

CONFIDENTIAL WHEN COMPLETED

LOGO

“Central Statistics Office (Country)”
Annual Economic Survey – (Reference YEAR)
Long Form – General
[Manufacturing Questionnaire]

BR Reference No. (Unique ID #)

This survey is conducted under the authority of the Statistics Act (Chap XX: 0X) of Revised Laws of .../ Statistics Regulations 19XX. This Act protects the confidentiality of the information provided herein. COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

 001 Legal name

 004 Street, number

 002 Business/Trading name

 005 City/town/parish

 003 Postal address

 Tel no./Email

Part 1 Information for Respondents *(Please read carefully before completing this questionnaire):*

Coverage and purpose The “AES” is an annual statistical inquiry covering a sample of private and public business units operating in the Manufacturing industry in (*country*). The information from the survey is used to compile estimates of Gross Domestic Product and as an input to government national economic policy development

Due date and Return Procedures Please complete and return this questionnaire **BY A SPECIFIC DUE DATE** by –Post, Fax, or Email to: **Central Statistical Office, (Address), Fax (insert no.) or email (insert address).** (Please contact the office for an electronic form if you wish to submit via email).

If you have questions or require assistance in completing this questionnaire, please call tel no. xxx xxxx ext. -xxx and a representative of CSO national accounts/survey manager will gladly answer your questions

Part 2: Main Business Activity

What are the main activities (in order of importance) of this establishment that most accurately describes the principal source of operating revenue?

1.	2.	3.
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Part 3: Accounting/Reporting period

5.1 What is the reporting period used for this return?

From: Day _____ Month _____ Year _____ To: Day _____ Month _____ Year _____ □

Part 4: Legal Type of organization

Please indicate which of the following best describes the current legal status of your organization by checking the appropriate box below.

(Please tick **one** only)

Sole proprietorship		Incorporated Company - Private	
Partnership		Limited Company	
Co-operative society		Government Enterprise	
Incorporated Company – Public		Non-Profit Organisation	

Other (specify) _____

Part 4: Ownership of Equity

Applicable to Head Offices and single Unit enterprises only

4.1 What is the percentage of ownership in this enterprise by: National _____ Foreign _____

4.2 What is the percentage of national ownership, allocated by: Government _____ Private _____

4.3 Please indicate country(ies) of residence of foreign owner(s): _____

Reporting instructions

1. Report all amounts in thousands of \$ ('000)
2. Percentages should be rounded (e.g. 28.4% to 28%)
3. Your best estimates are acceptable when precise figures are not available

Part 8: Expenditure

Part 8: Expenditure				
A. Labour Compensation		FOR OFFICIAL USE ONLY	\$ '000	
1. Gross wages and salaries of employees (in cash and in kind).....		03001		
2. Employer's social Contributions (N.I.S, Pension schemes, health schemes, and others).....		03004		
3. Directors' emoluments and fees.....		03007		
4. Redundancy payments.....				
5. Any other payments		03009		
Total Labour Compensation				
B Purchases of materials, supplies and energy		FOR OFFICIAL USE ONLY	Total \$ '000	Direct imports \$ '000
1. Purchase of raw materials and components.....		03010		
2. Purchase of containers and shipping materials.....		03057		
3. Goods purchased for resale.....		03026		
4. Energy and water expenses.....		03049		
5. Other supplies and materials used in the business.....		03069		
Total Materials, Supplies and Energy				
D Purchased service expenses		FOR OFFICIAL USE ONLY	Total \$ '000	Direct imports \$ '000
1. Telecommunication and related service expenses (including postal and courier expenses).....		03079		
2. Purchased transportation, warehousing and storage expense (incl. freight)....		03070		
3. Amount paid for custom work.....		03066		
4. Rental and leasing expenses				
4.1 Office space and other real estate.....		03139		
4.2 Machinery and equipment (including motor vehicles, office equipment)		03086		
5. Purchased maintenance and repair service expenses (for buildings, machinery and equipment (including materials, parts and labour))		03096		
6. Business and professional services				
6.1 Payments to employment agency or personnel suppliers (e.g. for temporary work paid through an agency).....		03083		
6.2 Legal, accounting, security, auditing, consulting, technical and other professional and business fees.....				

7. Advertising expenses.....	03087		
8. Insurance premiums (e.g., liability, auto, building, equipment).....	03082		
9. Financial service fees (e.g., bank charges, credit and debit card Commissions) <i>(Please exclude interest payments)</i>	03141		
10. Travel and entertainment expenses.....	03119		
11. Other services purchased from other businesses Please specify			
1. _____			
2. _____			
Total Purchased Service Expenses			

E Other Operating Expenses	FOR OFFICIAL USE ONLY	Total \$ '000	Direct imports \$ '000
1. Franchise fees and Royalties (e.g. patents, trademarks, copyright).....			
2. Property and business taxes, licenses and permits.....	03106		
3. Management fees	03090		
3.1 Management fees paid to affiliates outside (country).....			
3.2 Management fees paid to affiliates in (country).....			
4. Depreciation and amortization (See Part 12, col. 6).....	07000		
5. All other operating expenses (Exclude interest expenses).....			
Total Other Operating Expenses			
Total Operating Expenses (A - E)			

F Other Expenses	FOR OFFICIAL USE ONLY	Total \$ '000	Direct imports \$ '000
1 Interest expenses/Dividends paid/.....			
2 Bad debts net recoveries.....	17037		
3 Other, please specify			
1. _____			
Total Other Expenses			
Total Current Expenditure			

Part 9 Employment	FOR OFFICIAL USE ONLY	As at June 30th	As at Dec 30th
<ul style="list-style-type: none"> Please enter the total number of persons who worked in this establishment..... 			
Of which, Full time employees totaled			
Part time employees totaled.....			
Employees			
Working proprietors			
Unpaid family workers			
TOTAL			

Part 10 Events that may have affected your Business Unit

1. Compared to your last financial year, has there been any events that may have significantly affected the reported values for this business unit?

Yes If yes, go to question 2 **No** If no, please go to Part 11A

2. Please check the box(es) that best describe this change

- | | |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> Increase in business | <input type="checkbox"/> <input type="checkbox"/> Decrease in business |
| <input type="checkbox"/> <input type="checkbox"/> Foreign exchange (Gain/Losses) | <input type="checkbox"/> <input type="checkbox"/> Merger or acquisition |
| <input type="checkbox"/> <input type="checkbox"/> Temporary shutdown | <input type="checkbox"/> <input type="checkbox"/> Increase in hiring |
| <input type="checkbox"/> <input type="checkbox"/> Change in supplier | <input type="checkbox"/> <input type="checkbox"/> Changes in government taxes |
| <input type="checkbox"/> <input type="checkbox"/> Changes in industry regulation | <input type="checkbox"/> <input type="checkbox"/> Weather |
| <input type="checkbox"/> <input type="checkbox"/> Changes (output) | <input type="checkbox"/> <input type="checkbox"/> More overtime |
| <input type="checkbox"/> <input type="checkbox"/> Price changes (input - labour or other costs) | <input type="checkbox"/> <input type="checkbox"/> Less overtime |
| <input type="checkbox"/> <input type="checkbox"/> Change in product line | <input type="checkbox"/> <input type="checkbox"/> Shorter scheduled workweek |

Other, please specify

Part 11A Revenue by product

Please list below the quantity, unit of measure and total revenue from sales (valued at factory gate, excluding sales taxes, excise taxes, customs duties) of the main products produced and sold by your establishment and indicate the percentage of sales to the export market for each of the products listed.

19. Sales/revenue by product (goods and type of service)

Description	Unit of Measure	Quantity	Total Sales (\$'000)	Of which, Exports (\$'000)
19.1				
19.2				
19.3				
-				
-				
19.x (All other goods services)				
TOTAL				

NOTE: Total should equal amount reported under Part 6A, number 1 .

Part 11B: Purchase of Materials and Supplies for Manufacturing

Please list below the quantity and value and the source, in percentage terms, of the most important materials and supplies purchased for your **manufacturing** operations during the reporting period.

Description	Quantity Purchased	Unit of Measure	Total Purchase Cost (\$'000)	Of which, Imports (\$'000)
20.1				
20.2				
20.3				
-				
-				
-				
20.x (All other products)				
TOTAL				

Note: Total should equal Part 7, number 1.

Part 12 Fixed Assets, Opening and Closing Values, Purchases, Sales and Depreciation

Type of assets	Book value at the beginning of financial year	<i>Plus</i> Capital expenditure on erection of new buildings and works; work in progress capitalized; new plant and machinery; used plant and machinery if imported by you or on your behalf (whether paid to outside contractors/concerns or done by your enterprise itself)	<i>Plus</i> Capital expenditure on acquisition of land; existing buildings and works; and used plant, machinery and vehicles and transfers-in	<i>Minus</i> Sales of assets to book value.	<i>Plus or minus</i> Revaluation and other adjustments of assets to book value.	<i>Minus</i> Depreciation and amortization during the financial year	<i>Equals</i> Book value at the end of financial year
	1	2	3	4	5	6	7
	\$ '000	\$ '000	\$ '000	\$ '000		\$ '000	\$ '000
1.2.1 Residential Buildings							
1.2 2 Non-residential buildings							
1,2.3 Construction works, roads and parking areas							
1.3.1. Computers and other IT equipment							
1.3.2 Motor vehicle and other transport equipment							
1.3.3 Plant, machinery and other office equipment							
1.4.1 Livestock for breeding, dairy, draught							
1.4.2 Plantations, orchards							
3.1 Computer software							
3.2 Mineral exploration							
3.3 Other							
7.1Sub-soil assets. Water resources							
7.2 Land							
8. Intangible assets							
9. Research and Development							
10. Valuables							
Total							

