

## 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: 2

F : 41 - 43

#### CONSTRUCTION

This form covers establishments engaged in all types of construction activities, including building demolition, clearing building sites, land reclamation, and well digging; new work on, and additions, alterations, repair and maintenance to civil engineering projects, buildings, structures, e.g. swimming pools, tennis courts and golf courses; as well as activities like plumbing, electrical work, installation of air-conditioning and security systems, plastering, carpentry, tiling, glazing, painting and carpet laying. The form also covers establishments renting construction machinery, along with an operator.

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)**

Laverne Williams  
Elthia George

**Telephone #**

(784) 457-2921

**Email**

svg.stats@mail.gov.vc

**Address**

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

<b>Section II Sales and Other Receipts</b>		(EC dollars)	(EC dollars)
<b>Item</b>		<b>2017</b>	<b>2016</b>
P1111	Income from construction work		
P1112	Income from quarrying		
P1109	Sales of goods purchased for resale		
P1108	Amount received from custom work and repair		
P1610	Income from rental of building and equipment		
P1615	Revenue from franchise fees, commission fees, royalties, patents, copyrights, service charges		
P1189	Other operating income		
D4001	Interest, dividends and land rents received		
D7511	Grants, donations and subventions received		
D7200	Casualty insurance claims received		
D7600	Other non-operating income		
	<b>Total Revenue</b>	-	-
<b>Section III Expenses</b>			
		<b>2017</b>	<b>2016</b>
D1111	Wages, salaries, benefits and employer's social contributions to NIS, Pension schemes, health schemes, and others		
D2990	Taxes and licences		
K 1000	Depreciation and amortization		
D4009	Interest paid		
D7520	Bad debts, net of recoveries, and donations		
P2130	Cost of construction 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	Employees
	Proprietors	Workers	
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	Income from construction work	Revenue from sales of buildings, structures and construction related services, including progress payments for work-in-progress, net of any refunds and discounts given.
P1112	Income from quarrying	Revenue earned from quarrying operations
P1109	Sales of goods purchased for resales	Goods for resale are goods acquired by enterprises, for the purpose of reselling them to their customers. Goods for resale are not processed further by the enterprises that purchase them, except for presenting them for resale in ways that are attractive to their customers. Thus, goods for resale may be transported, stored, graded, sorted,
P1108	Amount received for custom work and repair	Revenue received for custom work and repair
D4001	Interest, dividends and land rents received	Interest, dividends and land rents 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.
D2990	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.
P2130	Cost of construction 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 services	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.

Country

CoatOfArm

ContactName

Anguilla



Careme Carty

Antigua



Chevaughn Benjamin  
Aba Scotland-Kheang

Dominica



Nella Jules

Grenada



Caren Richards  
Margaret Frame

Montserrat



Alarice Fenton

St Kitts and Nevis



Sandy Wilkins  
Tyechia McPhail

Saint Lucia



Sherma Beroo-Joseph  
Uranda Xavier

St Vincent and the Grenadines



Lavorne Williams  
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Act No. 13  
of 1975 of  
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**Statistics Act  
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**The  
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of 1986 of  
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**Statistics Act  
No. 17 of 1986** (767) 266-3400  
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Central Statistical Office, Grenada	<b>Statistics Act No. 30 of 1960 and No. 21 of 1961</b>	(473) 440-1369 <a href="mailto:gogeconstats@gmail.com">gogeconstats@gmail.com</a> or <a href="mailto:gogstats@hotmail.com">gogstats@hotmail.com</a>	<b>The Statistics Act No. 30 of 1960 and No. 21 of 1961 of Grenada</b>
Statistics Department, Montserrat	<b>The Statistics Ordinance, No. 2 of 1973</b>	(664) 491-3797 <a href="mailto:statistics@gov.ms">statistics@gov.ms</a>	<b>The Statistics Ordinance, No. 2 of 1973 of Montserrat</b>
Statistics Department St. Kitts and Nevis	<b>Statistics Act 2002</b>	(869) 467-1063 (869) 467-1257 <a href="mailto:statsecon@govt.kn">statsecon@govt.kn</a>	<b>The Statistics Act 2002 of St. Kitts and Nevis</b>
Central Statistics Office, Saint Lucia	<b>Statistics Act No. 13 of 1973</b>	(758) 452-3716 <a href="mailto:statsdept@candw.lc">statsdept@candw.lc</a>	<b>Act No. 13 of 1973 of St. Lucia The Census and Statistics Act No. 24 of 1983 of St. Vincent</b>
Statistical Office, St. Vincent and The Grenadines	<b>The Census and Statistics Act No. 24 of 1983</b>	(784) 457-2921 <a href="mailto:svg.stats@mail.gov.vc">svg.stats@mail.gov.vc</a>	

FOR INFORMATION ONLY

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**GRENADA CENTRAL STATISTICAL OFFICE**

**MONTSERRAT STATISTICS DEPARTMENT**

**ST KITTS AND NEVIS STATISTICS DEPARTMENT**

**SAINT LUCIA CENTRAL STATISTICS OFFICE**

**ST VINCENT AND THE GRENADINES STATISTICAL OFFICE**