

Form No. I 6411.2011/10
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ST .VINCENT AND THE GRENADINES
ANNUAL SURVEY OF ECONOMIC ACTIVITY
POSTAL AND COURIER SERVICES

This Form covers establishments engaged in postal, courier and messenger services.

Confidential under the Statistics Act, No. 24 of 1983

OFFICIAL USE ONLY

Date Received Establishment No.
 Checked by ISIC NO:

SECTION I - DESCRIPTION OF ESTABLISHMENT

- 1.1 Name of Establishment
- 1.2 Address of Establishment
- 1.3 Postal Address (if different from above)
- 1.4 Which of the following best describes the ownership of your establishment (indicate by a tick [])
 Private Limited Company [] Partnership/Family(unlimited) [] Other specify
 Public Limited Company [] PublicCorporation/StatutoryBody[]
 Sole /Owner Trader [] Non Profit Institution []
- % Foreign Ownership % Local Ownership
- 1.5 Please state the percentage (%) of foreign ownership of your establishment
- 1.6 Please state the month and year in which your establishment started operations/was incorporated

- 1.7 State financial year used in completing this form:-
 2011: From To
- 2010: From To

If your financial year is not the same as the calendar year, please apply the following procedure: If your financial year ends on or before June 30, enter 2011/2012 accounting data for 2011 and 2010/11 for 2010. If your financial year ends after June 30, enter 2010/2011 accounting data for 2011 and 2009/2010 accounting data for 2010

1.8 Activity carried on by your establishment

Main

Other Activities.....

1.9 Please indicate whether it is normal policy to close operations during the year

Yes _____ specify dates when closing occurs _____

No _____

1.10 Name of person responsible for completing the questionnaire:

Name:

Position:

Telephone No.:

SECTION 2 - PERSONS ENGAGED

2.1 How many persons were engaged in each of the below categories during the last pay period for the months of June and December.

| Period | Working Proprietors | | Unpaid Workers | | Employees | |
|-----------------|---------------------|--------|----------------|--------|-----------|--------|
| | Male | Female | Male | Female | Male | Female |
| 2011 – June | | | | | | |
| 2011 – December | | | | | | |
| 2010 – June | | | | | | |
| 2010 – December | | | | | | |

SECTION 3 - SALES AND RECEIPTS

(EC dollars)

| | Sales and Receipts | 2011 | 2010 |
|-------|--|-------------|-------------|
| P1111 | Sales of services (please specify by type of service) _____ _____ _____ | | |
| P1112 | Income from rental of machinery and equipment | | |
| P1113 | Income from rental of buildings | | |
| P1189 | Other operating income | | |
| D4100 | Interest earned | | |
| D4200 | Dividend and other investment income | | |
| | Gain(loss) on foreign exchange | | |
| | Casualty insurance claims received | | |
| D7511 | Grants, donations and subvention received | | |
| P1190 | Other non-operating income | | |
| | Total Income | | |

SECTION 4 - EXPENSES

(EC Dollars)

| | Labour Payments | 2011 | 2010 |
|--------|--|-------------|-------------|
| D1111 | Gross wages and salaries paid to employees during the year | | |
| | Employers contribution to:- | | |
| D11111 | (a) Social Security | | |
| D11112 | (b) Medical Benefit scheme | | |
| D11113 | (c) Private Pension Schemes, Life, Health and casualty insurance schemes | | |
| D11114 | Directors Fees | | |
| D11115 | Value of payments in kind | | |
| D11116 | Other payments to labour | | |
| | Total labour Payments | | |
| | | | |

| | | 2011 | 2010 |
|--------|---|------|------|
| | Other Operating expenses | | |
| D2990 | Other Taxes on production | | |
| D29901 | Property tax | | |
| D29902 | Hotel tax | | |
| D29903 | Licences and other fees | | |
| D29904 | Other (specify) | | |
| K1000 | Depreciation and amortization | | |
| P2160 | Cost of fuel | | |
| P2170 | Cost of stationary and other Office supplies | | |
| P2211 | Maintenance and repair of machinery and equipment | | |
| P2212 | Maintenance and repair of vehicle | | |
| P2220 | Electricity | | |
| P2221 | Water | | |
| P2240 | Building maintenance and repair | | |
| P2412 | Transport and travel | | |
| P2420 | Telephone and other communications | | |
| P2421 | Postage and courier services | | |
| P2510 | Bank charges | | |
| P2520 | Insurance | | |
| P2540 | Credit card commissions | | |
| P2550 | Commissions paid to travel agents | | |
| P2610 | Rental/lease of buildings | | |
| P2630 | Rental/lease of machinery, equipment | | |
| P2631 | Rental/lease of vehicles | | |
| P2700 | Computer services/maintenance of office equipment | | |
| | | | |

| | | 2011 | 2010 |
|--------|---------------------------------|-------------|-------------|
| P2810 | Professional services | | |
| P2820 | Advertising and promotion | | |
| P2900 | All Other operating expenses | | |
| | Total Operating Expenses | | |
| D4190 | Interest paid | | |
| D7520 | Bad debt written off | | |
| D7521 | Donations | | |
| P29001 | Royalties | | |
| | Other non-operating Expenses | | |

SECTION 5 – SPECIAL ITEMS

(EC dollars)

| | Special Items | 2011 | 2010 |
|--|--------------------------------------|-------------|-------------|
| | Total profit(loss) before income tax | | |
| | Dividends payable | | |
| | Additions to retained earnings | | |
| | Dividends repatriated | | |

SECTION 6 - INVENTORIES

(EC dollars)

| Item | End of Year Inventories | 2011 | 2010 | 2009 |
|-------|---|-------------|-------------|-------------|
| | Raw Materials | | | |
| | Finished Products | | | |
| | Goods purchased for resale (in same condition purchased) | | | |
| P5200 | Total Inventories | | | NA |

SECTION 7 - CAPITAL EXPENDITURE AND FINANCING

(EC dollars)

| | | 2011 | 2010 |
|--------|---------------------------------------|-------------|-------------|
| P5110 | Land | | |
| P51101 | (a) Purchased | | |
| P51102 | (b) Reclaimed | | |
| P5111 | Building | | |
| P51111 | (a) Purchased | | |
| P51112 | (b) Constructed | | |
| P51113 | (c) Additions and major repairs | | |
| P5139 | Machinery and equipment | | |
| P5139 | Vehicles purchased | | |
| P5139 | Other Fixed Assets | | |
| | Total Capital Expenditure | | |
| | Sales of Capital Goods | | |
| | Land | | |
| | Building | | |
| | Machinery and Equipment | | |
| | Vehicles | | |
| | Other Specify | | |
| | Total Sales of Capital Goods | | |
| | Financing of Capital Expenditure | | |
| | Domestic Sources: | | |
| | Domestic commercial Institutions | | |
| | Other Domestic Financial Institutions | | |
| | Other | | |
| | External Sources: | | |
| | Overseas Loan Finance | | |
| | Overseas Equity Finance | | |
| | Other Overseas Finance | | |

SECTION 8 MISCELLANEOUS

Please give your best estimate of your overall income received directly from tourist, from tourism specific establishments and other sources.

| Item | 2011 Percentage | 2010 Percentage |
|----------------------|-----------------|-----------------|
| Tourists | | |
| Accommodation sector | | |
| Other sectors | | |

- What was the total value of goods (c.i.f.) and services purchased directly from abroad?

2011: \$ _____

2010: \$ _____

**POSTAL AND COURIER
EXPLANATORY NOTES**

| | | |
|------------------------------|---|--|
| P 1111 | Sales of services | Income, from all types of transport and communication activities, net of refunds and discounts given. Include net receipts from any goods sold. |
| D4100 & D4200 D7511 | Interest and dividends received Grants, donations and subventions received | Interest and dividends earned on business account. Current transfers and voluntary donations from businesses, government, households or from abroad. |
| P 1189 | Other operating income | Income from other sources related to the business, e.g., rental of buildings and equipment, commissions, ledger fees, exchange gain/loss, miscellaneous income, etc. Exclude grants, donations and subventions received, gains or losses on the sale of fixed assets and bad debts recovered. |
| D1111 | Wages, salaries and benefits | Gross cash payments to employees, including overtime payments, bonuses, fees, commissions, cost of living allowances, vacation and sick pay. Include the employer's contributions to pension, insurance and other schemes on behalf of employees, as well as the cost of meals, housing and other benefits not recovered from employees. |
| D2990 | Other taxes and licences | Include business fees, business and professional licences, property taxes, vehicle licences, stamp duties and other fees paid to government on behalf of the business. |
| K1000 | Depreciation and amortization | Includes the amount allocated during the reporting period to amortize the cost of acquiring long-term assets over the useful life of the asset. |
| P2120 | Cost of materials, supplies and components | Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of materials, supplies and components. |
| P2160 | Cost of fuels used | Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of fuels. Include gasoline, kerosene, gas oil and other fuel oils, lubricating oils, etc. |
| P2412 | Transport and travel | Local freight charges, local and overseas business travel. |
| P2420 | Telephone, postage and other communications | Include cellular phone charges, the cost of courier and messenger services, fax, telex, and Internet services. |
| P2520 | Insurance | Premiums paid for motor vehicle, property and marine insurance. Include insurance of staff under DIII. |
| P2810 | Professional services | Include expenditure on legal, accounting, audit, architectural and engineering services, management and other consultancy services. |
| P2820 | Advertising and promotion | Include entertainment expenses. |

SEE EXPLANATORY NOTES

| | | |
|---------|---|---|
| P2900 | Other expenses | Include security services, janitorial services, medical expenses, veterinary services, laundry services, and other expenditures such as staff training, subscriptions, research and development, etc. <i>Exclude bad debts, extraordinary items and other non-current items of expenditure.</i> |
| P5110 | Buildings | Value of new and existing buildings acquired during the year, less disposals of existing buildings. Include the value of extensions and major renovations to existing buildings. |
| P5139 | Machinery, equipment and other fixed assets | Value of all new or second hand machinery and equipment, including transport equipment; office, accounting and computer equipment, including computer software; furniture, fixtures and furnishings and other durable goods acquired during the year, <i>less</i> disposals of similar items. |
| P5200 | Change in inventories | Total value of all inventories at the end the period <i>minus</i> the value at the beginning of the period, including materials and supplies that are held in stock for use as intermediate inputs, work-in-progress, finished goods and goods for resale. |
| P53AN13 | Valuables | Valuables are assets that are acquired as stores of wealth and are not used up in production. They do not deteriorate over time and are expected to at least hold their value. Examples are jewelry, works of art, antiques and precious stones and metals. |