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CONFIDENTIAL

DESPATCHED: 30/06/15

2014 CENSUS OF TRANSPORT AND STORAGE

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 Transport and Storage questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Transport and Storage Industry classified under the 2010 Fiji Standard Industrial Classification (refer to note on page 2). If an establishment's transport and storage activities are combined with other types of business, you should report only the operations of transport and storage activity.

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 authorised persons will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Mr Ashish Asvin Chand on email achand@statsfiji.gov.fj or telephone 331 5822 (ext. 386 242) or direct line 323 0842.

Epli Waqavonovono
Government Statistician

NOTE: Under the 2010 Fiji Standard Industrial Classification, Transport and Storage includes all units mainly engaged in provision of passenger or freight transport, whether scheduled or not, by road, water or air. Also included are auxiliary activities such as terminal facilities, car parking, stevedoring, harbour services, navigation services, airport operation or space port operation, booking, travel, freight forwarding, crating or customs agency services. Storage facilities, postal and courier services too are included.

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

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

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 cannot 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 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

Please tick appropriate box				
5	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 months)			2
	Had not commenced business during the accounting period specified			3

INCOME FROM TRANSPORT AND STORAGE

- 9 This should include the provision of passengers or freight transport, whether or not, by rail, pipeline, road, water or air and associated activities such as terminal and parking facilities, cargo handling, storage etc. Included in this section is warehousing and support activities for transportation and postal and courier activities.

Exclude VAT charged on goods and services provided.

OTHER INCOME

- 11 a] Include all claims arising from business insurance. Examples of business insurances 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 forms of personal insurance are to be excluded.
- 13 Exclude rent received for land which should be included in question 14 [a].

9	INCOME FROM TRANSPORT AND STORAGE		VALUE (\$)
	a]		
	b]		
	c]		
	d]		
	e]		
	f]		
	g]		
	h]		
	i]		
	Total	004	

	OTHER INCOME		VALUE (\$)
10	Subsidies and grants received	005	
11	Insurance claims received: a] Business insurance claims received	006	
	b]Casualty insurance claims received	007	
12	Profit or loss received from any other business in which you have an interest	008	
13	Rent received for the hire of building	009	
14	Income from: a] Rent received from land	010	
	b] Interest received	011	
	c] Dividends received	012	
	d] Royalty received	013	
15	Bad and doubtful debts recovered	014	
16	Exchange gain	015	
17	Gain on sale of fixed assets	016	
18	Others (specify). _____ _____ _____ _____ _____	017	
	Total other income (Codes 005 - 017)	018	

19	VAT charged on goods and services provided	019	
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20	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 004 + 018 + 019)	020	\$
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PURCHASES OF MATERIALS AND SUPPLIES

- 21 State in detail the total value of materials, including packing materials and containers, purchased during the year. In arriving at the value, deduct trade discounts received.

The cost of transport should be included in question 33 unless it is accounted for as part of the selling price.

Direct import by establishments should be reported at cost.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

- 25-28 Fuel purchased other than fuel purchased for resale should be included.

- 29 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

OTHER EXPENDITURE

- 31-32 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.

- 34 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.

- 36 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 the payments made for land from building, please include expenditure in question 41.

- b] Interest payments include interest on long-term debts and interest on any other money the establishment has borrowed.

PURCHASES OF MATERIALS AND SUPPLIES			VALUE (\$)
21	Tyres and tubes	021	
22	Batteries	022	
23	Spare parts and accessories for current repairs and servicing costs	023	
24	Others – specify:	024	
	Total (Codes 021 to 024)	025	

FUEL, ELECTRICITY AND WATER			VALUE (\$)
25	Petrol/Automotive diesel fuel	026	
26	Industrial diesel fuel/Heavy fuel oil	027	
27	Kerosene	028	
28	Liquid petroleum gas	029	
29	Electricity	030	
30	Water	031	
	Total (Codes 026 to 031)	032	

OTHER EXPENDITURE			VALUE (\$)
31	Repairs and maintenance costs on: a) Motor vehicles	033	
	b) Boats	034	
	c) Aircraft	035	
	Repairs and maintenance costs on: a) Building	036	
	b) Machinery and equipment	037	
33	Transport operating costs: a) Wheel tax\registration fee and license etc	038	
	b) Third party insurance	039	
	c) Comprehensive insurance	040	
	d) Others – Specify:	041	
34	Cartage and haulage expenses paid to other firms	042	
35	Travel expenses (e.g. management, personal etc)	043	
36	Value of contract and commission work done	044	
37	Audit, accounting and legal fee	045	
38	Advertising and promotion etc	046	
39	Bank charges	047	
40	Postage, telephone and telecommunication etc	048	
41	Rent paid for the hire of premises etc	049	
42	Expenditure on: a) Rent paid for land	050	
	b) Interest paid	051	
	c) Dividends paid	052	
	d) Royalty paid	053	
43	Management and consultation fee	054	
44	Bad and doubtful debts written off	055	
45	Business licenses, rates on property paid to central or local government etc	056	
46	Casualty insurance	057	
47	Fiji National University [FNU] Levy	058	
48	Exchange losses	059	
49	Loss on sale of fixed assets	060	
50	Depreciation claimed (to agree with question 61(7))	061	
51	All other costs and expenses	062	

	Total other expenditure (Codes 033 to 062 excluding 052)	063	

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

52 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 include administrators, technical and clerical personnel, e.g. salaried managers, clerks and typists 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

55 Include all stocks.

LOANS AND ADVANCES

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

NET EARNINGS AND TAXES PAID

57 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 has been entered onto the questionnaire:

Income [Code 020 + 091]	\$
less Expenditure [Code 082]	\$
equals Profit (+)\Loss (-) [Code 110]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES						
52			NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNPFC ETC	PAYMENT IN KIND
			(1)	(2)	(3)	(4)
a]	Fiji citizens	064				
	Expatriates	068				
	Total	072				
c]	Working without pay					
	i] Working proprietors	076				
	ii] Unpaid family workers	077				
	Total (Codes 072 + 076 + 077)	078				
d]	From the total number in employment given in code 078, please state:					
	Total Males	079		Total Females	080	

53	VAT paid on supplies of goods and services	081	
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54	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 025 + 032 + 063 + 073+ 074 + 075 + 081]	082	\$
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STOCKS					
55	Please give the value of stocks held by your establishment		VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Fuel and lubricants etc	083			
b]	Materials e.g. tyres, tubes and spare parts etc	086			
	Total	089			

LOANS AND ADVANCES							
56		OPENING BALANCES 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	092					
	Abroad	098					
	Total	104					

NET EARNINGS AND TAXES PAID			Amount (\$)
57	Net profit\loss of your establishment\enterprise. If this does not agree with question 58, please give reasons_____	110	
58	Taxable income of your establishment\enterprise	111	
59	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	112	
60	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	113	

FIXED CAPITAL ASSETS

61 (7) Please ensure that:

The value given for depreciation should agree with the value given in question 50.

61 (5) Own Capital 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.

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)

FIXED CAPITAL ASSETS										
61			VALUE (\$)							
			Opening Book Value (1)	Purchase of new and second hand assets at cost		Land Development & Improvement (4)	Own Account Capital Construction (5)	Sales of Capital Assets (6)	Depreciation (7)	Closing Book Value (8)
				locally (2)	from abroad (3)					
A]	Land	114								
B]	Non-Residential Buildings	122								
	Residential Buildings	130								
C]	Plant and machinery	138								
D]	Furniture and fixtures	146								
	ICT equipment	154								
	Other office equipment	162								
E]	Transport vehicles and related equipment	170								
F]	Research & Development	178								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc)	186								
H]	Others (specify):	194								
	Total	202								

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