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CONFIDENTIAL

DESPATCHED: 28/06/19

2018 CENSUS OF CONSTRUCTION

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 Construction questionnaire.

COVERAGE AND SCOPE: It covers all enterprises engaged in the Construction sector classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an enterprise's Construction activities are combined with other types of business, please report only the operation of the other services 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 Census 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. Any release of information will be in accordance with the Statistics Act and only persons authorised will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Mr Antonio Sokomuri on email asokomuri@statsfiji.gov.fj or telephone 331 5822(ext. 386 245) or direct line 323 0845.

Kemueli Naiqama [Mr]
Deputy Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, Construction includes all units mainly engaged in constructing buildings, including the on-site assembly and erection of prefabricated buildings. Also included are:

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

ORGANISATIONAL STRUCTURE

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

FORM OF OWNERSHIP

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

EQUITY PARTICIPATION

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 enterprises 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 one copy of the questionnaire with the words “**CLOSED BUSINESS**” written across the questionnaire and returned to the Fiji Bureau of Statistics. A Magistrate or a Barrister\Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf must sign the Statutory Declaration. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation. If your business operated for part of the year 2018 please provide information for the duration your business operated.

QUESTIONNAIRE

Please answer 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 ENTERPRISE\BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	GROSS TURNOVER (4)
Note: This return is required for the addressed enterprise only. In case this is not possible, a combined return with similar main activities may be submitted. If the information can not be provided on this basis, please state the reasons:				
Remark: Please comment here to assist in the interpretation of data supplied:				

ACCOUNTING PERIOD

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

Please tick appropriate box					
3	001	Sole Trader	1	Partnership	2
		Private Limited Company	3	Public Limited Company	4
		Co-operative	5	Government Owned Trading Entity	6
		Statutory Boards	7	Central Government	8
		Local Authority owned entity	9	Local Government	10
		Joint Venture and Consortia	11	Non-profit organisation	12
		Trusts and Estates	13	Consulates and Foreign Embassies	14
		Branch of a Company Incorporated Overseas	15	Societies and Associations	16
		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	2
	Subsidiary of an overseas company	3	Others (specify)	4

EQUITY PARTICIPATION

6 Please indicate in the appropriate box 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 enterprise\ covered by this return:			
	003 FOR OFFICIAL USE ONLY			

OPERATING STATUS

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

TURNOVER DURING THE ACCOUNTING YEAR

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

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

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

Exclude VAT charged on goods and services provided.

OTHER INCOME

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

TURNOVER DURING THE ACCOUNTING YEAR

9. Value of building and construction work completed during the year

		FOR PRIVATE SECTOR (\$)			FOR PUBLIC SECTOR (\$)			TOTAL (\$) (7)
		NEW WORK (1)	MAJOR ALTERATION & ADDITION (2)	MINOR REPAIRS & MAINTENANCE (3)	NEW WORK (4)	MAJOR ALTERATION & ADDITION (5)	MINOR REPAIRS & MAINTENANCE (6)	
		Buildings						
a) Residential	004							
b) Non-Residential:								
i) Hotels	011							
ii) Others	018							
Roads and Bridges	025							
Land development, drainage, reclamation, earthmoving etc	032							
Others (specify): _____ _____	039							
Total	046							

OTHER INCOME

			VALUE (\$)
10	Sales of goods not manufactured by your own enterprise (see question 51)	053	
11	Receipts from industrial services rendered to others:		
	a) Plant and equipment hire: i) Public	054	
	ii) Private	055	
	b) Repairs and maintenance to: i) Plant, machinery and equipment	056	
	ii) Others	057	
	c) Transport and related services	058	
12	Rent received from : a) Building	059	
	b) Plant and machinery	060	
	c) Furniture	061	
13	Income from: a) Rent received from land	062	
	b) Interest received	063	
	c) Dividends received	064	
	d) Royalty received	065	
14	Insurance claims received: a) Business insurance claims received	066	
	b) Casualty insurance claims received	067	
15	Subsidies and grants received from: i) Within Fiji	068	
	ii) Overseas	069	
16	Profit or loss received from any other business in which you have an interest	070	
17	Bad and doubtful debts recovered	071	
18	Exchange gain	072	
19	Gain on sale of fixed assets	073	
20	All other income received (specify). _____ _____ _____	074	
	Total other income (Codes 053 to 074, excluding 064)	075	

21	VAT charged on goods and services provided	076	
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22	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 046(7) + 075 + 076)	077	\$
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PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

23 State in detail the total value and quantity of all purchases of materials and supplies during the year for use in the building and construction work. In arriving at the value, deduct trade discounts received. The cost of transport should be included in question 31 unless it is accounted for as part of the purchase price. Direct import by enterprises should be reported at cost.

- Include all purchases of:
- a] Basic materials and components such as timber, cement, iron and steel etc that are physically incorporated in the building and construction.
 - b] Auxiliary materials such as nails, glue, small tools, parts, materials for repairs and maintenance.
 - c] Materials for producing machinery or other capital items for own use
 - d] Materials bought for carrying "own construction" work reported in question 65.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 65.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

24-27 Expenditure on fuel represents the total value of fuel purchased by your enterprise for use in the production of heat, power or electricity including gasoline and other fuels for vehicles. Exclude those that enter directly into the production process as they should be reported as raw materials.

28-29 State the total value of electricity and water purchased by your enterprise for the production process.

OTHER EXPENDITURE

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

31 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.

42 a] Include payment in respect of leased/rented land. If it is not possible to separate payment made for land from building, please include expenditure in question 41.

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

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE							
			VALUE (\$)				TOTAL (5)
			IMPORTED		LOCALLY PRODUCED		
			PURCHASED		PURCHASED		
23	DESCRIPTION OF MATERIALS AND SUPPLIES		FROM ABROAD (1)	LOCALLY (2)	FROM MANFT (3)	FROM OTHERS (4)	
a]	Timber	078					
b]	Cement and concrete	083					
c]	Gravel and sand	088					
d]	Blocks	093					
e]	Iron and steel	098					
f]	Electrical ware	103					
g]	Plumbing ware	108					
h]	Paint	113					
i]	Glass	118					
jl	Others _____	123					
	Total	128					

FUEL, ELECTRICITY AND WATER			VALUE (\$)
24	Petrol/Automotive diesel fuel		133
25	Industrial diesel fuel/Heavy fuel oil		134
26	Kerosene		135
27	Liquid petroleum gas		136
28	Electricity		137
29	Water		138
	Total (Codes 133 to 138)		139

OTHER EXPENDITURE			VALUE (\$)
30	Repairs and maintenance costs on:	a] Motor vehicles	140
		b] Building	141
		c] Machinery and equipment	142
31	Cartage and haulage expenses paid to other firms		143
32	Travel expenses (e.g. management, personal etc) :	a] Air	144
		b] Water	145
		c] Land	146
33	Payments to sub-contractors:	a] Labour only contractors	147
		b] Other than labour only contractors	148
34	Audit and accounting		149
35	Legal fee		150
36	Advertising and promotion etc		151
37	Bank charges		152
38	Postage		153
39	Telephone and telecommunications		154
40	Office stationery and supplies		155
41	Rent paid for:	a] Building	156
		b] Plant and Machinery	157
42	Expenditure on:	a] Rent paid for land	158
		b] Interest paid	159
		c] Dividends paid	160
		d] Royalty paid	161
43	Management and consultation fee		162
44	Bad and doubtful debts written off		163
45	Business licenses, rates on property paid to central or local government etc		164
46	Insurance paid:	a] Business insurance	165
		b] Casualty insurance	166
47	Fiji National University (FNU) Levy		167
48	Exchange losses		168
49	Loss on sale of fixed assets		169
50	Depreciation claimed (to agree with question 65(7))		170
51	Cost of goods purchased for resale (see question 10)		171
52	All other costs and expenses _____		172
	Total other expenditure (Codes 140 to 172 excluding 160)		173

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

- 53 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.

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

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

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

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

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

STOCKS

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

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

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

	Income	[Code 077 + 210]	\$
less	Expenditure	[Code 192]	\$
equals	Profit (+)\Loss (-)	[Code 229]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES						
53			NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNPFC ETC	PAYMENT IN KIND
			(1)	(2)	(3)	(4)
a)	Fiji citizens	174				
b)	Expatriates	178				
	Total	182				
c)	Working without pay					
	i) Working proprietors	186				
	ii) Unpaid family workers	187				
	Total (Codes 182 + 186+187)	188				
d)	From the total number in employment given in code 188, please state:					
	Total Males	189		Total Females	190	

54	VAT paid on supplies of goods and services		191	
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55	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 128(5)+ 139+173+183+184+185+191]	192	\$
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STOCKS					
			VALUE OF STOCKS (\$)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
56	Finished goods produced by the enterprise and intended for sale	193			
57	Work-in-progress: a) For public sector	196			
	b) For private sector	199			
58	Finished goods bought for resale	202			
59	Materials, fuels, supplies and components	205			
	Total	208			

LOANS AND ADVANCES							
60		Opening Balance 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
		\$ [1]	\$ [2]	\$ [3]	\$ [4]	\$ [5=1+2-3+4]	\$ [6]
	Locally	211					
	Abroad	217					
	Total	223					

NET EARNINGS AND TAXES PAID			Amount (\$)
61	Net profit/loss of your enterprise. If this does not agree with question 62, please give reasons _____	229	
62	Taxable income of your enterprise	230	
63	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	231	
64	Amount of Fiji Income Tax paid/payable by your enterprise.	232	

FIXED CAPITAL ASSETS

65 (7) Please ensure that: The value given for depreciation should agree with the value given in question 50.

65 (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.

65 (G) Valuables include:

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

ENVIRONMENT RELATED QUESTION

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.

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

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

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

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

FIXED CAPITAL ASSETS										
65			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	233								
B]	Non-Residential Building	241								
	Residential Building	249								
C]	Plant and machinery	257								
D]	Furniture, fixtures	265								
	ICT equipments	273								
	Other office equipment	281								
E]	Transport vehicles and related equipment	289								
F]	Research & Development	297								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc)	305								
H]	Others (specify):	313								
	Total	321								

ENVIRONMENT RELATED QUESTIONS

66	Please tick the appropriate source of water for the establishments			
	330	Metered Water	1	
		Rain Water	2	
		River / Creek	3	
		Bore Hole	4	
		Others (Please specify)	5	

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

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

69	Please indicate the method of liquid waste disposal of the establishments			
	333	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