

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 SURVEY OF WATER SUPPLY, SEWERAGE, WASTE MANAGEMENT AND REMEDIATION

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 WATER SUPPLY, SEWAGE, WASTE MANAGEMENT AND REMEDIATION 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: - - 2013 To - - 2013

LEGAL STATUS OF ORGANISATION

3. Please tick appropriate box

- | | | | |
|--|--------------------------|---|--------------------------|
| 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

Note:

1. **PNG owned:** An establishment operating in PNG in which 51% or more equity is held locally.
2. **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.
3. **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

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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
2. Operated during part of the accounting period specified (specify months)
3. Had not commenced business during the accounting period specified

INCOME RECEIVED

Report on activities related to the management (including collection, treatment and disposal) of various forms of waste, such as solid or non-solid industrial or household waste, as well as contaminated sites. The output of the waste or sewage treatment process can either be disposed off or become an input into other production processes. Activities of water supply are also grouped in this section, since they are often carried out in connection with, or by units also engaged in, the treatment of sewage.

8.	Report actual selling value net of any discount allowed to the buyer of sales	VALUE (K)
a.	Water collection, treatment and supply	004
b.	Sewerage	005
c.	Collection of waste	006
d.	Waste treatment and disposal This refers to disposal and treatment prior to disposal of various forms of waste by different means, such as waste treatment of organic waste with the aim of disposal; treatment and disposal of toxic live or dead animals and other contaminated waste; treatment and disposal of transition radioactive waste from hospitals, etc.; dumping of refuse on land or in water; burial or ploughing-under of refuse; disposal of used goods such as refrigerators to eliminate harmful waste; disposal of waste by incineration or combustion with or without the resulting production of electricity	007
e.	Materials recovery This refers to the processing of metal and non-metal waste and scrap and other articles into secondary raw materials, usually involving a mechanical or chemical transformation process	008
f.	Remediation activities and other waste management services This refers to the decontamination of soils and groundwater at the place of pollution, cleaning up of industrial plants or sites, of surface water following accidental pollution, of oil spills and other pollutions on land, in surface water, in ocean and seas, including coastal areas, of landmines and the like (including detonation); asbestos, lead paint, and other toxic material abatement	009
TOTAL		010

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.		011
10.	Subsidies and grants received		012
11.	Insurance claims received:	a. Business insurance claims received	013
		b. Casualty insurance claims received	014
12.	Profit or loss received from any other business in which you have an interest		015
13.	Rent received for the hire of building		016
14.	Income from:	a. Rent received from land	017
		b. Interest received	018
		c. Dividends received	019
		d. Royalty received	020
15.	Bad and doubtful debts recovered		021
16.	Exchange gain		022
17.	Gain on sale of fixed assets		023
18.	Receipts from industrial services rendered to others e.g. repairs and maintenance		024
19.	All other income received (specify)		025

Total other income			026
20.	GST charged on goods and services provided		027
21.	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 110+026+027)		028

EXPENDITURE ON PURCHASE OF MATERIALS

State in detail the total value of all purchases of materials and supplies net of discounts received. Exclude all purchases of plant and machinery and other capital equipment purchased by you that should be included in question 60.

			VALUE(K)
22.		029	
		030	
		031	
		032	
		033	
		034	
		035	
		036	
	TOTAL	037	

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

			VALUE (K)
23	Petrol/Automotive diesel fuel	038	
24	Industrial diesel fuel/Heavy fuel oil	039	
25	Kerosene	040	
26	Liquid petroleum gas	041	
27	Electricity	042	
28	Water	043	
	Total	044	

OTHER EXPENDITURE

				VALUE (K)
29.	Cost of goods purchased for resale (see question 9)			045
30.	Repairs and maintenance costs on:	a.	Motor vehicles, Boats and Aircraft	046
		b.	Building, and Machinery and Equipment	047
31.	Transport operating costs <i>Include wheel tax/registration fee and license etc, third party insurance, comprehensive insurance etc</i>			048
32.	Cartage and haulage expenses paid to other firms			049
33.	Travel expenses (e.g. management personal)			050
34.	Value of contract and commission work done			051
35.	Audit and accounting fee			052
36.	Legal fee			053
37.	Advertising and promotion etc			054
38.	Bank charges			055
39.	Postage, telephone and telecommunication etc			056
40.	Rent paid for the hire of premises etc			057
41.	Management and consultation fee			058
42.	Bad and doubtful debts written off			059
43.	Business licenses, rates on property paid to central or local government etc			060
44.	Casualty insurance			061
45.	Expenditure on:	a.	Rent paid for land	062
		b.	Interest paid	063
		c.	Dividends paid	064
		40	Royalty paid	065
46.	Training and productivity levy			066
47.	Exchange losses			067
48.	Loss on sale of fixed assets			068
49.	Depreciation claimed (to agree with question 60(7))			069
50.	Donations			070
51.	All other costs and expenses			071
	Total other expenditure (Codes 045 to 071 excluding 064)			072

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

46.				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	073			
		ii.	Female	077			
	Casual	i.	Male	081			
		ii.	Female	085			
	Expatriates	i.	Male	089			
		ii.	Female	093			
	Total			097			
b.	Working proprietors						
	PNG citizens	i.	Male	101			
		ii.	Female	102			
c.	Unpaid family workers						
	PNG citizens	i.	Male	103			
		ii.	Female	104			
	Total (Codes 097 (1) + 101+102+ 103+104)			105			

47.	GST paid on supplies of goods and services	106	K
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48.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 037 + 044 + 072 + 097 (2, 3, 4)] +106	107	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.

55.	Please give the value of stocks held by your establishment		VALUE OF STOCKS (K)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
a.	Finished goods bought for resale	108			
b.	Materials, fuel, supplies and components	111			
	Total	114			

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 028 + 114 (3)]	K	<input type="text"/>
less Expenditure [Code 107]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 117]	K	<input type="text"/>

			AMOUNT (K)
56.	Net profit/loss of your establishment/enterprise. If this does not agree with question 57, please give reasons: _____	117	
57.	Taxable income of your establishment/enterprise	118	
58.	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	119	
59.	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	120	

FIXED CAPITAL ASSETS

60.			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	121								
B.	Buildings	129								
C.	Plant and machinery	137								
D.	Furniture, fixtures and office equipment	145								
E.	Transport vehicles and related equipment	153								
F.	Computer Software	161								
G.	Entertainment, literary or artistic originals	169								
H.	Valuables	177								
I.	Others (specify): _____	185								
	Total	193								

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