

STRICTLY CONFIDENTIAL



NATIONAL STATISTICAL OFFICE

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2013 SURVEY OF WHOLESALE AND RETAIL TRADE, REPAIR OF MOTOR VEHICLES, MOTOR CYCLES AND PERSONAL AND HOUSEHOLD GOODS

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 SURVEY OF WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTOR CYCLES AND PERSONAL AND HOUSEHOLD GOODS 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:

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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

Wholesale trade is sales to retailers; industrial, commercial, institutional or professional users; other wholesalers; or acting as agents in buying merchandise for or selling merchandise to, such persons or companies. **Retail trade** is sales of goods mainly to the general public for personal or household consumption.

8.	Report actual selling value net of any discount allowed to the buyer of sales and barter without transformation of new and second hand goods.	VALUE (K)
	Sales of new and used motor vehicles including ambulances, lorries, trailers, caravans and motor homes, jeeps	004
	Maintenance and repair of motor vehicles	005
	Sales of motor vehicle parts and accessories	006
	Sales, maintenance and repair of motorcycles and related parts and accessories	007
	Sales on a fee or contract basis, includes commission agents and commodity brokers	008
	Sales of agricultural raw materials and live animals	009
	Sales of food: fresh and frozen meat, fish, fruit and vegetables; bakery products, etc	010
	Sales of non-alcoholic drinks	011
	Sales of alcoholic drinks	012
	Sales of tobacco and cigarettes	013
	Sales of textiles: fabrics, knitting yarn, materials for tapestry or embroidery making, textiles, haberdashery: needles, sewing thread etc.	014
	Sales of clothing	015
	Sales of footwear leather articles	016
	Sales of pharmaceutical supplies, cosmetics and toiletries	017
	Sales of audio and video equipment like radio and television equipment, stereo equipment, CD and DVD players and recorders	018
	Sales of carpets, rugs, wall and floor coverings including curtains and net curtains	019
	Sales of electrical household appliances; furniture; household utensils, cutlery, crockery, glassware, china, pottery; wooden, cork and wickerwork goods, musical instruments and scores; security systems such as locking devices, safes, and vaults, without installation or maintenance services; household articles and equipment n.e.c.	020
	Sales of books, newspapers and stationary	021
	Sales of music and video recordings like musical records, audio tapes, compact discs and cassettes, video tapes and DVDs, blank tapes and discs	022
	Sales of sporting equipment: sports goods, fishing gear, camping goods, boats, bicycles	023
	Sales of games and toys like video game consoles	024
	Sales of computers, computer peripheral equipment and software	025
	Sales of electronic and telecommunications equipment and parts	026
	Sales of agricultural machinery, equipment and supplies	027
	Sales of other machinery and equipment	028
	Sales of solid, liquid and gaseous fuels and related products: fuels, greases, lubricants, charcoal, coal, coke, fuel wood, naphtha, crude petroleum, crude oil, diesel fuel, gasoline, fuel oil, heating oil, kerosene, liquefied petroleum gases, butane and propane gas, lubricating oils and greases, refined petroleum products	029
	Sales of metals and metal ores, includes ferrous and non-ferrous metal ores whether in primary forms or semi-finished metal products, gold and other precious metals	030
	Sales of construction materials, hardware, plumbing equipment, wood in the rough; products of primary processing of wood; paint and varnish; sand, gravel; bricks; flat glass; hardware and locks; fittings and fixtures; hot water heaters; sanitary, baths, washbasins, toilets; tubes, pipes, fittings, taps, T-pieces, tools such as hammers, saws, screwdrivers and other hand tools; lawnmowers however operated, saunas etc	031
	Sales of waste and scrap and other products n.e.c. like metal and non-metal waste and scrap and materials for recycling, including collecting, sorting, separating, stripping of used goods such as cars in order to obtain reusable parts, packing and repacking, storage and delivery	032
	Other retail sale of new goods like photographic, optical (e.g. sunglasses, binoculars, magnifying glasses) and precision equipment; watches, clocks and jewellery; flowers, plants, seeds, fertilizers, pet animals and pet food; souvenirs, craftwork and religious articles; cleaning materials; weapons and ammunition; stamps and coins; non-food products n.e.c.	033
	Retail sale via stalls and markets	034
	TOTAL (Codes 004 to 034)	035

OTHER INCOME

				Value (K)
9.	Rent received for the hire of building, plant and machinery and furniture etc			036
10.	Receipts from industrial services rendered to others:			
	a.	Plant and equipment hire		037
	b.	Repairs and maintenance to:	i. Plant, machinery and equipment	038
			ii. Others	039
	c.	Transport and related services		040
11.	Subsidies and grants received from:			
	a.	Within PNG		041
	b.	Oversease		042
12.	Income from:			
		Rent received from land		043
		Interest received		044
		Dividends received		045
		Royalty received		046
13.	Profit or loss received from any other business in which you have an interest			047
14.	Bad and doubtful debts recovered			048
15.	Exchange gain			049
16.	Gain on sale of fixed assets			050
17.	Others (Specify): _____ _____			051
	Total other income (Codes 036 to 051)			052
18.	GST charged on goods and services provided			053
19.	GRAND TOTAL OF ALL INCOME RECEIVED (Codes 035 + 052 + 053)			054

EXPENDITURE ON PURCHASE OF MATERIALS

Report the total value of purchases of goods intended for resale net of discounts received. Exclude transport cost paid to outside firms (see question 27), unless it is accounted in the purchase price. Exclude purchases of capital goods (see question 55). Direct import by establishments should be reported at cost.

			VALUE(K)
20.	Purchase of goods for resale without further processing		055
21.	Purchase of packaging and related materials		056
22.	Purchase of materials for use in the business		057
	TOTAL		058

EXPENDITURE ON FUEL, ELECTRICITY AND WATER

			VALUE (K)
23.	Petrol/Automotive diesel fuel	059	
24.	Electricity	060	
25.	Water	061	
26.	Other (Specify) _____	062	
	Total (Codes 059 to 062)	063	

OTHER EXPENDITURE

				VALUE (K)
27.	Repairs and maintenance paid to outside firms			
	a.	Motor vehicles	064	
	b.	Building	065	
	c.	Machinery and equipment	066	
28.	Cartage and haulage expenses paid to other firms			067
29.	Travel expenses (e.g. management personal)			068
30.	Value of contract and commission work done			069
31.	Audit and accounting fee			070
32.	Legal fee			071
33.	Advertising and promotion etc			072
34.	Bank charges			073
35.	Postage, telephone and telecommunication etc			074
36.	Office stationery and supplies			075
37.	Management and consultation fee			076
38.	Rent paid for :	a.	Building	077
		b.	Furniture, plant and machinery etc	078
39.	Expenditure on:	a.	Rent paid for land	079
		b.	Interest paid	080
		c.	Dividends paid	081
		d.	Royalty paid	082
40.	Bad and doubtful debts written off			083
41.	Business licenses, rates on property paid to national or local government etc			084
42.	Insurance paid:	a.	Business insurance	085
		b.	Casualty insurance	086
43.	Training and productivity levy			087
44.	Exchange losses			088
45.	Fixed asset expenses:	a.	Loss on sale of fixed assets	089
		b.	Depreciation claimed (to agree with question 55(7))	090
46.	All other costs and expenses			091

	Total other expenditure (Codes 064 to 091 excluding 081)			092

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

47.				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	093			
		ii.	Female	097			
	Casual	i.	Male	101			
		ii.	Female	105			
	Expatriates	i.	Male	109			
		ii.	Female	113			
	Total			117			
b.	Working proprietors						
	PNG citizens	i.	Male	121			
		ii.	Female	122			
c.	Unpaid family workers						
	PNG citizens	i.	Male	123			
		ii.	Female	124			
	Total (Codes 117(1) + 121+122+ 123+124)			125			

48.	GST paid on supplies of goods and services	126	K
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49.	GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 058+ 063 + 092 + 117 (2, 3, 4)] +126	127	K
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STOCKS

Finished goods bought for resale are stocks of goods bought for resale in the same condition as purchased.

50.	Please give the value of stocks held by your establishment		VALUE OF STOCKS (K)		
			OPENING	CLOSING	CHANGE
			(1)	(2)	(2)-(1)=(3)
a.	Stocks of finished goods intended for sale	128			
b.	Other stocks/inventories	131			
	Total	134			

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 + 134 (3)]	K	<input type="text"/>
less Expenditure [Code 127]	K	<input type="text"/>
equals Profit (+)\Loss (-) [Code 137]	K	<input type="text"/>

			AMOUNT (K)
51.	Net profit/loss of your establishment/enterprise. If this does not agree with question 52, please give reasons: _____	137	
52.	Taxable income of your establishment/enterprise	138	
53.	Amount, if any, of previous year losses that was deducted before arriving at the taxable income	139	
54.	Amount of PNG Income Tax paid/payable by your establishment/enterprise.	140	

FIXED CAPITAL ASSETS

55.			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	141								
B.	Buildings	149								
C.	Plant and machinery	157								
D.	Furniture, fixtures and office equipment	165								
E.	Transport vehicles and related equipment	173								
F.	Computer Software	181								
G.	Entertainment, literary or artistic originals	189								
H.	Valuables	197								
I.	Others (specify): _____	205								
	Total	213								

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