

## Appendix 5 Form of Questionnaire

Questionnaire for enterprises, etc.

**General Statistical Survey** This is an important survey carried out under the Statistics Act (Act No. 52 of 2007) with the approval of the Minister for Internal Affairs and Communications.  
 (Obtained approval from the Minister for Internal Affairs and Communications on 12th May 2014)  
 • This survey will be used only for statistical purposes to please provide full and accurate information regarding your company (organization etc.).  
 • This survey will be statistically processed and not used for tax purposes.

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

 Statistics 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, please enter "0", not leave it 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	Questionnaire
As of the end of June 2014	1. Legal organization and amount of capital, etc.
Page 3	(1) Legal organization (2) Amount of capital, investment or fund
From January to December 2013 or accounting period that covers the most with that period.	2. Details of your company's (organization, etc.) business activities
Page 4	3. Your company's (organization, etc.) annual sales (income) for each business activity
Page 2	(1) Annual sales (income) for each business activity (2) Annual income for supply of business activities (Operating grants, subsidies, etc. except "3.(1)"")
Page 5	4. Numbers of persons working at the location of your company (organization, etc.) business activities at the end of June 2014
Page 6	(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.
Page 7	5. Activity conditions by area
Page 3-4	Business activities 1,2 (By Area Form A)
Page 5-6	Business activities 3,4 (By Area Form B)

	*								

**1. Legal organization and amount of capital, etc. (as of the end of June 2014)**

1. (1) Legal organization -Circle the appropriate number.	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.

Year  Month   
If you can't provide information of this period, please provide it of the accounting period which most largely includes the period indicated.

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

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

**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).

Circle the number which represents your most major business activity.

3. (1) Annual sales (income) for each business activity		3. (2) Annual income for supply of business activities (Operating grants or subsidies, etc. except "3. (1)"		
1	[ ] . [ ]	[ ] . [ ]	[ ] . [ ] thousand yen	
2	[ ] . [ ]	[ ] . [ ]	[ ] . [ ] thousand yen	
3	[ ] . [ ]	[ ] . [ ]	[ ] . [ ] thousand yen	
4	[ ] . [ ]	[ ] . [ ]	[ ] . [ ] thousand yen	
5 Others	Please write down your major business activity within "5 Others".		If there is more than one major business activity please write them all.	
Entire Enterprise (Total)				

It the legal organization indicated in "1.(1) Legal organization" is "7 Corporation on the right, please fill in the cells on the right.

For consumption tax, 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.

Tax  exclusion

<b>4. Number of persons working at the location of your company (organization, etc.) at the end of June 2014</b> <small>(Provide the figure for the business day closest to the end of the month.)</small>	
<b>4. (1) Number of persons engaged in each of your company's (organization) business activities (excluding dispatched or temporarily transferred employees to other companies)</b>	
<b>① Salaried directors</b>	<b>Regular employees</b>  ② Full-time employees
<input type="text"/> 1	<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"/> 2	<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"/> 3	<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"/> 4	<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"/> 5	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ,
<b>4. (2) Number of persons temporarily transferred or dispatched from other enterprise, etc.</b>	
<b>④ Non-regular workers</b> <small>(including part-timers and temporary workers other than ③)</small>	
<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"/> <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"/> ,
<b>Aggregates (Totals for ①-④)</b>	
<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"/> ,
<b>(Remarks: For each business activity)  If the number of employees at the end of June differs greatly than that for other months, please provide details.</b>	

  

<b>5. Activity conditions by area</b> 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"	
<b>Business activity 1</b>	
Circle the number of the item which best describes the condition of this business activity.	
The business activity is <input type="text"/> /Area Name/	
1 restricted to the area above.	
2 not restricted to the area above (including overseas operations).	
<small>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 A.</small>	
<b>Go to "By Area Form A" (pages 3 to 4)</b>	

  

<b>Business activity 2</b>	
Circle the number of the item which best describes the condition of this business activity.	
The business activity is <input type="text"/> /Area Name/	
1 restricted to the area above.	
2 not restricted to the area above (including overseas operations).	
<small>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 B.</small>	
<b>Go to "By Area Form B" (pages 5 to 6)</b>	

  

<b>Business activity 3</b>	
Circle the number of the item which best describes the condition of this business activity.	
The business activity is <input type="text"/> /Area Name/	
1 restricted to the area above.	
2 not restricted to the area above (including overseas operations).	
<small>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 B.</small>	
<b>Business activity 4</b>	
Circle the number of the item which best describes the condition of this business activity.	
The business activity is <input type="text"/> /Area Name/	
1 restricted to the area above.	
2 not restricted to the area above (including overseas operations).	
<small>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 B.</small>	

**(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 company (organization, etc.) in the past 12 months
2. Spun off into a separate entity (split of a corporation) in the past 12 months

**By Area Form A 1/2 (The text box for overseas operations is at the bottom of this page.)**

**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".

**Business Activity 1**

1	thousand yen	or	%	1	thousand yen	or	%
2	thousand yen	or	%	2	thousand yen	or	%
3	thousand yen	or	%	3	thousand yen	or	%
4	thousand yen	or	%	4	thousand yen	or	%
5	thousand yen	or	%	5	thousand yen	or	%

**Business Activity 2**

6	thousand yen	or	%	6	thousand yen	or	%
7	thousand yen	or	%	7	thousand yen	or	%
8	thousand yen	or	%	8	thousand yen	or	%
9	thousand yen	or	%	9	thousand yen	or	%
10	thousand yen	or	%	10	thousand yen	or	%
11	thousand yen	or	%	11	thousand yen	or	%
12	thousand yen	or	%	12	thousand yen	or	%
13	thousand yen	or	%	13	thousand yen	or	%

14	thousand yen	or	%	14	thousand yen	or	%
15	thousand yen	or	%	15	thousand yen	or	%

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

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

0 Overseas	thousand yen	or	%	0 Overseas	thousand yen	or	%
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**Business Activity 2**

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	[ ] %	39	[ ] thousand yen	[ ] %
40	[ ] thousand yen	[ ] %	40	[ ] thousand yen	[ ] %

41	[ ] thousand yen	[ ] %	41	[ ] thousand yen	[ ] %
42	[ ] thousand yen	[ ] %	42	[ ] thousand yen	[ ] %
43	[ ] thousand yen	[ ] %	43	[ ] thousand yen	[ ] %
44	[ ] thousand yen	[ ] %	44	[ ] thousand yen	[ ] %
45	[ ] thousand yen	[ ] %	45	[ ] thousand yen	[ ] %
46	[ ] thousand yen	[ ] %	46	[ ] thousand yen	[ ] %
47	[ ] thousand yen	[ ] %	47	[ ] thousand yen	[ ] %

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

**Business Activity 1** [REDACTED]

**Business Activity 2** [REDACTED]

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

**By Area Form B 1/2** (The text box for overseas operations is at the bottom of this page.)

**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".

**Business Activity 3**

1	thousand yen	or	%	1	thousand yen	or	%
2	thousand yen	or	%	2	thousand yen	or	%
3	thousand yen	or	%	3	thousand yen	or	%
4	thousand yen	or	%	4	thousand yen	or	%
5	thousand yen	or	%	5	thousand yen	or	%

6	thousand yen	or	%	6	thousand yen	or	%
7	thousand yen	or	%	7	thousand yen	or	%
8	thousand yen	or	%	8	thousand yen	or	%
9	thousand yen	or	%	9	thousand yen	or	%
10	thousand yen	or	%	10	thousand yen	or	%

11	thousand yen	or	%	11	thousand yen	or	%
12	thousand yen	or	%	12	thousand yen	or	%
13	thousand yen	or	%	13	thousand yen	or	%

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

Business Activity 2

Business Activity 3

To By Area Form B 2/2 (Page 6)

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

## By Area Form B 2/2 (Continuing from Page 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".

**Business Activity 3**

26	thousand yen	or	%	26	thousand yen	or	%	26	thousand yen	or	%
27	thousand yen	or	%	27	thousand yen	or	%	27	thousand yen	or	%
28	thousand yen	or	%	28	thousand yen	or	%	28	thousand yen	or	%
29	thousand yen	or	%	29	thousand yen	or	%	29	thousand yen	or	%
30	thousand yen	or	%	30	thousand yen	or	%	30	thousand yen	or	%
31	thousand yen	or	%	31	thousand yen	or	%	31	thousand yen	or	%
32	thousand yen	or	%	32	thousand yen	or	%	32	thousand yen	or	%
33	thousand yen	or	%	33	thousand yen	or	%	33	thousand yen	or	%
34	thousand yen	or	%	34	thousand yen	or	%	34	thousand yen	or	%
35	thousand yen	or	%	35	thousand yen	or	%	35	thousand yen	or	%
36	thousand yen	or	%	36	thousand yen	or	%	36	thousand yen	or	%
37	thousand yen	or	%	37	thousand yen	or	%	37	thousand yen	or	%
38	thousand yen	or	%	38	thousand yen	or	%	38	thousand yen	or	%

39	thousand yen	or	%	39	thousand yen	or	%
40	thousand yen	or	%	40	thousand yen	or	%
41	thousand yen	or	%	41	thousand yen	or	%
42	thousand yen	or	%	42	thousand yen	or	%
43	thousand yen	or	%	43	thousand yen	or	%
44	thousand yen	or	%	44	thousand yen	or	%
45	thousand yen	or	%	45	thousand yen	or	%
46	thousand yen	or	%	46	thousand yen	or	%
47	thousand yen	or	%	47	thousand yen	or	%

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

Business Activity 1

Business Activity 2