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CONFIDENTIAL

DESPATCHED: 30\06\09

2008 CENSUS OF MANUFACTURING

Please correct any errors
appearing in this label.

Dear Sir\Madam,

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

COVERAGE AND SCOPE: It covers all establishments engaged in the Manufacturing sector classified under the Fiji Standard Industrial Classification 2004's Tabulation Category D (refer note on page 2). If an establishment's Manufacturing activities are combined with other types of businesses, you should report on the Manufacturing 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 Sammi Prakash on Ext. 114 or email sprakash@statsfiji.gov.fj

T Bainimarama
Government Statistician

NOTE: Under the Fiji Standard Industrial Classification 2004's Tabulation Category D, Manufacturing includes physical or chemical transformation of materials or components into new products, whether the work is performed by power driven machines or by hand, whether it is done in a factory, or in a worker's home, and whether the products are sold at wholesale or retail. Assembly of the component parts of manufactured products is considered manufacturing also.

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.

QUESTIONNAIRE

All relevant questions must be answered with clear and correct figures. Estimates will be accepted where actual data are not available. Values, **excluding VAT**, are to be expressed in Fiji Dollars.

ORGANISATIONAL STRUCTURE

1	Does this business operate at more than one location ?			
	Please tick the appropriate box: No Yes If yes, please give details below:			
	NAME OF ESTABLISHMENT\BRANCH (1)	PHYSICAL LOCATION OF BUSINESS (2)	MAIN TYPE OF BUSINESS OR ACTIVITY (3)	GROSS TURNOVER (4)
	Note: This return is required for the addressed establishment only. In case this is not possible, a combined return with similar main activities may be submitted. If the information can not be provided on this basis, please state the reasons:			
	Remark: Please comment here to assist in the interpretation of data supplied:			

ACCOUNTING PERIOD

2	Please state the accounting period: From \ 2008 To \ 2008
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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	3	Others (specify)	4

EQUITY PARTICIPATION

5	Please indicate in the appropriate box equity capital held by Fiji Citizens.			
	(a) As at end of 2007	%	(b) As at end of 2008	%

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	

SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

8 This refers to the sale of goods produced 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.

Export: Include direct export sales to overseas importers and sales to local exporters for export.

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

OTHER INCOME

10 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.

10 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.

12 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].

17 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.

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

SALES AND OTHER INCOME DERIVED DURING THE ACCOUNTING YEAR

8	Please state the sales value of goods produced by your establishment.					
	DESCRIPTION OF PRODUCT	LOCAL MARKET SALES		EXPORT		TOTAL SALES
		QUANTITY AND UNITS (1)	VALUE (\$) (2)	QUANTITY AND UNITS (3)	VALUE (\$) (4)	VALUE (\$) (5)
		004				
		009				
		014				
		019				
		024				
	Total sales	029				

OTHER INCOME

		VALUE (\$)
9	Subsidies and grants received	032
10	Insurance claims received: a) Business insurance claims received	033
	b) Casualty insurance claims received	034
11	Profit or loss received from any other business in which you have an interest	035
12	Rent received for the hire of building, plant and machinery, furniture and fixtures, transport vehicles and related equipment	036
13	Income from: a) Rent received from land	037
	b) Interest received	038
	c) Dividends received	039
	d) Royalty received	040
14	Bad and doubtful debts recovered	041
15	Exchange gain	042
16	Gain on sale of fixed assets	043
17	Sales of goods not manufactured by your own establishment (see question 49)	044
18	Value of electricity sold	045
19	Receipts from industrial services rendered to others:	
	a) Plant and equipment hire	046
	b) Repairs and maintenance to: i) Plant, machinery and equipment	047
	ii) Others	048
	c) Transport and related services	049
20	Others (specify). _____ _____ _____ _____ _____	050
	Total other income (Codes 032 - 050)	051
21	VAT charged on goods and services provided	052
22	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 031 + 051 + 052)	053 \$

PURCHASES OF MATERIALS AND OPERATING EXPENDITURE

23 State in detail the total value and quantity of all purchases of material and supplies during the year for use in the production 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 32.

- 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 62.
- Exclude all purchases of: Machinery and plant and other capital equipment purchased by you which should be included in question 62.

Exclude VAT paid on supplies of goods and services.

FUEL, ELECTRICITY AND WATER

24-27 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.

28-29 State the total value of electricity and water purchased by your establishment for the production process.

OTHER EXPENDITURE

31 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.

32 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.

34 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.

41 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 40.

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			
	DESCRIPTION OF MATERIALS AND SUPPLIES		UNIT of Qty (1)	QTY (2)	FROM ABROAD (3)	LOCALLY (4)	FROM MANUF (5)	FROM OTHERS (6)	TOTAL (7)	
23		054								
		061								
		068								
		075								
		082								
	Total	089								

FUEL, ELECTRICITY AND WATER

Please state the expenditure incurred on fuel, electricity and water			VALUE (\$)
24	Petrol/Automotive diesel fuel	094	
25	Industrial diesel fuel/Heavy fuel oil	095	
26	Kerosene	096	
27	Liquid petroleum gas	097	
28	Electricity	098	
29	Water	099	
	Total (Codes 094 to 099)	100	

OTHER EXPENDITURE

			VALUE (\$)
30	Donations made	101	
31	Repairs and maintenance costs on:	102	
	a) Motor vehicles	103	
	b) Building	104	
	c) Machinery and equipment	105	
32	Cartage and haulage expenses paid to other firms	106	
33	Travel expenses (eg management, personal etc)	107	
34	Value of contract and commission work done	108	
35	Audit, accounting and legal fee	109	
36	Advertising and promotion etc	110	
37	Bank charges	111	
38	Postage, telephone and telecommunication etc	112	
39	Office stationery and supplies	113	
40	Rent paid for furniture, building, plant and machinery etc	114	
41	Expenditure on:	115	
	a) Rent paid for land	116	
	b) Interest paid	117	
	c) Dividends paid	118	
	d) Royalty paid	119	
42	Management and consultation fee	120	
43	Bad and doubtful debts written off	121	
44	Business licenses, rates on property paid to central or local government etc	122	
45	Insurance paid: a) Business insurance	123	
	b) Casualty insurance	124	
46	Training and Productivity Authority of Fiji [TPAF] Levy	125	
47	Exchange losses	126	
48	Fixed asset expenses: a) Loss on sale of fixed assets	127	
	b) Depreciation claimed (to agree with question 62(7))	128	
49	Cost of goods purchased for resale (see question 17)	129	
50	All other costs and expenses		
	Total other expenditure (Codes 101 to 128 excluding 116)		

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

- 51 Please note that the information in respect of employment is for the last payweek in June 2007 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

- 55 Work-in-progress consists of unfinished output at the end of the reference year.
- 56 Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.
- 57 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

- 58 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 053 + 166 (3)]	\$
less	Expenditure [Code 151]	\$
equals	Profit (+)\Loss (-) [Code 167]	\$

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

51			NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO FNPFC ETC	PAYMENT IN KIND
			(1)	(2)	(3)	(4)
a]	Fiji citizens	130				
b]	Expatriates	134				
	Total	138				
c]	Working without pay					
	i] Working proprietors	142				
	ii] Unpaid family workers	143				
	Total (Codes 138 (1) + 142 + 143)	144				
d]	From the total number in employment given in code 144, please state:					
	Total Males	145	Total Females	146		

52	VAT paid on supplies of goods and services	147	
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53	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 089(7)+100+129+138 (2, 3, 4)] + 147	148	\$
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STOCKS

			VALUE OF STOCKS (\$)		
			OPENING (1)	CLOSING (2)	CHANGE (2)-(1)=(3)
54	Finished goods produced by the establishment and intended for sale	149			
55	Work-in-progress	152			
56	Finished goods bought for resale	155			
57	Materials, fuels, supplies and components	158			
	Total	161			

NET EARNINGS AND TAXES PAID

			Amount (\$)
58	Net profit/loss of your establishment/enterprise. If this does not agree with question 59, please give reasons _____	164	
59	Taxable income of your establishment/enterprise	165	
60	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	166	
61	Amount of Fiji Income Tax paid/payable by your establishment/enterprise.	167	

FIXED CAPITAL ASSETS

62 Please ensure that:

The value given for depreciation should agree with the value given in question 48 b].

62 (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.

62 (H) Valuables include:

- (a) Precious stones and metals (e.g. diamonds, non monetary gold, Platinum and silver);
- (b) Antiques and other art objects (e.g. painting and sculptures); and
- (c) Other valuables (e.g. jewellery and collector items)

FIXED CAPITAL ASSETS

62			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	168								
B]	Buildings	176								
C]	Plant and machinery	184								
D]	Furniture, fixtures and office equipment	192								
E]	Transport vehicles and related equipment	200								
F]	Computer Software	208								
G]	Entertainment, literary or artistic originals	216								
H]	Valuables	224								
I]	Others (specify): _____ _____ _____	232								
	Total	240								

USE OF INTERNET

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

63	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			
			(3)		(4)					
	(1)	(2)	YES	NO	YES	NO	YES	NO		
		248	YES	NO	YES	NO				
		249	YES	NO	YES	NO				
		250	YES	NO	YES	NO				
		251	YES	NO	YES	NO				
		252	YES	NO	YES	NO				

Signature of person completing the questionnaire: _____ Date _____

Name _____

Position _____

Telephone No _____ Fax No _____

E-mail _____

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

THANK YOU FOR COMPLETING THE QUESTIONNAIRE