

Appendix 5 Form of Questionnaire

1 Monthly Survey on Service Industries Questionnaire for the first month (for establishments)

Client's Service Name
(Please print in the text box on the right)

* This is an important survey carried out under the Statistics Act (No. 51 of 1997) with the approval of the Minister of Internal Affairs and Communications. Please be sure to answer the complete truth.
* This survey will be statistically processed and used for the purposes.

Monthly Survey on Service Industries Questionnaire for the first month (for establishments)

Statistics Bureau, Ministry of Internal Affairs and Communications

Year: 20

Month:

Please fill in as it may be necessary to contact you.

Department: _____

The name of the person who filled in the questionnaire: _____

Telephone: () - () - () (Extension: _____)

1. Monthly sales (income), etc. of your establishment

1. (1) Sales (income)

* Enter the amount for previous month in the upper column and that for present month in the lower column.
* Round amounts to the nearest 1,000 yen.
* If the business is seasonal, fill "S" in the sales column and enter the reason thereof in the remarks column.
* If the business activity is different from the previous month, check the number of the relevant item among the options below prepared in special form.

	Previous month	Present month	thousand yen	thousand yen
1. Increased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Decreased	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Not particularly changed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Circle the number of the relevant item in the left column as "1 Increased" or "2 Decreased," enter the reason thereof in the remarks column.)

(Reason for demand increase or decrease compared with the same month a year earlier)

Regarding major services (Name: _____):
1 The price (unit price) rose this month
2 The price (unit price) declined this month

2. Type of the major business activity of your establishment

* The major business activity of your establishment is printed in the text box on the right.
* If the business activity printed is the same as your current major activity, circle "1 Yes" at right. If they are different, circle "2 No".

Major business activity of your establishment	Circle the appropriate number	1	2	3	4
Describe your current major business activity. (Only required if you circled "2 No" at left.)		Yes	No		

3. Number of persons working at the location of establishment at the end of the month (Provide the figure for the business day closest to the end of the month.)

Salaries directors Individual proprietors Non-paid family workers	Regular employees		Non-regular workers (including part-timers and temporary workers, etc.)		Total number (total of ① to ④)
	①	②	③	④	
Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*The number of persons engaged in your establishment (excluding dispatched or temporarily transferred employees to other establishment)

3. (2) Persons temporarily transferred or dispatched from other enterprise, etc.

Persons	Persons	Persons	Persons
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Merged with other companies (organizations, etc.) this month
2 Spun off into a separate entity (split of a corporation) this month
3 Capital changed this month

Please take care not to smudge, fold or roll.

DRAFT

2 Monthly Survey on Service Industries Questionnaire for the first month (for enterprises, etc.)

Monthly Survey on Service Industries Questionnaire for the first month (for enterprises, etc.)

Year: 20 Month:

Please fill in as far as possible for the pre-printed month and the previous month.

Department: _____

The name of the person who filled in the questionnaire: _____

Telephone: () _____ (Extension: _____)

Please use initials or the full name to fill in. When you fill in a checkbox for "no answer," please fill in "N/A." Do not leave them blank.

1. Monthly sales (income), etc. of your company (organization, etc.)

1.(1) Details of business activities

1.(2) Sales (income)

1.(3) Demand situation for major services (compared with the same month a year earlier)

Others

Entire enterprise (total)

① Salaried directors

② Full-time employees

③ Other than full-time employees (part-timers and temporary workers, etc.)

④ Non-regular workers (including part-timers and temporary workers other than ③)

Total number (total of ① to ④)

⑤ Persons temporarily transferred or dispatched from other enterprise, etc.

① Salaried directors

② Full-time employees

③ Other than full-time employees (part-timers and temporary workers, etc.)

④ Non-regular workers (including part-timers and temporary workers other than ③)

Total number (total of ① to ④)

⑤ Persons temporarily transferred or dispatched from other enterprise, etc.

① Merged with other companies (organizations, etc.) this month

② Spun off into a separate entity (split of a corporation) this month

③ Capital changed this month

2. Number of persons working at the location of establishment of your company (organization, etc.) at the end of the month (Provide the figure for the business day closest to the end of the month)

Category	Regular employees		Non-regular workers (including part-timers and temporary workers other than ③)		Total number (total of ① to ④)
	① Salaried directors	② Full-time employees	③ Other than full-time employees (part-timers and temporary workers, etc.)	④ Non-regular workers (including part-timers and temporary workers other than ③)	
1	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Reason for demand increase or decrease compared with the same month a year earlier:	1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
	Reason for demand increase or decrease compared with the same month a year earlier:				
	2	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for demand increase or decrease compared with the same month a year earlier:		1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
Reason for demand increase or decrease compared with the same month a year earlier:					
3		Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Reason for demand increase or decrease compared with the same month a year earlier:	1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
	Reason for demand increase or decrease compared with the same month a year earlier:				
	4	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for demand increase or decrease compared with the same month a year earlier:		1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
Reason for demand increase or decrease compared with the same month a year earlier:					
5		Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Reason for demand increase or decrease compared with the same month a year earlier:	1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
	Reason for demand increase or decrease compared with the same month a year earlier:				
	Entire enterprise (total)	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for demand increase or decrease compared with the same month a year earlier:		1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
Reason for demand increase or decrease compared with the same month a year earlier:					

Remarks: By business activity

This survey is on the profit subject to a significant change compared with the previous month. When entering changes in the price (unit price) of a major service, circle the number of the relevant item among the options below prepared as a special item.

Regarding major service 1 (Name):

1 The price (unit price) rose this month

2 The price (unit price) declined this month

3 Not particularly increased

4 Not particularly decreased

5 Not sure

Regarding major service 2 (Name):

1 The price (unit price) rose this month

2 The price (unit price) declined this month

3 Not particularly increased

4 Not particularly decreased

5 Not sure

Regarding major service 3 (Name):

1 The price (unit price) rose this month

2 The price (unit price) declined this month

3 Not particularly increased

4 Not particularly decreased

5 Not sure

Regarding major service 4 (Name):

1 The price (unit price) rose this month

2 The price (unit price) declined this month

3 Not particularly increased

4 Not particularly decreased

5 Not sure

Regarding major service 5 (Name):

1 The price (unit price) rose this month

2 The price (unit price) declined this month

3 Not particularly increased

4 Not particularly decreased

5 Not sure

① Salaried directors

② Full-time employees

③ Other than full-time employees (part-timers and temporary workers, etc.)

④ Non-regular workers (including part-timers and temporary workers other than ③)

Total number (total of ① to ④)

⑤ Persons temporarily transferred or dispatched from other enterprise, etc.

Category	Regular employees		Non-regular workers (including part-timers and temporary workers other than ③)		Total number (total of ① to ④)
	① Salaried directors	② Full-time employees	③ Other than full-time employees (part-timers and temporary workers, etc.)	④ Non-regular workers (including part-timers and temporary workers other than ③)	
1	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Reason for demand increase or decrease compared with the same month a year earlier:	1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
	Reason for demand increase or decrease compared with the same month a year earlier:				
	2	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for demand increase or decrease compared with the same month a year earlier:		1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
Reason for demand increase or decrease compared with the same month a year earlier:					
3		Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Reason for demand increase or decrease compared with the same month a year earlier:	1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
	Reason for demand increase or decrease compared with the same month a year earlier:				
	4	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for demand increase or decrease compared with the same month a year earlier:		1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
Reason for demand increase or decrease compared with the same month a year earlier:					
5		Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Previous	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Reason for demand increase or decrease compared with the same month a year earlier:	1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
	Reason for demand increase or decrease compared with the same month a year earlier:				
	Entire enterprise (total)	Present	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reason for demand increase or decrease compared with the same month a year earlier:		1 Increased 2 Decreased 3 Not particularly increased 4 Not particularly decreased 5 Not sure			
Reason for demand increase or decrease compared with the same month a year earlier:					

① Merged with other companies (organizations, etc.) this month

② Spun off into a separate entity (split of a corporation) this month

③ Capital changed this month

3 Monthly Survey on Service Industries Monthly Questionnaire (for establishments)

Monthly Survey on Service Industries Monthly Questionnaire (for establishments)

● This is an important survey conducted under the Statistics Act (No. 63 of 2007) with the approval of the Minister of Internal Affairs and Communications.
● This survey will be voluntarily processed and not used for tax purposes.

Year Month Please fill in as it may be necessary to contact you.

Department _____
The name of the person who filled in the questionnaire _____
Telephone () _____ (Extension:) _____

Please use a black or blue ballpoint pen to fill in. Please use a blue ballpoint pen to fill in, if the price (unit price) rose through and make correct entries. When you find no relevant personnel or sales amount, please fill in "0". Do not leave them blank.

1. Monthly sales (income), etc. of your establishment

1. (1) Sales (income)
* Round amounts to the nearest 1,000.
* If no sales are posted temporarily due to a seasonal factor, fill "0" in the sales column and enter the reason thereof in the remarks column.

Tax exclusion For consumption tax, make entries including tax in principle. If it is difficult to do so for accounting purpose, make entries excluding tax and enter a check mark in the box.

1. (2) Demand situation for major services (compared with the same month a year earlier)
Demand for major services of your establishment: When the answer in the left column is "1 Increased" or "2 Decreased," enter the specific reason.

[Reason for demand increase or decrease compared with the same month a year earlier]
(Circle the number of the relevant item)
1 Increased 2 Not particularly changed 3 Decreased Not sure
1,000,000yen
10,000,000yen
100,000,000yen
1,000,000,000yen

[Remarks: Regarding major services]
If the number of establishments is subject to a significant change compared with the previous month, enter the reason thereof.
* When entering changes in the price (unit price) of a major service, circle the number of the relevant item among the options below prepared as a special item.

Regarding major service [Name]: _____ J:
1 The price (unit price) rose this month
2 The price (unit price) declined this month

[How to fill out the questionnaire]
About "1. (1) Sales (income)"
- Provide the figure of entire monthly sales (income) of the establishment.
- The sales (income) include sales for supply of services and sales of article (including indirect tax, consumption tax, etc.) in the establishment. They also include cost such as purchase amount and salary and total income from all operations of the establishment.
- For consumption tax, make entries including tax in principle. If it is difficult to do so for accounting purpose, make entries excluding tax and enter a check mark in tax exclusion box.

2. Number of persons working at the location of establishment at the end of the month (Provide the figure for the business day closest to the end of the month.)

2. (1) Number of persons engaged in your establishment (excluding dispatched or temporarily transferred employees to other establishments)

① Salaried directors Individual proprietors Non-paid family workers	② Full-time employees (over)	③ Other than full-time employees (part-timers and temporary workers, etc.)	④ Non-regular workers (including part-timers and temporary workers other than ③)	Total number (total of ① to ④)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. (2) Persons temporarily transferred or dispatched from other enterprise, etc.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

[Remarks] If any major changes have occurred with regard to your establishment, please provide details.
* The choices below have been provided as examples of special remarks. Circle the number of either item if it is applicable.

1 Merged with other companies (organizations, etc.) this month
 2 Split off into a separate entity (split of a corporation) this month
 3 Capital changed this month



4 Monthly Survey on Service Industries Monthly Questionnaire (for enterprises, etc.)

Company Details

Company Name: _____

Address: _____

City: _____

Postal Code: _____

Phone: _____

Fax: _____

Website: _____

Year: 20__

Month: ____

Please fill in as it may be necessary to contact you.

Department: _____

The name of the person who filled in the questionnaire: _____

Telephone: (____) _____ (Extension: _____)

1. Monthly sales (income), etc. of your company (organization, etc.)

1. (1) Details of business activities

1. Sales (income) _____ thousand yen

2. _____ thousand yen

3. _____ thousand yen

4. _____ thousand yen

5. Others _____ thousand yen

Entire enterprise (total) _____ thousand yen

2. Number of persons working at the location of establishment of your company (organization, etc.) at the end of the month (Provide the figure for the business day closest to the end of the month)

2. (1) Number of persons engaged in your company (organization, etc.) (excluding dispatched or temporarily transferred employees to other enterprise, etc.)

Regular employees	Person
① Salaried directors	Person
② Full-time employees	Person
③ Other than full-time employees (part-timers and temporary workers, etc.)	Person
④ Non-regular workers (including part-timers and temporary workers other than ③)	Person
Total number (total of ① to ④)	Person

2. (2) Persons temporarily transferred or dispatched from other enterprise, etc.

Person

1. (2) Sales (income)

1. Sales (income) _____ thousand yen

2. _____ thousand yen

3. _____ thousand yen

4. _____ thousand yen

5. Others _____ thousand yen

Entire enterprise (total) _____ thousand yen

1. (3) Demand situation for major services (compared with the same month a year earlier)

When the answer in the left column is "1. Increased" or "2. Decreased," enter the specific reason.

(Reason for demand increase or decrease compared with the same month a year earlier)

Regarding major services | Name: _____

1 The price (unit price) rose this month

2 The price (unit price) declined this month

Regarding major services | Name: _____

1 The price (unit price) rose this month

2 The price (unit price) declined this month

Regarding major services | Name: _____

1 The price (unit price) rose this month

2 The price (unit price) declined this month

Regarding major services | Name: _____

1 The price (unit price) rose this month

2 The price (unit price) declined this month

Remarks: _____

