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CONFIDENTIAL

DESPATCHED __/__/__

2020 CENSUS OF ACCOMMODATION AND FOOD 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 Accommodation and Food Service Activities questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in Accommodation and Food Service Sector classified under the Fiji Standard Industrial Classification 2010, Section I (refer note on page 2). If an establishment's Accommodation and Food Service Activities are combined with other types of business, you should report on the Accommodation and Food 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: Ms. Michelle Khan on email mkhan@statsfiji.gov.fj or telephone 331 5822 (ext. 386 245) or direct line 323 0845.

Maria Musudroka [Ms]
Acting Chief Executive

NOTE: Under the Fiji Standard Industrial Classification 2010, Section I, the Accommodation and Food Service Activities includes the provision of short-stay accommodation for visitors and other travellers and the provision of complete meals and drinks fit for immediate consumption. The amount and type of supplementary services provided within this section can vary widely.

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	2
[002]	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

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	2
	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 %

PRIMARY INCOME EARNED DURING THE ACCOUNTING PERIOD

- 7 This should be the actual selling value net of any discount or rebate allowed to the buyer.
- Income\commission received by provision of accommodation services for organising tours.
- Include here, if applicable, income from beauty salons and laundry services etc. provided by the hotel.

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 15 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.
- 18 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.
- 19 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.

Income

Primary Income Earned During The Accounting Period			VALUE (\$)
7	a) Income from provision of accommodation	004	
	b) Sale of goods and services for consumption	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	Commissions received	014	
15	Income of sales of good without transformation (see question 32)	015	
16	Other income	016	
17	Discount	017	
18	Business insurance claims received	018	
19	Casualty insurance claims received	019	
20	Profit or loss received from any other business in which you have an interest	020	
21	Rent received from land	021	
22	Interest received	022	
23	Dividends received	023	
24	Royalty received	024	
25	Bad and doubtful debts recovered	025	
26	Exchange gain	026	
27	Gain on sale of fixed assets	027	
28	Hotel turnover tax (hotels only)	028	
29	VAT charged on goods and services provided	029	
30	Grand Total of All Income Received [Codes 004 to 029]	030	

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

- 31 State in detail the total value of all purchases of materials and supplies for use in the preparation of food; for provision and maintenance of accommodation and for the operation of a hotel, bar, restaurant or catering business etc.

The cost of freight and transport should be excluded unless it is accounted for as part of the purchase price. Transport cost paid to outside firms should be included in question 45.

Exclude all purchases of plant and machinery and other capital equipment purchased by you that should be included in question 89.

- 31 (j) Non-alcoholic beverages refer to mineral water and soft drinks etc.

- 31 (k) Alcoholic beverages refer to spirit, wine and beer etc.

- 32 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

- 33-36 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.

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

OTHER EXPENDITURE

- 39-41 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.

- 42 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.

- 47 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.

- 60 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 55.

- 61 Include interest on long-term debts and interest on all borrowing.

COMPENSATION OF EMPLOYEES

- 77 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.

- 79 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		
31	Expenditure on materials for use in the business	VALUE (\$)
	a) Bread and cereals	031
	b) Meat	032
	c) Fish	033
	d) Dairy products	034
	e) Oils and fats	035
	f) Fruit & vegetables	036
	g) Sugar	037
	h) All other food	038
	i) Tea, coffee and cocoa etc.	039
	j) Non-alcoholic beverages	040
	k) Alcoholic beverages	041
	l) Tobacco & tobacco products	042
	m) Linen, furnishing etc.	043
	n) Kitchenware & tableware	044
	o) Cleansing materials etc.	045
	p) Others: specify	046
32	Expenditure on goods for resale without further processing(refer question 15)	047
Fuel, Electricity and Water		
33	Petrol/automotive diesel fuel	048
34	Industrial diesel fuel/heavy fuel oil	049
35	Kerosene	050
36	Liquid petroleum gas	051
37	Electricity	052
38	Water	053
Other Expenditure		
39	Repairs & maintenance on vehicles	054
40	Repairs & maintenance on buildings	055
41	Repairs & maintenance on plant and machinery	056
42	Cartage and haulage expenses paid to other firms	057
43	Travel expenses on air transport	058
44	Travel expenses on water transport	059
45	Travel expenses on land transport	060
46	Accommodation charges	061
47	Value of contract and commission work done	062
48	Audit and accounting	063
49	Legal fee	064
50	Advertising and promotion etc	065
51	Bank charges	066
52	Postage	067
53	Telephone and telecommunication	068
54	Office stationery and supplies	069
55	Rent paid on Building	070
56	Rent paid on Plant and machinery	071
57	Management and consultation fee	072
58	Business insurance	073
59	Casualty insurance	074
60	Rent paid for land	075
61	Interest paid	076
62	Dividend paid	077
63	Royalty paid	078
64	Bad and doubtful debts written off	079
65	Business licenses and rates paid	080
66	Fiji National University [FNU] levy	081
67	Exchange losses	082

68	Loss on sale of fixed assets	083	
69	Donations made	084	
70	Security services	085	
71	Laundry and cleaning services	086	
72	Music and other entertainment expenses	087	
73	Depreciation claimed (to agree with question 89(8))	088	
74	Payment for hotel organised activities and tours	089	
75	All other costs and expenses	090	
76	VAT paid on supplies of goods and services	091	
Compensation of Employees			
77	Gross wages and salaries	092	
78	Employers contribution to FNPF	093	
79	Payment in kind	094	
80	Grand Total of Expenditure Incurred [Codes 031 to 094 excluding 077]	095	

STOCKS

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

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

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

NUMBER OF EMPLOYMENT

- 87 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

- 88 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.

81-84. 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	096			
Work-in-progress	099			
Finished goods bought for resale	102			
Materials, fuel, supplies and components	105			
Total	108			

85. Loans and Advances – Closing Balance

Locally	111	
Abroad	112	
Total	113	

86. Net Earnings

		Amount (\$)
Net profit\loss of your establishment\enterprise. [Codes (030+110)-095]	114	

87. Number of Employment

		NUMBER EMPLOYED
a]	Working with pay	
	Fiji citizens	115
	Expatriates	116
b]	Working without pay	
	i] Working proprietors	117
	ii] Unpaid family workers	118
	Total (Codes 115+116+117+118)	119
c]	The total number in employment by gender	
	i] Total males	120
	ii] Total females	121

88. Environment Related Questions

122	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
123	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
124	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
125	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

CAPITAL ASSETS

89 (8) Please ensure that: The value given for depreciation should agree with the value given in question 73.

89 (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.

89 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).

89. Capital Assets

		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	126									
Non- residential buildings	135									
Other structures	144									
Land	153									
Transport vehicles and related equipment	162									
ICT equipment	171									
Furniture, fixtures and office equipment	180									
Other machinery & equipment	189									
Cost of ownership transfer on non-produced assets	198									
Research & development	207									
Minerals exploration & evaluation	216									
Computer software & databases	225									
Entertainment literary/artistic originals	234									
Renewable energy equipment related	243									
Other intellectual property products	252									
Total	261									

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

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

Date: _____

THANK YOU FOR COMPLETING THE QUESTIONNAIRE