

INSTRUCTIONS PAGE

The following are brief details of the contents of each Section of the Economic Activity Survey

SECTION I - GENERAL INFORMATION

Name of Establishment
Address
Ownership of the establishment
Principal Business Activity
The 12 month calendar or fiscal year for which data is being reported
Whether the business has ceased operations, and if so provide the date

SECTION II - SALES & OTHER RECEIPTS

Insert the values for the corresponding Income categories. Include income earned locally and overseas.

SECTION III - EXPENSES

Insert the values for the corresponding Expenditure categories. Include expenditure locally and overseas.

SECTION IV - ADDITIONAL INFORMATION

Please provide the following:
Percentage of income earned from exports and tourists
Total number of persons working for the establishment during the months of June and December

SECTION V - STOCKS OF EXISTING CAPITAL

Please provide the following:
Amount spent for the purchase of new or second hand capital acquired during the year
Amount received for the disposal of capital during the year



#REF!

ANNUAL SURVEY OF ECONOMIC ACTIVITY, 2020 and 2019

PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND SUPPORT SERVICES

This form covers establishments providing various services, including professional, scientific and technical activities; rental and leasing of automobiles, computers, consumer goods, and industrial machinery and equipment; employment activities; travel agencies, tour operators and reservation services; janitorial, security, landscaping, office and other support services.

The main purpose of the survey is to obtain information for the compilation of estimates of Gross Domestic Product. The **COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER** the Statistics Act and is therefore **MANDATORY**. All information taken from this questionnaire will be kept strictly **CONFIDENTIAL**, used for statistical purposes only, and published only in aggregate form.

Please complete this form and return via email to mailbox no later than March 31, 2020. We recommend that you retain a copy of this form to consult in the event of a query.

DO NOT COMPLETE THIS QUESTIONNAIRE WITHOUT REFERRING TO THE EXPLANATORY NOTES.

If you encounter problems completing this questionnaire or find it difficult to meet the due date, please contact us at:

Contact Person(s)	Telephone #	Email	Address
#REF!	#REF!	#REF!	#REF!

SECTION I – GENERAL INFORMATION

Name of Establishment **Ref #:**

Address

Which of the following best describes the ownership of your establishment?

- | | |
|---|--|
| <input type="checkbox"/> 1) Local company | <input type="checkbox"/> 3) Overseas company/partnership |
| <input type="checkbox"/> a) Sole proprietorship | <input type="checkbox"/> 4) Exempt/permit company/partnership |
| <input type="checkbox"/> b) Local Partnership | <input type="checkbox"/> 5) Non-profit institution/charitable organization |
| <input type="checkbox"/> c) Limited Company/Incorporated | <input type="checkbox"/> 6) Other: <input type="text"/> |
| <input type="checkbox"/> d) Other <input type="text"/> % of foreign ownership | (please specify) |
| <input type="checkbox"/> 2) Government enterprise | |

Please complete the following:

Principal Business Activity

Data in this form refer to the period from To
 Example: Jan - 2015 To Dec - 2015 with comparisons for 2014

The period above refers to your 2015 and 2014 Financial Year, whether it be a fiscal or calendar year.

Ceased Operation Permanently
 (Please provide date)

Please provide your contact details incase of further enquiries:

Contact Name <input type="text"/>	Position <input type="text"/>
Telephone # <input type="text"/>	Date <input type="text"/>
Email Address <input type="text"/>	

Section II Sales and Other Receipts		(EC dollars)	(EC dollars)
Item		2020	2019
P1111	Sales revenue, excluding any taxes paid by purchasers		
P1113	Gross income from rental of transport equipment		
P1114	Gross income from rental of machinery and equipment		
P1115	Gross income from rental of household goods		
D3100	Subsidies on products and other production		
D4100	Interest and dividends received		
D7511	Gifts, donations and transfers received		
PI189	Other operating income		
	Total Revenue	-	-
Section III Expenses		2020	2019
D1111	Wages, salaries, benefits and employer's social contributions to NIS, Pension schemes, health schemes, and others		
D2990	Taxes and licences		
K I000	Depreciation and amortization		
D4009	Interest paid		
D7520	Bad debts, net of recoveries, and donations		
P2160	Cost of other goods used (office supplies, stationary)		
P2170	Cost of fuel used		
P2214	Maintenance/repair of transport, plant and other equipment		
P2220	Electricity and water		
P2240	Building maintenance and repair		
P2412	Transport and storage		
P2420	Telecommunications, computer and information services		
P2520	Financial charges and insurance premiums payable		
P2610	Rental/lease of buildings		
P2630	Rental/lease of machinery, equipment and vehicles		
P2810	Professional, advertising, administrative and support services		
P2900	Other expenses		
	Total Expenses	-	-

Section IV Additional Information

What percentage of the income earned by your establishment, in your estimate, comes directly from exports and tourists?

Specify %:

Main country/market:

What was the total value of goods (c.i.f.) and services purchased directly from abroad?

	Goods	Services
2020 EC\$	<input type="text"/>	<input type="text"/>
2019 EC\$	<input type="text"/>	<input type="text"/>

How many persons were engaged in each of the categories below during the last pay period for the months of June and December?

Period	Working	Unpaid Workers	Employees
	Proprietors		
2020- June	<input type="text"/>	<input type="text"/>	<input type="text"/>
2020- December	<input type="text"/>	<input type="text"/>	<input type="text"/>
2019 - June	<input type="text"/>	<input type="text"/>	<input type="text"/>
2019 - December	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section V Stock of Existing Capital (EC Dollars)

Item	Capital Expenditure	As at End 2018	Plus Acquisitions	Less Disposals	As At End 202019	Plus Acquisitions	Less Disposals	As At End 2020
P5110	Buildings and structures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5115	Machinery and equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5116	Transport equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5117	Other durables and fixed assets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5118	Cultivated biological assets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5119	Intellectual property products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5120	Computer software and databases	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P5300	Valuables	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Thank You for Your Cooperation

EXPLANATORY NOTES

P2160	Cost of fuel used	Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of fuel used.
P2160	Cost of other goods used	Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of stationary, office supplies and other goods used.
D7511	Gifts, donations and transfers received	Current transfers and voluntary donations from businesses, government, households or from abroad.
P5139	Intellectual property products	Expenditure on mineral exploration; technical or scientific research and development; entertainment, literary or artistic originals; and other intellectual property.
P2520	Financial charges and insurance premiums	Financial, banking and account fees and charges; and premiums payable for motor vehicle, property and marine insurance. Include insurance of staff under D1111.
D1111	Wages, salaries, benefits and employers social contributions	Gross cash payments to employees, including overtime payments, bonuses, fees, commissions, cost of living allowances, vacation and sick pay. Include the employer's contribution to pension, insurance and other schemes
D2990	Taxes and licences	Include business fees, business and professional licences, property taxes, vehicle licences, stamp duties and other fees paid to government on behalf of the business.
P2810	Professional, advertising, administrative and support services	Include cost of legal, accounting, audit, advertising, marketing, architectural, management, technical, R&D, administrative, janitorial, security, and other support services.
P1115	Gross income from rental of household goods	Include income from rental of furniture, electrical appliances, videotapes, surfing and diving equipment, personal goods, etc.
P2900	Other expenses	Include medical expenses and other expenditures such as staff training, subscriptions, etc. <i>Exclude bad debts, extraordinary items and other non-current items of expenditure.</i>
P1113	Gross income from rental of transport equipment	Include motorcars and trucks (without drivers), motorcycles containers, fishing boats and aircraft (without pilot).
K1000	Depreciation and amortization	Includes the amount allocated during the reporting period to amortize the cost of acquiring long-term assets over the useful life of the asset.
P1189	Other operating income	Income from other sources related to the business, e.g., commissions, ledger fees, exchange gain/loss,
P1114	Gross income from rental of	Income from rental of construction and civil engineering equipment, computers and other office machinery, and
D4100	Interest and dividends received	Interest and dividends earned on business account.
P2412	Transport and storage	Local freight charges, postal and courier charges, local and overseas business travel.
D3100	Subsidies on products and other production	Payments by Government to compensate enterprises to reduce the prices of goods and services sold or to influence production levels.
P1111	Sales revenue, excluding any taxes paid by purchasers	Revenue for services provided, net of any refunds and discounts given. Include net receipts from any goods sold. Exclude any VAT or other taxes payable by purchasers.
P2420	Telecommunications, computer and information services	Telecommunication costs, computer repairs, programming, Internet and other information services costs
P5139	Computer software and databases	Value of all computer software and databases acquired or developed; <i>less</i> disposals of similar items.
P5139	Other durables and fixed assets	Value of all new or second furniture, fixtures and furnishings and other durable goods acquired during the year,
P5139	Machinery and equipment	Value of all new or second hand machinery and equipment, including accounting machines and computer equipment; <i>less</i> disposals of similar items.
P5139	Transport equipment	Value of all new or second hand transport equipment, <i>less</i> disposals of similar items.
P5200	Changes in inventories	Value of changes in inventories between the closing inventories, <i>less</i> opening inventories.
P5300	Changes in valuables	Value of changes in precious metals/stones, gold/silver jewelry, and other valuables between closing inventories, <i>less</i> opening inventories.
P5139	Cultivated biological assets	Value of improved land, acquisition of fruit trees, working livestock, etc.; <i>less</i> disposals of similar items.
P5110	Buildings and structures	Value of new and existing buildings and structures (e.g. telecom towers, bridges, dams, grain silos) acquired during the year, less disposals of existing buildings and structures. Include the value of extensions and major