OCT	OCTC	BER MONTHLY PAY	ROLL 2002						Payroll Report I	D:
Pay Entity:	KSSGPBI	Singapore Bus	iness Institute		Pay Group:	KSMONTHL	Y	Monthly Pay G	roup	Currency:	SGD
Department:	10000	Human Resourc	es								
Employee ID: K	S0005 Recor	d Number:	0	Name:	Tan,	Ah Teck					
Calendar ID:	KS02M10OCTP	PAY			Run Type:	KSPAY		Singapore Pay	roll		
Calendar Period I	D: KS02M10OCT	OCTOBER 2002			Pay Period Beg	in Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings											
Element Name	Units		Amount	Unit Ad	justment			Amount Adju	stment		
SALARY BASIC			2,200.00								
Employee ID: K	S0010 Recor	d Number:	0	Name:	Andre	ews,John Max					
Calendar ID:	KS02M10OCTP	PAY			Run Type:	KSPAY		Singapore Pay	roll		
Calendar Period I	D: KS02M10OCT	OCTOBER 2002			Pay Period Beg	in Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings											
_											
Element Name	Units		Amount	Unit Ad	justment			Amount Adju	stment		
SALARY BASIC			5,750.00								

						PeopleSoft					
Report ID:	GPSGPY13-A				Pay Component - Detailed Payroll Status: Finalized				Page Number: Run Date: Run Time:	4 11/21/2002 15:55:19	
Calendar Group I	D: KS02M10OCT	007	OBER MONTHLY	PAYROLL 2002						Payroll Report I	ים:
Pay Entity: Department:	KSSGPBI 25000		siness Insti		Pay Group:	KSMONTH:	LY	Monthly Pay	Group	Currency:	SGD
Employee ID:		rd Number:	0	Name:		,Chu Kang					
Calendar ID: Calendar Period	KS02M10OCTH ID: KS02M10OCT	OCTOBER 2002			Run Type: Pay Period Beg	KSPAY in Date:	10/01/2002	Singapore Pa End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings											
Element Name	Units		Amount	Unit Ad	ustment			Amount Adj	ustment		
COMMISSION			4,320.00								
SALARY BASIC			7,200.00								
TRANSPORT			500.00								
Employee ID:	KS0002 Recor	rd Number:	0	Name:	D'Si	lva,Samuel					
Calendar ID:	KS02M10OCT	PAY			Run Type:	KSPAY		Singapore Pa	yroll		
Calendar Period	ID: KS02M10OCT	OCTOBER 2002			Pay Period Beg	jin Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings											
Element Name	Units		Amount	Unit Ad	ustment			Amount Adj	ustment		
SALARY BASIC			5,000.00								
Employee ID:	KS0003 Recoi	rd Number:	0	Name:	Subr	amaniam,Indra	nee				
Calendar ID:	KS02M10OCTH	PAY			Run Type:	KSPAY		Singapore Pa	yroll		
Calendar Period	ID: KS02M10OCT	OCTOBER 2002			Pay Period Beg	in Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings											
Element Name	Units		Amount	Unit Ad	ustment			Amount Adj	ustment		
SALARY BASIC			4,000.00								
Employee ID:	KS0004 Recor	rd Number:	0	Name:	Noor	,Mohammed					
Calendar ID:	KS02M10OCT	PAY			Run Type:	KSPAY		Singapore Pa	_		
Calendar Period	ID: KS02M10OCT	OCTOBER 2002			Pay Period Beg	in Date:	10/01/2002	End Date:	10/31/2002	Payment Date:	10/15/2002
Earnings											
Earnings Element Name	Units		Amount	Unit Ad	ustment			Amount Adj	ustment		

PeopleSoft NET PAYMENTS REPORT - DETAILED

Page No. 1 Run Date 20/11/2002 Run Time 22:10:42

							Run Time 22:10:42
Calendar Group ID :	KS02M01JAN	JANUARY MONTHLY PAYR	OLL 2002				
Debit Date :	20/11/2002						
Pay Entity :	KSSGPBI	Singapore Business I	nstitute				
EmplID	Empl Rcd#	Name			Amount	Payment Method	
KS0001	0	Phua,Chu Kang			10067.80	Bank Transfer	
KS0002	0	D'Silva,Samuel			3985.00	Bank Transfer	
KS0003	0	Subramaniam,Indranee			3292.85	Bank Transfer	
KS0004	0	Noor,Mohammed			1597.00	Bank Transfer	
KS0005	0	Tan,Ah Teck			1869.00	Bank Transfer	
KS0006	0	Sayed,Ali			3848.00	Bank Transfer	
KS0007	0	Menon,Subhas			1575.00	Bank Transfer	
KS0008	0	De Souza,Ann Deidre			2300.00	Bank Transfer	
KS0009	0	Wang,Ming Yi			4000.00	Bank Transfer	
KS0009	1	Wang,Ming Yi			4500.00	Bank Transfer	
KS0010	0	Andrews,John Max			5750.00	Bank Transfer	
KS0011	0	Moorthy,Rajan			2500.00	Bank Transfer	
KS0012	0	Iskandar,Saimee			1800.00	Bank Transfer	
		Т	otal Amount	:	47084.65		
		N	umber of Pays	:	13		

PeopleSoft RECIPIENT REPORT

Page No. 1 Run Date 20/11/2002 Run Time 22:03:09

Recipient Pay Entity			KSSOC Singapore Business Institute	Payment Date Group Number	20/11/2002
Membership No	EmplID	Rcd	First Name	Last Name	Amount
	KS0002	0	Samuel	D'Silva	5.00
	KS0007	0	Subhas	Menon	5.00
	KS0001	0	Chu	Phua	30.00
Total Contribu	tion:		40.00		
Total Commissi	on:		0.00		
Net Contributi	on:		40.00		

Tan,Ah Teck

PeopleSoft CDAC FUND RETURN FOR THE MONTH OF OCTOBER 2002

Page No. 1 Run Date 21/11/2002 Run Time 15:28:56

EMPLOYER REF #	1234567	SGP Monthy	Pay Group	
EMPLOYEE NAME			ACCOUNT NO	CDAC CONTRIBUTION
Phua,Chu Kang			S1365387/2	1.00

S1365387/2	1.00
S2163207/5	1.00
TOTAL	2.00

The employer hereby guarantees the accuracy of the cdac returns for october 2002 as shown above

EMPLOYER'S AUTHORISED SIGNATORY

PeopleSoft CPF RETURN FOR THE MONTH OF OCTOBER 2002

Page No. 2 Run Date 21/11/2002 Run Time 15:28:56

PART A - EMPLOYEES WHO DID NOT LEAVE EMPLOYMENT THIS MONTH

EMPLOYER REF #	1234567 SGP Month	y Pay Group				
EMPLOYEE NAME	ACC	OUNT NO TOT	AL CONTRIBUTION	TOTAL WAGES	ORDINARY WAGES	ADDITIONAL WAGES
D'Silva,Samuel	S70	12345/5	1,800.00	5,000.00	5,000.00	0.00
Noor,Mohammed	S70	12346/6	720.00	2,000.00	2,000.00	0.00
Phua,Chu Kang	S13	65387/2	2,160.00	12,020.00	12,020.00	0.00
Sayed,Ali	S27	64938/4	1,094.00	4,050.00	4,050.00	0.00
Subramaniam,Indranee	S68	74632/1	1,440.00	4,000.00	4,000.00	0.00
Tan,Ah Teck	S21	63207/5	792.00	2,200.00	2,200.00	0.00

GROUP TOTAL

8,006.00

PART A TOTAL

8,006.00

PeopleSoft CPF RETURN FOR THE MONTH OF OCTOBER 2002

Page No. 3 Run Date 21/11/2002 Run Time 15:28:56

ADDITIONAL WAGES

ORDINARY WAGES

PART B - EMPLOYEES WHO LEFT EMPLOYMENT THIS MONTH

EMPLOYER REF # 1234567 SGP Monthy Pay Group

EMPLOYEE NAME

PART B TOTAL

0.00

ACCOUNT NO TOTAL CONTRIBUTION TOTAL WAGES

PeopleSoft CPF RETURN FOR THE MONTH OF OCTOBER 2002

Page No. 4 Run Date 21/11/2002 Run Time 15:28:56

ADDITIONAL WAGES

ORDINARY WAGES

PART C - NEW EMPLOYEES

ACCOUNT NO TOTAL CONTRIBUTION

EMPLOYER REF # 1234567 SGP Monthy Pay Group

EMPLOYEE NAME

PART C TOTAL

0.00

THE EMPLOYER HEREBY GUARANTEES THE ACCURACY OF THE CPF RETURNS FOR OCTOBER 2002 AS SHOWN ON THE SUBMITTED LISTING.

EMPLOYER'S AUTHORISED SIGNATORY

TOTAL WAGES

EMPLOYER REF # 1234567	SGP Monthy Pay Group	
EMPLOYEE NAME	ACCOUNT NO	ECF CONTRIBUTION
D'Silva,Samuel	S7012345/5	10.00
	TOTAL	10.00

THE EMPLOYER HEREBY GUARANTEES THE ACCURACY OF THE ECF RETURNS FOR OCTOBER 2002 AS SHOWN ABOVE

EMPLOYER'S AUTHORISED SIGNATORY

PeopleSoft FOREIGN WORKER LEVY LIST FOR THE MONTH OF OCTOBER 2002

EMPLOYER REF # 1234567 SGP Monthy Pay Group

EMPLOYEE NAME	ACCOUNT NO	MONTHLY GROSS	FWL CONTRIBUTION
De Souza,Ann Deidre	S2374688/4	2,300.00	30.00
Iskandar,Saimee		1,800.00	240.00
Moorthy,Rajan		2,500.00	30.00
		TOTAL	300.00

PeopleSoft

Page No. 2 Run Date 21/11/2002 Run Time 15:28:56

EMPLOYER REF #	1234567	SGP Monthy	Pay Group	
EMPLOYEE NAME			ACCOUNT NO	MBMF CONTRIBUTION
Noor,Mohammed			S7012346/6	3.00
			TOTAL	3.00

The employer hereby guarantees the accuracy of the mBMF returns for october 2002 as shown above

EMPLOYER'S AUTHORISED SIGNATORY

Page No. 2 Run Date 21/11/2002 Run Time 15:28:56

Report ID: GPSGCP01

EMPLOYER REF # 1234567 SGP Monthy Pay Group

EMPLOYEE NAME	ACCOUNT NO	MONTHLY GROSS	SDL CONTRIBUTION
		TOTAL	0.00

EMPLOYER R	REF #	1234567	SGP I	Monthy	Pay Grou	р			
EMPLOYEE N	JAME				ACCOUNT	NO	SHARE	CONTRIBUT	ION
Phua,Chu K	lang				S136538	7/2		30	.00
					TOTAL			30	.00

THE EMPLOYER HEREBY GUARANTEES THE ACCURACY OF THE SHARE RETURNS FOR OCTOBER 2002 AS SHOWN ABOVE

EMPLOYER'S AUTHORISED SIGNATORY

PeopleSoft SINDA FUND RETURN FOR THE MONTH OF OCTOBER 2002

Page No. 2 Run Date 21/11/2002 Run Time 15:28:56

EMPLOYER REF # 1234567	SGP Monthy Pay Group	
EMPLOYEE NAME	ACCOUNT NO	SINDA CONTRIBUTION
Subramaniam, Indranee	S6874632/1	7.00
	TOTAL	7.00

THE EMPLOYER HEREBY GUARANTEES THE ACCURACY OF THE SINDA RETURNS FOR OCTOBER 2002 AS SHOWN ABOVE

EMPLOYER'S AUTHORISED SIGNATORY

		PeopleSoft									
Report II		CPF CONTRIBUTIONS FOR OCTOBER 2002						Run Da	Page No. 1 Run Date 21/11/2002 Run Time 15:32:56		
Employer	CPF Number: 1234567										
EmplID	Name	CPF Account	Term Dt	Ord Wages	Add Wages	CPF	MBMF	SINDA	CDAC	ECF	SHARE
KS0002	D'Silva,Samuel	S7012345/5		5000.00		1800.00				10.00	
KS0004	Noor,Mohammed	S7012346/6		2000.00		720.00	3.00				
KS0001	Phua,Chu Kang	S1365387/2		12020.00		2160.00			1.00		30.00
KS0006	Sayed,Ali	S2764938/4		4050.00		1094.00					
KS0003	Subramaniam,Indranee	S6874632/1		4000.00		1440.00		7.00			
KS0005	Tan,Ah Teck	S2163207/5		2200.00		792.00			1.00		

						PeopleSc	oft					
Report ID: GPSGCP02			CPF CONTRIBUTIONS FOR OCTOBER 2002						Page No. 2 Run Date 21/11/2002 Run Time 15:32:56			
Employer EmplID	r CPF Number: 123 Name	4567	CPF Account	Term Dt	Ord Wages	Add Wages	CPF	MBMF	SINDA	CDAC	ECF	SHARE
					o. of Employe							
	Total CPF Total MBMF		8006.00 3.00		6 1							

3

1

2

1

1

Total SDL Total FWL

Total SINDA

Total SHARE

Total CDAC

Total ECF

Total

300.00

7.00

2.00

10.00

30.00

8358.00

Report ID: GPSGCP03

EMPLOYER REF	" # 1234567	SGP Monthy Pay	Group				
Employee ID	Account No	o Name	Month	Ord Wages	Add Wages	Ordinary Employer	CPF Paid Employee
KS0001	S1365387B	Phua,Chu Kang	Dec TOTAL	6,000.00 6,000.00	0.00 0.00	960.00 960.00	1,200.00 1,200.00
KS0002	S7012345E	D'Silva,Samuel	Dec TOTAL	6,000.00 6,000.00	0.00 0.00	960.00 960.00	1,200.00 1,200.00

Page No. 1 Run Date 11/15/2002 Run Time 02:03:20

Additional Employer	CPF Paid Employee	Old Limit	New Limit
0.00 0.00	0.00 0.00	**********	32,080.00
0.00 0.00	0.00 0.00	***********	28,000.00

2003

FORM IR8A

Return of Employee's Remuneration for the year ended 31st December, 2002

Fill in this form and give it to your employee/pensioner by 1 MARCH 2003 for submission together with his Income Tax Return

Employer	's Tax Ref No. (RCB No. / Others)	Employee's Tax Ro	ef. No.: FIN				
	RCB 1980-10201-M	F1304798F					
Full Name	e of Employee or Pensioner ANDREWS,JOHN MAX	Date of Birth 18/01/1979	Sex MALE	Marital Status SINGLE			
Residentia	al Address 18 WEST COAST RD	Designation DIRECTOR-HUM	IAN RESOURCES				
	SINGAPORE 069875						
If employ	ment commenced/ceased during the year, state:	Date of Commence	ement	Date of Cessation			
	INCOME	NA		NA	\$		
a)	Gross Salary, Fees, Leave Pay, Wages and Overtime Pay				69,000.00		
b)	Bonus (non-contractual bonus declared on and/or contractual bonus for	r services rendered i	n 2002)		5,750.00		
c)	Director's fees approved at the company's AGM/EGM on .				NA		
d)	OTHERS						
	1. Gross Commission for period to		Monthly On	e-time Payment	<u>NA</u>		
	2. Pension				<u>NA</u>		
	3. Allowances: Transport NA Entertainmen	t NA	Others	NA	<u>NA</u>		
	4. Gratuity or compensation including retrenchment benefits/payment in separately. See item b of 'Others' in paragraph 7 of the Explanat	-	ratia payments, etc. (Give details	<u>NA</u> _		
	5. Retirement benefits including gratuities/pension/commutation of pen Pension/Provident Fund : Name of Fund NA (Amount accrued up to 31 Dec 1992 \$ NA)	sion/lump sum payn Amount accrue			<u>NA</u>		
	 Contributions made by employer to any Pension/Provident Fund con separately - see item c of 'Others' in paragraph 7 of the Explanat 		apore (Give details		<u>NA</u> _		
	 7. Excess/Voluntary contributions to CPF by employer (Please comp paragraph 7 of the Explanatory Notes. 8. Gains and Profits from share options (Please complete Appendix) 				1,600.00		
	of the Explanatory Notes)9. Value of Benefits-in-kind(Please complete Appendix 8A)				<u>NA</u> <u>NA</u> <u>NA</u>		
	TOTAL (items of	l1 to d9)			1,600.00		
e)	Employee's Income Tax borne by employer: Yes No X *Full/Partia	l, if partial, state iten	ns for which tax is bor	ne.			
	DEDUCTIONS						
	EMPLOYEE'S COMPULSORY contribution to CPF Des refunded/to be refunded)	ignated Pension / Pr	ovident Fund (less a	nount			
	Name of Fund: NA				NA		
	(Please adopt the appropriate CPF rates for employees who are abo						
	EMPLOYEE'S VOLUNTARY contribution to CPF obligatory by contr are posted overseas. (Please complete Form IR8S)	act of employment i	n respect of NRIC hol	ders who	NA		
	Donations deducted through salaries for MBMF Community Chest of Singapore	CDAC ECH	F Other Tax Ex	empt Donations	NA		
Name of I	DECLARATION						
Name of I Address o	Employer SINGAPORE BUSINESS INSTITUTE of Employer 6 TEMASEK BOULEVARD, #13-01/05 SUNTEC TOW	ER FOUR, 038986					
		EF EXECUTIVE OF gnation	FICER 68322 Tel. N		13/11/2002 Signature/Date		
	There are penalties for failing to furnish a	•					

IR8A(1/2003)

FORM IR8S

DETAILS OF EMPLOYER'S / EMPLOYEE'S CONTRIBUTIONS TO CPF OR

OTHER APPROVED PENSION OR PROVIDENT FUND FOR THE YEAR ENDED 31st December, 2002

Fill in this form, if applicable, and give it to your employer BY 1 MARCH 2003 for submission together with his Income Tax Return

lease read the instructions	s on page 2 carefully before completing this form	
EMPLOYER'S TAX		EMPLOYEE'S DETAILS
REF. NO.		
	TAX REF. NO.: FIN	FULL NAME
RCB		
1980-10201-M	F1304798F	ANDREWS, JOHN MAX

SECTION	A : Details of monthly wag	ges and contribution	ons in respect of e	mployee falling u	under paragraph 4 of the instru	ctions on page 2	OR	
	voluntary contribution	to CPF (overseas	posting)					
MONTH	ORDINARY	CON	TRIBUTION	ТО	#ADDITIONAL	CONT	ТО	
	WAGES				WAGES			
		CPF	CPF	APPROVED		CPF	CPF	APPROVED
				FUND				FUND
		EMPLOYER	EMPLOYEE	EMPLOYER		EMPLOYER	EMPLOYEE	EMPLOYER
JAN	5,750.00							
FEB	5,750.00							
MAR	5,750.00							
APR	5,750.00							
MAY	5,750.00							
JUN	5,750.00							
JUL	5,750.00							
AUG	5,750.00							
SEP	5,750.00							
OCT	5,750.00							
NOV	5,750.00	800.00	1,000.00					
DEC	5,750.00	800.00	1,000.00		5,750.00			
TOTAL	69,000.00	1,600.00	2,000.00		5,750.00			

Period of overseas posting: to

Whether CPF contributions in respect of overseas posting are obligatory by contract of employment: Whether capping has been applied:

Yes	No	
Yes	No	Χ

SECTION B : Excess/Voluntary contribution to CPF (other than overseas posting)

Employer's Contribution :	\$ 1,600.00
Employee's Contribution :	\$ 2,000.00

SECTION C : Details of Refund claimed/ to be claimed

ADDITIONAL WAGES					AMOUNT OF REFUND						
AMOUNT	PEF	RIOD	DATE	EMPLOYER			EMPLOYEE				
	FROM	ТО	PAID	CONTRIBUTION	INTEREST	DATE	CONTRIBUTION	INTEREST	DATE		
\$				\$	\$		\$	\$			

Remarks:

_	MOORTHY,RAJAN			13/11/2002
_	Name of authorised person making the declaration		Signature / Date	
_	SINGAPORE BUSINESS INSTITUTE	68322100	 CHIEF EXECUTIVE OFFICER	
_	Name of Employer	Tel. No.	 Designation	

Indicate the year for which payment is made if its other than for 2002. Where payment in respect of more than one year was made in any month in 2002, please provide a breakdown of the additional wages for each year and the relevent details of contributions thereon. Cross box if applicable * Delete if not applicable
There are penalties for failing to give a return or furnishing an incorrect or late return.

IR8S(1/2003)

EXPLANATORY NOTES FOR COMPLETION OF FORM IR8S BY AN EMPLOYER

- Form IR8S is part of the Return of Employee's Remuneration made by an Employer under Section 68(2) of the Income Tax Act (Cap. 134). You must fill in Form IR8S if paragraphs 4, 5 or 6 below are applicable. It must be given to your employee by 1 Mar 2003. Your employee needs Form IR8S when he sends in his Income Tax Return for the Year of Assessment 2003.
- 2. You may photocopy Form IR8S if you need more copies.
- 3. Ordinary Wages and Additional Wages have the same meaning as in the CPF Act :
 - a) Ordinary wages are normal wages including allowance earned by an employee in the month, and payable before the due date for payment of contributions for that month, eg food allowance, commissions, overtime allowance and other monthly payments;
 - b) Additional wages are wage supplements which are not paid/payable wholly and exclusively for the month and includes any payment other than Ordinary wages, eg. annual bonus, leave pay, commissions, incentive payments, etc.
- 4. You must fill in Section A for your employees if contributions were made in 2002 to : a) CPF (by employer and/or employee), where :
 - i) the contributions were more than the amount required under the CPF Act (including Designated Pension/Provident Fund); OR
 - ii) your employee's total wages* in 2002 (including bonus for 2001 paid in 2002) were more than \$100,000 and his additional wages were more than 40% of his ordinary wages in 2002; OR
 - iii) your employee was posted overseas, you and/or your employee continued to make CPF contributions on ordinary wages or additional wages.

b) any other Approved Fund (by employer)

- You must fill in Section B if your and/or your employee's CPF contribution on ordinary wages or additional wages were more than the compulsory amount required under the CPF Act. The excess amount of the CPF contribution must be declared.
- 6. You must fill in Section C if you or your employee paid excess contribution to CPF and you or your employee claimed/will claim a refund of the excess contributions from CPF Board. You must enter all details of the refund.
- 7. If the Singapore Permanent Resident status is approved on or after 31 Dec 2000, please indicate in the Remarks if approval has been obtained from CPF Board to make full contributions.

* excluding director's fees and value of benefits-in-kind on which no CPF contribution is required.

C	n	Λ	2
2	υ	U	J

APPENDIX 8A Value of Benefits-in-Kind for the Year Ended 31 Dec 2002 (Fill in this form if applicable)

Name of Employee :	D'Si	lva,Samuel	orm n upp	,	Ref No :	NRIC S	67012345E	\$
1. Value of place of residen	ce (Please see Expla	natory Notes item 9	9):					3,000.00
	Address				Period of	f occupation	No. Of	
Blk 4 Syed Alwi Road #16-3	17						days	
Singapore 200004					From	То		
					01/01/20	02 31/12/20	002 365	
Annual value/Rent paid by er	nployer:				Rent pai	d by employee:	:	
		00.00			20	00.00		
2. Value of Furniture & Fitti		(Total of 2a to 2k)					- I	4,044.00
Item (Cross	box if applicable)		A) N	lo of Units	-	Rate per t p.m.(\$)	#Value \$	
a. Furniture : Hard & Soft			1			10.00	480.00	
	eo Recorder		1	1	1	0.00/20.00	360.00	
c. X Washing Machine	Dryer Dish Wa	sher	1			15.00	180.00	
d. Air conditioner :					1	0.00/15.00	240.00	
X Unit Central-Dinir	ng Sitting Add	itional	2			5.00/10.00	240.00	
e.X TV X Radio	Amplifier X Hi-Fi Ste		2 1		'	30.00	1440.00	
f. X Computer X Org	120	Guitai				40.00	960.00	
g. Swimming Pool	Jan				 		960.00	
	TelephoneP	ager Suitcase		Actual amo		100.00	90.00	
Golf Bag&Accessorie				Actual and	ount		90.00	
¥	s Camera	Servant	A	· · · · · · · · · · · · · · · · · · ·				
i. Driver				wages x (privat				
j. Gardener or Upkeep of C	compound			o.m. or actual w	ages, which	never is		
			lesser					
k. Others (see Explanate		(D) (D)					294.00	
# Value for (2a) to (2g) & (2k	x = A (No. of units) x B	(Rate p.m.) x 12 x N	lo. of days/	365 (To be appo	ortioned to	the no. of em	ployees	
sharing the residence								
3. Value of Hotel Accommo						1		NA
	A) No. of Persons	B) Rate per Persor	י p.m. (\$)	p.m. (\$) C) Period Provid (No.of days)			lue \$ 2xC/365	
a. Self / Wife/Child >20		250						
yrs old								
b. Child ages :								
8-20 years		100						
3-7 years		50						
<3 years		25						
c. plus 2% of basic salary f	or period provided							
4 Others								
a Cost of home leave pasa benefits (see Explanate	• •		self:	wife:	child	ren:		NA
b Interest payment made b	• • • •		an employe	e and/or loans i	provided by	employer		100.00
interest free or at a rate b the company.							er	
c. Life insurance premiums	paid by the employer							
d. Free or subsidised holida		ie. etc.						NA
e. Educational expenses inc								NA
f. Non-monetary awards for		a awards with little o	ommercial	value).				NA
— , , , , , , , , , , , , , , , , , , ,		-						NA
				r than onon mo	arket value			NA
		ola lo employees al a			ancer value			NA
	• • • •							NA
j. Car benefit (See Explan)		itomo						
k. Other benefits which do r	Iot fail within the above	nems						NA
TOTAL VALUE OF I	BENEFITS-IN-KIN	D (ITEMS 1 TO	4) TO BI	E REFLECT	ED IN IT	EM d9 OF	FORM IR8A	7,144.00
Name of Employer		SINGAPORE BUS	SINESS INS	STITUTE				
Address of Employer		6 TEMASEK BOL					38986	
Enployed a Employed			,					

MOORTHY,RAJAN	CHIEF EXECUTIVE OFFICER	<u>68322100</u>	13/11/2002
Name of authorised person making the declaration	Designation	Tel. No.	Signature/Date

IR8A(A/1/2003)

								FOR	RM IR	21							
-		Income Tax			NOTIFICAT								Tel: 1800				
	ton Roa ore 3079	d Revenue House			EM	PLOYMEN	T OR DE	PARTU	RE FROM	SINGAPC	DRE		Fax 6351 Website:http				
~ .		F FORM IR21 (Pleas	e cross	s (x) where appi	opriate)							in cosite.intp		.801.05		
1 X		iginal		2	Additional, this	s is in additic	'n			3 Ame	ended, this sur	versedes					
		-8			to Form IR21 c						n IR21 dated						
B E	MPLO	YER'S PARTIC	CULA	RS													
1 *R	OC/RC)B/Others		19	80-10	201-	м		2 Company	v's Name	SINGA	PORE BU	SINESS IN	STITI	JTE		
		's Address		-	emasek Bou				2 Company	y s i tuille							_
					-01/05 Sunto	ec Tower	Four										
СБ	MDLO	YEE'S PERSON	JAT 1		986												
1 Na		TEL S PERSOI	AL I	FAKI	ICULARS												
	(Mr/M	rs/Miss/Mdm)		Mr	Meno	n, Su	bhas										
2 Ide	ntifica	ion No. NF	RIC	S 2	75686	8 A						FIN					
3 Cu	rrent F	orwarding Addres	ss	23 \$	Surrey Rd												
					6-02												
				SIN	GAPORE (15874											
4 Da	te of B	irth		08/	04/1965		5 Sex*		Male		6 National	ity F	Permanent]	Reside	nf		
	rital St			Sin			8 Tel N		5985 3254		0 National	ity <u>i</u>	<u>er manent</u> i	<u>Reside</u>	Πt		
	MPLC te of A	YEE'S EMPLO	YME	NT RI	ECORDS	10 Date of C	ommencer	nent	1	1 Date of Ce	essation		12 Date	of Depa	rture		
		/01/2000					6/11/1980		1		11/2002			-	2/2002		
13 D		signation Tendere	d			14 Designat Secretary											
						<u>seeretur</u>	,										
15 G	ive Rea	asons for not with	holdi	ng mor	nies due from dat	e of notificat	ion										
16 A	mount	of Monies Withh	eld			1	7 Date Last	t		18 Amou	int of Last		19 P	eriod ap	plicable f	or	
Pe	ending	Tax Clearance					Salary Pa	id		Salary	y Paid			ast Salar			
	I	S\$	5 \$	2 0	• 00		15/10/2	002			1,580.0	0	0	1/10/2	002 - 3	1/10/20	02
		1	50		• [00]		13/10/2	.002			1,500.0		<u>u</u>	1/10/2	002 - 3	1/10/20	<u>102</u>
20 G	ive Rea	asons if No Monie	es Wit	thheld													
	I									I.							
21 N	ame of	Bank to which en	mploy	vee's sa	lary is credited			22	Name & Te	No of New	Employer, if	known					
	De	velopment Ba	ank	of Siı	ngapore												
										Г							
		e's Income Tax E				planatory N	Note 6)	Y	es, Fully bo	rne	X Yes, Part	tially borne. G	ive Details:				
	me of s			JIA	ATTCOLARD	2 Date of	Birth			3 Ident N	lo		4 Date of 1	narriage			
							& Address	-									
5 Na	tionalit	у				Curren	t Employer	, if known	I								
7 Ch	ildren's	Particulars (To f	urnish	<u>n Na</u> me	e of Children Acc	ording to Or	der of Birtl	1)									
No		Name of	Child				Sex	Da	ate of Birth		If child is	above 16 year	s old, state nam	e of scho	ool		
1																	
2 3																	
4																	
		CE USE	• -	D.	x ·	DI	0.177		D 10	TTTT		DC	D . D .:		1	1	
D	1	APP/ATT/BK	М	B1	Incpl	D14	Std/Tmee	;	D12	U14	F3	Dfee	Date Rec'd				
С	7	ТОТ	S	B2	Sp A	D9/D10	Arr/Com	m difft yr	D15	Decd	F4f	LS/RBI>30	Finalised by a	& date			
	9	New Empt		B3	NRE	D11/D12	Cess/Dep	difft yr	D23	Нуро	F4i	ESOP					
	1	1		C2	Incpl				E7	Sch	G	Not Sgd					

IRIS 112/1/2003

FORM IR21 F INCOME RECEIVED/TO BE RECEIVED DURING THE YEAR OF CESSATION/DEPARTURE AND THE PRIOR YEAR Employee's NameMr Menon,Subhas Identification No: S2756868A Year of Cessation Year Prior to Year of Cessation DD/MM/YY DD/MM/YY 01/01/2002 01/01/2001 From 12/11/2002 31/12/2001 INCOME То **5 8 0 0** .00 **5 0 0 0** .00 1 Gross Salary, Fees, Leave Pay, Wages and Overtime Pay **3 2 0 0** .00 **3 0 0 0** .00 2(a) Contractual bonus (See Explanatory Note 10a) **6 4 0 0** .00 **6 0 0 0** .00 (b) Non-Contractual bonus (See Explanatory Note 10b) State date declared payable 01/11/2002 .00 .00 3 Director's Fees (See Explanatory Note 10c) Approved at the company's AGM/AEM on **4 OTHERS** .00 .00 (a) Gross Commission .00 00 (b) Allowances .00 00 (c) Gratuity / Ex-Gratia .00 .00 (d) Payment-In-Lieu of Notice .00 .00 (e) Compensation for loss of Office (See Explanatory Note 11A) (f) Retirement Benefits (other than CPF benefits) including Gratuities/Pension/Commutation of pension /Lumpsum Payments etc. from Pension/Provident Fund .00 .00 Name of Fund (g) Contributions made by employer to any Pension/Provident Fund constituted outside Singapore. .00 .00 Name of Fund (h) Excess/Voluntary contribution to CPF by employer .00 .00 [please complete Form IR8S] (See Explanatory Note 11D) (i) Total Gross Amount of Stock Option Gains (To complete Appendix 2) .00 .00 (See Explanatory 11D) Outstanding Stock Options granted but not exercised (Cross [X] the box if applicable) (j) Value of Benefits-in-Kinds (To complete Appendix 1 .00 .00 and cross [x] the box) .00 SUBTOTAL OF Items 4(a) to 4(j) .00 2 5 4 0 0 .00 2 4 0 0 0 .00 TOTAL OF ITEMS 1 TO 4 **5 DEDUCTIONS** EMPLOYEE'S COMPULSORY contribution to *CPF/Approved Pension or Provident Fund .00 .00 Name of Fund 6 DONATIONS deducted through salaries for: .00 .00 G DECLARATION

I, the undersigned, hereby give notice under Section 68 of the Income Tax Act, that the employee named in this form will cease to be employed and/or will probably leave Singapore on the date(s) stated. I also certify that the information given in this form and in any documents attached is true, correct and complete

Full name of Authorised Personnel	

Designation

CHIEF EXECUTIVE OFFICER

Signature

Date

MOORTHY,RAJAN Name of Contact Person IRIS 112/1/2003 68322100 Telephone No

(Pager/Handphone)

Fax

FORM IR21-APPENDIX 1 Value of Benefits-in-kind Provided (Fill in this form, if applicable)

Employee's Name: Mr Menon,Subhas	Identif	fication No : S2756868A
A. Place of Residence provided by Employer	Year of Cessation	Year Prior to Year of Cessation
Address:		
 Period during which the premise was occupied) From) To 		
2. Number of days occupying the premise	0	0
 Number of employee(s) sharing the premise (exclude family members) 	0	0
Rent paid by employee	0.00	0.00
5. Annual Value or Actual Rent paid by Employer	0.00	0.00
6. Taxable Value of Place of Residence (See Explanatory Note 1)		

B. Furniture & Fittings/Driver/Gardener

Provided (See Explanatory Note 2		-									
Items	A) No of Units					B) Rate/Unit	Value = $A \times B \times (No. of days/365)$ (\$)				
						p.a (\$)	Please apportion the values to the share applicable to this e				
1. Furniture: Hard & Soft			0			\$ 120.00	0.00	0.00			
2. Refrigerator/ Video Recorder		0 0			0	\$ 120.00 /	0.00	0.00			
						240.00					
3. Washing Machine / Dryer / Dish	0		0		0	\$ 180.00	0.00	0.00			
Washer											
4. Air-conditioning - Unit			_0			\$ 120.00	0.00	0.00			
Central Air-conditioning:-		0			0	\$ 180.00	0.00	0.00			
- Dining room / Sitting room											
- Additional Room	0			\$ 120.00	0.00	0.00 0.00					
5. TV/Radio/Amplifier/Hi-Fi/Electric	0	0 0 0 0 0 \$ 3		\$ 360.00	0.00						
Guitar											
6. Computer / Organ 0			0	\$ 480.00	0.00	0.00					
7. Swimming Pool 0						\$1,200.00	0.00	0.00			
8. Others (See Explanatory Note - Appendix 1)							0.00	0.00			
9. Taxable Value of furniture & fitting	ngs (T	[otal	of	B1 t	o B8	i) to					
be included in the computation of T	axab	le V	alue	e of			0.00	0.00			
Place of Residence (Item A6) above	(see	Expl	ana	tor	y						
Note-Appendix 1)											
10.PUB/Telephone/Pager/Suitcase/Gol	f Bag	; &				Actual	0.00	0.00			
Accessories/Camera/Servant						Amount					
11.Driver Annual wages X (priv	1.Driver Annual wages X (private / total mileage)							0.00			
12.Gardener \$420/yr or Actual wa	ges, v	vhicl	neve	r is	lowe	r	0.00	0.00			
13.Taxable Value of Driver/Gardene	r/PU	B, et	с				0.00	0.00			
(Total of B10 to B12)											

FORM IR21-APPENDIX 1

Value of Benefits-in-kind Provided (Fill in this form, if applicable)

Year of Cessation

Mr Menon,Subhas Employee's Name:

Identification No : S2756868A

Year Prior to Year of Cessation

Hotel Accomodation Provided C.

(See Explanatory Note 3)

Provided To	•	В	С	Value = $A \times B \times (C_{A})$	/365) (\$)
Flovided 10	A		-	\mathbf{v} and $\mathbf{c} = \mathbf{A} \times \mathbf{D} \times (\mathbf{c})$	505) (\$)
	No. Of Persons	Rate/Person p.a	No of days		1
1. Self	0	\$3,000.00	0	0.00	0.00
2. Wife/Child> 20 yrs	0	\$3,000.00	0	0.00	0.00
3. Child- 8 to 20 yrs	0	\$1,200.00	0	0.00	0.00
4. Child- 3 to 7 yrs	0	\$600.00	0	0.00	0.00
5. Child- < 3 yrs old	0	\$300.00	0	0.00	0.00
6. Plus 2% of Basic Sala	ry for period provided			0.00	0.00
7. Taxable Value of Hot	el Accommodation Prov	vided		0.00	0.00
(Total of C1 to C6)					

D. Others

1.	Cost of home leave passage (See Explanatory Note 4 OHO Status: Yes No	0.00	0.00
2.	Interest payment made by the employer to a third party on behalf of an employee and/or loans provided by employer interest free or at a rate below market rate to the employee who has substantial shareholding or control or influence	0.00	0.00
2	over the company.	0.00	0.00
<u>3.</u> 4.	Life Insurance premiums paid by the employer Free or subsidised holidays including air passage etc.	0.00 0.00	0.00 0.00
5.	Educational expenses including tutor provided	0.00	0.00
6.	Non-monetary awards for long service (excluding awards with little commercial value)	0.00	0.00
7.	Entrance/transfer fees and annual subscription to social or recreational clubs	0.00	0.00
8.	Gains from assets, e.g. vehicles, property, etc sold to employees at a price lower than open market value.	0.00	0.00
9.	Full cost of motor vehicle given to employee	0.00	0.00
10.	Car benefit (see Explanatory Note 5)	0.00	0.00
11.	Other benefits which do not fall within the above items	0.00	0.00
12.	Total D1 to D11	0.00	0.00
	l value of benefits-in-kind (Total OF A6, B12, C7, D12) reflected in item 4(j) of Form IR21 - pg 2	0.00	0.00

Full name of Authorised Personnel

CHIEF EXECUTIVE OFFICER

Designation

MOORTHY, RAJAN Name of Contact Person IRIS 112/A1-1/2003

68322100 Telephone No Signature

Date

(Pager/Handphone)

Fax

2003

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Appendix 8B DETAILS OF GAINS AND PROFITS FROM STOCK OPTIONS EXERCISED FOR THE YEAR ENDED 31 DECEMBER, 2002

(Fill in this form if applicable, and hand it to your employee by 1 MARCH 2003 for submission together with his Income Tax Returns)

	NRIC/FIN): NRIC S7012345E ty: Singapore Citizen				Name of En Date of Birt	pployee: D'Silv: h: 01/10/		Sex: MALE			
RCB No.	Name of Company offered the stock option	Date	Date of	Exercise	Mkt	Mkt	Number				
		Stock	Exercise	Price of	Value	Value at	of Shares	Gross Amt Quali	fying for	Gross Amt	Gross Amt of
		Option	of Stock	Stock	at Time	Time of	Acquired	Income Tax Exer	mption	not	Stock Option
		Granted	Option	Option \$	of Stock	Exercise	-	unde	-	Qualifying for	Gains \$
			1	*	Option	of Stock		EESOP*	CSOP**	Tax	
					Grant \$	Option \$		Scheme \$	Scheme \$	Exemption ***	
										\$	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)
SECTION	A: EMPLOYEE STOCK OPTION(ESOP)									(k)=(g-e) x h	(l)=(k)
111111	SBI		01/01/2002	34.00		40.00	10			60.00	60.00
111111	SBI		01/07/2002	13.00		15.00	20			40.00	40.00
(I) T	OTAL GROSS STOCK OPTION GAINS IN SE	CTION A								100.00	100.00
SECTION	B: ENTREPRENEURIAL EMPLOYEE STOCH	COPTION(E	ESOP)*			-	-	(i)=(g-f)x h		(k)=(f-e)x h	(l)=(i)+(k)
(II) T	OTAL GROSS STOCK OPTION GAINS UNDE	R THE EES	OP SCHEME	IN SECTION	В			0.00		0.00	0.00
SECTION	C: COMPANY STOCK OPTION(CSOP)**	1	1				1		(j)=(g-f)x h	(k)=(f-e)x h	(l)=(j)+(k)
	OTAL GROSS STOCK OPTION GAINS UNDE								0.00	0.00	0.00
SECTION	D: TOTAL GROSS AMOUNT OF STOCK OPT	TION GAINS	(I+II+III)	(THI	S AMOUNT IS TO) BE REFLECTED	IN ITEM d(8)) OF FORM IR8A	.)		100.00
REMARKS	»:										
* EESOP - This is	only applicable to gains derived from the exercise of stock options g	ranted on or after 1	.6.2000 by a qualif	ying company under	the Entrepreneurial Emplo	yee Stock Option Plan					
** CSOP - This is	only applicable to gains derived from the exercise of stock options g	ranted on or after 1	.4.2001 under Com	pany Stock Option P	'lan *** Including any ar	nount of discount enjoyed b	y an employee on t	ne stock options			

Tax Ref.(Company Registration No.): RCB 1980-10201-M Name and signature of authorised person making the declaration: MOORTHY, RAJAN Name of Employer: SINGAPORE BUSINESS INSTITUTE

Designation: CHIEF EXECUTIVE OFFICER

Date: 21/11/2002 Tel. No. 68322100