

This Form will take about 10 minutes to complete. Please get ready the employee's personal particulars and details of his/her employment income. Kindly read the explanatory notes when completing this form.

Employer's Tax Ref. No. / UEN / RCB No.	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.)		
Full Name of Employee	Date of Birth	Sex	Marital Status
Residential Address	Designation		
If employment commenced and/or ceased during the year, state: (See paragraph 7 of the Explanatory Notes)	Date of Commencement	Date of Cessation	

INCOME \$

- a) **Gross Salary, Fees, Leave Pay, Wages and Overtime Pay:**
- b) **Bonus** (non-contractual bonus declared on ___/___/2011 and / or contractual bonus for services rendered in 2011)
- c) **Director's fees** approved at the company's AGM/EGM on ___/___/2011
- d) **Others:**
 - 1. Gross Commission for the period to * Monthly / other than monthly payment
 - 2. Pension \$
 - 3. Allowances: (i) Transport \$ (ii) Entertainment \$ (iii) Others \$
(See paragraph 12d (I) of the Explanatory Notes)
 - 4. Lump sum payment (See paragraph 12d (II) of the Explanatory Notes)

Reason for payment:		Length of service:
Basis of arriving at the payment: (Give details separately if space is insufficient)		
Compensation for loss of office \$		Approval granted: (Indicate Yes/No) If Yes, state date of approval
Gratuity \$	Notice Pay \$	Ex-gratia payment \$
Others (please state nature) \$		

 - 5. Retirement benefits including gratuities/pension/commutation of pension/lump sum payments, etc from Pension/Provident Fund: Name of Fund
(Amount accrued up to 31 Dec 1992 \$)
Amount accrued from 1993:
 - 6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore:
(See paragraph 12d (III) of the Explanatory Notes. Give details separately if tax concession is applicable)
 - 7. Excess/Voluntary contribution to CPF by employer (less amount refunded/to be refunded):
(Please complete Form IR8S - see paragraph 12d (IV) of the Explanatory Notes)
 - 8. Gains or profits from Employee Stock Option (ESOP) / other forms of Employee Share Ownership (ESOW) Plans:
(Please complete Appendix 8B - see paragraph 12d (V) of the Explanatory Notes)
 - 9. Value of Benefits-in-kind (Please complete Appendix 8A):

TOTAL (items d1 to d9)

e) Employee's Income Tax borne by employer: (Indicate YES or NO)
If YES and partial, state items for which tax is borne

DEDUCTIONS	
EMPLOYEE'S COMPULSORY contribution to * CPF / Designated Pension or Provident Fund (less amount refunded/ to be refunded) Name of Fund : (Please adopt the appropriate CPF rates published by CPF Board on its website 'www.cpf.gov.sg'. Do not include excess/voluntary contributions to CPF, voluntary contributions to Medisave Account, voluntary contributions to CPF Minimum Sum Topping-up Scheme and SRS contributions in this item)
Donations deducted through salaries for: *Yayasan Mendaki Fund/Community Chest of Singapore/SINDA/CDAC/ECF/Other tax exempt donations
Contributions deducted through salaries for Mosque Building Fund :
Life Insurance premiums deducted through salaries:

DECLARATION				
Name of Employer :				
Address of Employer :				
Name of authorised person making the declaration	Designation	Tel. No.	Signature	Date

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