

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 SURVEY OF MANUFACTURING

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 MANUFACTURING 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 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 type="text"/> | |
| 3. Subsidiary of an overseas company <input type="checkbox"/> | <input type="text"/> | |

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 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"/>
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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"/> |

INCOME RECEIVED FROM SALES OF GOODS PRODUCED

8. Report actual selling value net of any discount or rebate allowed to the buyer. Include sales of waste products, residues etc. and excise dues as part of the value of sales in the local market. For exports, include direct export sales to overseas importers and sales to local exporters for export.

DESCRIPTION OF PRODUCT		LOCAL MARKET SALES		EXPORT		TOTAL SALES
		QUANTITY AND UNITS (1)	VALUE (K) (2)	QUANTITY AND UNITS (3)	VALUE (K) (4)	VALUE (K) (5)
	004					
	009					
	014					
	019					
	024					
Total sales	029					

OTHER INCOME

				Value (K)	
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 30). 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.			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.	GST charged on goods and services provided			052	
22.	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 029(5) + 051 + 052)			053	

EXPENDITURE ON PURCHASE OF MATERIALS

State the total value & quantity of material and supplies purchased for use in production net of discounts received. Exclude transport cost paid to outside firms (see question 32), unless it is accounted in the purchase price. Exclude purchases of capital goods (see question 62). Direct import by establishments should be reported at cost. Include purchases of : a] Basic materials, components, semi-finished goods that are incorporated in the products of the establishment. b] Auxiliary materials e.g. lubricants, packaging materials, small tools, parts, materials for repair & maintenance. c] Materials for producing machinery or other capital items for own use. d] Materials bought for carrying out construction work reported in question 62.

23.					VALUE (K)				
					IMPORTED		LOCALLY PRODUCED		Total (7)
					PURCHASED FROM		PURCHASED FROM		
Description of materials and supplies		Unit (1)	Qty (2)	Abroad (3)	Locally (4)	Manufact (5)	Others (6)	Total (7)	
		054							
		061							
		068							
		075							
		082							
	Total	089							

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

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

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

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	130			
		ii.	Female	134			
	Casual	i.	Male	138			
		ii.	Female	142			
	Expatriates	i.	Male	146			
		ii.	Female	150			
	Total			154			
b.	Working proprietors						
	PNG citizens	i.	Male	158			
		ii.	Female	159			
c.	Unpaid family workers						
	PNG citizens	i.	Male	160			
		ii.	Female	161			
	Total (Codes 154 (1) + 158+159 + 160+161)			162			

52.	GST paid on supplies of goods and services	163	
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53.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 089(7)+100+129+154 (2, 3, 4)] + 163	164	K
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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)
54.	Finished goods produced by the establishment and intended for sale	165			
55.	Work-in-progress	168			
56.	Finished goods bought for resale	171			
57.	Materials, fuels, supplies and components	174			
	Total	177			

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 053 + 177 (3)]	K	<input type="text"/>
less Expenditure [Code 164]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 178]	K	<input type="text"/>

			AMOUNT (K)
58.	Net profit/loss of your establishment/enterprise. If this does not agree with question 59, please give reasons: _____ _____	178	
59.	Taxable income of your establishment/enterprise	179	
60.	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	180	
61.	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	181	

FIXED CAPITAL ASSETS

62.			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	182								
B.	Buildings	190								
C.	Plant and machinery	198								
D.	Furniture, fixtures and office equipment	206								
E.	Transport vehicles and related equipment	214								
F.	Computer Software	222								
G.	Entertainment, literary or artistic originals	230								
H.	Valuables	238								
I.	Others (specify):	246								
Total		254								

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