



Palestinian Central Bureau of Statistics
P.O. Box 1647 Tel: 970-2-298 6340 Fax: 970-2-298 6343
Economic Statistics Surveys Series
Insurance Survey 1997

Serial No.

Establishment number:

Enterprise number

Identification:

1. Establishment commercial name: _____

2. Owner or general manager: _____ Sex: 1. Male 2. Female

3. Main economic activity (in details): _____

4. Address

Governorate: _____ Locality: _____

Street: _____ Building name/ owner: _____ No of enumeration area.

P.O. Box: _____ Tel: _____ Fax: _____ Building No.

5. Tenure: 1. Private national 2. Private foreign 3. Government corporation 4. Foreign government corp.

6. Legal Status: _____

7. Organizational Structure 1. Sole Proprietorship 2. Main Center With Branches 3. Branch

8. The institution purpose: 1. Profitable 2. Non-profitable

9. Class :

10. Institutional Sector :

Remarks for Questionnaire Completion

- A separate questionnaire is completed for each establishment included in the sample regardless of whether it keeps records or not.
- A separate questionnaire is completed for each economic activity within the establishment, provided its inputs, workers, wages, new fixed assets are separable, i.e. constitutes a branch.

A single questionnaire is completed for the establishment if the branches keep no records. However, if the branches keep separate records and practice activities similar or different from those practiced in the main center, then its questionnaire undergoes completion in coordination with the main center.

Enterprise (Project): Economic entity capable of possessing assets and liabilities;
Practicing economic activities and conducting transaction with other parties and can
Provide complete of profits and losses, preparing balance sheet at the end of the year to the main secondary activities practiced.

workers: They are of two categories:

- Unpaid enterprise owners or family members.
- Paid workers whether they are permanent, temporary or working for establishment.

Excluded are trainees, those in unpaid vacations and members of board of directors.

Establishment: An enterprise or a branch producing a single group of goods (with the possibility of having ancillary production activities), provided enough data are available for calculating operation surplus.

Wages and Salaries in Cash: All wages given to employees during the survey year in addition to allowances, rewards, overtime, the thirteenth and fourteenth month salaries before applying any deductions, e.g. insurance, tax...etc.

Ownership: It is determined when the majority of capital (51% and more) is:
1. Private national 2. Private foreign 3. Government corp.
4. Foreign government corp.

Interview result	
1. Completed <input type="checkbox"/>	
Not Completed Specify:	2. Completely closed
	3. Temporarily closed
	4. Could not reach the address
	5. Did not practice any activity in 1997
	6. different economic activity*
	7. Other (specify)
	8. Refusal

First: General Data:

Number of actual work months during the survey year _____

Fiscal Years for the establishment:

From ___ / ___ / 19__

To ___ / ___ / 19__

Data Sources

1. Financial books and records 2. Estimates 3. Both

Currency used in questionnaire completion

1. Jordanian Dinnar (JD) 2. US Dollar (\$) 3. New Israeli Shekel (NIS)

For Institutions Only (for sole proprietorship or main centers with branches):

Declared Capital

2. Paid Capital of the year 1997

3. Rate participation of nonresidents in the Paid Capital

4. The enterprise prepares profits/losses account and balance sheet? 1.Yes 2.No

No.2: Employment and Employees Remuneration

Engaged persons' categories		Average number of persons engaged during the reference year ❶		Average number of weekly work hours per employee	Salaries and wages in cash during the reference year ❷	
		Male	Female		Male	Female
1		2	3	4	5	6
Unpaid employees	Proprietors					
	Family members					
Paid employees	Administrators					
	Operatives					
	Other					
Total						
Payments in kind ❸						
Other benefits ❹						
Total remuneration						

Notes:

❶ Average number of employees during the reference year = $\frac{\text{Total number of employees at the end of each month}}{12}$

12

❷ Salaries and wages in cash during the reference year include: Basic salary or wage, allowances, premium and overtime in addition to the thirteenth and fourteenth months salaries (if found).

❸ Payments in kind include: food, accommodation, transportation, and recreational and social services provided by the establishment to its employees.

❹ Other payments include social and health insurance installments and end of service appropriation.

No.3.Production Input*

Production Input	Auxiliary code	ISIC Code	Value of beginning inventory	Purchases during the year			Production inputs sold as purchased (purchase price)	Lost and written off	Value of ending inventory	Value of consumed amounts during the year
				Internally produced purchases	Externally produced purchases	Total				
1	2	3	4	5	6	7	8	9	10	11
A. Production Input:										
Spare parts for vehicles	42	3430								
Spare parts for machines	42	2925								
Disposable tools	43	2893								
Stationery	44	2109								
Printed Materials	45	2221								
Work uniform	46	1810								
Cleaning material	47	2424								
Total Input	55	55								
B .Fuel & OIL:										
Gasoline	21	2320								
Diesel	23	2320								
Gas	24	2320								
Oils and lubrications	25	2320								
Total Fuel & Oil	66	6666								
C. Electricity & Water:										
Electricity	40	4010								
Water	41	4100								
Total Electricity & Water	77	7777								
Other Production Input:										
	26									
Total	88	8888								

* includes production input which use in the main and secondary activity

No.4 Production Expenditures (Services Offered by Others)

Types of expenditure	Auxiliary code	ISIC Code	Expenditure value			Type of expenditure	Auxiliary code	ISIC code	Expenditure value		
			Internal	Foreign	Total				Internal	Foreign	Total
1	2	3	4	5	6	1	2	3	4	5	6
Rent of buildings	10	7010				Transportation of passengers	26	6021			
Rent of machines and equipment	11	7122				Storing services	27	6302			
Post, telegraph, telephone, and fax	12	6420				Medical expenditure for work accidents	28	8512			
Maintenance and repair of machines and equipment	13	2922				Commissions paid to others in return of purchased goods	29	5110			
Maintenance and repair of buildings and constructions	14	4540				Losses of selling production inputs	30	5200			
Operational services provided by others	15	1810				Bids and tenders fees	31	7499			
Advertising	16	7430				Cleaning expenditures	32	9000			
Hospitality	17	5520				Employee training & educated services	33	8090			
Auditing	18	7412				Unions and syndicates fees	34	9112			
Bank commissions/ other than interests	19	6519				Chambers of industry & commerce fees	35	9111			
Legal charges (Advocate charges)	20	7411				Commissions to Insurance Agents	36	6720			
Court fees	21	7411				Other					
Computer consulting services	22	7220									
Engineering and consultation services	23	7421					37				
Costs of official travels	24	6022					37				
Transport of goods and money	25	6023				Total	88	8888			

No.6. Various payments and transfers

Payments and Remittances	Auxiliary code	Value of Payments		
		Internal	Foreign	Total
1	2	3	4	5
Rent of land	1012			
Interests on loans**	1013			
Interests on other liabilities	1014			
Royalties	1015			
Dividends distributed to :				
1. shareholders own less than 10% of the institution	1016			
2. shareholders own 10% or more of the institution	1017			
Bonuses to the board of directors	1018			
Withdrawals of Proprietors in cash	1019			
Withdrawals of Proprietors in kinds	1020			
Governmental fines	1021			
non Governmental fines	1022			
Insurance Premiums	1023			
Reinsurance Premiums	1024			
Grants, donations, and gifts	1025			
Job left bonuses for employees:				
1. Special treasuries	1026			
2. Bonuses without treasury	1027			
Other, specify				
	1028			
Total	8888			

**Only loans which belong to Est

No.5: Indirect Fees and Taxes

Fees and Taxes	Value of payments			
	Auxiliary code	Internal	*Foreign	Total
1	2	3	4	
Customs Duties	1001			
Value added tax :				
Value added tax on salaries	1002			
Value added tax on profit	1008			
Ent licensing fees	1003			
Vehicles licensing fees	1004			
Stamp fees	1005			
Building taxes	1006			
Other indirect taxes, specify				
	1008			
	1008			
	1008			
Total fees and taxes	8888			

* For Jerusalem Est

No .7.Output from Principal Activity

Kind of Insurance	ISIC code	Premiums			Net Income from Technical Reserves Investment (Premiums Supplements)		
		Internal	Foreign	Total	Internal	Foreign	Total
1	2	3	4	5	6	7	8
Life Insurance	6601						
Non-Life Insurance	6603						
Total	7777						

Output from Principal Activity

Kind of Insurance	ISIC code	Claims			Changes in Technical Reserves for life - insurance			Holding Gain and loss which distributed to Policy holder makers	*Out put
		Internal	Foreign	Total	In the Ending of year	In the Beginning of year	Changes		
1	2	3	4	5	6	7	8	9	10
Life Insurance	6601								
Non-Life Insurance	6603								
Total	8888								

* For PCBS use

No .9.Various transfers and revenues

Type of Revenue	Auxiliary code	Value of Revenue		
		Internal	Foreign	Total
1	2	3	4	5
Rent of Land	1020			
Royalties	1021			
Shares Profits	1022			
Income from other institutions' properties				
More than 10%, from the institution	1023			
Less than 10%, from the institution	1024			
Compensations from insurance against incidents	1025			
Re-insurance Claims	1026			
Grants and donations	1027			
Fines imposed on others	1028			
Transfers from External branches	1029			
Government Subsidies	1030			
Receivable Interests:				
1.government:				
A. Loan and Deposit	1031			
B. Others	1032			
2.Others:				
A. Loan and Deposit	1033			
B. Others	1034			
Other Revenue:				
	1035			
	1035			
Total	8888			

No .8.Revenue from Commercial and Service

Type of Revenue	ISIC code	Value of Revenue		
		Internal	Foreign	Total
1	2	3	4	5
A. Revenues from Commercial Activity				
Total	7777			
B. Revenues of Services:				
Total	8888			

* Trade margin = Sales – Purchases during the year

No. 11 : Fixed Assets

Types of fixed assets	Auxiliary code	ISIC code	Book value at the beginning of the year	Value of purchased assets during the year			Fixed assets produced at the establishment	Capital additions and improvements	Written-off and losses	Assets sold during the year	Depreciation during the year	Book value at the end of year
				Imported	Local							
					New	Second-hand						
1	2	3	4	5	6	7	8	9	10	11	12	13
Land	10	1028										
Residential buildings	11	4520										
Non residential buildings	12	4520										
Machines, equipment & devices	13	3000										
Goods vehicles	14	3410										
Passengers vehicles	15											
Furniture and furnishings	16	3610										
Computer programs	17	7220										
Others:												
	18											
	18											
Total fixed assets	88	8888										

Name and addresses of branches (for multi branch enterprise):

No.		Branches sequence no.	Address	Data included in the main center questionnaire
1.		<input type="checkbox"/>		
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		
6.		<input type="checkbox"/>		
7.		<input type="checkbox"/>		
8.		<input type="checkbox"/>		
9.		<input type="checkbox"/>		
10.		<input type="checkbox"/>		
11.		<input type="checkbox"/>		
12.		<input type="checkbox"/>		
13.		<input type="checkbox"/>		
14.		<input type="checkbox"/>		
15.		<input type="checkbox"/>		
16.		<input type="checkbox"/>		
17.		<input type="checkbox"/>		
18.		<input type="checkbox"/>		
19.		<input type="checkbox"/>		
20.		<input type="checkbox"/>		

*** Respondent**

Name:	Official Seal
Title:	
Date:	
Signature	

*** For PCBS use**

Name	Code	Signature	Date	Interviewer Notes
* Interviewer _____	□□□□	_____	___ / ___ / 19	
* Supervisor _____	□□□□	_____	___ / ___ / 19	
* Editor _____	□□□□	_____	___ / ___ / 19	
* Coder _____	□□□□	_____	___ / ___ / 19	
* Data entry operator _____	□□□□	_____	___ / ___ / 19	
* Post data entry editor _____	□□□□	_____	___ / ___ / 19	