



REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF PLANNING, HOUSING AND ENVIRONMENT

CENTRAL STATISTICAL OFFICE

SURVEY OF ESTABLISHMENTS

2006 And Beyond

INSTRUCTIONS

FOR

PETROLEUM DISTRIBUTION FORM

SECTION 1 – SPECIAL CHARACTERISTICS

1. Private Limited Liability Company is a company which:-

- (i) restricts the right to transfer shares, limits the number of its members to fifty (exclusive of employees) and prohibits any invitation to the public to subscribe for any shares of the company.
- (ii) operates under the principle that a shareholder cannot be held personally responsible for the company's debts beyond the fully paid up value of his shares.

2. Public Limited Liability Company is characterized by:

- (a) the number of members being unlimited and invitations may be made to the public to subscribe for shares of the company.
- (b) as (ii) above.

3. Unincorporated Branch of a Foreign Company

This is a registered business, incorporated abroad and physically located in Trinidad and Tobago. The Trinidad branch does not exist as a legal entity. A number of foreign insurance companies, banks, commercial agencies and consulting firms fall within this category.

4. Non-Resident Company

This term according to the 1966 Finance Act (42)(1) means a company not *controlled* in Trinidad and Tobago, whether or not such company is:

- (i) incorporated in Trinidad and Tobago.
- (ii) engaged in trade or business or in the pursuit of professional or vocational activities in Trinidad and Tobago.

5. Control

This concept of "control" is not easy to define. However, in operational terms, we understand that the parent company holds the majority of shares, exercises management, has the final say on decisions relating to the acquisition and disposal of assets and also relating to the incurring of liabilities as well as on major expansions.

6. Subsidiary Company

A subsidiary company is one in which the majority issued share holding (more than 50%) or more than 50% of the voting power is under the direct control of another company or its nominee (whether locally incorporated or otherwise). It is to be noted that subsidiaries can themselves have subsidiaries

7. Enterprise

The enterprise is that business unit which independently exercises the highest degree of financial and managerial authority over its own activities and that of its branches or subsidiaries. The enterprise can be identified as the legal entity in the case of incorporated enterprises, for example corporation, joint stock company, cooperative, limited liability, partnership, or the unit for which consolidated balance sheets and profit and loss statements are available.

The enterprise can also be defined as consisting of a family of entities in which the parent establishment has controlling interest, that is, the majority, 50% or more, of the equity in each entity.

8. Establishment

The establishment is that unit of an enterprise carried on at a single location and under the control of one management which can be recognized as being engaged in a clearly identifiable form of economic activity (i.e. producing one or more major but similar goods and/or services normally associated as the output of a specific industry), for example wholesale/retail sales as opposed to manufacturing, transport, construction or crude petroleum production. In addition, to be classified as an establishment, it is expected that it functions as an independent accounting unit and maintains separate records of its operating expenditure and receipts. Offices, warehouse, machine shops and other activities auxiliary to production not necessarily on the same site but under the control of the management of the producing works are to be included in the "return" of the establishment being surveyed.

Single Establishment Enterprise

A single establishment is an industrial unit in which the enterprise is solely engaged in one form of economic activity e.g. Distribution, Manufacturing, Construction or Production of Crude Petroleum.

Multi-establishment Enterprise

This is an industrial unit which consists of a number of establishments engaged in different forms of economic activity e.g. Distribution, Manufacturing, Construction, etc.

SECTION 2 – EMPLOYMENT

- 2.1 **Total Employment** – Show the number of employees on your payroll for the given period. Include employees on paid sick, local or vacation leave. Also include apprentices if paid, even if not paid a regular wage. Exclude unpaid workers.
- 2.2 **Total Payments** – State total amounts paid as wages and salaries to all paid employees both at work and on leave for any length of time during the reference period. Include bonuses and commissions before deductions for Income Tax, Insurance, Pension Schemes, Advances etc.
- 2.3 **Total Man-Hours Paid for** - State normal hours of work each day for wages paid, (excluding lunch break), multiplied by number of working days in the week (plus appropriate hours for week-end work), multiplied by number of employees. Exclude overtime which is to be entered at 2.5.

Include paid vacation, sick leave, compassionate leave, lay-off, strikes (if any) and any period not worked but paid for.

Class of Worker

- Item 2.1.1 **Administrative, Professional and Technical Workers** – Include working employers, or proprietors, managers, professional workers, supervisors, foremen and similar kinds of workers. Exclude directors paid by fee only.
- 2.1.2 **Clerical Workers** - Include stenographers, secretaries, cashiers, bookkeepers.
- 2.1.3.1 **Manual Workers on Job Work** – Include workers paid by the piece or job, no regard being paid to the time taken; also workers paid by the piece of job but required to work specific hours (e.g. stitchers in a garment factory), and workers given a task estimated to take a full working day to complete.
- 2.1.3.2 **Manual Workers on Time Rate** – Include sales workers, motor drivers, mechanics, electricians, artisans (i.e. masons, carpenters etc.) labourers, messengers and similar types of workers.

SECTION 3 – OPERATING EXPENSES

Col.3 **Non-resident is** a foreign person or establishment not normally resident in Trinidad and Tobago. Establishments located in Trinidad and Tobago are considered resident whether owned by residents or by non-residents. Where questions pertain to raw materials, parts and other goods enter all imports obtained directly or through agents. Where questions pertain to service (e.g. insurance, technical services, rental of equipment) enter as “imports” only those payments which necessitate the purchase of foreign exchange to pay for the service; or which was paid from a bank account located abroad.

- Item 3.1.1 **Gross Wages and Salaries and Pension Funds including** bonuses, over-time payments and commissions (as entered in Section 2). This must be the wage or salary due to a person before deductions for Income Tax, Insurance, Pension Schemes, Health Surcharge etc.
- 3.1.1.1 Wages, salaries, bonuses, cost of living allowances, overtime and commissions paid to employees.
 - 3.1.1.2 Where employers contribute to pension plans, enter the regular contributions and do not include actual payments made to retired workers.
 - 3.1.1.3 Welfare schemes and workmen’s compensation.
- 3.1.2 **Director’s Fees** – Payments to directors. Do not include any payment of dividends to directors.
- 3.1.4 This item applies only to establishments which *directly* provide food, housing, medical or welfare facilities for their employees. In this case enter total estimated costs of these services including cost of maintenance, staffing interest charges and other overheads. *The purpose of this question is to obtain an estimate of the benefits received by employees additional to all monetary payments recorded under Sections 3.1.1 to 3.1.3.*
- 3.1.5 **Any other Payments** – Payments of pensions to retired employees where these are not funded; and any other miscellaneous monetary payments. Do not include any expenses incurred for maintenance, and repair to upkeep of employee housing. Expenses associated with the direct provision of housing, medical, recreational etc., facilities should be entered under 3.1.4. Exclude charities and donations.

Note Carefully that for this question only, you should double count i.e. any wage and salary expenditures incurred in providing these services should also have been included in item 3.1.1; similarly, materials for dispensaries etc., should also have been included in item 3.2. and materials for repairs under items 3.8.5.2.1 and 3.8.5.2.2.

- 3.2 **Total Cost of Raw Materials**, Supplies and Components purchased for the year. Enter the value of all such materials purchased during the accounting year. Where your records refer to the value of materials used rather than purchased, indicate this on the return. *Do not include* packaging materials (to be entered under Section 3.4); spare parts and other materials for repairs (to be entered under 3.8.5) or any capital goods or components for capital goods (to be entered in Section 6).

Basis of Valuation – Enter the prices actually paid; for imported goods, give c.i.f. price. Exclude duty paid which is to be entered at 3.8.6 under the relevant item.

Any products transferred from another establishment and used as an input to production *should be treated as if purchased*, i.e. assigned a value on the basis of their cost, inclusive of materials, labour, overheads and profit margin.

Exclude all payments for hired transportation to be shown under 3.8.1.

- 3.3 **Cost of Goods Purchased for Resale** – Enter here the cost of all goods purchased for resale by your establishment during the survey period, whether made in Trinidad or foreign. In both cases give the price actually paid i.e. excluding any rebates received. For imports give c.i.f. price. Exclude all payments for hired transportation (to be shown under item 3.8.1), and duty paid which is to be entered at 3.8.6 under the relevant item

- 3.4 **Containers, Wrappers and Packaging Materials** – Show as far as possible a detailed analysis of expenditure during the survey period. Estimates will also be useful. Indicate by (e) where an estimate is given.

Exclude returnable containers or similar purchase items which you regard as Capital Assets i.e. charge to Fixed Assets account.

- 3.6 **Payments to Other Establishments for Sub-Contract Work** – Enter only payments for custom work directly relating to production. Do not enter any minor repair expenditures or any payments for major renovations or alterations which are to be entered in 3.8.5 of Section 3 and in Section 6 respectively.

- 3.7 Enter all fuel and gas for lighting, power and transportation.

3.8 Other Current Expenses

- 3.8.1. **Transportation Cost** – include all costs for the carriage of materials purchased or goods sold. Costs incurred in transportation carried out by own facilities should not be entered here but should appear under the appropriate items i.e. Wages and Salaries – 3.1.1.1; gasoline etc., in 3.7; maintenance in 3.8.5.
- 3.8.4.4) **Rentals** – Rentals exclusive of hire purchase payments,
 3.8.4.5) Indicate appropriately as a footnote whether rental fees include the supply of labour. If so, show costs separately.
- 3.8.4.4.1 Enter the rent paid for lands used for agriculture, forestry or mining. For firms engaged in Petroleum Exploration and Production, enter rent paid for lands used for agriculture and forestry in 3.8.4.4.1; and rent paid for lands used for mining at 3.8.1.5.2.
- 3.8.4.4.2 Enter rent paid in respect of rental/lease of buildings and other lands.
- 3.8.5 **Maintenance** – Enter only payments made for minor repairs not capitalized.
- 3.8.5.1.1
 3.8.5.1.2
 3.8.5.1.3 and
 3.8.5.1.4 Enter only payments made to other establishments for repair services. Do not enter any estimates of value of work done by your own labour force which should be entered at 3.8.5.2.
- 3.8.5.2.1 Enter payments made for materials, spare parts and operating supplies except construction materials used in normal repair work by your own staff. Avoid double counting. If entries already included under 3.2 or 3.3, indicate as a footnote on questionnaire.
- 3.8.5.2.2 Enter payments made for construction materials used in normal repair work by your own staff. If entries are already included under 3.2 or 3.3 indicate as a footnote on questionnaire.
- 3.8.6) **Payments to Government and Statutory Boards** – Enter any
 3.8.7) Purchase tax paid on materials purchased and used in the process of production. Exclude excise tax collected on behalf of government. Include also under the relevant items – business licenses, stamp duty etc.

Fines and Penalties Paid to Public Authorities –

Enter here all fines and penalties imposed by any public authority on your firm e.g. income tax penalty. Note that *actual* payments of income tax etc., are to be entered under the relevant items.

All Other Current Expenses n.e.s. -

Show all other expenses not elsewhere recorded to complete total current expenditure.

SECTION 4 – SALES AND OTHER RECEIPTS

4.1 Value of Goods and Services Sold during the Reference Period – Total value of sales of goods and services produced/assembled by your establishment during the reference period whether payments have been actually made within the reference period or not. Goods sold in a previous period should not be recorded here even if payment was recorded during the reference period. Give actual values received or receivable. Exclude discounts and the values of all goods returned during the year. Also exclude any taxes such as excise duties collected by you on behalf of government. Include transportation for delivery only if these transportation charges are included in your operating expenses (Section 3).

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- 4.1.1.1 Crude transferred to another establishment of your firm not covered by this return must be treated as sales i.e. assign a value to it on the basis of the cost of material, labour, overheads and expected margin of profit.
- 4.1.1.2 Enter here the receipts from sale to other companies of crude or refined products produced by your establishment.
- 4.1.1.4 Include the total value of natural gas used up in your own production.

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- 4.1.1.1 Enter here the value of the refined and semi-fined products produced from crude and semi-refined petroleum being processed under processing agreement. Where estimates are given, indicate by (e).
- 4.1.1.2 Enter here the total receipts from the sale of all refined and semi-refined products produced on own account by your establishment. Where estimates are given, indicate by (e).

- 4.1.1.4 Itemize as far as possible the value of sales of any other commodities that have been produced by your establishment.
- 4.1.2.1
and
4.1.2.3 Indicate whether cost of spare parts used in repair and service work are included in this item.
- 4.1.2.2 **Processing Fees** – The total amount of fees attributable for processing of crude and semi-refined products during the period under review under a processing arrangement must be entered here whether or not the processing was undertaken on behalf of another establishment of your enterprise or on behalf of another enterprise.

Other Income

Rental/lease for Land For Agriculture, Forestry or Mining – Enter income with respect of the above under the relevant item. Rental income with respect to buildings and other lands should be entered also under the relevant items.

Other Receipts and Extraordinary Items – Enter income received from all other sources. Do not include proceeds from sale of used assets or land (see Section 6). Please give details.

Insurance Claims Received – Refers to non-life insurance on vehicles, machinery, buildings etc.

SECTION 5 – STOCKS

Show book value for each of the items in this section.

SECTION 6 – CAPITAL ACCOUNT

The purpose of this section is to obtain information of your establishment's capital expenditures during the year.

A. Capital Expenditures

Questions 6.1 and 6.2 are concerned with expenditures during the survey year on new fixed assets, such as building, plant, machinery, vehicles and improvements to land such as drainage, irrigation, clearing etc. (Expenditures on items included in this Section should not have been previously included in Section 3). Acquisition of land or used equipment *should not* be included here but under *Other Capital Items*, Question 6.7.

Valuation

The Value of fixed assets acquired should include all costs actually incurred in their acquisition and installation. Include not only the purchase price of the fixed assets but also such expenses as those for transportation, brokerage, installation, engineering, architects, legal and other services and indirect taxes. Do not include the cost of financing the acquisition of fixed assets, legal charges or stamp duties all of which should be included in Section 3.

NEW AND USED – an item is defined as new if it was never before used in the country. Therefore, a piece of machinery imported into the country is new whether it was in use in a foreign country or not.

Alterations and renovations represent addition to the stock of capital and should be included in the value of new assets created. Examples of alterations and renovations are completely replacing roofs or walls or adding stairs, elevator shafts or stair walls, lighting or air-conditioning systems, windows, partitions, etc. In general repairs should only be capitalized if they extend the life expectancy of the asset or other services originally provided by the asset. On this basis expenditures for replacing major parts of buildings and other structures would be included as capital expenditure while those for redecorating, painting, etc., would be excluded. (These latter minor repairs are to be reported in Section 3.8.5).

- 6.1 **Construction – TOTAL** - include here all expenditure on buildings built or purchased (if newly constructed); as well as civil engineering works e.g. factories, administrative offices, warehouses, residences for staff, drainage, grading, land improvements.

6.1.1 Buildings

- 6.1.1.1 **Residential** – include here only dwelling houses.
- 6.1.1.2 **Non-Residential** – include here all commercial buildings built or purchased, e.g. factories, administrative offices, sales rooms, warehouses, also canteens, staff hospitals and any other buildings to improve staff amenities.
- 6.1.1.3 **Other Construction** – include the construction of roads, highways, bridges, harbours, piers, sewerage and water systems and improvements to land such as drainage, irrigation, clearing of forests, grading, planting of trees, etc.

Source of Construction

This entry relates to payments made to other establishments or your own establishment for construction works listed in 6.1.1.

- 6.1.2. **Payments to Contractors** - for new construction and major alterations. These capital expenses should not have been included anywhere in Section 3. Do not double count.
- 6.1.3 **Own Account Construction** – estimated value of new construction and improvements done by your own labour force with your own materials. Expenditures for materials should not have been included in Section 3. The estimated labour cost (6.1.3.4) on the other hand should be included in the wage and salary bill under 3.1.1.
- 6.2 **Plant, Machinery and Transport Equipment including Major Repairs** capitalized – expenditures to be reported here should not have also been included in Section 3. *Do not double count.*

Type of Expenditure

- 6.2.1 **Plant, Machinery and Equipment** – include here all the fixed assets used in your activities other than construction and vehicle, etc. (to be shown at 6.1.1 and 6.2.2 respectively).
- 6.2.2 **Vehicles and Transport Equipment** – include road vehicles, ships, barges.
- 6.2.3 All other capital goods i.e. goods with expected life exceeding one year.

Source of Supply of New Plant and Equipment

- 6.2.4 Enter imports of capital goods whether ordered directly or obtained through local supplies, fully assembled or imports.
- 6.2.6 Enter installation cost of imported capital equipment such as foundations, electrical re-wiring etc.
- 6.7B. **Other Capital Items (Petroleum, Refining and Distribution)**
- 6.7.1 **Purchase of Land** – show the price paid for land acquired including transfer costs i.e. legal fees, commissions, etc., in whole or part of shares.
- 6.7.2 **Acquisition of Used Assets** – show only the cost of the used assets (see definition on Page 10). Installation costs should be entered under Sections 6.1.2 and 6.2.6 according to type of asset acquired.
- 6.7.3 **Less Receipts from Sale of Land** – show price received from sale of land exclusive of transfer costs.

6.7.4 **Less Receipts from Sale of Used Assets** – show amount actually received excluding discounts.

6.7.5 **Insurance Receipts from Damage or Loss** – give estimated proceeds of insurance claims or actual insurance receipts.

D. Drilling Expenditure

6.6 Drilling Expenditure – Total

This item should be equal to the total drilling expenditure incurred in the year. Each of the groups 6.6.1, 6.6.2 and 6.6.3 should equal in value the total figure recorded at 6.6.

6.6.1 **Type of Drilling Expenditure** – Enter here the value of drilling expenditure identified by you as Tangible Well Investment (6.6.1.1) and Intangible Drilling and Development Costs (6.6.1.2).

6.6.2 **Source of Drilling Activity** – At 6.6.3.1 enter the total value of drilling activity which was done by your own establishment. Indicate in a footnote on the questionnaire the actual value or the proportion of materials used which was charged against the current account i.e. included in Section 3. Indicate also in which item/s of Section 3 is this value included and the amount included in each item

SECTION 9 – ASSETS AND LIABILITIES

This section is concerned with the assets and liabilities of the enterprise. If Balance Sheets are available, supply information as shown in the Balance Sheets. Please record assets and liabilities at the beginning and the end of your accounting year. Indicate the reference period.

SECTION 11 AND 12**Inputs**

Provide information on inputs purchased or used (tick appropriate box) by the establishment in the production of goods and services. Inputs have been grouped under convenient sub-heads. The information supplied must be consistent with data given in Section 3 on materials and supplies purchased for use in the production process.

Outputs

Please enter quantity and value by type of purchaser whether or not payment was actually received during the accounting period. Where actual figures cannot be provided, please give a percentage breakdown in the column indicated. Information supplied here must also be consistent with data given in Section 4, on the value of goods and services produced and sold by the establishment.

