



Reference No.

DEPARTMENT OF CENSUS AND STATISTICS
ANNUAL SURVEY OF TRADE - 2021

CONFIDENTIAL: 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 2020 or 2020/21.
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 → Go to Question No.7
 - ii. A Multi-Establishment → Go to Question No.5
5. Do you maintain separate accounts for this establishment? (Please Circle the relevant cage)
 - i. Yes → Go to Question No.7
 - ii. No. → 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 :
10. MC\UC\PS:
11. Ward/Village/Estate :
12. Type of legal organization(Please circle the relevant cage)

Sole Ownership	<input type="text" value="1"/>	Partnership	<input type="text" value="2"/>	Private Limited Company	<input type="text" value="3"/>
Public Limited Company	<input type="text" value="4"/>	Government,State Corporation,Board or Authority	<input type="text" value="5"/>	Other state owned organizations	<input type="text" value="6"/>
Non- profit organizations	<input type="text" value="7"/>	Co-operative Society	<input type="text" value="8"/>	Other (Specify)	<input type="text" value="9"/>
13. Description of Economic Activity:.....
14. Type of division under the trade sector }

}	Wholesale and retail trade of motor vehicles/motor cycles and repair of them	45
	Wholesale trade(except of motor vehicles and motor cycles)	46
	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 2020 (No. of months):
17. Was your establishment engaged in research & development (R&D) activities in 2020?

Yes	No
1	2
18. Was your establishment engaged in transactions using e-commerce?

Yes	No
1	2

19. Employment and Compensation of Employees for Financial Year 2020or 2020/21 and Labour Demand

19.1 Average Employment Details

Employee Category		Male	Female	Total	Of which number of Foreigners
1		2	3	4	5
1.	Working proprietors/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 categories.					
10.	Apprentices				
11.	Temporarily employed workers				
12.	Part time Workers				

19.2 Wages and Salaries including other additional payments

Item		Payments (Rs.)	
		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 Insurance Premiums paid by the employer		
2.3	Other Benefits in cash paid by the Employer (Housing, Foods etc.) which are not included in the salary		
2.4	Other Benefits in kind provided by the Employer (Eg. Housing, Food, Fuel etc.)		
3	Total Salaries and Wages		

19.3 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
	2				
1	2				3
1.					
2.					
3.					
4.					
5.					

20.Expenditures in Financial Year 2020 or 2020/21

20.1 Expenditures

Item		Cost Incurred (Rs.)
1		2
1.	Payments incurred on management fees, auditing or accounting fees, legal services, or other professional 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 doubtful 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 (For office use only)	Purchased during 2020 or 2020/21 (Rs.)	Value of stocks (Rs.)	
			01.01.2020/ 01.04.2020	31.12.2020/ 31.03.2021
1	2	3	4	5
20.2.1 Items /Goods purchased for resale (Please specify below)				
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
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 2020 or 2020/21

21.1 Earnings from sale of goods (retail/wholesale), repair of vehicles and brokerage

Describe item or group of items sold / Service rendered	CPC Code (for office use only)	Value of sales/Revenue (Rs.)	Trade margin (%)
1	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 2020 or 2020/21

Category	Book value at the beginning 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				

Note

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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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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
Name					
Designation					
Signature					
Date					