

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 1.2.9

Go to Question 1.2.8

1.2.8 Details of the parent company or Head office :

Name :

Address:

Contact person

Name :

Designation :

Tel. No:

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 Fax No:

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

E-mail Address:

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Web site :

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1.2.9 Nature of the economic activity (Describe)

.....

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.....

.....

1.2.10 Year of commencement of economic activities

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1.2.11 Source of registration (Please circle all relevent answers)

Inland Revenue department	1	Board of Investment (BOI)	6
Divisional Secretariat	2	Not Registered	7
Register of Companies	3	Other (Specify)	8
Pradeshuya sabha / Municiple Council / Urban Council	4		
Employee's Provident Fund	5		

1.2.12 Business is operated at

Home

1

 Seperate location

2

 Other

3

1.2.13 Opration of the economic activitiy in 2020

Perinnial	1
Non perinnial	2

⇒ **Go to Section 2**

1.2.14 Duration of the economic activitiy conducted

Number of hours per week (Average)

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Number of days per month (Average)

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Number of weeks per annum (Average)

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Section 02 - Employment and Compensation of Employees for 2020 or for the Financial Year 2020/21 and Labour Demand

2.1 Average Employment Details

Employee Category		Sri Lankans			Foreigners
		Male	Female	Total	
a		b	c	d	e
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				
2.1.9	Total (from 2.1.1 to 2.1.8)				
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.)	
		Sri Lankans	Foreigners
a		b	c
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 insurance 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.)		
2.2.3	Total Salaries and Wages		

2.3 Unfilled vacancies as at 31st July 2021 (Please list up five occupations with highest number of vacancies)

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

Section 03 - Expenditure in the Year 2020 or Financial Year 2020/2021

3.1 Expenditure

Item		Cost incurred (Rs.)
a		b
3.1.1	Payments incurred on services outsourced(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	
	Tax	
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	
3.1.36	Total (from 3.1.1 to 3.1.35)	

3.2 Purchase of Materials

Items	CPC Code (For office use only)	Purchases in year 2020 or financial year 2020/21 (Rs.)	Value of stocks (Rs.)	
			01.01.2020 or 01.04 2020	31.12 2020or 31.03 2021
a	b	c	d	e
3.2.1. Fuel and Lubricants				
3.2.1.1	Diesel Oil			
3.2.1.2	Petrol			
3.2.1.3	Lubricants			
3.2.1.4			
3.2.1.5			
3.2.1.6	Total (For office use only)			
3.2.2. Raw Materials,Other Materials,Packing Materials,Small tools and spare parts (Please specify below)				
3.2.2.1			
3.2.2.2			
3.2.2.3			
3.2.2.4			
3.2.2.5			
3.2.2.6			
3.2.2.7	Total (For office use only)			
3.2.3. Items/Goods purchased for resale (Please specify below)				
3.2.3.1			
3.2.3.2			
3.2.3.3			
3.2.3.4			
3.2.3.5			
3.2.3.6	Total (For office use only)			
3.2.4. Real Estates purchased for resale (Please specify below)				
3.2.4.1			
3.2.4.2			
3.2.4.3			
3.2.4.4	Total (For office use only)			

Section 04 - Revenue/Income/Receipts from Business Operations for the year 2020 or financial year 2020/21

4.1. Income/Revenue

CPC Code (For office use only)	Describe the service rendered or goods or real estate sold in details	Revenue (Rs.)
a	b	c
Total		

- 4.2. Were you engaged in any manufacturing activity as an ancillary activity**
- Yes ➔ Go to 4.2.2.
- No ➔ 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 2020 or financial year 2020/2021(Rs.)	Stock of finished goods (value) as at (Rs.)	
			2020.01.01/ 2020.04.01	2020.12.31/ 2021.03.31
a	b	c	d	d
			
			
Semi finished goods or WIP				

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

Items		Income (Rs.)
	a	b
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 separately)	
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)	
4.3.18	Total	

Section 5 - Fixed Assets for 2020 or Financial Year 2020/21

Items	Net book value of assets at 1 st January 2020 or 1 st April 2020	Purchases of fixed assets	Own account capital formation	Revaluation of fixed assets	Sales of fixed assets	Fixed assets lost or destroyed	Depreciation/ Amortization	Net book value of assets as at 31 st December 2020 or 31 st March 2021	Fair value of assets as at 31 st December 2020 or 31 st March 2021
a	b	c	d	e	f	g	h	i	j
5.1 Land								$i=(b+c+d+e-fg-h)$	
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).....									
5.15 Total									

5.16 Out of "Own account capital formation "and " Capital work in Progress" the cost incurred during 2020 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).....
5.16.5	Total

Own account capital formation is the Construction, Improvements or renovatio 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

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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
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