

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



REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF PLANNING AND DEVELOPMENT
CENTRAL STATISTICAL OFFICE
SURVEY OF ESTABLISHMENTS 201...
PETROLEUM DISTRIBUTION
 Date due for submission to C.S.O.

Serial No.

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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:

	For Office Use Only								
1.3 Name and Address of Enterprise/Firm which operates this establishment (if different from above)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> 22 - 25 T T S I C								
.....	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> Rev. 2								
.....	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> Rev. 3								
1.4 Activity of Establishment (LIST ACTIVITIES IN ORDER OF IMPORTANCE)									
(1)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> Rev. 4 I S I C								
(2)									
(3)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> 26 - 27 Year of Employment								
1.5 Give reference period for data supplied in this return									
<i>E.g. 1st January - 31st December 2017 / 1st April 2017 - 31st March 2018 (financial year for firm)</i>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> 28 - 31 Employment Figure								

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)

<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>) :

1.8 Ownership of Equity

<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> % National									% Foreign	Country

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 Type of Ownership

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 Ownership Equity

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 Community Code

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 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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PLEASE READ INSTRUCTIONS.

SECTION 3 - OPERATING EXPENSES			
Item	For Office Use Only	Value	
		Total	<i>Of which: paid to Non-Residents</i>
		\$	
	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 Cost of Housing, Medical, Welfare Facilities directly provided for employees	03006		
3.1.5 Any other payments to employees (<i>Specify</i>)	03009		
3.2 Total Cost of Raw Materials Purchased for the Year	03010		
3.2.1 Crude Petroleum exclusively for Processing Under Processing Agreement (U.P.A.)	03013		
3.2.2 Semi-refined petroleum exclusively for Processing U.P.A.	03019		
3.2.3 Purchases of Crude Petroleum excluding U.P.A.'s - Total <i>of which:</i>	03015		
3.2.3.1 Crude Petroleum transferred from own fields	03016		
3.2.3.2 Other Crude Petroleum (excluding U.P.A.'s which should be shown at 3.2.1 above).	03017		
3.2.4 All other Petroleum Products for use in refinery <i>excluding</i> those used as fuel which must be entered at 3.7 below.	03018		
3.2.5 All other Materials and Supplies e.g. non-capitalized catalysts and additive purchased for use in refinery <i>excluding</i> containers and other packaging materials which must be entered at 3.4.	03021		
3.3 Cost of Goods Purchased for Resale in the same Condition as Purchased (retail and wholesale)	03026		

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SECTION 3 - OPERATING EXPENSES - Continued

Item	For Office Use Only	Value	
		Total	Of which: paid to Non-Residents
		\$	
	17-21	22-31	32-41
3.4 Containers, Wrappers and Packaging Materials - Total <i>of which:</i>	03057		
3.4.1 Metal containers - Refundable	03058		
3.4.2 Metal containers - Non-refundable	03059		
3.4.3 Wooden crates, boxes, barrels etc.	03060		
3.4.4 Plastic containers	03061		
3.4.5 Any other containers, wrappers and packaging materials (<i>Specify</i>)	03063		
3.5 Tools (not capitalized)	03105		
3.6 Payments to other Establishments for Sub-contract Work (<i>Specify</i>)	03066		
3.7 Cost of Fuel and Electricity - Total (3.7.1 + 3.7.2) <i>of which:</i>	03049		
3.7.1 Cost of Fuel - Total	03048		
3.7.1.1 Fuel (for motor vehicles)	03051		
3.7.1.2 Fuel or natural gas (for commercial use piped or otherwise) (<i>Specify</i>)	03052		
3.7.2 Electricity - Total <i>of which:</i>	03053		
3.7.2.1 Electricity Purchased	03054		
3.7.2.2 Electricity Generated in own plant for own use (Imputed Value)	03055		

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SECTION 3 - OPERATING EXPENSES - Continued

Item	For Office Use Only	Value	
		Total	Of which: paid to Non-Residents
		\$	
	17-21	22-31	32-41
3.8.5 Maintenance and Repairs - Total (3.8.5.1+3.8.5.2) <i>of which:</i>	03096		
3.8.5.1 Payments to other establishments	03097		
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 <i>of which:</i>	03102		
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 <i>of which:</i>	03106		
3.8.6.1 Water and Sewerage Rates	03114		
3.8.6.2 Other Rates, licenses, fees etc.	03107		
3.8.6.3 Government oil impost	03116		
3.8.6.4 Custom Duty paid on imports	03110		
3.8.6.5 Purchase Tax	03108		
3.8.6.6 Excise Tax	03109		
3.8.7 Other Payments to Government and Statutory Boards	03121		
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 Petroleum production levy	17023		
3.8.7.7 Refinery throughput Tax	17016		
3.8.7.8 Fines and Penalties paid to public authorities	17039		
3.8.7.9 Other payments (<i>Specify</i>)	03138		
3.8.8 Payment for Special Services - Total <i>of which:</i>	03120		
3.8.8.1 Patents, licenses, copyrights, franchise etc.	17021		
3.8.8.2 Management fees	03090		

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SECTION 3 - OPERATING EXPENSES - Concluded

Item	For Office Use Only	Value	
		Total	<i>Of which: paid to Non-Residents</i>
		\$	
	17-21	22-31	32-41
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 All Other Current Expenses not elsewhere shown. <i>Specify</i> , if possible (e.g. share in a foreign Head Office expenses not elsewhere shown). (Excluding depreciation)			
.....			
.....			
.....	03132		
3.0 Total Operating Expenses (3.1 - 3.8) (Excluding Depreciation)	03000		

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SECTION 4 - SALES AND OTHER RECEIPTS			
Item	For Office Use Only	Value	
		Total	Of which: Exports
		\$	
	17-21	22-31	32-41
4.1 Value of Goods and Services produced/ assembled by this Establishment and sold during the year (4.1.1 + 4.1.2)	04001		
4.1.1 Value of Goods sold during the Reference Period	04002		
NON-ADDITIVE: Exports Under Processing Agreement			
4.1.1.1 Total value of refined and semi-refined products produced under Processing Agreement	04012		
4.1.1.2 Total receipts from sale of refined and semi-refined products produced on own account by this establishment (including bunkers to be shown under Exports excluding U.P.A. Products)	04013		
4.1.1.3 Total receipts from sales of goods purchased and resold without further processing (i.e. in the same condition as purchased) (wholesale or retail)	04033		
4.1.1.4 Other Sales e.g. Natural Gas (<i>Specify</i>):	04008		
4.1.2 Total Value of Services rendered of which:	04027		
4.1.2.1 Receipts from contract work (<i>Specify</i>):	04066		
4.1.2.2 Processing fees	04031		
4.1.2.3 Other receipts for services rendered (<i>Specify</i>):	04010		
4.2 Other Income - Total of which:	04098		
4.2.1 Rental/lease of machinery and equipment	04058		
4.2.2 Rental/lease of buildings and lands - Total of which:	04025		
4.2.2.1 Rental/lease of lands for agriculture, forestry or mining	17044		

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SECTION 4 - SALES AND OTHER RECEIPTS - Concluded

Item	For Office Use Only	Value	
		Total	Of which: Exports
		\$	
	17-21	22-31	32-41
4.2.2.2 Rental/lease of buildings and other lands <i>(Specify)</i>	04059		
4.2.3 Interest received	17043		
4.2.4 Dividends received	17045		
4.2.5 Royalties received	17048		
4.2.6 Licenses, patents etc.	17049		
4.2.7 Management and consultant fees	04023		
4.2.8 Other receipts and extraordinary items - Total <i>of which:</i>	04024		
4.2.8.1 Gain on foreign exchange transaction	17042		
4.2.8.2 Gain on disposal of fixed assets	17041		
4.2.8.3 Insurance Claims received	17047		
4.2.8.4 Any other receipts n.e.s. <i>(Specify)</i>	04099		
4.0 Total (Sales and Other Receipts) (4.1 + 4.2)	04000		

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SECTION 5 - STOCKS

Item	For Office Use Only	Value	
		Beginning of period	End of period
		17-21	22-31
5.1 Crude Petroleum	05002		
5.2 Other Petroleum Products for use in Production	05003		
5.3 Other Raw Materials, supplies and Components including parts. etc	05004		
5.4 Refined and Semi-refined Products	05027		
5.5 Work in Progress	05024		
5.6 Goods Purchased for Resale	05006		
5.7 Other Stocks n.e.s. <i>Specify:</i>	05025		
Total 5.1-5.7	05000		
VALUATION STOCKS:			
Describe basis of valuation			
5.1 Crude Petroleum			
5.2 Other Petroleum Products for use in Production			
5.3 Other Raw Materials, supplies in Components including Parts etc.			
5.4 Refined and Semi-refined Products			
5.5 Work in Progress			
5.6 Goods Purchased for Resale			
5.7 Other Stocks n.e.s. <i>Specify:</i>			

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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.*

	For Office Use Only	New Assets	Alterations, Renovations and Improvements
A. Capital Expenditure in 20.....			\$
	17-21	22-31	32-41
6.1 Construction - Total <i>Please break down total value into: Expenditure on Buildings (6.1.1) and Payments to Contractors (6.1.2)</i>	06001		
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		
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 <i>Please breakdown total value in 6.1.2 by:-</i>	06007		
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 <i>Please breakdown total value in 6.1.3 into:-</i>	06010		
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, Transport Equipment (including Major Repairs Capitalised) - Total <i>Please breakdown total value above: Type of Expenditure and Sources of Supply:-</i>	06016		
Type of Expenditure			
6.2.1 Plant, Machinery and Equipment (other than vehicles)	06017		
6.2.2 Vehicles and all other transport equipment	06018		

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SECTION 6 - CAPITAL ACCOUNT - Continued

A. Capital Expenditure in 20.....	For Office Use Only	New Assets	Alterations, Renovations and Improvements
			\$
	17-21	22-31	32-41
6.2.3 All other capital Investment (<i>Specify</i>):	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 of which:	06024		
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.	02027		
6.3 Total Capital Investment (6.1 + 6.2)	06000		
Other Capital Investment	For Office Use Only	Total	<i>Of which:</i> from Non-Residents
			\$
	17 - 21	22 - 31	32 - 41
6.7 Other Capital Investment - Total <i>of which:</i>	06035		
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 (<i>Specify</i>):	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		
<i>of which:</i>			
9.1.1 External assets - Total	09002		
<i>of which:</i>			
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 (<i>please specify</i>)	09006		
9.1.2 External investments - Total	09007		
<i>of which:</i>			
9.1.2.1 Investment in subsidiary companies not consolidated	09008		
9.1.2.2 Other investments (<i>please specify</i>)	09009		
9.1.3 Other balances due from foreigners	09010		
9.1.4 Local assets - Total	09011		
<i>of which:</i>			
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 (<i>please specify</i>)	09015		
9.1.5 Local investment - Total	09016		
<i>of which:</i>			
9.1.5.1 Trinidad and Tobago government securities	09017		
9.1.5.2 Other investments (<i>please specify</i>)	09018		
9.1.6 Local loans and advances - Total	09019		
9.1.7 Fixed assets net of depreciation - Total	09020		
<i>of which:</i>			
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 - Continued**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 <i>of which:</i>	09025		
9.3.1 External liabilities - Total <i>of which:</i>	09026		
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 <i>of which:</i>	09033		
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 <i>of which:</i>	09043		
9.4.1 Issued share capital - Total <i>of which:</i>	09044		
9.4.1.1 Owned by foreigners or non-residents	09045		
9.4.1.2 Owned by residents	09046		
9.4.2 Total reserves <i>of which:</i>	09050		
9.4.2.1 Capital reserves	09047		
9.4.2.2 Retained earnings	09048		

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Signature of Person making the return

*Signature of Field Officer
Collecting return*

.....

(NAME IN BLOCK LETTERS)

.....

Position/Office held

.....

Checked by (For Office Use)

Date Completed:.....