



**Republic of Trinidad & Tobago**  
**MINISTRY OF PLANNING, HOUSING & ENVIRONMENT**  
**CENTRAL STATISTICAL OFFICE**  
**BUSINESS SURVEYS SECTION**

**INSTRUCTIONS FOR THE COMPLETION OF SURVEY OF ESTABLISHMENTS QUESTIONNAIRE**

**TRANSPORT 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** normally refers to the financial period of the firm.

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

**Item 1.6 Number of Vehicle in operation**

State the number of vehicles that are in operation. Exclude those that are derelict or non- functional.

**Item 1.7 Year began operation** refers to the YEAR the company began operation **OR** the YEAR the company began operating under its present management.

**Item 1.8 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 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.)

- b. Exclude directors paid by fees only and employees indefinitely away from their job without pay e.g. strikes, lockout etc.
- c. In cases where the figure for May/November are not available or do not reflect the employment levels for the accounting year i.e. seasonality, peak period etc., an average for the year is acceptable.

### INSTRUCTIONS FOR THE COMPLETION OF SECTIONS 3 TO 6

**PLEASE GIVE ESTIMATE (E) IN \$TT WHEN ACTUAL FIGURES ARE NOT AVAILABLE FOR ANY ITEM BELOW. INDICATE (E) NEXT TO THE FIGURE GIVEN.**

#### SECTION 3 - CURRENT EXPENDITURE

##### Item 3.1 Total Labour Payments

includes gross wages and salaries paid to employees before deductions for Income Tax, National Insurance, Pension Schemes, and Health Surcharge. Included in the above are commissions, bonuses, tips, cost of living allowances and overtime payments.

##### Items 3.2 & 3.3 Cost of fuel and Cost of electricity

If this item is not broken down in the financial accounts, a note of this should be made in the remarks line.

##### Item 3.4 Depreciation

This is the amount of expense charged against earnings by a company to write off the cost of a plant or machine over its useful life, giving consideration to wear & tear, obsolescence and salvage value.

This item is usually stated on the financial statements.

##### Item 3.5 All other current expenses

All other expenses that cannot be placed in any of the above categories.

**TOTAL CURRENT EXPENDITURE** Sum of (3.1 + 3.2 + 3.3 + 3.4 + 3.5) = 3.0

#### SECTION 4 - RECEIPTS

##### Item 4.1 Receipts from services provided

This may also be called Income, Revenue or Income before taxation. For firms engaged in transport, it refers to fees paid for transportation services.

##### Item 4.2 All other receipts (Please specify)

This includes receipts from other sources, other than the main activity of the establishment. E.g. Income received from investments, sale of fixed assets etc.

**TOTAL RECEIPTS** Sum of (4.1 + 4.2) = 4.0

#### SECTION 5 - STOCKS

**Item 5.0** Please indicate opening and closing stock for the reference period under review. E.g. if the reference period is from January to December 2006, then the entry is completed as follows:

As at the beginning of January 1<sup>st</sup> 2006 = Opening stock

As at the end of December 31<sup>st</sup> 2006 = Closing stock

**Note: reference period is normally the firm's financial year.**

#### SECTION 6 – CAPITAL EXPENDITURE

This section records Capital Investments. This means the purchase of new assets and/or alterations, renovations or improvements on existing assets.

**Item 6.0 TOTAL CAPITAL EXPENDITURE = Sum of (6.1 + 6.2 + 6.3 + 6.4 + 6.5)**

**All respondents are required to sign the form before submission to the CSO and indicate Name in BLOCK LETTERS, Position and Date completed.**

**Remarks** can be used to indicate if information supplied on the form is from the sole trader's personal books **OR**

Any other information the firm would like to inform CSO with respect to data supplied on the questionnaire.

**If you require advice or assistance with regards to completing this questionnaire, please contact the BUSINESS SURVEYS SECTION at 623-5117 exts 4414- 4423.**