

PERKHIDMATAN PENTADBIRAN DAN SOKONGAN
ADMINISTRATIVE AND SUPPORT SERVICES

NOTA PENJELASAN
EXPLANATORY NOTES

BAHAGIAN A: HASIL
PART A: REVENUE

1.1 Hasil kendalian / Perolehan / Jualan	1.1 Operating revenue / Turnover / Sales
Pendapatan yang diperoleh melalui perkhidmatan mengatur dan merancang pelancongan, penyediaan pakej pelancongan, penyewaan dan pajakan, keselamatan, pekerjaan, bangunan dan landskap, pengurusan dan sokongan pejabat, pengurusan konvensyen dan pameran perdagangan dan sokongan perniagaan lain.	Income from services provided by arranging and assembling tour services, providing tour packages, rental and leasing, securities, employments, buildings and landscapes, office administrative and support, organization of conventions and trade shows and other business support service.
1.2 Hasil lain	1.2 Other income
Perkara-perkara seperti pendapatan daripada faedah, dividen, subsidi, geran kerajaan, derma, pajakan kewangan, pemulihan hutang lapuk, tuntutan insurans, keuntungan dari jualan harta dan transaksi pertukaran wang asing.	Items such as interest income, dividends, subsidies, government grants, donations, financial leasings, bad debts recovered, insurance claims, gain on sales of assets and foreign exchange transactions.

BAHAGIAN B: PERBELANJAAN
PART B: EXPENDITURE

2.1 Perbelanjaan kendalian / Kos jualan	2.1 Operating expenditure / Cost of sales
Kos bahan untuk pembaikan dan penyelenggaraan, perbelanjaan sewa, utiliti, iklan dan perjalanan, bayaran guaman, bayaran profesional dsbnya.	Cost of materials for repairs and maintenance, expenditure on rent, utilities, advertising, travelling, legal fees, professional fees etc.
2.2 Perbelanjaan lain	2.2 Other expenditure
Susut nilai, faedah dan cukai, hutang lapuk, kerugian tukaran wang asing dan lain-lain perbelanjaan kewangan.	Depreciation, interest and taxes, bad debts, forex losses and other finance expenses.
2.3 Jumlah gaji & upah	2.3 Total salaries & wages
Gaji & upah yang dibayar merujuk kepada pembayaran tunai, termasuk yang dibayar bonus, komisen, bayaran lebih masa, elaun kos sara hidup dan elaun-elaun lain yang dibayar kepada semua pekerja bergaji dalam tempoh suku tahun rujukan. Sementara caruman pekerja kepada Kumpulan Wang Simpanan Pekerja (KWSP) dan Pertubuhan Keselamatan Sosial (PERKESO) turut dimasukkan, manakala caruman oleh majikan dikecualikan. Elaun kepada pemilik yang bekerja, rakan niaga yang bekerja dan pekerja keluarga tidak bergaji juga dikecualikan.	Salaries & wages paid refer to cash payments, including bonuses, commissions, overtime wages, cost of living and allowances made to all employees during the reference quarter. While the employees' contributions to Employees' Provident Fund (EPF) and Social Security Organisation (SOCSO) are included, the employer's contribution are excluded. Allowances to working proprietors, working partners and unpaid family worker are not included.

BAHAGIAN C: BILANGAN PEKERJA / GAJI & UPAH
PART C: NUMBER OF PERSONS ENGAGED / SALARIES & WAGES

3.1 Jumlah pekerja bulanan	3.1 Total number of persons engaged
Jumlah pekerja termasuk semua pemilik yang bekerja dan pekerja keluarga tidak bergaji, pekerja bergaji (sepenuh masa) dan pekerja bergaji (sambilan).	The total number of persons engaged includes all working proprietors and unpaid family workers, paid employees (full-time) and paid employees (part-time).
3.2 Jumlah pekerja (pada akhir suku tahun)	3.2 Total number of persons engaged (as at end of quarter)
(a) Pemilik yang bekerja dan pekerja keluarga tidak bergaji	(a) Working proprietors and unpaid family workers
Termasuk semua pemilik perseorangan dan rakan niaga dan pekerja keluarga tidak bergaji iaitu satu pertiga daripada waktu kerja biasa tetapi tidak menerima bayaran.	This category refers to all individual proprietors and partners and work for a minimum of one third of the normal working time but do not receive regular payment.
(b) Pekerja bergaji (sepenuh masa)	(b) Paid employees (full-time)
la merujuk kepada semua pekerja bergaji yang bekerja sekurang-kurangnya 6 jam sehari dan 20 hari sebulan.	It refers to all paid workers who work for at least 6 hours a day and 20 days a month.
(c) Pekerja bergaji (sambilan)	(c) Paid employees (part-time)
la merujuk kepada semua pekerja bergaji yang bekerja kurang daripada 6 jam sehari dan/ atau kurang daripada 20 hari sebulan.	It refers to all paid workers who work for less than 6 hours a day/ or less than 20 days a month.
3.5 Pekerja 'gig'?	3.5 'Gig' workers
Pekerja 'gig' ('gig workers') adalah pekerja bebas (freelance) yang tidak terikat dengan masa bekerja untuk menghasilkan output/ hasil kerja.	Gig workers are freelancers who are not tied to working hours to produce output.

BAHAGIAN E: EKONOMI DIGITAL
PART E: DIGITAL ECONOMY

5.1 E-dagang	5.1 E-commerce
Urusniaga e-dagang adalah penjualan atau pembelian barangan atau perkhidmatan yang dijalankan melalui rangkaian pengkomputeran / internet dengan kaedah yang direka untuk tujuan menerima atau membuat pesanan (pembelian atau jualan). Urusniaga ini berlaku sama ada antara perniagaan, isi rumah, individu, kerajaan dan organisasi-organisasi awam / swasta lain.	E-commerce transactions is the sale or purchase of goods or services over the network computing / internet with designed method for the purpose of receive or make a booking (purchase or sale). The transaction is between businesses, households, individuals, governments and organisations of other public / private.
Kaedah pembayaran dan penghantaran barangan atau perkhidmatan urusniaga e-dagang ini boleh dijalankan melalui atau bukan melalui rangkaian pengkomputeran / internet.	The method of payment and the delivery of goods or services e-commerce transactions can be carried out either through network computing / internet or not.
Urusniaga e-dagang termasuk pesanan yang dibuat di laman web, extranet atau EDI. Walau bagaimanapun, urusniaga yang dibuat melalui panggilan telefon, faks, e-mel dan yang seumpamanya tidak dikategorikan sebagai urusniaga e-dagang.	E-commerce transactions, including orders placed on the website, extranet or EDI. However, the transactions made by telephone, fax, email and the like are not been categorised as e-commerce transactions.
5.2 Peratus pendapatan yang diperoleh melalui transaksi e-dagang.	5.2 Percentage of income through e-commerce transactions.
Merujuk kepada peratus pendapatan transaksi e-dagang.	Refers to the percentage of income through e-commerce transactions.
5.3 Peratus perbelanjaan melalui transaksi e-dagang.	5.3 Percentage of expenditure through e-commerce transactions.
Merujuk kepada perbelanjaan transaksi e-dagang.	Refers to the percentage of expenditure through e-commerce transactions.