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CONFIDENTIAL

DESPATCHED: 30\06\09

2008 CENSUS OF ELECTRICITY

Please correct any errors
appearing in this label.

Dear Sir\Madam,

Enclosed are two copies of the 2008 Census of Electricity questionnaire.

COVERAGE AND SCOPE: It covers all establishments engaged in the Electricity sector classified under the Fiji Standard Industrial Classification 2004's Tabulation Category E (refer note on page 2). If an establishment's Electricity activities are combined with other types of business, you should report on the Electricity side of the operations only.

PURPOSE: The census provides an important means of assessing the contribution this sector makes to the economy of Fiji. The results of the Census are used by the Fiji Islands Bureau of Statistics in the estimation of the National Income of Fiji and in the provision of other key indicators.

REFERENCE PERIOD: Reference period is the calendar year 2008. If your accounting year is different provide information approximating closest to the calendar year 2008. Limited liability companies are requested to submit a copy of their financial statements with the questionnaire.

COMPULSORY REQUIREMENT: The Census is conducted under the provisions of the Statistics Act 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\09. Failure to meet this deadline could result in legal action without further notice.

CONFIDENTIALITY OF INFORMATION: Information supplied will be used by the department for the preparation of statistics. Any release of information will be in accordance with the Statistics Act and only persons authorised will have access to individual information.

CONTACT PERSON FOR HELP AND ADVICE: Ms Salome Madraniceva on extension 114 or email smadraniceva@statsfiji.gov.fj

T Bainimarama
Government Statistician

NOTE: Under the Fiji Standard Industrial Classification 2004's Tabulation Category E: Electricity and Water includes generation, transmission or distribution of electricity and purification or supply of water or the operation of sewerage or drainage systems including sewerage treatment plant.

ORGANISATIONAL STRUCTURE

1 A business can have more than one establishment involved in similar or different activities at different locations. State the location, the type of activity engaged in and the Gross Turnover of each establishment during the year.

FORM OF OWNERSHIP

- 4
- (1) Fiji owned:
This is an establishment operating in Fiji in which 51% or more equity is held locally.
 - (2) Branch of an overseas company:
This is an establishment operating in Fiji which is controlled by or supervised by an overseas head office and which is an integral part of the foreign parent organisation. Branch has no equity share capital.
 - (3) Subsidiary of an overseas company:
A company is a subsidiary of another if that other company owns this subsidiary wholly or holds more than half the nominal value of the equity share capital of this subsidiary company.

EQUITY PARTICIPATION

5 Give the proportion of the share capital held by residents of Fiji. Equity share capital held by companies or individuals on behalf of residents of Fiji should also be included.

NATURE OF WORK

6 In cases where establishments are involved in more than one activity at a single location, please state the major activity involved in.

OPERATING STATUS

7 If you are no longer in business, a **STATUTORY DECLARATION** must be attached to one copy of the questionnaire with the words "**CLOSED BUSINESS**" written across the questionnaire and returned to the Fiji Islands Bureau of Statistics. The Statutory Declaration must be signed by a Magistrate or a Barrister/Solicitor, Justice of Peace or a member of the Notary Public acting on your behalf. The Statutory Declaration must state the name of the business, nature of its activity and the date on which it ceased operation. If your business operated for part of the year 2008 please provide information for the duration your business operated.

ELECTRICITY SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

8 This refers to the sale of electricity generated by the establishment. The value should be the actual selling value, net of any discount or rebate allowed to the buyer.

Include: (i) Sales of waste products, residues etc.
(ii) Excise dues should be included as part of the value of sales in the local market.

Exclude VAT charged on goods and services provided.

Do not include: Goods bought for resale in the same condition as purchased.

Local market sales: Exclude sales to local exporters for exports which should be shown as exports.

Please supply both the quantity and value of the goods produced by the establishment.

OTHER INCOME

12 a] Include all claims arising from business insurance. Examples of business insurance are insurance against the risk of buildings, properties and stocks. Exclude life, education or any other personal insurance.

12 b] Include all claims received arising from casualty insurance. Examples of casualty insurance are insurance against the risk of accidents and illness etc to employees. Claims for life, education or any other form of personal insurance are to be excluded.

14 Include rent received for building, plant and machinery, furniture and fixtures, transport vehicles and related equipment. Exclude rent received for land which should be included in question 13a].

19 This is the resale value of goods bought, the goods being in the same condition as received and having undergone no intervening manufacturing process by your establishment.

20 State the total sales, if any, of electricity produced by your establishment.

ELECTRICITY SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

8	Please state the sales value of electricity generated by your establishment.			
	DESCRIPTION OF PRODUCT	LOCAL MARKET SALES		TOTAL SALES
		QUANTITY AND UNITS (1)	VALUE (\$) (2)	VALUE (\$) (3)
a]	Commercial	004		
b]	Industrial	006		
c]	Domestic	008		
d]	Others	010		
	Total sales	012		

OTHER INCOME

			VALUE (\$)
9	Surcharge	014	
10	Discount	015	
11	Subsidies and grants received	016	
12	Insurance claims received: a] Business insurance claims received	017	
	b] Casualty insurance claims received	018	
13	Profit or loss received from any other business in which you have an interest	019	
14	Rent received for the hire of building, plant and machinery, furniture and fixtures, transport vehicles and related equipment	020	
15	Income from: a] Rent received from land	021	
	b] Interest received	022	
	c] Dividends received	023	
	d] Royalty received	024	
16	Bad and doubtful debts recovered	025	
17	Exchange gain	026	
18	Gain on sale of fixed assets	027	
19	Sales of goods not manufactured by your own establishment (see question 54)	028	
20	Commissions received	029	
21	Receipts from industrial services rendered to others:		
	a] Plant and equipment hire	030	
	b] Repairs and maintenance to: i] Plant, machinery and equipment	031	
	ii] Others	032	
	c] Transport and related services	033	
22	Service and licence fees	034	
23	Power pole rentals	035	
24	Training rebates	036	
25	Others (specify). _____ _____ _____	037	
	Total other income (Codes 014 - 035)	038	
26	VAT charged on goods and services provided	039	
27	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 013 + 038 + 039)	040	\$

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

28 State in detail the total value and quantity of all purchases of material and supplies during the year for use in the generation process. In arriving at the value, deduct trade discounts received. The cost of transport should also be excluded unless it is accounted as part of the purchase price. Direct import by establishments should be reported at cost. Exclude any transport cost paid to outside firms which should be included in question 37.

- Include all purchases of :
- a] Basic materials, components, semi-manufactured goods and so on that are physically incorporated in the products of the establishment.
 - b] Auxiliary materials such as lubricants, packaging materials, small tools, parts, materials for repair and maintenance.
 - c] Materials for producing machinery or other capital items for own use.
 - d] Materials bought for carrying "own construction" work reported in question 67.
- Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 67.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

30-32 Expenditure on fuel represents the total value of fuel purchased by your establishment for use in the production of heat, power or electricity including gasoline and other fuels for vehicles. Exclude those that enter directly into the production process as they should be reported as raw materials.

33-34 State the total value of electricity and water purchased by your establishment for the production process.

OTHER EXPENDITURE

37 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, machinery and equipment of the establishment. Current repair and maintenance carried out by other establishments or by ancillary repair and maintenance unit which has been treated as an independent establishment should be included.

38 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.

40 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.

47 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 45.

b] Include interest on long-term debts and interest on all borrowing.

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

Please state the value of all materials and supplies purchased during the year for use in the production process										
					VALUE (\$)					
					IMPORTED		LOCALLY PRODUCED			TOTAL
					PURCHASED		PURCHASED			
FROM ABROAD	LOCALLY	FROM MANFT	FROM OTHERS							
	DESCRIPTION OF MATERIALS AND SUPPLIES		UNIT of Qty (1)	QTY (2)	(3)	(4)	(5)	(6)	(7)	
28	Electricity	041								
29	Others (specify).	046								
		051								
		056								
		061								
	Total	066								

FUEL, ELECTRICITY AND WATER

Please state the expenditure incurred on fuel, electricity and water			VALUE (\$)
30	Petrol/Automotive diesel fuel	071	
31	Industrial diesel fuel/Heavy fuel oil	072	
32	Kerosene	073	
33	Liquid petroleum gas	074	
34	Electricity	075	
35	Water	076	
	Total (Codes 071 to 077)	077	

OTHER EXPENDITURE

			VALUE (\$)
36	Donations made	078	
37	Repairs and maintenance costs on: a) Motor vehicles	079	
	b) Building	080	
	c) Machinery and equipment	081	
38	Cartage and haulage expenses paid to other firms	082	
39	Travel expenses (eg management, personal etc)	083	
40	Value of contract and commission work done	084	
41	Audit, accounting and legal fee	085	
42	Advertising and promotion etc	086	
43	Bank charges	087	
44	Postage, telephone and telecommunication etc	088	
45	Office stationery and supplies	089	
46	Rent paid for furniture, building, plant and machinery etc	090	
47	Expenditure on: a) Rent paid for land	091	
	b) Interest paid	092	
	c) Dividends paid	093	
	d) Royalty paid	094	
48	Management and consultation fee	095	
49	Bad and doubtful debts written off	096	
50	Business licenses, rates on property paid to central or local government etc	097	
51	Insurance paid: a) Business insurance	098	
	b) Casualty insurance	099	
52	Training and Productivity Authority of Fiji [TPAF] Levy	100	
53	Exchange losses	101	
54	Fixed asset expenses: a) Loss on sale of fixed assets	102	
	b) Depreciation claimed (to agree with question 68(7))	103	
55	Cost of goods purchased for resale (see question 17)	104	
56	All other costs and expenses	105	
	Total other expenditure (Codes 078 to 105 excluding 093)	106	

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

- 57 Please note that the information in respect of employment is for the last payweek in June 2008 but the rest of the question requires data for the appropriate accounting year.

Gross wages and salaries includes overtime, sick and holiday pay, bonuses, payments under piece rate schemes, all allowances, severance and redundancy pay, sales commissions paid to own employees and directors fee etc.

Payment in kind is the cost to the employer for providing employees with housing, transport, clothing, food, drinks, fuels, etc free of charge or at a reduced rate.

Operatives includes all employees directly engaged in the activity of the establishment, eg those in fabrication, processing, assembling, shop messengers, warehouse men, packers and repair men etc. Casual workers should also be included here.

Others includes administrators, technical\clerical personnel, eg managers, clerks etc.

Expatriates are non-Fiji citizens who stayed in Fiji.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the establishment. Silent or inactive partners should be excluded unless they participate actively in the work of the establishment.

Unpaid family workers include persons living in the household of any of the proprietors of the owning establishment and working in the establishment without regular pay for at least a third of the normal working hours of the establishment.

STOCKS

- 61 Work-in-progress consists of unfinished output at the end of the reference year.
- 62 Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.
- 63 The value of materials, fuel supplies and components are stocks of raw materials not used up in the production process.

NET EARNINGS AND TAXES PAID

- 64 This is the net profit of your establishment\enterprise from the profit and loss account. The following method would enable you to check if all the information from the trading, profit and loss account have been entered onto the questionnaire:

	Income [Code 040 + 138(3)]	\$
less	Expenditure [Code 125]	\$
equals	Profit (+)\Loss (-) [Code 141]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

57		NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNPF ETC	PAYMENT IN KIND
		(1)	(2)	(3)	(4)
a)	Fiji citizens	107			
b)	Expatriates	111			
	Total	115			
c)	Working without pay				
	i) Working proprietors	119			
	ii) Unpaid family workers	120			
	Total (Codes 115 (1) + 119 + 120)	121			
d)	From the total number in employment given in code 121, please state:				
	Total Males	122	Total Females	123	

58	VAT paid on supplies of goods and services	124	
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59	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 066(7)+077+106+115 (2, 3, 4)] + 124	125	\$
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STOCKS

		VALUE OF STOCKS (\$)		
		OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
60	Finished goods produced by the establishment and intended for sale	126		
61	Work-in-progress	129		
62	Finished goods bought for resale	132		
63	Materials, fuels, supplies and components	135		
	Total	138		

NET EARNINGS AND TAXES PAID

			Amount (\$)
64	Net profit\loss of your establishment\enterprise. If this does not agree with question 64, please give reasons _____	141	
65	Taxable income of your establishment\enterprise	142	
66	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	143	
67	Amount of Fiji Income Tax paid\payable by your establishment\enterprise.	144	

FIXED CAPITAL ASSETS

68 Please ensure that:

The value given for depreciation should agree with the value given in question 54 b].

68 (5) This is the cost of new fixed assets and additions to the existing fixed assets made by the establishments own labour for its own use. Cost should be equivalent to labour costs plus value of materials at cost.

FIXED CAPITAL ASSETS

68			VALUE (\$)							
			Opening book value	Purchase of new and second hand assets at cost		Land Development & Improvement	Own account const.	Sales of capital assets	Depreciation	Closing book value
				locally	from abroad					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			
A]	Land	145								
B]	Buildings	153								
C]	Plant and machinery	161								
D]	Furniture, fixtures and office equipment	169								
E]	Transport vehicles and related equipment	177								
F]	Computer Software	185								
G]	Entertainment, Literary or artistic originals	193								
F]	Others (specify): _____ _____ _____	201								
	Total	209								

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.

68	Type of goods or services ordered during the year	Total cost	Was payment made online (WWW or by email)			Was this a Fiji web site		
			(1)	(2)	(3)	(4)		
		217	YES	NO	YES	NO		
		218	YES	NO	YES	NO		
		219	YES	NO	YES	NO		
		220	YES	NO	YES	NO		
		221	YES	NO	YES	NO		
		222	YES	NO	YES	NO		
		223	YES	NO	YES	NO		

Signature of person completing the questionnaire: _____ Date _____

Name _____

Position _____

Telephone No _____ Fax No _____

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

THANK YOU FOR COMPLETING THE QUESTIONNAIRE