

NOTE: Under the Fiji Standard Industrial Classification 2010, Section F Construction includes all units mainly engaged in constructing buildings, including the on-site assembly and erection of prefabricated buildings. Also included are:

- Construction of roads; railroads; aerodromes; irrigation projects; harbour or river works; water, gas, sewerage or storm-water drains or mains; electricity or other transmission lines or towers; pipelines or other specified civil engineering projects.
- Units engaged in the repair of buildings or other structures, as are those engaged in the alteration or renovation of buildings, preparation of mine sites, demolition or excavation.
- Units mainly engaged in certain specified installation activities such as the installation of heating and air conditioning equipment, the on-site assembly of boilers, the installation of fire alarm systems, the installation of blinds and awnings, the installation of petrol bowsers or the installation of electrical wiring.
- Units mainly engaged in providing special building or construction trade services such as structural sheet erection, carpentry, bricklaying, concreting, plumbing, painting, plastering, floor and wall tiling or roof tiling and the installation or laying of floor coverings such as carpets or linoleum.
- 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 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 and the type of activity the establishment is engaged during the year.

FORM OF OWNERSHIP

- 5 (1) Fiji owned:
This is an enterprise operating in Fiji in which 51% or more equity is held locally.
- (2) Branch of an overseas company:
This is an enterprise 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.

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 ENTERPRISE\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
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3. Legal Status of Organisation

Please tick appropriate box			
002	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	

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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PRIMARY INCOME EARNED DURING THE ACCOUNTING PERIOD

- 7 This refers to the value of work completed during the year. Work is regarded complete when it is delivered to the control of the purchaser and final payment including retention fee has been billed.

If your firm is involved in multiple activities such as construction of buildings, roads and bridges etc., state separately the value of work done under each of these activities.

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 19 Include all claims arising from business insurance. Examples of business insurance are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.
- 20 Include all claims received arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness etc. to employees. Claims for life, education or any other form of personal insurance are to be excluded.

Income

Primary Income Earned During The Accounting Period			VALUES (\$)
7	a) Private Sector	004	
	b) Public Sector	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	Own Account Capital Construction	015	
16	Income of sales of good without transformation (refer to question 33)	016	
17	Other Income	017	
18	Discount	018	
19	Business insurance claims received	019	
20	Casualty insurance claims received	020	
21	Profit or loss received from any other business in which you have an interest	021	
22	Rent received from land	022	
23	Interest received	023	
24	Dividends received	024	
25	Royalty received	025	
26	Bad and doubtful debts recovered	026	
27	Exchange gain	027	
28	Training rebates	028	
29	Gain on sale of fixed assets	029	
30	VAT charged on goods and services provided	030	
31	Grand Total of All Income Received [Codes 004 to 030]	031	

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

32 State in detail the total value of all purchases of materials and supplies during the year for use in the building and construction work. In arriving at the value, deduct trade discounts received. The cost of transport should be included in question 46 unless it is accounted for as part of the purchase price.

- Include all purchases of:
- a) Basic materials and components such as timber, cement, iron and steel etc that are physically incorporated in the building and construction.
 - b) Auxiliary materials such as nails, glue, small tools, parts, materials for repairs and maintenance.
 - c) Materials bought for carrying “own construction” work reported in question 92.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 92.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

34-37 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc. should be included.

38-39 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc and cost of water.

OTHER EXPENDITURE

40-42 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.

43 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.

48 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.

67 Include payment in respect of leased\ rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 56.

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

COMPENSATION OF EMPLOYEES

79 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.

81 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		
32	Description of Materials and Supplies	VALUE (\$)
a]	Timber	032
b]	Cement and concrete	033
c]	Gravel and sand	034
d]	Blocks	035
e]	Iron and steel	036
f]	Electrical ware	037
g]	Plumbing ware	038
h]	Paint	039
i]	Glass	040
j]	Others: _____	041
33	Expenditure on goods for resale without further processing (refer to question 16)	042
Fuel, Electricity and Water		
34	Petrol/Automotive diesel fuel	043
35	Industrial diesel fuel/Heavy fuel oil	044
36	Kerosene	045
37	Liquid petroleum gas	046
38	Electricity	047
39	Water	048
Other Expenditure		
40	Repairs and maintenance on Vehicles	049
41	Repairs and maintenance on Building	050
42	Repairs and maintenance on Plant and Machinery	051
43	Cartage and haulage expenses paid to other firms	052
44	Travel expenses on Air Transport	053
45	Travel expenses on Water Transport	054
46	Travel expenses on Land Transport	055
47	Accommodation Charges	056
48	Value of contract and commission work done	057
49	Audit and accounting	058
50	Legal fee	059
51	Advertising and promotion etc	060
52	Bank charges	061
53	Postage	062
54	Telephone and telecommunication	063
55	Office stationery and supplies	064
56	Rent paid on Building	065
57	Rent paid on Plant and Machinery	066
58	Management and consultation fee	067
59	Business insurance	068
60	Security services	069
61	Cleaning services	070
62	Entertainment services	071
63	Payments to sub-contractors – Labours only contract	072
64	Payments to sub-contractors – Other than labour only contract	073
65	All other costs and expenses	074
66	Casualty insurance	075
67	Rent paid for land	076
68	Interest paid	077
69	Dividend paid	078
70	Royalty paid	079
71	Bad and doubtful debts written off	080
72	Business licenses and rates paid	081
73	Fiji National University [FNU] Levy	082
74	Exchange losses	083
75	Loss on sale of fixed assets	084
76	VAT paid on supplies of goods and services	085
77	Donations made	086
78	Depreciation (to agree with question 92(8))	087
Compensation of Employees		
79	Gross Wages and Salaries	088
80	Employers Contribution to FNPF	089
81	Payment in Kind	090
82	VAT paid on supplies of goods and services	091
83	Grand Total of Expenditure Incurred [Codes 032 to 091 excluding 078]	092

STOCKS

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

LOANS AND ADVANCES

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

NET EARNINGS

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

NUMBER OF EMPLOYMENT

- 90 Please note that the information in respect of employment is for the last pay week in June 2020 but the rest of the question requires data for the appropriate accounting year.

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 QUESTIONS

- 91 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.

84- 87. 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	093			
Work-in-progress	096			
Finished goods bought for resale	099			
Materials, fuels, supplies and components	102			
Total	105			

88. Loans and Advances - Closing Balance

Locally	108	
Abroad	109	
Total	110	

89. Net Earnings

		Amount (\$)
Net profit/loss of your establishment/enterprise. [Codes (031+107)-092]	111	

90. Number of Employment

			NUMBER EMPLOYED
a]	Working with pay		
	Fiji citizens	112	
	Expatriates	113	
b]	Working without pay		
	i] Working proprietors	114	
	ii] Unpaid family workers	115	
	Total (112+113+114+115)	116	
c]	The total number in employment by gender		
	i] Total Males	117	
	ii] Total Females	118	

91. Environment Related Questions

[119]	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	
[120]	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	
[121]	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	
[122]	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

- 92 (8) Please ensure that: The value given for depreciation should agree with the value given in question 78.
- 92 (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.
- 92 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).

92		Fixed Capital Assets								
		VALUE (\$)								
		Opening Book Value (1)	Purchase of new and second hand assets at cost		Land Development & Improvement (4)	Own Account Capital Construction (5)	Other Changes (6)	Sales of Capital Assets (7)	Depreciation (8)	Closing Book value (9)
Locally (2)	From abroad (3)									
Residential Buildings	123									
Non-residential Buildings	132									
Other structures	141									
Land	150									
Transport vehicles and related equipment	159									
ICT equipment	168									
Furniture, fixtures and office equipment	177									
Other Machinery & Equipment	186									
Cost of Ownership transfer on non-produced assets	195									
Research & Development	204									
Minerals Exploration & Evaluation	213									
Computer Software & Databases	222									
Entertainment Literary/Artistic Originals	231									
Renewable Energy Equipment Related	240									
Other Intellectual Property Products	249									
Total	258									

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

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

Date: _____

THANK YOU FOR COMPLETING THE QUESTIONNAIRE