

Appendix 5 Form of Questionnaire

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

Government of the Republic of China
 Ministry of Internal Affairs and Communications
 Statistics Bureau, Ministry of Internal Affairs and Communications

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

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: _____)

Please use a black or blue ballpoint pen to fill in.
 For correction of entries, use double lines to strike through and make correct entries.
 When you find no relevant personnel or sales amount, please fill in "0". Do not leave them blank.

Tax exclusion The accounting tax, and the entries including tax is principally, if it is difficult to do so for accounting purpose, make entries excluding tax and enter a check mark in the box.

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.
 * If the business is seasonal, fill "0" in the sales column and enter the reason thereof in the remarks column.

	Previous	Present	Previous	Present	Previous	Present	Previous	Present	Previous	Present	
	<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"/>	<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"/>	<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"/>	<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Circle the number of the relevant item)
 1 Increased 2 Decreased 3 Not particularly changed 4 Not stated

1. (2) 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 reason thereof in the remarks column.

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

Regarding major service (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

Describe your current major business activity.
(Only required if you circled "2 No" at left.)

Circle the appropriate number.

1 2 3 4 5

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.)

3. (1) Number of persons engaged in your establishment (excluding dispatched or temporarily transferred employees to other establishments)		Regular employees		3. (2) Persons temporarily transferred or dispatched from other enterprise, etc.	
		① Salaried directors Individual proprietors Non-paid family workers	② Full-time employees	④ Non-regular workers (including part-timers and temporary workers other than ③)	Total number (total of ① to ④)
Previous	Person	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person
Present	Person	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person

[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 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.

2 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.

Please use a black or blue ballpoint pen to fill in. Do not use red ink, correction fluid, or correction tape. Do not use a pencil. Do not leave them blank.

When you find no relevant personnel or sales amount, please fill in "0". Do not leave them blank.

Year:

Month:

Please fill in for the preprinted 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)

* 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.

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										Not particularly changed									
2 Decreased										Not sure									

(How to fill out the questionnaire)

- 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.)

Regular employees		Non-regular workers (including part-timers and temporary workers other than ④)		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)	Total number	Total number
Individual proprietors	Person	Person	Person	Person	Person
Non-paid family workers	Person	Person	Person	Person	Person
Person	Person	Person	Person	Person	Person

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

Person	Person	Person	Person	Person	Person
Person	Person	Person	Person	Person	Person

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): _____

1 The price (unit price) rose this month

2 The price (unit price) declined this month

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

Person	Person	Person	Person	Person	Person
Person	Person	Person	Person	Person	Person

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	Person	Person	Person	Person	Person
2 Spun off into a separate entity (split of a corporation) this month	Person	Person	Person	Person	Person
3 Capital changed this month	Person	Person	Person	Person	Person

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

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)

Year: 20 Month:

Please fill in 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 the name, please fill in "Y" for the name from black.

Remarks: By business activity

This survey is on the unit price of a major service. Circle the number of the relevant item among the options below prepared as a special form.

* 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 form.

1.(1) Details of business activities

For business activities printed in advance in the lower column, which you decided not to implement from this month, use double lines to circle the number of the relevant item in the remarks column for business activities. Do not make any entry in the column of sales and demand remarks columns.

Item No.	Previous		Present		Remarks
	thousand yen	thousand yen	thousand yen	thousand yen	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure
4	<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 The price (unit price) rose this month 2 The price (unit price) declined this month
5	<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 The price (unit price) rose this month 2 The price (unit price) declined this month
Entire enterprise (total)					

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)
	Person	Person	Person	Person	
① Salaried directors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
② Full-time employees	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
③ Other than full-time employees (part-timers and temporary workers, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
④ Non-regular workers (including part-timers and temporary workers other than ③)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
⑤ Persons temporarily transferred or dispatched from other enterprise, etc.	<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 company (organization, etc.), 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 Spun off into a separate entity (split of a corporation) this month
 3 Capital changed this month

Personnel Statistics Logo

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

Annual Statistics Survey
Statistical Survey on Service Industries (for enterprises, etc.)
Monthly Survey on Service Industries Monthly Questionnaire (for enterprises, etc.)
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:) _____

Please use a black or blue ballpoint pen to fill in.
For correction of entries, use double lines to strike through and make correct entries.
When you find no relevant personnel or sales amounts, please fill in "0". Do not leave them blank.

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

1. (1) Details of business activities
*For business activities printed in advance in this lower column, which are business activities of your company, please enter the amount of the sales (income) for the month. If you are not engaged in any business activities, enter the reason why you decided not to implement in this remarks column by business activity. If you have passed temporarily due to a natural factor, fill "0" in the sales column and enter the reason in detail in this remarks column.
*This survey will be statistically processed and not used for tax purposes.

No.	Sales (income)	Demand situation for major services (compared with the same month a year earlier)	Remarks: By business activity
1	<input style="width: 100%; height: 20px;" type="text"/>	(Circle the number of the relevant item) 1 Increased changed <input type="checkbox"/> 2 Decreased <input type="checkbox"/> 3 Not particularly changed <input type="checkbox"/> 4 Not sure <input type="checkbox"/>	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)
2	<input style="width: 100%; height: 20px;" type="text"/>	(Circle the number of the relevant item) 1 Increased changed <input type="checkbox"/> 2 Decreased <input type="checkbox"/> 3 Not particularly changed <input type="checkbox"/> 4 Not sure <input type="checkbox"/>	(Reason for demand increase or decrease compared with the same month a year earlier)
3	<input style="width: 100%; height: 20px;" type="text"/>	(Circle the number of the relevant item) 1 Increased changed <input type="checkbox"/> 2 Decreased <input type="checkbox"/> 3 Not particularly changed <input type="checkbox"/> 4 Not sure <input type="checkbox"/>	(Reason for demand increase or decrease compared with the same month a year earlier)
4	<input style="width: 100%; height: 20px;" type="text"/>	(Circle the number of the relevant item) 1 Increased changed <input type="checkbox"/> 2 Decreased <input type="checkbox"/> 3 Not particularly changed <input type="checkbox"/> 4 Not sure <input type="checkbox"/>	(Reason for demand increase or decrease compared with the same month a year earlier)
5	<input style="width: 100%; height: 20px;" type="text"/>	(Circle the number of the relevant item) 1 Increased changed <input type="checkbox"/> 2 Decreased <input type="checkbox"/> 3 Not particularly changed <input type="checkbox"/> 4 Not sure <input type="checkbox"/>	(Reason for demand increase or decrease compared with the same month a year earlier)

Entire enterprise (total)

thousand yen

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

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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)

Regular employees		Non-regular workers (including part-timers and temporary workers other than ③)		Total number (total of ① to ④)	
① Stated 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)		
<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Person	Person	Person	Person	Person	Person