

**HARTANAH
REAL ESTATE**

**NOTA PENJELASAN
EXPLANATORY NOTES**

**BAHAGIAN A: HASIL
PART A: REVENUE**

1.1 Hasil Kendalian / Perolehan / Jualan

Pendapatan yang diperolehi melalui jualan atau sewaan tanah, bangunan kediaman, bangunan bukan kediaman dan harta-harta lain; komisen dan brokeraj yang diterima atas jualan tanah, bangunan tempat kediaman, bukan tempat kediaman dan harta-harta lain; pendapatan daripada penilaian / pentaksiran hartanah; pengurusan hartanah; *Co broke fee*, *reference fee* dan perkhidmatan pengurusan.

1.2 Hasil lain

Perkara-perkara seperti pendapatan daripada faedah, dividen, subsidi, geran kerajaan, derma, pajakan kewangan, pemuliharaan hutang lapuk, tuntutan insurans, keuntungan dari jualan harta dan transaksi pertukaran wang asing.

1.1 Operating revenue / Turnover / Sales

Income from sales or rental of land, residential, non-residential buildings and other properties; commission and brokerage received on sales of land, residential, non-residential buildings and other properties; income from valuers/appraiser of real estate; property management; Co broke fee, reference fee and management services.

1.2 Other income

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

Termasuk perkara-perkara seperti perbelanjaan kos bahan untuk pembaikan dan penyelenggaraan, alat tulis dan bekalan pejabat, kos percetakan, perbelanjaan sewa, utiliti, bahan pembakar, pelincir dan gas, pembaikan dan penyelenggaraan yang dibuat oleh pihak lain, penyelidikan dan pembangunan, pembelian perkhidmatan pengangkutan, perjalanan, bayaran guaman, bayaran profesional dsbnya.

2.2 Kos pembangunan dan pembelian tanah

Termasuk kos pembangunan bagi bangunan kediaman, bangunan bukan kediaman dan harta-harta lain serta kos pembelian tanah.

2.3 Perbelanjaan lain

Susut nilai, faedah dan cukai, hutang lapuk, kerugian tukaran wang asing dan lain-lain perbelanjaan kewangan.

2.4 Jumlah Gaji & Upah

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.

2.1 Operating expenditure / Cost of Sales

Include cost of materials for repairs and maintenance, stationary and office supplies, cost of printing, rental payment, utilities, fuel, lubricants and gas, payments for current repairs and maintenance work done by others, research and development, purchased of transport services, travelling, legal fees, professional fees etc.

2.2 Development cost and land purchases

Include development cost for residential, non-residential buildings and other properties as well as cost of land purchases.

2.3 Other expenditure

Depreciation, interest and taxes, bad debts, forex losses and other finance expenses.

2.4 Total Salaries & Wages

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
PART C: NUMBER OF PERSONS ENGAGED**

3.1 Jumlah Pekerja

Jumlah pekerja termasuk semua pemilik yang bekerja dan pekerja keluarga tidak bergaji, pekerja bergaji (sepenuh masa) dan Pekerja bergaji (sambilan).

3.2 Jumlah Pekerja pada akhir suku tahun rujukan

(a) Pemilik yang bekerja dan pekerja keluarga tidak bergaji

Termasuk semua pemilik perseorangan dan rakan niaga dan pekerja keluarga tidak bergaji iaitu satu pertiga daripada waktu kerja biasa tetapi tidak menerima bayaran.

(b) Pekerja bergaji (sepenuh masa)

la merujuk kepada semua pekerja bergaji yang bekerja sekurang-kurangnya 6 jam sehari dan 20 hari sebulan.

(c) Pekerja bergaji (sambilan)

la merujuk kepada semua pekerja bergaji yang bekerja kurang daripada 6 jam sehari dan / atau kurang daripada 20 hari sebulan.

3.1 Total Number of Persons Engaged

The total number of persons engaged includes all working proprietors and unpaid family workers, full-time employees and part-time employees.

3.2 Total Number of Persons Engaged as at end of reference quarter

(a) Working proprietors and unpaid family workers

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) Paid employees (full-time)

It refers to all paid workers who work for at least 6 hours a day and 20 days a month.

(c) Paid employees (part-time)

It refers to all paid workers who work for less than 6 hours a day / or less than 20 days a month.

**BAHAGIAN E: EKONOMI DIGITAL (Pada akhir suku tahun)
PART E: DIGITAL ECONOMY (As at end of quarter)**

5.1 E-dagang

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.

Kaedah pembayaran dan penghantaran barangan atau perkhidmatan urusniaga e-dagang ini boleh dijalankan melalui atau bukan melalui rangkaian pengkomputeran / internet.

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.

5.2 Peratus hasil yang diperolehi melalui transaksi e-dagang

Merujuk kepada peratus hasil transaksi e-dagang.

5.3 Peratus perbelanjaan melalui transaksi e-dagang

Merujuk kepada peratus perbelanjaan transaksi e-dagang.

5.1 E-commerce

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.

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.

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 Percentage of revenue through e-commerce transactions

Refers to the percentage of income through e-commerce transactions.

5.3 Percentage of expenditure through e-commerce transactions

Refers to the percentage of expenditure through e-commerce transactions.