

Questionnaire Form, the front side (left side)

 **Economic Census for Business Activity**
[12] Questionnaire form common to all industries



Fundamental Statistical Surveys

February 1, 2012 Ministry of Internal Affairs and
 Communications & Ministry of Economy, Trade and Industry

Municipality code	Enumeration District No.	Establishment No.	*

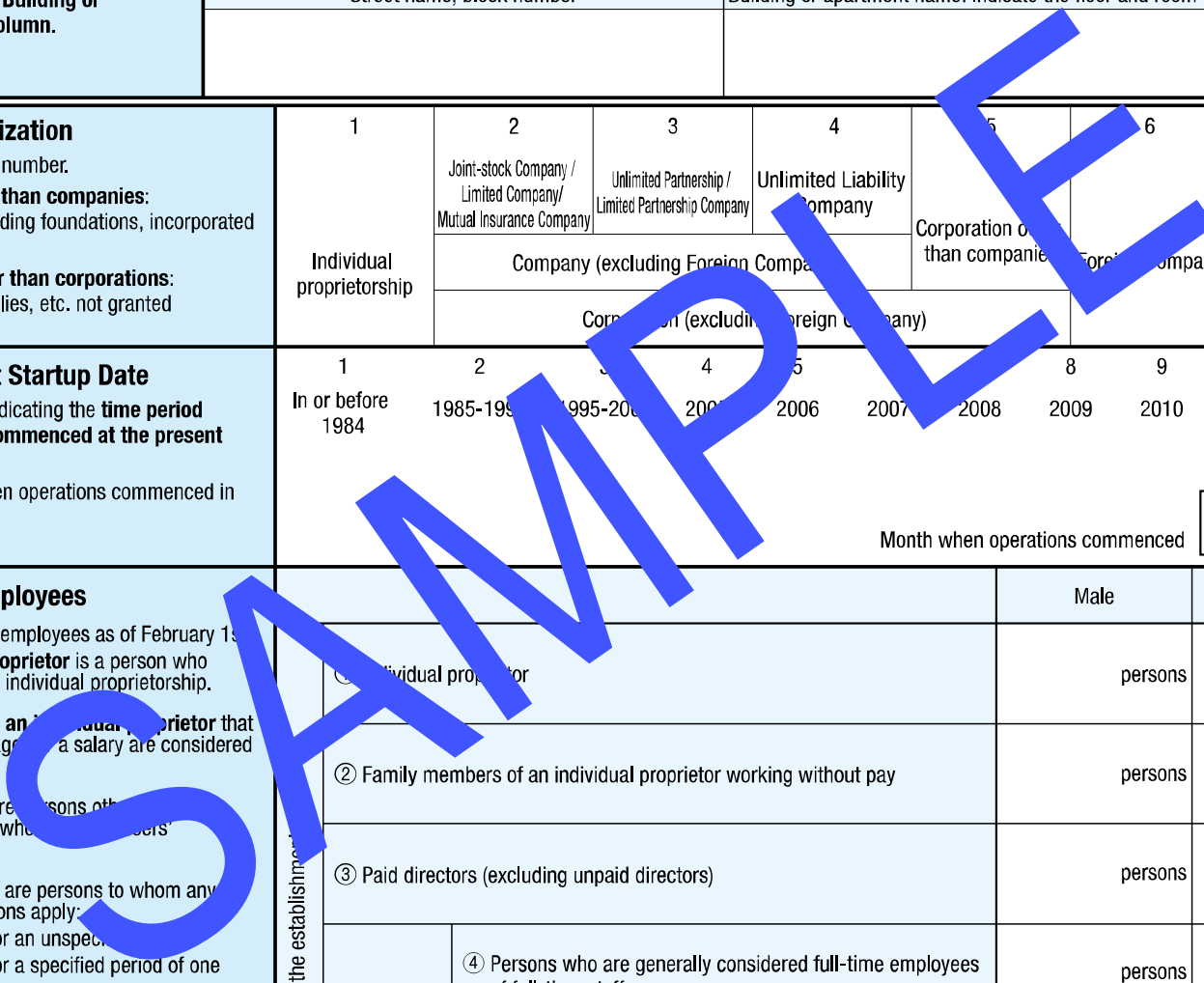
1. Establishment Name and Telephone Number - For a corporation, write the registered name in the Formal Name column. - For a privately managed company without a registered name, enter the name of the business proprietor. - Enter any common name or trade name in the Common Name column.	Formal name			
	Common name			
	Telephone No. (main switchboard)	()	-	
2. Establishment Location - For an establishment located in another establishment, write the name of the other establishment in the Building or Apartment Name column.	Postal code	Prefecture	City/town/village/ward	
	Street name, block number		Building or apartment name: Indicate the floor and room number, if applicable.	

3. Type of Organization - Circle the applicable number. - Corporations other than companies: Establishments including foundations, incorporated associations - Organizations other than corporations: Consultative assemblies, etc. not granted corporate status	1	2	3	4	5	6	7
	Individual proprietorship	Joint-stock Company / Limited Company / Mutual Insurance Company	Unlimited Partnership / Limited Partnership Company	Unlimited Liability Company	Corporation other than companies	Foreign company	Organization other than corporation
	Company (excluding Foreign Company)						

4. Establishment Startup Date - Circle the number indicating the time period when operations commenced at the present location. - Enter the month when operations commenced in 2011.	1	2	3	4	5	6	7	8	9	10	11	
	In or before 1984	1985-1989	1990-1994	1995-1999	2000-2004	2005-2006	2007	2008	2009	2010	2011	2012
											Month when operations commenced	month

5. Number of Employees - Enter the number of employees as of February 1, 2012. - ① An individual proprietor is a person who actually manages an individual proprietorship. - Family members of an individual proprietor that work and receive wages or a salary are considered regular employees. - ③ Paid directors are persons other than the individual proprietor who receive remuneration. - Regular employees are persons to whom any of the following conditions apply: - Persons employed for an unspecified period. - Persons employed for a specified period of one month or longer. - Persons employed for 18 days or longer in December 2011 and January 2012, respectively. - ⑥ Non-regular workers are employed for a specified period shorter than one month or on a daily basis. - ⑧ Among the employees cited in ⑦, employees dispatched or transferred to separately operated establishments (dispatched workers) are so-called "loaned employees" who work for separately operated establishments while maintaining their employment status with this establishment, in addition to temporary employees as specified under the Worker Dispatching Law. - ⑨ Loaned employees are employed by one person in order to work for another person, while maintaining their employment status with the former. - ⑩ Temporary workers specified under the Worker Dispatching Law are temporary employees who work for the establishment. Persons dispatched from separately operated establishments under a business contract to work at the establishment are not considered temporary workers.	(1) Number of Employees belonging to the establishment	① Individual proprietor	persons	persons	
		② Family members of an individual proprietor working without pay	persons	persons	
		③ Paid directors (excluding unpaid directors)	persons	persons	
		Regular Employees	④ Persons who are generally considered full-time employees of full-time staff	persons	persons
			⑤ Regular employees other than the persons above mentioned (Part-time or temporary workers)	persons	persons
		⑥ Non-regular workers (including part-time or temporary workers other than ⑤)	persons	persons	
		⑦ Total number (Total of ① through ⑥)	persons	persons	
		⑧ Among the employees cited in ⑦, employees dispatched or transferred to separately operated establishments (dispatched workers)	persons	persons	
		(2) Other than the employees cited in (1), persons dispatched from separately operated establishments to work at the establishment (accepted workers)	⑨ Loaned employees	persons	persons
			⑩ Temporary workers	persons	persons

Common to all industries



Questionnaire Form, the front side (right side)

- This census is a fundamental statistical survey administered under the Statistics Act. It is your duty to participate in the census.
 - Please fill out the questionnaire honestly and accurately. The information you provide will be treated in strict confidence.
 - This questionnaire form will be statistically processed and never used for any other purpose, such as data concerning taxes.

Name of person who completed the census	
Affiliation	
Telephone No.	(Extension:)

6. Main Business Activity Conducted at the Establishment

(1) Main business activity (Specifically describe the business activity conducted at your establishment which earned the largest revenue or sales in the previous year.)

(2) Products, commodities or sales items (With respect to the main business activity in (1), write the products, commodities or sales items in the right columns (1)-(3) in order of revenue or sales amount.)

①	
②	
③	

(3) Form of Business (When the main business activity entered in (1) above is either shipment/processing of manufactured products, wholesaling/retailing, restaurants or construction, select the applicable form of business in the table below and circle the relevant number.)

Business activity	No.	Business form
Shipping or processing of goods	1	Mainly manufacturing and shipping or wholesaling of goods
	2	Mainly manufacturing and retailing of goods by mail-order sales or on the Internet
	3	Mainly manufacturing and processing using raw material supplied by vendors
Wholesaling	4	Mainly wholesaling of goods manufactured and processed at other establishments of the same company
	5	Mainly wholesaling of goods manufactured and processed at establishments of other companies (including subcontractors)
Retailing	6	Mainly manufacturing and retailing of goods at a store
	7	Mainly retailing of goods purchased from other establishments at a retail store
	8	Mainly retailing of goods purchased from other establishments by mail-order sales, door-to-door sales or on the Internet without a store
Restaurant	9	Mainly retailing of cooked food products
	10	Mainly retailing of meals cooked as ordered by customers (including delivery)
Construction	11	Execution of civil engineering (80% or greater)
	12	Execution of construction (80% or greater)
	13	Execution of civil engineering and of construction is less than 80% respectively

If your establishment falls under the category of "Individual Proprietorship" or "Corporation" as indicated in "3. Type of Organization," fill in column 1.

For an establishment falling under the category of "Foreign Company" or "Organization other than corporation" in "3. Type of Organization," the census is complete.

7. Distinction of Head Office/Branch, Name and Location of your office

1	2	3
Single Unit	Head Office, Headquarters, Main Office	Branch Office, Branch Shop, Branch House
For an establishment falling under the category of branch office, branch shop, or branch house, please include the name and location of the head office, headquarters, or main office.		
Formal name		
Common name		
Telephone No. (main switchboard) () -		
Postal code Prefecture City/town/village/ward		
Street name, block number Building or apartment name: Indicate the floor and room number, if applicable.		

"Single Unit," "Head Office, Headquarters, Main Office"

For an establishment falling under the category of branch office, branch shop, branch house, the census is complete.

Please continue to Page 2.

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Questionnaire Form, the rear side (left side)

Enter the following amounts:

- Enter all transactions including sales tax. If transactions including sales tax are not available due to statistical procedures, check the right box and enter figures without tax.
- Enter all transactions concerning the settlement of accounts from January to December 2011. (If figures during this period are not available, enter transactions in a period that mostly covers 2011.)

8. Sales proceeds (income), total costs, and breakdown of costs for the entire company - Enter the sales proceeds (income), total costs, and so on from January to December 2011 . (Please round up/down to the nearest unit of 10,000 yen.) - If your establishment falls under Individual proprietorship in "3. Type of Organization," fill in the table on the left. If your establishment falls under any other type of organization, fill in the table on the right. - If your establishment falls under Corporations other than companies in "3. Type of Organization," enter the relevant information as instructed below. - ① Sales proceeds (income): Enter ordinary revenue. - ② Total costs: Enter ordinary expenses. - ③ Sales costs as part of the above: No need to enter - Breakdown of costs (special targets): Enter in the relevant columns.	Individual proprietorship	Any other type of organization	
	Unit of 10,000 yen	Unit of 10,000 yen	
① Sales proceeds (income)		① Sales proceeds (income)	
② Total costs (sales costs + total expenses)		② Total costs (sales costs + sales expenses - general administrative expenses)	
Breakdown of costs (special targets)	③ Salaries and wages (excluding salaries for family employees)	③ Sales costs as part of the above	
	④ Rent	④ Total salaries	
	⑤ Depreciation	⑤ Welfare expenses (including retirement bonus)	
	⑥ Taxes and dues	⑥ Rent for movable immovable property	
		⑦ Depreciation	
		⑧ Taxes and dues (excluding corporate, resident, and enterprise taxes)	
		⑨ Outsourcing costs	
		Interest costs, etc.	

9. Sales proceeds (income) according to the business - Enter the breakdown of sales proceeds (income) entered in "8. ① Sales proceeds (income)." (Please round up/down to the nearest unit of 10,000 yen.) - If the exact amount is not available, enter the ratio against the figure in "8. ① Sales proceeds (income)." (Please round up/down to the nearest whole number.) - "⑮ Income from life-related service, entertainment business" includes income from the laundry, barber, hairdressing, bath, and/or esthetic business. - "⑰ Income from service business other than the above" includes income from repair work done on machines, etc.	Breakdown according to business		Sales proceeds (income)	Or ratio (%)
			Unit of 10,000 yen	
Common to all industries	a) Income from agriculture, forestry, and fishing			
	b) Income from the collection of minerals, rocks, gravel			
	c) Amount of income from manufacturing of manufactured products, amount of income from processing			
	d) Commerce			
	e) Service-related industries A			
	f) Service-related industries B			
	g) Income from school education business			
	h) Income from medical, welfare business			
	Total		Sales proceeds (income) in 8 (1)	1 0 0

Questionnaire Form, the rear side (right side)

If your establishment falls under Individual Proprietorship or Corporation, fill in the following:	10. Is your establishment engaged in electronic commerce? If so, what is its ratio of electronic commerce? - Circle all applicable numbers.	1. With general consumers → <input type="text"/> % 2. With other companies 3. The company is not engaged in electronic commerce. - Enter the ratio of electronic commerce with general consumers against "8. (1) Sales proceeds (income)." (Please round up/down to the nearest whole number.) * Electronic commerce for the purpose of this section refers to commercial transactions utilizing a computer network such as the Internet. It does not include posting ads on Web pages or dealing with estimations/requests for information needed to prepare for business transactions.																																			
If your establishment falls under Single Unit or Head Office, Headquarters, Main Office, fill in the following:	11. Did your establishment make a capital investment? If so, how much did your establishment gain from it? - Circle the applicable number concerning presence/absence of capital investment from January to December 2011. - Second-hand goods are not included.	1. Capital investment was made. → - Enter the acquired amount (before depreciation). (Please round up/down to the nearest unit of 10,000 yen.) 2. Capital investment was not made. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td colspan="10" style="text-align: right;">Unit of 10,000 yen</td> </tr> <tr> <td>Tangible fixed assets (excluding land)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Intangible fixed assets (software only)</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> * Tangible fixed assets include buildings such as offices, shops and warehouses, auxiliary facilities for air conditioning and lighting, transport vehicles such as cars, and the down payments for said assets.		Unit of 10,000 yen										Tangible fixed assets (excluding land)												Intangible fixed assets (software only)											
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Tangible fixed assets (excluding land)																																					
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If your establishment is a corporation, fill in the following:	12. Number of privately owned vehicles - Enter the number of privately owned vehicles used for business (including contractually leased vehicles).	(1) Motor trucks * Excluding those used solely to transport people <input type="text"/> Units (2) Passenger cars <input type="text"/> Units (3) Buses <input type="text"/> Units																																			
If your establishment is a corporation, fill in the following:	13. Does your corporation own land and/or any buildings? - Circle the applicable numbers, respectively.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Land</td> <td>1. Yes</td> <td>2. No</td> <td>Building</td> <td>1. Yes</td> <td>2. No</td> </tr> </table> This does not include any rented land/building or building in the name of an affiliate company.	Land	1. Yes	2. No	Building	1. Yes	2. No																													
Land	1. Yes	2. No	Building	1. Yes	2. No																																
If your establishment is a corporation, fill in the following:	14. Cost of goods sold - If your corporation indicated "(d) Commerce" in column 9, fill in the following:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: right;">Unit of 10,000 yen</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> - Enter the cost of goods sold from January to December 2011 (cost of purchases against value of inventory at year-end). Use the following formula to calculate the cost of goods sold: value of inventory at beginning of year + value of purchases for the year - value of inventory at year-end (Please round up/down to the nearest unit of 10,000 yen.)	Unit of 10,000 yen																																		
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If your establishment is a corporation, fill in the following:	15. Has your corporation changed its place of operation or its formal name? - Regarding any change in the place of operation or formal name after July 2, 2009, circle the number applicable to your corporation.	1. The location has been changed. → - If your corporation has changed its place of operation, enter the location as of July 1, 2009. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Address</td> <td>Prefecture</td> <td>Building or apartment</td> </tr> <tr> <td></td> <td></td> <td>Floor Room number</td> </tr> <tr> <td></td> <td></td> <td>c/o</td> </tr> </table> 2. The name of the corporation has been changed. → - If your corporation has changed its name, enter the formal name as of July 1, 2009. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Formal name</td> </tr> </table>	Address	Prefecture	Building or apartment			Floor Room number			c/o	Formal name																									
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		c/o																																			
Formal name																																					
If your establishment is a corporation, fill in the following:	16. Capital and Ratio of Foreign Equity	(1) Enter the amount of capital, investment, and funds. <input type="text"/> Unit of 10,000 yen (2) Enter the ratio of foreign equity. <input type="text"/> % (Please round up/down to the nearest unit of 10,000 yen.) (Please round up/down to the ones decimal place.)																																			
If your establishment is a corporation, fill in the following:	17. Account closing month	<input type="text"/> month (<input type="text"/> month) - Enter the account closing month. - If your company has semiannual accounting periods, enter both account closing months.																																			
If your establishment is a Head Office, Headquarters, or Main Office, fill in the following:	18. Details of Business Activity Conducted by Entire Company	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">(1) Main business activity</td> <td style="width: 50%;">(2) Products, merchandise, line of business</td> </tr> <tr> <td></td> <td>①</td> </tr> <tr> <td></td> <td>②</td> </tr> <tr> <td></td> <td>③</td> </tr> </table>	(1) Main business activity	(2) Products, merchandise, line of business		①		②		③																											
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If your establishment is a Head Office, Headquarters, or Main Office, fill in the following:	19. Number of Branch Offices, Branch Shops, Branch Houses - Factories, sales offices, warehouses with employees, and dormitories with a resident administrator are to be included.	(1) Number of Branch Offices, Branch Shops, Branch House in Japan <input type="text"/> offices (2) Number of Branch Offices, Branch Shops, Branch House in foreign countries <input type="text"/> offices																																			
If your establishment is a Head Office, Headquarters, or Main Office, fill in the following:	20. Number of Regular Employees of Entire Company	(1) In Japan <input type="text"/> persons (2) In foreign countries <input type="text"/> persons																																			

Remarks

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