



COMPILATION GUIDE

INTERNATIONAL TRADE IN SERVICES

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Preface

The Compilation Guide on the International Trade in Services aims to educate users of the data on how the International Trade in Services statistics are compiled by the Economic Statistics Division of the Fiji Islands Bureau of Statistics.

To all of you who have helped compile this publication, I extend to you my sincere gratitude.

Your comments and suggestions on the compilation guide are welcome.

T Bainimarama
Government Statistician

REPRODUCTION OF MATERIAL

Any table or material published in this report maybe reproduced and published with the Fiji Islands Bureau of Statistics' prior approval. However, the source of information should always be identified and acknowledged in all modes of presentation.

NOTES

1 Total values are subject to rounding errors.

2 Key to Abbreviations:

BOP	Balance of Payments
BR	Business Register
FIBOS	Fiji Islands Bureau of Statistics
FSIC 2004	Fiji Standard Industrial Classification 2004
FTIB	Fiji Trade and Investment Board
IMF	International Monetary Fund
ITSS	International Trade in Services Statistics
IVS	International Visitor Survey
RBF	Reserve Bank of Fiji
SITS	Survey of International Trade in Services
SITSCL	Survey of International Trade in Services Company Listing

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1.0 INTRODUCTION

1.1 Overview

International Trade in Services relates to trade in services between Fiji, which is the resident country and non-resident countries. As such, the International Trade in Services Statistics (ITSS) provides information on Fiji's import and export of services. It is compiled quarterly and is supplemented by an annual compilation.

1.2 Purpose

The main reason for the Fiji Islands Bureau of Statistics (FIBOS) compiling the ITSS is to measure the imports and exports of services relating to:

- Communication - includes postal, courier, and telecommunications services.
- Computer and information - includes transactions related to hardware consultancy, software implementation, information services (data processing, data base, news agency), and maintenance and repair of computers and related equipment.
- Construction - includes work performed on construction projects and installations by employees of an enterprise in locations outside the economic territory of the enterprise.
- Financial - includes financial intermediary and auxiliary services except those of insurance enterprises and pension funds. Also includes commissions and fees for letters of credit, lines of credit, financial leasing, foreign exchange transactions, consumer and business credit services, brokerage services, underwriting services, arrangements for various forms of hedging instruments, etc. Auxiliary services include financial market operational and regulatory services, security custody services, etc.
- Government - includes expenditures of embassies, consulates, military units and defense agencies. Also included are transactions associated with the provision of joint military arrangements and peacekeeping forces, such as those of the United Nations.
- Insurance - includes services provided for freight insurance on goods exported and imported, services provided for other types of direct insurance including life and non-life, and services provided for reinsurance.
- Personal, cultural, and recreational - includes
 - audiovisual and related services and
 - other cultural services such as those associated with libraries, museums and other cultural and sporting activities.

- Other business - includes merchanting¹ and other trade-related services; operational leasing services; and miscellaneous business, professional, and technical services.
- Royalties and license fees – includes receipts and payments for
 - the authorized use of intangible non-produced, non-financial assets and proprietary rights such as trademarks, copyrights, patents, processes, techniques, designs, manufacturing rights, franchises, etc. and
 - the use, through licensing agreements, of produced originals or prototypes such as manuscripts, films, etc.
- Transportation - includes freight and passenger transportation by all modes of transportation and other distributive and auxiliary services including rentals of transportation equipment with crew.
- Travel - includes services related to business and personal travel acquired from an economy by travelers during visits of less than one year in that economy. Students and medical patients are treated as travelers, regardless of the length of stay. It excludes international passenger services, which are included in *transportation*. Military and embassy personnel and non-resident workers are not regarded as travelers. However, expenditures by non-resident workers are included in *travel*, while those of military and embassy personnel are included in *government services*.

1.3 Need for International Trade in Services Statistics

There is wide demand for ITSS. The major users are the FIBOS, the Reserve Bank of Fiji (RBF), the Government of Fiji and the International Monetary Fund (IMF). ITSS is used for:

1.3.1 Compilation of official statistics

Other than being released on its own as a press release (refer 3.1), the ITSS is used for compiling the services component of the current account in the Balance of Payments Statistics (BOP) (refer 3.2).

1.3.2 Market Research

The data are used as an indicator to gauge the types of services that are more in demand, thus the ITSS is useful for businesses.

1.3.3 General Economic Research

ITSS is also used in economic forecasting, econometric modelling, academic research, and media articles on economic developments.

¹ Refers to the purchase of goods by a resident (of the compiling economy) from a non-resident and the subsequent resale of the goods to another non-resident; during the process, the goods do not enter or leave the compiling economy. It includes transactions on ships, aircraft, and auction sales as well.

2.0 METHODOLOGY

ITSS are compiled in accordance with the latest international standards in the IMF's BOP manual, 5th edition.

Getting hold of timely and accurate data on International Trade in Services at times prove difficult, more so when information is sort on a quarterly basis instead of annually, in which case data can easily be extracted from the audited accounts and also when the source of the data is more than one. How data are sourced from different sources and put together are discussed below:

2.1 Survey of International Trade in Services

Most of the data for the compilation of the ITSS is sourced from the Survey of International Trade in Services (SITS), which is a mail enquiry, conducted and published every quarter and also annually.

2.1.1 Legal Basis

The SITS is conducted under the provisions of the Statistics Act 1961 (Cap 71). This Act protects the confidentiality of the information submitted to FIBOS by the enterprises and stipulates the completion of the questionnaire as well.

2.1.2 Scope and Coverage

The SITS covers those enterprises operating in the Fiji economy that engage in trade in services, be it a government institution, financial or trading enterprise, non-profit body or an individual. It is nevertheless possible that some small units not employing regular paid workers may have been omitted due to difficulties in identifying them, but the nature of such units do not affect the overall results in any significant way.

2.1.3 Classification

The enterprises surveyed in the SITS are classified according to the Fiji Standard Industrial Classification (FSIC) 2004 which classifies businesses by the type of activity they engage in. The FSIC 2004 is based on the United Nations International Standard Industrial Classification Rev 3.

2.1.4 Statistical Unit

The unit of reporting is the enterprise.

2.1.5 Frame

The frame used for surveying the businesses engaged in international trade in services activity is a list of businesses maintained by the FIBOS. This list is known as the SIT Company Listing (SITCL) which is sourced from the Business Register (BR), FIBOS' mainframe list of all registered/licensed businesses operating in Fiji. FIBOS keeps the BR, and as a consequence the SITCL, updated (refer 2.1.5.1 for exception) on the basis of information supplied by the Fiji Trade and Investment Board (FTIB), Registrar of Companies, Fiji Islands Revenue and Customs Authority, Fiji National Provident Fund and the City and Town Councils.

2.1.5.1 Introducing New Companies to the SITSCL

SITS personnel liaise with FTIB on a regular basis to get a list of new businesses entering into operation. The companies in the list are then sent exploratory surveys (refer Appendix I) which gathers information on the size and nature of the business and most importantly whether it engages in any form of international trade in services activity. Short-listed companies are then added to the SIICL, and eventually the BR.

2.1.6 Questionnaire Design

Enterprises engaged in the following nine different types of activities as per the FSIC 2004 sub-classes are surveyed in the SITS:

1. Information technology services and royalties – captures receipt and payments of computer hardware and software consultancy and implementation services, data processing services, database services, news agency and subscription services, license fees, distribution fees (including royalties) on computer software, license fees, royalties, copyright and patent fees, etc on computer design and hardware, other computer and information services and other transaction in services and royalties
2. Audio visual royalties and services - captures the receipts and payments of cinema, television, video, multimedia and other transactions in services and royalties such as professional services, management fees between affiliated companies, financial services, insurance services, rental or operational leasing services other than for ships or aircrafts, research and development services, trade related services, technical services, communication services, personal cultural and recreational services, royalties, distribution, franchise, copyright, license and patent fees, and trademarks, etc and other services
3. Resident producers of Air Transport services - captures receipts of international air freight (carried on international and domestic routes) discharged in Fiji from abroad, loaded in Fiji for abroad, carried between foreign airports, carriage of

mail on behalf of foreign postal authorities, earnings received from other airlines in respect of international airline tickets sold abroad for the carriage of persons within Fiji, international passenger fares sold in Fiji and abroad, earnings from chartering and operational leasing of this business aircraft to non-residents, other earnings from non-residents for air transport related services provided abroad and transactions in other services and royalties. Payments include fuel taken on at overseas airports, expenses incurred for catering and operational leasing of aircraft from non-residents, aviation navigation and landing charges incurred overseas, advertising and promotional expenses incurred overseas, agency fees and promotional expenses incurred overseas, stores purchased overseas, office and administrative expenses incurred overseas, crew layover expenses (accommodation, meals, etc), aircraft repairs expenses incurred overseas, other expenses incurred overseas for air transport related services and transactions in other services and royalties

4. Non-resident producers of Air Transport services – captures receipts of air navigation and handling charges, agency fees and commission, advertising and promotional, office and administration, crew layover (accommodation, meals etc) other transportation expenses incurred in Fiji, and other expenses incurred in Fiji. Payments include gross passenger fares, earnings from carriage of mail on behalf of Fijian postal authorities, and earnings from non-transportation services provided to Fijian residents
5. Non-resident producers of Sea Transport services – captures receipts of stevedoring, masters’ cash, repairs to vessels and containers, other disbursements in Fiji on behalf of non-resident shipping owners/operators for sea transport related services, agency fees and commission receipts and other services provided by this business to non-residents. Payments include passenger fares sold in Fiji, other earnings in Fiji by non-resident shipping operators and other services received by this business from non-residents
6. Telecommunication services - capture receipts and payments of telephone services, satellite telecommunications services, cable maintenance services, other telecommunication services and other transaction in services and royalties. Also other information on sales to non-residents and purchase from non residents is also recorded
7. Postal services - captures receipts and payments of postal services, courier services and other transactions in services and royalties
8. Education services – captures the receipts and payments of educational consultancy services, correspondence courses, royalties and license fees on educational services, education services provided through registered educational institutes, other educational services and other transactions in services and royalties

9. Transactions of residents with non-residents in services and royalties – this is a standard form sent to enterprises, excluding those enterprises mainly engaged in activities mentioned from 1-8 that are sent specific questionnaires. It captures the receipts and payments of:
- professional services, which includes services such as:
 - legal,
 - accounting and auditing,
 - advertising market research and public opinion polling,
 - management consultancy and public relations, and
 - other professional services;
 - management fees between affiliated companies;
 - financial services;
 - insurance services (own asset risk placed directly abroad);
 - rental or operational leasing services other than for ships or aircraft;
 - research and development services;
 - trade related services (commission, agents fees, etc);
 - technical services, which includes:
 - engineering,
 - architectural,
 - surveying, and
 - other technical services;
 - computer and information services, which includes:
 - computer hardware and software consultancy and implementation,
 - data processing,
 - database,
 - news agency and subscription,
 - license fees, distribution fees (including royalties) on computer software,
 - royalties, copyright and patent fees etc. on computer design and hardware, and
 - other computer and information;
 - royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc (excluding computer software, design and hardware)
 - patents, industrial designs, industrial know how, manufacturing rights and prototypes;
 - trademarks and franchising fees;
 - films, TV programs, video, and multimedia;
 - music;
 - communication services, which includes
 - postal,
 - courier,
 - telecommunications, and
 - other communications;
 - construction services;
 - personal, cultural and recreational services, which includes:

- education,
- health and social,
- sporting and entertainment, and
- other personal, cultural and recreational services;
- agriculture, mining & on-site processing services, which includes:
 - agriculture,
 - mining,
 - waste treatment, de-pollution,
 - trademarks, franchising fees, and
 - other professional services;
- other services, which includes:
 - manufacturing, and
 - other services not elsewhere included.

The questionnaire also includes questions on merchanting and other sales to non-residents and purchases from non-residents.

2.1.7 Data Collection and Survey Procedures

The questionnaires together with pre-paid envelopes are posted a week after the end of the quarter being surveyed. Replies are required within 30 days. Response by the due date is generally low to medium; therefore a reminder is issued allowing further 7 days to respond. A minimum response rate of 80 per cent is required for publication each quarter. Telephone calls are made to follow-up companies, which do not respond after being reminded. In extreme cases, personal visits to obtain the questionnaires are made to those companies that do not respond in spite of the telephone calls and to those companies that require assistance in filling out the questionnaire. The visits are usually done over a two-week period. One week is set aside for visiting companies in the Western Division while the other week concentrates getting responses from companies in the Central area.

2.1.8 Data Verification

Once the questionnaires are received in the office, scrutiny and editing of the data contained in them follows. Errors and omissions if found, calls for more correspondence, telephone calls or personal visits in an attempt to obtain complete and correctly filled up returns which are then placed in files sorted by activity and passed on for data entry.

2.1.9 Data Processing

Survey data is entered into a pre-set Data Entry Microsoft Excel spreadsheet. The Data Entry sheet is designed such that each section of the survey form corresponds exactly with the format of the Data Entry sheet.

SITS compilation guidelines require these companies to be divided into various categories such as postal services, resident airline, telecommunication, non-resident airline, education, non-resident sea, audiovisual, and information technology as defined by the FSIC 2004. The totals for each group and sub-groups are automatically calculated in tables at the bottom of each respective spreadsheet.

The Data Entry sheet contains names of all companies in the SITSCL/BR and new companies can easily be inserted.

2.1.10 Reference Period

The companies contacted are requested to submit details for the quarter. There are four quarters in a year: Quarter 1 ended 31st March, Quarter 2 ended 30th June, Quarter 3 ended 30th September and Quarter 4 ended 31st December.

2.1.11 Non-Responding Companies

Of the total companies surveyed, SITS data is not published unless the minimum 80 per cent response requirement is fulfilled. Response from all significant companies with sizeable turnover is ensured.

2.1.12 Non-Response Rate Up

Data for non-responding companies are not rated-up because not all companies engage in regular export and import of services every quarter. However checks are made to see, for example, that if the enterprise that has not responded in a survey quarter had a major transaction in the previous quarter to ensure that if there was a spill over of the activity in the survey quarter gets covered.

2.2 Ministry of Finance

The Ministry of Finance provides monthly data on receipts and payments of peacekeeping forces which are recorded under Government services. Actual data received are verified and posted directly to the trade in services worksheets.

2.3 Overseas Exchange Transactions

OET records transactions that involve the exchange of Fijian dollars for foreign currency and vice versa. The schedules showing the OET transaction are received every month from the Reserve Bank of Fiji.

Services items sourced from OET are:

- Sea Transport – freight and others;
- Travel – education² related;

² Used for checking the data sourced from the SITS

- Travel – business and personal services;
- Other Services – agricultural, mining, on site processing, audio visual and related services and
- Government Services – embassy and international organizations expenditure.

OET data once received are verified and posted directly to the trade in services worksheets.

2.4 Other sources

A data model is used for measuring Travel Credits every quarter:

Total Expenditure = Per diem³* number of visitors * average length of stay

The Total Expenditure is categorized by Business and Personal Travel and then posted to the trade in services worksheet under Travel.

The data that feeds into the data model are sourced thus:

- Expenditure by visitors this gives the per diem and is based on the International Visitor Survey (IVS) which is conducted annually by the Ministry of Tourism. The survey collects expenditure eg accommodation, transport etc made by visitors. The mode of the survey is personal interview and takes place at the International Airport(s) in Fiji. In the absence of actual data, the last actual per diem is inflated:

Current per diem = Last actual per diem available * price index

- Price index is compiled using prices of commodities sold to visitors at hotels. The data are sourced from the Tourist Expenditure Survey of hotels conducted by the BOP Business Unit of FIBOS.
- Average length of stay is sourced from the Immigration Department.

3.0 RESULTS

Data from the different sources i.e. SITS, Tourism Earnings, the RBF and the Ministry of Finance & National Planning are used for to compile the ITSS which are then released as a Press Release on its own and also forms the services component of the BOP:

3.1 ITSS Press Release

Refer Table 3.1 for the table that gets released with commentary on the movements in different services from one period to the other and the reasons for those movements.

³ Per Capita spending

Table 3.1: International Trade in Services (\$M)

	2006[r]		2006 [r]								2007[p]	
			Mar		Jun		Sep		Dec		Mar	
	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits
Total Services	1,339.5	939.1	328.5	226.3	306.5	215.3	379.2	256.3	325.3	241.2	263.3	201.1
Transportation	431.0	514.3	96.0	117.5	102.5	117.0	126.3	147.3	106.2	132.5	97.8	113.0
Sea Transport	29.7	288.3	4.8	63.1	7.2	68.9	9.8	82.8	7.9	73.5	8.3	60.5
Passenger	-	-	-	-	-	-	-	-	-	-	-	-
Freight	11.9	288.3	1.1	63.1	4.2	68.9	5.3	82.8	1.3	73.5	1.0	60.5
Other	17.8	-	3.7	-	3.0	-	4.5	-	6.6	-	7.3	-
Air Transport	401.3	226.0	91.2	54.4	95.3	48.1	116.5	64.5	98.3	59.0	89.5	52.5
Passenger	352.2	38.8	77.6	10.7	82.5	8.5	105.2	9.5	86.9	10.1	78.2	10.1
Freight	25.6	30.9	6.8	5.0	6.4	6.7	7.0	10.0	5.4	9.2	5.1	7.4
Other	23.5	156.3	6.8	38.7	6.4	32.9	4.3	45.0	6.0	39.7	6.2	35.0
Travel	750.2	175.6	162.5	49.8	176.3	44.2	224.3	42.9	187.1	38.7	145.8	32.8
Business	49.1	11.2	10.6	3.3	11.5	2.8	14.5	2.6	12.5	2.5	6.5	2.1
Personal	701.1	164.4	151.9	46.5	164.8	41.4	209.8	40.3	174.6	36.2	139.3	30.7
2.2.1	Health Related	-	5.9	-	1.6	-	1.4	-	1.4	-	1.5	1.5
2.2.1	Education related	8.5	15.2	2.4	7.0	2.1	2.4	3.4	3.9	0.6	1.9	5.4
2.2.2	Others	692.6	143.3	149.5	37.9	162.7	37.6	206.4	35.0	174.0	32.8	23.8
Communication	37.5	27.7	10.9	5.9	8.8	2.4	9.5	8.6	8.3	10.8	6.9	4.3
Postal	2.2	1.2	0.6	0.3	0.6	0.3	0.5	0.3	0.5	0.3	0.5	0.3
Telecommunication	35.3	26.5	10.3	5.6	8.2	2.1	9.0	8.3	7.8	10.5	6.4	4.0
Construction	-	0.5	-	0.2	-	0.3	-	-	-	-	-	-
Insurance	1.1	51.5	-	10.3	1.0	13.4	-	12.9	0.1	14.9	-	10.3
Insurance service	1.1	51.5	-	10.3	1.0	13.4	-	12.9	0.1	14.9	-	10.3
Financial Services	2.6	1.6	0.7	0.4	1.3	.4	0.3	0.4	0.3	0.4	0.4	0.1
Computer and Information	4.2	13.6	1.3	3.5	1.4	3.1	0.8	3.6	0.7	3.4	1.4	4.6
Royalties and License Fees	0.3	1.7	-	0.5	-	0.4	-	0.4	0.3	0.4	-	0.4
Other business services	52.7	95.2	19.0	19.1	12.5	20.1	10.9	26.8	10.3	29.2	6.0	19.2

		2006[r]		2006 [r]								2007[p]	
				Mar		Jun		Sep		Dec		Mar	
		Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits
Merchanting & other trade related		2.6	40.9	1.7	7.0	0.1	8.4	0.2	10.5	0.6	15.0	1.0	7.3
Operational leasing services		8.6	6.5	3.1	1.5	1.9	1.5	1.9	1.8	1.7	1.7	17.1	2.2
Miscellaneous business & professional services		41.5	47.8	14.2	10.6	10.5	10.2	8.8	14.5	8.0	12.5	3.3	9.7
9.3.1	Legal, accounting, management, etc	9.9	24.4	3.1	4.4	2.1	6.3	1.4	8.6	3.3	5.1	1.7	5.9
9.3.2	Advertising, market research	1.4	2.4	0.1	0.5	0.2	0.7	0.7	0.8	0.4	0.4	0.2	1.0
9.3.3	Research and development	-	-	-	-	-	-	-	-	-	-	-	-
9.3.4	Architectural, engineering, etc	2.2	3.8	0.2	0.1	0.3	0.2	0.8	1.9	0.9	1.6	0.3	0.3
9.3.5	Agricultural, mining, on site processing	13.8	0.4	7.7	0.1	0.2	0.2	5.1	0.1	0.8	-	0.3	-
9.3.6	Other	14.2	16.8	3.1	5.5	7.7	2.8	0.8	3.1	2.6	5.4	0.8	2.5
Personal, cultural & recreational		1.4	7.6	0.1	4.4	0.2	1.3	0.6	1.3	0.5	0.6	0.3	0.4
Audiovisual and related services		1.4	7.4	0.1	4.4	0.2	1.3	0.6	1.2	0.5	0.5	0.3	0.3
Other personal, cultural services		-	0.2	-	-	-	-	-	0.1	-	0.1	-	0.1
Government services		58.5	49.8	38.0	14.7	2.5	12.7	6.5	12.1	11.5	10.3	4.7	16.0

3.2 Balance of Payments Press Release

The shaded rows in Table 1 below show where in the BOP compilation the ITSS are used:

Table 3.2: Quarterly Balance of Payments (\$M)

	2005[p]				2006[p]			
	Mar	Jun	Sep	Dec	Mar	Jun	Sep	Dec
Fiji's Current Account Summary								
Balance on Current Account	-117.9	-155.4	-127.0	-240.1	-231.6	-316.4	-325.0	-285.9
Balance on Goods	-202.0	-312.8	-345.2	-431.5	-359.1	-449.8	-421.6	-376.7
Exports (FOB)	295.5	301.5	316.7	266.3	255.5	234.6	389.0	352.4
Imports (FOB)	497.5	614.3	661.9	697.8	614.6	684.4	810.6	729.1
Balances on Services	104.4	112.4	156.6	105.5	102.2	91.2	122.9	84.1
Exports of services	296.5	323.6	400.7	342.3	328.5	306.5	379.2	325.3
Imports of services	192.1	211.2	244.1	236.8	226.3	215.3	256.1	241.2
Balance on Income	-22.7	3.8	-15.4	-12.4	-2.2	-10.9	-71.2	-35.1
Income from non-residents	43.8	38.6	27.7	25.9	27.3	26.5	35.3	25.5
Income to non-residents	66.5	34.8	43.1	38.3	29.5	37.4	106.5	60.6
Balance on Current Transfers	2.4	41.2	77.0	98.3	28.8	54.6	46.3	50.1
Inflow of current transfers	29.4	76.4	113.3	139.3	68.5	95.6	86.0	82.5
Outflow of current transfers	27.0	35.2	36.3	41.0	39.7	41.0	39.7	32.4
Fiji's Capital Account Summary								
Balance on Capital Account	0.7	-3.3	-18.2	-9.3	-8.1	-1.5	-1.5	1.4
Capital transfers inflow	13.3	15.8	13.4	13.7	13.9	13.6	14.3	15.8
Capital transfers outflow	12.6	19.1	31.6	23.0	22.0	15.1	15.8	14.4
Fiji's Financial Account Summary								
Balance on Financial Account	-28.5	32.6	142.7	105.9	93.7	159.9	150.4	74.6
Fiji Investment Abroad	-76.0	20.8	52.9	-14.8	-61.3	101.7	9.2	-8.6
Direct investment	-0.3	-9.6	-4.5	-3.1	-0.3	-0.3	-0.1	-0.3
Portfolio investment	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other investment	-75.7	30.4	57.4	-11.7	-61.0	102.0	9.3	-8.3
Foreign Investment in Fiji	-17.9	23.2	37.2	4.1	126.5	-87.8	310.5	145.9
Direct investment	18.9	-1.8	-9.9	-15.0	44.3	25.4	77.7	47.8
Portfolio investment	0.3	0.3	-0.1	1.0	0.0	0.0	254.9	0.0
Other investment	-37.1	24.7	47.2	18.1	82.2	-113.2	-22.1	98.1
Reserve assets	65.4	-11.4	52.6	116.6	28.5	146.0	-169.3	-62.7
Net Errors and Omissions								
Net Errors and Omissions	145.7	126.1	2.5	143.5	146.0	158.0	176.1	209.9

Notes:

1. These tables are presented in general accordance with principles laid down by the International Monetary Fund, in the fifth edition of the Balance of Payments Manual.
2. Data may not sum to stated totals due to rounding.
3. FOB - free on board
4. Net Errors and Omissions = Sum of all Credit and Debit entries (and reverse the sign)

4.0 DATA DISSEMINATION

An Advance Release Calendar posted on the FIBOS' Website gives information on the date the ITSS is going to be released.

Data is disseminated via:

- *Press Releases:*
 - SITS Quarterly & Annual press release
 - BOP Quarterly and Annual press release
- *Website:* The same data that is released to the media is posted to the FIBOS Website www.statsfiji.gov.fj on the first working day of every quarter.
- *Key Statistics:* This is a quarterly publication of the FIBOS and includes a collection of data releases that was posted on the FIBOS website.
- *Email:* Data is sent in Portable Document Format (PDF) format on request by users.

APPENDIX 1: Exploratory Survey questionnaire**EXPLORATORY SURVEY****ANNUAL (JANUARY-DECEMBER) 2006**

CONFIDENTIAL

Dispatched: 30/06/06

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the Exploratory Survey questionnaire.

PURPOSE: The purpose of this survey is to identify those business units, which have transactions with other countries.

DUE DATE: Please return the completed form in the postage-paid envelope by **31 July 2006**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 Ext 120

T Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- It may be that this business had transactions with non-residents. If so, please report in respect of all transactions with non-residents.

Definitions

A **Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.

A **non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.

Business details

Please indicate (✓)

- 1 **Did this business have non-resident owners** (a business has a non-resident owner if it is either a branch or a subsidiary of a non-resident company or has a non resident shareholder).

No Go to 3 Yes

- 2 Does a single non-resident shareholder (or a group of related non-resident shareholders) hold 10% or more equity in the business?

No Yes

If the answer to Question 2 is yes, list names of the owners, their equity (as a % of the total equity) and the name of the business the equity is held.

- 3 **Does any resident business, which has non-resident owners, own 10% or more of equity in this business or its subsidiaries?**

No Yes

If yes, give details

- 4 **Did this business have any non-resident branches or subsidiaries, or own 10% more of a non-resident business?**

No Yes

If yes, give details

Transactions in international trade

5 Did this business or its subsidiaries import or export goods?

Including

- Goods imported and exported on credit basis

Excluding

- Goods imported and exported on a cash basis

No Go to 7 Yes

Please indicate (✓) categories of goods exported and/or imported	Export	Import
Food, live animals, beverages and tobacco		
Mineral fuels and lubricants		
Chemical, plastic, medical, pharmaceutical and rubber products and fertilizers		
Wood, paper and products thereof		
Textile, clothing and footwear		
Machinery, office and communication equipment and other electrical goods including spares		
Vehicles and transport equipment including spares		
Metal and metal products not included above		
All other goods		

6 Please indicate (✓) the approximate total value to your business of transactions with non-residents included in Question 5 for your last accounting year.

Receipts

Nil	
Less than \$10,000	
\$10,000 but less than \$100,000	
\$100,000 but less than \$1million	
\$1million and more	

Payments

Nil	
Less than \$10,000	
\$10,000 but less than \$100,000	
\$100,000 but less than \$1million	
\$1million and more	

7 Did this business engage in merchandising (buy goods and sell abroad, including gold, without their entering Fiji or act as an agent for a non-resident merchanter ie buy and sell goods on behalf of a non-resident business)?

No Yes

8 Did this business send goods abroad for processing or repair or undertake processing or repair to goods sent from abroad?

No Yes

Transactions in selected services with non-residents

9 Please indicate (✓) whether this business had any transactions with non-residents in any of the following selected services listed below:

- **Professional services**
 Legal, accounting, auditing
 Advertising, market research
 Management consultancy, public relations and other professional services
- **Management fees between affiliated companies**
- **Financial services**
- **Insurance services (Own asset risk placed directly abroad)**
- **Computer and information services**
 Computer hardware and software consultancy and implementation
 Data processing, data base
 News agency and subscription
- **Technical services**
 Engineering, architectural, surveying and other technical services
- **Manufacturing services**
- **Agriculture, mining & on-site processing services** (including project management)
- **Rental or operational leasing services other than for ships or aircraft**
- **Communication services**
 Postal, courier, telecommunications and other communication services
- **Construction Services** (including project management received in Fiji or provided abroad)
- **Trade related services (commission agents fees, etc)**
- **Research and development services**

- **Personal, cultural and recreational services**
 Education, health, medical, sporting, entertainment
- **Royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc. for:**
 Films, TV programs, video, multimedia, music
 Patents, industrial designs, industrial know-how, manufacturing rights & prototypes and computer hardware and software
 Trademarks and franchising fees and other royalties
- **Other services not elsewhere included** (exclude travel or transportation expenses incurred by your business)
 Please specify:

Value of transactions with non-residents

10 Have you ticked any of the boxes in Question 9

No Go to 12 Yes

11 Please indicate (✓) the approximate total value to your business of transactions with non-residents included in Question for your last accounting year.

Receipts

Nil	<input type="checkbox"/>
Less than \$10,000	<input type="checkbox"/>
\$10,000 but less than \$100,000	<input type="checkbox"/>
\$100,000 but less than \$1million	<input type="checkbox"/>
\$1million and more	<input type="checkbox"/>

Payments

Nil	<input type="checkbox"/>
Less than \$10,000	<input type="checkbox"/>
\$10,000 but less than \$100,000	<input type="checkbox"/>
\$100,000 but less than \$1million	<input type="checkbox"/>
\$1million and more	<input type="checkbox"/>

If you have indicated nil in both receipts and payments in Question 11, are you likely to have transactions in these services with non-residents in the next year?

No

Yes

Comments

12 Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

APPENDIX II: Survey of international trade in services questionnaires

A INFORMATION TECHNOLOGY SERVICES AND ROYALTIES



SURVEY OF INTERNATIONAL TRADE IN SERVICES INFORMATION TECHNOLOGY SERVICES AND ROYALTIES QUARTER 3: (JULY - SEPTEMBER) 2007

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir/Madam,

Enclosed are two copies of the questionnaire on International Trade in Services for Information Technology Services and Royalties.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3303656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 Ext 120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Payments and receipts:** Report payments and receipts when they are due.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- If exact figures are not available, please provide careful estimates. **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued. Classify bundled amounts to the service category which accounts for the majority of their value. **Do not report amounts where goods are the major component.**

Definitions

- **A Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
- **A non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents. Royalties cover fees for the right to operate franchises and to use copyrights, licenses, patents and trademarks, etc.
- **Services** are products other than tangible goods.
- The **selected international services** covered by this form
Exclude:
 - Imports and exports of goods;
 - Remitted profits, interest or dividends;
 - Transportation (e.g. airfares) and travel (e.g. hotels and meals) transactions;

General inclusions and exclusions

Including

- Gross amounts receivable for services provided to non-residents, regardless of whether the services are funded by residents or non-residents.
- Gross amounts receivable for services to non-residents which this business has sub-contracted out to either non-resident or resident businesses
- Gross amounts payable for services sub-contracted out to non-resident businesses
- Gross amounts receivable from non-resident businesses for service which this business has provided under sub-contract to them
- Gross amounts receivable for services by residents employees of this business who are temporarily located abroad
- Gross amounts payable for services provided in Fiji by non-resident employees of non-resident businesses

Excluding

- Gross amounts receivable from resident businesses for services which this business has provided under sub-contract to them
- Wages and salaries payable to employees of this business for work undertaken while they are abroad

1 Computer hardware and software consultancy and implementation services

Did this business provide to or receive from a non-resident any computer consultancy, software services or computer training and education services?

Note

- Software may be on disc, tape, chips or transmitted directly over telephone lines

Including

- Software implementation/installation
- Systems analysis, design and programming
- Systems and software maintenance
- Systems integration
- Software and systems support services
- Outsourcing of hardware and software services
- Hardware maintenance and repairs
- Preventative and corrective hardware maintenance

Excluding

- The value of the hardware

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

2 Data processing services

Did this business provide to or receive from a non-resident any data processing services?

Including

- Data processing services such as input preparation and data entry
- Data processing and tabulation services
- Time sharing services

Excluding

- Database services (include in question 3)
- Training services (include in Question 1)

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

3 Database services

Did this business provide to or receive from a non-resident any database services?

Including

- Supply of time series and real time data
- Reports or tables produced directly from a database
- The operation of databases/networks for information provision where a third party provides the information

Excluding

- Royalties and other fees paid by database operators to information providers (include in Question 8)
- Royalties and other fees received by information suppliers from database operators (include in Question 8)

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

4 News agency and subscription services

Did this business provide to or receive from a non-resident any news agency or subscription services?

Including

- Subscriptions for news agency services
- News agency services for newspapers, periodicals, television and radio services
- On-line general news or information services however the service is distributed
- Copyrights to use news information
- Fees paid to or received from freelance journalists

Excluding

- Specific data base services (include in Question 3)

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

5 License fees, distribution fees (including royalties) on computer software

Did this business pay to or receive from a non-resident any license fee, etc on computer software?

<p><i>Including</i></p> <ul style="list-style-type: none"> • Advances <p><i>Excluding</i></p> <ul style="list-style-type: none"> • Royalties and other fees paid by database operators to information providers (report in Question 8)
--

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

6 License fee, royalties, copyright and patent fees, etc on computer design and hardware

Did this business pay to or receive from a non-resident any license fee, etc on computer design and hardware?

<p><i>Including</i></p> <ul style="list-style-type: none"> • Advances

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

7 Other computer and information services

Did this business pay to or receive from a non-resident any other computer or information services not reported in Questions 1 to 6?

<p>Please specify</p>

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

8 Other transaction in services and royalties

a) Receipts from non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Management fees between affiliated companies	F\$
• Financial services	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

b) Payments to non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Management fees between affiliated companies	F\$
• Financial services	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

9 Comments

Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

B AUDIO VISUAL ROYALTIES AND SERVICES



**SURVEY OF INTERNATIONAL TRADE IN SERVICES
AUDIO VISUAL ROYALTIES AND SERVICES
QUARTER 3: (JULY - SEPTEMBER) 2007**

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services for Audio Visual Royalties and Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 ext 120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Payments and receipts:** Report payments and receipts when they are due.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- If exact figures are not available, please provide careful estimates. **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued. Classify bundled amounts to the service category which accounts for the majority of their value. **Do not report amounts where goods are the major component.**

Definitions

- **A Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
- **A non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
Royalties cover fees for the right to operate franchises and to use copyrights, licenses, patents and trademarks, etc.
- **Services** are products other than tangible goods.
- The **selected international services** covered by this form
Exclude:
-Imports and exports of goods;
-Remitted profits, interest or dividends;
-Transportation (e.g. airfares) and travel (e.g. hotels and meals) transactions;

General inclusions and exclusions

Including

- Gross amounts receivable for services provided to non-residents, regardless of whether the services are funded by residents or non-residents.
- Gross amounts receivable for services to non-residents which this business has sub-contracted out to either non-resident or resident businesses
- Gross amounts payable for services sub-contracted out to non-resident businesses
- Gross amounts receivable from non-resident businesses for service which this business has provided under sub-contract to them
- Gross amounts receivable for services by residents employees of this business who are temporarily located abroad
- Gross amounts payable for services provided in Fiji by non-resident employees of non-resident businesses

Excluding

- Gross amounts receivable from resident businesses for services which this business has provided under sub-contract to them
- Wages and salaries payable to employees of this business for work undertaken while they are abroad

1 Cinema

Did this business pay to or receive from a non-resident any royalties, distribution fees, copyright fees, etc. or any presales, advance minimum guarantees or other advances for audio visual material released in cinemas?

Including

All payments to and receipts from non-residents (including overages) for the right to **use** or **on-sell** licenses to distribute or exhibit audio visual materials in cinemas

Excluding

Purchases or sales of rights resulting in a change of ownership of the assets (include in Question 6).

a) Receipts – due from non-residents

b) Payments – due to non-residents

2 Television

Did this business pay to or receive from a non-resident any royalties, distribution fees, copyright fees, license fee, etc. or any presales, advance minimum guarantees or other advances for audio visual material released on television?

Including

- All payments to and receipts from non-residents (including overages) for the right to **use** or **on-sell** licenses to distribute or exhibit audio visual materials on television

Excluding

- Purchases or sales of rights resulting in a change of ownership of the assets (include in Question 6).

a) Receipts – due from non-residents

b) Payments – due to non-residents

3 Video

Did this business pay to or receive from a non-resident any royalties, distribution fees, copyright fees, license fee, etc. or any presales, advance minimum guarantees or other advances for video material?

Including

- All payments to and receipts from non-residents (including overages) for the right to **use** or **on-sell** licenses to distribute or exhibit video material
- All videos (e.g. film and television programs released on videos, corporate videos, music videos, etc)

Excluding

- Purchases or sales of rights resulting in a change of ownership of the assets (include in Question 6).

a) Receipts – due from non-residents

b) Payments – due to non-residents

4 Multimedia

Did this business pay to or receive from a non-resident any royalties, distribution fees, copyright fees, license fee, etc. or any presales, advance minimum guarantees or other advances for multimedia applications?

Including

- All payments to and receipts from non-residents (including overages) for the right to **use** or **on-sell** licenses to distribute or exhibit multimedia material

Excluding

- Purchases or sales of rights resulting in a change of ownership of the assets (include in Question 6).

a) Receipts – due from non-residents

b) Payments – due to non-residents

5 Other transaction in services and royalties

a) Receipts from non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Management fees between affiliated companies	F\$
• Financial services	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

b) Payments to non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Management fees between affiliated companies	F\$
• Financial services	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

6 Other information

Did this business have any transaction with non-residents relating to the purchase or sale of any licenses, leases, goodwill, patents, copyrights, software rights, or other rights etc. (resulting in a change of the asset)?

a) Sales – to non-residents

b) Purchases – from non-residents

7 Comments

Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

C RESIDENT PRODUCERS OF AIR TRANSPORT SERVICES

SURVEY OF INTERNATIONAL TRADE IN SERVICES
RESIDENT PRODUCERS OF AIR TRANSPORT SERVICES
QUARTER 3: (JULY - SEPTEMBER) 2007

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services by Resident producers of Air Transport Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics

Balance of Payments Unit

P O Box 2221

Government Buildings

Suva

Telephone

3 315 822 Ext 120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Earnings and expenses:** Report amounts earned and expenses incurred during the quarter whether or not these amounts have been received or paid. Earnings from abroad and expended incurred abroad should be reported whether or not they were received in Fiji or abroad.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- If exact figures are not available, please provide careful estimates.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued (e.g. ground handling charge and fuel consumed in flight). Classify bundled amounts to the service category, which accounts for the majority of their value. **Do not report amounts where goods are the major component.**
- The items listed *including* and *excluding* are examples and should not be taken as a complete list of items to be included or excluded.

Definitions

- A **Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
- A **non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
- **Services** are products other than tangible goods (e.g. port services and agency fees, passenger and freight services, data processing, advertising, accounting and management consulting services). **They do not include remitted profits, interest or dividends.**

Section A – International earnings

1 Earnings from international air freight carried on international and domestic routes

Including

Freight earnings on cargo carried on flights between Fiji and foreign airports and on flights between foreign airports, whether or not sold on your business' paper

Please report gross amounts earned before deducting any freight related commission and agency fees paid to agents and other third parties

Excluding

Excess baggage charges (include in Question 3)

Fees and commissions paid by resident airlines to non-residents (include in Question 10)

a) Discharged in Fiji from abroad

F\$

b) Loaded in Fiji for abroad

F\$

c) Carried between foreign airports

F\$

d) Carriage of mail on behalf of foreign postal authorities

F\$

2 Earnings received from other airlines in respect of international airline tickets sold abroad for the carriage of persons within Fiji

F\$

3 International passenger fare earnings

(Also known as uplifted, availed or flown revenue)

Including

Travelled revenue from all flights (scheduled, non-scheduled or charter) on all airline ticket coupons sold in Fiji or abroad, whether or not sold on your business' paper for all travel between Fijian and foreign airports and for travel on flights between foreign airports

Please report gross amounts before deducting any passenger fare related commissions and agency fees paid to agents and other third parties
Excess baggage charges, etc

Excluding

International passenger fare earnings for travel within Fiji (include in Question 2)
Fees and commissions paid by the resident airline to non-residents are collected separately in Question 10)

a) Sold in Fiji

F\$

b) Sold abroad

F\$

4 Earnings from chartering and operational leasing of this business' aircraft to non-residents

F\$

5 Other earnings from non-residents for air-transport related services provided abroad

Including

- Aircraft maintenance
- Counter and baggage services
- Inflight catering
- Cleaning
- Contract revenue, etc

F\$

Section B – Transport related expenses incurred overseas

6 Fuel taken on at overseas airports

F\$

7 Expenses incurred for catering and operational leasing of aircraft from non-residents

F\$

8 Air navigation and landing charges incurred overseas

F\$

9 Advertising and promotional expenses incurred overseas

F\$

10 Agency fees and commission expenses incurred overseas

Including

- All commissions and agency fees paid to agents and other third parties
- Incentive and override commissions
- Booking fees
- Retainer fee, etc

Excluding

- All overseas office and administrative expenses (include in Question 12)

11 Stores purchased overseas

Including

- Catering and related services, such as food preparation and storage
- Duty free goods
- Cleaning materials and other stores
- Food and beverages for passengers and crew
- Inventory, etc

F\$

12 Office and administrative expenses incurred overseas

F\$

13 Crew lay over expenses (accommodation, meals, etc)

F\$

14 Aircraft repairs expenses incurred overseas

Including

- The total value of the repair service provided by non-residents i.e. include any service components, the goods/materials/replacement parts component, hanger space, etc. provided by non-residents
- The total value of repairs irrespective of the source of the funds e.g. if the total value of the repairs performed is 100 of which 90 is covered by insurance, 100 should be recorded rather than 10

Excluding

- The value of replacement parts and services sourced by your business from Fiji for use in carrying out the repairs abroad

15 Other expenses incurred overseas for air-transport related services

Including

- Maintenance services, fees for aircraft handling and other airport facilities, counter and baggage services, etc

F\$

Section C – Transaction in other services and royalties

16 a) Receipts from non-residents in any of the services and/or royalties listed below

Professional services (Management consultancy and public relations etc.)	F\$
Financial services	F\$
Insurance services (Own asset risk placed directly abroad)	F\$
Research and development services	F\$
Technical services	F\$
Computer and information services (News agency and subscription services etc)	F\$
Communication services	F\$
Personal, cultural and recreational services	F\$
Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
Other services	F\$

b) Payments to non-residents in any of the services and/or royalties listed below

Professional services (Management consultancy and public relations etc.)	F\$
Financial services	F\$
Insurance services (Own asset risk placed directly abroad)	F\$
Research and development services	F\$
Technical services	F\$
Computer and information services (News agency and subscription services etc)	F\$
Communication services	F\$
Personal, cultural and recreational services	F\$
Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
Other services	F\$

Section D – Comments

17 Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

D NON-RESIDENT PRODUCERS OF AIR TRANSPORT SERVICES



**SURVEY OF INTERNATIONAL TRADE IN SERVICES
NON-RESIDENT PRODUCERS OF AIR TRANSPORT SERVICES
QUARTER 3: (JULY - SEPTEMBER) 2007**

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services by Non-Resident producers of Air Transport Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 Ext.120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Earnings and expenses:** Report amounts earned and expenses incurred during the quarter whether or not these amounts have been received or paid. Earnings from abroad and expended incurred abroad should be reported whether or not they were received in Fiji or abroad.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- If exact figures are not available, please provide careful estimates.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued (e.g. ground handling charge and fuel consumed in flight). Classify bundled amounts to the service category which accounts for the majority of their value. **Do not report amounts where goods are the major component.**
- The items listed *including* and *excluding* are examples and should not be taken as a complete list of items to be included or excluded.

Definitions

- A **Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
- A **non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
- **Services** are products other than tangible goods (e.g. port services and agency fees, passenger and freight services, data processing, advertising, accounting and management consulting services). **They do not include remitted profits, interest or dividends.**

Section A – Expenses in Fiji by non-resident airlines

1 Air navigation and handling charges

F\$

2 Agency fees and commission expenses

Including

- All commissions, agency and retainer fees paid to agents and other third parties.

F\$

3 Advertising and promotional expenses

F\$

4 Office and administration expenses

Including

- All office and administration expenses in Fiji of the non-resident airline you are reporting for, e.g. rent, salaries, office maintenance etc

F\$

5 Crew lay over expenses (accommodation, meals, etc.)

F\$

6 Other transportation expenses incurred in Fiji

Including

- Maintenance services, fee for aircraft handling, other airport facilities, counter and baggage services, etc.

F\$

7 Other expenses incurred in Fiji

Including

- Fee for professional services, computing services etc

Excluding

- Tax payable to the Fijian Government

Section B – Earnings in Fiji by non-resident airlines

8 Gross passenger fares earnings
(Also known as uplifted, availed or flown revenue)

Including

- Travelled revenue from all flights (scheduled, non-scheduled or charter) on all airline ticket coupons sold in Fiji by non-resident airline you are reporting for, whether or not sold on that airline’s paper. Please report gross amounts before deducting any passenger fare related commissions and agency fees paid to agents and other third parties (details of other fees or commissions paid to residents by the non-resident airline are collected separately in Question 2).

Month 1 of Quarter

Month 2 of Quarter

Month 3 of Quarter

Quarter Total

9 Earnings from carriage of mail on behalf of Fijian postal authorities

10 Earnings from non-transportation services provided to Fijian residents

Including

- Fees for professional, technical, computing and management services etc.

Excluding

- Earnings from aircraft leased to Fijian resident airlines
- Maintenance, aircraft handling, counter and baggage services, etc, overseas

Please specify type of service

Section C – Comments

11 Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

E NON-RESIDENT PRODUCERS OF SEA TRANSPORT SERVICES



**SURVEY OF INTERNATIONAL TRADE IN SERVICES
NON-RESIDENT PRODUCERS OF SEA TRANSPORT SERVICES
QUARTER 3: (JULY - SEPTEMBER) 2007**

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services by Non-Resident producers of Sea Transport Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 Ext 120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Earnings and expenses:** Report amounts earned and expenses incurred during the quarter whether or not these amounts have been received or paid. Earnings from abroad and expended incurred abroad should be reported whether or not they were received in Fiji or abroad.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- **Data source:** The information sought to complete this form should be available from your, **Voyage, Disbursement** or **Principal** account or an account similar to these.
- If exact figures are not available, please provide careful estimates. **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued (e.g. ground handling charge and fuel consumed in flight). Classify bundled amounts to the service category which accounts for the majority of their value. **Do not report amounts where goods are the major component.**
- The items listed *including* and *excluding* are examples and should not be taken as a complete list of items to be included or excluded.

Definitions

- A **Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
- A **non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
- **Services** are products other than tangible goods (e.g. port services and agency fees, passenger and freight services, data processing, advertising, accounting and management consulting services). **They do not include remitted profits, interest or dividends.**
- **Disponent owner** has responsibilities for all costs associated with the operation of the vessel.
- **Country of owner** is the country where the disponent owner of the vessel resides.
- A **vessel operator** is any business which is responsible for the operating costs, repairs and earnings of vessels. The operator may or may not be disponent owner. Costs include crew wages, port charges and hull insurance.
- **Country of vessel operator** is the country of residence of the vessel operator.

Section A – Expenses in Fiji by non-resident shipping owners/operators

1 Stevedoring

Including

- Payments for stevedoring that you passed to other residents (including other areas of this business), for or on behalf of the non-resident operated vessels that you handled

F\$

2 Masters’ cash

F\$

3 Repairs to vessels and containers

F\$

4 Other disbursements in Fiji on behalf of non-resident shipping owners/operators for sea transport related services

Including

- Customs agency services
- Towing, salvage, pilotage
- Harbour dues and other port services
- State light dues
- Hold/cargo etc.

Excluding

- Ship bunkers, stores etc
- This business’ agency fees and commission receipts (include in Question 5).

F\$

Section B – Receipts from services provided by this business to non-residents

5 Agency fees and commission receipts

Including

- Gross amounts receivable from non-resident businesses for service provided by this business
- Gross amounts receivable from non-residents for agency fees that this business has subcontracted to another Fijian business.

Excluding

- Sub-agency activity undertaken on behalf of another resident company

Note

- *Agency fees and commissions relate to the payments made to agents for organizational services*

F\$

6 Other services provided by this business to non-residents

Including

- Trade related services (eg commission agent’s earnings on trade in goods)
- Professional services (eg legal, accounting, advertising etc)
- Computer and information services
- Business, technical and financial services
- Royalties and license fees

Excluding

- Agency fees included in Question 5
- Any of the services included in Questions 1 to 4 as non-resident ship operating expenses

Note

- Please provide separate details for each type of service provided (attach list if more than 3 types of service provided)

Service type:	F\$
Service type:	F\$
Service type:	F\$

Section C – Earnings in Fiji of non-resident shipping operators

7 Passenger fares sold in Fiji

Including

- Gross sales (before deducting commissions) for all passenger tickets in Fiji regardless of whether the voyages begin or end in Fiji

Note

- Commissions for passenger fares should also be reported in Question 5

F\$

8 Other earnings in Fiji by non-resident shipping operators

Including

- Demurrage
- Carriage of Fijian mail
- Payments for cargo loaded in Fiji
- Freights earnings from imports or exports

F\$

Section D – Expenses of this business for services received from non-residents

9 Other services received by this business from non-residents

Including

- Trade related services (eg commission agent’s earnings on trade in goods)
- Professional services (eg legal, accounting, advertising etc)
- Computer and information services
- Business, technical and financial services
- Royalties and license fees

Note

- Please provide separate details for each type of service provided (attach list if more than 3 types of service provided)

Service type:	F\$
Service type:	F\$
Service type:	F\$

Section E – Comments

10 Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

F TELECOMMUNICATIONS SERVICES



**SURVEY OF INTERNATIONAL TRADE IN SERVICES
TELECOMMUNICATIONS SERVICES
QUARTER 3: (JULY - SEPTEMBER) 2007**

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services for Telecommunications Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

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HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 Ext 120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Payments and receipts:** Report payments and receipts when they are due.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- If exact figures are not available, please provide careful estimates. **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued. Classify bundled amounts to the service category, which accounts for the majority of their value. **Do not report amounts where goods are the major component.**

Definitions

- A **Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
 - A **non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
Royalties cover fees for the right to operate franchises and to use copyrights, licenses, patents and trademarks, etc.
 - **Services** are products other than tangible goods.
 - The **selected international services** covered by this form
- Exclude:**
- Imports and exports of goods;
 - Remitted profits, interest or dividends;
 - Transportation (e.g. airfares) and travel (e.g. hotels and meals) transactions;

General inclusions and exclusions

Including

- Gross amounts receivable for services provided to non-residents, regardless of whether the services are funded by residents or non-residents.
- Gross amounts receivable for services to non-residents which this business has sub-contracted out to either non-resident or resident businesses
- Gross amounts payable for services sub-contracted out to non-resident businesses
- Gross amounts receivable from non-resident businesses for service which this business has provided under sub-contract to them
- Gross amounts receivable for services by residents employees of this business who are temporarily located abroad
- Gross amounts payable for services provided in Fiji by non-resident employees of non-resident businesses

Excluding

- Gross amounts receivable from resident businesses for services which this business has provided under sub-contract to them
- Wages and salaries payable to employees of this business for work undertaken while they are abroad

1 Telephone services

Did this business provide to or receive from a non-resident any telephone services?

Including

- International telephone calls, carrying voice, facsimile data or image, switching and communications fees with databases
- Telephone re-billing services such as “country direct” or “third country calling” and international free-phone services
- Cellular telephony and other forms of mobile telephony
- Paging services
- Maritime and air-to-ground communication services

Excluding

- Fees paid or received for the value of data (include in Question 5 under computer and information services)

a) Receipts – due from non-residents

b) Payments – due to non-residents

2 Satellite telecommunications services

Did this business provide to or receive from a non-resident any satellite telecommunications services?

Including

- Use of satellite to transmit and collect specific information like meteorology, earth pictures, space observations, etc.
- Fees received and paid from/to satellite owners for the transmission of specific information

Excluding

- Database services (include in question 3)
- Training services (include in Question 1)

a) Receipts – due from non-residents

b) Payments – due to non-residents

3 Cable maintenance services

Did this business provide to or receive from a non-resident any cable maintenance services?

Including

- Hardware maintenance services
- Preventative and corrective maintenance

Excluding

- Software and systems maintenance (include in Question 5)

a) Receipts – due from non-residents

b) Payments – due to non-residents

4 Other telecommunication services

Did this business provide to or receive from a non-resident any other telecommunication services not elsewhere included?

Please specify

a) Receipts – due from non-residents

b) Payments – due to non-residents

5 Other transaction in services and royalties

a) Receipts from non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Financial services	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Computer and information services (News agency and subscription services etc)	F\$
• Other communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

b) Payments to non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Financial services	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Computer and information services (News agency and subscription services etc)	F\$
• Other communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

6 Other information

Did this business have any transactions with non-residents relating to the purchase or sale of any licenses, leases, goodwill, patents, copyrights, software rights or other rights etc. (resulting in a change of ownership of assets)

a) Sales – to non-residents

F\$

b) Purchases – from non-residents

F\$

7 Comments

Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

G POSTAL SERVICES



SURVEY OF INTERNATIONAL TRADE IN SERVICES

POSTAL SERVICES

QUARTER 3: (JULY - SEPTEMBER) 2007

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services for Postal Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Telephone

3 315 822 Ext 120

Facsimile

3 303 656

E-mail

akumar@statsfiji.gov.fj

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Payments and receipts:** Report payments and receipts when they are due.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- If exact figures are not available, please provide careful estimates. **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued. Classify bundled amounts to the service category, which accounts for the majority of their value. **Do not report amounts where goods are the major component.**

Definitions

- **A Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
 - **A non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
 - Royalties cover fees for the right to operate franchises and to use copyrights, licenses, patents and trademarks, etc.
 - **Services** are products other than tangible goods.
 - The **selected international services** covered by this form
- Exclude:**
- Imports and exports of goods;
 - Remitted profits, interest or dividends;
 - Transportation (e.g. airfares) and travel (e.g. hotels and meals) transactions;

General inclusions and exclusions

Including

- Gross amounts receivable for services provided to non-residents, regardless of whether the services are funded by residents or non-residents.
- Gross amounts receivable for services to non-residents which this business has sub-contracted out to either non-resident or resident businesses
- Gross amounts payable for services sub-contracted out to non-resident businesses
- Gross amounts receivable from non-resident businesses for service which this business has provided under sub-contract to them
- Gross amounts receivable for services by residents employees of this business who are temporarily located abroad
- Gross amounts payable for services provided in Fiji by non-resident employees of non-resident businesses

Excluding

- Gross amounts receivable from resident businesses for services which this business has provided under sub-contract to them
- Wages and salaries payable to employees of this business for work undertaken while they are abroad

1 Postal services

Did this business provide to or receive from a non-resident any postal services?

Including

- Mail services
- Transit services
- Electronic postal services

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

2 Courier services

Did this business provide to or receive from a non-resident any courier services?

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

3 Other transaction in services and royalties

a) Receipts from non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Financial services	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Computer and information services (News agency and subscription services etc)	F\$
• Other communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

b) Payments to non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Financial services	F\$
• Rental or operational leasing services other than for ships or aircraft	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Research and development services	F\$
• Trade related services (commission agents fees, etc)	F\$
• Technical services	F\$
• Computer and information services (News agency and subscription services etc)	F\$
• Other communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copyright, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

4 Other information

Did this business have any transactions with non-residents relating to the purchase or sale of any licenses, leases, goodwill, patents, copyrights, software rights or other rights etc. (resulting in a change of ownership of assets)

a) Sales – to non-residents

F\$

b) Purchases – from non-residents

F\$

5 Comments

Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

H **EDUCATION SERVICES**



**SURVEY OF INTERNATIONAL TRADE IN SERVICES
EDUCATION SERVICES
QUARTER 3: (JULY - SEPTEMBER) 2007**

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir\Madam,

Enclosed are two copies of the questionnaire on International Trade in Services for Education Services.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

COLLECTION AUTHORITY: The information asked for is collected under the authority 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 by the due date stated. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Your completed form remains confidential to the Fiji Islands Bureau of Statistics.

HELP AVAILABLE: If you have problems completing this form, or feel you may have difficulties in meeting the due date, please contact the Fiji Islands Bureau of Statistics by:

Contact

Mr. Ashwindra Kumar

Facsimile

3 303 656

Mail

The Fiji Islands Bureau of Statistics
Balance of Payments Unit
P O Box 2221
Government Buildings
Suva

Telephone

3 315 822 Ext 120

E-mail

akumar@statsfiji.gov.fj

T. Bainimarama
Government Statistician

Please read this first

- Please complete this form for the Fijian-based activities of the business named on this label.
- **Payments and receipts:** Report payments and receipts when they are due.
- **Currency:** Convert payments and receipts denominated in foreign currency to Fijian dollars at the exchange rate applicable at the time these amounts are due.
- **Gross reporting:** Report transactions on a gross basis; that is, the total value of services provided and received should be recorded even if they are settled on a net basis.
- If exact figures are not available, please provide careful estimates. **Bundling** payments or receipts may be bundled for a combination of several different services, which can not be separately valued. Classify bundled amounts to the service category which accounts for the majority of their value. **Do not report amounts where goods are the major component.**

Definitions

- A **Fiji resident** is any individual, business, or other organisation domiciled in Fiji. Fijian branches and subsidiaries of foreign businesses are regarded as Fijian residents.
- A **non-resident** is any individual, business, or other organisation domiciled overseas. Foreign branches and foreign subsidiaries of Fijian businesses are regarded as non-residents.
- **Royalties** cover fees for the right to operate franchises and to use copyrights, licenses, patents and trademarks, etc.
- **Services** are products other than tangible goods.
- The **selected international services** covered by this form
Exclude:
 - Imports and exports of goods;
 - Remitted profits, interest or dividends;
 - Transportation (e.g. airfares) and travel (e.g. hotels and meals) transactions;

General inclusions and exclusions

Including

- Gross amounts receivable for services provided to non-residents, regardless of whether the services are funded by residents or non-residents.
- Gross amounts receivable for services to non-residents which this business has sub-contracted out to either non-resident or resident businesses
- Gross amounts payable for services sub-contracted out to non-resident businesses
- Gross amounts receivable from non-resident businesses for service which this business has provided under sub-contract to them
- Gross amounts receivable for services by residents employees of this business who are temporarily located abroad
- Gross amounts payable for services provided in Fiji by non-resident employees of non-resident businesses

Excluding

- Gross amounts receivable from resident businesses for services which this business has provided under sub-contract to them
- Wages and salaries payable to employees of this business for work undertaken while they are abroad

1 Education consultancy services

Did this business provide to or receive from a non-resident any education consultancy services?

Including

- Management services related to the provision of education services
- Professional education services
- Education administration

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

2 Correspondence courses

Did this business provide to or receive from a non-resident any correspondence courses?

Including

- Fees received or paid for conducting correspondence courses

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

3 Royalty and license fees on educational services

Did this business pay to or receive from a non-resident any royalties and/or license fees for educational services?

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

4 Education services provided through registered educational institutions

Did this business provide to or receive from a non-resident any education services from educational institutions?

Including

- Courses conducted at overseas educational institutions (where the institution is not owned by this business)
- Courses conducted by non-residents at Fijian educational institutions

Excluding

- Fees for education services provided to foreign students and trainees studying in Fiji
- Fees for education services provided to Fiji students and trainees studying abroad
- Education consultancy services (include in Question 1)

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

5 Other educational services

Did this business pay to or receive from a non-resident any other educational services not reported in Questions 1 to 4?

a) Receipts – due from non-residents

F\$

b) Payments – due to non-residents

F\$

5 Other transaction in services and royalties

a) Receipts from non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Financial services	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Research and development services	F\$
• Technical services	F\$
• Computer and information services (News agency and subscription services etc)	F\$
• Communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

b) Payments to non-residents in any of the services and/or royalties listed below

• Professional services (Management consultancy and public relations etc.)	F\$
• Financial services	F\$
• Insurance services (Own asset risk placed directly abroad)	F\$
• Research and development services	F\$
• Technical services	F\$
• Computer and information services (News agency and subscription services etc)	F\$
• Communication services	F\$
• Personal, cultural and recreational services	F\$
• Royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc. (Excluding film and audio-visual software)	F\$
• Other services	F\$

6 Comments

Please provide comments on any of the information you have supplied on this form

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No _____

Signature _____

Date: _____

Thank you for completing this form

I Transactions of Residents with Non-Residents in Services and Royalties**SURVEY OF INTERNATIONAL TRADE IN SERVICES****Transactions of Residents with Non-Residents in Services and Royalties****QUARTER 3: (JULY - SEPTEMBER) 2007**

CONFIDENTIAL

DISPATCHED: 28/09/07

Please correct any errors
in this label.

Dear Sir/Madam,

Enclosed are two copies of the questionnaire on International Trade in Services for Transactions of Residents with Non-Residents in Services and Royalties.

PURPOSE: The survey measures Fiji's services trade with other countries and is used in the compilation of balance of payments statistics.

DUE DATE: Please return the completed form in the postage-paid envelope by **31st October 2007**.

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Royalties cover fees for the right to operate franchises and to use copyrights, licenses, patents and trademarks, etc.
 - **Services** are products other than tangible goods.
 - The **selected international services** covered by this form
- Exclude:**
- Imports and exports of goods;
 - Remitted profits, interest or dividends;
 - Transportation (e.g. airfares) and travel (e.g. hotels and meals) transactions;
 - Services in regard to overseas projects that are subcontracted from Fijian residents. For example architectural services subcontracted to this business by a Fijian construction company in regard to erecting a building overseas will be reported by that company and need not be reported by this business as the sub-contractor;
 - Services provided on location abroad for 12 months or more. For example, if this business has a subsidiary abroad or establishes an office to undertake a construction project abroad over the long term, the services provided by that office to an overseas client should not be reported. However, services that this business' Fijian operations might supply to that overseas office should be reported.

General inclusions and exclusions

Including

- Gross amounts receivable for services provided to non-residents, regardless of whether the services are funded by residents or non-residents.
- Gross amounts receivable for services to non-residents which this business has sub-contracted out to either non-resident or resident businesses
- Gross amounts payable for services sub-contracted out to non-resident businesses
- Gross amounts receivable from non-resident businesses for service which this business has provided under sub-contract to them
- Gross amounts receivable for services by residents employees of this business who are temporarily located abroad
- Gross amounts payable for services provided in Fiji by non-resident employees of non-resident businesses

Excluding

- Gross amounts receivable from resident businesses for services which this business has provided under sub-contract to them
- Wages and salaries payable to employees of this business for work undertaken while they are abroad

Details of transactions

Did this business provide to or receive from a non-resident any services and/or royalties listed below?

	Types of services and /or Royalties	Receipts due from non-residents	Payments due to non-residents
1	Professional services	F\$	F\$
a	Legal	F\$	F\$
b	Accounting and auditing	F\$	F\$
c	Advertising, market research and public opinion polling	F\$	F\$
d	Management consultancy and public relations	F\$	F\$
e	Other professional services - Please specify: <input type="text"/>	F\$	F\$
2	Management fees between affiliated companies	F\$	F\$
3	Financial services (Cover fees for services associated with letters of credits, bankers acceptances, lines of credit, financial leasing and foreign exchange transactions, commissions and other fees related to transactions in securities – brokerage, underwriting, placements of issues, redemption, etc and services related to asset management, and other financial market exchanges)	F\$	F\$
4	Insurance services (Own asset risk placed directly abroad)	F\$	F\$
5	Rental or operational leasing services other than for ships or aircraft	F\$	F\$
6	Research and development services	F\$	F\$
7	Trade related services (commission, agents fees, etc)	F\$	F\$
8	Technical services	F\$	F\$
a	Engineering	F\$	F\$
b	Architectural	F\$	F\$
c	Surveying	F\$	F\$
d	Other technical services - Please specify: <input type="text"/>	F\$	F\$
9	Computer and information services	F\$	F\$
a	Computer hardware and software consultancy and implementation	F\$	F\$
b	Data processing	F\$	F\$
c	Data base	F\$	F\$
d	News agency and subscription	F\$	F\$
e	License fees, distribution fees (including royalties) on computer software	F\$	F\$
f	License fees, royalties, copyright and patent fees etc. on computer design and hardware	F\$	F\$
g	Other computer and information - Please specify: <input type="text"/>	F\$	F\$
10	Royalties; distribution, franchise, copy right, license and patent fees, and trademarks, etc (excluding computer software, design and hardware which is covered under 9)	F\$	F\$
a	Patents, industrial designs, industrial know how, manufacturing rights and prototypes	F\$	F\$
b	Trademarks and franchising fees	F\$	F\$
c	Films, TV programs, video and multimedia	F\$	F\$
d	Music	F\$	F\$
11	Communication services	F\$	F\$
a	Postal	F\$	F\$
b	Courier	F\$	F\$
c	Telecommunications	F\$	F\$
d	Other communications - Please specify: <input type="text"/>	F\$	F\$

	Types of services and /or Royalties	Receipts due from non-residents	Payments due to non-residents
12	Construction Services	F\$	F\$
13	Personal, cultural and recreational services	F\$	F\$
	a Education	F\$	F\$
	b Health and Social	F\$	F\$
	c Sporting and entertainment	F\$	F\$
	d Other personal, cultural and recreational services - Please specify: <input type="text"/>	F\$	F\$
14	Agriculture, mining & on-site processing services	F\$	F\$
	a Agriculture	F\$	F\$
	b Mining	F\$	F\$
	c Waste treatment and de-pollution	F\$	F\$
	d Trademarks and franchising fees	F\$	F\$
	e Other professional services - Please specify: <input type="text"/>	F\$	F\$
15	Other services	F\$	F\$
	a Manufacturing	F\$	F\$
	Other services not elsewhere included - Please specify: <input type="text"/>	F\$	F\$

16 Merchating services

Did this business purchase goods overseas for sale overseas without the goods entering Fiji?

a) **Sales – to non-residents**

b) **Purchases – from non-residents**

17 Other information

Did this business have any transactions with non-residents relating to the purchase or sale of any licenses, leases, goodwill, patents, copyrights, software rights or other rights etc (resulting in a change of ownership of assets)

a) **Sales – to non-residents**

b) **Purchases – from non-residents**

18 Comments

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone No: _____

Facsimile No: _____

Email: _____

Signature: _____

Date: _____

Thank you for completing this form