



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 SURVEY OF ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

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 Administrative and Support Service Activities questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in Administrative and Support Service Activity Industry classified under the 2010 Fiji Standard Industrial Classification (refer to notes on page 2). If an establishment's Administrative and Support Service Activities are combined with other types of business, please report only on the operations of Administrative and Support Services Activities.

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 Survey 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: Mr Jashneel Prasad on email jprasad@statsfiji.gov.fj or telephone 331 5822 (ext. 386242) or direct line 323 0845.

Kemueli Naiqama [Mr]
Deputy Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, the Administrative and Support Service activities include a variety of activities that support general business operations.

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

3	Please tick appropriate box			
	001	Sole Trader	1	Partnership
		Private Limited Company	3	Public Limited Company
		Co-operative	5	Government Owned Trading Entity
		Statutory Boards	7	Central Government
		Local Authority owned entity	9	Local Government
		Joint Venture and Consortia	11	Non-profit organisation
		Trusts and Estates	13	Consulates and Foreign Embassies
		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		
	If yes, please specify. _____		

FORM OF OWNERSHIP

5	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 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 months)			2
	Had not commenced business during the accounting period specified			3

INCOME RECEIVED FROM FEES AND COMMISSIONS

9 This should be the actual fees, net of any discount allowed to the client, for the services rendered.

Include commission received from auction sales, valuation services etc.

Exclude VAT charged on goods and services provided.

OTHER INCOME

12 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.

9 INCOME RECEIVED FROM FEES AND COMMISSIONS		VALUE (\$)	
Please state the amount of fees and commissions received from:		FEES	COMMISSIONS
1	Renting and leasing of motor vehicles Rental cars, Utility Trailer and Recreational Vehicles.	004	
2	Renting and leasing of recreational and sports goods Pleasure boats, canoes, sailboats, bicycles, beach chairs, umbrellas and other sports equipment	006	
3	Renting of Video Disks DVDs, CDs, Records and Video Tapes etc.	008	
4	Renting and leasing of other personal and household goods Wearing apparel, furniture and house wares, music instruments, jewellery, books and magazines, flowers and plants, electronic equipment etc.	010	
5	Renting and leasing of machinery, equipment and tangible goods Other machinery and equipment that are generally used as Capital Goods by industries such as machine tools, commercial boats and ships (without operator) etc.	012	
6	Leasing of intellectual property and similar products, except copyrighted works Similar products for which a royalty payment or licensing fee is paid to the owner of the asset, except copyrighted works such as books or software.	014	
7	Activities of employment placement agencies List employment vacancies and refer or place applicants for employment by on-line placement agencies, casting agencies and bureaus etc.	016	
8	Travel agencyactivities Selling travel, tour, transportation and accommodation services to the general public and commercial clients.	018	
9	Tour operatoractivities Like arranging and assembling tours that are sold through travel agencies or directly by tour operators and includes transportation, visits to museums, historical or cultural sites, theatrical, musical or sporting events.	020	
10	Other reservation service and related activities Tourism promotion activities, provision of travel information to visitors and reservations for transportation, hotels, restaurants, car rentals, entertainment, time share exchange services.	022	
11	Private security activities Like the provision of guard and patrol services, bodyguard services, security guard services.	024	
12	Security systems service activities Monitoring or remote monitoring of electronic security alarm systems including selling such security systems, mechanical or electronic locking devices, safes and security vaults including their maintenance.	026	
13	Cleaning activities Like general and specialized interior and exterior cleaning of all types of buildings, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping.	028	
14	Landscape care and maintenance service activities Like planting, care and maintenance of parks and gardens, greenery.	030	

9 INCOME RECEIVED FROM FEES AND COMMISSIONS				VALUE (\$)	
Please state the amount of fees and commissions received from:					
					FEES
15	Office administrative and support activities	032			
	Like provision of a combination of day-to-day office administrative services such as reception, financial planning, billing and record keeping, document copying/printing and short-run type printing activities.				
16	Activities of call centers	034			
17	Organization of conventions and trade shows	036			
	Includes organization, promotion and or management of events, such as business and trade shows, conventions, conferences and meetings, whether or not including the management and provision of the staff to operate the facilities in which these events take place.				
18	Business support service activities n.e.c.	038			
	Like activities of collection agencies and credit bureaus for debt collection etc. and packaging activities on a fee or contract basis like bottling of liquids, packaging of solids, labelling, stamping, imprinting, parcel-packing and gift-wrapping.				
19	Other business support service activities n.e.c.	040			
	Like parking meter coin collection services, activities of independent auctioneers, administration of loyalty programmes, providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services.				
	Total (042 = 004 to 040) and (043 = 005 to 041)	042			

OTHER INCOME			VALUE (\$)	
10	Income from sales of goods without transformation (refer question 25)	044		
11	Subsidies and grants received	045		
12	Insurance claims received: a) Business insurance claims received	046		
	b) Casualty insurance claims received	047		
13	Profit or loss received from any other business in which you have an interest	048		
14	Rent received from :a)Building	049		
15	Income from: a) Rent received from land	050		
	b) Interest received	051		
	c) Dividends received	052		
	d) Royalty received	053		
16	Bad and doubtful debts recovered	054		
17	Exchange gain	055		
18	Gain on sale of fixed assets	056		
19	Receipts from industrial services rendered to others e.g. repairs & maintenance	057		
20	Others (specify).	058		
21	Total other income (044 to 058)	059		

22	VAT charged on goods and services provided	060		
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23	GRAND TOTAL OF ALL INCOME RECEIVED (Codes042+043+059+060)	061	\$	
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PURCHASES OF MATERIALS DURING THE YEAR

- 24 State in detail the total value of all purchases of materials and supplies for use in the operation of your business.
- 25 State in detail expenditure of all materials and related articles purchased for resale during the year.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

- 27-30 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 31 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

- 39 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.
- 40 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.
- 42 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.
- 53 a] Include all payments in respect of leased\rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 51[b].

PURCHASES OF MATERIALS DURING THE YEAR			VALUE (\$)
24	Expenditure on materials and related articles for use in the business	062	
25	Expenditure on Administrative and Support Service activities during the year (refer question 10)	063	
26	Total (Codes 062 to 063)	064	

FUEL, ELECTRICITY AND WATER			VALUE (\$)
27	Petrol/Automotive diesel fuel	065	
28	Industrial diesel fuel/Heavy fuel oil	066	
29	Kerosene	067	
30	Liquid petroleum gas	068	
31	Electricity	069	
32	Water	070	
33	Total (Codes 065 to 070)	071	

TRANSPORT OPERATING COST			VALUE (\$)
34	Wheel tax/registration fee and license etc.	072	
35	Third party insurance	073	
36	Comprehensive insurance	074	
37	Others (specify)	075	
38	Total (Codes 072 to 075)	076	

OTHER EXPENDITURE			VALUE (\$)
39	Repairs and maintenance paid for on: a] Vehicles,	077	
	b] Buildings	078	
	c] Others	079	
40	Cartage and haulage expenses paid to other firms	080	
41	Travel expenses (eg management, personal etc.) : a] Air	081	
	b] Land	082	
	c] Water	083	
42	Value of contract and commission work done	084	
43	Audit and accounting	085	
44	Legal fee	086	
45	Advertising and promotion etc.	087	
46	Bank charges	088	
47	Postage	089	
48	Telephone and telecommunication etc	090	
49	Office stationery and supplies	091	
50	Management and consultation fee	092	
51	Rent paid for: a] Furniture	093	
	b] Buildings	094	
	c] Plant and machinery	095	
52	Insurance paid: a] Business insurance	096	
	b] Casualty insurance	097	
53	Expenditure on: a] Rent paid for land	098	
	b] Interest paid	099	
	c] Dividends paid	100	
	d] Royalty paid	101	
54	Bad and doubtful debts written off	102	
55	Business licenses, rates on property paid to central or local government etc	103	
56	Fiji National University (FNU) Levy	104	
57	Exchange losses	105	
58	Loss on sale of fixed assets	106	
59	Depreciation claimed (to agree with question 71(7))	107	
60	All other costs and expenses	108	
61	Total other expenditure (Codes 077 to 108 excluding code 100)	109	

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

62 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.

Expatriates are non-Fiji citizens who stayed in Fiji to work.

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

65 a] Finished goods bought for resale: are stocks of goods bought for resale in the same condition as purchased. All trading and capital stocks (stocks intended for resale) should be included

b] Value of materials, fuel supplies and components: are stocks of raw materials not used up in production. This should include stocks of materials used by the business in its operations

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

67 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 061 + 135(3)]	\$
less	Expenditure	[Code 128]	\$
equals	Profit (+)\Loss (-)	[Code 156]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES						
62			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FNPFC ETC (3)	PAYMENT IN KIND (4)
a]	Fiji citizens	110				
b]	Expatriates	114				
	Total	118				
c]	Working without pay					
	i] Working proprietors	122				
	ii] Unpaid family workers	123				
	Total (codes 118(1) +122 +123)	124				
d]	From the total number in employment given in code 124, please state:					
	Total Males	125	Total Females	126		

63	VAT paid on supplies of goods and services	127	
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64	GRAND TOTAL OF ALL EXPENDITURE INCURRED (Codes 064 + 071 + 076 + 109 + 118 (2, 3, 4) + 127)	128	\$
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STOCKS			VALUE OF STOCKS (\$)		
65	Please give the value of stocks held by your establishment		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Stock of finished goods bought for resale	129			
b]	Materials, fuel, supplies and components	132			
	Total	135			

LOANS AND ADVANCES							
66		OPENING BALANCE 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	138					
	Abroad	144					
	TOTAL	150					

NET EARNINGS AND TAXES PAID			Amount (\$)
67	Net profit/loss of your establishment\enterprise. If this does not agree with question 68, please give reasons_____	156	
68	Taxable income of your establishment\enterprise	157	
69	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	158	
70	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	159	

FIXED CAPITAL ASSETS

- 71 (7) Please ensure that: The value given for depreciation should agree with the value given in question 59.
- 71 (5) Own Account Capital Construction: This is the cost of new fixed assets and additions to 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.
- 71 (G) Valuables include:
- a) Entertainment, literacy & artistic originals;
 - b) Precious stones and metals (e.g. diamonds, non-monetary gold, Platinum and silver);
 - c) Other valuables (e.g. jewellery and collector items)
 - d) Antiques & other art objects

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.

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

FIXED CAPITAL ASSETS										
71			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	160								
B]	Non-Residential Building	168								
	Residential Building	176								
C]	Plant and machinery	184								
D]	Furniture, fixtures and office equipment	192								
	ICT equipment	200								
	Other office Equipment	208								
E]	Transport vehicles and related equipment	216								
F]	Research & Development	224								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc)	232								
H]	Others (specify):	240								
	Total	248								

ENVIRONMENT RELATED QUESTIONS

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

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

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

75	Please indicate the method of liquid waste disposal of the establishments		
259	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: _____
 Position: _____
 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