

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



ST VINCENT AND THE GRENADINES STATISTICAL OFFICE

ANNUAL SURVEY OF ECONOMIC ACTIVITY, 2017 AND 2016

INSURANCE SERVICES AND PENSION FUNDS

This form covers local establishments and resident subsidiaries of foreign companies providing life and non-life insurance, including re-insurance, and pension fund services. The Form also covers auxiliary insurance services such as those provided by insurance agents, brokers, managers and consultants, insurance adjusters and actuaries.

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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Email

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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

Jan

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)

The Dates Should Equal a 12 Month Period

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
D7111	Insurance premiums received/receivable		
D7210	<i>Less:</i> Insurance claims paid/payable		
F6110	Change in insurance actuarial/technical reserve		
D7119	Net insurance premiums paid	-	-
D7120	Pension fund contributions received/receivable		
D7220	<i>Less:</i> Pension fund benefits paid/payable		
D8000	Change in pension fund actuarial/technical reserves		
D4410	Interest, dividends and rents received		
PI111	Fees, commissions and other income received		
	Total Revenue	-	-
Section III Expenses			
		2017	2016
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		
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/re-insurance premiums paid/payable		
P2610	Rental /lease of buildings		
P2630	Rental/ lease of machinery, equipment and vehicles		
P2810	Professional, advertising, administrative and support services		
P2900	Other expenses		
	Total Expenses	-	-

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 Proprietors	Unpaid Workers	Employees
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
P5110	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"/>

Thank You for Your Cooperation

EXPLANATORY NOTES

D7111	Insurance premiums received/receivable	Include premiums received/receivable for life, accident, sickness, fire or other forms of insurance to individuals or groups.
D7119	Net insurance premiums paid	These flows include premiums paid, claims recovered and the addition to technical reserves if relevant.
F6110	Change in insurance actuarial/technical reserves	Change in the funds held by life and non-life insurance companies against outstanding risks and claims, for with-profit insurance, and as prepaid premiums.
D7120	Pension fund contributions received/receivable	Include contributions received from specific groups of employees for the purpose of providing benefits on retirement.
D8000	Change in pension fund actuarial/technical reserves	Change in the funds of pension schemes that are held against outstanding risks and benefits, and as prepaid contributions.
D4410	Interest, dividends and rents received	Interest includes income receivable from the ownership of certain types of financial assets such as deposits, loans, securities, etc. Dividend income includes income from the ownership of shares in corporations.
PI111	Fees, commissions and other income received	Include gains or losses on foreign exchange, but exclude bad debts recovered (see item D7520).
D1111	Wages, salaries, benefits and employers 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.
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; premiums payable for motor vehicle, property and marine insurance and re-insurance paid/payable. Include insurance of staff under D1111.
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>
P5110	Buildings and structures	Value of new and existing buildings and structures (e.g. telecom towers, bridges, dams, grain silos) acquired during the year, less disposals of existing buildings and structures. Include the value of extensions and major renovations to existing buildings and structures.
P5139	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.
P5139	Transport equipment	Value of all new or second hand transport equipment, <i>less</i> disposals of similar items.
P5139	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.
P5139	Cultivated biological assets	Value of improved land, acquisition of fruit trees, working livestock, etc.; <i>less</i> disposals of similar items.
P5139	Intellectual property products	Expenditure on mineral exploration; technical or scientific research and development; entertainment, literary or artistic originals; and other intellectual property.
P5139	Computer software and databases	Value of all computer software and databases acquired or developed; <i>less</i> disposals of similar items.
P5200	Changes in inventories	Value of changes in inventories between the closing inventories, <i>less</i> opening inventories.
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.