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CONFIDENTIAL

DESPATCHED __/__/__

2020 CENSUS 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 2020 Census of Administrative and Support Service Activities questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in Administrative and Support Service Sector classified under the Fiji Standard Industrial Classification 2010, s Section N (refer note on page 2). If an establishment’s Administrative and Support Service Activities are combined with other types of business, you should report on the Administrative and Support Services Activities side of the operations only.

PURPOSE: The census provides an important means of assessing the composition this sector makes to the economy of Fiji, and indicates the changing composition and structure of the industry. The results of the Survey are used by the Fiji Bureau of Statistics to estimate the National Income of Fiji and in the provision of other key indicators.

REFERENCE PERIOD: A Reference period is the calendar year. If your accounting year is different provide information approximating closest to the calendar year. 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 1961 (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. 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 386 244) or direct line 323 0844.

Maria Musudroka [Ms]
Acting Chief Executive

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

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 provide an explanatory note.

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 Fiji citizens. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

OPERATING STATUS

If you are no longer in business, a **STATUTORY DECLARATION** must be attached with 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.

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.

1. Organisational Structure

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)	FSIC [FOR OFFICIAL USE ONLY] [001]

2. Accounting Period

Please state the accounting period: From \ \ 2020 To \ \ 2020

3. Legal Status of Organisation

Please tick appropriate box			
	Sole Trader	1	Partnership
[002]	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

4. International Trade

Please tick appropriate box	Yes	No
Does the establishment import or export any type of goods or services		
If yes, please specify. _____		

5. Form of Ownership

Please tick appropriate box			
[003]	Fiji owned	1	Branch of an overseas company
	Subsidiary of an overseas company	3	Others (specify)
			4

6. Equity Participation

Please indicate the equity capital held by Fiji Citizens.	As at end of 2020	%
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INCOME RECEIVED FROM FEES AND COMMISSIONS

7 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.

OTHER INCOME

20 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.

21 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.

32 This is the resale value of goods bought, the goods being in the same condition as received and does not go through any manufacturing process by your establishment.

Income

Primary Income Earned During The Accounting Period			VALUE (\$)
7	a)		004
	b)		005
	c)		006
	d)		007
Other Income			
8	Rent & Receipts received - Building		008
9	Subsidies and grants received		009
10	Receipts from industrial services rendered to others		010
11	Rent & Receipts received - Plant and machinery		011
12	Rent & Receipts received - Transport and related equipment		012
13	Rent & Receipts received - Repairs and maintenance		013
14	Value of Electricity sold		014
15	Gold Hedging		015
16	Commissions received		016
17	Own Account Capital Construction		017
18	Others Income		018
19	Discount		019
20	Business insurance claims received		020
21	Casualty insurance claims received		021
22	Profit or loss received from any other business in which you have an interest		022
23	Rent received from land		023
24	Interest received		024
25	Dividends received		025
26	Royalty received		026
27	Bad and doubtful debts recovered		027
28	Exchange gain		028
29	Surcharge		029
30	Service and license fees		030
31	Training rebates		031
32	Income of sales of good without transformation (see question 36)		032
33	Gain on sale of fixed assets		033
34	VAT charged on goods and services provided		034
35	Grand Total of All Income Received [Codes 004 to 034]		035

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

- 36 State in detail the total value of all purchases of materials and supplies for use in the operation of your business.
- 37 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

- 38-41 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 42 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

- 44-46 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.
- 47 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.
- 52 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.
- 69 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 60.
- 70 Include interest on long-term debts and interest on all borrowing.

COMPENSATION OF EMPLOYEES

- 81 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.
- 83 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.

Expenses

Purchases of Materials and Operating Expenditure			VALUE (\$)
36	Expenditure on materials for use in the business		
	a)	036	
	b)	037	
	c)	038	
37	Expenditure on goods for resale without further processing (refer question 32)	039	
Fuel, Electricity and Water			
38	Petrol/Automotive diesel fuel	040	
39	Industrial diesel fuel/Heavy fuel oil	041	
40	Kerosene	042	
41	Liquid petroleum gas	043	
42	Electricity	044	
43	Water	045	
Other Expenditure			
44	Repairs and maintenance on Vehicles	046	
45	Repairs and maintenance on Building	047	
46	Repairs and maintenance on Plant and Machinery	048	
47	Cartage and haulage expenses paid to other firms	049	
48	Travel expenses on Air Transport	050	
49	Travel expenses on Water Transport	051	
50	Travel expenses on Land Transport	052	
51	Accommodation Charges	053	
52	Value of contract and commission work done	054	
53	Audit and accounting	055	
54	Legal fee	056	
55	Advertising and promotion etc	057	
56	Bank charges	058	
57	Postage	059	
58	Telephone and telecommunication	060	
59	Office stationery and supplies	061	
60	Rent paid on Building	062	
61	Rent paid on Plant and Machinery	063	
62	Management and consultation fee	064	
63	Business insurance	065	
64	Security services	066	
65	Cleaning services	067	
66	Entertainment expenses	068	
67	All other costs and expenses	069	
68	Casualty insurance	070	
69	Rent paid for land	071	
70	Interest paid	072	
71	Dividend paid	073	
72	Royalty paid	074	
73	Bad and doubtful debts written off	075	
74	Business licenses and rates paid	076	
75	Fiji National University [FNU] Levy	077	
76	Exchange losses	078	
77	Loss on sale of fixed assets	079	
78	VAT paid on supplies of goods and services	080	
79	Donations made	081	
80	Depreciation (to agree with question 92(8))	082	
Compensation of Employees			
81	Gross Wages and Salaries	083	
82	Employers Contribution to FNPF	084	
83	Payment In Kind	085	
84	Grand Total of Expenditure Incurred [Codes 036 to 085 excluding 073]	086	

STOCKS

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

LOANS AND ADVANCES

- 91 Please provide information relating to any loan or advances at the end of the accounting period.

NET EARNINGS AND TAXES PAID

- 92 This is the net profit of your establishment\enterprise from the profit and loss account.

NUMBER OF EMPLOYMENT

- 93 Please note that the information in respect of employment is for the last pay week in June 2020.

Operatives includes all employees directly engaged in the activity of the establishment, eg 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, eg 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.

ENVIRONMENT RELATED QUESTIONNAIRES

- 94 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.

87- 90. Stocks

Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
Finished goods produced by the establishment and intended for sale	087			
Work-in-progress	090			
Finished goods bought for resale	093			
Materials, fuel, supplies and components	096			
Total	099			

91. Loans and Advances – Closing Balance

Locally	102	
Abroad	103	
Total	104	

92. Net Earnings

		Amount (\$)
Net profit\loss of your establishment\enterprise. [Codes (025+091)-076]	105	

93. Number of Employment

		NUMBER EMPLOYED
a]	Working with pay	
	Fiji citizens	106
	Expatriates	107
b]	Working without pay	
	i] Working proprietors	108
	ii] Unpaid family workers	109
	Total [096+097+098+099]	110
c]	The total number in employment by Gender	
	i] Total Males	111
	ii] Total Females	112

94. Environment Related Questions

[113]	Please tick the appropriate source of water for the establishments		
	Metered Water [WAF]	1	
	Rain Water	2	
	River / Creek	3	
	Bore Hole	4	
	Others (Please specify)	5	
[114]	Please tick the appropriate source of energy for the establishments.		
	Electricity [EFL]	1	
	Electricity [Own Generation]	2	
	(a) Solar	2a	
	(b) Hydro	2b	
	(c) Diesel / Thermal	2c	
	(d) Windmill	2d	
[115]	Please indicate the method of solid waste disposal of the establishments		
	Collection by City / Town Council	1	
	Collection by Private Companies	2	
	Private Incineration	3	
	Private Dumpsite	4	
	Recycled	5	
	Others (Please specify)	6	
[116]	Please indicate the method of liquid waste disposal of the establishments		
	Connected to Sewerage Line	1	
	Septic Tank	2	
	Disposal in the sea / river	3	
	Others (Please specify)	4	

FIXED CAPITAL ASSETS

- 95 (8) Please ensure that: The value given for depreciation should agree with the value given in question 80.
- 95(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.
- 95 Entertainment Literary/Artistic Originals 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)

FIXED CAPITAL ASSETS										
95		VALUE (\$)								
		Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Other Changes	Sales of Capital Assets	Depreciation	Closing Book value
			Locally	from abroad						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
Residential Buildings	117									
Non- residential Buildings	126									
Other structures	135									
Land	144									
Transport vehicles and related equipment	153									
ICT equipment	162									
Furniture, fixtures and office equipment	171									
Other Machinery & Equipment	180									
Cost of Ownership transfer on non-produced assets	189									
Research & Development	198									
Minerals Exploration & Evaluation	207									
Computer Software & Databases	216									
Entertainment Literary/Artistic Originals	225									
Renewable Energy Equipment related	234									
Other Intellectual Property Products	243									
Total	252									

Person we should contact if any queries arise regarding this form:

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

Date: _____

THANK YOU FOR COMPLETING THE QUESTIONNAIRE