

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 SURVEY OF HUMAN HEALTH AND SOCIAL WORK

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 HUMAN HEALTH AND SOCIAL WORK 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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"/> | | |
| 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:

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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"/> |

8. TURN OVER**A : REVENUE FROM SALES AND SERVICES**

Sales should include the actual selling value net of any discount allowed to the buyer. Fee should include payments received in respect of services provided to the households.

TYPES OF SERVICES PROVIDED		SALES 1	FEE 2	SUBSCRIPTION 3	FUND RAISING 4	OTHERS 5	TOTAL 6
HUMAN HEALTH							
Hospital activities	004						
Medical services	010						
Dental services	016						
Optometry services	022						
Other services	028						
RESIDENTIAL CARE							
Residential care activities for mental retardation, mental health and substance abuse	034						
Residential nursing care facilities and care activities for elderly and disabled	040						
Other residential care activities eg orphanages, boarding homes	046						
SOCIAL WORK WITHOUT ACCOMMODATION eg community and neighbourhood activities, activities for disaster victims, refugees, immigrants	052						
Total revenue from sales and services [codes 004 to 052, column 6]					058	K	

B : GOVERNMENT AID

Current grants refer to transfers from Government to cover current costs of providing services to households. Capital grants are transfers from the Government to cover costs incurred for development projects.

TYPES OF SERVICES PROVIDED		CURRENT GRANTS			TOTAL CAPITAL GRANTS
		FOR WAGES AND SALARIES	FOR OTHER PURPOSES	TOTAL	
		1	2	3	
HUMAN HEALTH					
Hospital activities	059				
Medical services	063				
Dental services	067				
Optometry services	071				
Other services	075				
RESIDENTIAL CARE					
Residential care activities for mental retardation, mental health and substance abuse	079				
Residential nursing care facilities and care activities for elderly and disabled	083				
Other residential care activities eg orphanages, boarding homes	087				
SOCIAL WORK WITHOUT ACCOMMODATION eg community and neighbourhood activities, activities for disaster victims, refugees, immigrants	091				
Total Government aid [codes 059 to 091, columns 3 and 4]			095	K	K

C : OVERSEAS AID

Includes current and capital transfers from the rest of the world either in cash or in kind.

TYPES OF SERVICES PROVIDED		CURRENT GRANTS					TOTAL CAPITAL GRANTS
		SALES	FEE	VALUE OF WORK DONE WITHOUT PAY BY OVERSEAS PEOPLE	FUND RAISING	OTHERS	
		1	2	3	4	5	6
HUMAN HEALTH							
Hospital activities	097						
Medical services	103						
Dental services	109						
Optometry services	115						
Other services	121						
RESIDENTIAL CARE							
Residential care activities for mental retardation, mental health and substance abuse	127						
Residential nursing care facilities and care activities for elderly and disabled	133						
Other residential care activities eg orphanages, boarding homes	139						
SOCIAL WORK WITHOUT ACCOMMODATION eg community and neighbourhood activities, activities for disaster victims, refugees, immigrants	145						
Total overseas aid [codes 097 to 145, columns 5 and 6]					151	K	

C : LOCAL AID

Includes current and capital transfers from within PNG either in cash or in kind.

TYPES OF SERVICES PROVIDED		CURRENT GRANTS					TOTAL CAPITAL GRANTS
		SALES	FEE	VALUE OF WORK DONE WITHOUT PAY BY LOCAL PEOPLE	FUND RAISING	OTHERS	
		1	2	3	4	5	6
HUMAN HEALTH							
Hospital activities	153						
Medical services	159						
Dental services	165						
Optometry services	171						
Other services	177						
RESIDENTIAL CARE							
Residential care activities for mental retardation, mental health and substance abuse	183						
Residential nursing care facilities and care activities for elderly and disabled	189						
Other residential care activities eg orphanages, boarding homes	195						
SOCIAL WORK WITHOUT ACCOMMODATION eg community and neighbourhood activities, activities for disaster victims, refugees, immigrants	201						
Total local aid [Columns 5 and 6]					207	K	K
TOTAL TURNOVER OF YOUR ESTABLISHMENT [CODES 058 + 095 (3) + 151 (5) + 207 (5)]						209	K

OTHER INCOME

			VALUE (K)
9.	Income from sales of goods without transformation (refer 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.		210
10.	Subsidies and grants received		211
11.	Insurance claims received:	a. Business insurance claims received	212
		b. Casualty insurance claims received	213
12.	Profit or loss received from any other business in which you have an interest		214
13.	Rent received for the hire of building		215
14.	Income from:	a. Rent received from land	216
		b. Interest received	217
		c. Dividends received	218
		d. Royalty received	219
15.	Bad and doubtful debts recovered		220
16.	Exchange gain		221
17.	Gain on sale of fixed assets		222
18.	Receipts from industrial services rendered to others eg repairs & maintenance		223
19.	Other (specify):	_____	224

Total other income (Codes 016 - 039)			225
20.	GST charged on goods and services provided		226
21.	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 209 + 225 + 226)		227 K

EXPENDITURE ON PURCHASES OF MATERIALS

State the total value & quantity of material and supplies purchased for use in the production of human health and social work activities net of discounts received. Exclude transport cost paid to outside firms (see question 31), unless it is accounted in the purchase price. Exclude purchases of capital goods (see question 57). Direct import by establishments should be reported at cost.

			VALUE (K)
22.	Expenditure of materials and related articles for use in the business	228	
	TOTAL	229	

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

			VALUE (K)
23.	Petrol/Automotive diesel fuel	230	
24.	Industrial diesel fuel/Heavy fuel oil	231	
25.	Kerosene	232	
26.	Liquid petroleum gas	233	
27.	Electricity	234	
28.	Water	235	
	TOTAL	236	

OTHER EXPENDITURE

			VALUE (K)
29	Expenditure of all materials and related articles purchased for resale during the year (refer question 9)		237
30	Repairs and maintenance paid for on vehicles, buildings etc to outside firms		238
31	Cartage and haulage expenses paid to other firms		239
32	Travel expenses (eg management, personal etc)		240
33	Value of contract and commission work done		241
34	Audit, accounting and legal fee		242
35	Advertising and promotion etc		243
36	Bank charges		244
37	Postage, telephone and telecommunication etc		245
38	Office stationery and supplies		246
39	Management and consultation fee		247
40	Rent paid for furniture, building, plant and machinery etc		248
41	Insurance paid:	a. Business insurance	249
		b. Casualty insurance	250
42	Expenditure on:	a. Rent paid for land	251
		b. Interest paid	252
		c. Dividends paid	253
		d. Royalty paid	254
43	Bad and doubtful debts written off		255
44	Business licenses, rates on property paid to central or local government etc		256
45	Training and productivity levy		257
46	Exchange losses		258
47	Fixed asset expenses:	a. Loss on sale of fixed assets	259
		b. Depreciation claimed (to agree with question 68(7))	260
48	All other costs and expenses: _____		261
Total other expenditure Codes (237 to 261) excluding 253			262

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	263			
		ii.	Female	267			
	Casual	i.	Male	271			
		ii.	Female	275			
	Expatriates	i.	Male	279			
		ii.	Female	283			
	Total			287			
b.	Working proprietors						
	PNG citizens	i.	Male	291			
		ii.	Female	292			
c.	Unpaid family workers						
	PNG citizens	i.	Male	293			
		ii.	Female	294			
	Total (Codes 287(1) +291+ 292+293 +294)			295			

50.	GST paid on supplies of goods and services	296	
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51.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 229 + 236 + 262 + 287 (2, 3, 4) + 296]	297	K
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STOCKS

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.

52.			VALUE OF STOCKS (K)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
a.	Stock of finished goods bought for sale	298			
b.	Materials, fuel, supplies and components	301			
	Total	304			

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 has been entered onto the questionnaire:

Income [Code 227 + 304 (3)]	K	<input type="text"/>
less Expenditure [Code 297]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 307]	K	<input type="text"/>

		AMOUNT (K)	
53.	Net profit/loss of your establishment/enterprise. If this does not agree with question 54 please give reasons: _____ _____	307	
54.	Taxable income of your establishment/enterprise	308	
55.	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	309	
56.	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	310	

FIXED CAPITAL ASSETS

57.			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	311								
B.	Buildings	319								
C.	Plant and machinery	327								
D.	Furniture, fixtures and office equipment	335								
E.	Transport vehicles and related equipment	343								
F.	Computer Software	351								
G.	Entertainment, literary or artistic originals	359								
H.	Valuables	367								
I.	Others (specify): _____	375								
	Total	383								

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