



# Appendix4 Unincorporated Enterprise Survey — Structural Survey Questionnaire

Fundamental Statistical Survey  
Ministry of Internal Affairs and  
Communications

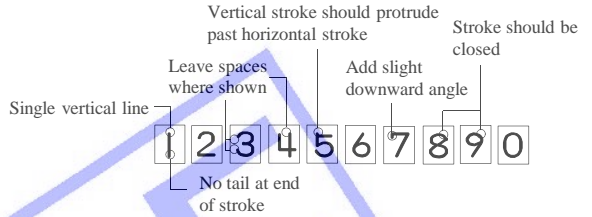
This survey is fundamental statistical survey administered by the national government based on the Statistics Act. Please fill out the questionnaire honestly and accurately. The information you provide will be treated in strict confidence and will be used solely for statistical purposes.

To be Completed by Enumerator											
Municipality Code						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sampling unit		Enumeration District No.				Establishment No.					
<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"/>	<input type="text"/>	<input type="text"/>

### <Instructions for completing questionnaire>

- This questionnaire will be directly read by machine, so please complete using a mechanical pencil ["sharp pencil"] or a B or HB black pencil.
- To mark your answers in the square boxes with dotted-line circles inside, indicate the applicable box by drawing a solid-line circle inside.
- For numerical answers, enter one numeral for each box, justifying to the right, as shown in the example on the right.
- If you make a mistake, erase it thoroughly and rewrite.
- Answer as of December 31, .
- "Last one year" means the year from January, to December, .

(Example of a numerical answer)



This questionnaire will be processed mechanically, so please take care not to smudge, fold or roll it.

**1. Commencement of business**

(1) When did business commence at this location?

1954 or earlier  
 1955 ~ 1964  
 1965 ~ 1974  
 1975 ~ 1984  
 1985 ~ 1989  
  Year

(2) When current business commenced

1954 or earlier  
 1955 ~ 1964  
 1965 ~ 1974  
 1975 ~ 1984  
 1985 ~ 1989  
  Year

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**2. Business (operating) days and hours**

• Answer for the period of last one year.

(1) Business (operating) days for one year

days

(2) Average business (operating) hours per day

hours

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**3. Type of land ownership and buildings used for business purposes**

• Answer about the land and buildings used for your business

(1) Of land

Own       Rent

(2) Of buildings

Own       Rent

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**4. Are you affiliated with a chain organization?**

• "Chain organization" refers to franchise schemes or voluntary chain schemes.

Yes, affiliated.       Not, affiliated.

→ Do you plan to join a chain organization?

Yes       No

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**5. Tax return type**

• Enter the type of tax return you used this year.

Blue return report       White return report

Continue on page 2.

○ For the monetary sections, enter figures of a thousand, disregarding sums less than 1,000 yen.

### 6. Ages of business proprietors

- Under 30       40 ~ 49       60 ~ 69       80 and over  
 30 ~ 39       50 ~ 59       70 ~ 79

### 7. Whether or not a successor has been found to take over the business.

- Yes, found.       No, not found.

### 8. Sales and purchases

•Enter the sum total of transactions in cash and on credit (inclusive of consumption tax) for the period of the last one year.

(1)Sales

Billion      Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

(2)Purchases

Billion      Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

### 9. Inventories

(1)Inventories as of last December 31

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

(2)Inventories as of last December 31 before last

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

### 10. Operating expenses

•Enter operating expenses for the period of the last one year.

•Where household budgets and operating expenses are pooled, divide proportionally and enter the business portion only.

(1)Sum total of operating expenses

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

•Enter sum including salaries and wages paid to regular employees (including part-timers and arubaito) and temporary employees.

•Do not include salaries and wages paid to family workers or blue-return taxpayers.

(2)Of your operating expenses, please indicate your expenditure on the following items.

a. Taxes and other public imposts

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

f. Cost of subconstructed work

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

b. Damage insurance premium

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

g. Interest and discount expenses

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

c. Depreciation

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

h. Rents for land and dwelling

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

d. Welfare cost

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

i. Rents

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

e. Salaries and wages

Million      Thousand  
□ □ □ □ □ □ □ □ □ □ (in thousand yen units)

(Rentals on lease of machinery, potted plants, etc.)

(Salaries and wages paid to family workers and blue-return taxpayers shall not be included.)

**11. Investment in plant and machinery**

- Enter the amount for items with one year or more useful life and an acquisition price of 100,000 yen or more.
- Enter amount for items that were actually acquired during last one year.
- Enter the total cost at the time of acquisition of any items purchased by installment.

(1)Buildings and appurtenances

Million      Thousand  
      (in thousand yen units)

(3)Land purchased

Million      Thousand  
      (in thousand yen units)

(2)Vehicles, machinery, tools, equipment, fittings

Million      Thousand  
      (in thousand yen units)

(4)Land development

Million      Thousand  
      (in thousand yen units)

**12. Number of persons engaged, and salaries and wages**

- Commodities, products, etc. provided in kind to be estimated at the current marked value and included in salaries and wages.

(1)Number of persons engaged  
 (Number as of payday in December last year)

(2)Salaries and wages  
 (Sum total paid for the period of the last one year)

Family workers

- Those sharing their livelihood with business proprietors and engaged in business.
- Those paid salaries but sharing their livelihood with business proprietors are classified as family workers.

person(s)

Regular employees

- Those employed for an indefinite period or for a period exceeding one month, or for 18 days or more in both November and December last year.

person(s)

Million      Thousand  
      (in thousand yen units)

Of which, part-timers/*arubaito*

person(s)

Million      Thousand  
      (in thousand yen units)

Temporary employees

- Those employed for one month or less, or employed on a day-by-day basis.

person(s)

Million      Thousand  
      (in thousand yen units)

**13. Hiring and employment separation**

- Enter the total number of regular employees hired, and those separated from their employment, during the last one year.

(1)Total number hired

person(s)

(2)Total number separated from their employment

person(s)

**14. Use of personal computers**

(1)Do you use personal computers for business ?

Using  
 ↓

Not, using

Considering use.

No intention to use.

(2)Do you have personal computer(s) connected to the Internet ?

Yes

No

Considering connecting to the Internet.

No intention to connect to the Internet.

**15. Problems in managing business**

- Mark all applicable with circles.
- Of these, mark with a circle only one of the major problems.

	Applicable problems (Multiple answers accepted)	Major problem (Select only one)
Intensification of competition with large companies and/ or competitors in the trade	<input type="checkbox"/>	<input type="checkbox"/>
Stagnation of demand (Stagnation or decline of sales)	<input type="checkbox"/>	<input type="checkbox"/>
Coping with changes in requirements of products and commodities	<input type="checkbox"/>	<input type="checkbox"/>
Overcrowding and/ or obsolescence of buildings/ facilities	<input type="checkbox"/>	<input type="checkbox"/>
Deterioration in cash-flow	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty in recruiting employees and shortage of labor	<input type="checkbox"/>	<input type="checkbox"/>
Increase in personnel expenses	<input type="checkbox"/>	<input type="checkbox"/>
Difficulty in finding a successor to take over business	<input type="checkbox"/>	<input type="checkbox"/>
Rise in prices of primary materials and purchases	<input type="checkbox"/>	<input type="checkbox"/>
Decline in selling prices and/ or demand for price reductions	<input type="checkbox"/>	<input type="checkbox"/>
Rise in rents for dwelling and/ or land	<input type="checkbox"/>	<input type="checkbox"/>

If you have any other problems, please describe them in the space on the right.

**16. Developing your business in the future**

- Mark one major applicable item with a circle.

- |  |   |
|--|---|
| <input type="checkbox"/> Wish to expand business and/ or increase number of outlets  | <input type="checkbox"/> Wish to downscale business |
| <input type="checkbox"/> Wish to share business or enter into business alliance, or to be affiliated with a chain organization | <input type="checkbox"/> Wish to change business    |
| <input type="checkbox"/> Wish to diversify business  | <input type="checkbox"/> Wish to suspend business   |
| <input type="checkbox"/> Wish to make business more specialized  | <input type="checkbox"/> Wish to close business     |
| <input type="checkbox"/> Wish to maintain business as it is  | <input type="checkbox"/> Nothing particular in mind |
| <input type="checkbox"/> Other<br>(Please describe one in the frame on the right)  |   |

**17. Plans for incorporating enterprise**

- Planning
  Not planning
  Undecided

## 18. Assets and liabilities for business

- Enter amounts for current assets for business use (receivables in cash within one year) , current liabilities (payable or becoming due within one year) , and long-term borrowings.
- Assets and liabilities for domestic budgets shall not be included. If the domestic budgets and business accounts are pooled, divide proportionally and enter the business portion.
- Do not include fixed assets, lending or borrowing by the business proprietor, or capital.
- In the absence of a monetary value, enter a "0" on the far right.

### (1)Assets for business

#### a. Cash

Million     Thousand  
      (in thousand yen units)    Cash on hand, current account checks, registered mail bonds, etc.

#### b. Deposits

Million     Thousand  
      (in thousand yen units)    Savings accounts, checking accounts, postal checking accounts, fixed deposits due to mature within one(1) year, plus installment savings, etc.

#### c. Bills receivable

Million     Thousand  
      (in thousand yen units)    Advance notes, bills of exchange, etc. tendered by customers

#### d. Accounts receivable

Million     Thousand  
      (in thousand yen units)    Uncollected balance on sales of commodities, etc.

#### e. Prepayments

Million     Thousand  
      (in thousand yen units)    Outstanding earnest monies paid to customers, etc.

#### f. Loans

Million     Thousand  
      (in thousand yen units)    Loans, advances, etc. to customers, employees, etc.

#### g. Other

Million     Thousand  
      (in thousand yen units)    Securities, etc. held temporarily

### (2)Liabilities for business

#### a. Bills payable

Million     Thousand  
      (in thousand yen units)    Outstanding amount of advance notes and bills of exchange

#### b. Accounts payable

Million     Thousand  
      (in thousand yen units)    Accrued expenses payable for purchasing commodities, primary materials, etc.

#### c. Short-term borrowings

Million     Thousand  
      (in thousand yen units)    Outstanding amount of borrowings for which repayment is due before the end of December this year

#### d. Long-term borrowings

Million     Thousand  
      (in thousand yen units)    Outstanding amount of borrowings for which repayment is due from January next year onward

#### e. Accrued expenses payable

Million     Thousand  
      (in thousand yen units)    Accrued expenses payable for overheads such as outside manufacture, investment in plant and machinery, etc.

#### f. Advances received

Million     Thousand  
      (in thousand yen units)    Advances, etc. for orders received, etc.

#### g. Other

Million     Thousand  
      (in thousand yen units)    Interest prepaid, customer deposits, etc.

Please check to ensure all questions have been completed.