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CONFIDENTIAL

DESPATCHED: 01/04/10

2009 CENSUS OF CONSTRUCTION

Please correct any errors
appearing in this label.

Dear Sir\Madam,

Enclosed are two copies of the 2009 Census of Construction questionnaire.

COVERAGE AND SCOPE: It covers all enterprises engaged in the Construction sector classified under the Fiji Standard Industrial Classification 2004's Tabulation Category F (refer note on page 2). If an enterprise's Construction activities are combined with other types of business, you should report on the Construction side of the operations only.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji, and indicates the changing composition and structure of the industry. The results of the Census are used by the Fiji Islands Bureau of Statistics in the estimation of the National Income of Fiji and in the provision of other key indicators.

REFERENCE PERIOD: Reference period is the calendar year 2009. If your accounting year is different provide information approximating closest to the calendar year 2009. Limited liability companies are requested to submit a copy of their financial statements with the questionnaire.

COMPULSORY REQUIREMENT: The Census is conducted under the provisions of the Statistics Act 1961(Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill in one copy of the questionnaire and return it to the undersigned on or before 30\04\10. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Information supplied will be used by the department for the preparation of statistics. Any release of information will be in accordance with the Statistics Act and only persons authorised will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Mr Asaeli Rokovada on Ext. 114 or E-Mail arokovada@statsfiji.gov.fj

T. Bainimarama
Government Statistician

NOTE: Under the Fiji Standard Industrial Classification 2004 Construction includes all units mainly engaged in constructing buildings, including the on-site assembly and erection of prefabricated buildings. Also included are:

- Construction of roads; railroads; aerodromes; irrigation projects; harbour or river works; water, gas, sewerage or storm-water drains or mains; electricity or other transmission lines or towers; pipelines or other specified civil engineering projects.
- Units engaged in the repair of buildings or other structures, as are those engaged in the alteration or renovation of buildings, preparation of mine sites, demolition or excavation.
- Units mainly engaged in certain specified installation activities such as the installation of heating and air conditioning equipment, the on-site assembly of boilers, the installation of fire alarm systems, the installation of blinds and awnings, the installation of petrol bowsers or the installation of electrical wiring.
- Units mainly engaged in providing special building or construction trade services such as structural sheet erection, carpentry, bricklaying, concreting, plumbing, painting, plastering, floor and wall tiling or roof tiling and the installation or laying of floor coverings such as carpets or linoleum.

ORGANISATIONAL STRUCTURE

- 1 An enterprise can have more than one establishment involved in similar or different activities at different locations. State the location, the type of activity engaged in and the Gross Turnover of each enterprise during the year.

FORM OF OWNERSHIP

- 4 (1) Fiji owned:
This is an enterprise operating in Fiji in which 51% or more equity is held locally.
- (2) Branch of an overseas company:
This is an enterprise operating in Fiji which is controlled by or supervised by an overseas head office and which is an integral part of the foreign parent organisation. Branch has no equity share capital.
- (3) Subsidiary of an overseas company:
A company is a subsidiary of another if that other company owns this subsidiary wholly or holds more than half the nominal value of the equity share capital of this subsidiary company.

EQUITY PARTICIPATION

- 5 Give the proportion of the share capital held by residents of Fiji. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

NATURE OF WORK

- 6 In cases where enterprises are involved in more than one activity at a single location, please state the major activity involved in.

OPERATING STATUS

- 7 If you are no longer in business, a **STATUTORY DECLARATION** must be attached to one copy of the questionnaire with the words “**CLOSED BUSINESS**” written across the questionnaire and returned to the Fiji Islands Bureau of Statistics. A Magistrate or a Barrister\Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf must sign the Statutory Declaration. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation. If your business operated for part of the year 2009 please provide information for the duration your business operated.

QUESTIONNAIRE

All relevant questions must be answered with clear and correct figures. Estimates will be accepted where actual data are not available. Values, **excluding VAT**, are to be expressed in Fiji Dollars.

ORGANISATIONAL STRUCTURE

1	Does this business operate at more than one location ?			
	Please tick the appropriate box: No Yes If yes, please give details below:			
	NAME OF ENTERPRISE\BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	GROSS TURNOVER (4)
	Note: This return is required for the addressed enterprise only. In case this is not possible, a combined return with similar main activities may be submitted. If the information can not be provided on this basis, please state the reasons:			
	Remark: Please comment here to assist in the interpretation of data supplied:			

ACCOUNTING PERIOD

2	Please state the accounting period: From \ \2009 To \ \2009			
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LEGAL STATUS OF ORGANISATION

3	Please tick appropriate box			
	Individual ownership	1	Partnership	2
	[001] Co-operative	3	Private Limited Company	4
	Public Limited Company	5	Public or Statutory Body	6
	Non-Profit Organisation	7	Others (specify)	8

FORM OF OWNERSHIP

4	Please tick appropriate box			
	[002] Fiji owned	1	Branch of an overseas company	2
	Subsidiary of an overseas company	3	Others (specify)	4

EQUITY PARTICIPATION

5	Please indicate in the appropriate box equity capital held by Fiji Citizens.			
	(a) As at end of 2008 %		(b) As at end of 2009 %	

NATURE OF WORK

6	Please give a brief description of the main activity of the enterprise\ s covered by this return:			
	[003] FOR OFFICIAL USE ONLY			

OPERATING STATUS

7	Please state whether the enterprise in question (tick appropriate box)			
	Operated during the whole of the accounting period specified	1		
	Operated during part of the accounting period specified (specify: mths)	2		
	Had not commenced business during the accounting period specified	3		

TURNOVER DURING THE ACCOUNTING YEAR

- 8 This refers to the value of work completed during the year. Work is regarded complete when it is delivered to the control of the purchaser and final payment including retention fee has been billed.

State separately the value of work done for the private sector and the public sector. Public sector includes central government, local government, statutory bodies and city and town councils.

If your firm is involved in multiple activities such as construction of buildings, roads and bridges etc, state separately the value of work done under each of these activities.

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 9 This is the resale value of goods bought, the goods being in the same condition as received and having undergone no intervening manufacturing process by your enterprise.
- 11 Include rent received for building, plant and machinery, furniture and fixtures, transport vehicles and related equipment. Exclude rent received for land which should be included in question 12a].
- 13 a] Include all claims arising from business insurance. Examples of business insurance are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.
- 13 b] Include all claims received arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness etc to employees. Claims for life, education or any other form of personal insurance are to be excluded.

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

22 State in detail the total value and quantity of all purchases of materials and supplies during the year for use in the building and construction work. In arriving at the value, deduct trade discounts received. The cost of transport should be included in question 30 unless it is accounted for as part of the purchase price. Direct import by enterprises should be reported at cost.

Include all purchases of:

- a] Basic materials and components such as timber, cement, iron and steel etc that are physically incorporated in the building and construction.
- b] Auxiliary materials such as nails, glue, small tools, parts, materials for repairs and maintenance.
- d] Materials bought for carrying "own construction" work reported in question 60.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 60.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

23-26 Expenditure on fuel represents the total value of fuel purchased by your enterprise for use in the production of heat, power or electricity including gasoline and other fuels for vehicles. Exclude those that enter directly into the production process as they should be reported as raw materials.

27-28 State the total value of electricity and water purchased by your enterprise for the production process.

OTHER EXPENDITURE

29 Repairs and maintenance costs paid to other firms covers the total costs of current repair and maintenance service provided by such firms on repairs done on vehicles, building, machinery and equipment of the enterprise. Current repair and maintenance carried out by other enterprises or by ancillary repair and maintenance unit that has been treated as an independent enterprise should be included.

30 Cartage and haulage expense includes payment for the transportation of goods and materials within the country. It excludes cost of transport carried out by your own equipment and employees.

39 a] Include payment in respect of leased/rented land. If it is not possible to separate payments made for land from building, please include expenditure in question 38.

b] Include interest on long-term debts and interest on all borrowing.

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

Please state the value of all materials and supplies purchased during the year							
			VALUE (\$)				TOTAL (5)
			IMPORTED		LOCALLY PRODUCED		
			PURCHASED		PURCHASED		
22	DESCRIPTION OF MATERIALS AND SUPPLIES		FROM ABROAD (1)	LOCALLY (2)	FROM MANFT (3)	FROM OTHERS (4)	
a]	Timber	076					
b]	Cement and concrete	081					
c]	Gravel and sand	086					
d]	Blocks	091					
e]	Iron and steel	096					
f]	Electrical ware	101					
g]	Plumbing ware	106					
h]	Paint	111					
i]	Glass	116					
j]	Others _____	121					
	Total	126					

FUEL, ELECTRICITY AND WATER

Please state the expenditure incurred on fuel, electricity and water			VALUE (\$)
23	Petrol/Automotive diesel fuel		131
24	Industrial diesel fuel/Heavy fuel oil		132
25	Kerosene		133
26	Liquid petroleum gas		134
27	Electricity		135
28	Water		136
	Total (Codes 151 to 156)		137

OTHER EXPENDITURE

			VALUE (\$)
29	Repairs and maintenance costs on: a] Motor vehicles		138
	b] Building		139
	c] Machinery and equipment		140
30	Cartage and haulage expenses paid to other firms		141
31	Travel expenses (eg management, personal etc)		142
32	Payments to sub-contractors: a] Labour only contractors		143
	b] Other than labour only contractors		144
33	Audit, accounting and legal fee		145
34	Advertising and promotion etc		146
35	Bank charges		147
36	Postage, telephone and telecommunication etc		148
37	Office stationery and supplies		149
38	Rent paid for furniture, building, plant and machinery etc		150
39	Expenditure on: a] Rent paid for land		151
	b] Interest paid		152
	c] Dividends paid		153
	d] Royalty paid		154
40	Management and consultation fee		155
41	Bad and doubtful debts written off		156
42	Business licenses, rates on property paid to central or local government etc		157
43	Insurance paid: a] Business insurance		158
	b] Casualty insurance		159
44	Training and Productivity Authority of Fiji (TPAF) Levy		160
45	Exchange losses		161
46	Fixed asset expenses: a] Loss on sale of fixed assets		162
	b] Depreciation claimed (to agree with question 60(7))		163
47	Cost of goods purchased for resale (see question 9)		164
48	All other costs and expenses _____		165
	Total other expenditure (Codes 138 to 165 excluding 153)		166

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

- 49 Please note that the information in respect of employment is for the last payweek in June 2009 but the rest of the question requires data for the appropriate accounting year.

Gross wages and salaries includes overtime, sick and holiday pay, bonuses, payments under piece rate schemes, all allowances, severance and redundancy pay, sales commissions paid to own employees and directors fee etc.

Payment in kind is the cost to the employer for providing employees with housing, transport, clothing, food, drinks, fuels, etc free of charge or at a reduced rate.

Operatives includes all employees directly engaged in the activity of the enterprise, eg carpenters, electricians, painters, plumbers, and civil engineers etc. Casual workers should also be included here.

Others includes administrators, technical and clerical personnel, eg salaried managers, clerks and typists etc.

Expatriates are non-Fiji citizens who stayed to work in Fiji.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the enterprise. Silent or inactive partners should be excluded unless they participate actively in the work of the enterprise.

Unpaid family workers include persons living in the household of any of the proprietors of the owning enterprise and working in the enterprise without regular pay for at least a third of the normal working hours of the enterprise.

STOCKS

- 53 Work-in-progress consist of unfinished output at the end of the reference year.
- 54 Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.
- 55 The value of materials, fuel supplies and components are stocks of raw materials not used up in the production process.

NET EARNINGS AND TAXES PAID

- 56 This is the net profit of your enterprise from the profit and loss account. The following method would enable you to check if all the information from the trading, profit and loss account have been entered onto the questionnaire:

	Income [Code 075 + 201 (3)]	\$
less	Expenditure [Code 185]	\$
equals	Profit (+)\Loss (-) [Code 204]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

49		NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNNP ETC	PAYMENT IN KIND
		(1)	(2)	(3)	(4)
a)	Fiji citizens	167			
b)	Expatriates	171			
	Total	175			
c)	Working without pay				
	i) Working proprietors	179			
	ii) Unpaid family workers	180			
	Total (Codes 175(1) + 179+180	181			
d)	From the total number in employment given in code 181, please state:				
	Total Males	182	Total Females	183	
50	VAT paid on supplies of goods and services			184	

51	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 126(5)+137+166+175(2, 3, 4)+187]	185	\$
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STOCKS

		VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
52	Finished goods produced by the enterprise and intended for sale	186		
53	Work-in-progress: a) For public sector	189		
	b) For private sector	192		
54	Finished goods bought for resale	195		
55	Materials, fuels, supplies and components	198		
	Total	201		

NET EARNINGS AND TAXES PAID

			Amount (\$)
56	Net profit/loss of your enterprise. If this does not agree with question 57, please give reasons _____	204	
57	Taxable income of your enterprise	205	
58	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	206	
59	Amount of Fiji Income Tax paid/payable by your enterprise.	207	

FIXED CAPITAL ASSETS

60 Please ensure that: The value given for depreciation should agree with the value given in question 46 b].

FIXED CAPITAL ASSETS

60		VALUE (\$)							
		Opening book value	Purchase of new and second hand assets at cost		Land Development and Improvement	Own Account Capital Construction	Sales of Capital assets	Depreciation	Closing Book value
			locally	from abroad					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
a]	Land	208							
b]	Dwellings	216							
c]	Non – residential Buildings	224							
d]	Other Structures	232							
e]	Plant & Machinery	240							
f]	Other machinery & equipment	248							
g]	Transport Vehicles	256							
h]	Transport Equipment	264							
i]	ICT equipment	272							
J]	Furniture, fixtures and office equipment	280							
k]	Cost of Ownership transfer on non produced assets	288							
l]	Intellectual Property products: Research & Development	296							
m]	Mineral Exploration & Evaluation	304							
n]	Computer software & databases	312							
o]	Entertainment, literary or artistic originals	320							
p]	Other intellectual property products	328							
q]	Others (specify)	336							
	Total	344							

Signature of person completing the questionnaire: _____ Date _____

Name _____

Position _____

Telephone No _____ Fax No _____ Email _____

If Chartered Account in private practice, please place a tick in the box

THANK YOU FOR COMPLETING THE QUESTIONNAIRE