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# **ECONOMIC SURVEYS**

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# **ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES 2009**

**APRIL 2013**

Published in April by the

Fiji Bureau of Statistics  
P.O.Box 2221  
Government Buildings  
Suva  
Republic of Fiji

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**ISSN 2222-2588**

**Key title: Economic surveys. Administrative and support service activities ...**

**Abbreviated key title: Econ. surv., Adm. Support serv. act.**

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## **PREFACE**

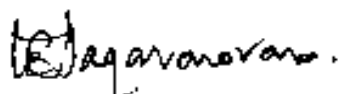
The report provides information on the Administrative and Support service industry in 2009. The information was gathered from establishments that specialize in performing variety of activities that support general business operation. Activities performed include: rental and leasing activities, travel agency, tour operator, reservation service and related activities, security and investigation activities, services to buildings and landscape activities, office administrative. office support and other business activities.

The important numbers presented are the macro-economic aggregates such as Gross Output, Intermediate Consumption, Value Added, Compensation of Employees, Consumption of Fixed Capital and Gross Fixed Capital Formation. These aggregates are combined with similar information on other industries to provide an estimate of GDP, which is a measure of our economy's size. Information made available in this report will allow us to work out the industry's contribution to the economy. Information contained in this report constitutes inputs to a national accounts system which basically provides a quantitative image of the whole economy.

Information on the Administrative and Support Services industry would be useful to a good number of users, for instance the;

- 1) Economist who needs to analyze the supply and demand for such services.
- 2) Planner who uses the data to forecast the economy's performance.
- 3) Investor who wishes to have a closer look at opportunities available in the services economy.

The cooperation of those businesses who supplied the information presented in this report is hereby acknowledged. The Bureau of Statistics will continue to seek their support as we need to continually provide reliable statistics for evidence based planning. I also would like to thank the staffs who were engaged in the conduct of the survey and the preparation of this report.



E. Waqavonovono  
**Government Statistician**

## NOTES

1. The interpretation of the symbols used in this report is as follows:

0 Nil return or a figure less than half the given value

2 Total values are subject to rounding errors.

3 Key to Abbreviations:

BR	Business Register
CFC	Consumption of Fixed Capital
COE	Compensation of Employees
FBOS	Fiji Bureau of Statistics
FRCA	Fiji Revenue and Customs Authority
FSIC	Fiji Standard Industrial Classification
GDP	Gross Domestic Product
GFCF	Gross Fixed Capital Formation
GO	Gross Output
IC	Intermediate Consumption
OS	Operating Surplus
SAS	Statistical Analysis System
VA	Value Added

4 VA in the report refers to Gross Value Added

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# 1 INTRODUCTION

## 1.1 History of Survey taking

A brief description of previous studies done on administrative and support service activities is given below in chronological order.

### **1970: Census of Distribution and Services**

This was Fiji's first ever Census of Distribution and Services to be conducted and was inclusive of the *Administrative and support service activities*. The purpose of conducting this survey was to obtain information on the wholesale, retail and the services activities taking place in Fiji, for which there was hitherto very little official information available to the public.

### **1984: Census of Distributive Trade and Services**

Administrative and support service activities were covered under the scope of this survey.

### **2002: Census of Real Estate and Business Services**

Administrative and support service activities were covered under the scope of this survey that was conducted by the FBOS because of the need by its National Accounts Business Unit to re-base the constant price Gross Domestic Product to 2002.

Since 2002 the survey has been done annually. However from 2008, data on the Real estate activities are being published in the report titled "Real Estate Activities". Business service information is being split into two reports, namely "Professional, Scientific and Technical Activities" and "Administrative and Support Service Activities".

This report contains the results of the establishment survey carried out for Administrative and support service activities for 2009 (refer 2.2 on Coverage and Scope).

## 1.2 Need for statistics relating to Administrative and Support Service Activities

Administrative and support service activities account for a substantial proportion of the total economic activity, whether in terms of the sector to the GDP or in terms of its share of total employment and gross fixed capital formation. Statistics on the administrative and support service activities industry are therefore needed for the preparation of national accounts so that a meaningful study of the whole economy can be made. The data can also be used to construct the input-output table that shows the inter-connection of the administrative and support service activities industry with other industries. Policy makers too require the data for formulating sound economic and social policies that augment capital formation. In addition, the establishments engaged in the administrative and support service activities industries find the data helpful.

## **2 METHODOLOGY**

### **2.1 Legal Basis**

The Census was conducted under the provisions of the Statistics Act (Cap 71). This Act stipulates the completion of the questionnaire, as well as protects the confidentiality of the information submitted by the establishments.

### **2.2 Coverage and Scope**

The 2009 survey covered all establishments operating in the administrative and support service activities industry defined by the Fiji Standard Industrial Classification (FSIC) 2010 Section N. 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.

The businesses in the administrative and support service activities include specialized administrative and support service activities. These activities require a high degree of training, and make specialized knowledge and skills available to users (refer Appendix II on Industrial Classification Used).

### **2.3 Statistical Unit**

The unit of reporting was the establishment (refer Appendix I on Concepts and Definitions). In cases where firms operated more than one type of business, efforts were made to obtain accounts for each activity. Where this was not feasible, the firm was classified according to the type of activity that brought in the most revenue.

### **2.4 The Frame**

The frame utilised to survey the establishments engaged in administrative and support service activities in 2009 was the list of establishments maintained by the FBOS. This list is known as the Business Register (BR), which is kept updated on the basis of information supplied to the FBOS by the Fiji Revenue and Customs Authority (FRCA, Registrar of Companies and the City and Town Councils).

### **2.5 Questionnaire Design**

The questionnaire was specifically designed for real estate and business services<sup>1</sup> industry and sought information on the particulars of the establishment e.g. type of organisation, income, expenditure, stocks, assets, liabilities and employment (refer Sample Questionnaire attached as Appendix IV)

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<sup>1</sup> Real estate activities are now published in the report titled "Real Estate Activities". Business service information is published in this report as "Administrative and Support Service Activities" and in the report titled "Professional, Scientific and Technical Activities".

## **2.6 Collection and Survey Procedures**

The questionnaires were posted on 01\04\2010 and replies were required within a month. Response by the due date was low; therefore reminders were issued. In extreme cases, personal visits to obtain the questionnaires were made to those establishments that did not respond in spite of the reminders and to those establishments that required assistance in filling out the questionnaires.

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

On completion of data entry, tables were run, data edited and analysed and reports written.

## **2.7 Data Processing**

Data was processed by FBOS' Information Technology Business Unit using Statistical Analysis Software (SAS).

## **2.8 Reference Period**

The establishments contacted were to submit details for the calendar year 2009. Where the accounting year differed from the calendar year, establishments were asked to provide information for the accounting year that covered the major part of the calendar year 2009.

## **2.9 Response Rate**

The survey had a response rate of 77 per cent.

Establishments which operated during the whole or part of the survey reference period but became untraceable during the survey enumeration period due to closure or removal, were taken as non-respondents. To account for the operations of the non-responding establishments, data were rated-up.

## **2.10 Rate-up Factors**

Data of non-responding establishments were calculated using rate-up factors. The rate-up factors were derived by first sorting out establishments into types or business (refer table 3.2) and then grouping these establishments into 6 "number of persons engaged" size groups of 1-4; 5-9; 10-19; 20- 49; 50-99 and 100+. Using number of persons engaged in each of this group, simple arithmetic means of Value Added were obtained. These arithmetic means were then multiplied by number of persons engaged in each of the non-responding group to estimate their data.

The estimated figures for the non-responding units were then added to the figures of the responding units to arrive at the estimated data of the entire administrative and support service activities industry.

The Gross Fixed Capital Formation too has been estimated for non-response. Generally capital formations in small establishments, like the ones who have not responded in our inquiry, are low.

Empirically,

Let  $n_{ij}$  be the number of employees in group  $i$  of the  $j$  establishment of those sampled and let  $g_{ij}$  be its corresponding parameter;  $i = 1$  to  $6$ ;  $j = 1$  to  $s$ , where  $s$  is all sample. Then estimate,

$$\hat{G}_{(i)} = \frac{\sum_{i=1}^6 \sum_{j=1}^k g_{ij}}{\sum_{i=1}^6 \sum_{j=1}^k n_{ij}} \left[ \sum_{i=1}^6 \sum_{j=1}^k n_{ij} + \sum_{i=1}^6 \sum_{j=k+1}^s n_{ij} \right]$$

where  $k$  = number responded

$l$  = number not responded (which is  $s-k$ )

### 3. RESULTS

All data contained in this report are in Fiji Dollars and in current prices.

All tables in this report contain data inclusive of estimates for non-response; exceptions are tables 1 to 5B and 8 to 10 that contain as per survey data.

### 3.1 The Survey Response

**Table 1: The Survey Response**

FSIC 2010		SURVEY	RETURNS	RESPONSE
SUB-CLASS	ACTIVITY	FRAME	RECEIVED	RATE %
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>258</b>	<b>201</b>	<b>78</b>
77101	Renting and leasing of motor vehicles	110	87	79
77211	Renting and leasing of recreational and sports goods	5	4	80
77221	Renting of video tapes and disks	65	52	80
77301	Renting and leasing of other machinery, equipment and tangible goods	78	58	74
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>5</b>	<b>5</b>	<b>100</b>
78101	Activities of employment placement agencies	5	5	100
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>82</b>	<b>58</b>	<b>71</b>
79111	Travel agency activities	32	23	72
79121	Tour operator activities	50	35	70
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>46</b>	<b>36</b>	<b>78</b>
80101	Private security activities	28	23	82
80201	Security systems service activities	18	13	72
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>33</b>	<b>28</b>	<b>85</b>
81201	Cleaning activities	33	28	85
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>72</b>	<b>52</b>	<b>72</b>
82101	Office administrative and support activities	59	42	71
82201	Activities of call centers			
82901	Business support service activities n.e.c	14	11	79
<b>GRAND TOTAL</b>		<b>497</b>	<b>381</b>	<b>77</b>

## 3.2 Legal Status of Establishments

**Table 2: Legal Status of Establishments**

FSIC 2010		Individual Ownership	Partnership	Co-operatives	Private Limited Company	Public Limited Company	Statutory Enterprises	Non-profit Organisation	Total
SUB- CLASS	ACTIVITY								
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>125</b>	<b>6</b>	<b>1</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>203</b>
77101	Renting and leasing of motor vehicles	62	1	0	24	0	0	0	87
77211	Renting and leasing of recreational and sports goods	4	0	0	0	0	0	0	4
77221	Renting of video tapes and disks	27	2	0	23	0	0	0	52
77301	Renting and leasing of other machinery, equipment and tangible goods	30	3	1	24	0	0	0	58
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
78101	Activities of employment placement agencies	2	0	0	3	0	0	0	5
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>33</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58</b>
79111	Travel agency activities	14	0	0	9	0	0	0	23
79121	Tour operator activities	19	0	0	16	0	0	0	35
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>6</b>	<b>2</b>	<b>0</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>
80101	Private security activities	4	2	0	17	0	0	0	23
80201	Security systems service activities	2	0	0	11	0	0	0	13
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>
81201	Cleaning activities	14	2	0	12	0	0	0	28
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>28</b>	<b>8</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52</b>
82101	Office administrative and support activities								
82201	Activities of call centers	24	7	0	11	0	0	0	41
82901	Business support service activities n.e.c	4	1	0	6	0	0	0	12
<b>GRAND TOTAL</b>		<b>206</b>	<b>18</b>	<b>1</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>381</b>

## 3.3

## Ownership of Establishments

Table 3: Ownership of Establishments

FSIC 2010		FIJI OWNED	BRANCH OF AN OVERSEAS COMPANY	SUBSIDIARY OF AN OVERSEAS COMPANY	TOTAL
SUB-CLASS	ACTIVITY				
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>201</b>	<b>0</b>	<b>0</b>	<b>201</b>
77101	Renting and leasing of motor vehicles	87	0	0	87
77211	Renting and leasing of recreational and sports goods	4	0	0	4
77221	Renting of video tapes and disks	52	0	0	52
77301	Renting and leasing of other machinery equipment and tangible goods	58	0	0	58
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
78101	Activities of employment placement agencies	5	0	0	5
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>58</b>	<b>0</b>	<b>0</b>	<b>58</b>
79111	Travel agency activities	23	0	0	23
79121	Tour operator activities	35	0	0	35
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>30</b>	<b>0</b>	<b>6</b>	<b>36</b>
80101	Private security activities	19	0	4	23
80201	Security systems service activities	11	0	2	13
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>
81201	Cleaning activities	28	0	0	28
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>52</b>	<b>0</b>	<b>1</b>	<b>53</b>
82101	Office administrative and support activities				
82201	Activities of call centers	41	0	1	42
82901	Business support service activities n.e.c	11	0	0	11
<b>GRAND TOTAL</b>		<b>374</b>	<b>0</b>	<b>7</b>	<b>381</b>

### 3.4 Size of Establishments

**Table 4: Size of Establishments**

FSIC 2010		NUMBER OF PERSONS ENGAGED						
SUB-CLASS	ACTIVITY	1-4	5-9	10-19	20-49	50-99	100+	TOTAL
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>143</b>	<b>5</b>	<b>49</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>201</b>
77101	Renting and leasing of motor vehicles	44	0	43	0	0	0	87
77211	Renting and leasing of recreational and sports goods	4	0	0	0	0	0	4
77221	Renting of video tapes and disks	47	3	2	0	0	0	52
77301	Renting and leasing of other machinery, equipment and tangible goods	48	2	4	2	2	0	58
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
78101	Activities of employment placement agencies	4	1	0	0	0	0	5
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>27</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>58</b>
79111	Travel agency activities	15	8	0	0	0	0	23
79121	Tour operator activities	12	7	0	0	0	16	35
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>4</b>	<b>6</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>36</b>
80101	Private security activities	1	3	8	4	6	1	23
80201	Security systems service activities	3	3	5	2	0	0	13
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>14</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>
81201	Cleaning activities	14	7	7	0	0	0	28
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>32</b>	<b>10</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>53</b>
82101	Office administrative and support activities							
82201	Activities of call centers	29	9	2	0	1	1	42
82901	Business support service activities n.e.c	3	1	6	1	0	0	11
<b>GRAND TOTAL</b>		<b>224</b>	<b>44</b>	<b>77</b>	<b>9</b>	<b>9</b>	<b>18</b>	<b>381</b>



### 3.5 Number of Persons Engaged as at 30<sup>th</sup> June 2009

**Table 5 A: Number of Persons Engaged as at 30<sup>th</sup> June 2009**

FSIC 2010		TOTAL WORKING WITH PAY		TOTAL WORKING WITHOUT PAY		TOTAL
SUB-CLASS	ACTIVITY	Local	Expatriate	Working proprietors	Unpaid family workers	
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>1,337</b>	<b>9</b>	<b>68</b>	<b>1</b>	<b>1,424</b>
77101	Renting and leasing of motor vehicles	616	9	30	0	655
77211	Renting and leasing of recreational and sports goods	8	0	3	0	11
77221	Renting of video tapes and disks	188	0	22	4	214
77301	Renting and leasing of other machinery, equipment and tangible goods	525	0	13	6	544
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>11</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>14</b>
78101	Activities of employment placement agencies	11	0	3	0	14
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>470</b>	<b>15</b>	<b>12</b>	<b>0</b>	<b>497</b>
79111	Travel agency activities	160	4	3	0	167
79121	Tour operator activities	310	11	9	0	330
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>961</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>971</b>
80101	Private security activities	639	1	4	1	645
80201	Security systems service activities	322	1	2	1	326
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>201</b>	<b>0</b>	<b>17</b>	<b>5</b>	<b>223</b>
81201	Cleaning activities	201	0	17	5	223
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>481</b>	<b>2</b>	<b>33</b>	<b>6</b>	<b>522</b>
82101	Office administrative and support activities					
82201	Activities of call center	447	1	20	5	473
82901	Business support service activities n.e.c	34	1	13	1	49
<b>GRAND TOTAL</b>		<b>3,461</b>	<b>28</b>	<b>139</b>	<b>23</b>	<b>3,651</b>

**Table 5 B: Number of Persons Engaged by Gender**

FSIC 2010		GENDER		
SUB-CLASS	ACTIVITY	Male	Female	Total
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>991</b>	<b>433</b>	<b>1,424</b>
77101	Renting and leasing of motor vehicles	406	249	655
77211	Renting and leasing of recreational and sports goods	8	3	11
77221	Renting of video tapes and disks	110	104	214
77301	Renting and leasing of other machinery, equipment and tangible goods	467	77	544
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>10</b>	<b>4</b>	<b>14</b>
78101	Activities of employment placement agencies	10	4	14
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>290</b>	<b>207</b>	<b>497</b>
79111	Travel agency activities	103	64	167
79121	Tour operator activities	187	143	330
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>729</b>	<b>242</b>	<b>971</b>
80101	Private security activities	483	162	645
80201	Security systems service activities	246	80	326
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>175</b>	<b>48</b>	<b>223</b>
81201	Cleaning activities	175	48	223
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>267</b>	<b>255</b>	<b>522</b>
82101	Office administrative and support activities			
82201	Activities of call centers	237	236	473
82901	Business support service activities n.e.c	30	19	49
<b>GRAND TOTAL</b>		<b>2,462</b>	<b>1,189</b>	<b>3,651</b>

### 3.6 Macroeconomic Aggregates

**Table 6: Macroeconomic Aggregates (\$)**

FSIC 2010		GO	IC	VA	COE	CFC	OS
SUB-CLASS	ACTIVITY						
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>109,914,842</b>	<b>69,987,780</b>	<b>39,927,062</b>	<b>14,270,909</b>	<b>3,463,666</b>	<b>22,192,487</b>
77101	Renting and leasing of motor vehicles	49,995,442	38,677,886	11,317,556	4,994,750	3,043,388	3,279,418
77211	Renting and leasing of recreational and sports goods	770,856	565,100	205,756	74,256	4,600	126,900
77221	Renting of video tapes and disks	11,802,697	5,793,382	6,009,315	1,851,023	3,146	4,155,146
77301	Renting and leasing of other machinery, equipment and tangible goods	47,345,847	24,951,412	22,394,435	7,350,880	412,532	14,631,023
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>299,873</b>	<b>90,546</b>	<b>209,327</b>	<b>57,690</b>	<b>1,250</b>	<b>150,387</b>
78101	Activities of employment placement agencies	299,873	90,546	209,327	57,690	1,250	150,387
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>113,837,883</b>	<b>75,829,830</b>	<b>38,008,053</b>	<b>7,132,676</b>	<b>13,322</b>	<b>30,862,055</b>
79111	Travel agency activities	30,887,548	14,954,946	15,932,602	2,371,251	5,329	13,556,022
79121	Tour operator activities	82,950,335	60,874,884	22,075,451	4,761,425	7,993	17,306,033
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>23,891,389</b>	<b>10,849,451</b>	<b>13,041,938</b>	<b>8,364,657</b>	<b>699,931</b>	<b>3,977,350</b>
80101	Private security activities	15,138,744	7,339,125	7,799,619	4,482,514	526,717	2,790,388
80201	Security systems service activities	8,752,645	3,510,326	5,242,319	3,882,143	173,214	1,186,962
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>8,548,892</b>	<b>4,017,955</b>	<b>4,530,937</b>	<b>2,292,563</b>	<b>548,937</b>	<b>1,689,437</b>
81201	Cleaning activities	8,548,892	4,017,955	4,530,937	2,292,563	548,937	1,689,437
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>15,876,200</b>	<b>8,246,912</b>	<b>7,629,288</b>	<b>3,587,578</b>	<b>1,003,686</b>	<b>3,038,024</b>
82101	Office administrative and support activities						
82201	Activities of call centers	13,302,056	6,246,454	7,055,602	3,308,009	463,114	3,284,479
82901	Business support service activities n.e.c	2,574,144	2,000,458	573,686	279,569	540,572	-246,455
<b>GRAND TOTAL</b>		<b>272,369,079</b>	<b>169,022,474</b>	<b>103,346,605</b>	<b>35,706,073</b>	<b>5,730,792</b>	<b>61,909,740</b>

### 3.7 Gross Fixed Capital Formation

**Table 7: Gross Fixed Capital Formation (\$)**

FSIC 2010		LAND DEVELOPMENT AND IMPROVEMENT	BUILDINGS	PLANT AND MACHINERY	FURNITURE, FIXTURES AND OFFICE EQUIPMENT	TRANSPORT VEHICLE AND RELATED EQUIPMENT	OTHERS	GROSS FIXED CAPITAL FORMATION
SUB-CLASS	ACTIVITY							
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>1,707</b>	<b>42,048</b>	<b>285,452</b>	<b>24,154</b>	<b>1,831,642</b>	<b>1,694,018</b>	<b>3,879,021</b>
77101	Renting and leasing of motor vehicles	708	42,048	2,122	6,166	1,693,687	1,694,018	3,438,749
77211	Renting and leasing of recreational and sports goods	0	0	0	0	0	0	0
77221	Renting of video tapes and disks	0	0	0	0	0	0	0
77301	Renting and leasing of other machinery, equipment and tangible goods	999	0	283,330	17,988	137,955	0	440,272
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
78101	Activities of employment placement agencies	0	0	0	17,900	0	0	0
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
79111	Travel agency activities	0	0	0	0	0	0	0
79121	Tour operator activities	0	0	0	0	0	0	0
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>0</b>	<b>0</b>	<b>7,814</b>	<b>-13,105</b>	<b>18,750</b>	<b>0</b>	<b>13,459</b>
80101	Private security activities	0	0	6,364	-21,905	0	0	-15,541
80201	Security systems service activities	0	0	1,450	8,800	18,750	0	29,000
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>0</b>	<b>0</b>	<b>43,175</b>	<b>30,550</b>	<b>24,795</b>	<b>5,050</b>	<b>103,570</b>
81201	Cleaning activities	0	0	43,175	30,550	24,795	5,050	103,570
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,910</b>	<b>0</b>	<b>50,554</b>	<b>58,464</b>
82101	Office administrative and support activities	0	0	0	7,910	0	50,554	58,464
82201	Activities of call centers	0	0	0	0	0	0	0
82901	Business support service activities n.e.c	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>		<b>1,707</b>	<b>42,048</b>	<b>336,441</b>	<b>49,509</b>	<b>1,875,187</b>	<b>1,749,622</b>	<b>4,054,514</b>

*Administrative and Support Service Activities 2009  
Economic Statistics Division*

### 3.8 Average Turnover per Establishment

**Table 8: Average Turnover per Establishment**

FSIC 2010		ESTABLISH- MENT	INCOME FROM SERVICES (as per survey)	AVERAGE TURNOVER PER ESTABLISHMENT
SUB CLASS	ACTIVITY	NUMBER	\$	\$
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>201</b>	<b>88,014,507</b>	<b>437,883</b>
77101	Renting and leasing of motor vehicles	87	39,970,250	459,428
77211	Renting and leasing of recreational and sports goods	4	616,780	154,195
77221	Renting of video and disks	52	8,997,865	173,036
77301	Renting and leasing of other machinery, equipment and tangible goods	58	38,429,612	662,580
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>5</b>	<b>299,873</b>	<b>59,975</b>
78101	Activities of employment placement agencies	5	299,873	59,975
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>58</b>	<b>85,793,604</b>	<b>1,479,200</b>
79111	Travel agency activities	23	26,106,453	1,135,063
79121	Tour operator activities	35	59,687,151	1,705,347
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>36</b>	<b>22,016,572</b>	<b>611,571</b>
80101	Private security activities	23	14,651,119	637,005
80201	Security systems service activities	13	7,365,453	566,573
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>28</b>	<b>6,629,429</b>	<b>236,765</b>
81201	Cleaning activities	28	6,629,429	236,765
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>53</b>	<b>9,780,121</b>	<b>184,531</b>
82101	Office administrative and support activities			
82201	Activities of call centers	42	8,673,181	206,504
82901	Business support service activities n.e.c	11	1,106,940	100,631
<b>GRAND TOTAL</b>		<b>381</b>	<b>212,534,106</b>	<b>557,832</b>

### 3.9 Average Turnover per Paid Employee

**Table 9: Average Turnover per Paid Employee**

FSIC 2010		INCOME FROM SERVICES (as per survey)	PAID EMPLOYEE (as per survey)	AVERAGE TURNOVER PER PAID EMPLOYEE
SUB-CLASS	ACTIVITY	\$	NUMBER	\$
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>88,014,507</b>	<b>1,346</b>	<b>65,390</b>
77101	Renting and leasing of motor vehicles	39,970,250	625	63,952
77211	Renting and leasing of recreational and sports goods	616,780	8	77,098
77221	Renting of video and disks	8,997,865	188	47,861
77301	Renting and leasing of other machinery, equipment and tangible goods	38,429,612	525	73,199
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>299,873</b>	<b>11</b>	<b>27,261</b>
78101	Activities of employment placement agencies	299,873	11	27,261
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>85,793,604</b>	<b>485</b>	<b>176,894</b>
79111	Travel agency activities	26,106,453	164	159,186
79121	Tour operator activities	59,687,151	321	185,941
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>22,016,572</b>	<b>963</b>	<b>22,862</b>
80101	Private security activities	14,651,119	640	22,892
80201	Security systems service activities	7365,453	323	22,803
<b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>6,629,429</b>	<b>201</b>	<b>32,982</b>
81201	Cleaning activities	6,629,429	201	32,982
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>9,780,121</b>	<b>483</b>	<b>20,249</b>
82101	Office administrative and support activities			
82201	Activities of call centers	8,673,181	448	19,360
82901	Business support service activities n.e.c	1,106,940	35	31,627
<b>GRAND TOTAL</b>		<b>212,534,106</b>	<b>3,489</b>	<b>60,915</b>

### 3.10 Average Compensation of Employees per Paid Employee

**Table 10: Average Compensation of Employees per Paid Employee**

FSIC 2010		COMPENSATION OF EMPLOYEES (as per survey)	PAID EMPLOYEE (as per survey)	AVERAGE COMPENSATION PER PAID EMPLOYEE
SUB-CLASS	ACTIVITY	\$	NUMBER	\$
<b>RENTAL AND LEASING ACTIVITIES</b>		<b>10,213,656</b>	<b>1,346</b>	<b>7,588</b>
77101	Renting and leasing of motor vehicles	4,018,550	625	6,430
77211	Renting and leasing of recreational and sports goods	55,000	8	6,875
77221	Renting of video and disks	1,750,850	188	9,313
77301	Renting and leasing of other machinery, equipment and tangible goods	4,389,256	525	8,360
<b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>		<b>57,690</b>	<b>11</b>	<b>5,245</b>
78101	Activities of employment placement agencies	57,690	11	5,245
<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>		<b>5,895,634</b>	<b>485</b>	<b>12,156</b>
79111	Travel agency activities	1,795,784	164	10,950
79121	Tour operator activities	4,099,850	321	12,772
<b>SECURITY AND INVESTIGATION ACTIVITIES</b>		<b>5,552,662</b>	<b>963</b>	<b>5,766</b>
80101	Private security activities	3,685,396	640	5,758
80201	Security systems service activities	1,867,266	323	5,781
<b>SERVICESTO BUILDING AND LANDSCAPE ACTIVITIES</b>		<b>1,903,035</b>	<b>201</b>	<b>9,468</b>
81201	Cleaning activities	1,903,035	201	9,468
<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>		<b>3,390,380</b>	<b>483</b>	<b>7,019</b>
82101	Office administrative and support activities			
82201	Activities of call centers	3,190,505	448	7,122
82901	Business support service activities n.e.c	199,875	35	5,711
<b>GRAND TOTAL</b>		<b>27,013,057</b>	<b>3,489</b>	<b>7,742</b>

### 3.11 2009 Results Compared with 2008 Results

**Table 11 2009 Results compared with 2008 Results**

AGGREGATES	2008		2009		Percentage change
	\$	Aggregates expressed as % of GO	\$	Aggregates expressed as % of GO	
<b>GO</b>	265,934,092		272,369,079		2.42
<b>IC</b>	163,342,115	61.42	169,022,474	62.06	3.48
<b>VA</b>	102,591,977	38.58	103,346,605	37.94	0.74
<b>COE</b>	33,999,667	12.78	35,706,073	13.11	5.02
<b>CFC</b>	10,453,594	3.93	5,730,792	2.10	-45.18
<b>OS</b>	58,138,716	21.86	61,909,740	22.73	6.49
<b>GFCF</b>	7,673,857		4,054,514		-47.16
<b>NUMBER ENGAGED</b>	3,397		3,651		7.48

*For supplementary information on the Administration and Support Service Activities industry reference can be made to Appendix I for Concepts and Definitions, Appendix II for Industrial Classification Used, Appendix III for Composition of Macroeconomic Aggregates, Appendix IV for Sample Questionnaire and Appendix V for Macroeconomic Aggregates using FSIC 2004.*



## APPENDIX I

### CONCEPTS AND DEFINITIONS

All concepts and definitions used in this report are based upon the recommendations of the United Nations. The major concepts and definitions and their treatment are briefly explained below.

<b><i>Compensation of Employees</i></b>	Includes payments, whether in cash or in kind, made by the employer during the inquiry period for the work done to all persons included in the count of employees. It includes all cash payments, commissions, bonuses, cost of living allowances and wages paid during periods of vacation and sick leave, contributions in respect of their employees social security and pension and payments in kind.
<b><i>Consumption of Fixed Capital</i></b>	In theory this is the value of the current replacement cost of fixed assets used up during the accounting period as a result of normal wear and tear. The consumption of fixed capital shown in this report is derived from the information supplied by the firm. This is expected to conform largely to the requirements of Income Tax Act and no adjustment is attempted to bring this into conformity with the national accounts definition.
<b><i>Employment Size Group</i></b>	This includes paid employment as well as people engaged.
<b><i>Establishment</i></b>	An establishment is ideally an economic unit, which engages under single ownership or control, in one, or predominantly one kind of economic activity at a single physical location. An establishment may be part of an enterprise that is involved in more than one kind of economic activity at a single location. The organisation and the record-keeping practices of such an enterprise maybe such that data in respect of the inputs and outputs of the different classes of activity can not be readily compiled. An example of this problem can be seen in retailing activities, which are combined with running of hotels. In both cases if it is not possible to separate the input-output costs of each activity due to the difficulty in the enterprises accounting system, the activity that brings in the major portion of the income is used as the criterion for classifying such establishments. An establishment could have been a branch of another one, and particulars had to be provided for each such branch establishment whether it was in the same town or district or in a different area.
<b><i>Fixed Assets</i></b>	Fixed assets include the value of all physical assets expected to have a productive life of more than one year and intended for use by the establishment. Included are major additions, alterations and improvements to existing fixed assets that extend their normal economic life or raise their productivity.
<b><i>Foreign Owned</i></b>	Subsidiary of an overseas company is always considered foreign owned, whereas a branch of an overseas company is only considered foreign owned if 51 per cent of its equity is held abroad.
<b><i>Gross Fixed Capital Formation</i></b>	This is the outlay on new and second-hand durable goods less their sales plus their own account capital construction work done on similar goods.
<b><i>Gross Output</i></b>	This is the gross value of all goods and services produced during the accounting period. Included here are the income received from sales of food and drinks, accommodation, the value of capital construction for own account

	and other income.
<b><i>Intermediate Consumption</i></b>	Intermediate consumption consists of non-durable goods and services, which have a lifetime of use of less than one year. Compensation of employees do not form part of intermediate consumption, but expenditure such as travelling expenses of management personnel are included. Intermediate consumption differs from total purchases of raw materials, fuels etc. by the amount of stock changes of such goods. Valuation of intermediate consumption is at purchasers' value i.e. it is inclusive of all costs incurred by producers in the acquisition of the required goods and services.
<b><i>Local Owned</i></b>	All companies with 51 per cent of its equity held in Fiji are considered locally owned.
<b><i>Number of Employees</i></b>	This includes all persons who work in the establishment and receive regular pay and persons working away from the establishment when paid by and under the control of the establishment. Also included are salaried managers, and directors of incorporated businesses except when paid solely for their attendance at board of directors meetings.
<b><i>Operating Surplus</i></b>	This is the excess of value added by producers over compensation of employees, consumption of fixed capital and net indirect taxes.
<b><i>Payments in kind</i></b>	This is defined as the net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost that are clearly and primarily of benefit to the employees as consumers. The item includes food, beverages, clothing (except uniforms for civilians as these are not worn off-duty) and lodging etc..
<b><i>Statistical Unit</i></b>	Statistical unit is the Unit for which information is collected.
<b><i>Unpaid Family Workers</i></b>	Unpaid family workers are persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least one third of the working time normal to the establishment.
<b><i>Value Added</i></b>	Value added is the difference between the gross output and the intermediate consumption. It provides a useful way of measuring without duplication the economic importance of an industry or industrial sector.
<b><i>Working Proprietors</i></b>	Working proprietors are owners of establishments who are actively engaged in the work of the establishment. Excluded are silent or inactive partners.

## APPENDIX II

### INDUSTRIAL CLASSIFICATION USED

SECTION N: ADMINISTRATION AND SUPPORT SERVICE ACTIVITIES from the Fiji Standard Industrial Classification 2010, commonly known as the FSIC 2010 has been used. FSIC 2010 is based on the International Standard Industrial Classification Rev 4.

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES includes a variety of activities that support general business operations. These activities differ from those in section M, since their primary purpose is not the transfer of specialized knowledge.

<b>38</b>				<b>TREATMENT AND DISPOSAL ACTIVITIES</b>
	<b>382</b>	<b>3820</b>		<p><b>Waste treatment and disposal</b></p> <p>This sub-group includes the disposal and treatment prior to disposal of various forms of waste by different means, such as waste treatment of organic waste with the aim of disposal; treatment and disposal of toxic live or dead animals and other contaminated waste; treatment and disposal of transition radioactive waste from hospitals, etc.; dumping of refuse on land or in water; burial or ploughing-under of refuse; disposal of used goods such as refrigerators to eliminate harmful waste; disposal of waste by incineration or combustion with or without the resulting production of electricity.</p> <p>Included is also the generation of electricity resulting from waste incineration processes.</p> <p>This group excludes: -treatment and disposal of wastewater, see 37001</p>
<b>77</b>				<b>RENTAL AND LEASING ACTIVITIES</b>
	<b>771</b>	<b>7710</b>	<b>77101</b>	<p><b>Renting and leasing of motor vehicles</b></p> <p>This subclass includes renting and operational leasing of the following types of vehicles e.g. passenger cars (without drivers), trucks, utility trailers and recreational vehicles</p> <p>This sub-class excludes: -renting or leasing of vehicles or trucks with driver, see 4922, 49231 -financial leasing, see 64911</p>
	<b>772</b>			<b>Renting and leasing of personal and household goods</b>
		<b>7721</b>	<b>77211</b>	<p><b>Renting and leasing of recreational and sports goods</b></p> <p>This sub-class includes renting of recreational and sports equipment e.g. pleasure boats, canoes, sailboats, bicycles, beach chairs and umbrellas and other sports equipment</p> <p>This sub-class excludes: -renting of video tapes and disks, see 77221 -renting of other personal and household goods n.e.c., see 77291</p>

				-renting of leisure and pleasure equipment as an integral part of recreational facilities, see 93299
		<b>7722</b>	<b>77221</b>	<p><b>Renting of video tapes and disks</b></p> <p>This class includes renting of video tapes, records, CDs, DVDs etc.</p>
		<b>7729</b>	<b>77291</b>	<p><b>Renting and leasing of other personal and household goods</b></p> <p>This sub-class includes renting of all kinds of household or personal goods, to households or industries (except recreational and sports equipment) e.g.</p> <ul style="list-style-type: none"> <li>-textiles, wearing apparel and footwear</li> <li>-furniture, pottery and glass, kitchen and tableware, electrical appliances and house wares</li> <li>-jewellery, musical instruments, scenery and costumes</li> <li>-books, journals and magazines</li> <li>-machinery and equipment used by amateurs or as a hobby e.g. tools for home repairs</li> <li>-flowers and plants</li> <li>-electronic equipment for household use</li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-renting of cars, trucks, trailers and recreational vehicles without driver, see 77101</li> <li>-renting of recreational and sports goods, see 77211</li> <li>-renting of video tapes and disks, see 77221</li> <li>-renting of motorcycles and caravans without driver, see 77301</li> <li>-renting of office furniture, see 77301</li> <li>-provision of linen, work uniforms and related items by laundries, see 96011</li> </ul>
	<b>773</b>	<b>7730</b>	<b>77301</b>	<p><b>Renting and leasing of other machinery, equipment and tangible goods</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries e.g. engines and turbines; machine tools; mining and oilfield equipment; professional radio, television and communication equipment; motion picture production equipment; measuring and controlling equipment; other scientific, commercial and industrial machinery</li> <li>-renting and operational leasing of land-transport equipment (other than motor vehicles) without drivers e.g. motorcycles, caravans and campers etc.</li> <li>-renting and operational leasing of water-transport equipment without operator e.g. commercial boats and ships</li> <li>-renting and operational leasing of air transport equipment without operator e.g. airplanes, hot-air balloons</li> <li>-renting and operational leasing of agricultural and forestry machinery and equipment without operator</li> <li>-renting and operational leasing of construction and civil-engineering machinery and equipment without operator e.g. crane lorries; scaffolds and work platforms, without erection and dismantling</li> <li>-renting and operational leasing of office machinery and equipment without operator e.g. computers and computer</li> </ul>

				<p>peripheral equipment; duplicating machines, typewriters and word-processing machines; accounting machinery and equipment like cash registers, electronic calculators etc.; office furniture</p> <ul style="list-style-type: none"> <li>-renting of accommodation or office containers</li> <li>-renting of containers</li> <li>-renting of pallets</li> <li>-renting of animals (e.g. herds, race horses)</li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-renting of agricultural and forestry machinery or equipment with operator, see 01619, 02401</li> <li>-renting of construction and civil engineering machinery or equipment with operator, see division 43</li> <li>-renting of water-transport equipment with operator, see division 50</li> <li>-renting of air-transport equipment with operator, see division 51</li> <li>-financial leasing, see 64911</li> <li>-renting of pleasure boats, see 77211</li> <li>-renting of bicycles, see 77211</li> </ul>
	<b>774</b>	<b>7740</b>	<b>77401</b>	<p><b>Leasing of intellectual property and similar products, except copyrighted works</b></p> <p>This sub-class includes the activities of allowing others to use intellectual property products and similar products (except copyrighted works, such as books or software) for which a royalty payment or licensing fee is paid to the owner of the product (i.e. the asset holder). The leasing of patented entities, trademarks or service marks, brand names, mineral exploration and evaluation, franchise agreements can take various forms, such as permission for reproduction, use in subsequent processes or products, operating businesses under a franchise etc. The current owners may or may not have created these products.</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-acquisition of rights and publishing, see divisions 58 and 59</li> <li>-producing, reproducing and distributing copyrighted works (books, software, film), see divisions 58 and 59</li> <li>-leasing of real estate, see group 68101</li> <li>-leasing of tangible products (assets), see groups 771, 772, 773</li> <li>-renting of video tapes and disks, see 77221</li> <li>-renting of books, see 77291</li> </ul>
<b>78</b>				<p><b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b></p>
	<b>781</b>	<b>7810</b>	<b>78101</b>	<p><b>Activities of employment placement agencies</b></p> <p>This sub-class includes listing employment vacancies and referring or placing applicants for employment, where the individuals referred or placed are not employees of the employment agencies:</p> <ul style="list-style-type: none"> <li>-personnel search, selection referral and placement activities, including executive placement and search activities</li> <li>-activities of casting agencies and bureaus, such as theatrical casting agencies</li> </ul>

				-activities of on-line employment placement agencies  This sub-class excludes: -activities of personal theatrical or artistic agents or agencies, see 74909
<b>79</b>				<b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>
	<b>791</b>			<b>Travel agency and tour operator activities</b>
		<b>7911</b>	<b>79111</b>	<b>Travel agency activities</b>  This sub-class includes activities of agencies primarily engaged in selling travel, tour, transportation and accommodation services to the general public and commercial clients
		<b>7912</b>	<b>79121</b>	<b>Tour operator activities</b>  This sub-class includes arranging and assembling tours that are sold through travel agencies or directly by tour operators. The tours may include any or all of the following: -transportation -accommodation -food -visits to museums, historical or cultural sites, theatrical, musical or sporting events
	<b>799</b>	<b>7990</b>	<b>79901</b>	<b>Other reservation service and related activities</b>  This sub-class includes: -provision of other travel-related reservation services e.g. reservations for transportation, hotels, restaurants, car rentals, entertainment and sport etc. -provision of time-share exchange services -ticket sales activities for theatrical, sports and other amusement and entertainment events -provision of visitor assistance services e.g. provision of travel information to visitors, activities of tourist guides -tourism promotion activities  This sub-class excludes: -activities of travel agencies and tour operators, see 79111, 79121 -organization and management of events such as meetings, conventions and conferences, see 82301
<b>80</b>				<b>SECURITY AND INVESTIGATION ACTIVITIES</b>
	<b>801</b>	<b>8010</b>		<b>Private security activities</b>  This sub-class includes the provision of guard and patrol services, picking up and delivering money, receipts or other valuable items with personnel and equipment to protect such properties while in transit e.g. armored car services; bodyguard services polygraph services; fingerprinting services; security guard services

				<p>This sub-class excludes: -public order and safety activities, see 84231</p>
	<b>802</b>	<b>8020</b>		<p><b>Security systems service activities</b></p> <p>This sub-class includes: -monitoring or remote monitoring of electronic security alarm systems, such as burglar and fire alarms, including their maintenance -installing, repairing, rebuilding, and adjusting mechanical or electronic locking devices, safes and security vaults The units carrying out these activities may also engage in selling such security systems, mechanical or electronic locking devices, safes and security vaults.</p> <p>This sub-class excludes: -installation of security systems, such as burglar and fire alarms, without later monitoring, see 43211 -selling security systems, mechanical or electronic locking devices, safes and security vaults, without monitoring, installation or maintenance services, see 47599 -security consultants, see 74909 -public order and safety activities, see 84231 -providing key duplication services, see 95299</p>
<b>81</b>				<b>SERVICES TO BUILDINGS AND LANDSCAPE ACTIVITIES</b>
	<b>812</b>	<b>8120</b>	<b>81201</b>	<p><b>Cleaning activities</b></p> <p>This sub-class includes the activities of general interior cleaning of all types of buildings, exterior cleaning of buildings, specialized cleaning activities for buildings or other specialized cleaning activities, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping.</p> <p>This sub-class excludes: -agricultural pest control, see 01619 -cleaning of new buildings immediately after construction, 43301 -steam-cleaning, sand blasting and similar activities for building exteriors, see 43901 -carpet and rug shampooing, drapery and curtain cleaning, see 96011</p>
	<b>813</b>	<b>8130</b>	<b>81301</b>	<p><b>Landscape care and maintenance service activities</b></p> <p>This sub-class includes planting, care and maintenance of: -parks and gardens for:     -private and public housing     -public and semi-public buildings (schools, hospitals, administrative buildings, church buildings etc.)     -municipal grounds (parks, green areas, cemeteries etc.)     -highway greenery (roads, train lines and tramlines, waterways, ports)     -industrial and commercial buildings</p>

				<p>-greenery for:</p> <ul style="list-style-type: none"> <li>-buildings (roof gardens, façade greenery, indoor gardens)</li> <li>-sports grounds (e.g. football fields, golf courses etc.), play grounds, lawns for sunbathing and other recreational parks</li> <li>-stationary and flowing water (basins, alternating wet areas, ponds, swimming pools, ditches, watercourses, plant sewage systems)</li> </ul> <p>-plants for protection against noise, wind, erosion, visibility and dazzling</p> <p>-maintenance of land in order to keep it in good ecological condition</p> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-commercial production and planting for commercial production of plants, trees, see divisions 01 and 02</li> <li>-tree nurseries (except forest tree nurseries), see 01301</li> <li>-maintenance of land to keep it in good condition for agricultural use, see 01619</li> <li>-construction activities for landscaping purposes, see section F</li> <li>-landscape design and architecture activities, see 71101</li> <li>-operation of botanical gardens, see 91031</li> </ul>
<b>82</b>				<b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>
	<b>821</b>	<b>8210</b>	<b>82101</b>	<p><b>Office administrative and support activities</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-provision of a combination of day-to-day office administrative services, such as reception, financial planning, billing and record keeping, personnel and physical distribution (mail services) and logistics for others on a contract or fee basis</li> <li>-a variety of copying, document preparation and specialized office support activities. The document copying/printing activities included here cover only shortrun type printing activities. It includes: <ul style="list-style-type: none"> <li>-document preparation</li> <li>-document editing or proofreading</li> <li>-typing, word processing, or desktop publishing</li> <li>-secretarial support services</li> <li>-transcription of documents, and other secretarial services</li> <li>-letter or resume writing</li> <li>-provision of mailbox rental and other mailing activities (except direct mail advertising)</li> <li>-photocopying</li> <li>-duplicating</li> <li>-blueprinting</li> <li>-other document copying services without also providing printing services, such as offset printing, quick printing, digital printing, prepress services</li> </ul> </li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-printing of documents (offset printing, quick printing etc.), see 18111</li> <li>-direct mail advertising, see 73101</li> <li>-specialized stenotype services such as court reporting, see 82999</li> </ul>



				-public stenography services, see 82999
	<b>822</b>	<b>8220</b>	<b>82201</b>	<p><b>Activities of call centers</b></p> <p>This sub-class includes using human operators, automatic call distribution, computer telephone integration, interactive voice response systems or similar methods, activities of:</p> <ul style="list-style-type: none"> <li>-inbound call centers i.e. answering calls from clients to receive orders, provide product information, deal with customer requests for assistance or address customer complaints</li> <li>-outbound call centers to sell or market goods or services to potential customers, undertake market research or public opinion polling and similar activities for clients</li> </ul>
	<b>823</b>	<b>8230</b>	<b>82301</b>	<p><b>Organization of conventions and trade shows</b></p> <p>This sub-class includes organization, promotion and/or management of events, such as business and trade shows, conventions, conferences and meetings, whether or not including the management and provision of the staff to operate the facilities in which these events take place.</p>
	<b>829</b>	<b>8290</b>	<b>82901</b>	<p><b>Business support service activities n.e.c.</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-activities of collection agencies and credit bureaus for <ul style="list-style-type: none"> <li>-collection of payments for claims and remittance of payments collected to the clients, such as bill or debt collection services</li> <li>-compiling of information, such as credit and employment histories on individuals and credit histories on businesses and providing the information to financial institutions, retailers and others who have a need to evaluate the creditworthiness of these persons and businesses</li> </ul> </li> <li>-packaging activities on a fee or contract basis, whether or not these involve an automated process i.e. <ul style="list-style-type: none"> <li>-bottling of liquids, including beverages and food</li> <li>-packaging of solids (blister packaging, foil-covered etc.)</li> <li>-security packaging of pharmaceutical preparations</li> <li>-labeling, stamping and imprinting</li> <li>-parcel-packing and gift-wrapping</li> </ul> </li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-manufacture of soft drinks and production of mineral water, see 11041</li> <li>-packaging activities incidental to transport, see 52291</li> </ul>
		<b>8299</b>	<b>82999</b>	<p><b>Other business support service activities n.e.c.</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services, public stenography services</li> <li>-real-time (i.e. simultaneous) closed captioning of live television performances of meetings, conferences</li> <li>-address bar coding services</li> <li>-bar code imprinting services</li> </ul>

				<ul style="list-style-type: none"> <li>-fundraising organization services on a contract or fee basis</li> <li>-mail presorting services</li> <li>-repossession services</li> <li>-parking meter coin collection services</li> <li>-activities of independent auctioneers</li> <li>-administration of loyalty programmes</li> <li>-other support activities typically provided to businesses n.e.c.</li> </ul>
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## APPENDIX III

### COMPOSITION OF MACROECONOMIC AGGREGATES

#### 1] RENTAL AND LEASING ACTIVITIES

SUB-CLASS	77101	77211	77221	77301	TOTAL
<b>INCOME</b>					
<b>Primary Activity</b>	<b>41,501,879</b>	<b>770,856</b>	<b>11,168,576</b>	<b>46,520,287</b>	<b>99,961,598</b>
Income from services	41,501,879	770,856	11,168,576	46,520,287	99,961,598
Services produced for own use	0	0	0	0	0
<b>Secondary Activity</b>	<b>8,493,563</b>	<b>0</b>	<b>634,121</b>	<b>825,560</b>	<b>9,953,244</b>
Rent	2,199,414	0	0	120,000	2,319,414
Subsidies received	0	0	0	0	0
Own-account capital construction	0	0	0	0	0
Other income	6,294,149	0	0	420,664	6,714,813
Gross Margin	0	0	634,121	284,896	919,017
Value of sales of goods	0	0	991,650	209,415	1,201,065
Less purchase value goods sold	0	0	662,255	0	662,255
Less opening stock of goods for resale	0	0	1,495,144	0	1,495,144
Plus closing stock of goods for resale	0	0	1,799,870	75,481	1,875,351
<b>Gross Output</b>	<b>49,995,442</b>	<b>770,856</b>	<b>11,802,697</b>	<b>47,345,847</b>	<b>109,914,842</b>
<b>Miscellaneous Income</b>	<b>635,460</b>	<b>6,380</b>	<b>6,865</b>	<b>17,962</b>	<b>666,667</b>
Insurance claims received	0	2075	0	0	2,075
Profit or loss received from any other business in which you have an interest	1850	0	0	0	1,850
Property income received					
Rent received from land	950	0	0	0	950
Interest received	99,850	3,090	1,250	5,915	110,105
Dividends received	0	0	0	0	0
Royalty received	0	0	0	0	0
Bad and doubtful debts recovered	18,300	0	0	0	18,300
Exchange gain	0	0	0	0	0
Gain on sale of fixed assets	229,300	0	0	0	229,300
VAT charged on goods and services provided	285,210	1,215	5,615	12,047	304,087
<b>TOTAL INCOME</b>	<b>50,630,902</b>	<b>777,236</b>	<b>11,809,562</b>	<b>47,363,809</b>	<b>110,581,509</b>
<b>EXPENDITURE</b>					
Expenditure on materials for use in the business	2,315,890	510,458	3,499,897	12,251,534	18,577,779
Opening stock of materials, fuel, supplies and components	635,100	0	1,596,880	222,414	2,454,394
Less closing stock of materials, fuel, supplies and components	602,900	0	1,393,556	118,415	2,114,871
Expenditure incurred on fuel, electricity and water	3,266,840	3,895	221,678	3,381,150	6,873,563
Petrol/Automotive diesel fuel	2,540,800	0	46,155	1,989,445	4,576,400
Industrial diesel fuel/Heavy fuel oil	191,100	0	5,698	1,256,487	1,453,285
Kerosene	201,500	0	0	0	201,500
Liquid petroleum gas	540	0	275	595	1,410
Electricity	34,100	3,510	158,900	104,521	301,031
Water	298,800	385	10,650	30,102	339,937
Repairs & maintenance paid for on vehicles, buildings	1,850,125	410	260,682	3,962,515	6,073,732
Transport operating cost	2,646,139	0	0	0	2,646,139
Wheel tax/registration fee and license etc	162,500	0	0	0	162,500
Third party insurance	668,315	0	0	0	668,315
Comprehensive insurance	933,174	0	0	0	933,174

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<b>SUB-CLASS</b>	<b>77101</b>	<b>77211</b>	<b>77221</b>	<b>77301</b>	<b>TOTAL</b>
Others	882,150	0	0	0	882,150
Cartage and haulage expenses paid to other firms	5,125	0	48,900	90,521	144,546
Travel expenses	596,100	323	228,971	186,474	1,011,868
Value of contract and commission work done	22,297,043	0	11,640	0	22,308,683
Audit, accounting and legal fee	130,900	2,875	43,850	169,414	347,039
Advertising and promotions etc	888,800	995	94,850	117,648	1,102,293
Bank charges	595,456	2,541	145,244	105,415	848,656
Postage, telephone and telecommunication etc	646,544	5,600	241,227	551,898	1,445,269
Office stationery and supplies	0	5,980	65,316	489,162	560,458
Management and consultants fee	539,460	0	266,013	380,141	1,185,614
Rent paid for furniture, plant and machinery	1,311,350	20,135	193,755	629,174	2,154,414
Business insurance	0	1,515	72,894	289,747	364,156
Other expenditure	1,555,914	10,373	195,141	2,242,620	4,004,048
<b>Intermediate Input</b>	<b>38,677,886</b>	<b>565,100</b>	<b>5,793,382</b>	<b>24,951,412</b>	<b>69,987,780</b>
<b>Miscellaneous Expenditure</b>	<b>1,785,783</b>	<b>8,650</b>	<b>19,253</b>	<b>36,863</b>	<b>1,850,499</b>
Insurance claims	0	0	0	0	0
Property income paid					
Rent paid for land	20,750	0	0	2,200	22,950
Interest paid	123,800	1,020	2,154	1,100	128,074
Dividends paid	0	0	0	0	0
Royalty paid	0	0	0	0	0
Bad and doubtful debts written off	5,129	0	0	0	5,129
Business licenses, rates on property paid to central or local government etc	14,134	1,550	2,089	13,990	31,763
TPAF levy	2,200	0	0	0	2,200
Exchange losses	280	0	0	0	280
Loss on sale of fixed assets	1,325,413	0	0	5,023	1,330,436
VAT paid on supplies of goods and services	294,077	6,080	15,010	14,500	329,667
<b>Compensation of Employees</b>	<b>4,994,750</b>	<b>74,256</b>	<b>1,851,023</b>	<b>7,350,880</b>	<b>14,270,909</b>
Wages and salaries	4,620,810	72,676	1,802,209	6,914,864	13,410,559
FNPF	373,940	1,580	48,814	285,414	709,748
Payment in kind	0	0	0	150,602	150,602
<b>Consumption of fixed capital</b>	<b>3,043,388</b>	<b>4,600</b>	<b>3,146</b>	<b>412,532</b>	<b>3,463,666</b>
<b>TOTAL EXPENDITURE</b>	<b>48,501,807</b>	<b>652,606</b>	<b>7,666,804</b>	<b>32,751,687</b>	<b>89,572,854</b>

**2] ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES and TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES**

<b>SUB-CLASS</b>	<b>78101</b>	<b>79111</b>	<b>79121</b>	<b>TOTAL</b>
<b>INCOME</b>				
<b>Primary Activity</b>	<b>299,873</b>	<b>30,125,922</b>	<b>80,101,254</b>	<b>110,227,176</b>
Income from services	299,873	30,125,922	80,101,254	110,227,176
Services produced for own use	0	0	0	0
<b>Secondary Activity</b>	<b>0</b>	<b>761,626</b>	<b>2,849,081</b>	<b>3,610,707</b>
Rent	0	15,879	45,124	61,003
Subsidies received	0	0	0	0
Own-account capital construction	0	0	0	0
Other income	0	745,747	2,803,957	3,549,704
Gross Margin	0	0	0	0
Value of sales of goods	0	0	0	0
Less purchase value goods sold	0	0	0	0
Less opening stock of goods for resale	0	0	0	0
Plus closing stock of goods for sale	0	0	0	0
<b>Gross Output</b>	<b>299,873</b>	<b>30,887,548</b>	<b>82,950,335</b>	<b>113,837,883</b>
<b>Miscellaneous Income</b>	<b>12,013</b>	<b>0</b>	<b>440,986</b>	<b>440,986</b>
Insurance claims received	1,259	0	0	0
Profit or loss received from any other business in which you have an interest	0	0	0	0
Property income received				
Rent received from land	2,150	0	0	0
Interest received	3,299	0	125	125
Dividends received	0	0	0	0
Royalty received	0	0	0	0
Bad and doubtful debts recovered	150	0	0	0
Exchange gain	0	0	304,800	304,800
Gain on sale of fixed assets	0	0	98,500	98,500
VAT charged on goods and services provided	5,155	0	37,561	37,561
<b>TOTAL INCOME</b>	<b>311,886</b>	<b>30,887,548</b>	<b>83,391,321</b>	<b>114,278,869</b>
<b>EXPENDITURE</b>				
Expenditure on materials for use in the business	10,890	4,255,463	30,125,647	34,381,110
Opening stock of materials, fuel, supplies and components	0	510,125	1,679,764	2,189,889
Less closing stock of materials, fuel, supplies and components	0	529,102	1,734,514	2,263,616
Expenditure incurred on fuel, electricity and water	22,593	4,145,109	12,774,023	16,919,132
Petrol/Automotive diesel fuel	10,120	3,889,141	11,989,132	15,878,273
Industrial diesel fuel/Heavy fuel oil	0	21,950	68,451	90,401
Kerosene	0	350	975	1,325
Liquid petroleum gas	0	42,177	129,220	171,397
Electricity	11,108	164,511	504,250	668,761
Water	1,365	26,980	81,995	108,975
Repairs & maintenance paid for on vehicles, buildings	9,914	212,666	918,650	1,131,316
Transport operating cost	0	348,784	944,249	1,293,033
Wheel tax/registration fee and license etc	0	1,120	2,988	4,108
Third party insurance	0	19,864	53,215	73,079
Comprehensive insurance	0	162,350	435,500	597,850
Others	0	165,450	452,546	617,996
Cartage and haulage expenses paid to other firms	0	59,357	160,500	219,857
Travel expenses	0	778,354	2,151,421	2,929,775
Value of contract and commission work done	0	341,612	918,415	1,260,027
Audit, accounting and legal fee	7,821	120,950	327,415	448,365
Advertising and promotions etc	1,895	257,789	695,414	953,203
Bank charges	236	41,246	112,563	153,809
Postage, telephone and telecommunication etc	9,898	267,248	718,415	985,663
Office stationery and supplies	0	1,020	0	1,020
Management and consultants fee	0	89,550	241,352	330,902
Rent paid for furniture, plant and machinery	0	209,650	566,512	776,162
Business insurance	6,510	0	0	0
Other expenditure	20,789	3,845,125	10,275,058	14,120,183
<b>Intermediate Input</b>	<b>90,546</b>	<b>14,954,946</b>	<b>60,874,884</b>	<b>75,829,830</b>
<b>Miscellaneous Expenditure</b>	<b>9,380</b>	<b>0</b>	<b>454,125</b>	<b>454,125</b>
Insurance claims	0	0	0	0
Property income paid				
Rent paid for land	0	0	315	315
Interest paid	2,600	0	22,151	22,151
Dividends paid	0	0	0	0

<b>SUB-CLASS</b>	<b>78101</b>	<b>79111</b>	<b>79121</b>	<b>TOTAL</b>
Royalty paid	0	0	0	0
Bad and doubtful debts written off	1,750	0	0	0
Business licenses, rates on property paid to central or local government etc	1,220	0	7,550	7,550
TPAF levy	1,250	0	395	395
Exchange losses	0	0	0	0
Loss on sale of fixed assets	0	0	45,300	45,300
VAT paid on supplies of goods and services	2,560	0	378,414	378,414
<b><i>Compensation of Employees</i></b>	<b><i>57,690</i></b>	<b><i>2,371,251</i></b>	<b><i>4,761,425</i></b>	<b><i>7,132,676</i></b>
Wages and salaries	47,100	2,188,710	4,272,281	6,460,991
FNPF	10,590	182,541	489,144	671,685
Payment in kind	0	0	0	0
<b><i>Consumption of fixed capital</i></b>	<b><i>1,250</i></b>	<b><i>5,329</i></b>	<b><i>7,993</i></b>	<b><i>13,322</i></b>
<b>TOTAL EXPENDITURE</b>	<b>159,136</b>	<b>17,331,526</b>	<b>66,098,427</b>	<b>83,429,953</b>

3] **SECURITY AND INVESTIGATION ACTIVITIES and  
SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES**

<b>SUB-CLASS</b>	<b>80101</b>	<b>80201</b>	<b>TOTAL</b>	<b>81201</b>
<b>INCOME</b>				
<b>Primary Activity</b>	<b>14,784,619</b>	<b>8,546,976</b>	<b>23,331,595</b>	<b>8,331,325</b>
Income from services	14,784,619	8,546,976	23,331,595	8,331,325
Services produced for own use	0	0	0	0
<b>Secondary Activity</b>	<b>354,125</b>	<b>205,669</b>	<b>559,794</b>	<b>217,567</b>
Rent	106,141	71,245	177,386	2,050
Subsidies and grants received	0	0	0	0
Own-account capital construction	0	0	0	0
Other income	75,847	41,123	116,970	186,000
Gross Margin	172,137	93,301	265,438	29,517
Value of sales of goods	196,541	106,514	303,055	46,000
Less purchase value goods sold	5,123	3,579	8,702	20,728
Less opening stock of goods for resale	21,645	11,898	33,543	34,650
Plus closing stock of goods for sale	2,364	2,264	4,628	38,895
<b>Gross Output</b>	<b>15,138,744</b>	<b>8,752,645</b>	<b>23,891,389</b>	<b>8,548,892</b>
<b>Miscellaneous Income</b>	<b>22,541</b>	<b>24,728</b>	<b>47,269</b>	<b>74,230</b>
Insurance claims received	5,241	6,550	11,791	2,100
Profit or loss received from any other business in which you have an interest	0	0	0	1,000
Property income received				
Rent received from land	0	0	0	0
Interest received	4,500	7,500	12,000	4,500
Dividends received	0	0	0	0
Royalty received	0	0	0	0
Bad and doubtful debts recovered	0	0	0	780
Exchange gain	0	0	0	0
Gain on sale of fixed assets	0	0	0	0
VAT charged on goods and services provided	12,800	10,678	23,478	65,850
<b>TOTAL INCOME</b>	<b>15,161,285</b>	<b>8,777,373</b>	<b>23,938,658</b>	<b>8,623,122</b>
<b>EXPENDITURE</b>				
Expenditure on materials for use in the business	5,312,561	2,084,027	7,396,588	1,015,562
Opening stock of materials, fuel, supplies and components	19,107	16,289	35,396	49,650
Less closing stock of material, fuel, supplies and components	2,319	2,559	4,878	42,798
Expenditure incurred on fuel, electricity and water	372,009	223,765	595,774	707,600
Petrol/Automotive diesel fuel	301,850	193,514	495,364	450,239
Industrial diesel fuel/Heavy fuel oil	0	0	0	0
Kerosene	0	0	0	0
Liquid petroleum gas	0	0	0	0
Electricity	55,645	26,101	81,746	241,199
Water	14,514	4,150	18,664	16,162
Repairs & maintenance paid for on vehicles, buildings	54,021	22,589	76,610	355,670
Transport operating cost	0	0	0	0
Wheel tax/registration fee and license etc	0	0	0	0
Third party insurance	0	0	0	0
Comprehensive insurance	0	0	0	0
Others	0	0	0	0
Cartage and haulage expenses paid to other firms	1,315	900	2,215	3,020
Travel expense	75,200	46,199	121,399	76,706
Value of contract and commission work done	0	0	0	53,481
Audit, accounting and legal fee	156,200	66,014	222,214	58,219
Advertising and promotions etc	29,650	18,300	47,950	49,500
Bank charges	65,141	53,220	118,361	19,301
Postage, telephone and telecommunication etc	102,363	65,750	168,113	293,058

<b>SUB-CLASS</b>	<b>80101</b>	<b>80201</b>	<b>TOTAL</b>	<b>81201</b>
Office stationery and supplies	23,451	16,952	40,403	32,912
Management and consultants fee	99,850	61,875	161,725	59,145
Rent paid for furniture, plant and machinery	82,456	40,235	122,691	184,000
Business insurance	60,995	35,250	96,245	87,596
Other expenditure	887,125	761,520	1,648,645	1,015,333
<b><i>Intermediate Input</i></b>	<b>7,339,125</b>	<b>3,510,326</b>	<b>10,849,451</b>	<b>4,017,955</b>
<b>Miscellaneous Expenditure</b>	<b>13,697</b>	<b>10,106</b>	<b>23,803</b>	<b>130,924</b>
Insurance claims	0	0	0	0
Property income paid				
Rent paid for land	0	0	0	0
Interest paid	1,220	1550	2,770	17,220
Dividends paid	0	0	0	0
Royalty paid	0	0	0	0
Bad and doubtful debts written off	2,352	1,250	3,602	70,250
Business licenses, rates on property paid to central or local government etc	2,525	2656	5,181	16,130
TPAF levy	2,100	0	2,100	11,766
Exchange losses	0	0	0	0
Loss on sale of fixed assets	0	0	0	5,858
VAT paid on supplies of goods and services	5,500	4,650	10,150	9,700
<b><i>Compensation of Employees</i></b>	<b>4,482,514</b>	<b>3,882,143</b>	<b>8,364,657</b>	<b>2,292,563</b>
Wages and salaries	4,281,373	3,752,039	8,033,412	2,019,991
FNPF	201,141	130,104	331,245	272,572
Payment in kind	0	0	0	0
<b><i>Consumption of fixed capital</i></b>	<b>526,717</b>	<b>173,214</b>	<b>699,931</b>	<b>548,937</b>
<b>TOTAL EXPENDITURE</b>	<b>12,362,053</b>	<b>7,575,889</b>	<b>19,937,842</b>	<b>6,990,379</b>



4] **OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES**

<b>SUB-CLASS</b>	<b>82101 and 82201</b>	<b>82901</b>	<b>TOTAL</b>
<b><u>INCOME</u></b>			
<b>Primary Activity</b>	<b>12,311,959</b>	<b>2,574,144</b>	<b>14,886,103</b>
Fee	9,732,146	2,574,144	12,306,290
Service produced for own use	2,579,813	0	2,579,813
<b>Secondary Activity</b>	<b>990,097</b>	<b>0</b>	<b>990,097</b>
Rent	26,997	0	26,997
Subsidies received	0	0	0
Own-account capital construction	0	0	0
Other income	67,510	0	67,510
Gross Margin	895,590	0	895,590
Value of sales of goods	1,570,159	0	1,570,159
Less purchase value goods sold	551,300	0	551,300
Less opening stock of goods for resale	815,414	0	815,414
Plus closing stock of goods for sale	692,145	0	692,145
<b>Gross Output</b>	<b>13,302,056</b>	<b>2,574,144</b>	<b>15,876,200</b>
<b>Miscellaneous Income</b>	<b>7,975</b>	<b>12,975</b>	<b>20,950</b>
Insurance claims received	1,135	2,346	3,481
Profit or loss received from any other business in which you have an interest	1510	1541	3,051
Property income received			0
Rent received from land	0	0	0
Interest received	1,125	4556	5,681
Dividends received	0	0	0
Royalty received	0	0	0
Bad and doubtful debts recovered	925	917	1,842
Exchange gain	0	0	0
Gain on sale of fixed assets	0	0	0
VAT charged on goods and services provided	3,280	3,615	6,895
<b>TOTAL INCOME</b>	<b>13,310,031</b>	<b>2,587,119</b>	<b>15,897,150</b>
<b><u>EXPENDITURE</u></b>			
Expenditure on materials for use in the business	696,160	461,890	1,158,050
Opening stock of materials, fuel, supplies and components	751,254	0	751,254
Less closing stock of materials, fuel, supplies and components	601,521	0	601,521
Expenditure incurred on fuel, electricity and water	1,184,615	202,687	1,387,302
Petrol/Automotive diesel fuel	479,350	84,155	563,505
Industrial diesel fuel/Heavy fuel oil	206,851	0	206,851
Liquid petroleum gas	0	0	0
Kerosene	356	0	356
Electricity	395,350	108,982	504,332
Water	102,708	9,550	112,258
Repairs & maintenance paid for on vehicles, buildings	436,629	62,710	499,339
Transport operating cost	0	0	0
Wheel tax/registration fee and license etc	0	0	0
Third party insurance	0	0	0
Comprehensive insurance	0	0	0
Others	0	0	0
Cartage and haulage expenses paid to other firms	69,142	0	69,142
Travel expenses	447,104	59,750	506,854
Value of contract and commission work done	265	0	265
Audit, accounting and legal fee	119,493	33,560	153,053
Advertising and promotions etc	47,950	0	47,950

<b>SUB-CLASS</b>	<b>82101 and 82201</b>	<b>82901</b>	<b>TOTAL</b>
Bank charges	83,448	32,258	115,706
Postage, telephone and telecommunication etc	326,875	55,315	382,190
Office stationery and supplies	51,170	10,561	61,731
Management and consultants fee	176,500	0	176,500
Rent paid for furniture, plant and machinery	373,542	78,500	452,042
Business insurance	230,020	18,006	248,026
Other expenditure	1,853,808	985,221	2,839,029
<b><i>Intermediate Input</i></b>	<b><i>6,246,454</i></b>	<b><i>2,000,458</i></b>	<b><i>8,246,912</i></b>
<b>Miscellaneous Expenditure</b>	<b>8,994</b>	<b>8,995</b>	<b>17,989</b>
Insurance claims	0	0	0
Property income paid			
Rent paid for land	0	0	0
Interest paid	2,100	1480	3,580
Dividends paid	0	0	0
Royalty paid	0	0	0
Bad and doubtful debts written off	0	0	0
Business licenses, rates on property paid to central or local government etc	1,380	2390	3,770
TPAF levy	14,419	0	14,419
Exchange losses	0	0	0
Loss on sale of fixed assets	0	0	0
VAT paid on supplies of goods and services	5,514	5,125	10,639
<b><i>Compensation of Employees</i></b>	<b><i>3,308,009</i></b>	<b><i>279,569</i></b>	<b><i>3,587,578</i></b>
Wages and Salaries	2,995,617	178,054	3,173,671
FNPF	310,502	101,515	412,017
Payment in kind	1,890	0	1,890
<b><i>Consumption of Fixed Capital</i></b>	<b><i>463,114</i></b>	<b><i>540,572</i></b>	<b><i>1,003,686</i></b>
<b>TOTAL EXPENDITURE</b>	<b>10,026,571</b>	<b>2,829,594</b>	<b>12,856,165</b>

## 5] SUMMARY TABLE

<b>INCOME</b>	
<b>Primary Activity</b>	<b>257,037,690</b>
Fee	254,457,877
Service produced for own use	2,579,813
<b>Secondary Activity</b>	<b>15,331,389</b>
Rent	2,586,830
Subsidies received	0
Own-account capital construction	0
Other income	10,634,997
Gross Margin	2,109,562
Value of sales of goods	3,120,279
Less purchase value goods sold	1,242,985
Less opening stock of goods for resale	2,378,751
Plus closing stock of goods for sale	2,611,019
<b>Gross Output</b>	<b>272,369,079</b>
<b>Miscellaneous Income</b>	<b>1,262,115</b>
Insurance claims received	20,706
Profit or loss received from any other business in which you have an interest	5,901
Property income received	
Rent received from land	9,015
Interest received	129,795
Dividends received	0
Royalty received	0
Bad and doubtful debts recovered	21,072
Exchange gain	304,800
Gain on sale of fixed assets	327,800
VAT charged on goods and services provided	443,026
<b>TOTAL INCOME</b>	<b>273,631,194</b>
<b>EXPENDITURE</b>	
Expenditure on materials for use in the business	62,539,979
Opening stock of materials, fuel, supplies and components	5,480,583
Less closing stock of materials, fuel, supplies and components	5,027,684
Expenditure incurred on fuel, electricity and water	26,505,964
Petrol/Automotive diesel fuel	21,973,901
Industrial diesel fuel/Heavy fuel oil	1,750,537
Liquid petroleum gas	202,825
Kerosene	173,163
Electricity	1,808,177
Water	597,361
Repairs & maintenance paid for on vehicles, buildings	8,146,581
Transport operating cost	3,939,172
Wheel tax/registration fee and license etc	166,608
Third party insurance	741,394
Comprehensive insurance	1,531,024
Others	1,500,146
Cartage and haulage expenses paid to other firms	438,780
Travel expenses	4,646,602
Value of contract and commission work done	23,622,456
Audit, accounting and legal fee	1,236,711
Advertising and promotions etc	2,202,791
Bank charges	1,256,069

Postage, telephone and telecommunication etc	3,284,191
Office stationery and supplies	696,524
Management and consultants fee	1,913,886
Rent paid for furniture, plant and machinery	3,689,309
Business insurance	802,533
Other expenditure	23,648,027
<b><i>Intermediate Input</i></b>	<b><i>169,022,474</i></b>
<b>Miscellaneous Expenditure</b>	<b>2,486,770</b>
Insurance claims	0
Property income paid	
Rent paid for land	23,265
Interest paid	176,395
Dividends paid	0
Royalty paid	0
Bad and doubtful debts written off	80,731
Business licenses, rates on property paid to central or local government etc	65,614
TPAF levy	17,711
Exchange losses	280
Loss on sale of fixed assets	1,381,594
VAT paid on supplies of goods and services	741,180
<b><i>Compensation of Employees</i></b>	<b><i>35,706,073</i></b>
Wages and Salaries	33,145,724
FNPF	2,407,857
Payment in kind	152,492
<b><i>Consumption of Fixed Capital</i></b>	<b><i>5,730,792</i></b>
<b>TOTAL EXPENDITURE</b>	<b>212,946,109</b>

## APPENDIX IV SAMPLE QUESTIONNAIRE



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*P O Box 2221  
Government Buildings  
Suva, FIJI*

*Telephone: [679] 331 5822  
Fax No. [679] 330 3656  
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CONFIDENTIAL

DESPATCHED: 01\04\10

### 2009 SURVEY OF REAL ESTATE AND BUSINESS SERVICES

Please correct any errors  
appearing in this label.

Dear Sir\Madam,

Enclosed are two copies of the 2009 Survey of Real Estate and Business Services questionnaire.

**COVERAGE AND SCOPE:** It covers establishments engaged in the Survey of Real Estate and Business Services Sector classified under the Fiji Standard Industrial Classification 2004's Tabulation Category K (refer note on page 2). If an establishment's Real Estate and Business Services activities are combined with other types of business, you should report on the Real Estate and Business Services side of the operations only.

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

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

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

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

**CONTACT PERSON FOR HELP AND ADVICE:** Ms Shirleen Raju on extension 113 or email [sraju@statsfiji.gov.fj](mailto:sraju@statsfiji.gov.fj)

T Banimarama  
Government Statistician

**NOTE:** Under the Fiji Standard Industrial Classification 2004:

- The Real Estate and Business Services include all units mainly engaged in renting and leasing assets, as well as units engaged in providing a wide variety of business services.

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#### **ORGANISATIONAL STRUCTURE**

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

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#### **FORM OF OWNERSHIP**

---

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

---

#### **EQUITY PARTICIPATION**

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

---

#### **NATURE OF WORK**

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

---

#### **OPERATING STATUS**

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

## QUESTIONNAIRE

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

### ORGANISATIONAL STRUCTURE

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

### ACCOUNTING PERIOD

<b>2</b>	Please state the accounting period: From    \    \2009    To    \    \2009
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### LEGAL STATUS OF ORGANISATION

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

### FORM OF OWNERSHIP

<b>4</b>		Please tick appropriate box			
	002	Fiji owned	1	Branch of an overseas company	2
		Subsidiary of an overseas company	2	Others (specify)	4

### EQUITY PARTICIPATION

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

### NATURE OF WORK

<b>6</b>	Please give a brief description of the main activity of the establishment\s covered by this return:			
	003   FOR OFFICIAL USE ONLY			

### OPERATING STATUS

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

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### INCOME RECEIVED FROM FEES AND COMMISSIONS

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*Administrative and Support Service Activities 2009*  
*Economic Statistics Division*

8 This should be the actual fees, net of any discount allowed to the client, for the services rendered.

Include commission received from auction sales, real estate sales and valuation services etc

Exclude VAT charged on goods and services provided.

---

**OTHER INCOME**

---

34 a] Include all claims arising from business insurance. Examples of business insurances are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.

b] Include all claims arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness to employees. Claims for life, education or any other form of personal insurance are to be excluded.



**INCOME RECEIVED FROM FEES AND COMMISSIONS**

8	Please state the amount of fees and commissions received from:		VALUE (\$)	
			FEES	COMMISSIONS
1	Real estate activities with own or leased properties	004		
2	Real estate activities on a fee or contract basis	006		
3	Renting of land transport equipment	008		
4	Renting of water transport equipment	010		
5	Renting of air transport equipment	012		
6	Renting of agricultural machinery and equipment	014		
7	Renting of construction and civil engineering machinery and equipment	016		
8	Renting of office machinery and equipment (including computers)	018		
9	Renting of other machinery and equipment	020		
10	Renting of personal and household goods, including video tapes, CD's, DVD's	022		
11	Hardware consultancy	024		
12	Software consultancy and supply	026		
13	Data processing	028		
14	Data base activities and on line distribution of electronic content	030		
15	Maintenance and repair of office, accounting and computing machinery	032		
16	Other computer related activities	034		
17	Research & experimental development on natural sciences & engineering	036		
18	Research & experimental development on social sciences and humanities	038		
19	Legal activities	040		
20	Accounting, bookkeeping and auditing activities; tax consultancy	042		
21	Market research and public opinion polling	044		
22	Business and management consultancy activities	046		
23	Architectural, engineering activities and related technical activities	048		
24	Technical testing and analysis	050		
25	Advertising	052		
26	Labour recruitment and provision of personal	054		
27	Investigation and security activities	056		
28	Building cleaning and industrial cleaning activities	058		
29	Photographic activities	060		
30	Packaging activities	062		
31	Other Business activities	064		
	<b>Total</b>	<b>066</b>		

**OTHER INCOME**

			VALUE (\$)
32	Income from sales of goods without transformation (refer question 46)	068	
33	Subsidies and grants received	069	
34	Insurance claims received: a) Business insurance claims received	070	
	b) Casualty insurance claims received	071	
35	Profit or loss received from any other business in which you have an interest	072	
36	Rent received for the hire of building	073	
37	Income from: a) Rent received from land	074	
	b) Interest received	075	
	c) Dividends received	076	
	d) Royalty received	077	
38	Bad and doubtful debts recovered	078	
39	Exchange gain	079	
40	Gain on sale of fixed assets	080	
41	Receipts from industrial services rendered to others eg repairs & maintenance	081	
42	Others (specify).	082	
	<b>Total other income</b>	<b>083</b>	
43	VAT charged on goods and services provided	084	
<b>44</b>	<b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 066+067+083+084)</b>	<b>085</b>	<b>\$</b>

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**PURCHASES OF MATERIALS DURING THE YEAR**

---

- 45 State in detail the total value of all purchases of materials and supplies for use in the operation of your business
- 46 State in detail expenditure of all materials and related articles purchased for resale during the year.

**Exclude VAT paid on supplies of goods and services.**

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**FUEL, ELECTRICITY AND WATER**

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- 47-50 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 51 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

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**OTHER EXPENDITURE**

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- 53 Repairs and maintenance costs paid to other firms covers the total costs of current repair and maintenance service provided by such firms on repairs done on vehicles, building etc of the establishment. Current repair and maintenance carried out by an ancillary repair and maintenance unit, which has been treated, as an independent establishment should be included.
- 54 Cartage and haulage expense includes payment for the transportation of goods and materials within the country. It excludes cost of transport carried out by your own equipment and employees.
- 56 Contract and commission work done by other establishments on your materials covers payments made by the establishment for contract and commission work done on materials controlled by your establishment.
- 65 a] Include payment in respect of leased\rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 63.

<b>PURCHASES OF MATERIALS DURING THE YEAR</b>			VALUE(\$)
45	Expenditure on materials and related articles for use in the business	086	
46	Expenditure on Real Estate activities & business services during the year	087	
	<b>Total</b>	<b>088</b>	

#### **FUEL, ELECTRICITY AND WATER**

Please state the expenditure incurred on fuel, electricity and water			VALUE(\$)
47	Petrol/Automotive diesel fuel	089	
48	Industrial diesel fuel/Heavy fuel oil	090	
49	Kerosene	091	
50	Liquid petroleum gas	092	
51	Electricity	093	
52	Water	094	
	<b>Total</b>	<b>095</b>	

<b>OTHER EXPENDITURE</b>			VALUE (\$)
53	Repairs and maintenance paid for on vehicles, buildings etc to outside firms	096	
54	Cartage and haulage expenses paid to other firms	097	
55	Travel expenses (eg management, personal etc)	098	
56	Value of contract and commission work done	099	
57	Audit, accounting and legal fee	100	
58	Advertising and promotion etc	101	
59	Bank charges	102	
60	Postage, telephone and telecommunication etc	103	
61	Office stationery and supplies	104	
62	Management and consultation fee	105	
63	Rent paid for furniture, building, plant and machinery etc	106	
64	Insurance paid: a) Business insurance	107	
	b) Casualty insurance	108	
65	Expenditure on: a) Rent paid for land	109	
	b) Interest paid	110	
	c) Dividends paid	111	
	d) Royalty paid	112	
66	Bad and doubtful debts written off	113	
67	Business licenses, rates on property paid to central or local government etc	114	
68	Training and Productivity Authority of Fiji (TPAF) Levy	115	
69	Exchange losses	116	
70	Fixed asset expenses: a) Loss on sale of fixed assets	117	
	b) Depreciation claimed (to agree with question 80(7))	118	
71	All other costs and expenses	119	
	<b>Total other expenditure (excluding code 111)</b>	<b>120</b>	

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**EMPLOYMENT AND COMPENSATION OF EMPLOYEES**

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

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

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

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

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

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

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**STOCKS**

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- 75 a) All trading stocks (stocks intended for resale) should be included. Stocks of capital goods intended for resale should also be included.
- b) This should include stocks of materials used by the business in its operations.

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**NET EARNINGS AND TAXES PAID**

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

	Income [Code 085 + 149(3)]	\$
less	Expenditure [Code 139]	\$
equals	Profit (+)\Loss (-) [Code 149]	\$

### EMPLOYMENT AND COMPENSATION OF EMPLOYEES

72		NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNP/ ETC	PAYMENT IN KIND
		(1)	(2)	(3)	(4)
a]	Fiji citizens	121			
b]	Expatriates	125			
	<b>Total</b>	129			
c]	Working without pay				
	i] Working proprietors	133			
	ii] Unpaid family workers	134			
	<b>Total (codes 129(1) +133 +134</b>	135			
d]	From the total number in employment given in code 135, please state:				
	Total Males	136	Total Females	137	

73	VAT paid on supplies of goods and services	138	
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74	<b>GRAND TOTAL OF ALL EXPENDITURE INCURRED</b> [Codes 088 + 095 + 120 + 129 (2, 3, 4) + 138]	<b>139</b>	\$
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### STOCKS

75	Please give the value of stocks held by your establishment	VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Stock of finished goods bought for resale	140		
b]	Materials, fuel, supplies and components	143		
	Total	146		

### NET EARNINGS AND TAXES PAID

		Amount (\$)
76	Net profit\loss of your establishment\enterprise. If this does not agree with question 77, please give reasons _____	149
77	Taxable income of your establishment\enterprise	150
78	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	151
79	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	152

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**FIXED CAPITAL ASSETS**

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80 Please ensure that: The value given for depreciation should agree with the value given in question 70 b].

80 (5) Own Account Capital Construction: This is the cost of new fixed assets and additions to existing fixed assets made by the establishments own labour for it's own use. Cost should be equivalent to labour costs plus value of materials at cost.

**FIXED CAPITAL ASSETS**

80		VALUE (\$)							
		Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Sales of Capital Assets	Depreciation	Closing Book Value
			locally	from abroad					
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A]	Land	153							
B]	Buildings	161							
C]	Plant and machinery	169							
D]	Furniture, fixtures and office equipment	177							
E]	Transport vehicles and related equipment	185							
F]	Computer Software	193							
G]	Entertainment Literary or artistic originals	201							
H]	Valuables	209							
I]	Others (specify) _____ _____ _____	217							
J]	Total								

**USE OF INTERNET**

The main purpose of this question is to collect information on Internet services, including all goods and services ordered on the WWW or by email.

81	Type of goods or services ordered during the year (1)	Total cost (2)		Was payment made online (WWW or by email) (3)			Was this a Fiji web site (4)		
				YES	NO		YES	NO	
			233	YES	NO		YES	NO	
			237	YES	NO		YES	NO	
			241	YES	NO		YES	NO	
			245	YES	NO		YES	NO	
			249	YES	NO		YES	NO	
			253	YES	NO		YES	NO	
			257	YES	NO		YES	NO	

Signature of person completing the questionnaire: \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Telephone No \_\_\_\_\_ Fax No \_\_\_\_\_  
 Email \_\_\_\_\_

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

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**



## APPENDIX V

## COMPOSITION OF MACROECONOMIC AGGREGATES USING FSIC 2004

FSIC 2004							
SUB-CLASS	ACTIVITY	GO	IC	VA	COE	CFC	OS
<b>RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS</b>		<b>59,919,400</b>	<b>31,309,894</b>	<b>28,609,506</b>	<b>9,276,159</b>	<b>2,235,977</b>	<b>17,097,370</b>
71111	Renting of land transport equipment	2,600,120	599,875	2,000,245	206,815	257,900	1,535,530
71999	Renting of other transport equipment	6,014,125	3,601,251	2,412,874	1,941,411	90,141	381,322
<b>Renting of other machinery and equipment</b>		<b>38,731,602</b>	<b>20,750,286</b>	<b>17,981,316</b>	<b>5,202,654</b>	<b>1,479,118</b>	<b>11,299,544</b>
71211	Renting of agricultural machinery and equipment	613,141	140,189	472,952	26,800	18,821	427,331
71221	Renting of construction and civil engineering machinery and equipment	8,212,411	4,961,489	3,250,922	794,156	189,141	2,267,625
71231	Renting of office machinery and equipment (including computers)	650,564	303,789	346,775	84,500	38,650	223,625
71299	Renting of other machinery and equipment	29,255,486	15,344,819	13,910,667	4,297,198	1,232,506	8,380,963
<b>Renting of personal and household goods nec</b>		<b>12,573,553</b>	<b>6,358,482</b>	<b>6,215,071</b>	<b>1,925,279</b>	<b>408,818</b>	<b>3,880,974</b>
71301	Renting of personal and household goods nec	770,856	565,100	205,756	74,256	14,718	116,782
71302	Renting of home movies	11,802,697	5,793,382	6,009,315	1,851,023	394,100	3,764,192
<b>Business activities nec</b>		<b>42,581,341</b>	<b>20,295,954</b>	<b>22,285,387</b>	<b>16,705,169</b>	<b>1,080,980</b>	<b>4,499,238</b>
74911	Labour recruitment and provision of personnel	299,873	90,546	209,327	57,690	21,250	130,387
74921	Investigation and security activities	23,891,389	10,849,451	13,041,938	8,364,657	413,339	4,263,942
74931	Building cleaning and industrial cleaning activities	2,513,879	1,109,045	1,404,834	708,470	63,137	633,227
74951	Packaging activities	2,574,144	2,000,458	573,686	279,569	120,140	173,977
74999	Other Business activities nec	13,302,056	6,246,454	7,055,602	7,294,783	463,114	-702,295
<b>GRAND TOTAL</b>		<b>153,805,896</b>	<b>78,714,616</b>	<b>75,091,280</b>	<b>33,109,261</b>	<b>5,204,893</b>	<b>36,777,126</b>