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CONFIDENTIAL

DESPATCHED: 08/05/2015

2014 CENSUS OF MINING AND QUARRYING

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 Mining and Quarrying questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Mining and Quarrying sector classified under the 2010 Fiji Standard Industrial Classification (refer note on page 2). If an establishment's Mining and Quarrying activities are combined with other type of business, please report only the operations of the mining and quarrying activities.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji. The results of the Census is 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 **08/06/15**. 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 authorised persons will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Ms Salome Madraniceva on email smadraniceva@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, Mining and Quarrying are predominantly engaged in extraction of minerals occurring naturally and supplementary activities.

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.

NATURE OF WORK

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

OPERATING STATUS

- 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. 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. 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 ESTABLISHMENT\BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	GROSS TURNOVER (4)
	Note: 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 can not be provided on this basis, please state the reasons:			
	Remark: 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 Board	7	Central Government
		Local Authority	9	Local Government
		Joint Venture and Consortia	11	Non-profit organization
		Trusts and Estates	13	Consulates and Foreign
		Branch of a Company	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 establishment/s covered by this return:			
	003 FOR OFFICIAL USE ONLY			

OPERATING STATUS

8	Please state whether the establishment 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

SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

9 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 export.

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

11 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.

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.

13 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 14a].

18 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 establishment.

19 State the total sales, if any, of electricity produced by your establishment.

SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

9	Please state the sales value of goods produced by your establishment.					
	DESCRIPTION OF PRODUCT	LOCAL MARKET SALES		EXPORT		TOTAL SALES
		QUANTITY AND UNITS (1)	VALUE (\$) (2)	QUANTITY AND UNITS (3)	VALUE (\$) (4)	VALUE (\$) (5)
		004				
		009				
		014				
		019				
		024				
	Total sales	029				

OTHER INCOME			VALUE (\$)
10	Subsidies and grants received	032	
11	Insurance claims received: a) Business insurance claims received	033	
	b) Casualty insurance claims received	034	
12	Profit or loss received from any other business in which you have an interest	035	
13	Rent received for the hire of building, plant and machinery, furniture and fixtures, transport vehicles and related equipment	036	
14	Income from: a) Rent received from land	037	
	b) Interest received	038	
	c) Dividends received	039	
	d) Royalty received	040	
15	Bad and doubtful debts recovered	041	
16	Exchange gain	042	
17	Gain on sale of fixed assets	043	
18	Sales of goods not manufactured by your own establishment (see question 52)	044	
19	Value of electricity sold	045	
20	Receipts from industrial services rendered to others:		
	a) Plant and equipment hire	046	
	b) Repairs and maintenance to: i) Plant, machinery and equipment	047	
	ii) Others	048	
	c) Transport and related services	049	
21	Gold Hedging	050	
22	Others (specify).	051	

	Total other income (Codes 032 - 051)	052	

23	VAT charged on goods and services provided	053	
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24	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 031 + 052 + 053)	054	\$
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PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

25 State in detail the total value and quantity of all purchases of material and supplies during the year for use in the production 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 35.

Include all purchases of :

- a] Basic materials, components, semi-manufactured goods and so on that are physically incorporated in the products of the establishment.
- b] Auxiliary materials such as lubricants, packaging materials, small tools, parts, 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 66.

Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 66.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

26-29 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.

30-31 State the total value of electricity and water purchased by your establishment for the production process.

OTHER EXPENDITURE

33 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.

35 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.

37 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.

44 a] 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 43.

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

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE									
Please state the value of all materials and supplies purchased during the year for use in the production process									
					VALUE (\$)				
					IMPORTED		LOCALLY PRODUCED		
					PURCHASED		PURCHASED		
	DESCRIPTION OF MATERIALS AND SUPPLIES		UNIT of Qty (1)	QTY (2)	FROM ABROAD (3)	LOCALLY (4)	FROM MANUF (5)	FROM OTHERS (6)	TOTAL (7)
25		055							
		062							
		069							
		076							
		083							
	Total	090							

FUEL, ELECTRICITY AND WATER			VALUE (\$)
26	Petrol/Automotive diesel fuel	095	
27	Industrial diesel fuel/Heavy fuel oil	096	
28	Kerosene	097	
29	Liquid petroleum gas	098	
30	Electricity	099	
31	Water	100	
	Total (Codes 095 to 100)	101	

OTHER EXPENDITURE			VALUE (\$)
32	Donations made	102	
33	Repairs and maintenance costs on: a) Motor vehicles	103	
	b) Building	104	
	c) Machinery and equipment	105	
34	Value of exploration costs incurred	106	
35	Cartage and haulage expenses paid to other firms	107	
36	Travel expenses (eg management, personal etc)	108	
37	Value of contract and commission work done	109	
38	Audit, accounting and legal fee	110	
39	Advertising and promotion etc	111	
40	Bank charges	112	
41	Postage, telephone and telecommunication etc	113	
42	Office stationery and supplies	114	
43	Rent paid for furniture, building, plant and machinery etc	115	
44	Expenditure on: a) Rent paid for land	116	
	b) Interest paid	117	
	c) Dividends paid	118	
	d) Royalty paid	119	
45	Management and consultation fee	120	
46	Bad and doubtful debts written off	121	
47	Business licenses, rates on property paid to central or local government etc	122	
48	Insurance paid: a) Business insurance	123	
	b) Casualty insurance	124	
49	Fiji National university [FNU] Levy	125	
50	Exchange losses	126	
51	Fixed asset expenses: a) Loss on sale of fixed assets	127	
	b) Depreciation claimed (to agree with question 66(7))	128	
52	Cost of goods purchased for resale (see question 18)	129	
53	All other costs and expenses	130	
	Total other expenditure (Codes 102 to 130 excluding 118)	131	

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

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

STOCKS

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

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

- 62 This is the net profit of your establishment\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 054 + 163 (3)]	\$
Less Expenditure [Code 150]	\$
Equals Profit (+)\Loss (-) [Code 184]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

54			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FPNF ETC (3)	PAYMENT IN KIND (4)
a)	Fiji citizens	132				
b)	Expatriates	136				
	Total	140				
c)	Working without pay					
	i) Working proprietors	144				
	ii) Unpaid family workers	145				
	Total (Codes 140 (1) + 144 + 145)	146				
d)	From the total number in employment given in code 146, please state:					
	Total Males	147	Total Females	148		

55	VAT paid on supplies of goods and services	149
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56	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 094+101+131+141+142+143 + 149]	150	\$
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STOCKS

			VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
57	Finished goods produced by the establishment and intended for sale	151			
58	Work-in-progress	154			
59	Finished goods bought for resale	157			
60	Materials, fuels, supplies and components	160			
	Total	163			

LOANS AND ADVANCES

61		Opening Balance 01/01/14 \$ [1]	Additions during the year \$ [2]	Principle Repayment during the year \$ [3]	Other Changes \$ [4]	Closing Balance 31/12/14 \$ [5=1+2-3+4]	Pay Total Interest Payable for the year \$ [6]
Locally	166						
Abroad	172						
Total	178						

NET EARNINGS AND TAXES PAID

		Amount (\$)
62	Net profit/loss of your establishment/enterprise. If this does not agree with question 63, please give reasons _____	184
63	Taxable income of your establishment/enterprise	185
64	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	186
65	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.	187

FIXED CAPITAL ASSETS

- 66(7) Please ensure that: The value given for depreciation should agree with the value given in question 50 [b].
- 66(5) Own Account Capital Construction: This is the cost of new assets and 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.
- 66(h) Valuables 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).

FIXED CAPITAL ASSETS										
66			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
			(1)	locally (2)	from abroad (3)	(4)	(5)	(6)	(7)	(8)
a]	Land	188								
b]	Non- residential Buildings	196								
	Residential Buildings	204								
c]	Plant and machinery	212								
d]	Furniture, fixtures and office equipment	220								
	ICT equipment	228								
	Other office equipment	236								
e]	Transport Vehicles and related equipment	244								
f]	Research & Development	252								
g]	Mineral Exploration & Evaluation	260								
h]	Valuables (Antiques, Artistic Originals Precious Metals, etc)	268								
i]	Others (specify)	276								
	Total	284								

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

Name: _____

Telephone: _____

Facsimile: _____

E-mail: _____

Signature: _____

Date: _____

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

THANK YOU FOR COMPLETING THE QUESTIONNAIRE