

Appendix4 Unincorporated Enterprise Survey – Trend Survey Questionnaire



Fundamental Statistical Survey
Ministry of Internal Affairs and
Communications

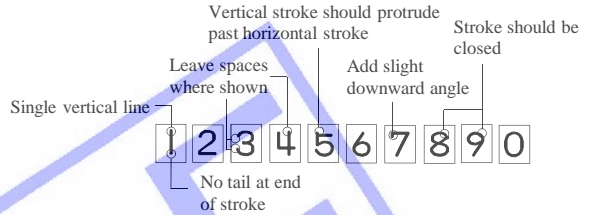
This survey is fundamental statistical surveys administered by the national government based on the Statistics Act.
Please fill out the questionnaire honestly and accurately. The information you provide will be treated in strict confidence and will be used solely for statistical purposes.

<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.

To be Completed by Enumerator											
Survey Period						Municipality Code					
from __ (month) to __ (month) , 200_						<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"/>

(Example of a numerical answer)



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

○ Indicate the operational status of your business for the current period by drawing a solid-lined circle in the applicable box.

<p>1. Operational status</p> <p>Good Moderate Bad</p> <p>(1)Operational status for the current period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Better Unchanged Worse</p> <p>(2)Operational status compared with the previous period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(3)Operational status compared with the corresponding period of the previous year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(4)Outlook for the next period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>4. Inventories of products, commodities and primary materials</p> <p>No inventories usually carried Excessive Appropriate Deficient</p> <p>•Base answer on the state of your inventories in the current period.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>2. Sales</p> <p>Increased Unchanged Decreased</p> <p>(1)Current status compared with the previous period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(2)Current status compared with the corresponding period of the previous year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(3)Outlook for the next period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>5. Cash-flow</p> <p>Better Unchanged Worse</p> <p>(1)Current status compared with the previous period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(2)Current status compared with the corresponding period of the previous year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>3. Net operating profit</p> <p>Increased Unchanged Decreased</p> <p>(1)Current status compared with the previous period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(2)Current status compared with the corresponding period of the previous year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(3)Outlook for the next period <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>6. Workforce in the current period</p> <p>Excessive Appropriate Deficient</p> <p>•Enter your answer on the excess or deficiency of manpower at your business in the current period.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>○ Enter number of persons as of the payday at the end of the current period.</p> <hr/> <p>7. Number of persons engaged</p> <p>(1)Number of family workers <input type="text"/> persons</p> <p>•Enter number of family members engaged in the business and sharing their livelihood with the business proprietor.</p> <p>•Family members to whom salaries are paid but who share their livelihood with the business proprietor are classified as family workers.</p> <p>(2)Number of employees <input type="text"/> <input type="text"/> <input type="text"/> persons</p> <p>•Enter number of persons including part-timers, <i>arubaito</i> and temporary employees.</p>

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To be Completed by Enumerator	<Remarks>	Line of business (Provide description only if there has been any change.)
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○ Enter figures in units of a thousand, disregarding sums less than 1,000 yen.

8. Total of sales and purchases

•Enter the sum total of transactions in cash and on credit (inclusive of consumption tax), for both the current period and the corresponding period of the previous year.

(1)Total sales

a. For three months of the current period

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

b. For three months of the corresponding period of the previous year

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

(2)Total purchases

a. For three months of the current period

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

b. For three months of the corresponding period of the previous year

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

9. Inventories

•Enter outstanding inventories at the end of the current period.

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

10. Operating expenses

•Enter the total of operating expenses for three months of the current period.

•Salaries and wages of employees should be included in your operating expenses. (However do not include salaries and wages paid to family workers and blue-return taxpayers.)

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

•Expenses paid for tools, equipment, fittings, etc. with less than one year of useful life or worth less than 100,000 yen in acquisition value are to be included in operating expenses.

(1)Operating expenses

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

Taxes and public impositions; packing, wrapping, and transporting expenses; water, light and fuel expenses; local transport and communications expenses; advertising and general publicity expenses; social expenses; non-life insurance premiums; repair and maintenance expenses; supplies expenses; welfare expenses; salaries and wages; expenses arising from outside manufacture; interest and discount expenses; rents for land and dwellings, plus other types of rent; miscellaneous expenses, etc.

(2)Of which, interest and discount expenses

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

Interest and discount expenses refer to interest payable on borrowed funds, discounts on notes and the like, to be included in the operating expenses shown in the section above.

11. Salaries and wages

•Enter the sum total of salaries, wages, commuting allowances, etc. paid to employees during three months of the current period.

•Include salaries and wages paid to part-timers, *arubaito*, and temporary employees.

•Commodities, products, etc. provided in kind are to be estimated at the current market value and included in salaries and wages

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

•Do not include personnel expenses paid to home-helps, housekeepers, etc.

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

12. 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 the amount for items that were actually acquired during three months of the current period.

•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)

New construction, enlargement, and reconstruction of buildings used for business purposes; water and gas facilities, etc.

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

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

Automobiles, lathes, pressing machines, cooking utensils, personal computers, etc.

(3)Land purchased

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

(4)Land development

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

Land readjustment, raising ground level, etc.