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CONFIDENTIAL

DESPATCHED: 28/06/19

2018 CENSUS OF MINING AND QUARRYING

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 Mining and Quarrying questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Mining and Quarrying sector classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an establishment's Mining and Quarrying activities are combined with other type of business, please report only the operations of the mining and quarrying 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, Mining and Quarrying are predominantly engaged in extraction of minerals occurring naturally and supplementary 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.

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 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 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

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 export.

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 14a].

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) Buildings	036	
	b) Plant and Machinery	037	
	c) Furniture and Fixtures	038	
	d) Transport and related Equipment	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 55)	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: a) Plant, machinery and equipment	050	
	b) Others	051	
	c) Transport and related services	052	
21	Gold Hedging	053	
22	Others (specify).	054	

	Total other income (Codes 032 to 054)	055	

23	VAT charged on goods and services provided	056	
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24	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 031 + 055 + 056)	057	\$
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PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

25 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 35.

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 69.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 69.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

26-29 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.

30-31 State the total value of electricity and water purchased by your establishment for the production process.

OTHER EXPENDITURE

33 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.

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.

46 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 45.

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		
25	DESCRIPTION OF MATERIALS AND SUPPLIES		UNIT of Qty (1)	QTY (2)	FROM ABROAD (3)	LOCALLY (4)	FROM MANUF (5)	FROM OTHERS (6)	TOTAL (7)
		058							
		065							
		072							
		079							
		086							
	Total	093							

FUEL, ELECTRICITY AND WATER			VALUE (\$)
26	Petrol/automotive diesel fuel	098	
27	Industrial diesel fuel/heavy fuel oil	099	
28	Kerosene	100	
29	Liquid petroleum gas	101	
30	Electricity	102	
31	Water	103	
	Total (Codes 098 to 103)	104	

OTHER EXPENDITURE			VALUE (\$)
32	Donations made	105	
33	Repairs and maintenance costs on: a) Motor vehicles	106	
	b) Building	107	
	c) Plant and Machinery	108	
34	Value of exploration costs incurred	109	
35	Cartage and haulage expenses paid to other firms	110	
36	Travel expenses (e.g. management, personal etc.) : a) Air	111	
	b) Water	112	
	c) Land	113	
37	Value of contract and commission work done	114	
38	Audit, accounting	115	
39	Legal fee	116	
40	Advertising and promotion etc.	117	
41	Bank charges	118	
42	Postage,	119	
43	Telephone and telecommunication	120	
44	Office stationery and supplies	121	
45	Rent paid for : a) Building	122	
	b) Plant and machinery	123	
	c) Furniture and fixtures	124	
46	Expenditure on: a) Rent paid for land	125	
	b) Interest paid	126	
	c) Dividends paid	127	
	d) Royalty paid	128	
47	Management and consultation fee	129	
48	Bad and doubtful debts written off	130	
49	Business licenses, rates on property paid to central or local government etc	131	
50	Insurance paid: a) Business insurance	132	
	b) Casualty insurance	133	
51	Fiji National university [FNU] Levy	134	
52	Exchange losses	135	
53	Loss on sale of fixed assets	136	
54	Depreciation claimed (to agree with question 69(7))	137	
55	Cost of goods purchased for resale (see question 18)	138	
56	All other costs and expenses	139	
	Total other expenditure (Codes 105 to 139 excluding 127)	140	

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.

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

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

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

- 65 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 057+ 174]	\$
Less Expenditure	[Code 159]	\$
Equals Profit (+)\Loss (-)	[Code 193]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

57			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FNNP ETC (3)	PAYMENT IN KIND (4)
a]	Fiji citizens	141				
b]	Expatriates	145				
	Total	149				
c]	Working without pay					
	i] Working proprietors	153				
	ii] Unpaid family workers	154				
	Total (Codes 149 (1) + 153 + 154)	155				
d]	From the total number in employment given in code 155, please state:					
	Total Males	156		Total Females	157	

58	VAT paid on supplies of goods and services	158	
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59	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 097+104+140+150+151+152 + 158]	159	\$
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STOCKS

			VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
60	Finished goods produced by the establishment and intended for sale	160			
61	Work-in-progress	163			
62	Finished goods bought for resale	166			
63	Materials, fuels, supplies and components	169			
	Total	172			

LOANS AND ADVANCES

64		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	175					
	Abroad	181					
	Total	187					

NET EARNINGS AND TAXES PAID

		Amount (\$)
65	Net profit/loss of your establishment/enterprise. If this does not agree with question 66, please give reasons_____	193
66	Taxable income of your establishment/enterprise	194
67	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	195
68	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.	196

FIXED CAPITAL ASSETS

- 69 (7) Please ensure that: The value given for depreciation should agree with the value given in question 54.
- 69 (5) Own Account Capital Construction: This is the cost of new assets and 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.
- 69 (h) 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.

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

FIXED CAPITAL ASSETS									
69		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
		(1)	locally (2)	from abroad (3)	(4)	(5)	(6)	(7)	(8)
a]	Land	197							
b]	Non- residential Buildings	205							
	Residential Buildings	213							
c]	Plant and machinery	221							
d]	Furniture, fixtures and office equipment	229							
	ICT equipment	237							
	Other office equipment	245							
e]	Transport Vehicles and related equipment	253							
f]	Research & Development	261							
g]	Mineral Exploration & Evaluation	277							
h]	Valuables (Antiques, Artistic Originals Precious Metals, etc)	280							
i]	Others (specify)	285							
	Total	293							

ENVIRONMENT RELATED QUESTIONS

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

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

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

73	Please indicate the method of liquid waste disposal of the establishments		
	304	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