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CONFIDENTIAL

DESPATCHED 28\06\19

2018 CENSUS OF MANUFACTURING

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 Manufacturing questionnaire.

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

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 authorized persons will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Ms. Meresiana Ratavola on email mratavola@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, Manufacturing includes the physical or chemical transformation of materials, substances or components into new products, whether the work is performed by power driven machines or by hand, whether it is done in a factory, or in a worker's home, and whether the products are sold at wholesale or retail. Assembly of the component parts of manufactured products is considered manufacturing also.

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 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

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

		Please tick appropriate box			
3	001	Individual ownership	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	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 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 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

SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

- 9 This refers to the sale of goods produced 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.

Export: Include direct export sales to overseas importers and sales to local exporters for export.

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

OTHER INCOME

- 11 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.
- 13 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 14 a].
- 18 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.
- 19 State the total sales, if any, of electricity produced by your establishment.

SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

9	Please state the sales value of goods produced by your establishment.					
	DESCRIPTION OF PRODUCT	LOCAL MARKET SALES		EXPORT		TOTAL SALES
		QUANTITY AND UNITS (1)	VALUE (\$) (2)	QUANTITY AND UNITS (3)	VALUE (\$) (4)	VALUE (\$) (5)
		004				
		009				
		014				
		019				
		024				
	Total sales	029				

OTHER INCOME			VALUE (\$)
10	Subsidies and grants received		032
11	Insurance claims received: a) Business insurance claims received		033
	b) Casualty insurance claims received		034
12	Profit or loss received from any other business in which you have an interest		035
13	Rent received from : a) Building		036
	b) Plant and machinery		037
	c) Furniture and fixtures		038
	d) Transport		039
14	Income from: a) Rent received from land		040
	b) Interest received		041
	c) Dividends received		042
	d) Royalty received		043
15	Bad and doubtful debts recovered		044
16	Exchange gain		045
17	Gain on sale of fixed assets		046
18	Sales of goods not manufactured by your own establishment (see question 52)		047
19	Value of electricity sold		048
20	Receipts from industrial services rendered to others:		
	a) Plant and equipment hire		049
	b) Repairs and maintenance to: i) Plant, machinery and equipment		050
	ii) Others		051
	c) Transport and related services		052
21	Others (specify). _____ _____ _____ _____ _____		053
	Total other income (Codes 032 to 053)		054

22	VAT charged on goods and services provided		055
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23	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 031 + 054 + 055)	056	\$
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PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

24 State in detail the total value and quantity of all purchases of material and supplies during the year for use in the production 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 33.

Include all purchases of:

- a] Basic materials, components, semi-manufactured goods and so on that are physically incorporated in the products of the establishment.
- b] Auxiliary materials such as lubricants, packaging materials, small tools, parts, 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 63.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 63.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

25-28 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.

29-30 State the total value of electricity and water purchased by your establishment for the production process.

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, 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.

33 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.

35 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.

43 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 42.

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

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE									
24					VALUE (\$)				
					IMPORTED		LOCALLY PRODUCED		TOTAL
					PURCHASED		PURCHASED		
DESCRIPTION OF MATERIALS AND SUPPLIES		UNIT of Qty (1)	QTY (2)	FROM ABROAD (3)	LOCALLY (4)	FROM MANUF (5)	FROM OTHERS (6)	TOTAL (7)	
		057							
		064							
		071							
		078							
		085							
	Total	092							

FUEL, ELECTRICITY AND WATER			VALUE (\$)
25	Petrol/Automotive diesel fuel		097
26	Industrial diesel fuel/Heavy fuel oil		098
27	Kerosene		099
28	Liquid petroleum gas		100
29	Electricity		101
30	Water		102
	Total (Codes 097 to 102)		103

OTHER EXPENDITURE			VALUE (\$)
31	Donations made		104
32	Repairs and maintenance costs on: a) Motor Vehicles		105
	b) Building		106
	c) Machinery and equipment		107
33	Cartage and haulage expenses paid to other firms		108
34	Travel expenses (e.g. management, personal etc.): a) Air		109
	b) Water		110
	c) Land		111
35	Value of contract and commission work done		112
36	Audit, accounting fees		113
37	Legal fee		114
38	Advertising and promotion etc		115
39	Bank charges		116
40	Postage		117
41	telephone and telecommunication		118
41	Office stationery and supplies		119
42	Rent paid for: a) Building		120
	b) Plant and Machinery		121
43	Expenditure on: a) Rent paid for land		122
	b) Interest paid		123
44	c) Dividends paid		124
	d) Royalty paid		125
45	Management and consultation fee		126
46	Bad and doubtful debts written off		127
46	Business licenses, rates on property paid to central or local government etc		128
47	Insurance paid: a) Business insurance		129
	b) Casualty insurance		130
48	Fiji National University [FNU] Levy		131
49	Exchange losses		132
50	Loss on sale of fixed assets		133
51	Depreciation claimed (to agree with question 63 (7))		134
52	Cost of goods purchased for resale (see question 18)		135
53	All other costs and expenses		136
	Total other expenditure (Codes 104 to 136 excluding 124)		137

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

54 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, e.g. 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, e.g. 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

58 (b) Work-in-progress consists of unfinished output at the end of the reference year.

(c) Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased .

(d) The value of materials, fuel supplies and components are stocks of raw materials not used up in the production process.

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 have been entered onto the questionnaire:

	Income	[Code 056 + 169(3)]	\$
less	Expenditure	[Code 156]	\$
equals	Profit (+)\Loss (-)	[Code 190]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

54			NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FPNF ETC	PAYMENT IN KIND
			(1)	(2)	(3)	(4)
a]	Fiji citizens	138				
b]	Expatriates	142				
	Total	146				
c]	Working without pay					
	i] Working proprietors	150				
	ii] Unpaid family workers	151				
	Total (Codes 146 + 150 + 151)	152				
d]	From the total number in employment given in code 152, please state:					
	Total Males	153		Total Females	154	

55	VAT paid on supplies of goods and services		155	
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56	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 096+103+137+147+148+149 + 155	156	\$
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STOCKS

57	Please give the value of stock held by your establishment	VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a	Finished goods produced by the establishment and intended for sale	157		
b	Work-in-progress	160		
c	Finished goods bought for resale	163		
d	Materials, fuels, supplies and components	166		
	TOTAL	169		

LOANS AND ADVANCES

58		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
		\$ [1]	\$ [2]	\$ [3]	\$ [4]	\$ [5=1+2-3+4]	\$ [6]
	Locally	172					
	Abroad	178					
	Total	184					

NET EARNINGS AND TAXES PAID

			Amount (\$)
59	Net profit\loss of your establishment\enterprise. If this does not agree with question 60, please give reasons _____	190	
60	Taxable income of your establishment\enterprise	191	
61	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	192	
62	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	193	

FIXED CAPITAL ASSETS

63 (7) Please ensure that the value given for depreciation should agree with the value given in question 51.

63 (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 materials at cost.

63 (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)

PRODUCTION CAPACITY OF THE ESTABLISHMENT

64 Total Production Capacity is an important indicator for measuring economic growth. TCP is defined as the maximum level of output installed machinery can produce. The information provided would be very useful for planning purposes, Gross Domestic Product (GDP) forecasting, and policy formulation.

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.

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

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

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

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

FIXED CAPITAL ASSETS										
63			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	194								
b]	Non-Residential Building	202								
	Residential Building	210								
c]	Plant and Machinery	218								
d]	Furniture, Fixtures	226								
	ICT equipment	234								
	Other Office equipment	242								
e]	Transport Vehicles and Related Equipment	250								
f]	Research & Development	258								
g]	Valuables (Antiques, Artistic Originals Precious Metals, etc)	266								
h]	Others (specify):	274								
	Total	282								

PRODUCTION CAPACITY OF THE ESTABLISHMENT					
64	Description of Commodity		Unit of Qty	Production (Quantity)	
				Total Production Capacity	Actual Production
		290			
		293			
		296			
		299			
		302			
	Total	305			

Please provide reasons for any variation in production compared to the previous period.

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ENVIRONMENT RELATED QUESTIONS

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

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

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

68	Please indicate the method of liquid waste disposal of the establishments		
311	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