STRICTLY CONFIDENTIAL

NATIONAL STATISTICAL OFFICE

Kumul Avenue, P. O. Box 337, WAIGANI, NCD, Papua New Guinea

TELEPHONE: +675 325 0256 | +675 325 0257 | FACSIMILE: +675 325 1869 |
EMAIL: info@nso.gov.pg | WEBSITE: www.nso,gov,pg

2013 SURVEY OF ADMINISTRATIVE AND SUPPORT SERVICE

Despatched: ____ - ____ - ____

Ammend if incorrect address

Dear Sir/Madam,

The National Statistical Office (NSO) is conducting a nation-wide Survey of Business Activities (SBA) for all registered and operational businesses in Papua New Guinea.

This Census is carried out under the provisions of the Statistical Services Act (Chapter 386). Through the SBA, the financial information on income, expenditure, stocks, value of fixed assets and employment numbers will be sourced. The data collected will be used for the compilation of the PNG National Accounts, in particular the Gross Domestic Product (GDP) which helps measure the economic growth.

In accordance with the Statistical Act the information you provide will be used solely for statistical purposes and hence under no circumstances shall it be used otherwise. You are also assured that the NSO is also legally obligated to ensure that such information is kept strictly confidential.

Therefore you are requested to fill in one copy of the questionnaire and return it to the NSO on the postal address, fax or the email addresses given; ideally three (3) weeks after receiving the SBA form. An authorized member of the NSO staff will also be visiting your organization(s) during the course of this survey.

Please answer all relevant questions with clear and correct figures. Estimates will be accepted where actual data are not available. Values, excluding GST, are to be expressed in Kina.

Should you require any assistance regarding the completion of the form or its particular contents please contact the following persons: Ms. Dorothy Sapalojang or Mr. Henao Kari on these numbers; +675 70139484 | +675 71897348 | +675 7231 5355 |
+675 71932517. You can also email on: knelson@gopng.gov.pg

I sincerely thank you for your attention and look forward to your favorable response.

Yours sincerely,

Roko KOLOMA
Acting National Statistician

ADMINISTRATIVE AND SUPPORT SERVICE QUESTIONNAIRE

ORGANIZATIONAL STRUCTURE

1. Does this business operate at more than one location? *(Please tick appropriate box)*

No ☐ Yes ☐ *If yes, please give details below*

Name of Establishment	Physical location of Business	Main type of Business Activity	Gross turnover

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 cannot be provided on this basis, please state the reasons:

ACCOUNTING PERIOD

2. Please state the accounting period: From ☐ - ☐ - 2013 *To* ☐ - ☐ - 2013

LEGAL STATUS OF ORGANISATION

3. *Please tick appropriate box* **001**

1. Sole Proprietor ☐
2. Partnership ☐
3. Private Limited Company ☐
4. Public Limited Company ☐
5. Co-operative ☐
6. Government Owned Trading Entity ☐
7. Statutory Boards ☐
8. Central (National) Government ☐
9. Provincial/Local Authority owned entity ☐
10. Provincial/Local Government ☐
11. Joint Venture and Consortia ☐
12. Non-profit organisation ☐
13. Trusts and Estates ☐
14. Consulates and Foreign Embassies ☐
15. Branch of a Company Incorporated Overseas ☐
16. Societies and Associations ☐
20. Other Business Type (specify) ☐

FORM OF OWNERSHIP

4. *Please tick appropriate box* **002**

Note:

- **PNG owned:** An establishment operating in PNG in which 51% or more equity is held locally.
- **Branch of an overseas company:** An establishment operating in PNG that is controlled or supervised by an overseas head office and which is an integral part of the foreign parent organisation. Branch has no equity share capital.
- **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.

1. PNG owned ☐
2. Branch of an overseas company ☐
3. Subsidiary of an overseas company ☐
4. Others (specify) ☐

EQUITY PARTICIPATION

5. Please indicate in the appropriate box the percentage of equity capital held by PNG Citizens.

(a) As at end of 2012 ☐ percent (%) (a) As at end of 2013 ☐ percent (%)

NATURE OF WORK

6. Please give a brief description of the main activity of the establishment(s) covered by this return:

003 FOR OFFICE USE ONLY

OPERATING STATUS

7. Please state whether the establishment in question *(tick appropriate box)*

1. Operated during the whole of the accounting period specified ☐
2. Operated during part of the accounting period specified (specify _____ months) ☐
3. Had not commenced business during the accounting period specified ☐

INCOME FROM SALES OF GOODS AND SERVICES

8.	Report actual selling value net of any discount or rebate allowed to the buyer of the different types of services listed below. Include commission received from auction sales and valuation services etc.			**VALUE (K)**
	A.	Renting and leasing of motor vehicles e.g. rental cars	**004**	
	B.	Renting and leasing of recreational and sports goods e.g. pleasure boats, canoes, sailboats, bicycles, beach chairs and other sports equipment	005	
	C.	Renting of video disks e.g. DVDs	006	
	D.	Renting and leasing of personal and household goods like wearing apparel, footwear, furniture, pottery, glass, tableware, electrical appliances, jewellery, musical instruments, books, journals, magazines, flowers, plants, electronic equipment, machinery and equipment used by amateurs or as a hobby e.g. tools for home repairs	007	
	E.	Renting and leasing of machinery, equipment and tangible goods without operator like engines, turbines, mining and oilfield equipment, television and communication equipment, motion picture production equipment, measuring and controlling equipment, caravans and campers, commercial boats and ships, air transport equipment, agricultural and forestry machinery, construction and civil-engineering machinery and equipment without operator, office machinery and equipment, containers	008	
	F.	Leasing of intellectual property and similar products for which a royalty payment or licensing fee is paid to the owner of the asset, except copyrighted works such as books or software	009	
	G.	Activities of employment placement agencies that list employment vacancies and refer or place applicants for employment	010	
	H.	Travel agency activities like selling travel, tour, transportation and accommodation services to the general public and commercial clients	011	
	I.	Tour operator activities like arranging and assembling tours that are sold through travel agencies or directly by tour operators and includes transportation, visits to museums, historical or cultural sites, theatrical, musical or sporting events	012	
	J.	Other reservation service and related activities like tourism promotion activities, provision of travel information to visitors and reservations for transportation, hotels, restaurants, car rentals, entertainment	013	
	K.	Private security activities like the provision of guard and patrol services, bodyguard services, security guard services	014	
	L.	Security systems service activities like monitoring or remote monitoring of electronic security alarm systems including selling such security systems, mechanical or electronic locking devices, safes and security vaults	015	
	M.	Cleaning activities like general and specialized interior and exterior cleaning of all types of buildings, cleaning of industrial machinery, cleaning of the inside of road and sea tankers, disinfecting and extermination activities for buildings and industrial machinery, bottle cleaning and street sweeping	016	
	N.	Landscape care and maintenance service activities like planting, care and maintenance of parks and gardens	017	
	O.	Office administrative and support activities like provision of a combination of day-to-day office administrative services such as reception, financial planning, billing and record keeping, document copying/printing	018	
	P.	Activities of call centers	019	
	Q.	Organization of conventions and trade shows	020	
	R.	Business support service activities n.e.c. like activities of collection agencies and credit bureaus for debt collection etc and packaging activities on a fee or contract basis like bottling of liquids, packaging of solids, labeling, stamping, imprinting, parcel-packing and gift-wrapping	021	
	S.	Other business support service activities n.e.c. like parking meter coin collection services, activities of independent auctioneers, administration of loyalty programmes, providing verbatim reporting and stenotype recording of live legal proceedings and transcribing subsequent recorded materials, such as court reporting or stenotype recording services	022	
	TOTAL		**023**	

OTHER INCOME					VALUE (K)
9.	Income from sales of goods without transformation (see question 29). 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.			024	
10.	Subsidies and grants received			025	
11.	Insurance claims received:	a.	Business insurance claims received	026	
		b.	Casualty insurance claims received	027	
12.	Profit or loss received from any other business in which you have an interest			028	
13.	Rent received for the hire of building			029	
14.	Income from:	a.	Rent received from land	030	
		b.	Interest received	031	
		c.	Dividends received	032	
		d.	Royalty received	033	
15.	Bad and doubtful debts recovered			034	
16.	Exchange gain			035	
17.	Gain on sale of fixed assets			036	
18.	Receipts from industrial services rendered to others e.g. repairs and maintenance			037	
19.	All other income received (specify).		_____	038	
	Total other income			**039**	
20.	**GST charged on goods and services provided**			**040**	
21.	**GRAND TOTAL OF ALL INCOME RECEIVED (Codes 023+039+040)**			**041**	

EXPENDITURE ON PURCHASES OF MATERIALS

State in detail the total value of all purchases of materials and supplies for use in the delivery of administrative and support services activities net of discounts received. Exclude all purchases of plant and machinery and other capital equipment purchased by you that should be included in question 59.

22.	Description of expenditure on materials and related articles for use in the business		VALUE (K)
		042	
		043	
		044	
		045	
		046	
	Total	**047**	

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

			VALUE (K)
23.	Petrol/Automotive diesel fuel	048	
24.	Industrial diesel fuel/Heavy fuel oil	049	
25.	Kerosene	050	
26.	Liquid petroleum gas	051	
27.	Electricity	052	
28.	Water	053	
	Total	**054**	

OTHER EXPENDITURE

					VALUE (K)
29.	Cost of goods purchased for resale (refer to question 9)			055	
30.	Repairs and maintenance paid for on vehicles, buildings etc to outside firms			056	
31.	Cartage and haulage expenses paid to other firms			057	
32.	Travel expenses (e.g. management personal)			058	
33.	Value of contract and commission work done			059	
34.	Audit and accounting fee			060	
35.	Legal fee			061	
36.	Advertising and promotion etc			062	
37.	Bank charges			063	
38.	Postage, telephone and telecommunication etc			064	
49.	Office stationery and supplies			065	
40.	Management and consultation fee			066	
41.	Rent paid for furniture, building, plant and machinery etc			067	
42.	Insurance paid:	a.	Business insurance	068	
		b.	Casualty insurance	069	
43.	Expenditure on:	a.	Rent paid for land	070	
		b.	Interest paid	071	
		c.	Dividends paid	072	
		b.	Royalty paid	073	
44.	Bad and doubtful debts written off			074	
45.	Business licenses, rates on property paid to national or local government etc			075	
46.	Training and Productivity Levy			076	
47.	Exchange losses			077	
48.	Fixed asset expenses	a.	Loss on sale of fixed assets	078	
		b.	Depreciation claimed (to agree with question 59(7))	079	
49.	Donations			080	
50.	All other costs and expenses			081	
	Total other expenditure (Codes 055 to 081 excluding 072)			082	

EMPLOYMENT AND EXPENDITURE ON COMPENSATION OF EMPLOYEES

Please note that the information in respect of employment is for the last payweek in June 2013 (if not, please state the period) but the rest of the question requires data for the appropriate accounting year.

Working proprietors include all individual proprietors and partners who are actively engaged in the work of the establishment who don't receive regular wages and salaries, but draw from the takings. Working proprietors who pay themselves regular wages and salaries should be recorded under paid employees. Silent or inactive partners should be excluded unless they participate actively in the work of the establishment.

Casual workers are persons working for 20 hours or more per week and not receiving pay on regular basis

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.

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-PNG citizens who stayed in PNG

51.					NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	PAYMENT IN KIND
					1	2	3	4
	a.	Paid employees						
		PNG citizens	i.	Male	083			
			ii.	Female	087			
		Casual	i.	Male	091			
			ii.	Female	095			
		Expatriates	i.	Male	099			
			ii.	Female	103			
		Total			107			
	b.	Working proprietors						
		PNG citizens	i.	Male	108			
			ii.	Female	109			
	c.	Unpaid family workers						
		PNG citizens	i.	Male	110			
			ii.	Female	111			
		Total (Codes 204(1)+208+209+210+211)			112			

52.	**GST paid on supplies of goods and services**	113	**K**

53.	**GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 047+054+082+107 (2, 3, 4)] + 113**	**114**	**K**

STOCK

Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.
Value of materials, fuel supplies and components are stocks of raw materials not used up in production.

54.	Please give the value of stocks held by your establishment					
				VALUE OF STOCKS (K)		
				OPENING	CLOSING	CHANGE
				(1)	(2)	(2)-(1)=(3)
	a.	Finished goods bought for sale	115			
	b.	Materials, fuel, supplies and components	118			
	Total		**121**			

NET EARNINGS AND TAXES PAID

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 041 + 121 (3)]	K	
less Expenditure [Code 114]	K	
equals Profit (+)\Loss (-) [Code 124]	K	

			AMOUNT (K)
55	Net profit/loss of your establishment/enterprise. If this does not agree with question 56, please give reasons: _____ _____	124	
56	Taxable income of your establishment/enterprise	125	
57	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	126	
58	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	127	

FIXED CAPITAL ASSETS

59.				VALUE (K)							
				Opening book value	Purchase of new and second hand assets at		Land Develop. & Improvem	Own account Capital construction	Sales of capital as-sets	Depre ciation	Closing book value
					locally	abroad					
				(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	A.	Land	128								
	B.	Buildings	136								
	C.	Plant and machinery	144								
	D.	Furniture, fixtures and office equipment	152								
	E.	Transport vehicles and related equipment	160								
	F.	Computer Software	168								
	G.	Entertainment, literary or artistic originals	176								
	H.	Valuables	184								
	I.	Others (specify):	192								
	Total		**200**								

Own Account Capital Construction is the cost of new and additions to 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.

Signature of person completing the questionnaire: _____ Date: ☐ - ☐ - ☐

Name: ☐ Position: ☐

Telephone: ☐ Fax: ☐

Email: ☐

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

THANK YOU FOR COMPLETING THE QUESTIONNAIRE