

## PRACTICE DIRECTION NO. 01 OF 2010

### CONVERSION OF THE SINGAPORE STANDARD INDUSTRIAL CLASSIFICATION (SSIC) CODES

1. The Department of Statistics (DOS) has, in 2010, issued a new set of SSIC codes for all registered entities (“SSIC 2010 codes”). In line with SSIC 2010, ACRA will be conducting a conversion exercise, from 26 February 2010, 7pm to 27 February 2010, 11.59pm, to automatically convert the activity codes of entities registered with ACRA to the version under SSIC 2010<sup>1</sup>.

#### How will the conversion affect the entities registered with ACRA?

2. There will be minimal impact to the entities registered with ACRA as majority of the entities will have their SSIC activity codes converted to the new SSIC 2010 codes after the conversion and no further action is required from the entities. Owners and stakeholders of the entities will just need to take note of the new SSIC 2010 codes for their entities after the conversion. For example, entities which use the activity description "Activities of Trade Unions" (code 91200 in SSIC 2005) will be classified as code 94200 after the conversion under SSIC 2010. There will be no follow up actions required from these entities and these entities will not receive any notification from ACRA.
3. There will be a small segment of the entities (“affected entities”) that may be asked by ACRA to review the new SSIC 2010 codes that have been converted by ACRA. These affected entities will receive specific notification from ACRA informing them of the change in the SSIC codes and will be asked to review the new SSIC 2010 codes converted. These “affected entities” fall into the following two categories:
  - a) entities whose existing SSIC codes are being deleted in the new SSIC 2010 codes. For these entities, ACRA will automatically convert the entities to the default new SSIC 2010 codes. ACRA will send notification to the registered office address of these entities in batches from 1 March 2010 to 15 March 2010. Entities that do not agree with the default SSIC 2010 codes can amend their SSIC codes using the free E-Service “**Update of Principal Activities (SSIC Code) for Business Profile**” that will be made available in BizFile at [www.bizfile.gov.sg](http://www.bizfile.gov.sg) from 28 February 2010 to 7 April 2010 to lodge a change of their SSIC codes and activity descriptions. There is no filing fee for this E-Service. There is no action needed if entities agree with the mapping to default new SSIC codes.
  - b) entities whose existing SSIC codes are split or merged in the new SSIC 2010 codes. ACRA will similarly be converting the entities with split/merged SSIC codes to the default SSIC 2010 codes and will send notification to the registered office address of these entities in batches from 1 March 2010 to 15 March 2010. Entities that do not agree with the default SSIC 2010 codes can amend their SSIC codes using the free E-Service “**Update of Principal Activities (SSIC Code) for Business Profile**” that will be made available in BizFile at [www.bizfile.gov.sg](http://www.bizfile.gov.sg) from 28 February 2010 to 7 April 2010 to

---

<sup>1</sup> Please refer to the Annex for more information on SSIC.

lodge a change of their SSIC codes and activity descriptions. There is no action needed if entities agree with the mapping to default new SSIC 2010 codes.

### **Scheduled BizFile system downtime for the conversion**

4. To facilitate the conversion of the SSIC codes, BizFile will not be available from 26 February 2010, 7pm to 27 February 2010, 11.59pm (“**the downtime**”).
5. All SSIC Codes and activity descriptions in transactions which are saved and not filed by 26 February 2010, 6.59pm, will be converted to their equivalent classification in SSIC 2010. Please note all saved transactions which expire on the seventh day from the last saved date, will be deleted.
6. BizFile users are strongly advised to complete the filing of any saved transactions in the system by 26 February 2010, 6.59pm. In the event that the transactions are not filed by 26 February 2010, 6.59pm, please verify the converted information to ensure all information is complete and accurate before proceeding to file when BizFile is available from 28 February 2010.
7. Customers will not be able to purchase information on entities through BizFile during the downtime. However, Business/People Profiles can still be purchased through the following Information Service Providers:
  - (a) CrimsonLogic Pte Ltd  
(Formerly known as Singapore Network Services Pte Ltd)  
Enquiry Line: 6887 7888  
Website: <http://www.crimsonlogic.com.sg>  
URL to view services: <http://www.biznet.com.sg>
  - (b) DP Information Network Pte Ltd (DPI)  
Enquiry Line: 6738 1900  
Website: <http://www.dpgroup.com.sg/dpinfo>  
URL to view services: <http://www.1questnet.com>
  - (c) Dun & Bradstreet (Singapore) Pte Ltd (D&B)  
Enquiry Line: 6565 6262  
Website: <http://www.dnb.com.sg>  
URL to view services: <http://www.icdnb.com.sg>

### **Availability of FS Manager**

8. During the downtime, FS Manager will continue to be accessible for the preparation of financial statements in eXtensible Business Reporting Language (XBRL). However, please note the following:
  - (a) All SSIC Codes and activity descriptions in your XBRL financial statements which are saved in BizFile and not filed (i.e. without completing the annual return filing process) by 26 February 2010, 6.59pm, will be converted to equivalent classification in SSIC

2010. Please verify the converted information before you proceed to complete the annual return filing when BizFile is available.

- (b) Authorised personnel login of BizFile to use FS Manager will not be available during the SSIC Conversion. To generate a Portable Document Format (PDF) copy of the financial statements using FS Manager for Annual General Meeting (AGM) purposes, please do so before 26 February 2010, 6.59pm or from 28 February 2010.

**New free E-service to check on new SSIC 2010 codes**

9. ACRA is making available a new E-Service “**Update of Principal Activities (SSIC Code) for Business Profile**” from 28 February 2010 to 7 April 2010 for all entities to verify and amend their SSIC codes. This E-Service can be accessed in BizFile at [www.bizfile.gov.sg](http://www.bizfile.gov.sg) under the link “**E-Services**”, followed by “**Others**”.
10. Entities that are not affected by the change of SSIC Codes and activity descriptions may use the E-Service to download a copy of the E-Notice that states their existing SSIC Codes and activity descriptions. They can also make changes to their SSIC codes and activity descriptions via the free E-Service if the SSIC codes and activity descriptions do not accurately describe their principal business activities.
11. The free E-Service and the printing of the e-notice function will be removed from BizFile after 7 April 2010. Entities that wish to lodge a change in the SSIC code and activity description from 8 April 2010 will have to lodge the existing online transactions via BizFile. Please see table below.

No.	Type of Entity	Free E-Service		Existing E-Service	
		Type of Transaction	Availability in BizFile	Type of Transaction	Filing Fee
01	Company	<i>Update of Principal Activities (SSIC Code) for Business Profile</i>	<i>28 Feb 2010 to 7 Apr 2010</i>	<i>“Change in Company Activity/SSIC Code to be reflected in Business Profile”</i>	<i>Free</i>
02	Business			<i>“Change in Business Particulars”</i>	<i>\$20</i>
03	Limited Liability Partnership			<i>“Change SSIC Code”</i>	<i>\$10</i>
04	Limited Partnership			<i>“Change of LP Activity”</i>	<i>\$10</i>

### **Which SSIC Code is the appropriate one for your entity?**

12. To find out which SSIC code best describes the principal business activity of your entity, please visit ACRA's website and select "SSIC Code for Business Activity" under "Quick Links". You may enter the keyword pertaining to the principal business activity of your entity and select the appropriate SSIC code(s) from the list of SSIC Codes displayed.

### **Other Information/Further Clarification**

13. The full list of SSIC classification and more related information can be found at DOS website at <http://www.singstat.gov.sg/statsres/ssc/ssic2010.html>. Alternatively, you may contact DOS at Tel: 68358935, 68358937 or 68358938 for further clarification.
14. For enquiries on the content of this circular, please visit ACRA's interactive web service at <http://www.acra.gov.sg/askacra> and select the category "SSIC Conversion 2010". Alternatively, you may contact our ACRA Helpdesk at Tel: 6248 6028.

Issued on 12 February 2010

### **Ms Juthika Ramanathan**

Chief Executive, Accounting and Corporate Regulatory Authority (ACRA)  
SINGAPORE

## Annex

### **A background of SSIC?**

1. The SSIC is the national standard for the classification of all economic activities developed and maintained by the Department of Statistics (DOS). The SSIC adopts the basic framework and structure of the International Standard Industrial Classification (ISIC) of the United Nations. The SSIC does not draw distinction according to the type of ownership, legal organisation or mode of operation, i.e. all entities engaging in the same activity are classified in the same SSIC code regardless of whether they are local/foreign owned, or if they are companies/businesses or non-profit entities etc.
2. Each SSIC code is a 5-digit number denoting a different activity. Following ISIC Revision 4's recommendation, the principal activity is the one which contributes the most value-add to the entity.
3. The SSIC Codes are reviewed once every five years by an inter-agency committee comprising DOS and relevant public sector organisations to take into account changes in the structure of Singapore's economy and the emergence of new activities. During the review, the SSIC Codes may be changed to capture new/emerging activities e.g. casinos.

### **Coverage of SSIC mapping from 2005 to 2010**

4. With regard to the SSIC 2010 codes, DOS has implemented the following:
  - Introduced new codes to identify new activities;
  - Split some SSIC 2005 codes into two or more codes to provide better clarity on the activity of an entity;
  - Consolidated certain codes from the SSIC 2005 in response to activities that have become insignificant; and
  - Renumbered existing SSIC codes. For example, entities which use the activity description "Activities of Trade Unions" (code 91200 in SSIC 2005) will be classified as code 94200 using SSIC 2010.