Appendix 5
Form of Questionnaire

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

General Statistical Survey
(Orders & Approvals under the Statistics Act)
Approval No. 33-00107-000
Approved by the Minister for Internal Affairs and Communications
May 2016

Check box

● 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.
● The questionnaire will not be used for purposes other than statistics. Please be sure to state the complete truth.
● This survey will be statistically processed and not used for any purpose.

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

Year 2 0 Month

Statistics Bureau, Ministry of Internal Affairs and Communication

Please fill in for the preprinted month and the previous 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.

Please take care not to smudge, fold or roll.

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

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.(1) Sales (income)

* Total amounts to date (cents: 1,000)
* If the sales are expected to be subject to a seasonal factor, fill '0' in the sales column and enter the reason thereof in the remarks column.

Previous													thousand yen
Present													thousand yen

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

Demand for major services of your establishment

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

(Circle the number of the relevant item)

1 Increased
2 Decreased
3 Not particularly changed
4 Not sure

[Reason for demand increase or decrease compared with the same month **a year earlier**]

[Remarks : Regarding major services]
If the major service of your establishment 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 in anticipation.

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

Major business activity of your establishment

"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".

Circle the appropriate number.

1 Yes 2 No

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

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.)

* If there is no applicable data for each column, fill in "0", not leaving it blank.

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

	① Salaried directors / Individual proprietors / Non-paid family workers	Regular employees: 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)
Previous	Person	Person	Person	Person	Person
Present	Person	Person	Person	Person	Person

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

Previous	Person
Present	Person

[Remarks] If any major changes have occurred with regard to your establishment, please provide details.

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

SAMPLE

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

General Statistical Survey
Statistics Act (Act No. 53 of 2007)
Ministerial Statistics Survey
Ministerial Statistics Survey Rules (Ministry of Internal Affairs and Communications Ordinance No. 12 of 2009)

- This is an important survey conducted under the Statistics Act (Act No. 53 of 2007) with the approval of the Minister of Internal Affairs and Communications based on the Statistical Survey Rules.
- Please fill in the questionnaire and return it by the deadline.
- The questionnaire will not be used for purposes other than statistics. Please be sure to make the complete truth.
- This survey will be statistically processed and not used for any purpose.

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

Statistics Bureau, Ministry of Internal Affairs and Communication

Year 2 0 ☐☐ Month ☐☐ Please fill in for the preprinted month and the previous

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.

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

Tax exclusion ☐ 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.(1) Details of business activities
* For business activities which you decide it are to be implemented from this month, use double lines to strike through the name of the business activities, and enter the new ones in the remarks column by business activity.

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

1.(3) Demand situation for major services (compared with the same month a year earlier)
Demand for major services of your company (organization, etc.)
When the answer in the left column is "1 Increase" or "2 Decrease", enter the specific reason.
(Remarks: By business activity)
If the survey items on the left are subject to a significant change compared with the previous month, enter the reason thereof.

	Previous	Present	Sales (income)	Demand situation for major services (compared with the same month a year earlier)	(Reason for demand increase or decrease (compared with the same month **a year earlier**))
1			thousand yen,	1 Increased 2 Decreased 3 Not particularly changed 4 Not sure (Circle the number of the relevant item)	Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
2			thousand yen,	1 Increased 2 Decreased 3 Not particularly changed 4 Not sure (Circle the number of the relevant item)	Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
3			thousand yen,	1 Increased 2 Decreased 3 Not particularly changed 4 Not sure (Circle the number of the relevant item)	Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
4			thousand yen,	1 Increased 2 Decreased 3 Not particularly changed 4 Not sure (Circle the number of the relevant item)	Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
5 Others * Provide the figure of business activities other than 1 to 4, and describe the new business activities			thousand yen,		
Entire enterprise (total) * Provide the total sales of the entire enterprise into the total column, not			thousand yen,		

(Remarks) If any major changes have occurred with regard to your company (organization, etc.), please provide details.

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. 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.) If there is no applicable data for each column, fill in "0", not leaving it blank.

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

	Previous	Present	Previous	Present	Previous	Present	Previous	Present	Previous	Present
			Regular employees							
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)**	
	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person
	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person

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

Previous	Present
Person	Person
Person	Person

SAMPLE

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

Monthly Survey on Service Industries Monthly Questionnaire (for establishments)

Statistics Bureau, Ministry of Internal Affairs and Communication

Year: 2 0 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:)

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.

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

Tax exclusion ☐ 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.(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.

thousands of yen

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

Demand for major services of your establishment

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

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**]

[Remarks : Regarding major service]
If the major service of your establishment 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 special item.

Regarding major service [Name:]
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.)

* If there is no applicable data for each column, fill in "0", not leaving it blank.

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

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

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

Person

[Remarks]If any major changes have occurred with regard to your establishment, please provide details.

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 crumple, fold or roll.

SAMPLE

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

General Statistical Survey
[Notice based on the Statistics Act (Act No. 53 of 2007) with the approval of the Minister for Internal Affairs and Communications]

Cancelled

This is a designated survey (statistical survey based on the Statistics Act (Act No. 53 of 2007) with the approval of the Minister for Internal Affairs and Communications.
Your cooperation will be highly appreciated.
This questionnaire will be used for purposes other than statistics. Please be sure to write the complete name.
This survey will be automatically processed and serves for tax purposes.

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

Statistics Bureau, Ministry of Internal Affairs and Communication

Year 2 0 ☐☐ 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 company (organization, e

Please take care not to smudge, fold or roll.

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

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.

1.(1) Details of business activities

* For business activities which you decided not to implement from this month, use double lines to strike through the name of the business activities and correct the incorrect account in the remarks column by business activity.

1.(2) Sales (income)

* Round amounts to the nearest 1,000.
* If no sales are posted temporarily, fill "0" in the sales column and enter the reason thereof in the remarks column.

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

Demand for major services of your company (organization, etc.)

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

[Remarks: By business activity]
If the survey items on the left are subject to a significant change compared with the previous month, enter the reason thereof.

	(1.(1)) Business activities	(1.(2)) Sales (income)	(1.(3)) Demand situation for major services (compared with the same month a year ago)	[Reason for demand increase or decrease compared with the same month **a year earlier**]	[Remarks]
1		thousand yen,	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure		Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
2		thousand yen,	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure		Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
3		thousand yen,	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure		Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
4		thousand yen,	(Circle the number of the relevant item) 1 Increased 2 Decreased 3 Not particularly changed 4 Not sure		Regarding major service [Name:] 1 The price (unit price) rose this month 2 The price (unit price) declined this month
5	Others * Provide the figure of business activities other than 1 to 4, and describe those business activities in the remarks	thousand yen,			[Remarks] If any major changes have occurred with regard to your company (organization, etc.), please provide details. 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
	Entire enterprise (total) * Provide the total sales of the entire enterprise into the total column, not leaving it blank.	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.) * If there is no applicable data for each column, fill in "0", not leaving it blank.

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

① Salaried directors	Regular employees 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)
Person	Person	Person	Person	Person

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

Person

SAMPLE