## DEPARTMENT OF CENSUS AND STATISTICS ANNUAL SURVEY OF TRADE - 2019

CONFIDENCIAL: 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 : $\qquad$
2. Address or location of Establishment : $\qquad$
3. Telephone No

4. Type of Establishment (Please circle the relevant cage)

5. Do you maintain seperate accounts for this establishment? (Please Circle the relevant cage)
i. Yes 1 Go to Question No. 7
ii. No. $2 \longrightarrow$ Go to Question No. 6
6. Details of the parent company or Head office:
i .Name and Address: $\qquad$
$\qquad$
ii. Telephone No:
 iii. E-Mail address : $\square$
iv. No. of branches operated by your head office

7. Province and District: $\qquad$
8. GN Division $\qquad$
9. Ward/Village/Estate : $\square$

10. 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: $\square$
14. Type of division under the trade sector Wholesale and retail trade of motor vehicles/motor cycles and repair of them Wholesale trade(except of motor vehicles and motor cycles) Retail trade(except of motor vehicle and motorcycles)
15. Year of commencement of commercial operation of the establishment :
16. Duration of the economic activity conducted during 2018 (No. of months):

$\square$
17. Was your establishment engaged in research \& development (R\&D) activities in 2018?
18. Was your 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 1to 8 ) |  |  |  |  |
| Out of above specify the number of persons employed in the following category. |  |  |  |  |  |
| 10. | Apprentices |  |  |  |  |
| 11. | Temporarily employed workers |  |  |  |  |
| 12. | Part time Workers |  |  |  |  |

19.2 Wages and Salaries including other additional payments

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

19.3 Unfilled vacancies as at $31^{\text {st }}$ July 2019 (Please list up five occupations with highest number of vacancies)

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

## 20.Expenditures in Financial Year 2018 or 2018/19

### 20.1 Expenditures

| Item |  | 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 commision basis ( please specify) $\qquad$ |  |
| 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

| Items | CPC Code <br> (For office use only) | Purchased <br> during 2018 <br> or 2018/19 <br> (Rs.) | Value of stocks (Rs.) |  |
| :---: | :---: | :---: | :---: | :---: |
|  |  |  | $\begin{gathered} 01.01 .2018 / \\ 01.04 .2018 \end{gathered}$ | $\begin{gathered} 31.12 .2018 / \\ 31.03 .2019 \end{gathered}$ |
| 1 | 2 | 3 | 4 | 5 |

20.2.1 Items /Goods purchased for resale (Please specify below)

| 1 | $\ldots \ldots \ldots . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . ~$ |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

20.2.2 Raw materials, packing materials,Small tools and Spare parts

| 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

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 <br> begining of the <br> year <br> (Rs.) | Gross Additions <br> during the year <br> (Rs.) | Value of own <br> account fixed <br> assets(RS.) | Depreciation <br> during the <br> year (Rs.) |
| :--- | :---: | :---: | :---: | :---: |
| $\mathbf{1}$ | $\mathbf{2}$ | $\mathbf{3}$ | $\mathbf{4}$ | $\mathbf{5}$ |
| 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 |  |  |  |  |

Note $\qquad$

I declare that the particulars furnished by me are true and correct
Name:
Designation: $\qquad$

Signature : $\qquad$ Date:

Tel No :
 Mobile No :


E- mail
Address: $\square$

## 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 :

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


| Particulars | Field Visit <br> carried out by | Field Supervision <br> by | Edited and Coded <br> by | Data entry by | Office Supervision <br> by |
| :--- | :---: | :---: | :---: | :---: | :---: |
| Name |  |  |  |  |  |
| Designation |  |  |  |  |  |
| Signature |  |  |  |  |  |
| Date |  |  |  |  |  |

