



# Economic Activity Survey User Guide International Business Sector

## About the Economic Activity Survey

### *What is the objective?*

The objective of the Annual Economic Activity Survey (EAS) is to develop a range of statistics, suitable for comparing the relative economic performance of all industrial divisions of the Bermuda economy.

The EAS is the instrument used by the Department of Statistics to collect key economic information from a broad range of businesses and organizations in both the private and public sectors of the economy. These institutions include incorporated businesses, schools, restaurants, sports clubs, hotels, religious entities, public bodies, small unincorporated enterprises, and international companies.

A greater level of macroeconomic data about the changing economy is needed by business entities that aim for continuous growth. Reliable and relevant economic data enhance the quality of decision making in the public and private sectors.

**The Annual Economic Activity Survey is conducted under the authority of the Statistics Act 2002, and hence your response is required by law.**

**NOTE: Include LOCAL expenditures and income only for Sections II to IV. Include expenditure with non-residents only for Section V**

### *How will this be done?*

The Department of Statistics will conduct its Annual Economic Activity Survey during the months of March and April each year. All businesses with 7 or more employees are automatically selected for the survey. A representative sample of businesses with 6 or less employees will be randomly selected to participate in

the Survey. The total sample size is approximately 1,500 businesses. Data from the Survey will be used to calculate the total output of goods and services for

Bermuda using the statistical measure Gross Domestic Product (GDP). GDP will be analyzed according to the industrial sectors of the economy. Final estimates of GDP by industry will be released by the Department nine months after the reference year.

### **Data Collection**

The EAS is an annual survey. The survey questionnaires are emailed and mailed to the sampled enterprises approximately three months after the end of the previous calendar year. The survey is directed to the financial reporting department and is to be completed by the chief financial officer or a senior reporting officer.

The purpose of this **User Guide** is to assist you in completing your specific industry questionnaire. The EAS questionnaire resembles a **profit and loss statement / income statement** that most businesses prepare for their own financial purposes. Business activities across the economy are extremely diverse, resulting in the utilization of a variety of unique financial reporting variables. To accommodate the diversity in financial reporting across industries, fifteen different versions of the survey questionnaire are used.

The deadline to complete and return the questionnaire is **April 30<sup>th</sup>** of the survey year. For MAC computer users, if your system does not use Adobe Reader PDF, you may download a free version through this link: <https://get.adobe.com/reader/>. Respondents can reply to the Department of Statistics by mail or fax (see front page of questionnaire for contact information).

### **Non-respondents / Late returns**

Timely responses are critically important to the accuracy and usefulness of the statistics collected. Late responses to the survey cause delays in the release of the data; therefore, it is essential that you respond on time.

During the second week of April a reminder notice will be mailed to those who have not yet responded. Respondents that do not meet the April 30<sup>th</sup> deadline will be contacted via telephone to discuss their reporting delinquency.

# Frequently Asked Questions

## 1. What is the purpose of collecting this data?

The purpose of collecting this data is to determine the total value of all goods and services produced in the Bermuda economy, by its domestic resources. The aggregate is called Gross Domestic Product (GDP).

## 2. Do other countries collect this type of information?

Yes, like most countries, we conduct this survey in accordance with the guidelines and methodologies as stipulated by the United Nations System of National Accounts.

## 3. How was I selected for the Economic Activity Survey?

All firms with seven or more employees are automatically selected for the survey. If your firm has less than seven employees you were chosen from a computer-generated sample of businesses. Taking a sample is less costly than contacting every business in the country. Your firm represents many other businesses like your own.

## 4. Is the data collected by the Economic Activity Survey kept confidential?

**Section 7** of the **Statistics Act 2002**, protects the confidentiality of data collected under the authority of the Act. Questionnaires are only handled by employees of the Department of Statistics who are sworn to secrecy.

## 5. Will the data collected be shared with other Government Departments?

In order to avoid duplication in collection, the sharing of data at the aggregate level with other Government Departments is permitted. **Section 10 Subsection (2)** of the **Statistics Act 2002**, however, prohibits the sharing of information which can be linked to a person, business or organization without the written consent of the person, business or organization.

## 6. What is the penalty for not responding to the Survey?

**Section 15** of the **Statistics Act 2002**, renders anyone who refuses or neglects to provide information as required to do so, guilty of an offence and liable on conviction by court a fine not exceeding \$1,000. If failure to provide the information is continued, a further offence is liable of \$1,000 each day until the information is provided.

## 7. How can I get help to complete the questionnaire?

Call our office and ask to speak to one of our Statistical Officers at 297-7635, 297-7894, 297-7610, or e-mail us at [eas@gov.bm](mailto:eas@gov.bm).

## 8. Is responding to the Economic Activity Survey mandatory?

Yes, the law requires your response. **Section 11** of the **Statistics Act 2002** requires persons, businesses and organizations to supply the required information in the form and manner indicated by the due date April 30<sup>th</sup>.

## 9. Why do you need my information if I'm a very small business?

Taken together, small businesses have a significant impact on the economy. This sector of the economy has grown significantly in the last few years. Your business was randomly chosen from a sample of businesses. It represents businesses which have the same economic activity. As such, we need your participation.

## 10. I am not in the profit making business. Why have I been sent a questionnaire?

Any institutional unit, whether it be a church, school, registered charity, professional club, or business, which engages in the exchange of goods and services contributes to the growth of the economy. When a transaction occurs, output in the economy is impacted in some way. Hence, your participation is required.

## 11. The first page of the questionnaire asks for the principal business activity. Our company has three different types of businesses. What should be reported in this space?

In cases where there is more than one business activity, state the one which generates the most revenue for the business or if each type of business is a profit centre, submit a completed questionnaire for each type of business activity.

## 12. What is a sample survey?

A sample survey is the process of gathering information about a large number of people/businesses/organizations by interviewing a select group of them. The sample is selected to represent the total group. Not only does this reduce the cost of surveying everyone, but also lightens the burden on the group as well.

## 13. Can businesses use their computer to report?

Yes! This year we are sending the surveys out via email which can then be completed and forwarded to us via return email.

## 14. Can business owners/financial officers visit the Department of Statistics or conduct an interview over the telephone to complete their survey?

Yes! We have officers available to assist you with this process if it is needed.

# Item Definitions - Questionnaire

## Sections II - IV

### Section II – Sales and other receipts

#### **P1182 Sales and other receipts in the domestic economy**

Income from all domestic sources, including rental income.

#### **D4001 Interest received**

Interest received during the period from local businesses

#### **P1610 Gross income from the rental/lease of buildings**

Include the income from the rental of buildings or office space, gross of real estate fees and commissions paid or other deductions.

### Section III - Expenses

#### **D1000 Wages, salaries and benefits**

The gross amount paid to employees before any deductions. Include: employee insurance benefits, employee pension contributions, overtime payments, bonuses, severance pay, redundancy pay, death benefits, advisory board fees, commissions, cost of living allowances, director's fees, vacation and sick pay as well as the cost of meals, housing and any other benefits covered for employees. Entertainment expenses incurred for entertaining clients should be included in item **P2840**. **Exclude wages and salaries paid to non-residents, i.e. overseas consultants.**

#### **D1001 Investment compensation**

Include all remunerations paid to employees in the form of investments in your business or affiliated businesses. This would include stock purchase plans, stock option expenses, (actual share selling price less share stamp price).

#### **D2910 Payroll tax**

Include the employer's portion of payroll taxes only. **Note:** The employee's portion of payroll taxes is included in **D1000**.

#### **D2990 Other taxes and licenses**

Include all taxes and license payments to government. Include: motor vehicle license fees, company fees, land tax, property taxes, corporation taxes, BMA fees, city tax, health licensing fees, professional licenses, stamp duties, real estate licenses and other fees paid to government on behalf of business. **Exclude:** payroll tax (see **D2910**).

#### **K1000 Depreciation and amortization**

The decline in the value of fixed capital assets in the current period because of physical deterioration, normal obsolescence or normal accidental damage. **Exclude:**

Write-offs and amortization of goodwill. This is to be recorded at **net book value**. (The value should match the total depreciation reported in section IV of the survey)

#### **D4009 Interest and land rents paid**

Outflow of funds related to the cost of borrowing money. Income payable by the users of financial assets, land and sub-soil assets, to owners of such assets.

#### **D7519 Donations**

Monies paid out for scholarships, gifts and other charitable donations in Bermuda.

#### **P2160 Cost of fuels used**

Include: gasoline used in business vehicle, kerosene, gas oil, propane and other fuel oils, lubricating oils, etc. Also, include gas for: operations, motor vehicles, and appliances.

#### **P2170 Cost of stationery and other office supplies**

Consists of purchases **plus** opening stock **less** closing stock of stationery and other office supplies. Include custom duties.

#### **P2180 Cost of professional supplies**

Consists of purchases **plus** opening stock **less** closing stock of professional supplies

#### **P2220 Electricity and water**

Include: amount paid for reading of meters and standing charges. **Exclude:** bottled drinking water.

#### **P2240 Minor building maintenance and repair**

Include: repair and painting of roofs, exterior walls, foundation, flooring, ceiling, partitions, doors, windows, plaster, structural ironworks, screens, window shades, Venetian blinds, plumbing, heating and air conditioning within or a part of the building, electric wiring, and light fixtures. Also include landscaping and grounds maintenance.

#### **P2300 Maintenance and repair of motor vehicles**

Include: the amount paid to mechanics and petrol service stations for labor and materials.

#### **P2413 Local transport**

Monies spent in the local economy for the movement of human or material resources, to or from the company. Include: local freight charges incurred by local couriers and truckers, taxi costs used to transport visiting business professionals, and container rental storage. Include: Garbage disposal.

#### **P2420 Telephone and other communications**

Include: telephone, cellular phone charges, fax, telex, Internet and radio & television transmission charges.

#### **P2430 Postal and Courier Services**

Include: the cost of courier, postage messenger services, and

post office box rentals.

#### **P2510 Bank charges**

Include: checkbook charges, credit card commissions, draft charges, foreign exchange commissions, monthly service charges, and wire transfer charges. **NOTE:** Interest paid on loan amounts is included in **D4009**.

#### **P2520 Insurance**

Premiums paid for motor vehicle, property, marine, casualty, liability, theft, building insurance, directors and officers insurance and key man insurance, etc for business operations only. **Exclude:** health and social insurance. **NOTE:** Employee insurance expenses are to be included in **D1000**.

#### **P2610 Rental/lease of buildings**

The amount paid for the rental/lease of real estate, buildings, office space and meeting rooms. **Include** mooring rents.

#### **P2630 Rental/lease of machinery and equipment**

Include: the rental or leasing of furniture, computers, or other forms of equipment. **Exclude** lease purchase agreements and deferred payment plans on the purchase of equipment.

#### **P2700 Computer services and maintenance of office equipment**

The amount paid for computer maintenance and repair, consultancy, computer site preparation, data processing, and database production. Include: repair and maintenance of calculating machines, accounting machines, digital and analog computers, associate electronic data processing equipment and accessories, etc. **Exclude:** computer software and hardware purchases (see Item **P5120** Computer Software and **P5118** ICT equipment ).

#### **P2810 Professional services**

Include: legal, accounting, audit, management advisory fees, management fees, corporate and administrative, tax service professional fees, trust fees, temporary staff hired through employment agency, outsourcing of inventory counting, payroll processing fees, relocation services/assistance, and franchise fees etc. **Exclude:** exclude payment of professional services to overseas firms and non-resident individuals.

#### **P2820 Advertising and promotion**

Include: all marketing costs, media costs, program costs, poster costs, radio advertisements, Internet advertisements, television commercials, yellow page advertisements, and client entertainment expenses.

#### **P2830 Travel Expenses**

Include: airline tickets purchased from local vendors for business purposes only.

#### **P2840 Entertainment Expenses**

Include: entertainment for staff e.g. Office parties and

staff lunch/dinner.

#### **P2900 Other expenses**

Enter all other current items of expenditure including subscriptions, expenses for security, recruitment costs (**Exclude: services of recruiting agencies – P2810, and recruiting advertisements – P2820**), training costs, work permits, staff training, building cleaning and other services not elsewhere specified. **Exclude:** bad debts, extraordinary items and other non-current items of expenditure. Please specify what all amounts refer to.

## **Section IV - Additional Information**

#### **P5114 Buildings and other Structures**

Record the value of the stock of buildings, other structures and land improvements at the beginning of the year. This stock includes the costs of site clearance and preparation, erection of public monuments, harbours, the laying of pipelines and cables, communication and power lines and the construction for sport and recreation. Under **acquisitions**, record any new purchases, assets acquired through barter, received as capital transfers in kind, or produced on own account that are not yet completed or fully mature. Include the value of the value of extensions and major renovations to existing buildings. **Disposals** include any assets sold, surrendered as capital transfers, scrapped or demolished.

#### **P5116 Machinery, equipment and other fixed assets**

Record the value of the stock of all machinery equipment and fixed assets at the beginning of the year, including new or second-hand machinery and equipment, transport equipment, furniture and furnishings, and other durable goods. Under **acquisitions**, record any new purchases, assets acquired through barter, received as capital transfers in kind, or produced on own account that are not yet completed or fully mature. **Disposals** include any assets sold, surrendered as capital transfers, scrapped or demolished.

#### **P5118 Information & communication technology equipment**

Record the market value of all information & communication technology equipment at the beginning of the year. This stock includes typewriters, calculating machines, computers, automatic data processing machines, other office machines including parts and accessories, photocopiers, insulated wire and cables, optical fiber cables, electrical capacitors, electrical resistors, printed circuits, semiconductor devices, electronic circuits, telecommunications apparatus, transmission apparatus, reception apparatus for radio and television, sound recorders and reproducers, radar apparatus and measuring and checking equipment. Under **acquisitions**, record any new purchases, assets acquired through barter, received as capital transfers in

kind, or produced on own account that are not yet completed or fully mature. **Disposals** include any assets sold, surrendered as capital transfers, scrapped or demolished.

#### **P5119 Research & development expenditures**

The value of research and development should be determined in terms of the economic benefit it is expected to provide in the future. Record the value of this future economic benefit as the opening stock balance at the beginning of the year. Research and development, by convention, can be valued as the sum of the costs to produce it since the value may not be observed directly. Under **acquisitions**, include expenditure on work undertaken on a systematic basis to increase the stock of knowledge, and use of this stock of knowledge for the purpose of discovering or developing new products (goods and services), including improved versions or qualities of existing products, or discovering or developing new or more efficient processes of production.

#### **P5120 Computer software and Databases**

Record the value of computer software and databases at the beginning of the year, if these items are expected to be used in production for more than one year. Database values consist of files of data organized in such a way as to permit resource-effective access and use of the data. The development of software and databases can be valued at the sum of the costs to produce those items. Under **acquisitions**, record any purchases of packaged software and database management systems, any additions to the value of own-account produced software and databases and the purchase of customized software. **Disposals** include any software or databases sold and should be valued at their market prices. **Exclude:** computer maintenance and repair (see Item **P2700**), rental and leasing of computer equipment (see Item **P2630**).

#### **P5121 – Other intellectual property products**

Other intellectual property products include any such products that constitute fixed assets but are not already captured in P5119 – Research and development and P5120 – Computer software and databases. These assets can include mineral exploration and evaluation; entertainment, literary and artistic originals; and other intellectual property products not specified above. **Entertainment, literary and artistic originals** consist of the original films, sound recordings, manuscripts, tapes, models, etc on which drama performances, radio and television programming, musical performances, sporting events, literary and artistic output etc, are recorded or embodied.

#### **P5122 – Non-Produced (non-financial) assets**

These assets included natural resources such as land, mineral and energy resources, water resources, non-cultivated biological resources, contracts, leases and licences, goodwill and marketing assets. Please note

that the value of land excludes any buildings or other structures situated on it or running through it. It also excludes any cultivated crops or trees. **Contracts leases and licences** are treated as assets only if the terms of the contract, lease or licence specify a price for the use of an asset or provision of a service that differs from the price that would prevail in the absence of the contract, lease or licence. Additionally one party to the contract must be able legally and practically to realize the price difference. The category of contracts, leases and licences can include marketable operating leases, permits to use natural resources, permits to undertake specific activities and entitlement to future good and services on an exclusive basis. **Goodwill** reflects the value of corporate structures and the value to the business of an assembled workforce and management, corporate culture, distribution networks and customer base. **Marketing assets** consist of items such as brand names, mastheads, trademarks, logos and domain names.

#### **P5200 Change in inventories**

Total value of all inventories at the end of the year **minus** the value at the beginning of the year, including the value of work-in-progress and materials and supplies held in stock.

#### **P5211 Closing inventory of produce and livestock (agriculture only)**

Value of produce held in stock as well as livestock for slaughter at the end of the accounting year, allowing for stock losses due to wastage, theft or accidental damage.

#### **P5219 Opening inventory of produce and livestock (agriculture only)**

Value of produce held in stock as well as livestock for slaughter at the beginning of the accounting year.

#### **P5221 Closing inventory of work-in-progress & finished goods (manufacturing only)**

Value of work-in-progress and finished goods held in stock at the end of the accounting year, allowing for stock losses due to wastage, theft or damage

#### **P5229 Opening inventory of work-in-progress & finished goods (manufacturing only)**

Value of work-in-progress and finished goods held in stock at the beginning of the accounting year,

#### **P5231 Closing inventory of goods for resale (retail & wholesale only)**

Value of goods for resale held in stock at the end of the accounting year, allowing for stock losses due to wastage, theft or accidental damage.

#### **P5239 Opening inventory of goods for resale (retail & wholesale only)**

Value of stocks of goods for resale at the beginning of the accounting year,

### **P5300 Acquisition of Valuables**

Include: precious metals and stones, antiques, jewelry fashioned out of such stones and metals, and other art objects.

#### **Consolidations**

The Department of Statistics would be happy to provide extra questionnaires if there are other companies operating as independent cost centers.

#### **Exclusions from questionnaire**

Dividends paid, provisions for loan loss, amortization of goodwill, write-offs, extraordinary items.

## **Balance Of Payments - Questionnaire Section V**

#### **Definitions:**

A **non-resident** is an individual/enterprise that lives/operates or intends to operate outside of Bermuda for one year or more (even if they are Bermudian nationals/owned). This category also includes non-Bermudians who live/work in Bermuda for less than 1 year.

#### **Conversion to Bermuda Dollars:**

All values should be reported in Bermuda dollars. Foreign currencies should be converted to Bermuda dollars at the midpoint of the buy and sell rates applicable on the date of the transaction.

### **Payments to non-residents**

#### **B2111D Dividends paid to non-residents**

Dividends paid to non-resident investors (direct or otherwise) on equity investments in your company.

#### **B2222D Interest paid on debt liabilities to non-residents**

Interest paid to non-residents on direct, portfolio, and other investments including interest payments on loans.

#### **A7100D Payments for financial services (including brokerage)**

Financial services cover financial intermediary and auxiliary services, except insurance and pension fund services. These services include those usually provided by banks and other financial corporations. They include deposit taking and lending, letters of credit, credit card services, commissions and charges related to financial leasing, factoring, underwriting, and clearing of payments. Also included are financial advisory services, custody of financial assets or bullion, financial asset management, monitoring services, liquidity provision services, risk assumption services other than insurance, merger and

acquisition services, credit rating services, stock exchange services, and trust services.

#### **A1021D Payments to non-residents for management, legal, accounting services, etc.**

##### **Management and consultancy fees**

Include all payments by your company to non-residents for management consultancy and market research services.

##### **Legal services**

Include all payments by your company to non-residents for legal services rendered.

##### **Accounting services**

Include all payments by your company to non-residents for accounting and auditing services provided. Multinational accounting and auditing firms in Bermuda are treated as residents and payments to them should not be included.

#### **A1022D Payments to non-residents for advertising and marketing**

Payments by your company for advertising services including advice, creative services, production of advertising material, media planning and buying. It also includes the creation and realization of advertising campaigns along with conducting marketing campaigns and other advertising services aimed at attracting and retaining customers.

#### **A9200D Payments to non-residents for computer, information, and telecommunication services**

##### **Computer services**

Include all payments to non-residents by your company for software development, data processing, hardware consultancy and maintenance services.

##### **Information services**

Payments by your company to non-residents for any information services eg. publications, database, news agency etc.

##### **Telecommunication services**

Include payments to non-resident companies for telecommunication services. The international communications companies located in Bermuda are treated as residents and payments to them should not be included.

#### **A6100D Payments to non-residents for insurance premiums**

Any payments paid to non-residents for insurance premiums (including annuity premiums).

#### **C2240D Claims paid to non-residents for insurance/reinsurance**

Include all claims paid by your company to non-residents on all non-life insurance/reinsurance coverage. This will also include claims paid for term life insurance coverage.

#### **A3400D Payments for transportation services including courier and postal services**

Include payments to non-residents for the transportation

of physical or human materials, and payments to non-residents for the cost of courier services, postage messenger services and post office box rentals.

**A4120D Expenses related to training, conferences, and other travel overseas**

Expenditure overseas on attending training sessions and conferences (seminars, courses, etc.) and other events related to the operation of your business. **Exclude** airfares and vehicle rentals.

**A8000D Franchise fees, royalties, copyrights and patents paid to non-residents**

**Franchise fees**

Include payments to non-residents for authorization to operate under franchise agreements.

**Royalties, copyrights, and patents**

Payments to non-residents for authorized use of patents, copyrights, trademarks and industrial processes.

**A1035D Payment to non-residents for other services not listed above**

Include payments to non-residents for the rental of land, buildings, offices, and equipment (exclude vehicles rented for business travel) and payments for all other operating expenses and services not included elsewhere.

**A1000D Payments for goods purchased under merchandising**

Payments made by your local Bermuda entity for the purchase of goods from a non-resident, with the same goods being sold to another non-resident without the goods being present in Bermuda. Merchandising occurs for transactions involving goods where physical possession of the goods by the owner is unnecessary for the process to occur.

**C2227D Membership fees and donations to non-resident organizations**

Include payments to non-residents by your company for membership to regional and international industry associations or other business groups. Donations include all donations made to non-residents by your company.

**343421NAF Funds provided to non-resident subsidiaries and affiliates for operating expenses**

Any other payments to subsidiaries and affiliates for operating expenses, that are not elsewhere specified.

**Receipts from non-residents**

**B2111C Dividends received from non-residents**

Dividends earned on equity investments in non-resident companies.

**B2222C Interest received from non-residents on debt liabilities**

Interest received on debt securities issued by non-resident debtors, including interest received from parents, affiliated and non-affiliated debtors.

**A1021C Receipts from non-residents for management, legal, accounting services, etc.**

**Management and consultancy fees**

Receipts from non-residents for management consultancy and market research services.

**Legal services**

Receipts from non-residents for legal services rendered.

**Accounting services**

Receipts from non-residents for accounting and auditing services provided. Multinational accounting and auditing firms in Bermuda are treated as residents and receipts from them should not be included.

**A1022C Receipts from non-residents for advertising and marketing**

Receipts from non-residents for advertising services including advice, creative services, production of advertising material, media planning and buying. It also includes the creation and realization of advertising campaigns along with conducting marketing campaigns and other advertising services aimed at attracting and retaining customers.

**A9200C Receipts from non-residents for computer, information, and telecommunication services**

**Computer services**

Include all receipts from non-residents for software development, data processing, hardware consultancy and maintenance services.

**Information services**

Receipts from non-residents for any information services eg. publications, database, news agency etc.

**Telecommunication services**

Receipts from non-residents for the provision of telecommunication services.

**A6100C Receipts from non-residents for insurance premiums**

Include all premiums received by your company from non-residents for all non-life insurance coverage. (Premiums received for term life insurance coverage should be included here).

**C2240C Insurance/reinsurance claims received from non-resident insurance companies**

Include all claims received from non-resident insurance companies.

**A8000C Receipts from non-residents for franchise fees, royalties, copyrights and patents**

**Franchise fees**

Include receipts from non-residents for authorization to operate under franchise agreements.



**Royalties, copyrights, and patents**

Receipts from non-residents for authorized use of patents, copyrights, trademarks and industrial processes.

**A1035C Receipts from non-residents for other services not listed above**

Include receipts from non-residents for the rental of land, buildings, offices, and equipment (exclude vehicles rented for business travel) and receipts for all other miscellaneous business services.

**A1000C Receipts from non-residents for goods sold under merchandising**

Receipts from the sale of goods by your local Bermuda entity to a non-resident, with the same goods being previously purchased from another non-resident without the goods being present in Bermuda. Merchandising occurs for transactions involving goods where physical possession of the goods by the owner is unnecessary for the process to occur.

**C2227C Donations received from non-residents**

Include all donations received by your company from non-residents (in cash, in kind and services).

**343421NIL Funds received from non-resident parents/affiliates for operating expenses**

Any other receipts from parents/affiliates to cover operating expenses that are not elsewhere specified.

**Assets with non-residents-*These items pertain to the end of year balance sheet values.***

**31111NAF Equity investment with  $\geq$  10% ownership made in non-resident companies** report the market value of equity investments in non-resident companies where your company owns 10% or more of the voting power.

**32142NAF Equity investment with  $<$  10% ownership made in non-resident companies** report the market value of equity investments in non-resident companies where your company owns less than 10% of the voting power.

**322412NAF Investment in debt securities issued by non-resident companies**

Report the market value of debt securities issued by non-residents that are held by your company. Examples of debt securities include bonds, certificates of deposit, commercial paper, money market instruments and debentures. Include both long term and short term debt securities issued by parents, affiliates and non-affiliated debtors.

**342421NAF Deposits in non-resident financial institutions**

Report the level of foreign currency and other deposits of your company held with non-resident financial institutions.

**343421NAF Loans to non-residents** Report the value of any outstanding loans issued to non-residents by your company. Include both long term and short term loans outstanding from parents, affiliates and non-affiliated debtors.

**346421NAF Accounts receivable from non-residents** Report the value of any accounts receivable from non-residents owed to your company, such as trade credit and advances.

**346421NAF Other claims on non-residents**

Other assets held by your company from non-residents that are not elsewhere specified.

**Liabilities with non-residents-*These items pertain to the end of year balance sheet values.***

**31111NIL Equity investment with  $\geq$  10% ownership made by non-residents in your company** report the market value of equity investments held by non-resident investors in your company where ownership is 10% or more of the voting power.

**32142NIL Equity investment with  $<$  10% ownership made by non-residents in your company** report the market value of equity investments held by non-resident investors in your company where ownership is less than 10% of the voting power.

**322412NIL Debt securities issued by your company and held by non-residents**

Report the market value of debt securities issued by your company and held by non-residents. Examples of debt securities include bonds, certificates of deposit, commercial paper, money market instruments and debentures. Include both long term and short term debt securities issued to parents, affiliates and non-affiliated creditors.

**343421NIL Loans from non-residents** Report the value of any outstanding loans owed by your company to non-residents. Include both long term and short term loans outstanding to parents, affiliates and non-affiliated creditors.

**346421NIL Accounts payable to non-residents**

Report the value of any accounts payable to non-residents, such as trade credit and advances.

**346421NIL Other liabilities to non-residents**

Other liabilities owed by your company to non-residents that are not elsewhere specified.



# ICT Indicators - Questionnaire

## Section VI

(Follow up questions may appear when Yes/No features are selected)

**Q1.** A **computer** may include: a personal computer, laptop, ultra book, minicomputer or a mainframe system.

**Q2.** Include all employed persons, not only those working in clerical jobs. Refer to the actual **use of a computer** rather than simply access to a computer.

**Q3.** Include all Smartphones and tablets no matter what brand name or operation system they use.

**Q4A. Internet** refers to Internet Protocol (IP) based networks: www, extranet over the Internet, EDI (Electronic Data Interchange) over the Internet, Internet accessed by mobile phones, and Internet e-mail.

**Q4B. Internet Connectivity** refers to the connection type that you use to access the internet, not the internet speed. **Narrow Band** refers to dialup internet connection methods. **Fixed Broadband** refers to connection through "high-speed" networks, such as those provided by BTC (DSL) and Cable vision. **Mobile Broadband** refers to a connection using cellular based networks.

**Q5.** Include all employed persons, not only those working in clerical jobs. Refer to the actual **use of the Internet** rather than just access to the Internet.

**Q6.** An **Internal** network uses the same protocol as the Internet and allows communication within an organization. It is typically set up behind a firewall to control access.

**Q7.** An **Extranet** is an internal network that is partially accessible to the outside world by users who are authorized by users inside the network.

**Q8. Web presence** includes your own web site/home page as well as a presence on a third party's site (including a related entity) where your business has substantial control over the content of the site/page. **Include:** web site, home page, social media accounts, cloud based services or presence on another entity's web site where your business has control over the content of the page. **Exclude:** Inclusion in an on-line directory and any other Web pages where your business does not have control over the content of the page.

**Q9.** Involves the **purchasing or procurement via web sites**, specialized Internet marketplaces, extranets, EDI (Electronic Data Interchange) over the Internet, Internet-enabled mobile phones, and email. **Include:**

orders placed via the Internet whether or not payment was made on-line. **Exclude:** orders which were cancelled or not completed.

**Q10.** Involves the **receiving of orders via web sites**, specialized Internet marketplaces, extranets, EDI (Electronic Data Interchange) over the Internet, Internet-enabled mobile phones, and email. **Include:** orders received on behalf of other organizations and orders received by other organizations on behalf of your organization. Also, include orders placed via the Internet whether or not payment was made on-line. **Exclude:** orders which were cancelled or not completed.

**Q11.** Identify the **various uses your business has for the internet**, by selecting any of the applicable answers. This includes employed persons that use a computer throughout the regular day to day operation.

**Q12A.** Include **all services outsourced locally and overseas**.

**Q12B. Specify** which country the services were outsourced to.

# Index

## Item

Advertising expense	P2820	Equipment, acquisitions	P5116
Advisory board fees	D1000	Equipment, disposals	P5116
Agency Fees	P2810	Exhibit Expenses	P2900
AGM Expenses	P2900	Fax services	P2420
Airline tickets, purchased locally	P2830	Fixed assets, deterioration	K1000
Audit services expenses	P2510	Flowers	P2170
Bank Card	P2510	Foreign Exchange Gain/Loss	Exclude
Bank service charges	P2510	Freight charges, local	P2413
Brokerage commissions	P2810	Fuel purchases	P2160
Bottled water	P2900	Furniture rental expenses	P2630
Building cleaning expenses	P2900	Gasoline purchases	P2160
Building lease expenses	P2610	Gifts paid	D7519
Building maintenance	P2900	Health licensing fees	D2990
Building rent expenses	P2610	Hedging	Exclude
Business travel, local	P2413	Help Desk Fees	P2810
Call Center	P2810	Housing, cost of, employer's portion	D1000
Cellular phone charges	P2420	Gross income from the rental/lease of buildings	P1610
Church Equipment	P2170	Immigration Fees	D2990
City taxes	D2990	Insurance premiums, property	P2520
Cleaning services, building	P2900	Interest received	D4001
Commissions - employee compensation	D1000	Interest paid	D4009
Company fees	D2990	Internet advertisements	P2820
Computer consulting services expenses	P2700	Internet charges	P2420
Computer maintenance & repair expenses	P2700	Investment compensation	D1001
Computer rental/leasing expenses	P2630	Janitorial services	P2900
Computer software	P5120	Kerosene purchase	P2160
Computer software, customize	P5120	Land rent paid	D4009
Computer software, off-the shelf	P5120	Landscaping, grounds maintenance	P2240
Computer software, own-account	P5120	Land taxes	D2990
Concert Expenses	P2900	Laundry	P2900
Conference fees	P2900	Legal services expenses	P2810
Corporate consulting services expenses	P2810	Loss on Sale of Building	Exclude
Corporation taxes	D2990	Loss on Sale of Fixed Assets	Exclude
Cost of Goods Sold	*	Magazine subscriptions	P2900
Cost of living allowances	D1000	Maintenance & repair of motor vehicles	P2300
Courier cost, local	P2430	Management advisory services expenses	P2810
Custodial services	P2900	Marketing costs	P2820
Custody Expense	P2520	Meals, cost of, employer's portion	D1000
Data Storage, Electronic	P2700	Media costs	P2820
Data Storage, Hard Copy	P2412	Messenger services	P2420
Death benefits	D1000	Minor maintenance & repair of buildings	P2240
Demurrage	P2412	Mooring rents	P2610
Depreciation	K1000	Motor vehicle license fees	D2990
Director's fees	D1000	Obsolescence	K1000
Donations paid	D7519	Office equipment rental/leasing expenses	P2630
Dues	P2900	Office equipment, acquisitions & disposals	P5116
Durable goods, acquisitions & disposals	P5116	Office Losses	Exclude
Electricity expenses	P2220	Office space lease expenses	P2610
Employee benefits	D1000	Office space rental expenses	P2610
Employee insurance benefits	D1000	Overtime payments	D1000
Employee pension contributions	D1000	Payroll processing fees	P2810
Entertainment expenses, client	P2840	Payroll taxes, employee's portion	D1000
		Payroll taxes, employer's portion	D2910
		Post office box rentals	P2430
		Postage expenses	P2430

Poster costs	P2820
Printing (advertising)	P2820
Printing (other)	P2900
Professional fees expenses	P2810
Professional licenses	D2990
Professional supplies purchases	P2180
Promotion expenses	P2820
Property taxes	D2990
Radio advertisements	P2820
Radio transmission charges	P2420
Recoveries	P2900**
Recruitment costs	P2900
Redundancy pay	D1000
Rep Fees	P2810
Research & Development	P5119
Royalties	D2900
Salaries	D1000
Sales, local	P1182
Severance pay	D1000
Sales, local	P1182
Scholarships paid	D7519
Security expenses	P2900
Sick pay	D1000
Staff training	P2900
Stamp duties	D2990
Stationery purchases	P2170
Storage	P2413
Subscriptions	P2900
Swift	P2510
Tax services expenses	P2810
Taxi costs	P2413
Telephone charges	P2420
Television commercials	P2820
Television transmission charges	P2420
Telex services	P2420
Temporary staff (employment agency)	P2810
Training costs	P2900
Trust fees	P2810
Upholsterer	P2240
Vacation pay	D1000
Wages	D1000
Water expenses	P2220
Work permit fees	P2900
Yellow pages advertisement	P2820

\* Net off of Sales

P2900\*\* Net off of Expenses.