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CONFIDENTIAL

DESPATCHED: 30\06\2015

## 2014 SURVEY OF ADMINISTRATIVE AND SUPPORT 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 Survey of Administrative and Support Service Activities questionnaire.

**COVERAGE AND SCOPE:** It covers all establishments engaged in Administrative and Support Service Activity Industry classified under the 2010 Fiji Standard Industrial Classification (refer to notes on page 2). If an establishment's Administrative and Support Service Activities are combined with other types of business, please report only on the operations of Administrative and Support 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 Survey 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:** A 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 Survey 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. Samuela Buadromo on email sbuadromo@statsfiji.gov.fj or telephone 331 5822 (ext: 386 243) or direct line 323 0843.

Epeli Waqavonovono  
Government Statistician

**NOTE:** Under the 2010 Fiji Standard Industrial Classification, the Administrative and Support Service activities include a variety of activities that support general business operations.

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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

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)
<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

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

3	Please tick appropriate box				
	001	Sole Trader	1	Partnership	2
		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

## 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	2
		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    mnths)			2
	Had not commenced business during the accounting period specified			3

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## INCOME RECEIVED FROM FEES AND COMMISSIONS

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9 This should be the actual fees, net of any discount allowed to the client, for the services rendered.

Include commission received from auction sales, valuation services etc

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

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## OTHER INCOME

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12 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>9 INCOME RECEIVED FROM FEES AND COMMISSIONS</b>				
Please state the amount of fees and commissions received from:			VALUE (\$)	
			FEES	COMMISSIONS
1	<b>Renting and leasing of motor vehicles</b> Rental cars, Utility Trailer and Recreational Vehicles.	004		
2	<b>Renting and leasing of recreational and sports goods</b> pleasure boats, canoes, sailboats, bicycles, beach chairs, umbrellas and other sports equipment	006		
3	<b>Renting of Video Disks</b> DVDs, CDs, Records and Video Tapes etc	008		
4	<b>Renting and leasing of other personal and household goods</b> Wearing apparel, furniture and house wares, music instruments, jewellery, books and magazines, flowers and plants, electronic equipment etc.	010		
5	<b>Renting and leasing of machinery, equipment and tangible goods</b> other machinery and equipment that are generally used as Capital Goods by industries such as machine tools, commercial boats and ships (without operator)etc.	012		
6	<b>Leasing of intellectual property and similar products, except copyrighted works</b> similar products for which a royalty payment or licensing fee is paid to the owner of the asset, except copyrighted works such as books or software.	014		
7	<b>Activities of employment placement agencies</b> list employment vacancies and refer or place applicants for employment by on-line placement agencies, casting agencies and bureaus etc.	016		
8	<b>Travel agency activities</b> selling travel, tour, transportation and accommodation services to the general public and commercial clients.	018		
9	<b>Tour operator activities</b> like arranging and assembling tours that are sold through travel agencies or directly by tour operators and includes transportation, visits to museums, historical or cultural sites, theatrical, musical or sporting events .	020		
10	<b>Other reservation service and related activities</b> tourism promotion activities, provision of travel information to visitors and reservations for transportation, hotels, restaurants, car rentals, entertainment, time share exchange services.	022		
11	<b>Private security activities</b> like the provision of guard and patrol services, bodyguard services, security guard services.	024		
12	<b>Security systems service activities</b> monitoring or remote monitoring of electronic security alarm systems including selling such security systems, mechanical or electronic locking devices, safes and security vaults including their maintenance.	026		
13	<b>Cleaning activities</b> like general and specialized interior and exterior cleaning of all types of buildings, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping.	028		
14	<b>Landscape care and maintenance service activities</b> like planting, care and maintenance of parks and gardens, greenery.	030		

15	<b>Office administrative and support activities</b> like provision of a combination of day-to-day office administrative services such as reception, financial planning, billing and record keeping, document copying/printing and short-run type printing activities.	032		
16	<b>Activities of call centers</b>	034		
17	<b>Organization of conventions and trade shows</b> includes organization, promotion and or management of events, such as business and trade shows, conventions, conferences and meetings, whether or not including the management and provision of the staff to operate the facilities in which these events take place.	036		
18	<b>Business support service activities n.e.c.</b> like activities of collection agencies and credit bureaus for debt collection etc and packaging activities on a fee or contract basis like bottling of liquids, packaging of solids, labeling, stamping, imprinting, parcel-packing and gift-wrapping.	038		
19	<b>Other business support service activities n.e.c.</b> like parking meter coin collection services, activities of independent auctioneers, administration of loyalty programmes, providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services.	040		
	<b>Total (042 = 004 to 040) and (043 = 005 to 041)</b>	<b>042</b>		

<b>OTHER INCOME</b>			VALUE (\$)
10	Income from sales of goods without transformation (refer question 25)	044	
11	Subsidies and grants received	045	
12	Insurance claims received: a] Business insurance claims received	046	
	b] Casualty insurance claims received	047	
13	Profit or loss received from any other business in which you have an interest	048	
14	Rent received for the hire of building	049	
15	Income from: a] Rent received from land	050	
	b] Interest received	051	
	c] Dividends received	052	
	d] Royalty received	053	
16	Bad and doubtful debts recovered	054	
17	Exchange gain	055	
18	Gain on sale of fixed assets	056	
19	Receipts from industrial services rendered to others e.g repairs & maintenance	057	
20	Others (specify).	058	
21	<b>Total other income (044 to 058)</b>	<b>059</b>	
22	VAT charged on goods and services provided	060	
23	<b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 042+043+059+060)</b>	<b>061</b>	<b>\$</b>

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**PURCHASES OF MATERIALS DURING THE YEAR**

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- 24 State in detail the total value of all purchases of materials and supplies for use in the operation of your business.
- 25 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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- 27-30 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.
- 31 This should include the cost of electricity purchased for lighting, air conditioning, refrigeration etc.

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**OTHER EXPENDITURE**

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- 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.
- 42 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.
- 51 a) Include all payments in respect of leased\rented land. If it is not possible to separate payments made for land from building, please include expenditure in Question 49.

<b>PURCHASES OF MATERIALS DURING THE YEAR</b>			VALUE (\$)
24	Expenditure on materials and related articles for use in the business	062	
25	Expenditure on Administrative and Support Service activities during the year (refer question 10)	063	
<b>26</b>	<b>Total (Codes 062 + 063)</b>	<b>064</b>	

<b>FUEL, ELECTRICITY AND WATER</b>			VALUE (\$)
27	Petrol/Automotive diesel fuel	065	
28	Industrial diesel fuel/Heavy fuel oil	066	
29	Kerosene	067	
30	Liquid petroleum gas	068	
31	Electricity	069	
32	Water	070	
<b>33</b>	<b>Total (Codes 065 to 070)</b>	<b>071</b>	

<b>TRANSPORT OPERATING COST</b>			VALUE (\$)
34	Wheel tax/registration fee and license etc.	072	
35	Third party insurance	073	
36	Comprehensive insurance	074	
37	Others (specify)	075	
<b>38</b>	<b>Total (Codes 072 to 075)</b>	<b>076</b>	

<b>OTHER EXPENDITURE</b>			VALUE (\$)
39	Repairs and maintenance paid for on vehicles, buildings etc to outside firms	077	
40	Cartage and haulage expenses paid to other firms	078	
41	Travel expenses (eg management, personal etc.)	079	
42	Value of contract and commission work done	080	
43	Audit, accounting and legal fee	081	
44	Advertising and promotion etc.	082	
45	Bank charges	083	
46	Postage, telephone and telecommunication etc	084	
47	Office stationery and supplies	085	
48	Management and consultation fee	086	
49	Rent paid for furniture, building, plant and machinery etc	087	
50	Insurance paid: a) Business insurance	088	
	b) Casualty insurance	089	
51	Expenditure on: a) Rent paid for land	090	
	b) Interest paid	091	
	c) Dividends paid	092	
	d) Royalty paid	093	
52	Bad and doubtful debts written off	094	
53	Business licenses, rates on property paid to central or local government etc	095	
54	Fiji National University (FNU) Levy	096	
55	Exchange losses	097	
56	Fixed asset expenses: a) Loss on sale of fixed assets	098	
	b) Depreciation claimed (to agree with question 68(7))	099	
57	All other costs and expenses	100	
<b>58</b>	<b>Total other expenditure ( Codes 077 to 100 excluding code 092)</b>	<b>101</b>	



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## EMPLOYMENT AND COMPENSATION OF EMPLOYEES

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59 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.

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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62 a] Finished goods bought for resale: are stocks of goods bought for resale in the same condition as purchased. All trading and capital stocks (stocks intended for resale) should be included

b] Value of materials, fuel supplies and components: are stocks of raw materials not used up in production This should include stocks of materials used by the business in its operations

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## LOANS AND ADVANCES

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63 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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64 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 061 + 127(3))	\$
less	Expenditure (Code 120)	\$
equals	Profit (+)\Loss (-) (Code 130)	\$

<b>EMPLOYMENT AND COMPENSATION OF EMPLOYEES</b>						
59			NUMBER EMPLOYED (1)	GROSS WAGES AND SALARIES PAID (2)	EMPLOYER'S CONTRIBUTION TO FPNP ETC (3)	PAYMENT IN KIND (4)
a]	Fiji citizens	102				
b]	Expatriates	106				
	<b>Total</b>	<b>110</b>				
c]	Working without pay					
	i] Working proprietors	114				
	ii] Unpaid family workers	115				
	<b>Total (codes 110(1) +114 +115 )</b>	<b>116</b>				
d]	From the total number in employment given in code 116, please state:					
	Total Males	117	Total Females	118		

60	VAT paid on supplies of goods and services	119	
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<b>61</b>	<b>GRAND TOTAL OF ALL EXPENDITURE INCURRED (Codes 064 + 071 + 076 + 101 + 110 (2, 3, 4) + 119)</b>	<b>120</b>	<b>\$</b>
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<b>STOCKS</b>			VALUE OF STOCKS (\$)		
62	Please give the value of stocks held by your establishment		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
a]	Stock of finished goods bought for resale	121			
b]	Materials, fuel, supplies and components	124			
	<b>Total</b>	<b>127</b>			

<b>LOANS AND ADVANCES</b>							
63		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	130					
	Abroad	136					
	<b>TOTAL</b>	<b>142</b>					

<b>NET EARNINGS AND TAXES PAID</b>			Amount (\$)
64	Net profit\loss of your establishment\enterprise. If this does not agree with question 65, please give reasons	148	
65	Taxable income of your establishment\enterprise	149	
66	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	150	
67	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	151	

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## **FIXED CAPITAL ASSETS**

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- 68 Please ensure that: The value given for depreciation should agree with the value given in question 56 [b].
- 68 (5) Own Account Capital Construction: This is the cost of new fixed assets and additions to existing fixed assets made by the establishments own labour for it's own use. Cost should be equivalent to labour costs plus value of materials at cost.
- 68 (G) Valuables include:
- a) Entertainment, literacy & artistic originals;
  - b) Precious stones and metals (e.g. diamonds, non monetary gold, Platinum and silver);
  - c) Other valuables (e.g. jewellery and collector items)
  - d) Antiques & other art objects

FIXED CAPITAL ASSETS										
68			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	152								
B]	Non-Residential Building	160								
	Residential Building	168								
C]	Plant and machinery	176								
D]	Furniture, fixtures and office equipment	184								
	ICT equipment	192								
	Other office Equipment	200								
E]	Transport vehicles and related equipment	208								
F]	Research & Development	216								
G]	Valuables (Antiques, Artistic Originals Precious Metals, etc )	224								
H]	Others (specify):	232								
	<b>Total</b>	240								

### USE OF INTERNET

The main purpose of this question is to collect information on Internet services, including all goods and services ordered on the WWW or by email.

69	Type of goods or services ordered during the year (1)	Total cost (2)	Was payment made online (WWW or by email) (3)				Was this a Fiji web site (4)			
			YES	NO	YES	NO				
		248	YES	NO	YES	NO				
		249	YES	NO	YES	NO				
		250	YES	NO	YES	NO				
		251	YES	NO	YES	NO				
		252	YES	NO	YES	NO				
		253	YES	NO	YES	NO				
		254	YES	NO	YES	NO				

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

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

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

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

Position: \_\_\_\_\_

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

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

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

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

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**