



**Palestinian Central Bureau of Statistics**  
PO Box 1647 Ramallah/ Tel: 9986431/2/3/ Fax: 02- 9986430  
**Economic Statistics Surveys Series**  
**Economic Surveys Series 1997**

Data provided herein are used only for mere statistical purposes and are considered highly confidential, according to the General Statistics Law of 1994.

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:

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**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 transactions with other parties.

**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 paid 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. Dividing the establishment into various establishments aims to creating more homogeneous statistical units from production viewpoint.

**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.



## 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					
<b>Total</b>						
Payments in kind ❸						
Other benefits❹						
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 month's 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.

**Average number of temporary operatives:**

Month	1	2	3	4	5	6	7	8	9	10	11	12	Total
Actual work days (employee * day)													
Compensations													

**Average number of temporary employees**     $\frac{\text{Total actual work days}}{300} = \frac{\text{Total actual work days}}{300} = =$

**Notes:**

- 1. **Temporary employees:** Those employees working for days or separate periods less than one year and often have daily salaries, and they are a part of operatives in the previous mentioned table.
- 2. **Compensations:** It's a part of operatives salaries in the previous mentioned table.

**No 3: Goods Production Inputs ❶**

A. Row and Primary Materials	Auxiliary code	ISIC Code	Value of beginning Inventory	Purchases during the year	Production inputs sold as purchased	Lost and written off	Value of ending inventory	Value of consumed amount during the reference year
1	2	3	4	5	6	7	8	9
1.	10							
2.	10							
3.	10							
4.	10							
5.	10							
6.	10							
7.	10							
8.	10							
9.	10							
10.	10							
11.	10							
12.	10							
13.	10							
14.	10							
<b>Total</b>								

❶ Includes inputs used in main & ancillary activities and assets produced for own account.

**Continued: Goods Production Inputs:**

<b>B. Other Inputs</b>	<b>Auxiliary code</b>	<b>ISIC Code</b>	<b>Value of beginning inventory</b>	<b>Purchases during the year</b>	<b>Production inputs sold as purchased (purchase price)</b>	<b>Lost and damaged</b>	<b>Value of ending inventory</b>	<b>Value of consumed amounts during the reference year</b>
1	2	3	4	5	6	7	8	9
<b>Packing and wrapping materials:</b>								
Plastic and nylon	41	2520						
Carton boxes	41	2102						
Other wrapping materials, specify	41	2610						
<b>Spare parts :</b>								
Spare partsfor Transportation New and Used	42	3430						
Spare parts for machines & equipment	42	2925						
Disposable tools	43	2893						
Stationery - publication	44	2109						
Work uniform	46	1810						
Cleaning material	47	2424						
Other inputs, specify								
	48							
	48							
	48							
<b>Total</b>								

**Continued: Production Inputs**

<b>C. Fuel and oil</b>	<b>Auxiliary code</b>	<b>ISIC Code</b>	<b>Measurement unit</b>	<b>Stock value at the beginning of the year</b>	<b>Purchases during the year</b>	<b>Sold production inputs as purchased (purchase price)</b>	<b>Lost and damaged</b>	<b>Stock value at the end of the year</b>	<b>Value of consumed amounts during the year</b>	<b>The value used in electricity generation</b>
1	2	3	4	5	6	7	8	9	10	11
1. Gasoline	21	2320								
2. Kerosene	22	2320								
3. Diesel	23	2320								
4. Gas	24	2320								
5. Oils and lubrications	25	2320								
6. Other fuel (coal, fire wood)	26									
<b>Total</b>										

<b>C. Electricity and water</b>	<b>ISIC code</b>	<b>Purchases during the year</b>	<b>Sales during the year</b>	<b>Value of consumed amount during the year</b>
Electricity	4010			
Water	4100			
<b>Total</b>				



**Other 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
Renting of Transport Equip.											
A. land transport	41	7111				Costs of official travels Except transportation	24	6022			
B. Water transport	42	7112				Transport freight of goods (land , Sea, Air)	25	6023			
C. Air transport	43	7113				Transportation of passengers (land , Sea, Air)	26	6021			
Mail transport Services Expenditures	37	6412				Storing services	27	6302			
Maintenance and repair of road transport Equip	40	5020				Medical expenditure for work accidents	28	8512			
Rent of buildings	10	7010				Commissions paid to others in return of purchased goods	29	5110			
Rent of machines (Except transport)	11	7122				Losses of selling production	30				
Post, telegraph, telephone	12	6420				Bids and tenders fees	31	7499			
Maintenance and repair of machines and equipment (Except transport)	13					Cleaning expenditures	32	9000			
Maintenance and repair of building and construction	14	4540				Employee training & educated services	33	8090			
Operational Services Expenditure	15					Unions and syndicates fees	34	9120			
Advertisement	16	7430				Chambers of industry & commerce fees	35	9111			
Hospitality Except for the cost of transportation	17	5520				Other, specify					
Auditing	18	7412					36				
Bank commissions/ Except interests	19	6519					36				
Legal charges	20	7411					36				
Court fees	21	7523					36				
Computer consulting services	22	7220					36				
Engineering and consultation	23	7421				<b>Total</b>					

#### No.4b: Sub contractors due during survey year

Serial No.	Sub contractor type	Due value	Serial No.	Sub contractor type	Due value
1.	Dues for registered contractor establishments that agreement with it includes providing necessary building materials.		4.	Dues for unregistered contractor establishments or skilled workers that agreement with them be limited to perform workmanship works only.	
2.	Dues for registered contractor establishments that agreement with it be limited to perform workmanship works only.		5.	Dues for industrial establishments that agreement with them includes providing necessary building materials.	
3.	Dues for registered contractor establishments or skilled workers that agreement with them includes providing necessary building materials.		6.	Dues industrial establishments that agreement with them be limited to perform Workmanship works only.	
<b>Total (1 + 2 + 3 + 4 + 5 + 6)</b>					

#### Indirect Fees and Taxes

Fees and Taxes	ISIC code	Value of payments		
		Internal	*Foreign	Total
1	2	3	4	5
Customs duties	1001			
Value added tax (net tax)	1002			
Constructions licensing fees	1003			
Vehicles licensing fees	1004			
Official stamps fees	1005			
Building taxes	1006			
Other indirect taxes, specify				
	1007			
	1007			
	1007			
<b>Total fees and taxes</b>				

\* For Jerusalem establishments

# **Various payments and transfers**

Payments and Remittances	Classification ISIC	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 establishment	1016			
2. shareholders own 10% or more of the establishment	1017			
Bonuses to the board of directors	1018			
Withdrawals of proprietors (cash)	1019			
Withdrawals of proprietors (in kind)	1020			
Governmental fines	1021			
Key money	1022			
Incident insurance premium, other than employees	1023			
Grants, donations, and gifts	1024			
Employee's allowances	1025			
Other, specify				
	1026			
	1026			
<b>Total</b>				

Note : Income taxes are not required .

**Out put from main projects: Construction Contractors Survey**

# 1. carried out projects during survey year as main contractor only

Serial No.	Projects' name	Projects' target		Projects' location: - Locality and governorate for local projects. - State for projects abroad.		Projects' property: 1. Public sector. 2. Private sector 3. Cooperative. 4. Foreign grants 5. UNRWA 6. Non profit committees 7. Others	Projects' type: 1. Residential 2. non residential 3. Others (not buildings)	Works' Type: 1.New construction (including additions) 2. Capital repair 3. Current maintenance	Value of demands during survey year. (a)	Total value of demands during survey year. (b)	Total value of demands during previous year . (c)	Value of actual completed projects (a+b-c)	Completed dwellings during survey year **	
	1	2	ISIC	3	Cod e	4	5	6	7	8	9	10	11	12
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														

<b>Total</b>			
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(cont.) Output from the main activity (Construction Contractors Survey)

Works Type		Value		
2	Value of completed projects as sub-contractor (underlet)	Local	External	Total

3.	Value of completed projects to contractor establishment own account		
a.	New Construction	1. Residential Buildings	
		2. Non-residential Buildings	
		3. Non-Buildings Construction	
b.	Capital Repair and Maintenance		
c.	Current Maintenance		
Total (a+b+c)			

Number of the completed dwellings produced to the own account		
Total area of completed dwellings produced to the own account/ m <sup>2</sup>		
Location of the completed dwellings produced to the own account	Governorate Name	Governorate Code

**Output of Principal Activity: (Transport, Storage & Communication)**

Revenues Type		ISIC	Revenues Value		
			Internally	Externally	Total
1		2	3	4	5
<b>1.</b>	Land transport				
	Other scheduled passenger land transport	6021			
	Other non-scheduled passenger	6022			
	Freight transport by road	6023			
<b>2.</b>	Supporting & auxiliary transport				
	Cargo handling	6301			
	Storage & warehousing	6302			
	Other supporting transport activities	6303			
	Activities of travel agencies	6304			
	Activities of other transport agencies	6305			
<b>3.</b>	Post & telecommunications				
	national post activities	6411			
	Courier activities(without national post activities)	6412			
	Telecommunications	6420			

### Revenues of Services Rendered to Others

Type of revenue	Auxiliary code	ISIC Code	Revenues Value		
			Local	Foreign	Total
1	2	3	4	5	6
<b>A. Revenue of the main activity</b>	10				
<b>B. Revenue of auxiliary activity</b>					
Industrial services on materials from others	20				
Maintenance and repairs services	21				
Buildings rent	22	7010			
Rent of machines and equipment	23	7122			
Transport of goods	24	6023			
Transport of passengers	25	6021			
Profits from inputs sales	26				
<b>Other services provided to others, specify</b>					
	27				
	27				
	27				
	27				
<b>Total</b>					

**No.8: Commodity Products (industry activity)**

Line no.	Type of product	Auxiliary code	ISIC code	Measurement unit		Beginning inventory	
				Unit	Code	Quantity	Value
	1	2	3	4	5	6	7
1.	<b>Finished products</b>						
2.	1.	10					
3.	2.	10					
4.	3.	10					
5.	4.	10					
6.	5.	10					
7.	6.	10					
8.	7.	10					
9.	8.	10					
10.	9.	10					
11.	10. Other (value)	10					
12.	<b>Work in progress</b>						
13.	1.	20					
14.	2.	20					
15.	<b>Fixed assets produced for own accounts</b>						
16.	1.	25					
17.	2.	25					
18.	<b>Wastes (value)</b>	30					
19.	<b>Total commodity products</b>						



Cont . Commodity products ( industry activity )

Line no.	Sales						Reused in production		Ending inventory		Products produced during the year	
	Local		External		Total							
	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
	8	9	10	11	12	13	14	15	16	17	18	19
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												

**Goods Purchased for Resale (Trade Activity)**

Items purchased for sale without manufacturing	ISIC Code	Value of beginning inventory	Purchases during the year	Lost & written off	Ending inventory	Sales	Trade margin
1	2	3	4	5	6	7	8
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total							

### Various transfers and revenues

Types of revenue	ISIC Code	Revenue value		
		Local	Foreign	Total
1	2	3	4	5
Rent of buildings	1020			
Royalties	1021			
Shares profits	1022			
Income from other institutions' properties				
1. More than 10%, from the institution	1023			
2. Less than 10%, from the institution	1024			
Compensations from insurance against incidents	1025			
Grants and donations	1026			
Fines imposed on others	1027			
Profits transfers from external branches	1028			
Governmental productive aid (support)	1029			
Received interests				
1. From government				
A. Loans and deposits	1030			
B. Others (bonds & treasury notes)	1031			
2. From other parts				
A. Loans and deposits	1032			
B. Others (bills...,etc.)	1033			
Other transformational revenues (specify)				
	1034			
	1034			
<b>Total</b>				

## 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 improve ments	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	2925										
Goods vehicles	14	3410										
Passengers vehicles	15	3410										
Furniture and furnishings	16	3610										
Livestock (goats & cows)	17	0121										
Computer programs	18	7220										
Goodwill	19	2231										
Property & invention	20	2211										
Others, specify												
	21											
	21											

Total fixed assets												
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Number of passengers vehicles owned by the establishment : \_\_\_\_\_

#### Number of Vehicles Owned and Registered:

Vehicles categories		Number				Vehicles categories		Number			
		Owned		Registered				Owned		Registered.	
		Year Binning	Year Ending	Year Binning	Year Ending			Year Binning	Year Ending	Year Binning	Year Ending
1		2	3	4	5	8		9	10	11	12
1.	Taxi					5.	Trucks				
2.	Minibus					6.	Trailer				
3.	Bus					7.	Tanker				
4.	Pick-up					8.	Other				

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

No.		Branches sequence no.	Address	Data included in the main center questionnaire	
				1. Yes	2. No
1.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
2.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
3.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
4.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
5.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
6.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

**\* Respondent**

<b>Name:</b>	<b>Official Seal</b>
<b>Title:</b>	
<b>Date:</b>	
<b>Signature</b>	

**\* For PCBS use**

Name	Code	Signature	Date
* Interviewer _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	____ / ____ / 19____
* Supervisor _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	____ / ____ / 19____
* Editor _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	____ / ____ / 19____
* Coder _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	____ / ____ / 19____
* Data entry operator _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	____ / ____ / 19____
* Post data entry editor _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	_____	____ / ____ / 19____