CONFIDENTIAL

TO BE COMPLETED AND RETURNED TO THE CENTRAL STATISTICAL OFFICE, PLAZA 47, FREDERICK STREET, PORT OF SPAIN
MAILING ADDRESS: CENTRAL STATISTICAL OFFICE, BUSINESS SURVEY SECTION, PO BAG 98 POS

Serial No. ☐☐☐☐☐☐☐
4-10

REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PLANNING AND DEVELOPMENT
CENTRAL STATISTICAL OFFICE
SURVEY OF ESTABLISHMENTS 20.....
PETROLEUM DISTRIBUTION
Date due for submission to C.S.O. .....

Industry No. _____
11 - 16

This survey is conducted in accordance with the Statistics Act, Chapter 19:02 of the Revised Laws of the Republic of Trinidad & Tobago (1981).
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 627-3183, 623-7044 or 625-3891

Please read instructions carefully before completing questionnaire.

SECTION 1 - CHARACTERISTICS OF ESTABLISHMENT

1.1 Name of establishment: .....

1.2 Address of establishment .....

Phone number: ..... Fax: .....

Email: ..... Website: .....

1.3 Name and Address of Enterprise/Firm which operates this establishment *(if different from above)* .....

1.4 Activity of Establishment **(LIST ACTIVITIES IN ORDER OF IMPORTANCE)**
(1) .....
(2) .....
(3) .....

1.5 Give reference period for data supplied in this return .....
E.g. 1st January - 31st December 2017 / 1st April 2017 - 31st March 2018 (financial year for firm)

2.1 State the number of persons on payroll at the end of each of the following months	May	November	For Office Use Only

1.6 Date began operation .....

1.7 Type of Ownership **(Please tick one)**
- o Sole Proprietorship
- o Partnership
- o Private Limited Company
- o Public Limited Company
- o Government
- o Co-operative
- o Non-Profit Institution
- o Other ***(Specify) :*** .....

1.8 Ownership of Equity

% National	% Foreign	Country

For Office Use Only

☐☐☐☐ 22 - 25
T T S I C

☐☐☐☐ Rev. 2

☐☐☐☐ Rev. 3

☐☐☐☐ Rev. 4
I S I C

☐☐ 26 - 27
Year of Employment

☐☐☐☐ 28 - 31
Employment Figure

☐☐ 36 - 37
County Ward

☐ 38
Type of Ownership

☐☐☐☐☐☐
Ownership Equity

☐☐☐☐
Community Code

☐☐
Regional Corporation Code

Note:
1. You are a **resident individual or enterprise if** you have lived or operated (or intend to live or operate) in Trinidad and Tobago for a year or more, regardless of your nationality. **Non-resident individuals or enterprises** are those who have lived or operated (or intend to live or operate) outside of Trinidad and Tobago for a year or more (even if they hold Trinidad and Tobago nationality). We are interested in residency (or where the centre of business is located), and not nationality.

2. **PLEASE GIVE ESTIMATES WHERE ACTUAL DATA ARE NOT AVAILABLE AND INDICATE BY (E) WHERE THIS IS DONE.**

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Industry No.: 4-9

Serial No.: 10-16

PLEASE READ INSTRUCTIONS

SECTION 3 - OPERATING EXPENSES

Item	For Office Use Only	Expenditure: Total	Expenditure: *Of which:* Paid to Non-Residents
		$	
	17-21	22-31	32-41
3.1 Total Payments to all Employees, Directors etc. (Head Office and Plant)	**03001**		
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 *(Specify)* …… ……	03009		
3.2 Total Cost of raw materials, supplies and components purchased for the year	**03010**		
List the major items with their values: (I) …… (ii) …… (iii) …… (iv) ……			
3.3 Cost of Goods Purchased for Resale in the same condition as Purchased (Wholesale or Retail)	**03026**		
of which:			
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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SECTION 3 - OPERATING EXPENSES - Continued

Item	For Office Use Only	Expenditure	
		Total	*Of which:* Paid to Non-Residents
		$	
	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	03046		
List the major items with their values:			
(I)			
(ii)			
(iii)			
(iv			
(v)			
(vi)			
(vii)			
3.4 Containers, Wrappers and Packaging Materials Total	**03057**		
of which:			
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		
3.5 Tools (not capitalized)	**03105**		
3.6 Payments to other establishments for Sub-Contract Work *(Specify):*	03066		

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SECTION 3 - OPERATING EXPENSES - Continued

Item	For Office Use Only	Expenditure	
		Total	*Of which:* Paid to Non-Residents
		$	
	17-21	22-31	32-41
3.7 Cost of Fuel and Electricity - Total	**03049**		
of which:			
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		
3.8 Other Current Expenses - Total	**03069**		
3.8.1 Transportation cost - Hired - Total	03070		
of which:			
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		
of which:			
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		
of which:			
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			
of which:	03139		
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 *(Specify)*			
…….			
…….	03085		
3.8.4.5 Rental/lease of machinery, equipment, vehicles - Total	03086		
of which:			
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	For Office Use Only	Expenditure	
		Total	*Of which:* Paid to Non-Resident
		$	
	17-21	22-31	32-41
3.8.4.7 Professional Services - Total	03088		
of which:			
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		
3.8.4.7.5 Security	03093		
Other - *(Specify)*	03133		
3.8.5 Maintenance and Repairs - Total	03096		
of which:			
3.8.5.1 Payments to other establishments - Total	03097		
of which:			
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		
of which:			
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		
of which:			
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		
of which:			
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 *(Specify)*	03138		

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SECTION 3 - OPERATING EXPENSES - Concluded			
Item	For Office Use Only	Expenditure	
		Total	*Of which:* Paid to Non-Residents
		$	
	17-21	22-31	32-41
3.8.8 Payment for special services - Total	03120		
of which:			
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. *Specify,* if possible (.e.g. share in a foreign Head Office expenses not elsewhere shown). (Excluding Depreciation)	03132		
3.0 Total Operating Expenses (3.1 to 3.8) ***(Excluding depreciation)***	**03000**		

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SECTION 4 - SALES AND OTHER RECEIPTS

Item	For Office Use Only	Value: Total	Value: *Of which*: Received from Non-Residents
		$	
	17-21	22-31	32-41
4.1 Value of Goods and Services produced/assembled by this Establishment and sold during the year			
Please Specify:			
.....			
.....			
.....	**04001**		
4.2 Total Receipts from Sale of Goods purchased and resold in the same condition as purchased (wholesale or retail)	**04033**		
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	04052		
List major items with their values:			
(I)			
(ii)			
(iii)			
(iv)			
(v)			
4.3 Revenue from Maintenance and Repair work	**04092**		
4.4 Revenue from Sub-contracting Operations (Other than those recorded at 4.3 - Total	**04070**		
of which			
4.4.1 Revenue from Repairs	04088		
4.4.2 Servicing	04089		
4.4.3 Other *(Specify):*			
.....			
.....			
.....	04087		

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SECTION 4 - SALES AND OTHER RECEIPTS - Continued			
Item	For Office Use Only	Value	
		Total	*Of which:* Received from Non-Residents
		$	
	17-21	22-31	32-41
4.5. Revenue from Agency Operations	**04053**		
4.6 Petroleum Products subsidy	**04065**		
4.7 Other Income - Total (4.7.1 to 4.7.9)	**04098**		
of which:			
4.7.1 Rental/Lease of machinery and equipment	04058		
4.7.2 Rental/Lease of buildings and lands - Total	04025		
of which:			
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 *(Specify)* …… ……	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	04024		
of which:			
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. *(Specify):* …… ……	04099		
4.0 Total (Sales and Other Receipts 4.1 to 4.7)	**04000**		

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SECTION 5 - STOCKS

Item	For Office Use Only	Value: Beginning of period	Value: End of period
		$	$
	17-21	22-31	32-41
5.1 Raw Materials, Supplies and Components including parts	**05001**		
.....			
.....			
.....			
.....			
.....			
5.2 Finished Goods of Own Production	**05023**		
.....			
.....			
.....			
5.3 Goods Purchased for Resale	**05006**		
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			
.....			
.....			
.....			
5.0 Total	**05000**		

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 201…	**For Office Use Only**	New Assets	Alterations, Renovations and Improvements
		$	$
	17-21	22-31	32-41
6.1 Construction - Total	**06001**		
Please break down total value into: Expenditure on Buildings (6.1.1) and Payments to Contractors (6.1.2)			
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		
of which:			
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		
Please breakdown total value in 6.1.2 by:			
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		
Please breakdown total value in 6.1.3 into:			
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		
6.2 Plant, Machinery, Transportation Equipment (including major Repairs Capitalised) - Total	**06016**		
Please breakdown total value above by Type of Expenditure and by Sources of Supply			
Type of Expenditure			

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SECTION 6 - CAPITAL ACCOUNT - Continued

Capital Expenditure in 201…..	**For Office Use Only**	New Assets	Alterations, Renovations and Improvements
		$	
	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, *Specify* :	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	06024		
of which:			
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		
6.3 Total Capital Expenditure (6.1 + 6.2)	**06000**		

Other Capital Items	**For Office Use Only**	Total	*Of which:* Non-Residents
		$	$
	17 - 21	22 - 31	32 - 41
6.7 Other Capital Investment - Total	**06035**		
Please breakdown Total into:			
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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SECTION 7 - DEPRECIATION			
	For Office Use Only	Total	Rate
		$	%
	17-21	22-31	32-41
7.1 Depreciation on Construction - Total	**07002**		
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		
7.2 Plant, Machinery, Transport Equipment and Other Fixed Assets	**07006**		
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 *(Specify):*	07015		
.....			
.....			
7.3 Total Depreciation	**07000**		
7.4 Amortization and Depletion	**07017**		
7.0 Total (7.3 + 7.4)	**07026**		
Please describe basis of Depreciation used:			
.....			
.....			
.....			
.....			

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SECTION 9 - ASSETS AND LIABILITIES

N.B. Total Assets (9.1) must equal Total Liabilities (9.3) + Shareholders' Equity (9.4)

Item	For Office Use Only	As at the beginning 201….	As at the end 201….
		$	$
	17-21	22-31	32-41
9.1 Total assets -	**09000**		
of which:			
9.1.1 External assets - Total	09002		
of which:			
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 *(please specify)*	09006		
9.1.2 External investments - Total	09007		
of which:			
9.1.2.1 Investment in subsidiary companies not consolidated	09008		
9.1.2.2 Other investments *(please specify)*	09009		
9.1.3 Other balances due from foreigners	09010		
9.1.4 Local assets - Total	09011		
of which:			
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 *(please specify)*	09015		
9.1.5 Local investment - Total	09016		
of which:			
9.1.5.1 Trinidad and Tobago government securities	09017		
9.1.5.2 Other investments *(please specify)*	09018		
9.1.6 Local loans and advances - Total	09019		
9.1.7 Fixed assets net of depreciation - Total	09020		
of which:			
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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SECTION 9 - ASSETS AND LIABILITIES - Concluded

N.B. Total Assets (9.1) must equal Total Liabilities (9.3) + Shareholders' Equity (9.4)

Item	For Office Use Only	As at the beginning 201….	As at the end 201….
		$	$
	17-21	22-31	32-41
9.2 Total liabilities and shareholders' equity (9.3+9.4)	**09054**		
9.3 Total liabilities	**09025**		
of which:			
9.3.1 External liabilities - Total	09026		
of which:			
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		
of which:			
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 **Shareholders' Equity - Total**	09043		
of which:			
9.4.1 Issued share capital - Total	09044		
of which:			
9.4.1.1 Owned by foreigners or non-residents	09045		
9.4.1.2 Owned by residents	09046		
9.4.2 **Total reserves**	09050		
of which:			
9.4.2.1 Capital reserves	09047		
9.4.2.2 Retained earnings	09048		

…….. ……..
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:……..

The Central statistical Office Printing Unit
Trinidad and Tobago