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CONFIDENTIAL

DESPATCHED: 30/06/15

## 2014 CENSUS OF CONSTRUCTION

Tax Identification Number:

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Please correct any errors appearing in this label

Dear Sir\Madam,

Enclosed are two copies of the 2014 Census of Construction questionnaire.

**COVERAGE AND SCOPE:** It covers all enterprises engaged in the Construction sector classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an enterprise's Construction activities are combined with other types of business, please report only the operation of the other services 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 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:** Reference period is the calendar year 2014. If your accounting year is different provide information approximating closest to the calendar year 2014. 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 (Cap 71). In accordance with Section 8 subsection 2 of this Act you are required to fill in one copy of the questionnaire and return it to the undersigned on or before **31/07/15**. 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 persons authorised will have access to individual information.

**CONTACT PERSON FOR HELP AND ADVICE:** Mr Asaeli Rokovada on email arokovada@statsfiji.gov.fj or telephone 331 5822(ext. 386 245) or direct line 323 0845.

Epeli Waqavonovono  
Government Statistician

**NOTE:** Under the 2010 Fiji Standard Industrial Classification, 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.

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## **ORGANISATIONAL STRUCTURE**

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1 An enterprise 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 enterprise during the year.

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## **FORM OF OWNERSHIP**

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- 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.

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## **EQUITY PARTICIPATION**

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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.

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## **NATURE OF WORK**

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7 In cases where enterprises are involved in more than one activity at a single location, please state the major activity involved in.

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## **OPERATING STATUS**

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8 If you are no longer in business, a **STATUTORY DECLARATION** must be attached to one copy of the questionnaire with the words "**CLOSED BUSINESS**" written across the questionnaire and returned to the Fiji Bureau of Statistics. A Magistrate or a Barrister\Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf must sign the Statutory Declaration. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation. If your business operated for part of the year 2014 please provide information for the duration your business operated.

## QUESTIONNAIRE

Please answer all relevant questions 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.

### ORGANISATIONAL STRUCTURE

1	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)	GROSS TURNOVER (4)
	<b>Note:</b> This return is required for the addressed enterprise only. In case this is not possible, a combined return with similar main activities may be submitted. If the information can not be provided on this basis, please state the reasons:			
	<b>Remark:</b> Please comment here to assist in the interpretation of data supplied:			

### ACCOUNTING PERIOD

2	Please state the accounting period: From    \    \2014                      To    \    \2014			
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### LEGAL STATUS OF ORGANISATION

Please tick appropriate box				
3	001	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	

### INTERNATIONAL TRADE

4	Please tick appropriate box	Yes	No
	Does the establishment import or export any type of goods or services		

### FORM OF OWNERSHIP

5 Please tick appropriate box				
	002	Fiji owned	1	Branch of an overseas company
		Subsidiary of an overseas company	3	Others (specify)
				4

### EQUITY PARTICIPATION

6 Please indicate in the appropriate box equity capital held by Fiji Citizens.				
	(a) As at end of 2013                        %		(b) As at end of 2014                       %	

### NATURE OF WORK

7	Please give a brief description of the main activity of the enterprise(s) covered by this return:			
	003  FOR OFFICIAL USE ONLY			

### OPERATING STATUS

8 Please state whether the enterprise in question (tick appropriate box)				
	Operated during the whole of the accounting period specified			1
	Operated during part of the accounting period specified (specify:                      mths)			2
	Had not commenced business during the accounting period specified			3

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## **TURNOVER DURING THE ACCOUNTING YEAR**

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- 9 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.

State separately the value of work done for the private sector and the public sector. Public sector includes central government, local government, statutory bodies and city and town councils.

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.**

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## **OTHER INCOME**

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- 10 This is the resale value of goods bought, the goods being in the same condition as received and having undergone no intervening manufacturing process by your enterprise.
- 12 Include rent received for building, plant and machinery, furniture and fixtures, transport vehicles and related equipment. Exclude rent received for land which should be included in question 13a].
- 14 a] 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.
- 14 b] 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.

**TURNOVER DURING THE ACCOUNTING YEAR**

9. Value of building and construction work completed during the year							
	FOR PRIVATE SECTOR (\$)			FOR PUBLIC SECTOR (\$)			TOTAL (\$)
	NEW WORK	MAJOR ALTERATION & ADDITION	MINOR REPAIRS & MAINTENANCE	NEW WORK	MAJOR ALTERATION & ADDITION	MINOR REPAIRS & MAINTENANCE	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Buildings							
a) Residential	004						
b) Non-Residential:							
i) Hotels	011						
ii) Others	018						
Roads and Bridges	025						
Land development, drainage, reclamation, earthmoving etc	032						
Others (specify): _____ _____	039						
<b>Total</b>	<b>046</b>						

<b>OTHER INCOME</b>			VALUE (\$)
10	Sales of goods not manufactured by your own enterprise (see question 48)	053	
11	Receipts from industrial services rendered to others:		
	a) Plant and equipment hire:    i) Public	054	
	ii) Private	055	
	b) Repairs and maintenance to: i) Plant, machinery and equipment	056	
	ii) Others	057	
	c) Transport and related services	058	
12	Rent received for the hire of building, plant and machinery and furniture etc	059	
13	Income from:    a) Rent received from land	060	
	b) Interest received	061	
	c) Dividends received	062	
	d) Royalty received	063	
14	Insurance claims received: a) Business insurance claims received	064	
	b) Casualty insurance claims received	065	
15	Subsidies and grants received from: i) Within Fiji	066	
	ii) Overseas	067	
16	Profit or loss received from any other business in which you have an interest	068	
17	Bad and doubtful debts recovered	069	
18	Exchange gain	070	
19	Gain on sale of fixed assets	071	
20	All other income received (specify). _____ _____ _____	072	
	<b>Total other income</b> (Codes 053 to 072, excluding 062)	<b>073</b>	

21	VAT charged on goods and services provided	074	
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22	<b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 046(7) + 073 + 074)</b>	<b>075</b>	<b>\$</b>
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## **PURCHASES OF MATERIALS AND OPERATING EXPENDITURE**

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23 State in detail the total value and quantity 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 30 unless it is accounted for as part of the purchase price. Direct import by enterprises should be reported at cost.

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.

- d] Materials bought for carrying "own construction" work reported in question 62.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 62.

**Exclude VAT paid on supplies of goods and services.**

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## **FUEL, ELECTRICITY AND WATER**

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24-27 Expenditure on fuel represents the total value of fuel purchased by your enterprise 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.

28-29 State the total value of electricity and water purchased by your enterprise for the production process.

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## **OTHER EXPENDITURE**

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30 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 enterprise. Current repair and maintenance carried out by other enterprises or by ancillary repair and maintenance unit that has been treated as an independent enterprise should be included.

31 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.

40 a] Include payment in respect of leased\rented land. If it is not possible to separate payment made for land from building, please include expenditure in question 38.

b] Include interest on long-term debts and interest on all borrowing.

<b>PURCHASES OF MATERIALS AND OPERATING EXPENDITURE</b>							
			VALUE (\$)				TOTAL (5)
			IMPORTED		LOCALLY PRODUCED		
			PURCHASED		PURCHASED		
23	DESCRIPTION OF MATERIALS AND SUPPLIES		FROM ABROAD (1)	LOCALLY (2)	FROM MANFT (3)	FROM OTHERS (4)	
a]	Timber	076					
b]	Cement and concrete	081					
c]	Gravel and sand	086					
d]	Blocks	091					
e]	Iron and steel	096					
f]	Electrical ware	101					
g]	Plumbing ware	106					
h]	Paint	111					
i]	Glass	116					
j]	Others _____	121					
	<b>Total</b>	<b>126</b>					

<b>FUEL, ELECTRICITY AND WATER</b>			VALUE (\$)
24	Petrol/Automotive diesel fuel		131
25	Industrial diesel fuel/Heavy fuel oil		132
26	Kerosene		133
27	Liquid petroleum gas		134
28	Electricity		135
29	Water		136
	<b>Total (Codes 131 to 137)</b>		<b>137</b>

<b>OTHER EXPENDITURE</b>			VALUE (\$)
30	Repairs and maintenance costs on:	a] Motor vehicles	138
		b] Building	139
		c] Machinery and equipment	140
31	Cartage and haulage expenses paid to other firms		141
32	Travel expenses (eg management, personal etc)		142
33	Payments to sub-contractors:	a] Labour only contractors	143
		b] Other than labour only contractors	144
34	Audit, accounting and legal fee		145
35	Advertising and promotion etc		146
36	Bank charges		147
37	Postage, telephone and telecommunication etc		148
38	Office stationery and supplies		149
39	Rent paid for furniture, building, plant and machinery etc		150
40	Expenditure on:	a] Rent paid for land	151
		b] Interest paid	152
		c] Dividends paid	153
		d] Royalty paid	154
41	Management and consultation fee		155
42	Bad and doubtful debts written off		156
43	Business licenses, rates on property paid to central or local government etc		157
44	Insurance paid:	a] Business insurance	158
		b] Casualty insurance	159
45	Fiji National University (FNU) Levy		160
46	Exchange losses		161
47	Fixed asset expenses:	a] Loss on sale of fixed assets	162
		b] Depreciation claimed (to agree with question 62(7))	163
48	Cost of goods purchased for resale (see question 10)		164
49	All other costs and expenses _____		165
	<b>Total other expenditure (Codes 138 to 165 excluding 153)</b>		<b>166</b>

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## EMPLOYMENT AND COMPENSATION OF EMPLOYEES

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- 50 Please note that the information in respect of employment is for the last payweek in June 2014 but the rest of the question requires data for the appropriate accounting year.

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.

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.

Operatives includes all employees directly engaged in the activity of the enterprise, eg carpenters, electricians, painters, plumbers, and civil engineers etc. Casual workers should also be included here.

Others includes administrators, technical and clerical personnel, eg salaried managers, clerks and typists etc.

Expatriates are non-Fiji citizens who stayed to work in Fiji.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the enterprise. Silent or inactive partners should be excluded unless they participate actively in the work of the enterprise.

Unpaid family workers include persons living in the household of any of the proprietors of the owning enterprise and working in the enterprise without regular pay for at least a third of the normal working hours of the enterprise.

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## STOCKS

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

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## LOANS AND ADVANCES

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

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## NET EARNINGS AND TAXES PAID

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- 58 This is the net profit of your enterprise from the profit and loss account. The following method would enable you to check if all the information from the trading, profit and loss account have been entered onto the questionnaire:

Income [ Code 075 + 201 (3)]	\$
less Expenditure [ Code 185]	\$
equals Profit (+)\Loss (-) [Code 222]	\$



<b>EMPLOYMENT AND COMPENSATION OF EMPLOYEES</b>					
50		NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNNP ETC	PAYMENT IN KIND
		(1)	(2)	(3)	(4)
a)	Fiji citizens	167			
b)	Expatriates	171			
	<b>Total</b>	175			
c)	Working without pay				
	i) Working proprietors	179			
	ii) Unpaid family workers	180			
	<b>Total (Codes 175(1) + 179+180</b>	181			
d)	From the total number in employment given in code 181, please state:				
	Total Males	182	Total Females	183	
51	VAT paid on supplies of goods and services			184	

52	<b>GRAND TOTAL OF ALL EXPENDITURE INCURRED</b> [Codes 126(5)+137+166+175(2, 3, 4)+187]	<b>185</b>	<b>\$</b>
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<b>STOCKS</b>					
			VALUE OF STOCKS (\$)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
53	Finished goods produced by the enterprise and intended for sale	186			
54	Work-in-progress: a) For public sector	189			
	b) For private sector	192			
55	Finished goods bought for resale	195			
56	Materials, fuels, supplies and components	198			
	<b>Total</b>	<b>201</b>			

<b>LOANS AND ADVANCES</b>							
57		Opening Balance 01/04/14	Additions during the year	Principle Repayment during the year	Other Changes	Closing Balance 31/12/14	Total Interest Payable for the year
		\$ [1]	\$ [2]	\$ [3]	\$ [4]	\$ [5=1+2-3+4]	\$ [6]
Locally	204						
Abroad	210						
<b>Total</b>	<b>216</b>						

<b>NET EARNINGS AND TAXES PAID</b>			Amount (\$)
58	Net profit/loss of your enterprise. If this does not agree with question 59, please give reasons _____	222	
59	Taxable income of your enterprise	223	
60	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	224	
61	Amount of Fiji Income Tax paid/payable by your enterprise.	225	

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## **FIXED CAPITAL ASSETS**

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62 Please ensure that:

The value given for depreciation should agree with the value given in question 47 [b].

62 (5) This is the cost of new fixed assets and additions to the existing fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.

62 (G) Valuables include:

- Entertainment, literacy & artistic originals;
- Precious stones and metals (e.g. diamonds, non monetary gold, Platinum and silver);
- Antiques & other art objects and
- Other valuables (e.g. jewellery and collector items)

62 (5) Own Account Construction: This is the cost of new fixed assets and additions to the existing fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.

<b>FIXED CAPITAL ASSETS</b>										
62		VALUE (\$)								
			Opening Book Value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own Account Capital Construction	Sales of Capital Assets	Depreciation	Closing Book Value
				locally	from abroad					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
A]	Land	226								
B]	Non-Residential Building	234								
	Residential Building	242								
C]	Plant and machinery	250								
D]	Furniture, fixtures	258								
	ICT equipments	266								
	Other office equipment	274								
E]	Transport vehicles and related equipment	282								
F]	Research & Development	290								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc )	298								
H]	Others (specify):	306								
	<b>Total</b>	<b>314</b>								

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

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

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

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

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

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

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

If Chartered Account in private practice, please place a tick in the box

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**