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CONFIDENTIAL

DESPATCHED: __/__/__

2020 CENSUS OF MANUFACTURING

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 Manufacturing questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Manufacturing Industry classified under the Fiji Standard Industrial Classification 2010 Section C (refer note on page 2). If an establishment's manufacturing activities are combined with other types of business, please report only on the operations of the Manufacturing 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: 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. Varanise Naivalu on email varan@statsfiji.gov.fj or telephone 331 5822 (ext: 386 247) or direct line 323 0847.

Maria Musudroka [Ms]
Acting Chief Executive

NOTE: Under the Fiji Standard Industrial Classification 2010 Section C, Manufacturing includes the physical or chemical transformation of materials, substances or components into new products, whether the work is performed by power driven machines or by hand, whether it is done in a factory, or in a worker's home, and whether the products are sold at wholesale or retail. Assembly of the component parts of manufactured products is considered manufacturing also.

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 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 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					
002	Sole Trader	1		Partnership	2
	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 organization	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	%
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PRIMARY INCOME EARNED DURING THE ACCOUNTING PERIOD

7 This refers to the sale of goods produced by the establishment. The value should be the actual selling value, net of any discount or rebate allowed to the buyer.

- Include: (i) Sales of waste products, residues etc.
(ii) Excise dues should be included as part of the value of sales in the local market.

Exclude VAT charged on goods and services provided.

Do not include: Goods bought for resale in the same condition as purchased.

Local market sales: Exclude sales to local exporters for exports which should be shown as exports.

Export: Include direct export sales to overseas importers and sales to local exporters for export.

Please supply both the quantity and value of the goods produced by the establishment.

OTHER INCOME

18 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.

19 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			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	Commissions received	014	
15	Income of sales of good without transformation (see question 31)	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	VAT charged on goods and services provided	028	
29	Grand Total of All Income Received [Codes 004 to 028]	029	

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

30 State in detail the total value of all purchases of material and supplies during the year for use in the generation process. In arriving at the value, deduct trade discounts received. The cost of transport should also be excluded unless it is accounted as part of the purchase price. Direct import by establishments should be reported at cost. Exclude any transport cost paid to outside firms which should be included in question 43.

Include all purchases of:

- a) Basic materials, components, semi-manufactured goods and so on that are physically incorporated in the establishment.
- b) Auxiliary materials such as lubricants, packaging materials, small tools, part materials for repair and maintenance.
- c) Materials for producing machinery or other capital items for own use.
- d) Materials bought for carrying 'own construction' work reported in question 87.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 87.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

32-35 Expenditure on fuel represents the total value of fuel purchased by your establishment for use in the production of heat, power or electricity including gasoline and other fuels for vehicles. Exclude those that enter directly into the production process as they should be reported as raw materials.

36-37 State the total value of electricity and water purchased by your establishment for the production process.

OTHER EXPENDITURE

38-40 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, machinery and equipment of the establishment. Current repair and maintenance carried out by other establishments or by ancillary repair and maintenance unit which has been treated as an independent establishment should be included.

41 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.

46 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.

63 Include payment in respect of leased\rented land. If it is not possible to separate payments made for land building, please include expenditure in question 55.

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

COMPENSATION OF EMPLOYEES

75 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.

77 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 (\$)
30	Expenditure on materials for use in the business	
	a]	030
	b]	031
	c]	032
31	Expenditure on goods for resale without further processing (refer question 15)	033
Fuel, Electricity and Water		
32	Petrol/Automotive diesel fuel	034
33	Industrial diesel fuel/Heavy fuel oil	035
34	Kerosene	036
35	Liquid petroleum gas	037
36	Electricity	038
37	Water	039
Other Expenditure		
38	Repairs & maintenance on vehicles	040
39	Repairs & maintenance on buildings	041
40	Repairs & maintenance on plant and machinery	042
41	Cartage and haulage expenses paid to other firms	043
42	Travel expenses on air transport	044
43	Travel expenses on land transport	045
44	Travel expenses on water transport	046
45	Accommodation charges	047
46	Value of contract and commission work done	048
47	Audit and accounting	049
48	Legal fee	050
49	Advertising and promotion etc	051
50	Bank charges	052
51	Postage	053
52	Telephone and telecommunication	054
53	Office stationery and supplies	055
54	Management and consultation fee	056
55	Rent paid on building	057
56	Rent paid for plant and machinery	058
57	Business insurance	059
58	Security services	060
59	Cleaning Services	061
60	Entertainment expenses	062
61	All other costs and expenses	063
62	Casualty insurance	064
63	Rent paid for land	065
64	Interest paid	066
65	Dividend paid	067
66	Royalty paid	068
67	Bad and doubtful debts written off	069
68	Business licenses and rates paid	070
69	Fiji National University [FNU] levy	071
70	Exchange losses	072
71	Loss on sale of fixed assets	073
72	VAT paid on supplies of goods and services	074
73	Donations made	075
74	Depreciation (to agree with question 87(8))	076
Compensation of Employees		
75	Gross wages and salaries	077
76	Employers contribution to FNPF	078
77	Payment in kind	079
78	Grand Total of Expenditure Incurred [Codes 030 to 079 excluding 067]	080

STOCKS

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

LOANS AND ADVANCES

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

NET EARNINGS

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

NUMBER OF EMPLOYMENT

- 85 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 QUESTIONS

- 86 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.

79-82. 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	081		
Work-in-progress	084		
Finished goods bought for resale	087		
Materials, fuels, supplies and components	090		
Total	093		

83. Loans and Advances - Closing Balance

Locally	096	
Abroad	097	
Total	098	

84. Net Earnings

		Amount (\$)
Net profit\loss of your establishment\enterprise. [Codes (029+095)-080]	099	

85. Number of Employment

		NUMBER EMPLOYED
a]	Working with pay	
	Fiji citizens	100
	Expatriates	101
b]	Working without pay	
	i] Working proprietors	102
	ii] Unpaid family workers	103
	Total (codes100+101+102+103)	104
c]	The total number in employment by gender	
	i] Total Males	105
	ii] Total Females	106

86. Environment Related Questions

[107]	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
[108]	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
[109]	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
[110]	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

87 (8) Please ensure that: The value given for depreciation should agree with the value given in question 74.

87 (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.

87 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).

87. 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	111									
Non-residential buildings	120									
Other structures	129									
Land	138									
Transport vehicles and related equipment	147									
ICT equipment	156									
Furniture, fixtures and office equipment	165									
Other machinery & equipment	174									
Cost of ownership transfer on non-produced assets	183									
Research & development	192									
Minerals exploration & evaluation	201									
Computer software & databases	210									
Entertainment literary/artistic originals	219									
Renewable energy equipment related	228									
Other intellectual property products	237									
Total	246									

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

Name: _____

Telephone: _____

Facsimile: _____

Email: _____

Signature: _____

Date: _____

THANK YOU FOR COMPLETING THE QUESTIONNAIRE