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CONFIDENTIAL

DESPATCHED: 30/06/15

## 2014 CENSUS OF OTHER SERVICE ACTIVITIES

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 Other Service Activities questionnaire.

**COVERAGE AND SCOPE:** It covers all establishments engaged in Other Service Activities Industry classified under the 2010 Fiji Standard Industrial Classification (refer to notes on page 2). If an establishment's other service activities are combined with other types of business, please report only the operations of the other service 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 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 **30/07/15**. 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:** Ms Amelia Tungi on email [ameliat@statsfiji.gov.fj](mailto:ameliat@statsfiji.gov.fj) or telephone 331 5822 (ext. 386 240) or direct line 323 0840.

Epeli Waqavonovono  
Government Statistician

**NOTE:** Under the 2010 Fiji Standard Industrial Classification, Other Service Activities includes the activities of membership of organizations, the repair of computers and personal and household goods and a variety of personal service activities not covered elsewhere in the classification.

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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 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 establishments 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. 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

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.

## ORGANISATIONAL STRUCTURE

<b>1</b>	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)
	<b>Note:</b> 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:			
	<b>Remark:</b> Please comment here to assist in the interpretation of data supplied:			

## ACCOUNTING PERIOD

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

		Please tick appropriate box			
<b>3</b>		1	2	3	4
	[001]	Sole Trader	Partnership	Private Limited Company	Public Limited Company
		Co-operative	Government Owned Trading Entity	Statutory Boards	Central Government
		Local Authority owned entity	Local Government	Joint Venture and Consortia	Non-profit organisation
		Trusts and Estates	Consulates and Foreign Embassies	Branch of a Company Incorporated Overseas	Societies and Associations
		Other Business Type (specify)			

## INTERNATIONAL TRADE

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

## FORM OF OWNERSHIP

		Please tick appropriate box			
<b>5</b>		1	2	3	4
	[002]	Fiji owned	Branch of an overseas company	Subsidiary of an overseas company	Others (specify)

## EQUITY PARTICIPATION

<b>6</b>	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

<b>7</b>	Please give a brief description of the main activity of the establishment/s covered by this return:			
	[003] FOR OFFICIAL USE ONLY			

## OPERATING STATUS

<b>8</b>	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		

A] **REVENUE FROM SALES AND SERVICES**

**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.

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

**Exclude VAT charged on goods and services provided.**

<b>9 TURNOVER</b>							
<b>AJ REVENUE FROM SALES AND SERVICES (\$)</b>							
<b>TYPES OF INSTITUTIONS</b>		<b>SALES</b>	<b>FEE</b>	<b>SUBSCRIPTION</b>	<b>FUND RAISING</b>	<b>OTHERS</b>	<b>TOTAL</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Activities of Membership Organisations</b>	<b>004</b>						
Activities of business and employers membership organizations	010						
Activities of professional membership organizations	016						
<b>Activities of Trade Unions</b>	<b>022</b>						
<b>Activities of Other Membership Organisations</b>	<b>028</b>						
Activities of religious organizations	034						
Activities of political organizations	040						
Activities of other membership organizations n.e.c	046						
<b>Repairs of Computers and Communication Equipment</b>	<b>052</b>						
Repair of computers and peripheral equipment	058						
Repair of communication equipment	064						
<b>Repair of Consumer Electronics</b>	<b>070</b>						
Repair of household appliances , home and garden equipment	076						
Repair of footwear and leather goods	082						
Repair of furniture and home furnishings	088						
Repair of other personal and household goods	094						
<b>Other Personal Service Activities</b>	<b>100</b>						
Washing and (dry) cleaning of textile and fur product	106						
Hairdressing and other beauty product	112						
Funeral and related activities	118						
Other personal service activities n.e.c	124						
<b>TOTAL SALES AND SERVICES</b>							
[Column 6: codes 009 + 027 +033 + 057 + 075 +105]					<b>130</b>	<b>\$</b>	

**B**      **GOVERNMENT AID**

**CURRENT GRANTS:**

Current grants refer to transfers from Government to cover current costs providing services to households.

**CAPITAL GRANTS:**

Capital grants are transfers from the Government to cover costs incurred development projects.

<b>B] GOVERNMENT AID</b>					
<b>TYPES OF INSTITUTIONS</b>		<b>CURRENT GRANTS</b>			<b>TOTAL CAPITAL GRANTS</b>
		<b>FOR WAGES AND SALARIES</b>	<b>FOR OTHER PURPOSES</b>	<b>TOTAL</b>	
		<b>1</b>	<b>2</b>	<b>3</b>	
		<b>4</b>			
<b>Activities of Membership Organisations</b>	<b>131</b>				
Activities of business and employers membership organizations	135				
Activities of professional membership organizations	139				
<b>Activities of Trade Unions</b>	<b>143</b>				
<b>Activities of Other Membership Organisations</b>	<b>147</b>				
Activities of religious organizations	151				
Activities of political organizations	155				
Activities of other membership organizations n.e.c	159				
<b>Repairs of Computers and Communication Equipment</b>	<b>163</b>				
Repair of computers and peripheral equipment	167				
Repair of communication equipment	171				
<b>Repair of Consumer Electronics</b>	<b>175</b>				
Repair of household appliances, home and garden equipment	179				
Repair of footwear and leather goods	183				
Repair of furniture and home furnishings	187				
Repair of other personal and household goods	191				
<b>Other Personal Service Activities</b>	<b>195</b>				
Washing and (dry) cleaning of textile and fur product	199				
Hairdressing and other beauty product	203				
Funeral and related activities	207				
Other personal service activities n.e.c	211				
<b>TOTAL GOVERNMENT AID</b>					
[Columns 3 and 4: Codes 131 + 143 + 147 +163 +175 + 195]			<b>212</b>	<b>\$</b>	<b>\$</b>

C] **OVERSEAS AID**

**CURRENT GRANTS:**

Included here are current transfers from rest of the world either in cash or in kind.

**CAPITAL GRANTS:**

Included here are various grants and gifts, either in cash or in kind, for development purposes.



TYPES OF INSTITUTIONS		CURRENT GRANTS					TOTAL CAPITAL GRANTS
		CASH	GOODS	VALUE OF WORK DONE WITHOUT PAY BY OVERSEAS PEOPLE	OTHER	TOTAL	
		1	2	3	4	5	
<b>Activities of Membership Organisations</b>	<b>213</b>						
Activities of business and employers membership organizations	219						
Activities of professional membership organizations	225						
<b>Activities of Trade Unions</b>	<b>231</b>						
<b>Activities of Other Membership Organisations</b>	<b>237</b>						
Activities of religious organizations	243						
Activities of political organizations	249						
Activities of other membership organizations n.e.c	255						
<b>Repairs of Computers and Communication Equipment</b>	<b>261</b>						
Repair of computers and peripheral equipment	267						
Repair of communication equipment	273						
<b>Repair of Consumer Electronics</b>	<b>279</b>						
Repair of household appliances, home and garden equipment	285						
Repair of footwear and leather goods	291						
Repair of furniture and home furnishings	297						
Repair of other personal and household goods	303						
<b>Other Personal Service Activities</b>	<b>309</b>						
Washing and (dry) cleaning of textile and fur product	315						
Hairdressing and other beauty product	321						
Funeral and related activities	327						
Other personal service activities n.e.c	333						
<b>TOTAL OVERSEAS AID</b> [Columns 5 and 6 : Codes 213 + 231 + 237+ 261 + 279 + 309]					<b>339</b>	<b>\$</b>	<b>\$</b>

**D] LOCAL AID**

**CURRENT GRANTS:**

Included here are non-government transfers received from within the country either in cash or in kind.

**CAPITAL GRANTS:**

Included here are non-government grants and gifts, either in cash or in kind from within the country, for development purposes.

TYPES OF INSTITUTIONS		CURRENT GRANTS					TOTAL CAPITAL GRANTS
		CASH	GOODS	VALUE OF WORK DONE WITHOUT PAY BY LOCAL PEOPLE	OTHER	TOTAL	
		1	2	3	4	5	6
<b>Activities of Membership Organisations</b>	<b>341</b>						
Activities of business and employers membership organizations	347						
Activities of professional membership organizations	353						
<b>Activities of Trade Unions</b>	<b>359</b>						
<b>Activities of Other Membership Organisations</b>	<b>365</b>						
Activities of religious organizations	371						
Activities of political organizations	377						
Activities of other membership organizations n.e.c	<b>383</b>						
<b>Repairs of Computers and Communication Equipment</b>	<b>389</b>						
Repair of computers and peripheral equipment	395						
Repair of communication equipment	<b>401</b>						
<b>Repair of Consumer Electronics</b>	<b>407</b>						
Repair of household appliances, home and garden equipment	413						
Repair of footwear and leather goods	419						
Repair of furniture and home furnishings	425						
Repair of other personal and household goods	<b>431</b>						
<b>Other Personal Service Activities</b>	<b>437</b>						
Washing and (dry) cleaning of textile and fur product	443						
Hairdressing and other beauty product	449						
Funeral and related activities	455						
Other personal service activities n.e.c	461						
<b>TOTAL LOCAL AID</b> [Columns 5 and 6: codes 341 +393 +365+383 + 401 + 431]					<b>467</b>		<b>\$</b>

<b>E</b>	<b>TOTAL TURNOVER OF YOUR ESTABLISHMENT</b> [CODES 130 + 212 (3) + 333 (5) + 456(5)]	<b>469</b>	<b>\$</b>
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**OTHER INCOME**

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- 11 a) 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.
- b) 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.

<b>OTHER INCOME</b>			VALUE (\$)
10	Income from sales of goods without transformation (refer question 24)	470	
11	Subsidies and grants received	471	
12	Insurance claims received: a) Business insurance claims received	472	
	b) Casualty insurance claims received	473	
13	Profit or loss received from any other business in which you have an interest	474	
14	Rent received for the hire of building	475	
15	Income from: a) Rent received from land	475	
	b) Interest received	476	
	c) Dividends received	477	
	d) Royalty received	478	
16	Bad and doubtful debts recovered	479	
17	Exchange gain	480	
18	Gain on sale of fixed assets	481	
19	Receipts from industrial services rendered to others e.g. repairs & maintenance	482	
20	Others (specify).	483	
	<b>Total other income (Codes 459 – 473)</b>	<b>484</b>	
21	VAT charged on goods and services provided	485	
22	<b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 469 + 484 + 485)</b>	<b>486</b>	<b>\$</b>

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**PURCHASES OF MATERIALS DURING THE YEAR**

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- 22 State in detail the total value of all purchases of materials and supplies for use in the operation of the business.
- 23 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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- 24-27 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 28 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

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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 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.
- 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.
- 33 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.
- 42 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 41.

<b>PURCHASES OF MATERIALS DURING THE YEAR</b>			VALUE (\$)
23	Expenditure of materials and related articles for use in the business	487	
24	Expenditure of all materials and related articles purchased for resale during the year (refer question 9)	488	
<b>25</b>	<b>Total [Code 487 -488]</b>	<b>489</b>	

<b>FUEL, ELECTRICITY AND WATER</b>			VALUE (\$)
26	Petrol/Automotive diesel fuel	490	
27	Industrial diesel fuel/Heavy fuel oil	491	
28	Kerosene	492	
29	Liquid petroleum gas	493	
30	Electricity	494	
31	Water	495	
<b>32</b>	<b>Total [Code 490 – 496]</b>	<b>496</b>	

<b>OTHER EXPENDITURE</b>			VALUE (\$)
33	Repairs and maintenance paid for on vehicles, buildings etc to outside firms	497	
34	Cartage and haulage expenses paid to other firms	498	
35	Travel expenses (e.g. management, personal etc)	499	
36	Value of contract and commission work done	500	
37	Audit, accounting and legal fee	501	
38	Advertising and promotion etc	502	
39	Bank charges	503	
40	Postage, telephone and telecommunication etc	504	
41	Office stationery and supplies	505	
	Management and consultation fee	506	
42	Rent paid for furniture, building, plant and machinery etc	507	
	Insurance paid: a) Business insurance	508	
	b) Casualty insurance	509	
	Expenditure on: a) Rent paid for land	510	
43	b) Interest paid	511	
44	c) Dividends paid	512	
45	d) Royalty paid	513	
46	Bad and doubtful debts written off	514	
47	Business licenses, rates on property paid to central or local government etc	515	
	Fiji National Training Council Levy	516	
48	Exchange losses	517	
49	Fixed asset expenses: a) Loss on sale of fixed assets	518	
	b) Depreciation claimed (to agree with question 57 (7))	519	
50	All other costs and expenses	520	
<b>51</b>	<b>Total other expenditure (Codes 497 to 512 excluding 520)</b>	<b>521</b>	

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**EMPLOYMENT AND COMPENSATION OF EMPLOYEES**

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- 49 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, e.g. 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 and clerical personnel, e.g. salaried managers, clerks and typists etc.

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

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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**STOCKS**

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- 52 a) All trading stocks (stocks intended for resale) should be included. Stocks of capital goods intended for resale should also be included.
- b) This should include stocks of materials used by the business in its operations.

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**LOANS AND ADVANCES**

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- 53 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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- 54 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 469+ 545]	\$
less Expenditure [ Code 487 – 537]	\$
equals Profit (+)\Loss (-) [Code 558]	\$



<b>EMPLOYMENT AND COMPENSATION OF EMPLOYEES</b>						
52			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FNPF (3)	PAYMENT IN KIND (4)
a]	Fiji citizens	522				
b]	Expatriates	526				
	<b>Total</b>	530				
c]	Working without pay					
	i] Working proprietors	531				
	ii] Unpaid family workers	532				
	<b>Total (Code 520 + 524 + 525)</b>	533				
d]	From the total number in employment given in code 526, please state:					
	Total Males	534		Total Females	535	
53	VAT paid on supplies of goods and services				536	
54	<b>GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 479 + 486 + 511 + 521 + 522 + 523 + 529]</b>				537	\$

<b>STOCKS</b>						
55	Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)			
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)	
a]	Stock of finished goods bought for sale	538				
b]	Materials, fuel, supplies and components	541				
	<b>Total</b>	544				

<b>LOANS AND ADVANCES</b>							
56		Opening Balance 01/01/14	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	545						
Abroad	551						
<b>Total</b>	557						

<b>NET EARNINGS AND TAXES PAID</b>			Amount (\$)
57	Net profit/loss of your establishment/enterprise. If this does not agree with question 54, please give reasons _____	558	
58	Taxable income of your establishment/enterprise	559	
59	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	560	
60	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.	561	

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**FIXED CAPITAL ASSETS**

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- 61 (7) Please ensure that: The value given for depreciation should agree with the value given in question 49 b].
- 61 (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.
- 61 (G) 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)

<b>FIXED CAPITAL ASSETS</b>										
61			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	562								
B]	Non-Residential Building	570								
	Residential Building	578								
C]	Plant and machinery	586								
D]	Furniture, fixtures	594								
	ICT equipment	602								
	Other office equipment	610								
E]	Transport vehicles and related equipment	618								
F]	Research & Development	626								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc.)	634								
H]	Others (specify):									
		642								
	<b>Total</b>	650								

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

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

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

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

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

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

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

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

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**