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CONFIDENTIAL

DESPATCHED: 28\06\19

2018 CENSUS OF ACCOMMODATION AND FOOD SERVICE ACTIVITIES

Tax Identification Number

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Please correct any errors appearing in this label.

Dear Sir\Madam,

Enclosed is a copy of the 2018 Census of Accommodation and Food Service Activities questionnaire.

COVERAGE AND SCOPE: It covers establishments engaged in Accommodation and Food Service Activities Industry classified under the 2010 Fiji Standard Industrial Classification (refer notes on pages 2). If an establishment's accommodation and food service activities are combined with other type of business, please report only the operations of accommodation and food service activities.

PURPOSE: The census provides an important means of understanding the composition and structure of the industry and assessing the contribution of this sector to the economy. The results of the Census will be used by the Fiji 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 2018. If your accounting year is different provide information approximating closest to the calendar year 2018. 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 (Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill the questionnaire and return it to the undersigned on or before **31/07/19**. 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. Only authorised personnel have access to individual information and any release of information will be in accordance with the Statistics Act.

CONTACT PERSON FOR HELP AND ADVICE: Ms. Varanise Naivalu on email varan@statsfiji.gov.fj or telephone 331 5822 (ext. 386 244) or direct line 3230844.

Kemueli Naiqama [Mr]
Deputy Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, Accommodation and Food Service Activities includes the provision of short-stay accommodation for visitors and other travellers and the provision of complete meals and drinks fit for immediate consumption. The amount and type of supplementary services provided within this section can vary widely.

ORGANISATIONAL STRUCTURE

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.

FORM OF OWNERSHIP

- 5 (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

6 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

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

OPERATING STATUS

8 If you are no longer in business, a **STATUTORY DECLARATION** must be attached to the questionnaire with the words “**CLOSED BUSINESS**” written across the questionnaire and returned to the Fiji 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 2018 please provide information for the duration your business operated.

QUESTIONNAIRE

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

ORGANISATIONAL STRUCTURE

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

ACCOUNTING PERIOD

2	Please state the accounting period: From: \ \ 2018 To: \ \ 2018
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LEGAL STATUS OF ORGANISATION

3	Please tick appropriate box			
	001	Sole Trader	1	Partnership
		Private Limited Company	3	Public Limited Company
		Co-operative	5	Government Owned Trading Entity
		Statutory Boards	7	Central Government
		Local Authority owned entity	9	Local Government
		Joint Venture and Consortia	11	Non-profit organisation
		Trusts and Estates	13	Consulates and Foreign Embassies
		Branch of a Company Incorporated Overseas	15	Societies and Associations
		Other Business Type (specify)		17

INTERNATIONAL TRADE

4	Please tick appropriate box	Yes	No
	Does the establishment import or export any type of goods or services		
	If yes, please specify _____		

FORM OF OWNERSHIP

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

EQUITY PARTICIPATION

6	Please indicate in the appropriate box the equity capital held by Fiji Citizens.			
	(a) As at end of 2017	%	(b) As at end of 2018	%

NATURE OF WORK

7	Please give a brief description of the main activity of the establishment/s covered by this return:			
	003 FOR OFFICIAL USE ONLY			

OPERATING STATUS

8	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 months)			2
	Had not commenced business during the accounting period specified			3

INCOME FROM SALE OF GOODS AND SERVICES

9 This should be the actual selling value net of any discount or rebate allowed to the buyer.

10 This shows the composition of question 9.

Alcoholic drinks refer to spirit, wine and beer etc.

Non-alcoholic drinks refer to mineral water and soft drinks etc.

10 c) Income\commission received by provision of accommodation services for organising tours.

10 d) Include here, if applicable, income from beauty salons and laundry services etc. provided by the hotel.

Exclude VAT charged on goods and services provided.

OTHER INCOME

11 This is the resale value of goods bought, the goods being in the same condition as received and having undergone no intervening manufacturing process by your establishment e.g. duty free goods.

13 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.

13 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 FROM SALE OF GOODS AND SERVICES			
9	Please enter in the box the total income from the sale of goods and services [Codes 005+006+013+020+021]	004	\$
10	Please analyse the value given in question 9 according to the following items:		VALUE (\$)
a	INCOME FROM THE PROVISION OF ACCOMMODATION	005	
b1	TOTAL INCOME FROM SALES OF GOODS FOR CONSUMPTION <u>ON THE PREMISES</u> (Codes 007 to 012)	006	
	of which i] Food	007	
	ii] Beverages - tea, coffee and cocoa	008	
	alcoholic drinks	009	
	non-alcoholic drinks	010	
	Total beverages [Codes 008-010]	011	
	iii] Tobacco and tobacco products	012	
b2	TOTAL INCOME FROM SALES OF GOODS FOR CONSUMPTION <u>OFF THE PREMISES</u> [Codes 014 to 019]	013	
	of which i] Food	014	
	ii] Beverages - tea, coffee and cocoa	015	
	alcoholic drinks	016	
	non-alcoholic drinks	017	
	Total beverages [Codes 015-017]	018	
	iii] Tobacco and tobacco products	019	
c	Receipts from hotel organised activities and tours	020	
d	Receipts from services rendered by hotels e.g.: beauty and massage, laundry etc.	021	

OTHER INCOME			VALUE (\$)
11	Value of goods sold in the same condition as purchased (refer question 31)	022	
12	Rent received from: a] Building	023	
	b] Plant and machinery	024	
	c] Furniture	025	
	d] Transport vehicles and related equipment	026	
13	Insurance claims received: a] Business insurance claims received	027	
	b] Casualty insurance claims received	028	
14	Subsidies and grants received from: i] Within Fiji	029	
	ii] Overseas	030	
15	Income from: a] Rent received from land	031	
	b] Interest received	032	
	c] Dividends received	033	
	d] Royalty received	034	
16	Profit or loss received from any other business in which you have an interest	035	
17	Bad and doubtful debts recovered	036	
18	Exchange gain	037	
19	Gain on sale of fixed assets	038	
20	All other income received (specify). _____ _____ _____	039	
	Total other income (Codes 022 to 039)	040	

21	Hotel Turnover Tax (Hotels only)	041	
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22	VAT charged on goods and services provided	042	
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23	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 004 + 040 + 041 + 042)	043	
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PURCHASES OF MATERIALS DURING THE YEAR

- 24 State in detail the total value of all purchases of materials and supplies for use in the preparation of food; for provision and maintenance of accommodation and for the operation of a hotel, bar, restaurant or catering business etc.

Direct import by establishments should be reported at cost.

The cost of freight and transport should be excluded unless it is accounted for as part of the purchase price. Transport cost paid to outside firms should be included in question 35.

Exclude all purchases of plant and machinery and other capital equipment purchased by you that should be included in question 66.

Alcoholic drinks refer to spirit, wine and beer etc.

Non-alcoholic drinks refer to mineral water and soft drinks etc.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

- 25-28 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc. should be included.

- 29 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE								
24	Please state the value of all materials and supplies purchased during the year.							
			VALUE (\$)					TOTAL (5)
			IMPORTED		LOCALLY PRODUCED			
			PURCHASED		PURCHASED			
	DESCRIPTION OF MATERIALS AND SUPPLIES		FROM ABROAD (1)	LOCALLY (2)	FROM MANFT (3)	FROM OTHERS (4)		
A]	TOTAL FOOD	044						
	Please analyse <u>FOOD</u> below:							
	Bread and cereals	049						
	Meat	054						
	Fish	059						
	Dairy products	064						
	Oils and fats	069						
	Fruit	074						
	Vegetables	079						
	Root-crops	084						
	Sugar	089						
	All other food	094						
B]	TOTAL BEVERAGES	099						
	Please analyse <u>BEVERAGES</u> below:							
	Tea, coffee and cocoa etc.	104						
	Non-alcoholic beverages	109						
	Alcoholic beverages	114						
C]	TOTAL TOBACCO & TOBACCO PRODUCTS	119						
D]	TOTAL LINEN, FURNISHING ETC	124						
E]	TOTAL KITCHENWARE & TABLEWARE	129						
F]	TOTAL CLEANSING MATERIALS ETC	134						
G]	TOTAL OTHERS:specify _____ _____ _____	139						
	Total	144						

FUEL, ELECTRICITY AND WATER			VALUE (\$)
25	Petrol/automotive diesel fuel		149
26	Industrial diesel fuel/heavy fuel oil		150
27	Kerosene		151
28	Liquid petroleum gas		152
29	Electricity		153
30	Water		154
	Total [Code 149 to 154]		155

OTHER EXPENDITURE

- 32 Refers to laundry and cleaning expenses paid to outside firms.
- 34 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.
- 35 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.
- 37 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.
- 47 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 46.
- b] Interest payments include interest on long-term debts and interest on any other money the establishment has borrowed.

OTHER EXPENDITURE		VALUE (\$)
31	Cost of goods purchased for resale (refer to question 11)	156
32	Laundry and cleaning services	157
33	Music and other entertainment expenses	158
34	Repairs and maintenance paid for: a] Motor vehicles	159
	b] Building	160
	c] Machinery and equipment	161
35	Cartage and haulage expenses paid to other firms	162
36	Travel expenses (e.g. management, personal etc) : a] Air	163
	b] Water	164
	c] Land	165
37	Value of contract and commission work done	166
38	Audit and accounting	167
39	Legal fee	168
40	Advertising and promotion etc	169
41	Bank charges	170
42	Postage	171
43	Telephone and telecommunication	172
44	Office stationery and supplies	173
45	Management and consultation fee	174
46	Rent paid for: a] Furniture	175
	b] Building	176
	c] Plant and machinery	177
47	Expenditure on: a] Rent paid for land	178
	b] Interest paid	179
	c] Dividends paid	180
	d] Royalty paid	181
48	Bad and doubtful debts written off	182
49	Business licenses, rates on property paid to central or local government etc	183
50	Insurance paid: a] Business insurance	184
	b] Casualty insurance	185
51	Fiji National University (FNU) Levy	186
52	Exchange losses	187
53	Loss on sale of fixed assets	188
54	Depreciation claimed (to agree with question 66(7))	189
55	Payment for hotel organised activities and tours	190
56	All other costs and expenses _____	191
	Total other expenditure (Codes 156 to 191 excluding 180)	192

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

57 Please note that the information in respect of employment is for the last pay week in June 2018 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.

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.

STOCKS

60 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 food, liquor supplies and consumables, fuels etc.

LOANS AND ADVANCES

61 Please provide information relating to any loan or advances taken during the period.

NET EARNINGS AND TAXES PAID

62 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 has been entered onto the questionnaire:

Income	[Code 043 + 220]	\$
less Expenditure	[Code 211]	\$
equals Profit (+)\Loss (-)	[Code 239]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES						
57			NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FPNP ETC	PAYMENT IN KIND
			(1)	(2)	(3)	(4)
a]	Fiji citizens	193				
b]	Expatriates	197				
	Total	201				
c]	Working without pay					
	i] Working proprietors	205				
	ii] Unpaid family workers	206				
	Total (Codes 201(1) +205+206	207				
d]	From the total number in employment given in code 207, please state:					
	Total Males	208		Total Females	209	

58	VAT paid on supplies of goods and services	210	
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59	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 148+155+192+202+203+204+210]	211	\$
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STOCKS					
60	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 sale	212			
b]	Materials, fuel, supplies and components	215			
	Total	218			

LOANS AND ADVANCES							
61		Opening Balances 01/01/18	Additions during the year	Principle Repayment during the year	Other Changes	Closing Balance 31/12/18	Total Interest Payable for the year 31/12/18
		\$ [1]	\$ [2]	\$ [3]	\$ [4]	\$ [5=1+2-3+4]	\$ [6]
Locally	221						
Abroad	227						
Total	233						

NET EARNINGS AND TAXES PAID			Amount (\$)
62	Net profit/loss of your establishment/enterprise. If this does not agree with question 63, please give reasons _____	239	
63	Taxable income of your establishment/enterprise	240	
64	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	241	
65	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.	242	

FIXED CAPITAL ASSETS

66 (7) Please ensure that: The value given for depreciation should agree with the value given in question 54.

66(5) Own Account Construction: This is the cost of new fixed assets and additions to the existing fixed assets made by establishments own labour for its own use Cost should be equivalent to labour costs plus value of materials at cost.

66 G] Valuables include:

- Precious stones and metals (e.g. diamonds, non-monetary gold, Platinum and silver);
- Other valuables (e.g. jewellery and collector items)
- Antiques & other art objects

DATA ON ACCOMMODATION CAPACITY

67 b] Units refer to accommodation on its own e.g. bures, villas, cottages etc.

ENVIRONMENT RELATED QUESTIONS

In view of the importance of climate change and disaster related events, the FBoS has embarked on compiling Environment Economic Account to be consistent and comparable with other countries. Therefore, the need to capture these statistics from all sectors within the economy, including all business entities. The information provided by the establishment would help us further improve these accounts which would be used in planning and policy formulation.

68 Please provide the relevant information on the source of water for the establishment.

69 Please provide the relevant information on the source of energy for the establishment.

70 Please provide the relevant information on the method of solid waste disposal of the establishment.

71 Please provide the relevant information on the method of liquid waste disposal of the establishment.

FIXED CAPITAL ASSETS										
66			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	243								
B]	Non-Residential Building	251								
	Residential Building	259								
C]	Plant and machinery	267								
D]	Furniture, fixtures	275								
	ICT equipments	283								
	Other office equipment	291								
E]	Transport vehicles and related equipment	299								
F]	Research & Development	307								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc.)	315								
H]	Others (specify):	323								
	Total	331								

DATA ON ACCOMODATION CAPACITY			
67	Please specify the accommodation capacity of your establishment:		
a)	Number of rooms	339	
b)	Number of units	340	

ENVIRONMENT RELATED QUESTIONS			
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68	Please tick the appropriate source of water for the establishments		
341	Metered Water	1	
	Rain Water	2	
	River / Creek	3	
	Bore Hole	4	
	Others (Please specify)	5	

69	Please tick the appropriate source of energy for the establishments If tick 2, please tick appropriate source below.		
342	Electricity [FEA]	1	
	Electricity [Own Generation]	2	
	(a) Solar		a
	(b) Hydro		b
	(c) Diesel / Thermal		c
	(d) Windmill		d

70	Please indicate the method of solid waste disposal of the establishments		
	343	Collection by City / Town Council	1
		Collection by Private Companies	2
		Private Incineration	3
		Private Dumpsite	4
		Recycled	5
		Others (Please specify)	6

71	Please indicate the method of liquid waste disposal of the establishments		
	344	Connected to Sewerage Line	1
		Septic Tank	2
		Disposal in the sea / river	3
		Others (Please specify)	4

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

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

Date: _____

Please indicate (√) or (x) in the boxes below:

1) The company hires a Chartered Accountant

2) The form has been filled by a Chartered Accountant

THANK YOU FOR COMPLETING THE QUESTIONNAIRE