

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 MINING AND QUARRYING

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 MINING AND QUARRYING 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"/> | <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

--	--	--	--	--	--	--	--	--	--

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 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.	Gold Hedging			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.	Receipts from industrial services rendered to others:					
		a.	Plant and equipment hire	045		
		b.	Repairs and maintenance to:	i.	Plant, machinery and equipment	046
				ii.	Others	047
		c.	Transport and related services	048		
19.	Subsidies received			049		
20.	Grants received			050		
21.	Others (Specify):			051		

	Total other income (Codes 032 - 051)			052		
21.	GST charged on goods and services provided			053		
22.	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 029 (5) + 052 + 053)			054		

EXPENDITURE ON PURCHASE OF MATERIALS

State in detail the total value and quantity of material and supplies purchased during the year for use in the production process. In arriving at the value, deduct trade discounts received. The cost of transport should also be excluded unless it is accounted as part of the purchase price, otherwise include it in question 34. Direct import by establishments should be reported at cost

24.	Description of materials and supplies				VALUE (K)				
					IMPORTED		LOCALLY PRODUCED		
					PURCHASED FROM		PURCHASED FROM		
	Unit (1)	Qty (2)	Abroad (3)	Locally (4)	Manufact (5)	Others (6)	Total (7)		
	055								
	062								
	069								
	076								
	083								
Total	090								

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

		VALUE (K)
25.	Petrol/Automotive diesel fuel	095
26.	Industrial diesel fuel/Heavy fuel oil	096
27.	Kerosene	097
28.	Liquid petroleum gas	098
29.	Electricity	099
30.	Water	100
	Total (Codes 095 to 100)	101

OTHER EXPENDITURE

				VALUE (K)
31	Excise duties paid			102
32	Repairs and maintenance costs on:	a.	Motor vehicles	103
		b.	Building	104
		c.	Machinery and equipment	105
33	Value of exploration costs incurred			106
34	Cartage and haulage expenses paid to other firms			107
35	Travel expenses (e.g. management personal)			108
36	Value of contract and commission work done			109
37	Audit, accounting and legal fee			110
38	Advertising and promotion etc			111
39	Bank charges			112
40	Postage, telephone and telecommunication etc			113
41	Office stationery and supplies			114
42	Rent paid for furniture, building, plant and machinery etc			115
43.	Expenditure on:	a.	Rent paid for land	116
		b.	Interest paid	117
		c.	Dividends paid	118
		d.	Royalty paid	119
44.	Management and consultation fee			120
45.	Bad and doubtful debts written off			121
46.	Business licenses, rates on property paid to central or local government etc			122
47.	Insurance paid:	a.	Business insurance	123
		b.	Casualty insurance	124
48.	Donations made			125
49.	Exchange losses			126
50.	Fixed asset expenses:	a.	Loss on sale of fixed assets	127
		b.	Depreciation claimed (to agree with question 60(7))	128
51.	Cost of goods purchased for resale (see question 17)			129
52.	All other costs and expenses:			130
Total other expenditure (Codes 102 to 130 excluding 118)				131

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

53.				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	132			
		ii.	Female	136			
	Casual	i.	Male	140			
		ii.	Female	144			
	Expatriates	i.	Male	148			
		ii.	Female	152			
	Total			156			
b.	Working proprietors						
	PNG citizens	i.	Male	160			
		ii.	Female	161			
c.	Unpaid family workers						
	PNG citizens	i.	Male	162			
		ii.	Female	163			
	Total (Codes 156(1) + 160+161 + 162+163)			164			

54.	GST paid on supplies of goods and services	165	
-----	--	-----	--

55.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 090(7)+101+131+156 (2, 3, 4)] + 165	166	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)
56.	Finished goods produced by the establishment and intended for sale	167			
57.	Work-in-progress	170			
58.	Finished goods bought for resale	173			
59.	Materials, fuels, supplies and components	176			
	Total	179			

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 054 + 179(3)]	K	<input type="text"/>
less Expenditure [Code 166]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 182	K	<input type="text"/>

			AMOUNT (K)
60.	Net profit/loss of your establishment/enterprise. If this does not agree with question 61, please give reasons: _____ _____	182	
61.	Taxable income of your establishment/enterprise	183	
62.	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	184	
63.	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	185	

FIXED CAPITAL ASSETS

The value given for depreciation should agree with the value given in question 50 [b].

60 (5) is the cost of new fixed assets and additions to the existing 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.

64.			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	186								
B.	Buildings	194								
C.	Plant and machinery	202								
D.	Furniture, fixtures and office equipment	210								
E.	Transport vehicles and related equipment	218								
F.	Computer Software	226								
G.	Entertainment, literary or artistic originals	234								
H.	Valuables	242								
I.	Others (specify):	250								
Total		258								

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