



Palestinian Central Bureau of Statistics
PO Box 1647 Ramallah/ Tel: 02_ 2406340 Fax: 02- 2406343
Economic Statistics Surveys Series
Services Survey 2001

Serial No.

Data provided herein are used only for mere statistical purposes and are considered highly confidential, according to the General Statistics Law of 2000.

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 transactions with other parties and can provide complete records of profits and losses, preparing balance sheet at the end of the year to the main and 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 | |
|--------------------------|--|
| Not Completed (Specify): | <div> <div>1. Completed</div> <div><input type="checkbox"/></div> </div> <div>2. Completely closed</div> <div>3. Temporarily closed</div> <div>4. Could not reach the address</div> <div>5. Did not practice any activity in 2001</div> <div>6. Of different economic activity *</div> <div>7. Refusal</div> <div>8. Repeated</div> <div>9. Central government</div> <div>10. Agricultural Appropriation</div> <div>11. Branch Keep No Records</div> <div>12. The Balance isn't ready</div> <div>13. Isn't an Establishment as Recognized</div> <div>14. Israeli Ownership</div> <div>15. Of Different Ownership</div> <div>16.Branch Keeps Records & the Center Out of the Sample</div> <div>17. Converted from other surveys and not completed</div> <div>18.Other (specify)</div> |

| |
|--|
| <p>First: General Data:</p> <p>1. Number of actual work months during the survey year _____</p> <p>2. Fiscal Years for the establishment:</p> <p>From ____/____/2001</p> <p>To ____/____/2001</p> <p>3. Data Sources</p> <p>1. Financial books and records 2. Estimates 3. Both <input type="checkbox"/></p> <p>4. Currency used in questionnaire completion</p> <p>1. Jordanian Dinnar (JD) 2. US Dollar (\$) 3. New Israeli Shekel (NIS) <input type="checkbox"/></p> <p><u>For non-profitable institutions or followed establishments :</u></p> <p>1. Does this establishment work with serious economic prices (sales cover the cost or more)</p> <p>1. Yes 2. No <input type="checkbox"/></p> <p><u>For Institutions Only (for sole proprietorship or main centers with branches):</u></p> <p>1. Establishing Year : <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>2. Declared Capital <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>3. Paid Capital of the year 2001 <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>4.The enterprise prepares profits/losses account and balance sheet? 1.Yes 2.No <input type="checkbox"/></p> |
|--|

- If the economic activity changed, describe the new as of possible;

_____.

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: 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 (purchased price) | Lost and written off | Value of ending inventory | Value of consumed amount during the year |
|------------------------------|----------------|-----------|------------------------------|-------------------------------|-------------------------------|-------|---|----------------------|---------------------------|--|
| | | | | Internally produced purchases | Externally produced purchases | Total | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 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 | | | | | | | | | |
| Total | | | | | | | | | | |

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

Continued: Goods Production Inputs:

| B. Other Inputs | 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 |
| Packing and wrapping materials: | | | | | | | | | | |
| Plastic and nylon | 41 | 2520 | | | | | | | | |
| Carton boxes | 41 | 2102 | | | | | | | | |
| Other wrapping materials, specify | 41 | | | | | | | | | |
| Spare parts: | | | | | | | | | | |
| Spare parts for vehicles | 42 | 3430 | | | | | | | | |
| Spare parts for machines & equipment | 42 | | | | | | | | | |
| Disposable tools | 43 | | | | | | | | | |
| Stationery | 44 | 2109 | | | | | | | | |
| Publications | 45 | 2221 | | | | | | | | |
| Work uniform | 46 | 1810 | | | | | | | | |
| Cleaning material | 47 | 2424 | | | | | | | | |
| Other inputs, specify | | | | | | | | | | |
| | 48 | | | | | | | | | |
| | 48 | | | | | | | | | |
| | 48 | | | | | | | | | |
| | 48 | | | | | | | | | |
| | 48 | | | | | | | | | |
| | 48 | | | | | | | | | |
| Total | | | | | | | | | | |

Continued: Production Inputs

| C. Fuel and oil | 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 | The value used in electricity generation | The value used to transportation vehicles |
|---------------------------------|----------------|-----------|------------------------------|-------------------------------|-------------------------------|-------|--|----------------------|---------------------------|---|--|---|
| | | | | Internally produced purchases | Externally produced purchases | Total | | | | | | |
| 1 | 2 | 3 | 4 | | 5 | | 6 | 7 | 8 | 9 | | 10 |
| 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 | | | | | | | | | | | |
| Total | | | | | | | | | | | | |

| D. Electricity and water | ISIC code | Purchased during the year | Sales during the year | Value of consumed amount during the year |
|--------------------------|-----------|---------------------------|-----------------------|--|
| Electricity | 4010 | | | |
| Water | 4100 | | | |
| Total | | | | |

No.4: 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 |
| 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 | | | | | 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 | | | | |
| Operational services provided by others | 15 | | | | | Bids and tenders fees | 31 | 7499 | | | |
| Advertising | 16 | 7430 | | | | Cleaning expenditures | 32 | 7493 | | | |
| Hospitality | 17 | 5520 | | | | Employee training & educated services | 33 | 8090 | | | |
| Auditing | 18 | 7412 | | | | Unions and syndicates fees | 34 | 9120 | | | |
| Bank commissions/ other than interests | 19 | 6519 | | | | Chambers of industry & commerce fees | 35 | 9111 | | | |
| Legal charges (Advocate charges) | 20 | 7411 | | | | Incident insurance premium, other than employees | 36 | 6603 | | | |
| Court fees | 21 | 7523 | | | | Other, specify | | | | | |
| Computer consulting services | 22 | 7220 | | | | | 37 | | | | |
| Engineering and consultation services | 23 | 7421 | | | | | 37 | | | | |
| Costs of official travels and missions | 24 | 6022 | | | | | 37 | | | | |
| Transport of goods and land shipping | 25 | 6023 | | | | | 37 | | | | |
| | | | | | | Total | | | | | |

No.5: 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 | | | |
| Total fees and taxes | | | | |

* For Jerusalem establishments

Note: Income taxes are not required.

No.6 : 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 institution | 1016 | | | |
| 2. Shareholders own 10% or more of the institution | 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 | | | |
| Grants, donations, and gifts | 1023 | | | |
| Employee's allowances | 1024 | | | |
| Other, specify | | | | |
| | 1025 | | | |
| | 1025 | | | |
| Total | | | | |

No. 7 : Revenues of Services Rendered to Others (Services Activity)

| Type of revenue | Auxiliary code | ISIC Code | Revenues Value | | |
|---|-------------------|--------------|----------------|---------|-------|
| | | | Local | Foreign | Total |
| 1 | 2 | 3 | 4 | 5 | 6 |
| A. Revenue of the main activity | 10 | | | | |
| B. Revenue of auxiliary activity | | | | | |
| 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 | | | | |
| Other services provided to others, specify | | | | | |
| | 27 | | | | |
| | 27 | | | | |
| | 27 | | | | |
| | 27 | | | | |
| Total | | | | | |

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. | Finished products | | | | | | |
| 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. | Work in progress | | | | | | |
| 13. | 1. | 20 | | | | | |
| 14. | 2. | 20 | | | | | |
| 15. | Fixed assets produced for own accounts (work in progress) | | | | | | |
| 16. | 1. | 25 | | | | | |
| 17. | 2. | 25 | | | | | |
| 18. | Wastes (value) | 30 | | | | | |
| 19. | Total commodity products | | | | | | |

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. | | | | | | | | | | | | |

No. 9: 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 | Value of ending inventory | Sales | * Trade margin |
|---|----------------------|---|--|-----------------------------------|--|--------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |
| Total | | | | | | | |

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

No.10: 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 | | | |
| Total | | | | |

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 | | | | | | | | | | | |
| Goods vehicles | 14 | 3410 | | | | | | | | | | |
| Passengers vehicles | 15 | 3410 | | | | | | | | | | |
| Furniture and furnishings | 16 | 3610 | | | | | | | | | | |
| Livestock (goats & cows) | 17 | 0121 | | | | | | | | | | |
| Computer programs | 18 | 7220 | | | | | | | | | | |
| Goodwill | 19 | 7411 | | | | | | | | | | |
| Property & invention | 20 | 7411 | | | | | | | | | | |
| Others, specify | | | | | | | | | | | | |
| | 21 | | | | | | | | | | | |
| | 21 | | | | | | | | | | | |
| Total fixed assets | | | | | | | | | | | | |

Number of goods vehicles owned by the establishment: _____

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**

| | |
|------------------|----------------------|
| Name: | Official Seal |
| Title: | |
| Date: | |
| Signature | |

*** For PCBS use**

| Name | Code | Signature | Date | Interviewer Notes |
|--------------------------------|---|-----------|--------------------|-------------------|
| * Interviewer _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | ____ / ____ / 2002 | |
| * Supervisor _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | ____ / ____ / 2002 | |
| * Editor _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | ____ / ____ / 2002 | |
| * Coder _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | ____ / ____ / 2002 | |
| * Data entry operator _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | ____ / ____ / 2002 | |
| * Post data entry editor _____ | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ | ____ / ____ / 2002 | |