



Palestinian Central Bureau of Statistics
P.O. Box 1647 Tel: 970-2-2982700 Fax: 970-2-2982710
Economic Statistics Surveys Series
Finance & Insurance Survey 2011
Insurance Corporation

Enterprise number :

Identification:

1. Enterprise 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: _____

P.O. Box: _____ Tel: _____ Fax: _____ Email: _____

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

6. Legal Status: _____

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

8. Institutional Sector :

9. Website: _____

10. E-Mail _____

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 accounts of profits and losses, preparing balance sheet at the end of the year to the main secondary activities practiced.

workers:

- Paid workers whether they are permanent, temporary or working for enterprise.

Excluded categories: 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. NGO,s
4. Government corporation
5. Foreign government corporation

Interview result	
	1. Completed <input type="checkbox"/>
Not Completed Specify:	2. Permanently closed
	3. Temporarily closed
	4. Could not reach the address
	5. Did not practice any activity in 2011
	6. Different economic activity
	7. The Balance isn't ready
	8. Other (specify)
	9. Refusal*

*9.1: Specify reason for refusal-----

First: General Data:	
1. Number of actual working months during the survey's year _____	
2. Fiscal Years for the establishment:	
From ___ / ___ / 20__	
To ___ / ___ / 20__	
3.Data Sources	
1. Financial books and records 2. Estimates 3. Both <input type="checkbox"/>	
4.Currency used in questionnaire completion	
1. Jordanian Dinar (JD) 2. US Dollar (\$) 3. New Israeli Shekel (NIS) <input type="checkbox"/>	
<u>For Institutions Only (for sole proprietorship or main centers with branches):</u>	
5. Declared Capital	<input type="checkbox"/>
6. Paid Capital	<input type="checkbox"/>
7.The enterprise prepares profits/losses account and balance sheet? 1.Yes 2.No	<input type="checkbox"/>
8.Establishing Year	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. Investments for enterprise abroad? 1.Yes 2.No	<input type="checkbox"/>
10. Investments in enterprise from abroad? 1.Yes 2.No	<input type="checkbox"/>

No.2: Employment and Employees Remuneration

Engaged persons' categories		Auxiliary Code	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
EK		LS	LM	LF	LH	CM	CF
Paid employees	Administrators & Operative	1					
	Other	2					
Total							
Payments in kind ❸							
Social benefits ❹							
Total remuneration							

Notes:

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

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 enterprises 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	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
A. Production Input:									
Spare parts for vehicles	42								
Spare parts for machines	43								
Disposable tools	44								
Stationery	45								
Printed Materials	46								
Work uniform	47								
Cleaning material	48								
Total Input	55								
B. Fuel & OIL:									
Gasoline	21								
Diesel	22								
Gas	23								
Oils and lubrications	24								
Total Fuel & Oil	66								
C. Electricity & Water:									
Electricity	40								
Water	41								
Total Electricity & Water	77								
Other Production Input:									
	49								
Total									

* Includes production input used in the main and secondary activity

No.4 Production Expenditures (Services Offered by Others)

Types of expenditure	Auxiliary	Expenditure value	Type of expenditure	Auxiliary	Expenditure value
----------------------	-----------	-------------------	---------------------	-----------	-------------------

	Code	Internal	Foreign	Total		Code	Internal	Foreign	Total
1	2	3	4	5	1	2	3	4	5
Rent of buildings	10				Transport of goods and money	26			
Rent of machines and equipment	11				Transportation of passengers	27			
Post, telegraph, telephone, and fax	12				Storing services	28			
Maintenance and repair of machines and equipment	13				Medical expenditure for work accidents	29			
Maintenance and repair of buildings and constructions	14				Commissions paid to others in return of purchased goods	30			
Operational services provided by others	15				Losses of selling production inputs	31			
Advertising	16				Bids and tenders fees	32			
Hospitality	17				Cleaning services	33			
Auditing	18				Employee training & educated services	34			
Bank commissions/ other than interests	19				Unions and syndicates fees	35			
Legal charges (Advocate charges)	20				Chambers of industry & commerce fees	36			
Court fees	21				Commissions to Insurance Agents	40			
Computer consulting services	22				Other				
Engineering and consultation services	23					37			
Costs of official travels	24					38			
Ticket of official travels	25				Total	88			

No.5. Taxes on Production

Fees and Taxes	Value of payments
----------------	-------------------

No.6. Various payments and transfers

Payments and Remittances	Auxiliary	Value of Payments
--------------------------	-----------	-------------------

	Auxiliary code	Internal	*Foreign	Total
1	2	3	4	5
Customs Duties	1001			
Value added tax **::				
Value added tax on salaries	1002			
Value added tax on profit	1003			
Ent licensing fees	1004			
Vehicles licensing fees	1005			
Stamp fees	1006			
Building taxes	1007			
Other Taxes on Production, specify				
	1008			
	1009			
	1010			
Total fees and taxes	8888			

* For Jerusalem enterprises.

**Include tax paid for Insurance Agents.

	Code	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			
Governmental fines	1019			
non Governmental fines	1020			
Insurance Premiums	1021			
Grants, donations, and gifts	1022			
Reinsurance Premiums	1040			
Job left bonuses for employees:				
1. Special treasuries	1023			
2. Bonuses without treasury	1224			
Other, specify				
	1025			
Total	8888			

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	6511						
Non-Life Insurance	6512						
Total	7777						

(Con.) 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	*Output
		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	6511								
Non-Life Insurance	6512								
Total	8888								

* For PCBS use

No. 8.Revenue from Commercial and Services

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				
Building Rentals	6810			
Other Revenues:				
Total	8888			

* Trade margin = Sales + Ending inventory – Purchases during the year – Beginning inventory – Lost and written off.

No. 9 .Various transfers and revenues.

Type of Revenue	Auxilia-ry Code	Value of Revenue		
		Internal	Foreign	Total
1	2	3	4	5
Rent of Land	1020			
Royalties	1021			
Income from other institutions' properties				
More than 10%, from the institution	1022			
Less than 10%, from the institution	1023			
Compensations from insurance against incidents	1024			
Re Insurance Compensations	1040			
Grants and donations	1025			
Fines imposed on others	1026			
Transfers from External branches	1027			
Government Subsidies	1028			
Receivable Interest:				
1.from government:				
A. Loan and Deposit	1029			
B. Others(Bonds & Treasury Bills)	1030			
2.Others:				
A. Loan and Deposit	1031			
B. Others	1032			
Other Revenues:				
	1033			
Total	8888			

No .10.Portfolio Investment

Type of Investment	Auxiliary Code	Value of Investment		
		Internal	Foreign	Total
1	2	3	4	5
A. Financial Assets:				
1. Certificates	1000			
2. Government bonds	1001			
3. Treasury Bonds	1002			
4.Other Financial Investment	1003			
5. Shares	1004			
B. Real Assets:				
1.Real Estate	1005			
2.Land	1006			
3.Expenseve Mineral	1007			
C. Other Investment:				
	1008			
	1009			
	1010			
Total	8888			

No. 11 : Fixed Assets

Types of fixed assets	Auxiliary Code	Book value at the beginning of the year	Value of purchased assets during the year			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
Land	10									
Residential buildings	11									
Non residential buildings	12									
Machines, equipment & devices	13									
Goods & Passengers vehicles	14									
Furniture and furnishings	15									
Computer programs	16									
Others:										
	17									
	18									
Total fixed assets										

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

No.	Name of Branch	Branches sequence no.	Address	Data included in the main center questionnaire 1.Yes 2.No
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's Notes
* Interviewer _____	□□□□	_____	___ / ___ / ___ 2012	
* Supervisor _____	□□□□	_____	___ / ___ / ___ 2012	
* Editor _____	□□□□	_____	___ / ___ / ___ 2012	
* Coder _____	□□□□	_____	___ / ___ / ___ 2012	
* Data entry operator _____	□□□□	_____	___ / ___ / ___ 2012	
* Post data entry editor _____	□□□□	_____	___ / ___ / ___ 2012	