

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



Date due for submission to C.S.O.

Serial No.

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Industry No. _____
11 - 16

Please read instructions carefully before completing questionnaire.

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 2016 / 1st April 2016 - 31st March 2017 (financial year for firm)

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

1.6 Date began operation

1.7 Type of Ownership (Please tick one)

- ☐ Sole Proprietorship ☐ Government
☐ Partnership ☐ Co-operative
☐ Private Limited Company ☐ Non-Profit Institution
☐ Public Limited Company ☐ Other (*Specify*) : _____

1.8 Ownership of Equity

% Foreign	Country

For Office Use Only

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TTSC 22 - 25

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Rev. 2

ISIC

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28 - 31
Employment Figure

36 - 37
County Ward

☐ 38
Type of Ownership

Ownership Equity 39 - 41

Community Code

26 - 27
Year of Employment

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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SECTION 2 - EMPLOYMENT AND WAGES

SECTION 2 - EMPLOYMENT AND WAGES									
Item		For Office Use Only	Nos. Employed Last Full Pay Week in Nov. 201....			Remarks			
			Total	Male	Female				
			17-21	22-31	32-41				
2.1 Total Employment		02000							
2.1.1 Administrative, Professional and Technical Workers		02002							
2.1.2 Clerical Workers		02003							
2.1.3 Manual Workers		02004							
2.1.3.1 On job work (piece or task)		02005							
2.1.3.2 On time rate		02006							
		For Office Use Only	Wages and Salaries			Indicate by tick (✓) below time period relating to payment			
			Total	Male	Female	Month	Fort- night	Week	Other
			\$						
			17-21	22-31	32-41	42-51			
		2.2 Total Payments <i>(excluding Overtime)</i>		02007					
2.2.1 Administrative, Professional and Technical Workers		02008							
2.2.2 Clerical Workers		02009							
2.2.3 Manual Workers		02010							
2.2.3.1 On job work		02011							
2.2.3.2 On time rate		02012							
2.3 Total Overtime Payments		02013							
2.3.1 Administrative, Professional and Technical Workers		02014							
2.3.2 Clerical Workers		02015							
2.3.3 Manual Workers <i>(On time rate)</i>		02016							
		For Office Use Only	Man Hours Paid for			Indicate by tick (✓) hours of normal working week			
			Total	Male	Female	40	42	44	Other <i>(Specify)</i>
			17-21	22-31	32-41				
2.4 Total Man Hours Paid for		02017							
2.4.1 Administrative, Professional and Technical Workers		02018							
2.4.2 Clerical Workers		02019							
2.4.3 Manual Workers		02020							
On time rate		02021							
On job rate		02022							
2.5 Overtime Man Hours		02023							
2.5.1 Administrative, Professional and Technical Workers		02024							
2.5.2 Clerical Workers		02025							
2.5.3 Manual Workers <i>(On time rate)</i>		02026							

PLEASE READ INSTRUCTIONS.

SECTION 3 - OPERATING EXPENSES			
Item	For Office Use Only	Value	
		Total	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 Cost 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 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 of which:	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 excluding 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 excluding 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		

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 of which:	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 (Specify)	03063		
3.5 Tools (not capitalized)	03105		
3.6 Payments to other Establishments for Sub-contract Work (Specify)	03066		
3.7 Cost of Fuel and Electricity - Total (3.7.1 + 3.7.2) of which:	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) (Specify)	03052		
3.7.2 Electricity - Total of which:	03053		
3.7.2.1 Electricity Purchased	03054		
3.7.2.2 Electricity Generated in own plant for own use (Imputed Value)	03055		

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 Other Current Expenses - Total (3.8.1 to 3.8.16)	03069		
3.8.1 Transportation Cost - Hired - Total of which:	03070		
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 of which:	03081		
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 of which:	03141		
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 of which:	03086		
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		
3.8.4.7 Professional Services - Total of which:	03088		
3.8.4.7.1 Legal Expenses	03091		
3.8.4.7.2 Accounting and/or Audit Fees and Computer Services	03092		
3.8.4.7.3 Engineering and Architectural	03095		
3.8.4.7.4 Security	03093		
3.8.4.7.5 Other - (Specify)			
.....			
.....	03133		

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) of which:	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 of which:	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 of which:	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 (Specify)			
.....			
.....	03138		
3.8.8 Payment for Special Services - Total of which:	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	Of which: paid to Non-Residents
		\$	
		17-21	22-31
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. 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 - 3.8) (Excluding Depreciation)	03000		

SECTION 4 - SALES AND OTHER RECEIPTS			
Item	For Office Use Only	Value	
		Total	Of which: Exports
		\$	
		17-21	22-31
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 (Specify):	04008		
4.1.2 Total Value of Services rendered of which:	04027		
4.1.2.1 Receipts from contract work (Specify)	04066		
4.1.2.2 Processing fees	04031		
4.1.2.3 Other receipts for services rendered (Specify):	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		

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 (Specify) 	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 of which:	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. (Specify) 	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 period	End 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. Specify:	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. Specify:			

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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.

A. Capital Expenditure in 20.....		For Office Use Only	New Assets	Alterations, Renovations and Improvements
			\$	
		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 (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 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	Of which: from Non-Residents
			\$
	17 - 21	22 - 31	32 - 41
6.7 Other Capital Investment - Total of which:	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 (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:			
.....			
.....			
.....			
.....			

SECTION 8 - CASH FLOW STATEMENT			
Items	For Office Use Only	Value - \$	
		Total	
	17-21	22-31	32-41
CASH FLOW FROM OPERATING ACTIVITIES			
Profit before taxation	08040		
Adjustments for:			
Depreciation and amortisation	07026		
(Gain) /Loss on sale of fixed assets	08041		
Changes in operating assets and liabilities			
Receivables	08021		
Payables	08026		
Inventories	08022		
Other current assets	08024		
Other current liabilities	08032		
Cash generated from operations	08042		
Taxation paid	08043		
Severance/Termination benefits paid	08044		
Net cash from operating activities	08045		
FINANCING ACTIVITIES			
Funds from loans	08009		
Repayment of loans	08015		
Dividends paid	08016		
Share capital	08046		
Cash provided by/(used in) financing activities	08047		
INVESTING ACTIVITIES			
Purchase of investments	08014		
Redemption of investments	08006		
Purchase of fixed assets	08012		
Proceeds from sale of fixed assets	08048		
Cash used up in investing activities	08049		
Increase /(Decrease) in cash for the period	08050		
Cash and cash equivalents			
- at beginning of period	08051		
- at end of period	08052		
Represented by:			
Bank overdraft	08027		
Cash in hand and bank (including fixed deposits)	08020		

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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 - of which:	09000		
9.1.1 External assets - Total of which:	09002		
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 of which:	09007		
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 of which:	09011		
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 of which:	09016		
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 of which:	09020		
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		

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	09025		
<i>of which:</i>			
9.3.1 External liabilities - Total	09026		
<i>of which:</i>			
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		
<i>of which:</i>			
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		
<i>of which:</i>			
9.4.1 Issued share capital - Total	09044		
<i>of which:</i>			
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		
<i>of which:</i>			
9.4.2.1 Capital reserves	09047		
9.4.2.2 Retained earnings	09048		

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SECTION 10 - SPECIAL CHARACTERISTICS OF MANUFACTURING ESTABLISHMENTS		
Item	For Office Use 17-21	Number 22-31
<div>10.1 Selected Non-Additive Items - Transportation, Training and Income in kind</div> <div>10.1.1 Transportation Cost</div> <div>Does this establishment provide transportation services for its own use?</div> <div>Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>If 'yes' please give:</div> <div>10.1.1.1 Number of vehicles owned by the establishment - Total of which:</div> <div>(i) trucks</div> <div>(ii) vans</div> <div>(iii) cars</div> <div>(iv) Other, (please Specify):</div> <div>.....</div> <div>.....</div> <div>.....</div>	10015	
	10016	
	10017	
	10018	
	10019	
	For Office Use Only 17-21	Actual or estimated value \$ 22-31
<div>10.1.1.2 Maintenance of Transport Vehicles (Indicate by (✓) whether total or estimated)</div> <div>Total actual <input type="checkbox"/> or estimated <input type="checkbox"/> expenditure</div> <div>on own account transportation including wages and salaries of drivers (as distinct from salesmen), loaders or assistants, maintenance of vehicles, purchases of fuel, etc.</div>	10021	
<div>10.1.2 Training</div> <div>Does this establishment provide training opportunities for its employees?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>If 'Yes' please give the value of expenditure on:</div> <div>10.1.2.1 Fees, scholarships, bursaries and all other payments to institutions for training of employees.</div>	10023	
<div>10.1.2.2 Estimated expenditure on in-service training and or any other training provided within the establishment.</div>	10024	

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SECTION 11 - INPUTS AND OUTPUTS	For Office Use Only
<div>11.1 Valuation</div> <div>11.1.1 Inputs</div> <div>11.1.1.1 Are you reporting as requested, materials purchased?</div> <div>Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2</div> <div>or</div> <div>11.1.1.2 Are you only able to report materials used?</div> <div>Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2</div> <div>11.1.2 Outputs</div> <div>11.1.2.1 Are you reporting as requested, the value of sales of products? (See definition of Sales under instruction).</div> <div>Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2</div> <div>or</div> <div>11.1.2.2 Are you only able to report the value of production?</div> <div>Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2</div> <div>11.1.3 Basis of Valuation</div> <div>On what basis do you value</div> <div>(i) Materials purchased or used</div> <div>.....</div> <div>.....</div> <div>(ii) Sale or production of products</div> <div>.....</div> <div>.....</div>	

SECTION 11 - INPUTS AND OUTPUTS - Continued

11.2 Inputs

Itemize in as much detail as possible expenditure on raw materials and other material inputs and services used in production and goods purchased for resale in same condition as purchased as identified in Section 3.

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SECTION 11 - INPUTS AND OUTPUTS - Continued							
Commodity No.	Description of Commodity	Name of Establishment from whom bought	Unit of Measurement	Total		Of which: Imports	
				Quantity	Value	Quantity	Value
	3.6 Contractual Services Specify:						
	3.8.1 Transportation (hired)						
	3.8.5.1.1 Repairs to Buildings						
	3.8.5.1.2 Repairs to Machinery						
	3.8.5.1.3 & 3.8.5.1.4 Repair to other equipment, etc.						
	3.8.5.2.1 Parts and accessories used in own account maintenance Specify:						

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SECTION 11 - INPUTS AND OUTPUTS - Continued

11.3 Outputs

Provide details on the Sales and Other Receipts made during the period under review and included in Section 4.

Commodity No.	Name of Commodity	Name of Establishment to which sold	Unit of Measurement	Total		Of which: Exports	
				Quantity	Value	Quantity	Value
4.1.1.1	Products U.P.A. Liquid Petroleum Gases						
	Motor Gasoline						
	Aviation Gasoline						
	Aviation Turbine Fuel						
	White Spirit						
	Vapourising Oil						
	Kerosene						
	Gas/Diesel Oil						
	Fuel Oils/Flux						
	Lube Oil/Greases						

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SECTION 11 - INPUTS AND OUTPUTS - Continued[illegible]

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SECTION 11 - INPUTS AND OUTPUTS - Concluded

[illegible]

SECTION 12 - SALES BY CHANNELS OF DISTRIBUTION AND PURCHASES BY SOURCE

Items 12.1 and 12.2

(i)

The purpose of these sections is to provide supplementary information on the distribution sector in particular and the backward and forward linkage in industry in the economy in general.

(ii)

The data should be given, as far as possible in as great detail as is indicated. There should be no double-counting in the data provided, i.e. each transaction must be included only once and that in the most appropriate sub-division.

	For Office Use Only	Goods manufactured by the establishment		Goods purchased for resale in same condition as purchased			
				Petroleum Products		Non-Petroleum Products	
		Estimated Value \$	Percentage of Total	Estimated Value \$	Percentage of Total	Estimated Value \$	Percentage of Total
	17-21	22-31		32-41		42-51	
12.1 Sales of the Establishment's Output According to Purchase	12001						
A. Domestic Sales - Total of which:	12002						
1 Transfer or sales directly to retail outlets operated by your own enterprise <input type="checkbox"/> or by affiliated enterprises <input type="checkbox"/> Please check which one.	12003						
2 Sales to all other retail outlets:	12004						
(i) directly from refinery	12031						
(ii) through designated agents	12032						
3 Sales to farmers, manufacturers, hotels, restaurants and all other businesses excluding wholesalers and retailers:	12005						
(i) directly from refinery	12033						
(ii) through designated agents	12034						
4 Intra company transfers, between Domestic Manufacturing Establishments and Marketing Division	12006						
5 Sales to wholesalers:	12007						
(i) directly from refinery	12035						
(ii) through designated agents	12036						
6 Sales to Government and all Public Utilities and other government business enterprises:	12008						
(i) directly from refinery	12037						
(ii) through designated agents	12038						

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SECTION 12 - SALES BY CHANNELS OF DISTRIBUTION AND PURCHASES BY SOURCE - Continued

	For Office Use Only	Goods manufactured by the establishment		Goods purchased for resale in same condition as purchased			
				Petroleum Products		Non-Petroleum Products	
		Estimated Value \$	Percen- tage of Total	Estimated Value \$	Percen- tage of Total	Estimated Value \$	Percen- tage of Total
		17-21	22-31	32-41	Total	42-51	Total
B Export Sales - Total	12009						
1 Sales on the export market by transfer <input type="checkbox"/> or sale <input type="checkbox"/> to parent company or to affiliated establishments. (please check which one)	12010						
2 All other export sales Total of which:	12030						
(i) through local agent	12011						
(ii) through the establishment's foreign agent	12012						
(iii) directly to the customer via a broker	12013						
(iv) Bunkers of which:	12014						
(i) Aviation	12015						
(ii) Ships	12016						
12.2 Purchase of the Establishment's Inputs According to Source - Total	12017						
A Purchase of Domestic Inputs - Total of which:	12018						
(i) Purchases from farmers and business enterprises (other than wholesale and retail businesses)	12019						
(ii) Direct from Non-Petroleum Manufacturer	12020						
(iii) Through an agent	12021						
(iv) Intra company transfer from establishments operated by your own enterprise or by affiliated enterprise	12022						
(v) Purchases of local goods from local wholesaling merchants	12023						
(vi) Non-affiliated local Oil Company	12024						

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SECTION 12 - SALES BY CHANNELS OF DISTRIBUTION AND PURCHASES BY SOURCE - Concluded							
	For Office Use Only	Goods manufactured by the establishment		Goods purchased for resale in same condition as purchased			
				Petroleum Products		Non-Petroleum Products	
		Estimated Value \$	Percen- tage of Total	Estimated Value \$	Percen- tage of Total	Estimated Value \$	Percen- tage of Total
		17-21	22-31	32-41		42-51	
B Purchases of Imported Inputs - Total of which:	12025						
(i) Directly by transfer from parent company or other foreign affiliated company	12026						
(ii) Directly through a local agent of the foreign enterprise	12027						
(iii) From a local merchant	12028						
(iv) Other Direct Imports	12029						

.....
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: