

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 SURVEY OF OTHER SERVICE ACTIVITIES

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 OTHER SERVICE ACTIVITIES 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:

003 FOR OFFICE USE ONLY

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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 SERVICE

8. Report actual selling value net of any discount or rebate allowed to the buyer of the different types of services listed below. Include commission received from auction sales and valuation services etc.		VALUE (K)
a.	Activities of business and employers membership organizations like the activities of chambers of commerce	004
b.	Activities of professional membership organizations like activities of organizations whose members interests centre chiefly on a particular scientific discipline, professional practice or technical field, such as medical associations, legal associations, accounting associations etc	005
c.	Activities of trade unions	006
d.	Activities of religious organizations	007
e.	Activities of political organizations	008
f.	Activities of other membership organizations n.e.c. like associations of youth, young persons associations, student associations	009
g.	Repair of computers and peripheral equipment	010
h.	Repair of communication equipment like telephones, fax machines, communications transmission equipment (e.g. routers, bridges, modems)	011
i.	Repair of consumer electronics like television, CD players	012
j.	Repair of household appliances and home and garden equipment	013
k.	Repair of footwear and leather goods	014
l.	Repair of furniture and home furnishings	015
m.	Repair of other personal and household goods like bicycles, repair and alteration of clothing and jewellery, repair of watches and clocks, sporting goods, musical instruments, toys, piano-tuning	016
n.	Washing and (dry-) cleaning of textile and fur products	017
o.	Hairdressing and other beauty treatment	018
p.	Funeral and related activities	019
q.	Other personal service activities n.e.c. like activities of Turkish baths, sauna and steam baths, solariums, reducing and slandering salons, massage salons etc., astrological and spiritualist activities, social activities such as escort services, dating services, services of marriage bureau, pet care services such as boarding, grooming, sitting and training pets	020
	TOTAL	021

OTHER INCOME

			VALUE (K)
9.	Income from sales of goods without transformation (see 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.		022
10.	Subsidies and grants received		023
11.	Insurance claims received:	a. Business insurance claims received	024
		b. Casualty insurance claims received	025
12.	Profit or loss received from any other business in which you have an interest		026
13.	Rent received for the hire of building		027
14.	Income from:	a. Rent received from land	028
		b. Interest received	029
		c. Dividends received	030
		d. Royalty received	031
15.	Bad and doubtful debts recovered		032
16.	Exchange gain		033
17.	Gain on sale of fixed assets		034
18.	Receipts from industrial services rendered to others eg repairs & maintenance		035
19.	Other (specify):	_____	036

Total other income			037
20.	GST charged on goods and services provided		038
21.	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 021+037+038)		039 K

EXPENDITURE ON PURCHASES OF MATERIALS

State in detail the total value of all purchases of materials and supplies for use in the delivery of administrative and support services activities net of discounts received. Exclude all purchases of plant and machinery and other capital equipment purchased by you that should be included in question 59.

22.	Description of expenditure on materials and related articles for use in the business	VALUE (K)
		040
		041
		042
		043
		044
		045
		046
	TOTAL	047

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

			VALUE (K)
23.	Petrol/Automotive diesel fuel		048
24.	Industrial diesel fuel/Heavy fuel oil		049
25.	Kerosene		050
26.	Liquid petroleum gas		051
27.	Electricity		052
28.	Water		053
	TOTAL		054

OTHER EXPENDITURE

			VALUE (K)	
29.	Cost of goods purchased for resale (see question 9)		055	
30.	Repairs and maintenance paid for on vehicles, buildings etc to outside firms		056	
31.	Cartage and haulage expenses paid to other firms		057	
32.	Travel expenses (eg management, personal etc)		058	
33.	Value of contract and commission work done		059	
34.	Audit and accounting fee		060	
35.	Legal fee		061	
36.	Advertising and promotion etc		062	
37.	Bank charges		063	
38.	Postage, telephone and telecommunication etc		064	
39.	Office stationery and supplies		065	
40.	Management and consultation fee		066	
41.	Rent paid for furniture, building, plant and machinery etc		067	
42.	Insurance paid:	a.	Business insurance	068
		b.	Casualty insurance	069
43.	Expenditure on:	a.	Rent paid for land	070
		b.	Interest paid	071
		c.	Dividends paid	072
		d.	Royalty paid	073
44.	Bad and doubtful debts written off		074	
45.	Business licenses, rates on property paid to central or local government etc		075	
46.	Training and Productivity Authority Levy		076	
47.	Exchange losses		077	
48.	Fixed asset expenses:	a.	Loss on sale of fixed assets	078
		b.	Depreciation claimed (to agree with question 68(7))	079
49.	Donations		080	
50.	All other costs and expenses		081	
	Total other expenditure (Codes 055 to 081 excluding 072)		082	

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	083			
		ii.	Female	087			
	Casual	i.	Male	091			
		ii.	Female	095			
	Expatriates	i.	Male	099			
		ii.	Female	103			
	Total			107			
b.	Working proprietors						
	PNG citizens	i.	Male	111			
		ii.	Female	112			
c.	Unpaid family workers						
	PNG citizens	i.	Male	113			
		ii.	Female	114			
	Total (Codes 107 (1) + 111+112 + 113+114)			115			

52.	GST paid on supplies of goods and services	116	
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53.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 047+054+082+107 (2, 3, 4)] + 116	117	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.

54.			VALUE OF STOCKS (K)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
a.	Stock of finished goods bought for sale	118			
b.	Materials, fuel, supplies and components	121			
	Total	124			

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 039 + 124 (3)]	K	<input type="text"/>
less Expenditure [Code 117]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 127]	K	<input type="text"/>

		AMOUNT (K)	
55.	Net profit/loss of your establishment/enterprise. If this does not agree with question 56, please give reasons: _____ _____	127	
56.	Taxable income of your establishment/enterprise	128	
57.	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	129	
58.	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	130	

FIXED CAPITAL ASSETS

59.			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	131								
B.	Buildings	139								
C.	Plant and machinery	147								
D.	Furniture, fixtures and office equipment	155								
E.	Transport vehicles and related equipment	163								
F.	Computer Software	171								
G.	Entertainment, literary or artistic originals	179								
H.	Valuables	187								
I.	Others (specify): _____	195								
	Total	203								

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