

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



Serial No.
Industry No.

**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 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 (1981). For enquiries, please Phone 627-3183, 623-7044 and 625-3891
Information on this survey and instructions for the completion of this form can also be accessed from our website www.cso.planning.gov.tt**

SECTION 1 - CHARACTERISTICS OF ESTABLISHMENT		FOR OFFICE USE ONLY								
1.1	Name of Establishment	TTSIC <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 22 - 25								
1.2	Address	EMPLOYMENT YEAR <input type="text"/> <input type="text"/> 26 - 27								
	Phone Number Fax	EMPLOYMENT FIGURE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 28 - 31								
	Email Website	E.D. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 32 - 36								
1.3	Activity of Establishment (<i>List in order of importance</i>)	YEAR BEGAN OPERATION <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 37 - 40								
	(1)									
	(2)									
	(3)									
1.4	Type of Ownership (<i>Please Tick one</i>)	YEAR OF DATA <input type="text"/> <input type="text"/> 41 - 42								
	<input type="radio"/> Sole Proprietorship <input type="radio"/> Government									
	<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 (<i>Specify</i>)									
1.5*	Reference period for data supplied	COUNTY/WARD <input type="text"/> <input type="text"/> 43 - 44								
	E.g. 1st January - 31st December 2013 / 1st April 2012 - 31st March 2013 (financial year for firm)									
1.6	<input type="text"/> Number of rooms <input type="text"/> Single Occupancy rate T.T.\$	LEGAL CODE <input type="text"/> 45								
	<input type="text"/> Double Occupancy rate T.T.\$									
1.7	<input type="text"/> Occupancy rate (see instruction 1.7)	OWNERSHIP CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								
1.8	Year began operation	COMMUNITY CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								
1.9	Ownership of Equity <input type="text"/> % National	REGIONAL CORPORATION CODE <input type="text"/> <input type="text"/>								
	<table border="1"> <thead> <tr> <th>% Foreign</th> <th>Country</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	% Foreign	Country							
% Foreign	Country									

SECTION 2 - EMPLOYMENT	
2.1	State number employed at the end of each of the following periods. <input type="text"/> May <input type="text"/> November

***Reference period is normally the firm's financial year. E.g. March 1st 2013 to February 28th 2014**
In order for data submitted to be classified as survey year data, the period to which it pertains should be either of the following:-
(1) the calendar year under survey e.g. January to December;
(2) any 12-month period in which at least six (6) of those months fell within the year being surveyed.

Type of Form

Figures should be rounded to the nearest \$TT

PLEASE READ INSTRUCTIONS

SECTION 3 - CURRENT EXPENDITURE			
	For Office Use Only	Total	
		\$T.T.	
3.1 Total labour payments	03001		
3.2 Total cost of supplies purchased	03010		
3.3 Purchase of goods for resale in same condition	03026		
3.4 Cost of fuel	03051		
3.5 Cost of electricity	03053		
3.6 Depreciation	07026		
3.7 All other current expenses	03132		
3.0 TOTAL CURRENT EXPENDITURE	03000		
SECTION 4 - RECEIPTS			
	For Office Use Only	Total	
		\$T.T.	
4.1 Room Revenue	04001		
4.2 Receipts from services provided	04022		
4.3 All other receipts (Please specify)	04024		
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4.0 TOTAL RECEIPTS	04000		
SECTION 5 - STOCKS			
	For Office Use Only	As at the beginning of	As at the end of
		201....	201....
5.0 TOTAL STOCKS	05000		
SECTION 6 - CAPITAL EXPENDITURE			
Amount 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		
6.0 TOTAL CAPITAL EXPENDITURE	06000		

Signature of Person completing Form: _____ Position: _____

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

Remarks from FIRM: _____

Signature of CSO Field Officer: _____ CSO Editor: _____

DO NOT WRITE BELOW LINE - FOR CSO OFFICE USE ONLY

Contact Person: _____ Phone No: _____ Date: _____

Query: _____

Response: _____