

CONFIDENTIAL

TO BE COMPLETED AND RETURNED TO THE CENTRAL STATISTICAL OFFICE, 30 PARK STREET, POS (NEXT TO TTEC)
MAILING ADDRESS: CENTRAL STATISTICAL OFFICE, BUSINESS SURVEY SECTION, PO BAG 98 POS



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

Serial No.

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Industry No. _____

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 (1981). Information on this survey and instructions for the completion of this form can also be accessed from our website: www.cso.planning.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 <i>(if different from above)</i> _____			For Office Use Only
			<input type="text"/> T T S I C
			<input type="text"/> Rev. 2 I S I C
1.4 Activity of Establishment (LIST ACTIVITIES IN ORDER OF IMPORTANCE)			
(1) _____			<input type="text"/> Rev. 3 I S I C
(2) _____			<input type="text"/> Rev. 4 I S I C
(3) _____			
1.5 Give reference period for data supplied in this return _____ <small>E.g. 1st January - 31st December 2013 / 1st April 2012 - 31st March 2013 (financial year for firm)</small>			<input type="text"/> Year of Employment
2.1 State number employed at the end of the following periods	May	November	For Office Use Only
	<input type="text"/>	<input type="text"/>	<input type="text"/> Employment Fig.
1.6 Year began operation _____	<input type="text"/> County Ward		
1.7 Type of Ownership (Please tick one)	<input type="checkbox"/> Type of Ownership		
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Government	<input type="text"/> Ownership Equity	
<input type="radio"/> Partnership	<input type="radio"/> Co-operative		
<input type="radio"/> Private Limited Company	<input type="radio"/> Non-Profit Institution		
<input type="radio"/> Public Limited Company	<input type="radio"/> Other (Specify): _____		
1.8 Ownership of Equity	% Foreign	Country	<input type="text"/> Community Code
<input type="text"/> % National	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/> Regional Corporation

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 & 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.

SECTION 3 - CURRENT EXPENDITURE

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT\$	
3.1 Total payments to all employees, directors etc. (Head Office and Plant)	03001		
3.1.1 Gross wages and salaries and pension funds - Total of which:	03002		
3.1.1.1 Gross wages and salaries paid to employees	03003		
3.1.1.2 Contributions by employers to pension plans, welfare plan, workmen's compensation etc. funded and non-funded	03004		
3.1.2 Cost of housing, medical, welfare facilities provided primarily for employees (<i>excluding charities and donations</i>)	03006		
3.1.3 Directors' fees (<i>excluding payments of dividends</i>)	03007		
3.1.4 Contributions by employer's to National Insurance Fund	03008		
3.1.5 Any other payments to employees (Specify):	03009		
3.2 Total cost of raw materials purchased for the period (manufacturing)	03010		
3.3 Cost of goods purchased for resale in the same condition as purchased (retail and wholesale)	03026		
3.4 Containers, wrappers and packaging material	03057		
3.5 All other purchases of materials & supplies - Total of which:	03199		
3.5.1 Stationery and other office supplies	03080		
3.5.2 All other purchases (Specify):	03021		
3.6 Tools (not capitalized)	03105		
3.7 Payments to other establishments for sub-contract work	03066		
3.8 Cost of fuel and electricity - Total of which:	03049		
3.8.1 Fuel (<i>for motor vehicles</i>)	03051		
3.8.2 Fuel or natural gas (<i>for commercial use</i>)	03052		
3.8.3 Electricity	03053		

SECTION 3 - CURRENT EXPENDITURE - Continued

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT\$	
3.9 Other current expenses - Total	03069		
3.9.1 Transportation cost - Hired	03070		
3.9.2 Telephones, postage, courier, internet	03079		
3.9.3 Rental/lease of machinery, equipment, vehicles - Total <i>of which:</i>	03086		
3.9.3.1 Rental/lease of vehicles	03143		
3.9.3.2 Rental/lease of machinery and equipment other than vehicles	03144		
3.9.4 Rental/lease of buildings and lands - Total <i>of which:</i>	03139		
3.9.4.1 Rental/lease of lands for agriculture, forestry & mining	17035		
3.9.4.2 Rental/lease of buildings, office space and other lands <i>(Specify):</i>	03085		
3.9.5 Interest and bank charges - Total <i>of which:</i>	03141		
3.9.5.1 Interest (Loans and Overdraft)	17034		
3.9.5.2 All other bank charges	03084		
3.9.6 Insurance (fire, machinery, vehicles)	03082		
3.9.7 Advertising and sales promotion <i>(including sponsored entertainment)</i>	03087		
3.9.8 Business and professional services - Total <i>of which:</i>	03083		
3.9.8.1 Accounting/audit fees	03092		
3.9.8.2 Computer services	03101		
3.9.8.3 Legal expenses	03091		
3.9.8.4 Security	03093		
3.9.8.5 Consultant fees	03094		
3.9.8.6 Payment to brokers	03129		
3.9.8.7 Other <i>(Specify):</i>	03133		
3.9.9 Patents, copyrights, franchise, licences, royalties	17036		

SECTION 3 - CURRENT EXPENDITURE - Continued

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT\$	
3.9.10 Management fees	03090		
3.9.11 Payments to commission agents (not staff)	03135		
3.9.12 Maintenance and repairs - Total (3.9.12.1+ 3.9.12.2)	03096		
<i>3.9.12.1 Payments to other establishments - Total</i>	03097		
3.9.12.1.1 Repair of motor vehicles & other transport equipment	03145		
3.9.12.1.2 Repair and maintenance of other fixed assets	03146		
<i>3.9.12.2 Expenditure on own account maintenance - Total</i>	03102		
3.9.12.2.1 Payments for construction materials	03104		
3.9.12.2.2 Payments for parts and accessories used in own account maintenance work	03103		
3.9.13 Payments to government (Indirect taxes/ Taxes on Production) - Total of which:	03106		
3.9.13.1 Rates, licence fees and other fees	03107		
3.9.13.2 Excise tax	03109		
3.9.13.3 Customs duty paid on imports	03110		
3.9.13.4 Other (<i>Specify</i>):	03112		
.....			
.....			
3.9.14 Other payments to government and statutory boards - Total of which:	03121		
3.9.14.1 Water and sewerage rates	03114		
3.9.14.2 Income (corporation) tax paid/payable for year of data	17028		
3.9.14.3 Business levy	17015		
3.9.14.4 Withholding tax	17024		
3.9.14.5 Green Fund Levy	17025		
3.9.14.6 Fines and penalties paid to public authorities	17039		
(<i>Specify</i>):			
3.9.14.7 Other payments (<i>Specify</i>):	03138		
.....			
.....			

SECTION 3 - CURRENT EXPENDITURE - Concluded			
Items	For Office Use Only	Total	Of which: Paid to Non - Residents
		TT\$	
3.9.15 Travel and entertainment	03119		
3.9.16 Bad debts written off less recoveries	17037		
3.9.17 Scholarships and training	03124		
3.9.18 Subscriptions	17030		
3.9.19 Donations and charities	17033		
3.9.20 Loss on foreign exchange transactions	17032		
3.9.21 Loss on disposal of fixed assets	17031		
3.9.22 All other current expenses n.e.s. (excluding depreciation) <i>Specify:</i>	03132		
3.0 Total Current Expenditure (excluding depreciation)	03000		

SECTION 3A - CURRENT DEPRECIATION			
Items	For Office Use Only	Total TT\$	
Depreciation on all fixed assets (buildings, office furniture, vehicles, plant, and machinery and other fixed assets)	07000		
Amortization	07017		
Total	07026		

SECTION 4 - SALES AND OTHER RECEIPTS

Items	For Office Use Only	Total	Of which: Received from Non-Residents
		TT\$	
4.1 Value of goods produced/assembled by this establishment and sold during the period	04001		
4.2 Value of services provided by this establishment during the period	04002		
4.3 Total receipts from sale of goods purchased and resold in the same condition as purchased	04033		
4.4 Value charged for services on contract work	04066		
4.5 Rental and/or lease of machinery and equipment	04058		
4.6 Rental/lease of buildings/lands - Total of which:	04025		
4.6.1 Rental/lease of lands for agriculture, forestry, mining	17044		
4.6.2 Rental/lease of buildings/office space and other lands <i>(Specify):</i>	04059		
.....			
4.7 Subsidies	04064		
4.8 Revenue from Agency Operations	04053		
4.9 Interest received	17043		
4.10 Dividends received	17045		
4.11 Patents, copyrights, franchise, licences, royalties etc.	17046		
4.12 Management and consultant fees	04023		
4.13 Other receipts and extraordinary items - Total of which:	04024		
4.13.1 Gain on foreign exchange transactions	17042		
4.13.2 Gain on disposal of fixed assets	17041		
4.13.3 Insurance claims received	17047		
4.13.4 Any other receipts n.e.s. <i>(Specify):</i>	04099		
4.0 Total (sales and other receipts)	04000		

SECTION 5 - INVENTORIES

Items	For Office Use Only	Opening stock	Closing stock
5.1 Raw materials, supplies and components (including spare parts, stationery etc.)	05001		
5.2 Goods purchased for resale	05006		
5.3 Work-in-progress	05024		
5.4 Finished goods of own production	05023		
5.5 Other (Specify):	05026		
.....			
.....			
5.0 Total	05000		

SECTION 8 - DIVIDENDS

Item	For Office Use Only	Total
		TT\$
Dividends Paid	08016	

SECTION 6 - CAPITAL ACCOUNT

A. Capital Expenditure in 201...	For Office Use Only	New Assets	Alterations, Renovations and Improvements
	TT\$		
6.0 Total capital investment for the year on the following fixed assets	06000		
6.1 Construction - Total	06001		
6.1.1 Building	06002		
6.1.2 All other construction e.g. roads, bridges, pipelines, sewerage	06005		
6.1.3 Land Improvements	06008		
6.2 Plant, machinery, transport equipment (including major repairs capitalized - Total)	06016		
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 investment (<i>Specify</i>):	06019		
6.3 Furniture and office equipment	06020		
6.4 Information Technology	06021		
6.4.1 Hardware	06028		
6.4.2 Software	06029		
6.5 Research & Development	06060		
B. Other Capital Items in 201...	For Office Use Only	Total	<i>Of which: from Non-Residents</i>
		TT\$	
6.6 Other Capital Items - Total of which:	06035		
6.6.1 Acquisition of Used Assets (including Building and Plants)	06031		
6.6.2 Less receipts from Sales of Used Assets	06033		

SECTION 9 - ASSETS AND LIABILITIES

N.B. Total Assets (9.1) must be equal to Total Equity (9.2) + Total Liabilities (9.3)

Items	For Office Use Only	As at the beginning of	As at the end of
		_____ 201...	_____ 201...
		TT\$	
ASSETS			
9.1.1 Non-Current Assets - Total	09020		
9.1.1.1 Land and buildings	09056		
9.1.1.2 Leasehold Improvements	09090		
9.1.1.3 Plant, machinery and equipment	09057		
9.1.1.4 Vehicles and other transport equipment	09058		
9.1.1.5 Furniture and office equipment	09020		
9.1.1.6 Computer equipment	09021		
9.1.1.7 Long term investment	09016		
9.1.1.8 Loan to subsidiaries	09019		
9.1.1.9 Other non-current assets (Specify):			
.....	09024		
.....			
.....			
9.1.2 Current Assets - Total	09011		
9.1.2.1 Cash/Cash in Hand and Bank	09012		
9.1.2.2 Trade receivables/Accounts receivables	09013		
9.1.2.3 Inventories	09014		
9.1.2.4 Other receivables and prepayments	09063		
9.1.2.5 Taxation recoverable	09062		
9.1.2.6 Investments	09018		
9.1.2.7 Dues from subsidiaries and related parties	09004		
9.1.2.8 Other current assets (Specify):			
.....	09015		
.....			
.....			
9.1 Total Assets	09000		

SECTION 9 - ASSETS AND LIABILITIES

N.B. Total Assets (9.1) must be equal to Total Equity (9.2) + Total Liabilities (9.3)

Items	For Office Use Only	As at the beginning of	As at the end of
		_____	_____
		201...	201...
		TT\$	
EQUITY			
9.2 Equity - Total	09043		
9.2.1 Issued Share Capital	09044		
9.2.2 Capital reserves	09047		
9.2.3 Retained earnings / Unrelieved Losses	09048		
9.2.4 Other equity (Specify):	09075		
.....			
.....			
.....			
.....			
LIABILITIES			
9.3.1 Non-Current Liabilities - Total	09026		
9.3.1.1 Long term portion of Loan/Borrowings	09035		
9.3.1.2 Other non-current liabilities (Specify):	09032		
.....			
.....			
9.3.2 Current Liabilities - Total	09033		
9.3.2.1 Bank overdraft and short term loans	09034		
9.3.2.2 Accounts payable/Trade Creditors	09038		
9.3.2.3 Taxation payable/Provision for taxation	09040		
9.3.2.4 Current portion of long term Loan/ Borrowings	09066		
9.3.2.5 Dues to subsidiaries and related parties	09029		
9.3.2.6 Other current liabilities (Specify):	09042		
.....			
.....			
9.3 Total Liabilities	09025		
9.4 Total Equity and Liabilities	09054		

**CENTRAL STATISTICAL OFFICE
BUSINESS SURVEYS SECTION
SURVEY OF ESTABLISHMENT QUESTIONNAIRE 201...
QUERY SHEET**

FOR OFFICE USE ONLY

Contact Person: **Phone number:**

Date(s): _____

Query: _____

Response: _____

Remarks: _____

Editor: _____ **Date Completed:** _____

.....
**Signature of Person
Completing Questionnaire**

.....
(NAME IN BLOCK LETTERS)

.....
Position / Office Held

.....
Date Completed

.....
Name of External Accountant / Auditor (if any)

.....
Contact No: External Accountant / Auditor

Information supplied from: **Audited financial statement** **Unaudited financial statements**

OFFICE USE ONLY

.....
Manner Received

.....
Questionnaire completed by:

.....
BS Editor

.....
Date Completed

REMARKS:

ESTABLISHMENT:

CSO OFFICER: