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# **ECONOMIC SURVEYS**

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## **ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES 2012**

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## **PREFACE**

The report provides information on the Administrative and Support Services industry in 2012. The information was gathered from establishments engaged in the Administrative and Support Services business. These activities include a variety of activities that support general business operations only. It excludes information on administrative and support services activities in the informal sector.

The important numbers presented are the macro-economic aggregates such as Gross Output, Intermediate Consumption, Value Added, Compensation of Employees, Consumption of Fixed Capital and Operating Surplus. These aggregates are combined with similar information on other industries to provide an estimate of GDP, which is a measure of our economy's size. Information made available in this report will allow us to work out the industry's contribution to the economy. Information contained in this report constitutes inputs to a national accounts system which basically provides a quantitative image of the whole economy.

Information on the Administrative and Support Services industry would be useful to a good number of users, for instance the;

- 1) Economist who needs to analyze the supply and demand for such services.
- 2) Planner who uses the data to forecast the economy's performance.
- 3) Investor who wishes to have a closer look at opportunities available in the Administrative and Support Services economy.

The cooperation of those businesses who supplied the information presented in this report is hereby acknowledged. The Bureau of Statistics will continue to seek their support as we need to continually provide reliable statistics for evidence based planning. I also would like to thank the staffs who were engaged in the conduct of the survey and the preparation of this report.



Epeli Waqavonovono  
**Government Statistician**

## **NOTES**

1 The interpretation of the symbols used in this report is as follows:

0 Nil return or a figure less than half the given value

2 Total values are subject to rounding errors.

3 Key to Abbreviations:

|      |   |
|------|---|
| BR   | Business Register                       |
| CFC  | Consumption of Fixed Capital            |
| COE  | Compensation of Employees               |
| FBoS | Fiji Bureau of Statistics               |
| FRCA | Fiji Revenue and Customs Authority      |
| FSIC | Fiji Standard Industrial Classification |
| GDP  | Gross Domestic Product                  |
| GFCF | Gross Fixed Capital Formation           |
| GO   | Gross Output                            |
| IC   | Intermediate Consumption                |
| OS   | Operating Surplus                       |
| SAS  | Statistical Analysis System             |
| VA   | Value Added                             |

4 VA in the report refers to Gross Value Added

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# 1 INTRODUCTION

## 1.1 History of Survey taking

A brief description of previous studies done on Administrative and support service activities is given below in chronological order.

### **1970: Census of Distribution and Services**

This was Fiji's first ever Census of Distribution and Services to be conducted and was inclusive of the *Administrative and support service activities*. The purpose of conducting this survey was to obtain information on the wholesale, retail and the services activities taking place in Fiji, for which there was hitherto very little official information available to the public.

### **1984: Census of Distributive Trade and Services**

Administrative and support service activities were covered under the scope of this survey.

### **2002: Census of Real Estate and Business Services**

Administrative and support service activities were covered under the scope of this survey that was conducted by the FBoS because of the need by its National Accounts Business Unit to re-base the constant price Gross Domestic Product to 2002.

Since 2002 the survey has been done annually. However from 2008, data on the Real estate activities are being published in the report titled "Real Estate Activities". Business service information is being split into two reports, namely "Professional, Scientific and Technical Activities" and "Administrative and Support Service Activities".

This report contains the results of the establishment survey carried out for Administrative and support service activities for 2012 (refer 2.2 on Coverage and Scope).

## 1.2 Need for statistics relating to Administrative and Support Service Activities

Administrative and support service activities account for a substantial proportion of the total economic activity, whether in terms of the sector to the GDP or in terms of its share of total employment and gross fixed capital formation. Statistics on the Administrative and support service activities industry are therefore needed for the preparation of national accounts so that a meaningful study of the whole economy can be made. The data can also be used to construct the input-output table that shows the inter-connection of the Administrative and support service activities industry with other industries. Policy makers too require the data for formulating sound economic and social policies that augment capital formation. In addition, the establishments engaged in the Administrative and support service activities industries find the data helpful.

## **2 METHODOLOGY**

### **2.1 Legal Basis**

The Census was conducted under the provisions of the Statistics Act (Cap 71). This Act stipulates the completion of the questionnaire, as well as protects the confidentiality of the information submitted by the establishments.

### **2.2 Coverage and Scope**

The 2012 survey covered all establishments operating in the Administrative and support service activities industry defined by the Fiji Standard Industrial Classification (FSIC) 2010 Section N. It is nevertheless possible that some small units not employing regular paid workers may have been omitted due to difficulties in identifying them, but the nature of such units do not affect the overall results in any significant way.

The businesses in the Administrative and support service activities include specialized administrative and support service activities. These activities require a high degree of training, and make specialized knowledge and skills available to users (refer Appendix II on Industrial Classification Used).

### **2.3 Statistical Unit**

The unit of reporting was the establishment (refer Appendix I on Concepts and Definitions). In cases where firms operated more than one type of business, efforts were made to obtain accounts for each activity. Where this was not feasible, the firm was classified according to the type of activity that brought in the most revenue.

### **2.4 The Frame**

The frame utilised to survey the establishments engaged in Administrative and support service activities in 2012 was the list of establishments maintained by the FBoS. This list is known as the Business Register (BR), which is kept updated on the basis of information supplied to the FBoS by the Fiji Revenue and Customs Authority (FRCA), Fiji National Provident Fund, Registrar of Companies and the City and Town Councils.

### **2.5 Questionnaire Design**

The questionnaire was specifically designed for Administrative and support services industry and sought information on the particulars of the establishment e.g. type of organisation, income, expenditure, stocks, assets and employment (refer Sample Questionnaire attached as Appendix IV)

## **2.6 Collection and Survey Procedures**

The questionnaires were posted on 12<sup>th</sup> July, 2013 and replies were required within a month. Response by the due date was low; therefore personal visits to obtain the questionnaires were made to those establishments that did not respond and to those establishments that required assistance in filling out the questionnaires.

Once the questionnaires were received in the office, scrutiny and editing of data contained in them followed. Errors and omissions if found, called for more correspondence, telephone calls or personal visits in an attempt to obtain complete and correctly filled up returns, which were then placed in files sorted by activity and passed on for data entry.

On completion of data entry, tables were run, data edited and analysed and reports written.

## **2.7 Data Processing**

Data was processed by FBoS' Information Technology Business Unit using Statistical Analysis System (SAS) software.

## **2.8 Reference Period**

The establishments contacted were to submit details for the calendar year 2012. Where the accounting year differed from the calendar year, establishments were asked to provide information for the accounting year that covered the major part of the calendar year 2012.

## **2.9 Response Rate**

The survey had a response rate of 75 per cent.

Establishments which operated during the whole or part of the survey reference period but became untraceable during the survey enumeration period due to closure or removal, were taken as non-respondents. To account for the operations of the non-responding establishments, data were rated-up.

## **2.10 Rate-up Factors**

Data of non-responding establishments were calculated using rate-up factors. The rate-up factors were derived by first sorting out establishments into types or business (refer table 3.2) and then grouping these establishments into 6 "number of persons engaged" size groups of 1-4; 5-9; 10-19; 20- 49; 50-99 and 100+. Using number of persons engaged in each of this group, simple arithmetic means of Value Added were obtained. These arithmetic means were then multiplied by number of persons engaged in each of the non-responding group to estimate their data. The estimated figures for the non-responding units were then added to the figures of the responding units to arrive at the estimated data of the entire administrative and support service activities industry.

The Gross Fixed Capital Formation too has been estimated for non-response. Generally capital formations in small establishments, like the ones who have not responded in our inquiry, are low.

Empirically,

Let  $n_{ij}$  be the number of employees in group  $i$  of the  $j$  establishment of those surveyed and let  $g_{ij}$  be its corresponding parameter;  $i = 1$  to  $6$ ;  $j = 1$  to  $s$ , where  $s$  is all surveyed. Then estimate,

$$\hat{G}_{(i)} = \frac{\sum_{i=1}^6 \sum_{j=1}^k g_{ij}}{\sum_{i=1}^6 \sum_{j=1}^k n_{ij}} \left[ \sum_{i=1}^6 \sum_{j=1}^k n_{ij} + \sum_{i=1}^6 \sum_{j=k+1}^s n_{ij} \right]$$

where  $k$  = number responded  
 $l$  = number not responded (which is  $s-k$ )

### 3. RESULTS

All data contained in this report are in Fiji Dollars and in current prices.

All tables in this report contain data inclusive of estimates for non-response; exceptions are tables 1 to 5B and 8 to 10 that contain as per survey data.

Results of some sub-classes have been grouped together in order to protect the confidentiality of the information, as stipulated in the Statistics Act 1961 (Cap 71).

### 3.1 The Survey Response

**Table 1: The Survey Response**

| FSIC 2010  |  | SURVEY FRAME | RETURNS RECEIVED | RESPONSE RATE % |
|--|--|--------------|------------------|-----------------|
| SUB-CLASS  | ACTIVITY   |              |                  |                 |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>269</b>   | <b>197</b>       | <b>73</b>       |
| 77101  | Renting and leasing of motor vehicles                                | 123          | 88               | 72              |
| 77211  | Renting and leasing of recreational and sports goods                 | 4            | 4                | 100             |
| 77221  | Renting of video tapes and disks                                     | 66           | 47               | 71              |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 76           | 58               | 76              |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>4</b>     | <b>4</b>         | <b>100</b>      |
| 78101  | Activities of employment placement agencies                          | 4            | 4                | 100             |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>86</b>    | <b>66</b>        | <b>77</b>       |
| 79111  | Travel agency activities   | 35           | 26               | 74              |
| 79121  | Tour operator activities   | 51           | 40               | 78              |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>46</b>    | <b>36</b>        | <b>78</b>       |
| 80101  | Private security activities  | 29           | 23               | 79              |
| 80201  | Security systems service activities                                  | 17           | 13               | 76              |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>32</b>    | <b>24</b>        | <b>75</b>       |
| 81201  | Cleaning activities  | 32           | 24               | 75              |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>66</b>    | <b>51</b>        | <b>77</b>       |
| 82101  | Office administrative and support activities                         |              |                  |                 |
| 82201  | Activities of call centers   | 56           | 44               | 79              |
| 82901  | Business support service activities n.e.c                            | 10           | 7                | 70              |
| <b>GRAND TOTAL</b>   |  | <b>503</b>   | <b>378</b>       | <b>75</b>       |

## 3.2 Legal Status of Establishments

**Table 2: Legal Status of Establishments**

| FSIC 2010  |  | Individual<br>Ownership | Partnership | Co-operatives | Private Limited<br>Company | Public Limited<br>Company | Statutory<br>Enterprises | Non-profit<br>Organisation | Total      |
|--|--|-------------------------|-------------|---------------|----------------------------|---------------------------|--------------------------|----------------------------|------------|
| SUB-<br>CLASS  | ACTIVITY   |                         |             |               |                            |                           |                          |                            |            |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>118</b>              | <b>7</b>    | <b>0</b>      | <b>72</b>                  | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>197</b> |
| 77101  | Renting and leasing of motor vehicles                                | 60                      | 1           | 0             | 27                         | 0                         | 0                        | 0                          | 88         |
| 77211  | Renting and leasing of recreational and sports goods                 | 4                       | 0           | 0             | 0                          | 0                         | 0                        | 0                          | 4          |
| 77221  | Renting of video tapes and disks                                     | 25                      | 2           | 0             | 20                         | 0                         | 0                        | 0                          | 47         |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 29                      | 4           | 0             | 25                         | 0                         | 0                        | 0                          | 58         |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>2</b>                | <b>0</b>    | <b>0</b>      | <b>2</b>                   | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>4</b>   |
| 78101  | Activities of employment placement agencies                          | 2                       | 0           | 0             | 2                          | 0                         | 0                        | 0                          | 4          |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>32</b>               | <b>0</b>    | <b>0</b>      | <b>34</b>                  | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>66</b>  |
| 79111  | Travel agency activities   | 14                      | 0           | 0             | 12                         | 0                         | 0                        | 0                          | 26         |
| 79121  | Tour operator activities   | 18                      | 0           | 0             | 22                         | 0                         | 0                        | 0                          | 40         |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>6</b>                | <b>2</b>    | <b>0</b>      | <b>28</b>                  | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>36</b>  |
| 80101  | Private security activities  | 4                       | 2           | 0             | 17                         | 0                         | 0                        | 0                          | 23         |
| 80201  | Security systems service activities                                  | 2                       | 0           | 0             | 11                         | 0                         | 0                        | 0                          | 13         |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>11</b>               | <b>2</b>    | <b>0</b>      | <b>11</b>                  | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>24</b>  |
| 81201  | Cleaning activities  | 11                      | 2           | 0             | 11                         | 0                         | 0                        | 0                          | 24         |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>28</b>               | <b>8</b>    | <b>0</b>      | <b>15</b>                  | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>51</b>  |
| 82101  | Office administrative and support activities                         |                         |             |               |                            |                           |                          |                            |            |
| 82201  | Activities of call centers   | 25                      | 7           | 0             | 12                         | 0                         | 0                        | 0                          | 44         |
| 82901  | Business support service activities n.e.c                            | 3                       | 1           | 0             | 3                          | 0                         | 0                        | 0                          | 7          |
| <b>GRAND TOTAL</b>   |  | <b>197</b>              | <b>19</b>   | <b>0</b>      | <b>162</b>                 | <b>0</b>                  | <b>0</b>                 | <b>0</b>                   | <b>378</b> |

### 3.3 Ownership of Establishments

**Table 3: Ownership of Establishments**

| FSIC 2010  |  | FIJI OWNED | BRANCH OF AN OVERSEAS COMPANY | SUBSIDIARY OF AN OVERSEAS COMPANY | TOTAL      |
|--|--|------------|-------------------------------|-----------------------------------|------------|
| SUB-CLASS  | ACTIVITY   |            |                               |                                   |            |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>197</b> | <b>0</b>                      | <b>0</b>                          | <b>197</b> |
| 77101  | Renting and leasing of motor vehicles                                | 88         | 0                             | 0                                 | 88         |
| 77211  | Renting and leasing of recreational and sports goods                 | 4          | 0                             | 0                                 | 4          |
| 77221  | Renting of video tapes and disks                                     | 47         | 0                             | 0                                 | 47         |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 58         | 0                             | 0                                 | 58         |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>4</b>   | <b>0</b>                      | <b>0</b>                          | <b>4</b>   |
| 78101  | Activities of employment placement agencies                          | 4          | 0                             | 0                                 | 4          |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>66</b>  | <b>0</b>                      | <b>0</b>                          | <b>66</b>  |
| 79111  | Travel agency activities   | 26         | 0                             | 0                                 | 26         |
| 79121  | Tour operator activities   | 40         | 0                             | 0                                 | 40         |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>30</b>  | <b>0</b>                      | <b>6</b>                          | <b>36</b>  |
| 80101  | Private security activities  | 19         | 0                             | 4                                 | 23         |
| 80201  | Security systems service activities                                  | 11         | 0                             | 2                                 | 13         |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>24</b>  | <b>0</b>                      | <b>0</b>                          | <b>24</b>  |
| 81201  | Cleaning activities  | 24         | 0                             | 0                                 | 24         |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>49</b>  | <b>0</b>                      | <b>2</b>                          | <b>51</b>  |
| 82101  | Office administrative and support activities                         |            |                               |                                   |            |
| 82201  | Activities of call centers   | 42         | 0                             | 2                                 | 44         |
| 82901  | Business support service activities n.e.c                            | 7          | 0                             | 0                                 | 7          |
| <b>GRAND TOTAL</b>   |  | <b>370</b> | <b>0</b>                      | <b>8</b>                          | <b>378</b> |

### 3.4 Size of Establishments

**Table 4: Size of Establishments**

| FSIC 2010  |  | NUMBER OF PERSONS ENGAGED |           |           |           |           |          |            |
|--|--|---------------------------|-----------|-----------|-----------|-----------|----------|------------|
| SUB-CLASS  | ACTIVITY   | 1-4                       | 5-9       | 10-19     | 20-49     | 50-99     | 100+     | TOTAL      |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>137</b>                | <b>12</b> | <b>44</b> | <b>2</b>  | <b>2</b>  | <b>0</b> | <b>197</b> |
| 77101  | Renting and leasing of motor vehicles                                | 44                        | 5         | 39        | 0         | 0         | 0        | 88         |
| 77211  | Renting and leasing of recreational and sports goods                 | 4                         | 0         | 0         | 0         | 0         | 0        | 4          |
| 77221  | Renting of video tapes and disks                                     | 43                        | 3         | 1         | 0         | 0         | 0        | 47         |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 46                        | 4         | 4         | 2         | 2         | 0        | 58         |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>4</b>                  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>4</b>   |
| 78101  | Activities of employment placement agencies                          | 4                         | 0         | 0         | 0         | 0         | 0        | 4          |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>31</b>                 | <b>21</b> | <b>7</b>  | <b>2</b>  | <b>3</b>  | <b>2</b> | <b>66</b>  |
| 79111  | Travel agency activities   | 17                        | 8         | 0         | 0         | 1         | 0        | 26         |
| 79121  | Tour operator activities   | 14                        | 13        | 7         | 2         | 2         | 2        | 40         |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>4</b>                  | <b>7</b>  | <b>12</b> | <b>6</b>  | <b>4</b>  | <b>3</b> | <b>36</b>  |
| 80101  | Private security activities  | 1                         | 4         | 7         | 4         | 4         | 3        | 23         |
| 80201  | Security systems service activities                                  | 3                         | 3         | 5         | 2         | 0         | 0        | 13         |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>11</b>                 | <b>6</b>  | <b>5</b>  | <b>1</b>  | <b>1</b>  | <b>0</b> | <b>24</b>  |
| 81201  | Cleaning activities  | 11                        | 6         | 5         | 1         | 1         | 0        | 24         |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>33</b>                 | <b>12</b> | <b>4</b>  | <b>0</b>  | <b>0</b>  | <b>2</b> | <b>51</b>  |
| 82101  | Office administrative and support activities                         |                           |           |           |           |           |          |            |
| 82201  | Activities of call centers   | 29                        | 10        | 3         | 0         | 0         | 2        | 44         |
| 82901  | Business support service activities n.e.c                            | 4                         | 2         | 1         | 0         | 0         | 0        | 7          |
| <b>GRAND TOTAL</b>   |  | <b>220</b>                | <b>58</b> | <b>72</b> | <b>11</b> | <b>10</b> | <b>7</b> | <b>378</b> |



### 3.5 Number of Persons Engaged as at 30<sup>th</sup> June 2012

**Table 5 A: Number of Persons Engaged as at 30<sup>th</sup> June 2012**

| FSIC 2010  |  | TOTAL WORKING WITH PAY |            | TOTAL WORKING WITHOUT PAY |                       | TOTAL        |
|--|--|------------------------|------------|---------------------------|-----------------------|--------------|
| SUB-CLASS  | ACTIVITY   | Local                  | Expatriate | Working proprietors       | Unpaid family workers |              |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>1,390</b>           | <b>3</b>   | <b>95</b>                 | <b>19</b>             | <b>1,507</b> |
| 77101  | Renting and leasing of motor vehicles                                | 634                    | 3          | 68                        | 4                     | 709          |
| 77211  | Renting and leasing of recreational and sports goods                 | 6                      | 0          | 0                         | 0                     | 6            |
| 77221  | Renting of video tapes and disks                                     | 200                    | 0          | 6                         | 3                     | 209          |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 550                    | 0          | 21                        | 12                    | 583          |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>7</b>               | <b>0</b>   | <b>0</b>                  | <b>0</b>              | <b>7</b>     |
| 78101  | Activities of employment placement agencies                          | 7                      | 0          | 0                         | 0                     | 7            |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>867</b>             | <b>9</b>   | <b>27</b>                 | <b>2</b>              | <b>905</b>   |
| 79111  | Travel agency activities   | 172                    | 1          | 19                        | 0                     | 192          |
| 79121  | Tour operator activities   | 695                    | 8          | 8                         | 2                     | 713          |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>1,028</b>           | <b>2</b>   | <b>9</b>                  | <b>0</b>              | <b>1,039</b> |
| 80101  | Private security activities  | 818                    | 2          | 5                         | 0                     | 825          |
| 80201  | Security systems service activities                                  | 210                    | 0          | 4                         | 0                     | 214          |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>205</b>             | <b>0</b>   | <b>20</b>                 | <b>8</b>              | <b>233</b>   |
| 81201  | Cleaning activities  | 205                    | 0          | 20                        | 8                     | 233          |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>1,135</b>           | <b>13</b>  | <b>10</b>                 | <b>9</b>              | <b>1,167</b> |
| 82101  | Office administrative and support activities                         |                        |            |                           |                       |              |
| 82201  | Activities of call centers   | 1,092                  | 13         | 5                         | 4                     | 1,114        |
| 82901  | Business support service activities n.e.c                            | 43                     | 0          | 5                         | 5                     | 53           |
| <b>GRAND TOTAL</b>   |  | <b>4,632</b>           | <b>27</b>  | <b>161</b>                | <b>38</b>             | <b>4,858</b> |

**Table 5 B: Number of Persons Engaged by Gender**

| FSIC 2010  |  | GENDER       |              |              |
|--|--|--------------|--------------|--------------|
| SUB-CLASS  | ACTIVITY   | Male         | Female       | Total        |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>1,074</b> | <b>433</b>   | <b>1,507</b> |
| 77101  | Renting and leasing of motor vehicles                                | 453          | 256          | 709          |
| 77211  | Renting and leasing of recreational and sports goods                 | 4            | 2            | 6            |
| 77221  | Renting of video tapes and disks                                     | 113          | 96           | 209          |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 504          | 79           | 583          |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>5</b>     | <b>2</b>     | <b>7</b>     |
| 78101  | Activities of employment placement agencies                          | 5            | 2            | 7            |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>553</b>   | <b>352</b>   | <b>905</b>   |
| 79111  | Travel agency activities   | 115          | 77           | 192          |
| 79121  | Tour operator activities   | 438          | 275          | 713          |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>780</b>   | <b>259</b>   | <b>1,039</b> |
| 80101  | Private security activities  | 638          | 187          | 825          |
| 80201  | Security systems service activities                                  | 142          | 72           | 214          |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>170</b>   | <b>63</b>    | <b>233</b>   |
| 81201  | Cleaning activities  | 170          | 63           | 233          |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>558</b>   | <b>609</b>   | <b>1,167</b> |
| 82101  | Office administrative and support activities                         |              |              |              |
| 82201  | Activities of call centers   | 520          | 594          | 1,114        |
| 82901  | Business support service activities n.e.c                            | 38           | 15           | 53           |
| <b>GRAND TOTAL</b>   |  | <b>3,140</b> | <b>1,718</b> | <b>4,858</b> |

### 3.6 Macroeconomic Aggregates

**Table 6: Macroeconomic Aggregates (\$)**

| FSIC 2010  |  | GO                 | IC                 | VA                 | COE               | CFC               | OS                |
|--|--|--------------------|--------------------|--------------------|-------------------|-------------------|-------------------|
| SUB-CLASS  | ACTIVITY   |                    |                    |                    |                   |                   |                   |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>134,152,691</b> | <b>86,365,070</b>  | <b>47,787,621</b>  | <b>15,092,381</b> | <b>5,651,518</b>  | <b>27,043,722</b> |
| 77101  | Renting and leasing of motor vehicles                                | 60,211,454         | 46,210,041         | 14,001,413         | 5,823,522         | 4,779,624         | 3,398,267         |
| 77211  | Renting and leasing of recreational and sports goods                 | 892,541            | 485,211            | 407,330            | 72,130            | 3,412             | 331,788           |
| 77221  | Renting of video tapes and disks                                     | 14,224,554         | 7,253,144          | 6,971,410          | 1,244,586         | 3,241             | 5,723,583         |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 58,824,142         | 32,416,674         | 26,407,468         | 7,952,143         | 865,241           | 17,590,084        |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>367,411</b>     | <b>112,322</b>     | <b>255,089</b>     | <b>48,922</b>     | <b>1,025</b>      | <b>205,142</b>    |
| 78101  | Activities of employment placement agencies                          | 367,411            | 112,322            | 255,089            | 48,922            | 1,025             | 205,142           |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>152,109,236</b> | <b>103,954,678</b> | <b>48,154,558</b>  | <b>18,753,742</b> | <b>2,322,955</b>  | <b>27,077,861</b> |
| 79111  | Travel agency activities   | 53,364,122         | 34,521,554         | 18,842,568         | 6,721,331         | 586,411           | 11,534,826        |
| 79121  | Tour operator activities   | 98,745,114         | 69,433,124         | 29,311,990         | 12,032,411        | 1,736,544         | 15,543,035        |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>36,083,388</b>  | <b>18,122,634</b>  | <b>17,960,754</b>  | <b>10,421,762</b> | <b>854,732</b>    | <b>6,684,260</b>  |
| 80101  | Private security activities  | 21,882,133         | 10,911,334         | 10,970,799         | 7,924,551         | 695,411           | 2,350,837         |
| 80201  | Security systems service activities                                  | 14,201,255         | 7,211,300          | 6,989,955          | 2,497,211         | 159,321           | 4,333,423         |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>14,521,633</b>  | <b>6,821,442</b>   | <b>7,700,191</b>   | <b>3,571,221</b>  | <b>541,220</b>    | <b>3,587,750</b>  |
| 81201  | Cleaning activities  | 14,521,633         | 6,821,442          | 7,700,191          | 3,571,221         | 541,220           | 3,587,750         |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>34,881,575</b>  | <b>15,276,915</b>  | <b>19,604,660</b>  | <b>9,335,804</b>  | <b>2,353,750</b>  | <b>7,915,106</b>  |
| 82101  | Office administrative and support activities                         |                    |                    |                    |                   |                   |                   |
| 82201  | Activities of call centers   | 29,285,364         | 11,260,667         | 18,024,697         | 8,909,453         | 1,745,339         | 7,369,905         |
| 82901  | Business support service activities n.e.c                            | 5,596,211          | 4,016,248          | 1,579,963          | 426,351           | 608,411           | 545,201           |
| <b>GRAND TOTAL</b>   |  | <b>372,115,934</b> | <b>230,653,061</b> | <b>141,462,873</b> | <b>57,223,832</b> | <b>11,725,200</b> | <b>72,513,841</b> |

### 3.7 Gross Fixed Capital Formation

**Table 7: Gross Fixed Capital Formation (\$)**

| FSIC 2010  |  | LAND<br>DEVELOPMENT<br>AND<br>IMPROVEMENT | BUILDINGS      | PLANT AND<br>MACHINERY | FURNITURE,<br>FIXTURES AND<br>OFFICE<br>EQUIPMENT | TRANSPORT<br>VEHICLE AND<br>RELATED<br>EQUIPMENT | OTHERS        | GROSS FIXED<br>CAPITAL<br>FORMATION |
|--|--|---|----------------|------------------------|---|--|---------------|-------------------------------------|
| SUB-<br>CLASS  | ACTIVITY   |   |                |                        |   |  |               |                                     |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>0</b>                                  | <b>84,599</b>  | <b>308,489</b>         | <b>18,400</b>                                     | <b>7,539,808</b>                                 | <b>75,834</b> | <b>8,027,130</b>                    |
| 77101  | Renting and leasing of motor vehicles                                | 0   | 84,599         | 285,241                | 7,901   | 5,853,875  | 75,834        | 6,307,450                           |
| 77211  | Renting and leasing of recreational and sports goods                 | 0   | 0              | 0                      | 0   | 69,974   | 0             | 69,974                              |
| 77221  | Renting of video tapes and disks                                     | 0   | 0              | 0                      | 0   | 24,130   | 0             | 24,130                              |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 0   | 0              | 23,248                 | 10,499  | 1,591,829  | 0             | 1,625,576                           |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>0</b>                                  | <b>0</b>       | <b>0</b>               | <b>245</b>  | <b>0</b>   | <b>0</b>      | <b>245</b>                          |
| 78101  | Activities of employment placement agencies                          | 0   | 0              | 0                      | 245   | 0  | 0             | 245                                 |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>1,600</b>                              | <b>73,846</b>  | <b>132,835</b>         | <b>232,911</b>                                    | <b>2,593,792</b>                                 | <b>0</b>      | <b>3,034,984</b>                    |
| 79111  | Travel agency activities   | 0   | 9,689          | 6,011                  | 102,431   | 80,378   | 0             | 198,509                             |
| 79121  | Tour operator activities   | 1,600                                     | 64,157         | 126,824                | 130,480   | 2,513,414  | 0             | 2,836,475                           |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>0</b>                                  | <b>0</b>       | <b>21,312</b>          | <b>52,323</b>                                     | <b>691,792</b>                                   | <b>0</b>      | <b>765,427</b>                      |
| 80101  | Private security activities  | 0   | 0              | 21,312                 | 18,123  | 691,792  | 0             | 731,227                             |
| 80201  | Security systems service activities                                  | 0   | 0              | 0                      | 34,200  | 0  | 0             | 34,200                              |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>18,891</b>                             | <b>0</b>       | <b>243,571</b>         | <b>29,869</b>                                     | <b>110,650</b>                                   | <b>0</b>      | <b>402,981</b>                      |
| 81201  | Cleaning activities  | 18,891                                    | 0              | 243,571                | 29,869  | 110,650  |               | 402,981                             |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>0</b>                                  | <b>9,429</b>   | <b>0</b>               | <b>754,374</b>                                    | <b>0</b>   | <b>0</b>      | <b>763,803</b>                      |
| 82101  | Office administrative and support activities                         |   |                |                        |   |  |               |                                     |
| 82201  | Activities of call centers   | 0   | 9,429          | 0                      | 711,764   | 0  | 0             | 721,193                             |
| 82901  | Business support service activities n.e.c                            | 0   | 0              | 0                      | 42,610  | 0  | 0             | 42,610                              |
| <b>GRAND TOTAL</b>   |  | <b>20,491</b>                             | <b>167,874</b> | <b>706,207</b>         | <b>1,088,122</b>                                  | <b>10,936,042</b>                                | <b>75,834</b> | <b>12,994,570</b>                   |

### 3.7 Average Turnover per Establishment

**Table 8: Average Turnover per Establishment**

| FSIC 2010  |  | ESTABLISHMENT | INCOME FROM SERVICES<br>(as per survey) | AVERAGE TURNOVER PER ESTABLISHMENT |
|--|--|---------------|---|------------------------------------|
| SUB-CLASS  | ACTIVITY   | NUMBER        | \$                                      | \$                                 |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>197</b>    | <b>100,732,288</b>                      | <b>511,331</b>                     |
| 77101  | Renting and leasing of motor vehicles                                | 88            | 49,053,211                              | 557,423                            |
| 77211  | Renting and leasing of recreational and sports goods                 | 4             | 832,442                                 | 208,110                            |
| 77221  | Renting of video and disks   | 47            | 10,725,771                              | 228,208                            |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 58            | 40,120,864                              | 691,739                            |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>4</b>      | <b>343,004</b>                          | <b>85,751</b>                      |
| 78101  | Activities of employment placement agencies                          | 4             | 343,004                                 | 85,751                             |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>66</b>     | <b>127,995,726</b>                      | <b>1,939,329</b>                   |
| 79111  | Travel agency activities   | 26            | 41,053,145                              | 1,578,967                          |
| 79121  | Tour operator activities   | 40            | 86,942,581                              | 2,173,565                          |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>36</b>     | <b>28,527,447</b>                       | <b>792,429</b>                     |
| 80101  | Private security activities  | 23            | 20,602,133                              | 895,745                            |
| 80201  | Security systems service activities                                  | 13            | 7,925,314                               | 609,640                            |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>24</b>     | <b>9,423,155</b>                        | <b>392,631</b>                     |
| 81201  | Cleaning activities  | 24            | 9,423,155                               | 392,631                            |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>51</b>     | <b>31,086,787</b>                       | <b>609,545</b>                     |
| 82101  | Office administrative and support activities                         |               |   |                                    |
| 82201  | Activities of call centers   | 44            | 27,574,233                              | 626,687                            |
| 82901  | Business support service activities n.e.c                            | 7             | 3,512,554                               | 501,793                            |
| <b>GRAND TOTAL</b>   |  | <b>378</b>    | <b>298,108,407</b>                      | <b>788,647</b>                     |

### 3.9 Average Turnover per Paid Employee

**Table 9: Average Turnover per Paid Employee**

| FSIC 2010  |  | INCOME FROM SERVICES<br>(as per survey) | PAID EMPLOYEE<br>(as per survey) | AVERAGE TURNOVER PER PAID EMPLOYEE |
|--|--|---|----------------------------------|------------------------------------|
| SUB-CLASS  | ACTIVITY   | \$                                      | NUMBER                           | \$                                 |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>100,732,288</b>                      | <b>1,393</b>                     | <b>72,313</b>                      |
| 77101  | Renting and leasing of motor vehicles                                | 49,053,211                              | 637                              | 77,007                             |
| 77211  | Renting and leasing of recreational and sports goods                 | 832,442                                 | 6                                | 138,740                            |
| 77221  | Renting of video and disks   | 10,725,771                              | 200                              | 53,629                             |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 40,120,864                              | 550                              | 72,947                             |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>343,004</b>                          | <b>7</b>                         | <b>49,001</b>                      |
| 78101  | Activities of employment placement agencies                          | 343,004                                 | 7                                | 49,001                             |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>127,995,726</b>                      | <b>876</b>                       | <b>146,114</b>                     |
| 79111  | Travel agency activities   | 41,053,145                              | 173                              | 237,301                            |
| 79121  | Tour operator activities   | 86,942,581                              | 703                              | 123,674                            |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>28,527,447</b>                       | <b>1,030</b>                     | <b>27,697</b>                      |
| 80101  | Private security activities  | 20,602,133                              | 820                              | 25,125                             |
| 80201  | Security systems service activities                                  | 7,925,314                               | 210                              | 37,740                             |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>9,423,155</b>                        | <b>205</b>                       | <b>45,967</b>                      |
| 81201  | Cleaning activities  | 9,423,155                               | 205                              | 45,967                             |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>31,086,787</b>                       | <b>1,148</b>                     | <b>27,079</b>                      |
| 82101  | Office administrative and support activities                         |   |                                  |                                    |
| 82201  | Activities of call centers   | 27,574,233                              | 1,105                            | 24,954                             |
| 82901  | Business support service activities n.e.c                            | 3,512,554                               | 43                               | 81,687                             |
| <b>GRAND TOTAL</b>   |  | <b>298,108,407</b>                      | <b>4,659</b>                     | <b>63,985</b>                      |

### 3.10 Average Compensation of Employees per Paid Employee

**Table 10: Average Compensation of Employees per Paid Employee**

| FSIC 2010  |  | COMPENSATION OF EMPLOYEES (as per survey) | PAID EMPLOYEES (as per survey) | AVERAGE COMPENSATION PER PAID EMPLOYEE |
|--|--|---|--------------------------------|--|
| SUB-CLASS  | ACTIVITY   | \$  | NUMBER                         | \$                                     |
| <b>RENTAL AND LEASING ACTIVITIES</b>   |  | <b>12,596,143</b>                         | <b>1,393</b>                   | <b>9,042</b>                           |
| 77101  | Renting and leasing of motor vehicles                                | 4,601,322                                 | 637                            | 7,223                                  |
| 77211  | Renting and leasing of recreational and sports goods                 | 72,130                                    | 6                              | 12,022                                 |
| 77221  | Renting of video and disks   | 1,201,330                                 | 200                            | 6,007                                  |
| 77301  | Renting and leasing of other machinery, equipment and tangible goods | 6,721,361                                 | 550                            | 12,221                                 |
| <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>                                 |  | <b>48,922</b>                             | <b>7</b>                       | <b>6,989</b>                           |
| 78101  | Activities of employment placement agencies                          | 48,922                                    | 7                              | 6,989                                  |
| <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>    |  | <b>17,657,500</b>                         | <b>876</b>                     | <b>20,157</b>                          |
| 79111  | Travel agency activities   | 6,514,967                                 | 173                            | 37,659                                 |
| 79121  | Tour operator activities   | 11,142,533                                | 703                            | 15,850                                 |
| <b>SECURITY AND INVESTIGATION ACTIVITIES</b>                                       |  | <b>10,056,322</b>                         | <b>1,030</b>                   | <b>9,763</b>                           |
| 80101  | Private security activities  | 7,912,451                                 | 820                            | 9,649                                  |
| 80201  | Security systems service activities                                  | 2,143,871                                 | 210                            | 10,209                                 |
| <b>SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES</b>                               |  | <b>2,781,241</b>                          | <b>205</b>                     | <b>13,567</b>                          |
| 81201  | Cleaning activities  | 2,781,241                                 | 205                            | 13,567                                 |
| <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b> |  | <b>7,679,435</b>                          | <b>1,148</b>                   | <b>6,689</b>                           |
| 82101  | Office administrative and support activities                         |   |                                |  |
| 82201  | Activities of call centers   | 7,328,230                                 | 1,105                          | 6,632                                  |
| 82901  | Business support service activities n.e.c                            | 351,205                                   | 43                             | 8,168                                  |
| <b>GRAND TOTAL</b>   |  | <b>50,819,563</b>                         | <b>4,659</b>                   | <b>10,908</b>                          |

### 3.11 2012 Results Compared with 2011 Results

**Table 11 2012 Results compared with 2011 Results**

| AGGREGATES            | 2011        |                                 | 2012        |                                 | Percentage change |
|-----------------------|-------------|---------------------------------|-------------|---------------------------------|-------------------|
|                       | \$          | Aggregates expressed as % of GO | \$          | Aggregates expressed as % of GO |                   |
| <b>GO</b>             | 345,865,224 |                                 | 372,115,934 |                                 | 7.59              |
| <b>IC</b>             | 210,786,567 | 60.94                           | 230,653,061 | 61.98                           | 9.42              |
| <b>VA</b>             | 135,078,657 | 39.06                           | 141,462,873 | 38.02                           | 4.73              |
| <b>COE</b>            | 53,703,178  | 15.53                           | 57,223,832  | 15.38                           | 6.56              |
| <b>CFC</b>            | 9,968,556   | 2.89                            | 11,725,200  | 3.15                            | 17.62             |
| <b>OS</b>             | 71,406,923  | 20.65                           | 72,513,841  | 19.49                           | 1.55              |
| <b>GFCF</b>           | 12,025,507  |                                 | 12,994,570  |                                 | 8.06              |
| <b>NUMBER ENGAGED</b> | 4,817       |                                 | 4,858       |                                 | 0.85              |

The 2012 Administrative and Support Services industry shows a 4.73 percent growth in the Value Added compared to 2011. This was driven by the growth of 7.59 percent in GO.

*For supplementary information on the Administration and Support Service Activities industry reference can be made to Appendix I for Concepts and Definitions, Appendix II for Industrial Classification Used, Appendix III for Composition of Macroeconomic Aggregates, Appendix IV for Sample Questionnaire and Appendix V for Macroeconomic Aggregates using FSIC 2004.*



## APPENDIX I

### CONCEPTS AND DEFINITIONS

All concepts and definitions used in this report are based upon the recommendations of the United Nations. The major concepts and definitions and their treatment are briefly explained below.

|   |  |
|---|--|
| <b><i>Compensation of Employees</i></b>     | Includes payments, whether in cash or in kind, made by the employer during the inquiry period for the work done to all persons included in the count of employees. It includes all cash payments, commissions, bonuses, cost of living allowances and wages paid during periods of vacation and sick leave, contributions in respect of their employees' social security and pension and payments in kind.   |
| <b><i>Consumption of Fixed Capital</i></b>  | In theory this is the value of the current replacement cost of fixed assets used up during the accounting period as a result of normal wear and tear. The consumption of fixed capital shown in this report is derived from the information supplied by the firm. This is expected to conform largely to the requirements of Income Tax Act and no adjustment is attempted to bring this into conformity with the national accounts definition.  |
| <b><i>Employment Size Group</i></b>         | This includes paid employment as well as people engaged.   |
| <b><i>Establishment</i></b>                 | An establishment is ideally an economic unit, which engages under single ownership or control, in one, or predominantly one kind of economic activity at a single physical location. An establishment may be part of an enterprise that is involved in more than one kind of economic activity at a single location. The organisation and the record-keeping practices of such an enterprise maybe such that data in respect of the inputs and outputs of the different classes of activity cannot be readily compiled. An example of this problem can be seen in retailing activities, which are combined with running of hotels. In both cases if it is not possible to separate the input-output costs of each activity due to the difficulty in the enterprises accounting system, the activity that brings in the major portion of the income is used as the criterion for classifying such establishments. An establishment could have been a branch of another one, and particulars had to be provided for each such branch establishment whether it was in the same town or district or in a different area. |
| <b><i>Fixed Assets</i></b>                  | Fixed assets include the value of all physical assets expected to have a productive life of more than one year and intended for use by the establishment. Included are major additions, alterations and improvements to existing fixed assets that extend their normal economic life or raise their productivity.  |
| <b><i>Foreign Owned</i></b>                 | Subsidiary of an overseas company is always considered foreign owned, whereas a branch of an overseas company is only considered foreign owned if 51 per cent of its equity is held abroad.  |
| <b><i>Gross Fixed Capital Formation</i></b> | This is the outlay on new and second-hand durable goods less their sales plus their own account capital construction work done on similar goods.   |
| <b><i>Gross Output</i></b>                  | This is the gross value of all goods and services produced during the accounting period. Included here are the income received from sales of food and drinks, accommodation, the value of capital construction for own account and other income.   |
| <b><i>Intermediate Consumption</i></b>      | Intermediate consumption consists of non-durable goods and services, which have a lifetime of use of less than one year. Compensation of employees do not form part of intermediate consumption, but expenditure such as travelling expenses of management personnel are included. Intermediate consumption differs from total purchases of raw materials, fuels etc. by the amount of stock changes of such goods. Valuation of intermediate consumption is at purchasers' value i.e. it is inclusive of all costs incurred by producers in the acquisition of the required goods and services.   |
| <b><i>Local Owned</i></b>                   | All companies with 51 per cent of its equity held in Fiji are considered locally owned.  |

|                                     |   |
|-------------------------------------|---|
| <b><i>Number of Employees</i></b>   | This includes all persons who work in the establishment and receive regular pay and persons working away from the establishment when paid by and under the control of the establishment. Also included are salaried managers, and directors of incorporated businesses except when paid solely for their attendance at board of directors meetings. |
| <b><i>Operating Surplus</i></b>     | This is the excess of value added by producers over compensation of employees, consumption of fixed capital and net indirect taxes.   |
| <b><i>Payments in kind</i></b>      | This is defined as the net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost that are clearly and primarily of benefit to the employees as consumers. The item includes food, beverages, clothing (except uniforms for civilians as these are not worn off-duty) and lodging etc.. |
| <b><i>Statistical Unit</i></b>      | Statistical unit is the Unit for which information is collected.  |
| <b><i>Unpaid Family Workers</i></b> | Unpaid family workers are 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 one third of the working time normal to the establishment.  |
| <b><i>Value Added</i></b>           | Value added is the difference between the gross output and the intermediate consumption. It provides a useful way of measuring without duplication the economic importance of an industry or industrial sector.   |
| <b><i>Working Proprietors</i></b>   | Working proprietors are owners of establishments who are actively engaged in the work of the establishment. Excluded are silent or inactive partners.   |

## APPENDIX II

### INDUSTRIAL CLASSIFICATION USED

SECTION N: ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES from the Fiji Standard Industrial Classification 2010, commonly known as the FSIC 2010 has been used. FSIC 2010 is based on the International Standard Industrial Classification Rev 4.

ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES includes a variety of activities that support general business operations. These activities differ from those in section M, since their primary purpose is not the transfer of specialized knowledge.

| DIVISION | GROUP | CLASS | SUB-CLASS |   |
|----------|-------|-------|-----------|---|
| 77       |       |       |           | <b>RENTAL AND LEASING ACTIVITIES</b>  |
|          | 771   | 7710  | 77101     | <p><b>Renting and leasing of motor vehicles</b></p> <p>This subclass includes renting and operational leasing of the following types of vehicles e.g. passenger cars (without drivers), trucks, utility trailers and recreational vehicles</p> <p>This sub-class excludes:<br/>           -renting or leasing of vehicles or trucks with driver, see 4922, 49231<br/>           -financial leasing, see 64911</p>   |
|          | 772   |       |           | <b>Renting and leasing of personal and household goods</b>  |
|          |       | 7721  | 77211     | <p><b>Renting and leasing of recreational and sports goods</b></p> <p>This sub-class includes renting of recreational and sports equipment e.g. pleasure boats, canoes, sailboats, bicycles, beach chairs and umbrellas and other sports equipment</p> <p>This sub-class excludes:<br/>           -renting of video tapes and disks, see 77221<br/>           -renting of other personal and household goods n.e.c., see 77291<br/>           -renting of leisure and pleasure equipment as an integral part of recreational facilities, see 93299</p>  |
|          |       | 7722  | 77221     | <p><b>Renting of video tapes and disks</b></p> <p>This class includes renting of video tapes, records, CDs, DVDs etc.</p>   |
|          |       | 7729  | 77291     | <p><b>Renting and leasing of other personal and household goods</b></p> <p>This sub-class includes renting of all kinds of household or personal goods, to households or industries (except recreational and sports equipment) e.g.<br/>           -textiles, wearing apparel and footwear<br/>           -furniture, pottery and glass, kitchen and tableware, electrical appliances and house wares<br/>           -jewellery, musical instruments, scenery and costumes<br/>           -books, journals and magazines<br/>           -machinery and equipment used by amateurs or as a hobby e.g. tools for home repairs<br/>           -flowers and plants<br/>           -electronic equipment for household use</p> <p>This sub-class excludes:<br/>           -renting of cars, trucks, trailers and recreational vehicles without driver, see 77101<br/>           -renting of recreational and sports goods, see 77211<br/>           -renting of video tapes and disks, see 77221<br/>           -renting of motorcycles and caravans without driver, see 77301</p> |

|  |            |             |              |   |
|--|------------|-------------|--------------|---|
|  |            |             |              | <p>-renting of office furniture, see 77301</p> <p>-provision of linen, work uniforms and related items by laundries, see 96011</p>  |
|  | <b>773</b> | <b>7730</b> | <b>77301</b> | <p><b>Renting and leasing of other machinery, equipment and tangible goods</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries e.g. engines and turbines; machine tools; mining and oilfield equipment; professional radio, television and communication equipment; motion picture production equipment; measuring and controlling equipment; other scientific, commercial and industrial machinery</li> <li>-renting and operational leasing of land-transport equipment (other than motor vehicles) without drivers e.g. motorcycles, caravans and campers etc.</li> <li>-renting and operational leasing of water-transport equipment without operator e.g. commercial boats and ships</li> <li>-renting and operational leasing of air transport equipment without operator e.g. airplanes, hot-air balloons</li> <li>-renting and operational leasing of agricultural and forestry machinery and equipment without operator</li> <li>-renting and operational leasing of construction and civil-engineering machinery and equipment without operator e.g. crane lorries; scaffolds and work platforms, without erection and dismantling</li> <li>-renting and operational leasing of office machinery and equipment without operator e.g. computers and computer peripheral equipment; duplicating machines, typewriters and word-processing machines; accounting machinery and equipment like cash registers, electronic calculators etc.; office furniture</li> <li>-renting of accommodation or office containers</li> <li>-renting of containers</li> <li>-renting of pallets</li> <li>-renting of animals (e.g. herds, race horses)</li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-renting of agricultural and forestry machinery or equipment with operator, see 01619, 02401</li> <li>-renting of construction and civil engineering machinery or equipment with operator, see division 43</li> <li>-renting of water-transport equipment with operator, see division 50</li> <li>-renting of air-transport equipment with operator, see division 51</li> <li>-financial leasing, see 64911</li> <li>-renting of pleasure boats, see 77211</li> <li>-renting of bicycles, see 77211</li> </ul> |
|  | <b>774</b> | <b>7740</b> | <b>77401</b> | <p><b>Leasing of intellectual property and similar products, except copyrighted works</b></p> <p>This sub-class includes the activities of allowing others to use intellectual property products and similar products (except copyrighted works, such as books or software) for which a royalty payment or licensing fee is paid to the owner of the product (i.e. the asset holder). The leasing of patented entities, trademarks or service marks, brand names, mineral exploration and evaluation, franchise agreements can take various forms, such as permission for reproduction, use in subsequent processes or products, operating businesses under a franchise etc. The current owners may or may not have created these products.</p>   |

|           |            |             |              |   |
|-----------|------------|-------------|--------------|---|
|           |            |             |              | <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-acquisition of rights and publishing, see divisions 58 and 59</li> <li>-producing, reproducing and distributing copyrighted works (books, software, film), see divisions 58 and 59</li> <li>-leasing of real estate, see group 68101</li> <li>-leasing of tangible products (assets), see groups 771, 772, 773</li> <li>-renting of video tapes and disks, see 77221</li> <li>-renting of books, see 77291</li> </ul>   |
| <b>78</b> |            |             |              | <b>ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES</b>  |
|           | <b>781</b> | <b>7810</b> | <b>78101</b> | <p><b>Activities of employment placement agencies</b></p> <p>This sub-class includes listing employment vacancies and referring or placing applicants for employment, where the individuals referred or placed are not employees of the employment agencies:</p> <ul style="list-style-type: none"> <li>-personnel search, selection referral and placement activities, including executive placement and search activities</li> <li>-activities of casting agencies and bureaus, such as theatrical casting agencies</li> <li>-activities of on-line employment placement agencies</li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-activities of personal theatrical or artistic agents or agencies, see 74909</li> </ul>   |
| <b>79</b> |            |             |              | <b>TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES</b>   |
|           | <b>791</b> |             |              | <b>Travel agency and tour operator activities</b>   |
|           |            | <b>7911</b> | <b>79111</b> | <p><b>Travel agency activities</b></p> <p>This sub-class includes activities of agencies primarily engaged in selling travel, tour, transportation and accommodation services to the general public and commercial clients</p>  |
|           |            | <b>7912</b> | <b>79121</b> | <p><b>Tour operator activities</b></p> <p>This sub-class includes arranging and assembling tours that are sold through travel agencies or directly by tour operators. The tours may include any or all of the following:</p> <ul style="list-style-type: none"> <li>-transportation</li> <li>-accommodation</li> <li>-food</li> <li>-visits to museums, historical or cultural sites, theatrical, musical or sporting events</li> </ul>   |
|           | <b>799</b> | <b>7990</b> | <b>79901</b> | <p><b>Other reservation service and related activities</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-provision of other travel-related reservation services e.g. reservations for transportation, hotels, restaurants, car rentals, entertainment and sport etc.</li> <li>-provision of time-share exchange services</li> <li>-ticket sales activities for theatrical, sports and other amusement and entertainment events</li> <li>-provision of visitor assistance services e.g. provision of travel information to visitors, activities of tourist guides</li> <li>-tourism promotion activities</li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-activities of travel agencies and tour operators, see 79111, 79121</li> <li>-organization and management of events such as meetings, conventions and conferences, see 82301</li> </ul> |

|           |            |             |              |   |
|-----------|------------|-------------|--------------|---|
| <b>80</b> |            |             |              | <b>SECURITY AND INVESTIGATION ACTIVITIES</b>  |
|           | <b>801</b> | <b>8010</b> | <b>80101</b> | <p><b>Private security activities</b></p> <p>This sub-class includes the provision of guard and patrol services, picking up and delivering money, receipts or other valuable items with personnel and equipment to protect such properties while in transit e.g. armored car services; bodyguard services polygraph services; fingerprinting services; security guard services</p> <p>This sub-class excludes:<br/>-public order and safety activities, see 84231</p>   |
|           | <b>802</b> | <b>8020</b> | <b>80201</b> | <p><b>Security systems service activities</b></p> <p>This sub-class includes:<br/>-monitoring or remote monitoring of electronic security alarm systems, such as burglar and fire alarms, including their maintenance<br/>-installing, repairing, rebuilding, and adjusting mechanical or electronic locking devices, safes and security vaults<br/>The units carrying out these activities may also engage in selling such security systems, mechanical or electronic locking devices, safes and security vaults.</p> <p>This sub-class excludes:<br/>-installation of security systems, such as burglar and fire alarms, without later monitoring, see 43211<br/>-selling security systems, mechanical or electronic locking devices, safes and security vaults, without monitoring, installation or maintenance services, see 47599<br/>-security consultants, see 74909<br/>-public order and safety activities, see 84231<br/>-providing key duplication services, see 95299</p> |
| <b>81</b> |            |             |              | <b>SERVICES TO BUILDINGS AND LANDSCAPE ACTIVITIES</b>   |
|           | <b>812</b> | <b>8120</b> | <b>81201</b> | <p><b>Cleaning activities</b></p> <p>This sub-class includes the activities of general interior cleaning of all types of buildings, exterior cleaning of buildings, specialized cleaning activities for buildings or other specialized cleaning activities, 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.</p> <p>This sub-class excludes:<br/>-agricultural pest control, see 01619<br/>-cleaning of new buildings immediately after construction, 43301<br/>-steam-cleaning, sand blasting and similar activities for building exteriors, see 43901<br/>-carpet and rug shampooing, drapery and curtain cleaning, see 96011</p>   |
|           | <b>813</b> | <b>8130</b> | <b>81301</b> | <p><b>Landscape care and maintenance service activities</b></p> <p>This sub-class includes planting, care and maintenance of:<br/>-parks and gardens for:<br/>    -private and public housing<br/>    -public and semi-public buildings (schools, hospitals, administrative buildings, church buildings etc.)<br/>    -municipal grounds (parks, green areas, cemeteries etc.)<br/>    -highway greenery (roads, train lines and tramlines, waterways, ports)<br/>    -industrial and commercial buildings<br/>-greenery for:</p>   |

|           |            |             |              |   |
|-----------|------------|-------------|--------------|---|
|           |            |             |              | <ul style="list-style-type: none"> <li>-buildings (roof gardens, façade greenery, indoor gardens)</li> <li>-sports grounds (e.g. football fields, golf courses etc.), play grounds, lawns for sunbathing and other recreational parks</li> <li>-stationary and flowing water (basins, alternating wet areas, ponds, swimming pools, ditches, watercourses, plant sewage systems)</li> <li>-plants for protection against noise, wind, erosion, visibility and dazzling</li> <li>-maintenance of land in order to keep it in good ecological condition</li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-commercial production and planting for commercial production of plants, trees, see divisions 01 and 02</li> <li>-tree nurseries (except forest tree nurseries), see 01301</li> <li>-maintenance of land to keep it in good condition for agricultural use, see 01619</li> <li>-construction activities for landscaping purposes, see section F</li> <li>-landscape design and architecture activities, see 71101</li> <li>-operation of botanical gardens, see 91031</li> </ul>  |
| <b>82</b> |            |             |              | <b>OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES</b>  |
|           | <b>821</b> | <b>8210</b> | <b>82101</b> | <p><b>Office administrative and support activities</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-provision of a combination of day-to-day office administrative services, such as reception, financial planning, billing and record keeping, personnel and physical distribution (mail services) and logistics for others on a contract or fee basis</li> <li>-a variety of copying, document preparation and specialized office support activities. The document copying/printing activities included here cover only shortrun type printing activities. It includes: <ul style="list-style-type: none"> <li>-document preparation</li> <li>-document editing or proofreading</li> <li>-typing, word processing, or desktop publishing</li> <li>-secretarial support services</li> <li>-transcription of documents, and other secretarial services</li> <li>-letter or resume writing</li> <li>-provision of mailbox rental and other mailing activities (except direct mail advertising)</li> <li>-photocopying</li> <li>-duplicating</li> <li>-blueprinting</li> <li>-other document copying services without also providing printing services, such as offset printing, quick printing, digital printing, prepress services</li> </ul> </li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-printing of documents (offset printing, quick printing etc.), see 18111</li> <li>-direct mail advertising, see 73101</li> <li>-specialized stenotype services such as court reporting, see 82999</li> <li>-public stenography services, see 82999</li> </ul> |
|           | <b>822</b> | <b>8220</b> | <b>82201</b> | <p><b>Activities of call centers</b></p> <p>This sub-class includes using human operators, automatic call distribution, computer telephone integration, interactive voice response systems or similar methods, activities of:</p> <ul style="list-style-type: none"> <li>-inbound call centers i.e. answering calls from clients to receive orders, provide product information, deal with customer requests for assistance or address customer complaints</li> <li>-outbound call centers to sell or market goods or services to potential</li> </ul>  |

|  |            |             |              |  |
|--|------------|-------------|--------------|--|
|  |            |             |              | customers, undertake market research or public opinion polling and similar activities for clients  |
|  | <b>823</b> | <b>8230</b> | <b>82301</b> | <p><b>Organization of conventions and trade shows</b></p> <p>This sub-class 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.</p>  |
|  | <b>829</b> | <b>8290</b> | <b>82901</b> | <p><b>Business support service activities n.e.c.</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-activities of collection agencies and credit bureaus for <ul style="list-style-type: none"> <li>-collection of payments for claims and remittance of payments collected to the clients, such as bill or debt collection services</li> <li>-compiling of information, such as credit and employment histories on individuals and credit histories on businesses and providing the information to financial institutions, retailers and others who have a need to evaluate the creditworthiness of these persons and businesses</li> </ul> </li> <li>-packaging activities on a fee or contract basis, whether or not these involve an automated process i.e. <ul style="list-style-type: none"> <li>-bottling of liquids, including beverages and food</li> <li>-packaging of solids (blister packaging, foil-covered etc.)</li> <li>-security packaging of pharmaceutical preparations</li> <li>-labeling, stamping and imprinting</li> <li>-parcel-packing and gift-wrapping</li> </ul> </li> </ul> <p>This sub-class excludes:</p> <ul style="list-style-type: none"> <li>-manufacture of soft drinks and production of mineral water, see 11041</li> <li>-packaging activities incidental to transport, see 52291</li> </ul> |
|  |            | <b>8299</b> | <b>82999</b> | <p><b>Other business support service activities n.e.c.</b></p> <p>This sub-class includes:</p> <ul style="list-style-type: none"> <li>-providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services, public stenography services</li> <li>-real-time (i.e. simultaneous) closed captioning of live television performances of meetings, conferences</li> <li>-address bar coding services</li> <li>-bar code imprinting services</li> <li>-fundraising organization services on a contract or fee basis</li> <li>-mail presorting services</li> <li>-repossession services</li> <li>-parking meter coin collection services</li> <li>-activities of independent auctioneers</li> <li>-administration of loyalty programmes</li> <li>-other support activities typically provided to businesses n.e.c.</li> </ul>   |



## APPENDIX III

### COMPOSITION OF MACROECONOMIC AGGREGATES

#### 1] RENTAL AND LEASING ACTIVITIES

| SUB-CLASS   | 77101             | 77211          | 77221             | 77301             | TOTAL              |
|---|-------------------|----------------|-------------------|-------------------|--------------------|
| <b>INCOME</b>   |                   |                |                   |                   |                    |
| <b>Primary Activity</b>   | <b>53,923,928</b> | <b>832,442</b> | <b>13,787,276</b> | <b>57,704,066</b> | <b>126,247,712</b> |
| Income from services  | 53,923,928        | 832,442        | 13,787,276        | 57,704,066        | 126,247,712        |
| Services produced for own use   | 0                 | 0              | 0                 | 0                 | 0                  |
| <b>Secondary Activity</b>   | <b>6,287,526</b>  | <b>60,099</b>  | <b>437,278</b>    | <b>1,120,076</b>  | <b>7,904,979</b>   |
| Rent  | 54,524            | 13,578         | 71,237            | 104,516           | 243,855            |
| Subsidies received  | 97,430            | 1,088          | 37,610            | 128,617           | 264,745            |
| Own-account capital construction  | 0                 | 0              | 0                 | 0                 | 0                  |
| Other income  | 6,135,572         | 45,433         | 328,431           | 1,278,567         | 7,788,003          |
| Gross Margin  | 0                 | 0              | 0                 | -391,624          | -391,624           |
| Value of sales of goods   | 0                 | 0              | 0                 | 1,810,245         | 1,810,245          |
| Less purchase value goods sold  | 0                 | 0              | 0                 | 741,025           | 741,025            |
| Less opening stock of goods for resale  | 0                 | 0              | 0                 | 2,213,008         | 2,213,008          |
| Plus closing stock of goods for resale  | 0                 | 0              | 0                 | 752,164           | 752,164            |
| <b>Gross Output</b>   | <b>60,211,454</b> | <b>892,541</b> | <b>14,224,554</b> | <b>58,824,142</b> | <b>134,152,691</b> |
| <b>Miscellaneous Income</b>   | <b>944,174</b>    | <b>4,248</b>   | <b>28,021</b>     | <b>988,190</b>    | <b>1,964,633</b>   |
| Insurance claims received   | 22,544            | 192            | 4,221             | 264,886           | 291,843            |
| Profit or loss received from any other business in which you have an interest | 11,952            | 0              | 0                 | 0                 | 11,952             |
| Property income received  |                   |                |                   |                   |                    |
| Rent received from land   | 38,969            | 0              | 1,780             | 19,789            | 60,538             |
| Interest received   | 139,836           | 2,146          | 16,866            | 257,962           | 416,810            |
| Dividends received  | 0                 | 0              | 0                 | 1,938             | 1,938              |
| Royalty received  | 0                 | 0              | 0                 | 0                 | 0                  |
| Bad and doubtful debts recovered  | 6,301             | 0              | 0                 | 11,022            | 17,323             |
| Exchange gain   | 0                 | 0              | 0                 | 87,447            | 87,447             |
| Gain on sale of fixed assets  | 297,382           | 0              | 0                 | 23,887            | 321,269            |
| VAT charged on goods and services provided                                    | 427,190           | 1,910          | 5,154             | 321,259           | 755,513            |
| <b>TOTAL INCOME</b>   | <b>61,155,628</b> | <b>896,789</b> | <b>14,252,575</b> | <b>59,812,332</b> | <b>136,117,324</b> |
|   |                   |                |                   |                   |                    |
| <b>EXPENDITURE</b>  |                   |                |                   |                   |                    |
| Expenditure on materials for use in the business                              | 4,803,223         | 362,331        | 3,834,446         | 6,465,194         | 15,465,194         |
| Opening stock of materials, fuel, supplies and components                     | 273,215           | 0              | 112,380           | 2,312,455         | 2,698,050          |
| Less closing stock of materials, fuel, supplies and components                | 294,411           | 0              | 291,090           | 435,766           | 1,021,267          |
| Expenditure incurred on fuel, electricity and water                           | 10,806,489        | 26,040         | 434,431           | 9,336,553         | 20,603,513         |
| Petrol/Automotive diesel fuel   | 4,596,739         | 0              | 88,828            | 4,662,999         | 9,348,566          |
| Industrial diesel fuel/Heavy fuel oil   | 4,601,004         | 17,251         | 31,720            | 3,840,175         | 8,490,150          |
| Kerosene  | 111,591           | 0              | 0                 | 0                 | 111,591            |
| Liquid petroleum gas  | 66,777            | 529            | 12,650            | 61,451            | 141,407            |
| Electricity   | 1,363,684         | 7,739          | 278,697           | 697,293           | 2,347,413          |

| <b>SUB-CLASS</b>   | <b>77101</b>      | <b>77211</b>   | <b>77221</b>      | <b>77301</b>      | <b>TOTAL</b>       |
|--|-------------------|----------------|-------------------|-------------------|--------------------|
| Water  | 66,694            | 521            | 22,536            | 74,635            | 164,386            |
| Repairs & maintenance paid for on vehicles, buildings                        | 1,371,805         | 8,794          | 237,584           | 5,695,011         | 7,313,194          |
| Transport operating cost   | 4,121,227         | 0              | 5,184             | 546,324           | 4,672,735          |
| Wheel tax/registration fee and license etc                                   | 439,449           | 0              | 5,184             | 191,107           | 635,740            |
| Third party insurance  | 1,282,159         | 0              | 0                 | 210,836           | 1,492,995          |
| Comprehensive insurance  | 1,700,525         | 0              | 0                 | 144,381           | 1,844,906          |
| Others   | 699,094           | 0              | 0                 | 0                 | 699,094            |
| Cartage and haulage expenses paid to other firms                             | 269,359           | 0              | 34,050            | 241,546           | 544,955            |
| Travel expenses  | 397,723           | 1,098          | 277,588           | 595,375           | 1,271,784          |
| Value of contract and commission work done                                   | 12,505,399        | 0              | 18,132            | 134,847           | 12,658,378         |
| Audit, accounting and legal fee  | 554,884           | 3,616          | 78,579            | 555,558           | 1,192,637          |
| Advertising and promotions etc   | 2,077,213         | 1,834          | 141,316           | 433,390           | 2,653,753          |
| Bank charges   | 719,714           | 4,023          | 193,500           | 402,512           | 1,319,749          |
| Postage, telephone and telecommunication etc                                 | 2,502,334         | 5,688          | 444,275           | 1,329,307         | 4,281,604          |
| Office stationery and supplies   | 611,339           | 30,009         | 131,618           | 578,389           | 1,351,355          |
| Management and consultants fee   | 1,349,908         | 7,728          | 514,420           | 1,055,683         | 2,927,739          |
| Rent paid for furniture, plant and machinery                                 | 2,715,344         | 20,488         | 766,146           | 1,467,577         | 4,969,555          |
| Business insurance   | 594,285           | 1,521          | 120,025           | 593,480           | 1,309,311          |
| Other expenditure  | 830,991           | 12,041         | 200,560           | 1,109,239         | 2,152,831          |
| <b>Intermediate Input</b>  | <b>46,210,041</b> | <b>485,211</b> | <b>7,253,144</b>  | <b>32,416,674</b> | <b>86,365,070</b>  |
| <b>Miscellaneous Expenditure</b>   | <b>2,377,706</b>  | <b>7,745</b>   | <b>2,320,343</b>  | <b>659,072</b>    | <b>5,364,866</b>   |
| Insurance claims   | 3,003             | 0              | 4,480             | 12,740            | 20,223             |
| Property income paid   |                   |                |                   |                   |                    |
| Rent paid for land   | 352,030           | 0              | 20,054            | 0                 | 372,084            |
| Interest paid  | 732,866           | 3,282          | 71,337            | 395,787           | 1,203,272          |
| Dividends paid   | 0                 | 0              | 2,186,509         | 0                 | 2,186,509          |
| Royalty paid   | 0                 | 0              | 0                 | 0                 | 0                  |
| Bad and doubtful debts written off   | 24,740            | 0              | 2,889             | 0                 | 27,629             |
| Business licenses, rates on property paid to central or local government etc | 376,183           | 3,369          | 18,305            | 91,314            | 489,171            |
| TPAF levy  | 47,592            | 247            | 2,038             | 11,871            | 61,748             |
| Exchange losses  | 0                 | 0              | 0                 | 0                 | 0                  |
| Loss on sale of fixed assets   | 34,081            | 529            | 1,611             | 0                 | 36,221             |
| VAT paid on supplies of goods and services                                   | 807,211           | 318            | 13,120            | 147,360           | 968,009            |
| <b>Compensation of Employees</b>   | <b>5,823,522</b>  | <b>72,130</b>  | <b>1,244,586</b>  | <b>7,952,143</b>  | <b>15,092,381</b>  |
| Wages and salaries   | 5,362,611         | 65,683         | 1,146,919         | 7,203,810         | 13,779,023         |
| FNPF   | 438,139           | 6,447          | 95,144            | 615,909           | 1,155,639          |
| Payment in kind  | 22,772            | 0              | 2,523             | 132,424           | 157,719            |
| <b>Consumption of Fixed Capital</b>  | <b>4,779,624</b>  | <b>3,412</b>   | <b>3,241</b>      | <b>865,241</b>    | <b>5,651,518</b>   |
| <b>TOTAL EXPENDITURE</b>   | <b>59,190,893</b> | <b>568,498</b> | <b>10,821,314</b> | <b>41,893,130</b> | <b>112,473,835</b> |

**2] ACTIVITIES OF EMPLOYMENT PLACEMENT AGENCIES and TRAVEL AGENCY, TOUR OPERATOR, RESERVATION SERVICE AND RELATED ACTIVITIES**

| <b>SUB-CLASS</b>  | <b>78101</b>   | <b>79111</b>      | <b>79121</b>       | <b>TOTAL</b>       |
|---|----------------|-------------------|--------------------|--------------------|
| <b><u>INCOME</u></b>  |                |                   |                    |                    |
| <b>Primary Activity</b>   | <b>343,004</b> | <b>52,143,145</b> | <b>95,985,020</b>  | <b>148,471,169</b> |
| Income from services  | 343,004        | 52,143,145        | 95,985,020         | 148,471,169        |
| Services produced for own use   | 0              | 0                 | 0                  | 0                  |
| <b>Secondary Activity</b>   | <b>24,407</b>  | <b>1,220,977</b>  | <b>2,760,094</b>   | <b>4,005,478</b>   |
| Rent  | 0              | 39,626            | 104,569            | 144,195            |
| Subsidies received  | 1,515          | 330,055           | 0                  | 331,570            |
| Own-account capital construction  | 0              | 0                 | 0                  | 0                  |
| Other income  | 22,892         | 851,296           | 2,734,046          | 3,608,234          |
| Gross Margin  | 0              | 0                 | -78,521            | -78,521            |
| Value of sales of goods   | 0              | 0                 | 0                  | 0                  |
| Less purchase value goods sold  | 0              | 0                 | 0                  | 0                  |
| Less opening stock of goods for resale  | 0              | 0                 | 78,521             | 78,521             |
| Plus closing stock of goods for sale  | 0              | 0                 | 0                  | 0                  |
| <b>Gross Output</b>   | <b>367,411</b> | <b>53,364,122</b> | <b>98,745,114</b>  | <b>152,476,647</b> |
| <b>Miscellaneous Income</b>   | <b>7,528</b>   | <b>1,064,746</b>  | <b>6,785,787</b>   | <b>7,858,061</b>   |
| Insurance claims received   | 0              | 2,013             | 0                  | 2,013              |
| Profit or loss received from any other business in which you have an interest | 0              | 3,856             | 0                  | 3,856              |
| Property income received  |                |                   |                    |                    |
| Rent received from land   | 3,566          | 2,514             | 0                  | 6,080              |
| Interest received   | 3,962          | 412,550           | 75,214             | 491,726            |
| Dividends received  | 0              | 296,027           | 0                  | 296,027            |
| Royalty received  | 0              | 0                 | 0                  | 0                  |
| Bad and doubtful debts recovered  | 0              | 0                 | 0                  | 0                  |
| Exchange gain   | 0              | 72,012            | 105,342            | 177,354            |
| Gain on sale of fixed assets  | 0              | 4,321             | 24,531             | 28,852             |
| VAT charged on goods and services provided                                    | 0              | 271,453           | 6,580,700          | 6,852,153          |
| <b>TOTAL INCOME</b>   | <b>374,939</b> | <b>54,428,868</b> | <b>105,530,901</b> | <b>160,334,708</b> |
| <b><u>EXPENDITURE</u></b>   |                |                   |                    |                    |
| Expenditure on materials for use in the business                              | 13,966         | 28,652,292        | 31,197,839         | 59,864,097         |
| Opening stock of materials, fuel, supplies and components                     | 0              | 449,681           | 550,452            | 1,000,133          |
| Less closing stock of materials, fuel, supplies and components                | 0              | 502,757           | 241,355            | 744,112            |
| Expenditure incurred on fuel, electricity and water                           | 25,833         | 255,618           | 17,059,103         | 17,340,554         |
| Petrol/Automotive diesel fuel   | 2,138          | 66,309            | 15,286,634         | 15,355,081         |
| Industrial diesel fuel/Heavy fuel oil   | 0              | 0                 | 166,966            | 166,966            |
| Kerosene  | 0              | 0                 | 0                  | 0                  |
| Liquid petroleum gas  | 0              | 59,219            | 218,824            | 278,043            |
| Electricity   | 21,635         | 124,662           | 1,238,154          | 1,384,451          |

| <b>SUB-CLASS</b>   | <b>78101</b>   | <b>79111</b>      | <b>79121</b>      | <b>TOTAL</b>       |
|--|----------------|-------------------|-------------------|--------------------|
| Water  | 2,060          | 5,428             | 148,525           | 156,013            |
| Repairs & maintenance paid for on vehicles, buildings                        | 10,576         | 28,553            | 1,274,963         | 1,314,092          |
| Transport operating cost   | 0              | 494,592           | 2,075,865         | 2,570,457          |
| Wheel tax/registration fee and license etc                                   | 0              | 156,790           | 791,376           | 948,166            |
| Third party insurance  | 0              | 93,378            | 401,839           | 495,217            |
| Comprehensive insurance  | 0              | 244,424           | 857,285           | 1,101,709          |
| Others   | 0              | 0                 | 25,365            | 25,365             |
| Cartage and haulage expenses paid to other firms                             | 0              | 4,796             | 213,694           | 218,490            |
| Travel expenses  | 4,832          | 351,803           | 4,115,950         | 4,472,585          |
| Value of contract and commission work done                                   | 0              | 248,522           | 1,642,507         | 1,891,029          |
| Audit, accounting and legal fee  | 10,819         | 58,625            | 638,301           | 707,745            |
| Advertising and promotions etc   | 1,770          | 338,978           | 938,208           | 1,278,956          |
| Bank charges   | 2,872          | 42,091            | 390,259           | 435,222            |
| Postage, telephone and telecommunication etc                                 | 9,191          | 424,554           | 1,333,876         | 1,767,621          |
| Office stationery and supplies   | 3,724          | 54,219            | 208,714           | 266,657            |
| Management and consultants fee   | 1,086          | 555,743           | 637,623           | 1,194,452          |
| Rent paid for furniture, plant and machinery                                 | 6,763          | 442,002           | 1,843,280         | 2,292,045          |
| Business insurance   | 3,385          | 438,991           | 299,364           | 741,740            |
| Other expenditure  | 17,505         | 2,183,251         | 5,254,481         | 7,455,237          |
| <b>Intermediate Input</b>  | <b>112,322</b> | <b>34,521,554</b> | <b>69,433,124</b> | <b>104,067,000</b> |
| <b>Miscellaneous Expenditure</b>   | <b>8,197</b>   | <b>3,347,199</b>  | <b>3,485,589</b>  | <b>6,840,985</b>   |
| Insurance claims   | 0              | 25,311            | 0                 | 25,311             |
| Property income paid   |                |                   |                   |                    |
| Rent paid for land   | 0              | 5,607             | 0                 | 5,607              |
| Interest paid  | 1,201          | 24,831            | 897,431           | 923,463            |
| Dividends paid   | 0              | 284,696           | 0                 | 284,696            |
| Royalty paid   | 0              | 0                 | 0                 | 0                  |
| Bad and doubtful debts written off   | 0              | 0                 | 0                 | 0                  |
| Business licenses, rates on property paid to central or local government etc | 3,559          | 14,543            | 124,853           | 142,955            |
| TPAF levy  | 1,006          | 32,423            | 62,883            | 96,312             |
| Exchange losses  | 0              | 5,710             | 245,622           | 251,332            |
| Loss on sale of fixed assets   | 0              | 12,534            | 12,455            | 24,989             |
| VAT paid on supplies of goods and services                                   | 2,431          | 2,941,544         | 2,142,345         | 5,086,320          |
| <b>Compensation of Employees</b>   | <b>48,922</b>  | <b>6,721,331</b>  | <b>12,032,411</b> | <b>18,802,664</b>  |
| Wages and salaries   | 43,662         | 6,240,660         | 11,076,155        | 17,360,477         |
| FNPF   | 5,260          | 480,671           | 956,256           | 1,442,187          |
| Payment in kind  | 0              | 0                 | 0                 | 0                  |
| <b>Consumption of Fixed Capital</b>  | <b>1,025</b>   | <b>586,411</b>    | <b>1,736,544</b>  | <b>2,323,980</b>   |
| <b>TOTAL EXPENDITURE</b>   | <b>170,466</b> | <b>45,176,495</b> | <b>86,687,668</b> | <b>132,034,629</b> |

### 3] SECURITY AND INVESTIGATION ACTIVITIES and SERVICES TO BUILDING AND LANDSCAPE ACTIVITIES

| SUB-CLASS   | 80101             | 80201             | TOTAL             | 81201             |
|---|-------------------|-------------------|-------------------|-------------------|
| <b>INCOME</b>   |                   |                   |                   |                   |
| <b>Primary Activity</b>   | <b>21,371,841</b> | <b>13,504,908</b> | <b>34,876,749</b> | <b>14,494,564</b> |
| Income from services  | 21,371,841        | 13,504,908        | 34,876,749        | 14,494,564        |
| Services produced for own use   | 0                 | 0                 | 0                 | 0                 |
| <b>Secondary Activity</b>   | <b>510,292</b>    | <b>696,347</b>    | <b>1,206,639</b>  | <b>27,069</b>     |
| Rent  | 183,143           | 7,863             | 191,006           | 3,458             |
| Subsidies and grants received   | 25,001            | 70,000            | 95,001            | 12,886            |
| Own-account capital construction  | 0                 | 0                 | 0                 | 0                 |
| Other income  | 237,885           | 376,213           | 614,098           | 112,108           |
| Gross Margin  | 64,263            | 242,271           | 306,534           | -101,383          |
| Value of sales of goods   | 1,254,311         | 402,513           | 1,656,824         | 498,421           |
| Less purchase value goods sold  | 925,114           | 245,135           | 1,170,249         | 512,461           |
| Less opening stock of goods for resale  | 691,245           | 436,451           | 1,127,696         | 162,667           |
| Plus closing stock of goods for sale  | 426,311           | 521,344           | 947,655           | 75,324            |
| <b>Gross Output</b>   | <b>21,882,133</b> | <b>14,201,255</b> | <b>36,083,388</b> | <b>14,521,633</b> |
| <b>Miscellaneous Income</b>   | <b>553,717</b>    | <b>43,185</b>     | <b>596,902</b>    | <b>77,777</b>     |
| Insurance claims received   | 0                 | 0                 | 0                 | 25,336            |
| Profit or loss received from any other business in which you have an interest | 0                 | 0                 | 0                 | 0                 |
| Property income received  |                   |                   |                   |                   |
| Rent received from land   | 0                 | 0                 | 0                 | 2,656             |
| Interest received   | 327,285           | 27,341            | 354,626           | 16,874            |
| Dividends received  | 86,411            | 0                 | 86,411            | 0                 |
| Royalty received  | 0                 | 0                 | 0                 | 0                 |
| Bad and doubtful debts recovered  | 0                 | 0                 | 0                 | 0                 |
| Exchange gain   | 26,411            | 0                 | 26,411            | 0                 |
| Gain on sale of fixed assets  | 19,486            | 0                 | 19,486            | 18,387            |
| VAT charged on goods and services provided                                    | 94,124            | 15,844            | 109,968           | 14,524            |
| <b>TOTAL INCOME</b>   | <b>22,435,850</b> | <b>14,244,440</b> | <b>36,680,290</b> | <b>14,599,410</b> |
|   |                   |                   |                   |                   |
| <b>EXPENDITURE</b>  |                   |                   |                   |                   |
| Expenditure on materials for use in the business                              | 4,843,811         | 3,876,856         | 8,720,667         | 1,580,511         |
| Opening stock of materials, fuel, supplies and components                     | 19,800            | 156,741           | 176,541           | 128,435           |
| Less closing stock of material, fuel, supplies and components                 | 6,745             | 21,541            | 28,286            | 52,413            |
| Expenditure incurred on fuel, electricity and water                           | 790,966           | 760,680           | 1,551,646         | 1,441,750         |
| Petrol/Automotive diesel fuel   | 590,359           | 561,290           | 1,151,649         | 842,067           |
| Industrial diesel fuel/Heavy fuel oil   | 36,069            | 100,732           | 136,801           | 75,308            |
| Kerosene  | 0                 | 0                 | 0                 | 511               |
| Liquid petroleum gas  | 0                 | 13,563            | 13,563            | 12,820            |

| <b>SUB-CLASS</b>   | <b>80101</b>      | <b>80201</b>     | <b>TOTAL</b>      | <b>81201</b>      |
|--|-------------------|------------------|-------------------|-------------------|
| Electricity  | 130,225           | 66,558           | 196,783           | 476,017           |
| Water  | 34,313            | 18,537           | 52,850            | 35,027            |
| Repairs & maintenance paid for on vehicles, buildings                        | 813,499           | 134,007          | 947,506           | 536,487           |
| Transport operating cost   | 0                 | 0                | 0                 | 0                 |
| Wheel tax/registration fee and license etc                                   | 0                 | 0                | 0                 | 0                 |
| Third party insurance  | 0                 | 0                | 0                 | 0                 |
| Comprehensive insurance  | 0                 | 0                | 0                 | 0                 |
| Others   | 0                 | 0                | 0                 | 0                 |
| Cartage and haulage expenses paid to other firms                             | 0                 | 0                | 0                 | 7,269             |
| Travel expense   | 159,372           | 118,043          | 277,415           | 167,565           |
| Value of contract and commission work done                                   | 14,186            | 0                | 14,186            | 172,736           |
| Audit, accounting and legal fee  | 297,865           | 128,222          | 426,087           | 162,837           |
| Advertising and promotions etc   | 109,608           | 87,490           | 197,098           | 148,050           |
| Bank charges   | 121,458           | 123,754          | 245,212           | 61,333            |
| Postage, telephone and telecommunication etc                                 | 165,942           | 145,397          | 311,339           | 401,665           |
| Office stationery and supplies   | 86,270            | 17,208           | 103,478           | 108,620           |
| Management and consultants fee   | 210,605           | 80,526           | 291,131           | 102,404           |
| Rent paid for furniture, plant and machinery                                 | 960,391           | 149,873          | 1,110,264         | 395,517           |
| Business insurance   | 173,559           | 159,292          | 332,851           | 118,962           |
| Other expenditure  | 2,150,747         | 1,294,752        | 3,445,499         | 1,339,714         |
| <b>Intermediate Input</b>  | <b>10,911,334</b> | <b>7,211,300</b> | <b>18,122,634</b> | <b>6,821,442</b>  |
| <b>Miscellaneous Expenditure</b>   | <b>819,549</b>    | <b>61,056</b>    | <b>880,605</b>    | <b>40,629</b>     |
| Insurance claims   | 0                 | 403              | 403               | 0                 |
| Property income paid   |                   |                  |                   |                   |
| Rent paid for land   | 521,452           | 0                | 521,452           | 7,541             |
| Interest paid  | 152,431           | 11,004           | 163,435           | 15,420            |
| Dividends paid   | 0                 | 0                | 0                 | 0                 |
| Royalty paid   | 0                 | 0                | 0                 | 0                 |
| Bad and doubtful debts written off   | 49,337            | 0                | 49,337            | 0                 |
| Business licenses, rates on property paid to central or local government etc | 18,773            | 0                | 18,773            | 6,100             |
| TPAF levy  | 11,233            | 4,439            | 15,672            | 6,227             |
| Exchange losses  | 0                 | 0                | 0                 | 0                 |
| Loss on sale of fixed assets   | 13,166            | 0                | 13,166            | 0                 |
| VAT paid on supplies of goods and services                                   | 53,157            | 45,210           | 98,367            | 5,341             |
| <b>Compensation of Employees</b>   | <b>7,924,551</b>  | <b>2,497,211</b> | <b>10,421,762</b> | <b>3,571,221</b>  |
| Wages and salaries   | 7,329,937         | 2,330,462        | 9,660,399         | 3,337,386         |
| FNPF   | 594,614           | 166,749          | 761,363           | 233,835           |
| Payment in kind  | 0                 | 0                | 0                 | 0                 |
| <b>Consumption of Fixed Capital</b>  | <b>695,411</b>    | <b>159,321</b>   | <b>854,732</b>    | <b>541,220</b>    |
| <b>TOTAL EXPENDITURE</b>   | <b>20,350,845</b> | <b>9,928,888</b> | <b>30,279,733</b> | <b>10,974,512</b> |

#### 4] OFFICE ADMINISTRATIVE, OFFICE SUPPORT AND OTHER BUSINESS SUPPORT ACTIVITIES

| SUB-CLASS   | 82101/ 82201      | 82901            | TOTAL             |
|---|-------------------|------------------|-------------------|
| <b>INCOME</b>   |                   |                  |                   |
| <b>Primary Activity</b>   | <b>28,509,810</b> | <b>4,821,030</b> | <b>33,330,840</b> |
| Fee   | 28,509,810        | 4,821,030        | 33,330,840        |
| Service produced for own use  | 0                 | 0                | 0                 |
| <b>Secondary Activity</b>   | <b>775,554</b>    | <b>775,181</b>   | <b>1,550,735</b>  |
| Rent  | 107,045           | 0                | 107,045           |
| Subsidies received  | 367,283           | 24,027           | 391,310           |
| Own-account capital construction  | 0                 | 0                | 0                 |
| Other income  | 77,188            | 312,090          | 389,278           |
| <b>Gross Margin</b>   | <b>224,038</b>    | <b>439,064</b>   | <b>663,102</b>    |
| Value of sales of goods   | 1,366,812         | 845,224          | 2,212,036         |
| Less purchase value goods sold  | 1,128,913         | 1,336,308        | 2,465,221         |
| Less opening stock of goods for resale  | 243,388           | 0                | 243,388           |
| Plus closing stock of goods for sale  | 229,528           | 930,148          | 1,159,676         |
| <b>Gross Output</b>   | <b>29,285,364</b> | <b>5,596,211</b> | <b>34,881,575</b> |
| <b>Miscellaneous Income</b>   | <b>180,301</b>    | <b>19,206</b>    | <b>199,507</b>    |
| Insurance claims received   | 0                 | 2,207            | 2,207             |
| Profit or loss received from any other business in which you have an interest | 7,584             | 8,754            | 16,338            |
| Property income received  |                   |                  |                   |
| Rent received from land   | 0                 | 0                | 0                 |
| Interest received   | 23,574            | 285              | 23,859            |
| Dividends received  | 0                 | 0                | 0                 |
| Royalty received  | 0                 | 0                | 0                 |
| Bad and doubtful debts recovered  | 4,410             | 0                | 4,410             |
| Exchange gain   | 0                 | 0                | 0                 |
| Gain on sale of fixed assets  | 0                 | 4,215            | 4,215             |
| VAT charged on goods and services provided                                    | 144,733           | 3,745            | 148,478           |
| <b>TOTAL INCOME</b>   | <b>29,465,665</b> | <b>5,615,417</b> | <b>35,081,082</b> |
|   |                   |                  |                   |
| <b>EXPENDITURE</b>  |                   |                  |                   |
| Expenditure on materials for use in the business                              | 192,032           | 1,794,812        | 1,986,844         |
| Opening stock of materials, fuel, supplies and components                     | 244,125           | 0                | 244,125           |
| Less closing stock of materials, fuel, supplies and components                | 408,237           | 44,115           | 452,352           |
| Expenditure incurred on fuel, electricity and water                           | 2,139,644         | 396,447          | 2,536,091         |
| Petrol/Automotive diesel fuel   | 436,694           | 193,906          | 630,600           |
| Industrial diesel fuel/Heavy fuel oil   | 248,995           | 0                | 248,995           |
| Liquid petroleum gas  | 6,237             | 0                | 6,237             |
| Kerosene  | 1,786             | 0                | 1,786             |
| Electricity   | 1,229,392         | 187,226          | 1,416,618         |

| <b>SUB-CLASS</b>   | <b>82101/ 82201</b> | <b>82901</b>     | <b>TOTAL</b>      |
|--|---------------------|------------------|-------------------|
| Water  | 216,540             | 15,315           | 231,855           |
| Repairs & maintenance paid for on vehicles, buildings                        | 487,548             | 241,500          | 729,048           |
| Transport operating cost   | 0                   | 0                | 0                 |
| Wheel tax/registration fee and license etc                                   | 0                   | 0                | 0                 |
| Third party insurance  | 0                   | 0                | 0                 |
| Comprehensive insurance  | 0                   | 0                | 0                 |
| Others   | 0                   | 0                | 0                 |
| Cartage and haulage expenses paid to other firms                             | 92,937              | 1,944            | 94,881            |
| Travel expenses  | 798,979             | 193,121          | 992,100           |
| Value of contract and commission work done                                   | 4,743               | 0                | 4,743             |
| Audit, accounting and legal fee  | 269,762             | 36,570           | 306,332           |
| Advertising and promotions etc   | 163,458             | 80,837           | 244,295           |
| Bank charges   | 134,245             | 46,027           | 180,272           |
| Postage, telephone and telecommunication etc                                 | 2,678,521           | 106,009          | 2,784,530         |
| Office stationery and supplies   | 180,053             | 73,240           | 253,293           |
| Management and consultants fee   | 306,464             | 81,864           | 388,328           |
| Rent paid for furniture, plant and machinery                                 | 1,786,839           | 315,256          | 2,102,095         |
| Business insurance   | 293,958             | 54,530           | 348,488           |
| Other expenditure  | 1,895,596           | 638,206          | 2,533,802         |
| <b>Intermediate Input</b>  | <b>11,260,667</b>   | <b>4,016,248</b> | <b>15,276,915</b> |
| <b>Miscellaneous Expenditure</b>   | <b>841,787</b>      | <b>7,884</b>     | <b>849,671</b>    |
| Insurance claims   | 25,411              | 0                | 25,411            |
| Property income paid   |                     |                  |                   |
| Rent paid for land   | 31,670              | 1,092            | 32,762            |
| Interest paid  | 68,545              | 6,070            | 74,615            |
| Dividends paid   | 0                   | 0                | 0                 |
| Royalty paid   | 0                   | 0                | 0                 |
| Bad and doubtful debts written off   | 96,968              | 0                | 96,968            |
| Business licenses, rates on property paid to central or local government etc | 18,982              | 337              | 19,319            |
| TPAF levy  | 66,861              | 225              | 67,086            |
| Exchange losses  | 397,999             | 0                | 397,999           |
| Loss on sale of fixed assets   | 10,997              | 0                | 10,997            |
| VAT paid on supplies of goods and services                                   | 124,354             | 160              | 124,514           |
| <b>Compensation of Employees</b>   | <b>8,909,453</b>    | <b>426,351</b>   | <b>9,335,804</b>  |
| Wages and Salaries   | 8,318,431           | 394,611          | 8,713,042         |
| FNPF   | 591,022             | 31,740           | 622,762           |
| Payment in kind  | 0                   | 0                | 0                 |
| <b>Consumption of Fixed Capital</b>  | <b>1,745,339</b>    | <b>608,411</b>   | <b>2,353,750</b>  |
| <b>TOTAL EXPENDITURE</b>   | <b>22,757,246</b>   | <b>5,058,894</b> | <b>27,816,140</b> |



## 5] SUMMARY TABLE

| <b>INCOME</b>   | <b>\$</b>          |
|---|--------------------|
| <b>Primary Activity</b>   | <b>357,421,034</b> |
| Fee   | 357,421,034        |
| Service produced for own use  | 0                  |
| <b>Secondary Activity</b>   | <b>14,694,900</b>  |
| Rent  | 689,559            |
| Subsidies received  | 1,095,512          |
| Own-account capital construction  | 0                  |
| Other income  | 12,511,720         |
| Gross Margin  | 398,109            |
| Value of sales of goods   | 6,177,526          |
| Less purchase value goods sold  | 4,888,956          |
| Less opening stock of goods for resale  | 3,825,280          |
| Plus closing stock of goods for sale  | 2,934,819          |
| <b>Gross Output</b>   | <b>372,115,934</b> |
| <b>Miscellaneous Income</b>   | <b>10,696,880</b>  |
| Insurance claims received   | 321,399            |
| Profit or loss received from any other business in which you have an interest | 32,146             |
| Property income received  |                    |
| Rent received from land   | 69,274             |
| Interest received   | 1,303,895          |
| Dividends received  | 384,376            |
| Royalty received  | 0                  |
| Bad and doubtful debts recovered  | 21,733             |
| Exchange gain   | 291,212            |
| Gain on sale of fixed assets  | 392,209            |
| VAT charged on goods and services provided                                    | 7,880,636          |
| <b>TOTAL INCOME</b>   | <b>382,812,814</b> |
|   |                    |
| <b>EXPENDITURE</b>  |                    |
| Expenditure on materials for use in the business                              | 87,617,313         |
| Opening stock of materials, fuel, supplies and components                     | 4,247,284          |
| Less closing stock of materials, fuel, supplies and components                | 2,298,430          |
| Expenditure incurred on fuel, electricity and water                           | 43,473,554         |
| Petrol/Automotive diesel fuel   | 27,327,963         |
| Industrial diesel fuel/Heavy fuel oil   | 9,118,220          |
| Liquid petroleum gas  | 118,339            |
| Kerosene  | 447,619            |
| Electricity   | 5,821,282          |
| Water   | 640,131            |
| Repairs & maintenance paid for on vehicles, buildings                         | 10,840,327         |
| Transport operating cost  | 7,243,192          |
| Wheel tax/registration fee and license etc                                    | 1,583,906          |
| Third party insurance   | 1,988,212          |
| Comprehensive insurance   | 2,946,615          |

|  |                           |
|--|---------------------------|
| Others   | 724,459                   |
| Cartage and haulage expenses paid to other firms                             | 865,595                   |
| Travel expenses  | 7,181,449                 |
| Value of contract and commission work done                                   | 14,741,072                |
| Audit, accounting and legal fee  | 2,795,638                 |
| Advertising and promotions etc   | 4,522,152                 |
| Bank charges   | 2,241,788                 |
| Postage, telephone and telecommunication etc                                 | 9,546,759                 |
| Office stationery and supplies   | 2,083,403                 |
| Management and consultants fee   | 4,904,054                 |
| Rent paid for furniture, plant and machinery                                 | 10,869,476                |
| Business insurance   | 2,851,352                 |
| Other expenditure  | 16,927,083                |
| <b><i>Intermediate Input</i></b>   | <b><i>230,653,061</i></b> |
| <b>Miscellaneous Expenditure</b>   | <b>13,976,756</b>         |
| Insurance claims   | 71,348                    |
| Property income paid   |                           |
| Rent paid for land   | 939,446                   |
| Interest paid  | 2,380,205                 |
| Dividends paid   | 2,471,205                 |
| Royalty paid   | 0                         |
| Bad and doubtful debts written off   | 173,934                   |
| Business licenses, rates on property paid to central or local government etc | 676,318                   |
| TPAF levy  | 247,045                   |
| Exchange losses  | 649,331                   |
| Loss on sale of fixed assets   | 85,373                    |
| VAT paid on supplies of goods and services                                   | 6,282,551                 |
| <b><i>Compensation of Employees</i></b>                                      | <b><i>57,223,832</i></b>  |
| Wages and Salaries   | 52,850,327                |
| FNPF   | 4,215,786                 |
| Payment in kind  | 157,719                   |
| <b><i>Consumption of Fixed Capital</i></b>                                   | <b><i>11,725,200</i></b>  |
| <b>TOTAL EXPENDITURE</b>   | <b>313,578,849</b>        |

## APPENDIX IV: SAMPLE QUESTIONNAIRE



*Ratu Sukuna House, MacArthur Street, Victoria Parade, Suva*

*P O Box 2221  
Government Buildings  
Suva  
FIJI*

*Telephone: [679] 331 5822  
Fax No.: [679] 330 3656  
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CONFIDENTIAL

DESPATCHED: 12\07\13

### 2012 SURVEY OF ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES

Please correct any errors  
appearing in this label.

Dear Sir\Madam,

Enclosed are two copies of the 2012 Survey of Administrative and Support Service Activities questionnaire.

**COVERAGE AND SCOPE:** It covers establishments engaged in the Administrative and Support Service Sector classified under the Fiji Standard Industrial Classification 2010's Section N (refer note on page 2). If an establishment's Administrative and Support Service Activities are combined with other types of business, you should report on the Administrative and Support Services Activities side of the operations only.

**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 2012. If your accounting year is different provide information approximating closest to the calendar year 2012. 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 1961(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\13. 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. Samuela Buadromo on extension 114 or email [sbuadromo@statsfiji.gov.fj](mailto:sbuadromo@statsfiji.gov.fj)

Epeli Waqavonovono  
Government Statistician

## 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<br>ESTABLISHMENT\BRANCH<br>(1)   | PHYSICAL LOCATION<br>OF BUSINESS<br>(2) | MAIN TYPE OF<br>BUSINESS OR ACTIVITY<br>(3) | GROSS TURNOVER<br>(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    \    \2012    To    \    \2012 |  |  |  |
|---|--|--|--|--|

### LEGAL STATUS OF ORGANISATION

|   |     |                             |   |                          |   |
|---|-----|-----------------------------|---|--------------------------|---|
|   |     | Please tick appropriate box |   |                          |   |
| 3 |     | Individual ownership        | 1 | Partnership              | 2 |
|   | 001 | Co-operative                | 3 | Private Limited Company  | 4 |
|   |     | Public Limited Company      | 5 | Public or Statutory Body | 6 |
|   |     | Non-Profit Organisation     | 7 | Others (specify)         | 8 |

### FORM OF OWNERSHIP

|   |     |                                   |   |                               |   |
|---|-----|-----------------------------------|---|-------------------------------|---|
| 4 |     | Please tick appropriate box       |   |                               |   |
|   | 002 | Fiji owned                        | 1 | Branch of an overseas company | 2 |
|   |     | Subsidiary of an overseas company | 2 | Others (specify)              | 4 |

### EQUITY PARTICIPATION

|   |  |   |                       |   |
|---|--|---|-----------------------|---|
| 5 | Please indicate in the appropriate box equity capital held by Fiji Citizens. |   |                       |   |
|   | (a) As at end of 2011  | % | (b) As at end of 2012 | % |

### NATURE OF WORK

|   |  |  |  |  |
|---|--|--|--|--|
| 6 | Please give a brief description of the main activity of the establishment(s) covered by this return: |  |  |  |
|   |  |  |  |  |
|   |  |  |  |  |
|   | 003   FOR OFFICIAL USE ONLY  |  |  |  |

### OPERATING STATUS

|   |   |  |  |   |
|---|---|--|--|---|
| 7 | 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 |

---

**INCOME RECEIVED FROM FEES AND COMMISSIONS**

---

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

Include commission received from auction sales, real estate sales and valuation services etc

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

---

**OTHER INCOME**

---

34 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.

## INCOME RECEIVED FROM FEES AND COMMISSIONS

| 8  | Please state the amount of fees and commissions received from:              |            | VALUE (\$) |             |
|----|---|------------|------------|-------------|
|    |   |            | FEES       | COMMISSIONS |
| 1  | Real estate activities with own or leased properties                        | 004        |            |             |
| 2  | Real estate activities on a fee or contract basis                           | 006        |            |             |
| 3  | Renting of land transport equipment   | 008        |            |             |
| 4  | Renting of water transport equipment  | 010        |            |             |
| 5  | Renting of air transport equipment  | 012        |            |             |
| 6  | Renting of agricultural machinery and equipment                             | 014        |            |             |
| 7  | Renting of construction and civil engineering machinery and equipment       | 016        |            |             |
| 8  | Renting of office machinery and equipment (including computers)             | 018        |            |             |
| 9  | Renting of other machinery and equipment                                    | 020        |            |             |
| 10 | Renting of personal and household goods, including video tapes, CD's, DVD's | 022        |            |             |
| 11 | Hardware consultancy  | 024        |            |             |
| 12 | Software consultancy and supply   | 026        |            |             |
| 13 | Data processing   | 028        |            |             |
| 14 | Data base activities and on line distribution of electronic content         | 030        |            |             |
| 15 | Maintenance and repair of office, accounting and computing machinery        | 032        |            |             |
| 16 | Other computer related activities   | 034        |            |             |
| 17 | Research & experimental development on natural sciences & engineering       | 036        |            |             |
| 18 | Research & experimental development on social sciences and humanities       | 038        |            |             |
| 19 | Legal activities  | 040        |            |             |
| 20 | Accounting, bookkeeping and auditing activities; tax consultancy            | 042        |            |             |
| 21 | Market research and public opinion polling                                  | 044        |            |             |
| 22 | Business and management consultancy activities                              | 046        |            |             |
| 23 | Architectural, engineering activities and related technical activities      | 048        |            |             |
| 24 | Technical testing and analysis  | 050        |            |             |
| 25 | Advertising   | 052        |            |             |
| 26 | Labour recruitment and provision of personal                                | 054        |            |             |
| 27 | Investigation and security activities                                       | 056        |            |             |
| 28 | Building cleaning and industrial cleaning activities                        | 058        |            |             |
| 29 | Photographic activities   | 060        |            |             |
| 30 | Packaging activities  | 062        |            |             |
| 31 | Other Business activities   | 064        |            |             |
|    | <b>Total</b>  | <b>066</b> |            |             |

**OTHER INCOME**

|           |   |            | VALUE (\$) |
|-----------|---|------------|------------|
| 32        | Income from sales of goods without transformation (refer question 46)         | 068        |            |
| 33        | Subsidies and grants received   | 069        |            |
| 34        | Insurance claims received: a) Business insurance claims received              | 070        |            |
|           | b) Casualty insurance claims received   | 071        |            |
| 35        | Profit or loss received from any other business in which you have an interest | 072        |            |
| 36        | Rent received for the hire of building  | 073        |            |
| 37        | Income from: a) Rent received from land                                       | 074        |            |
|           | b) Interest received  | 075        |            |
|           | c) Dividends received   | 076        |            |
|           | d) Royalty received   | 077        |            |
| 38        | Bad and doubtful debts recovered  | 078        |            |
| 39        | Exchange gain   | 079        |            |
| 40        | Gain on sale of fixed assets  | 080        |            |
| 41        | Receipts from industrial services rendered to others eg repairs & maintenance | 081        |            |
| 42        | Others (specify).   | 082        |            |
|           | <b>Total other income</b>   | <b>083</b> |            |
| 43        | VAT charged on goods and services provided                                    | 084        |            |
| <b>44</b> | <b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 066+067+083+084)</b>             | <b>085</b> | <b>\$</b>  |

---

**PURCHASES OF MATERIALS DURING THE YEAR**

---

45 State in detail the total value of all purchases of materials and supplies for use in the operation of your business

46 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.**

---

**FUEL, ELECTRICITY AND WATER**

---

47-50 Fuel purchased, other than fuel purchased for resale, including gasoline and other fuel for vehicle etc should be included.

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

---

**OTHER EXPENDITURE**

---

53 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.

54 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.

56 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.

65 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 63.



| <b>PURCHASES OF MATERIALS DURING THE YEAR</b> |   |            | VALUE(\$) |
|---|---|------------|-----------|
| 45  | Expenditure on materials and related articles for use in the business     | 086        |           |
| 46  | Expenditure on Real Estate activities & business services during the year | 087        |           |
|   | <b>Total</b>  | <b>088</b> |           |

#### **FUEL, ELECTRICITY AND WATER**

| Please state the expenditure incurred on fuel, electricity and water |                                       |            | VALUE(\$) |
|--|---------------------------------------|------------|-----------|
| 47   | Petrol/Automotive diesel fuel         | 089        |           |
| 48   | Industrial diesel fuel/Heavy fuel oil | 090        |           |
| 49   | Kerosene                              | 091        |           |
| 50   | Liquid petroleum gas                  | 092        |           |
| 51   | Electricity                           | 093        |           |
| 52   | Water                                 | 094        |           |
|  | <b>Total</b>                          | <b>095</b> |           |

| <b>OTHER EXPENDITURE</b> |  |            | VALUE (\$) |
|--------------------------|--|------------|------------|
| 53                       | Repairs and maintenance paid for on vehicles, buildings etc to outside firms | 096        |            |
| 54                       | Cartage and haulage expenses paid to other firms                             | 097        |            |
| 55                       | Travel expenses (eg management, personal etc)                                | 098        |            |
| 56                       | Value of contract and commission work done                                   | 099        |            |
| 57                       | Audit, accounting and legal fee  | 100        |            |
| 58                       | Advertising and promotion etc  | 101        |            |
| 59                       | Bank charges   | 102        |            |
| 60                       | Postage, telephone and telecommunication etc                                 | 103        |            |
| 61                       | Office stationery and supplies   | 104        |            |
| 62                       | Management and consultation fee  | 105        |            |
| 63                       | Rent paid for furniture, building, plant and machinery etc                   | 106        |            |
| 64                       | Insurance paid: a) Business insurance  | 107        |            |
|                          | b) Casualty insurance  | 108        |            |
| 65                       | Expenditure on: a) Rent paid for land  | 109        |            |
|                          | b) Interest paid   | 110        |            |
|                          | c) Dividends paid  | 111        |            |
|                          | d) Royalty paid  | 112        |            |
| 66                       | Bad and doubtful debts written off   | 113        |            |
| 67                       | Business licenses, rates on property paid to central or local government etc | 114        |            |
| 68                       | Training and Productivity Authority of Fiji (TPAF) Levy                      | 115        |            |
| 69                       | Exchange losses  | 116        |            |
| 70                       | Fixed asset expenses: a) Loss on sale of fixed assets                        | 117        |            |
|                          | b) Depreciation claimed (to agree with question 80(7))                       | 118        |            |
| 71                       | All other costs and expenses   | 119        |            |
|                          | <b>Total other expenditure (excluding code 111)</b>                          | <b>120</b> |            |

---

**EMPLOYMENT AND COMPENSATION OF EMPLOYEES**

---

72 Please note that the information in respect of employment is for the last pay week in June 2012 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.

---

**STOCKS**

---

75 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.

---

**NET EARNINGS AND TAXES PAID**

---

76 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 085 + 149(3)]     | \$ |
| less   | Expenditure [Code 139]         | \$ |
| equals | Profit (+)\Loss (-) [Code 149] | \$ |

**EMPLOYMENT AND COMPENSATION OF EMPLOYEES**

| 72 |  | NUMBER EMPLOYED | GROSS WAGES AND SALARIES PAID | EMPLOYER'S CONTRIBUTION TO FPNF ETC | PAYMENT IN KIND |
|----|--|-----------------|-------------------------------|-------------------------------------|-----------------|
|    |  | (1)             | (2)                           | (3)                                 | (4)             |
| a] | Fiji citizens  | 121             |                               |                                     |                 |
| b] | Expatriates  | 125             |                               |                                     |                 |
|    | <b>Total</b>   | 129             |                               |                                     |                 |
| c] | Working without pay  |                 |                               |                                     |                 |
|    | i] Working proprietors   | 133             |                               |                                     |                 |
|    | ii] Unpaid family workers  | 134             |                               |                                     |                 |
|    | <b>Total (codes 129(1) +133 +134</b>                                 | 135             |                               |                                     |                 |
| d] | From the total number in employment given in code 135, please state: |                 |                               |                                     |                 |
|    | Total Males  | 136             | Total Females                 | 137                                 |                 |

|    |  |     |  |
|----|--|-----|--|
| 73 | VAT paid on supplies of goods and services | 138 |  |
|----|--|-----|--|

|    |  |     |    |
|----|--|-----|----|
| 74 | GRAND TOTAL OF ALL EXPENDITURE INCURRED<br>[Codes 088 + 095 + 120 + 129 (2, 3, 4) + 138] | 139 | \$ |
|----|--|-----|----|

**STOCKS**

| 75 | Please give the value of stocks held by your establishment |     | VALUE OF STOCKS (\$) |                |                       |
|----|--|-----|----------------------|----------------|-----------------------|
|    |  |     | OPENING<br>(1)       | CLOSING<br>(2) | CHANGE<br>(2)-(1)=(3) |
| a] | Stock of finished goods bought for resale                  | 140 |                      |                |                       |
| b] | Materials, fuel, supplies and components                   | 143 |                      |                |                       |
|    | <b>Total</b>   | 146 |                      |                |                       |

**NET EARNINGS AND TAXES PAID**

|    |  |     | Amount (\$) |
|----|--|-----|-------------|
| 76 | Net profit\loss of your establishment\enterprise. If this does not agree with question 77, please give reasons _____ | 149 |             |
| 77 | Taxable income of your establishment\enterprise  | 150 |             |
| 78 | Amount, if any, of previous year losses that was deducted before arriving at the taxable income                      | 151 |             |
| 79 | Amount of Fiji Income Tax paid\payable by your establishment\enterprise.   | 152 |             |

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**FIXED CAPITAL ASSETS**

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80 Please ensure that: The value given for depreciation should agree with the value given in question 70 b].

80 (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.

## FIXED CAPITAL ASSETS

| 80  |   | Opening Book Value | 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  | 153                |  |             |                                |                                  |                         |              |                    |
| B]  | Non-Residential Building                      | 161                |  |             |                                |                                  |                         |              |                    |
| C]  | Other Structures                              | 169                |  |             |                                |                                  |                         |              |                    |
| D]  | Plant and machinery                           | 177                |  |             |                                |                                  |                         |              |                    |
| E]  | Other Machinery & Equipment                   | 185                |  |             |                                |                                  |                         |              |                    |
| F]  | ICT equipment                                 | 193                |  |             |                                |                                  |                         |              |                    |
| G]  | Furniture, fixtures and office equipment      | 201                |  |             |                                |                                  |                         |              |                    |
| H]  | Transport vehicles and related equipment      | 209                |  |             |                                |                                  |                         |              |                    |
| I]  | Research & Development                        | 217                |  |             |                                |                                  |                         |              |                    |
| J]  | Entertainment, Literacy Or Artistic Originals | 225                |  |             |                                |                                  |                         |              |                    |
| K]  | Other intellectual property products.         | 233                |  |             |                                |                                  |                         |              |                    |
| L]  | Precious metals and stones                    | 241                |  |             |                                |                                  |                         |              |                    |
| M]  | Antiques & other art objects.                 | 249                |  |             |                                |                                  |                         |              |                    |
| N]  | Other valuables                               | 257                |  |             |                                |                                  |                         |              |                    |
| O]  | Others (specify)                              | 265                |  |             |                                |                                  |                         |              |                    |
|     | Total   | 273                |  |             |                                |                                  |                         |              |                    |

## 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.

| 81 | 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) |  |    |
|----|---|----------------|---|--|----|------------------------------|--|----|
|    |   | 281            | YES   |  | NO | YES                          |  | NO |
|    |   | 282            | YES   |  | NO | YES                          |  | NO |
|    |   | 283            | YES   |  | NO | YES                          |  | NO |
|    |   | 284            | YES   |  | NO | YES                          |  | NO |
|    |   | 285            | YES   |  | NO | YES                          |  | NO |
|    |   | 286            | YES   |  | NO | YES                          |  | NO |
|    |   | 287            | YES   |  | NO | YES                          |  | NO |

Signature of person completing the questionnaire: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

**THANK YOU FOR COMPLETING THE QUESTIONNAIRE**

**APPENDIX V: COMPOSITION OF MACROECONOMIC AGGREGATES USING FSIC 2004**

| FSIC 2004  |   |                    |                   |                   |                   |                  |                   |
|--|---|--------------------|-------------------|-------------------|-------------------|------------------|-------------------|
| SUB-CLASS  | ACTIVITY  | GO                 | IC                | VA                | COE               | CFC              | OS                |
| <b>RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS</b> |   | <b>68,161,355</b>  | <b>35,293,998</b> | <b>32,867,357</b> | <b>9,770,991</b>  | <b>737,291</b>   | <b>22,359,075</b> |
| 71111  | Renting of land transport equipment                                   | 5,990,530          | 3,877,843         | 2,112,687         | 1,967,083         | 35,769           | 109,835           |
| 71999  | Renting of other transport equipment                                  | 3,438,314          | 645,948           | 2,792,366         | 209,550           | 102,336          | 2,480,480         |
| <b>Renting of other machinery and equipment</b>  |   | <b>43,237,979</b>  | <b>22,952,502</b> | <b>20,285,477</b> | <b>5,346,687</b>  | <b>592,724</b>   | <b>14,346,066</b> |
| 71211  | Renting of agricultural machinery and equipment                       | 671,123            | 150,956           | 520,167           | 27,155            | 7,468            | 485,544           |
| 71221  | Renting of construction and civil engineering machinery and equipment | 10,037,189         | 5,342,553         | 4,694,636         | 804,657           | 75,052           | 3,814,927         |
| 71231  | Renting of office machinery and equipment (including computers)       | 712,084            | 327,121           | 384,963           | 85,617            | 15,300           | 284,046           |
| 71299  | Renting of other machinery and equipment                              | 31,817,583         | 17,131,871        | 14,685,712        | 4,429,258         | 494,903          | 9,761,551         |
| <b>Renting of personal and household goods nec</b>   |   | <b>15,494,532</b>  | <b>7,817,705</b>  | <b>7,676,827</b>  | <b>2,247,671</b>  | <b>6,462</b>     | <b>5,422,694</b>  |
| 71301  | Renting of personal and household goods nec                           | 850,389            | 458,850           | 391,539           | 70,638            | 3,425            | 317,476           |
| 71302  | Renting of home movies  | 14,644,143         | 7,358,855         | 7,285,288         | 2,177,033         | 3,037            | 5,105,218         |
| <b>Business activities nec</b>   |   | <b>75,139,839</b>  | <b>32,933,562</b> | <b>42,206,277</b> | <b>25,078,859</b> | <b>3,008,904</b> | <b>18,118,514</b> |
| 74911  | Labour recruitment and provision of personnel                         | 372,111            | 106,714           | 265,397           | 57,788            | 963              | 206,646           |
| 74921  | Investigation and security activities                                 | 32,202,256         | 14,703,942        | 17,498,314        | 10,289,725        | 830,463          | 6,378,126         |
| 74931  | Building cleaning and industrial cleaning activities                  | 12,597,192         | 5,527,324         | 7,069,868         | 3,246,754         | 487,798          | 3,335,316         |
| 74951  | Packaging activities  | 5,317,258          | 3,738,475         | 1,578,783         | 416,197           | 587,722          | 574,864           |
| 74999  | Other Business activities nec   | 24,651,022         | 8,857,107         | 15,793,915        | 6,668,395         | 1,101,958        | 8,023,562         |
| <b>GRAND TOTAL</b>   |   | <b>143,301,194</b> | <b>68,227,560</b> | <b>75,073,634</b> | <b>30,449,850</b> | <b>3,746,195</b> | <b>40,877,589</b> |