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CONFIDENTIAL

DESPATCHED: 28/06/19

2018 CENSUS OF INFORMATION AND COMMUNICATION

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 Information and Communication questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Information and Communication sector classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an establishment's Information and Communication activities are combined with other type of business, please report only the operations of the Information and Communication 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. Talica Naivota on email tnaivota@statsfiji.gov.fj or telephone 331 5822 (ext. 386 242) or direct line 323 0842.

Kemueli Naiqama [Mr]
Deputy Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, Information and Communication includes the production and distribution of information and cultural products; communications; information technology activities and the processing of data and other information service activities.

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 one copy of 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.

INCOME FROM COMMUNICATION SERVICES

- 9 This should include the revenue received from information and communication services; include wired, wireless, satellite and other telecommunication activities.

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 11 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.
- 13 Exclude rent received for land which should be included in question 14 a].

| INCOME FROM INFORMATION AND COMMUNICATION | | | |
|--|--|--------------------------------|------------|
| 9 | Please specify below (refer to notes on the opposite page) income received from communication activities. | | VALUE (\$) |
| | a] | Internet services | 004 |
| | b] | Call revenue | 005 |
| | c] | Card services | 006 |
| | d] | Data network revenue | 007 |
| | e] | Directory revenue | 008 |
| | f] | Equipment and ancillaries | 009 |
| | g] | Internet revenue | 010 |
| | h] | Management fees | 011 |
| | I] | Operator services | 012 |
| | J] | Other (specify) | 013 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | TOTAL [Code 004 to 013] | 014 |

| OTHER INCOME | | | VALUE (\$) |
|---------------------|---|--|------------|
| 10 | Subsidies and grants received | | 015 |
| 11 | Insurance claims received: a) Business insurance claims received | | 016 |
| | b) Casualty insurance claims received | | 017 |
| 12 | Profit or loss received from any other business in which you have an interest | | 018 |
| 13 | Rent received from: a) Building | | 019 |
| | b) Plant and machinery | | 020 |
| | c) Transport vehicles and related equipment | | 021 |
| 14 | Income from: a) Rent received from land | | 022 |
| | b) Interest received | | 023 |
| | c) Dividends received | | 024 |
| | d) Royalty received | | 025 |
| 15 | Bad and doubtful debts recovered | | 026 |
| 16 | Exchange gain | | 027 |
| 17 | Gain on sale of fixed assets | | 028 |
| 18 | Others (specify). | | 029 |
| | _____ | | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| | _____ | | _____ |
| | Total other income [Code 015 to 030] | | 030 |

| | | | |
|----|--|-----|--|
| 19 | VAT charged on goods and services provided | 031 | |
|----|--|-----|--|

| | | | |
|----|---|------------|-----------|
| 20 | GRAND TOTAL OF ALL INCOME RECEIVED [Codes 014 + 030 + 031] | 032 | \$ |
|----|---|------------|-----------|

PURCHASES OF MATERIALS AND SUPPLIES

- 21 State in detail the total value of materials, including packing materials and containers, purchased during the year. In arriving at the value, deduct trade discounts received.

Direct import by establishments should be reported at cost.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

- 26-29 Fuel purchased other than fuel purchased for resale should be included.
- 30 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration, etc.

OTHER EXPENDITURE

- 32 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.
- 36 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.
- 38 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.
- 49 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 48.
- b] Interest payments include interest on long-term debts and interest on any other money the establishment has borrowed.

PURCHASES OF MATERIALS AND SUPPLIES

| Please state supplies purchased in connection with the operation of your business. | | | VALUE (\$) |
|--|----|--|------------|
| 21 | a] | | 033 |
| 22 | b] | | 034 |
| 23 | c] | | 035 |
| 24 | d] | | 036 |
| 25 | e] | | 037 |
| Total [Code 033 to 037] | | | 038 |

| FUEL, ELECTRICITY AND WATER | | | VALUE (\$) |
|------------------------------------|---------------------------------------|--|------------|
| 26 | Industrial diesel fuel/heavy fuel oil | | 039 |
| 27 | Petrol/automotive diesel fuel | | 040 |
| 28 | Kerosene | | 041 |
| 29 | Liquid petroleum gas | | 042 |
| 30 | Electricity | | 043 |
| 31 | Water | | 044 |
| Total [Code 039 to 044] | | | 045 |

| OTHER EXPENDITURE | | | VALUE (\$) |
|---|--|--|------------|
| 32 | Repairs and maintenance costs on paid for: a] Motor vehicles | | 046 |
| | b] Building | | 047 |
| | c] Machinery and equipment | | 048 |
| 33 | Airtime and PSTN charges | | 049 |
| 34 | Directory production cost | | 050 |
| 35 | Equipment and ancillary cost | | 051 |
| 36 | Cartage and haulage expenses paid to other firms | | 052 |
| 37 | Travel expenses (e.g management, personal etc.) : a] Air | | 053 |
| | b] Water | | 054 |
| | c] Land | | 055 |
| 38 | Value of contract and commission work done | | 056 |
| 39 | Audit and accounting | | 057 |
| 40 | Legal fee | | 058 |
| 41 | Advertising and promotion etc | | 059 |
| 42 | Bank charges | | 060 |
| 43 | Discounts and rebate allowed | | 061 |
| 44 | Provision for stock obsolescence | | 062 |
| 45 | Radio licence fees | | 063 |
| 46 | Postage | | 064 |
| 47 | Telephone and telecommunication | | 065 |
| 48 | Rent paid for: a] Building | | 066 |
| | b] Plant and machinery | | 067 |
| 49 | Expenditure on: a] Rent paid for land | | 068 |
| | b] Interest paid | | 069 |
| | c] Dividends paid | | 070 |
| | d] Royalty paid | | 071 |
| 50 | Management and consultation fee | | 072 |
| 51 | Bad and doubtful debts written off | | 073 |
| 52 | Business licenses, rates on property paid to central or local government etc | | 074 |
| 53 | Casualty insurance | | 075 |
| 54 | Fiji National University [FNU] Levy | | 076 |
| 55 | Exchange losses | | 077 |
| 56 | Loss on sale of fixed assets | | 078 |
| 57 | Depreciation claimed (to agree with question 68 (7)) | | 079 |
| 58 | All other costs and expenses | | 080 |
| Total other expenditure [Codes 046 to 080 excluding 070] | | | 081 |

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

59 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 include administrators, technical and clerical personnel, e.g. salaried managers, clerks and typists 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

62 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.

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

64 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 032 + 109] | \$ |
| less | Expenditure | [Code 100] | \$ |
| equals | Profit (+)\Loss (-) | [Code 128] | \$ |

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

| 59 | | | NUMBER EMPLOYED (1) | GROSS WAGES AND SALARIES PAID (2) | EMPLOYER'S CONTRIBUTION TO FPNP ETC (3) | PAYMENT IN KIND (4) |
|----|--|------------|------------------------|--------------------------------------|--|------------------------|
| a] | Fiji citizens | 082 | | | | |
| | Expatriates | 086 | | | | |
| | Total | 090 | | | | |
| c] | Working without pay | | | | | |
| | i] Working proprietors | 094 | | | | |
| | ii] Unpaid family workers | 095 | | | | |
| | Total [Codes 090(1) + 094 + 095] | 096 | | | | |
| d] | From the total number in employment given in code 096, please state: | | | | | |
| | Total Males | 097 | | Total Females | 098 | |

| | | | |
|----|--|-----|--|
| 60 | VAT paid on supplies of goods and services | 099 | |
|----|--|-----|--|

| | | | |
|----|--|------------|-----------|
| 61 | GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 038 + 045 + 081 + 091 + 092 + 093 + 099] | 100 | \$ |
|----|--|------------|-----------|

STOCKS

| 62 | Please give the value of stock held by your establishment | | VALUE OF STOCKS (\$) | | |
|----|---|------------|----------------------|----------------|-----------------------|
| | | | OPENING (1) | CLOSING (2) | CHANGE (2)-(1)=(3) |
| a] | Stock of finished goods bought for sale | 101 | | | |
| b] | Materials, fuel, supplies and component | 104 | | | |
| | Total | 107 | | | |

LOANS AND ADVANCES

| 63 | | 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] |
|----|--------------|--|--|--|----------------------------|--|--|
| | | | | | | | |
| b] | Abroad | 116 | | | | | |
| | Total | 122 | | | | | |

NET EARNINGS AND TAXES PAID

| | | Amount (\$) |
|----|--|-------------|
| 64 | Net profit\loss of your establishment\enterprise. If this does not agree with question 65, please give reasons | 128 |
| 65 | Taxable income of your establishment\enterprise | 129 |
| 66 | Amount, if any, of previous year losses that was deducted before arriving at the taxable income | 130 |
| 67 | Amount of Fiji Income Tax paid\payable by your establishment\enterprise | 131 |

FIXED CAPITAL ASSETS

- 68 (7) Please ensure that: The value given for depreciation should agree with the value given in question 57.
- 68 (5) Own Account Construction: This is the cost of new fixed assets and additions to the existing fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of
- 68 (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 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.

- 69 Please provide the relevant information on the source of water for the establishment.
- 70 Please provide the relevant information on the source of energy for the establishment.
- 71 Please provide the relevant information on the method of solid waste disposal of the establishment.
- 72 Please provide the relevant information on the method of liquid waste disposal of the establishment.

| FIXED CAPITAL ASSET | | | VALUE (\$) | | | | | | | |
|----------------------------|--|------------|--------------------|--|-------------|---------------------------------|----------------------------------|-------------------------|--------------|--------------------|
| 68 | | | Opening Book Value | Purchase of new and second hand assets at cost | | Land Development & Improvements | 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 | 132 | | | | | | | | |
| B] | Non-Residential Building | 140 | | | | | | | | |
| | Residents Building | 148 | | | | | | | | |
| C] | Plant and Machinery | 156 | | | | | | | | |
| D] | Furniture, Fixtures | 164 | | | | | | | | |
| | Other office equipment | 172 | | | | | | | | |
| | ICT equipment | 180 | | | | | | | | |
| E] | Transport Vehicles and Related Equipment | 188 | | | | | | | | |
| F] | Research & Development | 196 | | | | | | | | |
| G] | Valuables (Antiques, Artistic Originals Precious Metals, etc) | 204 | | | | | | | | |
| H] | Others (specify): | 212 | | | | | | | | |
| | Total | 220 | | | | | | | | |

ENVIRONMENT RELATED QUESTIONS

| | | | |
|-----|--|---|--|
| 69 | Please tick the appropriate source of water for the establishments | | |
| 228 | Metered Water | 1 | |
| | Rain Water | 2 | |
| | River / Creek | 3 | |
| | Bore Hole | 4 | |
| | Others (Please specify) | 5 | |

| | | | |
|-----|---|---|---|
| 70 | Please tick the appropriate source of energy for the establishments If tick 2, please tick appropriate source below. | | |
| 229 | Electricity [FEA] | 1 | |
| | Electricity [Own Generation] | 2 | |
| | (a) Solar | | a |
| | (b) Hydro | | b |
| | (c) Diesel / Thermal | | c |
| | (d) Windmill | | d |

| | | | |
|-----|--|---|--|
| 71 | Please indicate the method of solid waste disposal of the establishments | | |
| 230 | Collection by City / Town Council | 1 | |
| | Collection by Private Companies | 2 | |
| | Private Incineration | 3 | |
| | Private Dumpsite | 4 | |
| | Recycled | 5 | |
| | Others (Please specify) | 6 | |

| | | | |
|-----|---|---|--|
| 72 | Please indicate the method of liquid waste disposal of the establishments | | |
| 231 | 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