

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 CONSTRUCTION

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



## SURVEY OF CONSTRUCTION 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                           |
|--|--|--|--|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

*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 <input type="checkbox"/>                         | 10. Provincial/Local Government <input type="checkbox"/>               |
| 2. Partnership <input type="checkbox"/>                             | 11. Joint Venture and Consortia <input type="checkbox"/>               |
| 3. Private Limited Company <input type="checkbox"/>                 | 12. Non-profit organisation <input type="checkbox"/>                   |
| 4. Public Limited Company <input type="checkbox"/>                  | 13. Trusts and Estates <input type="checkbox"/>                        |
| 5. Co-operative <input type="checkbox"/>                            | 14. Consulates and Foreign Embassies <input type="checkbox"/>          |
| 6. Government Owned Trading Entity <input type="checkbox"/>         | 15. Branch of a Company Incorporated Overseas <input type="checkbox"/> |
| 7. Statutory Boards <input type="checkbox"/>                        | 16. Societies and Associations <input type="checkbox"/>                |
| 8. Central (National) Government <input type="checkbox"/>           | 20. Other Business Type (specify) <input type="checkbox"/>             |
| 9. Provincial/Local Authority owned entity <input type="checkbox"/> | <input style="width: 100%;" type="text"/>                              |

### 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 <input type="checkbox"/>                         | 4. Others (specify) <input type="checkbox"/> |
| 2. Branch of an overseas company <input type="checkbox"/>     | <input style="width: 100%;" type="text"/>    |
| 3. Subsidiary of an overseas company <input type="checkbox"/> |  |

### 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**

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
|--|--|--|--|--|--|--|--|

**OPERATING STATUS**

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

- |   |                          |
|---|--------------------------|
| 1. Operated during the whole of the accounting period specified                   | <input type="checkbox"/> |
| 2. Operated during part of the accounting period specified (specify _____ months) | <input type="checkbox"/> |
| 3. Had not commenced business during the accounting period specified              | <input type="checkbox"/> |

**VALUE OF CONSTRUCTION WORK**

Report turnover from the construction of buildings including on-site assembly and erection of prefabricated buildings, roads, railroads, aerodromes, irrigation projects, harbour works; water, gas, sewerage or storm-water drains or mains, electricity or other transmission lines or towers, pipelines or other specified civil engineering projects; repair of buildings or other structures, alteration or renovation of buildings, preparation of mine sites, demolition or excavation; installation of heating and air conditioning equipment, the on-site assembly of boilers; the installation of fire alarm systems, blinds and awnings, petrol bowsers or the installation of electrical wiring and construction trade services such as carpentry, bricklaying, concreting, plumbing, painting, plastering, floor and wall tiling or roof tiling and the installation or laying of floor coverings such as carpets or linoleum.

Work is regarded complete when it is delivered to the control of the purchaser and final payment including retention fee has been billed. Public sector includes central government, local government, statutory bodies and city and town councils. If your firm is involved in multiple activities such as construction of buildings, roads and bridges etc, state separately the value of work done under each of these activities.

| 8. |  |            | FOR PRIVATE SECTOR (K) |                             |                             | FOR PUBLIC SECTOR (K) |                             |                             | TOTAL (K) |
|----|--|------------|------------------------|-----------------------------|-----------------------------|-----------------------|-----------------------------|-----------------------------|-----------|
|    |  |            | NEW WORK               | MAJOR ALTERATION & ADDITION | MINOR REPAIRS & MAINTENANCE | NEW WORK              | MAJOR ALTERATION & ADDITION | MINOR REPAIRS & MAINTENANCE |           |
|    | Building   |            |                        |                             |                             |                       |                             |                             |           |
| a  | Residential  | 004        |                        |                             |                             |                       |                             |                             |           |
| b  | Non-Residential:   |            |                        |                             |                             |                       |                             |                             |           |
| i  | Hotels   | 011        |                        |                             |                             |                       |                             |                             |           |
| ii | Others   | 018        |                        |                             |                             |                       |                             |                             |           |
|    | Roads and Bridges  | 025        |                        |                             |                             |                       |                             |                             |           |
|    | Land development, drainage, reclamation, earthmoving etc | 032        |                        |                             |                             |                       |                             |                             |           |
|    | Others (specify):  | 039        |                        |                             |                             |                       |                             |                             |           |
|    | <b>Total</b>   | <b>046</b> |                        |                             |                             |                       |                             |                             |           |

| OTHER INCOME |  |                                       | VALUE (K)  |
|--------------|--|---------------------------------------|------------|
| 9.           | Sales of goods not manufactured by your own enterprise (see question 47). 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. |                                       | 053        |
| 10.          | Receipts from industrial services rendered to others:  |                                       |            |
|              | a.   | Plant Hire Equipment                  |            |
|              |  | i. Public                             | 054        |
|              |  | ii. Private                           | 055        |
|              | b.   | Repairs and maintenance to:           |            |
|              |  | i. Plant, machinery and equipment     | 056        |
|              |  | ii. Others                            | 057        |
|              | c.   | Transport and related services        | 058        |
| 11.          | Rent received for the hire of building, plant and machinery and furniture etc  |                                       | 059        |
| 12.          | Income from:   | a. Rent received from land            | 060        |
|              |  | b. Interest received                  | 061        |
|              |  | c. Dividends received                 | 062        |
|              |  | d. Royalty received                   | 063        |
| 13.          | Insurance claims received:   | a. Business insurance claims received | 064        |
|              |  | b. Casualty insurance claims received | 065        |
| 14.          | Subsidies and grants received from:  | a. Within PNG                         | 066        |
|              |  | b. Overseas                           | 067        |
| 15.          | Profit or loss received from any other business in which you have an interest  |                                       | 068        |
| 16.          | Bad and doubtful debts recovered   |                                       | 069        |
| 17.          | Exchange gain  |                                       | 070        |
| 18.          | Gain on sale of fixed assets   |                                       | 071        |
| 19.          | All other income received (specify).   | _____                                 | 072        |
|              |  | _____                                 |            |
|              |  | _____                                 |            |
|              | <b>Total other income (Codes 053 to 072)</b>   |                                       | <b>073</b> |
| 20.          | <b>GST charged on goods and services provided</b>  |                                       | <b>074</b> |
| 21.          | <b>GRAND TOTAL OF ALL INCOME RECEIVED (Codes 046(7) + 073 + 074)</b>   |                                       | <b>075</b> |

**EXPENDITURE ON PURCHASES OF MATERIALS**

State the total value & quantity of material and supplies purchased for use in construction net of discounts received. Exclude transport cost paid to outside firms (see question 30) unless it is accounted in the purchase price. Exclude purchases of capital goods (see question 60). Direct import by enterprises should be reported at cost. Include purchases of : a] Basic materials and components such as timber, cement, iron and steel etc that are physically incorporated in the building and construction. b] Auxiliary materials such as nails, glue, small tools, parts, materials for repairs and maintenance. c] Materials bought for carrying own construction work reported in question 60.

| 22. | DESCRIPTION OF MATERIALS AND SUPPLIES |            | VALUE (K)   |         |                  |             |       |
|-----|---------------------------------------|------------|-------------|---------|------------------|-------------|-------|
|     |                                       |            | IMPORTED    |         | LOCALLY PRODUCED |             |       |
|     |                                       |            | PURCHASED   |         | PURCHASED        |             |       |
|     |                                       |            | FROM ABROAD | LOCALLY | FROM MANFT       | FROM OTHERS | TOTAL |
|     |                                       |            | (1)         | (2)     | (3)              | (4)         | (5)   |
| a.  | Timber                                | 076        |             |         |                  |             |       |
| b.  | Cement and concrete                   | 081        |             |         |                  |             |       |
| c.  | Gravel and sand                       | 086        |             |         |                  |             |       |
| d.  | Blocks                                | 091        |             |         |                  |             |       |
| e.  | Iron and steel                        | 096        |             |         |                  |             |       |
| f.  | Electrical ware                       | 101        |             |         |                  |             |       |
| g.  | Plumbing ware                         | 106        |             |         |                  |             |       |
| h.  | Paint                                 | 111        |             |         |                  |             |       |
| i.  | Glass                                 | 116        |             |         |                  |             |       |
| j.  | Others:<br>_____                      | 121        |             |         |                  |             |       |
|     | <b>TOTAL</b>                          | <b>126</b> |             |         |                  |             |       |

**EXPENDITURE ON FUEL, ELECTRICITY AND WATER**

|     |                                       |            | VALUE (K) |
|-----|---------------------------------------|------------|-----------|
| 23. | Petrol/Automotive diesel fuel         | 131        |           |
| 24. | Industrial diesel fuel/Heavy fuel oil | 132        |           |
| 25. | Kerosene                              | 133        |           |
| 26. | Liquid petroleum gas                  | 134        |           |
| 27. | Electricity                           | 135        |           |
| 28. | Water                                 | 136        |           |
|     | <b>Total (Codes 131 to 136)</b>       | <b>137</b> |           |

## OTHER EXPENDITURE

|   |  |    |   | VALUE (K)  |  |
|---|--|----|---|------------|--|
| 29.   | Repairs and maintenance costs on:  | a. | Motor vehicles                                      | 138        |  |
|   |  | b. | Building  | 139        |  |
|   |  | c. | Machinery and equipment                             | 140        |  |
| 30  | Cartage and haulage expenses paid to other firms                             |    |   | 141        |  |
| 31  | Travel expenses (e.g. management personal)                                   |    |   | 142        |  |
| 32.   | Payments to sub-contractors:   | a. | Labour only contractors                             | 143        |  |
|   |  | b. | Other than labour only contractors                  | 144        |  |
| 33  | Audit, accounting and legal fee  |    |   | 145        |  |
| 34  | Advertising and promotion etc  |    |   | 146        |  |
| 35  | Bank charges   |    |   | 147        |  |
| 36  | Postage, telephone and telecommunication etc                                 |    |   | 148        |  |
| 37  | Office stationery and supplies   |    |   | 149        |  |
| 38  | Rent paid for furniture, building, plant and machinery etc                   |    |   | 150        |  |
| 39.   | Expenditure on:  | a. | Rent paid for land                                  | 151        |  |
|   |  | b. | Interest paid                                       | 152        |  |
|   |  | c. | Dividends paid                                      | 153        |  |
|   |  | d. | Royalty paid  | 154        |  |
| 40  | Management and consultation fee  |    |   | 155        |  |
| 41  | Bad and doubtful debts written off   |    |   | 156        |  |
| 42  | Business licenses, rates on property paid to central or local government etc |    |   | 157        |  |
| 43.   | Insurance paid:  | a. | Business insurance                                  | 158        |  |
|   |  | b. | Casualty insurance                                  | 159        |  |
| 44  | Donations  |    |   | 160        |  |
| 45  | Exchange losses  |    |   | 161        |  |
| 46.   | Fixed asset expenses:  | a. | Loss on sale of fixed assets                        | 158        |  |
|   |  | b. | Depreciation claimed (to agree with question 60(7)) | 159        |  |
| 47  | Cost of goods purchased for resale (see question 9)                          |    |   | 164        |  |
| 48  | All other costs and expenses:  |    |   | 165        |  |
| <b>Total other expenditure (Codes 138 to 165 excluding 153)</b> |  |    |   | <b>166</b> |  |

## EMPLOYMENT AND 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

| 49. |  |     |        | 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   | 167             |                               |   |                 |
|     |  | ii. | Female | 171             |                               |   |                 |
|     | Casual   | i.  | Male   | 175             |                               |   |                 |
|     |  | ii. | Female | 179             |                               |   |                 |
|     | Expatriates                                    | i.  | Male   | 183             |                               |   |                 |
|     |  | ii. | Female | 187             |                               |   |                 |
|     | Total  |     |        | 191             |                               |   |                 |
| b.  | Working proprietors                            |     |        |                 |                               |   |                 |
|     | PNG citizens                                   | i.  | Male   | 195             |                               |   |                 |
|     |  | ii. | Female | 196             |                               |   |                 |
| c.  | Unpaid family workers                          |     |        |                 |                               |   |                 |
|     | PNG citizens                                   | i.  | Male   | 197             |                               |   |                 |
|     |  | ii. | Female | 198             |                               |   |                 |
|     | <b>Total (Codes 191(1) + 195+196 +197+198)</b> |     |        | 199             |                               |   |                 |

|     |   |     |   |
|-----|---|-----|---|
| 50. | <b>GST paid on supplies of goods and services</b>   | 200 |   |
| 51. | <b>GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 126(5) + 137 + 166 +191(2, 3, 4) + 200]</b> | 201 | K |

**STOCKS**

Work-in-progress consists of unfinished output at the end of the reference year.

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.

|     |   |    |                    | VALUE OF STOCKS (K) |         |             |
|-----|---|----|--------------------|---------------------|---------|-------------|
|     |   |    |                    | OPENING             | CLOSING | CHANGE      |
|     |   |    |                    | (1)                 | (2)     | (2)-(1)=(3) |
| 52  | Finished goods produced by the enterprise and intended for sale |    | 202                |                     |         |             |
| 53  | Work in Progress  | a. | For public sector  | 205                 |         |             |
|     |   | b. | For private sector | 208                 |         |             |
| 54. | Finished goods bought for resale                                |    | 211                |                     |         |             |
| 55. | Materials, fuels, supplies and components                       |    | 214                |                     |         |             |
|     | <b>Total</b>  |    | <b>217</b>         |                     |         |             |

**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 075 + 217 (3)]          | K | <input type="text"/> |
| less Expenditure [ Code 201]          | K | <input type="text"/> |
| equals Profit (+)\Loss (-) [Code 220] | K | <input type="text"/> |

|    |   |     | AMOUNT (K) |
|----|---|-----|------------|
| 56 | Net profit/loss of your establishment/enterprise. If this does not agree with question 57, please give reasons:<br>_____<br>_____ | 220 |            |
| 57 | Taxable income of your establishment/enterprise   | 221 |            |
| 58 | Amount, if any, of previous year losses that was deducted before arriving at the taxable income                                   | 222 |            |
| 59 | Amount of PNG Income Tax paid/payable by your establishment/enterprise.   | 223 |            |



**FIXED CAPITAL ASSETS**

| 60.          |   |            | VALUE (K)          |   |        |                          |                                  |                         |               |                    |
|--------------|---|------------|--------------------|---|--------|--------------------------|----------------------------------|-------------------------|---------------|--------------------|
|              |   |            | Opening book value | Purchase of new and second hand assets at |        | Land Develop. & Improvem | Own account Capital construction | Sales of capital assets | Depre ciation | Closing book value |
|              |   |            |                    | locally                                   | abroad |                          |                                  |                         |               |                    |
|              |   |            | (1)                | (2)                                       | (3)    | (4)                      | (5)                              | (6)                     | (7)           | (8)                |
| A.           | Land  | 224        |                    |   |        |                          |                                  |                         |               |                    |
| B.           | Buildings                                     | 232        |                    |   |        |                          |                                  |                         |               |                    |
| C.           | Plant and machinery                           | 240        |                    |   |        |                          |                                  |                         |               |                    |
| D.           | Furniture, fixtures and office equipment      | 248        |                    |   |        |                          |                                  |                         |               |                    |
| E.           | Transport vehicles and related equipment      | 256        |                    |   |        |                          |                                  |                         |               |                    |
| F.           | Computer Software                             | 264        |                    |   |        |                          |                                  |                         |               |                    |
| G.           | Entertainment, literary or artistic originals | 272        |                    |   |        |                          |                                  |                         |               |                    |
| H.           | Valuables                                     | 280        |                    |   |        |                          |                                  |                         |               |                    |
| I.           | Others (specify):                             | 288        |                    |   |        |                          |                                  |                         |               |                    |
| <b>Total</b> |   | <b>296</b> |                    |   |        |                          |                                  |                         |               |                    |

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**