



REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PLANNING, HOUSING & ENVIRONMENT
CENTRAL STATISTICAL OFFICE
BUSINESS SURVEYS SECTION
SURVEY OF ESTABLISHMENTS 200.....
HOTELS AND GUEST HOUSES

Serial No.

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Industry No. _____

Date due for submission to C.S.O.

This survey is conducted in accordance with the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad & Tobago (1981). For enquires, please Phone: 623-4493, Ext. 4414 - 4423, Email: annecia.ellies@statistics.gov.tt. Fax 625-3802. Information on this survey and Instructions for the completion of this form can also be accessed from our website: www.cso.gov.tt

Please read instructions carefully before completing questionnaire.

SECTION 1 - CHARACTERISTICS OF ESTABLISHMENT							
1.1 Name of establishment _____							
1.2 Address of establishment _____							
Phone number: _____ Fax: _____ Email: _____ Website: _____							
1.3 Name and Address of Enterprise/Firm which operates this establishment (if different from above) _____			For Office Use Only				
_____			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Community Code				
1.4 Activity of Establishment (LIST ACTIVITIES IN ORDER OF IMPORTANCE)			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Regional Corporation				
(1) _____			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> County Ward				
(2) _____			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> T T S I C				
(3) _____			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Rev. 2 I S I C				
1.5 Give reference period for data supplied in this return _____ (see instruction item 1.5)			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Rev. 3 I S I C				
2.1 State number employed at the end of the following periods	May	November	For Office Use Only				
_____	_____	_____	_____				
1.6 Year began operation _____			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Year of Employment				
1.7 Type of ownership (Please tick one)			<input type="checkbox"/> Type of Ownership				
<input type="radio"/> Sole Proprietorship <input type="radio"/> Government <input type="radio"/> Partnership <input type="radio"/> Co-operative <input type="radio"/> Private Limited Company <input type="radio"/> Non - Profit Institution <input type="radio"/> Public Limited Company <input type="radio"/> Other (Specify) _____							
1.8 Ownership of Equity			<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> Ownership Equity				
<table border="1" style="display: inline-table;"><tr><td style="width: 40px; height: 20px; text-align: center;">% National</td></tr></table>	% National	<table border="1" style="display: inline-table;"><tr><td style="width: 60px; height: 20px; text-align: center;">% Foreign</td></tr></table>	% Foreign	<table border="1" style="display: inline-table;"><tr><td style="width: 100px; height: 20px; text-align: center;">Country</td></tr></table>	Country		
% National							
% Foreign							
Country							
_____	_____	_____					
_____	_____	_____					

NOTES: 1. You are a **resident individual** or enterprise if you have lived or operated (or intend to live or operate) in Trinidad and Tobago for a year or more, regardless of your nationality. **Non-resident individuals or enterprises** are those who have lived or operated (or intend to live or operate) outside of Trinidad and Tobago for a year or more (even if they hold Trinidad and Tobago nationality). We are interested in residency (or where the centre of business is located), and not nationality.
 2. PLEASE GIVE ESTIMATES WHERE ACTUAL DATA ARE NOT AVAILABLE AND INDICATE BY (E) WHERE THIS IS DONE.

SECTION 3 - CURRENT EXPENDITURE

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT \$	
3.1 Total payments to all Employees, Directors etc.	03001		
3.1.1 Gross Wages and Salaries and Pension Funds - Total of which:	03002		
3.1.1.1 Gross Wages and Salaries paid to employees	03003		
3.1.1.2 Contributions by employers to Funded Pension Plans, Welfare Plans, Workmen's Compensation etc. funded & non-funded	03004		
3.1.2 Costs of Housing, Medical, Welfare facilities provided primarily for employees (excluding charities and donations)	03006		
3.1.3 Directors' Fees (excluding payments of dividends)	03007		
3.1.4 Contribution by employer's to National Insurance Fund	03008		
3.1.5 Any other payments to employees (Specify):	03009		
3.2 Cost of Supplies for use in the Operation of the Establishment - Total of which:	03010		
3.2.1 Food	03011		
3.2.2 Other supplies (linen, cutlery, tableware etc. but not furniture & fixtures) excluding goods purchased for resale in same condition as purchased	03012		
3.3 Cost of Goods purchased for Resale in the same condition as purchased (retail and wholesale) - Total of which:	03026		
3.3.1 Alcoholic Beverages	03027		
3.3.2 Non-alcoholic Beverages	03028		
3.3.3 Other supplies (Specify):	03029		
3.4 All other Purchases of materials and supplies - Total of which:			
3.4.1 Stationery and other office supplies	03080		
3.4.2 All other purchases (Specify):	03021		
3.5 Cost of Fuel and Electricity - Total of which:	03049		
3.5.1 Fuel (for motor vehicles)	03051		
3.5.2 Fuel or natural gas (for commercial use piped or otherwise)	03052		
3.5.3 Electricity	03053		

SECTION 3 - CURRENT EXPENDITURE - Continued

Items	For Office Use Only	Total	Of which: Paid to Non- Residents
		TT \$	
3.6 Other Current Expenses - Total	03069		
3.6.1 Transportation Cost - Hired	03070		
3.6.2 Telephone, Postage, Courier, Internet	03079		
3.6.3 Rental/lease of machinery, equipment, vehicles - Total of which:	03086		
3.6.3.1 Rental/lease of vehicles and other transport equipment	03143		
3.6.3.2 Rental/lease of machinery and equipment other than vehicles	03144		
3.6.4 Rental/lease of buildings and lands - Total of which:	03139		
3.6.4.1 Rental/lease of buildings/office space	03085		
3.6.4.2 Rental/lease of land for agriculture, forestry or mining	17035		
3.6.4.3 Rental/lease of other lands (<i>Specify</i>)	03148		
3.6.5 Interest and Bank Charges - Total of which:	03141		
3.6.5.1 Interest (Loans and Overdraft)	17034		
3.6.5.2 All other bank charges	03084		
3.6.6 Insurance (fire, machinery, vehicles)	03082		
3.6.7 Advertising and Sales Promotion (including sponsored entertainment)	03087		
3.6.8 Business and Professional services - Total of which:	03083		
3.6.8.1 Accounting/ Audit Fees	03092		
3.6.8.2 Computer Services	03101		
3.6.8.3 Legal Expenses	03091		
3.6.8.4 Security	03093		
3.6.8.5 Consultant Fees	03094		
3.6.8.6 Payment to Brokers	03129		
3.6.8.7 Management Fees	03090		
3.6.8.8 Other (<i>Specify</i>):.....	03133		
3.6.9 Patents, Copyrights, Franchise, Licences, Royalties, etc.	17036		
3.6.10 Payments to Commission Agents (not staff)	03135		

SECTION 3 - CURRENT EXPENDITURE - Concluded

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT \$	
3.6.11 Maintenance and Repairs - Total (3.6.11.1 + 3.6.11.2)	03096		
3.6.11.1 <i>Payments to other establishments - Total of which:</i>	03097		
3.6.11.1.1 Repair of motor vehicles and other transport equipment	03145		
3.6.11.1.2 Maintenance and repair of other fixed assets	03146		
3.6.11.2 <i>Expenditure on own account maintenance - Total of which:</i>	03102		
3.6.11.2.1 Payments for construction materials	03104		
3.6.11.2.2 Payments for parts and accessories used in own account maintenance	03103		
3.6.12 Payments to Government (Indirect Taxes / Taxes on Production)			
Total of which:	03106		
3.6.12.1 Rates, licence and other fees eg.(land & building taxes, bar & restaurant)	03107		
3.6.12.2 Excise Tax	03109		
3.6.12.3 Customs Duty paid on imports (if not included in 3.2 or 3.3)	03110		
3.6.13 Other Payments to Government and Statutory Board - Total of which:	03121		
3.6.13.1 Water and Sewerage Rates	03114		
3.6.13.2 Income (Corporation) Tax Paid/ Payable for year of data	17028		
3.6.13.3 Business Levy	17015		
3.6.13.4 Withholding Tax	17024		
3.6.13.5 Green Fund Levy	17025		
3.6.13.6 Fines and Penalties paid to public authorities	17039		
3.6.13.7 Other payments (<i>Specify</i>):	03138		
3.6.14 Travel and Entertainment	03119		
3.6.15 Bad Debts written off Less Recoveries	17037		
3.6.16 Scholarships and Training	03124		
3.6.17 Subscriptions	17030		
3.6.18 Donations and Charities	17033		
3.6.19 Loss on Foreign Exchange Transactions	17032		
3.6.20 Loss on Disposal of Fixed Assets	17031		
3.6.21 All other Current Expenses n.e.s. (excluding depreciation) (<i>Specify</i>):	03132		
3.7 Payments to other establishments for sub-contract work	03066		
3.0 Total Current Expenditure (excluding depreciation)	03000		

SECTION 4 - SALES AND OTHER RECEIPTS

Items	For Office Use Only	Total	Of which: Received from Non-Residents
		TT\$	
4.1 Revenue from guest rooms and from public space rental - Total <i>of which:</i>	04028		
4.1.1 Revenue from guest rooms	04022		
4.1.2 Revenue from public space rentals	04026		
4.2 Sale of food	04003		
4.3 Other operating revenue including receipts from laundry service, valet service, newstand, novelty shops etc. (Specify)	04030		
4.4 Receipts from sale of goods purchased and resold in the same condition as purchased (wholesale and retail) - Total <i>of which:</i>	04033		
4.4.1 Alcoholic beverages	04034		
4.4.2 Non-alcoholic beverages	04035		
4.4.3 Other receipts from resale	04036		
4.5 Rental/lease of machinery and equipment	04058		
4.6 Rental/lease of buildings and lands - Total <i>of which:</i>	04025		
4.6.1 Rental/lease of buildings/office space	04059		
4.6.2 Rental/lease of lands for agriculture, forestry or mining	17044		
4.6.3 Rental/lease of other lands (<i>Specify</i>):	04060		
4.7 Interest received	17043		
4.8 Dividends received	17045		
4.9 Patents, Copyrights, Franchise, Licences, Royalties etc.	17046		
4.10 Management and Consultant fees	04023		
4.11 Other Receipts and Extraordinary Items - Total <i>of which:</i>	04024		
4.11.1 Gain on foreign exchange transactions	17042		
4.11.2 Gain on disposal of fixed assets	17041		
4.11.3 Insurance claims received	17047		
4.11.4 Any other receipts n.e.s. (<i>Specify</i>):	04099		
4.12 Total (sales and other receipts)	04000		

SECTION 5 - INVENTORIES

Items	For Office Use Only	Opening stock	Closing stock
		TT\$	
5.1 Food	05001		
5.2 Other supplies (linen, cutlery, tableware etc.) (excluding goods purchased for resale)	05005		
5.3 Goods purchased for resale (beverages, tobacco etc.)	05006		
5.4 Other (Specify):	05026		
.....			
.....			
.....			
5.0 Total (5.1 to 5.4)	05000		

Please describe basis of valuation for each item of inventory

5.1 _____

5.2 _____

5.3 _____

5.4 _____

SECTION 5A - DEPRECIATION

Items	For Office Use Only	Total
		TT\$
Depreciation on all fixed assets (building, office furniture, vehicles, plant and machinery and other fixed assets)	07000	
Amortization	07017	
Total	07026	

SECTION 6 - CAPITAL ACCOUNT

A. Capital Expenditure in 200 ...	For Office Use Only	New Assets	Alterations, Renovations and Improvements
		TT\$	
6.0 Capital investment for the year - Total (6.1 + 6.2 + 6.3 + 6.4)	06000		
6.1 Construction - Total of which:	06001		
6.1.1 Building	06002		
6.1.2 All other construction, e.g. roads, bridges, pipelines, sewerage etc	06005		
6.2 Plant, Machinery, Transport equipment (including major repairs capitalized) - Total of which:	06016		
6.2.1 Plant, Machinery and Equipment other than vehicles	06017		
6.2.2 Vehicles and all other transport equipment	06018		
6.2.3 All other Capital Investment (<i>Specify</i>):	06019		

6.3 Furniture and Office equipment	06020		
6.4 Information Technology - Total of which:	06021		
6.4.1 Hardware	06028		
6.4.2 Software	06029		
6.5 Research and Development	06056		
B. Other Capital Items in 200...	For Office Use Only	Total	Of which: from Non-Residents
		TT \$	
6.6 Other Capital Items - Total of which:	06035		
6.6.1 Acquisition of Used Assets (including Buildings and Plants)	06031		
6.6.2 Less Receipts from Sale of Used Assets	06033		

SECTION 8 - DIVIDENDS

Item	For Office Use Only	Total
		TT\$
Dividends Paid	08016	

SECTION 10 - ACCOMMODATION, OCCUPANCY AND ROOM RATES

Items	For Office Use Only	
10.1 Accommodation State total number of rooms and beds available for rental to guests 10.1.1 Total number of rooms in the establishment 10.1.2 Total number of beds available	10001 10004	
10.2 Occupancy Rate* 10.2.1 Room nights available Total number of rooms x Number of nights open for business 10.2.2 Room nights sold Of the total room nights available, how many room nights were sold to guests? 10.2.3 Occupancy rates (Total room nights sold ÷ Total room nights available) × 100%	10037 10038 10007	
10.3 Room Rates 10.3.1 Average yearly single occupancy rate with meals (TT\$) 10.3.2 Average yearly single occupancy rate without meals (TT\$) 10.3.3 Average yearly double occupancy rate with meals (TT\$) 10.3.4 Average yearly double occupancy rate without meals (TT\$)	10031 10032 10033 10034	

Note: Information provided in this section is based on the reference period stated in 1.5 at the front of the questionnaire.

* Where actual information is not available please provide your best estimate. Indicate estimate with an (e).

