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**SECTION 2 - EMPLOYMENT AND WAGES**

Item	For Office Use Only	Nos. Employed Last Full Pay Week in Nov. 200....			Remarks			
		Total	Male	Female				
		17-21	22-31	32-41				
<b>2.1 Total Employment</b>	02000							
2.1.1 Administrative, Professional and Technical Workers	02002							
2.1.2 Clerical Workers	02003							
2.1.3 Manual Workers	02004							
2.1.3.1 On Job work (piece or task)	02005							
2.1.3.2 On time rate	02006							
	For Office Use Only	Wages and Salaries			Indicate by tick (✓) below time period relating to payment			
		Total	Male	Female	Month	Fort-night	Week	Other
		\$						
	17-21	22-31	32-41	42-51				
<b>2.2 Total Payments (including Overtime)</b>	02007							
2.2.1 Administrative, Professional and Technical Workers	02008							
2.2.2 Clerical Workers	02009							
2.2.3 Manual Workers	02010							
2.2.3.1 On job work	02011							
2.2.3.2 On time rate	02012							
<b>2.3. Total Overtime Payments</b>	02013							
2.3.1 Administrative, Professional and Technical Workers	02014							
2.3.2 Clerical Workers	02015							
2.3.3 Manual Workers (on time rate)	02016							
	For Office Use Only	Man Hours Paid for			Indicate by tick (✓) hours of normal working week			
		Total	Male	Female	40	42	44	Other (Specify)
	17-21	22-31	32-41	42-51				
<b>2.4 Total Man Hours Paid for</b>	02017							
2.4.1 Administrative, Professional and Technical workers	02018							
2.4.2 Clerical Workers	02019							
2.4.3 Manual Workers	02020							
On time rate	02021							
On Job rate	02022							
<b>2.5 Overtime Man Hours</b>	02023							
2.5.1 Administrative, Professional and Technical Workers	02024							
2.5.2 Clerical Workers	02025							
2.5.3 Manual Workers (On time rate)	02026							

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PLEASE READ INSTRUCTIONS

<b>SECTION 3 - OPERATING EXPENSES</b>			
Item	For Office Use Only	Expenditure	
		Total	<i>Of which: Paid to Non-Residents</i>
		\$	
	17-21	22-31	32-41
<b>3.1 Total Payments to all Employees, Directors etc. (Head Office and Plant)</b>	<b>03001</b>		
3.1.1 Gross wages and Salaries and Pension Funds	03002		
3.1.1.1 Gross wages and Salaries paid to employees	03003		
3.1.1.2 Contributions by employers to funded Pension Plans	03004		
3.1.1.3 Other employee welfare plans, workmen's compensation etc.	03005		
3.1.2 Directors' Fees	03007		
3.1.3 Employer's contribution to National Insurance Fund	03008		
3.1.4 Costs of housing, medical, welfare facilities directly provided for employees	03006		
3.1.5 Any other payments to employees( <i>Specify</i> ) _____ _____	03009		
<b>3.2 Total Cost of raw materials, supplies and components purchased for the year</b>	<b>03010</b>		
List the major items with their values:  (i) _____ (ii) _____ (iii) _____ (iv) _____			
<b>3.3 Cost of Goods Purchased for Resale in the same condition as Purchased (Wholesale or Retail)</b> <i>of which:</i>	<b>03026</b>		
3.3. 1 Crude Petroleum	03031		
3.3. 2 Liquid Petroleum Gases	03032		
3.3. 3 Motor Gasoline	03033		
3.3. 4 Aviation Gasoline	03034		
3.3. 5 Aviation Turbine Fuel	03035		
3.3. 6 White Spirit	03036		
3.3. 7 Vapourising Oil	03037		
3.3. 8 Kerosene	03038		
3.3. 9 Gas/Diesel Oil	03039		
3.3.10 Fuel Oil Flux	03040		
3.3.11 Lube Oil/Greases	03041		
3.3.12 Asphaltic Products	03042		
3.3.13 Petrochemicals	03043		
3.3.14 Other Finished Products	03044		

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<b>SECTION 3 - OPERATING EXPENSES -Continued</b>			
Item	<b>For Office Use Only</b>	Expenditure	
		Total	<i>Of which: Paid to Non-Residents</i>
		\$	
	17-21	22-31	32-41
3.3.15 Spare Parts and Electrical Equipment for Motor Vehicles and other Vehicles	03045		
3.3.16 Other commodities purchased for resale in the same condition as purchased List the major items with their values:	03046		
(I) _____			
(ii) _____			
(iii) _____			
(iv) _____			
(v) _____			
(vi) _____			
(vii) _____			
<b>3.4 Containers, Wrappers and Packaging Materials</b>			
<b>Total</b>	<b>03057</b>		
<i>of which:</i>			
3.4.1 Paperbags, Cartons and all other Paper Products	03062		
3.4.2 Wooden Crates, Boxes, Barrels etc.	03060		
3.4.3 Metal containers - Refundable	03058		
3.4.4 Metal containers - Non-refundable	03059		
3.4.5 Plastic Containers	03061		
3.4.6 Any Other containers, wrappers and packaging materials (Specify) ..... .....	03063		
3.4.7 Containers produced by your own establishment for your own use (Specify) ..... ..... .....	03065		
<b>3.5 Tools (not capitalized)</b>	<b>03105</b>		
<b>3.6 Payments to other establishments for Sub-Contract Work</b> (Specify): ..... ..... ..... .....	03066		

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<b>SECTION 3 - OPERATING EXPENSES -Continued</b>			
Item	For Office Use Only	Expenditure	
		Total	Of which: Paid to Non- Residents
		\$	
	17-21	22-31	32-41
<b>3.7 Cost of Fuel and Electricity - Total</b>	<b>03049</b>		
<i>of which:</i>			
3.7.1 Fuel (for motor vehicles)	03051		
3.7.2 Fuel or Natural Gas (for commercial use piped or otherwise)	03052		
3.7.3 Electricity	03053		
<b>3.8 Other Current Expenses - Total</b>	<b>03069</b>		
3.8.1 Transportation cost - Hired - Total	03070		
<i>of which:</i>			
3.8.1.1 Pipelines	03074		
3.8.1.2 Other	03073		
3.8.2 Telephones, cables, postage	03079		
3.8.3 Stationery and other office supplies	03080		
3.8.4 Business and Financial Services - Total	03081		
<i>of which:</i>			
3.8.4.1 Insurance (fire, machinery, vehicles)	03082		
3.8.4.2 Payments to brokers	03129		
3.8.4.3 Interest and bank charges - Total	03141		
<i>of which:</i>			
3.8.4.3.1 Interest	17034		
3.8.4.3.2 Bank Charges	03084		
3.8.4.4 Rental/lease of buildings and lands - Total	03139		
<i>of which:</i>			
3.8.4.4.1 Rental/lease of land for agriculture, forestry or mining	17035		
3.8.4.4.2 Rental/lease of buildings and other lands ( <i>Specify</i> ) ..... .....	03085		
3.8.4.5 Rental/lease of machinery, equipment, vehicles - Total	03086		
<i>of which:</i>			
3.8.4.5.1 Rental/lease of vehicles	03143		
3.8.4.5.2 Rental/lease of machinery and equipment other than vehicles	03144		
3.8.4.6 Advertising and sales promotion (including sponsored entertainment)	03087		

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**SECTION 3 - OPERATING EXPENSES -Continued**

Item	<b>For Office Use    Only</b>	Expenditure	
		Total	Of which: Paid to Non- Resident
		\$	
	17-21	22-31	32-41
3.8.4.7 Professional Services - Total	03088		
<i>of which:</i>			
3.8.4.7.1 Legal Expenses	03091		
3.8.4.7.2 Accounting or Audit Fees and Computer Services	03092		
3.8.4.7.3 Engineering and Architectural	03095		
3.8.4.7.4 Security	03093		
Other - ( <i>Specify</i> ) ..... .....	03133		
3.8.5 Maintenance and Repairs - Total	03096		
<i>of which:</i>			
3.8.5.1 Payments to other establishments - Total	03097		
<i>of which:</i>			
3.8.5.1.1 Repairs to buildings	03098		
3.8.5.1.2 Repairs to machinery	03099		
3.8.5.1.3 Repairs to electrical goods	03100		
3.8.5.1.4 Repairs to Motor Vehicles and other transport equipment	03145		
3.8.5.2 Estimated Value of Own Account Maintenance - Total	03102		
<i>of which:</i>			
3.8.5.2.1 Payment for parts and accessories used in Own Account Maintenance work	03103		
3.8.5.2.2 Payment for construction materials	03104		
3.8.6 Payments to Government and Statutory Boards - Total	03106		
<i>of which:</i>			
3.8.6.1 Water and Sewerage Rates	03114		
3.8.6.2 Other Rates, licenses, fees etc.	03107		
3.8.6.3 Custom Duty paid on imports	03110		
3.8.6.4 Purchase Tax	03108		
3.8.6.5 Excise Tax	03109		
3.8.7 Other payments to Government and Statutory Boards - Total	03121		
<i>of which:</i>			
3.8.7.1 Income (Corporation) Tax paid/payable	17028		
3.8.7.2 National Recovery Impost	17027		
3.8.7.3 Unemployment Levy	17026		
3.8.7.4 Royalty payments to government	17025		
3.8.7.5 Withholding Tax	17024		
3.8.7.6 Fines and Penalties paid to public authorities	17039		
3.8.7.7 Other payments ( <i>Specify</i> )  _____ _____	03138		

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<b>SECTION 3 - OPERATING EXPENSES -Concluded</b>			
Item	For Office Use Only	Expenditure	
		Total	<i>Of which:</i> Paid to Non- Residents
		\$	
	17-21	22-31	32-41
3.8.8 Payment for special services - Total	03120		
<i>of which:</i>			
3.8.8.1 Patents, licenses, copyrights, franchise etc.	17021		
3.8.8.2 Management fees	03090		
3.8.8.3 Travel and entertainment	03119		
3.8.9 Bad Debts written off less recoveries	17037		
3.8.10 Subscriptions	17030		
3.8.11 Donations and Charities	17033		
3.8.12 Loss on foreign exchange transactions	17032		
3.8.13 Loss on disposal of fixed assets	17031		
3.8.14 Scholarships and Training	03124		
3.8.15 Leasehold and Concessional Costs	17020		
3.8.16 All Other Current Expenses not elsewhere shown. <i>Specify, if possible (.e.g. share in a foreign Head Office expenses not elsewhere shown). (Excluding Depreciation)</i>			
.....			
.....			
.....			
.....	03132		
<b>3.0 Total Operating Expenses (3.1 to 3.8) (Excluding depreciation)</b>	<b>03000</b>		

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<b>SECTION 4 - SALES AND OTHER RECEIPTS</b>			
Item	For Office Use Only	Value	
		Total	Of which : Received from Non- Residents
		\$	
	17-21	22-31	32-41
<b>4.1 Value of Goods and Services produced/assembled by this Establishment and sold during the year</b> <i>Please Specify:</i> ..... ..... .....	<b>04001</b>		
<b>4.2 Total Receipts from Sale of Goods purchased and resold in the same condition as purchased (wholesale or retail)</b>	<b>04033</b>		
4.2.1 Crude Petroleum	04037		
4.2.2 Liquid Petroleum Gases	04038		
4.2.3 Motor Gasoline	04039		
4.2.4 Aviation Gasoline	04040		
4.2.5 Aviation Turbine Fuel	04041		
4.2.6 White Spirit	04042		
4.2.7 Vapourising Oil	04043		
4.2.8 Kerosene	04044		
4.2.9 Gas/Diesel Oil	04045		
4.2.10 Fuels Oils/Flux	04046		
4.2.11 Lube Oil/Greases	04047		
4.2.12 Asphaltic Products	04048		
4.2.13 Petrochemicals	04049		
4.2.14 Other Finished Products and Unfinished Oils	04050		
4.2.15 Spare Parts and Electrical Equipment for Motor and other Vehicles	04051		
4.2.16 Other Commodities Purchased and Resold List major items with their values:	04052		
(i) _____			
(ii) _____			
(iii) _____			
(iv) _____			
(v) _____			
<b>4.3 Revenue from Maintenance and Repair work</b>	<b>04092</b>		
<b>4.4 Revenue from Sub-contracting Operations (Other than those recorded at 4.3 - Total</b>	<b>04070</b>		
<i>of which</i>			
4.4.1 Revenue from Repairs	04088		
4.4.2 Servicing	04089		
4.4.3 Other ( <i>Specify</i> ):  _____ _____	04087		

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<b>SECTION 4 - SALES AND OTHER RECEIPTS -Continued</b>			
Item	<b>For Office Use Only</b>	Value	
		Total	Of which: Received from Non-Residents
		\$	
		17-21	22-31
<b>4.5. Revenue from Agency Operations</b>	<b>04053</b>		
<b>4.6 Petroleum Products subsidy</b>	<b>04065</b>		
<b>4.7 Other Income - Total (4.7.1 to 4.7.9)</b> <i>of which:</i>	<b>04098</b>		
4.7.1 Rental/Lease of machinery and equipment	04058		
4.7.2 Rental/Lease of buildings and lands - Total <i>of which:</i>	04025		
4.7.2.1 Rental/Lease of lands for agriculture, forestry or mining	17044		
4.7.2.2 Rental/Lease of buildings and other lands <i>(Specify)</i> ..... .....	04059		
4.7.3 Rental of Vehicles	04061		
4.7.4 Interest received	17043		
4.7.5 Dividends received	17045		
4.7.6 Royalties received	17048		
4.7.7 Licenses, patents etc.	17049		
4.7.8 Management and consultant fees	04023		
4.7.9 Other receipts and extraordinary items - Total <i>of which:</i>	04024		
4.7.9.1 Gain on foreign exchange transaction	17042		
4.7.9.2 Gain on disposal of fixed assets	17041		
4.7.9.3 Insurance claims received	17047		
4.7.9.4 Any other receipts n.e.s. <i>(Specify)</i> : ..... .....	04099		
<b>4.0 Total (Sales and Other Receipts 4.1 to 4.7)</b>	<b>04000</b>		

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**SECTION 5 - STOCKS**

Item	For Office Use Only	Value	
		Beginning of period	End of period
		\$	\$
	17-21	22-31	32-41
<b>5.1 Raw Materials, Supplies and Components including parts</b>	<b>05001</b>		
_____			
_____			
_____			
_____			
<b>5.2 Finished Goods of Own Production</b>	<b>05023</b>		
_____			
_____			
_____			
<b>5.3 Goods Purchased for Resale</b>	<b>05006</b>		
5.3. 1 Crude Petroleum	05007		
5.3. 2 Liquid Petroleum Gases	05008		
5.3. 3 Motor Gasoline	05009		
5.3. 4 Aviation Gasoline	05010		
5.3. 5 Aviation Turbine Fuel	05011		
5.3. 6 White Spirit	05012		
5.3. 7 Vapourising Oils	05013		
5.3. 8 Kerosene	05014		
5.3. 9 Gas/Diesel Oil	05015		
5.3.10 Fuel Oils/Flux	05016		
5.3.11 Lube Oil/Greases	05017		
5.3.12 Asphaltic Products	05018		
5.3.13 Petrochemicals	05019		
5.3.14 Other Finished Products and Unfinished Oils	05020		
5.3.15 Spare Parts and Electrical Equipment for Motor and Other Vehicles	05021		
5.3.16 Other Commodities	05022		
List major items			
_____			
_____			
_____			
<b>5.0 Total</b>	<b>05000</b>		

**VALUATION OF STOCKS:**  
Describe basis of valuation

5.1 Materials and Supplies \_\_\_\_\_

5.2 Finished Goods of Own Production \_\_\_\_\_

5.3 Goods Purchased for Resale \_\_\_\_\_

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**SECTION 6 - CAPITAL ACCOUNT**

**Note:** *If the breakdown requested is not available, please enter accurate totals and give the best available estimates for the breakdown. Indicate by (e) where an estimate is given.*

Capital Expenditure in 20.....	For Office Use Only	New Assets	Alterations, Renovations and Improvements
		\$	\$
	17-21	22-31	32-41
<b>6.1 Construction - Total</b>	<b>06001</b>		
<i>Please break down total value into: Expenditure on Buildings (6.1.1) and Payments to Contractors (6.1.2)</i>			
6.1.1 Buildings (show only expenditure on new or renovations)	06002		
6.1.1.1 Residential	06003		
6.1.1.2 Non-residential <i>of which:</i>	06004		
6.1.1.2.1 Service Stations	06056		
6.1.1.2.2 Other Non-residential	06057		
6.1.1.3 All other construction e.g. roads, bridges, pipelines, sewerage, etc. excluding drilling activities	06005		
6.1.2 Payments to Contractors - Total	06007		
<i>Please breakdown total value in 6.1.2 by:</i>			
6.1.2.1 Work done by contractors on materials supplied by them i.e. payments include cost of materials and services of sub-contractors if any	06008		
6.1.2.2 Work done by contractors on materials provided by your own establishment	06009		
6.1.3 Value of Own account Construction - Total	06010		
<i>Please breakdown total value in 6.1.3 into:</i>			
6.1.3.1 Imported construction materials c.i.f. (excluding duty)	06011		
6.1.3.2 Duty paid, if any on 6.1.3.1	06012		
6.1.3.3 Local Construction materials	06013		
6.1.3.4 Estimated value of wages and salaries of your own labour force	06014		
6.1.3.5 Other costs and overheads	06015		
<b>6.2 Plant, Machinery, Transportation Equipment (including major Repairs Capitalised) - Total</b>	<b>06016</b>		
<i>Please breakdown total value above by Type of Expenditure and by Sources of Supply</i>			
Type of Expenditure			

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<b>SECTION 6 - CAPITAL ACCOUNT -Continued</b>			
<b>Capital Expenditure in 20.....</b>	<b>For Office Use      Only</b>	<b>New Assets</b>	<b>Alterations, Renovations and Improvements</b>
	\$		
	17-21	22-31	32-41
6.2.1 Plant, Machinery and Equipment (other than vehicles)	06017		
6.2.2 Vehicles and all other transportation equipment	06018		
6.2.3 All other capital investments, <i>Specify</i> : ..... ..... .....	06019		
Source of Supply of New Plant and Equipment			
6.2.4 Imports of capital goods fully assembled or C.K.D. and imports of replacement parts for major repairs and alterations, c.i.f. value	06022		
6.2.5 Import duty on 6.2.4	06023		
6.2.6 Cost of installation of imported capital equipment including re-conditioning costs - Total <i>of which:</i>	06024		
6.2.6.1 Estimated value of work performed by your own labour force	06025		
6.2.6.2 Sums paid to local contractors or suppliers	06026		
6.2.7 Locally supplied machinery, vehicles, equipment and all other miscellaneous capital goods including installation or service charges, if any.	06027		
<b>6.3 Total Capital Expenditure (6.1 + 6.2)</b>	<b>06000</b>		
Other Capital Items	<b>For Office Use Only</b>	Total	<i>Of which:</i> Non-Residents
		\$	\$
	17 - 21	22 - 31	32 - 41
<b>6.7 Other Capital Investment - Total</b>	<b>06035</b>		
<i>Please breakdown Total into:</i>			
6.7.1 Purchase of land	06030		
6.7.2 Acquisition of Used Assets (including Building and Plants)	06031		
6.7.3 Less Receipts from Sale of Land	06032		
6.7.4 Less Receipts from Sale of Used Assets	06033		
6.7.5 Less Insurance Receipts for Damage or Loss	06034		

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<b>SECTION 7 - DEPRECIATION</b>			
	<b>For Office Use Only</b>	Total	Rate
		\$	%
	17-21	22-31	32-41
<b>7.1 Depreciation on Construction - Total</b>	<b>07002</b>		
7.1.1 Residential Buildings	07003		
7.1.2 Non-Residential Buildings	07004		
7.1.3 Other Construction e.g. Roads, Bridges, Sewerage, Terminals, etc.	07005		
<b>7.2 Plant, Machinery, Transport Equipment and Other Fixed Assets</b>	<b>07006</b>		
7.2.1 Office Furniture and Equipment	07009		
7.2.2 Plant, Machinery and Equipment (other than Vehicles)	07007		
7.2.3 Vehicles and Transport Equipment	07008		
7.2.4 Other fixed Assets ( <i>Specify</i> ): _____ _____	07015		
<b>7.3 Total Depreciation</b>	<b>07000</b>		
<b>7.4 Amortization and Depletion</b>	<b>07017</b>		
<b>7.0 Total (7.3 + 7.4)</b>	<b>07026</b>		
Please describe basis of Depreciation used: _____ _____ _____ _____			

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<b>SECTION 8 - CASH FLOW STATEMENT</b>			
Items	For Office Use Only	Value - \$	
		Total	
		17-21	22-31
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Profit before taxation	08040		
Adjustments for:			
Depreciation and amortisation	07026		
(Gain)/Loss on sale of fixed assets	08041		
Changes in operating assets and liabilities			
Receivables	08021		
Payables	08026		
Inventories	08022		
Other current assets	08024		
Other current liabilities	08032		
<b>Cash generated from operations</b>	<b>08042</b>		
Taxation paid	08043		
Severance/Termination benefits paid	08044		
<b>Net cash from operating activities</b>	<b>08045</b>		
<b>FINANCING ACTIVITIES</b>			
Funds from loans	08009		
Repayment of loans	08015		
Dividends paid	08016		
Share capital	08046		
<b>Cash provided by/(used in) financing activities</b>	<b>08047</b>		
<b>INVESTING ACTIVITIES</b>			
Purchase of investments	08014		
Redemption of investments	08006		
Purchase of fixed assets	08012		
Proceeds from sale of fixed assets	08048		
<b>Cash used up in investing activities</b>	<b>08049</b>		
<b>Increase/(Decrease) in cash for the period</b>	<b>08050</b>		
Cash and cash equivalents			
- at beginning of period	08051		
- at end of period	08052		
Represented by:			
Bank overdraft	08027		
Cash in hand and bank (including fixed deposits)	08020		

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<b>SECTION 9 - ASSETS AND LIABILITIES</b>			
<b>N.B. Total Assets (9.1) must equal Total Liabilities (9.3) + Shareholders' Equity (9.4)</b>			
Item	For Office Use Only	As at the beginning 200....	As at the end 200....
		\$	\$
	17-21	22-31	32-41
<b>9.1 Total assets -</b>	<b>09000</b>		
<i>of which:</i>			
9.1.1 External assets - Total	09002		
<i>of which:</i>			
9.1.1.1 Foreign currency, bank balances (whether held in local bank or foreign account).	09003		
9.1.1.2 Balances due from head office, parent company or other affiliated company abroad	09004		
9.1.1.3 Trade receivables	09005		
9.1.1.4 Other current assets ( <i>please specify</i> )	09006		
9.1.2 External investments - Total	09007		
<i>of which:</i>			
9.1.2.1 Investment in subsidiary companies not consolidated	09008		
9.1.2.2 Other investments ( <i>please specify</i> )	09009		
9.1.3 Other balances due from foreigners	09010		
9.1.4 Local assets - Total	09011		
<i>of which:</i>			
9.1.4.1 Trinidad and Tobago currency cash on hand and on deposit	09012		
9.1.4.2 Accounts receivable less allowances for bad or doubtful debts	09013		
9.1.4.3 Inventories	09014		
9.1.4.4 Other current assets ( <i>please specify</i> )	09015		
9.1.5 Local investment - Total	09016		
<i>of which:</i>			
9.1.5.1 Trinidad and Tobago government securities	09017		
9.1.5.2 Other investments ( <i>please specify</i> )	09018		
9.1.6 Local loans and advances - Total	09019		
9.1.7 Fixed assets net of depreciation - Total	09020		
<i>of which:</i>			
9.1.7.1 Land and Buildings at original cost	09056		
9.1.7.2 Plant, machinery and equipment other than vehicles at original cost	09057		
9.1.7.3 Vehicles and other transport equipment at original cost	09058		
9.1.7.4 Other fixed assets at original cost	09022		
9.1.7.5 (Less) accumulated depreciation on assets	09023		
9.1.8 All other assets not elsewhere shown	09024		

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<b>SECTION 9 - ASSETS AND LIABILITIES</b> -Concluded			
<b>N.B. Total Assets (9.1) must equal Total Liabilities (9.3) + Shareholders' Equity (9.4)</b>			
Item	For Office Use Only	As at the beginning 200....	As at the end 200....
		\$	\$
	17-21	22-31	32-41
<b>9.2 Total liabilities and shareholders' equity (9.3+9.4)</b>	<b>09054</b>		
<b>9.3 Total liabilities</b>	<b>09025</b>		
<i>of which:</i>			
9.3.1 External liabilities - Total	09026		
<i>of which:</i>			
9.3.1.1 Trade payable	09027		
9.3.1.2 Other accounts payable	09028		
9.3.1.3 Balances due to head office, parent company and other affiliated company abroad	09029		
9.3.1.4 Balances due to foreigner:	09030		
9.3.1.5 Loans	09031		
9.3.1.6 Other balances e.g. interest	09032		
9.3.2 Local liabilities - Total	09033		
<i>of which:</i>			
9.3.2.1 Bank overdraft and short term loans	09034		
9.3.2.2 Accounts payable including notes payable	09038		
9.3.2.3 Current maturities of long term debt	09060		
9.3.2.4 Taxation payable	09040		
9.3.2.5 Dividends payable	09041		
9.3.2.6 Long term bank loans (more than one year)	09035		
9.3.2.7 Long term loans other than from bank	09036		
9.3.2.8 Debentures (first mortgage bonds)	09037		
9.3.2.9 All other local liabilities	09042		
<b>9.4 Shareholders' Equity - Total</b>	<b>09043</b>		
<i>of which:</i>			
9.4.1 Issued share capital - Total	09044		
<i>of which:</i>			
9.4.1.1 Owned by foreigners or non-residents	09045		
9.4.1.2 Owned by residents	09046		
9.4.2 <b>Total reserves</b>	<b>09050</b>		
<i>of which:</i>			
9.4.2.1 Capital reserves	09047		
9.4.2.2 Retained earnings	09048		

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<b>SECTION 10. SPECIAL CHARACTERISTICS OF MANUFACTURING ESTABLISHMENTS</b>		
Item	<b>For Office Use Only</b>	Number
	17-21	22-31
<p>10.1 Selected Non-Additive Items - Transportation, Training and Income in kind</p> <p>10.1.1 Transportation Cost</p> <p>Does this establishment provide transportation services for its own use?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'yes' please give:</p> <p>10.1.1.1 Number of vehicles owned by the establishment - Total</p> <p style="padding-left: 20px;"><i>of which:</i></p> <p style="padding-left: 20px;">(i) trucks</p> <p style="padding-left: 20px;">(ii) vans</p> <p style="padding-left: 20px;">(iii) cars</p> <p style="padding-left: 20px;">(iv) Other, please (Specify):</p> <p style="padding-left: 20px;">.....</p> <p style="padding-left: 20px;">.....</p> <p style="padding-left: 20px;">.....</p>	10015	
	10016	
	10017	
	10018	
	10019	
	<b>For Office Use Only</b>	Actual or estimated value
		\$
	17-21	22-31
<p>10.1.1.2 Maintenance of Transport Vehicles (indicate by (✓) whether total or estimated)</p> <p>Total actual <input type="checkbox"/> or estimated <input type="checkbox"/> expenditure</p> <p>on own account transportation including wages and salaries of drivers as (distinct from salesmen), loaders or assistants, maintenance of vehicles, purchases of fuel etc.</p>	10021	
<p>10.1.2 Training</p> <p>Does this establishment provide training opportunities for its employees?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes' please give the value of expenditure on:</p> <p>10.1.2.1 Fees, scholarships, bursaries and all other payments to institutions for training of employees.</p> <p>10.1.2.2. Estimated expenditure on inservice training or any other training provided within the establishment</p>	10023	
	10024	

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10-16**SECTION 12. SALES BY CHANNELS OF DISTRIBUTION AND PURCHASES BY SOURCE****Items 12.1 and 12.2**

- (i) The purpose of these sections is to provide supplementary information on the distribution sector in particular and the backward and forward linkage in industry in the economy in general.
- (ii) The data should be given, as far as possible in as great detail as is indicated. There should be no double-counting in the data provided, i.e. each transaction must be included only once and that in the most appropriate sub-division.

	For Office Use Only	Goods manufactured by the establishment		Goods purchased for resale in same condition as purchased			
		Estimated Value \$	Per-centage of Total	Petroleum Products		Non-Petroleum Products	
				Estimated Value \$	Per-centage of Total	Estimated Value \$	Percentage of Total
17-21	22-31	32-41		42-51			
<b>12.1 Sales of the Establishment's Output According to Purchase</b>	12001						
A. Domestic Sales - Total of which:	12002						
1 Transfer or sales directly to retail outlets operated by your own enterprise <input type="checkbox"/> or by affiliated enterprises <input type="checkbox"/> Please check which one	12003						
2 Sales to all other retail outlets:	12004						
(i) directly from refinery	12031						
(ii) through designated agents	12032						
3 Sales to farmers, manufacturers, hotels, restaurants and all other businesses excluding wholesalers and retailers:	12005						
(i) directly from refinery	12033						
(ii) through designated agents	12034						
4 Intra company transfers, between Domestic Manufacturing Establishments and Marketing division	12006						
5 Sales to wholesalers:	12007						
(i) directly from refinery	12035						
(ii) through designated agents	12036						

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<b>SECTION 12 - SALES BY CHANNELS OF DISTRIBUTION AND PURCHASES BY SOURCE - Continued</b>							
	<b>For Office Use Only</b>	Goods manufactured by the establishment		Goods purchased for resale in same condition as purchased			
				Petroleum Products		Non-Petroleum Products	
		Estimated Value \$	Per- centage of Total	Estimated Value \$	Per- centage of Total	Estimated Value \$	Percentage of Total
		17-21	22-31	32-41	Total	42-51	Total
<b>6 Sales to Government and all Public Utilities and other government business enterprises:</b>	12008						
(i) directly form refinery	12037						
(ii) through designated agents	12038						
<b>B Export Sales - Total</b>	<b>12009</b>						
1 Sales on the export market by transfer <input type="checkbox"/> or sale <input type="checkbox"/> to parent company or to affiliated establishments. (please check which one)	12010						
2 All other export sales Total of which:	12030						
(i) through local agent	12011						
(ii) through the establishment's foreign agent	12012						
(iii) directly to the customer via a broker	12013						
(iv) bunkers of which:	12014						
(i) Aviation	12015						
(ii) Ships	12016						
<b>12.2 Purchase of the Establishment's Inputs According to Source - Total</b>	<b>12017</b>						
<b>A Purchase of Domestic Inputs - Total</b> of which:	<b>12018</b>						
(i) Purchases from farmers and business enterprises (other than wholesale and retail businesses)	12019						
(ii) Direct from Non-Petroleum Manufacturer	12020						
(iii) Through an agent	12021						

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10-16**SECTION 12 - SALES BY CHANNELS OF DISTRIBUTION AND PURCHASES BY SOURCE - Concluded**

	<b>For Office Use Only</b>	Goods manufactured by the establishment		Goods purchased for resale in same condition as purchased			
				Petroleum Products		Non-Petroleum Products	
		Estimated Value \$	Per- centage of Total	Estimated Value \$	Per- centage of Total	Estimated Value \$	Per- centage of Total
		17-21	22-31	32-41	42-51	42-51	of Total
(iv) Intra company transfer from establishments operated by your own enterprise or by affiliated enterprise	12022						
(v) Purchases of local goods from local wholesaling merchants	12023						
(vi) Non-affiliated local Oil Company	12024						
<b>B Purchases of Imported Inputs - Total</b> <i>of which:</i>	<b>12025</b>						
(i) Directly by transfer from parent company or other foreign affiliated company	12026						
(ii) Directly through a local agent of the foreign enterprises	12027						
(iii) From a local merchant	12028						
(iv) Other direct Imports	12029						

.....

.....

*Signature of Person making the return*

*Signature of Field Office  
Collecting return*

.....

**(NAME IN BLOCK LETTERS)**

.....

*Position/Office held*

.....

*Checked by (For Office Use)*

*Date Completed:.....*