							AC	, 1
Reference No.								



DEPARTMENT OF CENSUS AND STATISTICS ANNUAL SURVEY OF TRADE - 2019

CO	NFIDENCIAL: This information is sought under the Statistics Ordinance as amended in 2000. Individual data will be treated as strictly confidential.
	Information is sought for the financial year 2018 or 2018/19. Provide best estimates if exact figures are not available in the records.
1.	Name of Establishment/Proprietor :
2.	Address or location of Establishment :
3.	Telephone No
4.	Type of Establishment (Please circle the relevant cage)
	i. A single Unit/Establishment 1 — Go to Question No.7
	ii. A Multi-Establishment 2 — Go to Question No.5
5.	Do you maintain seperate accounts for this establishment? (Please Circle the relevant cage)
	i. Yes 1 — Go to Question No.7 ii. No. 2 — Go to Question No.6
6.	Details of the parent company or Head office:
	i .Name and Address:
	ii. Telephone No: iii. E-Mail address :
	iv. No. of branches operated by your head office
7.	Province and District: 8. DS Division:
9.	GN Division :
11.	Ward/Village/Estate:
12.	Type of legal organization(Please circle the relevant cage)
	Sole Ownership 1 Partnership 2 Private Limited Company 3
	Public Limited Company 4 Government, State Corporation, Board or Authority 5 Other state owned organizations 6
	Non- profit organizations 7 Co-operative Society 8 Other (Specify) 9
13.	Description of Economic Activity:
1.4	Type of division \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
14.	Type of division under the trade Wholesale and retail trade of motor vehicles/motor cycles and repair of them Wholesale trade(except of motor vehicles and motor cycles) 45 Wholesale trade(except of motor vehicles and motor cycles)
	Retail trade(except of motor vehicle and motorcycles) 47
15.	Year of commencement of commercial operation of the establishment :
16.	Duration of the economic activity conducted during 2018 (No. of months): Yes No
17.	Was your establishment engaged in research & development (R&D) activities in 2018?
17.	Was your establishment engaged in transactions using e-commerce? 1 2
ιυ.	7743 7041 establishment engaged in transactions using e-commerce:

19. Employment and Compensation of Employees for Financial Year 2018 or 2018/19 and Labour Demand

19.1 Average Employment Detail

	Employee Category	Male	Female	Total	Of which number of Foreigners
	1	2	3	4	5
1.	Working propriectors/Active Partners				
2.	Unpaid Family Workers				
3.	Administrative/Managerial Staff				
4.	Professional Staff				
5.	Technical/Supervisory Staff				
6.	Other Operational Staff				
7.	Clerical and Related Services				
8.	Other				
9.	Total (from 1 to 8)				
Out of	above specify the number of persons employed in	n the following o	ategory.		
10.	Apprentices				
11.	Temporarily employed workers				
12.	Part time Workers				

19.2 Wages and Salaries including other additional payments

	Item	Paymen	nts (Rs.)
	item	Local Employees	Foreign Employees
	1	2	3
1	Gross salaries and wages (Including OT, Bonuses, allowances etc.)		
2	Other contributions made by the employer which are not included in the gross salaries		
2.1	Employer's contribution for Social security Funds (EPF & ETF)		
2.2	Other social Insuarance Premiums paid by the employer		
2.3	Other Benifits in cash paid by the Employer (Housing,Foods etc.) which are not included in the salary		
2.4	Other Benifits in kind provided by the Employer (Eg. Housing, Food, Fuel etc.)		
3	Total Salaries and Wages		

19.3 Unfilled vacancies as at 31st July 2019 (Please list up five occupations with highest number of vacancies)

Occupation	Fo	or officia (ISCO-8	al use or 38 Code	nly)	Number of Vacancies
1		2	2		3
1.					
2.					
3.					
4.					
5.					

20.Expenditures in Financial Year 2018 or 2018/19

20.1 Expenditures

		Cost Incurred (Rs.)
	1	2
1.	Payments incurred on management fees, auditing or accounting fees, legal services, or other proffessional services	
2.	Payments for security services	
3.	Payments for education and training	
4.	Payments made to other firms and individuals for work performed on subcontract or commission basis (please specify)	
5.	Payments made for repair and maintenance work	
6.	Electricity	
7.	Water	
8.	Rental for buildings, office space, shops, warehouses,etc.	
9.	Payments for rent of land	
10.	Payments for rental or lease of machinery & equipment	
11.	Installation charges	
12.	Transportation charges	
13.	Communication (for telephone, internet, postal, courier services etc.)	
14.	Payments made for printing, stationary, journals etc.	
15.	Payment for travelling cost for business purposes	
16.	Insurance premiums	
17.	Interest paid (for loans)	
18.	Other Bank charges	
19.	Payments made for advertising and promotion	
20	Payments made for licence/registration fees	
21.	Payment of royalties (copyrights,patents,franchise fee etc)	
22.	Cost of treatment and disposal of waste products	
23.	Depreciation	
24.	Amortization	
25.	Bad or doudtful debts (written off)	
26.	Loss from sales or fixed assets	
27.	Loss from investments and stocks	
28.	Exchange losses	
29.	Research and Development (R&D)Expenses	
30.	Environmental Protection Expense	
31.	Other expenses incurred (please specify)	
32.	Cash donations, grants & gifts	
	Tax	
33.	Taxes on Products (value Added Tax, Sales tax, Import Tax, Nation's rebuilding Tax, excise duty etc)	
34.	Other Taxes on production (Environmental Tax,Business Licenses,Road tax, Real estate tax etc.	
35.	Corporate Tax	
36.	Total (From 1 to 35)	

20. 2 Purchase of Materials

									Purchased	Value of st	ocks (Rs.)
	Items		(Fo	CP or off	C Co ice u		ıly)		during 2018 or 2018/19 (Rs.)	01.01.2018/ 01.04.2018	31.12.2018/ 31.03.2019
	1				2				3	4	5
20	.2.1 Items /Goods purchased	for re	esale	(Plea	ase s _l	pecif	y bel	ow)			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
20.	2.2 Raw materials, packing ma	ateria	als,Sı	mall	tools	and	Spar	e pa	rts		
1											
2											
3											
4											
5											
6											
7	Total										

21. Earnings during financial year 2018 or 2018/19 21.1 Earnings from sale of goods (retail/wholesale), repair of vehicles and brokerage

Describe item or group of items sold / Service rendered	(fo	CPC r office	Code use o	ıly)	Value of sales/Revenue (Rs.)	Trade margin (%)
1		2	2		3	4
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	Total .					

21. 2 Other Income (other than the items mentioned above) $\,$

	Items	Income (Rs.)
	1	2
1	Receipt from sale of used goods (sacks.drums.etc.)	
2	Receipt for sale of waste and scrap products	
3	Receipt for transport services rendered (Including charges for delivery of goods sold , when billed seperately)	
4	Revenue from renting land	
5	Revenue (rental for buildings)	
6	Rental income for other equipment hired	
7	Interest received	
8	Dividends received	
9	Royalty Income (Income received for trade marks,copyrights and patents,secrecy, franchise income etc.)	
10	Gain from sale of fixed assets	
11	Gain from sale of bonds,stocks,marketable,securities and other financial assets	
12	Foreign Exchange gains	
13	Received from insurance claims	
14	Grants and donations received	
15	Subsidies received	
16	Export rebates received	
17	Other income (Please specify)	
18	Total	

22.Fixed Capital Assets in Financial Year 2018 or 2018/19

Category	Book value at the begining of the year (Rs.)	Gross Additions during the year (Rs.)	Value of own account fixed assets(RS.)	Depreciation during the year (Rs.)
1	2	3	4	5
1. Tangible assets				
1.1. Land				
1.2. Building & other constructions				
1.3. Plant & machinery				
1.4. Transport equipment				
1.5. Computer & accessories				
1.6.Furniture & other office equipment				
1.7. Work in progress				
1.8. Other tangible fixed asset				
2. Intangible fixed assets				
2.1. Trade mark				
2.2. Other intangible fixed assets				
3. Total				

Name : Signature :				-			
Signature :				Designation:			
				Date:			
Tel No :				Mobile No :			
E- mail Address:							
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