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CONFIDENTIAL

DESPATCHED: \_\_/\_\_/\_\_

## 2020 CENSUS OF REAL ESTATE 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 Real Estate Activities questionnaire.

**COVERAGE AND SCOPE:** It covers all establishments engaged in Real Estate Activities Industry classified under the Fiji Standard Industrial Classification 2010 Section L (refer note on page 2). If an establishment's Real Estate Activities are combined with other types of business, you should report on the operations of the Real Estate activities only.

**PURPOSE:** The census provides an important means of understanding the composition and structure of the industry and assessing the contribution of this sector to the economy. 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. 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. Priya Mala on email pmala@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 L, the Real Estate Activities includes acting as lessors, agents and/or brokers in one or more of the following:

Selling or buying real estate, renting real estate, providing other real estate services such as appraising real estate or acting as real estate escrow agents. Activities in this section may be carried out on own or leased property and may be done on a fee or contract basis. Also included is the building of structures, combined with maintaining ownership or leasing of such structures.

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.

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**ORGANISATIONAL STRUCTURE**

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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.

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**FORM OF OWNERSHIP**

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- 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.

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**EQUITY PARTICIPATION**

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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.

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**OPERATING STATUS**

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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
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### 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	%
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**PRIMARY INCOME EARNED DURING THE ACCOUNTING PERIOD**

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- 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.**

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**OTHER INCOME**

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- 14 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.
- 17 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.
- 18 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**

<b>Primary Income Earned During The Accounting Period</b>			<b>VALUE (\$)</b>
7	a)	004	
	b)	005	
	c)	006	
	d)	007	
<b>Other Income</b>			
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	Income of sales of good without transformation (see question 30)	014	
15	Other Income	015	
16	Discount	016	
17	Business insurance claims received	017	
18	Casualty insurance claims received	018	
19	Profit or loss received from any other business in which you have an interest	019	
20	Rent received from land	020	
21	Interest received	021	
22	Dividends received	022	
23	Royalty received	023	
24	Bad and doubtful debts recovered	024	
25	Exchange gain	025	
26	Gain on sale of fixed assets	026	
27	VAT charged on goods and services provided	027	
<b>28</b>	<b>Grand Total of All Income Received [Codes 004 to 027]</b>	<b>028</b>	

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**PURCHASES OF MATERIALS AND OPERATING EXPENDITURE**

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- 29 State in detail the total value of all purchases of materials and supplies for use in the operation of your business.
- 30 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.**

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**FUEL, ELECTRICITY AND WATER**

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- 31-34 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 35 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

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**OTHER EXPENDITURE**

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- 37-39 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.
- 40 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.
- 45 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.
- 62 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 53.
- 63 Include interest on long-term debts and interest on all borrowing.

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**COMPENSATION OF EMPLOYEES**

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- 74 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.
- 76 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

<b>Purchases of Materials and Operating Expenditure</b>			<b>VALUE (\$)</b>
29	Expenditure on materials for use in the business		
	a)	029	
	b)	030	
	c)	031	
30	Expenditure on goods for resale without further processing (refer question 14)	032	
<b>Fuel, Electricity and Water</b>			
31	Petrol/Automotive diesel fuel	033	
32	Industrial diesel fuel/Heavy fuel oil	034	
33	Kerosene	035	
34	Liquid petroleum gas	036	
35	Electricity	037	
36	Water	038	
<b>Other Expenditure</b>			
37	Repairs and maintenance on vehicles	039	
38	Repairs and maintenance on building	040	
39	Repairs and maintenance on plant and machinery	041	
40	Cartage and haulage expenses paid to other firms	042	
41	Travel expenses on air transport	043	
42	Travel expenses on water transport	044	
43	Travel expenses on land transport	045	
44	Accommodation charges	046	
45	Value of contract and commission work done	047	
46	Audit and accounting	048	
47	Legal fee	049	
48	Advertising and promotion etc	050	
49	Bank charges	051	
50	Postage	052	
51	Telephone and telecommunication	053	
52	Office stationery and supplies	054	
53	Rent paid on building	055	
54	Rent paid on plant and machinery	056	
55	Management and consultation fee	057	
56	Business insurance	058	
57	Security services	059	
58	Cleaning services	060	
59	Entertainment expenses	061	
60	All other costs and expenses	062	
61	Casualty insurance	063	
62	Rent paid for land	064	
63	Interest paid	065	
64	Dividend paid	066	
65	Royalty paid	067	
66	Bad and doubtful debts written off	068	
67	Business licenses and rates paid	069	
68	Fiji National University [FNU] levy	070	
69	Exchange losses	071	
70	Loss on sale of fixed assets	072	
71	VAT paid on supplies of goods and services	073	
72	Donations made	074	
73	Depreciation (to agree with question 86(8))	075	
<b>Compensation of Employees</b>			
74	Gross wages and salaries	076	
75	Employers contribution to FNPF	077	
76	Payment In Kind	078	
77	<b>Grand Total of Expenditure Incurred [Codes 029 to 080 excluding 066]</b>	<b>079</b>	

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**STOCKS**

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

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**LOANS AND ADVANCES**

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

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**NET EARNINGS**

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

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**NUMBER OF EMPLOYMENT**

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- 84 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.

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**ENVIRONMENT RELATED QUESTIONS**

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- 85 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.



### 78 - 81. 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	080			
Work-in-progress	083			
Finished goods bought for resale	086			
Materials, fuel, supplies and components	089			
<b>Total</b>	<b>092</b>			

### 82. Loans and Advances – Closing Balance

Locally	095	
Abroad	096	
<b>Total</b>	<b>097</b>	

### 83. Net Earnings

		Amount (\$)
Net profit/loss of your establishment/enterprise. [Codes (028+094)-079]	098	

### 84. Number of Employment

			NUMBER EMPLOYED
a]	Working with pay		
	Fiji citizens	099	
	Expatriates	100	
b]	Working without pay		
	i] Working proprietors	101	
	ii] Unpaid family workers	102	
	<b>Total [Codes 099+100+101+102]</b>	<b>103</b>	
c]	The total number in employment by gender		
	i] Total males	104	
	ii] Total females	105	

### 85. Environment Related Questions

[106]	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	
[107]	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	
[108]	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	
[109]	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	

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**FIXED CAPITAL ASSETS**

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

86 (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.

86 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).

**86. 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	110									
Non- residential buildings	119									
Other structures	128									
Land	137									
Transport vehicles and related equipment	146									
ICT equipment	155									
Furniture, fixtures and office equipment	164									
Other machinery & equipment	173									
Cost of ownership transfer on non-produced assets	182									
Research & development	191									
Minerals exploration & evaluation	200									
Computer software & databases	209									
Entertainment literary/artistic originals	218									
Renewable energy equipment related	227									
Other intellectual property products	236									
<b>Total</b>	<b>245</b>									

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

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**