

CONFIDENTIAL

This information is sought under the Statistics Ordinance as amended in 2000. Individual information will be treated as **strictly confidential**.

CI/2S

Reference No.

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Sri Lanka

Census of Industry - 2004
(Establishments with less than 10 persons engaged)

Department of Census & Statistics
Presidential Secretariat

Census of Industry - 2004
(Establishments with less than 10 persons engaged)
(for the reference year 2003)

General Instructions

The Questionnaire to be completed for each establishment

- A Qualified Establishment has,
 - its own manufacturing facility
 - its own accounting and
 - a distinct management and locationEg. Garment factory, Rice mill, Bricks kiln

Under above definition, the whole frame which was compiled in the field during the latter part of 2003. You should be obtained information of the questionnaire, according to above requirements.

- Population Coverage
According to the ISIC the 3 major sectors of industries are
 - Mining & Quarrying
 - Manufacturing
 - Generation & Distribution of Electricity and Water.
- The establishments, which were identified at the stage of listing, have been separated into two categories, according to the persons engaged.
 - All establishments with 10 or more persons engaged. - Large and medium scale establishments
 - All establishments with less than 10 persons engaged. - Small scale establishments
- A complete enumeration of the establishments in medium and large scale and a sample enumeration of the establishments in the small scale category are being done.
- However, this questionnaire has to be completed only for the establishments of manufacturing and the generation and distribution of electricity and water, with less than 10 persons engaged.
- There is a separate questionnaire for the establishment of mining and quarrying (Form CI/MQ).
- If book figures are not available carefully prepared estimates could be accepted.
- You should provide answers for each item requested. Please enter “0” wherever applicable. If a question does not exist or does not apply to the establishment it should be recorded as “NA” (Not Applicable).
- If need more details, please contact the given number.

Reference period

- The data canvassed is for the calendar year : 1st January, 2003 to 31st December, 2003.
- If you are unable to furnish data required for the full calendar year : data for the financial year would be acceptable.
- Please **use only a black pen** and certainly not a pencil in recording the answers in the questionnaire.

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Reference No.

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SECTION 1- IDENTIFICATION INFORMATION OF ESTABLISHMENT

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1.1 GEOGRAPHICAL LOCATION OF THE ESTABLISHMENT

For office use

1.1.1 Province and District :...../.....

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1.1.2 D.S. Division :.....

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1.1.3 G.N.Division No. :..... Name :

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1.1.4 Sector : 1. Urban 2. Rural 3. Estate : (Encircle appropriate code)

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1.1.5 M.C./U.C./P.S. :.....

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1.1.6 Ward/Village/Estate :.....

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1.1 GEOGRAPHICAL LOCATION

This information is very important in the Census and correct information should be entered in the relevant space.

1.2.1 Please indicate the name of the Establishment/Proprietor/Person in Charge of the Industry here. Please enter the Business name. Wherever available.

1.2.2 Please provide the details for the **Physical Location** of your establishment as follows.

eg.1. Canada Lanka Apparel
(Pvt.) Ltd. Company
62, Galle Road, Henamulla, Panadura.

eg.2. Richerd Peiris (Pvt.) Company
P.O.Box, 16, Navinna,
Maharagama.

eg.3. U.B.A Private Co. Ltd.
24th Mile Post, Habarana Road,
Jayanthipura, Higuraggoda.

Assesment No. -62
Floor No.-
Building name or complex.-
Street Name - Galle Road
Village/Ward Name - Henamulla
Postal town - Panadura
Other (P.O.Box/Mile Post etc.) -

Assesment No. -
Floor No.-
Building name or complex.-
Street Name -
Village/Ward Name - Navinna
Postal town - Maharagama
Other (P.O.Box/Mile Post etc.) -P.O.Box16

Assesment No.-
Floor No.-
Building name or complex -
Street Name - Habarana Road,
Village/Ward Name - Jayanthipura
Postal Town - Hinguraggoda.
Other - 24th Mile Post

1.2 GENERAL INFORMATION ABOUT THE ESTABLISHMENT

Description of Establishment

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1.2.1 Name of Establishment/Proprietor/Person in Charge

1.2.2 Location of this establishment

1.2.2.1 Assessment No.

1.2.2.2 Floor No.

1.2.2.3 Building Name or Complex.....

1.2.2.4 Street Name.....

1.2.2.5 Village/Ward Name.....

1.2.2.6 Postal Town.....

1.2.2.7 Other (P.O. Box /Mile Post etc.).....

1.2.3 If it is located in an industrial Village/Zone/Estate, Please state the name of the Village/Zone/Estate.

For office use

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1.2.4 Contact Numbers of the Establishment

(First 3 digits for area code Number)

1.2.4.1 Tel No.

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1.2.4.2 Fax No.

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1.2.4.3 Mobile Tel. No.

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1.2.4.4 E-Mail

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1.2.4.5 Web Site

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1.2.5

Single unit does not own or control another establishment or is not controlled by another. **Multi Unit** can control at least another one establishment or is controlled by another establishment.If multi unit write name and address of head office in 1.2.6.

1.2.5 Type of Economic organisation (Encircle appropriate code)

Single Unit 1 → go to 1.2.7

Multi Unit 2 → go to 1.2.6

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1.2.7 The breakdown of legal organization given here, is based on definitions of companies Act. No. 17 of 1982

- ◆ “Public” company requires no fewer than seven members, and there is no limit as to the maximum number of members it can have.
- ◆ “Private” company has a minimum of two and a maximum of fifty share holders also restriction on the right to transfer its shares and prohibits any invitation to the public to subscribe for any shares or debentures.
- ◆ “Partnership” is an agreement either written or verbal among the partners (Minimum 2, Maximum 20) for the purpose of making profits (written or verbal agreement of the partner or under the partnership Act of 1918)
- ◆ “Co - Operative” - The establishments which are registered under the Act of co-operative.

1.2.8 Encircle appropriate code.

1.2.8.1 Encircle appropriate codes. (multiple answers accepted)

MOI - Ministry of Industry, Tourism & Investment Promotion, BOI - Borad of Investment.

If Multi Unit

1.2.6 Name and address of Head Office

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1.2.7 What is the current legal status of your Establishment ?

Type of Legal organization (Encircle appropriate code)

Publicly Listed Company	1	State Corporation	5
Privately held Limited Liability Company	2	Co - Operative	6
Partnership	3	Others (Specify)	7
Sole Proprietorship	4	

1.2.8 Type of Ownership

Domestic	1
Foreign	2
Domestic and Foreign	3

1.2.8.1 Is this establishment registered with following agencies ? (multiple answers accepted)

MOI	1
BOI	2
Others (Specify).....	3

1.3.1 An industry can be described by one or more of the products which are manufactured by it. These products normally fall into a group of homogeneous or related products. Describe the product group of your industry. eg. Milling of rice, other cereals and nuts, bakery products, manufacture of wooden furniture etc..

1.3.2 Please record the principal products of your industry. Please enter up to four whenever there are any.

1.3.3 Indicate the year of commencement of commercial production.

1.3 DETAILS OF INDUSTRIAL ACTIVITY

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For office use

1.3.1 Main Kind of Activity.....

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1.3.2 Principal products

1.3.2.1

1.3.2.2

1.3.2.3

1.3.2.4

1.3.3 In what year did this establishment begin commercial operations (actually started production) in this country ?

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1.3.4 Operation in 2003 (encircle appropriate code)

1.3.4.1 Year Round	1	→ Go to Sec. 2
1.3.4.2 Part of the year	2	→ Go to 1.3.5
1.3.4.3 None	3	→ Go to 1.3.7

1.3.5. If operated part of the year, (Encircle appropriate code)

1.3.5.1 New business	1
1.3.5.2 Change of Ownership	2
1.3.5.3 Seasonal break	3
1.3.5.4 Others (Specify).....	4

1.3.6 Then what was the total period of operation in the year 2003 (in months) ?

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1.3.7 If not operated in 2003 - why ? (encircle appropriate code)

↓
Go to Sec. 2

1.3.7.1 Labour problems	1	1.3.7.4 Non availability of quota / market	4
1.3.7.2 Lack of continuous supply of raw materials	2	1.3.7.5 Others (specify).....	5
1.3.7.3 Weak Management	3		

(Note : If establishment was functioning in 2002, then go to 4.2 & 4.3.a of Section 4 otherwise, go to Section 7.)

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SECTION 2 - EMPLOYMENT, WAGES AND SALARIES

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Enter the number of persons engaged in the activities of this establishment during the year 2003. The figures should be included in this item as defined below. When the activity of the Industrial Establishment is combined to another activity such as tea & rubber plantation, farms etc., employees who are engaged in agricultural activities should not be included.

2.1.1 Working proprietors, and partners who are actively engaged in the work of this establishment whether paid regular salary or not.

Employees - All persons working in the establishment except working proprietors and active partners and unpaid family workers, and receiving pay as well as persons working away from the establishment when paid by and under the control of the establishment. Include all such persons, whether working full-time or part-time. Including all employees on sick leave, paid vacations or holidays. Include Home Workers as defined below.

2.1.2 Operatives - All employees who are directly engaged in the production or related activity should be included here, e.g. persons engaged in fabricating processing or assembling, ware-house men, testing and record-keeping officers, etc.. This category of employees are broken in to two groups. (skilled & unskilled).

2.1.2.1 Skilled - This refers to persons who are trained or experienced in certain specific fields cannot be replaced at short notice. (eg. carpenters, electrical mechanics, motor car mechanics, welders, Machine operators, cutters etc.)

2.1.2.2 Unskilled - An unskilled operator requires no special training or experience to do a job and can be replaced at short notice. (eg. labourers, messengers)

2.1.3 All other employees - This relates to all paid employees other than the operatives, include administrative, technical and clerical, personal managers, directors etc..

2.1.3.1 Technical and Supervisory - This covers persons involved directly in the technical and scientific aspects of the establishment and those who are supervising such technical processes. This will cover persons like technicians, Research officers, Quality control officers, Administrative officers etc..

2.1.3.2 Clerical and related - This category of persons includes clerical staff, typists, stenographers etc..

2.1.3.3 Others - This should cover all other employees not specified above. (eg. drivers, watchers, security guards, receptionists etc..)

2.1.4 Home workers - Persons employed by the establishment generally on a piece-work basis, who work in their own homes and whose names appear on the establishment payroll. It should not be included home workers who are engaged by subcontractors.

2.1.5 "Unpaid family workers" all persons living in the household of proprietors and working in the establishment without regular pay for at least one third of the normal working time of the establishment are considered as unpaid family workers.

Note : Indicate average number of workers during 2003. For establishments those are in operation during the survey year, total up the number in the monthly payroll for 12 months and divide by 12. For quarterly average total up the number of workers per month for relevant three months and divide by 3. For seasonal industries (rubber, brick etc.) the average number of workers is based on that at peak season.

2.1 PERSONS ENGAGED IN 2003 (ANNUAL AVERAGE)

Employment Category 1		+	No. of persons (Annual average)		
			Male 2	Female 3	Total 4
2.1.1	Working proprietor and active partners				
2.1.2	Operatives	2.1.2.1 Skilled			
		2.1.2.2 Unskilled			
2.1.3	All other employees	2.1.3.1 Technical/Supervisory			
		2.1.3.2 Clerical and related			
		2.1.3.3 Other			
2.1.4	Home workers				
2.1.5	Unpaid family workers				
2.1.6	Total				

2.2 PERSONS ENGAGED IN 2003 (QUARTERLY AVERAGE)

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Employment Category 1			No. of persons (Quarterly average)			
			January - March 2003 (1 st Quarter) 2	April - June 2003 (2 nd Quarter) 3	July - September 2003 (3 rd Quarter) 4	October - December 2003 (4 th Quarter) 5
2.2.1	Working proprietors and active partners	Male				
		Female				
2.2.2	Operatives	Male				
		Female				
2.2.3	All other employees	Male				
		Female				
2.2.4	Home workers	Male				
		Female				
2.2.5	Unpaid family workers	Male				
		Female				
2.2.6	Total	Male				
		Female				

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2.3 WAGES AND SALARIES PAID TO EMPLOYEES DURING 2003

This item includes the following classes of payments and relates to “gross” remuneration, i.e. total before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees.

(a) Direct Wages and Salaries - relates to cash payments for current work performed and includes straight time pay of time-rated workers, incentive pay of time rated workers, earnings of piece rate workers and premium pay for overtime, late shift and holiday work. Also included are commissions, responsibility premiums, dirt and discomfort allowances, cash indemnities, payments and under guaranteed pay systems, cost-of-living allowances and other regular allowances.

(b) Remuneration for Time not Worked - comprises cash payments in respect of public holidays, annual vacations and other-time off with pay.

(c) Bonuses and Gratuities - include year-end and seasonal as well as production and profit sharing bonuses.

(d) Payments in Kind - these are goods and services furnished to employees free of charge or at markedly reduced cost which are clearly and primarily of benefit to employees as consumers. They comprise food including the supply of milk, rice, flour, tea, etc., drink, fuel and other payments in kind, e.g. holiday warrants and season tickets and cost other than capital, of workers housing borne by the employer, Report figures following the breakdown shown as far as your records permit.

2.3 WAGES AND SALARIES PAID TO EMPLOYEES DURING 2003

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Employment Category 1		WAGES AND SALARIES (Rs.' 000)																			
		Male 2					Female 3					Total 4									
2.3.1	Working proprietors and active partners																				
2.3.2	Employees Operatives	2.3.2.1	Skilled																		
		2.3.2.2	Unskilled																		
2.3.3	All Other Employees	2.3.3.1	Technical/Supervisory																		
		2.3.3.2	Clerical and related																		
		2.3.3.3	Other																		
2.3.4	Home workers																				
2.3.5	Total																				

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2.4 SUPPLEMENTS TO WAGES AND SALARIES

2.4.1 This item covers payments made by employer on behalf of his employees with respect to Statutory social security contributions, e.g. E.P.F., W & O.P., E.T.F. etc..

2.4.2 - (a) Collectively agreed contractual and non-obligatory contributions to private pension and insurance schemes. (b) Direct payments to employees in respect of absence from work due to sickness, maternity or employment injury. (c) Cost of medical care and health services provided by outside organizations. (d) Severance and termination pay.

2.4 SUPPLEMENTS TO WAGES AND SALARIES - 2003

Type of payment 1		Payments during 2003 (Rs.'000)																		
		Male 2					Female 3					Total 4								
2.4.1	Legally required under social security systems																			
2.4.2	Payments for other programmes																			
2.4.3	Total																			

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SECTION 3 - STOCKS

STOCKS DURING 2003

This item comprises the value of all stocks owned by the parent enterprise and held by or under the control of your establishment, either at the establishment or elsewhere. Stocks held at ancillary units, in bonded stores or public warehouses on consignment in transit and held by others for processing on commission are included. Excluded materials owned by others but held by this establishment for processing. In general stocks acquired from others should be valued at purchasers prices and those produced internally at producers prices.

3.1 This item comprises all materials, components, etc. that enter into the product, fuels, repair and maintenance, and office and other consumable supplies. The value of any stocks of materials and supplies for use in own-account fixed asset should be included. Stocks should be valued at current replacement cost, based on purchasers prices. The prices should include any duties and taxes payable and should be net of any rebates and discounts given by the seller. Alternatively, book values might be reported.

3.2 Work-in-progress - refers to the value of all materials which have been partially processed by this establishment but which are not usually sold, shipped or turned over to other establishments without further processing. An imputed valuation in terms of producers prices should be adopted, including an imputed margin for overhead costs and profits as well as the cost of materials consumed and labour used. Alternatively, book values might be reported.

3.3 This item covers finished goods manufactured by this establishment which are ready for shipment at the reference dates. Finished goods held by another establishment those were processed by the establishment from raw materials controlled by this establishment, as well as goods held at ancillary units, in bonded or public warehouses, on consignment, in transit, etc., should also be included. Finished goods held by this establishment which were made from materials owned by others should be excluded. Valuation should be in producers' prices at which similar goods have been shipped alternatively the book values might be reported.

3.4 This item covers the value of any stocks of goods that the establishment has bought with the intention of reselling in the same form, that is without further processing. Stocks of materials and supplies to be resold without further processing should also be included. Stocks should be valued at same price as goods that have been shipped immediately prior to the reference date. Beginning and end of year stocks should be valued using the same prices.

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3 STOCKS OF THIS ESTABLISHMENT - 2003

Type of stock 1		Value of Stocks (Rs.'000)	
		on 1 st January 2003 2	on 31 st December 2003 3
3.1	Raw Materials, components, parts, containers, supplies and fuels.		
3.2	Work in progress		
3.3	Finished goods except goods to be sold in the same condition as purchased.		
3.4	Goods to be sold in the same condition as purchased.		
3.5	Total stocks (Sum of 3.1, 3.2, 3.3 and 3.4)		

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SECTION 4 - INPUT COSTS

INPUT COSTS DURING 2003

The section covers input of goods and services, including unprocessed and semi-processed raw materials and processed industrial materials, parts and components including pre-fabs or sub-assemblies, auxiliary materials, factory supplies and utilities e.g. electricity, water, steam, compressed air, fuel etc.. Valuation should be in purchasers' prices costs should be reported on the basis of purchasers prices, that is the delivered cost at the establishment, (the basic purchase price, less any discounts or rebates received, plus any additional costs incurred for transport, insurance and unloading, plus any taxes or duties paid).

Goods received by the establishment from other establishments of the same enterprise should be valued as if purchased. Include all goods received during 2003, whether purchased from others or transferred from other establishment owned by the enterprise owning this establishment.

4.1.1

This item includes all direct materials, pre-fabricated parts (sub-assemblies), components etc., auxiliary (indirect) materials consumed in the process of production including chemicals, additives, lubricants, explosives, varnishes, small tools and appliances etc; factory supplies eg. maintenance materials, oils, greases, cleaning materials, office supplies etc.. Include the local and imported cost for materials separately.

4.1.2

This item relates to all fuels consumed for heat and power.

4.1.3, 4.3.a.1 - 4.3.a.3 & 4.3.b.1 - 4.3.b.3

Purchased electricity should include the cost of electricity purchased during the year from CEB or other enterprises or received from other establishments of the same enterprise and cost of consumed generated electricity.

4.1.4

This item covers work done by others on materials owned by this establishment including specialised work performed on products made by this establishment. Also included are payments made through sub-contractors to homeworkers not on the payroll. Sales commissions should not be included.

4.1.5

This item covers current repair and maintenance work on buildings and other fixed assets; vehicle, mechanical, electrical and building (other than housing) repair and maintenance. The repair and maintenance of employee occupied dwellings should not be included, as they to be treated as payment-in-kind to employees.

4.1.6

Valuation of goods bought to be sold in the same condition as purchased should be valued at same price as goods that have been shipped immediately.

Note : Cost should be reported on the basis of purchasers' price, that is the delivered cost at the establishment (the basic purchase price, less any discounts or rebates received, plus any additional costs incurred for transport, insurance and unloading, plus any taxes or duties paid)

4.1 COST OF RAW MATERIALS AND SERVICES - 2003

Type of Cost 1		Delivered Cost (Rs.' 000) 2
4.1.1	Cost for materials, parts, components, containers supplies etc., by local & imported	
	Local (Rs.' 000)	Imported (Rs.' 000)
	Total	Local + Imported
4.1.2	Purchased Fuels	
4.1.3	Electricity purchased and generated (This should be equal to sum of cost shown in 4.3.b.1 & 4.3.b.2)	
4.1.4	Cost of contract and commission work done for you by others on your materials	
4.1.5	Cost of repair and maintenance work done for you by others.	
4.1.6	Cost of goods bought to be sold in the same condition as purchased	
4.1.7	Total cost of Materials and Services - sum of 4.1.1 to 4.1.6	

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4.3 COST FOR ELECTRICITY

4.3.a.1, 4.3.a.5, 4.3.b.1 & 4.3.b.5 Refer the monthly Electricity bill in order to calculate the annual consumption data

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4.3.a COST FOR ELECTRICITY - 2002

Electricity purchased, Generated, sold and consumed in 2002			
Description 1	Unit of measure 2	Quantity 3	Delivered cost (Rs.'000) 4
4.3.a.1 Electricity purchased	KWH		
4.3.a.2 Generated whether for own use or for sale	KWH		
4.3.a.3 Electricity sold and electricity transferred to other establishments	KWH		
4.3.a.4 Consumed (4.3.a.1 + 4.3.a.2 - 4.3.a.3)	KWH		
4.3.a.5 Maximum demand	KVA		
4.3.a.6 Installed self generation capacity	KVA		

4.3.b COST FOR ELECTRICITY - 2003

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Electricity purchased, Generated, sold and consumed in 2003			
Description 1	Unit of measure 2	Quantity 3	Delivered cost (Rs.'000) 4
4.3.b.1 Electricity purchased	KWH		
4.3.b.2 Generated whether for own use or for sale	KWH		
4.3.b.3 Electricity sold and electricity transferred to other establishments	KWH		
4.3.b.4 Consumed (4.3.b.1 + 4.3.b.2 - 4.3.b.3)	KWH		
4.3.b.5 Maximum demand	KVA		
4.3.b.6 Installed self generation capacity	KVA		

4.4 COST FOR WATER DURING 2003

4.4.1 and 4.4.2 include payments made for National Water Supply and Drainage Board and payments for other private organization separately.

* Please specify the available unit of measurement.

4.4 COST FOR WATER

Water purchased in 2003			
Description 1	* Unit of measure 2	Quantity 3	Cost (Rs.'000) 4
4.4.1 Purchased from National water supply and Drainage Board	Cu.Mt.		
4.4.2 Purchased from other private organization			
4.4.3 Total (sum of 4.4.1 and 4.4.2)			

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4.5 COST OF NON-INDUSTRIAL SERVICES PURCHASED DURING 2003

Enter below the following types of costs : communication charges (postal, telephone, telegraph, e - mail & web site); (4.5.1) expenses for renting capital goods and non-residential buildings; (4.5.2) bank charges other than interest; service charges in respect of casualty insurance (difference between premiums paid and claims received); amounts paid for storage and warehousing; cleaning costs and waste disposal; printing costs, newspaper and periodical subscriptions, advertising fees, accounting services, consulting services and so forth. (4.5.3)

4.5 COST OF NON-INDUSTRIAL SERVICES DURING 2003

Description of service 1		Cost(Rs.'000) 2
4.5.1	Communication (Telephone, postage, E-Mail, Internet, Fax etc.)	
4.5.2	Rent / leased payments for fixed assets.	
4.5.3	All other non-industrial services (Advertising fees, Accounting services, Printing costs, Cleaning costs etc.)	
4.5.4	Total value of Non-Industrial costs (sum of 4.5.1, 4.5.2 and 4.5.3)	

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SECTION 5 - FIXED CAPITAL FORMATION - 2003**FIXED CAPITAL FORMATION**

The figures reported should include the value of all physical assets acquired by the establishment during the year 2003 for use by the establishment (Land, Building, Machinery, Vehicles, Equipments.)

Covered are major additions, alterations and improvements to existing assets that extend their normal economic life or raise their productivity. Included are new fixed assets and additions and improvements to existing fixed assets made by the establishment's own labour for its, own use. Capital repair is included while expenditure for current repair and maintenance are excluded. Transactions in respect of financial claims and intangible assets (such as rights to mineral deposits, patents, copyrights etc.) are excluded. Fixed assets produced by one establishment of a multi-establishment enterprise for the use of another establishment of the same enterprise should be valued as though purchased from outside.

5.1 The fixed assets acquired from others should be valued at purchasers prices. These values comprise cost of purchase of the fixed asset on the market, customs duties, purchase and other indirect taxes and fees paid to government, transport, delivery and installation charges, direct preliminary outlays such as site clearance and professional fees. The cost of fixed assets acquired during the year that have not been previously used in Sri Lanka should be included in this category.

5.2 Second hand fixed assets purchased - include all assets that have been previously used in Sri Lanka.

5.3 Include the cost of major additions, alterations and improvement existing fixed assets that are charge to capital assets. Exclude expenditure for current maintainance and repair.

5.4 Include the cost of fixed assets produced on own accounts, i.e. the value of new fixed assets and additions and improvements to existing fixed assets made by the establishment's own labour force report either the cost of labour materials consumed and appropriate overheads or charge made to capital (fixed assets) accounts.

5.5 Sales of fixed assets should be value of the actual amounts realised rather than at book value.

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SECTION 6 - RECEIPTS

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6.1, 6.2 & 6.3 PRODUCTS, INDUSTRIAL SERVICES AND MISCELLANEOUS RECEIPTS, RECEIPTS FOR NON-INDUSTRIAL AND OTHER SERVICES DURING 2003.

This item requests you to record the receipts of your establishment from product shipped, industrial services provided and from other sources as described below. Valuation of goods shipped should be at producers prices, that is, at the establishment price charged to customer, whether ex-factory or delivered, including all charges invoiced to clients even if separately for expenses relating to transport, lost packaging etc. Price rebates and discounts and allowances on returned goods allowed to the customer, and value of returned packaging should be deducted. The valuation should include all duties and taxes imposed on products when they leave the factory. Exclude any subsidies received by this establishment. Shipments to other establishments within the same enterprise should be valued as though sold or else, at bookvalue.

6.1.1 Only products accounting for a good proportion of total sales should be reported separately. Total for all those not reported separately, should be entered in 6.1.1.7. Use a separate line or each product produced and enter in coloumn 3 and 4 the corresponding quantity and value for each product.

6.1 VALUE OF SHIPMENTS OF PRODUCTS MADE IN THIS ESTABLISHMENT

	Discription of items 1	Unit of Measure 2	Shipments - 2003 (moved out of the establishment)	
			Quantity 3	Value in Rs.' 000 4
6.1.1	6.1.1.1.....			
	6.1.1.2.....			
	6.1.1.3.....			
	6.1.1.4.....			
	6.1.1.5.....			
	6.1.1.6.....			
	6.1.1.7 All other products			
	6.1.1.8 Total value of shipments (sum of 6.1.1.1 to 6.1.1.7)			

(CONTD.)

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6.1 VALUE OF SHIPMENTS OF PRODUCTS MADE IN THIS ESTABLISHMENT (CONTD.)

Discription of items	Stocks in 2003					
	On 1st January 2003			On 31st December 2003		
	Quantity 5	Value in Rs.' 000 6		Quantity 7	Value in Rs.' 000 8	
6.1.1						
6.1.1.1						
6.1.1.2						
6.1.1.3			+			
6.1.1.4						
6.1.1.5						
6.1.1.6						
6.1.1.7 All other products						
6.1.1.8 Total value of shipments (sum of 6.1.1.1 to 6.1.1.7)						

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6.2 INDUSTRIAL SERVICES AND MISCELLANEOUS RECEIPTS DURING 2003

6.2.1 Report the value at actual invoice prices, including taxes, of contract and commission work done for others in material owned by them during the reference year.

6.2.2 Report the value, at actual invoice prices, including taxes, of repairs, maintenance and installation work rendered to other enterprises or to other establishments of the same enterprise or to individual customers. In addition to labour and overhead costs include charges for materials supplied by this establishment.

6.2.3 This item covers industrial work done and services rendered excluding those reported under 6.2.1 & 6.2.2. include the value of scrap & refuse etc..

6.2.4 Goods shipped in the same condition as purchased should be valued in the same way as goods produced by this establishment, i.e. the invoice value including taxes.

6.2.5 Include the cost of all equipment (including plant etc.) building and other constructions manufactured or build by the establishment for its own use during the census reference period, as well as the costs of extensions, alterations, improvements and major repairs carried out by this establishment with own labour which prolong the life of existing fixed assets. Valuation should be at producers prices or at direct cost plus appropriate portion of overheads.

6.2 INDUSTRIAL SERVICES AND MISCELLANEOUS RECEIPTS DURING 2003 (VALUE IN Rs.' 000)

Description 1		Value (Rs.'000) 2				
6.2.1	Receipts for contract work done for others on their materials					
6.2.2	Receipts for repairs and installation work done for others					
6.2.3	Other receipts for industrial services, including sales of scrap and refuse etc.					
6.2.4	Sales of goods bought and sold in the same condition					
6.2.5	Total cost of own account fixed assets produced (same as 5.4)					
6.2.6	Total (6.2.1 to 6.2.5)					

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6.3 RECEIPTS FOR NON - INDUSTRIAL SERVICES DURING 2003

Summarised below are some categories of revenue from non-industrial services to guide you in reporting other revenue earned by your establishment. For others see reference list. Do not include the following: dividends, interest or revenue received from sale of used capital goods.

REFERENCE LIST FOR 6.3 SECTION 6. "NON-INDUSTRIAL AND OTHER SERVICES".

Revenue from rental or lease of industrial equipment and buildings.

Revenue from the operation of cafeterias, hostels, camps and other employee facilities except dwellings.

Commissions received.

Receipts for transport services rendered to others, other than the delivery of own products.

Receipts for storage of goods, warehousing etc., including cold storage.

Receipts for rights to patents, trademarks, copyrights etc., manufacturing and quarrying rights, technical "know-how".

Dealers margins and other transfer costs in respect of transactions involving second-hand goods and scrap, land, intangible assets (financial claims, leases, mineral rights, patents, etc.).

Any other revenue arising.

6.3 RECEIPTS FOR NON INDUSTRIAL AND OTHER SERVICES DURING 2003.

Description of non Industrial services 1		Value (Rs.'000) 2				
6.3.1	Receipts for rental or lease of building and machinery					
6.3.2	Commissions received					
6.3.3	Other receipts for non industrial services (specify)					
	6.3.3.1					
	6.3.3.2					
	6.3.3.3					
	Total (sum of 6.3.3.1 ,6.3.3.2, 6.3.3.3)					
6.3.4	Total value of Non-Industrial services (sum of 6.3.1, 6.3.2 and 6.3.3)					

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Reference No.

SECTION - 7

Name of person to contact regarding this report		Name	Designation	Telephone No.
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Name

Date

TelNo

Signature

Designation

Fax No.

Please despatch the completed questionnaire to the,

**The Director
Industry & Construction Division,
Department of Census & Statistics,
104 A, Kitulwatta Road,
Colombo 08.**

Tel No. 011- 2676195
Fax No.011- 2676194
E-Mail : industries@statistics.gov.lk

Remarks :

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Completeness and Accuracy checks - For Department of Census and Statistics use only.

7	Verification checks	Calculation	Check Figures	Remarks
A.	Average Annual Wage per Operative	$(2.3.2.1 \text{ col. } 4 + 2.3.2.2 \text{ col. } 4) / (2.1.2.1 \text{ col. } 4 + 2.1.2.2 \text{ col. } 4)$	<input type="text"/>
B.	Wages and Salaries as percentage of total value of receipts	$(2.3.5 \text{ col. } 4) / (6.1.1.8 \text{ col. } 4 + 6.1.1.8 \text{ col. } 8 - 6.1.1.8 \text{ col. } 6 + 6.2.6 \text{ col. } 2 + 6.3.4 \text{ col. } 2) \times 100$	<input type="text"/>
C.	Cost of Materials and Services as a percentage of total value of receipts	$(4.1.7 \text{ col. } 2) / (6.1.1.8 \text{ col. } 4 + 6.1.1.8 \text{ col. } 8 - 6.1.1.8 \text{ col. } 6 + 6.2.6 \text{ col. } 2 + 6.3.4 \text{ col. } 2) \times 100$	<input type="text"/>
D.	Is the total of the receipts (6.1.1.8 col. 4 + 6.1.1.8 col. 8 - 6.1.1.8 col. 2) greater than the sum for wages and salaries 2.3.5 (col.4) plus cost of materials and services 4.1.7 (col. 2).		Yes <input type="checkbox"/> No <input type="checkbox"/>	

The Department of Census and Statistics requires each completed Questionnaire to be reviewed at the establishment of the reporting unit before being transmitted to the Census office. Be sure to make the above checks.

.. Correct the Questionnaire for any errors and explain unusual figures in the "Remarks" space.



For office use only

Control Data

Enumerator's Visits	1 st	2 nd	3 rd
1. Date	D D M M Y Y	D D M M Y Y	D D M M Y Y
2. Result Code*			
3. Time taken to complete the questionnaire	minutes	minutes	minutes

*** Results Code**

Completed	1	Cannot be located	5
Deferred	2	Out of scope	6
Refused	3	Other (Specify)	9
Closed	4	

If the establishment is currently **NOT** in operation please specify reasons in detail.

- | | |
|---------------------------------------|---|
| 1. Labour problems | 1 |
| 2. Non availability of quota / market | 2 |
| 3. Lack of Raw materials | 3 |
| 4. Other (specify) | 4 |



Particulars	Field visit carried out by	Checked in the field by	Edited & Coded in the office by	Data Entry in the office by	Supervised in the Office by
Name
Designation
Signature
Date	D D M M	D D M M	D D M M	D D M M	D D M M

Remarks (If any)

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