

Appendix 5 Form of Questionnaire

Questionnaire for enterprises, etc.

Classified

General Statistical Survey ● This is an important survey carried out under the Statistics Act (Act No. 53 of 2007) with the approval of the Minister for Internal Affairs and Communications.
 ● This survey will be used only for statistical purposes so please provide full and accurate information regarding your company (organization etc.).
 (Obtained approval from the Minister for Internal Affairs and Communications 12th May 2014) ● This survey will be statistically processed and not used for tax purposes.

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

Statistic Bureau, Ministry of Internal Affairs and Communications

	Please fill in as it may be necessary to contact you.
	Department
	Name
	Telephone () (Extension)

Points to note in filling out the questionnaire

- Please use a black or blue ballpoint pen to fill in.
- For correction of entries, please use double lines to strike through and make correct entries.
- When filling in number cells, if there is no applicable data, enter a "0". Do not leave the cell blank.
- When filling in cells for money amounts, use units of 1,000 yen, rounding off to the nearest 1,000 yen.



Organization of the questionnaire

For information on filling out the questionnaire, see the separate booklet "How to fill out the questionnaire for Expanded Survey (for enterprises, etc.)."

Questionnaire	Instructions
1. Legal organization and amount of capital, etc. (1) Legal organization (2) Amount of capital, investment or fund	As of the end of June 2016 Page 4
2. Details of your company's (organization, etc.) business activities 3. Your company's (organization, etc.) annual sales (income) for each business activity (1) Annual sales (income) for each business activity (2) Annual income for supply of business activities (Operating grants, subsidies, etc. except "3.(1)")	From January to December 2015 or accounting period that covers the most with that period. Page 2 Page 5 Page 5-6
4. Numbers of persons working at the location of your company (organization, etc.) business activities at the end of June 2016 (1) Number of persons engaged in each of your company's (organization, etc.) business activities (2) Number of persons temporarily transferred or dispatched from other enterprise, etc.	As of the end of June 2016 Page 7
5. Activity conditions by area Business activities 1,2 (By Area Form A) Business activities 3,4 (By Area Form B)	As of the period same as "3. Your company's (organization, etc.) annual sales (income) for each business activity" Page 8 Page 3-4 Page 5-6

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Please take care not to smudge or roll.

1. Legal organization and amount of capital, etc. (as of the end of June 2016)

1	2	3	4	5	6	7	8
Individual proprietorship	Stock company (including limited company)	General partnership company and limited partnership company	Limited liability company	Mutual company	Foreign company	Corporation excluding company	Organization other than corporation
1. (2) Amount of capital, investment or fund				thousand yen			

Year Please provide information of the period from January to December of the year indicated.

Accounting period (12 months):
 Year to
 Month to

2. Details of your company's (organization, etc.) business activities

If the business activity printed on the form is incorrect, strike through with double line and fill in the correct activity (see the separate booklet "List of Business Activities") in the text box on the right.

Circle the number which represents your most major business activity.

1	↑			
2	↑			
3	↑			
4	↑			
5 Others	↑	Please write down your major business activity within "5 Others".		
Entire Enterprise (Total)				

3. Your company's (organization, etc.) annual sales (income) for each business activity

Please enter amounts rounded off to the nearest 1,000 yen. Include a fraction, if any, in "5 Others", and make entries so that the total of 1 to 5 agrees with the amount of the entire enterprise (total).

3. (1) Annual sales (income) for each business activity	thousand d yen	thousand d yen	thousand d yen	thousand d yen	thousand d yen
1					
2					
3					
4					
5 Others					
Entire Enterprise (Total)					

3. (2) Annual income for supply of business activities (Operating grants, subsidies, etc.)	thousand d yen	thousand d yen	thousand d yen	thousand d yen	thousand d yen
1					
2					
3					
4					
5 Others					
Entire Enterprise (Total)					

If the legal organization indicated in 1. (1) Legal organization is "7 Corporation (excluding company)" or "8 Organization other than corporation" please fill in the cells on the right.

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

4. Number of persons working at the location of your company (organization, etc.) at the end of June 2016
 (Provide the figure for the business day closest to the end of the month.)

*Please enter "0" if there is no applicable person, not to leave it blank.

4. (1) Number of persons engaged in each of your company's (organization) business activities (excluding dispatched or temporarily transferred employees to other companies)	Regular employees			④ Non-regular workers (including part-timers and temporary workers other than ③)	Aggregates (Totals for ①-④)	Remarks: For each business activity If the number of employees at the end of June differs greatly from that for other months, please provide details.
	① Salaried directors	② Full-time employees	③ Other than full-time employees (part-timers and temporary workers, etc.)			
1						
2						
3						
4						
5						

5. Activity conditions by area Please provide the situation of the same period as you entered in "3. Your company's (organization, etc.) annual sales (income) for each business activity".

<p>Business activity 1</p> <p>Circle the number of the item which best describes the condition of this business activity.</p> <p>The business activity is [Area Name]</p> <p>1 restricted to the area above.</p> <p>2 not restricted to the area above (including overseas operations).</p> <p>If "2" above is selected, please provide details of the condition of business activity 1 in the text box on the right side of the By Area Form.</p> <p>Form A</p> <p>Go to "By Area Form A" (pages 3 to 4).</p>	<p>Business activity 2</p> <p>Circle the number of the item which best describes the condition of this business activity.</p> <p>The business activity is [Area Name]</p> <p>1 restricted to the area above.</p> <p>2 not restricted to the area above (including overseas operations).</p> <p>If "2" above is selected, please provide details of the condition of business activity 2 in the text box on the right side of the By Area Form.</p> <p>Form A</p> <p>Go to "By Area Form A" (pages 3 to 4).</p>	<p>Business activity 3</p> <p>Circle the number of the item which best describes the condition of this business activity.</p> <p>The business activity is [Area Name]</p> <p>1 restricted to the area above.</p> <p>2 not restricted to the area above (including overseas operations).</p> <p>If "2" above is selected, please provide details of the condition of business activity 3 in the text box on the right side of the By Area Form.</p> <p>Form B</p> <p>Go to "By Area Form B" (pages 5 to 6).</p>	<p>Business activity 4</p> <p>Circle the number of the item which best describes the condition of this business activity.</p> <p>The business activity is [Area Name]</p> <p>1 restricted to the area above.</p> <p>2 not restricted to the area above (including overseas operations).</p> <p>If "2" above is selected, please provide details of the condition of business activity 4 in the text box on the right side of the By Area Form.</p> <p>Form B</p> <p>Go to "By Area Form B" (pages 5 to 6).</p>
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(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.

<p>1. Merged with other company (organization, etc.) in the past 12 months</p> <p>2. Spun off into a separate entity (split of a corporation) in the past 12 months</p>

14										thousand yen	or					%
15										thousand yen	or					%

16										thousand yen	or					%
17										thousand yen	or					%
18										thousand yen	or					%
19										thousand yen	or					%
20										thousand yen	or					%

21										thousand yen	or					%
22										thousand yen	or					%
23										thousand yen	or					%
24										thousand yen	or					%
25										thousand yen	or					%

0	Overseas									thousand yen	or					%
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14										thousand yen	or					%
15										thousand yen	or					%

16										thousand yen	or					%
17										thousand yen	or					%
18										thousand yen	or					%
19										thousand yen	or					%
20										thousand yen	or					%

21										thousand yen	or					%
22										thousand yen	or					%
23										thousand yen	or					%
24										thousand yen	or					%
25										thousand yen	or					%

0	Overseas									thousand yen	or					%
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Business Activity 2

Business Activity 1

If there are no sales (income) from business activities 1 and 2 outside of the prefectures above, please proceed to the By Area Form B (pages 5 to 6) for business activities 3 and 4.

To By Area Form A 2/2 (Page 4)

39	thousand yen	or	%
40	thousand yen	or	%
41	thousand yen	or	%
42	thousand yen	or	%
43	thousand yen	or	%
44	thousand yen	or	%
45	thousand yen	or	%

39	thousand yen	or	%
40	thousand yen	or	%
41	thousand yen	or	%
42	thousand yen	or	%
43	thousand yen	or	%
44	thousand yen	or	%
45	thousand yen	or	%

Total (All prefectures and overseas)	3. (1) Annual sales (income) by business activity Business activity "2"	1	0	0	%
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Business Activity 2

Total (All prefectures and overseas)	3. (1) Annual sales (income) by business activity Business activity "1"	1	0	0	%
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Business Activity 1

Proceed to "By Area Form B" (Pages 5-6) for Business Activities 3 and 4.

14									thousand yen	or								%	
15									thousand yen	or									%
16									thousand yen	or									%
17									thousand yen	or									%
18									thousand yen	or									%
19									thousand yen	or									%
20									thousand yen	or									%
21									thousand yen	or									%
22									thousand yen	or									%
23									thousand yen	or									%
24									thousand yen	or									%
25									thousand yen	or									%
0	Overseas								thousand yen	or									%

Business Activity 2

Business Activity 3

If there are no sales (income) from business activities 3 and 4 outside of the prefectures above, this completes the questionnaire.

39										thousand yen	or					%
40										thousand yen	or					%

39										thousand yen	or					%
40										thousand yen	or					%

41										thousand yen	or					%
42										thousand yen	or					%
43										thousand yen	or					%
44										thousand yen	or					%
45										thousand yen	or					%

41										thousand yen	or					%
42										thousand yen	or					%
43										thousand yen	or					%
44										thousand yen	or					%
45										thousand yen	or					%

46										thousand yen	or					%
47										thousand yen	or					%

46										thousand yen	or					%
47										thousand yen	or					%

Total (All prefectures and overseas)	3. (1) Annual sales (income) by business activity Business activity "4"															1	0	0	%
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Total (All prefectures and overseas)	3. (1) Annual sales (income) by business activity Business activity "3"															1	0	0	%
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Business Activity 2

Business Activity 1