

## Appendix 2

### Outline of “the Monthly Survey on Service Industries”

#### 1 Survey Objective

The main aim of the surveys is to provide the best possible estimates of sales and persons working at the location of establishment for the service industries and subsequently to enhance the accuracy of economic indicators such as Quarterly Estimates (QE) of GDP. Also, this survey aims to grasp the annual situation of service industries by region or by detailed industrial classification.

#### 2 Legal Basis

This survey has been conducted as the general statistical survey pursuant to the provision of the Statistics Act (Act No.53 of 2007).

#### 3 Establishments and Enterprises, etc. Surveyed

The population of the survey is based on the 2009 Economic Census for Business Frame. Establishments and enterprises, etc. surveyed are selected using a statistical method<sup>\*1</sup> from establishments and enterprises, etc. throughout the country mainly engaging in the service sector<sup>\*2</sup>.

In the Monthly survey, about 39,000 establishments and enterprises, etc. are surveyed. In the Annual survey (expanded survey), about 77,000 establishments and enterprises, etc. are surveyed.

\*1 Refer to Appendix 3 for details on the selection method.

\*2 Refer to Appendix 7 for details on sub-sectors covered by this survey.

#### 4 Types of Questionnaires and Survey Items

##### (1) Types of Questionnaires

###### A. Monthly survey

“Questionnaire for the first month” is used at the beginning of the survey while the “Monthly questionnaire” is used from the second month and onward. Both questionnaires have two types: one for establishments and another for enterprises, etc.

###### B. Annual survey

“Expanded questionnaire” for establishments or for enterprises, etc. are used.

##### (2) Survey Items

Questionnaire items are presented in the table shown below.

###### A. Monthly survey

		Monthly sales	Demand situation	Categories of main business of establishments	Number of persons working at the location of establishment and breakdowns
For establishments	Questionnaire for the first month	○ (* )	○	○	○ (* )
	Monthly questionnaire	○	○	-	○
For enterprises, etc.	Questionnaire for the first month	○(* ) (By business activity)	○ (By business activity)	-	○ (* )
	Monthly questionnaire	○ (By business activity)	○ (By business activity)	-	○

\*Each survey item of survey month and the previous month is surveyed.

## B. Annual survey

	Legal organization and the amount of capital, etc.	Period for posting sales (income)	Annual sales (income), etc.	Types of major business of establishments	Number of persons working at the location of establishment and breakdowns
Expanded questionnaires for establishments	○	○	○	○	○
Expanded questionnaires for enterprises, etc.	○	○	○ (By prefectures by business activity)	—	○ (By business activity)

### <About burden reduction measures>

In order to reduce the burden on the respondents, if the surveyed business establishments or enterprises, etc. of this survey overlaps with the statistical survey\* conducted by the Ministry of Economy, Trade and Industry (METI), we do not distribute the questionnaire of our survey. Instead, we receive the information of questionnaire obtained from the survey conducted by the METI. In the Annual survey of the year when “Economic Census” is implemented, we receive questionnaire information from “Economic Census” without distributing questionnaires to establishments surveyed.

\* “Survey of Selected Service Industries”

## 5 Implementation of the Survey

The Statistics Bureau of Japan (SBJ) entrusts the implementation of the survey to research companies. Questionnaires are distributed and collected by mail or online.

However, for establishments for which questionnaires have yet to be collected, the enumerators can directly visit the establishment surveyed and collect questionnaires.

## 6 Tabulation of the Survey

The SBJ entrusts the tabulation to the National Statistics Center.

## 7 Release of the Survey Results

The results are shown on the SBJ website and laid open for public inspection.

### (1) Monthly survey

- Preliminary report: In principle, released in late the second month after the survey month.
- Final report: In principle, released in late the fifth month after the survey month.

### (2) Annual survey

- Preliminary report: In principle, released by the end of July of the next year of the survey.
- Final report: In principle, released by the end of the next fiscal year of the survey.