

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 PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES 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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| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

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 SERVICES

| 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 | Legal activities | 004 |
| b | Accounting, bookkeeping and auditing activities; tax consultancy | 005 |
| c | Activities of head offices like overseeing and managing of other units of the company or enterprise; undertaking the strategic or organizational planning and decision making role of the company or enterprise; exercising operational control and manage the day-to-day operations of their related units. It includes activities of head offices, centralized administrative offices, corporate offices, district and regional offices and subsidiary management offices | 006 |
| d | Business and management consultancy activities | 007 |
| e | Architectural, engineering activities and related technical activities | 008 |
| f | Technical testing and analysis | 009 |
| g | Research and experimental development on natural sciences and engineering | 010 |
| h | Research and experimental development on social sciences and humanities | 011 |
| i | Advertising | 012 |
| j | Market research and public opinion polling like investigation into market potential, acceptance and familiarity of products and buying habits of consumers for the purpose of sales promotion and development of new products, including statistical analyses of the results and investigation into collective opinions of the public about political, economic and social issues and statistical analysis thereof | 013 |
| k | Specialized design activities like fashion design, activities of graphic designers, activities of interior decorators | 014 |
| l | Labour recruitment and provision of personal | 015 |
| m | Investigation and security activities | 016 |
| n | Building cleaning and industrial cleaning activities | 017 |
| o | Photographic activities | 018 |
| p | Other professional, scientific and technical activities n.e.c. like translation and interpretation activities, weather forecasting activities | 019 |
| q | Veterinary activities | 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 e.g. repairs and maintenance | | 035 |
| 19. | All other income received (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 |

EXPENDITURE ON PURCHASE OF MATERIALS

State in detail the total value of all purchases of materials and supplies for use in the delivery of professional, scientific and technical 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) | | 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 national 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 59(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 | 108 | | | |
| | | ii. | Female | 109 | | | |
| c. | Unpaid family workers | | | | | | |
| | PNG citizens | i. | Male | 110 | | | |
| | | ii. | Female | 111 | | | |
| | Total (Codes 107 (1) +108+109+ 110 + 111) | | | 112 | | | |

| | | | |
|-----|---|-----|----------|
| 52. | GST paid on supplies of goods and services | 113 | K |
|-----|---|-----|----------|

| | | | |
|-----|--|-----|----------|
| 53. | GRAND TOTAL OF ALL EXPENDITURE INCURRED [Codes 047+054+082+107 (2, 3, 4)] + 113 | 114 | K |
|-----|--|-----|----------|

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. | 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 | 115 | | | |
| b. | Materials, fuel, supplies and components | 118 | | | |
| | Total | 121 | | | |

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 039 + 121 (3)] | K | <input type="text"/> |
| less Expenditure [Code 114] | K | <input type="text"/> |
| equals Profit (+)\Loss (-) [Code 124] | 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: _____ | 124 | |
| 56 | Taxable income of your establishment/enterprise | 125 | |
| 57 | Amount, if any, of previous year losses that was deducted before arriving at the taxable income | 126 | |
| 58 | Amount of PNG Income Tax paid/payable by your establishment/enterprise. | 127 | |

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 | 128 | | | | | | | | |
| B. | Buildings | 136 | | | | | | | | |
| C. | Plant and machinery | 144 | | | | | | | | |
| D. | Furniture, fixtures and office equipment | 152 | | | | | | | | |
| E. | Transport vehicles and related equipment | 160 | | | | | | | | |
| F. | Computer Software | 168 | | | | | | | | |
| G. | Entertainment, literary or artistic originals | 176 | | | | | | | | |
| H. | Valuables | 184 | | | | | | | | |
| I. | Others (specify): | 192 | | | | | | | | |
| Total | | 200 | | | | | | | | |

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