



Ratu Sukuna House, Corner of MacArthur Street and Victoria Parade, Suva, Fiji

P O Box 2221
Government Buildings
Suva
FIJI

Telephone: [679] 331 5822
Fax No. [679] 330 3656
E-mail: info@statsfiji.gov.fj
Website: www.statsfiji.gov.fj

CONFIDENTIAL

DESPATCHED: 28/06/19

2018 CENSUS OF ELECTRICITY

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 Electricity questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in Electricity Activities Industry classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an establishment's electricity activities are combined with other types of business, please report only on the operations of the electricity activities.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji, and indicates the changing composition and structure of the industry. The results of the Census 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 authorised persons will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Ms Salome Roqica on email smadraniceva@statsfiji.gov.fj or telephone 331 5822 (ext: 386 247) or direct line 323 0847.

Kemueli Naiqama [Mr]
Deputy Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, Electricity includes the generation of bulk electric power, transmission from generating facilities to distribution centres and distribution to end users.

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 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 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	Sole Trader	1	Partnership	2
	001 Private Limited Company	3	Public Limited Company	4
	Co-operative	5	Government Owned Trading Entity	6
	Statutory Board	7	Central Government	8
	Local Authority	9	Local Government	10
	Joint Venture and Consortia	11	Non-profit organization	12
	Trusts and Estates	13	Consulates and Foreign	14
	Branch of a Company	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

	Please tick appropriate box			
5	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 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 mths)	2		
	Had not commenced business during the accounting period specified	3		

ELECTRICITY SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

9 This refers to the sale of electricity generated by the establishment. The value should be the actual selling value, net of any discount or rebate allowed to the buyer.

- Include:
- (i) Sales of waste products, residues etc.
 - (ii) Excise dues should be included as part of the value of sales in the local market.

Exclude VAT charged on goods and services provided.

Do not include: Goods bought for resale in the same condition as purchased.

Local market sales: Exclude sales to local exporters for exports which should be shown as exports.

Please supply both the quantity and value of the goods produced by the establishment.

OTHER INCOME

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

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.

15 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 16 a].

20 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.

21 State the total sales, if any, of electricity produced by your establishment.

ELECTRICITY SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

9	DESCRIPTION OF PRODUCT		LOCAL MARKET SALES		TOTAL SALES
			QUANTITY AND UNITS (1)	VALUE (\$) (2)	VALUE (\$) (3)
a]	Commercial	004			
b]	Industrial	007			
c]	Domestic	010			
d]	Others	013			
	Total sales	016			

OTHER INCOME			VALUE (\$)
10	Surcharge	018	
11	Discount	019	
12	Subsidies and grants received	020	
13	Insurance claims received: a) Business insurance claims received	021	
	b) Casualty insurance claims received	022	
14	Profit or loss received from any other business in which you have an interest	023	
15	Rent received from : a) Building	024	
	b) Plant and machinery	025	
	c) Transport and related equipment	026	
16	Income from: a) Rent received from land	027	
	b) Interest received	028	
	c) Dividends received	029	
	d) Royalty received	030	
17	Bad and doubtful debts recovered	031	
18	Exchange gain	032	
19	Gain on sale of fixed assets	033	
20	Sales of goods not manufactured by your own establishment (see question 58)		
21	Commissions received	034	
22	Receipts from industrial services rendered to others:		
	a) Plant and equipment hire	035	
	b) Repairs and maintenance to: i) Plant, machinery and equipment	036	
	ii) Others – Street Lights	037	
	c) Transport and related services	038	
23	Service and licence fees	039	
24	Power pole rentals	040	
25	Training rebates	041	
26	Others (specify). Miscellaneous income	042	

	Total other income (Codes 018 - 042)	043	

27	VAT charged on goods and services provided	044	
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28	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 017 + 043 + 044)	045	
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PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

29 State in detail the total value and quantity of all purchases of material and supplies during the year for use in the generation process. In arriving at the value, deduct trade discounts received. The cost of transport should also be excluded unless it is accounted as part of the purchase price. Direct import by establishments should be reported at cost. Exclude any transport cost paid to outside firms which should be included in question 39.

- Include all purchases of:
- a] Basic materials, components, semi-manufactured goods and so on that are physically incorporated in the establishment.
 - b] Auxiliary materials such as lubricants, packaging materials, small tools, part materials for repair 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 73.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 73.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

31-34 Expenditure on fuel represents the total value of fuel purchased by your establishment 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.

35-36 State the total value of electricity and water purchased by your establishment for the production process.

OTHER EXPENDITURE

38 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 establishment. Current repair and maintenance carried out by other establishments or by ancillary repair and maintenance unit which has been treated as an independent establishment should be included.

39 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.

41 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.

50 a] Include payment in respect of leased\rented land. If it is not possible to separate payments made for land building, please include expenditure in question 49.

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

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE									
Please state the value of all materials and supplies purchased during the year for use in the production process									
					VALUE (\$)				
					IMPORTED		LOCALLY PRODUCED		
					PURCHASED		PURCHASED		
	DESCRIPTION OF MATERIALS AND SUPPLIES		UNIT of Qty (1)	QTY (2)	FROM ABROAD (3)	LOCAL LY (4)	FROM MANFT (5)	FROM OTHERS (6)	TOTAL (7)
29	Electricity	045							
30	Others (specify).	052							
	Spare parts	059							
		066							
		073							
	Total	080							

FUEL, ELECTRICITY AND WATER			VALUE (\$)
31	Petrol/Automotive diesel fuel		085
32	Industrial diesel fuel/Heavy fuel oil		086
33	Kerosene		087
34	Liquid petroleum gas		088
35	Electricity		089
36	Water		090
	Total (Codes 085 to 090)		091

OTHER EXPENDITURE			VALUE (\$)
37	Donations made		092
38	Repairs and maintenance costs on:	a) Motor vehicles	093
		b) Building	094
		c) Machinery and equipment	095
39	Cartage and haulage expenses paid to other firms		096
40	Travel expenses (e.g management, personal etc.) :	a) Air	097
		b) Water	098
		c) Land	099
41	Value of contract and commission work done		100
42	Audit and accounting		101
43	Legal fee		102
44	Advertising and promotion etc		103
45	Bank charges		104
46	Postage		105
47	Telephone and telecommunication		106
48	Office stationery and supplies		107
49	Rent paid for:	a) Building	108
		b) Plant and Machinery	109
50	Expenditure on:	a) Rent paid for land	110
		b) Interest paid	111
		c) Dividends paid	112
		d) Royalty paid	113
51	Management and consultation fee		114
52	Bad and doubtful debts written off		115
53	Business licenses, rates on property paid to central or local government etc		116
54	Insurance paid:	a) Business insurance	117
		b) Casualty insurance	118
55	Fiji National University [FNU] Levy		119
56	Exchange losses		120
57	Loss on sale of fixed assets		121
58	Depreciation claimed (to agree with question 73(7))		122
59	Cost of goods purchased for resale (see question 20)		123
60	All other costs and expenses		124
	Total other expenditure (Codes 092 to 124 excluding 112)		125

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

- 61 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 establishment, eg those in fabrication, processing, assembling, shop messengers, warehouse men, packers and repair men etc. Casual workers should also be included here.

Others includes administrators, technical\clerical personnel, eg managers, clerks etc.

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

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

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

- 68 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 044 + 159]	\$
less Expenditure	[Code 144]	\$
equals Profit (+)\Loss (-)	[Code 178]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES						
61			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FNNP ETC (3)	PAYMENT IN KIND (4)
a)	Fiji citizens		126			
b)	Expatriates		130			
	Total		134			
c)	Working without pay					
	i) Working proprietors		138			
	ii) Unpaid family workers		139			
	Total (Codes 135(1) + 139 + 140)		140			
d)	From the total number in employment given in code 141, please state:					
	Total Males	141		Total Females	142	

62	VAT paid on supplies of goods and services		143	
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63	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 084+091+125+135+136+137 + 143]		144	
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STOCKS					
Please give the value of stocks held by your establishment			VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
64	Finished goods produced by the establishment and intended for sale	145			
65	Work-in-progress	148			
66	Finished goods bought for resale	151			
67	Materials, fuels, supplies and components	154			
	Total	157			

LOANS AND ADVANCES						
68	Opening Balance 01/01/18 \$ [1]	Additions during the year \$ [2]	Principle Repayment during the year \$ [3]	Other Changes \$ [4]	Closing Balance 31/12/18 \$ [5=1+2-3+4]	Total Interest Payable for the Year \$ [6]
Locally	160					
Abroad	166					
Total	172					

NET EARNINGS AND TAXES PAID			Amount (\$)
69	Net profit/loss of your establishment/enterprise. If this does not agree with question 70, please give reasons – <i>The profit is at VEP (does not include VAT receivable)</i>		178
70	Taxable income of your establishment/enterprise		179
71	Amount, if any, of previous year losses that was deducted before arriving at the taxable income		180
72	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.		181

FIXED CAPITAL ASSETS

- 73 (7) Please ensure that: The value given for depreciation should agree with the value given in question 58.
- 73 (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.
- 73 (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 QUESTIONNAIRES

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.

- 74 Please provide the relevant information on the source of water for the establishment.
- 75 Please provide the relevant information on the source of energy for the establishment.
- 76 Please provide the relevant information on the method of solid waste disposal of the establishment.
- 77 Please provide the relevant information on the method of liquid waste disposal of the establishment.

FIXED CAPITAL ASSETS			VALUE (\$)							
73			Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Category Transfer In/(out) of Assets	Sales of Capital Assets	Depreciation	Closing Book value
				Locally	from abroad					
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
a]	Land	182								
b]	Non- residential Buildings	190								
	Residential Buildings	198								
c]	Other structures: - Dams, tunnels - Wind Mill	206								
d]	Plant & machinery	214								
e]	Furniture, fixtures and office equipment	222								
	ICT equipments	230								
	Other office equipment	238								
f]	Transport vehicles and related equipment	246								
g]	Research & Development	254								
h]	Valuables (Antiques, Artistic Originals Precious Metal, etc)	262								
i]	Others (specify)	270								
	Total	278								

ENVIRONMENT RELATED QUESTIONS

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

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

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

77		Please indicate the method of liquid waste disposal of the establishments		
	289	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