



Republic of Trinidad & Tobago
MINISTRY OF PLANNING, HOUSING & ENVIRONMENT
CENTRAL STATISTICAL OFFICE
BUSINESS SURVEYS SECTION
INSTRUCTIONS FOR THE COMPLETION OF SURVEY OF ESTABLISHMENTS QUESTIONNAIRE
HOTELS & GUEST HOUSES SHORT FORM

GENERAL INSTRUCTIONS TO ESTABLISHMENT

Firms are required to complete this questionnaire with as much detail as possible. Information from financial statements which includes EXPENDITURE & RECEIPTS is normally used to complete Sections 3 to 6.

If you are unable to complete the questionnaire, then audited financial statements, pertaining to the Survey Year under review, can be submitted to the Business Surveys Section.

However, firms supplying financial statements must complete Section 1- Characteristics & Section 2 - Employment.

If firm is very small and does not have audited financial statements, then information from the various record keeping books maintained by the firm can be used to complete the form.

This fact should be stated on the REMARKS line of the questionnaire. E.g. **Information supplied is from unaudited financial accounts.**

SECTION 1 – CHARACTERISTICS OF ESTABLISHMENT

Item 1.1 refers to the registered name of the establishment.

Item 1.2 includes the registered address of the establishment, phone, fax number, e-mail and website (if any).

Item 1.3 the activity of the establishment must be stated in adequate detail to enable us to classify the firm in a particular industry. If firm is engaged in more than one activity, it should be listed in order of importance. The activity that generates the **most income** is considered the main activity of the establishment.

Item 1.4 Type of ownership

Definitions of 4 major types of ownership are given below;

- a) **Sole Proprietorship:** An individual engages in the business as the sole owner. He supplies all capital, makes all the decisions of management and is responsible for all debts incurred in the business.
- b) **Partnership:** an association of two or more individuals, each partner sharing in the decision making and having unlimited liability for the debts of the business.

- c) **Private Limited Liability Company.** This is a company that:

Restricts the rights of shareholders to transfer shares. Limits the total number of its members to fifty (exclusive of employees). Prohibits an invitation to the public to subscribe for any shares of the company.

- d) **Public Limited Liability Company.** This is a company that;

Has an unlimited number of members. An invitation may be made to the public to subscribe for shares in the company.

Item 1.5 Reference period for data supplied refers to the financial period of the firm.

E.g. January to December 2005, April 2005 to March 2006

Item 1.6 Number of rooms

Number of rooms available for rent within your establishment.

- i) Single occupancy rate \$TT - the cost of accommodation for a single person per night without meals.
- ii) Double occupancy rate \$TT - the cost of accommodation for two persons per night without meals.

Item 1.7 Occupancy rate = the total rooms sold / total room nights available × 100

Item 1.8 Year began operation refers to the YEAR the company began operation **OR** the YEAR the company began operating under its present management.

Item 1.9 Ownership of Equity

This indicates the percentage of local or foreign ownership of the establishment. If there is foreign ownership, the country of origin must be specified with the corresponding % of share capital held by those foreign nationals.

SECTION 2 – EMPLOYMENT

Item 2.1 Questionnaires **must** have employment data.

- a. State the number of employees on payroll for the last *full pay period* in May and November. Pay period could be weekly, fortnightly or monthly. (Persons who are working for free, apprentices who are not paid or any other category of person **not on the payroll** is excluded.)

