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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					42-51
<b>2.1</b>	<b>Total Employment</b>	02000							
2.1.1	Administrative, Professional	02002							
2.1.2	Technical Workers	02027							
2.1.3	Clerical Workers	02003							
2.1.4	Manual Workers	02004							
			Wages and Salaries			Indicate by tick (/) below time period relating to payment			
	<b>For Office Use Only</b>		<b>Total</b>	<b>Male</b>	<b>Female</b>	Month	Fort-night	Week	Other
			\$	\$	\$				
		17-21	22-31	32-41	42-51				
<b>2.2</b>	<b>Total Payments</b> <i>(including Overtime)</i>	02007							
2.2.1	Administrative, Professional	02008							
2.2.2	Technical Workers	02028							
2.2.3	Clerical Workers	02009							
2.2.4	Manual Workers	02010							

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SECTION 3 - OPERATING EXPENSES			
Item	For Office Use Only	Value	
		Total	Of which Paid to Non
		\$	
	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 Cost of raw materials, supplies and components purchased for use in production (excluding packaging materials and spare parts and other materials used for repair of buildings or machinery).</b>	<b>03010</b>		
<b>3.3 Cost of Goods Purchased for Resale in the same condition as Purchased (Retail and Wholesale)</b>	<b>03026</b>		
<b>3.4 Containers, Wrappers and Packaging Materials</b>	<b>03057</b>		
<b>Total of which:</b>			
3.4.1 Metal containers - Refundable	03058		
3.4.2 Metal containers - Non-refundable	03059		
3.4.3 Wooden crates, boxes, barrels etc.	03060		
3.4.4 Plastic containers	03061		
3.4.5 Any Other containers, wrappers and packaging materials( <i>Specify</i> ) ..... ..... .....	03063		
<b>3.5 Tools (not capitalized)</b>	<b>03105</b>		

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**SECTION 3 - OPERATING EXPENSES -Continued**

Item	For Office Use Only	Value	
		Total	Of which Paid to Non
		\$	
	17-21	22-31	32-41
<b>3.6</b> <b>Payment to other Establishments for Sub-Contact Work. Amount paid to other Establishments for Contractual Services, including drilling expenditure written off to revenue and expenditure account, other than those included elsewhere in this section. Specify, e.g. Marine Operations, Drilling, Well Servicing etc</b>  ..... ..... ..... ..... ..... .....	03066		
<b>3.7</b> <b>Cost of Fuel and Electricity - Total (3.7.1. + 3.7.2)</b> <i>of which:</i> 3.7.1      Cost of Fuel - Total 3.7.1.1 Fuel or natural gas (for commercial use piped or otherwise) 3.7.1.2 Other fuels ( <i>Specify</i> )  ..... ..... ..... 3.7.2      Electricity Total 3.7.2.1 Electricity purchased 3.7.2.2 Electricity generated in own plant for own use	<b>03049</b>  03048  03052    03050 03053 03054 03055		
<b>3.8</b> <b>Other Current Expenses - Total</b> 3.8.1      Transportation cost - Hired 3.8.2      Telephones, cables, postage 3.8.3      Stationery and other office supplies 3.8.4      Business and Financial Services - Total <i>of which:</i> 3.8.4.1 Insurance (fire, machinery, vehicles) 3.8.4.2 Payments to brokers 3.8.4.3 Interest and bank charges - Total <i>of which:</i> 3.8.4.3.: Interest 3.8.4.3.: Bank Charges	<b>03069</b> 03070 03079 03080 03081  03082 03129 03141  17034 03084		

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**SECTION 3 - OPERATING EXPENSES -Continued**

Item	For Office Use Only	Value	
		Total	Of which Paid to Non
		\$	
	17-21	22-31	32-41
3.8.4.4 Rental/lease of buildings and lands - Total <i>of which:</i>	03139		
3.8.4.4.: Rental/lease of land for agriculture or forestry	17029		
3.8.4.4.: 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.: Rental/lease of vehicles	03143		
3.8.4.5.: Rental/lease of machinery and equipment other than vehicles	03144		
3.8.4.6 Advertising and sales promotion (including sponsored entertainment)	03087		
3.8.4.7 Professional Services - Total	03088		
<i>of which:</i>			
3.8.4.7.: Legal Expenses	03091		
3.8.4.7.: Accounting and/or Audit Fees and Computer Services	03092		
3.8.4.7.: Security	03093		
3.8.4.7.: Other - ( <i>Specify</i> )			
.....			
.....			
.....	03133		
3.8.5 Maintenance and Repairs - Total (3.8.5.1+3.8.5.2) <i>of which:</i>	03096		
3.8.5.1 Payments to other establishments	03097		
3.8.5.1.: Repairs to buildings	03098		
3.8.5.1.: Repairs to machinery	03099		
3.8.5.1.: Repairs to electrical goods	03100		
3.8.5.1.: 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.: Payment for parts and accessories used in Own Account Maintenance work	03103		
3.8.5.2.: Payment for construction materials	03104		

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<b>SECTION 3 - OPERATING EXPENSES -Concluded</b>				
	Item	<b>For Office Use Only</b>	Value	
			Total	Of which Paid to Non
			\$	
		17-21	22-31	32-41
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 Government oil impost	03116		
	3.8.6.4 Custom Duty paid on imports	03110		
	3.8.6.5 Purchase Tax	03108		
	3.8.6.6 Excise Tax	03109		
3.8.7	Other payments to Government and Statutory Boards	03121		
	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 Petroleum production levy	17023		
	3.8.7.7 Supplemental Petroleum Tax	17022		
	3.8.7.8 Fines and Penalties paid to public authorities	17039		
	3.8.7.9 Other payments ( <i>Specify</i> )			
	.....			
	.....	03138		
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		
	3.8.15.1 Costs of acquiring mineral rights to Oil and Gas in place	17019		
	3.8.15.2 Lease rentals	17018		
	3.8.15.3 Private Royalties (i.e. Landowners, non-government)	17017		
3.8.16	All Other Current Expenses not elsewhere shown. Specify, if possible (e.g. share in a foreign Head Office expenses not elsewhere shown). (excluding Depreciation)			
	.....			
	.....			
	.....	03132		
<b>3.0</b>	<b>Total Operating Expenses (3.1 to 3.8)</b> <i>(Excluding depreciation)</i>	<b>03000</b>		

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**SECTION 4 - SALES AND OTHER RECEIPTS**

Item	For Office Use Only	Value	
		Total	Of which Exports
		\$	
	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>	<b>04001</b>		
4.1.1 Value of natural gas produced of which:	04017		
4.1.1.1 Commercial sales	04018		
4.1.1.2 Value of own field operations	04019		
4.1.1.3 Transfer to own refinery	04020		
4.1.1.4 Any other sales (Specify) ..... ..... .....	04008		
4.1.1.5 Total receipts from sales of goods purchased and resold in the same condition as purchased (wholesale or retail)	04033		
4.1.1.6 Any other sales (Specify) ..... ..... .....	04005		
4.1.2 Total Value of Services rendered of which:	04027		
4.1.2.1 Receipts from contract work (Specify) ..... ..... .....	04066		
4.1.2.2 Other receipts for services rendered (Specify) ..... ..... .....	04010		
<b>4.2 Other Income - Total</b>	<b>04098</b>		
of which:			
4.2.1 Rental/Lease of Machinery and equipment	04058		
4.2.2 Rental/Lease of buildings and lands - Total of which:	04025		
4.2.2.1 Rental/Lease of lands for agriculture, forestry or mining	17044		

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SECTION 4 - SALES AND OTHER RECEIPTS -Concluded			
Item	For Office Use Only	Value	
		Total	Of which Exports
		\$	
	17-21	22-31	32-41
<b>4.2</b> <b>Other Income -Continued</b>			
4.2.2.2 Rental/Lease of buildings and other lands (Specify)  .....  .....	04059		
4.2.3      Interest received	17043		
4.2.4      Dividends received	17045		
4.2.5      Royalties received	17048		
4.2.6      Licenses, patents etc.	17049		
4.2.7      Management and consultant fees	04023		
4.2.8      Other receipts and extraordinary items - Total of which:	04024		
4.2.8.1    Gain on foreign exchange transaction	17042		
4.2.8.2    Gain on disposal of fixed assets	17041		
4.2.9      Insurance claims received	17047		
4.2.10     Any other receipts n.e.s. (Specify)  .....  .....	04099		
<b>4.0</b> <b>Total (Sales and Other Receipts)</b> <b>(4.1 + 4.2)</b>	<b>04000</b>		

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<b>SECTION 5 - INVENTORIES</b>			
Item	<b>For Office Use Only</b>	Value - \$	
		Beginning of period	End of period
	17-21	22-31	32-41
<b>5.1 Natural Gas</b>	<b>05002</b>		
<b>5.2 Refined and Semi-refined Products</b>	<b>05027</b>		
<b>5.3 Other Raw Materials, Supplies and Components including parts. etc</b>	<b>05004</b>		
<b>5.4 Goods Purchased for Resale</b>	<b>05006</b>		
<b>5.5 All Other Stocks</b>	<b>05025</b>		
.....			
.....			
.....			
<b>Total (5.0)</b>	<b>05000</b>		
<b>VALUATION OF STOCKS:</b>			
Describe basis of valuation			
<b>5.1 Natural Gas</b>			
<b>5.2 Refined and Semi-refined Products</b>			
<b>5.3 Raw Materials, Supplies and Components including Parts, etc.</b>			
<b>5.4 Goods Purchased for Resale</b>			
<b>5.5 Other Stocks n.e.s. Specify:</b>			
.....			
.....			
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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.*

A. Capital Expenditure in 200.....	For Office Use Only	New Assets	Alterations, Renovations and Improvements
	\$		
	17-21	22-31	32-41
<b>6.1 Construction including Own Account) - 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	06004		
6.1.1.3 All other construction e.g. roads, bridges, pipelines, sewerage, etc. excluding drilling activities	06005		
6.1.2 Payments to Contractors	06007		
<b>6.2 Plant, Machinery, Transport Equipment (including major Repairs Capitalised) - Total</b>	<b>06016</b>		
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 investments, <i>Specify:</i> .....	06019		
<b>6.3 Furniture and Office Equipment</b>	<b>06020</b>		
<b>6.4 Information Technology:</b>	<b>06060</b>		
6.4.1 Hardware	06028		
6.4.2 Software	06029		

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**SECTION 6 - CAPITAL ACCOUNT -Continued**

<b>C. Other Capital Items</b>	<b>For Office Use Only</b>	Total		Of which from Non-Residents
		\$		
	17-21	22-31	32-41	
<b>6.5 Other Capital Items - Total</b> <i>of which</i>	<b>06035</b>			
6.5.1 Purchase of land	06030			
6.5.2 Acquisition of used assets ( <i>including building and plants</i> )	06031			
6.5.3 Less receipts from sale of land	06032			
6.5.4 Less receipts from sale of used assets	06033			
6.5.5 Less Insurance receipts for damage or loss	06034			
<b>D. Drilling Expenditure</b>		Amount \$		
<b>6.6 Drilling Expenditure - Total</b>	<b>06036</b>			
6.6.1 Type of drilling expenditure	06037			
6.6.1.1 Tangible well investment (T.W.I.)	06038			
6.6.1.2 Intangible drilling and development costs (I.D.C.)	06039			
6.6.2 Drilling expenditure capitalized <i>of which</i>	06040			
6.6.2.1 Land	06041			
6.6.2.2 Marine	06042			
6.6.3 Source of Supply: - Drilling Activity	06043			
6.6.3.1 Value of work done on Own Account <i>of which</i>	06044			
6.6.3.1.1 Payment for materials, etc.	06045			
6.6.3.1.2 Labour Cost	06046			
6.6.3.2 Value of work given out on contract	06047			
<b>E. Capital Expenditure Planned for next two Years</b>		200....	200....	
<b>6.7 Construction - Total</b>	<b>06048</b>			
6.7.1 Plant	06049			
6.7.2 Machinery & equipment (other than transport)	06050			
6.7.3 Other civil engineering e.g. pipelines, roads, bridges	06051			
<b>6.8 Vehicles and transport Equipment</b>	<b>06052</b>			
<b>6.9 Drilling Expenditure</b>	<b>06058</b>			
<b>6.10 Other</b>	<b>06053</b>			
Total (6.7 - 6.10)	06054			
<b>6.11 Of Capital Expenditure shown above please indicate:-</b> Expenditure on Marine Operations	06055			

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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 Plant, Machinery and Equipment (other than Vehicles)	07007		
7.2.2 Vehicles and Transport Equipment	07008		
7.2.3 Office Furniture and Equipment	07009		
7.2.4 Information Technology( <i>Specify</i> ):	07016		
.....			
.....			
7.2.5 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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**SECTION 8 - CASH FLOW STATEMENT**

Items	For Office Use Only	Total	
	17-21	22-31	32-41
<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>			
		For Office Use Only	As at the beginning 200.... As at the end 200.... \$
Item		17-21	22-31      32-41
<b>9.1</b>	<b>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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10-16**SECTION 9 - ASSETS AND LIABILITIES** -Continued

Item		For Office Use Only	As at the beginning 200....	As at the end 200....
			\$	
		17-21	22-31	32-41
<b>9.2</b>	<b>Total liabilities and shareholders' equity (9.3+9.4)</b>	<b>09054</b>		
<b>9.3</b>	<b>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 foreigners	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		
9.4	<b>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		