

Appendix 5 Form of Questionnaire

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

General Statistical Survey

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

Statistics Bureau, Ministry of Internal Affairs and Communications

Please fill in for the preperiod month and the previous month.

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:)

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

Make entries excluding 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.

* Per capita: * 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 (3).

If the monthly sales increased or decreased significantly compared with the same month a year earlier, enter the specific reason. If you cannot compare with the same month a year earlier, please enter the comparison with the previous month.

Period	Estimated sales (in million yen)		Remarks (3)
	Current month	Same month a year earlier	
Present Month	<input type="text"/>	<input type="text"/>	If the business activity pointed is the same as your current major activity, circle "1 Yes" at right. If that is different, circle "2 No".
Previous Month	<input type="text"/>	<input type="text"/>	

2. Type of the major business activity of your establishment

Major business activity of your establishment:

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 data for each column, fill in "0", not leaving it blank.)

Period	3. (1) Number of persons engaged in your establishment (excluding dispatched or temporarily transferred employees to other establishments)		3. (2) Persons temporarily transferred or dispatched from other enterprises, etc.
	Regular employees	Non-regular workers (including part-timers and temporary workers other than ②)	
Present Month	① Salaries directors Individual proprietors Unpaid family workers	② Full-time employees (part-timers and temporary workers, etc.)	③ Other non-regular workers (including part-timers and temporary workers other than ②)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Month	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Remarks 2] If any major changes have occurred with regard to your establishment, please provide details.

1. Mixed with other companies (franchises, etc.) this month
2. Started and no economic activity after establishment the report
3. Capital changed this month

SAMPLE

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.)

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

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 enter this situation in the remarks 2 column by business activity.

* 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 2 column.

1	Previous Month		Present Month	
	100,000 yen	1,000,000 yen	100,000 yen	1,000,000 yen
1				
2				
3				
4				

Others

* Please indicate business activities other than 1 to 4 and describe their business activities in the remarks 2 column.

Entire enterprise (total)

* Please indicate the total sales of the entire enterprise into the total column, not leaving it blank.

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, each column fill in "0", not leaving it blank.

3	Regular employees		2. (1) Number of persons engaged in your company (organization, etc.) (excluding dispatched or temporarily transferred employees to other enterprises, etc.)		2. (2) Persons temporarily transferred or dispatched from other enterprises, etc.	
	100,000 yen	1,000,000 yen	3. Other than full-time employees (partners and temporary workers, etc.)	4. Nonregular workers (including part-timers and temporary workers other than 3)	Total number (total of 3 to 4)	
100,000 yen						
1,000,000 yen						

Remarks (3)

If the monthly sales increased or decreased significantly compared with the same month a year earlier, enter the specific reason. If you cannot compare with the same month a year earlier, please enter the comparison with the previous month.

Remarks (2) 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 (unit of a corporation) this month
 3. Regular employment this month

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

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

Year:

Month:

Please fill in for the reported month and the previous month.

Please fill in if any is necessary to contact you.

Department: _____

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

Telephone: () - _____

Fax: () - _____

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

1. (1) Details of business activities:
 * For business activities which you decided not to implement from this month, * Record amounts to the nearest 1,000.
 * Use double lines to strike through the name of the business activities, and
 enter the situation in the remarks. * If no sales are posted temporarily, fill in "0" in this column and enter the reason thereof. * If you cannot compare with the
 same month a year earlier, please enter the comparison with the previous month.
 in the remarks. * If you cannot compare with the previous month, enter the specific reason. If you cannot compare with the
 same month a year earlier, please enter the comparison with the previous month.

Business activities	This month		Previous month		Remarks
	Amount	Unit	Amount	Unit	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5 Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Entire enterprise (total)					
* Provide the total sales of the entire enterprise across the said columns, not having a blank.					

(Remarks 2) If any major changes have occurred with regard to your company (organization, etc.), please provide details.

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 person, fill in "0" not leaving a blank.

Category	This month		Previous month	
	Number	Unit	Number	Unit
1 Salaried directors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Regular employees	<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"/>
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"/>
Total number (total of 1 to 4)		<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

1 Merged with other companies (organizations, etc.) this month
 2 Discontinued operations (including temporary suspension of a corporate line month)
 3 Deleted ahead of this month