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CONFIDENTIAL

DESPATCHED: 28\06\19

## 2018 SURVEY OF PROFESSIONAL, SCIENTIFIC AND TECHNICAL 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 Professional, Scientific and Technical Activities.

**COVERAGE AND SCOPE:** It covers all establishments engaged in Professional, Scientific and Technical Activities Sector classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an establishment's Professional, Scientific and Technical Activities are combined with other types of business, please report only on the operations of the Professional, Scientific and Technical 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:** Ms. Salome Madraniceva on email smadraniceva@statsfiji.gov.fj or telephone 331 5822 (ext 386 245) or direct line 323 0845.

Kemueli Naiqama [Mr]  
Deputy Government Statistician

**NOTE:** Under the 2010 Fiji Standard Industrial Classification, Professional, Scientific and Technical Activities include specialized professional, scientific and technical activities. These activities require a high degree of training, and make specialized knowledge and skills available to users.

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## **ORGANISATIONAL STRUCTURE**

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- 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.

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## **FORM OF OWNERSHIP**

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- 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.

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## **EQUITY PARTICIPATION**

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- 6 Give the proportion of the share capital held by Fiji citizens. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

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## **NATURE OF WORK**

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- 7 In cases where establishments are involved in more than one activity at a single location, please state the major activity involved in.

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## **OPERATING STATUS**

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- 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)
	<b>Note:</b> 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:			
	<b>Remark:</b> 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 Boards	7	Central Government	8
		Local Authority owned entity	9	Local Government	10
		Joint Venture and Consortia	11	Non-profit organisation	12
		Trusts and Estates	13	Consulates and Foreign Embassies	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	

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## **INCOME RECEIVED FROM FEES AND COMMISSIONS**

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- 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, professional services and valuation services etc.

**Exclude VAT charged on goods and services provided.**

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## **OTHER INCOME**

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- 17 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 personal insurance are to be excluded.

<b>INCOME RECEIVED FROM FEES AND COMMISSIONS</b>				
9	Please state the amount of fees and commissions received from:		<b>VALUE (\$)</b>	
			<b>FEES</b>	<b>COMMISSIONS</b>
1	Legal activities	004		
2	Accounting, bookkeeping and auditing activities; tax consultancy	006		
3	Activities of head offices e.g. like overseeing and managing of other units of the company or enterprise; undertaking the strategic or organizational planning and decision making role of the company or enterprise; exercising operational control and manage the day-to-day operations of their related units. It includes activities of head offices, centralized administrative offices, corporate offices, district and regional offices and subsidiary management offices	008		
4	Business and management consultancy activities	010		
5	Architectural, engineering activities and related technical activities	012		
6	Technical testing and analysis	014		
7	Research and experimental development on natural sciences and engineering	016		
8	Research and experimental development on social sciences and humanities	018		
9	Advertising	020		
10	Market research and public opinion polling e.g. like investigation into market potential, acceptance and familiarity of products and buying habits of consumers for the purpose of sales promotion and development of new products, including statistical analyses of the results and investigation into collective opinions of the public about political, economic and social issues and statistical analysis thereof.	022		
11	Specialized design activities e.g. like fashion design, activities of graphic designers, activities of interior decorators	024		
12	Photographic activities	026		
13	Other professional, scientific and technical activities n.e.c. Includes a great variety of service activities generally delivered to commercial clients. It includes those activities for which more advanced professional, scientific and technical skill levels are required, but does not include ongoing, routine business functions that are generally of short duration	028		
14	Veterinary activities	030		
	<b>Total (032 = 004 to 030) and (033 = 005 to 031)</b>	<b>032</b>		

<b>OTHER INCOME</b>			<b>VALUE (\$)</b>	
15	Income from sales of goods without transformation (refer question 29)	034		
16	Subsidies and grants received	035		
17	Insurance claims received: a) Business insurance claims received	036		
	b) Casualty insurance claims received	037		
18	Profit or loss received from any other business in which you have an interest	038		
19	Rent received from: a) Building	039		
	b) Plant and machinery	040		
	c) Transport vehicles and related equipment	041		
20	Income from: a) Rent received from land	042		
	b) Interest received	043		
	c) Dividends received	044		
	d) Royalty received	045		
21	Bad and doubtful debts recovered	046		
22	Exchange gain	047		
23	Gain on sale of fixed assets	048		
24	Receipts from industrial services rendered to others e.g. repairs & maintenance	049		
25	Others (specify).	050		
	<b>Total other income (034 to 050)</b>	<b>051</b>		

26	VAT charged on goods and services provided	052		
27	<b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 032+033+051+052)</b>	<b>053</b>	\$	

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**PURCHASES OF MATERIALS DURING THE YEAR**

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- 28 State in detail the total value of all purchases of materials and supplies for use in the operation of your business.
- 29 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.**

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**FUEL, ELECTRICITY AND WATER**

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- 30-33 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 34 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

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**OTHER EXPENDITURE**

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- 36 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.
- 37 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.
- 39 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.
- 48 a] Include all payments in respect to leased\rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 47.
- b] Interest payments include interest on long-term debts and interest on any other money the establishment has borrowed.

<b>PURCHASES OF MATERIALS DURING THE YEAR</b>			VALUE (\$)
28	Expenditure on materials and related articles for use in the business	054	
29	Expenditure on Professional, Scientific and Technical activities during the year (refer question 15)	055	
	<b>Total (Codes 054 to 055)</b>	<b>056</b>	

<b>FUEL, ELECTRICITY AND WATER</b>			VALUE (\$)
30	Petrol/Automotive diesel fuel	057	
31	Industrial diesel fuel/Heavy fuel oil	058	
32	Kerosene	059	
33	Liquid petroleum gas	060	
34	Electricity	061	
35	Water	062	
	<b>Total (Codes 057 to 062)</b>	<b>063</b>	

<b>OTHER EXPENDITURE</b>			VALUE (\$)
36	Repairs and maintenance costs on: a] Motor vehicles	064	
	b] Building	065	
	c] Machinery and equipment	066	
37	Cartage and haulage expenses paid to other firms	067	
38	Travel expenses (e.g management, personal etc.) : a] Air	068	
	b] Water	069	
	c] Land	070	
39	Value of contract and commission work done	071	
40	Audit and accounting	072	
41	Legal fee	073	
42	Advertising and promotion etc	074	
43	Bank charges	075	
44	Postage	076	
45	Telephone and telecommunication	077	
46	Office stationery and supplies	078	
47	Rent paid for : a] Building	079	
	b] Plant and Machinery	080	
	c] Transport Vehicles and Related equipment	081	
48	Expenditure on: a] Rent paid for land	082	
	b] Interest paid	083	
	c] Dividends paid	084	
	d] Royalty paid	085	
49	Management and consultation fee	086	
50	Bad and doubtful debts written off	087	
51	Business licenses, rates on property paid to central or local government etc	088	
52	Insurance paid: a] Business insurance	089	
	b] Casualty insurance	090	
53	Fiji National University [FNU] Levy	091	
54	Exchange losses	092	
55	Loss on sale of fixed assets	093	
56	Depreciation claimed (to agree with question 67(7))	094	
57	All other costs and expenses	095	
	<b>Total other expenditure (Codes 064 to 095 excluding 084)</b>	<b>096</b>	

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## EMPLOYMENT AND COMPENSATION OF EMPLOYEES

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- 58 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.

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## STOCKS

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- 61 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.

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## LOANS AND ADVANCES

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

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## NET EARNINGS AND TAXES PAID

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- 63 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 053 + 124]	\$
less	Expenditure	[Code 115]	\$
equals	Profit (+)\Loss (-)	[Code 143]	\$



<b>EMPLOYMENT AND COMPENSATION OF EMPLOYEES</b>						
58			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FNPFC ETC (3)	PAYMENT IN KIND (4)
a]	Fiji citizens	097				
b]	Expatriates	101				
	<b>Total</b>	<b>105</b>				
c]	Working without pay					
	i] Working proprietors	109				
	ii] Unpaid family workers	110				
	<b>Total (codes 105 +109 +110)</b>	<b>111</b>				
d]	From the total number in employment given in code 111, please state:					
	Total Males	112		Total Females	113	

59	VAT paid on supplies of goods and services	114	
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60	<b>GRAND TOTAL OF ALL EXPENDITURE INCURRED (Codes 056 + 063 + 096 + 106 + 107+ 108+ 114)</b>	<b>115</b>	<b>\$</b>
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<b>STOCKS</b>			<b>VALUE OF STOCKS (\$)</b>		
61	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	116			
b]	Materials, fuel, supplies and components	119			
	<b>Total</b>	<b>122</b>			

<b>LOANS AND ADVANCES</b>						
62	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]
a]	Locally	125				
b]	Abroad	131				
	<b>TOTAL</b>	<b>137</b>				

<b>NET EARNINGS AND TAXES PAID</b>			Amount (\$)
63	Net profit/loss of your establishment/enterprise. If this does not agree with question 64, please give reasons _____		143
64	Taxable income of your establishment/enterprise		144
65	Amount, if any, of previous year losses that was deducted before arriving at the taxable income		145
66	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.		146

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**FIXED CAPITAL ASSETS**

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- 67 (7) Please ensure that: The value given for depreciation should agree with the value given in question 56.
- 67 (5) Own Account Construction: This is the cost of new fixed assets and additions to the existing fixed assets made by establishments own labour for its own use Cost should be equivalent to labour costs plus value of materials at cost.
- 67 (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)

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**ENVIRONMENT RELATED QUESTIONNAIRES**

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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.

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

<b>FIXED CAPITAL ASSETS</b>										
67			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	147								
b]	Non-Residential Building	155								
	Residential Building	163								
c]	Plant and machinery	171								
d]	Furniture, fixtures	179								
	ICT equipments	187								
	Other office equipment	195								
e]	Transport vehicles and related equipment	203								
f]	Research & Development	211								
g]	Valuables (Antiques, Artistic Originals Precious Metals, etc )	219								
h]	Others (specify):	227								
	<b>Total</b>	<b>235</b>								

<b>ENVIRONMENT RELATED QUESTIONS</b>
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68	Please tick the appropriate source of water for the establishments			
243	Metered Water		1	
	Rain water		2	
	River / Creek		3	
	Bore Hole		4	
	Others (Please specify.....)		5	

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

70	Please indicate the method of solid waste disposal of the establishment.		
	245	Collection by City / Town	1
		Collection by Private Companies	2
		Private Incineration	3
		Private dumpsite	4
		Recycled	5
		Others ( Please specify.....)	6

71	Please indicate the method of liquid waste disposal of the establishment.		
	246	Connected to sewerage line	1
		Disposed in the sea / river	2
		Septic tank	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**