

TO BE COMPLETED AND RETURNED TO THE CENTRAL STATISTICAL OFFICE, PLAZA 47 FREDERICK STREET, POS (NEXT TO ROYAL CASTLE)
 MAILING ADDRESS: CENTRAL STATISTICAL OFFICE, BUSINESS SURVEY SECTION, PO BAG 98 POS



Serial No.

Industry No.

**REPUBLIC OF TRINIDAD AND TOBAGO
 MINISTRY OF PLANNING & DEVELOPMENT
 CENTRAL STATISTICAL OFFICE
 BUSINESS SURVEYS SECTION
 SURVEY OF ESTABLISHMENTS 201....
 GENERAL SHORT FORM**

Date due for submission to C.S.O.

This survey is conducted in accordance with the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad & Tobago. Information on this survey and instructions for the completion of this form can also be accessed from our website: www.cso.gov.tt
 For enquires, please call 625-1164, 623-7044 or 625-3891. **Please read instructions carefully before completing questionnaire.**

SECTION 1 - CHARACTERISTICS OF ESTABLISHMENT	FOR OFFICE USE ONLY																								
<p>1.1 Name of Establishment</p> <p>1.2 Address</p> <p>Phone Number Fax</p> <p>Email Website</p> <p>1.3 Activity of Establishment (<i>List in order of importance</i>)</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>1.4* Reference period for data supplied <i>E.g. 1st January 2017- 31st December 2017 / 1st April 2017 - 31st March 2018 (financial year for firm)</i></p> <p>1.5 Year began operation</p> <p>1.6 Type of Ownership (<i>Please Tick one</i>)</p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;"><input type="checkbox"/> Sole Proprietorship</td> <td style="width:50%; border: none;"><input type="checkbox"/> Government</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Partnership</td> <td style="border: none;"><input type="checkbox"/> Co-operative</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Private Limited Company</td> <td style="border: none;"><input type="checkbox"/> Non-Profit Institution</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Public Limited Company</td> <td style="border: none;"><input type="checkbox"/> Other (<i>Specify</i>)</td> </tr> </table> <p>1.7 Ownership of Equity</p> <table style="width:100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> <td style="border: 1px solid black; width: 40px; height: 30px; text-align: center;">% National</td> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">% Foreign</td> <td style="text-align: center;">Country</td> </tr> <tr> <td colspan="2"></td> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> </tr> <tr> <td colspan="2"></td> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> <td style="border: 1px solid black; width: 40px; height: 30px;"></td> </tr> </table>	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Government	<input type="checkbox"/> Partnership	<input type="checkbox"/> Co-operative	<input type="checkbox"/> Private Limited Company	<input type="checkbox"/> Non-Profit Institution	<input type="checkbox"/> Public Limited Company	<input type="checkbox"/> Other (<i>Specify</i>)		% National					% Foreign	Country									<p>TTSIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>ISIC REV 4 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>ISIC REV 3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>EMPLOYMENT FIGURE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>EMPLOYMENT YEAR <input type="text"/> <input type="text"/></p> <p>OWNERSHIP CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>YEAR BEGAN OPERATION <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>YEAR OF DATA <input type="text"/> <input type="text"/></p> <p>COUNTY/WARD <input type="text"/> <input type="text"/></p> <p>LEGAL CODE <input type="text"/></p> <p>COMMUNITY CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>REGIONAL CORPORATION <input type="text"/></p> <p>CODE <input type="text"/> <input type="text"/></p> <p>TYPE OF FORM <input type="text"/></p>
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Government																								
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	% National																								
		% Foreign	Country																						
SECTION 2 - EMPLOYMENT																									
<p>2.1 State number employed at the end of each of the following periods</p> <table style="width:100%; border: none;"> <tr> <td style="width: 150px; border: 1px solid black; text-align: center;"></td> <td style="width: 50px; text-align: center;">May</td> <td style="width: 150px; border: 1px solid black; text-align: center;"></td> <td style="width: 50px; text-align: center;">November</td> </tr> </table>		May		November																					
	May		November																						
<p>*Reference period is normally the firm's financial year. E.g. 1st April 2017 to March 31st 2018 In order for data submitted to be classified as survey data, the period to which it pertains should be either of the following:-</p> <p>(1) the calendar year under survey e.g. January to December;</p> <p>(2) any 12-month period in which at least six (6) of those months fell within the year being surveyed.</p>																									

Figures should be rounded to the nearest \$TT

PLEASE READ INSTRUCTIONS

SECTION 3 - CURRENT EXPENDITURE		
	For Office Use Only	Total
		\$TT
3.1 Total labour payments	03001	
3.2 Total cost of raw materials purchased	03010	
3.3 Purchase of goods for resale in same condition	03026	
3.4 Stationery, packaging materials and other office supplies	03199	
3.5 Rates, licence fees, other fees, custom duty paid on imports	03106	
3.6 Cost of fuel and electricity	03051	
3.7 Depreciation	07026	
3.8 Income or Corporation taxes paid (payable) for year of data	17028	
3.9 All other current expenses	03132	
3.0 TOTAL CURRENT EXPENDITURE	03000	

SECTION 4 - RECEIPTS		
	For Office Use Only	Total
		\$TT
4.1 Receipts from services provided, or from sale of goods purchased/assembled by this establishment	04001	
4.2 Receipts from sale of goods purchased for resale	04033	
4.3 Interest, Dividends, Insurance Claims Received	17043	
4.4 All other receipts (Please specify)	04024	
4.0 TOTAL RECEIPTS	04000	

SECTION 5 - STOCKS			
	For Office Use Only	As at the beginning of	As at the end of
	/...../...../...../.....
5.1 Raw Materials, Finished Goods etc.	5001		
5.2 Good for Resale	5023		
5.0 TOTAL STOCK	05000		

SECTION 6 - CAPITAL EXPENDITURE			
Amounts spent during the reference period, on the following fixed assets:	For Office Use Only	New assets	Alterations, renovations, improvements
		6.1 Buildings (New buildings, renovations, extensions)	06002
6.2 Motor vehicles	06018		
6.3 Plant, machinery and equipment	06017		
6.4 Furniture and office equipment	06020		
6.5 All other capital expenditure	06019		
6.6 Computer Hardware and Software	06021		
6.0 TOTAL CAPITAL EXPENDITURE	06000		

Please sign the form before submission to the CSO

Signature of Person completing Form: _____ Position: _____

Name (**Block Letters**): _____ Date Completed: _____

Name of External Accountant / Auditor (if any) _____ Contact No : _____

Information supplied from: Audited financial statements Unaudited financial statements

Signature of CSO Field Officer: _____ CSO Editor: _____

DO NOT WRITE BELOW THIS LINE - FOR CSO OFFICE USE ONLY

Manner Received: _____ **Questionnaire Completed by:** _____

Contact Person: _____ **Phone No:** _____ **Date:** _____

Remarks: _____