STRICTLY CONFIDENTIAL



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2013 SURVEY OF FINANCIAL AND INSURANCE ACTIVITIES. INCLUDING PENSION FUNDING

	Despatched:
	Ammend if incorrect address
Dear Sir/Madam,	
The National Statistical Office (NSO) is conducting a nation-wide Survey of E Papua New Guinea.	susiness Activities (SBA) for all registered and operational businesses in
This Census is carried out under the provisions of the Statistical Services Adexpenditure, stocks, value of fixed assets and employment numbers will be National Accounts, in particular the Gross Domestic Product (GDP) which he	sourced. The data collected will be used for the compilation of the PNG
In accordance with the Statistical Act the information you provide will be used be used otherwise. You are also assured that the NSO is also legally obligate	
Therefore you are requested to fill in one copy of the questionnaire and returideally three (3) weeks after receiving the SBA form. An authorized member of this survey.	
Please answer all relevant questions with clear and correct figures. Estimates GST, are to be expressed in Kina.	will be accepted where actual data are not available. Values, excluding
Should you require any assistance regarding the completion of the form or it Sapalojang or Mr. Henao Kari on these numbers; +675 70139484 +675 718 +675 71932517. You can also email on: knelson@gopng.gov.pg	
I sincerely thank you for your attention and look forward to your favorable res	ponse.
Yours sincerely,	
The 1	ONAL ST

SURVEY OF FINANCIAL AND INSURANCE ACTIVITIES, INCLUDING PENSION FUNDING QUESTIONNAIRE

OR	RGANIZATIONAL STRUCTURE				
1.	Does this business operate at more than one location? (Ple	ase tick app	ropriate box)		
	No Yes If yes, pleas	e give detail	s below		
	Name of Establishment Physical location of Bus	siness	Main type of Business	s Activity	Gross turnover
				-	
	Note: This return is required for the addressed establishme may be submitted. If the information cannot be provided or				return with similar main activities
AC	CCOUNTING PERIOD				
2.	Please state the accounting period: From	7-	- 2013 To	-	- 2013
LE	EGAL STATUS OF ORGANISATION				
3.	Please tick appropriate box 001				
	1. Sole Proprietor	10. [Provincial/Local Gover	nment	
	2. Partnership		Joint Venture and Con	sortia	
	3. Private Limited Company	12. 1	Non-profit organisation	1	
	4. Public Limited Company	13.	Trusts and Estates		
	5. Co-operative	14. (Consulates and Foreig	n Embassies	
	6. Government Owned Trading Entity	15. E	Branch of a Company	Incorporated C	Overseas
	7. Statutory Boards	16. 9	Societies and Associat	ions	
	8. Central (National) Government	20. (Other Business Type (specify)	
	9. Provincial/Local Authority owned entity				
FO	ORM OF OWNERSHIP				
4.	Please tick appropriate box 002				
	Note:	5.40/			
	 PNG owned: An establishment operating in PNG in which Branch of an overseas company: An establishment operation 			rvised by an ove	erseas head office and which is an
	integral part of the foreign parent organisation. Branch has • Subsidiary of an overseas company: A company is a sul				
	the nominal value of the equity share capital of this subsidia		other if that other compa	ily Owils tills Sui	osicially wholly of floids filore than flair
	1. PNG owned	4. Other	s (specify)		
	2. Branch of an overseas company				
	3. Subsidiary of an overseas company				
EQ	QUITY PARTICIPATION				
5.	Please indicate in the appropriate box the percentage of eq	uity capital h	neld by PNG Citizens.		
	(a) As at end of 2012 percent (%) (a) As	s at end of 2	013 pe	rcent (%)	
NA	ATURE OF WORK				
6.	Please give a brief description of the main activity of the es	tablishment(s) covered by this retu	ırn:	
	003 FOR OFFICE USE O	NLY		1 1	

ADEE	ATIN	00	T A T	1110
OPFR	KAIIN	G S	$\mathbf{I} \wedge \mathbf{I}$	III I

- 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

TURNOVER

8.	Please enter in the box the total turnover of your establishment [Codes 005 to 016]	004	K
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Plea	se ana	alyse the value given in question 8 according to the following items		Value (K)
a.	Inter	rest received	005	
b.	Divid	dends received	006	
C.	Inco	me from commissions earned: include credit card commissions	007	
d.	Inco	me from foreign exchange trading	008	
e.	Man	agement and consultation fee received	009	
f.	Serv	rice fee charged for financial transactions and maintenance of bank accounts	010	
g.	Inco	me received from financial leasing	011	
h.				
	1.	Insurance premium income from life insurance	012	
	2.	Insurance premium income from non-life insurance	013	
	3.	Income from reinsurance	014	
i.	Non-underwriting income Income from all other financial services (specify)		015	
j.			016	

OTHER INCOME

					Value (K)
10.	Subsidies and grants received			017	
11.	Insurance claims received:	a.	Business insurance claims	018	
		b.	Casualty insurance claims	019	
12.	Profit or loss received from an	y othe	business in which you have an interest	020	
13.	Rent received for the hire of b	uilding		021	
14.	Income from:	a.	Rent received from land	022	
		b.	Royalty received	023	
15.	Bad and doubtful debts recovered		024		
16.	Own account capital construct	e question 56)	025		
17.	Gain on sale of fixed assets			026	
18.	Others (specify)			027	
	Total other income [Codes 0	17 to	027]	028	
19.	GST charged on services pr	ovide	1	029	
20.	GRAND TOTAL OF ALL INC	OME F	RECEIVED (Codes 004 + 028 + 029)	030	K

EXPENDITURE						
INTE	INTEREST PAID					
21.	Please enter in the box the total interest paid. Include items such as interest paid on deposits, interest paid to banks and interest paid to affiliated companies.	031				
CLAIMS PAID						
22.	Please enter in the box total claims paid.	032				
MATERIALS PURCHASED						
23.	Please enter in the box materials purchased for use in the business	033				

EXP	EXPENDITURE ON FUEL, ELECTRICITY AND WATER							
			VALUE (K)					
24.	Petrol/Automotive diesel fuel	034						
25.	Electricity	035						
26.	Water	036						
27.	Other (Specify)	037						
	Total [codes 033 to 037]	038						

OTHER EXPENDITURE

				VALU	E (K)			
28	Underwriting expenses	<u> </u>						
29	Repairs and maintenance p	aid for on	vehicles, buildings etc to outside firms	040				
30	Cartage and haulage expens	tage and haulage expenses paid to other firms vel expenses (e.g. management, personal etc)						
31	Travel expenses (e.g. mana	gement, p	personal etc)	042				
32	Commissions paid			043				
33	Audit, accounting and legal f	ee		044				
34	Advertising and promotion e	tc		045				
35	Bank charges	Bank charges						
36	Postage, telephone and tele	047						
37	Office stationery and supplie		048					
38	Management and consultation		049					
39	Rent paid for furniture, buildi	and machinery etc	050					
40	Insurance paid	a.	Business insurance	051				
		b.	Casualty insurance	052				
41	Expenditure on:	a.	Rent paid for land	052				
		b.	Dividends paid	053				
		C.	Royalty paid	055				
43	Bad and doubtful debts writte	en off		056				
44	Business licenses, rates on	property p	paid to national or local government etc	057				
45	Training Levy		058					
46	Exchange losses			059				
	Fixed asset expenses:	a.	Loss on sale of fixed assets	060				
		b.	Depreciation claimed (see question 56(7))	061				
47.	All other costs and expenses	3		062				
	Total other expenditure [co	odes 039	to 062 excluding 054]	063				

EMPLOYMENT AND COMPENSATION OF EMPLOYEES

Please note that the information in respect of <u>employment is for the last payweek in June 2013</u> (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 <u>don't receive</u> <u>regular wages and salaries</u>, 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

•					NUMBER EMPLOYED	GROSS WAGES AND SALARIES PAID	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	PAYMENT IN KIND
					1	2	3	4
a	a. Paid employees							
	PNG citizens	i.	Male	064				
		ii.	Female	068				
	Casual	i.	Male	072				
		ii.	Female	076				
	Expatriates	i.	Male	080				
		ii.	Female	084				
	Total			088				
t	o. Working proprietors	·						
	PNG citizens	i.	Male	092				
		ii.	Female	093				
(c. Unpaid family workers							
	PNG citizens	i.	Male	094				
		ii.	Female	095				
	Total [codes 088	(1)+092 +0	93 +094 +095]	096				

49.	GST paid on supplies of goods and services	097	K

50.	GRAND TOTAL OF ALL EXPENDITURE INCURRED	098	K
	[Codes 031 +032+ 033+ 063+ 088(2, 3, 4) + 097]		

STOCKS

			VALUE OF STOCKS (K)			
			OPENING	CLOSING	CHANGE	
			(1)	(2)	(2)-(1)=(3)	
51.	Please give the value of all stocks held by your establishment	099				

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 030 + 099 (3)]	K	
less	Expenditure [Code 098]	K	
equals	Profit (+)\Loss (-) [Code 100]	K	

			AMOUNT (K)
52	Net profit/loss of your establishment/enterprise. If this does not agree with question 53, please give reasons:	100	
53	Taxable income of your establishment/enterprise	101	
54	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	102	
55	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	103	

FIXED CAPITAL ASSETS

			VALUE (K)							
		Opening book value		Purchase of new and second hand assets at		Land Develop. &	Own account	Sales of capital	Depre ciation	Closing book value
				locally	abroad	Improvem	Capital construction	assets		
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A.	Land	104								
B.	Buildings	112								
C.	Plant and machinery	120								
D.	Furniture, fixtures and office equipment	128								
E.	Transport vehicles and related equipment	136								
F.	Computer Software	144								
G.	Entertainment, literary or artistic originals	152								
Н	Valuables	160								
I.	Others (specify):	168								
Tota		176								

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 tio	ck in the box		

THANK YOU FOR COMPLETING THE QUESTIONNAIRE