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CONFIDENTIAL

DESPATCHED: __/__/__

2020 CENSUS OF HUMAN HEALTH AND SOCIAL WORK ACTIVITIES

Tax Identification Number

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Please correct any errors appearing in this label.

Dear Sir/Madam

Enclosed is a copy of 2020 Census of Human Health and Social Work Activities questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in Human Health and Social Work Activities classified under the Fiji Standard Industrial Classification 2010 Section Q (refer to notes on page 2). If an establishment's Human Health and Social Work Activities are combined with other types of business, please report only on the operations of the Human Health and Social Work Activities.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji, and indicates the changing composition and structure of the industry. 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. If your accounting year is different, provide information approximating closest to the calendar year 2020. 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. Amelia Tawake on email atawake1@statsfiji.gov.fj or telephone 331 5822 (ext. 386 241) or direct line 323 0841.

Maria Musudroka [Ms]
Acting Chief Executive

NOTE: Under the Fiji Standard Industrial Classification 2010 Section Q Human Health and Social Work include the provision of health and social work activities. Activities include a wide range of activities, starting from health care provided by trained medical professionals in hospitals and other facilities over residential care activities that still involve a degree of health care activities to social work activities without any involvement of health care professionals.

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.

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 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.

OPERATING STATUS

If you are no longer in business, a **STATUTORY DECLARATION** must be attached 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 Board	7		Central Government	8
	Local Authority	9		Local Government	10
	Joint Venture and Consortia	11		Non-profit Organisation	12
	Trusts and Estates	13		Consulates and Foreign	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

a] **Sales:** This should be the actual selling value net of any discount or rebates allowed to the buyer. Also include:

- (i) Value of goods traded in or bartered as part of the sale;
- (ii) Delivery charges and installation costs if borne by the seller; and
- (iii) Inter-branch transfers recorded at cost.

b] **Fee:** This will include payments received in respect of services provided to the households.

Exclude VAT charged on goods and services provided.

e] **Government Aid**

- (i) **Current Grants:** Current grants refer to transfers from Government to cover current costs providing services to households.
- (ii) **Capital Grants:** Capital grants are transfers from the Government to cover costs incurred development projects.

f] **Overseas Aid**

- (i) **Current Grants:** Included here are current transfers from the rest of the world either in cash or in kind.
- (ii) **Capital Grants:** Included here are various grants and gifts, either in cash or in kind, for development purposes.

g] **Local Aid**

- (i) **Current Grants:** Included here are non-government transfers received from within the country either in cash or in kind.
- (ii) **Capital Grants:** Included here are non-government grants and gifts, either in cash or in kind from within the country, for development purposes.

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 enterprise.
- 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 form of personal insurance are to be excluded.

Income

Primary Income Earned During the Accounting Period			VALUE (\$)
7	a) Sales	004	
	b) Fee	005	
	c) Subscription	006	
	d) Fundraising	007	
	e) Government Aid (i) Current grant	008	
	(ii) Capital grant	009	
	f) Overseas Aid (i) Current grant	010	
	(ii) Capital grant	011	
	g) Local Aid (i) Current grant	012	
	(ii) Capital grant	013	
Other Income			
8	Rent & receipts received - building	014	
9	Subsidies and grants received	015	
10	Receipts from industrial services rendered to others	016	
11	Rent & receipts received - plant and machinery	017	
12	Rent & receipts received - transport and related equipment	018	
13	Rent & receipts received - repairs and maintenance	019	
14	Commissions received	020	
15	Income of sales of good without transformation (see question 34)	021	
16	Others income	022	
17	Discount	023	
18	Business insurance claims received	024	
19	Casualty insurance claims received	025	
20	Profit or loss received from any other business in which you have an interest	026	
21	Rent received from land	027	
22	Interest received	028	
23	Dividends received	029	
24	Royalty received	030	
25	Bad and doubtful debts recovered	031	
26	Exchange gain	032	
27	Surcharge	033	
28	Service and license fees	034	
29	Training rebates	035	
30	Gain on sale of fixed assets	036	
31	VAT charged on goods and services provided	037	
32	Grand Total of All Income Received [Codes 004 to 037]	038	

PURCHASES OF MATERIALS DURING THE YEAR

- 33 State in detail the total value of all purchases of materials and supplies for use in the operation of the business
- 34 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

- 35-38 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 39 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

- 41-43 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.
- 44 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.
- 49 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.
- 66 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 57.
- 67 Interest payments include interest on long-term debts and interest on any other money the establishment borrowed.

COMPENSATION OF EMPLOYEES

- 78 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.
- 80 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 (\$)
33	Expenditure of materials and related articles for use in the business		
	a)	039	
	b)	040	
	c)	041	
34	Expenditure on goods for resale without further processing (refer question 15)	042	
Fuel, Electricity and Water			
35	Petrol/automotive diesel fuel	043	
36	Industrial diesel fuel/heavy fuel oil	044	
37	Kerosene	045	
38	Liquid petroleum gas	046	
39	Electricity	047	
40	Water	048	
Other Expenditure			
41	Repairs and maintenance on vehicles	049	
42	Repairs and maintenance on building	050	
43	Repairs and maintenance on plant and machinery	051	
44	Cartage and haulage expenses paid to other firms	052	
45	Travel expenses on air transport	053	
46	Travel expense on water transport	054	
47	Travel expense on land transport	055	
48	Accommodation charges	056	
49	Value of contract and commission work done	057	
50	Audit and accounting	058	
51	Legal fee	059	
52	Advertising and promotion	060	
53	Bank charges	061	
54	Postage	062	
55	Telephone and telecommunication	063	
56	Office stationery and supplies	064	
57	Rent paid on building	065	
58	Rent paid on plant and machinery	066	
59	Management and consultation fee	067	
60	Business insurance	068	
61	Security services	069	
62	Cleaning services	070	
63	Entertainment expenses	071	
64	All other costs and expenses	072	
65	Casualty insurance	073	
66	Rent paid for land	074	
67	Interest paid	075	
68	Dividend paid	076	
69	Royalty paid	077	
70	Bad and doubtful debts written off	078	
71	Business licenses and rates paid	079	
72	Fiji National University [FNU] levy	080	
73	Exchange losses	081	
74	Loss on sale of fixed assets	082	
75	VAT paid on supplies of goods and services	083	
76	Donations made	084	
77	Depreciation (to agree with question 90 (8))	085	
Compensation of Employees			
78	Gross wages and salaries	086	
79	Employers contribution to FNPF	087	
80	Payment in kind	088	
81	Grand Total of Expenditure Incurred [Codes 039 to 088 excluding 076]	089	

STOCKS

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

LOANS AND ADVANCES

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

NET EARNINGS

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

NUMBER OF EMPLOYMENT

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

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

- 89 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.

82-85. Stock

Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
Finished goods produce by the establishment and intended for sale	090			
Work-in-progress	093			
Finished goods bought for resale	096			
Materials, fuels, supplies and components	099			
Total	102			

86. Loans and Advances – Closing balance

Locally	105	
Abroad	106	
Total	107	

87. Net Earnings

		Amount (\$)
Net profit/loss of your establishment/enterprise. [Codes (038+104)-089]	108	

88. Number of Employment

			NUMBER EMPLOYED
a]	Working with pay		
	Fiji citizens	109	
	Expatriates	110	
b]	Working without pay		
	i] Working proprietors	111	
	ii] Unpaid family workers	112	
	Total [Codes 109+110+111+112]	113	
c]	The total number in employment by gender		
	i] Total males	114	
	ii] Total females	115	

89. Environment Related Questions

[116]	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	
[117]	Please tick the appropriate source of energy for the establishments		
	Electricity [EFL]	1	
	Electricity [Own generator]	2	
	(a) Solar	2a	
	(b) Hydro	2b	
	(c) Diesel/Thermal	2c	
	(d) Windmill	2d	
[118]	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	
[119]	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

90 (8) Please ensure that: The value given for depreciation should agree with the value given in question 77.

90 (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.

90 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. jewelry and collector items).

90. 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	120									
Non-residential buildings	129									
Other structures	138									
Land	147									
Transport vehicles and related equipment	156									
ICT equipment	165									
Furniture, fixtures and office equipment	174									
Other machinery & equipment	183									
Cost of ownership transfer on non-produced assets	192									
Research & development	201									
Minerals exploration & evaluation	210									
Computer software & databases	219									
Entertainment literary/artistic originals	220									
Renewable energy equipment related	229									
Other intellectual property products	238									
Total	247									

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

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

THANK YOU FOR COMPLETING THE QUESTIONNAIRE