

**CONFIDENTIAL**

TO BE COMPLETED AND RETURNED TO THE CENTRAL STATISTICAL OFFICE, BUSINESS SURVEY SECTION, 30 PARK ST POS P.O. BAG 98 POS



**REPUBLIC OF TRINIDAD AND TOBAGO**  
**MINISTRY OF PLANNING AND SUSTAINABLE DEVELOPMENT**  
**CENTRAL STATISTICAL OFFICE**  
**BUSINESS SURVEYS SECTION**  
**SURVEY OF ESTABLISHMENTS 201...**  
**HOTELS AND GUEST HOUSES**

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 be assessed from our web site: [www.cso.planning.gov.tt](http://www.cso.planning.gov.tt)

**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) _____			<b>For Office Use Only</b>
			<input type="text"/> Community Code
			<input type="text"/> Regional Corporation
			<input type="text"/> County Ward
1.4 Activity of Establishment (LIST ACTIVITIES IN ORDER OF IMPORTANCE)			<input type="text"/> T T S I C
(1) _____			
(2) _____			
(3) _____			<input type="text"/> Rev. 2 I S I C
1.5 Give reference period for data supplied in this return _____			<input type="text"/> Rev. 3 I S I C
<i>E.g. Jan - Dec 2012, April 1st 2012 - March 31st 2013 (financial year of the firm)</i>			
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"/>
1.6 Year began operation _____	<input type="text"/> Employment Fig.		
1.7 Type of ownership (Please tick one)	<input type="text"/> Year of Employment		
<input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Private Limited Company <input type="radio"/> Public Limited Company	<input type="radio"/> Government <input type="radio"/> Co-operative <input type="radio"/> Non - Profit Institution <input type="radio"/> Other ( <i>Specify</i> ) _____		<input type="text"/> Type of Ownership
1.8 Ownership of Equity			
<input type="text"/> % National	<input type="text"/> % Foreign	<input type="text"/> Country	<input type="text"/> Ownership Equity

**NOTES:** 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.

**SECTION 3 - CURRENT EXPENDITURE**

Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT \$	
<b>3.1 Total payments to all Employees, Directors etc. (Head Office &amp; Plant)</b>	<b>03001</b>		
3.1.1 Gross Wages and Salaries and Pension Funds - <i>Total of which:</i>	03002		
3.1.1.1 Gross Wages and Salaries paid to employees	03003		
3.1.1.2 Contributions by employers to Funded Pension Plans, Welfare Plans, Workmen's Compensation etc.funded & non-funded	03004		
3.1.2 Costs of Housing, Medical, Welfare facilities provided primarily for employees (excluding charities and donations)	03006		
3.1.3 Directors' Fees (excluding payments of dividends)	03007		
3.1.4 Contribution by employer's to National Insurance Fund	03008		
3.1.5 Any other payments to employees ( <i>Specify</i> ): ..... ..... .....	03009		
<b>3.2 Cost of Supplies for use in the Operation of the Establishment - Total of which:</b>	<b>03010</b>		
3.2.1 Food	03011		
3.2.2 Other supplies (linen, cutlery, tableware etc.)	03012		
<b>3.3 Cost of Goods purchased for Resale in the same condition as purchased - Total of which:</b>	<b>03026</b>		
3.3.1 Alcoholic Beverages	03027		
3.3.2 Non-alcoholic Beverages	03028		
3.3.3 Other supplies ( <i>Specify</i> ): ..... .....	03029		
<b>3.4 All other Purchases of materials and supplies - Total of which:</b>	<b>03199</b>		
3.4.1 Stationery and other office supplies	03080		
3.4.2 All other purchases ( <i>Specify</i> ): ..... .....	03021		
<b>3.5 Cost of Fuel and Electricity - Total of which:</b>	<b>03049</b>		
3.5.1 Fuel (for motor vehicles)	03051		
3.5.2 Fuel or natural gas (for commercial use piped or otherwise)	03052		
3.5.3 Electricity	03053		

SECTION 3 - CURRENT EXPENDITURE - Continued			
Items	For Office Use Only	Total	<i>Of which: Paid to Non-Residents</i>
		TT \$	
<b>3.6 Other Current Expenses - Total</b>	<b>03069</b>		
<b>3.6.1 Transportation Cost - Hired</b>	<b>03070</b>		
<b>3.6.2 Telephone, Postage, Courier, Internet</b>	<b>03079</b>		
<b>3.6.3 Rental/lease of machinery, equipment, vehicles - Total of which:</b>	<b>03086</b>		
3.6.3.1 Rental/lease of vehicles and other transport equipment	03143		
3.6.3.2 Rental/lease of machinery and equipment other than vehicles	03144		
<b>3.6.4 Rental/lease of buildings and lands - Total of which:</b>	<b>03139</b>		
3.6.4.1 Rental/lease of buildings/office space	03085		
3.6.4.2 Rental/lease of land for agriculture, forestry or mining	17035		
3.6.4.3 Rental/lease of other lands ( <i>Specify</i> ) .....	03148		
<b>3.6.5 Interest and Bank Charges - Total of which:</b>	<b>03141</b>		
3.6.5.1 Interest (Loans and Overdraft)	17034		
3.6.5.2 All other bank charges	03084		
<b>3.6.6 Insurance (fire, machinery, vehicles)</b>	<b>03082</b>		
<b>3.6.7 Advertising and Sales Promotion</b> (including sponsored entertainment)	<b>03087</b>		
<b>3.6.8 Business and Professional services - Total of which:</b>	<b>03083</b>		
3.6.8.1 Accounting/ Audit Fees	03092		
3.6.8.2 Computer Services	03101		
3.6.8.3 Legal Expenses	03091		
3.6.8.4 Security	03093		
3.6.8.5 Consultant Fees	03094		
3.6.8.6 Payment to Brokers	03129		
3.6.8.7 Management Fees	03090		
3.6.8.8 Other ( <i>Specify</i> ):..... ..... .....	03133		
<b>3.6.9 Patents, Copyrights, Franchise, Licences, Royalties, etc.</b>	<b>17036</b>		
<b>3.6.10 Payments to Commission Agents (not staff)</b>	<b>03135</b>		

SECTION 3 - CURRENT EXPENDITURE - Concluded			
Items	For Office Use Only	Total	Of which: Paid to Non-Residents
		TT \$	
<b>3.6.11 Maintenance and Repairs - Total (3.6.11.1 + 3.6.11.2)</b>	<b>03096</b>		
3.6.11.1 <i>Payments to other establishments - Total of which:</i>	03097		
3.6.11.1 Repair of motor vehicles and other transport equipment	03145		
3.6.11.1 Maintenance and repair of other fixed assets	03146		
3.6.11.2 <i>Expenditure on own account maintenance - Total of which:</i>	03102		
3.6.11.2 Payments for construction materials	03104		
3.6.11.2 Payments for parts and accessories used in own account maintenance	03103		
<b>3.6.12 Payments to Government - Total of which:</b>	<b>03106</b>		
3.6.12.1 Rates, licence and other fees eg.(bar & restaurant)	03107		
3.6.12.2 Excise Tax	03109		
3.6.12.3 Customs Duty paid on imports (if not included in 3.2 or 3.3)	03110		
<b>3.6.13 Other Payments to Government and Statutory Boards - Total of which:</b>	<b>03121</b>		
3.6.13.1 Water and Sewerage Rates	03114		
3.6.13.2 Income (Corporation) Tax Paid/ Payable for year of data	17028		
3.6.13.3 Business Levy	17015		
3.6.13.4 Withholding Tax	17024		
3.6.13.5 Green Fund Levy	17025		
3.6.13.6 Fines and Penalties paid to public authorities	17039		
3.6.13.7 Other payments ( <i>Specify</i> ): .....	03138		
<b>3.6.14 Travel and Entertainment</b>	<b>03119</b>		
<b>3.6.15 Bad Debts written off Less Recoveries</b>	<b>17037</b>		
<b>3.6.16 Scholarships and Training</b>	<b>03124</b>		
<b>3.6.17 Subscriptions</b>	<b>17030</b>		
<b>3.6.18 Donations and Charities</b>	<b>17033</b>		
<b>3.6.19 Loss on Foreign Exchange Transactions</b>	<b>17032</b>		
<b>3.6.20 Loss on Disposal of Fixed Assets</b>	<b>17031</b>		
<b>3.6.21 All other Current Expenses n.e.s. (exclude depreciation) (Specify):</b>			
.....	<b>03132</b>		
.....			
.....			
<b>3.7 Payments to other establishments for sub-contract work</b>	<b>03066</b>		
<b>3.0 Total Current Expenditure (excluding depreciation)</b>	<b>03000</b>		

## SECTION 4 - SALES AND OTHER RECEIPTS

Items	For Office Use Only	Total	Of which: Received from Non-Residents
		TT\$	
<b>4.1 Revenue from guest rooms and from public space rental - Total of which:</b>	<b>04028</b>		
4.1.1 Revenue from guest rooms	04022		
4.1.2 Revenue from public space rentals	04026		
<b>4.2 Sale of food</b>	<b>04003</b>		
<b>4.3 Other operating revenue including receipts from newstand, novelty shops etc. (Specify)</b>			
.....			
.....	<b>04030</b>		
<b>4.4 Receipts from sale of goods purchased and resold in the same condition as purchased - Total of which:</b>	<b>04033</b>		
4.4.1 Alcoholic beverages	04034		
4.4.2 Non-alcoholic beverages	04035		
4.4.3 Other receipts from resale	04036		
<b>4.5 Rental/lease of machinery and equipment</b>	<b>04058</b>		
<b>4.6 Rental/lease of buildings and lands - Total of which:</b>	<b>04025</b>		
4.6.1 Rental/lease of buildings/office space	04059		
4.6.2 Rental/lease of lands for agriculture, forestry or mining	17044		
4.6.3 Rental/lease of other lands (Specify):			
.....			
.....	04060		
<b>4.7 Interest received</b>	<b>17043</b>		
<b>4.8 Dividends received</b>	<b>17045</b>		
<b>4.9 Patents, Copyrights, Franchise, Licences, Royalties etc.</b>	<b>17046</b>		
<b>4.10 Management and Consultant fees</b>	<b>04023</b>		
<b>4.11 Other Receipts and Extraordinary Items - Total of which:</b>	<b>04024</b>		
4.11.1 Gain on foreign exchange transactions	17042		
4.11.2 Gain on disposal of fixed assets	17041		
4.11.3 Insurance claims received	17047		
4.11.4 Any other receipts n.e.s. (Specify):			
.....			
.....	04099		
.....			
.....			
<b>4.12 Total (sales and other receipts)</b>	<b>04000</b>		

SECTION 5 - INVENTORIES			
Items	For Office Use Only	Opening stock	Closing stock
		TT\$	
<b>5.1 Food</b>	<b>05001</b>		
<b>5.2 Other supplies (linen, cutlery, tableware etc.)</b> (excluding goods purchased for resale)	<b>05005</b>		
<b>5.3 Goods purchased for resale (beverages, tobacco etc.)</b>	<b>05006</b>		
<b>5.4 Other (Specify) :</b> .....	<b>05026</b>		
.....			
.....			
.....			
<b>5.0 Total (5.1 to 5.4)</b>	<b>05000</b>		

SECTION 5A - DEPRECIATION		
Items	For Office Use Only	Total
		TT\$
<b>Depreciation on all fixed assets (building, office furniture, vehicles, plant and machinery and other fixed assets)</b>	<b>07000</b>	
<b>Amortization</b>	<b>07017</b>	
<b>Total</b>	<b>07026</b>	

SECTION 8 - DIVIDENDS		
Item	For Office Use	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\$		
<b>6.0 Capital investment for the year - Total (6.1 + 6.2 + 6.3 + 6.4+ 6.5)</b>	<b>06000</b>		
<b>6.1 Construction - Total of which:</b>	<b>06001</b>		
6.1.1 Building	06002		
6.1.2 All other construction, e.g. roads, bridges, etc	06005		
<b>6.2 Plant, Machinery, Transport equipment (including major repairs capitalized) - Total of which:</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 Investment ( <i>Specify</i> ):	06019		
_____			
_____			
_____			
<b>6.3 Furniture and Office equipment</b>	<b>06020</b>		
<b>6.4 Information Technology - Total of which:</b>	<b>06021</b>		
6.4.1 Hardware	06028		
6.4.2 Software	06029		
<b>6.5 Research and Development</b>	<b>06056</b>		
B. Other Capital Items in 201...	<b>For Office Use Only</b>	Total	Of which from Non-Residents
		TT \$	
<b>6.6 Other Capital Items - Total of which:</b>	<b>06035</b>		
6.6.1 Acquisition of Used Assets (including Buildings and Plants)	06031		
6.6.2 Less Receipts from Sale of Used Assets	06033		

SECTION 10 - ACCOMMODATION, OCCUPANCY AND ROOM RATES		
Items	For Office Use Only	
<b>10.1 Accommodation</b>		
<b>State total number of rooms and beds available for rental to guests</b>		
10.1.1 Total number of rooms in the establishment	10001	
10.1.2 Total number of beds available	10004	
<b>10.2 Occupancy Rate*</b>		
10.2.1 Room nights available		
Total number of rooms x Number of nights open for business	10037	
10.2.2 Room nights sold		
Of the total room nights available, how many room nights were sold to guests?	10038	
10.2.3 Occupancy rates		
(Total room nights sold ÷ Total room nights available ) × 100%	10007	
<b>10.3 Room Rates</b>		
10.3.1 Average yearly single occupancy rate <b>with meals</b> (TT\$)	10031	
10.3.2 Average yearly single occupancy rate <b>without meals</b> (TT\$)	10032	
10.3.3 Average yearly double occupancy rate <b>with meals</b> (TT\$)	10033	
10.3.4 Average yearly double occupancy rate <b>without meals</b> (TT\$)	10034	

**Note: Information provided in this section is based on the reference period stated in 1.5 at the front of the questionnaire.**

\* Where actual information is not available please provide your best estimate. Indicate estimate with an (e).



CENTRAL STATISTICAL OFFICE  
BUSINESS SURVEYS SECTION  
SURVEY OF ESTABLISHMENT QUESTIONNAIRE 201\_\_\_\_  
QUERY SHEET

FOR OFFICE USE ONLY

<b>Contact Person:</b> .....	<b>Phone number:</b> .....
<b>Date(s):</b> _____	
<b>Query:</b> _____	
<b>Response:</b> _____	
<b>Remarks:</b> _____	
<b>Editor:</b> _____	<b>Date Completed:</b> _____

.....  
**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:**

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**CSO OFFICER:**

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