



# Department of Census and Statistics

## Annual Survey of Services - 2019

ASS

Information is sought for the calander year 2018 or the financial year 2018/2019.  
Provide best estimates if exact figures are not available.

Reference No. :

### Strictly Confidential

The survey is conducted under the statistical ordinance and individual level information is treated as strictly confidential, and your data will purely be used for statistical purposes.

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## Section 01- Identification information of the establishment

### 1.1 Geographical location of the establishment

- 1.1.1 Province and District : ..... 

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- 1.1.2 Divisional Secretariat Division : ..... 

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- 1.1.3 GN Division : No. : ..... Name : ..... 

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- 1.1.4 Sector ( Please circle the relevent cage )
- 1.1.4.1 Urban 

1
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 1.1.4.2 Rural 

2
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 1.1.4.3Estate 

3
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- 1.1.5 Municipal Council/Urban Council/Pradeshiya Sabha : ..... 

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### 1.2 Infomation of the Establishment

- 1.2.1 Name of the Establishment/Proprietor/Person in charge ( Fill in Block Capitals )  
.....  
.....
- 1.2.2 Address : ( Fill in Block Capitals )  
.....  
.....  
.....

### 1.2.3 Contact details of the Establishmant

Telephone

Fixed 

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Mobile 

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Fax 

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E-mail 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Website 

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### 1.2.4 Legal Status of the establishment ( Please circle the relevent cage )

- |   |   |   |                                 |   |   |
|---|---|---|---------------------------------|---|---|
| Sole Ownership                                    | <table border="1"><tr><td>1</td></tr></table> | 1 | Other state owned organizations | <table border="1"><tr><td>6</td></tr></table> | 6 |
| 1   |   |   |                                 |   |   |
| 6   |   |   |                                 |   |   |
| Partnership                                       | <table border="1"><tr><td>2</td></tr></table> | 2 | Non - Profit Insitutions        | <table border="1"><tr><td>7</td></tr></table> | 7 |
| 2   |   |   |                                 |   |   |
| 7   |   |   |                                 |   |   |
| Private Limited Company                           | <table border="1"><tr><td>3</td></tr></table> | 3 | Co-operative Society            | <table border="1"><tr><td>8</td></tr></table> | 8 |
| 3   |   |   |                                 |   |   |
| 8   |   |   |                                 |   |   |
| Public Limited Company                            | <table border="1"><tr><td>4</td></tr></table> | 4 | Other.....                      | <table border="1"><tr><td>9</td></tr></table> | 9 |
| 4   |   |   |                                 |   |   |
| 9   |   |   |                                 |   |   |
| Government, State Corporation, Board or Authority | <table border="1"><tr><td>5</td></tr></table> | 5 |                                 |   |   |
| 5   |   |   |                                 |   |   |

### 1.2.5 How does your Enterprise maintain business transactions or accounts

- |   |   |   |
|---|---|---|
| Complete book keeping (including atleast the P&L account and the Balance sheet) | <table border="1"><tr><td>1</td></tr></table> | 1 |
| 1   |   |   |
| Maintains informal records of orders, sales, purchases ect.                     | <table border="1"><tr><td>2</td></tr></table> | 2 |
| 2   |   |   |
| No written records  | <table border="1"><tr><td>3</td></tr></table> | 3 |
| 3   |   |   |

1.2.6 Was your establishment engaged in research & development (R&D) activities in 2018 ? Yes 

1
---

 No 

2
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1.2.7 Is this a ? ( Please circle the relevent cage )

- A Single unit/establishment
- Main office only
- Establishment and main office ( Located in the same address )
- A Branch
- An Establishment of a multi unit enterprise
- Ancilliary unit other than main office

1
2
3
4
5
6

Go to Question number 1.2.9

Go to Question number 1.2.8

1.2.8 Details of the parent company or Head office :

Name : .....

Address: .....

**Contact person**

Name: .....

Designation: .....

Tel. No:

Fax No:

E-mail Address :

Web site :

1.2.9 Nature of the economic activity (Describe)

.....

.....

.....

.....

.....

.....

.....

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1.2.10 Year of commencement of economic activities

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1.2.11 Source of registration (Please circle the relevent cage/cages)

- Inland Revenue department
- Divisional Secretariat
- Register of Companies
- Pradeshya sabha / Munciple Council / Urban Council
- Employee's Provident Fund

1
2
3
4
5

- Board of Investment ( BOI )
- Non Registered
- Other (Specify)

6
7
8

1.2.12 Business is operated at

Home     Seperate location     Other .....

1.2.13 How much time is the economic activity generally conducted for each given duration

Number of hours per week (Average)

Number of days per month (Average)

Number of weeks per annum (Average)

**Section 02 - Employment and Compensation of Employees for Financial Year 2018 or 2018/19 and Labour Demand**

**2.1 Average Employment Details**

Employee Category		Male	Female	Total	Of which number of Foreigners
1		2	3	4	5
2.1.1.	Working proprietors/Active Partners				
2.1.2	Unpaid Family Workers				
2.1.3	Administrative/Managerial Staff				
2.1.4	Professional Staff				
2.1.5	Technical/Supervisory Staff				
2.1.6	Other Operational Staff				
2.1.7	Clerical and Related Services				
2.1.8	Other				
<b>2.1.9</b>	<b>Total ( from 2.1.1 to 2.1.8 )</b>				
Out of above specify the number of persons employed in the following category.					
2.1.10	Apprentices				
2.1.11	Temporarily employed workers				
2.1.12	Part time workers				

**2.2 Salaries and wages including other additional payments**

Item	Payments (Rs.)		
	Local Employees	Foreign Employees	
1	2	3	
2.2.1	Gross Salaries and wages ( Including OT, Bonuses,allowances etc. )		
2.2.2	Other contributions made by the employer which are not included in the gross salaries		
2.2.2.1	Employer's contribution for social security funds (EPF & ETF )		
2.2.2.2	Other social insuarance premiums paid by the employer		
2.2.2.3	Other benefits in cash paid by the employer (Housing,-Foods etc.) which are not included in the salary		
2.2.2.4	Other Benefits in kind provided by the Employer (Eg. Housing, Food, Fuel etc.)		
<b>2.2.3</b>	<b>Total Salaries and Wages</b>		

**2.3 Unfilled vacancies as at 31<sup>st</sup> July 2019 (Please list up five occupations with highest number of vacancies)**

Occupation	For official use only (ISCO-88 Code)	Number of Vacancies
1	2	3
1.		
2.		
3.		
4.		
5.		

### Section 03 - Expenditure in Financial Year 2018 or 2018/19

#### 3.1 Expenditure

Item		Cost incurred (Rs.)
1		2
3.1.1	Payments incurred on management fees, auditing or accounting Fees, legal services, or other professional services	
3.1.2	Payments for security services	
3.1.3	Payments for education and training	
3.1.4	Payments made to other firms and individuals for work performed on subcontract or commission basis ( please specify) .....	
3.1.5	Payments made for repair and maintenance work	
3.1.6	Electricity	
3.1.7	Water	
3.1.8	Rental for buildings,office space,shops,warehouses,etc.	
3.1.9	Payments for rent of land	
3.1.10	Payments for rental or lease of machinery & equipment	
3.1.11	Installation charges	
3.1.12	Transportation charges	
3.1.13	Communication ( for telephone, internet, postal, courier services etc. )	
3.1.14	Payments made for printing, stationary, journals etc.	
3.1.15	Payment for travelling cost for business purposes	
3.1.16	Insurance premiums	
3.1.17	Interest paid ( for loans)	
3.1.18	Other bank charges	
3.1.19	Payments made for advertising and promotion	
3.1.20	Payments made for licence/registration fees	
3.1.21	Payments of royalties (copyrights,patents,franchise fee etc )	
3.1.22	Cost of treatment and disposal of waste products	
3.1.23	Depreciation	
3.1.24	Amortization	
3.1.25	Bad or doubtful debts (written off)	
3.1.26	Loss from sales or fixed assets	
3.1.27	Loss from investments and stocks	
3.1.28	Exchange losses	
3.1.29	Research and Development (R&D)Expenses	
3.1.30	Environmental Protection Expenses	
3.1.31	Other expenses incurred (please specify).....	
3.1.32	Cash donations, grants & gifts	
	<b>Tax</b>	
3.1.33	Taxes on products (value Added Tax, Sales tax, Import Tax,Nation's rebuilding Tax,excise duty etc)	
3.1.34	Other taxes on production ( Environmental Tax,Business Licenses,Road tax, Real estate tax etc.	
3.1.35	Corporate Tax	
<b>3.1.36</b>	<b>Total (from 3.1.1 to 3.1.35)</b>	

### 3.2 Purchase of Materials

Items	CPC Code ( For office use only)	Purchases in financial year 2018 or 2018/19 (Rs.)	Value of stocks (Rs.)	
			01.01.2018 or 01.04 2018	31.12 2018 or 31.03 2019
1	2	3	4	5
<b>3.2.1. Fuel and Lubricants</b>				
3.2.1.1	Diesel Oil			
3.2.1.2	Petrol			
3.2.1.3	Lubricants			
3.2.1.4	.....			
3.2.1.5	.....			
<b>3.2.2. Raw Materials,Other Materials,Packing Materials,Small tools and spare parts ( Please specify below)</b>				
3.2.2.1	.....			
3.2.2.2	.....			
3.2.2.3	.....			
3.2.2.4	.....			
3.2.2.5	.....			
3.2.2.6	.....			
<b>3.2.3. Items/Goods purchased for resale ( Please specify below)</b>				
3.2.3.1	.....			
3.2.3.2	.....			
3.2.3.3	.....			
3.2.3.4	.....			
3.2.3.5	.....			
<b>3.2.4. Real Estates purchased for resale ( Please specify below)</b>				
3.2.4.1	.....			
3.2.4.2	.....			
3.2.4.3	.....			
<b>3.2.5</b>	<b>Total</b>			

**Section 04 - Revenue/Income/Receipts from Business Operations for financial year 2018 or 2018/19**

**4.1. Income/Revenue**

CPC Code (For office use only)	Describe the service rendered or goods or real estate sold in details	Revenue (Rs.)
1	2	3
<b>Total</b>		

**4.2. Were you engaged in any manufacturing activity as an ancillary activity** Yes  1 Go to 4.2.2.  
No  2 Go to 4.3.

**4.2.2. Sales values and stocks of the products manufactured**

CPC Code (For office use only)	Specify the products Manufactured	Value of the Products sold in 2018 or 2018/19 (Rs.)	Stock of finished goods (value) as at (Rs.)	
			2018.01.01/ 2018.04.01	2018.12.31/ 2019.03.31
	2	3	4	5
	.....			
	.....			
	Semi Finished goods or WIP			

**4.3. Other Income (other than the items mentioned above )**

Items	Income (Rs.)
4.3.1 Receipt from sale of used goods (sacks.drums.etc.)	
4.3.2 Receipt for sale of waste and scrap products	
4.3.3 Receipt for transport services rendered (Including charges for delivery of goods sold , when billed seperately)	
4.3.4 Revenue from renting land	
4.3.5 Revenue ( Rental for buildings )	
4.3.6 Rental income for other equipment hired	
4.3.7 Interest received	
4.3.8 Dividends received	
4.3.9 Royalty Income ( Income received for trade marks,copyrights and patents,secrecy ,franchise income etc.)	
4.3.10 Gain from sale of fixed assets	
4.3.11 Gain from sale of bonds,stocks,marketable,securities and other financial assets	
4.3.12 Foreign exchange gains	
4.3.13 Received from insurance claims	
4.3.14 Grants and donations Received	
4.3.15 Subsidies received	
4.3.16 Export rebates received	
4.3.17 Other income (Please specify) .....	
<b>4.3.18 Total</b>	

**Section 5 - Fixed Assets for Financial Year 2018 or 2018/19**

Items	1	Net book value of assets at 1 <sup>st</sup> January 2018 or 1 <sup>st</sup> April 2018	2	3	4	5	6	7	8	9=(2+3+4+5-6-7-8)	Fair value of assets as at 31 <sup>st</sup> Decem- ber 2018 or 31 <sup>st</sup> March 2019	10
5.1 Land												
5.2 Land Improvement												
5.3 Residential buildings												
5.4 Other buildings												
5.5 Other structures e.g. roads, bridges etc.												
5.6 Transport equipment												
5.7 Computers and related equipment												
5.8 Plant & machinery												
5.9 Furniture and other equipments												
5.10 Capital work in progress												
5.11 Other tangible assets (specify).....												
5.12 Intellectual property products												
5.13 Computer Software and databases												
5.14 Other intangible assets (specify).....												
<b>5.15 Total</b>												

**5.16 Out of "Own Account Capital formation "and " Capital work in Progress" the cost incurred during 2018 under following categories are :**

5.16.1	Material cost (Rupees)	
5.16.2	Labour cost (Rupees)	
5.16.3	Subcontracted (Rupees)	
5.16.4	Other costs (please specify).....	
<b>5.16.5</b>	<b>Total</b>	

**Own Account Capital Formation** is the Construction, Improvements or renovation on fixed assets undertaken by the firm itself for its own use.

I declare that the particulars furnished by me are true and correct.

Name : ..... Designation: .....

Signature : ..... Date: .....

Tel No : 

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Mobile No : 

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E- mail Address: 

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**Please despatch the completed questionnaire to the :**

Director,  
Department of Census and Statistics,  
Industry, Construction, Trade and Services Division,  
No 306/71, Polduwa Road,  
Battaramulla

Tel No: 011 - 2147401  
Fax No:011 - 2147412  
E-mail : industries@statistics.gov.lk

**For office use only**

Response code (Circle the relevant code)			
Completed	1	Activity Changed	6
Partially Completed	2	Out of scope	7
Refused	3	Shifted	8
Closed	4	Other (Specify) .....	9
Cannot be located	5		

Particulars	Field Visit carried out by	Field Supervision by	Edited and Coded by	Data entry by	Office Supervision by
<b>Name</b>					
<b>Designation</b>					
<b>Signature</b>					
<b>Date</b>					