

PeopleSoft®

PeopleSoft Enterprise Global Payroll for Singapore 8.9 Reports

April 2005

PeopleSoft Enterprise Global Payroll for Singapore 8.9 Reports
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About This PeopleBook Preface

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

This preface discusses:

- Related documentation.
- Comments and suggestions.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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

CHAPTER 1

Global Payroll for Singapore Reports

This appendix provides an overview of Global Payroll for Singapore reports.

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

Global Payroll for Singapore General Reports

These tables list the 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 Mgmt , Absence and Payroll Processing, Reports, Leave History SGP	GPSG_RC_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 and Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability SGP	GPSG_RC_LVELIAB
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 and Absence Mgmt, Authority Correspondence, CPF Mthly Contribution Rpt SGP	GPSG_CPF_CONRPT_RC
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 and Absence Mgmt, Authority Correspondence, CPF Mthly Contribution Lst SGP	GPSG_CPF_CONLST_RC

Report ID and Report Name	Description	Navigation	Run Control Page
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 and Absence Mgmt, Authority Correspondence, CPF Adjustment Report SGP	GPSG_CPF_ADJ_RC
GPSGIR01 Print IR8A/IR8S Forms	Print Singapore IRAS IR8A/IR8S Forms	Global Payroll and Absence Mgmt, 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 & Absence Mgmt, 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 & Absence Mgmt, 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 & Absence Mgmt, Year End Processing, Print Appendix 8A Forms SGP	GPSG_RC_APP_8A_PR

Report ID and Report Name	Description	Navigation	Run Control Page
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 & Absence Mgmt, 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 & Absence Mgmt, 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 & Absence Mgmt, Payslips, Create/Print Payslips SGP	GPSG_RUNCTL_PSLP
GPSGPY11 Payroll Register	Summarizes, 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 Mgmt, Absence and Payroll Processing, 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 Mgmt, Absence and Payroll Processing, 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 Mgmt, Absence and Payroll Processing, Reports, Pay Components SGP	GPSG_RC_PY13
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 & Absence Mgmt, 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 & Absence Mgmt, 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	Type	Begin Date	End Date	Paid ?	Mgr App ?	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	N	
KS0012	0	Iskandar,Saimiee	ANN	06/24/2002	07/05/2002	N	Y	12.00	N	N	
KS0012	0	Iskandar,Saimiee	ANN	10/21/2002	11/01/2002	Y	Y	11.00	N	N	
KS0018	0	Lee,Ying Ho	NSL	08/20/2002	08/24/2002	Y	Y	5.00	N	N	
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	N	
KS0004	0	Noor,Mohammed	NSL	05/20/2002	06/07/2002	P	Y	19.00	N	N	
KS0004	0	Noor,Mohammed	SCK	09/16/2002	10/04/2002	Y	Y	19.00	N	N	
KS0001	0	Phua,Chu Kang	ANN	02/04/2002	02/08/2002	N	Y	5.00	N	N	
KS0001	0	Phua,Chu Kang	SCK	07/15/2002	07/26/2002	Y	Y	12.00	N	N	
KS0006	0	Sayed,Ali	SCK	07/22/2002	07/26/2002	Y	Y	5.00	N	N	
KS0006	0	Sayed,Ali	ANN	08/12/2002	08/16/2002	N	Y	5.00	N	N	
KS0003	0	Subramaniam,Indranee	ANN	04/08/2002	05/03/2002	P	Y	26.00	N	N	
KS0003	0	Subramaniam,Indranee	SCK	08/12/2002	08/23/2002	Y	Y	12.00	N	N	
KS0005	0	Tan,Ah Teck	PAT	02/11/2002	02/13/2002	Y	Y	3.00	N	N	
KS0005	0	Tan,Ah Teck	ANN	07/15/2002	07/24/2002	N	Y	10.00	N	N	
KS0005	0	Tan,Ah Teck	SCK	08/08/2002	08/14/2002	Y	Y	7.00	N	N	
KS0009	0	Wang,Ming Yi	ANN	07/15/2002	07/26/2002	Y	Y	12.00	N	N	
KS0009	0	Wang,Ming Yi	OTH	09/20/2002	09/23/2002	P	Y	4.00	N	N	
KS0009	1	Wang,Ming Yi	ANN	04/08/2002	04/12/2002	N	Y	5.00	N	N	
KS0009	0	Wang,Ming Yi	MLV	01/05/2002	02/10/2002	P	Y	37.00	N	N	
KS0009	0	Wang,Ming Yi	ANN	04/10/2002	04/14/2002	N	Y	5.00	N	N	
KS0009	0	Wang,Ming Yi	OTH	06/10/2002	06/11/2002	Y	Y	2.00	N	N	
KS0010	0	Andrews,John Max	ANN	06/10/2002	06/21/2002	Y	Y	12.00	N	N	
KS0015	0	Benjamin,Jerome	PAT	06/03/2002	06/05/2002	Y	Y	3.00	N	N	
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	P	Y	12.00	N	N	
KS0014	0	Chow,Kin Fong	ANN	07/15/2002	07/26/2002	P	Y	12.00	N	N	
KS0014	0	Chow,Kin Fong	SCK	07/29/2002	08/02/2002	Y	Y	5.00	N	N	

End of Report

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

Pay Period : 01/11/2002 To 30/11/2002
 Payment Date : 15/11/2002

D'Silva, Samuel
 33 KingsRd
 123456

Employee : KS0002
 Pay Entity : Singapore Business Institute
 Department : Marketing
 Location : Singapore Office
 Pay Rate : 5,200.00 (Monthly)
 Job Description : Manager-Marketing

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

Payment Details

_____ Current Values _____	Payback	_____ Adjustments _____	_____ YTD Values _____
----------------------------	---------	-------------------------	------------------------

Description	Base	Percent	Rate	Units	<u>Earnings</u>		Base	Unit	Units	Amount
					Amount	Amount				
Basic Salary					5200.00	200.00				55400.00
Total					5200.00	200.00				55400.00

Description	Base	Percent	Rate	Units	<u>Levies</u>		Base	Unit	Units	Amount
					Amount	Amount				
Eurasian Communi Skills Developme					2.00					100.00 2.00
Total					2.00					102.00

Description	Base	Percent	Rate	Units	<u>CPF</u>		Base	Unit	Units	Amount
					Amount	Amount				
Employer Ordinar					32.00	32.00				8064.00
Employee Ordinar						40.00				10040.00
Total					32.00	72.00				18104.00

Description	Base	Percent	Rate	Units	<u>General Deductions</u>		Base	Unit	Units	Amount
					Amount	Amount				
Social Club Parking					5.00	20.00				
Total					25.00					

Description	<u>Leave Balances</u>		Adjustment	Taken	End Balance
	Entitlement	Entitlement			
Annual leave Entitlement	2.333332				2.333332
Annual Leave Entitlement	14.000000				14.000000

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

Report ID: GPSGPY11-A	PeopleSoft Payroll Register - Detailed Payroll Status: Finalized	Page Number: 1 Run Date: 11/21/2002 Run Time: 15:46:30
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Calendar Group ID: KS02M10OCT	OCTOBER MONTHLY PAYROLL 2002	Payroll Report ID:	
Pay Entity: KSSGPBI	Singapore Business Institute	Currency:	SGD
Department: 10000	Human Resources	Pay Group: KSMONTHLY	Monthly Pay Group

Employee ID: KS0005	Record Number: 0	Name: Tan, Ah Teck
Calendar ID: KS02M10OCTPAY	Run Type: KSPAY	Singapore Payroll
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	Payment Key 1:	Gross Pay:	2,200.00
Version Number: 1	Payment Key 2:	Net Pay:	1,759.00
Revision Number: 1	Payment Key 3:		
Segment Status: Active in Segment	Payment Key 4:		
Segment Begin Date: 10/01/2002	End Date: 10/31/2002	Exchange Rate Type: Official Rate	

Earnings and Deductions

Element Name	Instance	Slice Dates	Amount/Adjustment	Base/Adjustment	Rate	Unit/Adjustment	Percent
SALARY BASIC	0	10/01/2002 10/31/2002	2,200.00				
CDAC	0	10/01/2002 10/31/2002	1.00				
CPF ORD EE	0	10/01/2002 10/31/2002	440.00				
CPF ORD ER	0	10/01/2002 10/31/2002	352.00				
PARK	0	10/01/2002 10/31/2002	20.00				

Accumulators

Element Name	From - To	Value	Key 1/Key 3	Key 2/Key 4	Slice Dates	Adjustment	Period
No accumulators this segment.							

Arrears

Element Name	Instance	Slice Dates	Amount/Adjustment	Amount Not Taken	Payback Amount	Amount to Arrears	Arrears Balance
No arrears this segment.							

Calendar Group ID: KS02M10OCT	OCTOBER MONTHLY PAYROLL 2002	Payroll Report ID:	
Pay Entity: KSSGPBI	Singapore Business Institute	Currency:	SGD
	Pay Group: KSMONTHLY		Monthly Pay Group

Department: 10000 Human Resources

Calendar ID: KS02M10OCTPAY	Run Type: KSPAY					
Calendar Period ID: KS02M10OCT	OCTOBER 2002	Pay Period Begin Date: 10/01/2002	End Date: 10/31/2002	Payment Date: 10/15/2002		

Earnings

Element Name	Amount	Amount Adjustment	Units	Unit Adjustment	YTD
SALARY BASIC	7,950.00				

Department: 13000 Finance

Calendar ID: KS02M10OCTPAY	Run Type: KSPAY					
Calendar Period ID: KS02M10OCT	OCTOBER 2002	Pay Period Begin Date: 10/01/2002	End Date: 10/31/2002	Payment Date: 10/15/2002		

Earnings

Element Name	Amount	Amount Adjustment	Units	Unit Adjustment	YTD
SALARY BASIC	5,800.00				

Department: 21500 Sales

Calendar ID: KS02M10OCTPAY	Run Type: KSPAY					
Calendar Period ID: KS02M10OCT	OCTOBER 2002	Pay Period Begin Date: 10/01/2002	End Date: 10/31/2002	Payment Date: 10/15/2002		

Earnings

Element Name	Amount	Amount Adjustment	Units	Unit Adjustment	YTD
SALARY BASIC	10,850.00				

Department: 25000 Marketing

Calendar ID: KS02M10OCTPAY	Run Type: KSPAY					
Calendar Period ID: KS02M10OCT	OCTOBER 2002	Pay Period Begin Date: 10/01/2002	End Date: 10/31/2002	Payment Date: 10/15/2002		

Earnings

Element Name	Amount	Amount Adjustment	Units	Unit Adjustment	YTD
SALARY BASIC	18,200.00				

Report ID: GPSGPY13-A	PeopleSoft Pay Component - Detailed Payroll Status: Finalized	Page Number: 1 Run Date: 11/21/2002 Run Time: 15:55:19
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Calendar Group ID: KS02M10OCT	OCTOBER MONTHLY PAYROLL 2002	Payroll Report ID:
Pay Entity: KSSGPBI	Singapore Business Institute	Currency: SGD
Department: 10000	Human Resources	
Pay Group: KSMONTHLY	Monthly Pay Group	

Employee ID: KS0005	Record Number: 0	Name: Tan, Ah Teck
Calendar ID: KS02M10OCTPAY	Run Type: KSPAY	Singapore Payroll
Calendar Period ID: KS02M10OCT	OCTOBER 2002	Pay Period Begin Date: 10/01/2002
		End Date: 10/31/2002
		Payment Date: 10/15/2002

Earnings

Element Name	Units	Amount	Unit Adjustment	Amount Adjustment
SALARY BASIC		2,200.00		

Employee ID: KS0010	Record Number: 0	Name: Andrews, John Max
Calendar ID: KS02M10OCTPAY	Run Type: KSPAY	Singapore Payroll
Calendar Period ID: KS02M10OCT	OCTOBER 2002	Pay Period Begin Date: 10/01/2002
		End Date: 10/31/2002
		Payment Date: 10/15/2002

Earnings

Element Name	Units	Amount	Unit Adjustment	Amount Adjustment
SALARY BASIC		5,750.00		

Calendar Group ID : KS02M01JAN JANUARY MONTHLY PAYROLL 2002
Debit Date : 20/11/2002
Pay Entity : KSSGPBI Singapore Business Institute

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

Total Amount : 47084.65

Number of Pays : 13

EMPLOYER REF # 1234567

SGP Monthly 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

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		

EMPLOYER REF # 1234567 SGP Monthly Pay Group

Employee ID	Account No	Name	Month	Ord Wages	Add Wages	Ordinary CPF Paid Employer	CPF Paid Employee	Additional CPF Paid Employer	CPF Paid Employee	Old Limit	New Limit
KS0001	S1365387B	Phua,Chu Kang	Dec	6,000.00	0.00	960.00	1,200.00	0.00	0.00	*****.**	32,080.00
			TOTAL	6,000.00	0.00	960.00	1,200.00	0.00	0.00	*****.**	32,080.00
KS0002	S7012345E	D'Silva,Samuel	Dec	6,000.00	0.00	960.00	1,200.00	0.00	0.00	*****.**	28,000.00
			TOTAL	6,000.00	0.00	960.00	1,200.00	0.00	0.00	*****.**	28,000.00

Employer's Tax Ref No. (RCB No. / Others) RCB 1980-10201-M	Employee's Tax Ref. No.: FIN F1304798F		
Full Name of Employee or Pensioner ANDREWS,JOHN MAX	Date of Birth 18/01/1979	Sex MALE	Marital Status SINGLE

Residential Address 18 WEST COAST RD SINGAPORE 069875	Designation DIRECTOR-HUMAN RESOURCES	
If employment commenced/ceased during the year, state:	Date of Commencement NA	Date of Cessation NA

INCOME	\$
--------	----

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 services rendered in 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 <input type="checkbox"/> Monthly <input type="checkbox"/> One-time Payment	NA
2. Pension	NA
3. Allowances: Transport NA Entertainment NA Others NA	NA
4. Gratuity or compensation including retrenchment benefits/payment in lieu of notice/ex-gratia payments, etc. (Give details separately. See item b of 'Others' in paragraph 7 of the Explanatory Notes)	NA
5. Retirement benefits including gratuities/pension/commutation of pension/lump sum payments, etc from Pension/Provident Fund : Name of Fund NA (Amount accrued up to 31 Dec 1992 \$ NA) Amount accrued from 1993	NA
6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore (Give details separately - see item c of 'Others' in paragraph 7 of the Explanatory Notes)	NA
7. Excess/Voluntary contributions to CPF by employer (Please complete Form IR8S - see item d of 'Others' in paragraph 7 of the Explanatory Notes.	1,600.00
8. Gains and Profits from share options (Please complete Appendix 8B - see item e of 'Others' in paragraph 7 of the Explanatory Notes)	NA
9. Value of Benefits-in-kind (Please complete Appendix 8A)	NA
TOTAL (items d1 to d9)	1,600.00
e) Employee's Income Tax borne by employer: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *Full/Partial, if partial, state items for which tax is borne.	

DEDUCTIONS	
EMPLOYEE'S COMPULSORY contribution to <input type="checkbox"/> CPF <input type="checkbox"/> Designated Pension / Provident Fund (less amount refunded/to be refunded) Name of Fund: NA (Please adopt the appropriate CPF rates for employees who are above 55 years of age)	NA
EMPLOYEE'S VOLUNTARY contribution to CPF obligatory by contract of employment in respect of NRIC holders who are posted overseas. (Please complete Form IR8S)	NA
Donations deducted through salaries for <input type="checkbox"/> MBMF <input type="checkbox"/> Community Chest of Singapore <input type="checkbox"/> SINDA <input type="checkbox"/> CDAC <input type="checkbox"/> ECF <input type="checkbox"/> Other Tax Exempt Donations	NA

DECLARATION			
Name of Employer	SINGAPORE BUSINESS INSTITUTE		
Address of Employer	6 TEMASEK BOULEVARD, #13-01/05 SUNTEC TOWER FOUR, 038986		
MOORTHY,RAJAN	CHIEF EXECUTIVE OFFICER	68322100	13/11/2002
Name of authorised person making the declaration	Designation	Tel. No.	Signature/Date

There are penalties for failing to furnish a return or furnishing an incorrect or late return.

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

Please read the instructions on page 2 carefully before completing this form

EMPLOYER'S TAX REF. NO.	EMPLOYEE'S DETAILS	
RCB 1980-10201-M	TAX REF. NO.: FIN	FULL NAME
	F1304798F	ANDREWS,JOHN MAX

SECTION A : Details of monthly wages and contributions in respect of employee falling under paragraph 4 of the instructions on page 2 OR
voluntary contribution to CPF (overseas posting)

MONTH	ORDINARY WAGES	CONTRIBUTION TO			#ADDITIONAL WAGES	CONTRIBUTION TO		
		CPF	CPF	APPROVED FUND		CPF	CPF	APPROVED 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:

Yes No

Whether capping has been applied:

Yes No

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	PERIOD		DATE PAID	EMPLOYER			EMPLOYEE		
	FROM	TO		CONTRIBUTION	INTEREST	DATE	CONTRIBUTION	INTEREST	DATE
\$			\$	\$		\$	\$		

Remarks:

MOORTHY,RAJAN

Name of authorised person making the declaration

13/11/2002

Signature / Date

SINGAPORE BUSINESS INSTITUTE

Name of Employer

68322100

Tel. No.

CHIEF EXECUTIVE OFFICER

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 relevant 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.

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

Tax Ref No : **NRIC S7012345E** \$

Name of Employee : **D'Silva, Samuel**

1. Value of place of residence (Please see Explanatory Notes item 9) : 3,000.00

Address Blk 4 Syed Alwi Road #16-317 Singapore 200004	Period of occupation		No. Of days
	From	To	
	01/01/2002	31/12/2002	365
Annual value/Rent paid by employer: 5000.00	Rent paid by employee: 2000.00		

2. Value of Furniture & Fittings/Driver/Gardener (Total of 2a to 2k) 4,044.00

Item (Cross box if applicable)	A) No of Units		B) Rate per unit p.m.(\$)	#Value \$
a. Furniture : Hard & Soft			10.00	480.00
b. <input checked="" type="checkbox"/> Refrigerator <input checked="" type="checkbox"/> Video Recorder	1	1	10.00/20.00	360.00
c. <input checked="" type="checkbox"/> Washing Machine <input type="checkbox"/> Dryer <input type="checkbox"/> Dish Washer	1		15.00	180.00
d. Air conditioner : <input checked="" type="checkbox"/> Unit <input type="checkbox"/> Central-Dining <input type="checkbox"/> Sitting <input type="checkbox"/> Additional	2		10.00/15.00 15.00/10.00	240.00
e. <input checked="" type="checkbox"/> TV <input checked="" type="checkbox"/> Radio <input type="checkbox"/> Amplifier <input checked="" type="checkbox"/> Hi-Fi Stereo <input type="checkbox"/> Electric Guitar	2	1	30.00	1440.00
f. <input checked="" type="checkbox"/> Computer <input checked="" type="checkbox"/> Organ	1	1	40.00	960.00
g. Swimming Pool			100.00	
h. <input checked="" type="checkbox"/> Public Utilities <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Pager <input type="checkbox"/> Suitcase <input type="checkbox"/> Golf Bag&Accessories <input type="checkbox"/> Camera <input type="checkbox"/> Servant	Actual amount			90.00
i. Driver	Annual wages x (private/total mileage)			
j. Gardener or Upkeep of Compound	\$35.00 p.m. or actual wages, whichever is lesser			
k. Others (see Explanatory Notes item 10)				294.00

Value for (2a) to (2g) & (2k) = A (No. of units) x B (Rate p.m.) x 12 x No. of days/365 (To be apportioned to the no. of employees sharing the residence)

3. Value of Hotel Accommodation Provided (Total of 3a, 3b & 3c) NA

	A) No. of Persons	B) Rate per Person p.m. (\$)	C) Period Provided (No. of days)	Value \$ AxBx12xC/365
a. Self / Wife/Child >20 yrs old		250		
b. Child ages :				
8-20 years		100		
3-7 years		50		
<3 years		25		
c. plus 2% of basic salary for period provided				

4 Others

- a. Cost of home leave passages and incidental benefits (see Explanatory Notes item 11) { No. of passages for self: wife: children: } OHQ Status: Yes No NA
- b. 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 over the company. 100.00
- c. Life insurance premiums paid by the employer
- d. Free or subsidised holidays including air passage, etc. NA
- e. Educational expenses including tutor provided NA
- f. Non-monetary awards for long service (excluding awards with little commercial value): NA
- g. Entrance/transfer fees and annual subscription to social or recreational clubs NA
- h. Gains from assets, e.g. vehicles, property, etc sold to employees at a price lower than open market value NA
- i. Full cost of motor vehicle given to employee. NA
- j. Car benefit (See Explanatory Notes item 12) NA
- k. Other benefits which do not fall within the above items NA

TOTAL VALUE OF BENEFITS-IN-KIND (ITEMS 1 TO 4) TO BE REFLECTED IN ITEM d9 OF FORM IR8A 7,144.00

Name of Employer SINGAPORE BUSINESS INSTITUTE
Address of Employer 6 TEMASEK BOULEVARD, #13-01/05 SUNTEC TOWER FOUR, 038986

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

FORM IR21

Comptroller of Income Tax NOTIFICATION OF A NON-CITIZEN EMPLOYEE'S CESSATION OF Tel: 1800-3568655
 55 Newton Road Revenue House EMPLOYMENT OR DEPARTURE FROM SINGAPORE Fax 6351 3456 / 6351 2707
 Singapore 307987 Website: http://www.iras.gov.sg

A TYPE OF FORM IR21 (Please cross (x) where appropriate)

1 Original 2 Additional, this is in addition to Form IR21 dated _____ 3 Amended, this supersedes Form IR21 dated _____

B EMPLOYER'S PARTICULARS

1 *ROC/ROB/Others 1 9 8 0 - 1 0 2 0 1 - M 2 Company's Name SINGAPORE BUSINESS INSTITUTE
 3 Company's Address 6 Temasek Boulevard
 #13-01/05 Suntec Tower Four
 038986

C EMPLOYEE'S PERSONAL PARTICULARS

1 Name Mr Menon, Subhas
 (Mr/Mrs/Miss/Mdm)
 2 Identification No. NRIC S 2 7 5 6 8 6 8 A FIN _____
 3 Current Forwarding Address 23 Surrey Rd
 #03-02
 SINGAPORE 015874
 4 Date of Birth 08/04/1965 5 Sex* Male 6 Nationality Permanent Resident
 7 Marital Status Single 8 Tel No. 6985 3254

D EMPLOYEE'S EMPLOYMENT RECORDS

9 Date of Arrival 01/01/2000 10 Date of Commencement 06/11/1980 11 Date of Cessation 12/11/2002 12 Date of Departure 31/12/2002
 13 Date Resignation Tendered 11/11/2002 14 Designation Secretary

15 Give Reasons for not withholding monies due from date of notification

16 Amount of Monies Withheld 17 Date Last 18 Amount of Last 19 Period applicable for
 Pending Tax Clearance Salary Paid Salary Paid Last Salary Paid
 S\$ cts
1 5 8 0 . 0 0 15/10/2002 1,580.00 01/10/2002 - 31/10/2002

20 Give Reasons if No Monies Withheld

21 Name of Bank to which employee's salary is credited 22 Name & Tel No of New Employer, if known
Development Bank of Singapore _____

23 Employee's Income Tax Borne by Employer **(See Explanatory Note 6) Yes, Fully borne Yes, Partially borne. Give Details:

E SPOUSE'S AND CHILDREN'S PARTICULARS

1 Name of spouse _____ 2 Date of Birth _____ 3 Ident No _____ 4 Date of marriage _____
 5 Nationality _____ 6 Name & Address of Spouse's _____
 Current Employer, if known _____

7 Children's Particulars (To furnish Name of Children According to Order of Birth)

No	Name of Child	Sex	Date of Birth	If child is above 16 years old, state name of school
1				
2				
3				
4				

FOR OFFICE USE

D	1	APP/ATT/BK	M	B1	Inclpl	D14	Std/Tmee	D12	U14	F3	Dfee	Date Rec'd								
C	7	TOT	S	B2	Sp A	D9/D10	Arr/Comm diff yr	D15	Decd	F4f	LS/RBI>30	Finalised by & date								
	9	New Empt		B3	NRE	D11/D12	Cess/Dep diff yr	D23	Hypo	F4i	ESOP									
				C2	Inclpl			E7	Sch	G	Not Sgd									

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)

Tax Ref.(NRIC/FIN): NRIC S7012345E

Nationality: Singapore Citizen

Name of Employee: D'Silva,Samuel

Date of Birth: 01/10/1970

Sex: MALE

RCB No.	Name of Company offered the stock option	Date Stock Option Granted	Date of Exercise of Stock Option	Exercise Price of Stock Option \$	Mkt Value at Time of Stock Option Grant \$	Mkt Value at Time of Exercise of Stock Option \$	Number of Shares Acquired	Stock Option Gains			
								Gross Amt Qualifying for Income Tax Exemption under		Gross Amt not Qualifying for Tax Exemption *** \$	Gross Amt of Stock Option Gains \$
								EESOP* Scheme \$	CSOP** Scheme \$		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(i)	(k)	(l)
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) TOTAL GROSS STOCK OPTION GAINS IN SECTION A										100.00	100.00
SECTION B: ENTREPRENEURIAL EMPLOYEE STOCK OPTION(EESOP)*								(i)=(g-f)x h		(k)=(f-e)x h	(l)=(i)+(k)
(II) TOTAL GROSS STOCK OPTION GAINS UNDER THE EESOP SCHEME IN SECTION B								0.00		0.00	0.00
SECTION C: COMPANY STOCK OPTION(CSOP)**									(j)=(g-f)x h	(k)=(f-e)x h	(l)=(j)+(k)
(III) TOTAL GROSS STOCK OPTION GAINS UNDER THE CSOP SCHEME IN SECTION C									0.00	0.00	0.00
SECTION D: TOTAL GROSS AMOUNT OF STOCK OPTION GAINS (I+II+III)								(THIS 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 granted on or after 1.6.2000 by a qualifying company under the Entrepreneurial Employee Stock Option Plan

** CSOP - This is only applicable to gains derived from the exercise of stock options granted on or after 1.4.2001 under Company Stock Option Plan *** Including any amount of discount enjoyed by an employee on the 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