

## INSTRUCTIONS PAGE

The following are brief details of the contents of each Section of the Economic Activity Survey

### SECTION I - GENERAL INFORMATION

Name of Establishment  
Address  
Ownership of the establishment  
Principal Business Activity  
The 12 month calendar or fiscal year for which data is being reported  
Whether the business has ceased operations, and if so provide the date

### SECTION II - SALES & OTHER RECEIPTS

Insert the values for the corresponding Income categories. Include income earned locally and overseas.

### SECTION III - EXPENSES

Insert the values for the corresponding Expenditure categories. Include expenditure locally and overseas.

### SECTION IV - ADDITIONAL INFORMATION

Please provide the following:

Percentage of income earned from exports and tourists  
Total number of persons working for the establishment during the months of June and December

### SECTION V - STOCKS OF EXISTING CAPITAL

Please provide the following:

Amount spent for the purchase of new or second hand capital acquired during the year  
Amount received for the disposal of capital during the year

### SECTION VI - CHANGES IN INVENTORIES

Insert the values for the corresponding categories of opening and closing inventories



## ST VINCENT AND THE GRENADINES STATISTICAL OFFICE

### ANNUAL SURVEY OF ECONOMIC ACTIVITY, 2017 AND 2016

**Private and Confidential**

The Census and Statistics Act No. 24 of 1983

Form: 1

C : 10 - 33

#### MANUFACTURING

This form covers establishments that extract, process, produce or substantially alter products and components, food and beverages; textile, clothing and footwear; wood, paper and printing; chemical, plastic and rubber products; cement, concrete, glass and other non-metallic products; metal products; electronic components; furniture and other products for sale or own final use.

The main purpose of the survey is to obtain information for the compilation of estimates of Gross Domestic Product. The **COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER** the Statistics Act and is therefore **MANDATORY**. All information taken from this questionnaire will be kept strictly **CONFIDENTIAL**, used for statistical purposes only, and published only in aggregate form.

Please complete this form and return via email to mailbox no later than December 31, 2018. We recommend that you retain a copy of this form to consult in the event of a query.

**DO NOT COMPLETE THIS QUESTIONNAIRE WITHOUT REFERRING TO THE EXPLANATORY NOTES.**

If you encounter problems completing this questionnaire or find it difficult to meet the due date, please contact us at:

**Contact Person(s)**

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Statistical Office,  
St. Vincent and The Grenadines

#### SECTION I – GENERAL INFORMATION

Name of Establishment

Ref #:

Address

Which of the following best describes the ownership of your establishment?

- |   |  |
|---|--|
| <input type="checkbox"/> 1) Local company                                     | <input type="checkbox"/> 3) Overseas company/partnership                   |
| <input type="checkbox"/> a) Sole proprietorship                               | <input type="checkbox"/> 4) Exempt/permit company/partnership              |
| <input type="checkbox"/> b) Local Partnership                                 | <input type="checkbox"/> 5) Non-profit institution/charitable organization |
| <input type="checkbox"/> c) Limited Company/Incorporated                      | <input type="checkbox"/> 6) Other:   |
| <input type="checkbox"/> d) Other <input type="text"/> % of foreign ownership | <input type="text"/>   |
| <input type="checkbox"/> 2) Government enterprise                             | (please specify)   |

**Please complete the following:**

**Principal Business Activity**

Data in this form refer to the period from

To

Example: Jan - 2017 To Dec - 2017 with comparisons for 2016

The period above refers to your 2017 and 2016 Financial Year, whether it be a fiscal or calendar year.

☐ Ceased Operation Permanently

(Please provide date)

**Please provide your contact details incase of further enquiries:**

Contact Name

Position

Telephone #

Date

Email Address

| Section II Sales and Other Receipts |   |              |              |
|-------------------------------------|---|--------------|--------------|
|                                     |   | (EC dollars) | (EC dollars) |
| Item                                |   | 2017         | 2016         |
| P1111                               | Sales, excluding excise and VAT paid by customers (sub-total)   | -            | -            |
| P1110                               | Sales of goods manufactured   |              |              |
| P1109                               | Sales of goods purchased for resale   |              |              |
| P1108                               | Amount received for custom work and repair  |              |              |
| P2000                               | Other Operating Revenue   | -            | -            |
| P1610                               | Income from rental of building and equipment  |              |              |
| P1615                               | Revenue from franchise fees, commission fees, royalties, patents,   |              |              |
| P1189                               | Other operating revenue   |              |              |
| P3000                               | Non-operating revenue   | -            | -            |
| D4001                               | Interest and dividends received   |              |              |
| D7511                               | Grants, donations and subventions received  |              |              |
| D7200                               | Casualty insurance claims received  |              |              |
| D7600                               | Other non-operating income  |              |              |
|                                     | <b>Total Revenue</b>  | -            | -            |
| Section III Expenses                |   |              |              |
|                                     |   | 2017         | 2016         |
| D1111                               | Wages, salaries, benefits and employer's social contributions to NIS, Pension schemes, health schemes, and others |              |              |
| D2111                               | Excise duties and non-refundable VAT  |              |              |
| D2990                               | Other taxes and licences  |              |              |
| K 1000                              | Depreciation and amortization   |              |              |
| D4009                               | Interest paid   |              |              |
| D7520                               | Bad debts, net of recoveries, and donations   |              |              |
| P2120                               | Cost of raw production materials, supplies and components   |              |              |
| P2140                               | Cost of goods purchased for resale  |              |              |
| P2160                               | Cost of other goods used (office supplies, stationary)  |              |              |
| P2170                               | Cost of fuel used   |              |              |
| P2214                               | Maintenance/repair of transport, plant and other equipment  |              |              |
| P2220                               | Electricity and water   |              |              |
| P2240                               | Building maintenance and repair   |              |              |
| P2412                               | Transport and storage   |              |              |
| P2420                               | Telecommunications, computer and information services   |              |              |
| P2520                               | Financial charges and insurance premiums payable  |              |              |
| P2610                               | Rental /lease of buildings  |              |              |
| P2630                               | Rental/ lease of machinery, equipment and vehicles  |              |              |
| P2810                               | Professional, advertising, administrative and support services  |              |              |
| P2900                               | Other expenses  |              |              |
|                                     | <b>Total Expenses</b>   | -            | -            |

**Section IV Additional Information**

What percentage of the income earned by your establishment, in your estimate, comes directly from exports and tourists?

Specify %:

Main country/market:

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

|           | Goods                | Services             |
|-----------|----------------------|----------------------|
| 2017 EC\$ | <input type="text"/> | <input type="text"/> |
| 2016 EC\$ | <input type="text"/> | <input type="text"/> |

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

| Period          | Working              | Unpaid Workers       | Employees            |
|-----------------|----------------------|----------------------|----------------------|
|                 | Proprietors          |                      |                      |
| 2017- June      | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2017- December  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2016 - June     | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2016 - December | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Section V Stock of Existing Capital (EC Dollars)**

| Item  | Capital Expenditure             | As at End 2015       | Plus Acquisitions    | Less Disposals       | As At End 2016       | Plus Acquisitions    | Less Disposals       | As At End 2017       |
|-------|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| P5114 | Buildings and structures        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5115 | Machinery and equipment         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5116 | Transport equipment             | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5117 | Other durables and fixed assets | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5118 | Cultivated biological assets    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5119 | Intellectual property products  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5120 | Computer software and databases | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5300 | Valuables                       | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Section VI Changes in Inventories (EC Dollars)**

| P5200 | INVENTORIES   | 2017                 |                      | 2016                 |                      |
|-------|---|----------------------|----------------------|----------------------|----------------------|
|       |   | OPENING VALUE        | CLOSING VALUE        | OPENING VALUE        | CLOSING VALUE        |
| P5201 | Raw materials, purchased, components and supplies                       | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5211 | Goods / Works in progress   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5221 | Finished products   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5231 | Goods (inventory) purchased for resale (in same condition as purchased) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5241 | Other Inventories   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| P5200 | TOTAL VALUE OF INVENTORIES  | -                    | -                    | -                    | -                    |

Thank You for Your Cooperation

## EXPLANATORY NOTES

|       |  |  |
|-------|--|--|
| P1111 | Sales  | Income from the sale of goods produced by this establishment, net of any refunds and discounts given. Include receipts from maintenance and repair of agricultural, industrial and commercial machinery and equipment.   |
| D4001 | Interest and dividends received  | Interest and dividends earned on business account.   |
| D7511 | Grants, donations and subventions received   | Current transfers and voluntary donations from businesses, government, households or from abroad.  |
| P1610 | Income from rental of buildings and equipment  | Income earned from the rental of buildings and equipment   |
| P1615 | Revenue from franchise fees, commission fees, royalties, patents, copyrights and service charges | Revenue earned from franchise fees, commission fees, royalties, patents, copyrights and service charges  |
| P1189 | Other operating income   | Income from other sources related to the business, e.g., 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.   |
| P7200 | Casualty insurance claims received   | Income received from casualty insurance claims   |
| D7600 | Other non-operating income   | Income from other sources related to the business, e.g. gain or losses on the sale of fixed assets   |
| D1111 | Wages, salaries, benefits and employer social contributions                                      | 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. |
| D2111 | Excise duties and non-refundable VAT   | Excise tax, and non-refundable VAT payable.  |
| 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 raw materials, supplies and components   | Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of materials, supplies and components during the period.   |
| P2140 | Cost of goods purchased for resale   | Consists of goods purchased for resale during the reporting period.  |
| P2160 | Cost of other goods used   | Consists of purchases <i>plus</i> opening stock <i>less</i> closing stock of stationary, office supplies and other goods used.   |
| P2412 | Transport and storage  | Local freight charges, postal and courier charges, local and overseas business travel.   |
| P2420 | Telecommunications, computer and information services  | Telecommunication costs, computer repairs, programming, Internet and other information services costs  |
| P2520 | Financial charges and insurance premiums   | Financial, banking and account fees and charges; and premiums payable for motor vehicle, property and marine insurance. <b>Include insurance of staff under D1111.</b>   |
| P2810 | Professional, advertising, administrative and support  | Include cost of legal, accounting, audit, advertising, marketing, architectural, management, technical, R&D, administrative, janitorial, security, and other support services.   |
| P2900 | Other expenses   | Include medical expenses and other expenditures such as staff training, subscriptions, etc. <i>Exclude bad debts, extraordinary items and other non-current items of expenditure.</i>  |
| P5114 | Buildings and structures   | Value of new and existing buildings and structures (e.g. telecom towers, bridges, dams, sea walls, major drainage systems) acquired during the year, less disposals of existing buildings and structures. Include the value of extensions and major renovations to existing buildings and structures.                                    |
| P5115 | Machinery and equipment  | Value of all new or second hand machinery and equipment, including accounting machines and computer equipment; <i>less</i> disposals of similar items.   |
| P5116 | Transport equipment  | Value of all new or second hand transport equipment, <i>less</i> disposals of similar items.   |
| P5117 | Other durables and fixed assets  | Value of all new or second furniture, fixtures and furnishings and other durable goods acquired during the year, <i>less</i> disposals of similar items.   |
| P5118 | Cultivated biological assets   | Value of improved land, acquisition of fruit trees, working livestock, etc.; <i>less</i> disposals of similar items.   |
| P5119 | Intellectual property products   | Expenditure on mineral exploration; technical or scientific research and development; entertainment, literary or artistic originals; and other intellectual property.  |
| P5120 | Computer software and databases  | Value of all computer software and databases acquired or developed; <i>less</i> disposals of similar items.  |
| P5300 | Changes in valuables   | Value of changes in precious metals/stones, gold/silver jewelry, and other valuables between closing inventories, <i>less</i> opening inventories.   |
| P5200 | Changes in inventories   | Value of changes in inventories between the closing inventories, <i>less</i> opening inventories.  |