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CONFIDENTIAL

DESPATCHED: 28/06/19

2018 SURVEY OF TRANSPORT AND STORAGE

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 Survey of Transport and Storage questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Transport and Storage Industry classified under the 2010 Fiji Standard Industrial Classification (refer to note on page 2). If an establishment's transport and storage activities are combined with other types of business, you should report only the operations of transport and storage activity.

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 in one copy of 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: Mr. Asaeli Rokovada on email arokovada@statsfiji.gov.fj or telephone 331 5822 (ext. 386245) or direct line 323 0845.

Kemueli Naiqama [Mr]
Deputy Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, Transport and Storage includes all units mainly engaged in provision of passenger or freight transport, whether scheduled or not, by road, water or air. Also included are auxiliary activities such as terminal facilities, car parking, stevedoring, harbour services, navigation services, airport operation or space port operation, booking, travel, freight forwarding, crating or customs agency services. Storage facilities, postal and courier services too are included.

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	Sole Trader	1	Partnership
		Private Limited Company	3	Public Limited Company
		Co-operative	5	Government Owned Trading Entity
		Statutory Board	7	Central Government
		Local Authority	9	Local Government
		Joint Venture and Consortia	11	Non-profit organization
		Trusts and Estates	13	Consulates and Foreign
		Branch of a Company Incorporated Overseas	15	Societies and Associations
		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		

FORM OF OWNERSHIP

	Please tick appropriate box			
	002	Fiji owned	1	Branch of an overseas company
		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 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 months)	2		
	Had not commenced business during the accounting period specified	3		

INCOME FROM TRANSPORT AND STORAGE

- 9 This should include the provision of passengers or freight transport, whether or not, by rail, pipeline, road, water or air and associated activities such as terminal and parking facilities, cargo handling, storage etc. Included in this section is warehousing and support activities for transportation and postal and courier 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 forms of personal insurance are to be excluded.
- 13 Exclude rent received for land which should be included in question 14 [a].

9	INCOME FROM TRANSPORT AND STORAGE		VALUE (\$)
	a]		
	b]		
	c]		
	d]		
	e]		
	f]		
	g]		
	h]		
	i]		
	Total	004	

	OTHER INCOME		VALUE (\$)
10	Subsidies and grants received	005	
11	Insurance claims received: a) Business insurance claims received	006	
	b) Casualty insurance claims received	007	
12	Profit or loss received from any other business in which you have an interest	008	
13	Rent received from: a) Building	009	
	b) Plant and machinery	010	
	c) Transport vehicles and related equipment	011	
14	Income from: a) Rent received from land	012	
	b) Interest received	013	
	c) Dividends received	014	
	d) Royalty received	015	
15	Bad and doubtful debts recovered	016	
16	Exchange gain	017	
17	Gain on sale of fixed assets	018	
18	Others (specify). _____ _____ _____ _____ _____	019	
	Total other income (Codes 005 to 019)	020	

19	VAT charged on goods and services provided	021	
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20	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 004+ 020 + 021)	022	\$
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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.

The cost of transport should be included in question 33 unless it is accounted for as part of the selling price.

Direct import by establishments should be reported at cost.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

25-28 Fuel purchased other than fuel purchased for resale should be included.

29 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

31-32 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.

34 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.

36 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.

44 a] Include payment in respect of leased/rented land. If it is not possible to separate the payments made for land from building, please include expenditure in question 43.

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

PURCHASES OF MATERIALS AND SUPPLIES			VALUE (\$)
21	Tyres and tubes	023	
22	Batteries	024	
23	Spare parts and accessories for current repairs and servicing	025	
24	Others – specify:	026	
	Total (Codes 023 to 026)	027	

FUEL, ELECTRICITY AND WATER			VALUE (\$)
25	Petrol/automotive diesel fuel	028	
26	Industrial diesel fuel/heavy fuel oil	029	
27	Kerosene	030	
28	Liquid petroleum gas	031	
29	Electricity	032	
30	Water	033	
	Total (Codes 028 to 033)	034	

OTHER EXPENDITURE			VALUE (\$)
31	Repairs and maintenance costs on: a] Motor vehicles	035	
	b] Boats	036	
	c] Aircraft	037	
32	Repairs and maintenance costs on: a] Building	038	
	b] Machinery and equipment	039	
33	Transport operating costs: a] Wheel tax\registration fee and license etc.	040	
	b] Third party insurance	041	
	c] Comprehensive insurance	042	
	d] Others – Specify:	043	
34	Cartage and haulage expenses paid to other firms	044	
35	Travel expenses (e.g. management, personal etc.) a] Air	045	
	b] Water	046	
	c] Land	047	
36	Value of contract and commission work done	048	
37	Audit and accounting	049	
38	Legal fee	050	
39	Advertising and promotion etc.	051	
40	Bank charges	052	
41	Postage	053	
42	Telephone and telecommunication	054	
43	Rent paid for the hire of : a] Building	055	
	b] Plant and machinery	056	
44	Expenditure on: a] Rent paid for land	057	
	b] Interest paid	058	
	c] Dividends paid	059	
	d] Royalty paid	060	
45	Management and consultation fee	061	
46	Bad and doubtful debts written off	062	
47	Business licenses, rates on property paid to central or local government etc.	063	
48	Casualty insurance	064	
49	Fiji National University [FNU] Levy	065	
50	Exchange losses	066	
51	Loss on sale of fixed assets	067	
52	Depreciation claimed (to agree with question 63(7))	068	
53	All other costs and expenses	069	

	Total other expenditure(Codes 035 to 069 excluding 059)	070	

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 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

57 Include all stocks.

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 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 022 + 098]	\$
less	Expenditure	[Code 089]	\$
equals	Profit (+)\Loss (-)	[Code 117]	\$

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	071				
	Expatriates	075				
	Total	079				
c]	Working without pay					
	i] Working proprietors	083				
	ii] Unpaid family workers	084				
	Total (Codes 079+ 083 + 084)	085				
d]	From the total number in employment given in code 085, please state:					
	Total Males	086		Total Females	087	

55	VAT paid on supplies of goods and services	088	
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56	GRAND TOTAL OF ALL EXPENDITURE INCURRED[Codes 027 + 034 + 070 + 080+ 081 + 082+088]	089	\$
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STOCKS				
57	Please give the value of stocks held by your establishment	VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Fuel and lubricants etc.	090		
b]	Materials e.g. tyres, tubes and spare parts etc.	093		
	Total	096		

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	099						
Abroad	105						
Total	111						

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 _____	117	
60	Taxable income of your establishment\enterprise	118	
61	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	119	
62	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	120	

FIXED CAPITAL ASSETS

63 (7) Please ensure that:

The value given for depreciation should agree with the value given in question 52.

63 (5) Own Capital 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)

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.

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

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

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

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

FIXED CAPITAL ASSETS

63			VALUE (\$)							
			Opening Book Value (1)	Purchase of new and second hand assets at cost		Land Development & Improvement (4)	Own Account Capital Construction (5)	Sales of Capital Assets (6)	Depreciation (7)	Closing Book Value (8)
				locally (2)	from abroad (3)					
A]	Land	121								
B]	Non-Residential Buildings	129								
	Residential Buildings	137								
C]	Plant and machinery	145								
D]	Furniture and fixtures	153								
	ICT equipment	161								
	Other office equipment	169								
E]	Transport vehicles and related equipment	177								
F]	Research & Development	185								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc.)	193								
H]	Others (specify):	201								
	Total	209								

ENVIRONMENT RELATED QUESTIONS

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

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

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

67	Please indicate the method of liquid waste disposal of the establishments		
	220	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